

## **Westside Unitarian Universalist Congregation**

### **Board Meeting Minutes September 20 2017**

The meeting started at 7pm and took place in the office. Present were Scott Iverson, Patti McCall, Judi Finney, David Cycleback, Allan Lang, Alex Holt, Fred Matthews, Margo Rinehart, Viv Monahan and Cynthia Westby.

#### **RE REPORT**

Cynthia Westby said that RE has been changing. There are lots of volunteers, but there is still a need for storytellers.

There will intergenerational services in the future. Alex says intergenerational services are becoming more popular and common in other congregations.

Scott brought up the challenges of kids being in full services and that intergenerational services should take into consideration the attention span of kids. He said some parents will simply not go to such services if they feel it will be too long for their kids. There will be further dialogue on how this will be done.

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Scott voted for approval of the August minutes as edited. Allan second and they were passed unanimously

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#### **SOCIAL JUSTICE COUNCIL UPDATE**

Viv attended as representative of the Social Justice Council. She gave an update and passed out a handout with the mission statement:

The Westside UU Social Justice Council coordinates the social justice efforts of the congregation in recognition of the need to work together for the common good and against all forms of systematic oppression. We do this compassionately through communication, education and action on issues that threaten the attainment of justice, health, and well-being of people and the planet.

The board will look into officially chartering the Social Justice Council as a council. In the meantime, the board gave approval to the Social Justice Council to do their work.

The board agreed that the council should be formulating its action, causes and activities, with the board as a liaison. David agreed to be the board liaison to the council and Viv said he would be put on the meetings email list.

The Council will report back on the makeup at future board meeting.

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Fred attended to bring up the issue of including political petitions in enews. The board, Alex and Fred discussed this. A problem is the enews is getting very large, many don't read it, and Shannon wants to look to ways to shorten it. Also, there is the issue of people putting in their personal pet political issues into what is the congregation's official newsletter, and readers may interpret personal causes as congregational causes. Individuals can do petitions on their own, and petitions are done in the social hall from time to time. The Social Justice Council can take up this issue and pick important initiatives to support and work on. In the meantime, this issue is still under consideration, and Alex recommended having an ad hoc group to discuss it. Alex suggested that petitions should abide by the UU's Seven Principles

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## **ALEX'S REPORT**

Alex gave an update on Lewis, and the board, Margo and Alex discussed the issues.

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## **ADMINISTRATION REPORT**

There is need for a paid kitchen coordinator, and one likely will be hired. Allan said the Finance Committee looked into it and it is affordable.

Judy voted for the board to approve for Shannon to be able hire a kitchen coordinator, Allan seconded and the board unanimously approved.

The Westside building will keep the no-trespassing sign where it is, but will not join the police supervision agreement. This is because there would likely be no extra checking by the police, and it would require large no-trespassing signs at all doors that some feel would be uninviting for an inclusive, welcoming congregation.

Shannon suggested here will be a new meeting soon for the communication committee.

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Scott approved Paula vanHaagen as a member of the congregational concerns team. Allan seconded and the board approved unanimously.

The September 30th leadership training session will be hosted by the board and will be in the Westside social hall. Assignments were given out (setup, teardown, etc.).

Patti said a report should be made on the ingathering bar-b-q, so next year's board will have guidance on how it can be done easily.

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## **TREASURER'S REPORT**

David moved for the board to authorize opening an account and transferring the saving account into Sound Credit Union. It was seconded by Scott and the board unanimously approved.

The meeting ended at 9:05 pm

October 13, 2017

To: WSUU Board Members

From: Cynthia Westby, DRE

All is going well – the year has gotten off to a roaring start. Here is my Board Report for October 2017.

**Fall RE Program:**

**OWL:** We held our parent orientation and we will have 9 children in the Middle School OWL this year. Parents were thrilled that we are holding this class during service as they feel very strongly that coming to church more than once a week is too difficult. This class will meet from 10:30-noon nearly every Sunday for this entire year with the exception of holidays and school breaks. It is a huge time commitment and these 9 children are excited and committed.

**Chalice Chapels:** We will have the theme of diversity for next year's Chalice Chapels and I have a wonderful team working with me on these Chalice Chapels. We held our first one with Regina Brennan on Sunday, October 8<sup>th</sup> for 25 children on homelessness and Mary's Place. Regina did a great job introducing the children to this important ministry here at Westside. We will have 10 Chalice Chapels next year (Chalice Chapels are held in lieu of RE classes as a single RE class for children over 5 years of age – children under 5 are in the nursery). The congregants I have reached out to are excited about this idea and I have nine congregants committed to teaching these Chalice Chapels. I am very excited about this program! The kick-off Chalice Chapel was a great beginning!

**Youth Group:** We have 18 youth in Youth Group this year! Fall Con is almost upon us (October 27-29) and we will have six Youth attending with Laura Strand and Simon Knaphus (the Lead Youth Advisor) chaperoning these youth. Gracie Bucklew is now a Certified Chaplain through the Pacific Northwest UUA Youth Ministry Staff (Eric Bliss and others) which means Gracie (who is also helping to organize Fall Con) is now qualified to help with worship and pastoral care at Westside. The Youth Group is very strong, active and important at Westside.

