

## Westside Unitarian Universalist Congregation Board Meeting Minutes

June 14 2019

Westside Office, Started at 7:00 PM

Attending: Shelley Webb, David Cycleback, Scott Iverson, Larry Brennan, Patti McCall, Shannon Day, Jade Lowry, Tony Ricardi, Matt Aspin, Amy Schiefelbein, Thomas Terence, Aimee Schiefelbein

David was assigned to be meeting secretary as board secretary Joan Whitley was out of town.

Shelley read the opening words, and the chalice was lit.

For the benefit of the incoming board members in attendance, Shelley discussed how board meetings are commonly run. New board members asked questions, such as how many unscheduled congregants attend board meetings (answer: very rarely).

The minutes from the previous board's meeting were edited for a few errors, and were approved unanimously.

The board discussed the reports from the reverend, DRE, administration and music director. The lift support was briefly discussed. Lift construction will start soon.

Shelley discussed the planning of the incoming board's retreat, and suggested the retreat happen as soon as possible. A pdf of the 2018-2019 WSUU Board Priorities was made available as a reference.

The board discussed the Ad Hoc Personnel vision committee's first draft of their vision for what a Personnel Committee would do. The two boards discussed issues, including racial justice viewpoints, with most of this work being under the watch of the next board.

Transition planning was discussed. Things to do include meeting with chairs 6/24 1pm, need to reach out to Nancy Bowen, contract minister reach-out, Saltwater, possibly Tandi Rogers.

The board voted unanimously to give Shannon vacation time in alignment with the other employees, increasing it from three weeks a year to four weeks a year.

The board discussed the personnel vision task force.

The board discussed David Cycleback's proposal of adding the following two links to the WSUU website on the Governance & Policies page as "Further UUA Resources" that he would like the board to vote on including. Here is the web page: <https://wsuu.org/governance-policies/>

Here are the links:

- <https://www.uua.org/safe/handbook>
- <https://www.uua.org/interconnections/143004.shtml>

The purpose of these links would be to provide further information and context to our policies and covenant and why they are important. One of the linked articles is about Rev. Peg and Westside. Board members agreed that it would be useful reference material for the congregation, and something to point to in the case of Right Relations issues, Scott Iversen agreed, though wished some of the material would be written directly in the Westside's websites.

The board unanimously passed the motion to add the links to the Westside Website.

The rest of the meeting involved the board members giving personal advice to incoming members, and incoming board members asking questions.

Thank you cards were signed, and the meeting ended at 9pm.

As of: **May 31, 2019**

<b>BANK ACCOUNT BALANCES</b>	<b>Current Mo.</b>	<b>Prior Mo.</b>	<b>Change</b>
Operations Chkg #7545	\$ 56,075.86	\$ 34,507.13	\$ 21,568.73
SCU (Dedicated Funds)	16,484.19	15,866.44	617.75
SCU (Operations Savings)	225.00	225.00	-
<b>Funds for Operations</b>	<b>\$ 72,785.05</b>	<b>\$ 50,598.57</b>	<b>\$ 22,186.48</b>
SCU (Building Fund)	\$ 87,391.76	\$ 87,539.67	\$ (147.91)
SCU (Elevator Fund)	48,754.62	28,485.74	20,268.88
<b>Building Funds</b>	<b>\$ 136,146.38</b>	<b>\$ 116,025.41</b>	<b>\$ 20,120.97</b>

<b>BUDGET SUMMARY</b>	<b>% thru Year: 92%</b>		<b>FULL YEAR</b>	<b>Amount</b>
<b>Income</b>	<b>YTD Actuals</b>	<b>%</b>	<b>Budget</b>	<b>Remaining</b>
Pledges	\$ 260,550	89%	\$ 293,000	\$ 32,450
Plate Collections	22,682	101%	22,525	(157)
Other Donations	34,439	244%	14,100	(20,339)
Fund Raising	76,793	126%	61,100	(15,693)
Affinity Programs	1,228	85%	1,440	212
RE Income	3,637	135%	2,700	(937)
Youth Income	935	20%	4,780	3,845
Music Income	1,040	54%	1,925	885
Program Income	8,745	98%	8,884	139
<u>Rental Income</u>	<u>48,507</u>	<u>95%</u>	<u>51,280</u>	<u>2,773</u>
<b>Total Income</b>	<b>\$ 458,556</b>	<b>99%</b>	<b>\$ 461,734</b>	<b>\$ 3,178</b>
<b>Expenses</b>				
Staff	\$ 209,417	96%	\$ 217,195	\$ 7,778
Other Ministry	13,180	203%	6,500	(6,680)
RE Program	11,286	81%	14,000	2,714
Youth Program	669	14%	4,780	4,111
Music Program	9,690	83%	11,725	2,035
Admin & Support	45,874	89%	51,762	5,888
UU Dues	4,601	49%	9,352	4,751
Operations	22,050	92%	23,850	1,800
Committees	14,520	64%	22,809	8,289
Fundraising Exp	10,295	121%	8,500	(1,795)
Utilities	17,668	82%	21,610	3,942
Loans	43,424	92%	47,376	3,952
Taxes & Fees	2,614	102%	2,575	(39)
<u>Facility Exp</u>	<u>43,188</u>	<u>219%</u>	<u>19,700</u>	<u>(23,488)</u>
<b>Total Expenses</b>	<b>\$ 448,475</b>	<b>97%</b>	<b>\$ 461,734</b>	<b>\$ 13,259</b>
<b>Overall YTD Cash Flow:</b>	<b>\$ 10,081</b>			

