



Westside
Unitarian Universalist
Congregation

WSUU

JULY BOARD AGENDA — 2025

Thursday, July 31, 2025 6:30-8:30 PM PT

In person at Don Wohl's home (6322 50th Ave SW)

Online: [Zoom Link to Board Meeting](#)

Reports: [Link to July Shared Folder](#)

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



6:30pm	Welcome Chalice Lighting & Check In	<ul style="list-style-type: none">○ Welcome○ Land Acknowledgement○ Chalice lighting○ Check in/Access Needs
6:40pm	Minutes	<ul style="list-style-type: none">➤ <i>Approve last month's Board Minutes</i>
6:45pm	President's Welcome	<ul style="list-style-type: none">○ Thoughts about the work ahead (Jill)
6:55pm	Minister's Report <i>please review report in shared folder prior to our meeting & focus on action items as needed</i>	<ul style="list-style-type: none">○ Updates and hopes for coming year - Minister (Rev. Carter)➤ <i>Thoughts? Questions?</i>
7:15pm	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">○ Administrator/Operations (Shannon)○ Music (Scott)○ Finance Committee/Treasurer (Shelley/John)○ RE (Rev. Katie)○ Other➤ <i>What questions do we have? What information are we looking for in these monthly reports?</i>
7:25pm	Report from GA Delegates <i>please review <u>2025 GA Delegates Report</u> in shared folder prior to our meeting & focus on action items as needed</i>	<ul style="list-style-type: none">○ GA Delegates (Leilani, Ellen, Cindy)➤ <i>Is there a call to action? Next steps?</i>
7:40pm	Priority Business (time dependent, crisis prevention)	<ul style="list-style-type: none">○ Monthly Board Meetings – Scheduling Challenges○ Board Retreat Saturday, September 27, 10AM – 3PM<ul style="list-style-type: none">➤ <i>Volunteers needed - Planning Team & Hospitality</i>○ Ingathering (Sept 14) – Role of Board○ Personnel Updates<ul style="list-style-type: none">○ DRE Search○ Minister's Contract○ Funding Request – BIPOC Leadership Training for Leilani<ul style="list-style-type: none">➤ <i>Board approval required for an unbudgeted expense</i>
8:15pm	Other Business (important planning)	<ul style="list-style-type: none">○ Getting to know the players -- assignment○ Core Team -- FYI<ul style="list-style-type: none">➤ <i>We need to consider their relationship/engagement with Board?</i>○ Policy Review – continuation of prior Board's work.<ul style="list-style-type: none">➤ <i>Who would like to participate</i>



8:20pm	Monthly Board Communication	<ul style="list-style-type: none">○ August Board Westside Week Topic & Who Writes○ Thank You Notes
8:25pm	Announcements	<ul style="list-style-type: none">○ Special First Sunday Service on August 3rd -- streaming the GA Sunday worship "Living Our Values to Meet the Moment"○ Second Sunday Board Office Hours, August 10○ Upcoming Staff and/or Minister Vacations/Out of Town Schedule○ Board Member Schedules next month○ Next Monthly Board Meeting: (Tentatively) Tuesday, August 26, 6:30-8:30PM in person at WSUU
8:30pm	Close of the Meeting	<ul style="list-style-type: none">○ Closing Words○ Extinguishing the Chalice
	Take Photo of Trustees	

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

July 31, 2025 6:30pm

BOARD ATTENDING:

Jill Jackson, President
Don Wahl, Vice President
John Hornby, Treasurer
Charlotte House, Secretary
Cindy Jackson, Past President
Leah LaCivita, Meghan Schumacher -- Members At Large
Rev Carter Smith (ex-officio)

GUEST: Leilani Davenberry

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

We met in Don Wahl's home and shared a meal ahead of the 6:30pm meeting. Jill provided a land acknowledgment. John lit the chalice and Jill shared chalice-lighting words. Check-Ins and access needs were completed.

MINUTES:

Charlotte moved to approve the meeting minutes of June 19, 2025; Cindy seconded, and the minutes from the June 19th meeting were approved.

PRESIDENT'S WELCOME:

In her perfect world, we would have had a retreat before this first meeting. What she is doing instead is creating a structure for us to function until we do have the retreat.

Our role as a Board:

Supporting Rev Carter and Staff to succeed; being responsive to the congregation. Goals will come from Committee Leads, Rev Carter and the Staff needs. Thus, the assignment that each board member become acquainted with other committees/small group ministries. I have no wish to micro-manage committees, but to bring forth committee ideas, needed policies, facilitate actions and move forward with meeting our goals.

Rev Carter and I talked about the board as a "Thought Partner" with committee chairs and Rev Carter, while asking ourselves, "What is the role of the Board?"

MINISTER'S REPORT (Rev Carter)

Core Team -- what is its role now? Questions and feedback from the board is appreciated.

Forming a Pastoral Core Team (7 members); have been doing a training. Official name TBD. We will have a ceremony to bring them in at In-Gathering in September.

Ethos at Westside UU -- collaboration, communicating well with each other; how the Sundays are laid out; worship topics.

When we reviewed the position descriptions of all staff last year, we found that Shannon's responsibilities and compensation fall under the "director" level of the UUA categories. Rev Carter advised that Shannon's job title should be changed to Director of Operations.

With much appreciation for all the work Shannon does for our community, the board wholeheartedly agreed with this change of title for her.

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

July 31, 2025 6:30pm

3rd Sunday Meeting

Is there something we collectively want to put our resources behind? Distinct 3rd Sunday Programming? Rev Carter has planned a gathering Sunday Aug 10th for those who are invested in this conversation. Could be service projects, small group gatherings. Rev Carter wants it to be exciting and sustainable. Leilani volunteered to provide input from the Parent Group if needed.

