

MINUTES
MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN
UNIVERSALIST CONGREGATION JULY 19, 2017

The meeting took place in the Westside office and started at 7pm. Present were board members Patti McCall, Allan Lang, Jill Jackson, Jean Mendel, Judi Finney and David Cycleback, along with Congregational Administrator Shannon Day.

The June minutes were accepted as written and will be posted on the Westside website

MINISTER'S REPORT (attached)

The board discussed the minister's report. It was decided that Westside will follow the standard procedures in selecting the next candidate, including involving the UUA representative in the process. It will be up to the search committee to pick the candidate.

There was discussion about meeting and interviewing the potential new intern minister, Margo Rinehardt from Seattle University, to make sure she will be a good fit. This is all part of Westside being an educational congregation. Staff and leaders from WSUU have made appointments to meet with Margo, including Patti McCall, Laura White, Lisa Reitzes, Shannon Day and Mark Newton.

DRE REPORT (attached):

Cynthia is having trouble getting enough volunteer teachers for RE.

TREASURER'S REPORT (attached)

Allan addressed the treasurer's report and represented the finance committee. Things are going well financially, including with a high percentage of member pledges.

We discussed what to do with the budget surplus. We will likely move money from Umpqua Bank to Sound Credit Union to get a better return. The checking account will stay at Umpqua, but with less money-- again to get a better return.

Allan reported on the Finance Committee's recommendations for the Budget Surplus. The surplus was \$12,996 and will be distributed as follows:

\$318 to Music Fund as they exceeded fundraising goal

\$1500 to RE Fund as they, too, exceeded fundraising goals
\$1497 to Youth Group Fund who also exceeded fundraising goals
\$3210 to UUA to pay balance of 4th Quarter Dues
\$1391 to PNW Region to pay balance of 4th Quarter Dues
\$5480 Balance of the surplus will be contributed to the Minister Search Fund

There was discussion of Alex's discretionary fund, including where the money should be placed (separate checking account, other). The money is spent at the minister's discretion, but cannot be used on himself. The account will be audited annually by the treasurer or member of the finance committee. The money usually comes from specifically designated weekly offerings, but it has yet to be decided when.

Jean suggested the setting up of board discretionary fund of \$1,000 to cover board expenses that have been being paid out of board members' pockets. Allen suggested that this money come from the undesignated donations funds. This was passed unanimously. This discretionary fund will appear in future treasurer's reports.

A brief discussion followed about the monthly Housing/Salary Split of Alex Holt's salary. Jill made the following motion: "The WSUU Board will change Interim Minister Alex Holt's monthly housing and monthly housing split so that \$3500 is allocated for housing expenses and \$3540 is allocated for salary." Judi seconded the motion and it was unanimously passed.

STEWARDSHIP REPORT (attached)

There was discussion concerning non-paying/non-participating congregation members. Non-participating/non-paying members will be removed from the rolls for numerous practical reasons. This includes that Westside is charged UUA dues per member, and there is the potential for not being able to meet the required quorum for congregational votes. Shannon said she has sent letters to these people.

Next year's Stewardship Committee Members will be Alan Mendel and John Monahan, Co-Chairs; Shelby Greiner; Tracy Burrows; and Marion Kee.

AUCTION REPORT:

Judi addressed next year's auction. She reported that several members of last year's Auction Committee will be acting as mentors for the new committee, but they are having a difficult time finding someone to chair the committee. It will be imperative to have a

new committee in place by September 2017. Shannon reported that February 3, 2018 has once again been reserved for the auction at Brockey Center at South Seattle College.

OTHER TOPICS:

There was discussion of the upcoming board retreat on August 26th at Patti's home, and who will facilitate. There are different possible facilitators, and they will be contacted to see who is willing and available.

It was decided that there will be an upcoming communications committee meeting to address consistency in branding and related public relations.

There was discussion about the social hour food and coffee volunteering, It is important to make sure there are enough volunteers and that things are properly cleaned up and inventoried/checked.

Ingathering will be Saturday, September 16th from 5-8 pm. Set up will begin by 3 pm. Shannon pointed out there is a \$350 budget for Ingathering Expenses. Patti reminded everyone that it will be "all hands-on deck" for this event – we need all of the Board to help out.

As transparency with the congregation is one of the board's goals, Patti and Jill reported on a plan to further increase transparency. At the end of the Board meeting, those present will decide on bullet points about decisions made and important notes we want to share with the community. These will be published in an upcoming UU enews.

Thank you notes picked and signed by the board.

The meeting was ended at 9pm

INTERIM MINISTER'S REPORT TO BOARD OF TRUSTEES

July 16, 2017

Dear new and returning board members,

Welcome to the continuing adventure of Westside UU as we have that summer pause before we begin the next two years of work together. I am writing this report in Sundance, Wyoming early Sunday morning after leaving DC on Thursday. As some of you know I have been on a cross country road trip that I decided to conclude more quickly than anticipated. I mentioned why in this week's e-news and it involved a very serious situation involving Debra's Zen teacher Ejo McMullen-osho and his family in Eugene. One of the daughters is 17 and was diagnosed with leukemia several months ago. Treatment went well but this last week she had a stroke and heart failure. She is still alive but the prognosis is very guarded as of this morning. This is all very hard for the Buddhist community and Debra as you might imagine so it's the main reason I am returning home quickly. I will still be on vacation until the end of July but will be staying close to home and to Eugene.

Several of us were at General Assembly. I hope that Jill, Steve, Cecelia, Viveca and John, and Cynthia can all report on what they have learned.

