



Westside
Unitarian Universalist
Congregation

WSUU

JULY BOARD AGENDA — 2023

Thursday, July 20, 2023 6:30-8:30 PM Zoom

ZOOM Board Meeting Link <https://zoom.us/j/96975275313?pwd=eIB5RkNmEENsNUsvUGJQY1J6RThidz09>

July Board Shared Folder [Link:https://drive.google.com/drive/folders/1148iCBBHE-WjMLOj_rTNVI35RtV_Y3GW](https://drive.google.com/drive/folders/1148iCBBHE-WjMLOj_rTNVI35RtV_Y3GW)

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

Board 2022-23 Covenant: See end of agenda, will be updated at August Board Retreat

6:30pm	Welcome <i>Tracy</i> Chalice Lighting, Land Acknowledgement & Check In <i>Laura White</i>	<ul style="list-style-type: none">o Welcomeo Chalice Lightingo Land Acknowledgement & Covenanto Check in/Access Needs
6:40pm	Minutes	<ul style="list-style-type: none">o Approve last month's Board Minutes
6:45pm	Monthly Staff & Committee Reports <i>please review related reports in shared folder prior to our meeting & focus on action items as needed</i>	<ul style="list-style-type: none">o Minister (Rev. Carter)<ul style="list-style-type: none">▪ Ideas from Worship Team Retreat: additional Sunday options, welcoming exterior signage or flago Administrator (Shannon)<ul style="list-style-type: none">▪ Adding Juneteenth as a staff holiday, 6/19/24▪ Request for Board Photoo Music (Scott)o RE (Jade) (Board Liaison: Laura Strand)o Finance/Treasurer/Operations (Shelley, Jim)o RJCT (Tracy)o Other
7:10pm	Priority Business (time dependent, crisis prevention, important planning)	<ul style="list-style-type: none">o Board Retreat, Sat, Aug 26, 9am-3pm, Laura White's<ul style="list-style-type: none">▪ Opening/Closing Words:▪ Board Covenant:▪ Vision/Priorities:▪ Board Member Responsibilities/Focus Areas▪ 2023-24 Calendar:▪ Breakfast:▪ Lunch:▪ Board Photoo Formal Requests Updates & Review



7:45pm	Other Business (important planning, action items)	<ul style="list-style-type: none">○ COVID policy update○ Ingathering Sun, Sept 10th after the service (enhanced social hour)<ul style="list-style-type: none">▪ Volunteer “Fair” included, Co-chairs: Jill Jackson & Amanda Meier○ Board Meeting Opening/Closing Words:<ul style="list-style-type: none">▪ Sept:▪ Oct:▪ Nov:▪ Dec:▪ Jan:
7:55pm	Monthly Board Communication	<ul style="list-style-type: none">○ Board Westside Week Topic & Who Writes<ul style="list-style-type: none">○ Summer Rest and Renewal?
8:10pm	Upcoming Meetings Dates/Times Board Member Schedules next month	<ul style="list-style-type: none">○ Next Monthly Board Meeting: August 17th, 6:30-8:30pm Zoom○ Board Retreat, Aug 26th 9am-3pm○ Upcoming Vacation/Out of Town Schedules<ul style="list-style-type: none">▪ Rev. Carter in France July 10-August 17, in residence August 22nd▪
8:25pm	Close of the Meeting <i>Laura White</i>	<ul style="list-style-type: none">○ Closing Words & Extinguishing the Chalice
Post Meeting	No post meeting planned at this time	
	2022-2023 Board Covenant	<ol style="list-style-type: none">1. Share workload, responsibilities, joys, and sorrows.2. Focus our energy on established priorities.3. Right-size the board’s work and maintain healthy boundaries.4. Slow down and seek consensus when possible.5. Listen to minority and marginalized voices. Use the equity decision-making tool.6. Seek additional perspectives, particularly those most impacted by decisions.7. Honor confidentiality.8. Share what we are doing. Be intentional about honest, timely communication. Be clear about the board’s role.9. Work to stay in right relationship with each other. Establish a habit of reviewing how we work together.10. Support our collective decisions. The board speaks with one voice.11. Name the elephant in the room.12. Hold this covenant as a living document.



		13. Encourage the congregation to resolve conflicts through direct communication with affected parties
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MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION

July 20, 2023

BOARD ATTENDING: Tracy Burrows, Jennifer Disotell, John Hornby, Lisa Maynard, Jim Schlough, Laura Strand, Laura White. *Rev. Carter was not present due to PTO visiting family in France.*

STAFF: Shannon Day, administrator.

GUESTS: None.

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

Laura White began our meeting with land acknowledgement, chalice lighting words. There was some confusion about duplicate zoom room links – for future meetings we will use the one Shannon sent in a calendar invitation.

MINUTES: *Lisa moved to approve the June 2023 meeting minutes as written, Laura S seconded, and the minutes were approved.*

MONTHLY STAFF AND COMMITTEE REPORTS: Reports from minister, administrator, DRE, music director, treasurer, and finance committee are in the 7.20.23 Board folder on the Google drive. Racial Justice Change Team is taking a summer break.