<b>BALANCE SHEET</b>	
<b>Assets</b>	
Church Bldg & Land (book value)	\$ 2,456,300
Cash - Operations Funds	72,785
Cash - Building Funds	136,146
Other Assets	24,692
<b>Total Assets</b>	<b>\$ 2,689,923</b>
<b>Liabilities</b>	
Loan fm UUA	\$ 452,968
Loan fm Pacific NW Growth Fdtn	66,786
Other Current Liabilities	24,122
Dedicated Fund Balances	16,484
<b>Total Liabilities</b>	<b>\$ 560,359</b>
<b># Congregational Equity</b>	<b>\$ 2,129,564</b>
Beginning of FY Equity	2,084,210
YTD Change in Equity	<b>\$ 45,354</b>

**WSUU Treasurers Report - May 2019 - Detail**

As of: <b>May 31, 2019</b>				% Thru Year: <b>92%</b>			
<b>Account #</b>	<b>Account Name</b>	<b>Curr Mo Activity</b>	<b>YTD Balance</b>	<b>FY18-19 Budget</b>	<b>YTD %ofBgt</b>	<b>Over Budget</b>	<b>Notes</b>
<b>GENERAL FUND INCOME</b>							
<b>Pledging</b>							
4.100.100	Pledges - Current Year Income	21,386.00	258,489.96	290,000.00	89%	-	
4.100.105	Pledges - New Members & Additional	-	-	-	0%	-	
4.100.110	Pledges - Prior Year Income	-	2,060.00	3,000.00	69%	-	
	<b>Total Pledges</b>	<b>21,386.00</b>	<b>260,549.96</b>	<b>293,000.00</b>	<b>89%</b>	<b>-</b>	
<b>Sunday Plate</b>							
4.100.140	Contributions - Sunday WSUU	1,261.40	15,299.29	13,890.00	110%	1,409.29	
4.100.141	Contributions - Sunday WSUU Minister Discretion	-	735.18	567.00	130%	168.18	
4.100.142	Contributions - Sunday WSUU Kitchen/Hospitality	-	142.03	283.00	50%	-	
4.100.143	Contributions - Sunday WSUU Youth Programs	-	166.96	284.00	59%	-	
4.100.150	Contributions Sunday Charities	630.64	6,338.50	7,501.00	85%	-	
	<b>Total Sunday Plate Income</b>	<b>1,892.04</b>	<b>22,681.96</b>	<b>22,525.00</b>	<b>101%</b>	<b>-</b>	
<b>Other Donations</b>							
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	-	-	-	0%	-	
4.100.155	Endowment Fund Transfers IN	-	-	-	0%	-	
4.100.160	Special Gifts & Campaigns	-	873.53	8,100.00	11%	-	
4.100.244	Elevator Fund Donations	21,132.88	33,565.88	6,000.00	559%	27,565.88	
	<b>Total Other Donations</b>	<b>21,132.88</b>	<b>34,439.41</b>	<b>14,100.00</b>	<b>244%</b>	<b>29,143.35</b>	
	<b>Total Pledge and Other Donations</b>	<b>\$ 44,410.92</b>	<b>\$ 317,671.33</b>	<b>\$ 329,625.00</b>	<b>96%</b>	<b>\$ 29,143.35</b>	
<b>Fund Raising</b>							
4.100.245	Auction Income	-	53,393.78	44,000.00	121%	9,393.78	
4.100.247	Raise the Paddle Income	-	21,800.41	16,500.00	132%	5,300.41	
4.100.249	Art & Garden Show Income	-	-	-	0%	-	
4.100.243	Other Major Fundraising Event	-	-	-	0%	-	
4.100.250	Rummage & Book Sale Income	-	1,168.00	-	0%	1,168.00	
4.100.257	Misc. Fundraising Income	-	431.00	600.00	72%	-	
	<b>Total Fund Raising Income</b>	<b>-</b>	<b>76,793.19</b>	<b>61,100.00</b>	<b>126%</b>	<b>15,862.19</b>	
<b>Affinity Program Income</b>							
4.100.200	PCC Scrip GF Income	-	-	-	0%	-	
4.100.210	E Scrip GF Income	3.01	23.93	120.00	20%	-	
4.100.211	Amazon Rebate Income	66.32	1,204.01	1,320.00	91%	-	
	<b>Total Affinity Program Income</b>	<b>69.33</b>	<b>1,227.94</b>	<b>1,440.00</b>	<b>85%</b>	<b>-</b>	
<b>RE Ministry Income</b>							
4.100.256	RE Non-Member Fees	-	-	-	0%	-	
4.100.258	RE Fund Transfers IN	-	-	-	0%	-	
4.100.259	RE Fundraising & Donations	-	2,023.83	1,500.00	135%	523.83	
4.100.260	OWL Registration Fees	100.00	1,613.00	1,200.00	134%	413.00	<i>k-1 OWL</i>
4.100.263	OWL Fund Transfers IN	-	-	-	0%	-	
4.100.264	RE Coming of Age Program Fees	-	-	-	0%	-	
	<b>Total RE Ministry Income</b>	<b>100.00</b>	<b>3,636.83</b>	<b>2,700.00</b>	<b>135%</b>	<b>413.00</b>	
<b>Youth Group Ministry Income</b>							