STAFF AND COMMITTEE REPORTS

Jill: The expectation is that everyone has read the staff and committee reports in advance; ask any questions that come up for you. Is this the type of information you're looking for? She would like to give feedback to the Staff if the Board wants something different than what they are providing. She then asked we call out things to celebrate.

- Administrator -- Jill: WOW, for all that Facilities are doing!
- Music -- Meghan: the new music coming out of Scott's time at the UUAMM sounds exciting. Charlotte whole-heartedly agrees.
- Minister -- Jill: thanks to Rev Carter for all her support and planning
- All Reports -- Cindy: always amazed at how much gets done when she reads these reports.

Brainstorming

- Cindy: Could we figure out ways to help people SEE what we're doing in our community, and to know what our budget pays for?
- Don & John: Appreciation and awareness of projects is important, e.g. the exterior concrete step Dan Day put in at the main 2nd floor entrance. We could do more things like the slide show during the Auction maybe on a regular basis, during the service, do 'shout outs' of the committees' accomplishments
- Rev Carter -- Would be a good practice for the Worship Team to highlight project completion, then give these highlights to the Worship Associate to read from the pulpit.
- Leilani -- Admin has created a culture where seeing things that could be changed, and then asking you to please speak up. Doing so helps Admin act on your (congregants') ideas.

Finance Report - John

- Preliminary surplus: (see attached report)
- Jill and Charlotte have been added as signatories on the bank account.
- Shelley Webb, Finance Comm, has offered us a budget 'boot camp'. Separate date, one hour, TBD
- Shelley has suggested moving funds from the Building Fund to the General Fund. This will be discussed at a later date.

GA DELEGATE REPORT -- Leilani Davenberry (See report for full details)

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

July 31, 2025 6:30pm

- One thing that changed was creating a Delegate suite in the Fireside Room so we could discuss and watch and then vote during the business sessions. Hugely successful!
- Business Item Highlights -- #6A The Pres Report and the #6B Climate Report has links to watch.
- Part 7 of my report: funding crisis, solidarity with immigrants, etc
- #1 Congregational study item: 8th principle -- webinars, separate groups, etc -- we explore Abolition (which Meaningful Movies has already covered). See link in the report to further this information, answering how we could embrace Abolition
- #2 We will study this for two years.
- #3: Recommend that we embrace social change now. Important framework, beautifully done. There are multiple prepared curriculums to access. Lifespan Curriculum Read -- link in report.
- To think about how we are a Welcoming Congregation -- resources listed
- Are we accessible physically and for mental health and neurodivergence
- Outreach -- will talk to the board more about this in the future. Will experiment this month, this Sunday, using the 'messy church' model. And we will watch a worship from Baltimore. Cindy adds that this expands and joins us to others doing this work, other UU churches, and in WA state as well.
- Leilani's request is that "We try things"
- Cindy noted that there was excitement in these ideas at the GA gathering.
- This year GA was a hybrid model -- virtual and in-person offerings. Next year will be virtual only. We could have some Watch Parties!!
- We have done Pride parades with others, in the coming years, we could join White Center or Salt Water Pride parades
- Plug for the **Common Read** -- this year, it's a workbook, designed to help communities embrace social change, whose playing which roles, etc. A tool for all our communities!

Much appreciation shared to Leilani for her attention to detail while providing us with a very succinct summary of so many exciting take-aways from the GA meetings.

Jill: What is the role of the board in bringing this information and excitement to the Congregation?

PRIORITY BUSINESS

Scheduling Board Meetings for 2025 -- 2 hrs/1x month

Desire is for all of us to be at each meeting. The default meeting time will be 6:30 - 8:30 PM.

The agreed to schedule for the rest of 2025 is:

August 26 (Tuesday) — In-person at WSUU

September 27 (Saturday) — In-person at WSUU *Combo retreat and meeting: 10 AM to 4 PM

October 22 (Wednesday) — In-person at WSUU

November 19 (Wednesday) -- Zoom

December 18 (Thursday) - In-person at WSUU

* Leah and Charlotte -- will provide lunch for the Board Retreat

The one-hour Budget Boot Camp will be a separate event, date TBA.

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

July 31, 2025 6:30pm

In-Gathering Plans

- Rev Carter -- history of learning the Westside way. Advocates for a very manageable day. She is open to others' ideas...Her vision is an extended Coffee Hour feel. Idea activities at the tables. Maybe tables in the parking lot; extra special treats but not a potluck.
- Leah -- purpose is to have the community to come together. Doesn't need to be 'formal', is about people talking, etc.
- Cindy -- having the small group tables, sign-ups for committees, etc.
- Jill -- watch for how to set up the tables so that there is room for co-mingling
- Leah & Don -- don't trap the people at the Small Group tables for the whole time. We don't want to have them miss out on participating
- How to provide for a 'mixer' activity.
- Brainstormed grouping people randomly. Jill -- hand out color dots, and later ask certain colors to join up, or mix, at points during the evening. Meghan -- have the dots on the back of the name tags.
- Rev Carter asked for a Task Force for the In-Gathering: Volunteers: Leah, Meghan, and Cindy.

NOTE: Leilani departed the meeting at this point.

Personnel

DRE search: We have one candidate: Leilani Davenberry. Conversations have been going really well. Great opportunity for continuity. And we're aware that there is a transition from Congregant to Staff member that we will need to be mindful of, on both sides -- congregation and Leilani.

Rev Katie has already prepared herself for how to work with a new DRE and has already been working with Leilani as and RE volunteer. Rev Carter plans to offer the job to Leilani. As a new DRE, Leilani will be connected with professional trainings and the Liberal Religious Educators Association (LREDA) to help her transition to this role.