Patti noted in her first column this week about the mission statement for Westside and how it may shape the year ahead. I had spoken to several of my interim colleagues who have done three-year interims and they also suggested using the mission as a focal point of work together.

What did they suggest in this case since this isn't a typical three-year interim ministry (it was supposed to be just one year but now two more).

It helps that we have been together for a year already and have a good working partnership underway. They suggest a 're-start' of the Five Developmental Tasks: coming to terms with the past, leadership development, identity, relationship with

the UUA, and commitment to the future. Some of this work is already underway and I believe that Tandi Rogers will use more of the leadership and mission model when she gives a workshop on September 30 followed by a Sunday service on October 1. Patti noted that **“I can imagine financial stability; enhancing communication; engaging long-term and new members; and supporting our leadership will be on our list.”**

Patti also noted that this year is time for a bit of a break. I agree. One question I’d invite you to ponder is this: what is the new normal for Westside this coming year? You’ve been through a tremendous amount of change in recent years (let’s say at least the last 5 years) and a year of no search process, ministerial stability, a vibrant staff, an excellent membership committee – all these and more can help give a sense of respite to the congregation.

Here are a couple of other things to think about as we prepare for the coming year: It seems to me that some of the shape of a program size congregation is in place at Westside with your Councils (RE, Social Justice, Worship and Music). RE and Worship are strong and working well. Social Justice is going through a new stage of development thanks to the work of Tracy and others; the Music Council is at this stage in a newly evolving shape. The Leadership Assembly has much potential but it seems to me that it needs more support in this coming year. Westside isn’t quite at the Program size population (at least 50 volunteers active at most times) and so programs will need to develop based on membership and other growth. This summer we are interviewing a potential intern minister – Margo Rinehart – who is at Seattle U. Several staff and lay leaders are meeting with Margo to assess whether she and Westside can work well together in her educational process. I believe that the internship process was slightly less formal in the past; I want it to become more formalized this year to prepare for your future role as a teaching congregation.

This brings up one more concern on my part. There’s been some wondering out loud about having one of your several ministerial candidates as a future ministry

candidate in two years. I would strongly recommend against any of your past or current ministry candidates considered for the settled minister position. I have no doubts they would all do well BUT such a decision would put them and you in a very awkward position.

The new minister would be remembered for their lay experience and their friendships at Westside.

There would be a temptation to continue friendships as in the past.

More importantly the new minister wouldn't have the experience of learning ministry in a whole new congregation. There would be unconscious expectations on all sides about how the minister and congregation would work together based on the past.

In short: it's not a good idea for especially a newer minister to return to their 'old' congregation nor is it a good idea for Westside to have a new settled minister just entering the vocation and all its minefields.

We can talk more about this and any other issues in August. I will not be at this coming meeting but wish you all well in this new year of work. I look forward very much to working with you all.

On the road again this morning to Missoula and then Seattle on Monday.

Respectfully submitted,

Alex Holt, Interim Minister

Administrator Report to Board July 2017

June was full of many fiscal year end tasks. I'm thrilled that we have ended the year so strong financially. I have sent letters out for unpaid 2016-17 pledges and will be sending a second letter from membership/stewardship soon to those who have not yet pledged inquiring about interest in continuing membership. This could lead to a drop of about 28 folks who are on our books but not engaged. This number is high as we didn't go through with this process last year.

Summer Office Hours- I will be taking off the remainder of Mondays in July for vacation.

Communications – I'm thrilled to have some help managing our Facebook presence. Kathy Rawle has been posting some great photos. We need to check in about not using photos of past staff or changing any logos which I will do at the next communications meeting.

Combined Fund Drive of WA – We are now registered with the CFD of WA and can receive donations from state employees participating.

Welcome surprise from PCC – we received a surprise check from PCC for \$800 for our participation in the scrip program. They honored purchases that have been made with our cards over the past few months. Lovely!

Volunteer Spot Filled- I'm also thrilled that Jerry Halsey has accepted the role of chief money counter! It is a great fit for him and he is happy to help out. Halleluia!

Janitorial Services –Jones Boys are now cleaning the whole building. We have arrived!

Rentals – No new rentals to report.

Membership – 230. This is up 3 since my last report. Leah LaCivita has officially joined and shifted from pledging friend to member and we have welcomed Liz Goodwin and her partner Mary Dzieweczynski and their children.

Sunday Service Attendance –

Date	Speaker	Attendance
6/25/17	Joe Rettenmaier	69
7/2/17	Alex	89
7/9/17	Poetry Service	80

In Community,

Shannon

July 13, 2017

To: WSUU Board Members

From: Cynthia Westby, DRE

Welcome new board members! I'm looking forward to working with you all this year! Here is my Board Report for July 2017.

Summer RE Program: June was extremely busy and very full. The RE Program on Sundays quieted down after June 18th when we began our summer classes. I went to GA for that week. Cheryl has been in Atlanta since June 18th to be with her dying mother who passed away on Saturday, July 8th. She will return on July 23rd. We all send her our support and care during this very difficult time. The RE Council kept things going when the two of us were away. I made changes to the summer plans when Cheryl realized she needed to suddenly leave and all went very well.

