

MINUTES: MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN  
UNIVERSALIST CONGREGATION

AUGUST 22, 2019

ATTENDING: Shelley Webb, Jade Lowry, Roseanne Lorenzana, Matt Aspin, Tony Ricardi, Thomas Terrence, Aimee Schiefelbein (joined at 8:15pm). NOT ATTENDING: Matt Aspin

STAFF ATTENDING: Shannon Day

CHECK IN: Meeting began at: 7:06pm with chalice lighting and check-in of attendees.

Jade asked how people felt about the materials sent out in advance. Feedback was provided that OneDrive can be challenging. Jade and Shannon shared that we may be moving to G-Suite, but not for awhile.

Tony was timekeeper, Shelley took minutes in place of Aimee, and Thomas was the process observer.

APPROVAL OF MINUTES: Minutes approved as written.

ADMINISTRATOR REPORT: *See report attached.*

DRE REPORT: *See report attached.*

MUSIC REPORT: *See report attached.*

TREASURER REPORT: It was inquired where the \$3000 from the UUA (to help with the visa costs for Rev Wulff) would go in the budget. Shannon indicated it would be in Special Gifts. Shelley proposed that how this is recorded and tracked (general fund vs special funds) to be taken to the Finance Committee for discussion and recommendation.

Shannon explained the process she uses for following up with people after the Stewardship Campaign. After no response and several attempts to contact, the names given to Laura White (Membership Chair). Unpledged carryover from prior year (4.100.110) will likely not be realized because most people paid their pledges last year.

Jade reminded the board that finances this month are good, but we have some looming expenses (furnace, new minister salary, etc.).

FINANCE COMMITTEE REPORT: *See report attached.*

TRANSITION PLANNING: *See report attached.*

UPDATES FROM JADE:

- Jade and Roseanne have been sitting at a **table during social hour** to be open to congregants to come and ask questions. The table has a placard "Conversations with the Board." There was a request for communications in Westside Week to be printed to have at the table.
  - Jade stressed the importance of having a presence and to be receiving of input.
  - Tony volunteered to make a list of volunteers to chair the table to be placed on Google documents.

- Liz Bucklew is in charge of **chalice lighters**, and requested each board member to be a chalice lighter as a way for the congregation to get to know them. The board agreed that we would be willing to do that. Tony will include the sign-up in the Google document.
- The board agreed to take turns writing an **article in Westside Week**, one each month. This will be part of the sign-up sheet. Target the first week of the month.
- The board discussed how **email communications** should be shared with the entire board when there are several different emails used by congregants for communicating, and agreed to try different approaches before determining the preferred approach.
- Don Wahl has joined the **nominating committee**.
- The **Personnel Committee** is being formed. Paula vanHaagen and Jill Fleming have said yes. Jade is looking for one more person. The Personnel Committee's first priority will be "Are we legal?"
- Feedback on the Vision, Mission and Scope for the WSUU Personnel Committee:
  - The document should clarify what are they not doing. For example, they are not evaluating, supervising, or hiring.
  - The document should clarify the term duration of the members.
  - Shelley moved to have the Personnel Committee provide clarification on those two points. Thomas seconded. Passed unanimously.
- **Right Relations** – Jade provided clarification of how it would function. For instance, they are not a policing group. In the past, the Congregational Concerns committee existed to field concerns about *anything*. People rarely went to that group. A Right Relations team could guide the congregation in the development of a new covenant of right relations. They could also serve as a process observer for the congregation as a whole and report out to the congregation (for instance, on Sunday mornings). Jade will be seeking self-nominations for the Right Relations team, and a sub-group of the board would review the self-nominations and make a recommendation to the board. Having 3-5 people on the team is ideal. Jade will create a "starter" scope and vision to be reviewed by the board, and then the Right Relations team will flesh it out.
- **Equity training** – The board was asked to register via the sign-up link if they have not, already.
- The **Auction** theme was discussed and Thomas volunteered to continue the discussion with Jade.
- **Expense Request** - J Rawle took pictures that were printed to be as gifts to our partner church as part of the pilgrimage this fall. Ginger Brewer had them framed and is requesting \$107 for reimbursement. It was agreed that this would be handled by the Finance Committee.
- **Potential New tenant** – A structural engineer will be coming in to provide an assessment at the request of a potential tenant. The potential tenant asked for their name to not be shared until the structural engineer assessment was complete (and passes). There was also a concern regarding the fence in the corner of the parking lot. Shelley will follow up with the building committee on costs for this expense.

#### BOARD COVENANT:

- There was a request to add to the covenant something about boundaries and space. Tony agreed to wordsmith and get back to the board.
- Roseanne to come up with a bullet regarding our use of the elephant symbols for the 'ouch/oops' practice.
- Jade suggested that the board read (out loud) the covenant at the start of the next board meeting. The board agreed.

- Jade presented a process often used by Tandi Rogers. At the start of meetings, ask ‘Who does this meeting serve? Who are we centering?’ To be added to the covenant, Jade to wordsmith.
- Jade requested that she receive more feedback from board members to her emails. Some board members assumed that more emails would be a bad thing, but Jade said that was not her experience, and receiving feedback and support from board members was a good thing.

