

MINUTES

MEETING OF THE BOARD OF TRUSTEES OF

WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION

JUNE 20, 2018

ATTENDING: Scott Iverson, David Cycleback, Jean Mendel, Larry Brennan, Jill Jackson, Patti McCall, Shelly Webb, Joan Whitley, Judi Finney

Staff/Guests: Shannon Day

NOT ADDENDING: Allen Lang, Alex Holt

WELCOME TO NEW BOARD MEMBERS. Introductions were made and a welcome to three new board members, Shelly Webb (president), Larry Brennan (vice president) and Joan Whitley (secretary). Followed by a 'check in' with each member.

Approval of Minutes from the May Board Meeting was moved by Scott Iverson and accepted as written by the board.

STAFF REPORTS

INTERIM MINISTER'S REPORT

Rev Alex Holt was did not attend. Jill and Patti referenced some of his report. (?) AV schedule for July and August is not yet clear. Jill believes Steve Burrows and Bert will have it worked out

Praise Service does not yet have resolution. It was noted by Patti that the expected norm for Sunday services were not followed, although they had been previously addressed.

The Worship council will stay in place until Alex returns from vacation.

FINANCE

Treasurer Allen Lang was not present. It was noted that any money from the 2017-2018 fiscal year will be forwarded to the new fiscal year. The final amount will be reported at the July board meeting.

A volunteer to head the 2019 Auction is yet to be determined. The board is responsible for deciding who that will be. Some requests have been made, but no one has yet come forward.

DRE

See report.

MUSIC DIRECTORS REPORT

See report

OLD BUSINESS

PRIORITIES AND GOALS

Jean Mendel is working on the Policy Handbook, which is still in process. She will talk with Shelly Webb about what needs doing next.

Lift – We are moving forward with acquiring 3 bids to do the work of installing the lift. It is also strongly recommended that we explore having a professionally build ramp for access to the stage in the sanctuary. (Judi Finney)

committees? not sure this belongs

Discussion about the difference between a committee and a council... Three councils, RE, Worship and Music are connected a paid staff member. Social Justice also calls itself a council, but does not have that affiliation.

The Music council is not functioning. Jill recommends it be ~~re~~ revived.

More clarity is needed around issues of committees.

MST

Jill Jackson is the representative from the Minister Search Team and will attend or send reports each month as the board requests.

MST had an excellent transition meeting with the previous MST and Nancy Bowen.

They will register after GA and request training on unconscious bias.

A congregational survey and cottage meeting(s) will take place in September and October. The survey will begin before the Ingathering.

MST needs to open a bank account.

A negotiation team has to be formed by the July 18th board meeting. The negotiating team will consist of Alan Mendel, one board member and one other

person from the congregation. The negotiation team will be engaged after the choice of a minister.

NEW BUSINESS

ALEX HOLT'S CONTRACT RENEWAL

Accepted as written

CONGRAGATIONAL CONCERNS

Report by Laura Pierce – More people are needed on this committee that have an understanding of issues around equity.

She recommends UUA training: “Healthy Congregational Team”

The district site can be reviewed for help with concerns and resolutions.

MUSIC SURVEY

The music survey indicated that the music at Sunday services is enjoyed and valued by the congregation. Needed improvements were few and somewhat scattered. Some members commented that they enjoyed a larger singing group/choir. See report from John Britt.

BOARD MEMBERS GENERANL RESPONSIBILITIE

Board members leaving positions wrote out job description/duties

Members gave advice to new members: be prepared, read reports, be realistic, set expectation of each other, attend, remember confidentiality

Track Action Items.

INGATHERING IN SEPTEMBER

TASK OF THE BOARD

BOARD RETREAT ?

DATE ---?

PLANNING ?

THANK YOU NOTES WERE WRITTEN

REPORT BY PATTI ABOUT THE SUCCESS OF MEMBERS CONNECT DINNER

All reports are very positive

Next Members Connect Dinner is Oct 11

Enough money was donated to cover the expenses

NEXT MEETING JULY 18, 2018; 7 PM; ADMIN OFFICE

ADJORNED AT 9PM

Joan Whitley, Secretary

June 13, 2018

To: WSUU Board Members

From: Cynthia Westby, DRE

Wow! This is the very last board meeting of this year's current board! I will miss those of you who will be leaving the board! And ... welcome to the new board members! I have so appreciated all the hard work of the current board and look forward to working with the new Board! Thank you all!

Here is my Board Report for June 2018.

Classes: Our end of the year parties were held on June 3rd for all of our classes and they were a huge success! June 10th was the transitions and bridging ceremony and it was a touching, memorable, sweet service honoring our RE program and our transitioning children and youth and the many volunteers (82!) who have made our RE program successful this year! This June 10th service also honored and acknowledged all of Westside's many wonderful volunteers with Alex's homily.