We are offering two classes during the summer months. One class is held in the nursery for children under 5 years of age. One RE class is held for children between the ages of 5 and 12. Attendance, as always in the summer, has been lower than during the regular RE year as families go away on vacation or simply enjoy the fabulous Seattle weather. On June 18th, for Father's Day, we offered, in the older children's class, an opportunity for the children to create framed color photographs of themselves (we took their photo and then had them decorate frames for those photographs) for their parent. On June 25th Amy Hance-Brancati and Nola Balch taught improvisation, games and fun exercises. On July 2nd Mia Shaunessy taught about creatures with the same description but different names and lives. On July 9th I taught about our names and their origins and gave each child an opportunity to tell the story of their name or the name of a pet. This Sunday, July 16th, David Edwards (an RE Council member) will lead the older children in an orienteering class (a field trip to Solstice Park) with my assistance. Here is attendance for the summer thus far:

Summer 2017

Date	6/18	6/25	7/2	7/9
Student Count	6	16	12	7

General Assembly: I found my first GA to be a powerful, inspiring experience. My biggest take-away from the many workshops and conversations I had at GA, is how vital guidance is and will be for me, for many of us who are white, to perceive beyond our bubbles – to realize, see, the water we are swimming in. I attended a day-long LREDA Professional day run by the Center of Ethical Living and Social Justice Renewal. They promote social, economic, environmental and racial justice in New Orleans. Rev. Deanna Vandiver, Adrien Ysaye McElroy, and Sana Shiya ran this day-long focused on racism and white supremacy. One of the questions I found most compelling was “Are the things that your congregation does that make you feel you are a welcoming and affirming congregation, welcoming and affirming to people of color?” At GA I attended all three workshops led by Robin DiAngelo, a white Seattle author, academic and lecturer who has written several books including “What Does it Mean to be White?” Her GA lecture topics were: 1) “What does it mean to be white?” 2) “White Fragility?” and 3) “The Role of White Silence in Racial Dialogues.” All were powerful, with illuminating exercises for the entire group to experience one-on-one with a partner to begin to notice the water we are swimming in. These exercises asked those of us who were white to notice, see, through the guidance of the questions and Robin’s explanations, our unconscious narrative about race. Her website has these questions on her resource page: <https://robindiangelo.com/resources-2/>. I attended a workshop with the Bellevue Washington, Eastshore UU staff - DRE Aisha Hauser, Rev. Elaine Pereshuka, and Director of Finance and Operations Jason Puracal Their focus was on: “Transitions: How We Are Is Who We Are.” They have developed collaborative leadership at Eastshore shared their experience with us. I attended a workshop on “Intent vs Impact: Identity, Culture and Civility” with Rev. Anya Johnston (who has been a guest service leader here) and others which was focused on what it means to move beyond safe space into brave space. Very powerful and inspiring. I also attended an interesting workshop, because of my interest in stories, on “Empowering Memories: Oral History as Acts of Resistance” led by staff from Leadville Lombard Theological School (Chicago). The WARE lecture with Bryan Stevenson (author of “Just Mercy”) was deeply moving and extremely impactful. His call to get uncomfortable and proximate was profoundly compelling. There is a lot to reflect on and a lot I intend to bring to RE as best I can.

STEWARDSHIP REPORT

7-15-2017

2016-17

We have collected pledges in the amount of \$303,959 which is 98% of our goal of \$308,000 for the 13 month year. We are still pursuing some uncollected pledges and expect to receive some additional funds which will become income for 2017-18.

2017-18

We set a goal of \$290,000 and have received pledges in the amount of \$290,167 from 149 pledge units, mostly members but also some friends. We have 31 pledge units who have not yet pledged for this year. They have been contacted but have not responded. They will be contacted again in early August by a letter from this committee and the Membership Committee emphasizing the requirements for membership and asking if they wish to continue as members.

Stewardship committee members for this year are Alan Mendel and John Monahan, Co-Chairs, Shelby Greiner, Tracy Burrows, Marion Kee, Elena O'Neill, and Jim Schlough.

Our first meeting for this year will be on September 21.

As of: June 30, 2017

BANK ACCOUNT BALANCES	Current Mo.	Prior Mo.	Change
Operations Checking #7545	\$ 38,160.59	\$ 47,866.53	\$ (9,705.94)
<u>Operations Savings #2060</u>	<u>7,107.01</u>	<u>7,106.84</u>	<u>0.17</u>
Funds for Operations	\$ 45,267.60	\$ 54,973.37	\$ (9,705.77)
Building Fund Chkg #2052	\$ 8,172.68	\$ 8,668.13	\$ (495.45)
Building Fund Savings #2078	78,753.91	78,751.97	\$ 1.94
<u>Elevator Fund Savings #5261</u>	<u>42,808.22</u>	<u>40,806.53</u>	<u>2,001.69</u>
Building Funds	\$ 129,734.81	\$ 128,226.63	\$ 1,508.18

BUDGET SUMMARY	% thru Year: 100%		YTD Budget	%	+ / (-)
	YTD	%			
Income					
Pledges	\$ 303,959	98%	\$ 308,600	100%	\$ (4,641)
Other Donations	45,666	132%	34,600	100%	11,066
Fundraising	68,759	111%	62,000	100%	6,759
Merchants Income	4,926	112%	4,400	100%	526
Program & Misc Income	25,497	122%	20,973	100%	4,524
<u>Rentals</u>	<u>56,287</u>	<u>99%</u>	<u>56,666</u>	<u>100%</u>	<u>(379)</u>
Total Income	\$ 505,093	104%	\$ 487,239	100%	\$ 17,854
Expenses					
Ministry	\$ 131,228	98%	\$ 134,499	100%	\$ (3,271)
Religious Exploration	86,981	100%	87,255	100%	(274)
Music	64,222	106%	60,853	100%	3,369
Admin Staff Support	52,701	103%	51,052	100%	1,649
Add'l Employee Benefits	3,258	81%	4,040	100%	(782)
Dues	13,953	99%	14,140	100%	(187)
Operations	23,730	92%	25,678	100%	(1,948)
Committees	20,025	99%	20,192	100%	(167)
Fundraising	12,196	132%	9,250	100%	2,946
Rental Expenses	1,088	135%	805	100%	283
Utilities	22,622	115%	19,720	100%	2,902
Loans	53,176	101%	52,618	100%	558
Fees	2,270	111%	2,050	100%	220
<u>Repair & Maintenance</u>	<u>4,645</u>	<u>91%</u>	<u>5,087</u>	<u>100%</u>	<u>(442)</u>
Total Expenses	\$ 492,098	101%	\$ 487,239	100%	\$ 4,859
Overall YTD Results vs. Budget:	Ahead! --->				\$ 12,996

