

Westside Unitarian Universalist Congregation  
Board of Trustees Meeting  
May 15, 2019

**Attending:** Shelley Webb, Alan Lang, David Cycleback, Larry Brennan, Patti McCall, Joan Whitley, Scott Iverson

**Staff:** Rev. Alex Holt and Shannon Day

**Guest:** Shelby Greiner

Chalice lighting, opening words and check-in took place.

**Minutes**

The April Board Meeting minutes were accepted as written.

The minutes from the May 5 Congregational Meeting were reviewed. Two changes were made; A spelling correction and the addition of more specific information about the vote for Rev. Christopher Wulff were added to the minutes. Those minutes will be voted on at the June 2 Congregational meeting.

**Reports**

Alex reported that Lisa Reitzes and Chris Darnell will co-chair the Worship Planning Team. The Staff Covenant will be reassessed and used going forward for staff.

Alex's last service is Father's Day, June 16.

Shannon brought up the donation of stock in a gas well. After a discussion concerning the use of the fund to Westside, the small amount of money it brings in, and the expense of selling or learning how to use the fund; Patti McCall moved to thank the donator and decline the gift. Larry Brennan seconded the motion. It passed and thank-you will be sent to Ginger Brewer along with a decline to accept the gift.

Website meeting - Shannon and Larry

Westside's website has malware infestation. It will be down for another week. There was discussion about putting it back up and monitoring it closely so it could be used by members to access documents for the June 2 congregational meeting. The decision about the best plan of action will remain with the website team. The team is Rob Fenwick, Marco Deppe, Kathleen and Larry Brennan.

Patti McCall - Lift Fund

The project is moving along and the needed additional funds are coming in as well. She is hopeful that we will receive enough to replace the parking lot door to the social hall with an automatic door.

Treasurer

Michael Matz reports that April's balance sheet looked positive. But going forward for the balance of the fiscal year we are about \$10,000 in the red.

## **Budget**

For the new fiscal year (2019-2020) pledging has improved since our letter to the congregation was sent by Shelley giving everyone the real situation concerning our finances.

Larry volunteered to put together a *frequently asked questions* document for the budget meetings and congregational meeting. The scheduled Q & A for the budget will be Sunday, May 26 - 12 noon and Thursday, May 30, 7 pm. Both meetings will be in the Fireside Room.

The Congregational Meeting Agenda and reports go to the congregation on May 23rd, in preparation for the June 2nd Annual Meeting.

The board clarified that they had already approved paying the employee portion of the Family Medical Leave going forward.

The budget as presented by Shelley was reviewed again with Alan reminding us that there are some important issues ahead for the church that may make budgeting even more difficult in the future. Shelley was thanked for her hard work at putting together the details and organization of the budget.

Patti moved to accept the budget as written, Larry seconded. The motion passed.

## **Guest**

Shelby Greiner, chair of the Nominating Committee presented the board with the slate of nominees for the 2019-2020 Board of Trustees. She also presented the Nominees for the 2019-2020 Nominating Team.

The nominees will be announced when the information goes out for the congregational meeting. Each nominee will have written a bio by that time.

Board President - Jade Lowry

Vice President - Roseanne Lorenzana

Secretary - Aimee Schiefelbein

Treasurer - Shelley Webb

Trustee at Large, 2 year term - Thomas Terence

Trustee at Large - Tony Ricardi

Trustee at Large, 2 year term - Matt Aspin

When asked if Roseanne Lorenzana was planning to serve in the present role in the following year, Shelby commented that Roseanne probably would not want to do so. Shelby also commented that, while continuity on the board is a value, it is not always logical to expect volunteers to take on 2 or 3 years of service.

Traditionally at Westside, we vote on a whole slate and not individual positions.

Shelby announced the nominating committee for the coming year:

Any Hance-Brancati, Mateo Chavez, and Mia Shaughnessy. Amy and Mateo will co-chair the committee.

Shannon reminded the board that there had been a rather thick binder of directions and recommendations for the nominating committee to use as a guide as they do their

work. It seems to have gone missing. It would be valuable to figure out who in the last 3-4 years served on a nominating committee and try to determine where that binder might be.

### **Transition Planning**

Shelley will write a column for the newsletter requesting names for a chairperson and committee members for the Transition Planning committee.

Annual Meeting agenda

1. Budget, 2. By-laws, 3. Transition team, 4. Nomination/Slate, 5. Lift Update, 6. Congregational Affirmation changes, 7. Jade to say a few words, 8. MST19 Thank-you.