Minister: Rev. Carter's report highlighted that in the near term she is focused on Ingathering and adult RE possibilities for fall. Also, she is staffing up her Committee on Ministry, and the Worship Team has settled on themes for the fall.

Administrator: Shannon's report covered the COVID policy update (mask optional in sanctuary as of July 23), rentals, suggested new holiday for Juneteenth, right relations, stewardship/finance/membership, and facilities issues. Shannon is taking some long weekends and also will be away Aug 27 to Sept 10. The report referred to the Core Team and the Wellbeing group and Lisa asked for clarity about who is on those teams and what their purpose is. Core Team is Henry Bennett, Tracy Burrows, Kristina Darnell, Shannon Day, Don Wahl, and Jade Wilde. It works with Pam Orbach on organizing community circles and related tasks. The Wellbeing group (self-selected) works on right relations through learning circles and related tasks.

Decision: Shannon had asked the Board to consider adding the federal holiday of Juneteenth (6/19/24 next year) as a staff holiday, and the Board discussed and approved doing it.

Religious Exploration: Jade reports that the RE Team has cleaned and organized the RE spaces. Meetings with families are in process, and programming is being adjusted as they learn more about families' needs and wishes. She is recruiting teaching teams for fall (about half complete so far) and planning with Rev. Carter and Worship Team for three multigen services

this year. RE liaison Laura Strand highlighted that Jade is trying to create 'stickiness' – same families coming regularly and getting to know each other.

Music: Scott reported from the AUUMN conference in Baltimore and expressed appreciation for the funding to attend this meeting of other UU music professionals. His report covers past and future services, choral group status, and healing circles.

Finance Committee/Treasurer: The June report (submitted July 8) said this is the last month of the fiscal year, and we ended with \$23,851 in surplus.

Action items from FC to Board:

- The Finance Committee is available to support any activity related to updating the job descriptions and crosswalks to the new UUA compensation rubric. Let them know when a good time is to start this work and with whom.
- We need a third signatory on the HomeStreet Checking Account.

PRIORITY BUSINESS

Board Retreat: Sat, Aug 26, 9 am to 3 pm, Laura White's home. The agenda is:

Opening/closing words (Jennifer)

Board covenant (Tracy, John, Laura W): look at several previous years' covenants

Vision/priorities (Tracy, John, Laura W): develop a plan for discussion to decide on specific priorities; one idea that came up is to distinguish between minister and board responsibilities

Board member focus areas: volunteer/assign (Shannon will continue to report on stewardship and auction)

Board photo

Breakfast (Jim and Laura S to organize, Laura W will provide coffee/tea)

Lunch (Lisa and Tracy to organize)

Formal Requests: The Board discussed two separate formal requests from congregants and determined next steps.

Reminder: Shannon recommends that, if you receive personal communications from someone in your Board role, please copy the Board on your response so that you aren't acting alone and can receive support.

The email address board@wsuu.org does not include Rev. Carter or staff.

The email address staff@wsuu.org is for staff.

OTHER BUSINESS

COVID Policy Update: As mentioned in the admin report, we changed our COVID policy to mask optional in the sanctuary as of July 23. Shannon updated the language wherever it appears. Jim and Shannon designated the mask-required areas and took down other signs. The

Board expressed appreciation to Shannon for doing the important groundwork that allowed us to smoothly make this change.

Ingathering Sunday: Sept 10 after the service will be an enhanced coffee hour with food, music, etc.. Rev. Carter recruited Jill Jackson and Amanda Meier to co-chair a volunteer fair as part of it. There are no particular Board responsibilities other than welcoming people to the enhanced coffee hour and make announcements as needed.

Board Meeting Opening/Closing Words Schedule

Aug 17: Laura S

Sept: Lisa

Oct: Jim

Nov: John

Dec: Tracy

Jan 2024: Laura W

Board Westside Week Topic and Writer

We'll take a break in August (no column) and in early Sept will report on the Board retreat.

Next Board Meeting: Thurs, Aug 17, 6:30 to 8:30 pm on zoom

Board Retreat: Sat, Aug 26, 9 am to 3 pm at Laura W's

Vacation/travel/away

Rev. Carter away (France!) until Aug 17, in residence Aug 22

Shannon away (Italy!) from Aug 27 to Sept 11 (Rev. Carter, Jade, and Regina are covering various admin tasks)

