



# WSUU DECEMBER BOARD AGENDA — 2023

Monday, December 18, 2023 6:30-8:30 PM Zoom

## ZOOM Board Meeting Link

<https://zoom.us/j/94941751351?pwd=dVJzVmVUTINwNU9wWmc1dnZzT3JNUT09>

## December Board Shared Folder

<https://drive.google.com/drive/folders/11Mip80E8TUKN6XCAhXBYm3dV7HxNulw2>

## Board Calendar Link:

[https://docs.google.com/file/d/1LwWmDTyQO2po2KnLN3Svpk-s5vUeQdVU/edit?usp=doclist\\_api&filetype=msexcel](https://docs.google.com/file/d/1LwWmDTyQO2po2KnLN3Svpk-s5vUeQdVU/edit?usp=doclist_api&filetype=msexcel)

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

**2023/24 Board Covenant:** See end of agenda

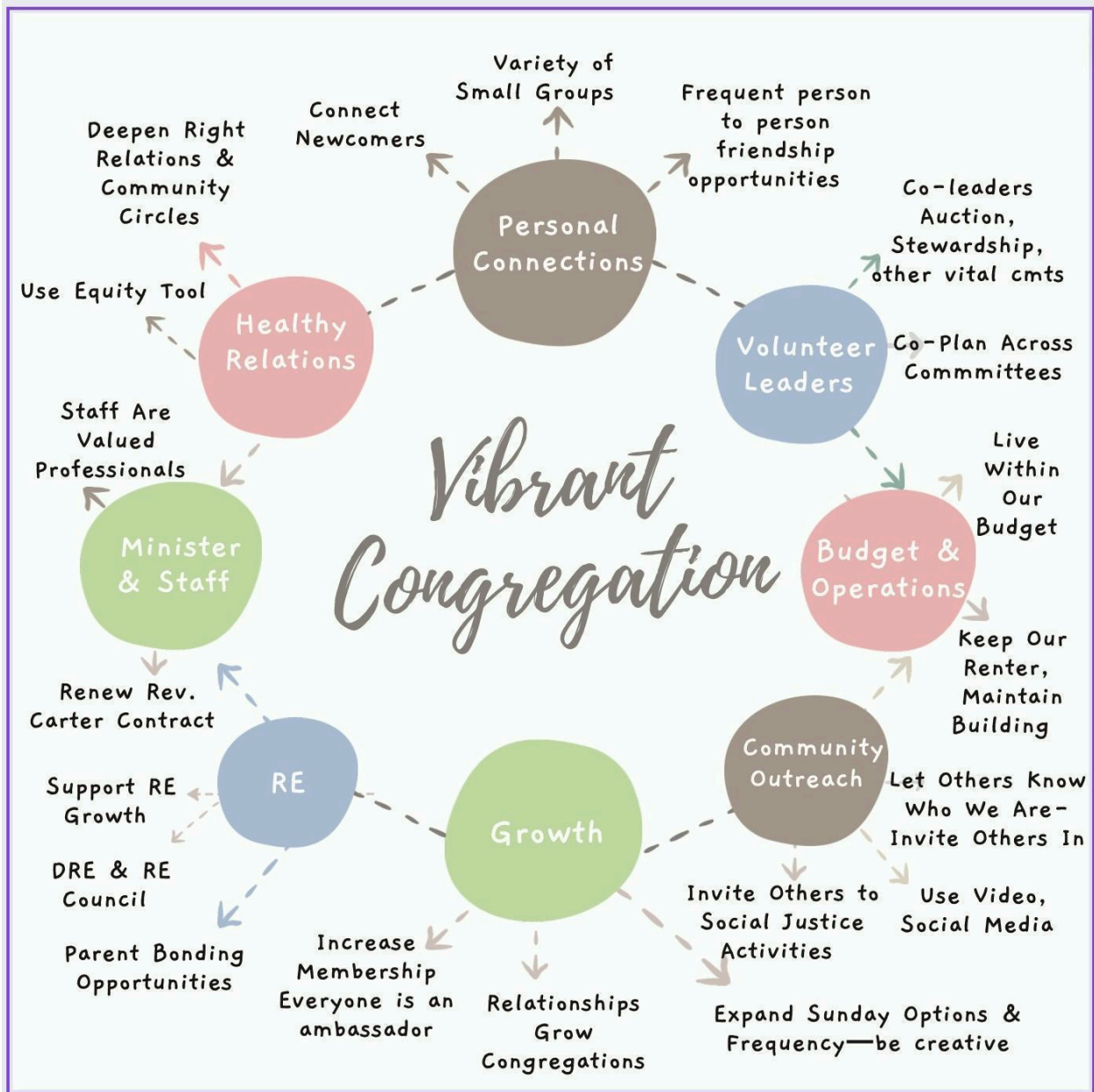
6:30pm	<b>Welcome</b> <i>Tracy</i> <b>Chalice Lighting, Land Acknowledgement &amp; Check In</b> <i>Tracy</i>	<ul style="list-style-type: none"> <li>o Welcome</li> <li>o Chalice Lighting</li> <li>o Land Acknowledgement &amp; Covenant</li> <li>o Check in/Access Needs</li> </ul>
6:40pm	<b>Minutes</b>	<ul style="list-style-type: none"> <li>o Approve last month's Board Minutes</li> </ul>
6:45pm	<b>Monthly Staff &amp; Committee Reports</b> <i>please review related reports in shared folder prior to our meeting &amp; focus on action items as needed</i>	<ul style="list-style-type: none"> <li>o Minister (Rev. Carter) <ul style="list-style-type: none"> <li>▪ Second Sat Social with Carter (Personal Connections)</li> <li>▪ Young Adult Outreach</li> <li>▪ Easter Question</li> </ul> </li> <li>o Administrator (Shannon)</li> <li>o Music (Scott)</li> <li>o RE (Jade) (Board Liaison: Laura Strand)</li> <li>o Finance/Treasurer/Operations (Shelley, Jim) <ul style="list-style-type: none"> <li>▪ Stewardship update?</li> </ul> </li> <li>o RJCT (Tracy), Right Relations Core Team, Well-being Team</li> </ul>
7:00pm	<b>Guest: Shelley Web: Finance Committee Chair</b>	<ul style="list-style-type: none"> <li>o New Financial Planning Tool &amp; 5 year Projection</li> <li>o (Jan) Shelley Finance Update for Mid-year Meeting</li> </ul>



7:30pm	<b>Guest: Steve Burrows, Nominations Committee &amp; Rev. Carter</b>	<ul style="list-style-type: none"> <li>○ Nominating Committee (Steve Burrows &amp; Rev. Carter) <ul style="list-style-type: none"> <li>○ Current Board plans for 24/25</li> <li>○ Recruitment plan and soliciting congregation for candidates</li> </ul> </li> </ul>
8:00pm	<b>Priority Business</b> (time dependent, crisis prevention, important planning, see <i>Calendar</i> )	<ul style="list-style-type: none"> <li>○ Preparing for Mid-Year Meeting: January 28. Next Board meeting January 18. <i>See end of document.</i> <ul style="list-style-type: none"> <li>▪ How are we doing on retreat goals? What do we want to be certain to include? Photos</li> <li>▪ Each Board member can highlight a goal?</li> </ul> </li> <li>○ Updates (Budget, Operations, Leadership) <ul style="list-style-type: none"> <li>▪ Dreaming Big Auction Online, Sun, April 21-27, Pajama Games Raise the Paddle on Sat, April 27th (Laura, Shannon)</li> </ul> </li> <li>○ Staff Job Description Revisions Update</li> <li>○ Community Circle/Covenanting of RR Process <ul style="list-style-type: none"> <li>▪ What support is needed from staff &amp; board?</li> </ul> </li> </ul>
8:15pm	<b>Other Business</b> (important planning, action items, see <i>Calendar &amp; Board Vision Goals</i> )	<ul style="list-style-type: none"> <li>○ Personal Connections: <ul style="list-style-type: none"> <li>▪ Potluck and Greening Nov 26th success</li> <li>▪ 2nd Saturday Social with Carter success</li> <li>▪ Next gathering to consider? Another Potluck?</li> </ul> </li> <li>○ Congregational Growth: <ul style="list-style-type: none"> <li>▪ Membership <ul style="list-style-type: none"> <li>● New Members Ceremony</li> <li>● Updates to Website</li> <li>● Newcomers to Members</li> </ul> </li> </ul> </li> </ul>
8:25pm	<b>Monthly Board Communication</b>	<ul style="list-style-type: none"> <li>○ Board Westside Week Topic &amp; Who Writes <ul style="list-style-type: none"> <li>○ Greening and Potluck with photos- thank you Jim!</li> </ul> </li> <li>○ Staffing “What’s Goin’ On” Sunday Table <ul style="list-style-type: none"> <li>○ Sun, Dec 10th: Laura &amp; Lisa</li> <li>○ Thurs, Dec 21, Solstice Gathering?</li> <li>○ Sun, Dec 24th: ? Social Hour? How to best connect to Newcomers during these events</li> </ul> </li> </ul>
8:25pm	<b>Upcoming Meetings Dates/Times Board Member Schedules next month</b>	<ul style="list-style-type: none"> <li>○ Thurs, Dec 21st Solstice Gathering</li> <li>○ Sun, Dec 24th Christmas Service</li> <li>○ Sun, Jan, 28th, MidYear Board Report, Finance</li> <li>○ <b>Next Monthly Board Meeting: Thurs, Jan 18th 6:30pm, invite Nominating, Shelley Finance</b> <ul style="list-style-type: none"> <li>▪ Opening/Closing Words: Jan: Laura W</li> <li>▪ Choose Feb, March, April, May, June</li> </ul> </li> </ul>