**Coming of Age:** Shelley Webb, Steve Burrows and John Monahan are the teachers for this important year-long class for 9<sup>th</sup> graders. This year 3 youth will be participating in this program.

**RE Classes:** Our Story Time, Spirit Play, K-1, 2-3, 4-5, and Middle School Sunday morning classes have met several times now and are going well. The 2<sup>nd</sup>-3<sup>rd</sup> and 4<sup>th</sup>-5<sup>th</sup> graders are all focusing on social justice issues.

**RE Council:** The RE Council will meet on Sunday, October 15<sup>th</sup>. We will be finalizing a policy proposal for the Board regarding charging a fee for parents of children in RE who are not members. We will be getting this to you for your November meeting. I met with Scott Iverson to discuss this and other issues/concerns and the RE Council has already drafted a policy that we will review, edit and finalize on the 15<sup>th</sup>.

We have been working hard to kick off the new year with a bang – lining up the greeters, finding last minute teachers, preparing children's activities for the Ingathering BBQ on Saturday, September 16<sup>th</sup> and more. We are looking for two more RE Council members so if hear of someone interested in joining the Council, please let me, or one of the co-chairs (Vanessa Shaughnessy and Shelley Webb) know. All of the RE Council are also teachers in RE for children or advisors in the youth group so these eight members are very active, involved congregants!

**Middle School Con:** Wow! I'm thrilled to say that we have 8 Middle Schoolers who attended the Middle School Con on Vashon Island from September 29 through October 1<sup>st</sup>. Shelley Webb was the chaperone from Westside. This was fantastic that so many children attended! This is a strong showing for our middle school program. We have nineteen middle schoolers this year and 9 of them will be in OWL. We will also hold a second Middle School class on Sundays for middle school children who are not in OWL.

**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. The team continues to grow. I have storytellers scheduled through the end of September.

I don't have any Action Items for this month but will have the proposed policy for "charging nonmembers with children in RE" for your November meeting.

If you have any questions, comments or concerns, please let me know. Thank you!

Dear Board and Friends,

The Finance Committee met on Tuesday, October 10, 2017 at 7pm and here is our report to the Board.

In attendance:

Michael Matz, Chair

Allan Lang, Treasurer

Alex Holt, Minister

Shannon Day, Congregational Administrator

Tracy Burrows, new committee member

Wendy Weeks, new committee member

Unable to attend:

Alan Mendel, committee member

A big "WELCOME!" to Wendy Weeks and Tracy Burrows who will be joining the Finance Committee and attending as often as they can this year! As Chair, I am grateful to the wisdom, experience and insight these women bring to our work and I look forward to making great strides this year toward creating a more dynamic and abundant beloved community with their involvement.

We reviewed the September results (attached) and determined that it was a fairly "normal" month, and then made the following requests:

a) Combine the \$8K budget figure for 4.100.105 "Pledges - New Members & Additional" into 4.100.100 "Pledges - Current Year Income" This line was really more for budgeting purposes and it is too time-consuming to try to break out new or additional pledges from the rest.

b) Make postings to 4.100.244 "Elevator Fund Donations" and 5.100.463 "Elevator Fund Reserve Expense" to reflect the \$3,000 we have received so far this year toward the Elevator Fund. This is an extra bookkeeping step for Shannon, but puts us closer to our goal of being able to show, using our Church Windows software, all of the incomes and outflows of the congregation in one report.

Minister Discretionary Fund

The Treasurer completed a check request for the balance in the fund, \$1,403.00, so that Alex can actually go out and open an account and start using these funds with discretion and respect to ease the burden of those in our community who are struggling. We discussed and determined that Alex will be the signator on the account and it will be part of his duties as minister to transfer the signatory responsibility on to the next minister. He (and every minister going forward) will also be required to review the activity of this account annually with the Treasurer, who will pass on this information - without any personally identifying information - to the Board and Finance Committee.

Elevator and Access Improvement

The Finance Committee strongly encourages the Board and the Building Committee to come up with at least two (preferably three) concrete options for the Congregation to consider - by the end of this year - on what Elevator and other Access Improvement investments we want to make. We have funds available, with more coming in every month, dedicated toward this purpose and we need to take action as soon as possible. Wendy Weeks has information on a great program called "Semble Loans" for self-funding any capital campaign we may want to pursue, either instead of or in coordination with loans we may pursue through our new relationship with Sound Credit Union or the UUA. (See information at <https://www.sembles.com/how-it-works/> )

#### Stewardship Committee

We hope to hear from Alan Mendel next month regarding the status of any remaining pledges from the FY2016-17 year, as well as any new plans for the coming campaign. So far this FY2017-18 year, pledges are coming in normally, a bit front-loaded for the year, with 37% received at the 1st Quarter mark.

#### UUA & PNWD Dues

We are waiting to see if the UUA decides to move forward with a proposal to calculate our dues based upon a percentage of our annual budget rather than a "per member" rate that is being used now. We are still waiting to hear from the Pacific Northwest District what our dues are to be for this year. Alex recommended patience as they are attempting to organize themselves as a new Western District.

