



Westside
Unitarian Universalist
Congregation

WSUU

AUGUST BOARD AGENDA — 2022

August 18th, 2022 6:30PM PT – 8:30PM PT via Zoom

<https://zoom.us/j/93914439939?pwd=TGI0b05ocTFJaG9uN2N2aS9yOTJiQT09>

[Link to August Board Mtg folder](#)

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

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|--------|--|--|
| 6:30pm | Chalice Lighting & Welcome <i>Laura Pierce</i> | <ul style="list-style-type: none">○ Land Acknowledgement & Covenant○ Chalice lighting○ Quick Check in/Access Needs |
| | 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. |
| 6:35pm | Minutes | <ul style="list-style-type: none">○ Consent Agenda last month's Board minutes○ Update Board Priority/To Do List in shared folder? |
| 6:40pm | Monthly Staff & Committee Reports <i>please read related reports in this month's shared folder</i> | <ul style="list-style-type: none">○ Administrator (Shannon)<ul style="list-style-type: none">▪ Recognition of new or leaving members○ Music (Scott)○ Finance Committee/Treasurer (Jim, Shelley's report)○ Other relevant to yearly schedule: none this month |
| 7:00pm | No Guest this month | <ul style="list-style-type: none">○ |



| | | |
|--------|--|---|
| 7:00pm | Priority Business (time dependent, crisis prevention) | <ul style="list-style-type: none">○ Part time Contract Minister Process & Search Team (Laura Pierce, Tracy) <i>see draft timeline, congregational communication</i>○ Fall Ingathering Sun, Sept 11th (Tracy, Marco, Shannon)<ul style="list-style-type: none">○ Goals: joyful, sustainable gathering○ Food/Drinks, Music, Check in/Info, PR○ Fall Worship Schedule & Announcement (Laura White)○ Pastoral Care Fall (Laura Pierce)<ul style="list-style-type: none">○ Extension of existing contract? |
| 7:30pm | Other Business (important planning) | <ul style="list-style-type: none">○ Board Retreat Board Retreat Document 2022<ul style="list-style-type: none">○ Priorities & Timeline○ To Do Tasks○ Clarifying/Balancing Work Roles○ Do we want a plan document to share out?○ Leadership Volunteer Committees<ul style="list-style-type: none">○ Confirmation emails inviting chair/co-chairs to continue (Marco)○ ID Needs & Recruitment (ie: Auction, Stewardship)○ Update Leadership Directory based on above |
| 8pm | Board Liaison Updates <i>see related summary reports in shared folder</i> | <ul style="list-style-type: none">○ Board Liaison Updates <i>(only if not covered above and/or an update is needed)</i><ul style="list-style-type: none">○ Community Building (small grps, RR, RJCT, 8th principle): (Tracy, Kristina)○ Worship (Laura White)○ RE (Laura Strand)○ Operations (finance, stewardship, building) (Jim)○ Staff (Jim: Shannon, Marco: Scott)<ul style="list-style-type: none">▪ Board access to CODA |
| 8:15pm | Monthly Congregational Communications | <ul style="list-style-type: none">○ August Board Communication to Congregation<ul style="list-style-type: none">▪ Next Steps Ministry (Tracy)▪ Fall Sun Worship Schedule Update (Laura White) Draft Copy Fall Schedule communication▪ Other: Board Photo, Retreat Summary?○ Board Social Hr, 4th Sunday, August 28th<ul style="list-style-type: none">▪ Topics & Who staffs in person or Zoom |
| 8:25pm | Upcoming Meetings Dates/Times Board Member Schedules | <ul style="list-style-type: none">○ Board Social Hr, August 28th after service○ Next Monthly Board Meeting, Sept 15th 6:30pm○ Upcoming Vacation/Out of Town Schedules |



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|--------|--|--|
| | | |
| 8:30pm | Close of the Meeting - <i>Laura Pierce</i> | <ul style="list-style-type: none">○ Personal Reflections/Gratitude○ Extinguishing the Chalice○ 8:35 End |

MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION

August 18, 2022

BOARD ATTENDING: Laura Pierce, Tracy Burrows, Marco Deppe, Jim Schlough, Laura White, Kristina Darnell, (out of town: Laura Strand, see RE update)

STAFF Shannon Day, Administrator

GUESTS: No guests for this meeting

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

MINUTES The July Board meeting minutes were approved by unanimous consent with one abstention (Laura Pierce was not at the July meeting) and will be posted by Shannon.

MONTHLY STAFF AND COMMITTEE REPORTS

Administrator

Our sanctuary audio upgrade and newly wired ceiling speakers are now complete and working well. Two trees were removed in the alley over the summer for safety access reasons. A bid for removal of a tree close to the building in the south garden is also in progress to prevent impacting the building integrity. An upgrade to our 10 year old projector in the sanctuary is needed with images difficult to see in ambient light. Replacing the projector with a brighter lamp would not eliminate the visibility issue. To consider would be researching an LED display which would provide high quality images and good video projection visibility in any lighting. An LED display screen would also open up programming opportunities for remote speakers, films and live streaming and increase access for our members as well as add rental value for our building. Shannon is also setting goals for a Breeze Access for members, Personnel Handbook in coordination with the Personnel Committee and Coda Worship Team training and planning document completion.

Current membership is 159. Peggy Abbey relocated to New Mexico and there were fiscal year end resignations from Linda Buckingham and Marcia VanDoren, as well as changing status from member to friend from Marion Kee and Fred Wasley.

Music Director

Scott is appreciative of the additional staff hours and has planned much of the music programming through mid-October on our twice a month Sunday Service schedule. The Westside Chorale is growing and preparing for the September Ingathering Homecoming Service. The Westside Strummers will provide music for the August 28th service. The Music Ministry Team, John Britt and Lisa Maynard will meet soon with Scott for planning. Scott is also

completing music licensing reporting. A platform and possible electronic drum set for Larry, our drummer, is under consideration and planning.