Thank you cards were written by Patti and signed by all present for the website team of Rob Fenwick, Marco Deppe, Kathleen and Larry Brennan.

A gift will be purchased for Rev. Alex as a thank-you for his service to us. David is working on it over the next two weeks.

Two board members will be away for the 3rd Wednesday board meeting day. The 3rd Wednesday in June also corresponds to GA and several people are attending. The board decided to meet the 2nd Wednesday in June. This meeting will be a combined board meeting with the out going and in coming boards together.

Meeting adjourned 9:10 pm

Joan Whitley, secretary

As of: **April 30, 2019**

<b>BANK ACCOUNT BALANCES</b>	<b>Current Mo.</b>	<b>Prior Mo.</b>	<b>Change</b>
Operations Chkg #7545	\$ 34,507.13	\$ 30,048.85	\$ 4,458.28
SCU (Dedicated Funds)	15,866.44	15,866.44	-
SCU (Operations Savings)	225.00	225.00	-
<b>Funds for Operations</b>	<b>\$ 50,598.57</b>	<b>\$ 46,140.29</b>	<b>\$ 4,458.28</b>
SCU (Building Fund)	\$ 87,539.67	\$ 87,391.76	\$ 147.91
SCU (Elevator Fund)	28,485.74	57,822.35	(29,336.61)
<b>Building Funds</b>	<b>\$ 116,025.41</b>	<b>\$ 145,214.11</b>	<b>\$ (29,188.70)</b>

<b>BUDGET SUMMARY</b>	<b>% thru Year: 83%</b>		<b>FULL YEAR</b>	<b>Amount</b>
<b>Income</b>	<b>YTD Actuals</b>	<b>%</b>	<b>Budget</b>	<b>Remaining</b>
Pledges	\$ 239,164	82%	\$ 293,000	\$ 53,836
Plate Collections	20,790	92%	22,525	1,735
Other Donations	13,307	94%	14,100	793
Fund Raising	76,793	126%	61,100	(15,693)
Affinity Programs	1,159	80%	1,440	281
RE Income	3,537	131%	2,700	(837)
Youth Income	45	1%	4,780	4,735
Music Income	1,040	54%	1,925	885
Program Income	8,579	97%	8,884	305
<u>Rental Income</u>	<u>44,085</u>	<u>86%</u>	<u>51,280</u>	<u>7,195</u>
<b>Total Income</b>	<b>\$ 408,498</b>	<b>88%</b>	<b>\$ 461,734</b>	<b>\$ 53,236</b>
<b>Expenses</b>				
Staff	\$ 193,424	89%	\$ 217,195	\$ 23,771
Other Ministry	8,180	126%	6,500	(1,680)
RE Program	10,413	74%	14,000	3,587
Youth Program	129	3%	4,780	4,651
Music Program	9,030	77%	11,725	2,695
Admin & Support	41,588	80%	51,762	10,174
UU Dues	4,601	49%	9,352	4,751
Operations	21,398	90%	23,850	2,452
Committees	13,834	61%	22,809	8,975
Fundraising Exp	10,295	121%	8,500	(1,795)
Utilities	15,574	72%	21,610	6,036
Loans	39,476	83%	47,376	7,900
Taxes & Fees	2,614	102%	2,575	(39)
<u>Facility Exp</u>	<u>21,394</u>	<u>109%</u>	<u>19,700</u>	<u>(1,694)</u>
<b>Total Expenses</b>	<b>\$ 391,950</b>	<b>85%</b>	<b>\$ 461,734</b>	<b>\$ 69,784</b>
<b>Overall YTD Cash Flow:</b>	<b>\$ 16,548</b>			

<b>BALANCE SHEET</b>	
<b>Assets</b>	
Church Bldg & Land (book value)	\$ 2,456,300
Cash - Operations Funds	50,599
Cash - Building Funds	116,025
Other Assets	24,549
<b>Total Assets</b>	<b>\$ 2,647,473</b>
<b>Liabilities</b>	
Loan fm UUA	\$ 452,968
Loan fm Pacific NW Growth Fdtn	66,786
Other Current Liabilities	13,322
Dedicated Fund Balances	15,866
<b>Total Liabilities</b>	<b>\$ 548,942</b>
<b>Congregational Equity</b>	<b>\$ 2,098,531</b>
Beginning of FY Equity	2,084,210
YTD Change in Equity	<b>\$ 14,321</b>