#### GOAL SETTING

- The board went through an exercise to determine goals and priorities for the coming year.
- The themes that emerged from the goal setting exercise were:
  - Social Justice Equity Lens – Overarching!!
    - Financial Stability
    - Improve Operational Structures
    - Strengthening Community
    - Supporting Reverend Christopher
- Jade and Thomas volunteered to shape the themes, further, so that they can be incorporated into Shelley’s board priorities and objectives workbook format that was used by the board last year. Roseanne will provide input on Thomas and Jade’s work. The goal is to have it completed before Ingathering.

#### LEADERSHIP ROLES ON THE BOARD

- Preliminary discussion was held on the work to be done for next year pending the Goals/Priorities work. Potential areas of work identified so far (there will be more):
  - Leadership Assembly – Roseanne
  - Need to contact all the committee members and get up to date information - Roseanne
  - RJCT liaison-
  - Right Relations – Jade to have a partner
  - Nominating Committee –
  - Personnel Committee –

#### THANK YOUS

- The lift ribbon-cutting ceremony was briefly discussed. The board was asked to contemplate how best to honor everyone that made this happen.
- Thank yous for Ginger and Peggy for flowers in the sanctuary!
- Meeting adjourned 9:02pm

THANK YOU NOTES: Done.

The next regular meeting of the board will be held on September 19, 2019 at 7:00pm in the Admin Office.

Shelley Webb, Treasurer

As of: <b>Friday, August 2, 2019</b>				
<b>BUDGET SUMMARY</b>		<b>% thru Year: 8%</b>		
	<b>YTD Actuals</b>	<b>%</b>	<b>Full Year Budget</b>	<b>Amount Remaining</b>
<b>Income</b>				
Pledges	\$ 49,171.98	17%	\$ 294,183.00	\$ 245,011.02
Sunday Plate	1,700.42	7%	24,000	22,299.58
Other Donations	6,000.00	21%	28,236	22,236.00
Fund Raising	-	0%	47,000	47,000.00
Affinity Programs	195.71	12%	1,620	1,424.29
RE Ministry	-	0%	3,100	3,100.00
Youth Group Ministry	-	0%	-	-
Music Ministry	-	0%	1,040	1,040.00
Program and Misc	154.77	3%	4,650	4,495.23
Rentals	1,351.55	4%	37,718	36,366.45
<b>Total Income</b>	<b>\$ 58,574</b>	<b>13%</b>	<b>\$ 441,547</b>	<b>\$ 382,972.57</b>
<b>Expenses</b>				
Minister Compensation	\$ 7,686.27	11%	\$ 73,125.00	\$ 65,438.73
Additional Minister	460.00	3%	15,500.00	15,040.00
RE Director Compensation	5,861.56	8%	76,079.00	70,217.44
RE Staff	845.75	8%	10,220.00	9,374.25
RE Training	-	0%	800.00	800.00
RE Youth Group	-	0%	-	-
RE Operations	169.74	5%	3,450.00	3,280.26
Music Director Compensation	3,933.09	13%	29,741.00	25,807.91
Music Staff	-	0%	10,733.00	10,733.00
Other Music	-	0%	400.00	400.00
Administrator Compensation	4,308.97	8%	51,325.00	47,016.03
Additional Employee Benefits	842.67	24%	3,453.00	2,610.33
UUA Dues	-	0%	10,336.00	10,336.00
Loans, Taxes, Fees	4,529.38	8%	55,555.00	51,025.62
Discretionary	657.10	9%	7,400.00	6,742.90
Facility	8,289.94	14%	57,880.00	49,590.06
Fundraising & Rentals	45.00	0%	11,600.00	11,555.00
Committees	645.85	3%	23,950.00	23,304.15
<b>Total Expenses</b>	<b>\$ 38,275</b>	<b>9%</b>	<b>\$ 441,547</b>	<b>\$ 403,271.68</b>
<b>Overall YTD Cash Flow:</b>	<b>\$ 20,299.11</b>			