Sincerely,  
Michael Matz

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-Michael

Sent from my cellphone. Please forgive my brevity and typos.

# Administrator Report to Board October 2017

Happy fall! I want to express my deep gratitude to Patti and Alex for offering me a week off this past month. It was so helpful to have some space in my life to integrate all that came to pass in September. I am very, very, very grateful to Patti for filling in for me during this busy time in her life.

**Membership:** I have now terminated membership for those who did not respond to our Membership/Stewardship outreach letters that went out in July. This brings our Voting List to 211 members. Stewardship and Membership committees will decide what to do about exit interviews. I can share names upon request.

## Sunday Morning Attendance

Date	Speaker	Attendance
9/17/17	Rev Alex	86
9/24/17	Rev Alex	104
10/1/17	Tandi Rogers	84
10/8/17	Rev Alex	No attendance taken

**Kitchen Coordinator Position:** I have a meeting scheduled with Madison Mothershed (daughter of Michael Germain Mothershed) to talk about the position. She is interested. Stay tuned.

**eNews:** Bill Coniff and I met a few weeks ago to talk about eNews. He is a communications professional and was the first person to shepherd the document from print to electronic news many years ago. We made a few changes to formatting to make it easier to visually track sections.

**New Online sign ups:** I'm thrilled to have figured out how to use Google forms for online sign ups. Its working well with our website and is a slick way to be able to share a live document with group leaders. We are using them for Common Quest, Congregational events like the leadership training, and Covenant Groups.

**No action items for me this month.**

In loving community,

Shannon

## **INTERIM MINISTER'S REPORT TO BOARD – OCTOBER 2017**

Dear board and staff members,

Needless to say, the last five weeks have been intense for Westside. Lewis' unexpected death continues to shape the Westside story of this autumn. His celebration of life service on October 21 will be an important event and I expect we will have a full house. Shelby Grainer has done some important outreach to Eliot 'alumni' as many of those who knew Lewis will want to attend. Mark Newton has done much of the planning with the family and I have taken a supporting role. Peg was asked to be part of the service and so all three of us (myself, Mark and Peg) will be leading the service.

The work and ministry of Westside continue to move forward.

Staff have had a number of personal family issues arise this fall and both Shannon and Cynthia have had bereavement leave to have personal and family time. We are still getting into the rhythm of the church year and the upcoming holidays. Bert has started what seems like an excellent 'reboot' of the music ministry here at Westside. Shannon and I are exploring options for who might become the paid kitchen coordinator. Hopefully more news about that next month.

The pastoral associates team met and continues to discern its future as well as the number of members on that group. For now, the group will continue with Mark, Fred, John Britt (convener), Marie, and myself. We have invited Gracie Bucklew who was recently certified as a youth chaplain to attend the next meeting and share what she has learned as well as how she will use her training at Westside. I will be gradually taking over more responsibilities as part of the pastoral associates this year.

Accessibility project: several people asked me why I would propose the elevator project now. Here are my reasons: it's a tangible capital project with a beginning, middle and end; it addresses a concern I have heard innumerable times since I arrived and is very much on peoples' minds; it is a project that can focus the

attention of the congregation at a time when there's much despair in the country and feelings of powerlessness. And the elevator project is a response to the Westside covenant of right relations and the intention to become a fully accessible community. I also know that two other groups (the energy efficiency group, and the 'future of the building group') will also be working on options for the future of this building. What will the 'elevator' look like? Who knows? Can it be done in this building? Who knows. Can Westside start to make plans about its space use and building needs sooner rather than later? I think so. This is really a multi-year project but those who really want the accessibility addressed will be very appreciative that the board and leadership are acting and not waiting more years until the settled minister arrives in 2019.

Margo has now been with us for over a month. She has her own 'office' space on the third floor in the library where Kevin had his office space. We are forming her Intern Support Committee. So far, we have Caroline Matthews, Mark Newton, and Scott Iverson as members of her team. We need two more people and will hopefully have the team together by next week. This team doesn't require board approval but we will ask for your blessing of the group at the November meeting. Margo's three areas of focus this fall are (generally) administration, RE and worship. She will do her first sermon in early December.

The Membership team under the excellent leadership of Laura White (and special thanks to Viveca Monahan for leading the group while Laura was overseas) has started the first round of aspiring new members functions. We will probably have at least 5 new members at the November New Members welcome ceremony.

Because of the timing of Lewis' service I have postponed the first informal gathering of the 'Making Friends with Aging and Death' group until November 12 after church in the sanctuary.

Theresa McCormick has an excellent committee working with her on the Common Quest adult RE program. The old brochure has been replaced by a simple two-sided sheet of paper and most signups for classes will be online.

The Worship Council along with staff are working on holiday services. We will have the early family Christmas Eve service in place of the usual Sunday service on December 24. The candlelight service will be at the usual time that evening.

