



Westside  
Unitarian Universalist  
Congregation

# WSUU

## FEBRUARY BOARD AGENDA — 2023

February 16, 2023 7:00 - 9:00 PM PT via Zoom

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

[Link to Feb 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	<b>Chalice Lighting &amp; Welcome</b> <i>Jim Schlough</i>	<ul style="list-style-type: none"><li>o Land Acknowledgement &amp; Covenant</li><li>o Chalice lighting</li><li>o Check in/Access Needs</li></ul>
7:10pm	<b>Minutes</b>	<ul style="list-style-type: none"><li>o Approve last month's Board Minutes</li></ul>
7:15pm	<b>Monthly Staff &amp; Committee Reports</b> <i>please read related reports in this month's shared folder</i>	<ul style="list-style-type: none"><li>o Administrator (Shannon)<ul style="list-style-type: none"><li>▪ LED Screen</li><li>▪ Current workload</li><li>▪ Recognition of new or leaving members</li></ul></li><li>o Music (Scott)</li><li>o Finance Committee/Treasurer (Jim, Shelley's report)</li><li>o Adding monthly report from Jade, RE</li></ul>
7:30pm	<b>Guest:</b> no guest for this meeting	<ul style="list-style-type: none"><li>o</li></ul>
7:45pm	<b>Priority Business</b> (time dependent, crisis prevention)	<ul style="list-style-type: none"><li>o P/T Contract Minister (Laura Pierce, Tracy)<ul style="list-style-type: none"><li>o Current status</li><li>o Next steps: Coordination with Staff (Shannon, Jade &amp; Scott), Office space, Worship team schedule, Sun schedule expectation/discussion, communication with congregation</li><li>o <a href="#">Link P/T Minister Process Graphic</a></li><li>o <a href="#">PT Minister Job Description link</a></li></ul></li><li>o Pam Orbach/Center for Restorative Solutions (Tracy, Kristina)<ul style="list-style-type: none"><li>o Reflections on Community Circles</li><li>o Additional compensation for individual work outside original contract</li><li>o Next steps</li></ul></li><li>o Jade Wilde/Lowry RE Coordination</li><li>o GA delegates Nom Com &amp; UUA Article II</li><li>o Congregational input considerations</li></ul>



		<ul style="list-style-type: none"><li>○ Nom Com communications</li></ul>
<b>8:10pm</b>	<b>Other Business</b> (important planning)	<ul style="list-style-type: none"><li>○ Auction April 24-29 (Laura W &amp; Shannon)</li><li>○ Reflections on our progress so far this year</li><li>○ ? RJCT Statement Against Violence &amp; Hate for Board: <a href="https://docs.google.com/file/d/1KxPV9y9NNQOoNH77G0n17s00UuonVEmD/edit?usp=docslist_api&amp;filetype=msword">https://docs.google.com/file/d/1KxPV9y9NNQOoNH77G0n17s00UuonVEmD/edit?usp=docslist_api&amp;filetype=msword</a></li><li>○ <i>Reference only:</i> <a href="#">Board Retreat Document 2022</a></li></ul>
<b>8:30pm</b>	<b>Board Liaison Updates</b> <ul style="list-style-type: none"><li>○ <i>See any related summary reports in shared folder for this mtg</i></li><li>○ <i>Report out only if not covered above and/or an update is needed</i></li></ul>	<ul style="list-style-type: none"><li>○ Pastoral Care (Laura Pierce)</li><li>○ Worship (Laura White)</li><li>○ RE (Laura Strand)</li><li>○ Operations (finance, stewardship, building) (Jim)</li><li>○ Staff (Jim: Shannon, Marco: Scott, Jade: Laura S)</li></ul>
<b>8:45pm</b>	<b>Monthly Board Communications</b>	<ul style="list-style-type: none"><li>○ Topics &amp; Who Writes:<ul style="list-style-type: none"><li>▪ Fri, Feb 17th: Mid-Yr report slides+Financial report slide (submitted)</li><li>▪ Fri, Feb 24th Community Circle?</li></ul></li><li>○ Other:</li></ul>
<b>8:55pm</b>	<b>Upcoming Meetings Dates/Times Board Member Schedules</b>	<ul style="list-style-type: none"><li>○ Friday, Feb 17th Dinner</li><li>○ Next Monthly Board Meeting, March 16 7pm</li><li>○ Upcoming Vacation/Out of Town Schedules</li></ul>
<b>9:00pm</b>	<b>Close of the Meeting</b> <i>Jim Schlough</i>  <i>(March: Tracy, April: Marco)</i>	<ul style="list-style-type: none"><li>○ Personal Reflections/Gratitude</li><li>○ Extinguishing the Chalice</li><li>○ <b>9:00 pm end of meeting</b></li></ul>
	<b>2022-2023 Board Covenant</b>	<ol style="list-style-type: none"><li>1. Share workload, responsibilities, joys, and sorrows.</li><li>2. Focus our energy on established priorities.</li><li>3. Right-size the board's work and maintain healthy boundaries.</li><li>4. Slow down and seek consensus when possible.</li><li>5. Listen to minority and marginalized voices. Use the equity decision-making tool.</li><li>6. Seek additional perspectives, particularly those most impacted by decisions.</li><li>7. Honor confidentiality.</li><li>8. Share what we are doing. Be intentional about honest, timely communication. Be clear about the board's role.</li><li>9. Work to stay in right relationship with each other. Establish a habit of reviewing how we work together.</li></ol>



		<ol style="list-style-type: none"><li>10. Support our collective decisions. The board speaks with one voice.</li><li>11. Name the elephant in the room.</li><li>12. Hold this covenant as a living document.</li><li>13. Encourage the congregation to resolve conflicts through direct communication with affected parties</li></ol>
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# MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION

## February 16, 2023

**BOARD ATTENDING:** Laura Pierce, Tracy Burrows, Marco Deppe, Laura White, Kristina Darnell, Jim Schlough (Laura Strand not able to attend).

**STAFF** Shannon Day, Administrator

**GUESTS:** No guests this month

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

Jim began our meeting with land acknowledgement, chalice lighting words, and a personal check-in including access needs.

