

WSUU Board of Trustees  
Minutes  
April 18, 2018

Present: Patti McCall, Judi Finney, Scott Iverson, Allan Lang, Jean Mendel

Not present: Jill Jackson, David Rudd Cycleback

Staff: Shannon Day, Alex Holt, Margo Reinhardt

Guest: Michael Matz

The meeting opened at 7:05 with the chalice lighting and opening words. A brief check-in followed.

Judi moved to approve the March board minutes with a second by Scott. The motion was approved.

Staff Reports:

Administration: Report attached. Shannon reported that a number of people have complained about issues surrounding food during social hour. The board agreed that food should not be solicited. If someone brings food, however, it won't be rejected. We will continue to serve coffee and tea.

Shannon will be cutting her hours from 36 to 24 per week during July and August.

DRE: Report attached.

Interim Minister: Report attached. Alex reported about his positive feelings surrounding a recent mediation with a member of the congregation.

Treasurer: Report attached.

Committee Reports:

Finance Committee: Michael reported that the finance committee suggests that we have brief presentations of the charities to which we donate a portion of the undesignated collection each Sunday. The board and Michael decided the charity be asked to provide a very brief video to show at services (maybe once a month). Michael will draw up some questions to suggest to the charities as a guide to their presentations.

Michael reported the UUA is sponsoring a series of webinars about legacy giving in UU congregations. Anyone is invited to join in and learn more. The same webinar is scheduled for three sessions, April 21, May 12 and June 9 from 1-3 p.m. EDT.

Michael then moved in to a preliminary look at the proposed 2018-19 budget. At this point in time considering current stewardship totals and projected income, we are about \$20,000 short. Salaries remain at mid-range. The current minister's salary is below mid-range. The board offered to raise it but the Interim minister declined due to Oregon taxes. Currently, the proposed expense budget is \$470,605 with an anticipated income of \$460,587. However, the stewardship projection is \$10,000 less than planned which accounts for the \$20,000 discrepancy.

The board has scheduled a special meeting for May 10 dedicated to the budget at 6:30 p.m. The budget will go the congregation May 20. There will be informational congregational meetings May 20 12:15-1 in the administration office and May 23 at 1 p.m. in the fireside room. Members of the finance committee and the board will be available to discuss the budget and any questions by congregation members.

The board then moved to a discussion of the status of accessibility options. No other sites are currently under consideration so we need to work with our current building. Patti will be updating the estimates we received about 2 years ago. The goal is to have a presentation of the status of this project for the annual meeting.

The board then moved into executive session.

Bullet points for eNews include

\*We have a new Ministerial Search Team! Thank you for turning out for the Congregational meeting on April 15.

\*May 4-6, Rev. Nancy Bowen, our Regional Transitions Coach will visit.

\*Discussion continues on the FY 2018-19 Budget for Westside.

The meeting was adjourned at 9:10 p.m.

## **INTERIM MINISTER'S REPORT TO BOARD OF TRUSTEES**

**April 15, 2018**

Dear all,

This is my report. I just got back from a quick trip to Wenatchee to do a service there for a colleague and am now catching up.

Staff Evaluations – I will give a verbal report on plans for staff evaluations this month and in May.

Mediation – I will also give you a verbal report on the status of a mediation process that will have a second session on April 30.

Transition of the Worship Council to a somewhat revised model next year will take shape at the May retreat. I'll have more information in June.

I have been working with Finance Committee on their budget proposal. You will have seen Michael's report to you by now. I expect the FY18-19 budget will be tight but certainly manageable. I wouldn't be surprised if a successful search outcome means a 5% increase in your total budget next year.

I will give a verbal report on my plans to increase my role in pastoral support this coming year with the assistance of the Pastoral Associates team. I've also agreed to see how Westside might create a slimmed down Caring team to help with meals, etc.

I will be at Interim Guild/Chapter meeting April 23-26. I'm going to the Oregon coast on my off Sunday April 28 and return on Monday. I have 5 weeks of vacation remaining in my contract year (ending August 30). One week will be after GA in June and then the four weeks of July.

Margo continues to provide excellent support to Westside. She will be actively involved with the Pastoral Associates from May through August. She will also lead and support the Worship Council along with Lisa until Lisa steps down as chair. We have made plans on how to handle any

emergencies. She will interact with staff and you during the June-August time-frame. Margo will essentially be your summer minister.

I have been in contact with a UUA consultant who is also a ministerial candidate living in the Midwest. Her name is Julica Hermann and the region recommended her as a resource on the issue of race and culture. She is working with the UUA. Her website is here: <http://www.julicahermann.com/>

I will be talking with her on Tuesday about how she might be helpful as we continue this process of racial and also environmental justice. The Region also suggested we take part in Beloved Conversations. This is a model curriculum out of Meadville-Lombard and the link is here

<http://www.meadville.edu/fahs-collaborative/fahs-curriculum-catalogue/beloved-conversations/>

I believe Woodinville and either Eastshore or University church are using this model and we may have already begun to work with them. Tracy and Kerrie are both involved.

One additional thought that I've shared with some of you: the hot topic of race relations is a high, high priority in the UUA and the UUMA. The success and "best fit" for Westside's future minister will depend on how we address these very difficult issues. Yes, behavior and cultural norms are part of the conversation. So is the highly uncomfortable conversation and work about race. If we can begin to address these issues with a thoughtful and open-hearted approach, the search committee will be able to answer the question that I know every applicant will ask: "so, what's Westside doing about racial justice?" Our answer to that question will have great bearing as to who becomes your next minister.

