



Westside
Unitarian Universalist
Congregation

WSUU

JULY BOARD AGENDA — 2022

July 21, 2022 6:30PM PT – 8:30PM PT via Zoom

<https://zoom.us/j/96975275313?pwd=eIB5RkNmENsNUsvUGJQY1J6RThidz09>

[Shared folder for this](#)

[meetinghttps://drive.google.com/drive/folders/1rSIXIBOih_tE_od0hbFs8Cum_4RkMK92?usp=sharing](https://drive.google.com/drive/folders/1rSIXIBOih_tE_od0hbFs8Cum_4RkMK92?usp=sharing)

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

Who does this meeting, this agenda, this event serve? Who and what are we centering?

6:30pm	Chalice Lighting & Welcome <i>Tracy Burrows</i>	<ul style="list-style-type: none">o Land Acknowledgement & Covenanto Chalice lightingo Quick Check in/Access Needs
	Covenant Review	<ol style="list-style-type: none">1. Share workload, responsibilities, joys, and sorrows2. Slow down and seek consensus when possible3. Listen to minority and marginalized voices4. Seek additional perspectives, particularly those most impacted by decisions5. Honor confidentiality6. Focus our energy on established priorities7. Right-size the board's work and maintain healthy boundaries8. Share what we are doing. Be intentional about honest, timely communication.9. Work to stay in right relationship with each other10. Support our collective decisions. The board speaks with one voice11. Name the elephant in the room12. Hold this covenant as a living document
	Minutes	<ul style="list-style-type: none">o Changes to June minutes or approve as written.o Approval of June minutes.o Board Priorities (add)
	Reports & Updates	<ul style="list-style-type: none">o Minister Exit UUA Interview (Kristina & Board attendees)<ul style="list-style-type: none">▪ Draft Notes Minister Transitiono Administrator (Shannon)<ul style="list-style-type: none">▪ Recognition of new or leaving members▪ New hours starting July 2022o Music (Scott)<ul style="list-style-type: none">▪ New hours starting in July 2022o Finance Committee



		<ul style="list-style-type: none">○ 2022 Yr End Initial Fiscal Report○ Treasurer (Jim)○ Board Liaison Updates:<ul style="list-style-type: none">▪ Pastoral Care (Laura Pierce)▪ RE Planning Team (on break July/August, Kristina & Marco)▪ Worship Planning (Laura White)▪ Right Relations, RJCT (Kristina)▪ Other
7:00pm	Kerrie Schurr, GA Delegate	<ul style="list-style-type: none">○ GA summary to the Board○ GA 2022 Report
7:15pm	Board Retreat	<ul style="list-style-type: none">○ Date/time/place Confirmed○ Agenda
7:25pm	July Board Communication	<ul style="list-style-type: none">○ Announce 2022-23 Board Positions○ Summer Sundays, Auction Events?○ Rev. Christopher's family moved back to Canada?○ GA Update?○ Who writes/submits?
7:35pm	Summer/Fall Priorities	<ul style="list-style-type: none">○ Fall Sunday Worship Schedule options○ Contract minister process, budget, job description and related○ Pastoral minister○ Fall Ingathering Sunday, 9/11/22 after service—Committee Co-chairs needed, reimagine the event to decrease workload○ RE Programming & Staffing○ Community Re-Connections—Formal, Informal○ Right Relations-Concerns of Steve Scheurich
8:10pm	Other Business	<ul style="list-style-type: none">○ Committee Recruitment○ No Board Social Hr, Sun, July 24th—taking a break○ New Round of sharing land acknowledgement, chalice reading and closing for August-Dec
8:30pm	Upcoming Meetings Dates/Times	<ul style="list-style-type: none">○ Next Monthly Board Meeting August 18th 6:30pm○ Upcoming Vacation/Out of Town Schedules○ Board Retreat, August 13th??○ Board Social Hr, August 28th after service
8:35pm	Close of the Meeting - Tracy Burrows	<ul style="list-style-type: none">○ Personal Reflections/Gratitude○ Extinguishing the Chalice



Westside
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Congregation

		o 8:35 End
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MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION

July 21, 2022

BOARD ATTENDING: Tracy Burrows, Marco Deppe, Jim Schlough, Laura White, Kristina Darnell, Laura Strand, (Laura Pierce attending work related conference)

STAFF Shannon Day, Administrator

GUESTS: Kerrie Schurr, GA Delegate

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

MINUTES Move to approve the June Board meeting minutes made by Kristina and seconded by Marco. Approved minutes will be posted by Shannon with corrections from Shannon.

JUNE REPORTS & BOARD LIAISON UPDATES

Minister Transition UUA Interview Five Board representatives participated in a Ministerial transition with the UUA via Zoom. This process provides congregations and departing ministers an opportunity to reflect and learn from the mutual separation process. Rev. Christopher will also be interviewed with the same UU representative, we will exchange information and the interview notes will be on file with UUA.

Administrator Shannon indicated that the twice a month Summer Sunday Service schedule has allowed her to complete important building and office related tasks and catch up from the hectic winter/spring schedule. The new AV system is working well. Gratitude to Jim Schlough for re-wiring the ceiling speakers on the chancel. A cleanout and recycling of unused AV equipment will take place in the AV booth and storage spaces. Shannon is working with the Finance Committee as they consider ways to restructure the Operational committees. Bank signatories will remain: Jim, Kristina and Laura White.

Current membership is 164 with no changes this past month.

Music Director Scott reported he greatly appreciates the additional hours for his position starting in July. The Westside Chorale had a fabulous potluck at the Fleming's home July 10th where the group also completed some forward planning. Lisa Maynard is continuing to steward the Westside Strummers group and considering reactivating the Welcome Singers. Scott is eager to also reactivate the Music Ministry Team in September. With the additional hours, Scott will be able to work more actively with the Sunday Worship Planning Team and will now return to coordinating all Sunday service music (whether he is attending or not), complete communication with musicians/musical groups such as the Chorale and collaboration with the Worship Planning Team, speakers and staff. The additional hours will also allow for some more

focus on WSUU music groups such as the Chorale, Welcome Singers and possible extra programming such as EvenSong. A revised job description is presently not in place. Scott welcomes suggestions from the Board for ways to actively involve our congregation with music.