RE Attendance: Here is attendance for the RE year - September 2017 through June, 2018.

MUSIC MINISTRY and AUDIO/VISUAL TEAM ANNUAL REPORT to the Board of Trustees
Submitted by: Bertram Gulhaugen, music director/choir conductor
06.12.18

Activities and accomplishments from July 2017 through June 2018

Our volunteer musicians have generously given of their time and talents in serving our congregation with skill and grace.

The current music performance offerings:

The Salish Sea Vocal Ensemble

The Chalice Singers

The Westside Welcome Singers

NZIRA Marimba Band

Various small ensembles and soloists

The WSUU Rhythm Section (John Hansen, Larry Jones, Emmanuel del Casal, and Marion Kee) has been a pleasure to work with both from my standpoint and that of our volunteer musicians. John, Larry, and Emmanuel feel very comfortable working and interacting with our volunteer musicians, the staff, and the congregation.

Music Leader/Westside Welcome Singers leader. Lisa Maynard has very capably served as music leader on the occasions when I was unable to do the song leading or attend a worship service. Lisa and I work collaboratively on those services to ensure consistent, meaningful worship music.

Lisa and I will be working on a volunteer job description this summer to recognize her skills. She helps me as an assistant conductor and a substitute music leader, and she has taken on the task of leading Westside's first all-generation choir, The Westside Welcome Singers.

Janet Sweet: I am deeply grateful for Janet Sweet who has played on Sundays when we don't have the rhythm section. We have a goal of variety in Westside music and Janet's contribution is vital to that goal.

Goals for next year

The music ministry will stay the same except for the Salish Sea Vocal Ensemble. For a variety of reasons the SSVE part of the music ministry reboot failed so for the coming year we will go back to the previous Westside Chorale model but retain the name Salish Sea Vocal Ensemble.

AV

As of July 1st, I will no longer be involved with the AV Team as supervisor.

Bertram Gulhaugen

WSUU Congregation - Seattle WA

WSUU Treasurers Report - May 2018 - Summary

As of: **May 31, 2018**

BANK ACCOUNT BALANCES	Current Mo.	Prior Mo.	Change
Operations Checking #7545	\$ 18,457.46	\$ 21,900.26	\$ (3,442.80)
Operations Savings #2060	\$ -	\$ -	\$ -
SCU Money Market (Oper)	41,373.64	60,077.94	(18,704.30)
Funds for Operations	\$ 59,831.10	\$ 81,978.20	\$ (22,147.10)
SCU Money Market (Bldg)	\$ 87,120.89	\$ 87,120.89	\$ -
Umpqua Bldg Savings #2078	-	-	-
SCU Money Market (Elev)	57,021.01	52,807.82	4,213.19
Building Funds	\$ 144,141.90	\$ 139,928.71	\$ 4,213.19

BALANCE SHEET REPORT	
Assets	
Church Building & Land (book value)	\$ 1,031,624
Cash - Operations Funds	60,031
Cash - Building Funds	144,142
Other Assets	25,776
Total Assets	\$ 1,261,573
Liabilities	
Loan fm UUA	\$ 471,334
Loan fm Pacific Northwest Growth Fdtn	71,037
Other Current Liabilities	17,091
Dedicated Fund Balances	21,577
Total Liabilities	\$ 581,038
Congregational Equity	\$ 680,535
Beginning of FY Equity	642,021
YTD Change in Equity	38,514

BUDGET SUMMARY	% thru Year:		FULL YEAR	REMAINING
	YTD Actuals	%		
Income				
Pledges	\$ 281,324	95%	\$ 296,263	\$ 14,939
Plate Collections	21,676	87%	25,002	3,326
Other Donations	23,757	116%	20,400	(3,357)
Fund Raising	71,906	111%	65,009	(6,897)
Affiliations	1,539	69%	2,220	681
Program Income	11,137	105%	10,619	(518)
Rentals	48,563	93%	52,158	3,595
Total Income	\$ 459,903	98%	\$ 471,671	\$ 11,768
Expenses				
Ministry	\$ 101,399	94%	\$ 108,303	\$ 6,904
RE Program	78,939	89%	88,912	9,973
Music Program	60,028	92%	65,102	5,074
Administration	44,409	91%	48,705	4,296
Staff Benefits	2,746	96%	2,867	121
UU Dues	13,803	97%	14,203	400
Operations	21,661	89%	24,395	2,734
Committees	12,590	92%	13,713	1,123
Fundraising Exp	11,583	119%	9,750	(1,833)
Utilities	18,115	86%	21,160	3,045
Loans	43,424	92%	47,376	3,952
Taxes & Fees	2,272	97%	2,350	78
Facility Exp	25,549	103%	24,835	(714)
Total Expenses	\$ 436,517	90%	\$ 471,671	\$ 35,154
Overall YTD Cash Flow:	\$ 23,386			

