



Westside
Unitarian Universalist
Congregation

WSUU

APRIL BOARD AGENDA — 2023

April 19, 2023 7:00 - 9:00 PM PT via Zoom

Marco's Zoom Link to today's meeting: <https://zoom.us/j/97608698496?pwd=cWh5eTJldktHbEE3aitRYjBuM00xdz09>

Usual [Link to Board Zoom](#)

[Link to April Shared Folder](#)

WSUU Mission: To support one another, expand our minds, and build a more just world.

Board 2022-23 Covenant: See end of agenda

7:00pm	Chalice Lighting & Welcome <i>Marco</i>	<ul style="list-style-type: none"> o Land Acknowledgement & Covenant o Chalice lighting o Check in/Access Needs
7:10pm	Minutes	<ul style="list-style-type: none"> o Approve last month's Board Minutes
7:15pm	Monthly Staff & Committee Reports <i>please review related reports in shared folder prior to our meeting & focus on action items as needed</i>	<ul style="list-style-type: none"> o Minister (Rev. Carter) o Administrator (Shannon) o Music (Scott), (liaison Marco) o Finance Committee/Treasurer/Operations (Shelley, Jim) o RE (Jade) (liaison Laura Strand) o RJCT (Tracy)
		<ul style="list-style-type: none"> o
7:20pm	Priority Business (time dependent, crisis prevention)	<ul style="list-style-type: none"> o Stewardship and Pledge Gap (Shannon, Jim) o Online Auction opens Sun, April 23rd 4pm & Bingo/Raise the Paddle Sat, April 29th 6:30-9pm (Laura & Shannon) o Annual Meeting Tasks before June 4th presentation <ul style="list-style-type: none"> o Annual Meeting Packet materials o Agenda: Who Does What, Parliamentarian, Tech Facilitator o Agenda, Board Slide Presentation o Budget Slide Presentation (Shelley) o Practice date set o Board Budget Approval May 10th 7pm
8:05pm	Other Business (important planning)	<ul style="list-style-type: none"> o Summer Picnic Accessibility o Pam Orbach Community Circles



		<ul style="list-style-type: none">▪ Next steps for members needing 2 + healing circles before/after Rev. Christopher▪ Start of non violent communications○ Request from Scott regarding conference attendance and commitment from next year's prof. dev. funds
8:20pm	Monthly Board Communication	<ul style="list-style-type: none">○ Board Westside Week Topic & Who Writes<ul style="list-style-type: none">○○
8:30pm	Upcoming Meetings Dates/Times Board Member Schedules	<ul style="list-style-type: none">○ Tues, May 10th, 7pm Board Budget Approval○ May 24th, Annual Meeting Packet sent out○ Thurs, May 31st Next Board Meeting, 7pm<ul style="list-style-type: none">▪ Annual Meeting Final Planning▪ Run through○ Sun, June 4th Annual Meeting via Zoom○ Thurs, June 22nd Last 2023/23 Board Mtg.○ Upcoming Vacation/Out of Town Schedules○ Opening/Closing person for May & June
8:40pm	Guest: Steve Burrows, Nomination Committee <i>May: Shelley(budget 23/24 annual mtg)</i>	<ul style="list-style-type: none">○ Status/Process of GA Delegates 2023/24○ Status/Process of Board Nominations 2023/24○ Discussion
9:00pm	Close of the Meeting <i>Marco</i>	<ul style="list-style-type: none">○ Personal Reflections/Gratitude○ Extinguishing the Chalice○ 9:00 pm end of meeting
	2022-2023 Board Covenant	<ol style="list-style-type: none">1. Share workload, responsibilities, joys, and sorrows.2. Focus our energy on established priorities.3. Right-size the board's work and maintain healthy boundaries.4. Slow down and seek consensus when possible.5. Listen to minority and marginalized voices. Use the equity decision-making tool.6. Seek additional perspectives, particularly those most impacted by decisions.7. Honor confidentiality.8. Share what we are doing. Be intentional about honest, timely communication. Be clear about the board's role.9. Work to stay in right relationship with each other. Establish a habit of reviewing how we work together.10. Support our collective decisions. The board speaks with one voice.11. Name the elephant in the room.12. Hold this covenant as a living document.



		13. Encourage the congregation to resolve conflicts through direct communication with affected parties
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MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION

April 19, 2023

BOARD ATTENDING: Laura Pierce, Tracy Burrows, Kristina Darnell, Laura Strand, Jim Schlough, Laura H White, Marco Deppe

STAFF Rev. Carter Smith, Contract Minister, Shannon Day, Administrator

GUESTS: Steve Burrows, Nomination Committee.

ACKNOWLEDGEMENT, CHALICE LIGHT & CHECK-IN/ACCESS NEEDS:

Marco began our meeting with land acknowledgement, chalice lighting words, and a personal check-in including access needs.

MINUTES *The March Board meeting minutes were unanimously approved as written with one spelling correction.*

MONTHLY STAFF AND COMMITTEE REPORTS

Minister (Rev. Carter)

Rev. Carter reports that she has been settling into our congregational routine, her schedule and building relationships within our community. She has been part of 3 Sunday services and 2 Meet and Greet sessions with interested Westside members and friends and has appreciated the positive feedback and thoughtful questions. Rev. Carter is mindful of building on our recent themes of celebrating our togetherness and looking forward to renewal through upcoming services on Climate Justice, Article II and other topics. The Worship Team is planning an annual retreat in June. She is meeting regularly with our professional staff. Rev. Carter has also met with the RE Planning Team, Environmental Justice Group, Pam Orbach, and the Finance Committee in addition to her attendance at Board meetings.

