



Westside
Unitarian Universalist
Congregation

WSUU

DECEMBER BOARD AGENDA —2022

December 15, 2022 7:00 - 9:00 PM PT via Zoom

<https://zoom.us/j/97608698496?pwd=cWh5eTJLdktHbEE3aitRYjBuM00xdz09>

[Link to Dec Shared Folder](#)

WSUU Mission: To support one another, expand our minds, and build a more just world.

Board 2022-23 Covenant: See end of agenda

7:00pm	Chalice Lighting & Welcome <i>Laura Strand</i>	<ul style="list-style-type: none"> o Land Acknowledgement & Covenant o Chalice lighting o Check in/Access Needs
7:10pm	Minutes	<ul style="list-style-type: none"> o Approve last month's Board Minutes
7:15pm	Monthly Staff & Committee Reports <i>please read related reports in this month's shared folder</i>	<ul style="list-style-type: none"> o Administrator (Shannon) <ul style="list-style-type: none"> ▪ Screen Sanctuary progress-Visual Display Solution document ▪ Coffee equip/electrical progress ▪ Recognition of new or leaving members o Music (Scott) o Finance Committee/Treasurer (Jim, Shelley's report) o RJCT - Possible Co-Sponsorship of Chris Crass Training o Other relevant to yearly schedule
7:30pm	Guest: Steve Burrows, Nominating Committee	<ul style="list-style-type: none"> o Do we have resources to support travel expenses for one or more GA delegates in 2023 (Pittsburgh)
7:45pm	Priority Business (time dependent, crisis prevention)	<ul style="list-style-type: none"> o Contract Pam Orbach/Healthy Conversations progress, next steps o P/T Contract Minister Next Steps (Laura Pierce, Tracy) Link P/T Minister Process Graphic and Job Description, PT Minister Job Description link o
8:10pm	Other Business (important planning)	<ul style="list-style-type: none"> o Auction April 24-29 (Laura W & Shannon) o UUA Article II Principles Changes & Congregational Input o Hospitality Committee—any takers? o Nominations Committee & GA delegates o <i>Reference only:</i> Board Retreat Document 2022



8:30pm	Board Liaison Updates <ul style="list-style-type: none"> ○ See any related summary reports in shared folder for this mtg ○ Report out only if not covered above and/or an update is needed 	<ul style="list-style-type: none"> ○ Pastoral Care (Laura Pierce) Rev. Kari offer for a small grp spiritual practice ○ Worship (Laura White) ○ RE (Laura Strand) ○ Operations (finance, stewardship, building) (Jim) ○ Staff (Jim: Shannon, Marco: Scott)
8:45pm	Monthly Board Communication -Congregation Friday Westside Weekly - Sunday Board Social Hr. Dec 18th -Other as needed	<ul style="list-style-type: none"> ○ December Board Communication to Congregation ○ Topics & Who Writes <ul style="list-style-type: none"> ▪ Progress P/T Ministry see P/T Minister Process Graphic ▪ Right Relations ▪ UUA ▪ Holiday Message ○ Board Social Hr Dec :
8:55pm	Upcoming Meetings Dates/Times Board Member Schedules	<ul style="list-style-type: none"> ○ Next Monthly Board Meeting, Jan 19th 7pm ○ Upcoming Vacation/Out of Town Schedules
9:00pm	Close of the Meeting <i>Laura Strand</i>	<ul style="list-style-type: none"> ○ Personal Reflections/Gratitude ○ Extinguishing the Chalice ○ 9:00 pm end of meeting
	2022-2023 Board Covenant	<ol style="list-style-type: none"> 1. Share workload, responsibilities, joys, and sorrows. 2. Focus our energy on established priorities. 3. Right-size the board's work and maintain healthy boundaries. 4. Slow down and seek consensus when possible. 5. Listen to minority and marginalized voices. Use the equity decision-making tool. 6. Seek additional perspectives, particularly those most impacted by decisions. 7. Honor confidentiality. 8. Share what we are doing. Be intentional about honest, timely communication. Be clear about the board's role. 9. Work to stay in right relationship with each other. Establish a habit of reviewing how we work together. 10. Support our collective decisions. The board speaks with one voice. 11. Name the elephant in the room. 12. Hold this covenant as a living document. 13. Encourage the congregation to resolve conflicts through direct communication with affected parties.

MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION

December 15, 2022

BOARD ATTENDING: Tracy Burrows, Marco Deppe, Laura Strand, Jim Schlough, Laura Pierce, Kristina Darnell, Laura White

STAFF: Shannon Day, Administrator

GUESTS: Steve Burrows, Nominating Committee

ACKNOWLEDGEMENT, CHALICE LIGHT & CHECK-IN/ACCESS NEEDS: Laura Strand began our meeting with land acknowledgement, chalice lighting words, and a personal check-in including access needs.

MINUTES The November Board meeting minutes were approved with one correction by unanimous consent and will be posted by Shannon.

MONTHLY STAFF AND COMMITTEE REPORTS Marco will continue to send an automatic email monthly Board Report reminder the 2nd Monday of the month with the 2nd Saturday deadline for receipt.

Administrator

Shannon has been supporting multiple committees this month including Auction, Membership, Stewardship, Worship, Virtual Coffee Hour, and Facilities in addition to her ongoing responsibilities. The new LED screen has been received and installation will be arranged with several Westside volunteers. Goal for installation is the 3rd Sunday in January. An electrician has been scheduled for 240V upgrades to the kitchen for coffee. Shannon also supported communications to our congregation around the Article II Study Commission and its proposed revisions to the UU Principles. Membership remains at 161.

Music Director

Planning for the Christmas Eve “The Ghosts of a Unitarian Christmas” service is in the final planning stages in collaboration with Liz Bucklew, Service Leader and the Westside Chorale. The piano has been tuned. A drum platform has been built by Jim Schlough (thank you!) and an electronic drum kit has been ordered. Once complete, this setup will improve Larry’s visibility, Nate’s sound mixing and the performing musicians’ sound feedback quality.

