



Westside  
Unitarian Universalist  
Congregation

# WSUU

## AUGUST BOARD AGENDA —2023

Thursday, August 17, 2023 6:30-8:30 PM Zoom

### ZOOM Board Meeting Link

<https://zoom.us/j/94941751351?pwd=dVJzVmVUTlNwNU9wWmc1dnZzT3JNUT09>

### August Board Shared Folder

[https://drive.google.com/drive/folders/11EKYG6zZttHe3Uq1y1apVBCoX3h6QI\\_p](https://drive.google.com/drive/folders/11EKYG6zZttHe3Uq1y1apVBCoX3h6QI_p)

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

**Board 2022-23 Covenant:** See end of agenda, will be updated at August Board Retreat

6:30pm	<b>Welcome</b> <i>Laura White</i>  <b>Chalice Lighting, Land Acknowledgement &amp; Check In</b> <i>Laura Strand</i>	<ul style="list-style-type: none"><li>o Welcome</li><li>o Chalice Lighting</li><li>o Land Acknowledgement &amp; Covenant</li><li>o Check in/Access Needs</li></ul>
6:40pm	<b>Minutes</b>	<ul style="list-style-type: none"><li>o Approve last month's Board Minutes</li><li>o Link: <a href="https://docs.google.com/document/d/12Kufgk_BANbb0A1cU3x04COUf-jDSIp5Kv9HIB1Hlec/edit">https://docs.google.com/document/d/12Kufgk_BANbb0A1cU3x04COUf-jDSIp5Kv9HIB1Hlec/edit</a></li></ul>
6:45pm	<b>Monthly Staff &amp; Committee Reports</b> <i>please review related reports in shared folder prior to our meeting &amp; focus on action items as needed</i>	<ul style="list-style-type: none"><li>o Minister (Rev. Carter)</li><li>o Administrator (Shannon)</li><li>o Music (Scott)</li><li>o RE (Jade) (Board Liaison: Laura Strand)</li><li>o Finance/Treasurer/Operations (Shelley, Jim)</li><li>o RJCT (Tracy)</li><li>o Other</li></ul>
7:00pm	<b>Budget Boot Camp</b>	<ul style="list-style-type: none"><li>o Shelley Webb, Finance Committee Chair, <i>topics below may be in a different order</i><ul style="list-style-type: none"><li>▪ General Budget Info &amp; How to Read a Financial Report</li><li>▪ Budget 2023/24</li><li>▪ Budget Priorities &amp; Future Planning</li><li>▪ Q&amp;A</li></ul></li></ul>



7:45pm	<b>Priority Business</b> (time dependent, crisis prevention, important planning)	<ul style="list-style-type: none"><li>o Board Retreat, Sat, Aug 26, 9am-3pm, Laura White's 5003 48th Ave SW, 98136</li><li>o Agenda link under Board Meetings, Board Retreats: <a href="https://docs.google.com/file/d/1_jX06BZ58z5OkRluWvsKb3PrA3UtEtEE/edit?usp=docslist_api&amp;filetype=msword">https://docs.google.com/file/d/1_jX06BZ58z5OkRluWvsKb3PrA3UtEtEE/edit?usp=docslist_api&amp;filetype=msword</a><ul style="list-style-type: none"><li>▪ Opening/Closing Words: <i>Jennifer</i></li><li>▪ Board Covenant Review: <i>Tracy</i></li><li>▪ Priorities &amp; Focus Areas: <i>John</i></li><li>▪ Initial Tasks &amp; Leads <i>Laura W</i></li><li>▪ 2023-24 Board Calendar link: <a href="https://docs.google.com/file/d/1LwWmDTyQO2po2KnLN3Svpk-s5vUeQdVU/edit?usp=docslist_api&amp;filetype=msexcel">https://docs.google.com/file/d/1LwWmDTyQO2po2KnLN3Svpk-s5vUeQdVU/edit?usp=docslist_api&amp;filetype=msexcel</a></li><li>▪ Breakfast: <i>Jim, Laura S</i></li><li>▪ Lunch: <i>Lisa, Tracy, Jennifer</i></li><li>▪ Coffee/Tea/Soft Drinks: <i>Laura W</i></li><li>▪ Board Photo</li><li>▪ Minutes/Notes: <i>Lisa</i></li></ul></li></ul>
8:05pm	<b>Other Business</b> (important planning, action items)	<ul style="list-style-type: none"><li>o Formal requests update</li><li>o Ingathering Social Hour, Sun, Sept 10th after the service<ul style="list-style-type: none"><li>▪ Co-chairs: Jill Jackson &amp; Amanda Meier</li><li>▪ Volunteer "Fair" included: Rev. Carter</li><li>▪ Board Members may be asked to make intro, announcements at mic</li></ul></li><li>o Request to encourage members to become ongoing donors to the White Center Food Bank</li></ul>
8:10pm	<b>Monthly Board Communication</b>	<ul style="list-style-type: none"><li>o Board Westside Week Topic &amp; Who Writes<ul style="list-style-type: none"><li>o Board Retreat Summary+Board Photo</li></ul></li></ul>
8:15pm	<b>Upcoming Meetings Dates/Times Board Member Schedules next month</b>	<ul style="list-style-type: none"><li>o Board Retreat, Aug 26th 9am-3pm</li><li>o Next Monthly Board Meeting: <b>Wednesday</b>, Sept 20th, 6:30-8:30pm Zoom<ul style="list-style-type: none"><li>▪ Opening/Closing Words: <i>Lisa</i></li></ul></li><li>o Upcoming Vacation/Out of Town Schedules<ul style="list-style-type: none"><li>▪ Rev. Carter in France July 10-August 17, in residence August 22nd</li><li>▪ Shannon, August 27-Sept 11th, Italy, use <a href="mailto:westsideweek@wsuu.org">westsideweek@wsuu.org</a></li><li>▪ John: Texas &amp; Japan, Oct 2 weeks</li></ul></li></ul>
8:25pm	<b>Close of the Meeting</b> <i>Laura Strand</i>	<ul style="list-style-type: none"><li>o Closing Words &amp; Extinguishing the Chalice</li></ul>