The position is 15 hours/week.

Other Board members share confidence and appreciation for all that Leilani brings to this position, especially having already worked with Jade and Rev. Katie.

Timetable for this staffing decision: Rev Carter wants to get the offer letter to Leilani within the next week or two, the start date will be negotiated.

Minister Contract

- Jill asked and Cindy confirmed that the new contract can be ready for approval at the August Board meeting. Minor edits are being worked on. Cindy is working with Tracy Burrows.
- Rev Carter appreciates the stability, continuity of her on-going employment, and of our appreciation shown for her work.

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

July 31, 2025 6:30pm

Funding Request: Leilani, as facilitator of two small group BIPOC ministries, requested:

Funding for Leadership facilitation workshops -- Leilani submitted a request at the beginning of July. As we were not able to consider the request until the end of the month, she knows she may or may not be reimbursed for the one she has already attended. Her volunteer role facilitating the BIPOC gatherings is ongoing.

Jill would like to find a line item from the budget for this -- perhaps from Social Action Expense, which has not all been spoken for and could cover the requested expense.

Jill moved that WSUU fund Leilani's training up to \$300 out of the Social Action Expense budget line

John seconded the motion.

Discussion: John asked whether this amount will cover expenses. Jill confirmed Leilani's estimate was under \$300.

The vote was called by Jill and passed unanimously.

Jill will notify Leilani that this is approved.

OTHER BUSINESS

#1 Reminder about Getting to know the players assignment -- visiting with Small Group Ministries/Committees

#2: We will discuss our relationship with the Core Team in August (next mtg)

#3 Policy review -- Taskforce Rev Carter and John will schedule a 1-hour meeting mid-Sept with Jill and Leah to get them up to speed on progress made by the last Board, and what still needs to be done.

MONTHLY BOARD COMMUNICATION

Jill would like a first-person account, engaging the congregation with what the Board is doing and is excited about. Jill proposed that Don do this for August -- Don agreed. Rev Carter suggested that getting this in the newsletter the 2nd week after this meeting would be ideal. Rev Carter emphasized that this is not a board report; the tone needs to be more conversational.

ANNOUNCEMENTS:

We have a Board Calendar -- please put on it when you'll be away, such that you won't be able to do Board business.

CLOSE OF THE MEETING

Closing words by Rev Carter. Chalice extinguished.

Next Board meeting: August 26 (Tuesday) — In-person at WSUU

**FINAL MEETING OF THE BOARD OF TRUSTEES OF
WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION
July 31, 2025 6:30pm**

Respectfully submitted,
Charlotte House
Board Secretary

As of: **Monday, July 14, 2025**

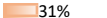

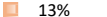
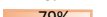

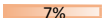
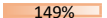



BUDGET SUMMARY		% thru Year:		100%			
	YTD Actuals	%	Full Year Budget	Difference		Notes	
Total Income Sources							
Pledges	\$ 240,619	105%	\$ 230,000	\$ (10,619)		Higher than anticipated	
Sunday Plate	23,446	112%	21,000	(2,446)		Strong plate collections	
Other Donations	6,849	342%	2,000	(4,849)		Non-pledge gifts	
Fund Raising	43,483	114%	38,000	(5,483)		Higher than target!	
Affinity Programs	678	85%	800	122			
RE Ministry	-	0%	3,400	3,400		No OWL programming as anticipated	
Youth Group Ministry	-	0%	-	-			
Music Ministry	-	0%	-	-			
Program and Misc	10,276	108%	9,490	(786)		Interest income close to target	
Rentals	67,489	107%	63,111	(4,378)		More rentals than anticipated	
Total Income	\$ 392,840	107%	\$ 367,801	\$ (25,039)			
Expenses							
Minister Compensation	\$ 81,136	98%	\$ 82,376	\$ 1,240			
Additional Minister	-	0%	-	-			
RE Director Compensation	24,661	76%	32,580	7,919		Delayed start	
RE Staff	40	2%	1,900	1,860		Need not as anticipated	
RE Training	-	0%	2,500	2,500		No OWL programming as anticipated	
RE Youth Group	5,885	105%	5,582	(303)			
RE Operations	1,042	47%	2,200	1,158		No OWL programming as anticipated	
Music Director Compensation	30,388	101%	30,222	(166)			
Music Staff	8,120	101%	8,057	(63)			
Other Music	1,873	76%	2,460	587			
Administrator Compensation	75,029	100%	75,125	96			
Technology Support Compensation	5,983	89%	6,708	725			
Additional Employee Benefits	3,070	121%	2,543	(527)			
Community Impact-Internal	13,346	96%	13,859	513			
Community Impact-External	6,937	107%	6,484	(453)			
Worship	2,113	101%	2,100	(13)			
Loans, Taxes, Fees	46,253	102%	45,382	(871)			
Facility	61,101	98%	62,065	964			
Fundraising & Rentals	1,204	105%	1,150	(54)			
Total Expenses	\$ 368,182	96%	\$ 383,293	\$ 15,111			
Income less Expenses	\$ 24,658		\$ (15,492)				
Funds Transfers IN	16,449		16,074			From funds to cover youth advisor, membership, OWL, Social Justice & 60% minister time	
Funds Transfers OUT	41,107		582			To funds: congregational care, Raise the Paddle (for the narthex project), and remaining surplus to Operational Reserves	
Total Fund Transfers	\$ (24,658)		\$ 15,492				
Difference Net Fund Transfers	\$ 0		\$ -				

