

Westside Unitarian Universalist Congregation
Board of Trustees Meeting
December 19, 2018

Attending: Shelley Webb, Patti McCall, Joan Whitley, Allan Lang, Scott Iverson, Larry Brennan

Staff Attending: Alex Holt, Shannon Day

Guests: Jill Jackson and Cecelia Hayes reporting
Leilani Davenberry as an observer

7pm – Chalice lighting, opening words and welcome

November minutes stand approved as written.

Administrative Reports:

Patti McCall on the new Lift

All pre-installation work is moving along well. \$1000 retainer has been paid to an architect to develop the design for placement of the lift. A contractor and engineer are already part of the team to do installation. The lift should be in place by May 1, 2019.

Acting Music Director Search Team

The search team for hiring an acting music director is moving forward, according to lead John Britt. Jill Fleming has dropped off the search because she is involved in other work. Currently there are 2 or 3 possible applicants. The team is looking into advertising beyond word-of-mouth and known connections. At this point there is not a special budget. Costs will be determined on a by-the-each basis. Shelley will follow up with John about expected expenses.

New Business:

Washington State Family and Medical Leave Insurance will cost \$50 per month for WSUU's employees. Because WS has fewer than 50 employees we do not have to pay this, but could deduct it from the employees gross pay. The total amount for the balance of the fiscal year is \$300. This payment begins in January.

Allan Lang moved that WSUU approve and pay the Family and Medical Leave Insurance premium for the employees.

Larry Brennan seconded the motion.

The motion passed unanimously.

Report on Cottage Meeting from Jill Jackson and the Ministerial Search Team

Jill provided the board with a summary of the learning and the congregational survey and the cottage meetings. WSUU congregation size is 216. 147 people responded to the survey and 85 people attended the cottage meetings. There were four cottage meetings, three for everyone and one for people of color/non white identifying individuals.

Jill and the MST will present the information from the survey and the cottage meetings to the congregation in January either at the mid-year informational congregation meeting or at a separate meeting. The MST will decide on the best method of delivery.

Cecilia Hayes, special guest

Cecilia Hayes requested some time to address the board. She was clear to say that she was representing herself and not any other group.

Cecilia wanted to register her position concerning the termination of the music director.

8 pm - The meeting shifted to an executive session with Dave Mentz and Aisha Hauser to talk about and learn about restorative circles. Theresa McCormick from the Racial Justice Change Team, along with Judi and Steve Finney from the newly organizing Right Relations Team to assist with planning restorative circles.

9:30 – meeting adjourned.

Joan Whitley, Secretary

As of: **November 30, 2018**

BANK ACCOUNT BALANCES	Current Mo.	Prior Mo.	Change
Operations Chkg #7545	\$ 6,554.04	\$ 2,867.86	\$ 3,686.18
SCU (Dedicated Funds)	19,535.57	26,887.57	(7,352.00)
SCU (Operations Savings)	225.00	4,731.08	(4,506.08)
Funds for Operations	\$ 26,314.61	\$ 34,486.51	\$ (8,171.90)
SCU (Building Fund)	\$ 79,639.31	\$ 87,697.89	\$ (8,058.58)
SCU (Elevator Fund)	57,907.35	57,907.35	-
Building Funds	\$ 137,546.66	\$ 145,605.24	\$ (8,058.58)

BUDGET SUMMARY	% thru Year: 42%		FULL YEAR	Amount
	YTD Actuals	%	Budget	Remaining
Income				
Pledges	\$ 138,305	47%	\$ 293,000	\$ (154,695)
Plate Collections	10,064	45%	22,525	(12,461)
Other Donations	570	4%	14,100	(13,530)
Fund Raising	2,165	4%	61,100	(58,935)
Affinity Programs	698	48%	1,440	(742)
RE Income	531	20%	2,700	(2,169)
Youth Income	-	0%	4,780	(4,780)
Music Income	515	27%	1,925	(1,410)
Program Income	15,496	174%	8,884	6,612
<u>Rental Income</u>	23,460	46%	51,280	(27,820)
Total Income	\$ 191,805	42%	\$ 461,734	\$ (269,929)
Expenses				
Staff	\$ 109,525	50%	\$ 217,195	\$ (107,670)
Other Ministry	5,000	77%	6,500	(1,500)
RE Program	5,049	36%	14,000	(8,951)
Youth Program	96	2%	4,780	(4,684)
Music Program	4,200	36%	11,725	(7,525)
Admin & Support	19,040	37%	51,762	(32,722)
UU Dues	2,301	25%	9,352	(7,052)
Operations	9,222	39%	23,850	(14,628)
Committees	6,718	29%	22,809	(16,091)
Fundraising Exp	2,237	26%	8,500	(6,263)
Utilities	6,967	32%	21,610	(14,643)
Loans	19,738	42%	47,376	(27,638)
Taxes & Fees	1,368	53%	2,575	(1,207)
<u>Facility Exp</u>	4,460	23%	19,700	(15,240)
Total Expenses	\$ 195,920	42%	\$ 461,734	\$ (265,814)
Overall YTD Cash Flow:	\$ (4,115)			