Finance Committee/Treasurer

Jim reported there is strong pledge income in the beginning of the year with limited staff expenses in the interim during a time of no part time minister or RE director. Our renter contract with Leaps and Bounds has been renewed with a 2% increase. With some additional funds available, this is a good time to consider one time upgrades to our facility, a/v equipment and accessibility needs. Jim and Shannon will research LED screen, audio guide and related accessibility options to present to the Board. Kristina encouraged use of the Equity Tool when deciding our priorities and is willing to facilitate use of the tool with us once options are available. September agenda: Kristina can walk Board through using the Equity Tool for best use of our accessibility priority areas.

PRIORITY BUSINESS

Part time Contract Minister Process & Search Team (Laura Pierce, Tracy): An congregational update was sent out in early August to outline the initial minister search process decided at the Board Retreat. Laura Pierce and Tracy are ready to convene a Selection Committee. Board members discussed representation from all facets of our membership. Tracy has contacted UUA Transition Program Manager, Christine Purcell, for insights about a part time contract minister process. Christine shared that there is presently a huge shortage of potential ministers, with January being the most active recruiting time. We should be aware there will be concerns from potential applicants that a part time contract position would involve full time work unless we are careful to stress our strong staff, pastoral support in place and supportive volunteer leaders.

Fall Ingathering (Tracy, Marco, Shannon, Laura White) A sustainable, joyful, less volunteer intensive Ingathering is planned for 11:45am after the Homecoming Sept 11th Sunday Service including food and music. A simplified potluck vs. purchased food was discussed. Finger foods, compostable utensils, napkins and plates will be encouraged, with possible purchase of coffee and minimal use of the kitchen. If a potluck is organized, folx bringing food will be responsible for placing and removing from the serving table (ie: no labeling or cleaning containers required). A stand up easel with volunteer committee openings may be set up with sticky notes for members to indicate interests. Shannon will contact Scott to ask if Lisa and the Welcome Singers/Strummers Groups can provide music. Shannon has placed an initial announcement in the Westside Weekly. Tracy, Marco, Shannon and Laura W will refine the Ingathering Event and Planning.

Fall Worship Schedule & Announcement (Laura White): *see the attached PR article.* Laura has worked with the Worship Planning Team and Shannon to confirm a PR Announcement in the Westside Weekly for the Fall Sunday Services. The Worship Planning Team has confirmed a Fall Sunday service schedule of twice per month through December with some additional “special Sundays” such as the Beloved Community Cafe offered by RJCT and a

multigenerational Christmas Eve Service. Other Sunday special events (for example: GA Ware lecture, film screening and discussion, stream of a special speaker, spiritual practice activity, sacred song, meditation walk, etc) are possible if organized by a WSUU committee or group other than the Worship Planning Team and coordinated with staff. The expectation is to return to a full time Sunday schedule if possible upon the completion of hiring a part time contract minister in 2023.

Pastoral Care (Laura Pierce) Rev. Kari Kopnick has had 4 pastoral visits so far this summer. A baby blessing is planned for the last Sunday in August for a non-member. Rev. Kari may also be available for a spiritual practice group or Sunday sermon. The Board unanimously approved extending Rev. Kari's pastoral contract through December 2022.

OTHER BUSINESS

Board Retreat *see Board Retreat summary document.* Board members were very appreciative of the Board Retreat document completed by Laura Pierce from our July Board Retreat. This document provides a valuable reference of our Board Covenant, Vision, Priorities, Major Focus Areas and Board Liaison Roles as we begin the year. A visual infographic of this document (with possible links to further information) might be helpful for the congregation. Laura White will work on a draft copy. A congregational summary with Board photo will also be prepared by Laura Pierce for the Westside Weekly.

Volunteer Leadership Committees

There is a need to update and inventory our upcoming recruitment needs for volunteer leadership of our various committees, councils and ad hoc groups. Marco will send out a Google Survey to leaders listed in our Leadership Directory thanking them for their service, asking if they will continue in their previous leadership role, suggestions for additional leaders, and related comments. Following the Google Survey, assigned Board members, or a willing member, can individually invite members to step up to open leadership positions such as the Auction, Stewardship, Finance and Membership. We can also offer a chart of volunteer committee openings with post it notes for members to indicate interests at the September Ingathering.

ADDITIONAL BOARD LIAISON UPDATES

Community Building (Tracy, Kristina) (small groups, RR, RJCT, 8th Principle)
No additional update in addition to areas already covered in our meeting. The Board did discuss the importance of small groups and events which nurture personal connections of those within our spiritual community.

RE Planning Team (Laura Strand) The priorities for RE are the fall OWL program, staffing the nursery, re-booting the youth program and hiring an RE contract person for K-8. The Worship Planning Team will be contacting the RE team regarding the upcoming Fall twice per month

Sunday service schedule. The RE Planning Team is meeting soon to establish their goals, priorities and scope of work for the upcoming year.

AUGUST BOARD COMMUNICATION:

- Next Steps Ministry Email Blast (Tracy) is completed
- Fall Sun Worship Schedule Update (Laura White) will be posted Friday, August 19th
- Board Retreat Summary and Board Photo (Laura Pierce) will be posted Friday, August 26th.
- Board Social Hour: Kristina and Laura White (and available Board members) will host in the Fireside Room with a focus on the Board Retreat vision, goals and priorities

UPCOMING MEETINGS

- Board Social Hr, August 28th Fireside Room
- Next Board meeting, Sept 15th, 7-9pm via Zoom, Jim chalice lighting and closing

OUT OF TOWN/VACATION/LEAVE SCHEDULE AUGUST/SEPT

Laura Pierce: Out of town for work during Sept Board meeting

Tracy: In town

Marco: In town

Laura White: Out of town, August 30-Sept 5th

Jim: In town

Laura Strand: In town

Shannon: Out of town, Sept 12-16

CLOSE OF MEETING Laura Pierce closed our meeting with chalice words and asked for ending reflections. The meeting ended at 8:40pm.