<p><b>8:25pm</b></p>	<p><b>Close of the Meeting</b> <i>Tracy</i></p>	<p>o Closing Words &amp; Extinguishing the Chalice</p>
<p><b>Post Meeting</b></p>	<p><b>No post meeting planned at this time</b></p>	
	<p><b>2023-24 Board Covenant</b></p> <p>This covenant expresses how the Board intends to work with one another and with the congregational community. This covenant is a dynamic and living document that is updated as we find that changes are needed to continue to support healthy working relationships and work loads.</p>	<p><b>Our Work Together as a Board</b></p> <ul style="list-style-type: none"> <li>● Carry out our work with a spirit of joy.</li> <li>● Treat one another with kindness and compassion</li> <li>● Conduct our work with openness and trust.</li> <li>● Honor confidentiality</li> <li>● Share workload, responsibilities, joys, and sorrows.</li> <li>● Focus our energy on established priorities. Maintain healthy boundaries.</li> <li>● Practice active listening and encourage the expression of divergent viewpoints.</li> <li>● Use the equity decision-making tool.</li> <li>● Take time to consider everyone’s perspectives. Explore options and work toward decisions that address concerns.</li> <li>● Speak with a unified voice once a collective decision has been made.</li> <li>● Work to resolve conflicts and stay in right relationship with each other.</li> </ul> <p><b>Our Work with the WSUU Community</b></p> <ul style="list-style-type: none"> <li>● Share what we are doing. Be intentional in providing honest, timely communication.</li> <li>● Seek additional perspectives, particularly those most impacted by decisions.</li> <li>● Listen to minority and marginalized voices.</li> <li>● In general, congregational concerns should be resolved by those who are closest to the issue.</li> <li>● Encourage the congregation to resolve conflicts through direct communication with affected parties.</li> <li>● Clearly communicate the board’s role, including that healthy boundaries are necessary for the board to function effectively.</li> </ul>



# MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION

Dec 18, 2023

**BOARD ATTENDING:** John Hornby, Lisa Maynard, Jim Schlough, Laura White, Tracy Burrows, Jennifer Disotell, Rev. Carter (*ex officio*).

**STAFF:** Shannon Day, administrator.

**GUESTS:** Finance Committee Chair Shelley Webb, Nominating Committee Chair Steve Burrows.

**ACKNOWLEDGEMENT, CHALICE LIGHTING & CHECK-IN/ACCESS NEEDS:**

Tracy began our meeting with chalice lighting words for the winter solstice ("To know the dark," by Wendell Berry) and a land acknowledgment.

**MINUTES:** *Laura White moved to approve the Nov 2023 meeting minutes as written (with her minor cx to add an initial or last name to any "Laura"), Jim Schlough seconded, and the minutes were approved.*

**MONTHLY STAFF AND COMMITTEE REPORTS:** Reports from minister, administrator, DRE, music director, treasurer, and finance committee are in the 12.18.23 Board folder on the Google drive.

**Minister:** Rev. Carter's report addressed containing her hours (ongoing challenge), worship activities, Committee on Ministry (COM), covenanting process, and young adult group. In general things are going well. January will be a good opportunity to manage time boundaries as she has another half-time engagement (hospital chaplaincy internship). Laura Pierce of her COM will be the proctor for her internship. COM will be pursuing feedback on her ministry to go with the packet; Rev. Carter would welcome suggestions from the Board about what kind of questions should be included. Easter is a fifth Sunday (March 31) so she would like guidance from the Board about whether to have a service. [*Board discussion followed about our feelings about having an Easter service, including some concern about Scott and Jade's hours. Tentative plan to move Carter from fourth to fifth Sunday that month and have something different on the fourth Sunday -- maybe a worship service with a guest speaker.*] Kudos to Carter from Laura White on second Saturday social initiative and also her outreach to young adults.

**Administrator:** Shannon's report covered attendance, offering, membership, documenting tech roles, wireless mic for social hall, Constant Contact, building fire inspection, stewardship committee, website updates, right relations, and facilities. She's been spending a lot of time getting bids on things but excited to be getting rid of the leaky gas units in kitchen and putting in induction cooktops. The building hosted a cello recital last week by a music teacher and she hopes to see more of those. We are the new site for the Morgan Junction community mtg.

**Religious Exploration:** Jade's report covers nursery, the multi-age RE program offered on Sundays, RE volunteers, youth ministry, and parent group. Some Board members commented positively that the weekly RE newsletter is meaty and full of info and pictures. Laura White suggested to Jade that she could just send an RE newsletter to Board instead of a monthly report. Jennifer adds that the newsletter is comprehensive but misses the piece of what problems she is trying to solve and how the Board could help. Laura agrees. Idea for Jade: Maybe forward an RE newsletter with a Board-specific paragraph on top.

**Music:** Scott's report covers efforts to plan and create music for past and upcoming services (including the extra Winter Solstice service) and finding a new percussionist. He also talked about how helpful Rev. Carter's leadership has been around coordinating elements of the worship services.

**Finance Committee/Treasurer:** Jim happy that first CD has matured and we will renew at 5%.

**Racial Justice Change Team:** Tracy says first Sun in Jan is reimagining the covenant.

**Core Team:** The Core Team is planning a community circle for the first Sunday in January to start to develop the right relations process.

## **PRIORITY BUSINESS**

**Five-year financial planning worksheet.** Finance Committee Chair Shelley Webb joined us at 7 pm to talk about a five-year planning worksheet she has created. She shared her screen and showed us how to use the worksheet to look at assumptions for the next five years for all lines of the budget (e.g., pledges, utilities, etc.). This is in part to help us (FC and Board) determine our pledge goal for this year's stewardship campaign. We want to tell a realistic story. We need to set the pledge goal at 7% over last year's pledges to be able to get through the next five years, increasing to three Sundays then four Sundays a month, and not blowing through our operational reserves (~\$98k) by the end of that five years. Current membership is 149 (peak was 250 in around 2016). Our pledges have been decreasing over the past four years (from \$303k to \$215k now). Shelley says *the Board could develop some scenarios* or the FC can do it and she could input the numbers and discuss at the January mtg. Shannon says the Stewardship Comm would like to have a target that they can build into their message. Rev. Carter says building toward fulltime ministry more slowly fits well with her own life plans. She would like us to move toward a target of 60% or 75% time and she could hold there for a while. Shelley will be back at the January Board mtg.

