



Westside
Unitarian Universalist
Congregation

WSUU

JANUARY BOARD AGENDA — 2023

January 19, 2023

7:00 - 9:00 PM PT via Zoom

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

[Link to Jan Shared Folder](#)

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

Board 2022-23 Covenant: See end of agenda

7:00pm	Chalice Lighting & Welcome <i>Kristina Darnell</i>	<ul style="list-style-type: none"> o Land Acknowledgement & Covenant o Chalice lighting o Check in/Access Needs
7:10pm	Minutes	<ul style="list-style-type: none"> o Approve last month's Board Minutes
7:15pm	Monthly Staff & Committee Reports <i>please read related reports in this month's shared folder</i>	<ul style="list-style-type: none"> o Administrator (Shannon) <ul style="list-style-type: none"> ▪ LED Screen Sanctuary progress ▪ Coffee equip/electrical progress ▪ Recognition of new or leaving members o Music (Scott) o Finance Committee/Treasurer (Jim, Shelley's report) o Other relevant to yearly schedule
7:30pm	Guest:	<ul style="list-style-type: none"> o
7:45pm	Priority Business (time dependent, crisis prevention)	<ul style="list-style-type: none"> o Pam Orbach/Center for Restorative Solutions, kick off & next steps (Tracy, Kristina) o RJCT Statement Against Violence & Hate for Board: https://docs.google.com/file/d/1KxPV9y9NNQQoNH77G0n17sO0UuonVEmD/edit?usp=docslist_api&filetype=msword o Review and approve contract for RE Services with Jade Wilde/Lowry (requested by Laura P) o P/T Contract Minister (Laura Pierce, Tracy) <ul style="list-style-type: none"> o Candidates, Interview Schedule o Discuss Sunday services schedule ideas o Link P/T Minister Process Graphic o PT Minister Job Description link o Feb 12th Board Mid-Yr Report & Conversation Circle w/ Coffee. Link to MidYrReportDraft slides <ul style="list-style-type: none"> o Who presents which slide (all) o Introduce Shelley, coordinate with her



		<ul style="list-style-type: none">○ Conversation Circle—invite major committee chairs to share, which committees?○ Coffee/Snacks
8:10pm	Other Business (important planning)	<ul style="list-style-type: none">○ Auction April 24-29 (Laura W & Shannon)○ COVID policy○ UUA Article II Principles Changes & Congregational Awareness, Facebook posts○ Hospitality Committee—any takers?○ Nominations Committee & GA delegates○ <i>Reference only:</i> Board Retreat Document 2022
8:30pm	Board Liaison Updates <ul style="list-style-type: none">○ <i>See any related summary reports in shared folder for this mtg</i>○ <i>Report out only if not covered above and/or an update is needed</i>	<ul style="list-style-type: none">○ Pastoral Care (Laura Pierce)○ Worship (Laura White)○ RE (Laura Strand)○ Operations (finance, stewardship, building) (Jim)○ Staff (Jim: Shannon, Marco: Scott)
8:45pm	Monthly Board Communication -Congregation Friday Westside Weekly	<ul style="list-style-type: none">○ - Sunday Board Social Hr. Jan 22 ?○ January Board Communication to Congregation○ Topics & Who Writes<ul style="list-style-type: none">▪ Progress P/T Ministry see P/T Minister Process Graphic▪ Right Relations▪ Mid Yr Report Feb 12th
8:55pm	Upcoming Meetings Dates/Times Board Member Schedules	<ul style="list-style-type: none">○ Mid Yr Report & Coffee Feb 12th○ Next Monthly Board Meeting, Feb 16 7pm○ Upcoming Vacation/Out of Town Schedules
9:00pm	Close of the Meeting <i>Kristina Darnell</i> <i>(February: Jim Schlough)</i>	<ul style="list-style-type: none">○ Personal Reflections/Gratitude○ Extinguishing the Chalice○ 9:00 pm end of meeting
	2022-2023 Board Covenant	<ol style="list-style-type: none">1. Share workload, responsibilities, joys, and sorrows.2. Focus our energy on established priorities.3. Right-size the board's work and maintain healthy boundaries.4. Slow down and seek consensus when possible.5. Listen to minority and marginalized voices. Use the equity decision-making tool.6. Seek additional perspectives, particularly those most impacted by decisions.7. Honor confidentiality.



		<ol style="list-style-type: none">8. Share what we are doing. Be intentional about honest, timely communication. Be clear about the board's role.9. Work to stay in right relationship with each other. Establish a habit of reviewing how we work together.10. Support our collective decisions. The board speaks with one voice.11. Name the elephant in the room.12. Hold this covenant as a living document.13. Encourage the congregation to resolve conflicts through direct communication with affected parties
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MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION

January 19, 2023

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

STAFF: Shannon Day, Administrator

GUESTS: No guests this month

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

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

MINUTES *The December Board Meeting minutes were approved by unanimous consent and will be posted by Shannon.*

MONTHLY STAFF AND COMMITTEE REPORTS

Administrator

Shannon continues to actively support many important committees such as Auction, Stewardship, Worship, Finance and Facility in addition to her ongoing responsibilities during a traditionally busy administrative time of year. Shannon added updates and a timeline graphic to the Article II Study Commission UUA work on our website under *Denominational News and Article resources*. The Stewardship Committee is meeting weekly and chose the theme *Cultivating Abundance* for the annual pledge drive. Shannon will produce the pledge drive brochure. Winter freezing temperatures, snow and rain during December have necessitated frequent clearing of our drains, snow removal and de-icing, all completed by Shannon, Dan and Paula. The LED installation is continuing with some delays due to some incompatible modular units which need to be shipped from the supplier. A new restaurant quality coffee maker has been ordered for the kitchen and electrical upgrades made. The lift has been inspected and extra keys added to allow emergency responders to access the elevator. Membership remains at 161.