Administrator (Shannon)

Shannon has a busy workload this time of year with active involvement in many arenas of our congregational life. She reports that the UUA retirement fund has moved from TIAA Cref to Empower. Shannon has worked through most of the onboarding support for Rev. Carter and meets one to one with her when she is in residence. Current membership is at 159 with no new members, four resignations, and seven new subscribers. Michael Matz has moved to Poulsbo, Mary and Cliff Houlihan have moved to Arizona, Roseanne Lorenzana will end her membership this month, although will stay a friend. Arline Borella will also end her membership. March has been a big month for Stewardship with updating and tracking pledges, preparing and mailing pledge materials and related tasks. She has collaborated closely with Kevin Lane-Cummings, Steve Finney and Rev. Carter. We are presently at 81% of pledges and looking towards closing a 20K gap between expenses and income for the next fiscal year's projected budget. Additional followup is ongoing. Shannon is active in the Pam Orbach Right Relations Core Team and

attends weekly meetings. She has helped support Leadership Healing Circles and worked with Jade Wilde on leading the April Community Circles. In addition, Shannon is continuing coordinating administrative and AV areas of our Sunday worship. She thanks Jim Schlough for his weekly skilled attention to our building. We have a new janitorial company, Quality Janitorial. We still are working with Worship Productions to receive 30 more compatible LED modules for our screen. We have a new projector. Coffee equipment works well and gratitude goes to Charlotte House for her Hospitality leadership. Shannon has been invaluable to the Auction Committee especially PR, Auction website and close work with Laura White on all the details of planning both an online weeklong Auction and a Bingo/Raise the Paddle Evening.

Music Director (Scott)

Scott is healing well from his surgery. He is requesting attendance at the AUUMM Convention in Baltimore in July with some unused professional funds. Scott was very pleased with the March 12th service although it was time consuming to coordinate the music. The Chalice Singers will perform for the Earth Day/Environmental Justice Services April 23rd with Corra Angel singing a solo. He is working with the RE program to support more music showcasing for our children and youth. Scott is coordinating music with Lisa Maynard and Laura White on our upcoming Auction Bingo/Raise the Paddle Night on Saturday, April 29th. He continues to work closely with the Westside Chorale, Chalice Singers, and Lisa Maynard, our lead for the Westside Strummers and Welcome Singers. Scott attended both of the Leadership Healing Circles offered by Pam Orbach.

Scott has requested professional development funds for an upcoming July 12-16 2023 Music AUUMM convention in Baltimore. He would like to use funds from both 22-23 and 23-24 professional funds to partially covered expenses. He will combine this attendance with a trip to NYC which further decreases costs.

Laura Pierce moved and Tracy Burrows seconded, approved by unanimous vote, that we spend up to \$900 of FY 23-24, in addition to unused FY 22-23 Music Director professional development funds, towards Scott Farrell's registration and related travel expenses for the July 2023 AUUMM Music Convention.

Finance Committee/Treasurer/Operations (Shelley, Jim)

Income and expenses are progressing as expected for this time of year. The FY 23-24 Budget Planning process is well underway. The 2022-23 budget projection is waiting on funds raised during the Anchors Away Online Auction and Tides and Treasures Bingo/Raise the Paddle Night.

The Finance Committee is looking to rebalance our investment funds for up to \$200K in a higher interest CD. The Finance Committee has explored CD rates at several banks and credit unions. We have 200K in cash in Sound Credit Union at 1.7% and we average 100K at Umpqua Bank with no interest. A 7-month CD at Homestreet Bank could increase our interest income by up to \$3500. Board discussed local credit unions, socially responsible investing, and the possibility of laddering CD funds.

Jim Schlough moved and Laura Strand seconded that the WSUU Board authorize the Finance Committee to invest up to 200K in a higher interest CD banking option transferred from our Sound Credit Union account. Approved by unanimous vote.

The FY 23-24 Budget Planning process has begun! The Finance Committee will reach out to committees, staff and Board to assess needs. Shelley will create a timeline for the Board review and input. The budget will be reviewed in April and approved in May for the annual June meeting. Rev. Carter has attended a Finance Committee meeting and Ruth Herman has joined the committee. Fund approval for a new projector and phones have been made. The Auction income may be less than projected.

The Finance Committee requested input on next year's budget needs from the Board. The Board agreed to ask for a \$500 discretionary budget (same as previous year) and an additional \$5K for Right Relations funding.

RE Contract Coordinator (Jade Wilde, RE Planning Team: Faith Iverson, Jeanette Hitch, Thomas Terence and Amy Hance-Brancati, Board Liaison: Laura Strand)

Laura Strand and Jade report that Jade has completed deep connective conversations with all of RE volunteers who have held RE activities together throughout the pandemic and the past departure of our DRE, RE assistant, and former minister. Some of them are choosing to leave their roles and have a break. Some are continuing to stay in reduced roles. Jade and the RE Planning Team are in full recruitment mode, and looking forward to building positive energy around the possibilities for next year. There is a general plan in place for RE groupings and a start in thinking about curriculum. Discussions are underway about summer programming and multigenerational services.

RJCT (Tracy)

Tracy reported that at least 10 WSUU members attended the Chris Crass Gathering for Collective and Anti-Racism activities including a Saturday April 15th workshop and Sunday April 16th service cosponsored by UU Church, University Congregational United Church of Christ and a number of other faith and community organizations committed to racial justice.

PRIORITY BUSINESS

Stewardship "Cultivating Abundance" Pledge Campaign FY 23-24

As of this meeting, we have received 82 pledges which is 81% of our pledge goal with \$217K received. Eleven families have responded to a second ask from the Stewardship FY 23-24 request to increase pledges to close the projected pledging gap of 20K. Kevin Lane-Cummings and Steve Finney are in the process of contacting households who have not yet pledged. The Finance Committee has a plan for budget adjustments including using reserve funds for one time expenses. Tracy agreed to provide a testimonial at the next upcoming Sunday service.

Online Anchors Away Auction & Tides and Treasure Bingo/Raise the Paddle Night Laura White and Shannon report that donor responses to our online Auction have been very strong with over 140 donations (109 last year) of community events & meals, vacation getaways, personal services from members and friends, homemade meals and goodies, items and services from local West Seattle businesses and individual items. The Auction catalog is now available to preview and live bidding starts on Sunday, April 22nd at 4pm. The Auction team will be highlighting different auction donation categories over the next week and emphasizing bidding registration and tickets to both the online Auction, April 22nd-29th and Bingo Night, Sunday, April 29th.

Annual Meeting Tasks Discussion deferred to May 10th meeting.

