

WSUU Board of Trustees Minutes May 16, 2018

Present: Patti McCall, Jill Jackson, Allan Lang, Judi Finney, Jean Mendel

Not present: Scott Iverson, David Rudd-Cycleback

Staff: Alex Holt, Shannon Day, Margo Reinhardt

The meeting opened at 7:05 with the chalice lighting and opening words. A brief check-in followed.

Judi moved to approve the April minutes with a second by Jill. The motion was approved.

Staff Reports:

Administration: Report attached.

Shannon reported that Madison's position is ending and we need volunteer recruiting for kitchen leadership.

The greeters are having issues filling all their slots on Sundays.

DRE: Report attached.

Interim Minister: Report attached.

Alex discussed a music survey which he would like to see go to the whole congregation to discover how the congregation feels about the music program and the role of the music director. The survey will include no more than 12 questions and happen before the end of May.

Treasurer's Report: Report attached.

Allan reported that John Monahan, of Stewardship Committee, has made a list of who is terminating, requesting financial hardship, etc. Letters will be going to members who have not yet pledged.

We will sponsor congregational budget information meetings on Sunday, May 20 and Wednesday, May, 23.

Judi, Michael and Allan will attend Sunday. Shannon, Patti and Michael will attend Wednesday.

Old Business:

The board reported on goals for use at the annual meeting.

Allan reported the proposed by-law changes will go out with the annual meeting packet to the congregation. He will handle discussion of the by-laws at the annual meeting.

Patti reported on where we stand with regards to accessibility. We can currently afford a two-story lift. Patti will meet with Soph and/or Mark Olso to proceed with idea for a two-story lift.

New Business

Minister Search Team report

Jill reported that the MST had an organizing meeting. They will meet May 20 with the last MST.

A bank account will need to be opened by July with at least some of the money for the team. Will

need all of it by December.

A negotiating team consisting of an MST member, one board member and one congregation member needs to be in place during July. They will focus on the compensation package.

2. The board appreciates the work of John Monahan in providing a ramp in the sanctuary. The discussion went forward on expanding the idea to incorporate a ramp into the existing step structure of the front of the stage.

3. Some notes for preparation for the annual meeting on June 3.

Allan will present the by-law changes; Allan and Michael Matz will present the budget.

Have to approve the minutes of last year's annual meeting and the special meeting to vote on the MST.

Patti will start with an introduction and review of the year's goals.

4. Reminder: Don't forget the party for Mark Newton on June 24 from 4-6 p.m.

The board then wrote numerous thank you's and adjourned at 9 p.m.

Respectfully submitted,

Jean Mendel

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	
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
4.100.255	Common Quest Income	-	465.12	300.00	155%	165.12	
4.100.256	RE Non-Member Fees	-	-	500.00	0%	-	
4.100.258	RE Fund Transfers IN	-	-	-	0%	-	
4.100.259	RE Fundraising & Donations	-	2,133.46	1,500.00	142%	633.46	
4.100.260	OWL Registration Fees	-	1,750.00	1,500.00	117%	250.00	
4.100.261	RE Youth Group Fund Transfers IN	-	-	-	0%	-	
4.100.262	RE Youth Group Fundraising & Gifts	24.97	3,877.29	1,900.00	204%	1,977.29	
4.100.263	OWL Fund Transfers IN	-	-	715.00	0%	-	
4.100.264	RE Coming of Age Program Fees	-	-	-	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 Other Income		682.97	11,137.23	10,619.00	105%	3,036.01	
Rentals							
4.100.300	Cell Tower Rental & Elec Reimb	1,137.78	12,515.58	13,656.00	92%	-	
4.100.302	Cell Tower Electricity Reimb True-up	-	1,261.95	950.00	133%	311.95	
4.100.305	Rental Income - Single Events	380.00	3,267.50	2,500.00	131%	767.50	recital
4.100.310	Leases Income- Pre School	2,606.00	29,766.00	32,832.00	91%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	105.00	1,752.00	2,220.00	79%	-	only one aa group now
Total Rental Income		4,228.78	48,563.03	52,158.00	93%	1,079.45	
TOTAL GENERAL FUND INCOME		\$ 31,141.58	\$ 459,902.97	\$ 471,671.00	98%	\$ 26,149.23	
GENERAL FUND EXPENSES							
Minister Position							
5.100.100	Minister Housing Allow Exp	3,500.00	38,000.00	41,500.00	92%	-	
5.100.101	Minister Salary Exp	3,627.00	40,274.17	42,970.00	94%	-	
5.100.105	Minister Medical Ins Exp	-	1,724.75	3,796.00	45%	-	
5.100.106	Minister Group Term Life Ins Exp	37.13	408.43	436.00	94%	-	
5.100.107	Minister Long Term Disability Ins Exp	84.00	924.00	983.00	94%	-	
5.100.110	Minister Retirement Exp	706.00	7,760.00	8,466.00	92%	-	
5.100.115	Minister-FICA Exp	302.00	3,398.68	3,652.00	93%	-	
5.100.125	Minister's Professional Exp	1,644.83	7,986.67	6,500.00	123%	1,486.67	
Total Minister Compensation		9,900.96	100,476.70	108,303.00	93%	-	
5.100.102	Minister Moving Exp	-	-	-	-	-	
5.100.120	Minister's Sabbatical Exp	-	-	-	-	-	
5.100.126	Minister Installation Exp	-	-	-	-	-	
5.100.127	Minister Economic Impact Support Exp	-	-	-	-	-	
5.100.128	Minister Search Exp	-	475.00	-	-	475.00	
5.100.130	Ministerial Intern Exp	865.53	447.06	-	-	447.06	
5.100.303	Minister Search Fund Transfers OUT	-	-	-	-	-	