**MINUTES** *The January Board Meeting minutes were approved as written with Jim, making the motion to approve, Kristina seconded with one abstention and will be posted by Shannon.*

### **MONTHLY STAFF AND COMMITTEE REPORTS**

#### **Administrator**

Shannon reports another busy month with 4th quarter employee reports, contractor taxes, end of year member tax statements, congregational recertification and ongoing responsibilities. She is providing ongoing Article II Study Commission updates on our website and eNews as well as actively attending the Core Right Relations Team and assisting Pam Orbach with other related work around our Community Circles. Shannon is meeting weekly and helping support our stewardship and auction teams as they approach their spring drive and auction week. The LED visual display in the Sanctuary was very time consuming in January with some modules not matching color values and having to be reordered. Negotiations for a third shipment are underway. The good news is that the LED screen, even with some color variation, is vivid even during sunny days and much more accessible to view from all parts of the Sanctuary. The new restaurant style coffee equipment is in place with improved coffee flavor and ease of use for volunteers.

Membership is 163 with 2 new members from the same household joining recently: Victoria Hester and Gabby Burdeti.

#### **Music Director**

Scott is feeling refreshed from his vacation break and enjoyed participating in the February Community Circle with Pam Orbach. Music planning and collaboration for the February 26th, March 12th and March 26th services are underway. March 26th will be an all music service. All music groups (Chorale, Welcome Singers, Strummers) continue to meet regularly. Scott has met with Jade to discuss ways to empower and involve our youth in our music programming .

He is pleased with our new LED wall and the opportunities for better visibility of lyrics, streaming and video.

### **Finance Committee/Treasurer**

Shelley Webb, provided an excellent mid year budget update on Sunday, February 13th, as part of the Board mid year report, which will be reposted in the Friday, February 17th Westside Weekly eNews for those not able to be in attendance. Income and expenses are progressing as expected for this time of year. There is consideration of additional fund flexibility for the Right Relations contract with Pam Orbach as a non-recurring expense. There are new UUA titles and salary recommendations for 23-24 and Shelley will be meeting with Laura Pierce about updating this. Shelley and Shannon will be attending a UUA webinar on the topic 2/21/23. The part time RE contract with Jade Wilde is reflected in this month's treasury report. Ruth Herman will be joining the Finance Committee team in March. To date, Shelley Webb, Jim Schlough and Shannon Day have composed the Finance Committee. Finances are moving along as expected, with a few extra expenses but within budget for RE curriculum, LED wall and electrical upgrades provided through the unused ministerial funds. Budget planning for 23/24 is underway.

### **RE Contract Coordinator (Jade Wilde, RE Planning Team: Faith Iverson, Jeanette Hitch, Thomas Terence and Amy Hance-Brancati)**

Jade reports prioritizing relationship building between children, youth, parents and supporting adults within the RE program, including our congregational activities at large and other UU children and youth programming after a COVID hiatus. Reconnecting and reacquainting parents, children and youth around RE rituals, benchmarks and traditions, formerly commonplace, is important. Jade is actively collaborating with the Worship Team and Scott around children and youth in our services and the wider UU Re community. Four key areas of focus include: 1/Multi-age RE (K-6th grade: attendance averaging 6 children will expand when 4-6th grade OWL class ends, 2/The 7-9th grade OWL has 16 participants and the 4-6th grade OWL has 10 participants. Both programs end March 26th. A five session HS OWL is being considered, 3/Youth group has a monthly candlelight worship with more activities in progress, and 4/the Nursery team is in place and outreach is in place.

Jade will begin tracking her contract hours similar to Shannon and Scott. As we look towards starting a contract minister, Jade has been thinking about ways to offer a welcoming space for the new minister and balancing with RE office and activity spaces. A Bridging Ceremony is tentatively planned for June 11th. Jade is now tracking her hours and submitting them monthly.

### **PRIORITY BUSINESS**

#### **PT Contract Minister (Laura Pierce, Tracy Burrows)**

The Minister Search Team has narrowed their preferred candidates and will be consulting with the Board soon about their selected candidate. A 50% minister position will involve readjusting expectations and workload responsibilities within committees, staff and the congregation at large. After the minister is hired, some areas of planning will transition to staff coordination, office setup, worship team coordination, Sunday schedule, assessing capacity of volunteers and staff, congregational expectations, and job description refinements.

**Pam Orback Contract/Center for Restorative Solutions/Right Relations (Tracy Burrows, Kristina Darnell) proposal for additional expenses**

Tracy presented a proposal for additional non-recurring work & related expenses for Pam Orback not included in the original contract. This work would focus around Healing Circles for BIPOC and Leadership impacted by events during the lead-up to, and tenure of, Rev. Christopher's ministry at WSUU. The original contract included a weekly core team to coordinate and learn skills around trust building and conflict transformation, a healthy relations team, community circles, and non-violent communications.

*Tracy proposed additional non-recurring funds up to \$6K for Pam Orbach to provide Healing Circles for BIPOC and Leadership Healing Circles. The Board approved the proposal by unanimous consent.*

**GA Delegates and Article II Study Commission**

To date there have been no GA delegate nominations. Kerrie Schurr is in the process of working with the Nominations Committee around the GA delegate process including the possibility of nomination announcements from the pulpit, increasing the availability of virtual sermons about GA, and information in the eNews to encourage volunteer GA delegates.

Also please note that Shannon has created an informational Article II Study Commission page under "Denominational News and Article Resources" on our web page and updates are placed in the Friday Westside Week eNews.

**OTHER BUSINESS**

**Auction**

The Auction Committee is currently focusing on donations from the congregation (internal procurement) and local businesses (external procurement), and creating a timeline between now and the Auction week, April 24-29th, with a final Auction Bingo/Raise the Paddle Night on Saturday, April 29th. The committee has used the Equity Tool to add in donations of physical items with criteria (donor agrees to photograph, keep the possession and arrange delivery of their item) in addition to events and services. The committee seeks to balance funds raised, while balancing volunteer sustainability, in order to provide a welcoming event to all members and supporters of Westside. Board members were thanked for their donations so far and encouraged to add in donations if they haven't had the opportunity so far.