Finance Committee

The initial end of year finance statement shows that we ended the year with a \$20K surplus over budget with income 102% of anticipated, pledges 103% of anticipated and expenses 98% of anticipated. A final 2021/22 end of year report will be prepared for the congregation. Shelley Webb and the Finance Committee will be looking at better ways to restructure Operational Committees to streamline finance related work, reduce duplication, address volunteer capacity and be more efficient.

Treasurer

Due to an unusual year it is welcome news we have \$20K surplus funds and will allow us some rethinking of spending options in the new year.

BOARD LIAISON UPDATES

Pastoral Care (Laura Pierce) Laura has finalized a limited part time contract with Rev. Kari Kopnick over the summer for WSUU members.

RE Planning Team (Marco and Kristina) The RE Future Planning Group is taking a break during July and August. The June meeting considered next steps and “good, better, best” options to fill in immediate needs, short term and long term planning. The Team is also gathering models for a DRE. A September OWL training is planned for 4-5th and 6-8th grade. Also under consideration are tween and teen project based activities using a more volunteer accessible model. A Youth Ingathering Tailgate Party is tentatively planned for August 26th or 27th. Laura Strand has agreed to be the Board RE liaison for 22/23.

Worship Planning (Laura White) The Worship Planning Team is pleased to be adding two new Worship Associates Anne Fox and Rick Taylor. Anne and Rick will receive training and start up support from team members and A/V Tech staff. Laura White, as Board Liaison, initiated a discussion around planning ideas/input for contract ministry services funds, volunteer capacity, preferences of the committee and possible referrals. The consensus recommendation from the team was to defer start-up contract ministry until January 2023, taking the Fall months to define the scope of work and initiate communication & solicit input from the congregation. The preference is to return to full time Sundays at this time if possible. The present Worship Calendar for Sept-December will remain on the 2nd and 4th Sundays. Since members and visitors are not presently aware of this continuing schedule, it is important to inform the congregation of this schedule in advance. The Fall Ingathering Celebration will follow the September 11th service. A Youth Ingathering Tailgate Party is tentatively planned for August 26th or 27th. Active recruitment for Fall speakers is ongoing with Lisa Reitzes taking a leading role. An A/V backup person is needed incase Nate is not available. Also, WSUU needs to address ownership of all A/V equipment instead of regularly borrowing some items.

There was also a discussion of ways to offer additional Sunday options through RJCT, RE, streaming GA or other lectures/workshops with a discussion, co-sharing UU sermons or exploring other participatory activities which bring the community together and would work without a minister presence, hybrid platform as well as not overburden the Worship Planning Team volunteer capacity.

Ingathering (Tracy, Marco, Shannon) A discussion of a sustainable (less volunteer and work intensive) Ingathering options concluded that the event would follow the 2nd Sunday Service (9/11) instead of a stand alone event on Saturday night. A brunch type potluck with compostable trays and disposable plates/cups/utensils, no BBQ, but music singalong would keep the joyful aspects of the gathering without the intensive planning and volunteer workload of previous Ingatherings. Tracy, Marco and Shannon offered to take the lead roles for the event. Shannon offered to develop a graphic and PR copy. Lisa Maynard needs to be contacted about inviting the Welcome Singers and Strummers Groups to provide the musical part of the afternoon.

Hospitality (no liaison) This committee is on hold until volunteers step forward to run the committee. Are there other options we can consider such as ordering coffee and/or food to make the job of organizers easier? Opportunities to gather together (soup lunch and other gatherings) are also dependent upon volunteer participation and simplifying the work involved.

Right Relations, RJCT (Kristina, Tracy)

Tracy reported RJCT will be offering a Beloved Community Cafe: Beloved Event the Sunday, Sept 18th 10am-12noon and an alternate time via Zoom, Wednesday, Sept 21st, 7-8pm, as a kickoff to adopting the 8th Principle. The event will offer different rotating discussion stations such as Right Relations, Spiritual & Personal Growth, Action in the Wider Community, and Institutional Equity. This will be part of other community opportunities related to putting in action the 8th Principle adoption. Kristina reported that RJCT is interested in researching options for a professional facilitator to explore ways to build beloved community and navigate a changing landscape using resources such as the Center for Racial Equity and Beloved Community.

2022 GA Conference/GA Delegate Report *see related General Assembly 2022 Delegate Report.* Kerri Schurr, our GA Delegate this year, provided an update on the June 2022 UUA GA conference for the Board. This was the first ever multi platform UUA conference with 1,771 delegates, and 3,224 attendees representing all 50 states, DC, 2 Canadian provinces and the Philippines. The UU movement towards racial equity is strong with higher BIPOC representation in leadership and committees. There will be a complete rewrite of all 33 pages of the UUA Bylaws in addition to the work of the Article II Study Commission. There is a shortage of UU ministers, especially interim ministers. The Actions of Immediate Witness were 1/reproductive justice, 2/anti-racism and reparations, 3/ privatization of Medicare (a close 4th was climate change). Over 200 congregations (20% so far) have adopted the 8th Principle. Kerri had many suggestions for ways to share conference lectures, workshops, initiatives and information to the congregation.

Other insights: Multiplatform access will probably be permanent which impacts in person GA attendees in the future. GA Delegates were a bit less than usual overall, there were more virtual attendees than in person attendees by a 3 to 2 margin, there was a strong BIPOC speaker, attendee and staff presence, it was widely reported that the pandemic has been challenging to congregations, there is a strong momentum for racial equity within UUA congregations, within congregations there is a growing recognition that some members/visitors may never visit in person which changes how congregations connect and interact in a hybrid world.