John away (Japan!) first two weeks of Oct

Jennifer expecting a grandchild in mid-Aug so may be called away

Respectfully submitted,

Lisa Maynard,

Board Secretary

As of: **Wednesday, July 5, 2023****BUDGET SUMMARY**% thru Year: **100%**

	Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
Total Income Sources					
Pledges	\$ 15,338	\$ 216,696	93%	\$ 233,000	\$ 16,304
Sunday Plate	2,293	21,508	143%	15,000	(6,508)
Other Donations	180	2,811	0%	-	(2,811)
Fund Raising	-	36,555	91%	40,000	3,445
Affinity Programs	-	870	85%	1,025	155
RE Ministry	11	2,564	0%	-	(2,564)
Youth Group Ministry	-	-	0%	-	-
Music Ministry	440	1,024	102%	1,000	(24)
Program and Misc	171	2,250	225%	1,000	(1,250)
Rentals	5,850	57,769	95%	60,818	3,049
Total Income	\$ 24,282	\$ 342,047	97%	\$ 351,843	\$ 9,796
Expenses					
Minister Compensation	\$ -	\$ -	0%	\$ -	\$ -
Additional Minister	8,903	29,051	38%	76,962	47,911
RE Director Compensation	-	-	0%	-	-
RE Staff	40	360	18%	1,967	1,607
RE Training	-	-	0%	-	-
RE Youth Group	-	-	0%	417	417
RE Operations	2,500	24,890	98%	25,400	510
Music Director Compensation	2,046	27,814	102%	27,327	(487)
Music Staff	483	6,418	102%	6,273	(145)
Other Music	-	1,692	83%	2,040	348
Administrator Compensation	6,416	66,574	101%	66,141	(433)
Technology Support Compensation	310	5,520	46%	11,920	6,400
Additional Employee Benefits	18	1,625	55%	2,977	1,352
Community Impact-Internal	2,757	24,702	146%	16,872	(7,830)
Community Impact-External	551	6,391	127%	5,015	(1,376)
Worship	312	19,408	282%	6,875	(12,533)
Loans, Taxes, Fees	3,440	44,384	99%	44,882	498
Facility	3,004	58,762	106%	55,525	(3,237)
Fundraising & Rentals	-	604	48%	1,250	646
Reserves	-	-	0%	-	-
Total Expenses	\$ 30,779	\$ 318,196	90%	\$ 351,843	\$ 33,647
Cash Flow (GF):	\$ (6,497)	\$ 23,851			
Reserves IN		\$ -			
Cash Flow (GF) Net Reserves IN		\$ 23,851			

	YTD Balance	Start of FY	YTD Change
BANK ACCOUNT BALANCES			
Umpqua Checking #7545	\$ 122,650	112,965	\$ 9,685
Sound Credit Union Money Market #6299	102,103	199,872	(97,770)
HomeStreet 7 mo CD May 2023	100,000	-	100,000
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
Total Account Balances	\$ 324,978	\$ 313,063	\$ 11,915
ASSETS			
Church Bldg & Land (book value)	\$ 3,109,500	\$ 2,901,200	\$ 208,300
Cash - Operations	93,718	80,231	13,487
Payroll	-	-	-
Building Fund	\$ 88,168	89,160	(992)
Accessibility Fund	22,462	22,462	-
Other Dedicated Fund Balances	21,721	22,301	(580)
<u>Operational Reserves</u>	<u>98,910</u>	<u>98,910</u>	-
<i>Total Fund Balances</i>	<i>\$ 231,260</i>	<i>232,832</i>	<i>(1,572)</i>
Total Assets	\$ 3,434,479	\$ 3,214,263	\$ 220,215
LIABILITIES			
Loan fm UUA	\$ 419,602	\$ 419,602	\$ -
Loan fm Cascadia Growth Fund	58,825	58,825	-
Other Current Liabilities	13,464	24,748	(11,284)
Total Liabilities	\$ 491,891	\$ 503,175	\$ (11,284)
GF Balance (Cash-Operations less Other Current Liabilities)	80,254	\$ 55,482	\$ 24,771
CONGREGATIONAL EQUITY	\$ 2,942,588	\$ 2,711,088	\$ 231,499

As of: Wednesday, July 5, 2023				% Thru Year: 100%				Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget		
GENERAL FUND INCOME								
Pledges								
4.100.100	Pledges - Current Year Income	15,338.41	207,530.65	231,000.00	<div><div>90%</div></div>	-	Good month!	
4.100.110	Pledges - Prior Year Income	-	9,165.24	2,000.00	<div><div>458%</div></div>	7,165.24		
	Total Pledges	\$ 15,338	\$ 216,696	\$ 233,000	93%	\$ -		
Sunday Plate								
4.100.140	Contributions - Sunday WSUU	1,458.45	14,204.02	10,000.00	<div><div>142%</div></div>	4,204.02		
4.100.141	Contributions - Sunday WSUU Congr Care Fund	-	-	416.00	<div><div>0%</div></div>	-		
4.100.143	Contributions - Sunday WSUU Youth Programs	834.24	834.24	417.00	<div><div>200%</div></div>	417.24		
4.100.144	Contributions - Sunday WSUU Real Rent Duwamish	-	-	417.00	<div><div>0%</div></div>	-		
4.100.145	Contributions - Sunday WSUU Partner Church	-	678.05	600.00	<div><div>113%</div></div>	78.05		
4.100.150	Contributions Sunday Charities	-	5,791.59	3,150.00	<div><div>184%</div></div>	2,641.59		
	Total Sunday Plate Income	\$ 2,293	\$ 21,508	\$ 15,000	143%	\$ 6,508		
Other Donations								
4.100.160	Special Gifts & Campaigns	180.00	2,560.94	-	<div><div>0%</div></div>	2,560.94		
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	\$ 180	\$ 2,811	\$ -	0%	\$ 2,811		
Fund Raising								
4.100.245	Auction Income	-	19,314.46	25,000.00	<div><div>77%</div></div>	-		
4.100.247	Raise the Paddle Income	-	17,241.00	15,000.00	<div><div>115%</div></div>	2,241.00		
	Total Fund Raising Income	\$ -	\$ 36,555	\$ 40,000	91%	\$ -		
Affinity Program Income								
4.100.210	E Scrip GF Income	-	-	-	<div><div>0%</div></div>	-		
4.100.211	Amazon Rebate Income	-	365.83	425.00	<div><div>86%</div></div>	-		
4.100.212	Thriftway Rebate Program	-	504.26	600.00	<div><div>84%</div></div>	-		
	Total Affinity Program Income	\$ -	\$ 870	\$ 1,025	85%	\$ -		
RE Ministry Income								
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	10.61	2,564.28	-	<div><div>0%</div></div>	2,564.28		
4.100.263	OWL Fund Transfers IN	-	-	-	<div><div>0%</div></div>	-		
	Total RE Ministry Income	\$ 11	\$ 2,564	\$ -	0%	\$ 2,564		
Youth Group Ministry Income								
4.100.261	RE Youth Group Fund Transfers IN	-	-	-	<div><div>0%</div></div>	-		
	Total Youth Group Ministry Income	\$ -	\$ -	\$ -	0%	\$ -		