BALANCE SHEET	
Assets	
Church Bldg & Land (book value)	\$ 1,031,624
Cash - Operations Funds	26,315
Cash - Building Funds	137,547
Other Assets	22,520
Total Assets	\$ 1,218,006
Liabilities	
Loan fm UUA	\$ 452,968
Loan fm Pacific NW Growth Fdtn	66,786
Other Current Liabilities	6,907
Dedicated Fund Balances	19,536
Total Liabilities	\$ 546,196
Congregational Equity	
Beginning of FY Equity	659,535
YTD Change in Equity	\$ 12,275

As of: **November 30, 2018**

% Thru Year:	42%
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Account #	Account Name	Curr Mo Activity	YTD Balance	FY18-19 Budget	YTD %ofBgt	Over Budget	Notes
GENERAL FUND INCOME							
Pledging							
4.100.100	Pledges - Current Year Income	17,423.20	136,244.58	290,000.00	47%	-	
4.100.105	Pledges - New Members & Additional	-	-	-	0%	-	
4.100.110	Pledges - Prior Year Income	-	2,060.00	3,000.00	69%	-	
	Total Pledges	17,423.20	138,304.58	293,000.00	47%	-	
Sunday Plate							
4.100.140	Contributions - Sunday WSUU	1,393.59	6,888.90	13,890.00	50%	-	
4.100.141	Contributions - Sunday WSUU Minister Discretion	-	735.18	567.00	130%	168.18	
4.100.142	Contributions - Sunday WSUU Kitchen/Hospitality	-	-	283.00	0%	-	
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	284.00	0%	-	
4.100.150	Contributions Sunday Charities	683.75	2,440.26	7,501.00	33%	-	<i>RealRent Duwamish</i>
	Total Sunday Plate Income	2,077.34	10,064.34	22,525.00	45%	-	
Other Donations							
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	70.00	570.00	8,100.00	7%	-	<i>beloved conv. Scholarship gift</i>
4.100.244	Elevator Fund Donations	-	-	6,000.00	0%	-	
	Total Other Donations	70.00	570.00	14,100.00	4%	168.18	
	Total Pledge and Other Donations	\$ 19,570.54	\$ 148,938.92	\$ 329,625.00	45%	\$ 168.18	
Fund Raising							
4.100.245	Auction Income	1,999.97	2,164.97	44,000.00	5%	-	<i>tickets, raffle, event from last year's auction</i>
4.100.247	Raise the Paddle Income	-	-	16,500.00	0%	-	
4.100.249	Art & Garden Show Income	-	-	-	0%	-	
4.100.243	Other Major Fundraising Event	-	-	-	0%	-	
4.100.250	Rummage & Book Sale Income	-	-	-	0%	-	
4.100.257	Misc. Fundraising Income	-	-	600.00	0%	-	
	Total Fund Raising Income	1,999.97	2,164.97	61,100.00	4%	-	
Affinity Program Income							
4.100.200	PCC Scrip GF Income	-	-	-	0%	-	
4.100.210	E Scrip GF Income	1.31	7.18	120.00	6%	-	
4.100.211	Amazon Rebate Income	91.80	691.21	1,320.00	52%	-	
	Total Affinity Program Income	93.11	698.39	1,440.00	48%	-	
RE Ministry Income							
4.100.256	RE Non-Member Fees	-	-	-	0%	-	
4.100.258	RE Fund Transfers IN	-	-	-	0%	-	
4.100.259	RE Fundraising & Donations	531.00	531.00	1,500.00	35%	-	<i>soup lunch</i>
4.100.260	OWL Registration Fees	-	-	1,200.00	0%	-	
4.100.263	OWL Fund Transfers IN	-	-	-	0%	-	
4.100.264	RE Coming of Age Program Fees	-	-	-	0%	-	
	Total RE Ministry Income	531.00	531.00	2,700.00	20%	-	
Youth Group Ministry Income							
4.100.261	RE Youth Group Fund Transfers IN	-	-	2,880.00	0%	-	
4.100.262	RE Youth Group Fundraising & Gifts	-	-	1,900.00	0%	-	