A few words about my next two months. I am moving to my new rental home on October 29-30. I believe I have enough people to help out and now it's a matter of getting furniture and other items. On November 2 I fly to Boston for a UUA meeting the next week until November 8 when I fly back here. Action request: **I would like approval to take October 30-November 4 as vacation time.** This will be my second week of vacation in my contract year. I have also been asked to be a Ministerial Formation Network discernment leader. That's a fancy way of helping ministerial aspirants to decide whether seminary and ministry are their best options. These online meetings will be monthly this church year. I will also attend a UUMA Continuing Education conference in Tampa, Florida in January.

A couple of thoughts about anxiety: Every one of my colleagues around the United States say that anxiety runs rampant in their congregations. This is undoubtedly due to the uncertainty and powerful emotional issues at work since the election. I expect we are in for an extended period of emotional intensity in America.

How do we respond? Partly by living the Westside mission, partly by taking time to be together especially for meals. I've been thinking about ways people could break bread together at church every month. Social justice issues remain a high priority and the formation of the Social Justice Council will be an important step in organizing the church for future social justice work.

Respectfully submitted,

Alex Holt, Interim Minister

#### ACTION ITEMS:

Request for vacation approval October 30-November 4

Tentative approval of Intern Support Committee (if filled)

## **INTERIM MINISTER'S REPORT TO BOARD – SUPPLEMENTAL**

**October 16, 2017**

Dear all,

It appears the pace of changes at Westside continues to speed forward. I decided I would do a supplemental report to you:

**Auction:** now that Betsy has decided not to return to Westside for a time the question of the auction is now back in force. What comes to mind are several ideas including at least two I heard yesterday: the first is to put off the auction until next fall and therefore next fiscal year; another is to do one or two smaller fundraisers to partially make up for the loss of the \$40K income from the auction; a third would be to see if any other congregations would like to do a joint auction with Westside this year and have a combined team to organize it. One concern I had this fall was that more volunteers would be burned out after this auction and with less person-power available next year. This change in plans may be a blessing in disguise if we can reduce volunteer burnout. I've not inquired of any other liberal congregations in West Seattle but perhaps the idea of a joint event would help lower burnout possibilities.

**Teach-in and beyond:** the service yesterday was well attended and I was most appreciative of Aisha's message. I have asked the original ad hoc working group from last spring to get back together (Cecelia, Marion, Soph, Fred, Theresa, and myself) and I sent an "is this ok?" query to Viveca and Tracy as co-facilitators of the emerging Social Justice Council. My idea is to have at least one event each month that continues what Aisha began yesterday. Each month's event might tie into whatever Principle we are studying that month.

**Accessibility:** someone asked me yesterday whether the possible loss of auction income would affect the accessibility projects this year. My response is 'no, it wouldn't' – Soph has mentioned this in an email but I think that this is a 3-5-year project looking specifically at the future of Westside in this building and on this land. Whatever 'elevator' project arises as the most feasible one (including none)

will then help clarify the question of how long Westside stays in the building. I don't see any funding costs this year about considering options (elevator, lift, etc.) unless architectural designs should be created.

Income for this year: I will fill out a new pledge form with Shannon so that starting in November I am doubling my monthly pledge from \$200 to \$400. Shannon still has my \$1000 one-time pledge check and that will be still be deposited by the church in December. All this won't make much of a dent in the potential loss of income due to auction but it's a start. Personally, I don't think we can ask people to add to their pledges at this point but I can add to mine. One more option I've seen in the past is to have the finance committee do a percentage cut of expenses from the entire budget other than staff salary and benefits. It's another option to consider and early enough in the year to manage.

See you on Wednesday

Alex

As of: September 30, 2017

<b>BANK ACCOUNT BALANCES</b>	<b>Current Mo.</b>	<b>Prior Mo.</b>	<b>Change</b>
Operations Checking #7545	\$ 36,580.67	\$ 47,834.70	\$ (11,254.03)
Operations Savings #2060	7,107.55	7,107.37	0.18
<b>Funds for Operations</b>	<b>\$ 43,688.22</b>	<b>\$ 54,942.07</b>	<b>\$ (11,253.85)</b>
Building Fund Chkg #2052	\$ 8,172.68	\$ 8,172.68	\$ -
Building Fund Savings #2078	78,759.87	78,757.93	1.94
Elevator Fund Savings #5261	45,813.72	43,811.87	2,001.85
<b>Building Funds</b>	<b>\$ 132,746.27</b>	<b>\$ 130,742.48</b>	<b>\$ 2,003.79</b>