As of: **Tuesday, August 2, 2022****BUDGET SUMMARY**% thru Year: **8%**

| | Curr Mo Activity | YTD Actuals | % | Full Year Budget | Amount Remaining |
|------------------------------|------------------|------------------|------------|-------------------|-------------------|
| Income | | | | | |
| Pledges | \$ 37,985 | \$ 37,985 | 16% | \$ 233,000 | \$ 195,015 |
| Sunday Plate | 1,273 | 1,273 | 8% | 15,000 | 13,727 |
| Other Donations | - | - | 0% | - | - |
| Fund Raising | 85 | 85 | 0% | 40,000 | 39,915 |
| Affinity Programs | 160 | 160 | 16% | 1,025 | 865 |
| RE Ministry | - | - | 0% | - | - |
| Youth Group Ministry | - | - | 0% | - | - |
| Music Ministry | - | - | 0% | 1,000 | 1,000 |
| Program and Misc | 42 | 42 | 4% | 1,000 | 958 |
| Rentals | 3,677 | 3,677 | 6% | 60,818 | 57,141 |
| Carry-over | - | - | 0% | - | - |
| Total Income | \$ 43,223 | \$ 43,223 | 12% | \$ 351,843 | \$ 308,620 |
| Expenses | | | | | |
| Minister Compensation | \$ - | \$ - | 0% | \$ - | \$ - |
| Additional Minister | 115 | 115 | 0% | 76,962 | 76,847 |
| RE Director Compensation | - | - | 0% | - | - |
| RE Staff | - | - | 0% | 1,967 | 1,967 |
| RE Training | - | - | 0% | - | - |
| RE Youth Group | - | - | 0% | 417 | 417 |
| RE Operations | - | - | 0% | 25,400 | 25,400 |
| Music Director Compensation | 2,071 | 2,071 | 8% | 27,327 | 25,256 |
| Music Staff | 463 | 463 | 7% | 6,273 | 5,811 |
| Other Music | - | - | 0% | 2,040 | 2,040 |
| Administrator Compensation | 4,278 | 4,278 | 6% | 66,141 | 61,863 |
| Additional Employee Benefits | 437 | 437 | 15% | 2,977 | 2,540 |
| Community Impact-Internal | - | - | 0% | 16,872 | 16,872 |
| Community Impact-External | 54 | 54 | 1% | 5,015 | 4,961 |
| Worship | 935 | 935 | 5% | 18,795 | 17,860 |
| Loans, Taxes, Fees | 3,417 | 3,417 | 8% | 44,882 | 41,465 |
| Facility | 6,290 | 6,290 | 11% | 55,525 | 49,235 |
| Fundraising & Rentals | - | - | 0% | 1,250 | 1,250 |
| Reserves | - | - | 0% | - | - |
| Total Expenses | \$ 18,059 | \$ 18,059 | 5% | \$ 351,843 | \$ 333,784 |
| Cash Flow (GF): | \$ 25,163 | \$ 25,163 | | | |

Church windows note:

| | YTD Balance | Start of FY | YTD Change |
|--|---------------------|---------------------|--------------------|
| BANK ACCOUNT BALANCES | | | |
| Umpqua General Fund Checking #7545 | \$ 116,193 | 112,965 | \$ 3,227 |
| Sound Credit Union Money Market #6299 | 199,915 | 199,872 | 42 |
| Sound Credit Union Business Savings #6290 | 25 | 25 | - |
| Petty Cash | 200 | 200 | - |
| Total Account Balances | \$ 316,333 | \$ 313,063 | \$ 3,270 |
| ASSETS | | | |
| Church Bldg & Land (book value) | \$ 3,109,500 | \$ 2,901,200 | \$ 208,300 |
| Cash - Operations | 84,000 | 80,231 | 3,770 |
| Payroll | - | - | - |
| Cash - Building Fund | \$ 89,160 | 89,160 | - |
| Cash - Accessibility | 22,462 | 22,462 | - |
| Other Dedicated Fund Balances | 21,801 | 22,301 | (500) |
| <u>Undesignated Donations</u> | <u>98,910</u> | <u>98,910</u> | - |
| <i>Total Fund Balances</i> | <i>\$ 232,332</i> | <i>232,832</i> | <i>(500)</i> |
| Total Assets | \$ 3,425,833 | \$ 3,214,263 | \$ 211,570 |
| LIABILITIES | | | |
| Loan fm UUA | \$ 419,602 | \$ 419,602 | \$ - |
| Loan fm Cascadia Growth Fund | 58,825 | 58,825 | - |
| Other Current Liabilities | 4,015 | 24,748 | (20,733) |
| Other Dedicated Fund Balances | 21,801 | 22,301 | (500) |
| Total Liabilities | \$ 504,242 | \$ 525,476 | \$ (21,233) |
| CONGREGATIONAL EQUITY | | | |
| Beginning of FY Equity | \$ 2,921,591 | \$ 2,688,788 | \$ 232,803 |
| <i>Beginning of FY Equity</i> | <i>\$ 2,654,201</i> | | |
| <i>YTD Change in Equity</i> | <i>267,390</i> | | |
| DEDICATED FUND BALANCES | \$ 232,332 | \$ 232,832 | \$ (500) |
| Beginning of FY Dedicated Fund Balances | \$ 173,868 | | |
| <i>YTD Change in Dedicated Fund Balances</i> | <i>58,464</i> | | |
| Overall YTD Cash Flow with Fund Balances: | \$ 24,663 | | |