As of: **November 30, 2018**

% Thru Year:	42%
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Account #	Account Name	Curr Mo Activity	YTD Balance	FY18-19 Budget	YTD %ofBgt	Over Budget	Notes
	Total Youth Group Ministry Income	-	-	4,780.00	0%	-	
Music Ministry Income							
4.100.221	Music Fund Transfers IN	-	-	-	0%	-	
4.100.222	Music Fundraising and Donations	515.00	515.00	1,925.00	27%	-	pie sale
4.100.223	Music Programs Income	-	-	-	0%	-	
	Total Music Ministry Income	515.00	515.00	1,925.00	27%	-	
Program and Misc Income							
4.100.220	Coffee Income	12.12	130.40	540.00	24%	-	
4.100.225	Membership Fundraising and Donations	-	-	-	0%	-	
4.100.240	Interest Income	0.03	0.08	1,020.00	0%	-	
4.100.241	Board Designated Fund Transfers to GF	7,024.00	7,024.00	7,024.00	100%	-	
4.100.242	Building Fund Transfer IN	8,141.92	8,141.92	-	0%	8,141.92	
4.100.251	Social & Envir. Justice Fundraising	200.00	200.00	-	0%	200.00	donation to help cover J Mase III
4.100.255	Common Quest Income	-	-	300.00	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%	-	
	Total Program and Misc Income	15,378.07	15,496.40	8,884.00	174%	8,341.92	
Rentals							
4.100.300	Cell Tower Rental & Elec Reimb	1,226.55	5,937.46	13,800.00	43%	-	
4.100.302	Cell Tower Electricity Reimb True-up	-	-	1,000.00	0%	-	
4.100.305	Rental Income - Single Events	180.00	1,205.00	1,500.00	80%	-	tai chi, recital
4.100.310	Leases Income- Pre School	2,606.00	15,993.00	33,180.00	48%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	-	325.00	1,800.00	18%	-	
	Total Rental Income	4,012.55	23,460.46	51,280.00	46%	-	
	TOTAL GENERAL FUND INCOME	\$ 42,100.24	\$ 191,805.14	\$ 461,734.00	42%	\$ 8,510.10	

GENERAL FUND EXPENSES

Minister Position

5.100.100	Minister Housing Allow Exp	3,500.00	17,500.00	42,000.00	42%	-	
5.100.101	Minister Salary Exp	3,125.00	16,629.00	42,500.00	39%	-	
5.100.105	Minister Cost of Living Adj Exp	-	402.00	3,800.00	11%	-	
5.100.106	Minister Group Term Life Ins Exp	37.13	148.52	460.00	32%	-	
5.100.107	Minister Long Term Disability Ins Exp	84.00	336.00	1,020.00	33%	-	
5.100.110	Minister Retirement Exp	704.00	2,816.00	8,450.00	33%	-	
5.100.115	Minister-FICA Exp	239.00	1,321.00	3,620.00	36%	-	
5.100.125	Minister's Professional Exp	-	8,316.62	6,800.00	122%	1,516.62	
	Total Minister Compensation	7,689.13	47,469.14	108,650.00	44%	-	
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	-	5,000.00	6,500.00	77%	-	
5.100.130	Ministerial Intern Exp	-	-	-	-	-	

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5.100.303	Minister Search Fund Transfers OUT	-	-	-	-	-	
	Total Additional Minister Exp	-	5,000.00	6,500.00	77%	-	
	Total Cost of Minister Exp	\$ 7,689.13	\$ 52,469.14	\$ 115,150.00	46%	\$ -	