As of: Wednesday, July 5, 2023				% Thru Year: 100%				
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	440.00	1,024.00	1,000.00	<div><div>102%</div></div>	24.00	pie sale	
	Total Music Ministry Income	\$ 440	\$ 1,024	\$ 1,000	102%	\$ 24		
<u>Program and Misc Income</u>								
4.100.220	Coffee Income	3.00	19.00	-	<div><div>0%</div></div>	19.00		
4.100.225	Membership Fundraising and Donations	-	-	500.00	<div><div>0%</div></div>	-		
4.100.240	Interest Income	167.56	2,230.50	500.00	<div><div>446%</div></div>	1,730.50		
4.100.255	Common Quest Income	-	-	-	<div><div>0%</div></div>	-		
	Total Program and Misc Income	\$ 171	\$ 2,250	\$ 1,000	225%	\$ 1,250		
<u>Rentals</u>								
4.100.300	Cell Tower Rental	1,953.10	11,718.60	11,724.00	<div><div>100%</div></div>	-		
4.100.302	Electricity Reimbursement- Cell Tower	674.58	8,210.35	9,276.00	<div><div>89%</div></div>	-		
4.100.305	Rental Income - Single Events	-	-	2,000.00	<div><div>0%</div></div>	-		
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	3,152.00	37,700.00	37,698.00	<div><div>100%</div></div>	2.00		
4.100.311	Donations- Service Groups Meeting at WSUU	70.00	140.00	120.00	<div><div>117%</div></div>	20.00	New rate \$70/mo	
	Total Rental Income	\$ 5,850	\$ 57,769	\$ 60,818	95%	\$ -		
<u>Carry-over</u>								
4.100.241	Board Designated Fund Transfers to GF	-	-	-	<div><div>0%</div></div>	-		
	Total Carry-over Income	\$ -	\$ -	\$ -	0%	\$ -		
TOTAL GENERAL FUND INCOME		\$ 24,282	\$ 342,047	\$ 351,843	97%	\$ -		

As of: Wednesday, July 5, 2023				% Thru Year: 100%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes
GENERAL FUND EXPENSE							
MINISTER POSITION							
<u>Minister Compensation</u>							
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%	\$ -	
<u>Additional Minister Exp</u>							
5.100.129	Ministerial Services	8,902.80	29,051.08	76,962.00	38%	-	
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		\$ 8,903	\$ 29,051	\$ 76,962	38%	\$ -	
Total Minister Position Expense		\$ 8,903	\$ 29,051	\$ 76,962	38%	\$ -	

As of: Wednesday, July 5, 2023				% Thru Year: 100%			
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	40.00	360.00	1,300.00	28%	-	-
5.100.164	RE Nursery Assistant Exp	-	-	-	0%	-	-
5.100.170	Childcare Exp	-	-	667.00	0%	-	-
	Total RE Staff Exp	\$ 40	\$ 360	\$ 1,967	18%	\$ -	-
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	2,500.00	24,260.00	25,400.00	96%	-	-
5.100.131	RE OWL Program Exp	-	629.86	-	0%	629.86	-
5.100.229	RE OWL Fund Transfers OUT	-	-	-	0%	-	-
5.100.134	RE Operational Exp	-	-	-	0%	-	-
	Total RE Operations Expense	\$ 2,500	\$ 24,890	\$ 25,400	98%	\$ -	-
Total Children & Youth Ministry Expense							-
		\$ 2,540	\$ 25,250	\$ 27,784	91%	\$ -	-