As of: May 31, 2018		% Thru Year: 92%					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes
GENERAL FUND INCOME							
Pledging							
4.100.100	Pledges - Current Year Income	21,445.93	271,995.63	292,925.00	93%	-	Still very strong with pledges
4.100.105	Pledges - New Members & Additional	-	-	-	0%	-	
4.100.110	Pledges - Prior Year Income	-	9,328.00	3,338.00	279%	5,990.00	
	Total Pledges	21,445.93	281,323.63	296,263.00	95%	5,990.00	
Other Donations							
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	-	24.81	-	0%	24.81	
4.100.140	Contributions - Sunday WSUU	1,111.25	14,574.96	16,664.00	87%	-	
4.100.141	Contributions - Sunday WSUU Minister Discretion	-	440.41	667.00	66%	-	
4.100.142	Contributions - Sunday WSUU Kitchen/Hospitality	-	269.78	334.00	81%	-	
4.100.143	Contributions - Sunday WSUU Youth Programs	-	160.57	667.00	24%	-	
4.100.150	Contributions Sunday Charities	500.22	6,230.55	6,670.00	93%	-	
4.100.155	Endowment Fund Transfers IN	-	-	-	0%	-	
4.100.160	Special Gifts & Campaigns	3,000.00	9,637.54	8,400.00	115%	1,237.54	unrestricted gift
4.100.244	Elevator Fund Donations	-	14,095.13	12,000.00	117%	2,095.13	no gift this month
	Total Other Donations	4,611.47	45,433.75	45,402.00	100%	3,357.48	
	Total Pledge and Other Donations	\$ 26,057.40	\$ 326,757.38	\$ 341,665.00	96%	\$ 9,347.48	
Fund Raising							
4.100.243	Other Major Fundraising Event	-	-	4,509.00	0%	-	
4.100.245	Auction Income	-	55,682.26	44,000.00	127%	11,682.26	
4.100.247	Raise the Paddle Income	-	14,117.00	15,000.00	94%	-	
4.100.249	Art & Garden Show Income	-	-	-	0%	-	
4.100.250	Rummage & Book Sale Income	-	2,004.03	1,000.00	200%	1,004.03	
4.100.257	Misc. Fundraising Income	-	103.00	500.00	21%	-	
	Total Fund Raising Income	-	71,906.29	65,009.00	111%	12,686.29	
Merchants Income							
4.100.200	PCC Scrip GF Income	-	-	-	0%	-	
4.100.210	E Scrip GF Income	2.83	41.24	60.00	69%	-	
4.100.211	Amazon Rebate Income	169.60	1,497.80	2,160.00	69%	-	
	Total Merchants Income	172.43	1,539.04	2,220.00	69%	-	
Program and Misc Income							
4.100.220	Coffee Income	32.00	396.22	995.00	40%	-	
4.100.221	Music Fund Transfers IN	-	-	-	0%	-	
4.100.222	Music Fundraising and Donations	626.00	1,496.00	2,200.00	68%	-	pie sale
4.100.223	Music Programs Income	-	-	-	0%	-	
4.100.240	Interest Income	-	19.14	9.00	213%	10.14	
4.100.241	Board Designated Fund Transfers to GF	-	1,000.00	1,000.00	100%	-	
4.100.242	Building Fund Transfer IN	-	-	-	0%	-	
4.100.251	Social & Envir. Justice Fundraising	-	-	-	0%	-	