As of: <b>April 30, 2019</b>		% Thru Year: <b>83%</b>					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY18-19 Budget	YTD %ofBgt	Over Budget	Notes
<b>GENERAL FUND INCOME</b>							
<b>Pledging</b>							
4.100.100	Pledges - Current Year Income	24,023.00	237,103.96	290,000.00	82%	-	good month
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>24,023.00</b>	<b>239,163.96</b>	<b>293,000.00</b>	<b>82%</b>	<b>-</b>	
<b>Sunday Plate</b>							
4.100.140	Contributions - Sunday WSUU	1,709.63	14,037.89	13,890.00	101%	147.89	plate collection bigger candidate services
4.100.141	Contributions - Sunday WSUU Minister Discretion	-	735.18	567.00	130%	168.18	
4.100.142	Contributions - Sunday WSUU Kitchen/Hospitality	14.33	142.03	283.00	50%	-	
4.100.143	Contributions - Sunday WSUU Youth Programs	-	166.96	284.00	59%	-	
4.100.150	Contributions Sunday Charities	813.20	5,707.86	7,501.00	76%	-	
	<b>Total Sunday Plate Income</b>	<b>2,537.16</b>	<b>20,789.92</b>	<b>22,525.00</b>	<b>92%</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	11,368.00	12,433.00	6,000.00	207%	6,433.00	
	<b>Total Other Donations</b>	<b>11,368.00</b>	<b>13,306.53</b>	<b>14,100.00</b>	<b>94%</b>	<b>6,749.07</b>	
	<b>Total Pledge and Other Donations</b>	<b>\$ 37,928.16</b>	<b>\$ 273,260.41</b>	<b>\$ 329,625.00</b>	<b>83%</b>	<b>\$ 6,749.07</b>	
<b>Fund Raising</b>							
4.100.245	Auction Income	50.00	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>50.00</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	1.42	20.92	120.00	17%	-	
4.100.211	Amazon Rebate Income	66.47	1,137.69	1,320.00	86%	-	
	<b>Total Affinity Program Income</b>	<b>67.89</b>	<b>1,158.61</b>	<b>1,440.00</b>	<b>80%</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	518.00	2,023.83	1,500.00	135%	523.83	
4.100.260	OWL Registration Fees	100.00	1,513.00	1,200.00	126%	313.00	
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>618.00</b>	<b>3,536.83</b>	<b>2,700.00</b>	<b>131%</b>	<b>313.00</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	-	45.00	1,900.00	2%	-	
	Total Youth Group Ministry Income	-	45.00	4,780.00	1%	-	
<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	40.17	337.72	540.00	63%	-	
4.100.225	Membership Fundraising and Donations	-	-	-	0%	-	
4.100.240	Interest Income	147.91	1,016.94	1,020.00	100%	-	
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	188.08	8,578.66	8,884.00	97%	1,349.83	
<b>Rentals</b>							
4.100.300	Cell Tower Rental & Elec Reimb	1,226.55	12,070.21	13,800.00	87%	-	
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	302.50	2,177.50	1,500.00	145%	677.50	
4.100.310	Leases Income- Pre School	3,505.00	27,473.00	33,180.00	83%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	65.00	775.00	1,800.00	43%	-	
	Total Rental Income	5,099.05	44,085.09	51,280.00	86%	1,266.88	
	<b>TOTAL GENERAL FUND INCOME</b>	<b>\$ 43,951.18</b>	<b>\$ 408,497.79</b>	<b>\$ 461,734.00</b>	<b>88%</b>	<b>\$ 25,227.97</b>	
<b>GENERAL FUND EXPENSES</b>							
<b>Minister Position</b>							
5.100.100	Minister Housing Allow Exp	3,500.00	35,000.00	42,000.00	83%	-	
5.100.101	Minister Salary Exp	3,125.00	32,254.00	39,700.00	81%	-	
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	357.00	460.00	78%	-	
5.100.107	Minister Long Term Disability Ins Exp	84.00	840.00	1,020.00	82%	-	
5.100.110	Minister Retirement Exp	704.00	6,336.00	8,450.00	75%	-	
5.100.115	Minister-FICA Exp	239.00	2,516.00	3,620.00	70%	-	
5.100.125	Minister's Professional Exp	668.64	11,800.00	11,800.00	100%	-	
	Total Minister Compensation	8,354.91	90,318.00	108,650.00	83%	-	
5.100.102	Minister Moving Exp	-	-	-	-	-	
5.100.120	Minister's Sabbatical Exp	-	-	-	-	-	