**Nominating Committee.** Nom Comm Chair Steve Burrows joined at 7:30 pm. The committee is starting to look for General Assembly candidates (through Westside Week announcement) and will be reviewing any responses at their next mtg. Kathy Leotta has joined Steve and Megan on the committee. Please communicate through [nomcom@wsuu.org](mailto:nomcom@wsuu.org) email, which goes to Steve and is archived. Rev. Carter mentions that some NC have done exit interviews and wonders

about our process. Steve said they will review to see if they have done any exit interviews lately. Laura W will share some questions she has asked members who have resigned from the congregation. Shannon reports that there are early bird prices for delegates – it is quite a bit cheaper if we can get them signed up and registered at GA in February. Leilani is interested in doing it again but Kerry L is not (she was an alternate last time). Kerry Schur, Cynthia Townsend, and Cindy Jackson also did it last year. We can have four delegates this year. Will NC use a leadership rubric in the screening process? Yes. The NC asks us *to let them know by Jan 11* which Board positions will be vacant that they should fill. Board members elected last year were elected to two-year terms (Lisa, John, Jennifer).

**Mid-year meeting on Jan 28.** We need to develop a presentation (the service is a little shorter and immediately after the service the Board comes forward and each do a slide or two, followed by Shelley presenting on the budget; questions are dealt with downstairs at social hour). Vibrant congregation graphic lays out fullness of goals the Board is trying to achieve this year. Suggestion to orient the presentation according to the graphic, each of us taking one or two of the topics. Laura White will put together a draft slide deck and provide to the rest of the Board for review.

Welcome/lay out agenda: Tracy Burrows

Growth: Laura White

RE: Laura Strand

Minister and staff:

Healthy relations: Tracy Burrows (include a timeline slide of what we've been up to on right relations)

Personal connections:

Volunteer leadership:

Budget & operations: Shelley Webb (also facilities?)

Community outreach:

#### **Recruitment updates:**

- **Auction**—Apr 21-27. Auction event is Sat, Apr 27. Starting team of five people (Laura White, Shannon, Leah, Mike West, Lisa Maynard) have had a couple mtgs, set financial goals, set up themes (Dream Big, Pajama Games). Will reconvene in early Jan. We will use the same Auctria software/website (reasonably priced). Shannon made a logo already. With this timing (fourth Sat of month) Rev. Carter will be able to attend this year.
- **Stewardship**—Jill Jackson agreed to lead the pledge drive and there have been a couple meetings.

**Staff job description revisions:** John Hornby reports that they've had one meeting and have set a deadline of March to finish.

#### **OTHER BUSINESS**

**Covenant of right relations.** We intend to create a covenant and a process for how to manage conflicts/tensions within the congregation. The congregation has a big role in shaping what this is – it is not a few people in a room deciding what our covenant should be. Process will start in early January through a community circle, focusing on our values as a congregation, what is it like for you when things are going well for you at WSUU, what is it like when you feel like an outsider or disconnected. Maybe in February we will have a world café type gathering (as opposed to a community circle) with more specific questions that relate to developing our covenant (or whatever will be is called). Had originally planned to have this ready in time for annual meeting but maybe we don't need to be bound by a deadline (in spirit of trying to be as inclusive and transparent as possible).

**Personal connections.** Our first 'Greening Sunday' (decorating the sanctuary) was a success with plenty of participants at potluck and in sanctuary. Saturday social by Rev. Carter went well. "Resting of the greens" will happen on Jan 7, perhaps with a shared meal (cleaning up the sanctuary)—covenant group leaders are organizing it as their service project. Stewardship team will be holding small gatherings and there is some energy for a larger gathering, perhaps. Can we revive soup lunches? Soup lunch is harder as far as coordination, cleanup, etc. so potluck is better for now. Staff has been talking about the summer picnic and hoping to get a shelter that is more accessible to cars.

**Membership.** Welcomed six new households. Newcomers need an experience where they feel welcome and also need a lot of drop-in opportunities and ways to continue to bond and be woven in. Shannon put together a great flyer of current opportunities and we just need to keep updating it. Carter working on young adult gatherings.

**Monthly Board communication:** Jim's column came out the first Fri in Dec so maybe that is sufficient for this month. What's Up table (organized by Laura White) has lots of good info so we need to keep that current and have a couple of Board members near it during social hour.

**Connecting with newcomers at solstice and Christmas Eve services.** Rev. Carter will make a special welcome during her time. Can Shannon make flyers for front table? Shannon thinks having a newcomer sign-in sheet at the table would be more effective than QR code and will add that back to the table.

#### **Board meeting opening/closing words schedule**

Jan 18: Laura White

Feb 15: Rev. Carter

Mar 21: Jim Schlough

Apr 18: Jennifer

May 16:

#### **Travel/time away**

Shannon away Jan 18-22 to eastern WA



**Next Board Meeting:** Jan 18, 2024, 6:30 to 8:30 pm on zoom

Respectfully submitted,  
Lisa Maynard,  
Board Secretary

As of: **Monday, December 4, 2023**

**BUDGET SUMMARY** % thru Year: **42%**

	Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
<b>Total Income Sources</b>					
Pledges	\$ 17,527	\$ 101,888	46%	\$ 221,300	\$ 119,412
Sunday Plate	2,079	8,513	41%	21,000	12,487
Other Donations	808	2,120	0%	-	(2,120)
Fund Raising	-	1,095	3%	37,000	35,905
Affinity Programs	-	302	50%	600	298
RE Ministry	-	42	3%	1,250	1,208
Youth Group Ministry	-	-	0%	-	-
Music Ministry	50	741	74%	1,000	259
Program and Misc	5	199	3%	7,240	7,041
Rentals	1,723	23,822	40%	60,176	36,354
<b>Total Income</b>	<b>\$ 22,191</b>	<b>\$ 138,723</b>	<b>40%</b>	<b>\$ 349,566</b>	<b>\$ 210,843</b>
<b>Expenses</b>					
Minister Compensation	\$ 5,940	\$ 28,355	42%	\$ 67,591	\$ 39,236
Additional Minister	-	-	0%	5,000	5,000
RE Director Compensation	2,272	11,379	37%	30,561	19,182
RE Staff	40	80	4%	2,098	2,018
RE Training	-	-	0%	1,200	1,200
RE Youth Group	240	280	5%	5,582	5,302
RE Operations	244	342	21%	1,600	1,258
Music Director Compensation	2,149	11,722	40%	29,523	17,801
Music Staff	423	2,533	32%	7,881	5,349
Other Music	(313)	787	32%	2,460	1,673
Administrator Compensation	6,105	27,286	38%	72,311	45,025
Technology Support Compensation	-	-	0%	-	-
Additional Employee Benefits	652	3,457	43%	8,090	4,633
Community Impact-Internal	5,120	9,346	36%	25,833	16,487
Community Impact-External	646	2,492	37%	6,684	4,192
Worship	487	1,508	68%	2,220	712
Loans, Taxes, Fees	3,369	17,807	39%	45,182	27,375
Facility	5,501	23,536	41%	57,755	34,219
Fundraising & Rentals	-	-	0%	1,000	1,000
Reserves	-	-	0%	-	-
<b>Total Expenses</b>	<b>\$ 32,876</b>	<b>\$ 140,910</b>	<b>38%</b>	<b>\$ 372,571</b>	<b>\$ 231,661</b>
<b>Income less Expenses</b>	<b>\$ (10,685)</b>	<b>\$ (2,187)</b>		<b>\$ (23,005)</b>	
RE Youth Group Fund Transfers IN		5,000		5,000	
OWL Fund Transfers IN		550		550	
Social Justice Transfer IN		776		775	
Board Designated Fund Transfers to GF		16,680		16,680	
<b>Total Fund Transfers</b>		<b>23,006</b>		<b>\$ 23,005</b>	
<b>Difference Net Fund Transfers</b>		<b>\$ 20,818</b>		<b>\$ -</b>	