Finance Committee/Treasurer

Income is progressing consistent with our projected budget. 26% of our budget expenses have been spent so far this year. The Sunday plate is strong. We are not anticipating any single rental events so this has been removed from the budget. Expense lines have been increased in “All Congregational Retreats”, “Trainings”, “AV Equipment” and “Maintenance” (with commensurate decreases in Ministerial Services and Audio Tech) to reflect Board approval of expenses for

Pam Orbach trainings and purchase of an LED wall and electrical upgrades. Shannon was thanked for her research and follow through on the new LED screen and coffee equipment upgrade.

RJCT Racial Justice Change Team

Tracy shared that the Racial Change Team will be providing the Jan 8th service with a speaker from the Washington Poor People's Campaign. The Raging Grannies are providing some of the music for this service. In March, University UU is working with Chris Crass and RJCT is researching how to engage with his live streamed service. Cecelia Hayes connected us.

Article II Study Commission Shannon is working on adding an information webpage about the proposed changes in the UU principles from the Article II Study Commission. Some Westside individuals may not be aware of the proposed changes. UUA individual comments and feedback has now been closed on the Article II Study Commission Google Survey website. There will be an Article II Study Commission draft to the UUA Board based on national UUA feedback in January in preparation for the June GA initial vote. Kerrie Schurr, Jade Wilde, Shannon, and Kerry Lusignan have discussed ways to increase awareness of the UUA Article II changes for the preliminary vote this year at June 2023 GA.

GUEST STEVE BURROWS, NOMINATING COMMITTEE

Steve Burrows reported on behalf of the Nominating Committee. Nomination of GA delegates was discussed as an important priority due to the need for adequate time and feedback around the upcoming initial Article II UU Principle proposed changes. Delegates vote their conscience with knowledge obtained from the congregation. We can vote for up to 4 delegates (we typically have 2-3) and have budgeted \$200 for individual registrations with an overall budget of \$800. This year, delegates who select to travel will most likely request some additional financial support. Regarding the 2023/24 Board nominations, present Board members should contact members of the Nomination Committee about willingness to remain on the Board.

PRIORITY BUSINESS

Contract with Pam Orbach/Healthy Conversations The contract with Pam Orbach, from the Center for Restorative Solutions, is signed with an initial kick off planned at the January 8th service at a coffee hour hosted by RJCT. Pam is seeking a weekly Right Relations Core Team. Shannon and Jade have signed up so far. In addition, a Community Care team will meet every two weeks with a retreat in January. Information will be posted in the Westside Weekly. Suggestions were made to use terminology such as Healthy Communications, Healthy Relations or Healthy Community instead of using Right Relations or Community Care (could be confused with Pastoral care). Inviting the congregation to participate in these circles will be important including options for individual and postcard invitations in addition to listing in the Westside Weekly.

Related website: <https://centerforrestorativesolutionsseattle.com>

Part time Contract Minister Process & Search Team (Laura Pierce, Tracy)

To date five part time Contract Minister applications have been received with 2 candidates from the PNW area. Others may be received over the next few weeks. The Contract Minister Search Committee will review the applications next week with initial interviews planned in January. If an appropriate candidate is identified, a March start date would be ideal. The committee has also actively reached out locally to regional congregations for possible candidates.

OTHER BUSINESS

Auction

The Auction Team is meeting weekly and has brainstormed internal procurement items with a focus on community building events, activities and services. A letter to local businesses for External procurement has been drafted. The Auction is planned for Monday-Sat April 24-29th. The culminating Saturday event, on April 29th, will be a fun filled and family friendly Bingo Night starting at 7pm with snacks, desserts, entertainment and Raise the Paddle.

Hospitality Committee

Shannon has posted an invitation for folx to join the Hospitality Committee and re-visualize the Coffee Social Hour. New coffee equipment, allowing good quality coffee dispensed directly into pump pots, will make the job much easier. The electrical upgrade is scheduled for January 3rd. Shannon has researched used restaurant quality coffee equipment and one is available in Bellingham. Kristina offered to drive to Bellingham before the end of the year if needed.

January Mid-year Report and Coffee Hr Conversation

The Board discussed the best time and method to provide a mid-year update to the congregation. The Board decided on a 1/Approximately 15 minute overall Board summary slide presentation and Finance Committee report from Shelly Webb offered in the Sanctuary following the service 2/Coffee hr and an informal information sharing time downstairs in the Social Hall on February 12th. Smaller groups could be recruited to share their activities in a cafe model setting. Laura White will prepare a draft of the Board slides for Board editing. Other Board members would invite interested committee members to join the informal sharing time in the Social Hall.

BOARD LIAISON UPDATES

Pastoral Care (Laura Pierce)

Laura Pierce reports that Rev. Kari is working just a few hours per month and is open to doing more pastoral care support. Rev. Kari revised the pastoral care information in our Westside Weekly to ensure it is inclusive and welcoming. Rev. Kari is open to continuing her role, and is very flexible, when and if, a contract part time minister is identified. Rev. Kari was thanked for providing great peace of mind for the Board during our time of transition.

Worship (Laura White)

All services are confirmed for December and January. The Worship Planning Team did an amazing job providing a full and engaging service when the visiting speaker became ill at the

last minute recently. The committee members are a talented, supportive and resilient group of volunteers. Regardless, they will welcome regular ministerial sermon support to ease their volunteer workload. Starting in January, services will change to 2nd and 4th Sundays. Our regional UUA representative, Sarah Schurr, reminded us that we have access to UUA sponsored free and paid video presentations and speakers and to consider the UUA Worship Subscription service. We will have additional streaming options with the new LED screen.