As of: May 31, 2018		% Thru Year: 92%					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes
	Total Additional Minister Exp	865.53	922.06	-	-	922.06	
	Total Cost of Minister Exp	\$ 10,766.49	\$ 101,398.76	\$ 108,303.00	94%	\$ 922.06	
Children and Youth RE Ministry							
5.100.150	RE Director Salary Exp	4,950.00	54,450.00	59,400.00	92%	-	
5.100.153	RE Director Group Term Life Ins Exp	-	-	-	-	-	
5.100.154	RE Director Long Term Disability Ins Exp	-	-	-	-	-	
5.100.155	RE Director Medical Ins Exp	-	-	-	-	-	
5.100.158	RE Director FICA Exp	359.75	3,976.18	4,544.00	88%	-	
5.100.160	RE Director Retirement Exp	458.00	4,580.00	5,500.00	83%	-	
5.100.165	RE Director Professional Exp	-	3,500.00	3,500.00	100%	-	
	Total RE Director Compensation	5,767.75	66,506.18	72,944.00	91%	-	
5.100.161	RE Lead Youth Advisor Exp	-	333.00	333.00	100%	-	
5.100.162	RE Story Time Toddler Teacher Exp	-	-	-	-	-	
5.100.163	RE Nursery Lead Teacher Exp	160.00	1,600.00	2,060.00	78%	-	
5.100.164	RE Nursery Assisstant Exp	84.00	1,340.00	1,390.00	96%	-	
5.100.168	RE Program Assistant Exp	270.00	2,663.00	3,570.00	75%	-	
5.100.169	RE Summer Coordinator Exp	-	810.00	810.00	100%	-	
5.100.170	Childcare Exp	-	482.50	840.00	57%	-	
	Total RE Staff Exp	514.00	7,228.50	9,003.00	80%	-	
5.100.151	RE Youth Leadership Development Exp	-	-	-	-	-	
5.100.152	RE OWL Leadership Development Exp	-	-	1,500.00	0%	-	
5.100.166	RE Leader Training Exp	-	-	-	-	-	
5.100.167	RE Teacher Appreciation Exp	-	-	-	-	-	
	Total RE Training Expense	-	-	1,500.00	0%	-	
5.100.131	RE OWL Programs Exp	82.36	311.87	715.00	44%	-	supplies
5.100.132	RE High School Youth Programs Exp	-	1,936.33	900.00	215%	1,036.33	
5.100.133	RE Middle School Youth Programs Exp	-	100.00	-	-	100.00	
5.100.134	RE Operational Exp	560.00	2,127.71	2,350.00	91%	-	misc
5.100.135	RE Middle School Scholarships Exp	-	-	-	-	-	
5.100.136	RE High School Youth Scholarships Exp	-	567.40	1,000.00	-	-	
5.100.171	RE Program Support Exp	-	-	-	-	-	
5.100.172	RE Curricula Exp	-	-	500.00	0%	-	
5.100.225	RE Fund Transfers OUT	-	-	-	-	-	
5.100.227	RE Youth Group Fund Transfers OUT	-	160.57	-	-	160.57	
5.100.229	RE OWL Fund Transfers OUT	-	-	-	-	-	
	Total RE Operational	642.36	5,203.88	5,465.00	95%	1,296.90	
	Total RE Ministry Exp	\$ 6,924.11	\$ 78,938.56	\$ 88,912.00	89%	\$ 1,296.90	

Music Ministry

Total Cost of Music Director

As of: May 31, 2018							% Thru Year: 92%	
Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes	
5.100.185	Music Dir Salary Exp	3,128.00	34,639.70	37,533.00	92%	-		
5.100.186	Music Dir Medical Ins Exp	-	-	-	-	-		
5.100.187	Music Dir Retirement Exp	288.00	2,874.38	3,456.00	83%	-		
5.100.188	Music Dir FICA Exp	239.30	2,627.99	2,868.00	92%	-		
5.100.190	Music Dir Professional Exp	(15.43)	3,300.00	3,300.00	100%	-		
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	\$ 3,639.87	\$ 43,442.07	\$ 47,157.00	92%	\$ -		
5.100.193	Music Sunday Service Pianist Exp	545.00	4,880.00	4,875.00	100%	5.00		
5.100.195	Music Percussionist Exp	270.00	3,170.00	3,120.00	102%	50.00	<i>high as extra musicians in this line but funded with special gift</i>	
5.100.197	Music Chorale Rehearsal Pianist Exp	-	1,190.00	1,530.00	78%	-		
5.100.198	Music Bassist Exp	100.00	900.00	900.00	100%	-		
5.100.199	Music Administrator Exp	-	-	-	-	-		
	Total Other Music Staff	915.00	10,140.00	10,425.00	97%	55.00		
5.100.191	Music Purchase Exp	-	375.15	400.00	94%	-		
5.100.192	Music Equipment Maint Exp	-	300.00	600.00	50%	-		
5.100.194	Music Programs Exp	-	-	-	-	-	<i>didn't hold event</i>	
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	-	675.15	1,100.00	61%	-		
	Total Music Ministry Exp	\$ 4,554.87	\$ 54,257.22	\$ 58,682.00	92%	\$ 55.00		
Administrative Staff Support								
5.100.173	Congr Admin Group Term Life Ins Exp	-	-	-	-	-		
5.100.174	Congr Admin Salary Exp	3,443.00	37,540.64	41,310.00	91%	-		
5.100.175	Congr Admin Medical Ins Exp	-	-	-	-	-		
5.100.176	Congr Admin Retirement Exp	311.00	3,421.25	3,735.00	92%	-		
5.100.177	Congr Admin FICA Exp	263.39	2,871.86	3,160.00	91%	-		
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	-	-	-		
5.100.231	Congr Admin Professional Exp	-	500.00	500.00	100%	-		
	Total Cost Congr Administrator	4,017.39	44,333.75	48,705.00	91%	-		
5.100.180	Bookkeeper Sal Exp Bud	-	-	-	-	-		
5.100.183	Bookkeeper FICA Exp	-	-	-	-	-		
	Total Administration Staff Exp	-	-	-	-	-		
5.100.216	Janitorial/Custodian Wages Exp	-	75.00	-	-	75.00		
	Total Other Support Staff	-	75.00	-	-	75.00		
Additional Employee Benefits								
5.100.178	Labor & Industries Ins Exp	-	2,105.47	2,200.00	96%	-		
5.100.182	Employee Assistance Prog Exp	-	-	-	-	-		