| As of: Tuesday, August 2, 2022 | | | | % Thru Year: 8% | | | | Notes |
|--------------------------------|--|------------------|-------------|-----------------|-----------------------------|-------------|---|-------|
| Account # | Account Name | Curr Mo Activity | YTD Balance | FY22-23 Budget | YTD %ofBgt | Over Budget | | |
| GENERAL FUND INCOME | | | | | | | | |
| Pledges | | | | | | | | |
| 4.100.100 | Pledges - Current Year Income | 34,935.27 | 34,935.27 | 231,000.00 | <div><div></div></div> 15% | - | 18,374 plus prepaid of 16,560 expect more | |
| 4.100.110 | Pledges - Prior Year Income | 3,050.00 | 3,050.00 | 2,000.00 | <div><div></div></div> 153% | 1,050.00 | | |
| | Total Pledges | \$ 37,985 | \$ 37,985 | \$ 233,000 | 16% | \$ - | | |
| Sunday Plate | | | | | | | | |
| 4.100.140 | Contributions - Sunday WSUU | 864.83 | 864.83 | 10,000.00 | <div><div></div></div> 9% | - | | |
| 4.100.141 | Contributions - Sunday WSUU Congr Care Fund | - | - | 416.00 | <div><div></div></div> 0% | - | | |
| 4.100.143 | Contributions - Sunday WSUU Youth Programs | - | - | 417.00 | <div><div></div></div> 0% | - | | |
| 4.100.144 | Contributions - Sunday WSUU Real Rent Duwamish | - | - | 417.00 | <div><div></div></div> 0% | - | | |
| 4.100.145 | Contributions - Sunday WSUU Partner Church | - | - | 600.00 | <div><div></div></div> 0% | - | | |
| 4.100.150 | Contributions Sunday Charities | 408.42 | 408.42 | 3,150.00 | <div><div></div></div> 13% | - | | |
| | Total Sunday Plate Income | \$ 1,273 | \$ 1,273 | \$ 15,000 | 8% | \$ - | | |
| Other Donations | | | | | | | | |
| 4.100.160 | Special Gifts & Campaigns | - | - | - | <div><div></div></div> 0% | - | | |
| 4.100.244 | Accessibility Fund Donations | - | - | - | <div><div></div></div> 0% | - | | |
| | Total Other Donations | \$ - | \$ - | \$ - | 0% | \$ - | | |
| Fund Raising | | | | | | | | |
| 4.100.245 | Auction Income | 85.00 | 85.00 | 25,000.00 | <div><div></div></div> 0% | - | event income | |
| 4.100.247 | Raise the Paddle Income | - | - | 15,000.00 | <div><div></div></div> 0% | - | | |
| | Total Fund Raising Income | \$ 85 | \$ 85 | \$ 40,000 | 0% | \$ - | | |
| Affinity Program Income | | | | | | | | |
| 4.100.210 | E Scrip GF Income | - | - | - | <div><div></div></div> 0% | - | | |
| 4.100.211 | Amazon Rebate Income | - | - | 425.00 | <div><div></div></div> 0% | - | | |
| 4.100.212 | Thriftway Rebate Program | 159.60 | 159.60 | 600.00 | <div><div></div></div> 27% | - | About 3 mo of receipts | |
| | Total Affinity Program Income | \$ 160 | \$ 160 | \$ 1,025 | 16% | \$ - | | |
| RE Ministry Income | | | | | | | | |
| 4.100.259 | RE Fundraising & Donations | - | - | - | <div><div></div></div> 0% | - | | |
| 4.100.258 | RE Fund Transfers IN | - | - | - | <div><div></div></div> 0% | - | | |
| 4.100.260 | OWL Registration Fees | - | - | - | <div><div></div></div> 0% | - | | |
| 4.100.263 | OWL Fund Transfers IN | - | - | - | <div><div></div></div> 0% | - | | |
| | Total RE Ministry Income | \$ - | \$ - | \$ - | 0% | \$ - | | |
| Youth Group Ministry Income | | | | | | | | |
| 4.100.261 | RE Youth Group Fund Transfers IN | - | - | - | <div><div></div></div> 0% | - | | |
| | Total Youth Group Ministry Income | \$ - | \$ - | \$ - | 0% | \$ - | | |

| As of: Tuesday, August 2, 2022 | | | | % Thru Year: 8% | | | |
|---------------------------------------|--|------------------|------------------|------------------------|------------|-------------|-------|
| 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 | - | - | 1,000.00 | 0% | - | |
| | Total Music Ministry Income | \$ - | \$ - | \$ 1,000 | 0% | \$ - | |
| <u>Program and Misc Income</u> | | | | | | | |
| 4.100.220 | Coffee Income | - | - | - | 0% | - | |
| 4.100.225 | Membership Fundraising and Donations | - | - | 500.00 | 0% | - | |
| 4.100.240 | Interest Income | 42.44 | 42.44 | 500.00 | 8% | - | |
| 4.100.255 | Common Quest Income | - | - | - | 0% | - | |
| | Total Program and Misc Income | \$ 42 | \$ 42 | \$ 1,000 | 4% | \$ - | |
| <u>Rentals</u> | | | | | | | |
| 4.100.300 | Cell Tower Rental & Elec Reimb | - | - | 21,000.00 | 0% | - | |
| 4.100.302 | Electricity Reimbursement- Cell Tower | 587.03 | 587.03 | - | 0% | 587.03 | |
| 4.100.305 | Rental Income - Single Events | - | - | 2,000.00 | 0% | - | |
| 4.100.310 | Rental Income - Lease (Leaps and Bounds of WA) | 3,090.00 | 3,090.00 | 37,698.00 | 8% | - | |
| 4.100.311 | Donations- Service Groups Meeting at WSUU | - | - | 120.00 | 0% | - | |
| | Total Rental Income | \$ 3,677 | \$ 3,677 | \$ 60,818 | 6% | \$ - | |
| <u>Carry-over</u> | | | | | | | |
| 4.100.241 | Board Designated Fund Transfers to GF | - | - | - | 0% | - | |
| | Total Carry-over Income | \$ - | \$ - | \$ - | 0% | \$ - | |
| TOTAL GENERAL FUND INCOME | | \$ 43,223 | \$ 43,223 | \$ 351,843 | 12% | \$ - | |

| As of: Tuesday, August 2, 2022 | | | | % Thru Year: 8% | | | | |
|---------------------------------|---------------------------------------|------------------|-------------|-----------------|------------|-------------|--|---------------|
| 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 | 114.70 | 114.70 | 76,962.00 | 0% | - | | Chaplain fees |
| 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 | \$ 115 | \$ 115 | \$ 76,962 | 0% | \$ - | | |
| Total Minister Position Expense | | \$ 115 | \$ 115 | \$ 76,962 | 0% | \$ - | | |