I will give more details as to the verbal reports at the meeting.

Respectfully submitted,

Alex Holt, Interim Minister

As of: **March 31, 2018**

<b>BANK ACCOUNT BALANCES</b>	<b>Current Mo.</b>	<b>Prior Mo.</b>	<b>Change</b>
Operations Checking #7545	\$ 6,526.97	\$ 20,666.07	\$ (14,139.10)
Operations Savings #2060	\$ (9.93)	\$ (9.93)	\$ -
<u>SCU Money Market (Oper)</u>	<u>61,413.10</u>	<u>61,322.06</u>	<u>91.04</u>
<b>Funds for Operations</b>	<b>\$ 67,930.14</b>	<b>\$ 81,978.20</b>	<b>\$ (14,048.06)</b>
SCU Money Market (Bldg)	\$ 86,940.51	\$ 86,940.51	\$ -
Umpqua Bldg Savings #2078	(9.22)	(9.22)	-
SCU Money Market (Elev)	53,807.82	52,807.82	1,000.00
<b>Building Funds</b>	<b>\$ 140,739.11</b>	<b>\$ 139,739.11</b>	<b>\$ 1,000.00</b>

<b>BALANCE SHEET REPORT</b>	
<b>Assets</b>	
Church Building & Land (book value)	\$ 1,031,624
Cash - Operations Funds	68,130
Cash - Building Funds	140,739
Other Assets	26,134
<b>Total Assets</b>	<b>\$ 1,266,627</b>
<b>Liabilities</b>	
Loan fm UUA	\$ 471,334
Loan fm Pacific Northwest Growth Fdtn	71,037
Other Current Liabilities	10,201
Dedicated Fund Balances	20,951
<b>Total Liabilities</b>	<b>\$ 573,523</b>
<b>Congregational Equity</b>	
Beginning of FY Equity	642,021
YTD Change in Equity	51,083

<b>BUDGET SUMMARY</b>	% thru Year:		<b>FULL YEAR</b>	<b>REMAINING</b>
	<b>YTD Actuals</b>	<b>%</b>		
<b>Income</b>				
Pledges	\$ 240,189	81%	\$ 296,263	\$ 56,074
Plate Collections	16,677	67%	25,002	8,325
Other Donations	16,385	80%	20,400	4,015
Fund Raising	71,906	111%	65,009	(6,897)
Affiliations	1,232	56%	2,220	988
Program Income	9,909	68%	14,555	4,646
<u>Rentals</u>	<u>39,620</u>	<u>76%</u>	<u>52,158</u>	<u>12,538</u>
<b>Total Income</b>	<b>\$ 395,919</b>	<b>83%</b>	<b>\$ 475,607</b>	<b>\$ 79,688</b>
<b>Expenses</b>				
Ministry	\$ 81,754	75%	\$ 108,303	\$ 26,549
RE Program	63,817	72%	88,912	25,095
Music Program	50,069	73%	69,038	18,969
Administration	36,101	74%	48,705	12,604
Staff Benefits	2,034	71%	2,867	833
UU Dues	13,803	97%	14,203	400
Operations	18,413	75%	24,395	5,982
Committees	9,174	67%	13,713	4,539
Fundraising Exp	11,583	119%	9,750	(1,833)
Utilities	14,427	68%	21,160	6,733
Loans	35,529	75%	47,376	11,847
Taxes & Fees	1,100	47%	2,350	1,250
<u>Facility Exp</u>	<u>18,905</u>	<u>76%</u>	<u>24,835</u>	<u>5,930</u>
<b>Total Expenses</b>	<b>\$ 356,709</b>	<b>73%</b>	<b>\$ 475,607</b>	<b>\$ 118,898</b>
<b>Overall YTD Cash Flow:</b>	<b>\$ 39,210</b>			