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Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes
5.100.185	Music Dir Salary Exp	3,128.00	34,639.70	37,533.00	92%	-	
5.100.186	Music Dir Medical Ins Exp	-	-	-	-	-	
5.100.187	Music Dir Retirement Exp	288.00	2,874.38	3,456.00	83%	-	
5.100.188	Music Dir FICA Exp	239.30	2,627.99	2,868.00	92%	-	
5.100.190	Music Dir Professional Exp	(15.43)	3,300.00	3,300.00	100%	-	
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		\$ 3,639.87	\$ 43,442.07	\$ 47,157.00	92%	\$ -	
5.100.193	Music Sunday Service Pianist Exp	545.00	4,880.00	4,875.00	100%	5.00	
5.100.195	Music Percussionist Exp	270.00	3,170.00	3,120.00	102%	50.00	<i>high as extra musicians in this line but funded with special gift</i>
5.100.197	Music Chorale Rehearsal Pianist Exp	-	1,190.00	1,530.00	78%	-	
5.100.198	Music Bassist Exp	100.00	900.00	900.00	100%	-	
5.100.199	Music Administrator Exp	-	-	-	-	-	
Total Other Music Staff		915.00	10,140.00	10,425.00	97%	55.00	
5.100.191	Music Purchase Exp	-	375.15	400.00	94%	-	
5.100.192	Music Equipment Maint Exp	-	300.00	600.00	50%	-	
5.100.194	Music Programs Exp	-	-	-	-	-	<i>didn't hold event</i>
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		-	675.15	1,100.00	61%	-	
Total Music Ministry Exp		\$ 4,554.87	\$ 54,257.22	\$ 58,682.00	92%	\$ 55.00	
Administrative Staff Support							
5.100.173	Congr Admin Group Term Life Ins Exp	-	-	-	-	-	
5.100.174	Congr Admin Salary Exp	3,443.00	37,540.64	41,310.00	91%	-	
5.100.175	Congr Admin Medical Ins Exp	-	-	-	-	-	
5.100.176	Congr Admin Retirement Exp	311.00	3,421.25	3,735.00	92%	-	
5.100.177	Congr Admin FICA Exp	263.39	2,871.86	3,160.00	91%	-	
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	-	-	-	
5.100.231	Congr Admin Professional Exp	-	500.00	500.00	100%	-	
Total Cost Congr Administrator		4,017.39	44,333.75	48,705.00	91%	-	
5.100.180	Bookkeeper Sal Exp Bud	-	-	-	-	-	
5.100.183	Bookkeeper FICA Exp	-	-	-	-	-	
Total Administration Staff Exp		-	-	-	-	-	
5.100.216	Janitorial/Custodian Wages Exp	-	75.00	-	-	75.00	
Total Other Support Staff		-	75.00	-	-	75.00	
Additional Employee Benefits							
5.100.178	Labor & Industries Ins Exp	-	2,105.47	2,200.00	96%	-	
5.100.182	Employee Assistance Prog Exp	-	-	-	-	-	