	YTD Balance	Start of FY	YTD Change
BANK ACCOUNT BALANCES			
HomeStreet Checking #1139	75,263	105,045	(29,782)
HomeStreet Money Market Savings #4336	50,287	-	50,287
HomeStreet 7 mo CD May 2023 #6593	110,064	105,188	4,876
Homestreet 7 mo CD Aug 2023 #0757	109,099	104,335	4,765
Petty Cash	200	200	-
Total Account Balances	\$ 344,913	\$ 314,768	\$ 30,145
ASSETS			
Church Bldg & Land (book value)	\$ 3,236,600	\$ 3,287,100	\$ (50,500)
Cash - Operations	78,448	75,557	2,890
Payroll	-	-	-
Building Fund	\$ 68,623	68,623	-
Accessibility Fund	22,018	22,462	(444)
Other Dedicated Fund Balances	47,524	25,727	21,797
Operational Reserves	128,301	122,399	5,902
<i>Total Fund Balances</i>	<i>\$ 266,466</i>	<i>239,211</i>	<i>27,255</i>
Total Assets	\$ 3,581,514	\$ 3,601,868	\$ (20,355)
LIABILITIES			
Loan fm UUA	\$ 391,733	\$ 399,759	\$ (8,026)
Loan fm Cascadia Growth Fund	46,974	51,975	(5,001)
Other Current Liabilities	24,000	20,037	3,964
Total Liabilities	\$ 462,708	\$ 471,771	\$ (9,064)
GF Balance (Cash-Operations less Other Current Liabilities)	54,448	55,521	(1,073)
CONGREGATIONAL EQUITY	\$ 3,118,806	\$ 3,130,097	\$ (11,291)

As of: Monday, July 14, 2025		% Thru Year: 100%				
Account #	Account Name	FY24-25 Actuals	FY24-25 Budget	YTD %ofBgt	Difference	Notes
GENERAL FUND INCOME						
Pledges						
4.100.100	Pledges - Current Year Income	235,841.60	228,000.00	103%	7,841.60	New members
4.100.110	Pledges - Prior Year Income	4,777.44	2,000.00	239%	2,777.44	
	Total Pledges	\$ 240,619	\$ 230,000	105%	\$ 10,619	
Sunday Plate						
4.100.140	Contributions - Sunday WSUU	15,575.43	14,000.00	111%	1,575.43	Strong plate collections!
4.100.141	Contributions - Sunday WSUU Congr Care Fund	795.52	582.00	137%	213.52	
4.100.143	Contributions - Sunday WSUU Youth Programs	-	582.00	0%	(582.00)	No collection for Youth this FY
4.100.144	Contributions - Sunday WSUU Real Rent Duwamish	701.64	582.00	121%	119.64	
4.100.145	Contributions - Sunday WSUU Partner Church	520.00	582.00	89%	(62.00)	
4.100.150	Contributions Sunday Charities	5,853.65	4,672.00	125%	1,181.65	Strong plate collections!
	Total Sunday Plate Income	\$ 23,446	\$ 21,000	112%	\$ 2,446	
Other Donations						
4.100.160	Special Gifts & Campaigns	6,848.75	2,000.00	342%	4,848.75	Non-pledge gifts
	Total Other Donations	\$ 6,849	\$ 2,000	342%	\$ 4,849	
Fund Raising						
4.100.245	Auction Income	23,404.66	20,000.00	117%	3,404.66	Great auction!
4.100.247	Raise the Paddle Income	19,353.50	17,000.00	114%	2,353.50	Great auction!
4.100.222	Other Fundraising and Donations	724.91	1,000.00	72%	(275.09)	Only one pie sale
	Total Fund Raising Income	\$ 43,483	\$ 38,000	114%	\$ 5,483	
Affinity Program Income						
4.100.211	Amazon Rebate Income	-	-	0%	-	
4.100.212	Thriftway Rebate Program	678.05	800.00	85%	(121.95)	Under budget
	Total Affinity Program Income	\$ 678	\$ 800	85%	\$ (122)	
RE Ministry Income						
4.100.259	RE Fundraising & Donations	-	-	0%	-	
4.100.260	OWL Registration Fees	-	3,400.00	0%	(3,400.00)	No OWL this FY
	Total RE Ministry Income	\$ -	\$ 3,400	0%	\$ (3,400)	
Youth Group Ministry Income						
4.100.262	RE Youth Group Fundraising & Gifts	-	-	0%	-	
	Total Youth Group Ministry Income	\$ -	\$ -	0%	\$ -	

As of: Monday, July 14, 2025		% Thru Year: 100%				
Account #	Account Name	FY24-25 Actuals	FY24-25 Budget	YTD %ofBgt	Difference	Notes
Program and Misc Income						
4.100.220	Coffee Income	348.08	120.00	<div style="width: 290%;">290%</div>	228.08	<i>Good coffee collections!</i>
4.100.225	Membership Fundraising and Donations	-	500.00	<div style="width: 0%;">0%</div>	(500.00)	<i>See Fund Transfers IN</i>
4.100.240	Interest Income	9,927.42	8,870.00	<div style="width: 112%;">112%</div>	1,057.42	<i>Better than expected</i>
4.402.100	Meaningful Movies Fund Inc	-	-	<div style="width: 0%;">0%</div>	-	
4.100.255	Common Quest Income	-	-	<div style="width: 0%;">0%</div>	-	
	Total Program and Misc Income	\$ 10,276	\$ 9,490	108%	\$ 786	
Rentals						
4.100.300	Cell Tower Rental	11,816.31	12,888.00	<div style="width: 92%;">92%</div>	(1,071.69)	<i>One less payment this FY due to timing of payments (overpaid last FY).</i>
4.100.302	Electricity Reimbursement- Cell Tower	11,923.76	8,280.00	<div style="width: 144%;">144%</div>	3,643.76	<i>Unplanned catch-up payment of \$4,000</i>
4.100.305	Rental Income - Single Events	3,441.27	1,500.00	<div style="width: 229%;">229%</div>	1,941.27	<i>Recitals, memorials, birthdays</i>
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	39,408.00	39,543.00	<div style="width: 100%;">100%</div>	(135.00)	
4.100.311	Donations- Service Groups Meeting at WSUU	900.00	900.00	<div style="width: 100%;">100%</div>	-	
	Total Rental Income	\$ 67,489	\$ 63,111	107%	\$ 4,378	
TOTAL GENERAL FUND INCOME		\$ 392,840	\$ 367,801	107%	\$ 25,039	