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Account #	Account Name	Curr Mo Activity	YTD Balance	FY18-19 Budget	YTD %ofBgt	Over Budget	Notes
4.100.261	RE Youth Group Fund Transfers IN	-	-	2,880.00	0%	-	
4.100.262	RE Youth Group Fundraising & Gifts	889.68	934.68	1,900.00	49%	-	bake sale
	Total Youth Group Ministry Income	889.68	934.68	4,780.00	20%	-	
<b>Music Ministry Income</b>							
4.100.221	Music Fund Transfers IN	-	-	-	0%	-	
4.100.222	Music Fundraising and Donations	-	1,040.00	1,925.00	54%	-	
4.100.223	Music Programs Income	-	-	-	0%	-	
	Total Music Ministry Income	-	1,040.00	1,925.00	54%	-	
<b>Program and Misc Income</b>							
4.100.220	Coffee Income	26.52	364.24	540.00	67%	-	
4.100.225	Membership Fundraising and Donations	-	-	-	0%	-	
4.100.240	Interest Income	139.78	1,156.72	1,020.00	113%	136.72	
4.100.241	Board Designated Fund Transfers to GF	-	7,024.00	7,024.00	100%	-	
4.100.242	Building Fund Transfer IN	-	-	-	0%	-	
4.100.251	Social & Envir. Justice Fundraising	-	200.00	-	0%	200.00	
4.100.255	Common Quest Income	-	-	300.00	0%	-	
4.100.265	Ministerial Intern Inc	-	-	-	0%	-	
4.100.267	Minister Search Fund Transfers IN	-	-	-	0%	-	
4.100.268	Web Development Fund Transfers IN	-	-	-	0%	-	
4.100.270	Building Maintenance/Janitorial transfer IN	-	-	-	0%	-	
	Total Program and Misc Income	166.30	8,744.96	8,884.00	98%	1,686.55	
<b>Rentals</b>							
4.100.300	Cell Tower Rental & Elec Reimb	1,226.55	13,296.76	13,800.00	96%	-	
4.100.302	Cell Tower Electricity Reimb True-up	-	1,589.38	1,000.00	159%	589.38	
4.100.305	Rental Income - Single Events	432.50	2,610.00	1,500.00	174%	1,110.00	piano recital, tai chi
4.100.310	Leases Income- Pre School	2,763.00	30,236.00	33,180.00	91%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	-	775.00	1,800.00	43%	-	
	Total Rental Income	4,422.05	48,507.14	51,280.00	95%	1,699.38	
<b>TOTAL GENERAL FUND INCOME</b>		<b>\$ 50,058.28</b>	<b>\$ 458,556.07</b>	<b>\$ 461,734.00</b>	<b>99%</b>	<b>\$ 48,391.47</b>	
<b>GENERAL FUND EXPENSES</b>							
<b>Minister Position</b>							
5.100.100	Minister Housing Allow Exp	3,500.00	38,500.00	42,000.00	92%	-	
5.100.101	Minister Salary Exp	3,125.00	35,379.00	39,700.00	89%	-	
5.100.105	Minister Cost of Living Adj Exp	-	1,215.00	1,600.00	76%	-	
5.100.106	Minister Group Term Life Ins Exp	34.27	391.27	460.00	85%	-	
5.100.107	Minister Long Term Disability Ins Exp	84.00	924.00	1,020.00	91%	-	
5.100.110	Minister Retirement Exp	704.00	7,040.00	8,450.00	83%	-	
5.100.115	Minister-FICA Exp	239.00	2,755.00	3,620.00	76%	-	
5.100.125	Minister's Professional Exp	-	11,800.00	11,800.00	100%	-	
	Total Minister Compensation	7,686.27	98,004.27	108,650.00	90%	-	
5.100.102	Minister Moving Exp	-	-	-	-	-	
5.100.120	Minister's Sabbatical Exp	-	-	-	-	-	