As of: May 31, 2018							% Thru Year: 92%		
Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes		
5.100.184	Part time Empl FICA SS Exp	50.81	640.07	667.00	96%	-			
	Total Additional Employee Benefits Exp	50.81	2,745.54	2,867.00	96%	-			
UU Organizations Dues Expense									
5.100.300	Partner Church Dues Exp Bud	-	-	150.00	0%	-			
5.100.310	UUSC Dues Exp Bud	-	-	250.00	0%	-			
5.100.320	UUA Dues Exp Bud	-	9,630.00	9,630.00	100%	-			
5.100.330	PNWD Dues Exp Bud	-	4,173.00	4,173.00	100%	-			
	Total UU Organizations Dues Exp	-	13,803.00	14,203.00	97%	-			
Operational Expenses									
5.100.450	Telephone/Cable/Internet	-	2,209.86	2,520.00	88%	-			
5.100.460	Web Hosting Exp	-	225.78	216.00	105%	9.78			
5.100.470	Web Maintenance Exp Bud	-	43.13	100.00	43%	-			
5.100.475	Technology Management	-	1,528.61	1,200.00	127%	328.61			
5.100.480	Office Expenses	-	1,162.22	1,200.00	97%	-			
5.100.481	Postage Exp Bud	-	318.00	456.00	70%	-			
5.100.482	Printing / Copying	418.81	4,733.00	4,896.00	97%	-			
5.100.483	Constant Contact Email Service	-	-	372.00	0%	-			
5.100.484	Marketing and Advertising	-	19.00	100.00	19%	-			
5.100.485	Endowment Fund Transfers OUT	-	-	-	-	-			
5.100.520	Banking & Credit Card Fees e.g.Vanco	310.33	4,910.18	5,400.00	91%	-			
5.100.550	Liability Insurance Exp Bud	-	6,511.00	7,000.00	93%	-			
5.100.742	Memorial Expenses	-	-	-	-	-			
5.100.900	Txfs to Operations Reserve Fund	-	-	935.00	0%	-			
	Total Operational Exp	729.14	21,660.78	24,395.00	89%	338.39			
Committees Expenses									
5.100.222	Coffee and Other Kitchen Exp	21.83	1,106.51	1,151.00	96%	-			
5.100.710	Membership Exp Bud	-	414.71	500.00	83%	-			
5.100.725	Worship Council Expense Budget	250.00	2,443.78	3,225.00	76%	-	<i>honorarium for LueRachelle Brim Atkins</i>		
5.100.726	AV Tech Expense	480.00	5,360.00	6,120.00	88%	-			
5.100.727	AV Equipment & Maintenance	-	410.35	300.00	137%	110.35			
5.100.754	Partner Church Program Exp	-	-	150.00	0%	-			
5.100.755	Orion Expense	-	-	-	-	-			
5.100.756	Social Action Expense	-	-	-	-	-			
5.100.757	Sunday Morning Contrib to Charity	-	6,221.12	6,670.00	93%	-			
5.100.758	Minister Discretionary Fund	500.00	1,590.41	667.00	238%	923.41	<i>fixed accounting</i>		
5.100.759	Board Discretionary Fund	-	293.48	1,000.00	29%	-			
5.100.800	All Congr Social Events	10.00	70.00	350.00	20%	-	<i>banquet license</i>		
5.100.829	Common Quest Exp	-	450.00	-	-	450.00			
	Total Committees Exp	1,261.83	18,360.36	20,133.00	91%	1,483.76			

As of: May 31, 2018							% Thru Year: 92%
Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes
Fundraising Expenses							
5.100.818	Other Major Fundraising Event Exp	-	-	1,250.00	0%	-	
5.100.819	Raise the Paddle Purchase Exp-GF	-	-	-	-	-	
5.100.820	Auction Expense	-	10,077.46	8,500.00	119%	1,577.46	
5.100.821	Rummage Sale Expense	-	-	-	-	-	
5.100.822	Canvass Expense	-	-	-	-	-	
5.100.823	Misc. Fundraising Exp Bud	-	1,505.84	-	-	1,505.84	
5.100.825	Art and Garden Show Expense	-	-	-	-	-	
	Total Fundraising Exp	-	11,583.30	9,750.00	119%	3,083.30	
Rentals Expenses							
5.100.305	Facilities Rental Exp - single events	150.00	1,395.00	475.00	294%	920.00	<i>bldg mgr for rental</i>
	Total Rentals Exp	150.00	1,395.00	475.00	294%	920.00	
Facility Expenses							
5.100.452	Security Alarm System	-	287.00	450.00	64%	-	
5.100.453	Electricity - SCL	1,622.98	9,306.78	10,500.00	89%	-	
5.100.454	Water/Sewer - SPU	-	1,343.54	2,500.00	54%	-	
5.100.455	Waste/Recycling/Green	256.21	2,491.98	2,710.00	92%	-	
5.100.456	Gas - PSE	562.44	4,686.01	5,000.00	94%	-	
	Total Utility Expenses	2,441.63	18,115.31	21,160.00	86%	-	
5.100.650	Loan Debt Service - UUA	3,287.66	36,164.26	39,456.00	92%	-	
5.100.655	Loan Debt Service - PNW Growth Fdtn Exp	659.96	7,259.56	7,920.00	92%	-	
	Total Loan Expenses	3,947.62	43,423.82	47,376.00	92%	-	
5.100.457	Annual City/County/State Fees	-	2,272.27	2,350.00	97%	-	
	Total City/County Fees	-	2,272.27	2,350.00	97%	-	
5.100.451	Janitorial Supplies	-	1,166.18	2,000.00	58%	-	
5.100.458	Landscaping Exp	13.62	347.87	300.00	116%	47.87	
5.100.459	Building Maint Supplies & Small Labor	-	1,964.80	2,500.00	79%	-	
5.100.461	Building Capital Reserve Exp-GF	-	-	-	-	-	
5.100.462	Building Maint/Janitorial Txf OUT	-	-	-	-	-	
5.100.463	Elevator Fund Reserve Exp	-	14,095.13	12,000.00	117%	2,095.13	
5.100.471	Janitorial Service	630.00	6,580.00	7,560.00	87%	-	
	Total Repair and Maintenance	643.62	24,153.98	24,360.00	99%	2,143.00	
	Total Facility Exp	\$ 7,182.87	\$ 89,360.38	\$ 95,246.00	94%	\$ 3,063.00	
TOTAL GENERAL FUND EXPENSES							
		\$ 35,487.51	\$ 436,516.65	\$ 471,671.00	93%	\$ 10,317.41	
Income less Expenses							
		\$ (4,345.93)	\$ 23,386.32	\$ -		\$ 15,831.82	