Music Director

Scott is on official vacation from January 16th-22nd and out of town January 13th-27th with access remotely during work hours. He has arranged music for Sunday services during his absence. The December Christmas Eve service was well attended with a very enthusiastic response to the UU Dickens Christmas theme. A March 26th All Music service entitled "Sing! The Healing Power of the Human Voice" is in the planning stages. All music groups continue to meet regularly. An electronic drum kit has been installed. Scott, Larry and Nate have worked together to improve Larry's drum sound, feedback monitor, and related technology following the platform installation last month built by Jim Schlough.

Finance Committee/Treasurer

Income and expenses are progressing as expected for this time of year. The LED wall was an unanticipated expense but did not have a measurable impact on the budget due to the delayed start of a contract minister. We have a reserve of \$30K with income 45% of anticipated due to the later April Auction timing. Our expenses are at 37% of anticipated so far this year. A contract with Jade Wilde as RE consultant is already anticipated in the RE budget. Amazon has announced it will no longer be offering AmazonSmile, a loss of around \$900 per year income. The Finance Committee has prepared a mid year Financial slide report.

PRIORITY BUSINESS

Pam Orback Contract/Center for Restorative Solutions

Tracy, Shannon and Kristina shared progress and activities related to our Community Care /Right Relations contract with Pam Orback. A core team of 6 people are meeting weekly with Pam to coordinate and learn skills in trust building and conflict transformation for our congregation. A Jan 28th Community Care all day retreat is planned and over 20 people have already expressed interest in attending. Whole Community Circles are planned for once a month and led by Pam. An "owl" 360 camera will be used so those who are attending remotely can participate. Pam is modeling skills in running community circles, making connections, providing a place for deeper conversations and teaching us how to facilitate conflict resolution and healthy communications for ourselves in a healthy and inclusive way. Shannon is sending out postcards for the monthly Community Circles and listing information in the Friday eNews.

Racial Justice Change Team (RJCT)

The January 8th Sunday Service, organized by the Racial Justice Change Team, with a speaker from the Washington Poor People's Campaign, and the Raging Grannies providing music, was well received by all. RJCT was approached by a congregant requesting consideration of a congregational statement against anti-semitism to be used in letters to the editor, writing legislators and other public witness actions. RJCT considered this and agreed to draft a statement that is not limited to denouncing anti-semitism, but includes all forms of identity-based hatred and violence. The intent is that the Board endorse the action of making a statement and ask the congregation to contribute to its creation and its dissemination. **see RJCT draft end of document.*

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

Laura and Tracy shared that the minister search process is now in the interview stage with four candidates set up for interviews by the Minister Search Team for the part time contract minister position. A 50% minister position will involve readjusting expectations and workload responsibilities within committees, staff and the congregation at large.

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

A draft mid year Board slide presentation has been prepared by Laura White and was edited by the Board. Shelley Webb will be presenting the Finance Report. The mid-year reports will

commence immediately after the end of the February 12th service with questions and conversation time following in the Social Hall. Board members will sponsor social hour snacks, coffee and tea. Copies of the Board and Finance Committee slides will be posted in the Friday Westside Week eNews the following week for those unable to attend the presentation.

OTHER BUSINESS

Auction

The Auction Team continues to meet weekly and has recently focused on the community building and Raise the Paddle event on the last day of the week long auction, Saturday, April 29th 7-9pm. This year's event will be a casual, family friendly, Bingo Night with music, entertainment, snacks, cookies and wine/beer/soft drinks in the Social Hall. The Team has identified volunteer leads for most of the main jobs related to the events and will be reaching out to others in the congregation for additional volunteers, cookie bakers and more. Speakers for Raise the Paddle will also be recruited. The Team is being mindful of working to maintain a sustainable volunteer event by simplifying the scope of the event and sharing the workload.

COVID Policy

Another round of COVID variants have reinforced the importance of reminding the congregation to wear masks in the building and to replace them immediately after eating or drinking in the Social Hall. Announcements at the pulpit will be made to keep all masks on for a minimum of 10 mins after a service to allow for those exiting directly to the parking lot. Shannon will update our communications.

Article II Study Commission

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. There is modest engagement and interest in the proposed changes to the UUA bylaws to Principles and Sources section on both the UUA and WSUU Facebook page related to the recent Article II report to the UUA Board. The Board discussed the importance of getting GA delegates in place in order to allow for congregational input around Article II UUA principles and sources proposed bylaw changes. Ideally up to 4 WSUU delegates can participate in GA. Communications with the Nomination Committee are in progress

Hospitality Committee

No active committee members have stepped into the roles of organizing and volunteer staffing a regular Sunday Social Hour with coffee/tea and snacks. However, specific committees such as Membership, RJCT and the Board have successfully sponsored coffee and conversation following several Sunday services on their own. The addition of a restaurant quality coffee machine, with 2 hot pots, and hot water spigot for tea will make the tasks for preparing coffee and tea much easier for volunteers once received.

Nominations Committee and GA delegates

Tracy is in contact with the Nominations Committee especially in regards to the GA delegates. Requests to help identify GA delegates have been placed in the Friday Westside Weekly eNews by Shannon.

BOARD LIAISON UPDATES

Pastoral Care (Laura Pierce)

Laura shared that there is now a system for members to make their own appointments with Rev. Kari in the Pastoral Care section of the Westside Week. Rev. Kari was thanked again by the Board for providing pastoral care for our community.