Post Meeting	No post meeting planned at this time	
	<b>2022-2023 Board Covenant</b> <i>Updated board covenant will be developed at 2023 board retreat</i>	<ol style="list-style-type: none"><li>1. Share workload, responsibilities, joys, and sorrows.</li><li>2. Focus our energy on established priorities.</li><li>3. Right-size the board's work and maintain healthy boundaries.</li><li>4. Slow down and seek consensus when possible.</li><li>5. Listen to minority and marginalized voices. Use the equity decision-making tool.</li><li>6. Seek additional perspectives, particularly those most impacted by decisions.</li><li>7. Honor confidentiality.</li><li>8. Share what we are doing. Be intentional about honest, timely communication. Be clear about the board's role.</li><li>9. Work to stay in right relationship with each other. Establish a habit of reviewing how we work together.</li><li>10. Support our collective decisions. The board speaks with one voice.</li><li>11. Name the elephant in the room.</li><li>12. Hold this covenant as a living document.</li><li>13. Encourage the congregation to resolve conflicts through direct communication with affected parties</li></ol>

# MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION

Aug 17, 2023

**BOARD ATTENDING:** Tracy Burrows, Jennifer Disotell, John Hornby, Lisa Maynard, Jim Schlough, Laura Strand, Laura White. *Rev. Carter was not present due to PTO visiting family in France.*

**STAFF:** Shannon Day, administrator.

**GUESTS:** Shelley Webb (Finance Chair) joined from 7 to 7:45 pm.

**ACKNOWLEDGEMENT, CHALICE LIGHT & CHECK-IN/ACCESS NEEDS:**  
Laura Strand began our meeting with land acknowledgement and chalice lighting words.

**MINUTES:** *Tracy moved to approve the July 2023 meeting minutes as written, Jennifer seconded, and the minutes were approved.*

**MONTHLY STAFF AND COMMITTEE REPORTS:** Reports from administrator, DRE, music director, treasurer, and finance committee are in the 8.17.23 Board folder on the Google drive. Racial Justice Change Team is taking a summer break.

**Minister:** Rev. Carter is away but has been working with the Board on certain issues.

**Administrator:** Shannon's report covered bookkeeping and banking transitions, new optional masking policy going smoothly (two weeks in), a concert rental, trim painting and parking lot restriping updates, and a broken window repair. Nordstrom is using the parking lot one Saturday as they film an ad nearby and will make a donation to WSUU.

**Religious Exploration:** Jade has been thinking about how to balance hours, as the demand changes week to week and month to month. Family involvement in summer services has been low, possibly in part due to every-other-week schedule. She has been working on developing the youth ministry, particularly recruiting a younger and more diverse advising team and looking for ways to collaborate with other congregations.

**Music:** Scott is planning music for upcoming services and restarting regular choral rehearsals on Aug 23. He's looking for a paid rehearsal accompanist and a volunteer music librarian. He donated the acoustic drumset to Kenyon Hall.

**Finance Committee/Treasurer:** The July report represents the first month of the fiscal year, so no patterns to report. Sound Credit Union account was closed and a second CD with Homestreet was purchased; we now have a Homestreet checking account. FC thanks Jim for his efforts with these changes. FC is working on a final FY22-23 report.

### Action items from FC to Board:

- Stewardship needs leaders and members.

### **BUDGET BOOT CAMP**

Finance Chair Shelley Webb joined the meeting to share financial and budget knowledge. Her presentation (available in the 8.17.23 folder in 2023-24 Board Meetings folder at [https://docs.google.com/presentation/d/1TI8uqOhuKZ\\_hymugmcf4UrJjXQ8zCmM/edit?usp=sharing&oid=105899855511674171177&rtpof=true&sd=true](https://docs.google.com/presentation/d/1TI8uqOhuKZ_hymugmcf4UrJjXQ8zCmM/edit?usp=sharing&oid=105899855511674171177&rtpof=true&sd=true)) covered where the money comes from and goes, a deep dive into the budget tracking spreadsheets, and more. She reviewed the main income and expense categories and answered our questions. She talked about priorities and planning from the Finance Committee's perspective, including a need for Stewardship leadership, a path toward paying for fulltime ministry, and the need to align our job titles with the UUA's new job titles so that we can follow the denominational compensation scales.

She flagged that the WSUU bylaws say that the Board must go to the congregation for a vote if we want to spend more than 3% of the budget on something outside of the budget. That would be approximately \$11k, based on this year's budget.

Carter's contract goes through June 2024 so we would want to start a conversation with her about renewing as early as Jan or Feb.

### **PRIORITY BUSINESS**

**Board Retreat:** Sat, Aug 26, 9 am to 3 pm, Laura White's home.

Agenda link under Board Meetings, Board Retreats:

[https://docs.google.com/file/d/1\\_jX06BZ58z5OkRluWvsKb3PrA3UtEtEE/edit?usp=docslist\\_api&filetype=msword](https://docs.google.com/file/d/1_jX06BZ58z5OkRluWvsKb3PrA3UtEtEE/edit?usp=docslist_api&filetype=msword)

- Opening/closing words: *Jennifer (Lisa as backup)*
- Board covenant review: *Tracy*
- Priorities and focus areas: *John*
- Initial tasks and leads: *Laura W*
- 2023-24 Board calendar link:  
[https://docs.google.com/file/d/1LwWmDTyQO2po2KnLN3Svpk-s5vUeQdVU/edit?usp=docslist\\_api&filetype=msexcel](https://docs.google.com/file/d/1LwWmDTyQO2po2KnLN3Svpk-s5vUeQdVU/edit?usp=docslist_api&filetype=msexcel)
- Breakfast: *Jim, Laura S*
- Lunch: *Lisa, Tracy, Jennifer*
- Coffee/tea/soft drinks: *Laura W*
- Board photo

Minutes/Notes: *Lisa*

Easels/paper/sticky notes: *Jim* will pick up from church

Breakfast (*Jim* and *Laura S* to organize, *Laura W* will provide coffee/tea)

Lunch (*Lisa* and *Tracy* to organize)

### **OTHER BUSINESS**

**Formal Requests:** The Board agreed on the text of a letter to one congregant in response to a formal request and a possible next step.