Kerrie had several suggested GA follow up options for Westside such as a GA post discussion on Zoom, an Article II Study Commission information session (s), viewing the Susan Grey sermon or other free GA lectures. There is also access to excellent GA workshops (stewardship and covenant repair, for example). Kerrie suggested that at least 2 WSUU GA delegates is ideal and we may want to explore as a congregation moving away from Robert's Rules of Order as other congregations are considering. She is planning a Debrief/Q&A Session on Wednesday, August 24th 7-8:30pm via Zoom.

Board Retreat After exploring several options, the Board Retreat is planned for Saturday, July 30th at Laura White's home. Laura Pierce and Tracy will set the agenda (priorities, vision, timelines, etc), Laura White will provide a light breakfast, Tracy will provide lunch. Jim will not be able to attend in person or via Zoom at this time so it will be important to share our discussions with pre/post input from Jim.

JULY BOARD COMMUNICATION:

There will be no additional July Board update this month. The next Board update will focus on the Board Retreat, our priorities and planning process for contract ministry.

SUMMER/FALL PRIORITIES

Our initial summer/fall priorities are 1/supporting the fall Sunday worship schedule, 2/staff, 3/contract minister process, 4/fall ingathering Sunday Sept 11th, 5/RE, 6/8th principle/right relations, 7/community re-connections. These will be refined during the Board Retreat and follow up meetings.

OTHER BUSINESS

Leadership Directory/Committees: Kristina and Laura White completed a Leadership Directory last year which needs updating for the upcoming year. Marco will send out a survey asking existing committee leadership about their willingness to continue as chairs/co-chairs.

Committees likely needing recruitment: Ingathering, RE, Auction, Stewardship, Membership, Hospitality. The Board is delighted that John Fawcett- Long is restarting the Environmental Action Committee.

Laura White will send out a scheduling email for Board member Opening/Closing Words for monthly Board meetings for August-December.

UPCOMING MEETINGS

- Next Board meeting, August 18th, 6:30-8:30pm via Zoom
- Board Retreat: July 30th 9am-3pm
- Board Social Hour, August 28th after service

OUT OF TOWN/VACATION/LEAVE SCHEDULE JULY/AUGUST

Marco: July 20-26th Oregon, August 3rd-6th, access via Zoom

Shannon: last week in July, August 4th-8th

Laura Strand: August 18th and 20th

Jim: July 29th-August 7th, eastern Washington

Laura W: August 3-12, Pt Townsend

Tracy: in town

Laura Pierce: in and out of town for conferences/work July/August

CLOSE OF MEETING Tracy closed our meeting with chalice words and asked for ending reflections. The meeting ended at 8:35pm

As of: **Tuesday, July 5, 2022****BUDGET SUMMARY**% thru Year: **100%**

	Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
Income					
Pledges	\$ 24,282	\$ 285,633	103%	\$ 277,533	\$ (8,100)
Sunday Plate	1,188	17,972	60%	29,999	12,027
Other Donations	-	5,614	0%	-	(5,614)
Fund Raising	145	38,649	61%	63,000	24,351
Affinity Programs	-	1,337	223%	600	(737)
RE Ministry	-	618	88%	700	82
Youth Group Ministry	-	-	0%	-	-
Music Ministry	-	240	48%	500	260
Program and Misc	41	499	27%	1,833	1,334
Rentals	2,558	59,309	107%	55,365	(3,944)
Carry-over	-	73,077	170%	43,042	(30,035)
Total Income	\$ 28,214	\$ 482,949	102%	\$ 472,572	\$ (10,377)
Expenses					
Minister Compensation	\$ 22,506	\$ 139,318	111%	\$ 125,348	\$ (13,970)
Additional Minister	356	1,186	47%	\$ 2,500	1,314
RE Director Compensation	-	22,151	57%	\$ 38,773	16,622
RE Staff	-	1,755	23%	\$ 7,547	5,792
RE Training	-	-	0%	\$ -	-
RE Youth Group	-	-	0%	\$ 833	833
RE Operations	1,018	2,669	133%	\$ 2,000	(669)
Music Director Compensation	4,253	20,427	113%	\$ 18,026	(2,401)
Music Staff	450	5,850	98%	\$ 5,975	125
Other Music	-	1,145	56%	\$ 2,041	896
Administrator Compensation	9,747	60,746	110%	\$ 55,140	(5,606)
Additional Employee Benefits	31	2,260	79%	\$ 2,875	615
Community Impact-Internal	3,127	12,107	36%	\$ 33,836	21,729
Community Impact-External	2,218	7,475	81%	\$ 9,181	1,706
Worship	3,022	12,459	103%	\$ 12,055	(404)
Loans, Taxes, Fees	3,465	47,034	98%	\$ 47,959	925
Facility	2,568	51,813	91%	\$ 56,653	4,840
Fundraising & Rentals	-	570	4%	\$ 12,667	12,097
Reserves	-	73,077	187%	\$ 39,163	(33,914)
Total Expenses	\$ 52,759	\$ 462,043	98%	\$ 472,572	\$ 10,529
Cash Flow (GF):	\$ (24,546)	\$ 20,906			