As of: Monday, July 14, 2025		% Thru Year: 100%				
Account #	Account Name	FY24-25 Actuals	FY24-25 Budget	YTD %ofBgt	Difference	Notes
GENERAL FUND EXPENSE						
MINISTER POSITION						
Minister Compensation						
5.100.100	Minister Housing Allow Exp	25,800.00	25,800.00	100%	-	
5.100.101	Minister Salary Exp	35,011.20	35,011.00	100%	0.20	
5.100.105	Minister Medical Ins Exp	4,524.56	4,707.00	96%	(182.44)	
5.100.106	Minister Group Term Life Ins Exp	278.92	306.00	91%	(27.08)	
5.100.107	Minister Long Term Disability Ins Exp	431.68	474.00	91%	(42.32)	
5.100.108	Minister Dental Insurance	-	345.00	0%	(345.00)	<i>Will be adjusted?</i>
5.100.110	Minister Retirement Exp	6,081.12	6,081.00	100%	0.12	
5.100.115	Minister-In Lieu of FICA Exp	4,652.04	4,652.00	100%	0.04	
5.100.125	Minister's Professional Exp	4,356.19	5,000.00	87%	(643.81)	<i>Will be adjusted?</i>
	Total Minister Compensation	\$ 81,136	\$ 82,376	98%	\$ (1,240)	
Additional Minister Exp						
5.100.129	Ministerial Services	-	-	0%	-	
5.100.102	Minister Moving Exp	-	-	0%	-	
	Total Additional Minister Exp	\$ -	\$ -	0%	\$ -	
Total Minister Position Expense		\$ 81,136	\$ 82,376	98%	\$ (1,240)	

As of: Monday, July 14, 2025		% Thru Year: 100%				
Account #	Account Name	FY24-25 Actuals	FY24-25 Budget	YTD %ofBgt	Difference	Notes
CHILDREN AND YOUTH MINISTRY						
RE Director Compensation						
5.100.150	RE Director Salary Exp	7,476.43	24,410.00	 31%	(16,933.57)	Delayed start
5.100.149	RE Director Housing Allowance Exp	11,848.00	-	0%	11,848.00	"
5.100.155	RE Director Medical Insurance	1,895.25	2,166.00	 88%	(270.75)	"
5.100.158	RE Director FICA Exp	233.43	1,867.00	 13%	(1,633.57)	"
5.100.156	RE Director In Lieu of FICA Exp	1,244.88	-	0%	1,244.88	"
5.100.160	RE Director Retirement Exp	1,932.49	2,441.00	 79%	(508.51)	"
5.100.153	RE Director Group Term Life Ins Exp	-	77.00	0%	(77.00)	"
5.100.154	RE Director Long Term Disability Ins Exp	-	119.00	0%	(119.00)	"
5.100.165	RE Director Professional Exp	30.87	1,500.00	 2%	(1,469.13)	"
	Total RE Director Compensation	\$ 24,661	\$ 32,580	76%	\$ (7,919)	
RE Staff Expense						
5.100.163	RE Nursery Lead Teacher Exp	-	1,300.00	0%	(1,300.00)	Did not have the need this year
5.100.164	RE Nursery Assistant Exp	-	-	0%	-	
5.100.170	Childcare Exp	40.00	600.00	 7%	(560.00)	
	Total RE Staff Exp	\$ 40	\$ 1,900	2%	\$ (1,860)	
RE Training Expense						
5.100.152	RE OWL Leadership Development Exp	-	2,500.00	0%	(2,500.00)	No OWL training this FY
	Total RE Training Expense	\$ -	\$ 2,500	0%	\$ (2,500)	
RE Youth Group Expense						
5.100.132	RE High School Youth Programs Exp	867.77	582.00	 149%	285.77	Unbudgeted COA expenses
5.100.161	RE Lead Youth Advisor Exp	5,017.69	5,000.00	 100%	17.69	
	Total RE Youth Group Expense	\$ 5,885	\$ 5,582	105%	\$ 303	
RE Operations Expense						
5.100.171	RE Services	-	-	0%	-	
5.100.131	RE OWL Program Exp	244.00	1,200.00	 20%	(956.00)	Covered by OWL Fund Transfers IN
5.100.134	RE Operational Exp	798.01	1,000.00	 80%	(201.99)	
	Total RE Operations Expense	\$ 1,042	\$ 2,200	47%	\$ (1,158)	
Total Children & Youth Ministry Expense		\$ 31,629	\$ 44,762	71%	\$ (13,133)	