Children and Youth RE Ministry

5.100.150	RE Director Salary Exp	5,030.00	25,070.00	60,350.00	42%	-	
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 Cost of Living Adj Exp	-	-	-	-	-	
5.100.158	RE Director FICA Exp	365.56	1,821.99	4,620.00	39%	-	
5.100.160	RE Director Retirement Exp	466.00	1,864.00	5,595.00	33%	-	
5.100.165	RE Director Professional Exp	-	2,656.42	3,500.00	76%	-	
	Total RE Director Compensation	5,861.56	31,412.41	74,065.00	42%	-	
5.100.162	RE Story Time Toddler Teacher Exp	-	-	-	-	-	
5.100.163	RE Nursery Lead Teacher Exp	160.00	860.00	2,200.00	39%	-	
5.100.164	RE Nursery Assistant Exp	84.00	656.00	1,650.00	40%	-	
5.100.168	RE Program Assistant Exp	288.00	760.00	4,100.00	19%	-	
5.100.169	RE Summer Coordinator Exp	-	1,018.00	1,200.00	85%	-	
5.100.170	Childcare Exp	196.00	355.00	800.00	44%	-	
	Total RE Staff Exp	728.00	3,649.00	9,950.00	37%	-	
5.100.151	RE Youth Leadership Development Exp	-	-	-	-	-	
5.100.152	RE OWL Leadership Development Exp	-	-	275.00	0%	-	
5.100.166	RE Leader Training Exp	-	-	-	-	-	
5.100.167	RE Teacher Appreciation Exp	-	-	-	-	-	
	Total RE Training Expense	-	-	275.00	0%	-	
5.100.161	RE Lead Youth Advisor Exp	-	-	1,280.00	0%	-	
5.100.132	RE High School Youth Programs Exp	-	95.99	3,500.00	3%	-	
5.100.136	RE High School Youth Scholarships Exp	-	-	-	-	-	
5.100.227	RE Youth Group Fund Transfers OUT	-	-	-	-	-	
	Total RE Youth Group Expense	-	95.99	4,780.00	2%	-	
5.100.131	RE OWL Programs Exp	-	125.00	400.00	31%	-	
5.100.133	RE Middle School Youth Programs Exp	-	-	-	-	-	
5.100.134	RE Operational Exp	622.22	1,175.14	3,375.00	35%	-	youth advisor stipend paid from this line
5.100.135	RE Middle School Scholarships Exp	-	-	-	-	-	
5.100.171	RE Program Support Exp	-	-	-	-	-	
5.100.172	RE Curricula Exp	100.00	100.00	-	-	100.00	
5.100.225	RE Fund Transfers OUT	-	-	-	-	-	
5.100.229	RE OWL Fund Transfers OUT	-	-	-	-	-	
	Total RE Operations Expense	722.22	1,400.14	3,775.00	37%	100.00	
	Total RE Ministry Expense	\$ 7,311.78	\$ 36,557.54	\$ 92,845.00	39%	\$ 100.00	

Music Ministry

Music Director							
5.100.185	Music Dir Salary Exp	15,698.15	25,774.15	27,800.00	93%	-	Oct, Nov, and final
5.100.186	Music Dir Cost of Living Adj Exp	-	-	-	-	-	