| As of: Tuesday, August 2, 2022 | | | | % Thru Year: 8% | | | | | |
|---|-----------------------------------|------------------|-------------|-----------------|------------|-------------|-------|--|--|
| 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 | - | - | 1,300.00 | 0% | - | | | |
| 5.100.164 | RE Nursery Assistant Exp | - | - | - | 0% | - | | | |
| 5.100.170 | Childcare Exp | - | - | 667.00 | 0% | - | | | |
| | Total RE Staff Exp | \$ - | \$ - | \$ 1,967 | 0% | \$ - | | | |
| 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 | - | - | 25,400.00 | 0% | - | | | |
| 5.100.131 | RE OWL Program Exp | - | - | - | 0% | - | | | |
| 5.100.229 | RE OWL Fund Transfers OUT | - | - | - | 0% | - | | | |
| 5.100.134 | RE Operational Exp | - | - | - | 0% | - | | | |
| | Total RE Operations Expense | \$ - | \$ - | \$ 25,400 | 0% | \$ - | | | |
| Total Children & Youth Ministry Expense | | \$ - | \$ - | \$ 27,784 | 0% | \$ - | | | |

| As of: Tuesday, August 2, 2022 | | | | % Thru Year: 8% | | | |
|---|---|------------------|-------------|------------------------|------------|-------------|-----------------|
| 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 | 1,739.31 | 20,872.00 | 8% | - | |
| 5.100.186 | Music Dir Medical Insurance | - | - | 1,271.00 | 0% | - | |
| 5.100.187 | Music Dir Retirement Exp | 108.88 | 108.88 | 2,087.00 | 5% | - | |
| 5.100.188 | Music Dir FICA Exp | 133.06 | 133.06 | 1,597.00 | 8% | - | |
| 5.100.190 | Music Dir Professional Exp | 90.00 | 90.00 | 1,500.00 | 6% | - | |
| | Total Music Director Compensation | \$ 2,071 | \$ 2,071 | \$ 27,327 | 8% | \$ - | |
| Music Staff | | | | | | | \$ - |
| 5.100.193 | Music Sunday Service Pianist Exp | 262.50 | 262.50 | 3,543.00 | 7% | - | |
| 5.100.195 | Music Percussionist Exp | 200.00 | 200.00 | 2,730.00 | 7% | - | |
| 5.100.197 | Music Chorale Rehearsal Pianist Exp | - | - | - | 0% | - | |
| 5.100.198 | Music Bassist Exp | - | - | - | 0% | - | |
| 5.100.199 | Music Administrator Exp | - | - | - | 0% | - | |
| | Total Other Music Staff Expense | \$ 463 | \$ 463 | \$ 6,273 | 7% | \$ - | |
| Other Music Expense | | | | | | | - |
| 5.100.191 | Music Purchase Exp | - | - | 765.00 | 0% | - | |
| 5.100.192 | Music Equipment Maint Exp | - | - | 400.00 | 0% | - | |
| 5.100.194 | Music Programs Exp | - | - | 800.00 | 0% | - | |
| 5.100.196 | Music Council Fundraising Exp | - | - | 75.00 | 0% | - | |
| 5.100.201 | Music Equipment Purchase Exp | - | - | - | 0% | - | |
| | Total Other Music Expense | \$ - | \$ - | \$ 2,040 | 0% | \$ - | |
| Total Music Ministry Exp | | | | | | | - |
| | | \$ 2,534 | \$ 2,534 | \$ 35,640 | 7% | \$ - | |
| ADMIN STAFF & SUPPORT | | | | | | | - |
| Congr Administrator & Bookkeeper | | | | | | | - |
| 5.100.174 | Congr Admin Salary Exp | 3,572.23 | 3,572.23 | 54,774.00 | 7% | - | |
| 5.100.175 | Congr Admin Medical Insurance | - | - | 1,200.00 | 0% | - | |
| 5.100.176 | Congr Administrator Retirement Exp | 432.60 | 432.60 | 5,477.00 | 8% | - | June retirement |
| 5.100.177 | Congr Administrator FICA Exp | 273.28 | 273.28 | 4,190.00 | 7% | - | |
| 5.100.231 | Congr Admin Professional Exp | - | - | 500.00 | 0% | - | |
| | Total Congr Administrator & Bookkeeper Compensation | \$ 4,278 | \$ 4,278 | \$ 66,141 | 6% | \$ - | |