<b>BUDGET SUMMARY</b>	<b>% thru Year: 25%</b>		<b>Budget-YTD</b>	<b>B/(W) v Bgt</b>
	<b>Actuals-YTD</b>	<b>%</b>		
<b>Income</b>				
Pledges	\$ 109,384	37%	\$ 86,411	\$ 22,973
Plate Collections	5,264	21%	6,000	(736)
Other Donations	1,525	7%	4,725	(3,200)
Fund Raising	455	1%	1,200	(745)
Affiliations	481	22%	555	(74)
Program Income	3,187	22%	2,853	334
Rentals	11,774	23%	13,177	(1,403)
<b>Total Income</b>	<b>\$ 132,069</b>	<b>28%</b>	<b>\$ 114,921</b>	<b>\$ 17,148</b>
<b>Expenses</b>				
Ministry	\$ 28,248	26%	\$ 27,030	\$ (1,218)
RE Program	18,738	21%	23,274	4,536
Music Program	18,223	26%	14,819	(3,404)
Administration	11,780	24%	12,176	396
Staff Benefits	677	24%	736	59
UU Dues	3,210	23%	5,001	1,791
Operations	6,834	28%	6,165	(669)
Committees	3,791	28%	4,356	565
Fundraising Exp	500	5%	1,000	500
Utilities	4,074	19%	5,847	1,773
Loans	11,843	25%	11,844	1
Taxes & Fees	1,076	46%	-	(1,076)
Facility Exp	2,130	9%	6,405	4,275
<b>Total Expenses</b>	<b>\$ 111,123</b>	<b>23%</b>	<b>\$ 118,653</b>	<b>\$ 7,530</b>
<b>Overall YTD Results vs. Budget:</b>			<b>Ahead! ---&gt;</b>	<b>\$ 9,618</b>

<b>BALANCE SHEET REPORT</b>	
<b>Assets</b>	
Church Building & Land (book value)	\$ 1,031,624
Cash - Operations Funds	43,888
Cash - Building Funds	132,746
Other Assets	25,322
<b>Total Assets</b>	<b>\$ 1,233,581</b>
<b>Liabilities</b>	
Loan fm UUA	\$ 471,334
Loan fm Pacific Northwest Growth Fdtn	71,037
Other Current Liabilities	5,237
Dedicated Fund Balances	19,515
<b>Total Liabilities</b>	<b>\$ 567,123</b>
<b>Congregational Equity</b>	
Beginning of FY Equity	642,021
YTD Change in Equity	24,437

13-Month Detailed Treasurer's Report

As of: September 30, 2017

% Thru Year: 25%

Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes
<b>GENERAL FUND INCOME</b>							
<b>Pledging</b>							
4.100.100	Pledges - Current Year Income	17,262.59	101,439.90	284,925.00	36%	-	smaller month
4.100.105	Pledges - New Members & Additional	-	-	8,000.00	0%	-	
4.100.110	Pledges - Prior Year Income	660.00	7,944.00	3,338.00	238%	4,606.00	
	<b>Total Pledges</b>	<b>17,922.59</b>	<b>109,383.90</b>	<b>296,263.00</b>	<b>37%</b>	<b>4,606.00</b>	
<b>Other Donations</b>							
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	-	24.81	-	0%	24.81	
4.100.140	Contributions - Sunday WSUU	1,381.44	3,630.66	16,664.00	22%	-	
4.100.141	Contributions - Sunday WSUU Minister Discretion	-	-	667.00	0%	-	
4.100.142	Contributions - Sunday WSUU Kitchen/Hospitality	-	-	334.00	0%	-	
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	667.00	0%	-	
4.100.150	Contributions Sunday Charities	684.94	1,633.13	6,670.00	24%	-	
4.100.155	Endowment Fund Transfers IN	-	-	-	0%	-	
4.100.160	Special Gifts & Campaigns	1,500.00	1,500.00	8,400.00	18%	-	Non-pledge gift from "friend" Lorraine Toly
4.100.244	Elevator Fund Donations	-	-	12,000.00	0%	-	
	<b>Total Other Donations</b>	<b>3,566.38</b>	<b>6,788.60</b>	<b>45,402.00</b>	<b>15%</b>	<b>24.81</b>	
	<b>Total Pledge and Other Donations</b>	<b>\$ 21,488.97</b>	<b>\$ 116,172.50</b>	<b>\$ 341,665.00</b>	<b>34%</b>	<b>\$ 4,630.81</b>	
<b>Fund Raising</b>							
4.100.243	Other Major Fundraising Event	-	-	4,509.00	0%	-	
4.100.245	Auction Income	-	420.00	44,000.00	1%	-	
4.100.247	Raise the Paddle Income	-	-	15,000.00	0%	-	
4.100.249	Art & Garden Show Income	-	-	-	0%	-	
4.100.250	Rummage & Book Sale Income	-	-	1,000.00	0%	-	
4.100.257	Misc. Fundraising Income	35.00	35.00	500.00	7%	-	donations from ingathering bbq
	<b>Total Fund Raising Income</b>	<b>35.00</b>	<b>455.00</b>	<b>65,009.00</b>	<b>1%</b>	<b>-</b>	
<b>Merchants Income</b>							
4.100.200	PCC Scrip GF Income	-	-	-	0%	-	
4.100.210	E Scrip GF Income	3.24	12.25	60.00	20%	-	
4.100.211	Amazon Rebate Income	171.08	468.49	2,160.00	22%	-	
	<b>Total Merchants Income</b>	<b>174.32</b>	<b>480.74</b>	<b>2,220.00</b>	<b>22%</b>	<b>-</b>	
<b>Program and Misc Income</b>							
4.100.220	Coffee Income	33.52	236.21	995.00	24%	-	
4.100.221	Music Fund Transfers IN	-	-	-	0%	-	
4.100.222	Music Fundraising and Donations	100.00	100.00	2,200.00	5%	-	desig. gift in honor of Liz Bucklew/Schefelbein wedding
4.100.223	Music Programs Income	-	-	3,936.00	0%	-	
4.100.240	Interest Income	0.18	0.36	9.00	4%	-	
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%	-	
4.100.255	Common Quest Income	-	-	300.00	0%	-	
4.100.256	RE Non-Member Fees	-	-	500.00	0%	-	
4.100.258	RE Fund Transfers IN	-	-	-	0%	-	
4.100.259	RE Fundraising & Donations	100.00	100.00	1,500.00	7%	-	desig. gift in honor of Liz Bucklew/Schefelbein wedding
4.100.260	OWL Registration Fees	1,750.00	1,750.00	1,500.00	117%	250.00	Middle school owl reg fees
4.100.261	RE Youth Group Fund Transfers IN	-	-	-	0%	-	
4.100.262	RE Youth Group Fundraising & Gifts	-	-	1,900.00	0%	-	
4.100.263	OWL Fund Transfers IN	-	-	715.00	0%	-	
4.100.264	RE Coming of Age Program Fees	-	-	-	0%	-	