As of: Monday, July 14, 2025		% Thru Year: 100%				
Account #	Account Name	FY24-25 Actuals	FY24-25 Budget	YTD %ofBgt	Difference	Notes
MUSIC MINISTRY						
Music Director						
5.100.185	Music Dir Salary Exp	22,572.48	22,572.00	100%	0.48	
5.100.186	Music Dir Medical Insurance	2,166.00	2,166.00	100%	-	
5.100.187	Music Dir Retirement Exp	2,257.20	2,257.00	100%	0.20	
5.100.188	Music Dir FICA Exp	1,892.51	1,727.00	110%	165.51	
5.100.200	Music Dir Group Term Life Insurance	-	-	0%	-	
5.100.205	Music Dir Long Term Disability Ins Exp	-	-	0%	-	
5.100.190	Music Dir Professional Exp	1,500.00	1,500.00	100%	-	
	Total Music Director Compensation	\$ 30,388	\$ 30,222	101%	\$ 166	
Music Staff						
5.100.193	Music Sunday Service Pianist Exp	3,642.06	3,515.00	104%	127.06	Extra Easter Service
5.100.195	Music Percussionist Exp	2,252.70	2,812.00	80%	(559.30)	
5.100.197	Music Chorale Rehearsal Pianist Exp	2,224.80	1,730.00	129%	494.80	Board approved 3x per month Jan-June
5.100.198	Music Bassist Exp	-	-	0%	-	
5.100.199	Music Administrator Exp	-	-	0%	-	
	Total Other Music Staff Expense	\$ 8,120	\$ 8,057	101%	\$ 63	
Other Music Expense						
5.100.191	Music Purchase Exp	614.24	765.00	80%	(150.76)	
5.100.192	Music Equipment Maint Exp	-	400.00	0%	(400.00)	Did not tune the piano?
5.100.194	Music Programs Exp	1,259.15	1,220.00	103%	39.15	
	Total Other Music Expense	\$ 1,873	\$ 2,385	79%	\$ (512)	
	Total Music Ministry Exp	\$ 40,381	\$ 40,664	99%	\$ (283)	
ADMIN STAFF & SUPPORT						
Congr Administrator & Bookkeeper						
5.100.174	Congr Admin Salary Exp	62,409.58	62,410.00	100%	(0.42)	
5.100.175	Congr Admin Medical Insurance	1,200.00	1,200.00	100%	-	
5.100.176	Congr Administrator Retirement Exp	6,240.94	6,241.00	100%	(0.06)	
5.100.177	Congr Administrator FICA Exp	4,774.34	4,774.00	100%	0.34	
5.100.173	Congr Administrator Group Term Life Ins Exp	-	-	0%	-	
5.100.230	Congr Administrator Long Term Disability Ins Exp	-	-	0%	-	
5.100.231	Congr Admin Professional Exp	404.51	500.00	81%	(95.49)	
	Total Congr Administrator & Bookkeeper Compensation	\$ 75,029	\$ 75,125	100%	\$ (96)	
Technology Support Compensation						
5.100.724	Streaming Tech Exp	2,310.00	2,915.00	79%	(605.00)	
5.100.722	Streaming Tech FICA Exp	176.70	223.00	79%	(46.30)	
5.100.726	Audio Tech Expense	3,247.85	3,316.00	98%	(68.15)	
5.100.723	Audio Tech FICA Exp	248.45	254.00	98%	(5.55)	
	Total Additional Employee Benefits Expense	\$ 5,983	\$ 6,708	89%	\$ (725)	
Additional Employee Benefits						
5.100.178	Labor & Industries Ins Exp	1,635.28	1,500.00	109%	135.28	Under estimated
5.100.181	Family and Medical Leave Ins Exp	1,020.53	900.00	113%	120.53	"
5.100.184	Part time Empl FICA SS Exp	413.96	143.00	289%	270.96	"
	Total Additional Employee Benefits Expense	\$ 3,070	\$ 2,543	121%	\$ 527	
	Total Admin Staff & Support Expense	\$ 84,082	\$ 84,376	100%	\$ (294)	

As of: Monday, July 14, 2025		% Thru Year: 100%				
Account #	Account Name	FY24-25 Actuals	FY24-25 Budget	YTD %ofBgt	Difference	Notes
Other OPERATIONAL AND COMMUNITY IMPACT						
Community Impact-Internal Expense						
5.100.320	UUA Dues Exp Bud	10,194.00	10,194.00	100%	-	
5.100.801	All Congr Retreats and Trainings	500.00	500.00	100%	-	
5.100.802	GA Delegate Exp	1,130.00	630.00	179%	500.00	Board approved
5.100.710	Membership Exp Bud	1,061.78	500.00	212%	561.78	Summerfest expenses
5.100.759	Board Discretionary Fund	-	500.00	0%	(500.00)	Not spent
5.100.800	All Congr Social Events	-	400.00	0%	(400.00)	Not spent
5.100.756	Social Action Expense	400.00	775.00	52%	(375.00)	Remainder will be transferred OUT to fund
5.100.829	Adult RE Exp	59.99	360.00	17%	(300.01)	Not spent
	Total Community Impact-Internal Expense	\$ 13,346	\$ 13,859	96%	\$ (513)	
Community Impact-External Expense						
5.100.757	Sunday Morning Contributions Given to Charity	5,443.32	4,672.00	117%	771.32	Strong plate collections!
5.100.729	Real Rent Duwamish- Sunday Plate	701.64	582.00	121%	119.64	"
5.100.728	Real Rent Duwamish	702.00	648.00	108%	54.00	"
5.100.754	Partner Church Program Exp	90.06	582.00	15%	(491.94)	Remainder will be transferred OUT to fund
5.100.300	Partner Church Dues Exp Bud	-	-	0%	-	
	Total Community Impact-External Expense	\$ 6,937	\$ 6,484	107%	\$ 453	
Worship Expense						
5.100.725	Worship Council Expense Budget	1,955.60	1,875.00	104%	80.60	new screen, mount, retreat food
5.100.727	AV Equipment & Maintenance	157.84	225.00	70%	(67.16)	splitter for screen
	Total Worship Expense	\$ 2,113	\$ 2,100	101%	\$ 13	
Financial Expense						
5.100.650	Loan Debt Service - UUA	30,961.68	30,962.00	100%	(0.32)	
5.100.655	Loan Debt Service - Cascadia Growth Fund for UU	7,919.52	7,920.00	100%	(0.48)	2 months
5.100.457	Annual City/County/State Fees	4,444.63	4,000.00	111%	444.63	Higher than estimated
5.100.520	Banking & Credit Card Fees e.g.Vanco	2,927.65	2,500.00	117%	427.65	Higher than estimated
	Total Financial Expense	\$ 46,253	\$ 45,382	102%	\$ 871	