| As of: Tuesday, August 2, 2022 | | | | % Thru Year: 8% | | | |
|--|---|------------------|-------------|------------------------|------------|-------------|--|
| Account # | Account Name | Curr Mo Activity | YTD Balance | FY22-23 Budget | YTD %ofBgt | Over Budget | Notes |
| Additional Employee Benefits | | | | | | | |
| 5.100.178 | Labor & Industries Ins Exp | 216.57 | 216.57 | 1,875.00 | 12% | - | |
| 5.100.181 | Family and Medical Leave Ins Exp | 207.22 | 207.22 | 551.00 | 38% | - | |
| 5.100.184 | Part time Empl FICA SS Exp | 13.39 | 13.39 | 551.00 | 2% | - | |
| | Total Additional Employee Benefits Expense | \$ 437 | \$ 437 | \$ 2,977 | 15% | \$ - | |
| Total Admin Staff & Support Expense | | \$ 4,715 | \$ 4,715 | \$ 69,118 | 7% | \$ - | |
| Other OPERATIONAL AND COMMUNITY IMPACT | | | | | | | |
| Community Impact-Internal Expense | | | | | | | |
| 5.100.320 | UUA Dues Exp Bud | - | - | 11,006.00 | 0% | - | |
| 5.100.801 | All Congr Retreats and Trainings | - | - | 3,000.00 | 0% | - | |
| 5.100.802 | GA Delegate Exp | - | - | 800.00 | 0% | - | |
| 5.100.758 | Congregational Care Fund Transfer OUT | - | - | 416.00 | 0% | - | |
| 5.100.710 | Membership Exp Bud | - | - | 500.00 | 0% | - | |
| 5.100.759 | Board Discretionary Fund | - | - | 500.00 | 0% | - | |
| 5.100.800 | All Congr Social Events | - | - | 600.00 | 0% | - | |
| 5.100.819 | Raise the Paddle Purchase Exp -GF | - | - | - | 0% | - | |
| 5.100.829 | Common Quest Exp | - | - | 50.00 | 0% | - | |
| | Total Community Impact-Internal Expense | \$ - | \$ - | \$ 16,872 | 0% | \$ - | |
| Community Impact-External Expense | | | | | | | |
| 5.100.757 | Sunday Morning Contributions Given to Charity | - | - | 3,150.00 | 0% | - | |
| 5.100.729 | Real Rent Duwamish- Sunday Plate | - | - | 417.00 | 0% | - | |
| 5.100.728 | Real Rent Duwamish | 54.00 | 54.00 | 648.00 | 8% | - | |
| 5.100.754 | Partner Church Program Exp | - | - | 600.00 | 0% | - | |
| 5.100.300 | Partner Church Dues Exp Bud | - | - | 200.00 | 0% | - | |
| | Total Community Impact-External Expense | \$ 54 | \$ 54 | \$ 5,015 | 1% | \$ - | |
| Worship Expense | | | | | | | |
| 5.100.726 | AV Tech Expense | - | - | 6,720.00 | 0% | - | Nate's June pay in June, July pay in August |
| 5.100.724 | Streaming Tech Exp | 175.00 | 175.00 | 5,200.00 | 3% | - | |
| 5.100.725 | Worship Council Expense Budget | 760.00 | 760.00 | 6,650.00 | 11% | - | |
| 5.100.727 | AV Equipment & Maintenance | - | - | 225.00 | 0% | - | |
| | Total Worship Expense | \$ 935 | \$ 935 | \$ 18,795 | 5% | \$ - | |
| Financial Expense | | | | | | | |
| 5.100.650 | Loan Debt Service - UUA | 2,580.14 | 2,580.14 | 30,962.00 | 8% | - | |
| 5.100.655 | Loan Debt Service - Cascadia Growth Fund for UU | 659.96 | 659.96 | 7,920.00 | 8% | - | |
| 5.100.457 | Annual City/County/State Fees | 40.00 | 40.00 | 3,500.00 | 1% | - | |
| 5.100.520 | Banking & Credit Card Fees e.g.Vanco | 136.54 | 136.54 | 2,500.00 | 5% | - | |
| | Total Financial Expense | \$ 3,417 | \$ 3,417 | \$ 44,882 | 8% | \$ - | |
| Facility Expense | | | | | | | |
| 5.100.450 | Telephone/Cable/Internet | 274.21 | 274.21 | 4,200.00 | 7% | - | |
| 5.100.460 | Web Hosting Exp | 77.14 | 77.14 | - | 0% | 77.14 | 6 mo hosting |
| 5.100.470 | Web Maintenance Exp Bud | - | - | - | 0% | - | |
| 5.100.475 | Technology Management | 108.68 | 108.68 | 3,400.00 | 3% | - | Coda, Breeze, MS storage |
| 5.100.480 | Office Expenses | 159.84 | 159.84 | 500.00 | 32% | - | Defibrillator battery, velcro tape to secure cords |

| As of: Tuesday, August 2, 2022 | | | | % Thru Year: 8% | | | |
|---|--|------------------|-------------|------------------------|------------|-------------|----------------------|
| Account # | Account Name | Curr Mo Activity | YTD Balance | FY22-23 Budget | YTD %ofBgt | Over Budget | Notes |
| 5.100.481 | Postage Exp Bud | - | - | 400.00 | 0% | - | |
| 5.100.482 | Printing / Copying | 161.51 | 161.51 | 2,400.00 | 7% | - | |
| 5.100.483 | Constant Contact Email Service | - | - | 425.00 | 0% | - | |
| 5.100.550 | Liability Insurance Exp Bud | 2,153.75 | 2,153.75 | 8,000.00 | 27% | - | 1/4 of premium |
| 5.100.452 | Security Alarm System | - | - | 600.00 | 0% | - | |
| 5.100.453 | Electricity - SCL | 2,216.11 | 2,216.11 | 13,000.00 | 17% | - | |
| 5.100.454 | Water/Sewer - SPU | - | - | 2,000.00 | 0% | - | |
| 5.100.455 | Waste/Recycling/Green | 175.80 | 175.80 | 2,500.00 | 7% | - | |
| 5.100.456 | Gas - PSE | 182.99 | 182.99 | 5,000.00 | 4% | - | |
| 5.100.451 | Janitorial Supplies | - | - | 1,500.00 | 0% | - | |
| 5.100.458 | Landscaping Exp | - | - | 500.00 | 0% | - | |
| 5.100.459 | Building Maintenance Supplies & Small Labor Vendor | 150.00 | 150.00 | 2,500.00 | 6% | - | Parking Lot Cleaning |
| 5.100.462 | Lift Phone Monitoring | - | - | 400.00 | 0% | - | |
| 5.100.222 | Coffee and Other Kitchen Exp | - | - | - | 0% | - | |
| 5.100.471 | Janitorial Service | 630.00 | 630.00 | 8,200.00 | 8% | - | |
| Total Facility Expense | | \$ 6,290 | \$ 6,290 | \$ 55,525 | 11% | \$ - | |
| Fundraising & Rentals Expense | | | | | | - | |
| 5.100.305 | Facilities Rental Exp - single events | - | - | 500.00 | 0% | - | |
| 5.100.820 | Auction Expense | - | - | 500.00 | 0% | - | |
| 5.100.822 | Canvass Expense | - | - | 250.00 | 0% | - | |
| Total Fundraising & Rentals Expense | | \$ - | \$ - | \$ 1,250 | 0% | \$ - | |
| 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 | | \$ 10,696 | \$ 10,696 | \$ 142,339 | 8% | \$ - | |
| TOTAL GENERAL FUND EXPENSE | | \$ 18,059 | \$ 18,059 | \$ 351,843 | 5% | \$ - | |
| Income less Expense | | \$ 25,163 | \$ 25,163 | - | | | |