	YTD Balance	Start of FY	YTD Change
BANK ACCOUNT BALANCES			
Umpqua General Fund Checking #7545	\$ 112,965	107,401	\$ 5,565
Sound Credit Union Money Market #6299	199,872	199,373	499
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
Total Account Balances	\$ 313,063	\$ 306,999	\$ 6,064
ASSETS			
Church Bldg & Land (book value)	\$ 2,901,200	\$ 2,918,600	\$ (17,400)
Cash - Operations	80,231	133,131	(52,901)
Cash - Building Fund	\$ 89,160	69,576	19,584
Cash - Accessibility	22,462	24,319	(1,858)
Other Dedicated Fund Balances	22,301	23,715	(1,415)
<u>Undesignated Donations</u>	<u>98,910</u>	<u>56,258</u>	<u>42,652</u>
<i>Total Fund Balances</i>	<i>\$ 232,832</i>	<i>173,868</i>	<i>58,964</i>
Total Assets	\$ 3,214,263	\$ 3,225,600	\$ (11,336)
LIABILITIES			
Loan fm UUA	\$ 419,602	\$ 419,602	\$ -
Loan fm Cascadia Growth Fund	58,825	56,516	2,309
Other Current Liabilities	24,748	71,565	(46,817)
Other Dedicated Fund Balances	22,301	23,715	(1,415)
Total Liabilities	\$ 525,476	\$ 571,398	\$ (45,923)
CONGREGATIONAL EQUITY			
Beginning of FY Equity	\$ 2,688,788	\$ 2,654,201	\$ 34,587
<i>YTD Change in Equity</i>	<i>34,587</i>		
DEDICATED FUND BALANCES			
Beginning of FY Dedicated Fund Balances	\$ 232,832	\$ 173,868	\$ 58,964
<i>YTD Change in Dedicated Fund Balances</i>	<i>58,964</i>		
Overall YTD Cash Flow with Fund Balances:	\$ 79,870		

As of: Tuesday, July 5, 2022				% Thru Year: 100%				
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget		Notes
GENERAL FUND INCOME								
Pledges								
4.100.100	Pledges - Current Year Income	24,281.90	280,620.68	275,533.00	102%	5,087.68		Good finish
4.100.110	Pledges - Prior Year Income	-	5,012.78	2,000.00	251%	3,012.78		
	Total Pledges	\$ 24,282	\$ 285,633	\$ 277,533	103%	\$ 8,100		
Sunday Plate								
4.100.140	Contributions - Sunday WSUU	401.45	11,648.56	20,000.00	58%	-		No collection for CCF this fy No collection for Youth Programs this fy June charity collection - 2 Sundays 4- 5th Sundays
4.100.141	Contributions - Sunday WSUU Congr Care Fund	-	-	833.00	0%	-		
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	833.00	0%	-		
4.100.144	Contributions - Sunday WSUU Real Rent Duwamish	208.00	208.00	833.00	25%	-		
4.100.145	Contributions - Sunday WSUU Partner Church	391.63	562.62	600.00	94%	-		
4.100.150	Contributions Sunday Charities	186.98	5,552.95	6,900.00	80%	-		
	Total Sunday Plate Income	\$ 1,188	\$ 17,972	\$ 29,999	60%	\$ -		
Other Donations								
4.100.160	Special Gifts & Campaigns	-	5,613.90	-	0%	5,613.90		
4.100.244	Accessibility Fund Donations	-	-	-	0%	-		
	Total Other Donations	\$ -	\$ 5,614	\$ -	0%	\$ 5,614		
Fund Raising								
4.100.245	Auction Income	145.00	21,827.22	48,000.00	45%	-		Auction event income
4.100.247	Raise the Paddle Income	-	16,822.17	15,000.00	112%	1,822.17		
	Total Fund Raising Income	\$ 145	\$ 38,649	\$ 63,000	61%	\$ -		
Affinity Program Income								
4.100.210	E Scrip GF Income	-	3.54	-	0%	3.54		
4.100.211	Amazon Rebate Income	-	418.64	-	0%	418.64		
4.100.212	Thriftway Rebate Program	-	914.80	600.00	152%	314.80		
	Total Affinity Program Income	\$ -	\$ 1,337	\$ 600	223%	\$ 737		
RE Ministry Income								
4.100.259	RE Fundraising & Donations	-	-	700.00	0%	-		
4.100.258	RE Fund Transfers IN	-	-	-	0%	-		
4.100.260	OWL Registration Fees	-	617.76	-	0%	617.76		
4.100.263	OWL Fund Transfers IN	-	-	-	0%	-		
	Total RE Ministry Income	\$ -	\$ 618	\$ 700	88%	\$ -		
Youth Group Ministry Income								
4.100.261	RE Youth Group Fund Transfers IN	-	-	-	0%	-		
	Total Youth Group Ministry Income	\$ -	\$ -	\$ -	0%	\$ -		

As of: Tuesday, July 5, 2022				% Thru Year: 100%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
<u>Music Ministry Income</u>							
4.100.222	Music Fundraising and Donations	-	240.00	500.00	<div><div>48%</div></div>	-	
	Total Music Ministry Income	\$ -	\$ 240	\$ 500	48%	\$ -	
<u>Program and Misc Income</u>							
4.100.220	Coffee Income	-	-	333.00	<div><div>0%</div></div>	-	
4.100.225	Membership Fundraising and Donations	-	-	500.00	<div><div>0%</div></div>	-	
4.100.240	Interest Income	41.06	498.99	1,000.00	<div><div>50%</div></div>	-	
4.100.255	Common Quest Income	-	-	-	<div><div>0%</div></div>	-	
	Total Program and Misc Income	\$ 41	\$ 499	\$ 1,833	27%	\$ -	
<u>Rentals</u>							
4.100.300	Cell Tower Rental & Elec Reimb	2,557.57	22,134.12	14,718.00	<div><div>150%</div></div>	7,416.12	2 months of rental income
4.100.302	Cell Tower Electricity Reimb True-up	-	-	1,600.00	<div><div>0%</div></div>	-	
4.100.305	Rental Income - Single Events	-	-	1,667.00	<div><div>0%</div></div>	-	
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	-	36,980.00	36,600.00	<div><div>101%</div></div>	380.00	
4.100.311	Donations- Service Groups Meeting at WSUU	-	195.00	780.00	<div><div>25%</div></div>	-	
	Total Rental Income	\$ 2,558	\$ 59,309	\$ 55,365	107%	\$ 3,944	
<u>Carry-over</u>							
4.100.241	Board Designated Fund Transfers to GF	-	73,077.47	43,042.00	<div><div>170%</div></div>	30,035.47	
	Total Carry-over Income	\$ -	\$ 73,077	\$ 43,042	170%	\$ 30,035	
TOTAL GENERAL FUND INCOME		\$ 28,214	\$ 482,949	\$ 472,572	102%	\$ 10,377	