Worship (Laura White)

Starting in January, Sunday services have changed to the 2nd and 4th Sundays of each month. The Worship Planning Team will need to consider volunteer Service Leader capacity in order to go full time if we successfully recruit a part time minister. Even if a minister regularly speaks, a Service Leader will be needed at each service. The new LED screen has the potential to expand our Sunday speaker options through live-streaming, YouTube or other on-line presentations as part of a Sunday service or special event. Resources through the UUA Worship Web are also an option.

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

Laura Strand thanked Jade Wilde for the many hours she has volunteered this year planning and providing RE programming. A regular multi-age RE class for 5-12 year olds as well as 4-6th grade and 7-9th grade OWL classes continue. The youth program has a monthly gathering in collaboration with other congregations. There has been some difficulty finding 2 people to staff the nursery with only Marie Katz available at this time. A second paid position may be considered if a volunteer is not available.

Laura Pierce has prepared a RE Consultant contract through the end of this fiscal year and Jade Wilde has signed it. This is a part time contract for RE program development and programming in collaboration with the RE Council.

The Board approved by unanimous consent the RE consultant contract with Jade Wilde.

Staff (Jim: Shannon, Marco: Scott)

No update report outside of committee reports

JANUARY BOARD COMMUNICATIONS TO CONGREGATION

Board updates focusing on updates around our contract minister process, RE consultant contract with Jade Wilde, and Feb 12th Midyear Board and Finance reports, will be written by Laura Pierce and placed in the Friday Westside Week eNews by Shannon.

BOARD UPCOMING MEETINGS

-Board Social hour, January 22nd, Marco, Jim, Laura Strand

-Board and Finance Committee Mid Year Slides Presentation & Social Hour: Sun, February 12th.

-Next Board meeting, February 16, 7pm via Zoom

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

-Board Monthly Meeting Chalice Lighting/Closing Words:

(February: Jim, March: Tracy, April: Marco)

CLOSE OF MEETING Kristina closed our meeting with chalice words and asked for ending reflections. The meeting ended at 9:00pm.

Respectfully submitted,
Laura H White,
Board Secretary

*RJCT proposed Congregational Statement denouncing all forms of identity-based hatred and violence:

“Across our country, we witness a devastating rise in religious, ethnic, and identity-based bigotry and hate. The Westside Unitarian Universalist Congregation (WSUU) is committed to the human right of all to be free from hatred, violence and discrimination based on national origin, race or ethnicity, religion, immigration status, language of origin, gender, gender identity or expression, sexual orientation or identity, socioeconomic status, housing status, or disability.

Love calls us to affirm the inherent worth and dignity of every person, and that each of us has the right to flourish free from identity-based hate and violence. As a congregation, WSUU has committed to work to dismantle racism and all forms of systemic oppression.

As a faith community, we express our solidarity with the Jewish, African American, Asian American, Muslim, and Transgender communities, including those within Unitarian Universalism, who are feeling especially vulnerable at this time. In the wake of ongoing hate speech and violence, we urge people to unequivocally denounce anti-Semitism, Islamophobia, transphobia, anti-black racism, and anti-Asian racism and all forms of oppression.

This is a time to lift up and strengthen the life-giving power of a community. WSUU aspires to work to dismantle all forms of this virulent hate through public witness, education, intolerance of prejudice, and interfaith solidarity. We are in this struggle together.”

As of: **Tuesday, January 3, 2023****BUDGET SUMMARY**% thru Year: **50%**

		Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
Income						
Pledges	\$	16,681	\$ 115,849	50%	\$ 233,000	\$ 117,151
Sunday Plate		2,799	10,780	72%	15,000	4,220
Other Donations		250	838	0%	-	(838)
Fund Raising		-	111	0%	40,000	39,889
Affinity Programs		-	501	49%	1,025	524
RE Ministry		861	2,033	0%	-	(2,033)
Youth Group Ministry		-	-	0%	-	-
Music Ministry		-	484	48%	1,000	516
Program and Misc		185	677	68%	1,000	323
Rentals		4,819	27,829	46%	60,818	32,989
Carry-over		-	-	0%	-	-
Total Income	\$	25,596	\$ 159,102	45%	\$ 351,843	\$ 192,741
Expenses						
Minister Compensation	\$	-	\$ -	0%	\$ -	\$ -
Additional Minister		-	1,400	2%	76,962	75,562
RE Director Compensation		-	-	0%	-	-
RE Staff		80	320	16%	1,967	1,647
RE Training		-	-	0%	-	-
RE Youth Group		-	-	0%	417	417
RE Operations		427	737	3%	25,400	24,663
Music Director Compensation		2,046	12,477	46%	27,327	14,850
Music Staff		1,053	3,466	55%	6,273	2,808
Other Music		249	581	28%	2,040	1,459
Administrator Compensation		6,234	31,913	48%	66,141	34,228
Additional Employee Benefits		26	812	27%	2,977	2,165
Community Impact-Internal		5,251	8,366	50%	16,872	8,506
Community Impact-External		697	3,126	62%	5,015	1,889
Worship		13,300	18,846	100%	18,795	(51)
Loans, Taxes, Fees		3,406	21,907	49%	44,882	22,975
Facility		4,144	24,590	44%	55,525	30,935
Fundraising & Rentals		-	-	0%	1,250	1,250
Reserves		-	-	0%	-	-
Total Expenses	\$	36,915	\$ 128,539	37%	\$ 351,843	\$ 223,304
Cash Flow (GF):	\$	(11,320)	\$ 30,563			