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Account #	Account Name	Curr Mo Activity	YTD Balance	FY18-19 Budget	YTD %ofBgt	Over Budget	Notes
5.100.187	Music Dir Retirement Exp	213.00	852.00	2,560.00	33%	-	
5.100.188	Music Dir FICA Exp	1,200.90	1,971.71	2,120.00	93%	-	
5.100.190	Music Dir Professional Exp	-	2,045.74	2,000.00	102%	45.74	
5.100.200	Music Dir Group Term Life Ins Exp	-	-	-	-	-	
5.100.205	Music Dir Long-Term Disability Ins Exp	-	-	-	-	-	
	Total Cost of Music Director	\$ 17,112.05	\$ 30,643.60	\$ 34,480.00	89%	\$ 45.74	
5.100.193	Music Sunday Service Pianist Exp	375.00	1,875.00	4,950.00	38%	-	
5.100.195	Music Percussionist Exp	300.00	1,500.00	3,750.00	40%	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	255.00	425.00	1,275.00	33%	-	
5.100.198	Music Bassist Exp	200.00	400.00	1,050.00	38%	-	
5.100.199	Music Administrator Exp	-	-	-	-	-	
	Total Other Music Staff	1,130.00	4,200.00	11,025.00	38%	-	
5.100.191	Music Purchase Exp	-	-	-	-	-	
5.100.192	Music Equipment Maint Exp	-	-	600.00	0%	-	
5.100.194	Music Programs Exp	-	-	-	-	-	
5.100.196	Music Council Fundraising Exp	-	-	100.00	0%	-	
5.100.201	Music Equipment Purchase Exp	-	-	-	-	-	
5.100.202	Music Marketing Exp	-	-	-	-	-	
	Total Other Music Expenses	-	-	700.00	0%	-	
	Total Music Ministry Exp	\$ 18,242.05	\$ 34,843.60	\$ 46,205.00	75%	\$ 45.74	
Administrative Staff Support							
5.100.173	Congr Admin Group Term Life Ins Exp	-	-	-	-	-	
5.100.174	Congr Admin Salary Exp	3,630.00	15,543.00	41,140.00	38%	-	
5.100.175	Congr Admin Cost of Living Adj Exp	-	-	-	-	-	
5.100.176	Congr Admin Retirement Exp	330.00	1,100.00	3,740.00	29%	-	
5.100.177	Congr Admin FICA Exp	277.70	1,189.05	3,150.00	38%	-	
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	-	-	-	
5.100.231	Congr Admin Professional Exp	-	-	500.00	0%	-	
	Total Cost Congr Administrator	4,237.70	17,832.05	48,530.00	37%	-	
5.100.180	Bookkeeper Sal Exp Bud	-	-	-	-	-	
5.100.183	Bookkeeper FICA Exp	-	-	-	-	-	
	Total Administration Staff Exp	-	-	-	-	-	
5.100.216	Janitorial/Custodian Wages Exp	-	-	-	-	-	
	Total Other Support Staff	-	-	-	-	-	
Additional Employee Benefits							
5.100.178	Labor & Industries Ins Exp	-	914.20	2,200.00	42%	-	
5.100.182	Employee Assistance Prog Exp	-	-	-	-	-	
5.100.184	Part time Empl FICA SS Exp	57.84	293.38	1,032.00	28%	-	
	Total Additional Employee Benefits Exp	57.84	1,207.58	3,232.00	37%	-	
UU Organizations Dues Expense							
5.100.300	Partner Church Dues Exp Bud	-	-	150.00	0%	-	
5.100.310	UUSC Dues Exp Bud	-	-	-	-	-	
5.100.320	UUA Dues Exp Bud	-	1,605.00	6,420.00	25%	-	
5.100.330	PNWD Dues Exp Bud	-	695.50	2,782.00	25%	-	

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	Total UU Organizations Dues Exp	-	2,300.50	9,352.00	25%	-	
Operational Expenses							
5.100.450	Telephone/Cable/Internet	-	1,125.61	2,700.00	42%	-	
5.100.460	Web Hosting Exp	103.39	103.39	250.00	41%	-	
5.100.470	Web Maintenance Exp Bud	-	-	100.00	0%	-	
5.100.475	Technology Management	-	110.09	1,500.00	7%	-	
5.100.480	Office Expenses	29.17	181.52	1,200.00	15%	-	
5.100.481	Postage Exp Bud	-	215.65	500.00	43%	-	
5.100.482	Printing / Copying	418.81	2,135.92	5,300.00	40%	-	
5.100.483	Constant Contact Email Service	-	416.16	400.00	104%	16.16	
5.100.484	Marketing and Advertising	-	-	-	-	-	
5.100.485	Endowment Fund Transfers OUT	-	-	-	-	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	290.19	1,231.71	5,400.00	23%	-	
5.100.550	Liability Insurance Exp Bud	-	3,702.00	6,500.00	57%	-	
5.100.742	Memorial Expenses	-	-	-	-	-	
5.100.900	Txf's to Operations Reserve Fund	-	-	-	-	-	
	Total Operational Exp	841.56	9,222.05	23,850.00	39%	16.16	
Committees Expenses							
5.100.222	Coffee and Other Kitchen Exp	197.20	478.90	1,157.00	41%	-	
5.100.710	Membership Exp Bud	-	72.00	500.00	14%	-	
5.100.725	Worship Council Expense Budget	-	800.00	3,475.00	23%	-	
5.100.726	AV Tech Expense	480.00	2,400.00	5,960.00	40%	-	
5.100.727	AV Equipment & Maintenance	-	-	300.00	0%	-	
5.100.754	Partner Church Program Exp	-	-	150.00	0%	-	
5.100.755	Orion Expense	-	-	-	-	-	
5.100.756	Social Action Expense	11.17	361.17	250.00	144%	111.17	
5.100.757	Sunday Morning Contrib to Charity	1,319.62	2,445.23	7,500.00	33%	-	
5.100.758	Minister Discretionary Fund	-	570.87	567.00	101%	3.87	
5.100.759	Board Discretionary Fund	-	-	100.00	0%	-	
5.100.800	All Congr Social Events	106.60	221.54	500.00	44%	-	wine for ingathering, members connect food exp
5.100.801	All Congr Retreats and Trainings	(330.00)	(631.54)	2,200.00	-29%	-	beloved conv. Fees added as income here
5.100.829	Common Quest Exp	-	-	150.00	0%	-	
	Total Committees Exp	1,784.59	6,718.17	22,809.00	29%	115.04	
Fundraising Expenses							
5.100.818	Other Major Fundraising Event Exp	-	-	-	-	-	
5.100.819	Raise the Paddle Purchase Exp-GF	-	-	-	-	-	
5.100.820	Auction Expense	1,176.65	2,236.65	8,500.00	26%	-	software, decorations
5.100.821	Rummage Sale Expense	-	-	-	-	-	
5.100.822	Canvass Expense	-	-	-	-	-	
5.100.823	Misc. Fundraising Exp Bud	-	-	-	-	-	
5.100.825	Art and Garden Show Expense	-	-	-	-	-	
	Total Fundraising Exp	1,176.65	2,236.65	8,500.00	26%	-	
Rentals Expenses							
5.100.305	Facilities Rental Exp - single events	-	157.50	900.00	18%	-	