As of: <b>Friday, August 2, 2019</b>		% Thru Year: <b>8%</b>					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt	Over Budget	Notes
<b>GENERAL FUND INCOME</b>							
<b>Pledges</b>							
4.100.100	Pledges - Current Year Income	48,996.98	48,996.98	292,183.00	17%	-	<i>includes prepaid</i>
4.100.110	Pledges - Prior Year Income	175.00	175.00	2,000.00	9%	-	<i>this may be all we get in previous yr pldgs</i>
	<b>Total Pledges</b>	<b>49,171.98</b>	<b>49,171.98</b>	<b>294,183.00</b>	<b>17%</b>	<b>-</b>	
<b>Sunday Plate</b>							
4.100.140	Contributions - Sunday WSUU	1,150.33	1,150.33	16,000.00	7%	-	
4.100.141	Contributions - Sunday WSUU Minister Discretion	-	-	600.00	0%	-	
4.100.142	Contributions - Sunday WSUU Kitchen/Hospitality	-	-	150.00	0%	-	
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	450.00	0%	-	
4.100.150	Contributions Sunday Charities	550.09	550.09	6,800.00	8%	-	
	<b>Total Sunday Plate Income</b>	<b>1,700.42</b>	<b>1,700.42</b>	<b>24,000.00</b>	<b>7%</b>	<b>-</b>	
<b>Other Donations</b>							
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	-	-	-	0%	-	
4.100.155	Endowment Fund Transfers IN	-	-	-	0%	-	
4.100.160	Special Gifts & Campaigns	6,000.00	6,000.00	28,236.00	21%	-	<i>depew gift</i>
4.100.244	Elevator Fund Donations	-	-	-	0%	-	
	<b>Total Other Donations</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>28,236.00</b>	<b>21%</b>	<b>-</b>	
<b>Fund Raising</b>							
4.100.245	Auction Income	-	-	46,000.00	0%	-	
4.100.247	Raise the Paddle Income	-	-	-	0%	-	
4.100.250	Rummage & Book Sale Income	-	-	1,000.00	0%	-	
4.100.257	Misc. Fundraising Income	-	-	-	0%	-	
	<b>Total Fund Raising Income</b>	<b>-</b>	<b>-</b>	<b>47,000.00</b>	<b>0%</b>	<b>-</b>	
<b>Affinity Program Income</b>							
4.100.210	E Scrip GF Income	1.05	1.05	120.00	1%	-	
4.100.211	Amazon Rebate Income	194.66	194.66	1,500.00	13%	-	
	<b>Total Affinity Program Income</b>	<b>195.71</b>	<b>195.71</b>	<b>1,620.00</b>	<b>12%</b>	<b>-</b>	
<b>RE Ministry Income</b>							
4.100.258	RE Fund Transfers IN	-	-	-	0%	-	
4.100.259	RE Fundraising & Donations	-	-	1,500.00	0%	-	
4.100.260	OWL Registration Fees	-	-	800.00	0%	-	
4.100.263	OWL Fund Transfers IN	-	-	800.00	0%	-	
4.100.264	RE Coming of Age Program Fees	-	-	-	0%	-	
	<b>Total RE Ministry Income</b>	<b>-</b>	<b>-</b>	<b>3,100.00</b>	<b>0%</b>	<b>-</b>	
<b>Youth Group Ministry Income</b>							
4.100.261	RE Youth Group Fund Transfers IN	-	-	-	0%	-	
4.100.262	RE Youth Group Fundraising & Gifts	-	-	-	0%	-	
	<b>Total Youth Group Ministry Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	

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<b>Music Ministry Income</b>							
4.100.221	Music Fund Transfers IN	-	-	-	0%	-	
4.100.222	Music Fundraising and Donations	-	-	1,040.00	0%	-	
4.100.223	Music Programs Income	-	-	-	0%	-	
	<b>Total Music Ministry Income</b>	-	-	1,040.00	0%	-	
<b>Program and Misc Income</b>							
4.100.220	Coffee Income	31.00	31.00	500.00	6%	-	
4.100.225	Membership Fundraising and Donations	-	-	500.00	0%	-	
4.100.240	Interest Income	123.77	123.77	50.00	248%	73.77	
4.100.241	Board Designated Fund Transfers to GF	-	-	-	0%	-	
4.100.242	Building Fund Transfer IN	-	-	-	0%	-	
4.100.251	Social & Envir. Justice Fundraising	-	-	3,600.00	0%	-	
4.100.255	Common Quest Income	-	-	-	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 Misc Income</b>	154.77	154.77	4,650.00	3%	73.77	
<b>Rentals</b>							
4.100.300	Cell Tower Rental & Elec Reimb	1,226.55	1,226.55	14,718.00	8%	-	
4.100.302	Cell Tower Electricity Reimb True-up	-	-	1,500.00	0%	-	
4.100.305	Rental Income - Single Events	125.00	125.00	2,000.00	6%	-	<i>includes AA</i>
4.100.310	Leases Income- Pre School	-	-	18,000.00	0%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	-	-	1,500.00	0%	-	
	<b>Total Rental Income</b>	1,351.55	1,351.55	37,718.00	4%	-	
<b>TOTAL GENERAL FUND INCOME</b>		<b>\$ 58,574.43</b>	<b>\$ 58,574.43</b>	<b>\$ 441,547.00</b>	<b>13%</b>	<b>\$ 73.77</b>	

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<b>GENERAL FUND EXPENSE</b>							
<b>MINISTER POSITION</b>							
<b>Minister Compensation</b>							
5.100.100	Minister Housing Allow Exp	3,500.00	3,500.00	26,975.00	13%	-	
5.100.101	Minister Salary Exp	3,125.00	3,125.00	24,542.00	13%	-	
5.100.105	Minister Cost of Living Adj Exp	-	-	5,851.00	0%	-	
5.100.106	Minister Group Term Life Ins Exp	34.27	34.27	401.00	9%	-	
5.100.107	Minister Long Term Disability Ins Exp	84.00	84.00	660.00	13%	-	
5.100.110	Minister Retirement Exp	704.00	704.00	5,492.00	13%	-	
5.100.115	Minister-FICA Exp	239.00	239.00	3,704.00	6%	-	
5.100.125	Minister's Professional Exp	-	-	5,500.00	0%	-	
	<b>Total Minister Compensation</b>	<b>7,686.27</b>	<b>7,686.27</b>	<b>73,125.00</b>	<b>11%</b>	<b>-</b>	
<b>Additional Minister Exp</b>							
5.100.102	Minister Moving Exp	-	-	10,000.00	0%	-	
5.100.120	Minister's Sabbatical Exp	-	-	-	0%	-	
5.100.126	Minister Installation Exp	-	-	2,500.00	0%	-	
5.100.128	Minister Search Exp	460.00	460.00	3,000.00	15%	-	<i>R1 filing fee</i>
	<b>Total Additional Minister Exp</b>	<b>460.00</b>	<b>460.00</b>	<b>15,500.00</b>	<b>3%</b>	<b>-</b>	
<b>Total Minister Position Expense</b>		<b>8,146.27</b>	<b>8,146.27</b>	<b>88,625.00</b>	<b>9%</b>	<b>0.00</b>	