As of: <b>March 31, 2018</b>		% Thru Year: <b>75%</b>					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes
<b>GENERAL FUND INCOME</b>							
<b>Pledging</b>							
4.100.100	Pledges - Current Year Income	17,071.17	230,861.20	292,925.00	79%	-	
4.100.105	Pledges - New Members & Additional	-	-	-	0%	-	
4.100.110	Pledges - Prior Year Income	-	9,328.00	3,338.00	279%	5,990.00	
	<b>Total Pledges</b>	<b>17,071.17</b>	<b>240,189.20</b>	<b>296,263.00</b>	<b>81%</b>	<b>5,990.00</b>	
<b>Other Donations</b>							
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	-	24.81	-	0%	24.81	
4.100.140	Contributions - Sunday WSUU	1,245.04	11,661.40	16,664.00	70%	-	<i>bit behind here</i>
4.100.141	Contributions - Sunday WSUU Minister Discretion	-	-	667.00	0%	-	
4.100.142	Contributions - Sunday WSUU Kitchen/Hospitality	-	-	334.00	0%	-	
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	667.00	0%	-	
4.100.150	Contributions Sunday Charities	591.55	5,015.43	6,670.00	75%	-	
4.100.155	Endowment Fund Transfers IN	-	-	-	0%	-	
4.100.160	Special Gifts & Campaigns	900.00	5,359.96	8,400.00	64%	-	<i>member in basket marked "100% for wsuu"</i>
4.100.244	Elevator Fund Donations	3,000.00	11,000.00	12,000.00	92%	-	<i>Jan thru March gifts</i>
	<b>Total Other Donations</b>	<b>5,736.59</b>	<b>33,061.60</b>	<b>45,402.00</b>	<b>73%</b>	<b>24.81</b>	
	<b>Total Pledge and Other Donations</b>	<b>\$ 22,807.76</b>	<b>\$ 273,250.80</b>	<b>\$ 341,665.00</b>	<b>80%</b>	<b>\$ 6,014.81</b>	
<b>Fund Raising</b>							
4.100.243	Other Major Fundraising Event	-	-	4,509.00	0%	-	
4.100.245	Auction Income	-	55,682.26	44,000.00	127%	11,682.26	
4.100.247	Raise the Paddle Income	-	14,117.00	15,000.00	94%	-	
4.100.249	Art & Garden Show Income	-	-	-	0%	-	
4.100.250	Rummage & Book Sale Income	-	2,004.03	1,000.00	200%	1,004.03	
4.100.257	Misc. Fundraising Income	-	103.00	500.00	21%	-	
	<b>Total Fund Raising Income</b>	<b>-</b>	<b>71,906.29</b>	<b>65,009.00</b>	<b>111%</b>	<b>12,686.29</b>	
<b>Merchants Income</b>							
4.100.200	PCC Scrip GF Income	-	-	-	0%	-	
4.100.210	E Scrip GF Income	10.76	37.10	60.00	62%	-	
4.100.211	Amazon Rebate Income	122.18	1,195.13	2,160.00	55%	-	
	<b>Total Merchants Income</b>	<b>132.94</b>	<b>1,232.23</b>	<b>2,220.00</b>	<b>56%</b>	<b>-</b>	
<b>Program and Misc Income</b>							
4.100.220	Coffee Income	21.13	601.75	995.00	60%	-	<i>very low this month</i>
4.100.221	Music Fund Transfers IN	-	-	-	0%	-	
4.100.222	Music Fundraising and Donations	-	770.00	2,200.00	35%	-	<i>no pie sale on calendar - don't know their plan for this income line</i>
4.100.223	Music Programs Income	-	-	3,936.00	0%	-	<i>didn't hold event</i>
4.100.240	Interest Income	-	19.14	9.00	213%	10.14	
4.100.241	Board Designated Fund Transfers to GF	-	1,000.00	1,000.00	100%	-	
4.100.242	Building Fund Transfer IN	-	-	-	0%	-	
4.100.251	Social & Envir. Justice Fundraising	-	-	-	0%	-	
4.100.255	Common Quest Income	12.00	369.12	300.00	123%	69.12	<i>donations from a class</i>
4.100.256	RE Non-Member Fees	-	-	500.00	0%	-	
4.100.258	RE Fund Transfers IN	-	-	-	0%	-	
4.100.259	RE Fundraising & Donations	451.46	2,133.46	1,500.00	142%	633.46	<i>Soup Lunch</i>
4.100.260	OWL Registration Fees	-	1,750.00	1,500.00	117%	250.00	
4.100.261	RE Youth Group Fund Transfers IN	-	-	-	0%	-	