	YTD Balance	Start of FY	YTD Change
BANK ACCOUNT BALANCES			
Umpqua Checking #7545	\$ 120,774	112,965	\$ 7,809
Sound Credit Union Money Market #6299	200,549	199,872	677
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
Total Account Balances	\$ 321,549	\$ 313,063	\$ 8,486
ASSETS			
Church Bldg & Land (book value)	\$ 3,109,500	\$ 2,901,200	\$ 208,300
Cash - Operations	90,209	80,231	9,978
Payroll	-	-	-
Building Fund	\$ 88,168	89,160	(992)
Accessibility Fund	22,462	22,462	-
Other Dedicated Fund Balances	21,801	22,301	(500)
Operational Reserves	98,910	98,910	-
Total Fund Balances	\$ 231,340	232,832	(1,492)
Total Assets	\$ 3,431,049	\$ 3,214,263	\$ 216,786
LIABILITIES			
Loan fm UUA	\$ 419,602	\$ 419,602	\$ -
Loan fm Cascadia Growth Fund	58,825	58,825	-
Other Current Liabilities	3,243	24,748	(21,505)
Total Liabilities	\$ 481,670	\$ 503,175	\$ (21,505)
GF Balance (Cash-Operations less Other Current Liabilities)	86,966	\$ 55,482	\$ 31,483
CONGREGATIONAL EQUITY	\$ 2,949,379	\$ 2,711,088	\$ 238,291

As of: Tuesday, January 3, 2023				% Thru Year: 50%				
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes	
GENERAL FUND INCOME								
Pledges								
4.100.100	Pledges - Current Year Income	16,681.10	106,683.72	231,000.00	<div><div></div></div> 46%	-		
4.100.110	Pledges - Prior Year Income	-	9,165.24	2,000.00	<div><div></div></div> 458%	7,165.24		
	Total Pledges	\$ 16,681	\$ 115,849	\$ 233,000	50%	\$ -		
Sunday Plate								
4.100.140	Contributions - Sunday WSUU	1,806.99	6,991.40	10,000.00	<div><div></div></div> 70%	-	continues to go well	
4.100.141	Contributions - Sunday WSUU Congr Care Fund	-	-	416.00	<div><div></div></div> 0%	-		
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	417.00	<div><div></div></div> 0%	-		
4.100.144	Contributions - Sunday WSUU Real Rent Duwamish	-	-	417.00	<div><div></div></div> 0%	-		
4.100.145	Contributions - Sunday WSUU Partner Church	-	50.00	600.00	<div><div></div></div> 8%	-		
4.100.150	Contributions Sunday Charities	991.52	3,738.33	3,150.00	<div><div></div></div> 119%	588.33	Great month	
	Total Sunday Plate Income	\$ 2,799	\$ 10,780	\$ 15,000	72%	\$ -		
Other Donations								
4.100.160	Special Gifts & Campaigns	-	588.10	-	<div><div></div></div> 0%	588.10		
4.100.165	Cong. Care Fund Transfer In	250.00	250.00	-	<div><div></div></div> 0%	250.00	created this budget line to reimb. GF for exp from CCF	
4.100.244	Accessibility Fund Donations	-	-	-	<div><div></div></div> 0%	-		
	Total Other Donations	\$ 250	\$ 838	\$ -	0%	\$ 838		
Fund Raising								
4.100.245	Auction Income	-	111.06	25,000.00	<div><div></div></div> 0%	-		
4.100.247	Raise the Paddle Income	-	-	15,000.00	<div><div></div></div> 0%	-		
	Total Fund Raising Income	\$ -	\$ 111	\$ 40,000	0%	\$ -		
Affinity Program Income								
4.100.210	E Scrip GF Income	-	-	-	<div><div></div></div> 0%	-		
4.100.211	Amazon Rebate Income	-	131.29	425.00	<div><div></div></div> 31%	-		
4.100.212	Thriftway Rebate Program	-	369.74	600.00	<div><div></div></div> 62%	-		
	Total Affinity Program Income	\$ -	\$ 501	\$ 1,025	49%	\$ -		
RE Ministry Income								
4.100.259	RE Fundraising & Donations	-	-	-	<div><div></div></div> 0%	-		
4.100.258	RE Fund Transfers IN	-	-	-	<div><div></div></div> 0%	-		
4.100.260	OWL Registration Fees	861.16	2,033.48	-	<div><div></div></div> 0%	2,033.48		
4.100.263	OWL Fund Transfers IN	-	-	-	<div><div></div></div> 0%	-		
	Total RE Ministry Income	\$ 861	\$ 2,033	\$ -	0%	\$ 2,033		
Youth Group Ministry Income								
4.100.261	RE Youth Group Fund Transfers IN	-	-	-	<div><div></div></div> 0%	-		
	Total Youth Group Ministry Income	\$ -	\$ -	\$ -	0%	\$ -		

As of: Tuesday, January 3, 2023				% Thru Year: 50%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes
<u>Music Ministry Income</u>							
4.100.222	Music Fundraising and Donations	-	484.00	1,000.00	48%	-	
	Total Music Ministry Income	\$ -	\$ 484	\$ 1,000	48%	\$ -	
<u>Program and Misc Income</u>							
4.100.220	Coffee Income	-	-	-	0%	-	
4.100.225	Membership Fundraising and Donations	-	-	500.00	0%	-	
4.100.240	Interest Income	185.49	677.12	500.00	135%	177.12	
4.100.255	Common Quest Income	-	-	-	0%	-	
	Total Program and Misc Income	\$ 185	\$ 677	\$ 1,000	68%	\$ -	
<u>Rentals</u>							
4.100.300	Cell Tower Rental	976.55	4,882.75	11,724.00	42%	-	
4.100.302	Electricity Reimbursement- Cell Tower	690.84	4,158.00	9,276.00	45%	-	
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	18,788.00	37,698.00	50%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	-	-	120.00	0%	-	
	Total Rental Income	\$ 4,819	\$ 27,829	\$ 60,818	46%	\$ -	
<u>Carry-over</u>							
4.100.241	Board Designated Fund Transfers to GF	-	-	-	0%	-	
	Total Carry-over Income	\$ -	\$ -	\$ -	0%	\$ -	
TOTAL GENERAL FUND INCOME		\$ 25,596	\$ 159,102	\$ 351,843	45%	\$ -	