As of: **November 30, 2018**

% Thru Year:	42%
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Account #	Account Name	Curr Mo Activity	YTD Balance	FY18-19 Budget	YTD %ofBgt	Over Budget	Notes
	Total Rentals Exp	-	157.50	900.00	18%	-	
Facility Expenses							
5.100.452	Security Alarm System	-	287.00	500.00	57%	-	
5.100.453	Electricity - SCL	1,442.94	4,232.82	10,500.00	40%	-	
5.100.454	Water/Sewer - SPU	-	604.81	2,500.00	24%	-	
5.100.455	Waste/Recycling/Green	246.22	1,227.89	2,710.00	45%	-	
5.100.456	Gas - PSE	209.38	614.14	5,400.00	11%	-	
	Total Utility Expenses	1,898.54	6,966.66	21,610.00	32%	-	
5.100.650	Loan Debt Service - UUA	3,287.66	16,438.30	39,456.00	42%	-	
5.100.655	Loan Debt Service - PNW Growth Fdtn Exp	659.96	3,299.80	7,920.00	42%	-	
	Total Loan Expenses	3,947.62	19,738.10	47,376.00	42%	-	
5.100.457	Annual City/County/State Fees	-	1,367.94	2,575.00	53%	-	
	Total City/County Fees	-	1,367.94	2,575.00	53%	-	
5.100.451	Janitorial Supplies	130.99	425.44	2,000.00	21%	-	<i>paper towels</i>
5.100.458	Landscaping Exp	-	27.67	300.00	9%	-	
5.100.459	Building Maint Supplies & Small Labor	89.87	699.26	2,500.00	28%	-	<i>light bulbs</i>
5.100.461	Building Capital Reserve Exp-GF	-	-	-	-	-	
5.100.462	Building Maint/Janitorial Txfs OUT	-	-	-	-	-	
5.100.463	Elevator Fund Reserve Exp	-	-	6,000.00	0%	-	
5.100.471	Janitorial Service	630.00	3,150.00	8,000.00	39%	-	
	Total Repair and Maintenance	850.86	4,302.37	18,800.00	23%	-	
	Total Facility Exp	\$ 6,697.02	\$ 32,532.57	\$ 91,261.00	36%	\$ -	
<hr/>							
	TOTAL GENERAL FUND EXPENSES	\$ 48,038.32	\$ 195,919.85	\$ 461,734.00	42%	\$ 276.94	
	Income less Expenses	\$ (5,938.08)	\$ (4,114.71)	\$ -		\$ 8,233.16	

As of: November 30, 2018				
Fund Acct	Fund Balances	Curr Balance	Mo. Change	Notes/Explanation
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	(300.00)	
3.303.100	Minister Search Fund Balance	3,946.58	-	
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	-	(7,024.00)	
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	262.53	(28.00)	
3.355.100	WSUU Sponsored Events Balance	314.24	-	
3.360.100	Youth Group FB	4,904.24	-	
3.370.100	OWL Fund Balance	940.10	-	
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	620.00	-	
3.835.100	Community Meal Trust Fund Balance	369.87	-	
Total Dedicated Funds		\$ 19,535.57	\$ (7,352.00)	