As of: Monday, July 14, 2025		% Thru Year: 100%				
Account #	Account Name	FY24-25 Actuals	FY24-25 Budget	YTD %ofBgt	Difference	Notes
Facility Expense						
5.100.450	Telephone/Cable/Internet	2,436.98	3,500.00	70%	(1,063.02)	Lower than estimated
5.100.475	Technology Management	4,445.06	3,000.00	148%	1,445.06	Computer for admin in July '24
5.100.480	Office Expenses	471.70	600.00	79%	(128.30)	
5.100.481	Postage Exp Bud	343.48	400.00	86%	(56.52)	
5.100.482	Printing / Copying	2,149.58	2,000.00	107%	149.58	
5.100.483	Constant Contact Email Service	785.09	515.00	152%	270.09	
5.100.550	Liability Insurance Exp Bud	9,271.00	11,700.00	79%	(2,429.00)	Lower than estimated
5.100.452	Security Alarm System	560.00	800.00	70%	(240.00)	
5.100.453	Electricity - SCL	14,482.64	14,500.00	100%	(17.36)	
5.100.454	Water/Sewer - SPU	1,433.53	1,500.00	96%	(66.47)	
5.100.455	Waste/Recycling/Green	2,205.46	2,200.00	100%	5.46	
5.100.456	Gas - PSE	5,919.39	5,000.00	118%	919.39	Issue causing usage has been fixed
5.100.451	Janitorial Supplies	758.02	700.00	108%	58.02	
5.100.458	Landscaping Exp	465.00	500.00	93%	(35.00)	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	3,180.55	3,500.00	91%	(319.45)	
5.100.462	Lift Maintenance & Phone Monitoring	2,639.72	2,000.00	132%	639.72	Higher than estimated
5.100.222	Coffee and Other Kitchen Exp	518.73	750.00	69%	(231.27)	
5.100.471	Janitorial Service	9,034.68	8,900.00	102%	134.68	Carpet cleaned in June
Total Facility Expense		\$ 61,101	\$ 62,065	98%	\$ (964)	
Fundraising & Rentals Expense						
5.100.305	Facilities Rental Exp - single events	370.00	400.00	93%	(30.00)	
5.100.820	Auction Expense	537.61	500.00	108%	37.61	
5.100.196	Other Misc. Fundraising Exp	-	75.00	0%	(75.00)	Not spent
5.100.822	Canvass Expense	296.38	250.00	119%	46.38	
Total Fundraising & Rentals Expense		\$ 1,204	\$ 1,225	98%	\$ (21)	
Reserves Expense						
5.100.461	Building Capital Reserve Exp-GF	-	-	0%	-	
Total Reserves		\$ -	\$ -	0%	\$ -	
Total Other Operational & Community Impact Expense		\$ 130,954	\$ 131,115	100%	\$ (161)	
TOTAL GENERAL FUND EXPENSE		\$ 368,182	\$ 383,293	96%	\$ (15,111)	
General Fund Income less Expense		\$ 24,658	(15,492)		40149.87	

As of: Monday, July 14, 2025		% Thru Year: 100%				
Account #	Account Name	FY24-25 Actuals	FY24-25 Budget	YTD %ofBgt	Difference	Notes
Fund Transfers IN						
4.100.261	RE Youth Group Fund Transfers IN	5,000.00	5,000.00	100%	-	To cover youth advisor
4.100.224	Membership Funds Transfer IN	573.21	-	0%	573.21	To cover membership events
4.100.263	OWL Fund Transfers IN	300.00	300.00	100%	-	To cover OWL expenses
4.100.226	Social Justice Transfer IN	575.54	774.00	74%	(198.46)	To cover Social Justic expenses
4.100.241	Board Designated Fund Transfers to GF	10,000.00	10,000.00	100%	-	From Reserves to cover 60% minister time
	Total Fund Transfers IN	\$ 16,449	\$ 16,074	102%	\$ 375	
Fund Transfers OUT						
5.100.229	RE OWL Fund Transfers OUT	56.00	-	0%	56.00	
5.100.700	Social Action Transfer OUT	-	-	0%	-	
5.100.758	Congregational Care Fund Transfer OUT	795.52	582.00	137%	213.52	Strong plate collections!
5.100.760	Operational Reserves FB Exp	20,901.60	-	0%	20,901.60	Transferred surplus to Operational Reserves
5.100.755	Raise the Paddle Transfer OUT	19,353.50	-	0%	19,353.50	Transferred Raise the Paddle
	Total Fund Transfers OUT	\$ 41,107	\$ 582	7063%	\$ 40,525	
DIFFERENCE NET FUND TRANSFERS		\$ (0)	\$ -			