BALANCE SHEET REPORT	
Assets	
Church Building & Land (book value)	\$ 1,031,624
Cash - Operations Funds	45,468
Cash - Building Funds	129,735
Other Assets	25,160
Total Assets	\$ 1,231,987
Liabilities	
Loan fm UUA	\$ 471,334
Loan fm Pacific Northwest Growth Fdtn	71,037
Other Current Liabilities	22,478
Dedicated Fund Balances	12,120
Total Liabilities	\$ 576,969
Congregational Equity	
Beginning of FY Equity	608,329
<i>YTD Change in Equity</i>	<i>46,688</i>

- Savings on Moving Expenses, FICA
- Music Retreat (not in budget, +\$3K to both Inc & Exp)
- Paid 3/4 dues
- Greater expenses for Garden Fair & Auction
- Electricity billing

13-Month Detailed Treasurer's Report

As of: **June 30, 2017**

% Thru Year:	100%
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Account #	Account Name	Curr Mo Activity	YTD Balance	13-Mo Budget	YTD %ofBgt	vs. Budget	Notes
GENERAL FUND INCOME							
Pledging							
4.100.100	Pledges - Current Year Income	19,113.81	299,058.98	305,000.00	98%	(5,941.02)	<i>Nice Finish</i>
4.100.105	Pledges - New Member & Additional	-	-	-	0%	-	
4.100.110	Pledges - Prior Year Income	-	4,900.00	3,600.00	136%	1,300.00	
	Total Pledges	19,113.81	303,958.98	308,600.00	98%	(4,641.02)	
Other Donations							
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	-	5,875.00	6,300.00	93%	(425.00)	
4.100.140	Contributions - Sunday WSUU	1,240.96	18,928.86	17,333.00	109%	1,595.86	
4.100.141	Contributions - Sunday WSUU Minister Discretion	-	-	-	0%	-	
4.100.142	Contributions - Sunday WSUU Kitchen/Hospitality	-	-	-	0%	-	
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	-	0%	-	
4.100.150	Contributions Sunday Charities	598.47	7,829.12	8,667.00	90%	(837.88)	
4.100.155	Endowment Fund Transfers IN	-	-	-	0%	-	
4.100.160	Special Gifts & Campaigns	-	13,032.84	2,300.00	567%	10,732.84	
	Total Other Donations	1,839.43	45,665.82	34,600.00	132%	11,065.82	
	Total Pledge and Other Donations	\$ 20,953.24	\$ 349,624.80	\$ 343,200.00	102%	\$ 6,424.80	
Fund Raising							
4.100.245	Auction Income	-	42,032.90	42,000.00	100%	32.90	
4.100.247	Raise the Paddle Income	-	14,849.00	12,000.00	124%	2,849.00	
4.100.243	Other Major Fundraising Event	-	-	-	0%	-	
4.100.249	Art & Garden Show Income	-	8,809.51	6,500.00	136%	2,309.51	
4.100.250	Rummage & Book Sale Income	-	2,660.00	1,000.00	266%	1,660.00	
4.100.257	Misc. Fundraising Income	-	408.00	500.00	82%	(92.00)	
	Total Fund Raising Income	-	68,759.41	62,000.00	111%	6,759.41	
Merchants Income							
4.100.200	PCC Scrip GF Income	824.37	2,525.62	2,000.00	126%	525.62	<i>one last surprise check!</i>
4.100.210	E Scrip GF Income	4.29	59.86	200.00	30%	(140.14)	
4.100.211	Amazon Rebate Income	220.20	2,340.07	2,200.00	106%	140.07	<i>nice finish!</i>
	Total Merchants Income	1,048.86	4,925.55	4,400.00	112%	525.55	
Program and Misc Income							
4.100.220	Coffee Income	19.20	826.34	1,275.00	65%	(448.66)	
4.100.221	Music Fund Transfers IN	-	732.47	-	0%	732.47	
4.100.222	Music Fundraising and Donations	(2,000.00)	4,818.40	4,500.00	107%	318.40	<i>Elizabeth Alexander donations returned</i>
4.100.223	Music Programs Income	-	2,694.75	-	0%	2,694.75	<i>- see 5.100.194</i>
4.100.240	Interest Income	0.17	10.95	10.00	110%	0.95	
4.100.241	Board Designated Fund Transfers to GF	-	2,495.06	2,495.00	100%	0.06	
4.100.242	Building Fund Transfer IN	-	-	-	0%	-	
4.100.251	Social & Envir. Justice Fundraising	-	-	500.00	0%	(500.00)	
4.100.255	Common Quest Income	-	395.00	500.00	79%	(105.00)	
4.100.256	RE Non-Member Fees	-	-	-	0%	-	
4.100.258	RE Fund Transfers IN	-	1,294.50	1,310.00	99%	(15.50)	
4.100.259	RE Fundraising & Donations	100.00	2,999.95	1,500.00	200%	1,499.95	<i>donation for diverse books</i>