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 Assistant 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	<i>high as extra musicians in this line but</i>
5.100.195	Music Percussionist Exp	270.00	3,170.00	3,120.00	102%	50.00	<i>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%					
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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>bidg 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 Txfs 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: <u>May 31, 2018</u>				
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

May 10, 2018

1. Music survey: I understand there's some reluctance to do yet another survey especially since the search committee will be doing one as well. I would implore us to do a Music Program survey now rather than wait...especially since the RE program has just done one (results sent by Cynthia in her report). Given that the music program is in a state of transition along with the Music Director I think that it's critical to be able to get a snapshot of how the congregation and music folks see the program right now.
2. After talking with various people I realize that any 3 floor elevator option is likely a non-starter. That's too bad but I admit that the 2 story option at least takes care of many of the challenges people would have to get to multiple floors. I know money is tight but I think that starting and completing the elevator project would be a huge shot in the arm for the congregation in these uncertain times.
3. Mark's Retirement and Pastoral Care: Margo and I will write a column for next week's email after we consult with Mark and John Britt (current chair of Pastoral Associates). We want to give the congregation soothing words as to how we will support pastoral care this summer while Margo is here and then after I return. I plan to refocus my ministry here partly to pastoral care next year working closely with Pastoral Associates team.
4. Internship: The time is approaching for Margo's final evaluation for the UUA. She is going to the Ministerial Fellowship Committee in late September after she concludes here. Someone asked if we would have an intern next year. I don't believe there's anyone local who will be available though it's possible. I've talked with Matt Aspin as to his general availability next year given that he will continue his training post-internship. I could see him involved in an informal way here so as to continue his discernment and formation into ministry.
5. Worship Council: Worship Council will have a retreat on May 19. We will discuss norms for services, a covenant on how we will work and respect one another and do general planning for next year. We will include an experimental Second Sunday special service models using creative services like the taize service and the praise services. Please be alert for creative

service formats from various world and cultural traditions – especially contemplative and spiritual deepening service types.

6. Social Justice Council: I met last night with Laura and Tracy (Jill Fleming couldn't be with us as she as new grandchild on the way or perhaps already here). The racial justice working group met a week or two ago and came up with some ideas for future work including Beloved Conversations. That's a UUA curriculum for congregations to begin taking racial justice work seriously and thoroughly. There are other possible tracks of work as well. I am going to say what I have said before: the deeply uncomfortable conversation and truth-telling about race applies around the country, in the UUA, and here as well. I have said before that I'd prefer not to deal with it but that time is long past. The nation, the UUA and we are all caught up in this network of mutuality (to paraphrase Dr. King) and I would encourage all of us including myself to put aside our emotional feelings to see how we can navigate this whitewater rapid we are in now. I expect that the racial justice working group will meet on June 4 and make some recommendations. I'll be at that meeting as well to see how I can best lend support. I'll also add that most other UU (and other) congregations in the US are dealing with race and culture issues (along with #MeToo and many other issues). It is not a happy time.
7. I spoke with Laura recently about the "Congregational Concerns Committee" status. I think we both believe that it needs to be rebuilt from the ground up. I have checked with the Region about training of a Right Relations Team (which is the name I'd recommend the new group be changed to). One of my interim colleagues who is interim over at Northlake UU has done multiple trainings for Right Relations Teams and I'll check into his past experience. He might be willing to do this work next fall to help rebuild the group.
8. I will report on other issues with verbal report.