As of: Wednesday, July 5, 2023				% Thru Year: 100%			
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	20,871.72	20,872.00	100%	-	
5.100.186	Music Dir Medical Insurance	-	1,649.50	1,271.00	130%	378.50	
5.100.187	Music Dir Retirement Exp	173.93	2,196.04	2,087.00	105%	109.04	
5.100.188	Music Dir FICA Exp	133.06	1,596.72	1,597.00	100%	-	
5.100.190	Music Dir Professional Exp	-	1,500.00	1,500.00	100%	-	
Total Music Director Compensation		\$ 2,046	\$ 27,814	\$ 27,327	102%	\$ 487	
Music Staff							\$ -
5.100.193	Music Sunday Service Pianist Exp	262.50	3,488.00	3,543.00	98%	-	
5.100.195	Music Percussionist Exp	220.00	2,850.00	2,730.00	104%	120.00	
5.100.197	Music Chorale Rehearsal Pianist Exp	-	80.00	-	0%	80.00	
5.100.198	Music Bassist Exp	-	-	-	0%	-	
5.100.199	Music Administrator Exp	-	-	-	0%	-	
Total Other Music Staff Expense		\$ 483	\$ 6,418	\$ 6,273	102%	\$ 145	
Other Music Expense							-
5.100.191	Music Purchase Exp	-	286.45	765.00	37%	-	
5.100.192	Music Equipment Maint Exp	-	190.00	400.00	48%	-	
5.100.194	Music Programs Exp	-	1,215.92	800.00	152%	415.92	
5.100.196	Music Council Fundraising Exp	-	-	75.00	0%	-	
Total Other Music Expense		\$ -	\$ 1,692	\$ 2,040	83%	\$ -	
Total Music Ministry Exp		\$ 2,529	\$ 35,924	\$ 35,640	101%	\$ 284	
ADMIN STAFF & SUPPORT							-
Congr Administrator & Bookkeeper							-
5.100.174	Congr Admin Salary Exp	4,762.97	54,774.16	54,774.00	100%	0.16	
5.100.175	Congr Admin Medical Insurance	600.00	1,200.00	1,200.00	100%	-	
5.100.176	Congr Administrator Retirement Exp	476.30	5,910.04	5,477.00	108%	433.04	
5.100.177	Congr Administrator FICA Exp	364.36	4,190.16	4,190.00	100%	0.16	
5.100.231	Congr Admin Professional Exp	212.00	500.00	500.00	100%	-	
Total Congr Administrator & Bookkeeper Compensation		\$ 6,416	\$ 66,574	\$ 66,141	101%	\$ 433	
Additional Employee Benefits							-
5.100.178	Labor & Industries Ins Exp	-	903.80	1,875.00	48%	-	
5.100.181	Family and Medical Leave Ins Exp	-	517.50	551.00	94%	-	
5.100.184	Part time Empl FICA SS Exp	17.60	203.50	551.00	37%	-	
Total Additional Employee Benefits Expense		\$ 18	\$ 1,625	\$ 2,977	55%	\$ -	
Total Admin Staff & Support Expense		\$ 6,433	\$ 68,199	\$ 69,118	99%	\$ -	

As of: Wednesday, July 5, 2023				% Thru Year: 100%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes
Other OPERATIONAL AND COMMUNITY IMPACT							-
Community Impact-Internal Expense							-
5.100.320	UUA Dues Exp Bud	2,751.36	11,005.50	11,006.00	100%	-	4th of 4 pymts
5.100.801	All Congr Retreats and Trainings	-	11,992.63	3,000.00	400%	8,992.63	
5.100.802	GA Delegate Exp	-	550.00	800.00	69%	-	
5.100.758	Congregational Care Fund Transfer OUT	-	250.00	416.00	60%	-	
5.100.710	Membership Exp Bud	-	48.46	500.00	10%	-	
5.100.759	Board Discretionary Fund	5.50	270.50	500.00	54%	-	
5.100.800	All Congr Social Events	-	584.74	600.00	97%	-	
5.100.819	Raise the Paddle Purchase Exp -GF	-	-	-	0%	-	
5.100.829	Common Quest Exp	-	-	50.00	0%	-	
Total Community Impact-Internal Expense		\$ 2,757	\$ 24,702	\$ 16,872	146%	\$ 7,830	
Community Impact-External Expense							-
5.100.757	Sunday Morning Contributions Given to Charity	-	5,205.93	3,150.00	165%	2,055.93	June & July
5.100.729	Real Rent Duwamish- Sunday Plate	442.90	442.90	417.00	106%	25.90	
5.100.728	Real Rent Duwamish	108.00	702.00	648.00	108%	54.00	
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		\$ 551	\$ 6,391	\$ 5,015	127%	\$ 1,376	
Worship Expense							-
5.100.726	AV Tech Expense	120.00	3,220.00	6,720.00	48%	-	
5.100.724	Streaming Tech Exp	190.00	2,300.00	5,200.00	44%	-	
5.100.725	Worship Council Expense Budget	206.15	4,877.82	6,650.00	73%	-	
5.100.727	AV Equipment & Maintenance	105.83	14,530.51	225.00	6458%	14,305.51	
Total Worship Expense		\$ 622	\$ 24,928	\$ 18,795	133%	\$ 6,133	
Financial Expense							-
5.100.650	Loan Debt Service - UUA	2,580.14	30,961.68	30,962.00	100%	-	
5.100.655	Loan Debt Service - Cascadia Growth Fund for UU	659.96	7,919.52	7,920.00	100%	-	
5.100.457	Annual City/County/State Fees	-	3,762.31	3,500.00	107%	262.31	
5.100.520	Banking & Credit Card Fees e.g.Vanco	200.16	1,740.68	2,500.00	70%	-	
Total Financial Expense		\$ 3,440	\$ 44,384	\$ 44,882	99%	\$ -	