As of: Tuesday, July 5, 2022				% Thru Year: 100%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
GENERAL FUND EXPENSE							
MINISTER POSITION							
Minister Compensation							
5.100.100	Minister Housing Allow Exp	6,000.00	39,000.00	36,000.00	108%	3,000.00	2 months
5.100.101	Minister Salary Exp	14,013.87	63,241.34	52,950.00	119%	10,291.34	2 months and severance
5.100.105	Minister Medical Ins Exp	1,102.45	12,429.61	11,663.00	107%	766.61	
5.100.106	Minister Group Term Life Ins Exp	67.27	807.24	747.00	108%	60.24	
5.100.107	Minister Long Term Disability Ins Exp	96.36	1,156.32	1,156.00	100%	0.32	
5.100.108	Minister Dental Insurance	92.00	1,104.00	1,132.00	98%	-	
5.100.110	Minister Retirement Exp	-	8,153.75	8,895.00	92%	-	
5.100.115	Minister-FICA Exp	1,134.12	7,371.78	6,805.00	108%	566.78	
5.100.125	Minister's Professional Exp	-	6,054.04	6,000.00	101%	54.04	
	Total Minister Compensation	\$ 22,506	\$ 139,318	\$ 125,348	111%	\$ 13,970	
Additional Minister Exp							
5.100.126	Minister Installation Exp	-	-	2,500.00	0%	-	
5.100.102	Minister Moving Exp	356.00	356.00	-	0%	356.00	Legal fees for separation agreement
5.100.128	Minister Search Exp	-	830.00	-	0%	830.00	
	Total Additional Minister Exp	\$ 356	\$ 1,186	\$ 2,500	47%	\$ -	
Total Minister Position Expense		\$ 22,862	\$ 140,504	\$ 127,848	110%	\$ 12,656	

As of: Tuesday, July 5, 2022				% Thru Year: 100%					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes		
CHILDREN AND YOUTH MINISTRY								-	
RE Director Compensation								-	
5.100.150	RE Director Salary Exp	-	17,138.05	29,293.00	59%	-		-	
5.100.155	RE Director Medical Insurance	-	1,437.30	2,310.00	62%	-		-	
5.100.158	RE Director FICA Exp	-	1,245.53	2,241.00	56%	-		-	
5.100.160	RE Director Retirement Exp	-	1,591.76	2,929.00	54%	-		-	
5.100.165	RE Director Professional Exp	-	738.31	2,000.00	37%	-		-	
	Total RE Director Compensation	\$ -	\$ 22,151	\$ 38,773	57%	\$ -		-	
RE Staff Expense								-	
5.100.168	RE Program Assistant Exp	-	1,539.00	4,680.00	33%	-		-	
5.100.163	RE Nursery Lead Teacher Exp	-	120.00	2,200.00	5%	-		-	
5.100.164	RE Nursery Assistant Exp	-	-	-	0%	-		-	
5.100.170	Childcare Exp	-	96.00	667.00	14%	-		-	
	Total RE Staff Exp	\$ -	\$ 1,755	\$ 7,547	23%	\$ -		-	
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	-	-	833.00	0%	-		-	
	Total RE Youth Group Expense	\$ -	\$ -	\$ 833	0%	\$ -		-	
RE Operations Expense								-	
5.100.131	RE OWL Program Exp	-	190.54	-	0%	190.54		-	
5.100.229	RE OWL Fund Transfers OUT	617.76	617.76	-	0%	617.76		-	OWL Reg Fees transferred to OWL FB
5.100.134	RE Operational Exp	400.00	1,861.08	2,000.00	93%	-		-	2 Sundays with Educators
	Total RE Operations Expense	\$ 1,018	\$ 2,669	\$ 2,000	133%	\$ 669		-	
Total Children & Youth Ministry Expense								-	
		\$ 1,018	\$ 26,575	\$ 49,153	54%	\$ -		-	

As of: Tuesday, July 5, 2022				% Thru Year: 100%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
MUSIC MINISTRY							-
Music Director							-
5.100.185	Music Dir Salary Exp	2,721.93	16,278.45	13,065.00	125%	3,213.45	2 months Salary
5.100.186	Music Dir Medical Insurance	1,155.00	1,155.00	1,155.00	100%	-	
5.100.187	Music Dir Retirement Exp	168.31	1,528.98	1,307.00	117%	221.98	
5.100.188	Music Dir FICA Exp	208.23	1,245.29	999.00	125%	246.29	
5.100.190	Music Dir Professional Exp	-	219.40	1,500.00	15%	-	
Total Music Director Compensation		\$ 4,253	\$ 20,427	\$ 18,026	113%	\$ 2,401	
Music Staff							\$ -
5.100.193	Music Sunday Service Pianist Exp	250.00	3,250.00	3,375.00	96%	-	
5.100.195	Music Percussionist Exp	200.00	2,600.00	2,600.00	100%	-	
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		\$ 450	\$ 5,850	\$ 5,975	98%	\$ -	
Other Music Expense							-
5.100.191	Music Purchase Exp	-	684.78	766.00	89%	-	
5.100.192	Music Equipment Maint Exp	-	-	400.00	0%	-	
5.100.194	Music Programs Exp	-	460.09	800.00	58%	-	
5.100.196	Music Council Fundraising Exp	-	-	75.00	0%	-	
5.100.201	Music Equipment Purchase Exp	-	-	-	0%	-	
Total Other Music Expense		\$ -	\$ 1,145	\$ 2,041	56%	\$ -	
Total Music Ministry Exp		\$ 4,703	\$ 27,422	\$ 26,042	105%	\$ 1,380	
ADMIN STAFF & SUPPORT							-
Congr Administrator & Bookkeeper							-
5.100.174	Congr Admin Salary Exp	8,652.08	50,614.70	45,423.00	111%	5,191.70	2 months salary
5.100.175	Congr Admin Medical Insurance	-	1,200.00	1,200.00	100%	-	
5.100.176	Congr Administrator Retirement Exp	432.60	4,628.82	4,542.00	102%	86.82	
5.100.177	Congr Administrator FICA Exp	661.88	3,871.96	3,475.00	111%	396.96	
5.100.231	Congr Admin Professional Exp	-	430.75	500.00	86%	-	
Total Congr Administrator & Bookkeeper Compensation		\$ 9,747	\$ 60,746	\$ 55,140	110%	\$ 5,606	