**Mid-Year Board and Finance Committee Reports and Social Hour, 2.12.23**

Positive feedback was received on the Mid Year Board and Finance Committee slide presentations after the 2.12.23 Sunday service in the Sanctuary followed by a special social hour. Particularly appreciated was that all Board members spoke, the information on Board progress and Shelley's Webb Financial reports were clear and succinct, and the opportunity to ask questions personally in the social hall after the presentations. A video recording of the

presentations was posted in the eNews for those not in attendance or benefiting from increased visual access.

## **BOARD LIAISON UPDATES**

### **Pastoral Care (Laura Pierce)**

Laura expressed gratitude on behalf of the Board for Rev. Kari Kopnick's interim pastoral care during our time between ministers. No further updates.

### **Worship (Laura White)**

Worship planning continues on the 2nd and 4th Sundays with the Racial Justice Change Team sponsoring a Pam Orbach Community Circle on the First Sundays. Transition planning is in progress for a 50% minister.

### **RE (Laura Strand) and RE Consultant Contract with Jade Wilde (Laura Pierce)**

See RE report above

### **Operations (Jim and Shannon): Finance, Stewardship, Building**

Shannon reports that she is accepting new bids on Janitorial Services.

### **Staff (Jim: Shannon, Marco: Scott)**

Shelley Webb and Shannon will attend a 2 hour UUA Staffing Compensation seminar.

## **FEBRUARY BOARD COMMUNICATIONS TO CONGREGATION**

Shannon will post the Mid Year Board and Financial Report slides/recording, Laura Pierce will post information on the First Sunday Community Circles and Minister Process Updates.

## **BOARD UPCOMING MEETINGS & SCHEDULES**

- Next Board meeting, March 16th, 7pm via Zoom
- Board Liaisons will continue to attend their liaison related committee meetings
- Board monthly opening/closing words: March: Tracy, April: Marco
- Shannon out of town for 1 week and Regina is covering newsletter

**CLOSE OF MEETING** Jim closed our meeting with chalice words and asked for ending reflections. The meeting ended at 9:15pm.

Respectfully submitted,  
Laura H White,  
Board Secretary

As of: **Wednesday, February 1, 2023****BUDGET SUMMARY**% thru Year: **58%**

		Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
<b>Income</b>						
Pledges	\$	16,974	\$ 132,823	57%	\$ 233,000	\$ 100,177
Sunday Plate		2,097	12,877	86%	15,000	2,123
Other Donations		52	890	0%	-	(890)
Fund Raising		-	111	0%	40,000	39,889
Affinity Programs		-	501	49%	1,025	524
RE Ministry		310	2,343	0%	-	(2,343)
Youth Group Ministry		-	-	0%	-	-
Music Ministry		-	484	48%	1,000	516
Program and Misc		296	973	97%	1,000	27
Rentals		4,824	32,653	54%	60,818	28,165
Carry-over		-	-	0%	-	-
<b>Total Income</b>	<b>\$</b>	<b>24,554</b>	<b>\$ 183,656</b>	<b>52%</b>	<b>\$ 351,843</b>	<b>\$ 168,187</b>
<b>Expenses</b>						
Minister Compensation	\$	-	\$ -	0%	\$ -	\$ -
Additional Minister		-	1,400	2%	76,962	75,562
RE Director Compensation		-	-	0%	-	-
RE Staff		-	320	16%	1,967	1,647
RE Training		-	-	0%	-	-
RE Youth Group		-	-	0%	417	417
RE Operations		9,000	9,737	38%	25,400	15,663
Music Director Compensation		2,046	14,523	53%	27,327	12,804
Music Staff		483	3,948	63%	6,273	2,325
Other Music		510	1,092	54%	2,040	948
Administrator Compensation		5,604	37,516	57%	66,141	28,625
Additional Employee Benefits		330	1,142	38%	2,977	1,835
Community Impact-Internal		250	8,616	51%	16,872	8,256
Community Impact-External		952	4,078	81%	5,015	937
Worship		2,815	21,661	115%	18,795	(2,866)
Loans, Taxes, Fees		3,582	25,489	57%	44,882	19,393
Facility		7,439	32,029	58%	55,525	23,496
Fundraising & Rentals		-	-	0%	1,250	1,250
Reserves		-	-	0%	-	-
<b>Total Expenses</b>	<b>\$</b>	<b>33,010</b>	<b>\$ 161,550</b>	<b>46%</b>	<b>\$ 351,843</b>	<b>\$ 190,293</b>
<b>Cash Flow (GF):</b>	<b>\$</b>	<b>(8,457)</b>	<b>\$ 22,106</b>			

	YTD Balance	Start of FY	YTD Change
<b>BANK ACCOUNT BALANCES</b>			
Umpqua Checking #7545	\$ 111,858	112,965	\$ (1,107)
Sound Credit Union Money Market #6299	200,846	199,872	973
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
<b>Total Account Balances</b>	<b>\$ 312,929</b>	<b>\$ 313,063</b>	<b>\$ (134)</b>
<b>ASSETS</b>			
Church Bldg & Land (book value)	\$ 3,109,500	\$ 2,901,200	\$ 208,300
Cash - Operations	81,696	80,231	1,466
Payroll	-	-	-
Building Fund	\$ 88,168	89,160	(992)
Accessibility Fund	22,462	22,462	-
Other Dedicated Fund Balances	21,693	22,301	(607)
Operational Reserves	98,910	98,910	-
<b>Total Fund Balances</b>	<b>\$ 231,233</b>	<b>232,832</b>	<b>(1,600)</b>
<b>Total Assets</b>	<b>\$ 3,422,429</b>	<b>\$ 3,214,263</b>	<b>\$ 208,166</b>
<b>LIABILITIES</b>			
Loan fm UUA	\$ 419,602	\$ 419,602	\$ -
Loan fm Cascadia Growth Fund	58,825	58,825	-
Other Current Liabilities	3,188	24,748	(21,561)
<b>Total Liabilities</b>	<b>\$ 481,614</b>	<b>\$ 503,175</b>	<b>\$ (21,561)</b>
<b>GF Balance (Cash-Operations less Other Current Liabilities)</b>	<b>78,509</b>	<b>\$ 55,482</b>	<b>\$ 23,026</b>
<b>CONGREGATIONAL EQUITY</b>	<b>\$ 2,940,815</b>	<b>\$ 2,711,088</b>	<b>\$ 229,727</b>