**Ingathering Sunday:** Sept 10 after the service will be an enhanced coffee hour, including food, music, and a volunteer fair. Jill Jackson and Amanda Meier will co-chair. Board may be asked to make intro and announcements as needed.

**Request:** A congregant asked whether Board would encourage members to become ongoing donors to the White Center Food Bank. We need to think more about it because there are many orgs that we could recommend.

**Board Meeting Opening/Closing Words Schedule**

Sept 20 (WED!): Lisa

Oct 18 (WED!): Jim

Nov 16 (Thurs): John

Dec 21 (Thurs): Tracy

Jan 18, 2024 (Thurs): Laura W

**Board Westside Week Topic and Writer**

No column in August; in early Sept we will report on the Board retreat.

**Next Board Meeting:** Wed, Sept 20, 6:30 to 8:30 pm on zoom

**Board Retreat:** Sat, Aug 26, 9 am to 3 pm at Laura W's

**Vacation/travel/away**

Rev. Carter away (France) until Aug 17, in residence Aug 22

Shannon away (Italy) from Aug 27 to Sept 11 (Rev. Carter, Jade, and Regina are covering admin tasks)

John away (Japan) first two weeks of Oct

Jennifer expecting a grandchild in mid-Aug so may be called away; also is on a training for 5 weeks in Oct/Nov

Respectfully submitted,  
Lisa Maynard,  
Board Secretary

As of: **Thursday, August 17, 2023****BUDGET SUMMARY**% thru Year: **8%**

	Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
<b>Total Income Sources</b>					
Pledges	\$ 23,155	\$ 23,155	10%	\$ 221,300	\$ 198,145
Sunday Plate	1,295	1,295	6%	21,000	19,705
Other Donations	300	300	0%	-	(300)
Fund Raising	1,095	1,095	3%	37,000	35,905
Affinity Programs	302	302	50%	600	298
RE Ministry	11	11	1%	1,250	1,239
Youth Group Ministry	-	-	0%	-	-
Music Ministry	-	-	0%	1,000	1,000
Program and Misc	173	173	2%	7,240	7,067
Rentals	3,843	3,843	6%	60,176	56,333
<b>Total Income</b>	<b>\$ 30,174</b>	<b>\$ 30,174</b>	<b>9%</b>	<b>\$ 349,566</b>	<b>\$ 319,392</b>
<b>Expenses</b>					
Minister Compensation	\$ 4,749	\$ 4,749	7%	\$ 67,591	\$ 62,842
Additional Minister	-	-	0%	5,000	5,000
RE Director Compensation	2,083	2,083	7%	30,561	28,478
RE Staff	-	-	0%	2,098	2,098
RE Training	-	-	0%	1,200	1,200
RE Youth Group	-	-	0%	5,582	5,582
RE Operations	-	-	0%	1,600	1,600
Music Director Compensation	2,945	2,945	10%	29,523	26,578
Music Staff	483	483	6%	7,881	7,399
Other Music	-	-	0%	2,460	2,460
Administrator Compensation	4,153	4,153	6%	72,311	68,158
Technology Support Compensation	-	-	0%	-	-
Additional Employee Benefits	1,017	1,017	13%	8,090	7,073
Community Impact-Internal	-	-	0%	25,833	25,833
Community Impact-External	100	100	1%	6,684	6,584
Worship	380	380	17%	2,220	1,840
Loans, Taxes, Fees	3,367	3,367	7%	45,182	41,815
Facility	3,159	3,159	5%	57,755	54,596
Fundraising & Rentals	-	-	0%	1,000	1,000
Reserves	-	-	0%	-	-
<b>Total Expenses</b>	<b>\$ 22,436</b>	<b>\$ 22,436</b>	<b>6%</b>	<b>\$ 372,571</b>	<b>\$ 350,135</b>
<b>Income less Expenses</b>	<b>\$ 7,738</b>	<b>\$ 7,738</b>		<b>\$ (23,005)</b>	
RE Youth Group Fund Transfers IN		5,000		5,000	
OWL Fund Transfers IN		550		550	
Social Justice Transfer IN		776		775	
Board Designated Fund Transfers to GF		16,680		16,680	
<b>Total Fund Transfers</b>		<b>23,006</b>		<b>\$ 23,005</b>	
<b>Difference Net Fund Transfers</b>		<b>\$ 30,743</b>		<b>\$ -</b>	

	YTD Balance	Start of FY	YTD Change
<b>BANK ACCOUNT BALANCES</b>			
Umpqua Checking #7545	\$ 57,077	118,435	\$ (61,358)
HomeStreet Checking	60,000	-	60,000
HomeStreet 7 mo CD May 2023 #6593	100,000	100,000	-
Sound Credit Union Money Market #6299	102,276	102,103	173
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
<b>Total Account Balances</b>	<b>\$ 319,578</b>	<b>\$ 320,763</b>	<b>\$ (1,185)</b>
<b>ASSETS</b>			
Church Bldg & Land (book value)	\$ 3,213,100	\$ 3,109,500	\$ 103,600
Cash - Operations	92,482	86,056	6,426
Payroll	-	-	-
Building Fund	\$ 87,703	88,497	(794)
Accessibility Fund	22,462	22,462	-
Other Dedicated Fund Balances	18,180	24,505	(6,326)
<u>Operational Reserves</u>	<u>98,752</u>	<u>99,243</u>	<u>(491)</u>
<b>Total Fund Balances</b>	<b>\$ 227,097</b>	<b>234,707</b>	<b>(7,610)</b>
<b>Total Assets</b>	<b>\$ 3,532,679</b>	<b>\$ 3,430,263</b>	<b>\$ 102,415</b>
<b>LIABILITIES</b>			
Loan fm UUA	\$ 399,759	\$ 419,602	\$ (19,842)
Loan fm Cascadia Growth Fund	51,532	58,825	(7,293)
Other Current Liabilities	5,306	13,464	(8,158)
<b>Total Liabilities</b>	<b>\$ 456,598</b>	<b>\$ 491,891</b>	<b>\$ (35,293)</b>
<b>GF Balance (Cash-Operations less Other Current Liabilities)</b>	<b>87,176</b>	<b>\$ 72,592</b>	<b>\$ 14,584</b>
<b>CONGREGATIONAL EQUITY</b>			
	\$ 3,076,081	\$ 2,938,373	\$ 137,709