13-Month Detailed Treasurer's Report

As of: September 30, 2017

% Thru Year:	25%
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Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes
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	1,983.70	3,186.57	14,555.00	22%	250.00	
<b>Rentals</b>							
4.100.300	Cell Tower Rental & Elec Reimb	1,137.78	3,413.34	13,656.00	25%	-	
4.100.302	Cell Tower Electricity Reimb True-up	-	-	950.00	0%	-	
4.100.305	Rental Income - Single Events	175.00	7.50	2,500.00	0%	-	jazz choir income
4.100.310	Leases Income- Pre School	2,606.00	7,818.00	32,832.00	24%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	120.00	535.00	2,220.00	24%	-	
	Total Rental Income	4,038.78	11,773.84	52,158.00	23%	-	
	<b>TOTAL GENERAL FUND INCOME</b>	<b>\$ 27,720.77</b>	<b>\$ 132,068.65</b>	<b>\$ 475,607.00</b>	<b>28%</b>	<b>\$ 4,880.81</b>	

GENERAL FUND EXPENSES

Minister Position

5.100.100	Minister Housing Allow Exp	3,500.00	10,000.00	41,500.00	24%	-	
5.100.101	Minister Salary Exp	3,627.00	11,258.17	42,970.00	26%	-	
5.100.105	Minister Medical Ins Exp	823.85	823.85	3,796.00	22%	-	
5.100.106	Minister Group Term Life Ins Exp	37.13	111.39	436.00	26%	-	
5.100.107	Minister Long Term Disability Ins Exp	84.00	252.00	983.00	26%	-	
5.100.110	Minister Retirement Exp	706.00	2,112.00	8,466.00	25%	-	
5.100.115	Minister-FICA Exp	302.00	982.68	3,652.00	27%	-	
5.100.125	Minister's Professional Exp	-	2,707.64	6,500.00	42%	-	
	Total Minister Compensation	9,079.98	28,247.73	108,303.00	26%	-	
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	-	-	-	-	-	
5.100.130	Ministerial Intern Exp	-	-	-	-	-	
5.100.303	Minister Search Fund Transfers OUT	-	-	-	-	-	
	Total Additional Minister Exp	-	-	-	-	-	
	<b>Total Cost of Minister Exp</b>	<b>\$ 9,079.98</b>	<b>\$ 28,247.73</b>	<b>\$ 108,303.00</b>	<b>26%</b>	<b>\$ -</b>	

Children and Youth RE Ministry

5.100.150	RE Director Salary Exp	4,950.00	14,850.00	59,400.00	25%	-	
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	1,098.18	4,544.00	24%	-	
5.100.160	RE Director Retirement Exp	458.00	916.00	5,500.00	17%	-	
5.100.165	RE Director Professional Exp	-	-	3,500.00	0%	-	
	Total RE Director Compensation	5,767.75	16,864.18	72,944.00	23%	-	
5.100.161	RE Lead Youth Advisor Exp	-	-	333.00	0%	-	
5.100.162	RE Story Time Toddler Teacher Exp	-	-	-	-	-	
5.100.163	RE Nursery Lead Teacher Exp	200.00	480.00	2,060.00	23%	-	
5.100.164	RE Nursery Assistant Exp	130.00	310.00	1,390.00	22%	-	
5.100.168	RE Program Assistant Exp	-	-	3,570.00	0%	-	
5.100.169	RE Summer Coordinator Exp	450.00	772.50	810.00	95%	-	
5.100.170	Childcare Exp	-	62.50	840.00	7%	-	