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Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes
4.100.262	RE Youth Group Fundraising & Gifts	-	3,265.75	1,900.00	172%	1,365.75	
4.100.263	OWL Fund Transfers IN	-	-	715.00	0%	-	
4.100.264	RE Coming of Age Program Fees	-	-	-	0%	-	
4.100.265	Ministerial Intern Inc	-	-	-	0%	-	
4.100.267	Minister Search Fund Transfers IN	-	-	-	0%	-	
4.100.268	Web Development Fund Transfers IN	-	-	-	0%	-	
4.100.270	Building Maintenance/Janitorial transfer IN	-	-	-	0%	-	
	<b>Total Program and Other Income</b>	<b>484.59</b>	<b>9,909.22</b>	<b>14,555.00</b>	<b>68%</b>	<b>2,328.47</b>	
<b>Rentals</b>							
4.100.300	Cell Tower Rental & Elec Reimb	1,137.78	10,240.02	13,656.00	75%	-	
4.100.302	Cell Tower Electricity Reimb True-up	-	1,261.95	950.00	133%	311.95	
4.100.305	Rental Income - Single Events	310.00	2,107.50	2,500.00	84%	-	anniversary party
4.100.310	Leases Income- Pre School	2,606.00	24,554.00	32,832.00	75%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	125.00	1,457.00	2,220.00	66%	-	
	<b>Total Rental Income</b>	<b>4,178.78</b>	<b>39,620.47</b>	<b>52,158.00</b>	<b>76%</b>	<b>311.95</b>	
	<b>TOTAL GENERAL FUND INCOME</b>	<b>\$ 27,604.07</b>	<b>\$ 395,919.01</b>	<b>\$ 475,607.00</b>	<b>83%</b>	<b>\$ 21,341.52</b>	
<b>GENERAL FUND EXPENSES</b>							
<b>Minister Position</b>							
5.100.100	Minister Housing Allow Exp	3,500.00	31,000.00	41,500.00	75%	-	
5.100.101	Minister Salary Exp	3,627.00	33,020.17	42,970.00	77%	-	
5.100.105	Minister Medical Ins Exp	402.00	1,724.75	3,796.00	45%	-	
5.100.106	Minister Group Term Life Ins Exp	74.26	334.17	436.00	77%	-	
5.100.107	Minister Long Term Disability Ins Exp	168.00	756.00	983.00	77%	-	
5.100.110	Minister Retirement Exp	706.00	6,348.00	8,466.00	75%	-	
5.100.115	Minister-FICA Exp	302.00	2,794.68	3,652.00	77%	-	
5.100.125	Minister's Professional Exp	1,196.00	6,341.84	6,500.00	98%	-	
	<b>Total Minister Compensation</b>	<b>9,975.26</b>	<b>82,319.61</b>	<b>108,303.00</b>	<b>76%</b>	<b>-</b>	
5.100.102	Minister Moving Exp	-	-	-	-	-	
5.100.120	Minister's Sabbatical Exp	-	-	-	-	-	
5.100.126	Minister Installation Exp	-	-	-	-	-	
5.100.127	Minister Economic Impact Support Exp	-	-	-	-	-	
5.100.128	Minister Search Exp	-	475.00	-	-	475.00	
5.100.130	Ministerial Intern Exp	1,039.50	(1,041.00)	-	-	-	
5.100.303	Minister Search Fund Transfers OUT	-	-	-	-	-	
	<b>Total Additional Minister Exp</b>	<b>1,039.50</b>	<b>(566.00)</b>	<b>-</b>	<b>-</b>	<b>475.00</b>	
	<b>Total Cost of Minister Exp</b>	<b>\$ 11,014.76</b>	<b>\$ 81,753.61</b>	<b>\$ 108,303.00</b>	<b>75%</b>	<b>\$ 475.00</b>	
<b>Children and Youth RE Ministry</b>							
5.100.150	RE Director Salary Exp	4,950.00	44,550.00	59,400.00	75%	-	
5.100.153	RE Director Group Term Life Ins Exp	-	-	-	-	-	
5.100.154	RE Director Long Term Disability Ins Exp	-	-	-	-	-	
5.100.155	RE Director Medical Ins Exp	-	-	-	-	-	
5.100.158	RE Director FICA Exp	359.75	3,256.68	4,544.00	72%	-	
5.100.160	RE Director Retirement Exp	458.00	3,664.00	5,500.00	67%	-	
5.100.165	RE Director Professional Exp	-	3,500.00	3,500.00	100%	-	
	<b>Total RE Director Compensation</b>	<b>5,767.75</b>	<b>54,970.68</b>	<b>72,944.00</b>	<b>75%</b>	<b>-</b>	
5.100.161	RE Lead Youth Advisor Exp	-	333.00	333.00	100%	-	

As of: <b>March 31, 2018</b>							% Thru Year: <b>75%</b>		
Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes		
5.100.162	RE Story Time Toddler Teacher Exp	-	-	-	-	-	-		
5.100.163	RE Nursery Lead Teacher Exp	120.00	1,280.00	2,060.00	62%	-			
5.100.164	RE Nursery Assistant Exp	142.00	1,140.00	1,390.00	82%	-			
5.100.168	RE Program Assistant Exp	337.50	2,025.00	3,570.00	57%	-			
5.100.169	RE Summer Coordinator Exp	-	810.00	810.00	100%	-			
5.100.170	Childcare Exp	170.00	362.50	840.00	43%	-			
	<b>Total RE Staff Exp</b>	<b>769.50</b>	<b>5,950.50</b>	<b>9,003.00</b>	<b>66%</b>	<b>-</b>			
5.100.151	RE Youth Leadership Development Exp	-	-	-	-	-			
5.100.152	RE OWL Leadership Development Exp	-	-	1,500.00	0%	-			
5.100.166	RE Leader Training Exp	-	-	-	-	-			
5.100.167	RE Teacher Appreciation Exp	-	-	-	-	-			
	<b>Total RE Training Expense</b>	<b>-</b>	<b>-</b>	<b>1,500.00</b>	<b>0%</b>	<b>-</b>			
5.100.131	RE OWL Programs Exp	-	229.51	715.00	32%	-			
5.100.132	RE High School Youth Programs Exp	(350.00)	1,488.06	900.00	165%	588.06	contributions to cover Con van entered as income in this line to offset van expense		
5.100.133	RE Middle School Youth Programs Exp	-	100.00	-	-	100.00			
5.100.134	RE Operational Exp	270.14	958.26	2,350.00	41%	-			
5.100.135	RE Middle School Scholarships Exp	-	-	-	-	-			
5.100.136	RE High School Youth Scholarships Exp	-	120.00	1,000.00	-	-			
5.100.171	RE Program Support Exp	-	-	-	-	-			
5.100.172	RE Curricula Exp	-	-	500.00	0%	-			
5.100.225	RE Fund Transfers OUT	-	-	-	-	-			
5.100.227	RE Youth Group Fund Transfers OUT	-	-	-	-	-			
5.100.229	RE OWL Fund Transfers OUT	-	-	-	-	-			
	<b>Total RE Operational</b>	<b>(79.86)</b>	<b>2,895.83</b>	<b>5,465.00</b>	<b>53%</b>	<b>688.06</b>			
	<b>Total RE Ministry Exp</b>	<b>\$ 6,457.39</b>	<b>\$ 63,817.01</b>	<b>\$ 88,912.00</b>	<b>72%</b>	<b>\$ 688.06</b>			