As of: Tuesday, July 5, 2022				% Thru Year: 100%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
Additional Employee Benefits							
5.100.178	Labor & Industries Ins Exp	-	1,493.19	1,875.00	80%	-	
5.100.181	Family and Medical Leave Ins Exp	-	542.38	500.00	108%	42.38	
5.100.184	Part time Empl FICA SS Exp	30.60	224.12	500.00	45%	-	
	Total Additional Employee Benefits Expense	\$ 31	\$ 2,260	\$ 2,875	79%	\$ -	
Total Admin Staff & Support Expense		\$ 9,777	\$ 63,006	\$ 58,015	109%	\$ 4,991	
Other OPERATIONAL AND COMMUNITY IMPACT							
Community Impact-Internal Expense							
5.100.320	UUA Dues Exp Bud	3,126.50	11,653.25	11,653.00	100%	0.25	
5.100.801	All Congr Retreats and Trainings	-	144.00	3,000.00	5%	-	
5.100.802	GA Delegate Exp	-	-	2,000.00	0%	-	
5.100.758	Congregational Care Fund Transfer OUT	-	-	833.00	0%	-	
5.100.710	Membership Exp Bud	-	-	500.00	0%	-	
5.100.759	Board Discretionary Fund	-	-	500.00	0%	-	
5.100.800	All Congr Social Events	-	310.00	300.00	103%	10.00	
5.100.819	Raise the Paddle Purchase Exp -GF	-	-	15,000.00	0%	-	
5.100.829	Common Quest Exp	-	-	50.00	0%	-	
	Total Community Impact-Internal Expense	\$ 3,127	\$ 12,107	\$ 33,836	36%	\$ -	
Community Impact-External Expense							
5.100.757	Sunday Morning Contributions Given to Charity	1,393.10	6,056.64	6,900.00	88%	-	
5.100.729	Real Rent Duwamish- Sunday Plate	208.00	208.00	833.00	25%	-	2 Sundays in June
5.100.728	Real Rent Duwamish	54.00	648.00	648.00	100%	-	
5.100.754	Partner Church Program Exp	562.62	562.62	600.00	94%	-	Transferring plate collections to PCM FB
5.100.300	Partner Church Dues Exp Bud	-	-	200.00	0%	-	
	Total Community Impact-External Expense	\$ 2,218	\$ 7,475	\$ 9,181	81%	\$ -	
Worship Expense							
5.100.726	AV Tech Expense	760.00	5,135.00	5,680.00	90%	-	
5.100.725	Worship Council Expense Budget	630.00	5,320.94	4,650.00	114%	670.94	
5.100.727	AV Equipment & Maintenance	1,631.51	2,003.48	1,725.00	116%	278.48	
	Total Worship Expense	\$ 3,022	\$ 12,459	\$ 12,055	103%	\$ 404	
Financial Expense							
5.100.650	Loan Debt Service - UUA	2,580.14	33,088.52	31,509.00	105%	1,579.52	
5.100.655	Loan Debt Service - Cascadia Growth Fund for UU	659.96	7,259.56	7,950.00	91%	-	
5.100.457	Annual City/County/State Fees	-	3,320.94	3,500.00	95%	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	224.54	3,364.62	5,000.00	67%	-	
	Total Financial Expense	\$ 3,465	\$ 47,034	\$ 47,959	98%	\$ -	
Facility Expense							
5.100.450	Telephone/Cable/Internet	162.82	3,540.60	3,865.00	92%	-	
5.100.460	Web Hosting Exp	-	79.50	-	0%	79.50	
5.100.470	Web Maintenance Exp Bud	-	-	-	0%	-	
5.100.475	Technology Management	706.32	2,725.02	3,400.00	80%	-	
5.100.480	Office Expenses	-	191.68	750.00	26%	-	
5.100.481	Postage Exp Bud	8.95	222.97	600.00	37%	-	