As of: <b>Wednesday, February 1, 2023</b>				% Thru Year: <b>58%</b>				
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes	
<b>GENERAL FUND INCOME</b>								
<b>Pledges</b>								
4.100.100	Pledges - Current Year Income	16,974.49	123,658.21	231,000.00	<div><div>54%</div></div>	-		
4.100.110	Pledges - Prior Year Income	-	9,165.24	2,000.00	<div><div>458%</div></div>	7,165.24		
	Total Pledges	\$ 16,974	\$ 132,823	\$ 233,000	57%	\$ -		
<b>Sunday Plate</b>								
4.100.140	Contributions - Sunday WSUU	1,466.22	8,457.62	10,000.00	<div><div>85%</div></div>	-	very strong month	
4.100.141	Contributions - Sunday WSUU Congr Care Fund	-	-	416.00	<div><div>0%</div></div>	-		
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	417.00	<div><div>0%</div></div>	-		
4.100.144	Contributions - Sunday WSUU Real Rent Duwamish	-	-	417.00	<div><div>0%</div></div>	-		
4.100.145	Contributions - Sunday WSUU Partner Church	-	50.00	600.00	<div><div>8%</div></div>	-		
4.100.150	Contributions Sunday Charities	631.14	4,369.47	3,150.00	<div><div>139%</div></div>	1,219.47		
	Total Sunday Plate Income	\$ 2,097	\$ 12,877	\$ 15,000	86%	\$ -		
<b>Other Donations</b>								
4.100.160	Special Gifts & Campaigns	51.80	639.90	-	<div><div>0%</div></div>	639.90	donation in gratitude of loan of furniture for memorial	
4.100.165	Cong. Care Fund Transfer In	-	250.00	-	<div><div>0%</div></div>	250.00		
4.100.244	Accessibility Fund Donations	-	-	-	<div><div>0%</div></div>	-		
	Total Other Donations	\$ 52	\$ 890	\$ -	0%	\$ 890		
<b>Fund Raising</b>								
4.100.245	Auction Income	-	111.06	25,000.00	<div><div>0%</div></div>	-		
4.100.247	Raise the Paddle Income	-	-	15,000.00	<div><div>0%</div></div>	-		
	Total Fund Raising Income	\$ -	\$ 111	\$ 40,000	0%	\$ -		
<b>Affinity Program Income</b>								
4.100.210	E Scrip GF Income	-	-	-	<div><div>0%</div></div>	-		
4.100.211	Amazon Rebate Income	-	131.29	425.00	<div><div>31%</div></div>	-		
4.100.212	Thriftway Rebate Program	-	369.74	600.00	<div><div>62%</div></div>	-		
	Total Affinity Program Income	\$ -	\$ 501	\$ 1,025	49%	\$ -		
<b>RE Ministry Income</b>								
4.100.259	RE Fundraising & Donations	-	-	-	<div><div>0%</div></div>	-		
4.100.258	RE Fund Transfers IN	-	-	-	<div><div>0%</div></div>	-		
4.100.260	OWL Registration Fees	309.58	2,343.06	-	<div><div>0%</div></div>	2,343.06	4-6 OWL	
4.100.263	OWL Fund Transfers IN	-	-	-	<div><div>0%</div></div>	-		
	Total RE Ministry Income	\$ 310	\$ 2,343	\$ -	0%	\$ 2,343		
<b>Youth Group Ministry Income</b>								
4.100.261	RE Youth Group Fund Transfers IN	-	-	-	<div><div>0%</div></div>	-		
	Total Youth Group Ministry Income	\$ -	\$ -	\$ -	0%	\$ -		

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<b><u>Music Ministry Income</u></b>							
4.100.222	Music Fundraising and Donations	-	484.00	1,000.00	48%	-	
	Total Music Ministry Income	\$ -	\$ 484	\$ 1,000	48%	\$ -	
<b><u>Program and Misc Income</u></b>							
4.100.220	Coffee Income	-	-	-	0%	-	
4.100.225	Membership Fundraising and Donations	-	-	500.00	0%	-	
4.100.240	Interest Income	296.37	973.49	500.00	195%	473.49	
4.100.255	Common Quest Income	-	-	-	0%	-	
	Total Program and Misc Income	\$ 296	\$ 973	\$ 1,000	97%	\$ -	
<b><u>Rentals</u></b>							
4.100.300	Cell Tower Rental	976.55	5,859.30	11,724.00	50%	-	
4.100.302	Electricity Reimbursement- Cell Tower	695.47	4,853.47	9,276.00	52%	-	
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	21,940.00	37,698.00	58%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	-	-	120.00	0%	-	
	Total Rental Income	\$ 4,824	\$ 32,653	\$ 60,818	54%	\$ -	
<b><u>Carry-over</u></b>							
4.100.241	Board Designated Fund Transfers to GF	-	-	-	0%	-	
	Total Carry-over Income	\$ -	\$ -	\$ -	0%	\$ -	
<b>TOTAL GENERAL FUND INCOME</b>		<b>\$ 24,554</b>	<b>\$ 183,656</b>	<b>\$ 351,843</b>	<b>52%</b>	<b>\$ -</b>	

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Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget		
<b>GENERAL FUND EXPENSE</b>								
<b>MINISTER POSITION</b>								
<b><u>Minister Compensation</u></b>								
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%	\$ -		
<b><u>Additional Minister Exp</u></b>								
5.100.129	Ministerial Services	-	1,399.70	76,962.00	2%	-		
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	\$ -	\$ 1,400	\$ 76,962	2%	\$ -		
<b>Total Minister Position Expense</b>		\$ -	\$ 1,400	\$ 76,962	2%	\$ -		