	YTD Balance	Start of FY	YTD Change
<b>BANK ACCOUNT BALANCES</b>			
Umpqua Checking #7545	\$ -	118,435	\$ (118,435)
HomeStreet Checking	98,579	-	98,579
HomeStreet 7 mo CD May 2023 #6593	100,000	100,000	-
Homestreet 7 mo CD Aug 2023 #0757	100,000	-	100,000
Sound Credit Union Money Market #6299	-	102,103	(102,103)
Sound Credit Union Business Savings #6290	-	25	(25)
Petty Cash	200	200	-
<b>Total Account Balances</b>	<b>\$ 298,779</b>	<b>\$ 320,763</b>	<b>\$ (21,984)</b>
<b>ASSETS</b>			
Church Bldg & Land (book value)	\$ 3,287,100	\$ 3,109,500	\$ 177,600
Cash - Operations	81,196	86,056	(4,860)
Payroll	-	-	-
Building Fund	\$ 78,198	88,497	(10,299)
Accessibility Fund	22,462	22,462	-
Other Dedicated Fund Balances	18,171	24,505	(6,335)
<u>Operational Reserves</u>	<u>98,752</u>	<u>99,243</u>	<u>(491)</u>
<i>Total Fund Balances</i>	<i>\$ 217,583</i>	<i>234,707</i>	<i>(17,124)</i>
<b>Total Assets</b>	<b>\$ 3,585,879</b>	<b>\$ 3,430,263</b>	<b>\$ 155,616</b>
<b>LIABILITIES</b>			
Loan fm UUA	\$ 399,759	\$ 419,602	\$ (19,842)
Loan fm Cascadia Growth Fund	51,975	58,825	(6,850)
Other Current Liabilities	4,476	13,464	(8,988)
<b>Total Liabilities</b>	<b>\$ 456,211</b>	<b>\$ 491,891</b>	<b>\$ (35,680)</b>
<b>GF Balance (Cash-Operations less Other Current Liabilities)</b>	<b>76,720</b>	<b>\$ 72,592</b>	<b>\$ 4,128</b>
<b>CONGREGATIONAL EQUITY</b>			
	\$ 3,129,669	\$ 2,938,373	\$ 191,296

As of: <b>Monday, December 4, 2023</b>				% Thru Year: <b>42%</b>				
Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget		Notes
<b>GENERAL FUND INCOME</b>								
<b>Pledges</b>								
4.100.100	Pledges - Current Year Income	17,526.60	101,413.30	219,300.00	<div style="width: 46%; background-color: #28a745;">46%</div>	-		
4.100.110	Pledges - Prior Year Income	-	474.36	2,000.00	<div style="width: 24%; background-color: #28a745;">24%</div>	-		
	<b>Total Pledges</b>	<b>\$ 17,527</b>	<b>\$ 101,888</b>	<b>\$ 221,300</b>	<b>46%</b>	<b>\$ -</b>		
<b>Sunday Plate</b>								
4.100.140	Contributions - Sunday WSUU	1,387.74	5,681.40	14,000.00	<div style="width: 41%; background-color: #28a745;">41%</div>	-		<i>strong month</i>
4.100.141	Contributions - Sunday WSUU Congr Care Fund	-	-	582.00	0%	-		
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	582.00	0%	-		
4.100.144	Contributions - Sunday WSUU Real Rent Duwamish	-	-	582.00	0%	-		
4.100.145	Contributions - Sunday WSUU Partner Church	-	-	582.00	0%	-		
4.100.150	Contributions Sunday Charities	691.18	2,831.53	4,672.00	<div style="width: 61%; background-color: #28a745;">61%</div>	-		
	<b>Total Sunday Plate Income</b>	<b>\$ 2,079</b>	<b>\$ 8,513</b>	<b>\$ 21,000</b>	<b>41%</b>	<b>\$ -</b>		
<b>Other Donations</b>								
4.100.160	Special Gifts & Campaigns	807.84	2,119.70	-	0%	2,119.70		<i>patronage gift and non-pledge gift via CFD</i>
	<b>Total Other Donations</b>	<b>\$ 808</b>	<b>\$ 2,120</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 2,120</b>		
<b>Fund Raising</b>								
4.100.245	Auction Income	-	1,095.41	20,000.00	<div style="width: 5%; background-color: #28a745;">5%</div>	-		
4.100.247	Raise the Paddle Income	-	-	17,000.00	0%	-		
	<b>Total Fund Raising Income</b>	<b>\$ -</b>	<b>\$ 1,095</b>	<b>\$ 37,000</b>	<b>3%</b>	<b>\$ -</b>		
<b>Affinity Program Income</b>								
4.100.211	Amazon Rebate Income	-	-	-	0%	-		
4.100.212	Thriftway Rebate Program	-	302.01	600.00	<div style="width: 50%; background-color: #28a745;">50%</div>	-		
	<b>Total Affinity Program Income</b>	<b>\$ -</b>	<b>\$ 302</b>	<b>\$ 600</b>	<b>50%</b>	<b>\$ -</b>		
<b>RE Ministry Income</b>								
4.100.259	RE Fundraising & Donations	-	-	-	0%	-		
4.100.260	OWL Registration Fees	-	42.44	1,250.00	<div style="width: 3%; background-color: #28a745;">3%</div>	-		
	<b>Total RE Ministry Income</b>	<b>\$ -</b>	<b>\$ 42</b>	<b>\$ 1,250</b>	<b>3%</b>	<b>\$ -</b>		
<b>Youth Group Ministry Income</b>								
4.100.262	RE Youth Group Fundraising & Gifts	-	-	-	0%	-		
	<b>Total Youth Group Ministry Income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>		

As of: <b>Monday, December 4, 2023</b>				% Thru Year: <b>42%</b>					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes		
<b>Music Ministry Income</b>									
4.100.222	Music Fundraising and Donations	50.00	741.00	1,000.00	<div style="width: 74%;"><span>74%</span></div>	-	pie sale		
	Total Music Ministry Income	\$ 50	\$ 741	\$ 1,000	74%	\$ -			
<b>Program and Misc Income</b>									
4.100.220	Coffee Income	5.00	26.00	240.00	<div style="width: 11%;"><span>11%</span></div>	-	hope to get more donations from a text to donate sign		
4.100.225	Membership Fundraising and Donations	-	-	500.00	<div style="width: 0%;"><span>0%</span></div>	-			
4.100.240	Interest Income	-	173.44	6,500.00	<div style="width: 3%;"><span>3%</span></div>	-			
4.100.255	Common Quest Income	-	-	-	<div style="width: 0%;"><span>0%</span></div>	-			
	Total Program and Misc Income	\$ 5	\$ 199	\$ 7,240	3%	\$ -			
<b>Rentals</b>									
4.100.300	Cell Tower Rental	1,074.21	4,179.65	11,724.00	<div style="width: 36%;"><span>36%</span></div>	-			
4.100.302	Electricity Reimbursement- Cell Tower	618.43	3,046.38	8,280.00	<div style="width: 37%;"><span>37%</span></div>	-			
4.100.305	Rental Income - Single Events	-	360.00	1,000.00	<div style="width: 36%;"><span>36%</span></div>	-			
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	30.00	15,946.00	38,452.00	<div style="width: 41%;"><span>41%</span></div>	-	two payments in Oct. This is extra to cover NSF fee from Nov.		
4.100.311	Donations- Service Groups Meeting at WSUU	-	290.00	720.00	<div style="width: 40%;"><span>40%</span></div>	-	late payment		
	Total Rental Income	\$ 1,723	\$ 23,822	\$ 60,176	40%	\$ -			
<b>TOTAL GENERAL FUND INCOME</b>		<b>\$ 22,191</b>	<b>\$ 138,723</b>	<b>\$ 349,566</b>	<b>40%</b>	<b>\$ -</b>			

As of: <b>Monday, December 4, 2023</b>				% Thru Year: <b>42%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes
<b>GENERAL FUND EXPENSE</b>							
<b>MINISTER POSITION</b>							
<b>Minister Compensation</b>							
5.100.100	Minister Housing Allow Exp	1,900.00	9,500.00	22,800.00	42%	-	
5.100.101	Minister Salary Exp	2,226.65	11,133.25	26,400.00	42%	-	
5.100.105	Minister Medical Ins Exp	308.91	1,544.55	3,892.00	40%	-	
5.100.106	Minister Group Term Life Ins Exp	17.22	51.66	207.00	25%	-	
5.100.107	Minister Long Term Disability Ins Exp	26.65	79.95	320.00	25%	-	
5.100.108	Minister Dental Insurance	24.00	72.00	288.00	25%	-	
5.100.110	Minister Retirement Exp	410.00	2,050.00	4,920.00	42%	-	
5.100.115	Minister-In Lieu of FICA Exp	313.65	1,568.25	3,764.00	42%	-	
5.100.125	Minister's Professional Exp	712.99	2,355.13	5,000.00	47%	-	
	<b>Total Minister Compensation</b>	\$ 5,940	\$ 28,355	\$ 67,591	42%	\$ -	
<b>Additional Minister Exp</b>							
5.100.129	Ministerial Services	-	-	-	0%	-	
5.100.102	Minister Moving Exp	-	-	5,000.00	0%	-	
	<b>Total Additional Minister Exp</b>	\$ -	\$ -	\$ 5,000	0%	\$ -	
<b>Total Minister Position Expense</b>		\$ 5,940	\$ 28,355	\$ 72,591	39%	\$ -	