As of: Tuesday, January 3, 2023				% Thru Year: 50%				Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget		
GENERAL FUND EXPENSE								
MINISTER POSITION								
Minister Compensation								
5.100.100	Minister Housing Allow Exp	-	-	-	0%	-		
5.100.101	Minister Salary Exp	-	-	-	0%	-		
5.100.105	Minister Medical Ins Exp	-	-	-	0%	-		
5.100.106	Minister Group Term Life Ins Exp	-	-	-	0%	-		
5.100.107	Minister Long Term Disability Ins Exp	-	-	-	0%	-		
5.100.108	Minister Dental Insurance	-	-	-	0%	-		
5.100.110	Minister Retirement Exp	-	-	-	0%	-		
5.100.115	Minister-FICA Exp	-	-	-	0%	-		
5.100.125	Minister's Professional Exp	-	-	-	0%	-		
	Total Minister Compensation	\$ -	\$ -	\$ -	0%	\$ -		
Additional Minister Exp								
5.100.129	Ministerial Services	-	1,399.70	76,962.00	2%	-	no pastoral hours in Dec.	
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%	\$ -		
Total Minister Position Expense		\$ -	\$ 1,400	\$ 76,962	2%	\$ -		

As of: Tuesday, January 3, 2023				% Thru Year: 50%					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes		
CHILDREN AND YOUTH MINISTRY								-	
RE Director Compensation								-	
5.100.150	RE Director Salary Exp	-	-	-	0%	-			
5.100.155	RE Director Medical Insurance	-	-	-	0%	-			
5.100.158	RE Director FICA Exp	-	-	-	0%	-			
5.100.160	RE Director Retirement Exp	-	-	-	0%	-			
5.100.165	RE Director Professional Exp	-	-	-	0%	-			
	Total RE Director Compensation	\$ -	\$ -	\$ -	0%	\$ -			
RE Staff Expense								-	
5.100.168	RE Program Assistant Exp	-	-	-	0%	-			
5.100.163	RE Nursery Lead Teacher Exp	80.00	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	\$ 80	\$ 320	\$ 1,967	16%	\$ -			
RE Training Expense								-	
5.100.152	RE OWL Leadership Development Exp	-	-	-	0%	-			
	Total RE Training Expense	\$ -	\$ -	\$ -	0%	\$ -			
RE Youth Group Expense								-	
5.100.132	RE High School Youth Programs Exp	-	-	417.00	0%	-			
	Total RE Youth Group Expense	\$ -	\$ -	\$ 417	0%	\$ -			
RE Operations Expense								-	
5.100.171	RE Services	-	260.00	25,400.00	1%	-			
5.100.131	RE OWL Program Exp	427.47	477.03	-	0%	477.03	supplies and books		
5.100.229	RE OWL Fund Transfers OUT	-	-	-	0%	-			
5.100.134	RE Operational Exp	-	-	-	0%	-			
	Total RE Operations Expense	\$ 427	\$ 737	\$ 25,400	3%	\$ -			
Total Children & Youth Ministry Expense		\$ 507	\$ 1,057	\$ 27,784	4%	\$ -			

As of: Tuesday, January 3, 2023				% Thru Year: 50%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes
MUSIC MINISTRY							-
Music Director							-
5.100.185	Music Dir Salary Exp	1,739.31	10,435.86	20,872.00	50%	-	-
5.100.186	Music Dir Medical Insurance	-	-	1,271.00	0%	-	-
5.100.187	Music Dir Retirement Exp	173.93	1,152.46	2,087.00	55%	-	-
5.100.188	Music Dir FICA Exp	133.06	798.36	1,597.00	50%	-	-
5.100.190	Music Dir Professional Exp	-	90.00	1,500.00	6%	-	-
Total Music Director Compensation		\$ 2,046	\$ 12,477	\$ 27,327	46%	\$ -	-
Music Staff							\$ -
5.100.193	Music Sunday Service Pianist Exp	613.00	1,925.50	3,543.00	54%	-	-
5.100.195	Music Percussionist Exp	440.00	1,540.00	2,730.00	56%	-	-
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		\$ 1,053	\$ 3,466	\$ 6,273	55%	\$ -	-
Other Music Expense							-
5.100.191	Music Purchase Exp	59.48	94.13	765.00	12%	-	-
5.100.192	Music Equipment Maint Exp	190.00	190.00	400.00	48%	-	-
5.100.194	Music Programs Exp	-	297.00	800.00	37%	-	-
5.100.196	Music Council Fundraising Exp	-	-	75.00	0%	-	-
Total Other Music Expense		\$ 249	\$ 581	\$ 2,040	28%	\$ -	-
Total Music Ministry Exp		\$ 3,349	\$ 16,523	\$ 35,640	46%	\$ -	-
ADMIN STAFF & SUPPORT							-
Congr Administrator & Bookkeeper							-
5.100.174	Congr Admin Salary Exp	4,762.97	26,196.34	54,774.00	48%	-	-
5.100.175	Congr Admin Medical Insurance	600.00	600.00	1,200.00	50%	-	-
5.100.176	Congr Administrator Retirement Exp	476.30	3,052.24	5,477.00	56%	-	-
5.100.177	Congr Administrator FICA Exp	364.36	2,004.00	4,190.00	48%	-	-
5.100.231	Congr Admin Professional Exp	30.00	60.00	500.00	12%	-	-
Total Congr Administrator & Bookkeeper Compensation		\$ 6,234	\$ 31,913	\$ 66,141	48%	\$ -	-
Additional Employee Benefits							-
5.100.178	Labor & Industries Ins Exp	-	415.44	1,875.00	22%	-	-
5.100.181	Family and Medical Leave Ins Exp	-	285.02	551.00	52%	-	-
5.100.184	Part time Empl FICA SS Exp	26.01	111.69	551.00	20%	-	-
Total Additional Employee Benefits Expense		\$ 26	\$ 812	\$ 2,977	27%	\$ -	-
Total Admin Staff & Support Expense		\$ 6,260	\$ 32,725	\$ 69,118	47%	\$ -	-