Respectfully submitted,

Alex Holt, Interim Minister

ACTION ITEM:

Approve music survey to be done now.

May 10, 2018

To: WSUU Board Members

From: Cynthia Westby, DRE

Happy Spring! Here is my Board Report for May 2018. As you know April was a huge month for me – I graduated from the Chaplaincy Institute and was approved for ordination which will happen after a required ordination retreat September 19-22. I'm very excited and pleased about all of this!

RE Council Changes: Nola Balch will co-chair of the RE Council with a yet to be determined person beginning in July. Vanessa Shaughnessy and Shelley Webb, our current co-chairs are both transitioning off the RE Council into other positions with Westside. This is a huge loss for the RE Council and a wonderful gain for Westside elsewhere!

Classes: Our Story Time, Spirit Play, K-1, 2-3, 4-5, and Middle School Sunday morning classes are going very well. The children continue to enjoy the stories and exploration they are offered during these classes. We are heading into the final period of classes which is hard to believe! June 10th will be the transitions ceremony and June 3rd is the last day of RE class for this year!

RE Attendance: Here is the attendance for the RE year from September through May 6, 2018.

Class	Sept	Oct					Nov				Dec				Jan				
First	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28
Nursery	3	2	5	1	1	1	5	5	1	8	2	7	1			2	3	2	2
Storytime	2	1	0	2	0	3	0	0	1	0	1	0	0			0	0	2	2
Spiritplay	2	3	0	4	2	2	0	3	2	0	2	0	0			2	0	2	7
K-1	7	3	0	0	5	4	0	4	4	0	5	0	0			4	0	7	5
2-3	8	5	0	0	7	5	0	8	4	0	4	0	0			3	0	4	4
4-5	8	6	0	0	8	4	0	9	6	0	6	0	0			6	0	6	6
6-8	8	0	0	0	6	3	0	6	4	0	2	0	0			5	0	7	2
7-8 OWL	0	0	8	7	9	9	9	7	7	0	8	0	0			7	0	6	7
COA	3	0	2	0	3	0	3	0	3	0	3	0	0			0	2	0	2
HSYG	4	6	5	6	6	0	4	5	6	0	3	4	5			5	2	6	4
Chalice Chapel/AllGen			21	21			19				20		13	14			10		
Daily Total	45	26	41	41	47	31	40	47	38	28	36	24	20	0	0	34	17	42	41

Feb				Mar				Apr				May				
4	11	18	25	4	11	18	25	1	8	15	22	29	6	13	20	27

1	3	8	3	2	1	2	1	6	5	2	1	3	0			
1	0	0	0	3	0	0	2	0	0	2	1	0	2			
4	3	0	4	4	0	3	2	0	0	1	0	2	2			
5	7	0	6	6	0	6	4	0	0	5	2	5	2			
4	5	0	5	4	0	4	5	0	0	2	3	4	2			
6	6	0	8	3	0	0	7	0	0	2	4	3	3			
4	3	0	2	6	0	0	3	0	0	2	4	9	5			
7	6	0	7	9	0	0	5	0	0	4	8	6	7			
0	1	0	2	0	0	0	0	0	0	2	0	0	0			
5	7	0	11	7	0	0	0	0	0	5	6	0	0			
		11			18			28	12							
37	41	19	48	44	19	15	29	34	17	27	29	32	23	0	0	0

RE Council: The RE Council met on Sunday, April 29th. It was a full agenda. Our RE survey went out to all families in the middle of March, with a couple of reminders at the end of March and in April. The survey results are summarized below and I have attached a separate document along with the original survey document in case you would like to see that. We held our lottery for the five lucky winners of a \$10 Caffe Ladro gift certificate (for filling out the RE survey). They are: Simon Knaphus, Lisa Maynard, Lisa Chang, Kristina Darnell, and Julie Forasdi.

RE Survey: In the 2017-2018 RE Year 110 children and youth were registered for RE programs at WSUU, with approximately 200 individuals listed as parents or caregivers. Average Sunday attendance on days with our classes so far has been approximately 33 children & youth per Sunday morning; with the max as high as 48. Thanks to everyone who responded to the RE Survey in April. We received 29 responses and emailed out 200 survey requests. On the survey, respondents told us about their high interest and enthusiasm for Sunday morning RE programs, particularly among the adults. Younger kids are more enthusiastic about RE Programs than middle school and high school age children/youths. Learning about topics like race and social justice, doing activities like singing and art and having friends at church are among the more attractive aspects of RE Programs for parents and kids. For most families, attending 2-3 times a month works best. Eleven of the 29 respondents said they are willing and able to volunteer as an RE teacher next year (most are also volunteers this year). Respondents to the survey said they like to volunteer because they feel connected to the overall purpose of connecting kids to UU principles and they like getting to know other adults (other RE teachers, parents) in the congregation. Following the advice of survey respondents, we are working on plans for the coming year to help make the curricula for classes fresh and interesting, to support teachers and increase communication and engagement with families...