As of: <b>Thursday, August 17, 2023</b>				% Thru Year: <b>8%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes
<b>GENERAL FUND INCOME</b>							
<b>Pledges</b>							
4.100.100	Pledges - Current Year Income	22,680.91	22,680.91	219,300.00	<div><div></div></div> 10%	-	includes prepaid
4.100.110	Pledges - Prior Year Income	474.36	474.36	2,000.00	<div><div></div></div> 24%	-	
	Total Pledges	\$ 23,155	\$ 23,155	\$ 221,300	10%	\$ -	
<b>Sunday Plate</b>							
4.100.140	Contributions - Sunday WSUU	856.43	856.43	14,000.00	<div><div></div></div> 6%	-	low month - summer and only one worship in June
4.100.141	Contributions - Sunday WSUU Congr Care Fund	-	-	582.00	<div><div></div></div> 0%	-	
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	582.00	<div><div></div></div> 0%	-	
4.100.144	Contributions - Sunday WSUU Real Rent Duwamish	-	-	582.00	<div><div></div></div> 0%	-	
4.100.145	Contributions - Sunday WSUU Partner Church	-	-	582.00	<div><div></div></div> 0%	-	
4.100.150	Contributions Sunday Charities	438.18	438.18	4,672.00	<div><div></div></div> 9%	-	
	Total Sunday Plate Income	\$ 1,295	\$ 1,295	\$ 21,000	6%	\$ -	
<b>Other Donations</b>							
4.100.160	Special Gifts & Campaigns	300.00	300.00	-	<div><div></div></div> 0%	300.00	thank you gift for congregant patronage
	Total Other Donations	\$ 300	\$ 300	\$ -	0%	\$ 300	
<b>Fund Raising</b>							
4.100.245	Auction Income	1,095.41	1,095.41	20,000.00	<div><div></div></div> 5%	-	late payment on RTP donation & event income
4.100.247	Raise the Paddle Income	-	-	17,000.00	<div><div></div></div> 0%	-	
	Total Fund Raising Income	\$ 1,095	\$ 1,095	\$ 37,000	3%	\$ -	
<b>Affinity Program Income</b>							
4.100.211	Amazon Rebate Income	-	-	-	<div><div></div></div> 0%	-	
4.100.212	Thriftway Rebate Program	302.01	302.01	600.00	<div><div></div></div> 50%	-	
	Total Affinity Program Income	\$ 302	\$ 302	\$ 600	50%	\$ -	
<b>RE Ministry Income</b>							
4.100.259	RE Fundraising & Donations	-	-	-	<div><div></div></div> 0%	-	
4.100.260	OWL Registration Fees	10.61	10.61	1,250.00	<div><div></div></div> 1%	-	a parent paying installments from last year's class
	Total RE Ministry Income	\$ 11	\$ 11	\$ 1,250	1%	\$ -	
<b>Youth Group Ministry Income</b>							
4.100.262	RE Youth Group Fundraising & Gifts	-	-	-	<div><div></div></div> 0%	-	
	Total Youth Group Ministry Income	\$ -	\$ -	\$ -	0%	\$ -	

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<b><u>Music Ministry Income</u></b>							
4.100.222	Music Fundraising and Donations	-	-	1,000.00	0%	-	
	Total Music Ministry Income	\$ -	\$ -	\$ 1,000	0%	\$ -	
<b><u>Program and Misc Income</u></b>							
4.100.220	Coffee Income	-	-	240.00	0%	-	
4.100.225	Membership Fundraising and Donations	-	-	500.00	0%	-	
4.100.240	Interest Income	173.44	173.44	6,500.00	3%	-	
4.100.255	Common Quest Income	-	-	-	0%	-	
	Total Program and Misc Income	\$ 173	\$ 173	\$ 7,240	2%	\$ -	
<b><u>Rentals</u></b>							
4.100.300	Cell Tower Rental	-	-	11,724.00	0%	-	
4.100.302	Electricity Reimbursement- Cell Tower	620.80	620.80	8,280.00	7%	-	
4.100.305	Rental Income - Single Events	-	-	1,000.00	0%	-	
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	3,152.00	3,152.00	38,452.00	8%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	70.00	70.00	720.00	10%	-	
	Total Rental Income	\$ 3,843	\$ 3,843	\$ 60,176	6%	\$ -	
<b>TOTAL GENERAL FUND INCOME</b>		<b>\$ 30,174</b>	<b>\$ 30,174</b>	<b>\$ 349,566</b>	<b>9%</b>	<b>\$ -</b>	