As of: Tuesday, July 5, 2022				% Thru Year: 100%		Over Budget	Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt		
5.100.482	Printing / Copying	161.51	3,406.77	5,500.00	62%	-	
5.100.483	Constant Contact Email Service	-	-	425.00	0%	-	
5.100.550	Liability Insurance Exp Bud	-	7,982.00	7,450.00	107%	532.00	
5.100.452	Security Alarm System	-	445.69	500.00	89%	-	
5.100.453	Electricity - SCL	-	15,273.89	10,700.00	143%	4,573.89	
5.100.454	Water/Sewer - SPU	175.10	1,358.50	1,667.00	81%	-	
5.100.455	Waste/Recycling/Green	175.80	1,613.48	3,300.00	49%	-	
5.100.456	Gas - PSE	428.79	5,764.76	4,500.00	128%	1,264.76	
5.100.451	Janitorial Supplies	-	393.25	1,250.00	31%	-	
5.100.458	Landscaping Exp	-	151.60	500.00	30%	-	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	19.76	2,393.61	2,800.00	85%	-	
5.100.462	Lift Phone Monitoring	99.23	486.92	360.00	135%	126.92	
5.100.222	Coffee and Other Kitchen Exp	-	-	916.00	0%	-	
5.100.471	Janitorial Service	630.00	5,782.50	8,170.00	71%	-	
Total Facility Expense		\$ 2,568	\$ 51,813	\$ 56,653	91%	\$ -	
Fundraising & Rentals Expense							
5.100.305	Facilities Rental Exp - single events	-	-	417.00	0%	-	
5.100.820	Auction Expense	-	420.00	12,000.00	4%	-	
5.100.822	Canvass Expense	-	150.00	250.00	60%	-	
Total Fundraising & Rentals Expense		\$ -	\$ 570	\$ 12,667	4%	\$ -	
Reserves Expense							
5.100.461	Building Capital Reserve Exp-GF	-	30,425.00	30,425.00	100%	-	
5.100.760	Undesignated Donation FB Exp	-	42,652.47	8,738.00	488%	33,914.47	
Total Reserves		\$ -	\$ 73,077	\$ 39,163	187%	\$ 33,914	
Total Other Operational & Community Impact Expense		\$ 14,399	\$ 204,536	\$ 211,514	97%	\$ -	
TOTAL GENERAL FUND EXPENSE		\$ 52,759	\$ 462,043	\$ 472,572	98%	\$ -	
Income less Expense		\$ (24,546)	\$ 20,906	-			

As of: Tuesday, July 5, 2022							
Fund Acct	Fund Balances	Curr Balance	Mo. Change	Notes/Explanation	Prior Year Balance	Ann. Change	
3.200.100	Building Fund FB	89,159.81	(4,244.63)	Tree removals	69,575.71	19,584.10	
3.201.100	Accessibility FB	22,461.68	-		24,319.25	(1,857.57)	
3.202.100	Building Maintenance/Janitorial Fund Balan	329.42	-		329.42	-	
3.302.100	Minister's Discretion FB	-	-		2,876.73	(2,876.73)	
3.303.100	Minister Search Fund Balance	142.88	-		142.88	-	
3.304.100	Gifts to be Designated by Board FB	190.00	-		190.00	-	
3.305.100	Undesignated Donations FB	98,910.04	-		56,257.57	42,652.47	
3.307.100	PPP Loan/Grant FB Balance	-	-		-	-	
3.310.100	Conference Scholarship FB	171.21	-		171.21	-	
3.321.100	Miscellaneous Grants	-	(546.53)	AV Grant	160.33	(160.33)	
3.345.100	Hymnals FB	98.71	-		98.71	-	
3.350.100	Music FB	290.53	-		290.53	-	
3.355.100	WSUU Sponsored Events Balance	1,705.37	-		1,513.47	191.90	
3.360.100	Youth Group FB	6,537.01	-		6,249.01	288.00	
3.370.100	OWL Fund Balance	4,826.04	617.76	Transferring OWL Reg Fees here for carryover	4,208.28	617.76	
3.380.100	Religious Ed Misc FB	2,041.84	-		2,041.84	-	
3.385.100	Raise the Paddle FB	-	-		-	-	
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-		2,929.50	-	
3.391.100	Social Justice FB Balance	775.54	-		775.54	-	
3.400.100	Endowment FB	55.00	-		55.00	-	
3.405.100	Little Free Library Balance	40.00	-		40.00	-	
3.815.100	Partner Church FB	1,797.77	562.62	Plate collection for 5th Sundays	1,273.05	524.72	
3.835.100	Community Meal Trust Fund Balance	369.87	-		369.87	-	
Total Dedicated Funds		\$ 232,832.22	(3,610.78)		\$ 173,867.90	\$ 58,964.32	

Fund Balance Steward

Finance Committee
 Board of Trustees + Building Planning Committee
 Congregational Administrator
 Minister
 Board of Trustees
 Board of Trustees
 Finance Committee

 Board of Trustees
 Social Justice Chair
 Congregational Administrator
 Music Director
 Members Connect Co-chairs
 DRE
 DRE
 DRE
 Board of Trustees
 Ginger Brewer
 Social Justice Chair
 Endowment Fund Chair
 LFL Coordinator
 Partner Church Chair
 Social Justice Chair

FY21-22

Shelley Webb
 Kristina Darnell (President)
 Shannon Day
 Rev Christopher Wulff
 Kristina Darnell (President)
 Kristina Darnell (President)
 Shelley Webb

 Kristina Darnell (President)
 Tracy Burrows
 Shannon Day
 Scott Farrell
 Viv Monahan & Alice Britt
 Board of Trustees
 Board of Trustees
 Board of Trustees
 Kristina Darnell (President)
 Ginger Brewer
 Tracy Burrows
 Marion Kee
 Ursula Ham
 Jennifer Slatkin
 Tracy Burrows

**WSUU Finance Committee Report
June 2022**

Financial Highlights for June 2022 (100% of the year):

Highlights	Actuals	Actuals – YTD	YTD % of Budget	Budget
Total Income	\$ 28,214	\$ 482,949	102%	\$ 472,572
Pledges	\$ 24,282	\$ 285,633	103%	\$277,533
Total Expenses	\$ 24,546	\$ 462,043	98%	\$ 472,572
Net Income/Expenses	- \$ 24,546	+ \$ 20,906		

Financial Status:

- Ended the year \$20k in the black, great news!
- Pledges finished the year strong.

Unanticipated Variance(s) to Budget:

- Items that came in different than anticipated at year-end are listed on the second page.
- Significant month variances:
 - 2 months of cell tower rental income
 - Severance and legal fees for Reverence Christopher
 - 2 months of pay for Shannon and Scott (13 months this year)

Additional Notes:

- A significant (\$12k) pledge go cut significantly for 22-23 at the last hour.
- The Finance Committee prepared questions for the Church Windows consultation (to be scheduled).
- Shelley will be working on a final report to the congregation for the year and setting up the new budget.