As of: May 31, 2018				
Fund Acct	Fund Balances	Curr Balance	Mo. Change	Notes/Explanation
3.202.100	Building Maintenance/Janitorial Fund Balance	962.50	-	
3.301.100	Minister's Sabbatical FB	-	-	
3.302.100	Minister's Discretion FB	1,215.58	(307.83)	\$400 check to help member
3.303.100	Minister Search Fund Balance	6,802.87	-	
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	318.53	-	
3.355.100	WSUU Sponsored Events Balance	-	-	
3.360.100	Youth Group FB	3,690.11	-	
3.370.100	OWL Fund Balance	940.10	-	
3.380.100	Religious Ed Misc FB	1,500.00	-	
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	500.00	deposit check from Eastshore PCC for youth activities
3.835.100	Community Meal Trust Fund Balance	369.87	-	
Total Dedicated Funds		\$ 21,576.92	\$ 192.17	

SCU MONEY MARKET	
Opening Balance	\$ 25.00
Transfer from Umpqua 2/13/18	200,000.00
Close Umpqua Elevator Fund	985.86
Inflows - Building Fund	-
Outflows - Building Fund	-
Inflows - Elevator Fund	4,095.13
Outflows - Elevator Fund	-
Inflows - Operations	-
Outflows - Operations	(20,000.00)
Interest Earned YTD - Bldg	180.38
Interest Earned YTD - Elev	118.06
Interest Earned YTD - Oper	86.11
SCU Money Market Total:	185,490.54
Building Fund Balance (SCU)	87,120.89
Elevator Fund Balance (SCU)	57,021.01
Total Building Funds	144,141.90
Operations Fund Balance (SCU)	41,348.64
Funds Transferred to SCU - Feb 2018	
Building Funds	
Old Bldg Fund Checking	\$ 8,172.68
Old Bldg Fund Savings	\$ 78,767.83
Old Elevator Fund	\$ 52,807.82
Building Funds Transferred	\$ 139,748.33
Operating Funds	
Old Oper Savings MMA	\$ 7,108.27
Txfrd Dedicated Funds	\$ 21,096.11
Txfrd Operating Funds	\$ 33,058.15
Operating Funds Transferred	\$ 61,262.53

INTERIM MINISTER'S REPORT TO BOARD OF TRUSTEES

June 14, 2018

Dear veteran and new board members,

This has been assuredly an eventful year at Westside. The board this year has been quite remarkable in doing the business of the congregation in the face of so many disappointments and uncertainties. Special kudos to Patti for all she did and does behind the scenes to create best outcomes.

Please note I will not be at this board meeting as I will be in the middle of GA.

I head out tomorrow morning about 6. I am at home after leaving the dinner early. I had to clean house tonight and get this report and one other done before I leave tomorrow morning. I expect and hope it was a great success. I have already calendared in the October 11 gathering and I promise to come early to do chairs as well as to stay through.

Pastoral Support: The transition of Mark's retirement to what forms pastoral care will take has been much discussed. Margo and the Pastoral Associates will minister together through July and part of August. Margo will be chaplain at Eliot in early August so I will be putting my GA Chaplain hat back on here at home. Mark and I have already talked about those who would probably like to have ongoing visits and chats. Robert is already one as I visit him at least every two weeks and we solve all the problems of the world on his back deck. I will begin regular visits to a number of Westsiders in September along with the excellent pastoral associates team.

Staff Evaluations: Two evaluations have been completed and one is ongoing. I will defer to Judi to discuss the progress so far relative to that latter process.