13-Month Detailed Treasurer's Report

As of: **June 30, 2017**

% Thru Year:	100%
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Account #	Account Name	Curr Mo Activity	YTD Balance	13-Mo Budget	YTD %ofBgt	vs. Budget	Notes
4.100.260	OWL Registration Fees	-	-	-	0%	-	
4.100.261	RE Youth Group Fund Transfers IN	-	-	-	0%	-	
4.100.262	RE Youth Group Fundraising & Gifts	-	3,546.81	2,450.00	145%	1,096.81	
4.100.263	OWL Fund Transfers IN	-	4,250.00	4,250.00	100%	-	
4.100.264	RE Coming of Age Program Fees	-	-	750.00	0%	(750.00)	
4.100.265	Ministerial Intern Inc	-	-	-	0%	-	
4.100.266	Help for Members Fund Transfers IN	-	-	-	0%	-	
4.100.267	Minister Search Fund Transfers IN	-	832.55	833.00	100%	(0.45)	
4.100.268	Web Development Fund Transfers IN	-	600.00	600.00	100%	-	- see 5.100.470
4.100.270	Building Maintenance/Janitorial transfer IN	-	-	-	0%	-	
Total Program and Other Income		(1,880.63)	25,496.78	20,973.00	122%	4,523.78	
Rentals							
4.100.300	Cell Tower Rental & Elec Reimb True-up	1,137.78	14,791.14	14,794.00	100%	(2.86)	
4.100.302	Cell Tower Electricity Reimb True-up	-	927.65	344.00	270%	583.65	
4.100.305	Rental Income - Single Events	310.00	4,615.00	5,500.00	84%	(885.00)	sound bath, tai chi, recital add on
4.100.310	Leases Income- Pre School	2,606.00	33,878.00	33,878.00	100%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	135.00	2,075.00	2,150.00	97%	(75.00)	
Total Rental Income		4,188.78	56,286.79	56,666.00	99%	(379.21)	
TOTAL GENERAL FUND INCOME		\$ 24,310.25	\$ 505,093.33	\$ 487,239.00	104%	\$ 17,854.33	

GENERAL FUND EXPENSES

Minister Position

5.100.100	Minister Housing Allow Exp	3,000.00	37,500.00	38,500.00	97%	(1,000.00)	
5.100.101	Minister Salary Exp	4,004.17	53,043.70	55,920.00	95%	(2,876.30)	
5.100.105	Minister Medical Ins Exp	836.95	3,777.30	-	-	3,777.30	
5.100.106	Minister Group Term Life Ins	37.13	434.61	350.00	124%	84.61	
5.100.107	Minister Long Term Disability Ins	84.00	938.00	707.00	133%	231.00	
5.100.110	Minister Retirement Exp	700.00	8,369.28	9,066.00	92%	(696.72)	
5.100.115	Minister-FICA Offset	378.68	5,355.08	7,306.00	73%	(1,950.92)	
Total Minister Compensation		9,040.93	109,417.97	111,849.00	98%	(2,431.03)	
5.100.102	Interim Minister Moving Expenses	-	5,449.68	6,300.00	87%	(850.32)	
5.100.120	Minister's Sabbatical Exp	-	-	-	-	-	
5.100.125	Minister's Professional Exp	-	5,860.62	5,850.00	100%	10.62	
5.100.126	Minister Installation	-	-	-	-	-	
5.100.127	Minister Economic Impact Support	-	-	-	-	-	
5.100.128	Minister Search Expenses	-	10,500.00	10,500.00	100%	-	
5.100.130	Ministerial Intern Expense	-	-	-	-	-	
5.100.303	Minister Search Fund Transfers OUT	-	-	-	-	-	
Total Additional Minister Exp		-	21,810.30	22,650.00	96%	(839.70)	
Total Cost of Minister Exp		\$ 9,040.93	\$ 131,228.27	\$ 134,499.00	98%	\$ (3,270.73)	

Children and Youth RE Ministry

5.100.150	RE Director Salary Exp Bud	4,950.00	64,100.00	64,100.00	100%	-	
5.100.155	RE Director Medical Ins Ex Bud	-	-	-	-	-	