OWL: We have nine children in the Middle School OWL this year. This class is going very well and the commitment on the part of the children, families and teachers is inspiring. This class meets almost weekly. It is an important social justice program that

our church supports! We'll be offering OWL classes next year, in 2019, for K-1 and 4-5. Both of these classes are approximately 8 weeks and I have already lined up most of the teachers I will need for this class! Great news!

Chalice Chapels: We have had the theme of diversity for this year's Chalice Chapels. We will hold our two final Chalice Chapels in May. The first will be held on Sunday, May 13th with Jane Davies looking at the life of the families and children in the village of our Partnership Church. We are hoping to set in motion a pen pal exchange with our children responding to a video the children of the partnership church will have sent to us (and will be watched on May 13th). On May 27th Leilani Davenberry will lead the Chalice Chapel focused on what Memorial Day means and teaching the children about gratitude with an opportunity to create thank you cards from the children to a person of their choice. Chalice Chapels are held in lieu of RE classes as a single RE class for children 6 years through 12 years old.

Youth Group: We have 18 youth in Youth Group this year! The Youth Led service on Sunday, March 18th focused on Mental Health was powerful and demonstrated what a strong, dynamic youth group we have. Simon Knaphus is the lead youth advisor and has done a wonderful job supporting our youth. We will have five seniors bridging during the June RE Transitions ceremony during service!

Coming of Age: Shelley Webb, Steve Burrows and John Monahan are the teachers for this important year-long class for 9th graders. This year's youth worked with their mentors (members of our congregation) as well as meeting every other week with our COA teachers. This is a vital program for our youth in coming to discern their credo. Their credo dinner was held on Sunday, May 6th and was a lovely and meaningful ceremony!

Next Year's Theme/Curriculum: After researching curriculum for next year and looking at the RE Survey feedback I have decided that next year's theme will be Spiritual Practices. This will be a wonderful theme for the children to explore, be creative, cultivate friendships with each other and learn more about the many different spiritual practices in the world.

RE Transitions Celebration June 10th: We have been planning the RE transitions ceremony to be held during service on June 10th. We will have children transitioning into Kindergarten, Middle School, High School or bridging out of high school into adulthood. Entering Kindergarten: Henry, TT, Freyja, Mamie, Dominic, Gabriella. Entering Middle School: Samuel, Dahlia, Colm, Bodhi, Seni. Entering High School: Ryan, Mac, Ben, Axel, Anne. Bridging out of High School: Gracie, Bernadette, Ray, Jelani, and Aidan. This is a huge number of youth who will be bridging. I hope all of you will mark your calendars and be able to attend the June 10th service!

Stories for All Ages: I'm very pleased to continue 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 June.

Administrator Report to Board May 2018

Greetings! It feels like a very short time since we were last together. The office is busy trying to finish up getting pledges in and recorded, helping with the budget, handling all the snags that come along with technology upgrades.

Sunday Morning Attendance

Date	Speaker	Attendance
4/15/18	Worship Concl/Cong mtg	92
4/22/18	No count done	
4/29/18	Taize Service	85
5/6/18	Nancy Bowen	100

Technology: The technology upgrade is nearly complete. The office has a new computer, we have a new firewall and improved wifi signal throughout the building. The building committee is working on getting the social hall a cat5 connection and then the social hall will have a good signal as well.

Rentals: We have a violin recital next weekend, but no rentals booked beyond that. Due to continued complaints from our neighbors to the north about noise and profanity, I have terminated our rental to the youth AA group. They will be moving on in June. The attendees were remaining in the parking lot long after the meeting was over and were quite loud. I worked with the group leader extensively to try to keep them here but when I had 3 phone messages one Monday morning from the angry neighbors I decided that we do not have the right space for this group.

Membership – We are learning about some new membership terminations through the stewardship drive. I will have a better report on this next month.

Water Damage – Soph discovered the source of the water damage in the Fireside room to be standing water on the roof due to blocked drains. She removed the blockage and allowed the space to dry and installed new ceiling tiles. She is fabulous and appreciated deeply by this administrator.

Volunteers – still working on kitchen, and money counting volunteers. Jean Mendel has been graciously acting as our money counter but needs help.

In loving community,

Shannon