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<b>CHILDREN AND YOUTH MINISTRY</b>							
<b><u>RE Director Compensation</u></b>							
5.100.150	RE Director Salary Exp	5,030.00	5,030.00	61,557.00	8%	-	
5.100.153	RE Director Group Term Life Ins Exp	-	-	-	0%	-	
5.100.154	RE Director Long Term Disability Ins Exp	-	-	-	0%	-	
5.100.155	RE Director Cost of Living Adj Exp	-	-	-	0%	-	
5.100.158	RE Director FICA Exp	365.56	365.56	4,800.00	8%	-	
5.100.160	RE Director Retirement Exp	466.00	466.00	6,222.00	7%	-	
5.100.165	RE Director Professional Exp	-	-	3,500.00	0%	-	
	<b>Total RE Director Compensation</b>	<b>5,861.56</b>	<b>5,861.56</b>	<b>76,079.00</b>	<b>8%</b>	<b>-</b>	
<b><u>RE Staff Expense</u></b>							
5.100.162	RE Story Time Toddler Teacher Exp	-	-	-	0%	-	
5.100.163	RE Nursery Lead Teacher Exp	160.00	160.00	2,200.00	7%	-	
5.100.164	RE Nursery Assisstant Exp	150.00	150.00	1,920.00	8%	-	
5.100.168	RE Program Assistant Exp	505.75	505.75	5,300.00	10%	-	
5.100.169	RE Summer Coordinator Exp	-	-	-	0%	-	
5.100.170	Childcare Exp	30.00	30.00	800.00	4%	-	
	<b>Total RE Staff Exp</b>	<b>845.75</b>	<b>845.75</b>	<b>10,220.00</b>	<b>8%</b>	<b>-</b>	
<b><u>RE Training Expense</u></b>							
5.100.151	RE Youth Leadership Development Exp	-	-	-	0%	-	
5.100.152	RE OWL Leadership Development Exp	-	-	800.00	0%	-	
5.100.166	RE Leader Training Exp	-	-	-	0%	-	
5.100.167	RE Teacher Appreciation Exp	-	-	-	0%	-	
	<b>Total RE Training Expense</b>	<b>-</b>	<b>-</b>	<b>800.00</b>	<b>0%</b>	<b>-</b>	
<b><u>RE Youth Group Expense</u></b>							
5.100.161	RE Lead Youth Advisor Exp	-	-	-	0%	-	
5.100.132	RE High School Youth Programs Exp	-	-	-	0%	-	
5.100.136	RE High School Youth Scholarships Exp	-	-	-	0%	-	
5.100.227	RE Youth Group Fund Transfers OUT	-	-	-	0%	-	
	<b>Total RE Youth Group Expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	
<b><u>RE Operations Expense</u></b>							
5.100.131	RE OWL Programs Exp	-	-	200.00	0%	-	
5.100.133	RE Middle School Youth Programs Exp	-	-	-	0%	-	
5.100.134	RE Operational Exp	169.74	169.74	3,250.00	5%	-	
5.100.135	RE Middle School Scholarships Exp	-	-	-	0%	-	
5.100.171	RE Program Support Exp	-	-	-	0%	-	
5.100.172	RE Curricula Exp	-	-	-	0%	-	
5.100.225	RE Fund Transfers OUT	-	-	-	0%	-	
5.100.229	RE OWL Fund Transfers OUT	-	-	-	0%	-	
	<b>Total RE Operations Expense</b>	<b>169.74</b>	<b>169.74</b>	<b>3,450.00</b>	<b>5%</b>	<b>-</b>	
<b>Total Children &amp; Youth Ministry Expense</b>		<b>6,877.05</b>	<b>6,877.05</b>	<b>90,549.00</b>	<b>8%</b>	<b>-</b>	