Board 2023-24 Budget Approval Meeting May 10th 7pm

An additional Board meeting has been set up for May 10th 7pm via Zoom to focus on discussion and approval of the 2023-24 Budget. Shelley Webb, Finance Committee Chair and the Finance Committee will present the proposed budget at that time.

OTHER BUSINESS

Summer Picnic Accessibility Future Planning

The Board discussed the need for increased accessibility for activities such as our Annual Picnic. Seattle Park Department reservations are in place for June's Picnic at Lincoln Park and cannot be changed at this late date however are there ways to provide increased access from the parking lot to the shelter area in the future. The Board discussed borrowing a golf cart, requesting barrier removal or selecting a place with better accessibility. Asking those with accessibility needs for solutions was suggested as a good strategy.

Monthly Board Communication to the Congregation

Laura Pierce will write a communication to the congregation focusing on the Auction and Bingo Night, Annual Meeting and Board Candidates for next year.

Guest: Steve Burrows, Chair Nom Com

Update on GA Delegates, Nom Com and Board Nominations 2023-24

Board Candidates: Steve presented that there are currently 3 Board vacancies for next year with a deadline of May 4th. Present Board members were encouraged to recruit Board candidates. The Nom Com are continuing to use the Leadership Rubric when considering candidates. Four present Board members are willing to continue: Tracy Burrows, Jim Schlough, Laura White and Laura Strand.

Nominating Committee: All current Nom Com committee members are willing to remain. The current nominating committee consists of Steve Burrows, Chris Hollinger, Megan Schumacher.

GA delegates: As of this date, Cynthia Townsend has expressed willingness to serve as a GA delegate. GA delegate vote will occur by Google email survey vote to members. Article 2 amendments must be submitted to UUA by the end of April.

BOARD MEETINGS (please note changes to regular schedule)

- Wednesday, May 10th 7pm 2023-24 Budget & Annual Report Special Board Session
- Wednesday, May 31st, 7pm NEW TIME, May Board Meeting
- Sunday, June 4th 10:30am Virtual Annual Congregational Meeting, Board & Budget
- Thursday, June 22nd, June Board Meeting, last for this FY.
- Board Liaisons will continue to attend their liaison related committee meetings.

Board Schedules:

-Rev Carter will publish an ongoing calendar of her schedule. She will be on vacation in France during the month of July.

-Out of town Jim: April 27-May 4th, May 17-19 Laura Pierce conference.

CLOSE OF MEETING Marco closed our meeting with chalice words and asked for ending reflections. The meeting ended at 9:10pm.

Respectfully submitted,
Laura H White,
Board Secretary

MINISTER'S MONTHLY REPORT

April 2023

This has been a month of settling into somewhat of a routine, and building relationships within the community. There has been learning & connection, and I'm sure there will be more to come. For example, I have learned to put the dates for these reports on my calendar, as my intention to stay off email in my weeks off caused me to miss this deadline!

Below, are a few areas of church life I would like to offer updates on:

- 1. Worship:** The three services I have been part of planning and leading have been joyful collaborative processes, and the end results have received very positive feedback. This spring, it seems that there is a strong need for large and celebratory services in this community, a signal that there is a chance for hope, for renewal. We have a roster of services planned in the coming months that I believe will engage our community on some more specific topics (Climate Justice, Article II), but should continue this theme of celebrating our togetherness & looking toward the future. The Worship Team is also getting ready for a retreat in June for the purpose of reconnecting as a team, assessing our standard liturgy, and preparing worship themes for the coming church year.
- 2. Administration:** Our small & mighty staff team is now meeting regularly, and using this time as an important touch point to check in with each other, and see our work in the context of the whole. These meetings, plus one-on-one sessions are leading me to feel immense confidence in, and gratitude for the staff that I have the gift of working with.
- 3. Ongoing Committees/Programs:** Part of this work is in learning to use my short hours wisely to support the work that staff and lay leaders are committed to. This month I met with the RE Planning Team, the Environmental Justice Group, and the Finance Committee. I have met with Pam Orbach and we have a rough plan of how I may begin moving into the important Right Relations work of this community.

There is much in motion! You have seen updates from Shannon on Stewardship, which may present us with some complex & difficult conversations. In many areas of this community life, we are very much looking ahead to the upcoming church year. There is budgeting to do, and programming to prepare for, and committees to form. It is a space of change, which we sometimes call liminality. We find ourselves in a time of "not anymore" but also "not yet." For these times, the skills that will serve us best are presence and attentiveness to the directions our souls pull us in.

I have no action items to add to our agenda.

Be well, all. And see you Thursday.

Carter

**WSUU Finance Committee Report
March 2023**

Action Items for the Board: Looking forward to the May 10 meeting with the board to review the budget.

Financial Highlights for March 2023 (75% of the year):

Highlights	Actuals	Actuals – YTD	YTD % of Budget	Budget
Total Income	\$ 24,659	\$ 228,337	65%	\$ 351,843
Pledges	\$ 17,042	\$ 162,567	70%	\$ 233,000
Total Expenses	\$ 34,859	\$ 223,932	64%	\$ 351,843
Net Income/Expenses	-\$ 10,199	+ \$ 4,404		

Financial Status:

- Income is progressing as expected for this time in the year.
- Expenses are progressing as expected for this time in the year.

Unanticipated Variance(s) to Budget:

- None.

FY 23-24 Budget

- If we cover the Pam Orbach costs & relocation fees for Rev Carter from the Operational Reserves fund balance, we see a path toward a balanced budget. Good news! More to come prior to May 11.