13-Month Detailed Treasurer's Report

As of: **June 30, 2017**

% Thru Year:	100%
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Account #	Account Name	Curr Mo Activity	YTD Balance	13-Mo Budget	YTD %ofBgt	vs. Budget	Notes
5.100.153	RE Director Group Term Life Ins Exp	-	-	-	-	-	
5.100.154	RE Director Long Term Disability Ins Exp	-	-	-	-	-	
5.100.160	RE Director Retirement Exp	-	458.33	433.00	106%	25.33	
5.100.158	RE Dir FICA SS Exp Bud	378.68	4,903.71	4,912.00	100%	(8.29)	
	Total RE Director Compensation	5,328.68	69,462.04	69,445.00	100%	17.04	
5.100.165	RE Director Professional Exp	1,769.45	3,637.71	3,500.00	104%	137.71	over by 137.60 - should we ask for reimb.?
	Total RE Director Other Expenses	1,769.45	3,637.71	3,500.00	104%	137.71	
5.100.161	RE Lead Youth Advisor	-	-	-	-	-	
5.100.162	RE Story Time Toddler Teacher	-	-	-	-	-	
5.100.163	RE Nursery Lead Teacher	200.00	2,230.00	2,240.00	100%	(10.00)	
5.100.164	RE Nursery Assistant	135.00	1,311.13	1,450.00	90%	(138.87)	
5.100.168	RE Teacher Support Coordinator	465.00	3,698.00	3,930.00	94%	(232.00)	
5.100.169	RE Summer Coordinator	-	-	-	-	-	
5.100.170	Childcare Exp	35.00	458.34	840.00	55%	(381.66)	
	Total RE Staff Exp	835.00	7,697.47	8,460.00	91%	(762.53)	
5.100.151	RE Youth Leadership Development Exp	-	-	-	-	-	
5.100.152	RE OWL Leadership Development Exp	-	715.00	1,750.00	41%	(1,035.00)	- offsets 5.100.132
5.100.166	RE Leader Training Exp	-	-	-	-	-	
5.100.167	RE Teacher Appreciation Exp	-	-	-	-	-	
	Total RE Training Expense	-	715.00	1,750.00	41%	(1,035.00)	
5.100.131	RE OWL Programs	-	-	-	-	-	
5.100.133	RE Middle School Youth Programs	-	-	-	-	-	
5.100.134	RE Operational Exp	885.06	3,541.79	3,350.00	106%	191.79	
5.100.135	RE Middle School Youth Scholarships	-	-	-	-	-	
5.100.171	RE Program Support Exp	-	-	-	-	-	
5.100.172	RE Curricula Expense	-	103.18	-	-	103.18	
5.100.225	RE Fund Transfers OUT	-	-	-	-	-	
5.100.229	OWL Fund Transfers OUT	-	-	-	-	-	
	Total RE Operations	885.06	3,644.97	3,350.00	109%	294.97	
5.100.132	RE High School Youth Programs	-	1,824.18	750.00	243%	1,074.18	- offsets 5.100.152
5.100.136	RE High School Youth Scholarships	-	-	-	-	-	
5.100.227	RE Youth Group Fund Transfers OUT	-	-	-	-	-	
	Total RE High School Youth Operations	-	1,824.18	750.00	243%	1,074.18	
Total RE Ministry Exp		\$ 8,818.19	\$ 86,981.37	\$ 87,255.00	100%	\$ (273.63)	

Music Ministry

5.100.185	Music Dir Sal Exp Bud	3,071.70	39,892.23	39,932.00	100%	(39.77)	
5.100.186	Music Dir Medical Ins Exp	-	-	-	-	-	
5.100.200	Music Director Group Term Life Insurance	-	-	-	-	-	
5.100.205	Music Director Long-Term Disability Insurance	-	-	-	-	-	
5.100.187	Music Dir Retirement Exp	282.38	3,388.96	3,671.00	92%	(282.04)	
5.100.188	Music Dir FICA Exp	234.99	3,051.81	3,055.00	100%	(3.19)	
	Total Music Director Compensation	3,589.07	46,333.00	46,658.00	99%	(325.00)	

13-Month Detailed Treasurer's Report

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% Thru Year:	100%
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Account #	Account Name	Curr Mo Activity	YTD Balance	13-Mo Budget	YTD %ofBgt	vs. Budget	Notes
5.100.190	Music Dir Professional Exp	-	3,124.96	3,300.00	95%	(175.04)	- FY2015-16 overage repaid
	Total Music Director Other Expenses	-	3,124.96	3,300.00	95%	(175.04)	
5.100.193	Chorale/Sunday Serv Pianist Exp	645.00	7,365.00	6,865.00	107%	500.00	
5.100.195	Music Percussionist Exp	270.00	3,430.00	3,030.00	113%	400.00	
5.100.197	Chorale Rehearsal Pianist Exp	-	-	-	-	-	
5.100.198	Music Bassist Exp	-	-	-	-	-	
5.100.199	Music Administrator Exp	-	-	-	-	-	
	Total Other Music Staff	915.00	10,795.00	9,895.00	109%	900.00	
5.100.191	Music Purchase Exp	-	695.96	600.00	116%	95.96	
5.100.192	Music Equipment Maint Exp	-	418.46	400.00	105%	18.46	
5.100.194	Music Programs Expense	-	2,765.25	-	-	2,765.25	- see 4.100.223
5.100.201	Music Equipment Purchase Exp	-	-	-	-	-	
5.100.202	Music Marketing Exp	-	-	-	-	-	
5.100.196	Music Council Fundraising Exps	-	89.52	-	-	89.52	
	Total Other Music Expenses	-	3,969.19	1,000.00	397%	2,969.19	
	Total Music Ministry Exp	\$ 4,504.07	\$ 64,222.15	\$ 60,853.00	106%	\$ 3,369.15	

Administrative Staff Support

5.100.174	Congr Admin Salary Exp	3,110.64	39,670.80	39,689.00	100%	(18.20)	
5.100.175	Congr Admin Medical Ins Exp	-	-	-	-	-	
5.100.173	Congr Admin Group Term Life Ins	-	-	-	-	-	
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	-	-	-	
5.100.176	Congr Admin Retirement Exp	311.25	3,681.45	3,969.00	93%	(287.55)	
5.100.177	Congr Admin FICA Exp	237.96	3,105.28	3,064.00	101%	41.28	
5.100.231	Congr Admin Professional Exp	-	-	-	-	-	
	Total Administration Staff Exp	3,659.85	46,457.53	46,722.00	99%	(264.47)	
5.100.180	Bookkeeper Sal Exp Bud	-	507.00	-	-	507.00	- FY2015-16 expense
5.100.183	Bookkeeper FICA Exp	-	38.78	-	-	38.78	- FY2015-16 expense
5.100.216	Janitorial/Custodian Wages Exp	575.00	5,697.50	5,130.00	111%	567.50	
	Total Other Support Staff	575.00	6,243.28	5,130.00	122%	1,113.28	
	Additional Employee Benefits						
5.100.178	Labor & Industries Ins Exp	-	2,295.07	2,200.00	104%	95.07	
5.100.182	Employee Assistance Prog Exp	-	-	-	-	-	
5.100.184	Part time Empl FICA SS Exp	81.67	963.18	1,040.00	93%	(76.82)	
	Total Additional Employee Benefits Exp	81.67	3,258.25	3,240.00	101%	18.25	
	Total Administrative Staff Support	4,316.52	55,959.06	55,092.00	102%	867.06	