| As of: Tuesday, August 2, 2022 | | | | | | |
|---------------------------------------|---|----------------------|-------------------|---|---------------------------|--------------------|
| Fund Acct | Fund Balances | Curr Balance | Mo. Change | Notes/Explanation | Prior Year Balance | Ann. Change |
| 3.200.100 | Building Fund FB | 89,159.81 | - | | 89,159.81 | - |
| 3.201.100 | Accessibility FB | 22,461.68 | - | | 22,461.68 | - |
| 3.202.100 | Building Maintenance/Janitorial Fund Balanc | 329.42 | - | | 329.42 | - |
| 3.302.100 | Minister's Discretion FB | - | - | | - | - |
| 3.303.100 | Minister Search Fund Balance | 142.88 | - | | 142.88 | - |
| 3.304.100 | To be Designated by Board FB | 190.00 | - | | 190.00 | - |
| 3.305.100 | Operational Reserves | 98,910.04 | - | | 98,910.04 | - |
| 3.307.100 | PPP Loan/Grant FB Balance | - | - | | - | - |
| 3.310.100 | Conference Scholarship FB | 171.21 | - | | 171.21 | - |
| 3.321.100 | Miscellaneous Grants | - | - | | - | - |
| 3.345.100 | Hymnals FB | 98.71 | - | | 98.71 | - |
| 3.350.100 | Music FB | 290.53 | - | | 290.53 | - |
| 3.355.100 | WSUU Sponsored Events Balance | 1,705.37 | - | | 1,705.37 | - |
| 3.360.100 | Youth Group FB | 6,537.01 | - | | 6,537.01 | - |
| 3.370.100 | OWL Fund Balance | 4,826.04 | - | | 4,826.04 | - |
| 3.380.100 | Religious Ed Misc FB | 2,041.84 | - | | 2,041.84 | - |
| 3.385.100 | Raise the Paddle FB | - | - | | - | - |
| 3.390.100 | Art and Aesthetics Fund Balance | 2,929.50 | - | | 2,929.50 | - |
| 3.391.100 | Social Justice FB Balance | 775.54 | - | | 775.54 | - |
| 3.400.100 | Endowment FB | 55.00 | - | | 55.00 | - |
| 3.405.100 | Little Free Library Balance | 40.00 | - | | 40.00 | - |
| 3.815.100 | Partner Church FB | 1,297.77 | (500.00) | Gift to partner church village for computer | 1,797.77 | (500.00) |
| 3.835.100 | Community Meal Trust Fund Balance | 369.87 | - | | 369.87 | - |
| Total Dedicated Funds | | \$ 232,332.22 | (500.00) | | \$ 232,832.22 | \$ (500.00) |

Fund Balance Steward

Finance Committee
 Board of Trustees + Building Planning Committee
 Congregational Administrator
 Minister
 Board of Trustees
 Board of Trustees
 Finance Committee
 Congregational Administrator
 Board of Trustees
 Social Justice Chair
 Congregational Administrator
 Music Director
 Members Connect Co-chairs
 DRE
 DRE
 DRE
 Board of Trustees
 Ginger Brewer
 Social Justice Chair
 Endowment Fund Chair
 LFL Coordinator
 Partner Church Chair
 Social Justice Chair

MUSIC DIRECTOR MONTHLY REPORT

August 2022

Music-related things at Westside have been moving along well over the summer. I'm definitely enjoying the extra time capacity, and feel more engaged and relaxed.

ACTION ITEMS: No action items at this time

1. Services: We're continuing to have John and Larry join us for services for the most part. Upcoming we'll be having the Westside Strummers on August 28th, the Chorale for Ingathering, Chris McEwen and Liz Bucklew on September 25th, Rainier Reunion on October 9th, and the Chorale on October 16th. I plan on being at all of these services, except possibly Rainier Reunion's on Oct. 9.
2. The Westside Chorale: After a very small turnout at our July rehearsal, we had a record (at least for a while) turnout for our August 10th rehearsal of 15 people! And that was with a couple of folx missing who will be joining us for Ingathering. We met outside under the tent, and while some people said they felt rusty, I thought we sounded great, and with two more rehearsals before September 11th, we should have an amazing presence! Two of my private students agreed to sing bass with us for this service. They are Capitol Hill dwellers, so my hope is that with the bridge opening they'll want to continue to join us.
3. The Westside Strummers: Lisa Maynard and I are working together to have the Strummers share music with us on August 28th when Rev. Crystal Zerfoss will be our guest speaker. They are continuing to meet regularly, and from the feedback I've been getting, folx are truly enjoying themselves!
4. Music Ministry Team: I'm planning a zoom meeting for later this month with John Britt and Lisa Maynard to see about moving forward in the fall.
5. Licensing: With my reduced hours over the past year, I've not kept up with reporting to our music licensing agencies. I've started the tedious (paperwork is not my forte!) process of listing all the musical pieces we've performed in order to fill out forms for the 2 licensing agencies we currently subscribe to. We have kept up the payments for subscribing to these services, however the reporting of each song has lagged. I intend to have this completed in the next couple of weeks, thanks to my extra hours!

Thanks again to everyone for keeping us all going! You are appreciated, each and every one of you!