**13-Month Detailed Treasurer's Report**

As of: **September 30, 2017**

% Thru Year: **25%**

Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes
	Total RE Staff Exp	780.00	1,625.00	9,003.00	18%	-	
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	83.00	(142.00)	715.00	-20%	-	books
5.100.132	RE High School Youth Programs Exp	32.23	32.23	900.00	4%	-	supplies
5.100.133	RE Middle School Youth Programs Exp	-	-	-	-	-	
5.100.134	RE Operational Exp	165.50	358.44	2,350.00	15%	-	supplies
5.100.135	RE Middle School Scholarships Exp	-	-	-	-	-	
5.100.136	RE High School Youth Scholarships Exp	-	-	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	-	-	-	-	-	
5.100.229	RE OWL Fund Transfers OUT	-	-	-	-	-	
	Total RE Operational	280.73	248.67	5,465.00	5%	-	
	<b>Total RE Ministry Exp</b>	<b>\$ 6,828.48</b>	<b>\$ 18,737.85</b>	<b>\$ 88,912.00</b>	<b>21%</b>	<b>\$ -</b>	

**Music Ministry**

Total Cost of Music Director							
5.100.185	Music Dir Salary Exp	3,128.00	9,327.70	37,533.00	25%	-	
5.100.186	Music Dir Medical Ins Exp	-	-	-	-	-	
5.100.187	Music Dir Retirement Exp	288.00	858.38	3,456.00	25%	-	
5.100.188	Music Dir FICA Exp	239.30	713.59	2,868.00	25%	-	
5.100.190	Music Dir Professional Exp	1,125.44	3,638.23	3,300.00	110%	338.23	
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	\$ 4,780.74	\$ 14,537.90	\$ 47,157.00	31%	\$ 338.23	
5.100.193	Music Sunday Service Pianist Exp	375.00	1,165.00	4,875.00	24%	-	
5.100.195	Music Percussionist Exp	270.00	810.00	3,120.00	26%	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	170.00	170.00	1,530.00	11%	-	
5.100.198	Music Bassist Exp	-	100.00	900.00	11%	-	
5.100.199	Music Administrator Exp	-	-	-	-	-	
	Total Other Music Staff	815.00	2,245.00	10,425.00	22%	-	
5.100.191	Music Purchase Exp	-	-	400.00	0%	-	
5.100.192	Music Equipment Maint Exp	-	-	600.00	0%	-	
5.100.194	Music Programs Exp	-	-	3,936.00	0%	-	
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	-	-	5,036.00	0%	-	
	<b>Total Music Ministry Exp</b>	<b>\$ 5,595.74</b>	<b>\$ 16,782.90</b>	<b>\$ 62,618.00</b>	<b>27%</b>	<b>\$ 338.23</b>	

**Administrative Staff Support**

5.100.173	Congr Admin Group Term Life Ins Exp	-	-	-	-	-	
5.100.174	Congr Admin Salary Exp	3,443.00	9,996.64	41,310.00	24%	-	
5.100.175	Congr Admin Medical Ins Exp	-	-	-	-	-	
5.100.176	Congr Admin Retirement Exp	311.00	933.25	3,735.00	25%	-	

**13-Month Detailed Treasurer's Report**

As of: **September 30, 2017**

% Thru Year:	25%
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Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes
5.100.177	Congr Admin FICA Exp	263.39	764.74	3,160.00	24%	-	
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	-	-	-	
5.100.231	Congr Admin Professional Exp	-	9.91	500.00	2%	-	
	Total Cost Congr Administrator	4,017.39	11,704.54	48,705.00	24%	-	
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	-	542.54	2,200.00	25%	-	
5.100.182	Employee Assistance Prog Exp	-	-	-	-	-	
5.100.184	Part time Empl FICA SS Exp	59.68	134.67	667.00	20%	-	
	Total Additional Employee Benefits Exp	59.68	677.21	2,867.00	24%	-	
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	3,210.00	3,210.00	9,630.00	33%	-	1st payment
5.100.330	PNWD Dues Exp Bud	-	-	4,173.00	0%	-	haven't billed us yet...
	Total UU Organizations Dues Exp	3,210.00	3,210.00	14,203.00	23%	-	
Operational Expenses							
5.100.450	Telephone/Cable/Internet	214.13	642.39	2,520.00	25%	-	
5.100.460	Web Hosting Exp	-	-	216.00	0%	-	
5.100.470	Web Maintenance Exp Bud	-	-	100.00	0%	-	
5.100.475	Technology Management	32.08	142.17	1,200.00	12%	-	cord for projector
5.100.480	Office Expenses	-	170.43	1,200.00	14%	-	
5.100.481	Postage Exp Bud	110.00	110.00	456.00	24%	-	
5.100.482	Printing / Copying	508.04	1,327.66	4,896.00	27%	-	average on color copies :!*
5.100.483	Constant Contact Email Service	-	-	372.00	0%	-	
5.100.484	Marketing and Advertising	-	-	100.00	0%	-	
5.100.485	Endowment Fund Transfers OUT	-	-	-	-	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	234.98	803.04	5,400.00	15%	-	
5.100.550	Liability Insurance Exp Bud	-	3,638.50	7,000.00	52%	-	
5.100.742	Memorial Expenses	-	-	-	-	-	
5.100.900	Txf's to Operations Reserve Fund	-	-	935.00	0%	-	
	Total Operational Exp	1,099.23	6,834.19	24,395.00	28%	-	
Committees Expenses							
5.100.222	Coffee and Other Kitchen Exp	-	298.12	1,151.00	26%	-	
5.100.710	Membership Exp Bud	-	146.00	500.00	29%	-	
5.100.725	Worship Council Expense Budget	-	600.00	3,225.00	19%	-	
5.100.726	AV Tech Expense	480.00	1,440.00	6,120.00	24%	-	
5.100.727	AV Equipment & Maintenance	-	-	300.00	0%	-	
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	690.59	2,237.25	6,670.00	34%	-	
5.100.758	Minister Discretionary Fund	200.00	200.00	667.00	30%	-	
5.100.759	Board Discretionary Fund	100.00	250.00	1,000.00	25%	-	
5.100.800	All Congr Social Events	-	60.00	350.00	17%	-	