**WSUU Treasurers Report - May 2019 - Detail**

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<b>Account #</b>	<b>Account Name</b>	<b>Curr Mo Activity</b>	<b>YTD Balance</b>	<b>FY18-19 Budget</b>	<b>YTD %ofBgt</b>	<b>Over Budget</b>	<b>Notes</b>
5.100.126	Minister Installation Exp	-	-	-	-	-	
5.100.127	Minister Economic Impact Support Exp	-	-	-	-	-	
5.100.128	Minister Search Exp	5,000.00	5,000.00	-	-	5,000.00	
5.100.130	Ministerial Intern Exp	-	1,679.54	-	-	1,679.54	
5.100.303	Minister Search Fund Transfers OUT	-	6,500.00	6,500.00	100%	-	
	Total Additional Minister Exp	5,000.00	13,179.54	6,500.00	203%	6,679.54	
	<b>Total Cost of Minister Exp</b>	<b>\$ 12,686.27</b>	<b>\$ 111,183.81</b>	<b>\$ 115,150.00</b>	<b>97%</b>	<b>\$ 6,679.54</b>	
<b>Children and Youth RE Ministry</b>							
5.100.150	RE Director Salary Exp	5,030.00	55,250.00	60,350.00	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 Cost of Living Adj Exp	-	-	-	-	-	
5.100.158	RE Director FICA Exp	365.56	4,015.35	4,620.00	87%	-	
5.100.160	RE Director Retirement Exp	466.00	4,911.50	5,595.00	88%	-	
5.100.165	RE Director Professional Exp	-	3,500.00	3,500.00	100%	-	
	Total RE Director Compensation	5,861.56	67,676.85	74,065.00	91%	-	
5.100.162	RE Story Time Toddler Teacher Exp	-	-	-	-	-	
5.100.163	RE Nursery Lead Teacher Exp	160.00	1,843.75	2,200.00	84%	-	
5.100.164	RE Nursery Assisstant Exp	120.00	1,420.00	1,650.00	86%	-	
5.100.168	RE Program Assistant Exp	289.00	2,923.50	4,100.00	71%	-	
5.100.169	RE Summer Coordinator Exp	-	1,018.00	1,200.00	85%	-	
5.100.170	Childcare Exp	30.00	529.50	800.00	66%	-	
	Total RE Staff Exp	599.00	7,734.75	9,950.00	78%	-	
5.100.151	RE Youth Leadership Development Exp	-	-	-	-	-	
5.100.152	RE OWL Leadership Development Exp	750.00	750.00	275.00	273%	475.00	<i>trainings moved from 5.100.131 to this line</i>
5.100.166	RE Leader Training Exp	-	-	-	-	-	
5.100.167	RE Teacher Appreciation Exp	-	-	-	-	-	
	Total RE Training Expense	750.00	750.00	275.00	273%	475.00	
5.100.161	RE Lead Youth Advisor Exp	-	-	1,280.00	0%	-	
5.100.132	RE High School Youth Programs Exp	540.00	669.15	3,500.00	19%	-	<i>GA fees</i>
5.100.136	RE High School Youth Scholarships Exp	-	-	-	-	-	
5.100.227	RE Youth Group Fund Transfers OUT	-	-	-	-	-	
	Total RE Youth Group Expense	540.00	669.15	4,780.00	14%	475.00	
5.100.131	RE OWL Programs Exp	(500.00)	225.00	400.00	56%	-	<i>moved to 5.100.152</i>
5.100.133	RE Middle School Youth Programs Exp	-	-	-	-	-	
5.100.134	RE Operational Exp	23.99	2,476.58	3,375.00	73%	-	
5.100.135	RE Middle School Scholarships Exp	-	-	-	-	-	
5.100.171	RE Program Support Exp	-	-	-	-	-	
5.100.172	RE Curricula Exp	-	100.00	-	-	100.00	
5.100.225	RE Fund Transfers OUT	-	-	-	-	-	
5.100.229	RE OWL Fund Transfers OUT	-	-	-	-	-	
	Total RE Operations Expense	(476.01)	2,801.58	3,775.00	74%	575.00	

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<b>Total RE Ministry Expense</b>		<b>\$ 7,274.55</b>	<b>\$ 79,632.33</b>	<b>\$ 92,845.00</b>	<b>86%</b>	<b>\$ 1,050.00</b>	
<b>Music Ministry</b>							
Music Director							
5.100.185	Music Dir Salary Exp	2,271.53	37,928.33	27,800.00	136%	10,128.33	
5.100.186	Music Dir Cost of Living Adj Exp	-	-	-	-	-	
5.100.187	Music Dir Retirement Exp	-	1,065.00	2,560.00	42%	-	
5.100.188	Music Dir FICA Exp	173.77	2,554.96	2,120.00	121%	434.96	
5.100.190	Music Dir Professional Exp	-	2,187.78	2,000.00	109%	187.78	
5.100.200	Music Dir Group Term Life Ins Exp	-	-	-	-	-	
5.100.205	Music Dir Long-Term Disability Ins Exp	-	-	-	-	-	
<b>Total Cost of Music Director</b>		<b>\$ 2,445.30</b>	<b>\$ 43,736.07</b>	<b>\$ 34,480.00</b>	<b>127%</b>	<b>\$ 10,751.07</b>	
5.100.193	Music Sunday Service Pianist Exp	375.00	4,795.00	4,950.00	97%	-	
5.100.195	Music Percussionist Exp	200.00	3,350.00	3,750.00	89%	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	85.00	595.00	1,275.00	47%	-	
5.100.198	Music Bassist Exp	-	750.00	1,050.00	71%	-	
5.100.199	Music Administrator Exp	-	-	-	-	-	
<b>Total Other Music Staff</b>		<b>660.00</b>	<b>9,490.00</b>	<b>11,025.00</b>	<b>86%</b>	<b>-</b>	
5.100.191	Music Purchase Exp	-	-	-	-	-	
5.100.192	Music Equipment Maint Exp	-	200.00	600.00	33%	-	
5.100.194	Music Programs Exp	-	-	-	-	-	
5.100.196	Music Council Fundraising Exp	-	-	100.00	0%	-	
5.100.201	Music Equipment Purchase Exp	-	-	-	-	-	
5.100.202	Music Marketing Exp	-	-	-	-	-	
<b>Total Other Music Expenses</b>		<b>-</b>	<b>200.00</b>	<b>700.00</b>	<b>29%</b>	<b>-</b>	
<b>Total Music Ministry Exp</b>		<b>\$ 3,105.30</b>	<b>\$ 53,426.07</b>	<b>\$ 46,205.00</b>	<b>116%</b>	<b>\$ 10,751.07</b>	
<b>Admin Staff &amp; Support</b>							
5.100.173	Congr Admin Group Term Life Ins Exp	-	-	-	-	-	
5.100.174	Congr Admin Salary Exp	3,630.00	37,323.00	41,140.00	91%	-	
5.100.175	Congr Admin Cost of Living Adj Exp	-	-	-	-	-	
5.100.176	Congr Admin Retirement Exp	330.00	3,080.00	3,740.00	82%	-	
5.100.177	Congr Admin FICA Exp	277.70	2,855.25	3,150.00	91%	-	
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	-	-	-	
5.100.231	Congr Admin Professional Exp	-	110.95	500.00	22%	-	
<b>Total Cost Congr Administrator</b>		<b>4,237.70</b>	<b>43,369.20</b>	<b>48,530.00</b>	<b>89%</b>	<b>-</b>	
5.100.180	Bookkeeper Sal Exp Bud	-	-	-	-	-	
5.100.183	Bookkeeper FICA Exp	-	-	-	-	-	
<b>Total Administration Staff Exp</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
5.100.216	Janitorial/Custodian Wages Exp	-	-	-	-	-	
<b>Total Other Support Staff</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Additional Employee Benefits							
5.100.178	Labor & Industries Ins Exp	-	1,869.75	2,200.00	85%	-	



