

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

JULY 18, 2019

ATTENDING: Shelley Webb, Jade Lowry, Roseanne Lorenzana, Matt Aspin, Tony Ricardi, Aimee Schiefelbein. NOT ATTENDING: Thomas Terrence. GUEST: Laura White

CHECK IN: Meeting began at: 7:05pm with chalice lighting and check-in of attendees.

APPROVAL OF MINUTES: Minutes approved as amended.

ADMINISTRATOR REPORT: *See report attached.*

DRE REPORT: *No report provided. Cynthia Westby is on vacation.*

MINISTER REPORT: *See report attached.*

- There was discussion about the recommendation from Alex to celebrate the 10-year anniversary of buying the building in 2020. Jade recommended forming a committee to handle the details.

MUSIC REPORT: *See report attached.*

TREASURER REPORT: *See report attached.*

- Shelley said we are in the black at end of June. We are anticipating a 43k gap for next fiscal year, assuming we have a rental replacement (otherwise, could be more). The finance committee is looking at this now in anticipation of the shortfall.
- Jade stated Shannon has been doing a lot of work reaching out to the community for a rental replacement and is not having any luck. Ideas were shared by board members about forming a committee to explore more possibilities to getting a renter such as connecting with a realtor or advertisements. Jade will work with Shannon to get a request for congregant support in Westside Week.
- There was discussion and clarification around how monies are requested by congregants. Roseanne suggested we might want to develop a process for how people make requests for increased transparency.

TRANSITION PLANNING: *See report attached.*

- Laura provided an overview of the goals and recommendations of the Transition Working Group. The goal is to maintain a healthy and vibrant congregational community in transition to Rev. Christopher. The Transition Working Group recommends we extend an offer to Rev. Deanna Vandiver as a contract minister through our gap period, to support worship, pastoral care, and staff supervision.
- Matt made a motion to accept the recommendation of the Transition Working Group to create a contract and extend an offer to Rev. Deanna Vandiver in coordination with a negotiation team

to be composed of: Shelley Webb, Judi Finney, and Laura White. Tony seconded. Motion passed unanimously.

RIGHT RELATIONS TEAM:

- Jade provided the history of the Right Relations Team. There was discussion around how to handle conflicts in the congregation and the board's role during this gap time without a minister. Jade will be seeking out UUA leadership for additional guidance.

THANK YOU NOTES: Done.

The board adjourned at 9:07pm. The next regular meeting of the board will be held on August 15, 2019 at 7:00pm in the Admin Office.

Aimee Schiefelbein, Secretary

As of: Friday, August 2, 2019				
BUDGET SUMMARY	% thru Year:		8%	
	YTD Actuals	%	Full Year Budget	Amount Remaining
Income				
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
Total Income	\$ 58,574	13%	\$ 441,547	\$ 382,972.57
Expenses				
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
Total Expenses	\$ 38,275	9%	\$ 441,547	\$ 403,271.68
Overall YTD Cash Flow:	\$ 20,299.11			

As of: Friday, August 2, 2019		% Thru Year: 8%					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt	Over Budget	Notes
GENERAL FUND INCOME							
Pledges							
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>
	Total Pledges	49,171.98	49,171.98	294,183.00	17%	-	
Sunday Plate							
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%	-	
	Total Sunday Plate Income	1,700.42	1,700.42	24,000.00	7%	-	
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	6,000.00	6,000.00	28,236.00	21%	-	<i>depew gift</i>
4.100.244	Elevator Fund Donations	-	-	-	0%	-	
	Total Other Donations	6,000.00	6,000.00	28,236.00	21%	-	
Fund Raising							
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%	-	
	Total Fund Raising Income	-	-	47,000.00	0%	-	
Affinity Program Income							
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%	-	
	Total Affinity Program Income	195.71	195.71	1,620.00	12%	-	
RE Ministry Income							
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%	-	
	Total RE Ministry Income	-	-	3,100.00	0%	-	
Youth Group Ministry Income							
4.100.261	RE Youth Group Fund Transfers IN	-	-	-	0%	-	
4.100.262	RE Youth Group Fundraising & Gifts	-	-	-	0%	-	
	Total Youth Group Ministry Income	-	-	-	0%	-	

As of: Friday, August 2, 2019		% Thru Year: 8%					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt	Over Budget	Notes
Music Ministry Income							
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%	-	
	Total Music Ministry Income	-	-	1,040.00	0%	-	
Program and Misc Income							
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%	-	
	Total Program and Misc Income	154.77	154.77	4,650.00	3%	73.77	
Rentals							
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%	-	
	Total Rental Income	1,351.55	1,351.55	37,718.00	4%	-	
TOTAL GENERAL FUND INCOME		\$ 58,574.43	\$ 58,574.43	\$ 441,547.00	13%	\$ 73.77	