RE (Laura Strand)

Rebuilding is the theme of the small but mighty RE Planning Team. K-8 programming has been offered on service Sundays twice a month with 2-10 children per session. The recent piñata session was very well received. OWL continues through March. The Youth Group is planning a sleepover in January. It should be noted that Jade Wilde has been generously volunteering and directing many RE activities leaving less time for her to be involved in the part time DRE hiring process. Other committee members will be needed to step into programming and/or hiring tasks.

Operations (Finance, Stewardship, Building) (Jim Schlough)

Jim thanked Shannon for all her work coordinating building and grounds support this last month. Recently, Dan, Paula and Shannon cleared the sidewalks of ice. Shannon also monitored leaks and worked on a team to install the newly received LED screen. She has scheduled an electrician for rewiring updates in the Sanctuary and kitchen. Stewardship is discussing themes and goals for the March campaign which will begin the first Sunday in March.

Staff (Jim: Shannon, Marco: Scott)

No update report

BOARD COMMUNICATION

Westside Week: Holiday greetings, Appreciation to our Worship Planning Team, Musicians, Greeters and other regular committee volunteers, Update of the Minister Search process, Laura Pierce offered to write

Board Social Hr: December 18th canceled; January 22nd Board Social Hr hosts: Jim, Marco and Laura Strand, social hall area

BOARD UPCOMING MEETINGS

-Next Board meeting, January 19th 7pm via Zoom

-Board Liaisons will continue to attend their liaison related committee meetings

-Board Monthly Meeting Chalice Lighting/Closing Words:

January: Kristina, February: Jim, March: Tracy, April: Marco

CLOSE OF MEETING Laura Strand closed our meeting with chalice words and asked for ending reflections. The meeting ended at 9:10pm.

Respectfully submitted,
Laura H White,

Board Secretary

As of: **Thursday, December 1, 2022****BUDGET SUMMARY**% thru Year: **42%**

	Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
Income					
Pledges	\$ 17,478	\$ 99,168	43%	\$ 233,000	\$ 133,832
Sunday Plate	1,855	7,981	53%	15,000	7,019
Other Donations	-	588	0%	-	(588)
Fund Raising	-	111	0%	40,000	39,889
Affinity Programs	61	501	49%	1,025	524
RE Ministry	-	1,172	0%	-	(1,172)
Youth Group Ministry	-	-	0%	-	-
Music Ministry	284	484	48%	1,000	516
Program and Misc	179	492	49%	1,000	508
Rentals	4,825	23,009	38%	60,818	37,809
Carry-over	-	-	0%	-	-
Total Income	\$ 24,683	\$ 133,507	38%	\$ 351,843	\$ 218,336
Expenses					
Minister Compensation	\$ -	\$ -	0%	\$ -	\$ -
Additional Minister	200	1,400	2%	76,962	75,562
RE Director Compensation	-	-	0%	-	-
RE Staff	80	240	12%	1,967	1,727
RE Training	-	-	0%	-	-
RE Youth Group	-	-	0%	417	417
RE Operations	260	310	1%	25,400	25,090
Music Director Compensation	2,394	10,430	38%	27,327	16,897
Music Staff	483	2,413	38%	6,273	3,861
Other Music	-	332	16%	2,040	1,708
Administrator Compensation	6,556	25,679	39%	66,141	40,462
Additional Employee Benefits	23	786	26%	2,977	2,191
Community Impact-Internal	-	3,115	18%	16,872	13,757
Community Impact-External	613	2,428	48%	5,015	2,587
Worship	915	5,546	30%	18,795	13,249
Loans, Taxes, Fees	3,373	18,500	41%	44,882	26,382
Facility	3,681	20,446	37%	55,525	35,079
Fundraising & Rentals	-	-	0%	1,250	1,250
Reserves	-	-	0%	-	-
Total Expenses	\$ 18,577	\$ 91,624	26%	\$ 351,843	\$ 260,219
Cash Flow (GF):	\$ 6,106	\$ 41,883			

	YTD Balance	Start of FY	YTD Change
BANK ACCOUNT BALANCES			
Umpqua Checking #7545	\$ 132,272	112,965	\$ 19,306
Sound Credit Union Money Market #6299	200,364	199,872	492
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
Total Account Balances	\$ 332,861	\$ 313,063	\$ 19,798
ASSETS			
Church Bldg & Land (book value)	\$ 3,109,500	\$ 2,901,200	\$ 208,300
Cash - Operations	101,521	80,231	21,290
Payroll	-	-	-
Building Fund	\$ 88,168	89,160	(992)
Accessibility Fund	22,462	22,462	-
Other Dedicated Fund Balances	21,801	22,301	(500)
Operational Reserves	98,910	98,910	-
Total Fund Balances	\$ 231,340	232,832	(1,492)
Total Assets	\$ 3,442,361	\$ 3,214,263	\$ 228,098
LIABILITIES			
Loan fm UUA	\$ 419,602	\$ 419,602	\$ -
Loan fm Cascadia Growth Fund	58,825	58,825	-
Other Current Liabilities	3,235	24,748	(21,513)
Total Liabilities	\$ 481,662	\$ 503,175	\$ (21,513)
GF Balance (Cash-Operations less Other Current Liabilities)	98,285	\$ 55,482	\$ 42,803
CONGREGATIONAL EQUITY	\$ 2,960,699	\$ 2,711,088	\$ 249,611