**Music Ministry**

Total Cost of Music Director								
5.100.185	Music Dir Salary Exp	3,128.00	28,383.70	37,533.00	76%	-		
5.100.186	Music Dir Medical Ins Exp	-	-	-	-	-		
5.100.187	Music Dir Retirement Exp	288.00	2,298.38	3,456.00	67%	-		
5.100.188	Music Dir FICA Exp	239.30	2,149.39	2,868.00	75%	-		
5.100.190	Music Dir Professional Exp	(107.60)	3,423.03	3,300.00	104%	123.03		
5.100.200	Music Dir Group Term Life Ins Exp	-	-	-	-	-		
5.100.205	Music Dir Long-Term Disability Ins Exp	-	-	-	-	-		
	<b>Total Cost of Music Director</b>	<b>\$ 3,547.70</b>	<b>\$ 36,254.50</b>	<b>\$ 47,157.00</b>	<b>77%</b>	<b>\$ 123.03</b>		
5.100.193	Music Sunday Service Pianist Exp	375.00	3,790.00	4,875.00	78%	-		
5.100.195	Music Percussionist Exp	370.00	2,630.00	3,120.00	84%	-		
5.100.197	Music Chorale Rehearsal Pianist Exp	170.00	1,190.00	1,530.00	78%	-		
5.100.198	Music Bassist Exp	200.00	800.00	900.00	89%	-		
5.100.199	Music Administrator Exp	-	-	-	-	-		
	<b>Total Other Music Staff</b>	<b>1,115.00</b>	<b>8,410.00</b>	<b>10,425.00</b>	<b>81%</b>	<b>-</b>		
5.100.191	Music Purchase Exp	67.90	375.15	400.00	94%	-		
5.100.192	Music Equipment Maint Exp	100.00	300.00	600.00	50%	-		
5.100.194	Music Programs Exp	-	-	3,936.00	0%	-		

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Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes
5.100.196	Music Council Fundraising Exp	-	-	100.00	0%	-	
5.100.201	Music Equipment Purchase Exp	-	-	-	-	-	
5.100.202	Music Marketing Exp	-	-	-	-	-	
	<b>Total Other Music Expenses</b>	167.90	675.15	5,036.00	13%	-	
	<b>Total Music Ministry Exp</b>	\$ 4,830.60	\$ 45,339.65	\$ 62,618.00	72%	\$ 123.03	
<b>Administrative Staff Support</b>							
5.100.173	Congr Admin Group Term Life Ins Exp	-	-	-	-	-	
5.100.174	Congr Admin Salary Exp	3,443.00	30,654.64	41,310.00	74%	-	
5.100.175	Congr Admin Medical Ins Exp	-	-	-	-	-	
5.100.176	Congr Admin Retirement Exp	311.00	2,799.25	3,735.00	75%	-	
5.100.177	Congr Admin FICA Exp	263.39	2,345.08	3,160.00	74%	-	
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	-	-	-	
5.100.231	Congr Admin Professional Exp	-	227.47	500.00	45%	-	
	<b>Total Cost Congr Administrator</b>	4,017.39	36,026.44	48,705.00	74%	-	
5.100.180	Bookkeeper Sal Exp Bud	-	-	-	-	-	
5.100.183	Bookkeeper FICA Exp	-	-	-	-	-	
	<b>Total Administration Staff Exp</b>	-	-	-	-	-	
5.100.216	Janitorial/Custodian Wages Exp	-	75.00	-	-	75.00	
	<b>Total Other Support Staff</b>	-	75.00	-	-	75.00	
<b>Additional Employee Benefits</b>							
5.100.178	Labor & Industries Ins Exp	-	1,543.57	2,200.00	70%	-	
5.100.182	Employee Assistance Prog Exp	-	-	-	-	-	
5.100.184	Part time Empl FICA SS Exp	68.07	490.06	667.00	73%	-	
	<b>Total Additional Employee Benefits Exp</b>	68.07	2,033.63	2,867.00	71%	-	
<b>UU Organizations Dues Expense</b>							
5.100.300	Partner Church Dues Exp Bud	-	-	150.00	0%	-	
5.100.310	UUSC Dues Exp Bud	-	-	250.00	0%	-	
5.100.320	UUA Dues Exp Bud	-	9,630.00	9,630.00	100%	-	
5.100.330	PNWD Dues Exp Bud	1,391.00	4,173.00	4,173.00	100%	-	
	<b>Total UU Organizations Dues Exp</b>	1,391.00	13,803.00	14,203.00	97%	-	
<b>Operational Expenses</b>							
5.100.450	Telephone/Cable/Internet	-	1,761.45	2,520.00	70%	-	
5.100.460	Web Hosting Exp	-	122.39	216.00	57%	-	
5.100.470	Web Maintenance Exp Bud	-	43.13	100.00	43%	-	
5.100.475	Technology Management	-	685.68	1,200.00	57%	-	
5.100.480	Office Expenses	124.55	725.73	1,200.00	60%	-	
5.100.481	Postage Exp Bud	-	318.00	456.00	70%	-	
5.100.482	Printing / Copying	431.62	3,897.83	4,896.00	80%	-	
5.100.483	Constant Contact Email Service	-	-	372.00	0%	-	
5.100.484	Marketing and Advertising	-	19.00	100.00	19%	-	
5.100.485	Endowment Fund Transfers OUT	-	-	-	-	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	263.11	4,329.12	5,400.00	80%	-	
5.100.550	Liability Insurance Exp Bud	-	6,511.00	7,000.00	93%	-	
5.100.742	Memorial Expenses	-	-	-	-	-	
5.100.900	Txfts to Operations Reserve Fund	-	-	935.00	0%	-	
	<b>Total Operational Exp</b>	819.28	18,413.33	24,395.00	75%	-	