As of: <b>Monday, December 4, 2023</b>				% Thru Year: <b>42%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes
<b>CHILDREN AND YOUTH MINISTRY</b>							-
<b>RE Director Compensation</b>							
5.100.150	RE Director Salary Exp	1,919.31	9,612.07	22,920.00	42%	-	
5.100.155	RE Director Medical Insurance	-	-	1,925.00	0%	-	
5.100.158	RE Director FICA Exp	146.83	735.34	1,753.00	42%	-	
5.100.160	RE Director Retirement Exp	191.00	955.00	2,292.00	42%	-	
5.100.153	RE Director Group Term Life Ins Exp	6.02	30.10	67.00	45%	-	
5.100.154	RE Director Long Term Disability Ins Exp	9.31	46.55	104.00	45%	-	
5.100.165	RE Director Professional Exp	-	-	1,500.00	0%	-	
Total RE Director Compensation		\$ 2,272	\$ 11,379	\$ 30,561	37%	\$ -	
<b>RE Staff Expense</b>							
5.100.163	RE Nursery Lead Teacher Exp	-	40.00	1,300.00	3%	-	
5.100.164	RE Nursery Assistant Exp	-	-	-	0%	-	
5.100.170	Childcare Exp	40.00	40.00	798.00	5%	-	
Total RE Staff Exp		\$ 40	\$ 80	\$ 2,098	4%	\$ -	
<b>RE Training Expense</b>							
5.100.152	RE OWL Leadership Development Exp	-	-	1,200.00	0%	-	
Total RE Training Expense		\$ -	\$ -	\$ 1,200	0%	\$ -	
<b>RE Youth Group Expense</b>							
5.100.132	RE High School Youth Programs Exp	240.00	280.20	582.00	48%	-	
5.100.161	RE Lead Youth Advisor Exp	-	-	5,000.00	0%	-	
Total RE Youth Group Expense		\$ 240	\$ 280	\$ 5,582	5%	\$ -	
<b>RE Operations Expense</b>							
5.100.171	RE Services	-	-	-	0%	-	
5.100.131	RE OWL Program Exp	-	-	600.00	0%	-	
5.100.229	RE OWL Fund Transfers OUT	-	-	-	0%	-	
5.100.134	RE Operational Exp	244.31	342.40	1,000.00	34%	-	
Total RE Operations Expense		\$ 244	\$ 342	\$ 1,600	21%	\$ -	
<b>Total Children &amp; Youth Ministry Expense</b>		\$ 2,797	\$ 12,082	\$ 41,041	29%	\$ -	

As of: <b>Monday, December 4, 2023</b>				% Thru Year: <b>42%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes
<b>MUSIC MINISTRY</b>							
<b>Music Director</b>							
5.100.185	Music Dir Salary Exp	1,826.28	9,131.40	21,915.00	42%	-	
5.100.186	Music Dir Medical Insurance	-	-	2,063.00	0%	-	
5.100.187	Music Dir Retirement Exp	182.63	913.15	2,192.00	42%	-	
5.100.188	Music Dir FICA Exp	139.71	698.55	1,677.00	42%	-	
5.100.200	Music Dir Group Term Life Insurance	-	-	69.00	0%	-	
5.100.205	Music Dir Long Term Disability Ins Exp	-	-	107.00	0%	-	
5.100.190	Music Dir Professional Exp	-	978.81	1,500.00	65%	-	
	<b>Total Music Director Compensation</b>	\$ 2,149	\$ 11,722	\$ 29,523	40%	\$ -	
<b>Music Staff</b>							
5.100.193	Music Sunday Service Pianist Exp	262.50	1,312.50	3,445.00	38%	-	
5.100.195	Music Percussionist Exp	-	660.00	2,756.00	24%	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	160.00	560.00	1,680.00	33%	-	
5.100.198	Music Bassist Exp	-	-	-	0%	-	
5.100.199	Music Administrator Exp	-	-	-	0%	-	
	<b>Total Other Music Staff Expense</b>	\$ 423	\$ 2,533	\$ 7,881	32%	\$ -	
<b>Other Music Expense</b>							
5.100.191	Music Purchase Exp	4.40	344.82	765.00	45%	-	
5.100.192	Music Equipment Maint Exp	-	125.00	400.00	31%	-	
5.100.194	Music Programs Exp	(317.00)	317.00	1,220.00	26%	-	reimbursement of double charge for license in Oct
5.100.196	Music Council Fundraising Exp	-	-	75.00	0%	-	
	<b>Total Other Music Expense</b>	\$ (313)	\$ 787	\$ 2,460	32%	\$ -	
	<b>Total Music Ministry Exp</b>	\$ 2,259	\$ 15,041	\$ 39,864	38%	\$ -	
<b>ADMIN STAFF &amp; SUPPORT</b>							
<b>Congr Administrator &amp; Bookkeeper</b>							
5.100.174	Congr Admin Salary Exp	5,144.01	23,148.05	59,156.00	39%	-	
5.100.175	Congr Admin Medical Insurance	-	-	1,200.00	0%	-	
5.100.176	Congr Administrator Retirement Exp	514.40	2,314.80	5,916.00	39%	-	
5.100.177	Congr Administrator FICA Exp	393.52	1,770.84	4,525.00	39%	-	
5.100.173	Congr Administrator Group Term Life Ins Exp	-	-	437.00	0%	-	
5.100.230	Congr Administrator Long Term Disability Ins Exp	-	-	577.00	0%	-	
5.100.231	Congr Admin Professional Exp	52.75	52.75	500.00	11%	-	
	<b>Total Congr Administrator &amp; Bookkeeper Compensation</b>	\$ 6,105	\$ 27,286	\$ 72,311	38%	\$ -	
<b>Technology Support Compensation</b>							
5.100.724	Streaming Tech Exp	225.00	850.00	2,440.00	35%	-	extra hours for memorial
5.100.726	AV Tech Expense	377.40	1,356.18	3,000.00	45%	-	extra hours for memorial
	<b>Total Additional Employee Benefits Expense</b>	\$ 602	\$ 2,206	\$ 5,440	41%	\$ -	
<b>Additional Employee Benefits</b>							
5.100.178	Labor & Industries Ins Exp	-	637.18	1,250.00	51%	-	
5.100.181	Family and Medical Leave Ins Exp	-	420.46	780.00	54%	-	
5.100.184	Part time Empl FICA SS Exp	49.14	193.26	620.00	31%	-	
	<b>Total Additional Employee Benefits Expense</b>	\$ 49	\$ 1,251	\$ 2,650	47%	\$ -	
	<b>Total Admin Staff &amp; Support Expense</b>	\$ 6,756	\$ 30,744	\$ 80,401	38%	\$ -	