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<b>CHILDREN AND YOUTH MINISTRY</b>										-
<b>RE Director Compensation</b>										-
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%	\$ -	-			
<b>RE Staff Expense</b>										-
5.100.168	RE Program Assistant Exp	-	-	-	0%	-	-			
5.100.163	RE Nursery Lead Teacher Exp	-	320.00	1,300.00	25%	-	-			
5.100.164	RE Nursery Assistant Exp	-	-	-	0%	-	-			
5.100.170	Childcare Exp	-	-	667.00	0%	-	-			
Total RE Staff Exp		\$ -	\$ 320	\$ 1,967	16%	\$ -	-			
<b>RE Training Expense</b>										-
5.100.152	RE OWL Leadership Development Exp	-	-	-	0%	-	-			
Total RE Training Expense		\$ -	\$ -	\$ -	0%	\$ -	-			
<b>RE Youth Group Expense</b>										-
5.100.132	RE High School Youth Programs Exp	-	-	417.00	0%	-	-			
Total RE Youth Group Expense		\$ -	\$ -	\$ 417	0%	\$ -	-			
<b>RE Operations Expense</b>										-
5.100.171	RE Services	9,000.00	9,260.00	25,400.00	36%	-	-			
5.100.131	RE OWL Program Exp	-	477.03	-	0%	477.03	-			
5.100.229	RE OWL Fund Transfers OUT	-	-	-	0%	-	-			
5.100.134	RE Operational Exp	-	-	-	0%	-	-			
Total RE Operations Expense		\$ 9,000	\$ 9,737	\$ 25,400	38%	\$ -	-			
<b>Total Children &amp; Youth Ministry Expense</b>		\$ 9,000	\$ 10,057	\$ 27,784	36%	\$ -	-			

As of: <b>Wednesday, February 1, 2023</b>				% Thru Year: <b>58%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes
<b>MUSIC MINISTRY</b>							-
<b>Music Director</b>							-
5.100.185	Music Dir Salary Exp	1,739.31	12,175.17	20,872.00	58%	-	-
5.100.186	Music Dir Medical Insurance	-	-	1,271.00	0%	-	-
5.100.187	Music Dir Retirement Exp	173.93	1,326.39	2,087.00	64%	-	-
5.100.188	Music Dir FICA Exp	133.06	931.42	1,597.00	58%	-	-
5.100.190	Music Dir Professional Exp	-	90.00	1,500.00	6%	-	-
Total Music Director Compensation		\$ 2,046	\$ 14,523	\$ 27,327	53%	\$ -	-
<b>Music Staff</b>							\$ -
5.100.193	Music Sunday Service Pianist Exp	262.50	2,188.00	3,543.00	62%	-	-
5.100.195	Music Percussionist Exp	220.00	1,760.00	2,730.00	64%	-	-
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	\$ 3,948	\$ 6,273	63%	\$ -	-
<b>Other Music Expense</b>							-
5.100.191	Music Purchase Exp	16.50	110.63	765.00	14%	-	-
5.100.192	Music Equipment Maint Exp	-	190.00	400.00	48%	-	-
5.100.194	Music Programs Exp	493.92	790.92	800.00	99%	-	-
5.100.196	Music Council Fundraising Exp	-	-	75.00	0%	-	-
Total Other Music Expense		\$ 510	\$ 1,092	\$ 2,040	54%	\$ -	-
<b>Total Music Ministry Exp</b>		\$ 3,039	\$ 19,563	\$ 35,640	55%	\$ -	-
<b>ADMIN STAFF &amp; SUPPORT</b>							-
<b>Congr Administrator &amp; Bookkeeper</b>							-
5.100.174	Congr Admin Salary Exp	4,762.97	30,959.31	54,774.00	57%	-	-
5.100.175	Congr Admin Medical Insurance	-	600.00	1,200.00	50%	-	-
5.100.176	Congr Administrator Retirement Exp	476.30	3,528.54	5,477.00	64%	-	-
5.100.177	Congr Administrator FICA Exp	364.36	2,368.36	4,190.00	57%	-	-
5.100.231	Congr Admin Professional Exp	-	60.00	500.00	12%	-	-
Total Congr Administrator & Bookkeeper Compensation		\$ 5,604	\$ 37,516	\$ 66,141	57%	\$ -	-
<b>Additional Employee Benefits</b>							-
5.100.178	Labor & Industries Ins Exp	227.83	643.27	1,875.00	34%	-	-
5.100.181	Family and Medical Leave Ins Exp	89.54	374.56	551.00	68%	-	-
5.100.184	Part time Empl FICA SS Exp	12.24	123.93	551.00	22%	-	-
Total Additional Employee Benefits Expense		\$ 330	\$ 1,142	\$ 2,977	38%	\$ -	-
<b>Total Admin Staff &amp; Support Expense</b>		\$ 5,933	\$ 38,658	\$ 69,118	56%	\$ -	-

As of: <b>Wednesday, February 1, 2023</b>				% Thru Year: <b>58%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 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	-	5,502.76	11,006.00	50%	-	
5.100.801	All Congr Retreats and Trainings	-	2,500.00	3,000.00	83%	-	
5.100.802	GA Delegate Exp	-	-	800.00	0%	-	
5.100.758	Congregational Care Fund Transfer OUT	250.00	250.00	416.00	60%	-	
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		\$ 250	\$ 8,616	\$ 16,872	51%	\$ -	
<b>Community Impact-External Expense</b>							-
5.100.757	Sunday Morning Contributions Given to Charity	952.19	3,659.68	3,150.00	116%	509.68	
5.100.729	Real Rent Duwamish- Sunday Plate	-	-	417.00	0%	-	
5.100.728	Real Rent Duwamish	-	378.00	648.00	58%	-	
5.100.754	Partner Church Program Exp	-	40.45	600.00	7%	-	
5.100.300	Partner Church Dues Exp Bud	-	-	200.00	0%	-	
Total Community Impact-External Expense		\$ 952	\$ 4,078	\$ 5,015	81%	\$ -	
<b>Worship Expense</b>							-
5.100.726	AV Tech Expense	240.00	2,280.00	6,720.00	34%	-	
5.100.724	Streaming Tech Exp	160.00	1,300.00	5,200.00	25%	-	
5.100.725	Worship Council Expense Budget	989.77	4,291.67	6,650.00	65%	-	honoraria
5.100.727	AV Equipment & Maintenance	1,424.98	13,789.20	225.00	6129%	13,564.20	electrical work for LED Wall
Total Worship Expense		\$ 2,815	\$ 21,661	\$ 18,795	115%	\$ 2,866	
<b>Financial Expense</b>							-
5.100.650	Loan Debt Service - UUA	2,580.14	18,060.98	30,962.00	58%	-	
5.100.655	Loan Debt Service - Cascadia Growth Fund for UU	659.96	4,619.72	7,920.00	58%	-	
5.100.457	Annual City/County/State Fees	192.60	1,785.99	3,500.00	51%	-	lift inspection
5.100.520	Banking & Credit Card Fees e.g.Vanco	149.52	1,022.18	2,500.00	41%	-	
Total Financial Expense		\$ 3,582	\$ 25,489	\$ 44,882	57%	\$ -	