As of: <b>March 31, 2018</b>							% Thru Year: 75%		
Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes		
Committees Expenses									
5.100.222	Coffee and Other Kitchen Exp	143.58	882.36	1,151.00	77%	-	<i>new percolator</i>		
5.100.710	Membership Exp Bud	25.00	228.00	500.00	46%	-			
5.100.725	Worship Council Expense Budget	-	1,954.40	3,225.00	61%	-			
5.100.726	AV Tech Expense	480.00	4,400.00	6,120.00	72%	-			
5.100.727	AV Equipment & Maintenance	-	328.92	300.00	110%	28.92			
5.100.754	Partner Church Program Exp	-	-	150.00	0%	-			
5.100.755	Orion Expense	-	-	-	-	-			
5.100.756	Social Action Expense	-	-	-	-	-			
5.100.757	Sunday Morning Contrib to Charity	604.86	5,506.25	6,670.00	83%	-			
5.100.758	Minister Discretionary Fund	-	250.00	667.00	37%	-			
5.100.759	Board Discretionary Fund	-	293.48	1,000.00	29%	-			
5.100.800	All Congr Social Events	-	60.00	350.00	17%	-			
5.100.829	Common Quest Exp	-	-	-	-	-			
Total Committees Exp		1,253.44	13,903.41	20,133.00	69%	28.92			
Fundraising Expenses									
5.100.818	Other Major Fundraising Event Exp	-	-	1,250.00	0%	-			
5.100.819	Raise the Paddle Purchase Exp-GF	-	-	-	-	-			
5.100.820	Auction Expense	118.75	10,077.46	8,500.00	119%	1,577.46			
5.100.821	Rummage Sale Expense	-	-	-	-	-			
5.100.822	Canvass Expense	-	-	-	-	-			
5.100.823	Misc. Fundraising Exp Bud	-	1,505.84	-	-	1,505.84			
5.100.825	Art and Garden Show Expense	-	-	-	-	-			
Total Fundraising Exp		118.75	11,583.30	9,750.00	119%	3,083.30			
Rentals Expenses									
5.100.305	Facilities Rental Exp - single events	120.00	712.50	475.00	150%	237.50	<i>not enough budgeted here to cover bldg mgr for rentals - need more next year.</i>		
Total Rentals Exp		120.00	712.50	475.00	150%	237.50			
Facility Expenses									
5.100.452	Security Alarm System	-	287.00	450.00	64%	-			
5.100.453	Electricity - SCL	1,639.29	7,683.80	10,500.00	73%	-			
5.100.454	Water/Sewer - SPU	-	1,067.76	2,500.00	43%	-			
5.100.455	Waste/Recycling/Green	241.03	1,994.76	2,710.00	74%	-			
5.100.456	Gas - PSE	702.90	3,393.22	5,000.00	68%	-			
Total Utility Expenses		2,583.22	14,426.54	21,160.00	68%	-			
5.100.650	Loan Debt Service - UUA	3,287.66	29,588.94	39,456.00	75%	-			
5.100.655	Loan Debt Service - PNW Growth Fdtn Exp	659.96	5,939.64	7,920.00	75%	-			
Total Loan Expenses		3,947.62	35,528.58	47,376.00	75%	-			
5.100.457	Annual City/County/State Fees	-	1,100.06	2,350.00	47%	-			
Total City/County Fees		-	1,100.06	2,350.00	47%	-			
5.100.451	Janitorial Supplies	178.41	1,088.01	2,000.00	54%	-			
5.100.458	Landscaping Exp	-	191.12	300.00	64%	-			
5.100.459	Building Maint Supplies & Small Labor	55.04	593.42	2,500.00	24%	-			
5.100.461	Building Capital Reserve Exp-GF	-	-	-	-	-			
5.100.462	Building Maint/Janitorial Txfs OUT	-	-	-	-	-			
5.100.463	Elevator Fund Reserve Exp	3,000.00	11,000.00	12,000.00	92%	-			

As of: <b>March 31, 2018</b>						% Thru Year: <b>75%</b>		
Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes	
5.100.471	Janitorial Service	630.00	5,320.00	7,560.00	70%	-		
	Total Repair and Maintenance	3,863.45	18,192.55	24,360.00	75%	-		
	<b>Total Facility Exp</b>	<b>\$ 10,514.29</b>	<b>\$ 69,960.23</b>	<b>\$ 95,721.00</b>	<b>73%</b>	<b>\$ 237.50</b>		
<b>TOTAL GENERAL FUND EXPENSES</b>		<b>\$ 40,484.97</b>	<b>\$ 356,708.61</b>	<b>\$ 475,607.00</b>	<b>75%</b>	<b>\$ 4,710.81</b>		
<b>Income less Expenses</b>		<b>\$ (12,880.90)</b>	<b>\$ 39,210.40</b>	<b>\$ -</b>		<b>\$ 16,630.71</b>		