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<b>MUSIC MINISTRY</b>							
<b>Music Director</b>							
5.100.185	Music Dir Salary Exp	2,271.54	2,271.54	24,984.00	9%	-	
5.100.186	Music Dir Cost of Living Adj Exp	-	-	-	0%	-	
5.100.187	Music Dir Retirement Exp	-	-	1,320.00	0%	-	
5.100.188	Music Dir FICA Exp	173.78	173.78	937.00	19%	-	
5.100.190	Music Dir Professional Exp	1,487.77	1,487.77	2,500.00	60%	-	<i>AuuMa conf exp</i>
5.100.200	Music Dir Group Term Life Ins Exp	-	-	-	0%	-	
5.100.205	Music Dir Long-Term Disability Ins Exp	-	-	-	0%	-	
<b>Total Music Director Compensation</b>		<b>\$ 3,933.09</b>	<b>\$ 3,933.09</b>	<b>\$ 29,741.00</b>	<b>13%</b>	<b>\$ -</b>	
<b>Music Staff</b>							
5.100.193	Music Sunday Service Pianist Exp	-	-	4,974.00	0%	-	<i>check requests late due to staff trip</i>
5.100.195	Music Percussionist Exp	-	-	3,725.00	0%	-	<i>" "</i>
5.100.197	Music Chorale Rehearsal Pianist Exp	-	-	1,084.00	0%	-	
5.100.198	Music Bassist Exp	-	-	950.00	0%	-	
5.100.199	Music Administrator Exp	-	-	-	0%	-	
<b>Total Other Music Staff Expense</b>		<b>-</b>	<b>-</b>	<b>10,733.00</b>	<b>0%</b>	<b>-</b>	
<b>Other Music Expense</b>							
5.100.191	Music Purchase Exp	-	-	-	0%	-	
5.100.192	Music Equipment Maint Exp	-	-	400.00	0%	-	
5.100.194	Music Programs Exp	-	-	-	0%	-	
5.100.196	Music Council Fundraising Exp	-	-	-	0%	-	
5.100.201	Music Equipment Purchase Exp	-	-	-	0%	-	
5.100.202	Music Marketing Exp	-	-	-	0%	-	
<b>Total Other Music Expense</b>		<b>-</b>	<b>-</b>	<b>400.00</b>	<b>0%</b>	<b>-</b>	
<b>Total Music Ministry Exp</b>		<b>3,933.09</b>	<b>3,933.09</b>	<b>40,874.00</b>	<b>10%</b>	<b>-</b>	
<b>ADMIN STAFF &amp; SUPPORT</b>							
<b>Congr Administrator &amp; Bookkeeper</b>							
5.100.173	Congr Admin Group Term Life Ins Exp	-	-	-	0%	-	
5.100.174	Congr Admin Salary Exp	3,630.00	3,630.00	43,200.00	8%	-	
5.100.175	Congr Admin Cost of Living Adj Exp	-	-	-	0%	-	
5.100.176	Congr Admin Retirement Exp	330.00	330.00	4,320.00	8%	-	
5.100.177	Congr Admin FICA Exp	277.70	277.70	3,305.00	8%	-	
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	-	0%	-	
5.100.231	Congr Admin Professional Exp	71.27	71.27	500.00	14%	-	<i>going away lunch staff with Alex</i>
<b>Total Congr Administrator &amp; Bookkeeper Compensation</b>		<b>4,308.97</b>	<b>4,308.97</b>	<b>51,325.00</b>	<b>8%</b>	<b>-</b>	

As of: <b>Friday, August 2, 2019</b>		% Thru Year: <b>8%</b>					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt	Over Budget	Notes
<b>Additional Employee Benefits</b>							
5.100.178	Labor & Industries Ins Exp	495.82	495.82	2,200.00	23%	-	<i>pd quarterly</i>
5.100.181	Family and Medical Leave Ins Exp	278.70	278.70	453.00	62%	-	
5.100.184	Part time Empl FICA SS Exp	68.15	68.15	800.00	9%	-	
	<b>Total Additional Employee Benefits Expense</b>	<b>842.67</b>	<b>842.67</b>	<b>3,453.00</b>	<b>24%</b>	<b>-</b>	
<b>Total Admin Staff &amp; Support Expense</b>		<b>5,151.64</b>	<b>5,151.64</b>	<b>54,778.00</b>	<b>9%</b>	<b>-</b>	
<b>DUES &amp; FINANCIAL EXPENSE</b>							
<b>UUA Dues Expense</b>							
5.100.300	Partner Church Dues Exp Bud	-	-	-	0%	-	
5.100.320	UUA Dues Exp Bud	-	-	10,336.00	0%	-	
5.100.330	PNWD Dues Exp Bud	-	-	-	0%	-	
	<b>Total UU Organizations Dues Expense</b>	<b>-</b>	<b>-</b>	<b>10,336.00</b>	<b>0%</b>	<b>-</b>	
<b>Financial Expense</b>							
5.100.650	Loan Debt Service - UUA	3,287.66	3,287.66	39,455.00	8%	-	
5.100.655	Loan Debt Service - PNW Growth Fdtn Exp	659.96	659.96	7,950.00	8%	-	
5.100.457	Annual City/County/State Fees	195.74	195.74	2,750.00	7%	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	386.02	386.02	5,400.00	7%	-	
	<b>Total Financial Expense</b>	<b>4,529.38</b>	<b>4,529.38</b>	<b>55,555.00</b>	<b>8%</b>	<b>-</b>	
<b>Total Dues &amp; Financial Expense</b>		<b>4,529.38</b>	<b>4,529.38</b>	<b>65,891.00</b>	<b>7%</b>	<b>-</b>	
<b>DISCRETIONARY EXPENSE</b>							
<b>Discretionary Expense</b>							
5.100.757	Sunday Morning Contrib to Charity	657.10	657.10	6,800.00	10%	-	
5.100.758	Minister Discretionary Fund	-	-	600.00	0%	-	
	<b>Total Discretionary Expense</b>	<b>657.10</b>	<b>657.10</b>	<b>7,400.00</b>	<b>9%</b>	<b>-</b>	
<b>Total Discretionary Expense</b>		<b>657.10</b>	<b>657.10</b>	<b>7,400.00</b>	<b>9%</b>	<b>-</b>	