As of: <b>Wednesday, February 1, 2023</b>			% Thru Year: <b>58%</b>				
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes
<b>Facility Expense</b>						-	
5.100.450	Telephone/Cable/Internet	264.52	1,851.22	4,200.00	44%	-	
5.100.460	Web Hosting Exp	-	-	-	0%	-	
5.100.470	Web Maintenance Exp Bud	-	-	-	0%	-	
5.100.475	Technology Management	188.63	1,110.62	3,400.00	33%	-	
5.100.480	Office Expenses	44.98	479.66	500.00	96%	-	
5.100.481	Postage Exp Bud	-	-	400.00	0%	-	
5.100.482	Printing / Copying	182.35	1,151.41	2,400.00	48%	-	
5.100.483	Constant Contact Email Service	-	-	425.00	0%	-	
5.100.550	Liability Insurance Exp Bud	-	5,539.00	8,000.00	69%	-	
5.100.452	Security Alarm System	-	436.69	600.00	73%	-	
5.100.453	Electricity - SCL	2,626.85	9,387.10	13,000.00	72%	-	
5.100.454	Water/Sewer - SPU	-	829.51	2,000.00	41%	-	
5.100.455	Waste/Recycling/Green	175.80	1,230.60	2,500.00	49%	-	
5.100.456	Gas - PSE	1,222.36	2,365.07	5,000.00	47%	-	
5.100.451	Janitorial Supplies	214.37	518.77	1,500.00	35%	-	paper towel and trash liners
5.100.458	Landscaping Exp	-	-	500.00	0%	-	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	43.48	1,351.18	2,500.00	54%	-	
5.100.462	Lift Phone Monitoring	99.23	198.23	400.00	50%	-	
5.100.222	Coffee and Other Kitchen Exp	1,116.29	1,169.75	-	0%	1,169.75	Elec. Work for new brewer
5.100.471	Janitorial Service	1,260.00	4,410.00	8,200.00	54%	-	
Total Facility Expense		\$ 7,439	\$ 32,029	\$ 55,525	58%	\$ -	
<b>Fundraising &amp; Rentals Expense</b>						-	
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%	\$ -	
<b>Reserves Expense</b>						-	
5.100.461	Building Capital Reserve Exp-GF	-	-	-	0%	-	
5.100.760	Undesignated Donation FB Exp	-	-	-	0%	-	
Total Reserves		\$ -	\$ -	\$ -	0%	\$ -	
<b>Total Other Operational &amp; Community Impact Expense</b>		\$ 15,038	\$ 91,873	\$ 142,339	65%	\$ -	
<b>TOTAL GENERAL FUND EXPENSE</b>		\$ 33,010	\$ 161,550	\$ 351,843	46%	\$ -	
<b>Income less Expense</b>		\$ (8,457)	\$ 22,106	-			

As of: <b>Wednesday, February 1, 2023</b>							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	4,718.60	(107.44)	supplies for owl class	4,826.04	(107.44)	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
<b>Total Dedicated Funds</b>		<b>\$ 231,232.53</b>	<b>(107.44)</b>		<b>\$ 232,832.22</b>	<b>\$ (1,599.69)</b>	



## **RE Update for the Board**

**February 12, 2023**

**Jade Wilde, contracted RE Coordinator**

**RE Planning Team: Faith Iverson, Jeanette Hitch, Thomas Terence, and Amy Hance-Brancati**

It feels familiar and good to be back in this saddle! RE programming, relationships, and the “stickiness” I mentioned last month are slowly growing at this stage of our new *post pandemic* or *pandemic-ish* normal. I mention this specifically, because it feels like some investment of energies now is just about reminding our children, youth, and parents about rituals, benchmarks, and even Sunday morning traditions that used to be commonplace. As I revisit activities and spaces around our building with youth who used to run freely from room to room as elementary children, I am astounded to hear them describe what they don’t remember. We have older middle schoolers who didn’t get to have 4<sup>th</sup>—6<sup>th</sup> grade OWL or much middle school RE at all; and high schoolers who don’t know anything about UU youth culture or even what a youth “Con” is – a twice-annual pre-covid event that many youth coveted and looked forward to all through their high school years; and parents of young children who don’t understand what the nursery or RE classes can offer their families. Some families who have been out of practice in prioritizing Westside community involvement for the past few years are slowly stepping back in.

With this backdrop, in the past month I have been prioritizing relationship building with and between children, youth, parents, and also adults who have had experience as RE volunteers. Some potential areas of engagement that were part of previous, full-time DRE responsibilities are coming up as well, and I will work with our RE Planning Team to discern how to handle each one, including:

- Working with the Time for All Ages again.
- Collaborating with the worship team and music director to plan for some children and youth involvement in services. (Scott and I met with lots of excitement last week to explore possibilities.)
- Revisiting and fully implementing RE registration requirements and our safety plan.
- Training of Nursery, RE, and OWL teachers and youth advisors.
- Engaging with the wider UU RE community – other PNW DRE’s, UUA and regional RE staff, and keeping up with what’s happening that can affect and benefit our programs.
- Keeping up with relationships and information that supports our youth involvement in national and regional youth programs and camps. (I’ve been meeting with Eric Bliss from the UUA, and local DRE’s to understand what’s currently being offered. Everything is being rebuilt now, and less centralized – relying more on local congregations to create their own events.)
- Collaborating with local youth advisors and DREs to create youth and middle school Con types of opportunities.
- Planning for RE activities for youth on Sunday mornings who are too old for our single multi-age RE class.
- Engaging in social justice opportunities during and/or outside of regular RE classes.