Submitted by Shelley Webb 4/18/2022

As of: **Monday, April 3, 2023****BUDGET SUMMARY**% thru Year: **75%**

		Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
Income						
Pledges	\$	17,042	\$ 162,740	70%	\$ 233,000	\$ 70,260
Sunday Plate		2,462	16,567	110%	15,000	(1,567)
Other Donations		-	1,443	0%	-	(1,443)
Fund Raising		20	151	0%	40,000	39,849
Affinity Programs		-	596	58%	1,025	429
RE Ministry		-	2,543	0%	-	(2,543)
Youth Group Ministry		-	-	0%	-	-
Music Ministry		-	484	48%	1,000	516
Program and Misc		311	1,553	155%	1,000	(553)
Rentals		4,823	42,260	69%	60,818	18,558
Carry-over		-	-	0%	-	-
Total Income	\$	24,659	\$ 228,337	65%	\$ 351,843	\$ 123,506
Expenses						
Minister Compensation	\$	-	\$ -	0%	\$ -	\$ -
Additional Minister		4,540	6,788	9%	76,962	70,174
RE Director Compensation		-	-	0%	-	-
RE Staff		-	320	16%	1,967	1,647
RE Training		-	-	0%	-	-
RE Youth Group		-	-	0%	417	417
RE Operations		2,545	17,390	68%	25,400	8,010
Music Director Compensation		3,143	19,538	71%	27,327	7,789
Music Staff		556	4,977	79%	6,273	1,296
Other Music		176	1,692	83%	2,040	348
Administrator Compensation		5,327	47,999	73%	66,141	18,142
Additional Employee Benefits		15	1,176	40%	2,977	1,801
Community Impact-Internal		3,186	14,678	87%	16,872	2,194
Community Impact-External		551	5,332	106%	5,015	(317)
Worship		534	23,366	124%	18,795	(4,571)
Loans, Taxes, Fees		5,060	33,888	76%	44,882	10,994
Facility		9,164	46,378	84%	55,525	9,147
Fundraising & Rentals		60	410	33%	1,250	840
Reserves		-	-	0%	-	-
Total Expenses	\$	34,859	\$ 223,932	64%	\$ 351,843	\$ 127,911
Cash Flow (GF):	\$	(10,199)	\$ 4,404			

	YTD Balance	Start of FY	YTD Change
BANK ACCOUNT BALANCES			
Umpqua Checking #7545	\$ 96,595	112,965	\$ (16,370)
Sound Credit Union Money Market #6299	201,411	199,872	1,539
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
Total Account Balances	\$ 298,231	\$ 313,063	\$ (14,832)
ASSETS			
Church Bldg & Land (book value)	\$ 3,109,500	\$ 2,901,200	\$ 208,300
Cash - Operations	66,891	80,231	(13,339)
Payroll	-	-	-
Building Fund	\$ 88,168	89,160	(992)
Accessibility Fund	22,462	22,462	-
Other Dedicated Fund Balances	21,801	22,301	(500)
<u>Operational Reserves</u>	<u>98,910</u>	<u>98,910</u>	<u>-</u>
<i>Total Fund Balances</i>	<i>\$ 231,340</i>	<i>232,832</i>	<i>(1,492)</i>
Total Assets	\$ 3,407,732	\$ 3,214,263	\$ 193,468
LIABILITIES			
Loan fm UUA	\$ 419,602	\$ 419,602	\$ -
Loan fm Cascadia Growth Fund	58,825	58,825	-
Other Current Liabilities	6,084	24,748	(18,664)
Total Liabilities	\$ 484,511	\$ 503,175	\$ (18,664)
GF Balance (Cash-Operations less Other Current Liabilities)	60,807	\$ 55,482	\$ 5,324
CONGREGATIONAL EQUITY	\$ 2,923,221	\$ 2,711,088	\$ 212,132

As of: Monday, April 3, 2023				% Thru Year: 75%				
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget		Notes
GENERAL FUND INCOME								
Pledges								
4.100.100	Pledges - Current Year Income	17,042.36	153,574.63	231,000.00	<div><div>66%</div></div>	-		
4.100.110	Pledges - Prior Year Income	-	9,165.24	2,000.00	<div><div>458%</div></div>	7,165.24		
	Total Pledges	\$ 17,042	\$ 162,740	\$ 233,000	70%	\$ -		
Sunday Plate								
4.100.140	Contributions - Sunday WSUU	1,631.28	10,872.88	10,000.00	<div><div>109%</div></div>	872.88		strong
4.100.141	Contributions - Sunday WSUU Congr Care Fund	-	-	416.00	0%	-		
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	417.00	0%	-		
4.100.144	Contributions - Sunday WSUU Real Rent Duwamish	-	-	417.00	0%	-		
4.100.145	Contributions - Sunday WSUU Partner Church	628.05	678.05	600.00	<div><div>113%</div></div>	78.05		
4.100.150	Contributions Sunday Charities	203.12	5,015.61	3,150.00	<div><div>159%</div></div>	1,865.61		strong
	Total Sunday Plate Income	\$ 2,462	\$ 16,567	\$ 15,000	110%	\$ 1,567		
Other Donations								
4.100.160	Special Gifts & Campaigns	-	1,192.86	-	0%	1,192.86		
4.100.165	Cong. Care Fund Transfer In	-	250.00	-	0%	250.00		
4.100.244	Accessibility Fund Donations	-	-	-	0%	-		
	Total Other Donations	\$ -	\$ 1,443	\$ -	0%	\$ 1,443		
Fund Raising								
4.100.245	Auction Income	20.00	151.06	25,000.00	<div><div>1%</div></div>	-		ticket sales
4.100.247	Raise the Paddle Income	-	-	15,000.00	0%	-		
	Total Fund Raising Income	\$ 20	\$ 151	\$ 40,000	0%	\$ -		
Affinity Program Income								
4.100.210	E Scrip GF Income	-	-	-	0%	-		
4.100.211	Amazon Rebate Income	-	226.40	425.00	<div><div>53%</div></div>	-		
4.100.212	Thriftway Rebate Program	-	369.74	600.00	<div><div>62%</div></div>	-		
	Total Affinity Program Income	\$ -	\$ 596	\$ 1,025	58%	\$ -		
RE Ministry Income								
4.100.259	RE Fundraising & Donations	-	-	-	0%	-		
4.100.258	RE Fund Transfers IN	-	-	-	0%	-		
4.100.260	OWL Registration Fees	-	2,543.06	-	0%	2,543.06		
4.100.263	OWL Fund Transfers IN	-	-	-	0%	-		
	Total RE Ministry Income	\$ -	\$ 2,543	\$ -	0%	\$ 2,543		
Youth Group Ministry Income								
4.100.261	RE Youth Group Fund Transfers IN	-	-	-	0%	-		
	Total Youth Group Ministry Income	\$ -	\$ -	\$ -	0%	\$ -		