As of: <a href="#">Friday, August 2, 2019</a>		% Thru Year: <a href="#">8%</a>					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt	Over Budget	Notes
<b>OTHER OPERATIONAL EXPENSE</b>							
<b>Facility Expense</b>							
5.100.450	Telephone/Cable/Internet	458.38	458.38	3,000.00	15%	-	<i>will check comcast bill -duplicate?</i>
5.100.460	Web Hosting Exp	59.13	59.13	250.00	24%	-	
5.100.470	Web Maintenance Exp Bud	-	-	100.00	0%	-	
5.100.475	Technology Management	160.09	160.09	1,500.00	11%	-	<i>office 365 for staff</i>
5.100.480	Office Expense	111.87	111.87	1,000.00	11%	-	<i>paper</i>
5.100.481	Postage Exp Bud	168.50	168.50	500.00	34%	-	<i>stamps</i>
5.100.482	Printing / Copying	426.34	426.34	5,500.00	8%	-	
5.100.483	Constant Contact Email Service	405.02	405.02	425.00	95%	-	<i>annual fee</i>
5.100.550	Liability Insurance Exp Bud	3,846.00	3,846.00	6,500.00	59%	-	<i>bi annual fee but expect safety div.</i>
5.100.452	Security Alarm System	-	-	500.00	0%	-	
5.100.453	Electricity - SCL	1,436.84	1,436.84	10,000.00	14%	-	
5.100.454	Water/Sewer - SPU	-	-	2,000.00	0%	-	
5.100.455	Waste/Recycling/Green	269.63	269.63	3,000.00	9%	-	
5.100.456	Gas - PSE	110.20	110.20	5,000.00	2%	-	
5.100.451	Janitorial Supplies	142.82	142.82	1,500.00	10%	-	<i>paper towels</i>
5.100.458	Landscaping Exp	-	-	500.00	0%	-	
5.100.459	Building Maint Supplies & Small Labor	-	-	2,500.00	0%	-	
5.100.461	Building Capital Reserve Exp-GF	-	-	-	0%	-	
5.100.463	Elevator Fund Reserve Exp	-	-	-	0%	-	
5.100.471	Janitorial Service	630.00	630.00	8,000.00	8%	-	
5.100.484	Marketing and Advertising	-	-	-	0%	-	
5.100.726	AV Tech Expense	-	-	5,880.00	0%	-	
5.100.727	AV Equipment & Maintenance	65.12	65.12	225.00	29%	-	<i>earpieces for asst listening devices</i>
5.100.900	Transfers to Operations Cash Reserve Fund	-	-	-	0%	-	
	<b>Total Facility Expense</b>	<b>8,289.94</b>	<b>8,289.94</b>	<b>57,880.00</b>	<b>14%</b>	<b>-</b>	

As of: <b>Friday, August 2, 2019</b>				% Thru Year: <b>8%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt	Over Budget	Notes
<b>Fundraising &amp; Rentals Expense</b>							
5.100.819	Raise the Paddle Purchase Exp-GF	-	-	-	0%	-	
5.100.820	Auction Expense	-	-	11,000.00	0%	-	
5.100.821	Rummage Sale Expense	-	-	-	0%	-	
5.100.822	Canvass Expense	-	-	100.00	0%	-	
5.100.823	Misc. Fundraising Exp Bud	-	-	-	0%	-	
5.100.305	Facilities Rental Exp - single events	45.00	45.00	500.00	9%	-	<i>bldg mgr for rental in June</i>
	<b>Total Fundraising &amp; Rentals Expense</b>	<b>45.00</b>	<b>45.00</b>	<b>11,600.00</b>	<b>0%</b>	<b>-</b>	
<b>Committees Expense</b>							
5.100.222	Coffee and Other Kitchen Exp	145.85	145.85	1,100.00	13%	-	<i>coffee</i>
5.100.710	Membership Exp Bud	-	-	500.00	0%	-	
5.100.725	Worship Council Expense Budget	500.00	500.00	18,475.00	3%	-	<i>honorarium x2</i>
5.100.754	Partner Church Program Exp	-	-	-	0%	-	
5.100.756	Social Action Expense	-	-	-	0%	-	
5.100.759	Board Discretionary Fund	-	-	100.00	0%	-	
5.100.800	All Congr Social Events	-	-	175.00	0%	-	
5.100.801	All Congr Retreats and Trainings	-	-	3,600.00	0%	-	
5.100.829	Common Quest Exp	-	-	-	0%	-	
	<b>Total Committees Exp</b>	<b>645.85</b>	<b>645.85</b>	<b>23,950.00</b>	<b>3%</b>	<b>-</b>	
<b>Total Other Operational Support Expense</b>		<b>8,980.79</b>	<b>8,980.79</b>	<b>93,430.00</b>	<b>10%</b>	<b>-</b>	
<b>TOTAL GENERAL FUND EXPENSE</b>		<b>\$ 38,275.32</b>	<b>\$ 38,275.32</b>	<b>\$ 441,547.00</b>	<b>9%</b>	<b>\$ -</b>	
<b>Income less Expense</b>		<b>\$ 20,299.11</b>	<b>\$ 20,299.11</b>	<b>\$ -</b>		<b>\$ 73.77</b>	