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5.100.182	Employee Assistance Prog Exp	-	-	-	-	-	
5.100.184	Part time Empl FICA SS Exp	48.13	634.97	1,032.00	62%	-	
	Total Additional Employee Benefits Exp	48.13	2,504.72	3,232.00	77%	-	
<b><u>UU Organizations Dues Expense</u></b>							
5.100.300	Partner Church Dues Exp Bud	-	-	150.00	0%	-	
5.100.310	UUSC Dues Exp Bud	-	-	-	-	-	
5.100.320	UUA Dues Exp Bud	-	3,905.50	6,420.00	61%	-	
5.100.330	PNWD Dues Exp Bud	-	695.50	2,782.00	25%	-	
	Total UU Organizations Dues Exp	-	4,601.00	9,352.00	49%	-	
<b><u>Operational Expenses</u></b>							
5.100.450	Telephone/Cable/Internet	-	2,499.26	2,700.00	93%	-	
5.100.460	Web Hosting Exp	-	225.78	250.00	90%	-	
5.100.470	Web Maintenance Exp Bud	-	-	100.00	0%	-	
5.100.475	Technology Management	-	1,405.46	1,500.00	94%	-	
5.100.480	Office Expenses	-	688.61	1,200.00	57%	-	
5.100.481	Postage Exp Bud	-	498.86	500.00	100%	-	
5.100.482	Printing / Copying	428.80	4,911.00	5,300.00	93%	-	
5.100.483	Constant Contact Email Service	-	416.16	400.00	104%	16.16	
5.100.484	Marketing and Advertising	-	-	-	-	-	
5.100.485	Endowment Fund Transfers OUT	-	-	-	-	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	222.79	4,913.41	5,400.00	91%	-	
5.100.550	Liability Insurance Exp Bud	-	6,491.00	6,500.00	100%	-	
5.100.742	Memorial Expenses	-	-	-	-	-	
5.100.900	Txf to Operations Reserve Fund	-	-	-	-	-	
	Total Operational Exp	651.59	22,049.54	23,850.00	92%	16.16	
<b><u>Committees Expenses</u></b>							
5.100.222	Coffee and Other Kitchen Exp	206.44	943.09	1,157.00	82%	-	
5.100.710	Membership Exp Bud	-	314.00	500.00	63%	-	
5.100.725	Worship Council Expense Budget	-	1,750.00	3,475.00	50%	-	
5.100.726	AV Tech Expense	480.00	5,160.00	5,960.00	87%	-	
5.100.727	AV Equipment & Maintenance	-	17.59	300.00	6%	-	
5.100.754	Partner Church Program Exp	-	-	150.00	0%	-	
5.100.755	Orion Expense	-	-	-	-	-	
5.100.756	Social Action Expense	-	601.17	250.00	240%	351.17	
5.100.757	Sunday Morning Contrib to Charity	-	5,647.24	7,500.00	75%	-	
5.100.758	Minister Discretionary Fund	-	570.87	567.00	101%	3.87	
5.100.759	Board Discretionary Fund	-	-	100.00	0%	-	
5.100.800	All Congr Social Events	-	221.54	500.00	44%	-	
5.100.801	All Congr Retreats and Trainings	-	(705.54)	2,200.00	-32%	-	
5.100.829	Common Quest Exp	-	-	150.00	0%	-	
	Total Committees Exp	686.44	14,519.96	22,809.00	64%	355.04	
<b><u>Fundraising Expenses</u></b>							