As of: Monday, April 3, 2023				% Thru Year: 75%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes
<u>Music Ministry Income</u>							
4.100.222	Music Fundraising and Donations	-	484.00	1,000.00	48%	-	
	Total Music Ministry Income	\$ -	\$ 484	\$ 1,000	48%	\$ -	
<u>Program and Misc Income</u>							
4.100.220	Coffee Income	14.00	14.00	-	0%	14.00	set up donation basket again
4.100.225	Membership Fundraising and Donations	-	-	500.00	0%	-	
4.100.240	Interest Income	297.21	1,538.79	500.00	308%	1,038.79	
4.100.255	Common Quest Income	-	-	-	0%	-	
	Total Program and Misc Income	\$ 311	\$ 1,553	\$ 1,000	155%	\$ 553	
<u>Rentals</u>							
4.100.300	Cell Tower Rental	976.55	7,812.40	11,724.00	67%	-	
4.100.302	Electricity Reimbursement- Cell Tower	632.88	6,203.88	9,276.00	67%	-	
4.100.305	Rental Income - Single Events	-	-	2,000.00	0%	-	
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	3,214.00	28,244.00	37,698.00	75%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	-	-	120.00	0%	-	
	Total Rental Income	\$ 4,823	\$ 42,260	\$ 60,818	69%	\$ -	
<u>Carry-over</u>							
4.100.241	Board Designated Fund Transfers to GF	-	-	-	0%	-	
	Total Carry-over Income	\$ -	\$ -	\$ -	0%	\$ -	
TOTAL GENERAL FUND INCOME		\$ 24,659	\$ 228,337	\$ 351,843	65%	\$ -	

As of: Monday, April 3, 2023				% Thru Year: 75%					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes		
GENERAL FUND EXPENSE									
MINISTER POSITION									
Minister Compensation									
5.100.100	Minister Housing Allow Exp	-	-	-	0%	-			
5.100.101	Minister Salary Exp	-	-	-	0%	-			
5.100.105	Minister Medical Ins Exp	-	-	-	0%	-			
5.100.106	Minister Group Term Life Ins Exp	-	-	-	0%	-			
5.100.107	Minister Long Term Disability Ins Exp	-	-	-	0%	-			
5.100.108	Minister Dental Insurance	-	-	-	0%	-			
5.100.110	Minister Retirement Exp	-	-	-	0%	-			
5.100.115	Minister-FICA Exp	-	-	-	0%	-			
5.100.125	Minister's Professional Exp	-	-	-	0%	-			
	Total Minister Compensation	\$ -	\$ -	\$ -	0%	\$ -			
Additional Minister Exp									
5.100.129	Ministerial Services	4,540.30	6,787.76	76,962.00	9%	-	Minister & chaplain		
5.100.126	Minister Installation Exp	-	-	-	0%	-			
5.100.102	Minister Moving Exp	-	-	-	0%	-			
5.100.128	Minister Search Exp	-	-	-	0%	-			
	Total Additional Minister Exp	\$ 4,540	\$ 6,788	\$ 76,962	9%	\$ -			
Total Minister Position Expense		\$ 4,540	\$ 6,788	\$ 76,962	9%	\$ -			

As of: Monday, April 3, 2023				% Thru Year: 75%					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes		
CHILDREN AND YOUTH MINISTRY								-	
RE Director Compensation								-	
5.100.150	RE Director Salary Exp	-	-	-	0%	-			
5.100.155	RE Director Medical Insurance	-	-	-	0%	-			
5.100.158	RE Director FICA Exp	-	-	-	0%	-			
5.100.160	RE Director Retirement Exp	-	-	-	0%	-			
5.100.165	RE Director Professional Exp	-	-	-	0%	-			
	Total RE Director Compensation	\$ -	\$ -	\$ -	0%	\$ -			
RE Staff Expense								-	
5.100.168	RE Program Assistant Exp	-	-	-	0%	-			
5.100.163	RE Nursery Lead Teacher Exp	-	320.00	1,300.00	25%	-			
5.100.164	RE Nursery Assistant Exp	-	-	-	0%	-			
5.100.170	Childcare Exp	-	-	667.00	0%	-			
	Total RE Staff Exp	\$ -	\$ 320	\$ 1,967	16%	\$ -			
RE Training Expense								-	
5.100.152	RE OWL Leadership Development Exp	-	-	-	0%	-			
	Total RE Training Expense	\$ -	\$ -	\$ -	0%	\$ -			
RE Youth Group Expense								-	
5.100.132	RE High School Youth Programs Exp	-	-	417.00	0%	-			
	Total RE Youth Group Expense	\$ -	\$ -	\$ 417	0%	\$ -			
RE Operations Expense								-	
5.100.171	RE Services	2,500.00	16,760.00	25,400.00	66%	-			
5.100.131	RE OWL Program Exp	45.39	629.86	-	0%	629.86			
5.100.229	RE OWL Fund Transfers OUT	-	-	-	0%	-			
5.100.134	RE Operational Exp	-	-	-	0%	-			
	Total RE Operations Expense	\$ 2,545	\$ 17,390	\$ 25,400	68%	\$ -			
Total Children & Youth Ministry Expense		\$ 2,545	\$ 17,710	\$ 27,784	64%	\$ -			