Worship Council: This is the big one for me. I am basically starting somewhat from scratch. I am recruiting a group of new 'associate' service leaders who would work with me on my services. The veteran service leaders will do the non-Alex Sundays. I plan to do more of the service starting in August or September. The service leader will do Vibrant Community, offering, and read a reading of my choosing (unless they have one better than mine). I'll do the rest though we may shift it back and forth a bit as to who does what. My hope is that

this group will be the nucleus of the next phase of worship growth after the new minister arrives. Mateo, Jonathan, and Tony have all expressed strong interest in these new positions. I'm also going to invite Matt Aspin to be guest service leader. The current composition of Worship Council is changing so I cannot tell you who the continuing service leaders will be as yet. I've created a creative group to kick around various models of creative workshop for the 9 Second Special Sundays. There will be perhaps three taizi type services like what Shelby did last month; two other services that might be contemplative or Sufi or who knows. And there will be 4 praise services again next year. They will all probably be spread through the year. I am working with Bert on the creative group along with some folks we agreed to invite who haven't been a part of creative service planning in the past. Everyone understands very clearly that this creative energy is focused entirely on the Special Sundays program. The rest of our services will have a familiar framework with maybe a few more slides from time to time.

Volunteering and kitchens: It seems to me that Shannon and Madison along with others have done a huge amount of work to keep coffee hour going. It's not working. So, several people have come to me with a solution: no more coffee or tea or other refreshments until people sign up. It's one I have used in the past elsewhere. From my own experience we have to be mindful not to make people feel too guilty (a little guilt goes a long way). One option might be to have a big sign that says "_____ Sundays before no more refreshments. The kitchen will be closed." Maybe have it for 2 and then 1 Sunday. Have someone behind the counter with a clipboard schedule handy so people sign up – maybe for two weeks at a time. It's crude but it gives people the chance to consider the value of something potentially lost. Another option was to have all 'groups' in the congregation take a turn doing the kitchen each year. Half the Sundays might be filled that way.

I am very much looking forward to next year. Beloved Conversations will be invaluable, I think, and I look forward to taking it together with Westsiders. I want to have the Right Relations/Congregational Concerns group be trained and the Region will be doing a training soon.

In late July and August I am taking two classes from the very highly regarded church expert Susan Beaumont. The July class will be "Leading in a Liminal Season"; the August class will be on staffing and supervision. I will bring back all the information I can to share. I have also registered for **Race & Pedagogy National Conference Sept. 27–29, 2018**

Radically Re-Imagining the Project of Justice: Narratives of Rupture, Resilience, and Liberation”

Quite a number of UU religious professionals will be there and it looks interesting and somewhat evocative.

I have no idea how the search process will unfold next year relative to how many ministers looking for positions. I expect there will be a goodly number interested in Westside. I also expect they will tend to be from the newer generation of UU ministers. They are bringing important insights.

Special appreciation to Cynthia for completing her chaplain program and will be ordained in September. She'll come back to Westside with great new gifts. Another special appreciation to Bert as he gains more clients in his new work of voice training. Shannon has held us all together as she always does so very well. Thank you to you all of you.

I'm going to send a short video to be shared at Mark's retirement party.

Last but not least our Intern Minister Margo Rinehart. I think it's safe to say she has brought Westside and me as her supervisor the gift of her experience, pastoral presence, and her ministry in social justice and #MeToo. It's been such a pleasure.

Right now, I am anxious to take a break. I bet you are, too. It was tough. I made some mistakes and I hope I've learned from them.

Thank you all and welcome to you who are coming to this new board.

Alex Holt, Interim Minister

Administrator Report to Board June 2018

It's really feeling like summer in the office already! Hot, hot, hot today. Looking forward to spending a little less time in the office in July and August.

Sunday Morning Attendance

Date	Speaker	Attendance
5/13/18	Alex	85
5/20/18	Praise Service- LueRachelle Brim-Atkins	75
5/27/18	Memorial day -Alex	72
6/3/18	Alex/Annual Meeting	106
6/10/18	No count	
6/17/18	Aji Piper	73

Rentals: Last week I booked a Memorial Rental for the end of June. This is great income for us! I have 2 volunteers and Marie signed up to help. I will be re-negotiating our Sweet Pea lease with Carmel Baird this month. We budgeted a 1% increase which I anticipate will not cause a problem.

Membership – I will report in July about new membership numbers. We have sent the first of two letters to individuals who have not pledged. We anticipate to drop down to around 200 members after that process.

Kitchen – Some progress has been made with finding kitchen volunteers. Sandra Rudd has agreed to oversee supplies and keeping the fridge/freezer and storage areas tidy. Set a meeting for July 1 for Kitchen crew and hope to find a volunteer to manage the Set up/Clean up schedule then. Will discuss what we will do in the future if we have no volunteers for a shift – including the possibility of putting up a sign on the counter that no coffee is available due to lack of volunteers.

Janitorial – I am getting a bid for having the carpet and linoleum professionally cleaned/waxed. Hope to get this done over the summer.

No action items.

In loving community,

Shannon