<b>As of: <span style="color: blue;">Friday, August 2, 2019</span></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 Maint./Janitorial Fund Balance	329.42	-	
3.301.100	Minister's Sabbatical FB	-	-	
3.302.100	Minister's Discretion FB	807.77	-	
3.303.100	Minister Search Fund Balance	142.88	-	
3.304.100	Gifts to be Designated by Board FB	-	-	
3.305.100	Undesignated Donations FB	1,163.27	-	
3.306.100	Board Discretionary Fund Balance	-	-	
3.310.100	Conference Scholarship FB	596.21	-	
3.321.100	Miscellaneous Grants	160.33	-	
3.336.100	Financial Help for Members	-	-	
3.345.100	Hymnals FB	98.71	-	
3.348.100	Directories Fund Balance	-	-	
3.350.100	Music FB	290.53	-	
3.355.100	WSUU Sponsored Events Balance	931.99	-	
3.360.100	Youth Group FB	4,904.24	-	
3.370.100	OWL Fund Balance	1,240.10	-	
3.380.100	Religious Ed Misc FB	1,883.46	-	
3.381.100	DRE Search Fund Balance	-	-	
3.385.100	Raise the Paddle FB	114.34	-	
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-	
3.395.100	Orion Fund Balance	-	-	
3.400.100	Endowment FB	55.00	-	
3.405.100	Little Free Library Balance	40.00	-	
3.500.100	PCC Card FB	-	-	
3.600.100	Website Development Balance	-	-	
3.800.100	Charitable Giving FB	-	-	
3.805.100	Food Bank FB	-	-	
3.815.100	Partner Church FB	928.81	308.81	<i>transferred funds from Eastshore as they will not have chapter</i>
3.391.100	Social Justice FB Balance	705.54	-	
3.835.100	Community Meal Trust Fund Balance	369.87	-	
<b>Total Dedicated Funds</b>		<b>\$ 17,691.97</b>	<b>\$ 308.81</b>	

August 7, 2019

To: WSUU Board Members

From: Cynthia Westby, DRE

Happy Summer everyone! I'm just back from a break. I had the time I needed to recover from being sick, and then a few weeks for laying low and doing some projects.

While I was away Cheryl did a wonderful job keeping the Sunday morning classes organized, publicized, and supported.

**RE Summer Attendance:** Attendance figures below are for June 16 when our RE summer classes began, through the past Sunday. We are offering two classes during the summer. We have been having a rotating cast of congregants offer wonderful classes for our children 6-12 (children 5 and younger are in the nursery with Julie Vance and Ivy Ficarra). Jim Angell led a musical field trip to solstice park with popsicles for everyone at the park! Kim Frappier taught the children about mandalas and then every got to make their own. Kevin Lane-Cummings taught a hands-on demonstration about what causes the phases of the moon. Cara Mathison did a bird walk through the neighborhood for the children on her Sunday. John Fawcett-Long did a fun class on the importance of being connected to the earth. Simon Knaphus had the children sew and decorate sachets. Cheryl Brown and Mike Fox led a wild Sunday of fun. And the list goes on! The children are having a wonderful time. Thank you to all our congregants who stepped forward to help!

June			July				August			
16	23	30	7	14	21	28	4	11	18	25
1	1	4	2	2	2	4	2			
9	5	9	8	3	4	11	5			
10	6	13	10	5	6	15	7			

**Youth Group** is led by lead youth advisor, Simon Knaphus, with Amy Hance-Brancati, Julie Forkasdi, Neve Mazique-Bianco, Marissa Ohoyo and Laura Strand as the youth group advisors. The youth group does not meet over the summer. The youth group will begin meeting on Sunday mornings, instead of evenings, after their fall weekend overnight on September 28-29. Youth group is for ninth-twelfth graders.

**COA (Coming of Age):** will be led by Shelley Webb, John Monahan, and Steve Burrows and we are looking for one more teacher! Ninth graders meet twice a month on Sunday mornings to spend a year seeking, questioning, learning, wondering, and beginning to discern what they want to set their heart to, by listening to themselves, friends, teachers and mentors. They will learn with the COA teachers, their parents,

and an adult mentor (who helps them explore an aspect of life they want to learn more about – for instance if a youth is very interested in artistic expression perhaps a mentor to explore that over the course of the year). In COA we encourage and support youth to shape their personal credos. They come to claim what sustains them, what they have faith in, what ultimate meaning to which they will commit their lives. All incoming ninth graders (six youth) are invited to attend. COA will begin in September. Dates TBA.