As of: Thursday, December 1, 2022				% Thru Year: 42%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes
GENERAL FUND INCOME							
Pledges							
4.100.100	Pledges - Current Year Income	17,478.12	90,002.62	231,000.00	39%	-	
4.100.110	Pledges - Prior Year Income	-	9,165.24	2,000.00	458%	7,165.24	
	Total Pledges	\$ 17,478	\$ 99,168	\$ 233,000	43%	\$ -	
Sunday Plate							
4.100.140	Contributions - Sunday WSUU	1,177.55	5,184.41	10,000.00	52%	-	
4.100.141	Contributions - Sunday WSUU Congr Care Fund	-	-	416.00	0%	-	
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	417.00	0%	-	
4.100.144	Contributions - Sunday WSUU Real Rent Duwamish	-	-	417.00	0%	-	
4.100.145	Contributions - Sunday WSUU Partner Church	-	50.00	600.00	8%	-	
4.100.150	Contributions Sunday Charities	677.80	2,746.81	3,150.00	87%	-	
	Total Sunday Plate Income	\$ 1,855	\$ 7,981	\$ 15,000	53%	\$ -	
Other Donations							
4.100.160	Special Gifts & Campaigns	-	588.10	-	0%	588.10	
4.100.244	Accessibility Fund Donations	-	-	-	0%	-	
	Total Other Donations	\$ -	\$ 588	\$ -	0%	\$ 588	
Fund Raising							
4.100.245	Auction Income	-	111.06	25,000.00	0%	-	
4.100.247	Raise the Paddle Income	-	-	15,000.00	0%	-	
	Total Fund Raising Income	\$ -	\$ 111	\$ 40,000	0%	\$ -	
Affinity Program Income							
4.100.210	E Scrip GF Income	-	-	-	0%	-	
4.100.211	Amazon Rebate Income	60.82	131.29	425.00	31%	-	
4.100.212	Thriftway Rebate Program	-	369.74	600.00	62%	-	
	Total Affinity Program Income	\$ 61	\$ 501	\$ 1,025	49%	\$ -	
RE Ministry Income							
4.100.259	RE Fundraising & Donations	-	-	-	0%	-	
4.100.258	RE Fund Transfers IN	-	-	-	0%	-	
4.100.260	OWL Registration Fees	-	1,172.32	-	0%	1,172.32	
4.100.263	OWL Fund Transfers IN	-	-	-	0%	-	
	Total RE Ministry Income	\$ -	\$ 1,172	\$ -	0%	\$ 1,172	
Youth Group Ministry Income							
4.100.261	RE Youth Group Fund Transfers IN	-	-	-	0%	-	
	Total Youth Group Ministry Income	\$ -	\$ -	\$ -	0%	\$ -	

As of: Thursday, December 1, 2022				% Thru Year: 42%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes
<u>Music Ministry Income</u>							
4.100.222	Music Fundraising and Donations	284.00	484.00	1,000.00	48%	-	pie sale
	Total Music Ministry Income	\$ 284	\$ 484	\$ 1,000	48%	\$ -	
<u>Program and Misc Income</u>							
4.100.220	Coffee Income	-	-	-	0%	-	
4.100.225	Membership Fundraising and Donations	-	-	500.00	0%	-	
4.100.240	Interest Income	179.34	491.63	500.00	98%	-	
4.100.255	Common Quest Income	-	-	-	0%	-	
	Total Program and Misc Income	\$ 179	\$ 492	\$ 1,000	49%	\$ -	
<u>Rentals</u>							
4.100.300	Cell Tower Rental	976.55	3,906.20	11,724.00	33%	-	
4.100.302	Electricity Reimbursement- Cell Tower	696.67	3,467.16	9,276.00	37%	-	
4.100.305	Rental Income - Single Events	-	-	2,000.00	0%	-	
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	3,152.00	15,636.00	37,698.00	41%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	-	-	120.00	0%	-	
	Total Rental Income	\$ 4,825	\$ 23,009	\$ 60,818	38%	\$ -	
<u>Carry-over</u>							
4.100.241	Board Designated Fund Transfers to GF	-	-	-	0%	-	
	Total Carry-over Income	\$ -	\$ -	\$ -	0%	\$ -	
TOTAL GENERAL FUND INCOME		\$ 24,683	\$ 133,507	\$ 351,843	38%	\$ -	

As of: Thursday, December 1, 2022				% Thru Year: 42%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes
GENERAL FUND EXPENSE							
MINISTER POSITION							
Minister Compensation							
5.100.100	Minister Housing Allow Exp	-	-	-	0%	-	
5.100.101	Minister Salary Exp	-	-	-	0%	-	
5.100.105	Minister Medical Ins Exp	-	-	-	0%	-	
5.100.106	Minister Group Term Life Ins Exp	-	-	-	0%	-	
5.100.107	Minister Long Term Disability Ins Exp	-	-	-	0%	-	
5.100.108	Minister Dental Insurance	-	-	-	0%	-	
5.100.110	Minister Retirement Exp	-	-	-	0%	-	
5.100.115	Minister-FICA Exp	-	-	-	0%	-	
5.100.125	Minister's Professional Exp	-	-	-	0%	-	
Total Minister Compensation		\$ -	\$ -	\$ -	0%	\$ -	
Additional Minister Exp							
5.100.129	Ministerial Services	200.00	1,399.70	76,962.00	<div><div></div></div> 2%	-	chaplain hours
5.100.126	Minister Installation Exp	-	-	-	0%	-	
5.100.102	Minister Moving Exp	-	-	-	0%	-	
5.100.128	Minister Search Exp	-	-	-	0%	-	
Total Additional Minister Exp		\$ 200	\$ 1,400	\$ 76,962	2%	\$ -	
Total Minister Position Expense		\$ 200	\$ 1,400	\$ 76,962	2%	\$ -	