As of: Tuesday, January 3, 2023				% Thru Year: 50%				Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget		
Other OPERATIONAL AND COMMUNITY IMPACT								-
Community Impact-Internal Expense								-
5.100.320	UUA Dues Exp Bud	2,751.38	5,502.76	11,006.00	50%	-		payment 2 of 4
5.100.801	All Congr Retreats and Trainings	2,500.00	2,500.00	3,000.00	83%	-		Pam Orbach invoice #1 Paid
5.100.802	GA Delegate Exp	-	-	800.00	0%	-		
5.100.758	Congregational Care Fund Transfer OUT	-	-	416.00	0%	-		
5.100.710	Membership Exp Bud	-	48.46	500.00	10%	-		
5.100.759	Board Discretionary Fund	-	-	500.00	0%	-		
5.100.800	All Congr Social Events	-	314.74	600.00	52%	-		
5.100.819	Raise the Paddle Purchase Exp -GF	-	-	-	0%	-		
5.100.829	Common Quest Exp	-	-	50.00	0%	-		
Total Community Impact-Internal Expense		\$ 5,251	\$ 8,366	\$ 16,872	50%	\$ -		
Community Impact-External Expense								-
5.100.757	Sunday Morning Contributions Given to Charity	589.47	2,707.49	3,150.00	86%	-		West Seattle Food Bank
5.100.729	Real Rent Duwamish- Sunday Plate	-	-	417.00	0%	-		
5.100.728	Real Rent Duwamish	108.00	378.00	648.00	58%	-		Dec and Jan payments
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		\$ 697	\$ 3,126	\$ 5,015	62%	\$ -		
Worship Expense								-
5.100.726	AV Tech Expense	580.00	2,040.00	6,720.00	30%	-		
5.100.724	Streaming Tech Exp	260.00	1,140.00	5,200.00	22%	-		
5.100.725	Worship Council Expense Budget	512.12	3,301.90	6,650.00	50%	-		
5.100.727	AV Equipment & Maintenance	11,948.00	12,364.22	225.00	5495%	12,139.22		LED Wall
Total Worship Expense		\$ 13,300	\$ 18,846	\$ 18,795	100%	\$ 51		
Financial Expense								-
5.100.650	Loan Debt Service - UUA	2,580.14	15,480.84	30,962.00	50%	-		
5.100.655	Loan Debt Service - Cascadia Growth Fund for UU	659.96	3,959.76	7,920.00	50%	-		
5.100.457	Annual City/County/State Fees	-	1,593.39	3,500.00	46%	-		
5.100.520	Banking & Credit Card Fees e.g.Vanco	166.07	872.66	2,500.00	35%	-		
Total Financial Expense		\$ 3,406	\$ 21,907	\$ 44,882	49%	\$ -		

As of: Tuesday, January 3, 2023			% Thru Year: 50%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget
Facility Expense						-
5.100.450	Telephone/Cable/Internet	264.52	1,586.70	4,200.00	38%	-
5.100.460	Web Hosting Exp	-	-	-	0%	-
5.100.470	Web Maintenance Exp Bud	-	-	-	0%	-
5.100.475	Technology Management	113.04	921.99	3,400.00	27%	-
5.100.480	Office Expenses	100.52	434.68	500.00	87%	-
5.100.481	Postage Exp Bud	-	-	400.00	0%	-
5.100.482	Printing / Copying	161.51	969.06	2,400.00	40%	-
5.100.483	Constant Contact Email Service	-	-	425.00	0%	-
5.100.550	Liability Insurance Exp Bud	2,082.50	5,539.00	8,000.00	69%	-
5.100.452	Security Alarm System	-	436.69	600.00	73%	-
5.100.453	Electricity - SCL	-	6,760.25	13,000.00	52%	-
5.100.454	Water/Sewer - SPU	176.67	829.51	2,000.00	41%	-
5.100.455	Waste/Recycling/Green	175.80	1,054.80	2,500.00	42%	-
5.100.456	Gas - PSE	648.45	1,142.71	5,000.00	23%	-
5.100.451	Janitorial Supplies	-	304.40	1,500.00	20%	-
5.100.458	Landscaping Exp	-	-	500.00	0%	-
5.100.459	Building Maintenance Supplies & Small Labor Vendor	421.34	1,307.70	2,500.00	52%	-
5.100.462	Lift Phone Monitoring	-	99.00	400.00	25%	-
5.100.222	Coffee and Other Kitchen Exp	-	53.46	-	0%	53.46
5.100.471	Janitorial Service	-	3,150.00	8,200.00	38%	-
Total Facility Expense		\$ 4,144	\$ 24,590	\$ 55,525	44%	\$ -
Fundraising & Rentals Expense						-
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%	\$ -
Reserves Expense						-
5.100.461	Building Capital Reserve Exp-GF	-	-	-	0%	-
5.100.760	Undesignated Donation FB Exp	-	-	-	0%	-
Total Reserves		\$ -	\$ -	\$ -	0%	\$ -
Total Other Operational & Community Impact Expense		\$ 26,799	\$ 76,835	\$ 142,339	54%	\$ -
TOTAL GENERAL FUND EXPENSE						-
Income less Expense		\$ (11,320)	\$ 30,563	-		