As of: <b>Monday, December 4, 2023</b>				% Thru Year: <b>42%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes
<b>Other OPERATIONAL AND COMMUNITY IMPACT</b>							
<b>Community Impact-Internal Expense</b>							
5.100.320	UUA Dues Exp Bud	-	2,831.50	11,326.00	25%	-	
5.100.801	All Congr Retreats and Trainings	5,120.47	6,445.47	10,000.00	64%	-	<i>Pam Orbach consulting fee</i>
5.100.802	GA Delegate Exp	-	-	1,200.00	0%	-	
5.100.758	Congregational Care Fund Transfer OUT	-	-	582.00	0%	-	
5.100.710	Membership Exp Bud	-	-	500.00	0%	-	
5.100.759	Board Discretionary Fund	-	-	500.00	0%	-	
5.100.800	All Congr Social Events	-	69.17	750.00	9%	-	
5.100.756	Social Action Expense	-	-	775.00	0%	-	
5.100.829	Adult RE Exp	-	-	200.00	0%	-	
	<b>Total Community Impact-Internal Expense</b>	<b>\$ 5,120</b>	<b>\$ 9,346</b>	<b>\$ 25,833</b>	<b>36%</b>	<b>\$ -</b>	
<b>Community Impact-External Expense</b>							
5.100.757	Sunday Morning Contributions Given to Charity	493.52	2,077.00	4,672.00	44%	-	
5.100.729	Real Rent Duwamish- Sunday Plate	-	-	582.00	0%	-	
5.100.728	Real Rent Duwamish	108.00	270.00	648.00	42%	-	<i>Nov &amp; Dec postage for holiday cards</i>
5.100.754	Partner Church Program Exp	44.70	144.70	582.00	25%	-	
5.100.300	Partner Church Dues Exp Bud	-	-	200.00	0%	-	
	<b>Total Community Impact-External Expense</b>	<b>\$ 646</b>	<b>\$ 2,492</b>	<b>\$ 6,684</b>	<b>37%</b>	<b>\$ -</b>	
<b>Worship Expense</b>							
5.100.725	Worship Council Expense Budget	-	907.26	1,995.00	45%	-	
5.100.727	AV Equipment & Maintenance	487.30	600.60	225.00	267%	375.60	<i>2 condenser mics for choir replacing those on loan from Nate</i>
	<b>Total Worship Expense</b>	<b>\$ 487</b>	<b>\$ 1,508</b>	<b>\$ 2,220</b>	<b>68%</b>	<b>\$ -</b>	
<b>Financial Expense</b>							
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	2,639.84	7,920.00	33%	-	
5.100.457	Annual City/County/State Fees	-	1,661.21	3,600.00	46%	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	129.32	604.89	2,700.00	22%	-	
	<b>Total Financial Expense</b>	<b>\$ 3,369</b>	<b>\$ 17,807</b>	<b>\$ 45,182</b>	<b>39%</b>	<b>\$ -</b>	



As of: <b>Monday, December 4, 2023</b>				% Thru Year: <b>42%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes
<b>Facility Expense</b>							
5.100.450	Telephone/Cable/Internet	289.31	1,427.05	3,500.00	41%	-	
5.100.460	Web Hosting Exp	-	-	-	0%	-	
5.100.470	Web Maintenance Exp Bud	-	-	-	0%	-	
5.100.475	Technology Management	183.98	778.80	3,000.00	26%	-	
5.100.480	Office Expenses	127.46	146.87	600.00	24%	-	
5.100.481	Postage Exp Bud	-	132.00	400.00	33%	-	
5.100.482	Printing / Copying	163.27	913.63	2,000.00	46%	-	
5.100.483	Constant Contact Email Service	-	-	425.00	0%	-	
5.100.550	Liability Insurance Exp Bud	-	4,550.50	8,230.00	55%	-	
5.100.452	Security Alarm System	-	437.92	500.00	88%	-	
5.100.453	Electricity - SCL	2,300.63	6,713.14	14,000.00	48%	-	
5.100.454	Water/Sewer - SPU	-	551.38	1,500.00	37%	-	
5.100.455	Waste/Recycling/Green	178.40	892.00	2,200.00	41%	-	
5.100.456	Gas - PSE	284.15	690.36	6,500.00	11%	-	
5.100.451	Janitorial Supplies	125.68	258.58	1,500.00	17%	-	
5.100.458	Landscaping Exp	-	-	500.00	0%	-	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	969.91	2,114.07	3,000.00	70%	-	tree & LED bulbs -move tree to bldg fund?
5.100.462	Lift Phone Monitoring	-	198.23	400.00	50%	-	
5.100.222	Coffee and Other Kitchen Exp	178.15	231.77	600.00	39%	-	coffee & creamers, service items
5.100.471	Janitorial Service	700.00	3,500.00	8,900.00	39%	-	
<b>Total Facility Expense</b>		\$ 5,501	\$ 23,536	\$ 57,755	41%	\$ -	
<b>Fundraising &amp; Rentals Expense</b>							
5.100.305	Facilities Rental Exp - single events	-	-	250.00	0%	-	
5.100.820	Auction Expense	-	-	500.00	0%	-	
5.100.822	Canvass Expense	-	-	250.00	0%	-	
<b>Total Fundraising &amp; Rentals Expense</b>		\$ -	\$ -	\$ 1,000	0%	\$ -	
<b>Reserves Expense</b>							
5.100.461	Building Capital Reserve Exp-GF	-	-	-	0%	-	
5.100.760	Operational Reserves FB Exp	-	-	-	0%	-	
<b>Total Reserves</b>		\$ -	\$ -	\$ -	0%	\$ -	
<b>Total Other Operational &amp; Community Impact Expense</b>		\$ 15,124	\$ 54,689	\$ 138,674	39%	\$ -	
<b>TOTAL GENERAL FUND EXPENSE</b>		\$ 32,876	\$ 140,910	\$ 372,571	38%	\$ -	
<b>General Fund Income less Expense</b>		\$ (10,685)	\$ (2,187)	(23,005)			
<b>Fund Transfers</b>							
4.100.261	RE Youth Group Fund Transfers IN	-	5,000.00	5,000.00	100%	-	
4.100.263	OWL Fund Transfers IN	-	550.00	550.00	100%	-	
4.100.226	Social Justice Transfer IN	-	775.54	775.00	100%	0.54	
4.100.241	Board Designated Fund Transfers to GF	-	16,680.00	16,680.00	100%	-	
<b>Total Fund Transfers</b>		\$ -	\$ 23,006	\$ 23,005	100%	\$ 1	
<b>DIFFERENCE NET FUND TRANSFERS</b>		\$ (10,685)	\$ 20,818	\$ -			

<u>Fund Acct</u>	<u>Fund Balances</u>	<u>Curr Balance</u>	<u>Mo. Change</u>	<u>Notes/Explanation</u>	<u>Prior Year Balance</u>	<u>Ann. Change</u>	<u>Fund Balance Steward</u>
3.200.100	Building Fund Balance	78,198.20	(1,550.44)	furnace repair	88,496.98	(10,298.78)	Finance Committee
3.201.100	Accessibility Fund Balance	22,461.68	-		22,461.68	-	Board of Trustees + Building Planning Committ
3.305.100	Operational Reserves	98,752.11	-		99,242.92	(490.81)	Finance Committee
3.310.100	Conference Scholarship Fund Balance	171.21	-		171.21	-	Board of Trustees
3.350.100	Music Fund Balance	389.24	-		389.24	-	Music Director
3.355.100	WSUU Sponsored Events Fund Balance	2,075.24	-		2,075.24	-	Membership
3.360.100	Youth Group Fund Balance	2,291.47	-		7,291.47	(5,000.00)	DRE
3.370.100	OWL Fund Balance	6,210.46	-		6,760.46	(550.00)	DRE
3.380.100	Religious Ed Misc Fund Balance	2,041.84	-		2,041.84	-	DRE
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	1,975.82	-		1,975.82	-	Partner Church Chair
	<b>Total Dedicated Funds</b>	<b>\$ 217,591.77</b>	<b>(1,550.44)</b>		<b>\$ 234,706.90</b>	<b>\$ (17,115.13)</b>	

# MINISTER'S MONTHLY REPORT

December 2023

## Introduction

I am arriving in December very much in the holiday spirit, and Westside has a lot to do with that. From the Greening to worship planning for upcoming services, it has been a deep joy to learn what traditions are meaningful for this community and work to create new ones as well. And, then there is the work of gearing up for the new year. It can feel like a lot at times, but ultimately I am happy to support this congregation on its trajectory toward covenant-building and more long-range planning.

## Updates

### **Note on my hours:**

Containing my hours continues to be a challenge, but not an unmanageable one. I have been reminded by Tracy and Laura, and staff members that there is always room to partner with congregants in starting up new initiatives, and that it is ok that we don't have capacity to take on every good idea. It has also been important lately to do my best to communicate with staff and other leadership teams more explicitly about my scheduling limits and plans, and to explicitly let folks know when I am available. As in so many areas of life, communication is key! And I anticipate a lot of continued conversation in the coming months about how I can best align where I'm putting my energy to support the needs of the congregation.

### **Worship:**

This fall, I and the worship team have greatly benefited from the strategizing and planning for the year that we did at our retreat in June. This month we have reached the added milestone of scheduling out storytellers for each service for the remainder of the year, which remained a sticking point in the worship planning process.