13-Month Detailed Treasurer's Report

As of: September 30, 2017

% Thru Year:	25%
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Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes
5.100.829	Common Quest Exp	-	-	-	-	-	
	Total Committees Exp	1,470.59	5,231.37	20,133.00	26%	-	
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	500.00	500.00	8,500.00	6%	-	deposit for brockey center
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	-	-	-	-	-	
	Total Fundraising Exp	500.00	500.00	9,750.00	5%	-	
Rentals Expenses							
5.100.305	Facilities Rental Exp - single events	-	60.00	475.00	13%	-	
	Total Rentals Exp	-	60.00	475.00	13%	-	
Facility Expenses							
5.100.452	Security Alarm System	-	-	450.00	0%	-	
5.100.453	Electricity - SCL	1,317.62	2,757.21	10,500.00	26%	-	
5.100.454	Water/Sewer - SPU	-	304.82	2,500.00	12%	-	
5.100.455	Waste/Recycling/Green	300.13	677.49	2,710.00	25%	-	
5.100.456	Gas - PSE	106.55	334.08	5,000.00	7%	-	
	Total Utility Expenses	1,724.30	4,073.60	21,160.00	19%	-	
5.100.650	Loan Debt Service - UUA	3,287.66	9,862.98	39,456.00	25%	-	
5.100.655	Loan Debt Service - PNW Growth Fdtn Exp	659.96	1,979.88	7,920.00	25%	-	
	Total Loan Expenses	3,947.62	11,842.86	47,376.00	25%	-	
5.100.457	Annual City/County/State Fees	1,066.06	1,076.06	2,350.00	46%	-	drainage fee
	Total City/County Fees	1,066.06	1,076.06	2,350.00	46%	-	
5.100.451	Janitorial Supplies	34.29	321.70	2,000.00	16%	-	
5.100.458	Landscaping Exp	173.80	191.12	300.00	64%	-	bark mulch
5.100.459	Building Maint Supplies & Small Labor	9.49	16.91	2,500.00	1%	-	sign for alcove
5.100.461	Building Capital Reserve Exp-GF	-	-	-	-	-	
5.100.462	Building Maint/Janitorial Txfs OUT	-	-	-	-	-	
5.100.463	Elevator Fund Reserve Exp	-	-	12,000.00	0%	-	
5.100.471	Janitorial Service	280.00	1,540.00	7,560.00	20%	-	had credit so bill lower this mo
	Total Repair and Maintenance	497.58	2,069.73	24,360.00	8%	-	
	<b>Total Facility Exp</b>	<b>\$ 7,235.56</b>	<b>\$ 19,122.25</b>	<b>\$ 95,721.00</b>	<b>20%</b>	<b>\$ -</b>	
<b>TOTAL GENERAL FUND EXPENSES</b>							
		<b>\$ 39,096.65</b>	<b>\$ 111,123.04</b>	<b>\$ 475,607.00</b>	<b>23%</b>	<b>\$ 413.23</b>	
<b>Income less Expenses</b>							
		<b>\$ (11,375.88)</b>	<b>\$ 20,945.61</b>	<b>\$ -</b>		<b>\$ 4,467.58</b>	

**Fund Balances Report**

As of: **September 30, 2017**

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	1,403.00	-	
3.303.100	Minister Search Fund Balance	5,480.00	-	
3.304.100	Gifts to be Designated by Board FB	-	-	
3.305.100	Undesignated Donations FB	1,057.11	-	
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	3,615.11	-	
3.370.100	OWL Fund Balance	715.10	-	
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	100.00	-	
3.835.100	Community Meal Trust Fund Balance	369.87	-	

BUILDING FUND ACTIVITY	
	Activity
<b>Building Fund Checking</b>	
Beginning Balance	\$ 8,172.68
Inflows	-
Outflows	-
<b>Ending Balance</b>	<b>\$ 8,172.68</b>
<b>Building Fund Savings</b>	
Beginning Balance	\$ 78,753.91
Inflows	-
Outflows	-
Interest Earned YTD	5.96
<b>Ending Balance</b>	<b>\$ 78,759.87</b>
<b>Elevator Fund Savings</b>	
Beginning Balance	\$ 42,808.22
Inflows	3,000.00
Outflows	-
Interest Earned YTD	5.50
<b>Ending Balance</b>	<b>\$ 45,813.72</b>
<b>Total Building Fund</b>	<b>\$ 132,746.27</b>
Beginning of Year Balance	129,734.81
YTD Changes	3,011.46
% Improvement/(Draw Down)	2%