As of: Thursday, December 1, 2022				% Thru Year: 42%					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes		
CHILDREN AND YOUTH MINISTRY								-	
RE Director Compensation								-	
5.100.150	RE Director Salary Exp	-	-	-	0%	-			
5.100.155	RE Director Medical Insurance	-	-	-	0%	-			
5.100.158	RE Director FICA Exp	-	-	-	0%	-			
5.100.160	RE Director Retirement Exp	-	-	-	0%	-			
5.100.165	RE Director Professional Exp	-	-	-	0%	-			
	Total RE Director Compensation	\$ -	\$ -	\$ -	0%	\$ -			
RE Staff Expense								-	
5.100.168	RE Program Assistant Exp	-	-	-	0%	-			
5.100.163	RE Nursery Lead Teacher Exp	80.00	240.00	1,300.00	18%	-			
5.100.164	RE Nursery Assistant Exp	-	-	-	0%	-			
5.100.170	Childcare Exp	-	-	667.00	0%	-			
	Total RE Staff Exp	\$ 80	\$ 240	\$ 1,967	12%	\$ -			
RE Training Expense								-	
5.100.152	RE OWL Leadership Development Exp	-	-	-	0%	-			
	Total RE Training Expense	\$ -	\$ -	\$ -	0%	\$ -			
RE Youth Group Expense								-	
5.100.132	RE High School Youth Programs Exp	-	-	417.00	0%	-			
	Total RE Youth Group Expense	\$ -	\$ -	\$ 417	0%	\$ -			
RE Operations Expense								-	
5.100.171	RE Services	260.00	260.00	25,400.00	1%	-			Guest artist
5.100.131	RE OWL Program Exp	-	49.56	-	0%	49.56			
5.100.229	RE OWL Fund Transfers OUT	-	-	-	0%	-			
5.100.134	RE Operational Exp	-	-	-	0%	-			
	Total RE Operations Expense	\$ 260	\$ 310	\$ 25,400	1%	\$ -			
Total Children & Youth Ministry Expense		\$ 340	\$ 550	\$ 27,784	2%	\$ -			

As of: Thursday, December 1, 2022				% Thru Year: 42%		Over Budget	Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt		
MUSIC MINISTRY						-	
Music Director						-	
5.100.185	Music Dir Salary Exp	1,739.31	8,696.55	20,872.00	42%	-	
5.100.186	Music Dir Medical Insurance	-	-	1,271.00	0%	-	
5.100.187	Music Dir Retirement Exp	521.79	978.53	2,087.00	47%	-	
5.100.188	Music Dir FICA Exp	133.06	665.30	1,597.00	42%	-	
5.100.190	Music Dir Professional Exp	-	90.00	1,500.00	6%	-	
Total Music Director Compensation		\$ 2,394	\$ 10,430	\$ 27,327	38%	\$ -	
Music Staff						\$ -	
5.100.193	Music Sunday Service Pianist Exp	262.50	1,312.50	3,543.00	37%	-	
5.100.195	Music Percussionist Exp	220.00	1,100.00	2,730.00	40%	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	-	-	-	0%	-	
5.100.198	Music Bassist Exp	-	-	-	0%	-	
5.100.199	Music Administrator Exp	-	-	-	0%	-	
Total Other Music Staff Expense		\$ 483	\$ 2,413	\$ 6,273	38%	\$ -	
Other Music Expense						-	
5.100.191	Music Purchase Exp	-	34.65	765.00	5%	-	
5.100.192	Music Equipment Maint Exp	-	-	400.00	0%	-	
5.100.194	Music Programs Exp	-	297.00	800.00	37%	-	
5.100.196	Music Council Fundraising Exp	-	-	75.00	0%	-	
Total Other Music Expense		\$ -	\$ 332	\$ 2,040	16%	\$ -	
Total Music Ministry Exp		\$ 2,877	\$ 13,175	\$ 35,640	37%	\$ -	
ADMIN STAFF & SUPPORT						-	
Congr Administrator & Bookkeeper						-	
5.100.174	Congr Admin Salary Exp	4,762.97	21,433.37	54,774.00	39%	-	
5.100.175	Congr Admin Medical Insurance	-	-	1,200.00	0%	-	
5.100.176	Congr Administrator Retirement Exp	1,428.90	2,575.94	5,477.00	47%	-	
5.100.177	Congr Administrator FICA Exp	364.36	1,639.64	4,190.00	39%	-	
5.100.231	Congr Admin Professional Exp	-	30.00	500.00	6%	-	
Total Congr Administrator & Bookkeeper Compensation		\$ 6,556	\$ 25,679	\$ 66,141	39%	\$ -	

As of: Thursday, December 1, 2022				% Thru Year: 42%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes
Additional Employee Benefits							
5.100.178	Labor & Industries Ins Exp	-	415.44	1,875.00	22%	-	
5.100.181	Family and Medical Leave Ins Exp	-	285.02	551.00	52%	-	
5.100.184	Part time Empl FICA SS Exp	22.57	85.68	551.00	16%	-	
	Total Additional Employee Benefits Expense	\$ 23	\$ 786	\$ 2,977	26%	\$ -	
Total Admin Staff & Support Expense							
		\$ 6,579	\$ 26,465	\$ 69,118	38%	\$ -	
Other OPERATIONAL AND COMMUNITY IMPACT							
Community Impact-Internal Expense							
5.100.320	UUA Dues Exp Bud	-	2,751.38	11,006.00	25%	-	
5.100.801	All Congr Retreats and Trainings	-	-	3,000.00	0%	-	
5.100.802	GA Delegate Exp	-	-	800.00	0%	-	
5.100.758	Congregational Care Fund Transfer OUT	-	-	416.00	0%	-	
5.100.710	Membership Exp Bud	-	48.46	500.00	10%	-	
5.100.759	Board Discretionary Fund	-	-	500.00	0%	-	
5.100.800	All Congr Social Events	-	314.74	600.00	52%	-	
5.100.819	Raise the Paddle Purchase Exp -GF	-	-	-	0%	-	
5.100.829	Common Quest Exp	-	-	50.00	0%	-	
	Total Community Impact-Internal Expense	\$ -	\$ 3,115	\$ 16,872	18%	\$ -	
Community Impact-External Expense							
5.100.757	Sunday Morning Contributions Given to Charity	518.59	2,118.02	3,150.00	67%	-	
5.100.729	Real Rent Duwamish- Sunday Plate	-	-	417.00	0%	-	
5.100.728	Real Rent Duwamish	54.00	270.00	648.00	42%	-	
5.100.754	Partner Church Program Exp	40.45	40.45	600.00	7%	-	
5.100.300	Partner Church Dues Exp Bud	-	-	200.00	0%	-	
	Total Community Impact-External Expense	\$ 613	\$ 2,428	\$ 5,015	48%	\$ -	
Worship Expense							
5.100.726	AV Tech Expense	320.00	1,460.00	6,720.00	22%	-	
5.100.724	Streaming Tech Exp	215.00	880.00	5,200.00	17%	-	
5.100.725	Worship Council Expense Budget	380.00	2,789.78	6,650.00	42%	-	honorarium
5.100.727	AV Equipment & Maintenance	-	416.22	225.00	185%	191.22	
	Total Worship Expense	\$ 915	\$ 5,546	\$ 18,795	30%	\$ -	
Financial Expense							
5.100.650	Loan Debt Service - UUA	2,580.14	12,900.70	30,962.00	42%	-	
5.100.655	Loan Debt Service - Cascadia Growth Fund for UU	659.96	3,299.80	7,920.00	42%	-	
5.100.457	Annual City/County/State Fees	-	1,593.39	3,500.00	46%	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	133.05	706.59	2,500.00	28%	-	
	Total Financial Expense	\$ 3,373	\$ 18,500	\$ 44,882	41%	\$ -	