In Harmony,

Scott Farrell

**WSUU Finance Committee Report
July 2022**

Financial Highlights for July 2022 (8% of the year):

| Highlights | Actuals | Actuals – YTD | YTD % of Budget | Budget |
|----------------------------|--------------------|--------------------|-----------------|-------------------|
| Total Income | \$ 43,223 | \$ 43,223 | 12% | \$ 351,843 |
| Pledges | \$ 37,985 | \$ 37,985 | 16% | \$ 233,000 |
| Total Expenses | \$ 18,059 | \$ 18,059 | 5% | \$ 351,843 |
| Net Income/Expenses | + \$ 25,163 | + \$ 25,163 | | |

Financial Status:

- Strong start!
- Low expenses due to no expenses toward Ministerial and RE Services this month
- Income strong due to pre-paid pledges

Unanticipated Variance(s) to Budget:

- None

Additional Notes:

- The Finance Committee met with a Church Windows consultant and will be making some changes to how we account for the General Fund.
- FC reviewed and updated the stewards of the dedicated fund balances.
- The final report to the congregation is still an outstanding budget item.

Submitted by Shelley Webb 8/14/2022

| | | |
|------------------------------------|--------------------|--|
| Positive Impacts | \$ 65,111 | |
| Expenses lower than Budget | \$ 45,664 | |
| RE Director Compensation | \$ 16,660 | Cynthia's departure |
| Facility | \$ 11,363 | General facility expenses across the board were less than anticipated. |
| RE Staff | \$ 5,792 | Cheryl's departure |
| Community Impact-Internal | \$ 5,356 | GA delegate assistance not needed, no retreats or trainings occurred |
| Additional Minister | \$ 2,500 | No minister installation |
| Loans, Taxes, Fees | \$ 2,326 | Lower credit card transaction fees, received reimbursement for a loan payment (currently being investigated) |
| Other Music | \$ 740 | No equipment maintenance, fewer program expenses |
| Worship | \$ 545 | AV tech expense savings |
| Additional Employee Benefits | \$ 382 | Less than anticipated |
| Income higher than Budget | \$ 19,448 | |
| Pledges | \$ 8,100 | More than anticipated! |
| Other Donations | \$ 5,614 | Joe Nabbefeld gift from sale of Peggy's home |
| Rentals | \$ 3,000 | Cell tower reimbursement higher than budget |
| Fund Raising | \$ 2,000 | Net Auction income \$2k more than budget |
| Affinity Programs | \$ 733 | Amazon & Thriftway |
| | | |
| Negative Impacts | \$ (39,341) | |
| Expenses higher than Budget | \$ (27,277) | |
| Minister Compensation | \$ (14,000) | Severance, final pay |
| Administrator Compensation | \$ (5,675) | Extra month of pay, additional hours |
| Music Director Compensation | \$ (2,400) | Extra month of pay, additional hours |
| Loans, Taxes, Fees | \$ (1,580) | Extra month of Cascadia not anticipated |
| Facility | \$ (1,265) | Gas bill |
| Additional Minister | \$ (1,186) | Visa related costs |
| Worship | \$ (671) | Lack of minister filling the pulpit |
| Community Impact-External | \$ (500) | Took in less than we gave for Sunday plate |
| Income lower than Budget | \$ (12,064) | |
| Sunday Plate | \$ (8,351) | Reduced plate collections |
| Rentals | \$ (2,252) | No single-event rentals |
| RE Ministry | \$ (700) | No soup lunches |
| Program and Misc | \$ (501) | Interest income lower than budget |
| Music Ministry | \$ (260) | No pie sale |

Administrator Report to Board August 2022

| Date | Speaker/Special Circumstances | Attendance In-person/Views while streaming/ views since published/total views | Collection (charity portion) |
|---------|-------------------------------|---|------------------------------------|
| 7/24/22 | Rev. Margo Rinehart | 46/14/16/76 | \$204.49 |
| 8/14/22 | Jill Fleming | 60/20/1/81 | \$224.34 |

Membership: Current membership 159. Peggy Abby relocated to NM; fiscal year end resignations (kept active while pledging) Linda Buckingham, Marcia VanDoren; changing status from member to friend Marion Kee and Fred Wamsley.

Facilities Issues and Updates:

Audio: Our audio upgrade is complete with ceiling speakers now wired and functional. We are very happy with the quality.

Tree removal: I think I failed to report in June that we had a tree in the hillside off the alley fall across the alley and need removal. While they were there working we had another on that hillside removed before it also became more problematic. It was already being struck by larger trucks. This month we are getting bids on the removal of the tree in the south garden that is very close to the foundation and now taller than the building. The concern is the proximity and the vigorous habit of the variety to sucker which may impact the integrity of the building itself.

Visual Display in Sanctuary: Our projector in the sanctuary is more than 10 years old and doesn't do a very good job if there is much ambient light. Lyrics can be challenging to see, and images and videos don't work well at all. I would like to start a conversation about options for replacement. We could replace just the projector with a new model that would have a brighter lamp for about \$4000. It would still be limited in its usefulness in a bright room. Another alternative is to move to an LED display. It would provide high quality lyric slides, images, and videos in any lighting. This would allow us to bring remote speakers into our sanctuary, do more programming that is video centered and increase the rental value of our space. The downside of course is the cost. We would need to get good estimates and see if it without our means.

Bookkeeping Update: The finance committee paid for a couple of hours of consulting time with Church Windows support staff. It was educational and let us to some changes to our chart of accounts to represent assets more accurately. Other issues will just be a matter of our continuing to discuss the best practices for us, incorporating the new knowledge, and implementing some changes over time.

Potential Restructuring of Operational Committees – I still would like to pursue this, but I am giving committee leads a break for the summer before we strategize.

Potential Projects: As I look to the upcoming church year, I see a few project goals.

1. **Breeze Access for Members:** I would like to get members connected to our Breeze database soon so that folx can access member contact information, make updates to their own profile (contact info.) and see all the information about their family's giving.
2. **Personnel Handbook** – I would like to offer to the board help in facilitating the reconvening of the personnel committee to continue their work on updating our personnel handbook.
3. **Worship Team Documentation** – I would also like to offer to work with the worship team to finish documents begun by Rev. Christopher in Coda. These are both orientation materials and planning documents.

Time away this fall: At present I plan to be out of office on the following dates: September 12-16.

In loving community,
Shannon