Submitted by Shelley Webb 7/20/2022

Positive Impacts	\$ 65,111	
Expenses lower than Budget	\$ 45,664	
RE Director Compensation	\$ 16,660	Cynthia's departure
Facility	\$ 11,363	General facility expenses across the board were less than anticipated.
RE Staff	\$ 5,792	Cheryl's departure
Community Impact-Internal	\$ 5,356	GA delegate assistance not needed, no retreats or trainings occurred
Additional Minister	\$ 2,500	No minister installation
Loans, Taxes, Fees	\$ 2,326	Lower credit card transaction fees, received reimbursement for a loan payment (currently being investigated)
Other Music	\$ 740	No equipment maintenance, fewer program expenses
Worship	\$ 545	AV tech expense savings
Additional Employee Benefits	\$ 382	Less than anticipated
Income higher than Budget	\$ 19,448	
Pledges	\$ 8,100	More than anticipated!
Other Donations	\$ 5,614	Joe Nabbefeld gift from sale of Peggy's home
Rentals	\$ 3,000	Cell tower reimbursement higher than budget
Fund Raising	\$ 2,000	Net Auction income \$2k more than budget
Affinity Programs	\$ 733	Amazon & Thriftway
Negative Impacts	\$ (39,341)	
Expenses higher than Budget	\$ (27,277)	
Minister Compensation	\$ (14,000)	Severance, final pay
Administrator Compensation	\$ (5,675)	Extra month of pay, additional hours
Music Director Compensation	\$ (2,400)	Extra month of pay, additional hours
Loans, Taxes, Fees	\$ (1,580)	Extra month of Cascadia not anticipated
Facility	\$ (1,265)	Gas bill
Additional Minister	\$ (1,186)	Visa related costs
Worship	\$ (671)	Lack of minister filling the pulpit
Community Impact-External	\$ (500)	Took in less than we gave for Sunday plate
Income lower than Budget	\$ (12,064)	
Sunday Plate	\$ (8,351)	Reduced plate collections
Rentals	\$ (2,252)	No single-event rentals
RE Ministry	\$ (700)	No soup lunches
Program and Misc	\$ (501)	Interest income lower than budget
Music Ministry	\$ (260)	No pie sale

MUSIC DIRECTOR MONTHLY REPORT

July 2022

First of all, I'm really appreciating the extra hours added to my monthly commitment. It makes things like creating this monthly report much easier! Thanks for approving the ability for me to more fully engage!

ACTION ITEMS: No action items at this time

1. New Schedule: Lisa Reitzes had a great conversation on how we can work best together to ensure that communication lines between worship associates, speakers and myself are open and timely, so that I can get a good head start on music. It's a little strange to be having this two times a month schedule, but I think we're all adapting to it!
2. The Westside Chorale: We had a fabulous Chorale potluck at Steve Burrows and Jill Fleming's beautiful home on July 10th after the service. We shared community, sang together, and talked a bit about the future. We're preparing a really fun song for the anthem for Ingathering on September 11. Knowing that not everyone will be available for all rehearsals over the summer, we are scheduled for rehearsals at the church on July 20th, August 10th, August 24th and September 7th. My hope is to have the Chorale, or an iteration of it, provide music for one service each month starting in the fall.
3. The Westside Strummers: Lisa Maynard has been continuing to organize and meet with this very popular group. They met on Saturday, July 14th under the tent. Lisa has talked about wanting to reactivate the multi-generational Welcome Singers as well.
4. Music Ministry Team: The team has been on hold, but we intend on getting things moving again in September. We'll be looking at more and more ways for congregants to engage with the musical experience at Westside.
5. Services: I'm planning on inviting people to share their talents with us at services. One of my students, Carlos Barajas, will be singing the anthem on Sunday, July 24th. John Hansen and Larry Jones are planning on continuing to be available on our weeks in the sanctuary.

I'm 100% open to any suggestions the Board may have for including more of our community in music. It is my joy to be serving in this position, and I appreciate all the hard work you all have had to do over the past months.

In Harmony,

Scott Farrell

Administrator Report to Board July 2022

Greetings! I hope you are all enjoying the beautiful summer days. I am enjoying the slower pace of two worship services per month and getting to some extra tasks around the building and my office.

Date	Speaker/Special Circumstances	Attendance	Collection
		In-person/Views while streaming/ views since published/total views	(charity portion)
6/12/22	Amanda Aikman & Kathleen Tracy	38/23/23/84	\$182.65
6/26/22	Stephen Scheurich & Druid Friends /Pride	34/15/18/67	\$83.34
7/10/22	Rev. Kari Kopnick	57/21/14/92	\$238.92

Membership: Current membership 164. No change in membership this month.

Facilities Issues and Updates:

Audio: Our new system has been used for three services now and sounds very clean (aka good). Gratitude to Jim Schlough for many trips up into the small spaces above the sanctuary to help with re-wiring the ceiling speakers. Those should be back at work soon. Thus far we have had the sound coming from the large black speakers on the floor.

Electronic Recycling planned: we have set a date to do a large clean out of the AV booth and storage spaces. We have many devices/cords that are not in use due to obsolescence or lack of function.

Potential Restructuring of Operational Committees – Shelley Webb is on board with this idea and we are going to work together to flesh out how it may best be structured. Stay tuned for details.

Other tasks this month: There are many fiscal year end tasks related to file access, email groups, and financial books that take extra time in July.

Time away this summer: At present I plan to be out of office on the following dates: July 27-31, August 4-8. I'm trying to use up some of the accumulated vacation time I have by taking some long weekends while the workload is lighter.

In loving community,
Shannon