SCU MONEY MARKET	
Opening Bal - Building Fund	\$ 87,391.76
Opening Bal - Elevator Fund	57,907.35
Opening Bal - Operations	41,393.65
Total Opening Balance	\$ 186,692.76
Inflows - Building Fund	-
Outflows - Building Fund	(8,141.92)
Inflows - Elevator Fund	-
Outflows - Elevator Fund	-
Inflows - Operations	-
Outflows - Operations	(21,858.08)
Interest Earned YTD - Bldg	389.47
Interest Earned YTD - Elev	-
Interest Earned YTD - Oper	-
SCU Money Market Total:	157,082.23
Building Fund (SCU)	79,639.31
Elevator Fund (SCU)	57,907.35
Total Building Funds	137,546.66
Operations Funds (SCU)	19,535.57
- Dedicated Funds	(19,535.57)
= Operations Savings	-

INTERIM MINISTER'S BOARD REPORT

December 16, 2018

Happy holidays to us all and all those in our circles,

What an intense summer and autumn it has been. I read that years like this one come along once or twice in a generation. One hopes...

My report will be short this month. My only excuse is that we've had a lot of email conversations that really would be my report. So, here's a summary:

1. Right Relations Team: The Finney's, Liz Berggren, and Moreah Vestan will all be involved with the Restorative Circles in the new year. I believe their participation will be valuable and it will also be good training. We plan to take a webinar recommended by the region that can complement the training Jennifer will do as well.
2. Worship Team: Chris Darnell, Ali Yeates, and Jennifer Disotell are doing very well, I think, as service leaders. They have distinct styles and seem very comfortable with their roles – we will be doing some training on the 'what ifs' of Sunday services...say, fire alarm goes off. Someone needs to use the defibrillator...power goes out...things like that. No praise service in January at request of Marion Kee. We're thinking of something light like a service on lullabies on that Sunday.
3. Pastoral Care: I have focused much more of pastoral care for my remaining time here. I started that after Mark retired. The Pastoral Associates are wonderful responders and I think we work well together. I'll mention two visits. One was to Craighton Depew. He's doing well though lower back pain has him temporarily in a wheelchair. Says hello to all. Second one was to visit JJ at her new place on 35th. Getting used to being in a different space given her sight limitations. Saw her and Larkie at church today, too.

I'm going to take Christmas Day off and drive down to Eugene for a meal of some sort and with who knows how many people at Debra's. I'll be back the next day.

I may have some verbal comments but I know the agenda is a full one. I don't want to infringe on that.

Bows and much metta to us all,

Alex

Administrator Report to Board December 2018



Happy holidays to each of you. Thank you for sharing your gifts of time, heart, wisdom and courage with our beloved community. You are all a gift to us.

Action item: Decide if Westside will cover the employee contribution to the new WA State Family and Medical Leave Insurance. Because we are a small business/non-profit we are not required to pay the employer portion. We can either deduct .25% from employee's gross pay or contribute that amount for them. Estimated monthly expense of \$45. I will be educating employees about the new benefit at an upcoming staff meeting.

Sunday Morning Attendance

Date	Speaker	Attendance
11/18/18	Alex	91
11/25/18	Alex	101
12/2/18	Alex + new member ceremony	91
12/9/18	Shelby	111

Membership: No changes from last month – 210 members

Congregational Dues – upcoming change. In 2019 the UUA and PW region will shift from basing annual dues on membership numbers to a percent of budgeted operating expenses. The formula is 6.75% of reported operating expenses. They are giving us a few breaks for the first years due to high cost of living in our region and high expense per member ratio. The bill for 2019 is \$20,671 this compares to the \$18,792 assessed for the current year. I'm including the letter from the UUA with this report.

Lift Construction and Sweet Pea – Patti McCall and I will meet with Sweet Pea head of school and site administrator in the coming weeks to establish a good channel of communication around impacts of the project on our resident preschool.

Duwamish Display in Social Hall – Leilani and Soph Davenberry have donated some posters and other materials about the Duwamish Tribe. We will create a display in the social hall and keep it in place for two months. It would be great for the board to send a thank you.

In loving community,

Shannon

December 12, 2018

To: WSUU Board Members

From: Cynthia Westby, DRE

I wish everyone a December of ease, peace, and joy. I am glad so many congregants read and were served by my November column on “Growth-full Grieving.” I appreciate all the positive feedback, and it is always nice to find out people are reading the news ☺. Here is my Board Report for December 2018.