UU Organizations Dues Expense

5.100.300	Partner Church Dues Exp Bud	-	150.00	150.00	100%	-	
5.100.310	UUSC Dues Exp Bud	-	-	250.00	0%	(250.00)	- not paying going forward
5.100.320	UUA Dues Exp Bud	-	9,630.00	9,586.00	100%	44.00	
5.100.330	PNWD Dues Exp Bud	-	4,173.00	4,154.00	100%	19.00	
	Total UU Organizations Dues Exp	-	13,953.00	14,140.00	99%	(187.00)	

13-Month Detailed Treasurer's Report

As of: **June 30, 2017**

% Thru Year:	100%
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Account #	Account Name	Curr Mo Activity	YTD Balance	13-Mo Budget	YTD %ofBgt	vs. Budget	Notes
Operational Expenses							
5.100.450	Telephone/Cable/Internet	214.27	2,751.36	2,469.00	111%	282.36	
5.100.460	Web Hosting Exp	-	208.51	210.00	99%	(1.49)	
5.100.470	Web Maintenance Exp Bud	-	711.00	200.00	356%	511.00	- see 4.100.268
5.100.475	Technology Management	-	955.63	949.00	101%	6.63	
5.100.480	Office Expenses	29.30	1,338.72	1,600.00	84%	(261.28)	
5.100.481	Postage Exp Bud	-	385.00	500.00	77%	(115.00)	
5.100.482	Printing / Copying	427.66	5,070.26	5,681.00	89%	(610.74)	
5.100.483	Constant Contact Email Service	416.16	784.44	369.00	213%	415.44	
5.100.484	Marketing and Advertising	-	49.00	-	-	49.00	
5.100.485	Endowment Fund Transfers OUT	-	-	-	-	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	196.74	5,073.35	5,500.00	92%	(426.65)	
5.100.550	Liability Insurance Exp Bud	-	6,403.00	8,200.00	78%	(1,797.00)	
5.100.742	Memorial Expenses	-	-	-	-	-	
5.100.900	Transfers to Operations Cash Reserve Fund	-	-	-	-	-	
	Total Operational Exp	1,284.13	23,730.27	25,678.00	92%	(1,947.73)	
Committees Expenses							
5.100.222	Coffee and Other Kitchen Exp	-	1,352.39	1,400.00	97%	(47.61)	
5.100.336	Help for Members Fund Transfers OUT	-	-	-	-	-	
5.100.710	Membership Exp Bud	-	-	-	-	-	
5.100.725	Worship Council Expense Budget	-	3,177.68	3,472.00	92%	(294.32)	
5.100.726	AV Tech Expense	480.00	6,452.50	6,240.00	103%	212.50	
5.100.727	AV Equipment & Maintenance	233.60	445.94	400.00	111%	45.94	
5.100.754	Partner Church Program Exp	-	-	-	-	-	
5.100.755	Orion Expense	-	-	-	-	-	
5.100.756	Social Action Expense	-	-	-	-	-	
5.100.757	Sunday Morning Contributions Given to Charity	445.15	8,264.69	8,680.00	95%	(415.31)	
5.100.758	Minister Discretionary Fund	-	-	-	-	-	
5.100.800	All Congr Social Events	-	332.04	-	-	332.04	
5.100.829	Common Quest Exp	-	-	-	-	-	
	Total Committees Exp	1,158.75	20,025.24	20,192.00	99%	(166.76)	
Fundraising Expenses							
5.100.820	Auction Expense	-	7,136.26	8,000.00	89%	(863.74)	
5.100.819	Raise the Paddle Purchase Exp-GF	-	-	-	-	-	
5.100.818	Other Major Fundraising Event Exp	-	-	-	-	-	
5.100.825	Art and Garden Show Expense	1,354.80	1,658.36	1,000.00	166%	658.36	this should be final
5.100.821	Rummage Sale Expense	-	-	-	-	-	
5.100.823	Misc. Fundraising Exp Bud	-	14.65	250.00	6%	(235.35)	
5.100.822	Canvass Expense	1,000.00	3,387.09	-	-	3,387.09	\$1000 to Alex for Stewardship Dinner
	Total Fundraising Exp	2,354.80	12,196.36	9,250.00	132%	2,946.36	
Rentals Expenses							