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Account #	Account Name	Curr Mo Activity	YTD Balance	FY18-19 Budget	YTD %ofBgt	Over Budget	Notes
5.100.126	Minister Installation Exp	-	-	-	-	-	
5.100.127	Minister Economic Impact Support Exp	-	-	-	-	-	
5.100.128	Minister Search Exp	-	-	-	-	-	
5.100.130	Ministerial Intern Exp	1,679.54	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	1,679.54	8,179.54	6,500.00	126%	1,679.54	
	<b>Total Cost of Minister Exp</b>	<b>\$ 10,034.45</b>	<b>\$ 98,497.54</b>	<b>\$ 115,150.00</b>	<b>86%</b>	<b>\$ 1,679.54</b>	
<b>Children and Youth RE Ministry</b>							
5.100.150	RE Director Salary Exp	5,030.00	50,220.00	60,350.00	83%	-	
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	3,649.79	4,620.00	79%	-	
5.100.160	RE Director Retirement Exp	717.50	4,445.50	5,595.00	79%	-	
5.100.165	RE Director Professional Exp	843.58	3,500.00	3,500.00	100%	-	
	Total RE Director Compensation	6,956.64	61,815.29	74,065.00	83%	-	
5.100.162	RE Story Time Toddler Teacher Exp	-	-	-	-	-	
5.100.163	RE Nursery Lead Teacher Exp	160.00	1,683.75	2,200.00	77%	-	
5.100.164	RE Nursery Assisstant Exp	150.00	1,300.00	1,650.00	79%	-	
5.100.168	RE Program Assistant Exp	459.00	2,634.50	4,100.00	64%	-	
5.100.169	RE Summer Coordinator Exp	-	1,018.00	1,200.00	85%	-	
5.100.170	Childcare Exp	-	499.50	800.00	62%	-	
	Total RE Staff Exp	769.00	7,135.75	9,950.00	72%	-	
5.100.151	RE Youth Leadership Development Exp	-	-	-	-	-	
5.100.152	RE OWL Leadership Development Exp	-	-	275.00	0%	-	
5.100.166	RE Leader Training Exp	-	-	-	-	-	
5.100.167	RE Teacher Appreciation Exp	-	-	-	-	-	
	Total RE Training Expense	-	-	275.00	0%	-	
5.100.161	RE Lead Youth Advisor Exp	-	-	1,280.00	0%	-	
5.100.132	RE High School Youth Programs Exp	33.16	129.15	3,500.00	4%	-	
5.100.136	RE High School Youth Scholarships Exp	-	-	-	-	-	
5.100.227	RE Youth Group Fund Transfers OUT	-	-	-	-	-	
	Total RE Youth Group Expense	33.16	129.15	4,780.00	3%	-	
5.100.131	RE OWL Programs Exp	429.00	725.00	400.00	181%	325.00	
5.100.133	RE Middle School Youth Programs Exp	-	-	-	-	-	
5.100.134	RE Operational Exp	450.01	2,452.59	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	879.01	3,277.59	3,775.00	87%	425.00	

As of: <b>April 30, 2019</b>				% Thru Year: <b>83%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY18-19 Budget	YTD %ofBgt	Over Budget	Notes
<b>Total RE Ministry Expense</b>		<b>\$ 8,637.81</b>	<b>\$ 72,357.78</b>	<b>\$ 92,845.00</b>	<b>78%</b>	<b>\$ 425.00</b>	
<b>Music Ministry</b>							
Music Director							
5.100.185	Music Dir Salary Exp	2,271.54	35,656.80	27,800.00	128%	7,856.80	
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	173.78	2,381.19	2,120.00	112%	261.19	
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>\$ 2,445.32</b>	<b>\$ 41,290.77</b>	<b>\$ 34,480.00</b>	<b>120%</b>	<b>\$ 8,305.77</b>	
5.100.193	Music Sunday Service Pianist Exp	500.00	4,420.00	4,950.00	89%	-	
5.100.195	Music Percussionist Exp	400.00	3,150.00	3,750.00	84%	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	-	510.00	1,275.00	40%	-	
5.100.198	Music Bassist Exp	100.00	750.00	1,050.00	71%	-	
5.100.199	Music Administrator Exp	-	-	-	-	-	
<b>Total Other Music Staff</b>		<b>1,000.00</b>	<b>8,830.00</b>	<b>11,025.00</b>	<b>80%</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>\$ 3,445.32</b>	<b>\$ 50,320.77</b>	<b>\$ 46,205.00</b>	<b>109%</b>	<b>\$ 8,305.77</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	33,693.00	41,140.00	82%	-	
5.100.175	Congr Admin Cost of Living Adj Exp	-	-	-	-	-	
5.100.176	Congr Admin Retirement Exp	330.00	2,750.00	3,740.00	74%	-	
5.100.177	Congr Admin FICA Exp	277.70	2,577.55	3,150.00	82%	-	
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>39,131.50</b>	<b>48,530.00</b>	<b>81%</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	473.92	1,869.75	2,200.00	85%	-	