As of: Friday, August 2, 2019		% Thru Year: 8%					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt	Over Budget	Notes
GENERAL FUND EXPENSE							
MINISTER POSITION							
Minister Compensation							
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%	-	
	Total Minister Compensation	7,686.27	7,686.27	73,125.00	11%	-	
Additional Minister Exp							
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>
	Total Additional Minister Exp	460.00	460.00	15,500.00	3%	-	
Total Minister Position Expense		8,146.27	8,146.27	88,625.00	9%	0.00	

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Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt	Over Budget	Notes
CHILDREN AND YOUTH MINISTRY							
<u>RE Director Compensation</u>							
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%	-	
	Total RE Director Compensation	5,861.56	5,861.56	76,079.00	8%	-	
<u>RE Staff Expense</u>							
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%	-	
	Total RE Staff Exp	845.75	845.75	10,220.00	8%	-	
<u>RE Training Expense</u>							
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%	-	
	Total RE Training Expense	-	-	800.00	0%	-	
<u>RE Youth Group Expense</u>							
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%	-	
	Total RE Youth Group Expense	-	-	-	0%	-	
<u>RE Operations Expense</u>							
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%	-	
	Total RE Operations Expense	169.74	169.74	3,450.00	5%	-	
Total Children & Youth Ministry Expense		6,877.05	6,877.05	90,549.00	8%	-	

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Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt	Over Budget	Notes
MUSIC MINISTRY							
Music Director							
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%	-	
Total Music Director Compensation		\$ 3,933.09	\$ 3,933.09	\$ 29,741.00	13%	\$ -	
Music Staff							
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%	-	
Total Other Music Staff Expense		-	-	10,733.00	0%	-	
Other Music Expense							
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%	-	
Total Other Music Expense		-	-	400.00	0%	-	
Total Music Ministry Exp		3,933.09	3,933.09	40,874.00	10%	-	
ADMIN STAFF & SUPPORT							
Congr Administrator & Bookkeeper							
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>
Total Congr Administrator & Bookkeeper Compensation		4,308.97	4,308.97	51,325.00	8%	-	

As of: Friday, August 2, 2019		% Thru Year: 8%					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY19-20 Budget	YTD %ofBgt	Over Budget	Notes
Additional Employee Benefits							
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%	-	
	Total Additional Employee Benefits Expense	842.67	842.67	3,453.00	24%	-	
Total Admin Staff & Support Expense		5,151.64	5,151.64	54,778.00	9%	-	
DUES & FINANCIAL EXPENSE							
UUA Dues Expense							
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%	-	
	Total UU Organizations Dues Expense	-	-	10,336.00	0%	-	
Financial Expense							
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%	-	
	Total Financial Expense	4,529.38	4,529.38	55,555.00	8%	-	
Total Dues & Financial Expense		4,529.38	4,529.38	65,891.00	7%	-	
DISCRETIONARY EXPENSE							
Discretionary Expense							
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%	-	
	Total Discretionary Expense	657.10	657.10	7,400.00	9%	-	
Total Discretionary Expense		657.10	657.10	7,400.00	9%	-	

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OTHER OPERATIONAL EXPENSE							
Facility Expense							
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%	-	
	Total Facility Expense	8,289.94	8,289.94	57,880.00	14%	-	

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Fundraising & Rentals Expense							
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>
	Total Fundraising & Rentals Expense	45.00	45.00	11,600.00	0%	-	
Committees Expense							
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%	-	
	Total Committees Exp	645.85	645.85	23,950.00	3%	-	
Total Other Operational Support Expense		8,980.79	8,980.79	93,430.00	10%	-	
TOTAL GENERAL FUND EXPENSE		\$ 38,275.32	\$ 38,275.32	\$ 441,547.00	9%	\$ -	
Income less Expense		\$ 20,299.11	\$ 20,299.11	\$ -		\$ 73.77	

As of: Friday, August 2, 2019				
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	-	
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	-	
Total Dedicated Funds		\$ 17,691.97	\$ 308.81	

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

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 24th-29th. 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 20th until September 8th, starting back with choir rehearsal on September 9th for the Ingathering Service on September 15th. 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 15th before I go, so it will just be adding in folks and polishing on the 15th. 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