As of: <b>March 31, 2018</b>				<b>SCU MONEY MARKET</b>	
<b>Fund Acct</b>	<b>Fund Balances</b>	<b>Curr Balance</b>	<b>Mo. Change</b>	<b>Notes/Explanation</b>	
3.202.100	Building Maintenance/Janitorial Fund Balance	962.50	-		Opening Balance \$ 25.00
3.301.100	Minister's Sabbatical FB	-	-		Transfer from Umpqua 2/13/18 200,000.00
3.302.100	Minister's Discretion FB	1,109.77	(220.00)		Close Umpqua Elevator Fund 985.86
3.303.100	Minister Search Fund Balance	6,802.87	-		Inflows - Building Fund -
3.304.100	Gifts to be Designated by Board FB	-	-		Outflows - Building Fund -
3.305.100	Undesignated Donations FB	1,163.27	-		Inflows - Elevator Fund 1,000.00
3.306.100	Board Discretionary Fund Balance	-	-		Outflows - Elevator Fund -
3.310.100	Conference Scholarship FB	596.21	-		Inflows - Operations -
3.321.100	Miscellaneous Grants	160.33	-		Outflows - Operations -
3.336.100	Financial Help for Members	-	-		Interest Earned YTD 125.57
3.345.100	Hymnals FB	98.71	-		<b>SCU Money Market Total: 202,136.43</b>
3.348.100	Directories Fund Balance	-	-		Building Fund Balance 86,940.51
3.350.100	Music FB	318.53	-		Elevator Fund Balance 53,807.82
3.355.100	WSUU Sponsored Events Balance	-	-		<b>Total Building Funds 140,748.33</b>
3.360.100	Youth Group FB	3,690.11	75.00		<b>Operations Fund Balance 61,388.10</b>
3.370.100	OWL Fund Balance	940.10	-		<b>Transferred Building Funds</b>
3.380.100	Religious Ed Misc FB	1,500.00	-		Old Bldg Fund Checking \$ 8,172.68
3.381.100	DRE Search Fund Balance	-	-		Old Bldg Fund Savings \$ 78,767.83
3.385.100	Raise the Paddle FB	114.34	-		Old Elevator Fund \$ 52,807.82
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-		<b>Building Funds Transferred \$ 139,748.33</b>
3.395.100	Orion Fund Balance	-	-		<b>Transferred Operations Funds</b>
3.400.100	Endowment FB	55.00	-		Old Oper Savings MMA \$ 7,108.27
3.405.100	Little Free Library Balance	40.00	-		Txfrd Dedicated Funds \$ 21,096.11
3.500.100	PCC Card FB	-	-		Txfrd Operating Funds \$ 33,058.15
3.600.100	Website Development Balance	-	-		<b>Operating Funds Transferred \$ 61,262.53</b>
3.800.100	Charitable Giving FB	-	-		
3.805.100	Food Bank FB	-	-		
3.815.100	Partner Church FB	100.00	-		
3.835.100	Community Meal Trust Fund Balance	369.87	-		
<b>Total Dedicated Funds</b>		<b>\$ 20,951.11</b>	<b>\$ (145.00)</b>		

April 12, 2018

To: WSUU Board Members

From: Cynthia Westby, DRE

Happy Spring! Here is my Board Report for April 2018. Wasn't that a lovely surprise from the RE Council – flower bombing our sanctuary for Easter? So pretty! I will be in Berkeley for my last module (Mystical Judaism) and my oral exam – from April 15-23.

**RE Classes:** Our Story Time, Spirit Play, K-1, 2-3, 4-5, and Middle School Sunday morning classes are going very well. The children continue to enjoy the stories and exploration they are offered during these classes. We are heading into the final period of classes which is hard to believe! June 10<sup>th</sup> will be the transitions ceremony and June 3<sup>rd</sup> is the last day of RE class for this year!

**RE Attendance:** Here is the attendance for the RE year from September through March.

Class	Sept	Oct					Nov					Dec					Jan				Feb				Mar			
First	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	4	11	18	25	
Nursery	3	2	5	1	1	1	5	5	1	8	2	7	1			2	3	2	2	1	3	8	3	2	1	2	1	
Storytime	2	1	0	2	0	3	0	0	1	0	1	0	0			0	0	2	2	1	0	0	0	3	0	0	2	
Spiritplay	2	3	0	4	2	2	0	3	2	0	2	0	0			2	0	2	7	4	3	0	4	4	0	3	2	
K-1	7	3	0	0	5	4	0	4	4	0	5	0	0			4	0	7	5	5	7	0	6	6	0	6	4	
2-3	8	5	0	0	7	5	0	8	4	0	4	0	0			3	0	4	4	4	5	0	5	4	0	4	5	
4-5	8	6	0	0	8	4	0	9	6	0	6	0	0			6	0	6	6	6	6	0	8	3	0	0	7	
6-8	8	0	0	0	6	3	0	6	4	0	2	0	0			5	0	7	2	4	3	0	2	6	0	0	3	
7-8 OWL	0	0	8	7	9	9	9	7	7	0	8	0	0			7	0	6	7	7	6	0	7	9	0	0	5	
COA	3	0	2	0	3	0	3	0	3	0	3	0	0			0	2	0	2	0	1	0	2	0	0	0	0	
HSYG	4	6	5	6	6	0	4	5	6	0	3	4	5			5	2	6	4	5	7	0	11	7	0	0	0	
Chalice Chapel/AllGen			21	21			19			20		13	14			10					11			18				
<b>Daily Total</b>	45	26	41	41	47	31	40	47	38	28	36	24	20	0	0	34	17	42	41	37	41	19	48	44	19	15	29	

**OWL:** We have nine children in the Middle School OWL this year. This class is going very well and the commitment on the part of the children, families and teachers is inspiring. This class meets almost weekly. It is an important social justice program that our church supports! We'll be offering OWL classes next year, in 2019, for K-1 and 4-5 Both of these classes are approximately 8 weeks and I have already lined up most of the teachers I will need for this class! I will likely only need to send 1, maybe 2 teachers for the OWL training! Great news!