As of: <b>Thursday, August 17, 2023</b>				% Thru Year: <b>8%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes
<b>GENERAL FUND EXPENSE</b>							
<b>MINISTER POSITION</b>							
<b>Minister Compensation</b>							
5.100.100	Minister Housing Allow Exp	1,900.00	1,900.00	22,800.00	8%	-	
5.100.101	Minister Salary Exp	2,226.65	2,226.65	26,400.00	8%	-	
5.100.105	Minister Medical Ins Exp	308.91	308.91	3,892.00	8%	-	
5.100.106	Minister Group Term Life Ins Exp	-	-	207.00	0%	-	bill had credit balance - investigating
5.100.107	Minister Long Term Disability Ins Exp	-	-	320.00	0%	-	
5.100.108	Minister Dental Insurance	-	-	288.00	0%	-	
5.100.110	Minister Retirement Exp	-	-	4,920.00	0%	-	July paid in August
5.100.115	Minister-In Lieu of FICA Exp	313.65	313.65	3,764.00	8%	-	
5.100.125	Minister's Professional Exp	-	-	5,000.00	0%	-	
Total Minister Compensation		\$ 4,749	\$ 4,749	\$ 67,591	7%	\$ -	
<b>Additional Minister Exp</b>							
5.100.129	Ministerial Services	-	-	-	0%	-	
5.100.102	Minister Moving Exp	-	-	5,000.00	0%	-	
Total Additional Minister Exp		\$ -	\$ -	\$ 5,000	0%	\$ -	
<b>Total Minister Position Expense</b>		\$ 4,749	\$ 4,749	\$ 72,591	7%	\$ -	

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Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes
<b>CHILDREN AND YOUTH MINISTRY</b>							-
<b>RE Director Compensation</b>							-
5.100.150	RE Director Salary Exp	1,934.83	1,934.83	22,920.00	8%	-	
5.100.155	RE Director Medical Insurance	-	-	1,925.00	0%	-	
5.100.158	RE Director FICA Exp	148.02	148.02	1,753.00	8%	-	
5.100.160	RE Director Retirement Exp	-	-	2,292.00	0%	-	
5.100.153	RE Director Group Term Life Ins Exp	-	-	67.00	0%	-	July paid in August
5.100.154	RE Director Long Term Disability Ins Exp	-	-	104.00	0%	-	No bill yet
5.100.165	RE Director Professional Exp	-	-	1,500.00	0%	-	
Total RE Director Compensation		\$ 2,083	\$ 2,083	\$ 30,561	7%	\$ -	
<b>RE Staff Expense</b>							-
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	-	-	798.00	0%	-	
Total RE Staff Exp		\$ -	\$ -	\$ 2,098	0%	\$ -	
<b>RE Training Expense</b>							-
5.100.152	RE OWL Leadership Development Exp	-	-	1,200.00	0%	-	
Total RE Training Expense		\$ -	\$ -	\$ 1,200	0%	\$ -	
<b>RE Youth Group Expense</b>							-
5.100.132	RE High School Youth Programs Exp	-	-	582.00	0%	-	
5.100.161	RE Lead Youth Advisor Exp	-	-	5,000.00	0%	-	
Total RE Youth Group Expense		\$ -	\$ -	\$ 5,582	0%	\$ -	
<b>RE Operations Expense</b>							-
5.100.171	RE Services	-	-	-	0%	-	
5.100.131	RE OWL Program Exp	-	-	600.00	0%	-	
5.100.229	RE OWL Fund Transfers OUT	-	-	-	0%	-	
5.100.134	RE Operational Exp	-	-	1,000.00	0%	-	
Total RE Operations Expense		\$ -	\$ -	\$ 1,600	0%	\$ -	
<b>Total Children &amp; Youth Ministry Expense</b>		\$ 2,083	\$ 2,083	\$ 41,041	5%	\$ -	

As of: <b>Thursday, August 17, 2023</b>				% Thru Year: <b>8%</b>				Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget		
<b>MUSIC MINISTRY</b>								
<b>Music Director</b>								
5.100.185	Music Dir Salary Exp	1,826.28	1,826.28	21,915.00	8%	-		
5.100.186	Music Dir Medical Insurance	-	-	2,063.00	0%	-		
5.100.187	Music Dir Retirement Exp	-	-	2,192.00	0%	-		
5.100.188	Music Dir FICA Exp	139.71	139.71	1,677.00	8%	-		
5.100.200	Music Dir Group Term Life Insurance	-	-	69.00	0%	-		declined
5.100.205	Music Dir Long Term Disability Ins Exp	-	-	107.00	0%	-		declined
5.100.190	Music Dir Professional Exp	978.81	978.81	1,500.00	65%	-		
	Total Music Director Compensation	\$ 2,945	\$ 2,945	\$ 29,523	10%	\$ -		
<b>Music Staff</b>								
5.100.193	Music Sunday Service Pianist Exp	262.50	262.50	3,445.00	8%	-		
5.100.195	Music Percussionist Exp	220.00	220.00	2,756.00	8%	-		
5.100.197	Music Chorale Rehearsal Pianist Exp	-	-	1,680.00	0%	-		
5.100.198	Music Bassist Exp	-	-	-	0%	-		
5.100.199	Music Administrator Exp	-	-	-	0%	-		
	Total Other Music Staff Expense	\$ 483	\$ 483	\$ 7,881	6%	\$ -		
<b>Other Music Expense</b>								
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	-	-	1,220.00	0%	-		
5.100.196	Music Council Fundraising Exp	-	-	75.00	0%	-		
	Total Other Music Expense	\$ -	\$ -	\$ 2,460	0%	\$ -		
<b>Total Music Ministry Exp</b>								
		\$ 3,427	\$ 3,427	\$ 39,864	9%	\$ -		
<b>ADMIN STAFF &amp; SUPPORT</b>								
<b>Congr Administrator &amp; Bookkeeper</b>								
5.100.174	Congr Admin Salary Exp	3,858.01	3,858.01	59,156.00	7%	-		
5.100.175	Congr Admin Medical Insurance	-	-	1,200.00	0%	-		
5.100.176	Congr Administrator Retirement Exp	-	-	5,916.00	0%	-		July paid in August
5.100.177	Congr Administrator FICA Exp	295.14	295.14	4,525.00	7%	-		
5.100.173	Congr Administrator Group Term Life Ins Exp	-	-	437.00	0%	-		denied coverage due to application past 90 days from hire
5.100.230	Congr Administrator Long Term Disability Ins Exp	-	-	577.00	0%	-		denied coverage due to application past 90 days from hire
5.100.231	Congr Admin Professional Exp	-	-	500.00	0%	-		
	Total Congr Administrator & Bookkeeper Compensation	\$ 4,153	\$ 4,153	\$ 72,311	6%	\$ -		
<b>Technology Support Compensation</b>								
5.100.724	Streaming Tech Exp	140.00	140.00	2,440.00	6%	-		
5.100.726	AV Tech Expense	310.80	310.80	3,000.00	10%	-		
	Total Additional Employee Benefits Expense	\$ 451	\$ 451	\$ 5,440	8%	\$ -		
<b>Additional Employee Benefits</b>								
5.100.178	Labor & Industries Ins Exp	337.61	337.61	1,250.00	27%	-		
5.100.181	Family and Medical Leave Ins Exp	194.52	194.52	780.00	25%	-		
5.100.184	Part time Empl FICA SS Exp	34.49	34.49	620.00	6%	-		
	Total Additional Employee Benefits Expense	\$ 567	\$ 567	\$ 2,650	21%	\$ -		
<b>Total Admin Staff &amp; Support Expense</b>								
		\$ 5,171	\$ 5,171	\$ 80,401	6%	\$ -		