- Cleaning out and organizing RE supplies in the two closet spaces on the third floor, and on the stage in the Social Hall.

Updates in our four key areas of focus:

- 1) **Multi-Age RE (K-6<sup>th</sup> grade)** – Our guided Spirit Play lesson format is working well for this group, and allowing teachers to accommodate a wide age range. Our attendance in this group, which is averaging about six children on Sunday mornings, is expected to increase when the 4<sup>th</sup>—6<sup>th</sup> grade OWL class ends. Our RE Planning Team has been teaching all these classes themselves, with dedication and skill. I am recruiting some parents to serve as assistant teachers in the spring when we expect attendance numbers to be higher. The current schedule of two Sundays a month is part of what is allowing us to manage RE with so few volunteers.
- 2) **OWL** – (Teachers – Anne Fox, Michael and Paula Franzen, Steve Radak and Galen Guffy from Saltwater UU, Thomas Terence, Scott Iverson, Gracie Bucklew, and Jill Jackson)

Both our 7<sup>th</sup>—9<sup>th</sup> Grade OWL group (16 participants) and our 4<sup>th</sup>—6<sup>th</sup> grade group (10 participants) have a little more than a month to go to complete their programs. Both will end on March 26<sup>th</sup>, and we're working on some kind of acknowledgement in the service that morning. Our OWL teachers meet regularly to plan and pass information that will support transitions between classes and team members. We have the luxury of using two spaces that don't have many other activities happening in them (Fireside Room and Library), so we've been able to leave our materials up between classes which really reduces set-up and clean-up time.

I'm working on an adapted five-session high school OWL offering for 10<sup>th</sup>—12<sup>th</sup> graders that would meet on Sunday mornings as well (with Simon Knaphus and Jim Angell), with the hope of bringing those youth back for a connection point with each other and our community. However, so far this isn't getting traction. Those youth have now invested in well-established friend groups, extra-curriculars and jobs outside of our community, and it looks like they aren't coming back. We'll see.

- 3) **Youth Group** – (Advising Team – Neve Mazique-Bianco, Amy Hance-Brancati, and Meghan Schumacher)  
This has been a significant area of focus through the past month with our youth advising team. Our monthly candlelight worships in the Fireside Room are well attended (9 youth, and 6 youth so far), and seem to be popular. We are surveying parents around youth involvement and communication practices, and we are trying new and creative ways to spark interest and create more connection. We have a fairly ambitious calendar of youth events planned for the remainder of the year.
- 4) **Nursery** – (New Nursery Team – Marie Kaz as our anchor, and Amanda Meier, Amy Youngblood, and Naomi Rue as our supports)

We now have a nursery team to share the schedule to support any families who sign up with our weekly registration process, so we can free the RE Planning Team for other teaching activities. We are reaching out more directly to work with any families we know of with nursery-age littles to see if they can be comfortable in using the nursery while they engage in services. So far we've had one nursery attendee and a couple families who have used the Quiet Room above the Sanctuary.

Looking ahead:

- Activity Tracking -- Shannon, Scott and I discussed tracking of our hours, and I will begin that this month.
- Building Space – As activities increase, we are needing to coordinate flexibly with other groups to share our meeting spaces. We're grateful for our renter, and also we'll need to plan strategically as we grow, to share the very full downstairs classrooms. There is also exploration of alternative office arrangements with the hopeful anticipation of a new contract minister coming in. Rev. Christopher moved his office into the nursery, which may not be inviting for other ministers. That space might be more appropriate for an RE employee, so that conversation is in progress.
- Budget -- With so many unknowns, we may recommend another year of RE "bucket" funding rather than allocating for specific line items.
- RE Sunday and Bridging Ceremony – We're looking at the possibility of June 11<sup>th</sup>.

NOTE: This is a lengthier report to provide updates and context after my first month as a paid contractor.

## WSUU Finance Committee Report February 2023

**Action Items for the Board:** The FY23-24 Budget Count Down has begun! Please have on your radar to review budget in April for a final approval in May. More details to follow.

### Financial Highlights for February 2023 (67% of the year):

Highlights	Actuals	Actuals – YTD	YTD % of Budget	Budget
<b>Total Income</b>	<b>\$ 20,021</b>	<b>\$ 203,677</b>	<b>58%</b>	<b>\$ 351,843</b>
Pledges	\$ 12,874	\$ 145,698	63%	\$ 233,000
<b>Total Expenses</b>	<b>\$ 27,416</b>	<b>\$ 189,074</b>	<b>54%</b>	<b>\$ 351,843</b>
<b>Net Income/Expenses</b>	<b>-\$ 7,395</b>	<b>+ \$ 14,603</b>		

### Financial Status:

- Income is progressing as expected for this time in the year.
- Expenses are progressing as expected for this time in the year.

### Unanticipated Variance(s) to Budget:

- None.

### FY 23-24 Budget

- The FY23-24 Budget count down has begun!
- The Finance Committee will reach out to the various committees and the Board to assess needs.
- Shelley will be working on a timeline that will involved Board review and input. Coming soon!

### Additional Notes:

- Rev Carter joined the Finance Committee meeting this month.
- The Finance Committee welcomed new member Ruth Herman.
- The Finance Committee approved funds for a new projector and potentially new phones (current ones may have reached end of life).
- Shannon shared that Auction income may be less than budgeted.
- The Finance Committee discussed moving some of our funds into a high yield savings account. Interest rates are really high right now and the move is worth investigating. We will need Board approval and signatories on any new accounts.

Submitted by Shelley Webb      3/9/2022

## MUSIC DIRECTOR MONTHLY REPORT

February, 2023

I had a wonderful break, and back with lots of new ideas and energy. Truly revitalizing and inspirational! I also attended the February Community Circle with Pam Orbach, got a lot out of the experience and intend on attending more.