As of: Wednesday, July 5, 2023				% Thru Year: 100%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes
Facility Expense							
5.100.450	Telephone/Cable/Internet	286.99	3,225.45	4,200.00	77%	-	
5.100.460	Web Hosting Exp	-	-	-	0%	-	
5.100.470	Web Maintenance Exp Bud	-	-	-	0%	-	
5.100.475	Technology Management	213.87	3,756.76	3,400.00	110%	356.76	
5.100.480	Office Expenses	-	525.94	500.00	105%	25.94	
5.100.481	Postage Exp Bud	-	249.88	400.00	62%	-	
5.100.482	Printing / Copying	213.10	1,867.05	2,400.00	78%	-	
5.100.483	Constant Contact Email Service	-	-	425.00	0%	-	
5.100.550	Liability Insurance Exp Bud	-	7,669.00	8,000.00	96%	-	
5.100.452	Security Alarm System	-	686.69	600.00	114%	86.69	
5.100.453	Electricity - SCL	-	14,322.51	13,000.00	110%	1,322.51	
5.100.454	Water/Sewer - SPU	277.68	1,488.18	2,000.00	74%	-	
5.100.455	Waste/Recycling/Green	178.40	2,127.85	2,500.00	85%	-	
5.100.456	Gas - PSE	335.41	6,946.92	5,000.00	139%	1,946.92	
5.100.451	Janitorial Supplies	88.17	944.32	1,500.00	63%	-	
5.100.458	Landscaping Exp	495.65	495.65	500.00	99%	-	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	214.91	4,146.67	2,500.00	166%	1,646.67	dishwasher repair
5.100.462	Lift Phone Monitoring	-	297.46	400.00	74%	-	
5.100.222	Coffee and Other Kitchen Exp	-	2,241.84	-	0%	2,241.84	
5.100.471	Janitorial Service	700.00	7,770.00	8,200.00	95%	-	
Total Facility Expense		\$ 3,004	\$ 58,762	\$ 55,525	106%	\$ 3,237	
Fundraising & Rentals Expense							
5.100.305	Facilities Rental Exp - single events	-	-	500.00	0%	-	
5.100.820	Auction Expense	-	603.52	500.00	121%	103.52	
5.100.822	Canvass Expense	-	-	250.00	0%	-	
Total Fundraising & Rentals Expense		\$ -	\$ 604	\$ 1,250	48%	\$ -	
Reserves Expense							
5.100.461	Building Capital Reserve Exp-GF	-	-	-	0%	-	
5.100.760	Operational Reserves FB Exp	-	-	-	0%	-	
Total Reserves		\$ -	\$ -	\$ -	0%	\$ -	
Total Other Operational & Community Impact Expense		\$ 10,374	\$ 159,771	\$ 142,339	112%	\$ 17,432	
TOTAL GENERAL FUND EXPENSE							
		\$ 30,779	\$ 318,196	\$ 351,843	90%	\$ -	
Income less Expense		\$ (6,497)	\$ 23,851	-			

<u>Fund Acct</u>	<u>Fund Balances</u>	<u>Curr Balance</u>	<u>Mo. Change</u>	<u>Notes/Explanation</u>	<u>Prior Year Balance</u>	<u>Ann. Change</u>	<u>Fund Balance Steward</u>
3.200.100	Building Fund Balance	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	-	Membership
3.360.100	Youth Group Fund Balance	6,457.23	-		6,537.01	(79.78)	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	-	Membership
	Total Dedicated Funds	\$ 231,260.19	-		\$ 232,832.22	\$ (1,572.03)	

WSUU Finance Committee Report June 2023

Action Items for the Board:

- The Finance Committee is available to support any activity related to updating the job descriptions and crosswalks to the new UUA compensation rubric. Let us know when a good time is to start this work and with whom. Thank you!
- We need a third signatory on the HomeStreet Checking Account (more notes, below).

Financial Highlights for June 2023 (100% of the year):

Highlights	Actuals	Actuals – YTD	YTD % of Budget	Budget
Total Income	\$ 24,842	\$ 342,047	97%	\$ 351,843
Pledges	\$ 15,338	\$ 216,508	93%	\$ 233,000
Total Expenses	\$ 30,779	\$ 318,196	90%	\$ 351,843
Net Income/Expenses	- \$ 6,497	\$ 23,851		

Financial Status:

- This is the last month of the fiscal year, and we ended with \$23,851 in surplus.

Unanticipated Variance(s) to Budget:

- Nothing significant this month. A final report for the fiscal year will be put together later this month detailing the variances across the year.

Other Notes:

- Finance Committee held an in-person Finance Gathering that included Rev Carter and Stewardship. Total in attendance: Shelley, Shannon, Ruth, Jim, Steve and Rev Carter.
- A formal Finance Committee meeting wasn't held.
- Shannon set up the new budget in Church Windows.