As of: <b>Thursday, August 17, 2023</b>				% Thru Year: <b>8%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes
<b>Other OPERATIONAL AND COMMUNITY IMPACT</b>							-
<b>Community Impact-Internal Expense</b>							-
5.100.320	UUA Dues Exp Bud	-	-	11,326.00	0%	-	
5.100.801	All Congr Retreats and Trainings	-	-	10,000.00	0%	-	
5.100.802	GA Delegate Exp	-	-	1,200.00	0%	-	
5.100.758	Congregational Care Fund Transfer OUT	-	-	582.00	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	-	-	750.00	0%	-	
5.100.756	Social Action Expense	-	-	775.00	0%	-	
5.100.829	Adult RE Exp	-	-	200.00	0%	-	
	Total Community Impact-Internal Expense	\$ -	\$ -	\$ 25,833	0%	\$ -	
<b>Community Impact-External Expense</b>							-
5.100.757	Sunday Morning Contributions Given to Charity	-	-	4,672.00	0%	-	
5.100.729	Real Rent Duwamish- Sunday Plate	-	-	582.00	0%	-	
5.100.728	Real Rent Duwamish	-	-	648.00	0%	-	
5.100.754	Partner Church Program Exp	100.00	100.00	582.00	17%	-	help for Partner church camp
5.100.300	Partner Church Dues Exp Bud	-	-	200.00	0%	-	
	Total Community Impact-External Expense	\$ 100	\$ 100	\$ 6,684	1%	\$ -	
<b>Worship Expense</b>							-
5.100.725	Worship Council Expense Budget	380.00	380.00	1,995.00	19%	-	Worship ministry retreat exp
5.100.727	AV Equipment & Maintenance	-	-	225.00	0%	-	
	Total Worship Expense	\$ 380	\$ 380	\$ 2,220	17%	\$ -	
<b>Financial Expense</b>							-
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	-	-	3,600.00	0%	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	127.24	127.24	2,700.00	5%	-	
	Total Financial Expense	\$ 3,367	\$ 3,367	\$ 45,182	7%	\$ -	

As of: <b>Thursday, August 17, 2023</b>				% Thru Year: <b>8%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes
<b>Facility Expense</b>							
5.100.450	Telephone/Cable/Internet	286.99	286.99	3,500.00	<div><div></div></div> 8%	-	
5.100.460	Web Hosting Exp	-	-	-	0%	-	
5.100.470	Web Maintenance Exp Bud	-	-	-	0%	-	
5.100.475	Technology Management	-	-	3,000.00	0%	-	
5.100.480	Office Expenses	-	-	600.00	0%	-	
5.100.481	Postage Exp Bud	-	-	400.00	0%	-	
5.100.482	Printing / Copying	163.27	163.27	2,000.00	<div><div></div></div> 8%	-	
5.100.483	Constant Contact Email Service	-	-	425.00	0%	-	
5.100.550	Liability Insurance Exp Bud	-	-	8,230.00	0%	-	
5.100.452	Security Alarm System	-	-	500.00	0%	-	
5.100.453	Electricity - SCL	2,308.78	2,308.78	14,000.00	<div><div></div></div> 16%	-	
5.100.454	Water/Sewer - SPU	-	-	1,500.00	0%	-	
5.100.455	Waste/Recycling/Green	178.40	178.40	2,200.00	<div><div></div></div> 8%	-	
5.100.456	Gas - PSE	111.49	111.49	6,500.00	<div><div></div></div> 2%	-	
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	11.01	11.01	3,000.00	<div><div></div></div> 0%	-	
5.100.462	Lift Phone Monitoring	99.23	99.23	400.00	<div><div></div></div> 25%	-	
5.100.222	Coffee and Other Kitchen Exp	-	-	600.00	0%	-	
5.100.471	Janitorial Service	-	-	8,900.00	0%	-	
	Total Facility Expense	\$ 3,159	\$ 3,159	\$ 57,755	5%	\$ -	
<b>Fundraising &amp; Rentals Expense</b>							
5.100.305	Facilities Rental Exp - single events	-	-	250.00	0%	-	
5.100.820	Auction Expense	-	-	500.00	0%	-	
5.100.822	Canvass Expense	-	-	250.00	0%	-	
	Total Fundraising & Rentals Expense	\$ -	\$ -	\$ 1,000	0%	\$ -	
<b>Reserves Expense</b>							
5.100.461	Building Capital Reserve Exp-GF	-	-	-	0%	-	
5.100.760	Operational Reserves FB Exp	-	-	-	0%	-	
	Total Reserves	\$ -	\$ -	\$ -	0%	\$ -	
<b>Total Other Operational &amp; Community Impact Expense</b>		\$ 7,007	\$ 7,007	\$ 138,674	5%	\$ -	
<b>TOTAL GENERAL FUND EXPENSE</b>							
		\$ 22,436	\$ 22,436	\$ 372,571	6%	\$ -	
<b>General Fund Income less Expense</b>		\$ 7,738	\$ 7,738	(23,005)			
<b>Fund Transfers</b>							
4.100.261	RE Youth Group Fund Transfers IN	5,000.00	5,000.00	5,000.00	<div><div></div></div> 100%	-	
4.100.263	OWL Fund Transfers IN	550.00	550.00	550.00	<div><div></div></div> 100%	-	
4.100.226	Social Justice Transfer IN	775.54	775.54	775.00	<div><div></div></div> 100%	0.54	
4.100.241	Board Designated Fund Transfers to GF	16,680.00	16,680.00	16,680.00	<div><div></div></div> 100%	-	
	Total Fund Transfers	\$ 23,006	\$ 23,006	\$ 23,005	100%	\$ 1	
<b>DIFFERENCE NET FUND TRANSFERS</b>		\$ 30,743	\$ 30,743	\$ -			