As of: Tuesday, January 3, 2023							Fund Balance Steward
Fund Acct	Fund Balances	Curr Balance	Mo. Change	Notes/Explanation	Prior Year Balance	Ann. Change	
3.200.100	Building Fund Balance	88,167.56	-		89,159.81	(992.25)	Finance Committee
3.201.100	Accessibility Fund Balance	22,461.68	-		22,461.68	-	Board of Trustees + Building Planning Committ
3.202.100	Building Maintenance/Janitorial Fund Balance	329.42	-		329.42	-	Congregational Administrator
3.302.100	Congregational Care Fund Balance	-	-		-	-	Minister
3.303.100	Minister Search Fund Balance	142.88	-		142.88	-	Board of Trustees
3.304.100	To be Designated by Board Fund Balance	190.00	-		190.00	-	Board of Trustees
3.305.100	Operational Reserves	98,910.04	-		98,910.04	-	Finance Committee
3.307.100	PPP Loan/Grant Fund Balance	-	-				Congregational Administrator
3.310.100	Conference Scholarship Fund Balance	171.21	-		171.21	-	Board of Trustees
3.321.100	Miscellaneous Grants Fund Balance	-	-		-	-	Social Justice Chair
3.345.100	Hymnals Fund Balance	98.71	-		98.71	-	Congregational Administrator
3.350.100	Music Fund Balance	290.53	-		290.53	-	Music Director
3.355.100	WSUU Sponsored Events Fund Balance	1,705.37	-		1,705.37	-	Members Connect Co-chairs
3.360.100	Youth Group Fund Balance	6,537.01	-		6,537.01	-	DRE
3.370.100	OWL Fund Balance	4,826.04	-		4,826.04	-	DRE
3.380.100	Religious Ed Misc Fund Balance	2,041.84	-		2,041.84	-	DRE
3.385.100	Raise the Paddle Fund Balance	-	-		-	-	Board of Trustees
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-		2,929.50	-	Ginger Brewer
3.391.100	Social Justice Fund Balance	775.54	-		775.54	-	Social Justice Chair
3.400.100	Endowment Fund Balance	55.00	-		55.00	-	Endowment Fund Chair
3.405.100	Little Free Library Balance	40.00	-		40.00	-	LFL Coordinator
3.815.100	Partner Church Fund Balance	1,297.77	-		1,797.77	(500.00)	Partner Church Chair
3.835.100	Community Meal Trust Fund Balance	369.87	-		369.87	-	Social Justice Chair
Total Dedicated Funds		\$ 231,339.97	-		\$ 232,832.22	\$ (1,492.25)	

RE Update for the Board
January 19, 2023
Jade Wilde

In December, I felt certainty that we needed to continue to try to hire a part-time RE Coordinator to finish out the year. The RE Planning Team met to move that forward. Then I had a nice long time to reflect on things during my covid Christmas, and realized that even if we got someone on board in early February, I would still have commitments to see through almost to the end of the church year. So, I will happily fill this role to keep RE moving and growing through the 2022-2023 church year as your RE Coordinator contractor.

Deep gratitude to the Board, Finance Committee, and RE Planning Team for your support for financial backing in this role. It is work I love, and the financial undergirding makes it much more workable to dedicate the time needed to grow our programs for families, children and youth.

Updates in our four key areas of focus:

- 1) **Multi-Age RE (K-6th grade)** – Working with the RE Planning Team, we now have a curriculum for this class for each Sunday through June. We are building on Spirit Play stories that center UU values and principles. Our class format will be a little more guided than typical Spirit Play lessons, to ensure a positive experience for our diverse and growing group of kids who haven't been in RE for awhile or are new, and who will only have two opportunities for RE classes a month. Each class will also include movement with meditative yoga elements, and opportunities for art expression. Our RE Planning Team of Jeanette Hitch, Thomas Terence, Faith Iverson, and Amy Hance-Brancati have already signed up to teach and assist this class through the coming months. I am engaging more and more families with outreach and conversation. This group will meet on the stage in the Social Hall.
- 2) **OWL** – Both our 7th—9th Grade OWL group and now our 4th—6th grade group are in full swing with active child/youth and parent participation. Teachers have been trained and continue to meet regularly. Schedules are in place. Snacks are being offered. Materials are being prepared. Parent groups are planned. And we are considering adding an overnight for our 7th-9th grade group to wrap up their experience at the end of March, at the request of parents whose older youth had that experience years ago!
- 3) **Youth Group** – The energy is rising in the youth arena. It is requiring a slow and patient building process, and a willingness to try again when youth back away, especially the older ones who haven't had much connection with youth group culture through all of their pandemic high school years. We now have an updated email list and texting list of youth and parents who have agreed to at least hear about upcoming opportunities, including the 8th graders who are participating in OWL. We are continuing our monthly youth group events with some being collaborative across multiple congregations – work led largely by Amy Hance-Brancati. We are adding UU youth culture candlelight worship experiences (one this Friday night), high school OWL for 10th—12th graders, and still

planning for an overnight, though later in the spring. To continue to spark interest, I am offering an informal opportunity for youth to gather with me and a supportive adult during the service on Sunday mornings for connection and discussion.

- 4) **Nursery** – We have had few to no takers for our Nursery offering because of the strain of covid on families with daycare needs, so we've implemented an easy registration process for families that we will check up until 10am each service morning. We continue to search for an assistant for Nursery support, and hope to be able to offer payment to both the lead and assistant to secure that role so we are fully prepared for families who register.

There is a growing sense of joy, connection, and “stickiness” among families, children, youth, and RE volunteers that we're hoping will bring them back again and again.

**WSUU Finance Committee Report
December 2022**

Action Items for the Board: None.