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As of: **June 30, 2017**

% Thru Year:	100%
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Account #	Account Name	Curr Mo Activity	YTD Balance	13-Mo Budget	YTD %ofBgt	vs. Budget	Notes
5.100.305	Facilities Rental Exp - single events	112.50	1,088.44	805.00	135%	283.44	rental bldg mgr
	Total Rentals Exp	112.50	1,088.44	805.00	135%	283.44	
Facility Expenses							
5.100.452	Security Alarm System	-	287.00	400.00	72%	(113.00)	
5.100.453	Electricity - SCL	-	11,510.11	8,470.00	136%	3,040.11	
5.100.454	Water/Sewer - SPU	363.72	2,477.70	2,950.00	84%	(472.30)	
5.100.455	Waste/Recycling/Green	298.39	2,742.37	2,600.00	105%	142.37	
5.100.456	Gas - PSE	574.70	5,605.15	5,300.00	106%	305.15	
	Total Utility Expenses	1,236.81	22,622.33	19,720.00	115%	2,902.33	
5.100.650	Loan Debt Service - UUA	3,287.66	43,936.94	44,038.00	100%	(101.06)	
5.100.655	Loan Debt Service - PNW Growth Fdtn Exp	659.96	9,239.44	8,580.00	108%	659.44	
	Total Loan Expenses	3,947.62	53,176.38	52,618.00	101%	558.38	
5.100.457	Annual City/County/State Fees	219.89	2,269.62	2,050.00	111%	219.62	fee for sidewalk overhang
	Total City/County Fees	219.89	2,269.62	2,050.00	111%	219.62	
5.100.451	Janitorial Supplies	246.76	2,362.83	2,587.00	91%	(224.17)	
5.100.458	Landscaping Exp	-	15.83	-	-	15.83	
5.100.459	Building Maint Supplies & Small Labor Vendor	40.04	2,266.52	2,500.00	91%	(233.48)	
5.100.461	Building Capital Reserve Exp-GF	-	-	-	-	-	
5.100.463	Elevator Fund Reserve Exp	-	-	-	-	-	
5.100.471	Janitorial Service	-	-	-	-	-	
5.100.462	Building Maintenance/Janitorial Transfers OUT	-	-	-	-	-	
	Total Repair and Maintenance	286.80	4,645.18	5,087.00	91%	(441.82)	
	Total Facility Exp	\$ 5,803.62	\$ 83,801.95	\$ 80,280.00	104%	\$ 3,521.95	
TOTAL GENERAL FUND EXPENSES		\$ 37,281.01	\$ 492,097.67	\$ 487,239.00	101%	\$ 4,858.67	
Income less Expenses		(\$12,970.76)	\$12,995.66		\$0.00	\$12,995.66	
		-	-		0%		

Description	Amount	GL Acct
Profit from Operations FY2016-17	\$12,996	
Return to Music Fund	(\$318)	3.350.100
Return to RE Fund	(\$1,500)	3.380.100
Return to Youth Group Fund	(\$1,097)	3.360.100
Pay 4th Qtr UUA Dues	(\$3,210)	5.100.320
Pay 4th Qtr PNW Region Dues	(\$1,391)	5.100.330
Contribute to Minister Search Fund	(\$5,480)	3.303.100

As of: **June 30, 2017**

<u>Fund Acct</u>	<u>Fund Balances</u>	<u>Curr Balance</u>	<u>Mo. Change</u>	<u>Notes/Explanation</u>
3.202.100	Building Maintenance/Janitorial	962.50	-	
3.301.100	Minister's Sabbatical	-	-	
3.302.100	Minister's Discretion	1,403.00	379.74	<i>incl. staff gifts (\$150)</i>
3.303.100	Minister Search	-	-	
3.304.100	Gifts to be Designated by Board	-	-	
3.305.100	Undesignated Donations	2,057.11	-	
3.310.100	Conference Scholarship	596.21	-	
3.321.100	Miscellaneous Grants	160.33	-	
3.336.100	Financial Help for Members	-	-	
3.345.100	Hymnals	98.71	-	
3.348.100	Directories	-	-	
3.350.100	Music	0.53	-	
3.355.100	WSUU Sponsored Events	-	16.90	<i>zero out for new year</i>
3.360.100	Youth Group	2,518.11	-	
3.370.100	OWL	715.10	-	
3.380.100	Religious Ed Misc	-	-	
3.381.100	DRE Search	-	-	
3.385.100	Raise the Paddle	114.34	-	
3.390.100	Art and Aesthetics	2,929.50	-	
3.395.100	Orion	-	-	
3.400.100	Endowment	55.00	-	
3.405.100	Little Free Library	40.00	-	
3.500.100	PCC Cards	-	(529.74)	<i>combine w/Minister Discretion</i>
3.600.100	Website Development	-	-	
3.800.100	Charitable Giving	-	-	
3.805.100	Food Bank	-	-	
3.815.100	Partner Church	100.00	-	
3.835.100	Community Meal Trust	369.87	-	
		\$ 12,120.31	\$ (133.10)	

<u>BUILDING FUND ACTIVITY</u>	
	<u>Activity</u>
<u>Building Fund Checking</u>	
Beginning Balance	\$ 14,049.59
Ck#1268 - Safety Improvements	(97.00)
Interior Gutter for Narthex	(320.00)
Reglazing \$621; Hand Rails (\$601)	(1,222.59)
Furnace Repair	(2,805.32)
Happy Haulers	(1,090.44)
Bike Rack - transfers	152.94
Adjustment	0.95
Parking Lot Striping	(495.45)
Ending Balance	\$ 8,172.68
<u>Building Fund Savings</u>	
Beginning Balance	\$ 71,966.38
Donation Received (Hafen)	6,762.60
Interest Earned - YTD	24.93
Ending Balance	\$ 78,753.91
<u>Elevator Fund Savings</u>	
Beginning Balance	\$ 23,779.88
Donations Received - YTD	19,010.00
Interest Earned - YTD	18.34
Ending Balance	\$ 42,808.22
<u>Total Building Fund</u>	
Beginning Balance	109,795.85
YTD Changes	19,938.96
% Improvement/(Draw Down)	18%