<u>Fund Acct</u>	<u>Fund Balances</u>	<u>Curr Balance</u>	<u>Mo. Change</u>	<u>Notes/Explanation</u>	<u>Prior Year Balance</u>	<u>Ann. Change</u>	<u>Fund Balance Steward</u>
3.200.100	Building Fund Balance	87,702.98	(794.00)	deposit for window trim painting	88,496.98	(794.00)	Finance Committee
3.201.100	Accessibility Fund Balance	22,461.68	-		22,461.68	-	Board of Trustees + Building Planning Committ
3.305.100	Operational Reserves	98,752.11	(490.81)	Transferred into General Fund	99,242.92	(490.81)	Finance Committee
3.310.100	Conference Scholarship Fund Balance	171.21	-		171.21	-	Board of Trustees
3.350.100	Music Fund Balance	389.24	-		389.24	-	Music Director
3.355.100	WSUU Sponsored Events Fund Balance	2,075.24	-		2,075.24	-	Membership
3.360.100	Youth Group Fund Balance	2,291.47	(5,000.00)	Transferred into General Fund	7,291.47	(5,000.00)	DRE
3.370.100	OWL Fund Balance	6,210.46	(550.00)	Transferred into General Fund	6,760.46	(550.00)	DRE
3.380.100	Religious Ed Misc Fund Balance	2,041.84	-		2,041.84	-	DRE
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)	Transferred into General Fund	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	1,975.82	-		1,975.82	-	Partner Church Chair
	<b>Total Dedicated Funds</b>	<b>\$ 227,096.55</b>	<b>(7,610.35)</b>		<b>\$ 234,706.90</b>	<b>\$ (7,610.35)</b>	

## **RE Update for the Board**

**August 14, 2023**

Jade Wilde, Director of Religious Exploration

The past month has been lighter for me regarding RE activities, and has supported a welcome opportunity for rejuvenating and attending to other things! I have had some vacation time away, and have necessarily put more work time into the pasta and oils business through this busiest month of our sales year. With Rev. Carter away and having such a light RE summer load, I have been taking advantage of the space to continue planning and preparation for next year's RE program, and also to focus on other things outside of church life. I am continuing to track my hours, and given the schedule that is already forming for September, I anticipate that additional time and energy will be needed for the start of the church year and through the fall. Rev. Carter and I have talked a bit about this longer term balancing of my hours as the needs vary from week to week and month to month. Please let me know if the board has any questions or concerns about this approach.

Family involvement in our summer services has been particularly low this year. With only two services a month, families have reported a lot of misses in timing – they might be available on a first or third Sunday and happen to be away on second and/or fourth. Summer is traditionally a time when families step back and take a break from school and church routines, so this isn't surprising. However, we also have had very few new families showing up to try things out, and we continue to have no families with nursery-age children.

Our RE stats for July and August services to date:

- July 9 – 1 child
- July 23 – 0 children
- August 13 – 5 children, including two new families

I have had visits with two new families considering attending in the fall, and continue to meet with families who are members to inform our program development for the coming church year.

A good amount of my work time in the past month has been devoted to developing our youth ministry. I believe that the visible presence of youth in our congregation has multiple important effects, including enriching our congregational life with diverse energies and perspectives, and giving children and families something to aspire to. It seems that without a visible and active youth program that has rites of passage recognized and honored by the congregation, there is less for families to aspire to, and less to entice them to envision themselves actively engaged in the congregation while their young children grow into youth themselves. My focus has been in recruiting a younger and diverse youth advising team (which is proving challenging), creating more connection and collaboration between PNW congregations to support broader youth events, and planning for specific events that include a youth advisor training and bringing back our youth Cons.

## WSUU Finance Committee Report July 2023

### Action Items for the Board:

- Stewardship needs Leadership and Membership!

### Financial Highlights for July 2023 (8% of the year):

Highlights	Actuals	Actuals – YTD	YTD % of Budget	Budget
<b>Total Income</b>	<b>\$ 30,174</b>	<b>\$ 30,174</b>	<b>10%</b>	<b>\$ 319,362</b>
Pledges	\$ 23,155	\$ 23,155	6%	\$ 221,300
<b>Total Expenses</b>	<b>\$ 22,436</b>	<b>\$ 22,436</b>	<b>6%</b>	<b>\$ 372,571</b>
<b>Net Income/Expenses</b>	<b>+ \$ 7,738</b>	<b>+ \$ 7,738</b>		
<b>Net Fund Transfers</b>		<b>+ \$ 30,743</b>		

### Financial Status:

- Very beginning of a new fiscal year – too soon to make any judgement.