Financial Highlights for December 2022 (50% of the year):

Highlights	Actuals	Actuals – YTD	YTD % of Budget	Budget
Total Income	\$ 25,596	\$ 159,102	45%	\$ 351,843
Pledges	\$ 16,681	\$ 115,849	50%	\$ 233,000
Total Expenses	\$ 36,915	\$ 128,539	37%	\$ 351,843
Net Income/Expenses	-\$ 11,320	+ \$ 30,563		

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:

- LED Wall (\$12k) was an unanticipated cost, but the budget assumed paying a contract minister starting in December at about \$11k per month, and since that was delayed, this did not have a large impact to what was already planned for.

Additional Notes:

- FC discussed compensation for Jade for RE Services and responded to the board's inquiries over email.
- FC reviewed slides to be presented for the Mid-Year meeting.

Submitted by Shelley Webb 1/9/2022

MUSIC DIRECTOR MONTHLY REPORT

January, 2023

Happy New Year Everyone! I will be on official vacation from January 16th-22nd. I'll be out of town from January 13th through January 27th, but will be working remotely and available via email anytime except for my vacation week, when I intend on being offline completely!

ACTION ITEMS: No action items at this time

1. Past Services: I've heard from a few people that our Christmas Eve Service that Liz Bucklew and I put together was their favorite one ever, and that makes me happy! I think it was a really sweet way to combine some UU heritage with a beautiful Christmas message, and I thought all the elements worked together really well. We had the Raging Grannies join us for the January 8th, and I think that everyone really enjoyed their energy!
2. Upcoming services: Rainier Reunion will be leading and providing music on Jan. 22 in my absence, and the February 12th service will feature the Westside Chorale accompanying the memorial slideshow and doing another couple of numbers. March 26th 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, and the Chorale. I'll also be talking briefly about the nature of the voice and its very real effect on our bodies, spirits and minds, and asking others to speak briefly about what singing means to them.
3. The Westside Chorale: The Chorale had it's first post-Christmas rehearsal on January 4th, and will be rehearsing again on the 11th and 18th. Lisa Maynard will be leading the rehearsal on the 18th in my absence. My plan going forward until summer is that the Chorale meet for the first 3 Wednesdays of the month.
4. The Westside Strummers: Lisa Maynard continues to meet regularly with the Strummers, and from all accounts, everyone is continuing to enjoy this happy time of music-making
5. Drum and technology update: The new drum set is up and running. Nate, Larry and I are continuing to tweak things so that Larry can hear, and that the drums sound great in the sanctuary and online. We're making really good progress I think! Larry was a little apprehensive at first because he couldn't hear himself, but Nat put in another monitor for him, and it's much better!! I'm very excited about our new video wall that is currently under construction and expected to be working by January 22nd. Shannon and I came up with the idea of programming the background so that it matches or complements the paint color on the platform, and the lyrics should look almost like they're being projected onto the wall. This investment is going to make our worship experience all the more compelling and meaningful for many years to come, in my opinion.

In Harmony,

Scott Farrell

Administrator Report to Board January 2023

No action items for January 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

Offering Collection for December: For the month of December our shared offering recipient was Mary's Place. We will be mailing a check for \$952.19. WSUU portion of the offering for December was \$18. Total offering received \$1706. Another great month for offering income.

Membership/New Interest: No change in membership this month. Current membership 161. No welcome form submissions were received in December. Two new folx subscribed to our newsletters via the online form.

Article II Study Commission: I created a timeline graphic for the Article II Study Commission process and have added a new menu/page to our website for Denominational News and Article II resources. You can find the page [here](#).

Stewardship: The small stewardship team (Kevin Lane-Cummings, Steve Finney and I) continue to meet, now weekly, and have landed on a theme for the year: Cultivating Abundance. I produced a potential logo that we will review next week. I'll also support them with brochure creating and production



Worship: I continue to attend the Worship Team meetings. I supported the Christmas Eve service as I do other worship but also a full printed program and songbook.

Facilities Issues and Updates:

Facilities Team: December was a very busy month for the building and thus for this team. Winter weather came and delivered snow and ice. Paula vanHaagen has set us up kid/animal friendly de-icing pellets and we went through a lot last month! We also spent many hours shoveling snow and ice (Paula, Dan Day and myself). Happily, we have re-connected the shoveling crew and will have more help when next needed. Following the freeze was thaw and flood. Drips in our Narthex! Paula and I worked over a few days to clear debris from the narthex, kitchen addition roof and the main roofs. All drains are working very well now, and drips have ceased.

Visual Display in Sanctuary: There has been so much progress since my December report! Jim Schlough and Charlie Wilson removed the old electronic screen and the electricians were here on the 3rd of January. Jim did all the repairs to the wall and the display is currently being assembled in the sanctuary and should be ready for the January 22nd service if all goes well. So far, so good!

Coffee Equipment & Hospitality: Much good progress here as well. I was not able to find a used air pot brewer as I had hoped. Jim Schlough approved purchasing new equipment given the expense still falls within the \$17,000 approved for the LED wall and coffee projects. The equipment is ordered and should arrive in the next 10 days or so. I am very hopeful that the ease of use will help inspire new volunteers so that we can at least enjoy coffee after worship if not coffee and snacks.

Lift Inspection & New Key box: Our lift was inspected for the first time since installation in summer 2019. The pandemic impacted the city's ability to do them. All was well except the inspector recommended adding a set of keys to the lift door and lift lowering box to the area in case a person became stuck in the lift. This allows emergency responders to access the people without destroying equipment. I have the keys and box and will get it installed near the lift downstairs very soon.

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

Items taking extra time in December: Christmas eve service prep, LED wall coordination and purchase, coffee equipment research, search for used equipment, snow & ice removal and dealing with leaks

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

In loving community,
Shannon