As of: <b>May 31, 2019</b>				% Thru Year: <b>92%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY18-19 Budget	YTD %ofBgt	Over Budget	Notes
5.100.818	Other Major Fundraising Event Exp	-	-	-	-	-	
5.100.819	Raise the Paddle Purchase Exp-GF	-	-	-	-	-	
5.100.820	Auction Expense	-	10,294.68	8,500.00	121%	1,794.68	
5.100.821	Rummage Sale Expense	-	-	-	-	-	
5.100.822	Canvass Expense	-	-	-	-	-	
5.100.823	Misc. Fundraising Exp Bud	-	-	-	-	-	
5.100.825	Art and Garden Show Expense	-	-	-	-	-	
	<b>Total Fundraising Exp</b>	-	10,294.68	8,500.00	121%	1,794.68	
<b>Rentals Expenses</b>							
5.100.305	Facilities Rental Exp - single events	30.00	262.50	900.00	29%	-	
	<b>Total Rentals Exp</b>	30.00	262.50	900.00	29%	-	
<b>Facility Expenses</b>							
5.100.452	Security Alarm System	-	370.64	500.00	74%	-	
5.100.453	Electricity - SCL	1,533.13	9,220.27	10,500.00	88%	-	
5.100.454	Water/Sewer - SPU	-	1,342.48	2,500.00	54%	-	
5.100.455	Waste/Recycling/Green	270.02	2,777.05	2,710.00	102%	67.05	
5.100.456	Gas - PSE	290.46	3,957.61	5,400.00	73%	-	
	<b>Total Utility Expenses</b>	2,093.61	17,668.05	21,610.00	82%	67.05	
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%	-	
	<b>Total Loan Expenses</b>	3,947.62	43,423.82	47,376.00	92%	-	
5.100.457	Annual City/County/State Fees	-	2,614.02	2,575.00	102%	39.02	
	<b>Total City/County Fees</b>	-	2,614.02	2,575.00	102%	39.02	
5.100.451	Janitorial Supplies	-	1,155.60	2,000.00	58%	-	
5.100.458	Landscaping Exp	-	27.67	300.00	9%	-	
5.100.459	Building Maint Supplies & Small Labor	1.19	1,246.11	2,500.00	50%	-	
5.100.461	Building Capital Reserve Exp-GF	-	-	-	-	-	
5.100.462	Building Maint/Janitorial Txfs OUT	-	-	-	-	-	
5.100.463	Elevator Fund Reserve Exp	21,132.88	33,565.88	6,000.00	559%	27,565.88	
5.100.471	Janitorial Service	630.00	6,930.00	8,000.00	87%	-	
	<b>Total Repair and Maintenance</b>	21,764.07	42,925.26	18,800.00	228%	27,565.88	
	<b>Total Facility Exp</b>	<b>\$ 27,835.30</b>	<b>\$ 106,893.65</b>	<b>\$ 91,261.00</b>	<b>117%</b>	<b>\$ 27,671.95</b>	
<b>TOTAL GENERAL FUND EXPENSES</b>		<b>\$ 56,525.28</b>	<b>\$ 448,474.96</b>	<b>\$ 461,734.00</b>	<b>97%</b>	<b>\$ 48,318.44</b>	
<b>Income less Expenses</b>		<b>\$ (6,467.00)</b>	<b>\$ 10,081.11</b>	<b>\$ -</b>		<b>\$ 73.03</b>	

As of: <b>May 31, 2019</b>				
<b>Fund Acct</b>	<b>Fund Balances</b>	<b>Curr Balance</b>	<b>Mo. Change</b>	<b>Notes/Explanation</b>
3.202.100	Building Maint./Janitorial Fund Balance	329.42	-	
3.301.100	Minister's Sabbatical FB	-	-	
3.302.100	Minister's Discretion FB	807.77	-	
3.303.100	Minister Search Fund Balance	249.45	-	
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	617.75	Members Connect Income to carry over to next year
3.360.100	Youth Group FB	4,904.24	-	
3.370.100	OWL Fund Balance	940.10	-	transferred to budget
3.380.100	Religious Ed Misc FB	1,883.46	-	
3.381.100	DRE Search Fund Balance	-	-	
3.385.100	Raise the Paddle FB	114.34	-	
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-	
3.395.100	Orion Fund Balance	-	-	
3.400.100	Endowment FB	55.00	-	
3.405.100	Little Free Library Balance	40.00	-	
3.500.100	PCC Card FB	-	-	
3.600.100	Website Development Balance	-	-	
3.800.100	Charitable Giving FB	-	-	
3.805.100	Food Bank FB	-	-	
3.815.100	Partner Church FB	620.00	-	
3.835.100	Community Meal Trust Fund Balance	369.87	-	
<b>Total Dedicated Funds</b>		<b>\$ 16,484.19</b>	<b>\$ 617.75</b>	

## **INTERIM MINISTER'S REPORT TO BOARD OF TRUSTEES**

**June 11, 2019**

Dear board members and staff,

This will be my second-to-last report to you.

1. The worship team will be composed of Chris Darnell and Lisa Reitzes as co-chairs; Cynthia Westby and Scott Farrell as staff; Ali Yeates, Jennifer Disotell, and Marion Kee as service leaders. We met on Sunday via Zoom and most of the summer services are in advanced planning. I've recommended they come up with a worship team covenant and goals for this coming year. I hope that John Britt can lead a short retreat with them in late summer.
2. I've sent materials on possible personnel team models to Tracy Burrows and others for their review.
3. The lay pastoral associates team and I have worked out logistics for pastoral care after the end of July. I will be here and available for emergencies through that time.
4. Both pastoral care and worship team are curious to know if there will be a contract minister or on-call chaplain for the time before Christopher arrives here. I know that will be a conversation for the new transitions team.
5. You probably recall that I am taking vacation in the month of July to finish up my time in Seattle. I have 5 weeks of vacation left. I will take June 20-21 off and then apply all remaining vacation to July since it's nearly a 5 week month. I want to be sure I don't over-use remaining vacation time.
6. We have completed performance assessments for Cynthia and Scott (in Scott's case a 6 month assessment per his contract). I'll be doing one with Shannon later this month.