Oddly enough, the fifth Sundays of this church year are all holidays: Halloween, New Year's Eve, and Easter. This makes me feel the strangeness of our current worship schedule more acutely. As we look to the future, I am wondering how we build our congregational capacity for Sunday programming, in all the forms it takes.

*How can we move toward offering something in one form or another every week of the month, including fifth Sundays? And, do we want to make an effort to gather on Easter this year?*

### **WSUU Young Adults**

Much thanks to Jade, Shannon, and Laura White, who are helping me compile a list of community members & recent newcomers who might be interested in Young Adult programming—currently over 30 names. In the immediate term, I plan to make as many personal connections with these folks as possible to build relationships and gauge interest. After this period, we can start gathering to explore what kinds of events or programs might serve these folks' interests or needs.

### **Covenanting Process:**

This feels like the biggest part of our congregational work we are turning to in the New Year. Our Right Relations core team already has laid such a strong foundation for this process, and I trust their skilled facilitation to guide us in the New Year. I am curious about ways that we can center this work in all we do, and will be looking for ways to continue inviting people into the process through services and other communications. I trust that this Board will strive to be on the same page as the core team as things unfold, and that we can partner with them in helping all our members feel like a part of this covenanting.

### **Committee on Ministry:**

Laura Pierce has agreed, in her capacity on the CoM, to serve an official role to support my hospital chaplaincy internship (known as CPE). Because direct pastoral care is part of my portfolio here, I will have the opportunity to use a small portion of my hours at Westside to count towards my CPE requirements, and can reflect on these experiences alongside the ministry work I am doing at Legacy Emanuel Hospital. Laura will be the point person for my CPE supervisor, Gavin Dluhosh, to check in on my pastoral work here at Westside.

Now that we know we have time before my evaluation and renewal process, my Committee on Ministry is considering offering a congregational feedback opportunity in the Spring. This will likely take the form of a concise, but open-ended survey, with questions geared toward my strengths and the areas of my ministry that people would like to see more of my attention on.

*Does this Board have any advice about the timing or format of this survey process?*

## My Schedule

Many kind folks have been checking in with me about how my commuting is going. Aside from the occasional landslide putting me on the bus instead of my usual train, it is going quite well. Arriving in West Seattle, while sometimes a whirlwind with work, has become quite a warm and comfortable experience. I have my grocery store, coffee shop, gym, and favorite neighborhood walks figured out, and enjoy the wide variety of ways I have to connect with congregants in my days “up north”.

As always, my In Residence dates are posted on the WSUU calendar. I’ll be in town December 20-24, and January 24-28.

I will be traveling to North Carolina to visit family on what is normally an off week, January 2-7.

Aside from two evening meetings that cannot be rescheduled, I will be away on Study Leave for the week of January 8-14 for my Clinical Pastoral Education Orientation.

**WSUU Finance Committee Report  
November 2023**

**Action Items for the Board:**

- Shelley would like 30 minutes on the January board meeting agenda to discuss budget target for Stewardship and the five year financial planning tool.

**Financial Highlights for November 2023 (42% of the year):**

Highlights	Actuals	Actuals – YTD	YTD % of Budget	Budget
<b>Total Income</b>	<b>\$ 22,191</b>	<b>\$ 138,723</b>	<b>40%</b>	<b>\$ 349,566</b>
Pledges	\$ 17,527	\$ 101,888	46%	\$ 221,300
<b>Total Expenses</b>	<b>\$ 32,876</b>	<b>\$ 140,910</b>	<b>38%</b>	<b>\$ 372,571</b>
<b>Net Income/Expenses</b>	<b>- \$ 10,685</b>	<b>- \$ 2,187</b>		
<b>Net Fund Transfers</b>		<b>+ \$ 20,818</b>		

**Financial Status:**

- Expenses are progressing as expected for this time in the year.
- Income is progressing as expected for this time in the year.
- Expectation is that the monthly variance (Income minus Expense) will be negative from now until May (the auction).
- Pledges in hand is \$214,292 vs budget of \$221,300, or \$7,000 short.

**Unanticipated Variance(s) to Budget:**

- Extra hours for Streaming and AV Tech for Larry’s memorial service.
- Microphones for choir replacing those on loan from Nate

**Five Year Financial Plan (inc. budget target to inform Stewardship campaign)**

- The Finance Committee spent the bulk of the meeting talking through the details of the five year financial planning tool.
- The tool is proving useful when discussing a budget target to inform the Stewardship campaign.
- Request to join the board at upcoming meeting(s) to discuss the tool and the budget target to inform the Stewardship campaign.

**Other Notes:**

- FC participated in a Stewardship planning meeting led by Jill Jackson.
- We will be rolling over the first 7 mo CD to mature into another 7 mo CD (including the interest earned on the first 7 months).

Submitted by Shelley Webb      12/13/2023

## **RE Monthly Report to the Board**

### **December 18, 2023**

It's been a full holiday time from Thanksgiving and through December so far, with some extra events and connections! I am grateful to work with an amazing, collaborative staff team, and to see glimpses of the ways Carter's ministry is reaching out into our community with such positive effects. It's also heartening to see relationships growing between children, youth, parents, and our volunteers.

Below are some updates from the time of the November report:

#### Nursery –

- There has not been a need from any families with babies, for us to open our nursery. We have accommodated some preschoolers in our Connect and Explore all ages RE program, and that has worked beautifully.

#### Connect and Explore All Ages RE Program –

- Our RE Council is providing leadership and support on many levels for this program. Every member is also an RE teacher. I am grateful for the ongoing dedication of these volunteers – Faith Iverson, Amy Hance-Brancati, Thomas Terence, Jeanette Hitch and Leilani Davenberry who continues to offer creative and collaborative leadership and support for RE classes, for our parent group, and for storytelling.
- We have four-member teaching teams planning, preparing wonderful activities, and offering a radically inclusive container for children, youth, young adults, and parents for four Sundays every month. Attendance continues to be higher for the 2<sup>nd</sup> and 4<sup>th</sup> Sundays, as expected.
- Our environment seems to be appealing to some adults who have wanted the opportunity to engage in more interactive connection in this welcoming format with hands-on activities. We have also had the opportunity to include two adults with developmental disabilities in ways that seem to be appealing to them, while honoring them as adults.
- Our container and activities allow humans with neuro diverse experiences to flourish! This is an essential key to creating the sense of belonging that is one of our primary goals.
- Some learnings from this type of programming so far:
  - The multi-age format is a bonus for creating more energy in the space with increased numbers of people, and intergenerational relationship building. Our middle schoolers in particular, would be more reticent to participate if they were in a group of one or two with the adult teachers!
  - A drawback of the multi-age format is that it is more challenging to create truly engaging projects that older children and youth are excited about, and that invite their deeper curiosity and creativity. It's time to examine possibilities for creating a break-off project for our youth for Sunday morning time, though our limited capacity with my time and volunteer energy may prevent us from taking this next step at this moment.
  - We are learning how we need to strengthen the boundaries of our container to allow children and youth to be autonomous in their choices, and also to ensure emotional and physical safety in a less structured environment.
  - We are implementing a new sign-out procedure for 2<sup>nd</sup> and 4<sup>th</sup> Sundays to have clarity about when RE volunteers are responsible for children and youth, and when parents take back that

responsibility. We want to have this be very clear for liability purposes, while also allowing our children and youth to continue to engage with games and crafts through coffee hour.

- o Extending games and crafts, costumes, movement opportunities, and our quiet station through coffee hour seems to be a win in inspiring children and youth to want to stay while parents visit, and to foster broader intergenerational connections.
- o With the foundation pieces in place, we are seeing the opening and need for bringing in more sacred UU rituals and elements, and the opportunity for integrating more teaching related to our UU values and actions for justice.
- The RE Council will likely bring the full teaching team together in January or February for a mid-year opportunity to go deeper in our learning, and to grow and strengthen our Connect and Explore program.