As of: Thursday, December 1, 2022				% Thru Year: 42%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes
<u>Facility Expense</u>							-
5.100.450	Telephone/Cable/Internet	264.52	1,322.18	4,200.00	31%	-	
5.100.460	Web Hosting Exp	-	77.14	-	0%	77.14	
5.100.470	Web Maintenance Exp Bud	-	-	-	0%	-	
5.100.475	Technology Management	-	731.81	3,400.00	22%	-	
5.100.480	Office Expenses	-	334.16	500.00	67%	-	
5.100.481	Postage Exp Bud	-	-	400.00	0%	-	
5.100.482	Printing / Copying	161.51	807.55	2,400.00	34%	-	
5.100.483	Constant Contact Email Service	-	-	425.00	0%	-	
5.100.550	Liability Insurance Exp Bud	-	3,456.50	8,000.00	43%	-	
5.100.452	Security Alarm System	-	436.69	600.00	73%	-	
5.100.453	Electricity - SCL	2,271.68	6,760.25	13,000.00	52%	-	
5.100.454	Water/Sewer - SPU	-	652.84	2,000.00	33%	-	
5.100.455	Waste/Recycling/Green	175.80	879.00	2,500.00	35%	-	
5.100.456	Gas - PSE	76.25	494.26	5,000.00	10%	-	
5.100.451	Janitorial Supplies	-	304.40	1,500.00	20%	-	
5.100.458	Landscaping Exp	-	-	500.00	0%	-	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	100.80	886.36	2,500.00	35%	-	supplies to build platform for drum kit
5.100.462	Lift Phone Monitoring	-	99.00	400.00	25%	-	
5.100.222	Coffee and Other Kitchen Exp	-	53.46	-	0%	53.46	
5.100.471	Janitorial Service	630.00	3,150.00	8,200.00	38%	-	
Total Facility Expense		\$ 3,681	\$ 20,446	\$ 55,525	37%	\$ -	
<u>Fundraising & Rentals Expense</u>							-
5.100.305	Facilities Rental Exp - single events	-	-	500.00	0%	-	
5.100.820	Auction Expense	-	-	500.00	0%	-	
5.100.822	Canvass Expense	-	-	250.00	0%	-	
Total Fundraising & Rentals Expense		\$ -	\$ -	\$ 1,250	0%	\$ -	
<u>Reserves Expense</u>							-
5.100.461	Building Capital Reserve Exp-GF	-	-	-	0%	-	
5.100.760	Undesignated Donation FB Exp	-	-	-	0%	-	
Total Reserves		\$ -	\$ -	\$ -	0%	\$ -	
Total Other Operational & Community Impact Expense		\$ 8,582	\$ 50,035	\$ 142,339	35%	\$ -	
TOTAL GENERAL FUND EXPENSE		\$ 18,577	\$ 91,624	\$ 351,843	26%	\$ -	
Income less Expense		\$ 6,106	\$ 41,883	-			

As of: Thursday, December 1, 2022							Fund Balance Steward
Fund Acct	Fund Balances	Curr Balance	Mo. Change	Notes/Explanation	Prior Year Balance	Ann. Change	
3.200.100	Building Fund Balance	88,167.56	-		89,159.81	(992.25)	Finance Committee
3.201.100	Accessibility Fund Balance	22,461.68	-		22,461.68	-	Board of Trustees + Building Planning Committ
3.202.100	Building Maintenance/Janitorial Fund Balance	329.42	-		329.42	-	Congregational Administrator
3.302.100	Congregational Care Fund Balance	-	-		-	-	Minister
3.303.100	Minister Search Fund Balance	142.88	-		142.88	-	Board of Trustees
3.304.100	To be Designated by Board Fund Balance	190.00	-		190.00	-	Board of Trustees
3.305.100	Operational Reserves	98,910.04	-		98,910.04	-	Finance Committee
3.307.100	PPP Loan/Grant Fund Balance	-	-				Congregational Administrator
3.310.100	Conference Scholarship Fund Balance	171.21	-		171.21	-	Board of Trustees
3.321.100	Miscellaneous Grants Fund Balance	-	-		-	-	Social Justice Chair
3.345.100	Hymnals Fund Balance	98.71	-		98.71	-	Congregational Administrator
3.350.100	Music Fund Balance	290.53	-		290.53	-	Music Director
3.355.100	WSUU Sponsored Events Fund Balance	1,705.37	-		1,705.37	-	Members Connect Co-chairs
3.360.100	Youth Group Fund Balance	6,537.01	-		6,537.01	-	DRE
3.370.100	OWL Fund Balance	4,826.04	-		4,826.04	-	DRE
3.380.100	Religious Ed Misc Fund Balance	2,041.84	-		2,041.84	-	DRE
3.385.100	Raise the Paddle Fund Balance	-	-		-	-	Board of Trustees
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-		2,929.50	-	Ginger Brewer
3.391.100	Social Justice Fund Balance	775.54	-		775.54	-	Social Justice Chair
3.400.100	Endowment Fund Balance	55.00	-		55.00	-	Endowment Fund Chair
3.405.100	Little Free Library Balance	40.00	-		40.00	-	LFL Coordinator
3.815.100	Partner Church Fund Balance	1,297.77	-		1,797.77	(500.00)	Partner Church Chair
3.835.100	Community Meal Trust Fund Balance	369.87	-		369.87	-	Social Justice Chair
Total Dedicated Funds		\$ 231,339.97	-		\$ 232,832.22	\$ (1,492.25)	