As of: Monday, April 3, 2023				% Thru Year: 75%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes
MUSIC MINISTRY							-
Music Director							-
5.100.185	Music Dir Salary Exp	1,739.31	15,653.79	20,872.00	75%	-	
5.100.186	Music Dir Medical Insurance	1,270.50	1,270.50	1,271.00	100%	-	
5.100.187	Music Dir Retirement Exp	-	1,326.39	2,087.00	64%	-	
5.100.188	Music Dir FICA Exp	133.06	1,197.54	1,597.00	75%	-	
5.100.190	Music Dir Professional Exp	-	90.00	1,500.00	6%	-	
	Total Music Director Compensation	\$ 3,143	\$ 19,538	\$ 27,327	71%	\$ -	
Music Staff							\$ -
5.100.193	Music Sunday Service Pianist Exp	256.25	2,706.75	3,543.00	76%	-	
5.100.195	Music Percussionist Exp	220.00	2,190.00	2,730.00	80%	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	80.00	80.00	-	0%	80.00	
5.100.198	Music Bassist Exp	-	-	-	0%	-	
5.100.199	Music Administrator Exp	-	-	-	0%	-	
	Total Other Music Staff Expense	\$ 556	\$ 4,977	\$ 6,273	79%	\$ -	
Other Music Expense							-
5.100.191	Music Purchase Exp	175.82	286.45	765.00	37%	-	sheet music
5.100.192	Music Equipment Maint Exp	-	190.00	400.00	48%	-	
5.100.194	Music Programs Exp	-	1,215.92	800.00	152%	415.92	
5.100.196	Music Council Fundraising Exp	-	-	75.00	0%	-	
	Total Other Music Expense	\$ 176	\$ 1,692	\$ 2,040	83%	\$ -	
Total Music Ministry Exp							-
		\$ 3,875	\$ 26,207	\$ 35,640	74%	\$ -	
ADMIN STAFF & SUPPORT							-
Congr Administrator & Bookkeeper							-
5.100.174	Congr Admin Salary Exp	4,762.97	40,485.25	54,774.00	74%	-	
5.100.175	Congr Admin Medical Insurance	-	600.00	1,200.00	50%	-	
5.100.176	Congr Administrator Retirement Exp	-	3,528.54	5,477.00	64%	-	
5.100.177	Congr Administrator FICA Exp	364.36	3,097.08	4,190.00	74%	-	
5.100.231	Congr Admin Professional Exp	200.00	288.00	500.00	58%	-	NVC class
	Total Congr Administrator & Bookkeeper Compensation	\$ 5,327	\$ 47,999	\$ 66,141	73%	\$ -	
Additional Employee Benefits							-
5.100.178	Labor & Industries Ins Exp	-	643.27	1,875.00	34%	-	
5.100.181	Family and Medical Leave Ins Exp	-	374.56	551.00	68%	-	
5.100.184	Part time Empl FICA SS Exp	15.30	158.36	551.00	29%	-	
	Total Additional Employee Benefits Expense	\$ 15	\$ 1,176	\$ 2,977	40%	\$ -	
Total Admin Staff & Support Expense							-
		\$ 5,343	\$ 49,175	\$ 69,118	71%	\$ -	

As of: Monday, April 3, 2023				% Thru Year: 75%				
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes	
Other OPERATIONAL AND COMMUNITY IMPACT						-		
Community Impact-Internal Expense						-		
5.100.320	UUA Dues Exp Bud	2,751.38	8,254.14	11,006.00	75%	-		
5.100.801	All Congr Retreats and Trainings	164.63	5,540.63	3,000.00	185%	2,540.63	food, supp, RR work	
5.100.802	GA Delegate Exp	-	-	800.00	0%	-		
5.100.758	Congregational Care Fund Transfer OUT	-	250.00	416.00	60%	-		
5.100.710	Membership Exp Bud	-	48.46	500.00	10%	-		
5.100.759	Board Discretionary Fund	-	-	500.00	0%	-		
5.100.800	All Congr Social Events	270.00	584.74	600.00	97%	-	picnic fee	
5.100.819	Raise the Paddle Purchase Exp -GF	-	-	-	0%	-		
5.100.829	Common Quest Exp	-	-	50.00	0%	-		
Total Community Impact-Internal Expense		\$ 3,186	\$ 14,678	\$ 16,872	87%	\$ -		
Community Impact-External Expense						-		
5.100.757	Sunday Morning Contributions Given to Charity	443.02	4,751.18	3,150.00	151%	1,601.18	Grandmothers Against Gun Violence	
5.100.729	Real Rent Duwamish- Sunday Plate	-	-	417.00	0%	-		
5.100.728	Real Rent Duwamish	108.00	540.00	648.00	83%	-	2 months	
5.100.754	Partner Church Program Exp	-	40.45	600.00	7%	-		
5.100.300	Partner Church Dues Exp Bud	-	-	200.00	0%	-		
Total Community Impact-External Expense		\$ 551	\$ 5,332	\$ 5,015	106%	\$ 317		
Worship Expense						-		
5.100.726	AV Tech Expense	-	2,520.00	6,720.00	38%	-		
5.100.724	Streaming Tech Exp	200.00	1,750.00	5,200.00	34%	-		
5.100.725	Worship Council Expense Budget	-	4,671.67	6,650.00	70%	-		
5.100.727	AV Equipment & Maintenance	333.55	14,424.68	225.00	6411%	14,199.68		
Total Worship Expense		\$ 534	\$ 23,366	\$ 18,795	124%	\$ 4,571		
Financial Expense						-		
5.100.650	Loan Debt Service - UUA	2,580.14	23,221.26	30,962.00	75%	-		
5.100.655	Loan Debt Service - Cascadia Growth Fund for UU	659.96	5,939.64	7,920.00	75%	-		
5.100.457	Annual City/County/State Fees	1,641.22	3,427.21	3,500.00	98%	-	drainage fee	
5.100.520	Banking & Credit Card Fees e.g.Vanco	179.14	1,300.33	2,500.00	52%	-		
Total Financial Expense		\$ 5,060	\$ 33,888	\$ 44,882	76%	\$ -		