Submitted by Shelley Webb 7/8/2023

Hello from the other side of the Atlantic!

The main thing I have to report in July is that I am very grateful for the PTO allotted in my contract (as such, I'm going to keep this report short). While I'm enjoying the French language immersion experience, and the chance to see many old churches and similar historical sites, it is most wonderful to be able to take this opportunity to connect with our family. In effect, I am "taking off" two weeks that I would normally be in Seattle: July 19-23, and August 9-13. I will be back in the States starting Thursday, August 17, will be getting re-oriented to Westside and paying closer attention to email starting Monday, August 21, and will be back in residence starting Wednesday, August 23.

While gone, I am tracking two important projects: Ingathering, and possibilities for Adult RE in the fall. With Shannon Day and Laura White away for much-deserved vacations over the Ingathering weekend (September 10), I have recruited Amanda Meier and Jill Jackson to help me prepare for the day. We will have what I am calling an "enhanced coffee hour" after the service, with potluck snacks, light music provided by our strummers & singers, and an opportunity for congregational groups and committees to table in the social hall to share what they're about and recruit new members.

Other updates from this past month:

- I have recruited three people to join my Committee on Ministry to commence in the fall. I look forward to working with them.
- I enjoyed the opportunity to lead a "regular" service—no predetermined themes, special rituals, etc—and received good feedback on my first full-length sermon at Westside
- The Worship Team approved the monthly themes for the coming church year (available [at this link](#)). When I get back in August, I'll be working on communicating about these and making them available for other groups (RE, covenant groups, right relations) to use at their will.

Hope you are all well. I look forward to spending time together at our retreat next month.

Blessings,

Rev. Carter

RE Update for the Board

July 13, 2023

Jade Wilde, Director of Religious Exploration

Planning for a rejuvenating new church year is in full swing!

Here are some current highlights:

- On July 11th, our current RE Planning Team (soon to return to the title of “RE Council”) met in the church building to clean out and organize all RE spaces. It was an extremely productive day, both for the physical sorting and also for inspiration and idea sharing for our program and curriculum planning for the coming year. Very grateful to Jeanette Hitch, Faith Iverson, Ingrid Iverson, and Amy Hance-Brancati for their generous service and their organizing skills!
- Meetings with families are in process, and I am already learning some important information that is leading to new ideas for our programming. Two examples are below.
 - We will offer a parent meeting each month on the third Sundays to support and connect RE parents in a variety of ways. We are thinking about offering a low-programmed child care during this time.
 - We are shaping our regular RE programs to be a little more like our OWL model. OWL sexuality education is valued by families, and our experience is that we see a strong commitment to attendance and active participation. We are going to shape our RE programs for K-5, for 6-8, and for Coming of Age to be well organized in advance, and to include a parent orientation, and some other elements that we hope will bring a desire for dedicated engagement.
- RE offerings by grade level have been determined, and about half of our teaching teams are recruited. We have identified spaces for each class for WSUU service Sundays, and the classrooms are already set up with supplies. We will have a teacher training at the start of the year.
- Planning with Rev. Carter, Scott Farrell, and the Worship Team has given clarity to how we will proceed with multigen services, involvement of children and youth in worship and music throughout the year, and the Time for All Ages.
 - We are planning for our three primary multigen services (ingathering, a winter holiday service, and the RE celebration service), and possibly one additional multigen that will likely happen in the late winter/early spring. I will collaborate with Rev. Carter and the Worship Team to grow together in our best understanding of how our liturgical elements can invite and engage all ages.
 - The Worship Team will primarily hold the Time for All Ages, since the DRE hours are limited at this time. I will look ahead at the services to come, and will make suggestions for stories and activities, and will help to form and train our storytelling team.

- A group of PNW DRE's and Youth Advisors are working together to plan for collaborative efforts to train our youth advising teams, to engage youth in cross-congregational events, and to offer regional mini-cons. This is exciting and is going well so far!

Forecasting what might need attention in the budget:

- We have some funds budgeted for child care on Sunday mornings, and for some additional child care. My plan is to pay one nursery anchor for one hour each service Sunday for being there, and for two hours when there is a child in the nursery. I will also use our child care funds for additional needs, which will likely include some child care for third Sunday parent meetings, and possibly for first Sunday circles when parents want to attend. I will keep the board updated about the status of those budget lines and if we see that a need for additional support there might be needed.

MUSIC DIRECTOR MONTHLY REPORT

July, 2023

Writing this from the AUUMM Conference in Baltimore at the end of our first full day. It's a powerful group of people, and I've already met some wonderful folx, and have some new material and insights to share with our congregation. I'm certain that the next few days will bring even more. Again, deep thanks to the board for approving the funding for this trip, and ultimately to WSUU for placing music in such high regard. I am thrilled and humbled to be representing us here at the Conference. I'm also looking forward to taking a week of my vacation time and going straight up to the Big Apple for a few days to visit dear friends and see some Broadway shows. Yippee!!