**Nursery:** Ivy Ficarra and Julie Vance are our main nursery teachers. They have kept the nursery up and running with cheerfulness, kindness and care this summer! Both will be coming back in the Fall.

**RE Council:** The RE Council will meet on August 18th for their next RE Council meeting. The RE Council is a joy to work with and I'm grateful for their support of RE! We are all blessed with their dedication and vision! Nola Balch is the RE Council chair for this coming year. Jeanette Hitch and Vanessa Shaughnessy have joined the RE Council! Yay!

**Stories for All Ages:** I'm very pleased 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 the end of the summer!

**Summer Projects:** I am working on teacher recruitment, planning for a teacher training in the fall, writing curriculum, and planning for storytellers, Spirit Play and older group classes, Middle School OWL, COA, and youth group for the fall.

**Middle School Con** (for 6<sup>th</sup>-8<sup>th</sup> graders) will be held on Vashon Island at Camp Sealth be September 27-29, 2019! Registration is open. We have 18 possible Middle Schoolers who could attend! We have three parents considering being chaperones.

**ACTING MUSIC DIRECTOR MONTHLY REPORT**  
**August 6, 2019**

I'm still hovering a bit above the ground after my experience at the AUUMM conference in Denver July 24<sup>th</sup>-29<sup>th</sup>. It was a fabulous experience that I'm sure I'll be unpacking for the months to come until the one next year! I learned a lot from leaders and participants, and am growing in my awareness of the evolving UU identity and expression. I'm excited to be a part of this congregation and this movement.

1. The Westside Chorale: We've had an abbreviated summer schedule, and I can already feel energy building toward the fall. We're rehearsing songs now for the Ingathering Service and I'm already planning ahead for the holidays.
2. Meetings: Tuesday weekly zoom meetings have been going well, with service leaders jumping in as available. Again, summer is a bit challenging.
3. Service Planning: Much of my time over the past few weeks has been involved with making sure that everything is completely organized and set for the time I'll be gone on vacation (below), as well as after I return. I'm happy to say that we have some very willing and talented music leaders who are volunteering to step forward.
4. Association for Unitarian Universalist Music Ministries Annual Conference: As I mentioned above, I had a very meaningful and fun experience. Reverend Christopher was in attendance as well and we connected a number of times with some great conversations. I am very grateful for the opportunity afforded my by the budget (and of course the congregation's support) to attend.
5. Vacation: I will be taking 3 of my 4 weeks contracted vacation time from August 20<sup>th</sup> until September 8<sup>th</sup>, starting back with choir rehearsal on September 9<sup>th</sup> for the Ingathering Service on September 15<sup>th</sup>. Those members of the choir who have decided to come to rehearsals over the summer will have rehearsed the anthem for the service on the 15<sup>th</sup> before I go, so it will just be adding in folks and polishing on the 15<sup>th</sup>. My sister Kathy and I will be visiting Iceland and the British Isles for much of my time off. I'm really looking forward to it!
6. Looking ahead: I'd really like to involve youth more in music and services and am looking forward to working with Cynthia and the RE team to see how that might be accomplished. I'm also looking at the budget to see about bringing in more skilled guest musicians from time to time and to purchase more music for the choir. I know of so many songs that would be perfect, but now am unsure of how to pay for everything. I'd love some support on this.

In Harmony,

Scott Farrell



# Administrator Report to Board August 2019

## Sunday Morning Attendance

Date	Speaker	Attendance
7/14/19	Kari Kopnick	77
7/21/19	Margo Rinehart	72
7/28/19	Charlie Wilson	84
8/4/19	Keo Capestany	67

**Membership:** Last month I sent out letters to those who did not make a pledge for the 2019-2020 fiscal year to clarify their desire for membership. I only received one response with a new pledge. I have passed a list of 23 members to the membership team for personal follow up about their membership status.

**Stewardship:** With the one additional pledge that came in we reached \$301,009 for pledges in hand! New milestone!

**New Tenant for Lower Level Space:** Very exciting news to share on this front! I am engaged in discussion with the Exec. Dir. Of Leaps and Bounds of WA (<https://www.leapsandboundswa.org/>) about rental of our lower level. This is a non-profit offering occupational therapy and developmental services to children. Services include occupational therapy, playgroups, and camps . I have a meeting with her next week to continue our discussion. Jade will join us so that we have board representation.

**Admin Summer Hours** – last year I offered to reduce the Admin hours to 24/wk from 36/wk to help save some administrative budget. This summer it has been very difficult to get through all tasks with these limited hours. It may be necessary to plan to increase admin hours back to 30 for next summer or possibly when we are not in transition and have a full-time minister the work load could be lighter and easier to manage in 24 hours/week.

**G-Suite Transition** – I have had some great conversations with Rev. Christopher about the technology tools we use in our office and what other staff are using. We are making plans to shift to G-Suite (Google Suite) to help us more effectively and efficiently collaborate, communicate, organize our work. The great news is that this amazing set of tools is free to non-profits and that includes us, now! I'm at the beginning stages of getting things set up and learning but I see exciting changes in our future.

**In loving Community,**

**Shannon**