As of: Monday, April 3, 2023				% Thru Year: 75%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes
Facility Expense							
5.100.450	Telephone/Cable/Internet	271.89	2,395.00	4,200.00	57%	-	
5.100.460	Web Hosting Exp	-	-	-	0%	-	
5.100.470	Web Maintenance Exp Bud	-	-	-	0%	-	
5.100.475	Technology Management	1,303.07	2,502.53	3,400.00	74%	-	projector, 3 zoom accts for 1 yr,coda, breeze, editing
5.100.480	Office Expenses	-	479.66	500.00	96%	-	
5.100.481	Postage Exp Bud	57.60	249.88	400.00	62%	-	
5.100.482	Printing / Copying	171.44	1,498.85	2,400.00	62%	-	
5.100.483	Constant Contact Email Service	-	-	425.00	0%	-	
5.100.550	Liability Insurance Exp Bud	2,130.00	7,669.00	8,000.00	96%	-	
5.100.452	Security Alarm System	-	436.69	600.00	73%	-	
5.100.453	Electricity - SCL	2,514.99	11,902.09	13,000.00	92%	-	
5.100.454	Water/Sewer - SPU	-	1,006.75	2,000.00	50%	-	
5.100.455	Waste/Recycling/Green	175.80	1,595.25	2,500.00	64%	-	
5.100.456	Gas - PSE	1,073.33	4,667.11	5,000.00	93%	-	
5.100.451	Janitorial Supplies	26.64	746.03	1,500.00	50%	-	
5.100.458	Landscaping Exp	-	-	500.00	0%	-	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	484.51	3,361.32	2,500.00	134%	861.32	pest exterminator for ants
5.100.462	Lift Phone Monitoring	-	198.23	400.00	50%	-	
5.100.222	Coffee and Other Kitchen Exp	325.17	1,999.60	-	0%	1,999.60	coffee, filter, supplies
5.100.471	Janitorial Service	630.00	5,670.00	8,200.00	69%	-	
Total Facility Expense		\$ 9,164	\$ 46,378	\$ 55,525	84%	\$ -	
Fundraising & Rentals Expense							
5.100.305	Facilities Rental Exp - single events	-	-	500.00	0%	-	
5.100.820	Auction Expense	60.00	410.00	500.00	82%	-	special occasion license
5.100.822	Canvass Expense	-	-	250.00	0%	-	
Total Fundraising & Rentals Expense		\$ 60	\$ 410	\$ 1,250	33%	\$ -	
Reserves Expense							
5.100.461	Building Capital Reserve Exp-GF	-	-	-	0%	-	
5.100.760	Undesignated Donation FB Exp	-	-	-	0%	-	
Total Reserves		\$ -	\$ -	\$ -	0%	\$ -	
Total Other Operational & Community Impact Expense		\$ 18,555	\$ 124,052	\$ 142,339	87%	\$ -	
TOTAL GENERAL FUND EXPENSE							
		\$ 34,859	\$ 223,932	\$ 351,843	64%	\$ -	
Income less Expense		\$ (10,199)	\$ 4,404	-			

As of: Monday, April 3, 2023							Fund Balance Steward
Fund Acct	Fund Balances	Curr Balance	Mo. Change	Notes/Explanation	Prior Year Balance	Ann. Change	
3.200.100	Building Fund Balance	88,167.56	-		89,159.81	(992.25)	Finance Committee
3.201.100	Accessibility Fund Balance	22,461.68	-		22,461.68	-	Board of Trustees + Building Planning Committ
3.202.100	Building Maintenance/Janitorial Fund Balance	329.42	-		329.42	-	Congregational Administrator
3.302.100	Congregational Care Fund Balance	-	-		-	-	Minister
3.303.100	Minister Search Fund Balance	142.88	-		142.88	-	Board of Trustees
3.304.100	To be Designated by Board Fund Balance	190.00	-		190.00	-	Board of Trustees
3.305.100	Operational Reserves	98,910.04	-		98,910.04	-	Finance Committee
3.307.100	PPP Loan/Grant Fund Balance	-	-				Congregational Administrator
3.310.100	Conference Scholarship Fund Balance	171.21	-		171.21	-	Board of Trustees
3.321.100	Miscellaneous Grants Fund Balance	-	-		-	-	Social Justice Chair
3.345.100	Hymnals Fund Balance	98.71	-		98.71	-	Congregational Administrator
3.350.100	Music Fund Balance	290.53	-		290.53	-	Music Director
3.355.100	WSUU Sponsored Events Fund Balance	1,705.37	-		1,705.37	-	Members Connect Co-chairs
3.360.100	Youth Group Fund Balance	6,537.01	-		6,537.01	-	DRE
3.370.100	OWL Fund Balance	4,826.04	-		4,826.04	-	DRE
3.380.100	Religious Ed Misc Fund Balance	2,041.84	-		2,041.84	-	DRE
3.385.100	Raise the Paddle Fund Balance	-	-		-	-	Board of Trustees
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-		2,929.50	-	Ginger Brewer
3.391.100	Social Justice Fund Balance	775.54	-		775.54	-	Social Justice Chair
3.400.100	Endowment Fund Balance	55.00	-		55.00	-	Endowment Fund Chair
3.405.100	Little Free Library Balance	40.00	-		40.00	-	LFL Coordinator
3.815.100	Partner Church Fund Balance	1,297.77	-		1,797.77	(500.00)	Partner Church Chair
3.835.100	Community Meal Trust Fund Balance	369.87	-		369.87	-	Social Justice Chair
Total Dedicated Funds		\$ 231,339.97	-		\$ 232,832.22	\$ (1,492.25)	

MUSIC DIRECTOR MONTHLY REPORT

April, 2023

Recovery from my surgery has been steady and positive with no complications. While I'm sorry I couldn't be there, I'm grateful that Lisa Maynard and Rainier Reunion were able to step in for the Easter/Passover service.

ACTION ITEMS: I would like to attend the AUUMM convention in Baltimore In July this year. Since I didn't attend this past year, there are still some "professional development" funds available in this year's budget for part of the cost, and I am wondering if I should go ahead and purchase the event ticket and hotel room (or partial payment) soon, and plan on paying for airfare with next year's budget. There's not a huge rush on this, but I wanted to put it in the think tank as budget considerations are being made.