Respectfully submitted,

Rev. Alex Holt, Accredited Interim Minister

**ACTING MUSIC DIRECTOR MONTHLY REPORT**  
**June 11, 2019**

I am thoroughly enjoying my time here at Westside as Acting Music Director. As time goes on, I'm feeling more and more in the flow, and while there is always lots to do I feel like it's all happening and that the music here is alive and well!

1. The Westside Chorale: The choir keeps hitting new levels of passion and excellence. We are up to about 20 people now when we are all here and the sound and musicianship continues to improve. For the Youth Advancement service, we performed more music than we had for one service since I've been here, and from the response I heard, it went beautifully. The full choir will be doing the anthem on July 21<sup>st</sup> and August 18<sup>th</sup>, with Rainier Reunion, the Chalice Singers and other options for the remainder of the summer services.
2. Meetings: Continuing zoom meetings with service leaders and Alex has been very helpful. Lisa Reitzes, Chris Darnell, Marion Kee, Charlie Wilson, Alex and I had a very productive Interim Worship Team meeting after the service on the 9<sup>th</sup> where we got most of the wholes filled in for the remainder of the summer into September.
3. Service Planning: I am working with different presenters to make certain that the music is fully supportive of the message for each service. I intend to continue to connect with both service leaders and speakers over the summer to ensure that we have a high quality music experience in place for each service. I will be at most Sunday services leading the music over the summer, except for the ones listed below, and my Sister's wedding, for which I am officiating, on July 9<sup>th</sup>.
4. Association for Unitarian Universalist Music Ministries Annual Conference: I will be attending from August 24<sup>th</sup> -29<sup>th</sup>. I just heard from Reverend Christopher that he will also be there, so I'm looking forward to continuing our already strong connection both in workshops and getting together outside of conference time.
5. Vacation: I will be taking 3 of my 4 weeks contracted vacation time from August 20<sup>th</sup> until September 8<sup>th</sup>, starting back with choir rehearsal on September 9<sup>th</sup> for the Ingathering Service on September 15<sup>th</sup>. Those members of the choir who have decided to come to rehearsals over the summer will have rehearsed the anthem for the service on the 15<sup>th</sup> before I go, so it will just be adding in folks and polishing on the 15<sup>th</sup>. My sister Kathy and I will be visiting Iceland and the British Isles for much of my time off. I'm really looking forward to it!

In Harmony,

Scott Farrell

June 11, 2019

To: WSUU Board Members

From: Cynthia Westby, DRE

Our RE program went well this year! I loved our RE Transitions and Celebrations service on June 9<sup>th</sup>. So moving. I hope you found the changes we made in the bridging ceremony as touching as I did! The RE Council and YAC (Youth-Adult Committee) all worked with me to review and make changes to this service and the result on June 9<sup>th</sup> was lovely. We continue to see many of our families at church as well as new families with children coming to church for the first time and then continuing to attend with their children. This is exciting.

**RE Attendance:** Attendance figures for September 16 - June 9th are below (orange is Chalice Chapel, Green is Multi-Gen, Red is a holiday with no RE).

Class	Sept			Oct				Nov				Dec				Jan					
First	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	24	30	6	13	20	27
Nursery	0	2	1	1	1	3	2	2	5	4	1	4	3	4	-	-	-	7	3	3	3
K-1	-	-	4	4	2	6	5	4	-	-	-	-	-	-	-	-	-	5	6	-	4
K-2 OWL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2-5	-	-	10	10	4	12	5	7	-	-	-	-	-	-	-	-	-	6	4	-	6
4-5 OWL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8	9	-	9
6-8	-	-	-	3	2	5	5	3	-	-	-	-	-	-	-	-	-	5	6	-	4
HSYG	-	-	8	-	5	4	-	4	9	-	-	3	4	-	-	-	-	-	7	1	1
Chalice Chapel/AllGen	13	9	-	-	-	-	-	-	12	19	9	8	12	13	-	-	-	-	-	17	-
<b>Daily Total</b>	13	11	23	18	14	30	17	20	26	23	10	15	19	17	-	-	-	31	35	21	27

Feb				Mar				Apr				May				June			
3	10	17	24	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16
5	s	5	7	6	4	8	6	3	9	5	0	6	5	3	8	3	8		
9	o	-	7	5	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	10	10	-	-	8	6	9	-	6	-	9	-	-
-	w	-	4	5	3	-	7	8	-	-	-	9	5	-	6	-	14		
9	-	-	9	9	9	-	8	-	-	-	-	-	-	-	-	-	-	-	-
5	-	-	2	6	5	-	2	6	-	-	-	8	4	-	4	-	7		
1	-	3	4	4	5	5	0	0	-	-	-	5	-	-	1	-			
-	-	9	-	-	-	9	-	-	12	16	9	-	-	-	-	9			
29	0	17	33	35	33	22	33	27	21	21	17	34	23	3	25	12	38	0	0

**RE Classes** The last day of RE classes for the year was June 2<sup>nd</sup>. On June 9<sup>th</sup> we held hold a multi-gen celebrating RE. Beginning on June 16<sup>th</sup> we start our summer classes. We will offer one class in the Nursery for children 5 years old and younger. We will hold one class for 6-12 year olds led by congregants sharing some skill or passion of theirs and assisted by the RE Staff. In June Jim Angell, Kim Frappier and Kevin Lane-Cummings will each lead one of the June Sunday classes for our 6-12 year olds!