Family Christmas Eve Service: A very big project these past weeks has been putting together a revised, adapted pageant for the Family Christmas Eve service to be held at 4:30 on Monday, December 24th. I have six children who will be in speaking roles and all children who show up will have the opportunity to wear a costume and participate in our pageant. I have worked with Lisa Maynard and Alex and this year’s family service will be beautiful, adorable, and touching. I look forward to seeing our families and friends there!

The nursery will be closed on December 23 and 30th. We will not hold RE classes on those two dates. Our volunteers and staff will be joining their families for the holiday and school break. This is a time when families spend time together and attendance is zero or close to zero and volunteers are unavailable. We wish everyone a wonderful time with friends, families and themselves (may you find moments of relaxation and beauty) over this period of time.

Chalice Chapels: For the month of December we held Chalice Chapels each Sunday. These Sundays were holidays and/or school breaks which always means that our RE attendance drops. This year’s Chalice Chapels are focused on Spiritual Practices and are held for children ages 6-12 years old. Younger children attend the nursery class which is geared especially for a broader age range (up to 5 year olds) on these Sundays. On December 2nd Matt Aspin led a Chalice Chapel focused on Prayer and Meditation. The children each got to create a meditation jar to take home and use for meditation (essentially something along the lines of a snow globe – to watch the glitter settle and the mind calms as you do). On December 9th I led a Chalice Chapel focused on “What is Holy?” and each child had an opportunity to share with the rest of the class what matters, is special and feels, therefore, holy to them. It was lovely.

RE Classes will resume on January 6th for all grades with the addition of a 4th-5th grade OWL (Our Whole Lives) 8-week class also beginning on January 6th. I have been working on curriculum and preparing for these classes. If anyone is interested in participating in RE – as an RE assistant teacher or helper in other ways, please let me know! We would love to have you join in the fun!

RE Attendance: Attendance figures for September-December 9th are:

Class	Sept			Oct				Nov				Dec	
First	16	23	30	7	14	21	28	4	11	18	25	2	9
Nursery	0	2	1	1	1	3	2	2	5	4	1	4	3
K-1	-	-	4	4	2	6	5	4	-	-	-	-	-
2-5	-	-	10	10	4	12	5	7	-	-	-	-	-
4-5 OWL	-	-	-	-	-	-	-	-	-	-	-	-	-
6-8	-	-	-	3	2	5	5	3	-	-	-	-	-
HSYG	-	-	8	-	5	4	-	4	9	-	-	3	4
Chalice Chapel/AllGen	13	9	-	-	-	-	-	-	12	19	9	8	12
Daily Total	13	11	23	18	14	30	17	20	26	23	10	15	19

Youth Group is led by lead youth advisor, Simon Knaphus, and four other youth advisors: Amy Hance-Brancati, Julie Forkasdi, Laura Strand, and Mateo Chavez. They meet most Sunday evenings. The group is small, but close. The space is one in which they can each thoughtfully express and explore themselves and the world they live in. The holiday crunch for our very busy youth has impacted attendance and meetings in December. Sunday, December 16th they will hold their annual Solstice Party (rainbow elephant gift exchange, music and games).

Simon has been setting up visits to other places of worship, which is the youth group's focus this year. They will visit a Quaker meeting in January and hope to visit a Zen Buddhist Center in February. They want to visit other places of worship and are juggling this along with the need to plan and prepare for the March 17th Youth-Led Service. They usually attend Youth Speaks, held on the first Sunday of the month – an open mike. Many of our youth are interested in going to GA and they are brainstorming fundraising for this.

Nursery: Ivy Ficarro and Julie Vance have been acting as our main nursery teachers with Evan Whitmore and Claire Bucklew rotating in as youth nursery teachers, and Ellie Dunn available as a backup substitute teacher. This has been working beautifully. This team is also our group from which we draw our childcare folks when we offer childcare during WSUU events.

RE Council: On December 2nd the RE Council held its December meeting. Their December Soup Lunch raised \$581.83 under the awesome direction of Nola Balch and Amy Hance-Brancati as well as the day-of incredible efforts of all the soup makers, dish washers, and everyone else whose helping hands made this event run so smoothly! There was a large crew of children helping which made that morning's soup lunch particularly heart-warming. The next soup lunch will be Sunday, February 17th from

12:30-2:30 pm. The next RE Council meeting will be Sunday, January 13th from 12:30-2:30 at church.

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 February 2019 with most slots after that day already taken through June 9th!