As of: <b>April 30, 2019</b>				% Thru Year: <b>83%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY18-19 Budget	YTD %ofBgt	Over Budget	Notes
5.100.182	Employee Assistance Prog Exp	-	-	-	-	-	
5.100.184	Part time Empl FICA SS Exp	58.84	586.84	1,032.00	57%	-	
	Total Additional Employee Benefits Exp	532.76	2,456.59	3,232.00	76%	-	
<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	228.84	2,499.26	2,700.00	93%	-	
5.100.460	Web Hosting Exp	103.39	225.78	250.00	90%	-	
5.100.470	Web Maintenance Exp Bud	-	-	100.00	0%	-	
5.100.475	Technology Management	152.92	1,405.46	1,500.00	94%	-	
5.100.480	Office Expenses	61.78	688.61	1,200.00	57%	-	
5.100.481	Postage Exp Bud	116.00	498.86	500.00	100%	-	
5.100.482	Printing / Copying	428.80	4,482.20	5,300.00	85%	-	
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	229.42	4,690.62	5,400.00	87%	-	
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	1,321.15	21,397.95	23,850.00	90%	16.16	
<b><u>Committees Expenses</u></b>							
5.100.222	Coffee and Other Kitchen Exp	-	736.65	1,157.00	64%	-	
5.100.710	Membership Exp Bud	-	314.00	500.00	63%	-	
5.100.725	Worship Council Expense Budget	450.00	1,750.00	3,475.00	50%	-	
5.100.726	AV Tech Expense	480.00	4,680.00	5,960.00	79%	-	
5.100.727	AV Equipment & Maintenance	17.59	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	812.03	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	1,759.62	13,833.52	22,809.00	61%	355.04	
<b><u>Fundraising Expenses</u></b>							

As of: <b>April 30, 2019</b>				% Thru Year: <b>83%</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>	-	<b>10,294.68</b>	<b>8,500.00</b>	<b>121%</b>	<b>1,794.68</b>	
<b>Rentals Expenses</b>							
5.100.305	Facilities Rental Exp - single events	-	232.50	900.00	26%	-	
	<b>Total Rentals Exp</b>	-	<b>232.50</b>	<b>900.00</b>	<b>26%</b>	<b>-</b>	
<b>Facility Expenses</b>							
5.100.452	Security Alarm System	83.64	370.64	500.00	74%	-	
5.100.453	Electricity - SCL	-	7,687.14	10,500.00	73%	-	
5.100.454	Water/Sewer - SPU	232.31	1,342.48	2,500.00	54%	-	
5.100.455	Waste/Recycling/Green	263.34	2,507.03	2,710.00	93%	-	
5.100.456	Gas - PSE	695.45	3,667.15	5,400.00	68%	-	
	<b>Total Utility Expenses</b>	<b>1,274.74</b>	<b>15,574.44</b>	<b>21,610.00</b>	<b>72%</b>	<b>-</b>	
5.100.650	Loan Debt Service - UUA	3,287.66	32,876.60	39,456.00	83%	-	
5.100.655	Loan Debt Service - PNW Growth Fdtn Exp	659.96	6,599.60	7,920.00	83%	-	
	<b>Total Loan Expenses</b>	<b>3,947.62</b>	<b>39,476.20</b>	<b>47,376.00</b>	<b>83%</b>	<b>-</b>	
5.100.457	Annual City/County/State Fees	1,246.08	2,614.02	2,575.00	102%	39.02	
	<b>Total City/County Fees</b>	<b>1,246.08</b>	<b>2,614.02</b>	<b>2,575.00</b>	<b>102%</b>	<b>39.02</b>	
5.100.451	Janitorial Supplies	7.75	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	134.40	1,244.92	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	11,368.00	12,433.00	6,000.00	207%	6,433.00	
5.100.471	Janitorial Service	630.00	6,300.00	8,000.00	79%	-	
	<b>Total Repair and Maintenance</b>	<b>12,140.15</b>	<b>21,161.19</b>	<b>18,800.00</b>	<b>113%</b>	<b>6,433.00</b>	
	<b>Total Facility Exp</b>	<b>\$ 18,608.59</b>	<b>\$ 79,058.35</b>	<b>\$ 91,261.00</b>	<b>87%</b>	<b>\$ 6,472.02</b>	
<b>TOTAL GENERAL FUND EXPENSES</b>		<b>\$ 48,577.40</b>	<b>\$ 391,949.68</b>	<b>\$ 461,734.00</b>	<b>85%</b>	<b>\$ 19,048.21</b>	
<b>Income less Expenses</b>		<b>\$ (4,626.22)</b>	<b>\$ 16,548.11</b>	<b>\$ -</b>		<b>\$ 6,179.76</b>	