ACTION ITEMS: No action items at this time

1. Past Services: Our service on July 9th was a great opportunity to be back to a more-or-less "normal" service, with our full trio of John, Larry and Marion sharing music together for the first time in a while. Larry is feeling better, and feels like he's past the worst of the effects from his long-term chemotherapy. I enjoyed sharing a song I love to sing, "Dreamscape", and feel it fit very well with the theme of "liminality."
2. Upcoming services: Liz Bucklew will be leading the music for our July 23rd service since I will still be on vacation. I had a very fruitful meeting with Carter concerning upcoming services and am thrilled that we are already pretty much set with topics well into the New Year. I look forward to working with others in preparing for the August 13th service while Carter is away in France, and have begun preparations for our Ingathering service.
3. The Westside Chorale and Chalice Singers: We had a wonderful, albeit sparse gathering on June 28th and are planning on meeting the last Wednesday in July for fellowship and some rehearsal, then start up with regular rehearsals the last two weeks of August in preparation for Ingathering. I'm looking forward to some returning members, and a couple of new additions!
4. Circles with Pam: I was grateful to have been included in another circle dealing with remaining energy around Bert's transition out of Westside. I'm hoping that sharing all of the pain and misunderstandings around this event will help to heal and teach us all some new ways of dealing with sensitive issues. I hope that we can find greater transparency and develop a culture of respect and compassion in the future.
5. Staff interactions: I am so happy with the way Carter has taken the helm and provided a much needed sense of stability to our small staff. Working together in this calm, organized way works really well for me!

In Harmony,

Scott Farrell

Administrator Report to Board July 2023

Action Items: Shall we add Juneteenth as a holiday for staff?

Board Photo

Date	Speaker/Special Circumstances	Attendance
		In-person/Views while streaming/ views since published/total views
5/28/23	Poetry Service – Lisa Reitzes	54/9/15/78
6/11/23	RE Celebration Sunday	97/9/21/127
6/25/23	No Worship – Comm. Circle	
7/9/23	Rev. Carter	54/13/6/73

Offering Collection for May: For the month of June, our shared offering recipient was Westside's Youth Group. We collected \$834.24 for them. WSUU portion of the offering for May was \$1168.45. The total offering received \$2002.69. This is \$621.78 more than May which is really remarkable as we only had one worship service in June.

Membership/New Interest: Current membership stands at 159.

New Members: 0

Membership Resignations: 0

Welcome Forms Received: 0

New Subscribers to email list: 3

Unsubscribed from email list: 6

Covid Policy Update – Our new “Masking Optional and Welcome” Gathering Guidelines will go out the congregation this Friday, June 14th. I have updated our website. Now the masking information is available in the “Planning Your Visit” and “What to Expect” areas of the site but not prominently on the homepage.

Rentals: I've booked a chamber music concert for Music NW in our sanctuary in mid-August. I was also in conversation with another group for a large rental but unfortunately they went with another space. It's nice to have some action on this front again. Our rental fees need to be increased as they've been the same since 2010. When I have some time, I'll call around to other churches to see what they are charging.

Board Photo: Please capture a photo of your beautiful group at your retreat in August. We like to have one each year for the website, etc.

Holidays: Currently the Juneteenth national holiday is not named in our employee handbook. Shall we add this to our days off for staff?

Right Relations: The Core Team and Wellbeing group plan to take July and August off from meetings. Planning is underway as to how to carry these groups forward to keep introducing new members to prevent burnout. We held two restorative circles in the past two weeks and a community circle at the end of June.

Finance/Stewardship/Membership: Members of the stewardship and finance team met with Rev. Carter at the beginning of the month. It was a rich conversation full of brainstorming our financial/membership goals for the coming year and near future.

Here are a few quick notes from that session:

- We don't have a pledging problem, we have a people problem (meaning we have a need to build membership back up)
- Consider tying stewardship theme to worship theme of "Recommitment"
- Stewardship currently has no chair and Steve Finney will be traveling quite a bit this coming year so not sure how involved he can be. He is our only remaining member of the team.
- Consider cottage meetings in member homes for stewardship this year (volunteer dependent)
- What vision do we have to strive for to strengthen our recommitment?
 - Full time ministry!
 - Four Sundays a month of worship (note that not everyone considers this a goal)
- Some marketing ideas were discussed – W. Seattle Blog article introducing Carter, booth at West Seattle Street Fair next year, bring a friend to church day, mailing to new neighbors (unsure how to get this info)

Facilities Issues and Updates:

Painting: We have contracted with Sound Painting Solutions to prepare and paint all the wood window trim on the south, east and north sides of the building. The west side doesn't really have window trim. Work will begin on Sept 15th and wrap up by the 20th.

Gas Range: the committee continues to research a replacement solution for the very old gas range in the kitchen. It has pilot lights that are problematic in many ways. We are considering two residential induction units. Stay tuned for more updates to come.

Items taking extra time in May: right relations work, getting painting bids, facilitating dishwasher repair, masking policy change conversations, bookkeeping prep for new fiscal year and close out of 2022-23. Final pledge statements to those with remaining balances

Upcoming Time Away: I am planning a few long weekends away during summer and a 2-week vacation from August 27 – Sept. 10. Sadly, I will miss Ingathering.

In loving community,
Shannon