**Chalice Chapels:** We held our last Chalice Chapel on May 26<sup>th</sup> during the Memorial Day weekend with Moreah Vestan focused on poetry. The children loved it – they played with shape poems and more. We held our Chalice Chapels during school breaks and holidays, offering the children experiences of different spiritual practices.

**Youth Group** is led by lead youth advisor, Simon Knaphus, with three other youth advisors: Amy Hance-Brancati, Julie Forkasdi, and Laura Strand. They meet most Sunday evenings. Over the weekend of June 7-8 they held their youth group overnight, celebrating the end of the year for youth group and had a blast. There were 6 of our youth who are graduating from high school this June and bridged during our June 9<sup>th</sup> service and joined our adult congregation!

**Nursery:** Ivy Ficarro and Julie Vance have been acting as our main nursery teachers with Chick Whitmore rotating in as a regular youth nursery teacher. This has been working beautifully. This team (with four additional members) is also the group from which we draw our childcare folks for WSUU events.

**RE Council:** The RE Council met on June 9<sup>th</sup> for their regular RE Council meeting after the June 9<sup>th</sup> RE Celebrations service. The RE Council is a joy to work with and I'm grateful for their support of RE! We are all blessed with their dedication and vision! We will have some changes on the council with Thomas Terence leaving to join the board and Dave Edwards stepping down from co-chairing the council. Nola Balch will chair the RE Council this coming year.

**Stories for All Ages:** I'm very pleased to be working with a strong team of tellers with many styles and voices. They bring a wonderfully diverse range of stories to the congregation each Sunday. I have storytellers scheduled through the end of the summer!

**Vacation Plans:** I will be away on vacation for the month of July. I am house hunting and hoping to move at some point this summer. I hope all of you have a fabulous summer!

# Administrator Report to Board May 2019

Greetings from the warming admin office! It always feels great to get past the annual meeting and feel the relief from the current board and excitement of the upcoming board coexisting – another liminal space... I want to thank the current board for a year of incredible service. You navigated many sets of rapids with grace, wisdom, balance and endurance and I hope you have a summer of relaxation ahead of you. You more than deserve a break. During July and August my hours are reduced to 24 per week. I will generally be in the office Tuesday – Thursday. I will continue to attend board, and finance meetings and will probably work an hour or so on Sundays that I am in town to help support the Sunday morning functions.

## Sunday Morning Attendance

Date	Speaker	Attendance
5/5/19	Christopher – Vote	173
5/12/19	Alex	75
5/19/19	Marco Deppe	88
5/26/19	Alex	75
6/2/19	Alex – Annual Meeting	118
6/9/19	RE & Volunteer celeb.	88

**Thank You:** Patty Campbell for 4+ years of cleaning the sanctuary every week.

**501 (c)(3) Non-Profit form:** The packet was mailed to the IRS on May 20<sup>th</sup> after a review by Denny Wong, the tax attorney we hired. The IRS has received the application. I received a letter from them this Monday stating that if our application has all the information needed for processing, we can expect to hear back within 90 days. If it lacks any information the period become 180 days. Having the attorney review the doc was very wise!

**Website:** This Monday we had our website and mail moved to a word press managed server at Pair, the same company we have been with for many years. After review of options this felt like a good way to optimize security and minimize expense and effort. The transition went smoothly from my perspective, but Rob is working on some issues with the server using different programs than he is familiar with so there may be some learning curve. This hosting package will only cost us about seven more dollars a year.

**Membership:** No changes in membership. I will be making some changes when the fiscal year changes next month and expect the number to drop by about 10 and perhaps a few more after our follow letters are sent in July.

**Stewardship:** 25 of the 165 pledging units have not pledged. Current pledges in hand are \$298,724.50.

**Sanctuary Rental:** I am giving a tour tomorrow to a gentleman who would like to explore renting our sanctuary weekly on Sunday afternoons for a couple of hours to



hold an Anglican service for a group of about 20 people who do not have a space of their own. This could result in some much needed rental income each month.

**New Tenant for Lower Level Space:** I am continuing conversations with the gentleman, Chris who is interested in beginning an afterschool program/summer and school break camps. He is doing much investigation into getting licensed and has gone to some classes on requirements. I have asked him to prepare a business plan for the board in the next couple of weeks.

I have also reached out to the staff at A Child Becomes Preschool in the Admiral area of West Seattle. I just learned that they are currently residing in the Admiral Congregational Church which means they are probably a non-profit. I am proposing that they consider opening a south end campus. Haven't heard back from them yet. I will keep you posted on any developments.

**In loving Community,**

**Shannon**