**Chalice Chapels:** We have the theme of diversity for this year's Chalice Chapels. We held a Chalice Chapel on Sunday, April 1<sup>st</sup> with Liz Bucklew looking at the shortages that impacted many European nations following the war, the importance of simple acts of kindness, and how a child's caring heart can make a wonderful difference. Liz read the story "Boxes for Katje," by Candace Fleming and children decorated terra cotta pots and planted tulips in them to take home – a creativity project based on the story. 28 children attended this chalice chapel with 8 children being visitors. On April 8<sup>th</sup> Neve Mazique Bianco led the Chalice Chapel. We had 12 children attending. They brought wonderful examples, stories and graphic illustrations of how binaries are only really relevant or real in two dimensions. Black/white, male/female, circle/square, up/down ... as soon as stuff gets big, as soon as stuff gets spatial, as soon as stuff gets personal, it gets complex, and binaries fall away. That's the magic of reality! These Chalice Chapels have been a wonderful way to explore different topics with teachers bringing in themes near and dear to their heart. Chalice Chapels are held in lieu of RE classes as a single RE class for children 6 years through 12 years old.

**Youth Group:** We have 18 youth in Youth Group this year! The Youth Led service on Sunday, March 18<sup>th</sup> focused on Mental Health was powerful and demonstrated what a strong, dynamic youth group we have. Simon Knaphus is the lead youth advisor and has done a wonderful job supporting our youth. Spring Con was held March 23-25 for our youth and 8 youth and 2 sponsor/chaperones (Laura Strand and Neve Mazique Bianco). There was a lot of bonding for our youth and these advisors; everyone had a fabulous time.

**Coming of Age:** Shelley Webb, Steve Burrows and John Monahan are the teachers for this important year-long class for 9<sup>th</sup> graders. This year's youth are working with their mentors (members of our congregation) as well as meeting every other week with our COA teachers. This is a vital program for our youth in coming to discern their credo. Their credo dinner will be held on Sunday, May 6<sup>th</sup> from 5-8 pm. The board is invited and more information will be coming from Shelley Webb. Please mark your calendars!

**RE Council:** The RE Council will meet on Sunday, April 29<sup>th</sup>. It will be a full agenda. Our RE survey went out to all families in the middle of March, with a couple of reminders at the end of March and in April! We'll keep you posted once the results are in. We will end the survey on April 15<sup>th</sup> and then compile the data and review it at our next RE Council meeting on April 29<sup>th</sup>. You will receive the survey results in May in my board report. These survey results will help me plan the RE curriculum for next year! I have been researching curriculum for next year and look forward to this feedback. We have been planning the RE transitions ceremony to be held during service on June 10<sup>th</sup>. We will have children transitioning into Kindergarten, Middle School, High School or bridging out of high school into adulthood. Entering Kindergarten: Henry, TT, Freyja, Mamie, Dominic, Gabriella. Entering Middle School: Samuel, Dahlia, Colm, Bodhi, Seni. Entering High School: Ryan, Mac, Ben, Axel, Anne. Bridging out of High School: Gracie, Bernadette, Ray, Jelani, and Aidan. This is a huge number of youth who will be bridging. I hope all of you will mark your calendars and be able to attend the June 10<sup>th</sup> service!

**Stories for All Ages:** I'm very pleased to continue to be working with a strong team of tellers with many styles and voices. They bring a wonderfully diverse range of stories to the congregation each Sunday. I have storytellers scheduled through June 3rd.

# Administrator Report to Board April 2018

Happy April! I am so refreshed from having had the past week off. I am grateful to the amazing Patti McCall for filling in for me in the office on top of her many other duties at Westside.

## Sunday Morning Attendance

Date	Speaker	Attendance
3/18/18	Youth Led Service	91
3/25/18	Praise Service	109
4/1/18	Alex/Margo Easter	115
4/8/18	Alex	100
4/15/18	Worship Concl/Cong mtg	92

**Technology:** This Friday, the 20<sup>th</sup> we will be swapping out the office CPU and upgrading WiFi routers. The hope is that we can improve the WiFi throughout the building – especially the social hall. Fingers crossed for a smooth transition into improved technology!

**Rentals:** A violin recital has been booked for early June. No other new rentals are in place. We did get \$200 from the Girl Scouts for a large event they held in the social hall.

**Membership** – We will be welcoming 10 new members this Sunday during the service. Membership is 223.

**Water Damage** – today we discovered wet ceiling tiles in the Fireside Room. I called Soph Davenberry, Building Committee chair and she is currently investigating... stay tuned.

In loving community,

Shannon