RE Update for the Board
December 15, 2022
Jade Wilde

We are making slow and steady progress in re-engaging increasing numbers of children, youth, and families in RE activities and in our community. We continue to be a small RE Planning Team, and while we have not had success in recruiting other members, we are making significant progress on our four key areas of focus. Our current members continue to be:

Amy Hance-Brancati

Faith Iverson

Jeanette Hitch

Thomas Terence

Jade Wilde

Laura Strand – Board Liaison

We envision hiring a part-time person to coordinate RE at Westside until we are in a position to hire a full-time director again. We have a draft position description to finalize and publicize. At the moment, I am filling that role, and the momentum and important work of moving programs forward has superseded the work of looking for a new hire. It has been a rewarding experience to feel the energy of families re-engaging after our years of pandemic life.

Updates in our four key areas of focus:

- 1) Multi-Age RE (K-8) – We have successfully offered a multi-age RE class every Sunday there has been a service this fall, taught by members of our planning team. We have been reteaching RE norms and culture, and reviewing UU principles, sources, and traditions with Spirit Play stories and hands-on crafts and movement activities. We started with two participants, and the number has increased each week to ten children plus parents in our December 4th class that featured Amaranta Ibarra-Sandys and the tradition of piñata creation. Since we will lose the core group of participants to 4th–6th grade OWL from January – March, I have been reaching out to previous member families and new families, to foster new interest from a broader age range.
- 2) OWL – In May and June 2022, we offered OWL to seven K-1 children, and engaged families in collaborative support sessions. From October through March of this church year, we are offering the important 7th–9th Grade OWL program, with sixteen youth participating, and a team of five teachers including two from Saltwater UU. Three of the sixteen participants are Saltwater youth. We just held a LGBTQ+ guest panel session on December 11th, with three guests from our WSUU community, that was a huge success. We currently have nine 4th–6th grade children registered to participate in that OWL program from January through March, with a four-member teaching team. I provided training for two team members at Westside since we were not able to send them to training before this OWL offering begins. We are considering a short-term OWL offering for high schoolers in the spring. I have been coordinating all aspects of the OWL program (an incredibly fulfilling experience!).

- 3) Youth Group – We are trying to re-invigorate our Westside youth. A dedicated team of youth advisors (Amy Hance-Brancati, Meghan Schumacher, Neve Mazique-Bianco, and Jade Wilde) have offered a range of activities from a foundational gatherings in our building to cross-congregational events such as a pumpkin patch adventure, a holiday lights walk, wreath making, and attending a regional youth leadership and program development event at University Church. We have an overnight scheduled for January to bring some intentional return to UU youth culture, and we are collaborating with University and Saltwater RE leadership to plan a training for youth advisors from our three congregations in February.
- 4) Nursery – Marie Kaz has been anchoring our nursery. She has cleaned and organized our space, and she is available each Sunday there is a service. Our RE Planning Team has been available to provide assistant support each week. We do not have families taking advantage of our nursery yet. We have learned from a couple families with toddlers that they can't afford the risk of illness with their little ones, that would prevent them from being in day-care through the work week.

The common theme in our experience with RE this fall seems to be “rebuilding.” Even with children, youth and families who have remained active in the congregation through the pandemic, there seems to be a relearning and reorienting process needed to build our RE culture, procedures, relationships, connections between children and youth, commitment from parents to volunteer, and interest in more regular attendance and participation in services. There is a growing sense of hope, momentum and excitement, however, that is being spurred with our increasing opportunities to connect and know each other on deeper levels.

**WSUU Finance Committee Report
November 2022**

Action Items for the Board: None.

Financial Highlights for November 2022 (42% of the year):

Highlights	Actuals	Actuals – YTD	YTD % of Budget	Budget
Total Income	\$ 24,683	\$ 133,507	38%	\$ 351,843
Pledges	\$ 17,478	\$ 99,168	43%	\$ 233,000
Total Expenses	\$ 18,577	\$ 91,624	26%	\$ 351,843
Net Income/Expenses	+ \$ 6,106	+ \$ 41,883		

Financial Status:

- Income is progressing as expected for this time in the year.
- Expenses are progressing as expected for this time in the year.
- Income and Expenses were projected through the end of the year based on the Actuals that have come in through November; even though pledges in hand are down, other items have positive variances such that we are still anticipating enough Income to cover Expenses through the end of the year.

Unanticipated Variance(s) to Budget:

- None.

Reforecast Detail

- Income: \$750 positive variance overall
 - o Sunday plate is strong (exceeding expectations)
 - o Pledges from prior year income offsetting lower pledges in hand
 - o Removed Rental Income – Single Events (not likely to happen)
- Expenses \$5.2k positive variance overall
 - o Increased All Congr Retreats and Trainings from \$3k to \$20k (Pam Orbach)
 - o Increased AV Equipment & Maintenance from \$.2k to \$14k (LED Wall)
 - o Lowered Ministerial Services from \$78k to \$46.5k (Pam Orbach & LED Wall)
 - o Lowered amount for Audio Tech & Stream Tech expense based on reduced Sundays
 - o Misc Facility & Insurance expenses all lowered based on actual run rate

Additional Notes:

- FC discussed Stewardship.
- FC discussed planning for the Mid-year meeting.
- The UUA Benefit & Compensation changes would benefit from more than just Finance Committee involvement. Shelley to reach out to Laura Pierce at a future date to discuss further.