As of: <b>April 30, 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	314.24	-	
3.360.100	Youth Group FB	4,904.24	-	
3.370.100	OWL Fund Balance	940.10	-	
3.380.100	Religious Ed Misc FB	1,883.46	-	
3.381.100	DRE Search Fund Balance	-	-	
3.385.100	Raise the Paddle FB	114.34	-	
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-	
3.395.100	Orion Fund Balance	-	-	
3.400.100	Endowment FB	55.00	-	
3.405.100	Little Free Library Balance	40.00	-	
3.500.100	PCC Card FB	-	-	
3.600.100	Website Development Balance	-	-	
3.800.100	Charitable Giving FB	-	-	
3.805.100	Food Bank FB	-	-	
3.815.100	Partner Church FB	620.00	-	
3.835.100	Community Meal Trust Fund Balance	369.87	-	
<b>Total Dedicated Funds</b>		<b>\$ 15,866.44</b>	<b>\$ -</b>	

<b>SCU MONEY MARKET</b>	
Opening Bal - Building Fund	\$ 87,391.76
Opening Bal - Elevator Fund	57,907.35
Opening Bal - Operations	41,393.65
<b>Total Opening Balance</b>	<b>\$ 186,692.76</b>
Inflows - Building Fund	-
Outflows - Building Fund	-
Inflows - Elevator Fund	9,065.00
Outflows - Elevator Fund	(38,486.61)
Inflows - Operations	16,837.36
Outflows - Operations	(46,397.96)
Interest Earned YTD - Bldg	147.91
Interest Earned YTD - Elev	-
Interest Earned YTD - Oper	981.47
<b>SCU Money Market Total:</b>	<b>128,839.93</b>
Building Fund (SCU)	87,539.67
Elevator Fund (SCU)	28,485.74
<b>Total Building Funds</b>	<b>116,025.41</b>
<b>Operations Funds (SCU)</b>	<b>12,814.52</b>
- Dedicated Funds	(15,866.44)
<b>= Operations Savings</b>	<b>(3,051.92)</b>

# INTERIM MINISTER'S REPORT TO BOARD OF TRUSTEES

May 9, 2019

Greetings, Board members and staff by cc,

First, congratulations on the success of candidating week and the call to Christopher. It's too bad about the delay because of visa and other requirements but you're much closer to that finish line than you were a few months ago.

Here's my written report for this month.

1. Worship planning: planning for summer services and those for the fall is underway. I plan to meet with Lisa Reitzes very soon to explore her future roles with the worship team. We will work out details of how the coordination and logistics for service planning will go. This year I started a weekly video meeting with Cynthia, Scott and the service leader on Tuesdays. This has worked well, I think, because we can address any issues that come up before the next service. We also talk about special services such as Easter, Mother's Day, and so on. The worship team (currently composed of staff plus Lisa, Shelby, Marion, Chris, Jennifer and Ali) usually meets on the first Sunday after church but candidating week threw that off. June is complicated because of annual meeting on the 2<sup>nd</sup> and I have to be away on June 9 weekend. We will plan to do a video call at 1 pm June 9 to plan summer schedule and logistics after I leave. The worship budget for this coming year will need to be ample enough to pay for several outside speakers until Christopher arrives.
2. Pastoral Care: The team will meet on May 30 and we will discuss logistics for pastoral care support this summer and beyond. There's some conversation about having an outside UU minister be 'on-call' in the event of a pastoral emergency. There are a number of very qualified people in this area. I expect this will be part of the conversation about a transition team and support. Creighton DePew's death last month was sudden but not surprising. I'm grateful that Peg Morgan was able to do his memorial service. I continue to visit a number of people regularly including JJ, Larkie, Eric, and Teresa Holappa.
3. I have put together more materials for the personnel task force and will be sending them to Tracy this week.