#### Youth Ministry –

- Our youth group is becoming more solid, and relationships are beginning to grow! We have between three and seven participants showing up regularly. We learned in the youth advisor training in October, that this is quite a success. Even congregations much larger than ours are experiencing a drought of youth group interest and attendance.
- Faith Iverson’s support as our new youth group coordinator, has been enormously helpful. She is sending communication reminders to youth about events, stewarding the building and pizza during youth group, and also meeting with me weekly to plan and problem-solve.
- We held a deeper dive youth advisor meeting on December 7<sup>th</sup>, to grow the connections between our three young adult advisors, Neve Mazique-Bianco, Eli Breidford, and Alicia Finney. We agreed to offer an ongoing youth group session on the 2<sup>nd</sup> and 4<sup>th</sup> Saturdays from 4—6pm. We are hoping we can engage Rev Carter periodically as well. She has already attended full youth group sessions, and our advisor meeting, which was fruitful in both cases!
- As with our Connect and Explore program, as we establish more of a sense of belonging and connection, the doors are opening for us to engage in more sacred rituals and deeper conversations.
- We are working with Rev Carter and Scott to continue to find opportunities for our youth to be involved in music and in worship. This is slowly growing, and we have youth taking a lead role in one aspect of our Christmas Eve service.
- I recently turned down an opportunity to collaborate with local congregations on an offering of high school OWL this spring, as we don’t have the capacity with volunteers, or among our youth.
- It is also unclear if we can offer anything related to Coming of Age this year or not. We have not successfully engaged the volunteer or paid leadership we need to develop an adapted version of a relevant and workable program for all high school grades, and it appears that the youth are also over-extended already.

#### Parent Group –

- Leilani Davenberry and Noella Natalino have offered a parent group meeting each month from October through December on the 3<sup>rd</sup> Sundays, from 10:30—11:45am. They worked with the parents to create a covenant and a sacred space, to identify topics of priority interest, and to develop a connections board.
- We’ve had between four and seven parent participants who continue to express their appreciation and gratitude for this offering.



## RE Stats:

Attendance of children and youth (all ages) on Sunday mornings --

- Nov 19 – 9
- Nov 26 –
- Dec 3 – 5
- Dec 10 – 11
- Dec 17 --

Youth Group Attendance –

- Dec 2 – 3
- Dec 16 – 4

Parent Group Attendance –

- Oct 15 – 5
- Nov 19 – 7
- Dec 17 -- 4

Jade Wilde, Director of Religious Exploration

A

## **MUSIC DIRECTOR MONTHLY REPORT**

### **December, 2023**

I apologize for this being a bit late. I've spent a ton of hours getting things ready for two services this week. It's hard to believe we are at the end of another year! It's been lovely having such great, positive leadership from Rev. Carter, and I think we have a wonderful staff, board, and volunteer base who are bonding beautifully and helping to create experiences here at Westside that nourish our congregation on so many levels. I'm looking forward to a 2024 of more growth in all aspects of our church life.

**ACTION ITEMS:** No action items at this time

1. Past Services: Our service on Nov. 26<sup>th</sup> was a lot of fun, introducing the congregation to Carter's husband Baptiste on bass, and doing the 4-part peace chant for the first time. Again, I feel like the coordination of liturgical elements and music is working so well under Rev. Carter's leadership. Rainier Reunion was at the helm on December 10, and I heard wonderful things from congregants about that service.
2. Upcoming services: December 21<sup>st</sup> we will be doing a Solstice service, and I've had meetings around this getting it all set up. Lisa Maynard set a familiar tune to some appropriate text for the closing chant, and I met with John Britt, Riley Anderson and Jade Wilde to coordinate the drumming we have planned, and I know it's going to be a moving and collaborative experience. And of course we have our Christmas Eve service on the 24<sup>th</sup>. The Chorale has prepared some beautiful music, and Lisa M. will be playing flute on one of the numbers, and I'm having rehearsals this week with Kristina Darnell and her daughters for a 3-part O Holy Night which I know will be lovely!
3. The Westside Chorale and Chalice Singers: The Chorale is sounding wonderful. During this season we have had quite a few absences, but this Wednesday everyone will be at rehearsal, and we'll pull it all together as we usually do! We're meeting 3 times a month, with our rehearsal pianist Mark helping out 2 of those, which has been invaluable.
4. Drummer vacancy: We almost had someone lined up, but he was uncomfortable with the idea of playing on an electronic drum set, so that fell through. John Hansen and I are continuing our search. The combination of what we are budgeted to pay (far below going rate for musicians) and the electronic kit is proving to be challenging. I'll keep everyone posted.
5. More: My eyelid surgery was successful, and I'm back to normal. I appreciate everyone's support during my recovery!

In Harmony,

Scott Farrell

# Administrator Report to Board December 2023

Happy Holidays! It’s been a busy fun fall. We’ve had our first Greening Sunday, and it was such a success! I’m looking forward to the Winter Solstice Celebration and Christmas Eve as well. Stewardship and auction teams are starting up and talk of budgets is in the air! It must be winter.



	Speaker/Special Circumstances	Attendance In-person/Views while streaming/ views since published/total views
11/12/23	Rev. Carter – Memorial Tribute	70/14/16/100
11/26/23	Rev. Carter – Greening Sunday	67/15/56/138
12/10/23	Rev. Carter – New Member Welcome	79/7/20/106

**Offering Collection for November:** For the month of November, our shared offering recipient was **YouthCare Orion Center**. We collected \$692.85 for them. WSUU portion of the offering for November was \$1416.07. The total offering received \$2108.92. This is \$677.96 more than October.

**Membership/New Interest: Current membership 149.**

Big gratitude to Laura White for her hard work on membership activities this fall. As of this writing we have joined five new folks: Emily Knaphus-Soran, Alice Murphy, and Henry Sikora (our streaming tech), Gracie Bucklew and Mike Blome. (three of these folks were reported last month but I wanted to report the whole group here.)

New Members: 5

Membership Resignations: 0

Welcome Forms Received: 2

New Visitors signed in at worship: Update on this – we changed our sign in sheet to a scannable QR code to our Welcome form so this avenue is shifting to electronic.

New Subscribers to email list: 12

Unsubscribed from email list: 2

**Documenting Tech roles:** I’m working with Lane Holdcroft to document both the audio and streaming tech practices and procedures for Sunday mornings in case we ever need a last-minute substitute. This has stalled a bit. Lane is focused on the wifi issues. I’ll make sure we circle back to this documentation when the other project is complete.

**Internet-Connectivity in Building:** We took advantage of Black Friday sales to order some new equipment. Lane is configuring the settings and we will get it installed in the new year.

**Wireless Mic for Social Hall:** We have purchased a wireless mic set up for the social hall. It will be kept in the office in the cabinet on the east wall in its original box. It can be plugged into the microphone jack at the front edge of the stage. Note the switch with the stainless steel plate on the south end of the west wall of the social hall needs to be turned on (red light will illuminate).

**Constant Contact** – Some long overdue improvements have been made to the software and it is once again working well.

**Building Fire Inspection:** I got three bids on inspections for our fire equipment and am now aware that \$400 is a good deal and will move ahead with Froula to do the inspection again.

**Stewardship** – This committee has now met twice, led by Jill Jackson. Some members of the finance team have joined for the brainstorming pieces that have been on our agendas so far. The team officially consists of Jill Jackson, John Hornby, Steve Bennett, Sheree Porter and myself.

**Website Updates:** I spent many hours in November trying to solve some issues with typography. Would still love to find some volunteer support in this area.

**Right Relations:** Tuesday evening meetings of the Core Team and Wellbeing teams continue. I have been doing some coordination of various circles. The work is still very present and very rich.

#### **Facilities Issues and Updates:**

**Gas Range Replacement:** Our awesome facilities team has been working hard to replace our problematic, very old gas range. Much gratitude to Paula vanHaagen for careful research of the induction range market and securing two 30” units and an amazing price at Albert Lee. We now have a plan to get electrical work done next week and the new units installed on 12/26. It’s a great bonus to have the electrical work and installation happen while our tenants are on holiday break. We think the entire project will come in just under \$6000.

**Items taking extra time in November:** Preparations for Larry Jones Celebration of Life, preparations for Greening Sunday, booking a recital rental for Dec. 11&12, letters sent to inactive members, new member processing, memorial tribute slideshow, website updates, facilities issues, website work, right relations meetings & circle facilitation.

**Upcoming Time Away:** January 18-22 away to Eastern WA, March

In loving community,  
Shannon