1. Past Services: The Stewardship Service on March 12th went well I think. One of the things in my job that takes a good bit of time is searching through music to find appropriate hymns and other music to accompany the message for the day. I was very pleased with the March 12th music service, though it was a whole lot of work. Liz Bucklew and I alone had 5 meetings, and a wrench was thrown into the works when John Hansen let me know Wednesday morning that he had tested positive for Covid. Luckily, after sending out almost a dozen emails, we found someone available, and Rouel did a nice job.
2. Upcoming services: We've got the Chalice Singers sharing for the Earth Day/Environmental Justice service on 4/23. Jim Angell's daughter, Corra, will be singing "Colors of the Wind". It's hopefully the start of featuring more and more children and youth on music during services. On May 14th the full Westside Chorale will be providing music while Sarah Schurr is zooming in the sermon. We've got a couple of great songs, with Riley Anderson soloing with the Chorale on a wonderful number.
3. Anchors Aweigh: I've been working with Lisa Maynard and Laura White on finalizing musical offerings for the Bingo final night. The Strummers and Welcome Singers will be providing a lot of the music between "rounds" and I (and possibly Kristina Darnell joining me) will be doing a reworded version of the song "Anchors Aweigh." Looking forward to it being a fun evening!
4. The Westside Chorale and Chalice Singers: We picked up rehearsals again on April 12th, and will be continuing on Wednesdays through 5/10, with the exception of 4/26. We'll have 12 singers on May 14th, which I'm so happy about.
5. The Westside Strummers/ Welcome Singers: Lisa Maynard will be holding a rehearsal on the Chorale's Wednesday night off (4/26) for the strummers and welcome singers in preparation for the auction.
6. Circles with Pam: I attended both of the Church staff and leadership circles with Pam, and continue to find this time very valuable.
7. Platform update: We've got both the worship associates and the musicians aware of making certain that the chancel is looking organized and symmetrical for services going forward.

In Harmony,

Scott Farrell

Administrator Report to Board April 2023

No action items for March Meeting

Date	Speaker/Special Circumstances	Attendance In-person/Views while streaming/ views since published/total views
2/26/23	Rev. Justin Almeida	58/15/26/99
3/12/23	Stewardship, Rev. Carter	94/16/36/146
3/26/23	Music Service/OWL Celebration	105/15/30/150
4/9/23	Easter/Flower Comm./hat photo	74/11/9/94 (4 days ago)

Offering Collection for March: For the month of March, our shared offering recipient was Westside's Partner Church Ministry. We transferred \$628.05 to their fund balance this week. WSUU portion of the offering for March was \$1631.28 Total offering received \$2259.33. This is \$628 more than February, where the collection was unusually low.

UUA Retirement Record Holder Change: Just a quick update. The UUA changed retirement record holders this year from TIAA Cref to Empower. March was the month of the transfer of funds. I am learning the ropes for making the contributions to this new system (much, much more complicated than the old paper form and check system).

Onboarding: It was such a pleasure to welcome Rev. Carter in March. We have worked through much of her onboarding. We meet one-on-one each week when she is in residence. I look forward to learning and collaborating in the months ahead!

Membership/New Interest: Current membership stands at 159.

New Members: 0

Membership Resignations: 4 (details below)

Welcome Forms Received: 3

New Subscribers to email list: 7

Unsubscribed from email list: 6

Michael Matz has moved to the Poulsbo area. Mary and Cliff Houlihan have moved to Arizona. Cliff wants to stay active, but Mary would like to end her membership. Roseanne Lorenzana let us know that she would like to end her membership this month as well as Arline Borella.

Stewardship: March was a big month for stewardship. Prep involved updating our tracking systems, forms, web page and preparing our materials for our mailing. Kevin Lane-Cummings, Steve Finney and Carter did a beautiful job with the March 13th Stewardship Sunday service. Since then, I have been receiving and tracking pledges. Kevin and Steve have been following up trying to get all the pledges in. We are at 80% of pledges in as of today. As reported to the board and congregation last week, we are looking at a \$20,000 gap between expenses and income to

keep our budget level from this year to next. I worked with the board, staff, and stewardship team to get a second ask email out to the member on Tuesday 4/11/23. We have thus far (4/13/23) received increases from 6 family units totaling \$1680.

Right Relations: Work with the core team of the right relations work we are doing with Pam Orbach remains very full. In addition to attending a weekly meeting of either the Core Team or Wellbeing Group, I have helped coordinate healing circles. The first two circles were offered to leaders from the past few years. Feedback from attendees has been very positive and trust is building in our new processes. Members of the Core Team are not beginning to lead community circles and the larger Wellbeing Group's meetings. I had the pleasure of working with Jade Wilde to lead the April community circle. More healing circles are in the process of being formed. The Core Team hopes to begin increasing communications with the wider community about what we are learning and doing to build our skills and capacity to care for each other and work toward healing.

Worship: Vacation and The Non-violent communications class have led to my missing the Worship Team meetings in March and April which is less problematic with Rev. Carter joining that team. I continue to support the administrative and AV areas of worship and am excited to have our first virtual pulpit (live-streamed speaker) on our LED wall happening on May 15.

Facilities Issues and Updates:

Facilities Team: I want to share a mountain of gratitude with Jim Schlough for showing up with good spirits each week and taking on whatever maintenance tasks come up. His contributions are so valuable and so valued! In March we have been dealing with ants in the building. Our pest control company came and set bait traps and sprayed and it seems to have solved the problem for the time being.

Janitorial Service Contract Change: March was our last month with Jones Boys Janitorial service. Our new contract is with Quality Janitorial. They did their first cleanings last weekend, and I am very impressed with the quality of their work so far. Fingers crossed.

Visual Display in Sanctuary: Believe it or not we are still in weekly communication with Worship Productions trying to get 30 more compatible modules to complete our wall. Jim moved the video processor into the baptismal dunk tank behind the wall, so it is looking very tidy. Much

Coffee Equipment & Hospitality: Our new equipment continues to perform well, and Jim Schlough successfully installed the water filter to the supply line so that project is officially complete. Charlotte House is building her team for set up and clean up and snack supplies. Coffee hour is now happening with every service – Yay!!

Projector: We now have a new projector available to anyone for WSUU use! It lives in the office. Reach out if you need to use it. I look forward to its maiden voyage on auction night!

Auction: We are coming down the home stretch with auction preparation. We have a great catalog of items and a plan for a fun evening on April 29th. Laura White deserves big kudos for keeping the team organized and moving forward by creating planning docs and agendas for all the meetings. Thank you, Laura!! My work has been concentrated on the auction website and communications.

Items taking extra time in March: Core group, wellbeing group and community wide right relations work, stewardship prep, onboarding Rev. Carter, janitorial contract and bids, auction help.

Upcoming Time Away: I am planning a few long weekends away during summer and a 2-week vacation from August 27 – Sept. 10. Sadly, I will miss Ingathering.

In loving community,
Shannon