4. Staffing: We had our regular staff meeting this week and we discussed assessments for all core staff this coming months. We will likely use the format that Peg used when she was minister here to plan for next year. Scott also reminded me that his contract calls for a six month evaluation. He and I will go through his job description and the goals we set this month to do that six month review. I foresee no surprises or problems for any of the assessments.
5. The photo planning for the June 9 Volunteer and RE recognition service is ongoing. Jonathan has put together a quite thorough first draft of a new photos policy for Westside. I'm reviewing it and will talk with him before I have staff and then board review it.
6. Joys and sorrows cards. Because of travel and candidating week I've not been able to run the new form by individuals and the Lay Pastoral Associates yet. Worship team has reviewed it once and will do so again via email this month.
7. Vacation and professional leave: I still have 5 weeks of vacation remaining to me in this contract. Four of those weeks will be in July when I am moving. I'm still sorting out when to use the other week. I will have professional travel the week of June 6-10.
8. You've already heard from Shannon about the corrupted website. It's a good reminder that all online platforms and communications are subject to malware and other invasive software. Thank you to Rob, Shannon, Marco, Larry, Kathleen and others for their quick response.

Respectfully submitted,

Alex

**ACTING MUSIC DIRECTOR MONTHLY REPORT**  
**May 10, 2019**

It was a powerful time with Reverend Christopher, and I'm looking forward to seeing how we can interact in the interim while we're waiting for the visa process to finalize. I'm getting set with plans for the summer, and hope to have everything pretty much set up within the next week or so.

1. The Westside Chorale: I am so pleased with the progress and continuing excellence with this group. I'm looking to
2. Meetings: Continuing zoom meetings with service leaders and Alex has been very helpful. The meeting with Christopher and folks interested in music was very advantageous and well-attended. I'm so excited about collaborating actively with Christopher in all aspects of music at WSUU.
3. Youth involvement: I am very interested in finding ways to involve youth, particularly teens in worship services. Ivy and Oliver, along with one of my private voice students will be providing the anthem for Mother's Day service, and I'm looking forward to meeting with youth in the fall to see how they might like to be involved, including possible membership in the chorale.
4. Risers/seating: Christopher had a talk with John and he said he was not at all attached to the risers we currently have on the platform, and would participate in moving on to something new if desired. I'm planning on calling a meeting sometime in the next couple of weeks to start planning on an alternative.
5. Association for Unitarian Universalist Music Ministries Annual Conference: I registered for the conference which will take place in Denver July 24-28. It will be in conjunction with a song-leaders workshop that Rev. Christopher said he may be attending. There was a significant discount for registering early, and I spoke with Shannon and agreed to charge it personally and float the amount until next budget year.
6. Vacation: I'm still finalizing my contractual vacation time, but right now it looks like it will be late June into early July. More about that later.

In Harmony,

Scott Farrell

May 8, 2019

To: WSUU Board Members

From: Cynthia Westby, DRE

Our RE program is going well and we are enjoying seeing so many of our families at church as well as continuing to see new families with children coming to church for the first time and then continuing to attend with their children.

**RE Attendance:** Attendance figures for September 16 - May 5th are below (orange is Chalice Chapel, Green is Multi-Gen, Red is a holiday with no RE).

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

Class	Jan				Feb				Mar				Apr				May				
First	6	13	20	27	3	10	17	24	3	10	17	24	31	7	14	21	28	5	12	19	26
Nursery	7	3	3	3	5	s	5	7	6	4	8	6	3	9	5	0	6	5			
K-1	6	6	-	4	9	-	-	7	5	7	-	-	-	-	-	-	-	-	-	-	
K-2 OWL	-	-	-	-	-	-	-	-	-	-	-	11	10	-	-	10	9	9	-	-	
2-5	-	7	-	3	4	-	-	4	3	5	-	10	10	-	-	8	6	9	-	-	
4-5 OWL	6	4	-	6	-	w	-	4	5	3	-	7	-	-	-	-	-	-	-	-	
6-8	8	9	-	9	9	-	-	9	9	9	-	8	-	-	-	-	5	-	-	-	
HSYG	5	6	-	4	5	-	-	2	6	5	-	2	6	-	-	-	8	4			
Chalice Chapel/AllGen	-	-	18	-	-	-	12	-	-	-	14	-	-	12	16	9	-	-			
<b>Daily Total</b>																					
	31	35	21	27	29	0	17	33	35	33	22	33	27	21	21	27	34	27	-	-	

**RE Classes** We held Chalice Chapels for three of the four weeks of April. We held classes only on April 28<sup>th</sup> and May 5<sup>th</sup>. These dates were during Candidating Week and we had a large turnout of children on April 28<sup>th</sup> and a smaller number on May 5<sup>th</sup>, perhaps due to the long time the children would be in church (through the voting and member meeting). The last day of RE classes for the year is June 2<sup>nd</sup>. On June 9<sup>th</sup> we will hold a multi-gen celebrating RE and then, beginning on June 16<sup>th</sup> we will hold our summer classes. We will offer one class in the Nursery for children 5 years old and younger. We will hold one class for 7-12 year olds led by congregants sharing some skill or passion of theirs and assisted by the RE Staff.