### Unanticipated Variance(s) to Budget:

- A \$12k pledge that was expected last year (that didn't happen) will also not happen this year due to a timing misunderstanding. It was not taken into account for the 23-24 budget (it was late-breaking news). We ended the 22-23 fiscal year with a surplus close to anticipated at budget time despite the missing pledge, so it has basically been “absorbed” with limited impact.
- Staff benefits—there will be no group term life or disability payments for Scott and Shannon. \$1,190 impact
  - Scott declined the additional benefits
  - Since it was after 90 days since Shannon was hired, she had to go through an application process and was denied. ☹
- Retirement payments will be made double in August (none this month).
- Low Sunday plate collections (Summer! And only one service in June.)

### Other Notes:

- We are working on a final FY22-23 report.
- Budget boot camp for the board is scheduled 8/17.
- The Sound Credit Union account was closed, and a 2<sup>nd</sup> CD with Homestreet was purchased; we now have a Homestreet checking account. Lots of work by Jim on this one!
- FC discussed a lower limit for the Building Fund. More discussions to be had.
- Stewardship needs leadership and membership.

Submitted by Shelley Webb      8/21/2023

## MUSIC DIRECTOR MONTHLY REPORT

August, 2023

I had a great experience at the conference in Baltimore and my 5 days in NYC. I met some wonderful people, and made some professional contacts that I know will help me during the time to come. I feel reenergized and inspired and once again express my thanks for the ability to do this.

**ACTION ITEMS:** No action items at this time

1. Past Services: From everything I heard, the service on July 23 went very well. Liz Bucklew is a real treasure! Our service on August 13<sup>th</sup> was moving, and Riley and John did a beautiful job for the Gift of Music. I had a chance to sing some jazz with John and Marion, which I haven't taken advantage of enough. Unfortunately, Larry let me know Sunday morning that he was having severe abdominal pain so wasn't able to make it. Send him positive healing energy for sure.
2. Upcoming services: Plans for the August 27<sup>th</sup> and Ingathering service are coming together nicely. I'm looking forward to further collaboration with Rev. Carter on her return.
3. The Westside Chorale and Chalice Singers: We had a well-attended gathering on July 26th and are planning on starting up with regular rehearsals the last two weeks of August in preparation for Ingathering. I'm excited about the music we've got coming up and I'm looking forward to some returning members, and a couple of new additions!
4. Accompanist search: I've been putting out feelers, and it's being proving difficult than I expected to find someone willing to fill the position as it currently stands. I'm still looking though, and will hopefully get some more positive responses soon!
5. Office stuff: Filing and staying organized in the office is not one of my passions or strong points! I've spent some hours this past week catching up on that and paperwork. I intend on putting it out there that I'm looking for a librarian to help me out with this. After unsuccessful attempts to sell the old drum kit, I put a posting on Buy Nothing Gatewood on Facebook, and someone from Kenyon Hall on California (a WS treasure!) responded and the old kit will now be used as the house drums for visiting musicians there. Makes me happy!

In Harmony,

Scott Farrell

# Administrator Report to Board August 2023

Date	Speaker/Special Circumstances	Attendance
		In-person/Views while streaming/ views since published/total views
7/9/23	Rev. Carter	54/13/6/73
7/23/23	Rev. Alex Jensen (remote)	50/25/28/103
8/13/23	Collaborative Spiritual Practices	55/14/3/72

**Offering Collection for July:** For the month of July, our shared offering recipient was **Uganda Safe Transport Fund**. We collected \$438.18 for them. WSUU portion of the offering for July was \$856.45. The total offering received \$1294.61. This is \$708 less than June probably due to lower attendance in the summer months.

**Membership/New Interest:** Current membership stands at 159.

New Members: 0

Membership Resignations: 0

Welcome Forms Received: 2

New Subscribers to email list: 6

Unsubscribed from email list: 8

**Bookkeeping & Banking Transitions:** I have been spending quite a bit of time working to move our transactions from Umpqua to our new account at HomeStreet. I have also been working with Shelley to finalize our end of year reports for 2022-23. Addition of new staff added time to set up for retirement payments and payroll.

**Covid Policy Update** – Our new COVID Gathering Guidelines have been in place for 2 worship services. So far I have not received any feedback, negative or positive about the changes.

**Rentals:** We have a concert rental this month on the 20th. It's great to have interest in our space again!

**Board Photo:** Please capture a photo of your beautiful group at your retreat in August. We like to have one each year for the website, etc.

**Right Relations:** Pam Orbach will be offering a 2 day retreat on Sept 30-Oct 1 on the topic of conflict. Information about the event will be published soon.

**Facilities Issues and Updates:**

**Painting:** We have contracted with Sound Painting Solutions to prepare and paint all the wood window trim on the south, east and north sides of the building. The west side

doesn't really have window trim. Work will begin on Sept 15<sup>th</sup> and wrap up by the 20<sup>th</sup>.

**Restriping the parking lots:** I gathered three bids to have our parking lots restriped. They ranged from \$995 to \$4136! I decided to look into other possibilities. I found some very affordable and simple to use equipment to purchase and have confirmation from Facilities committee volunteers that they are willing to take on the work. Total investment for the machine, paint and stencil for handicap space was about \$250. It will be wonderful to be able to do the work more frequently on our own schedule.

**Broken Window:** The classroom in the SW corner of the lower level suffered a broken window. It was probably vandalism given the height of the window (vs. a rock thrown up by a vehicle). I had three companies bid the job and the work was completed last Friday. That repair was \$580.

**Items taking extra time in July:** bids for parking lot striping and broken window, bookkeeping, banking changes, quarterly reports to L&I, IRS, Dept of Rev. Charities Div. etc. preparing coverage for my August/September leave

**Upcoming Time Away:** I am planning away for a 2-week vacation from August 27 – Sept. 10. Sadly, I will miss Ingathering.

In loving community,  
Shannon