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

1. Past Services: Lisa Maynard and Rainier Reunion did a wonderful job in my absence on Jan. 22<sup>nd</sup>. I'm writing this (a bit late!) on Sunday after the February 12<sup>th</sup> service, and I think the music served the service very well, with the Chorale doing an exceptionally good job.
2. Upcoming services: I'll be handling the music on my own (with John and Larry) for Rev. Justin Almeida's service on February 26<sup>th</sup>. March 12<sup>th</sup> is scheduled to be a stewardship service, and I met briefly with Kevin Lane Cummings and Shannon online. The Chalice Singers will be providing music. As I mentioned last month, March 26<sup>th</sup> will be an all-music service entitled "Sing! The Healing Power of the Human Voice" and will feature many different elements from our musicians, including the Strummers, Welcome Singers, Rainier Reunion and the Chorale. The Chorale will be singing three new songs. I've had meetings with Lisa Maynard, as well as worship associate for the service Liz Bucklew, and I think it's going to be a wonderful experience.
3. The Westside Chorale and Chalice Singers: The Chorale will be resuming rehearsals on February 22<sup>nd</sup> in preparation for the Music service in March, and the Chalice
4. The Westside Strummers/ Welcome Singers: Lisa Maynard continues to empower music and singing with both of these groups Lisa also offered a Singing Sunday on one of our off Sundays, and I heard lots of wonderful feedback about that offering.
5. Collaboration: Jade Wilde and I had a wonderful lunch meeting discussing ways that we might empower youth involvement in music here at Westside. I have had a great deal of experience directing youth musical theatre camps, as well as having had scores of private school-age private voice students over the years. I'm really looking forward to continue to collaborate with Jade on ways to involve youth in music both on the platform and off.
6. Technology update: I am so, so happy with the success of the video wall. The clarity of viewing the lyrics alone will make services more accessible and empowering for folx in the pews. I believe it also opens up the possibility of renting the sanctuary to outside entities for anything that requires good visual quality. Many thanks to Shannon Day and the troupers who spent many, many hours troubleshooting and getting this ready for us to use and enhance our sanctuary experiences.

In Harmony,

Scott Farrell

# Administrator Report to Board February 2023

## No action items for February Meeting

Date	Speaker/Special Circumstances	Attendance
		In-person/Views while streaming/ views since published/total views
12/18/22	Collaborative Solstice Worship	57/13/39/109
12/24/22	5:00 Christmas Eve Service	96/9/46/151
1/8/23	WA Poor People's Campaign & Raging Grannies	88/19/4/151
1/22/23	Victoria Poling	69/15/15/99

**Offering Collection for January:** For the month of January, our shared offering recipient was WA Poor People's Campaign. We mailed a check for \$648. I believe the speaker fee of \$380 was also donated to this group. WSUU portion of the offering for January was \$1410.88 Total offering received \$2059. Another great month for offering income.

**Reporting:** January is a busy month for reporting. I distributed w2s and 1099s to our employees and contractors. I filed 4<sup>th</sup> quarter payroll tax, L & I, Family and Medical Leave reports. I generated and mailed year-end giving statements for all that contributed to Westside in 2022.

**Membership/New Interest:** We gained two new members in January – Victoria Hester and Gabby Burdeti. Current membership 163. One welcome form submission was received in January. Three new folx subscribed to our newsletters via the online form.

**Article II Study Commission:** In January I continued to work with the Article II task force to follow updates on the national scene and communicate them to the congregation. I have also been building a resource page on our website that has opinions from various perspectives. You can find the page [here](#). I have also been sending information to the NomCom that will be important for the GA delegate selection process this year.

**Right Relations:** I am very grateful to be representing our staff on the core right relations team and working with Pam Orbach each week. Along with group participation I am doing a bit of extra support of circle events and helped with the retreat.

**Stewardship:** The small stewardship team (Kevin Lane-Cummings, Steve Finney and I) continue to meet weekly. At this point we are planning for Stewardship Sunday worship service (March 12) and getting our supporting forms and documents ready for next month's launch.

**Worship:** I continue to attend the Worship Team meetings. I maintain our online planning platform Coda by managing/creating/sharing the scripts and planning docs. Preparing the OOS in print and online, and coordinating any needs to our AV team (Henry and Nate), and being a

presence on Sunday mornings to open, close, and various other tasks.

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

**Facilities Team:** January was a much drier month than December and thankfully we had no drips that I'm aware of. The team has been working on a punch list from our tenant, Leaps and Bounds, of things needing attention on the lower level. Charlie installed new lighting in the baptismal font. This team is also working on outdoor lighting issues and exploring solutions for our gas range/oven that has a very small leak that is just enough to smell gas and not enough to alarm PSE who have come to check on the situation at least 3 times.

**Visual Display in Sanctuary:** This project took a very large part of my time in January. We have run into some issues with some of the LED modules not being from the same lot so the color match is not good. We were sent some replacements, but the problem persists. Lane Holdcroft, Jim Schlough, Charlie Wilson, Marco Deppe and others have also contributed in labor and brain power, trying to understand the system and find solutions. We are currently waiting for a third shipment of modules that will hopefully fix our problem. We plan to use the screen in the interim with its official unveiling on February 12. On the bright side, the image on the screen is so vivid and easy to see even in quite a bit of sunny daylight. It will be a huge improvement for us.

**Coffee Equipment & Hospitality:** Great news here. Our equipment is installed and functioning. Two 3 liter pots of coffee can be produced in 6 minutes and it tastes pretty darn good! It is such a pleasure to work with. For the next few worship Sundays other groups will be sponsoring coffee hour and doing set up. Leadership in this area is still needed.

**Auction:** The auction team meets weekly. I am very grateful to Laura White for stepping in to take over agenda creating and meeting management for me. At this point I am working mostly on the website, graphic design and communications.

**Items taking extra time in January:** Year-end/4<sup>th</sup> Quarter reports and giving statements, the LED wall and coffee equipment projects, Congregational Certification, Right Relations participation on the core team.

**Upcoming Time Away:** I will be out of the office & working remotely Monday Feb 27 – Wed. March 1<sup>st</sup> then off completely on Thursday, March 2. I am planning a 2-week vacation from August 27 – Sept. 10.

In loving community,  
Shannon