**OWL:** Our 7-week K-2 OWL is going well and was held April 21, 28 and May 5. We have four teachers leading this 7-week class.

**Chalice Chapels:** We held three Chalice Chapels in April. The first was on April 7<sup>th</sup> and focused on Buddhist meditation practices and the children created prayer flags. This Chalice Chapel was led by Kim Frappier and Alice Britt. We hung those prayer flags in the sanctuary to welcome Rev. Christopher. On Sunday, April 14<sup>th</sup> we held a Chalice Chapel on spiritual practices in nature and the power of nature to help us meditate. On Sunday, April 21<sup>st</sup> (Easter, Passover and Earth Day) we held a Chalice Chapel to create and dye Easter Eggs. We hold our Chalice Chapels during school breaks and holidays. In our Chalice Chapels this year we are 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 April 5-7 five high school youth attended Spring Con in Randle, Washington. One participated in the Con's bridging ceremony. Five of our youth will be bridging during our June 9<sup>th</sup> RE Celebration of transitions (during Westside's regular service). The Youth Group had a baking party with Rev. Christopher on April 28<sup>th</sup>. They have just a couple more meetings and a youth overnight (at church) before summer when the youth group will take a break until the Fall.

**Nursery:** Ivy Ficarro and Julie Vance have been acting as our main nursery teachers with Evan 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 April 28<sup>th</sup> for their regular RE Council meeting and for time with Rev. Christopher. We have been busy with plans and preparations for the many classes and activities the RE Council and RE are involved in, including 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!

**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 June!



**Plans for 2019-20:** Beginning in the Fall of 2019 we will offer the year-long Middle School OWL program. I have six teachers confirmed for this class which is wonderful! I am also beginning to plan for the Coming of Age program in the fall (also a year-long program, this one is for 9<sup>th</sup> and potentially 10<sup>th</sup> graders). I will continue to work on our Summer 2019 program as well as developing our 2019-20 annual RE program that will begin in the Fall.

# Administrator Report to Board May 2019

## Sunday Morning Attendance

Date	Speaker	Attendance
4/14/19	Praise/celebration svcs	107
4/21/19	Alex Easter	120
4/28/19	Candidate #1 Sunday	175
5/2/19	Candidate #2 Sunday	173

**Thank You's:** MST members, Members Connect Team

**501 (c)(3) Non-Profit form:** I am very nearly done with the application packet. Amendment of Articles of Incorporation are approved. With Joan's help with have found an attorney to review to document. I have a message to their office to set up and account for us. Hopefully we will get the document to them in the coming week. Don't know his availability yet.

**Website:** I am very grateful to Rob Fenwick and Marco Deppe for their work on the website this week. Kathleen and Larry Brennan also acted as resources. It was compromised over the past few weeks or perhaps months and infected with malware. Although we don't completely understand the access point, or the intended action of the malware we were able to run scans to identify its location and therefore remove it. We have added more security and changed passwords. It will be closely monitored over the next week to see if further infection occurs. There is ongoing discussion about if a site rebuild is needed and best options for a managed web hosting provider.

**Membership:** Phil Harris officially joined this month and Mia Shaughnessy rejoined. Membership is currently 212

**Stewardship:** 54 of the 165 pledging units have not pledged. Current pledges in hand are \$257,167.

**One-Time Rentals:** Chamber Choir recital and birthday party rentals in June.

**New Tenant for Lower Level Space:** Still in communication with the YMCA about a ½ day program for preschoolers. They offered only \$650/mo for the 2 classrooms and one bathroom only. They may also be interested in an after-school program too. I'm waiting to hear about giving the school age program director a tour. I told her we are interested in a proposal for both programs.

I have interest from a West Seattle gentleman in starting his own non-profit after school care program and just got a nibble yesterday from a woman interested in starting a half day preschool. She is not a non-profit but was going to investigate the application process and get back to me.

**Staff Parking Lot:** Still waiting for building committee to install staff parking signs.

**In loving Community,**

**Shannon**