Submitted by Shelley Webb 12/5/2022

MUSIC DIRECTOR MONTHLY REPORT

December, 2022

Wishing all of you hard-working and valiant board members a very, very Happy Holiday season!

ACTION ITEMS: No action items at this time

1. Services: December 4th the Chalice Singers shared two songs, with Aisha Hauser as our guest, and I think the music and sermon dovetailed beautifully. Aisha said she was very pleased with the music. Rainier Reunion will be handling music on December 18th. Of course we'll have a good-sized version of the Chorale for our 5 pm Christmas Eve service. Liz Bucklew and I are continuing to work on the script, "The Ghosts of Unitarian Christmas", and we're excited to be sharing this very different Christmas service with everyone. January 8th will be spearheaded by the RJCT, and I understand that the Wailing Grannies are scheduled to be with us.
2. The Westside Chorale: After needing to cancel a couple of rehearsals, we are back at it and have a great group lined up for Christmas Eve. In addition to regular members, we have Brin and Harper Darnell and Sarah Deppe singing with us! I really like the music we'll be singing, and will have extra instrumentalists (Tim Deppe and friend, as well as Janet Sweet on flute) playing along with John and Larry.
3. The Westside Strummers: Lisa Maynard continues to meet regularly with the Strummers, and from all accounts, everyone is continuing to enjoy this happy time of music-making
4. Drum platform and electronic drum kit update: Jim Schlough got the entire platform built and actually added on to it to make a little more room for Larry, and I ordered the drum kit (got a great deal on it!), had it delivered to my place, spent about 3 hours putting it all together in Shannon's office, then, after removing the old kit, we moved it to the stage after the service on Dec. 4th. Larry and Nate stayed after the service, and we got it all plugged in, adjusted to Larry's needs, and ready to go for the next time Larry plays. It will make a huge difference in the Chorale's ability to hear themselves, and much easier for Nate to mix the sound for the room.

In Harmony,

Scott Farrell

Administrator Report to Board December 2022

No action items for Dec. Meeting

Date	Speaker/Special Circumstances	Attendance
		In-person/Views while streaming/ views since published/total views
11/20/22	BJ Cummings – Cancelled. Worship Team jumped in	57/6/43/116
12/04/22	Aisha Hauser	65/15/10/90

Offering Collection for November: For the month of November our shared offering recipient was the West Seattle Food Bank. We will be mailing a check for \$589.47. WSUU portion of the offering for October was \$978.88. Total offering received \$1568.35. Our offering is exceeding our budget and is nearly back to pre-pandemic levels.

Membership: No change in membership this month. Current membership 161. We received 3 electronic submissions to our welcome form in November, 4 in October, 6 in September. I respond to these with a letter of welcome and other members of the membership team receive the form responses as well. Laura White and I talked recently about the folks that may be ready to be approached regarding becoming members.

Article II Study Commission: I supported a small group (Jade Wilde, Kerrie Schurr & Kerry Lusignan) in creating communications around the Nov. draft of UUA Bylaws Article II. We also hosted two online sessions to answer questions. I'm currently working on the creation of a webpage for our site that will have information about the process and how to engage and stay informed.

Stewardship: The small stewardship team (Kevin Lane-Cummings, Steve Finney and I) has met twice now. We have established a timeline for the campaign with Stewardship Sunday happening on March 12 and are working on a theme for the year.

Worship: I continue to attend the Worship Team meetings. In the past few months, I have been helping to identify potential speakers, training new team members in Coda (our platform for worship planning) and helped the team with creating a plan b when a speaker cancelled due to illness less than 24 hours prior to worship.

Virtual Coffee Hour: I am in ongoing communication with our two online coffee hour hosts. They report that attendance on non-worship Sundays is 5-10 people with a much lighter show on weeks that we have in person worship. They plan to continue to offer the space at the beginning of the year and we will reassess it in March. I am very grateful to Ursula and Dejon for this important work in providing a space for those that can't be with us in the sanctuary.

Facilities Issues and Updates:

Facilities Volunteers: A message went out in our newsletter recruiting helpers for various building maintenance activities. We have had a small response.

Visual Display in Sanctuary: I was able to have a conversation this month with a local business owner who has a product from the company we are in conversation with for the display. This answered some of our main questions about the quality of the product and integrity of the vendor. Our 6.5'x 11.5' LED wall has been ordered and should be arriving prior to the holiday. I am working on a detailed plan for getting it installed by our volunteers. The necessary electrical work is scheduled for January 3rd. We plan to begin the installation process following worship on January 8th and if all goes well it should be functional for the service on January 22nd.

Roof Maintenance: I have checked the state of matters on the roof periodically throughout the month and so far, there have been no blockages in the drainage.

Coffee Equipment & Hospitality: The electrician will install a 220v outlet on January 3rd. I have been looking for used brewing equipment on various websites and have faith that we will be able to find something that will work well for us and meet our budget. I put a piece in the newsletter soliciting some leadership or co-leadership for the hospitality team and have not had a response yet. It will probably take a personal ask.

Auction: The auction team meets weekly. We are making great progress. I am supporting by creating agendas, leading meetings, doing graphic design, web site work and communications.

Items taking extra time in November: Article II Study Commission work, Holiday decorating, auction support, stewardship support.

Upcoming Time Away: I will be out of the office Monday Dec 26 (holiday) and Tuesday-Wednesday Dec. 27 & 28 (vacation) to spend time with family. I'll be in the office 12/29 to run payroll and get publications created and scheduled. Out of office again Monday 1/2/23 (holiday).

In loving community,
Shannon