<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	68,622.96	-		68,622.96	-	Finance Committee
3.201.100	Accessibility Fund Balance	22,017.91	-		22,461.68	(443.77)	Board of Trustees + Building Planning Commit
3.305.100	Operational Reserves	128,300.71	20,901.60	End of year surplus	122,399.11	5,901.60	Finance Committee
3.308.100	Minister Moving Fund Balance	5,000.00	-		-	5,000.00	Board of Trustees
3.315.100	Refugee Support Balance	3,816.93	744.76		-	3,816.93	Social Justice Chair
3.321.100	Miscellaneous Grants Fund Balance	3,050.00	(450.00)		3,500.00	(450.00)	Social Justice Chair
3.310.100	Conference Scholarship Fund Balance	51.21	-		51.21	-	Board of Trustees
3.350.100	Music Fund Balance	389.24	-		389.24	-	Music Director
3.355.100	WSUU Sponsored Events Fund Balance	1,002.03	-		1,575.24	(573.21)	Membership Leadership
3.360.100	Youth Group Fund Balance	691.47	-		5,691.47	(5,000.00)	RE Leadership
3.370.100	OWL Fund Balance	6,558.90	56.00		6,802.90	(244.00)	RE Leadership
3.380.100	Religious Ed Misc Fund Balance	2,041.84	-		2,041.84	-	RE Leadership
3.385.100	Raise the Paddle Fund Balance	19,353.50	19,353.50	Created fund for Narthex project	-	19,353.50	Congregational Administrator
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-		2,929.50	-	Ginger Brewer
3.391.100	Social Justice Fund Balance	175.54	175.54		575.54	(400.00)	Social Justice Chair
3.400.100	Endowment Fund Balance	55.00	-		55.00	-	Endowment Fund Chair
3.402.100	Meaningful Movies Fund Balance	373.07	-		-	373.07	Meaningful Movies Coordinator
3.405.100	Little Free Library Balance	40.00	-		40.00	-	LFL Coordinator
3.815.100	Partner Church Fund Balance	1,995.82	520.00		1,475.82	520.00	Partner Church Leadership
	Total Dedicated Funds	\$ 266,465.63	41,301.40		\$ 238,611.51	\$ 27,854.12	

WSUU Finance Committee Report June 2025

Action Items for the Board: None

Financial Highlights for June 2025 (100% of the year):

Highlights	Actuals	Actuals – YTD	YTD % of Budget	Budget
Total Income	\$ 22,089	\$ 392,840	107%	\$ 367,801
Pledges	\$ 14,586	\$ 240,619	105%	\$ 230,000
Total Expenses	\$ 39,654	\$ 368,182	96%	\$ 383,293
Net Income/Expenses	- \$ 17,565	+ \$ 24,658		
Net Fund Transfers IN		+ \$ 41,107		

Financial Status:

- We ended the year with a preliminary surplus of \$41,107 (Preliminary – there may be some receipts for professional expenses for staff)
 - \$24,658 Net Income/Expenses +
 - \$16,449 Transfers IN from funds to cover youth advisor, 60% ministerial time, etc.
 - Total = \$41,107
- Of the \$41,107,
 - \$19,353.50 from Raise the Paddle was transferred to a fund for the Narthex project
 - \$20,901.60 was transferred to Operational Reserves
- Operational Reserves is now at \$128,300.71
- Building Fund balance is at \$68,622.96
- The General Fund balance is \$54,448

Unanticipated Variance(s) to Budget:

- No Sunday collection for Youth
- Board approved unbudgeted additional GA Delegate Expense assistance

Notes

- FC met in person out on Shelley’s patio, and Board President Jill Jackson joined us!
- Shelley is working on finalizing the FY24-25 Treasurers Report
- Shannon is working on transitioning from Church Windows to Icon
- The FC **priorities/opportunities for 2024-25:**
 - Help with Policies & Procedures “clean-up” and process for keeping them up to date
 - Building Committee “up to” dollar amount policy
 - Moving \$ from General Fund to the Building Fund *or other fund*
 - Continued tracking 5-year forecast and path toward full-time ministry
 - Back-up plans/videos for payroll and Treasurer Report creation
 - Employee handbook refresh
 - Staffing model for a congregation our size
 - Wording changes to the by-laws (re: 3% and congregational vote)
 - Maximizing our checking account money

Submitted by Shelley Webb 7/28/25

MINISTER'S MONTHLY REPORT

July 2025

Introduction

As I've shared in other spaces, I am back from a very meaningful time away. Following both General Assembly and my personal leave in France, I am returning to the PNW feeling connected and inspired. As a country, and most likely as a faith community, we have some challenging times ahead of us. I hope we can all find the resources to meet this moment faithfully and centering love always. Our work on this board is an integral part of that as we lead Westside in the year ahead. It is an honor to have you in this ministry with me.

Quick Updates

- **Right Relations:** After a summer pause, the core team a retreat scheduled for Wednesday, August 27. If there is any collaboration on the horizon, or questions the board hopes we consider, please let us know.
 - **DRE Transition:** Rev. Katie and I have drafted a timeline for her winding down her role in August, and some scaffolding has been put in place for the beginning of Fall programming. We have one candidate for the position and are moving towards making a decision.
 - **Pastoral Care Team (official name TBD):** This very thoughtful and heartfelt new volunteer team is towards the end of their training and building time, and are preparing to “launch” in the fall. We will have a small ceremony to commission them during our Ingathering service, and they will have materials ready.
 - **Calendaring and Congregation-Wide Programming:** This is the time of year that I am transforming the notes from our Worship Team retreat into a worship calendar for the next church year. This year, I want to share more of this process with other constituents in our community. In August, I'll be sharing a draft around with RE leaders, covenant groups, music leaders, the core team, this Board, and more to reduce siloing in the feedback process. Please keep an eye out for this and be ready to think about the ways that our worship calendar intersects with other areas of church life.
-

Action Items

Administrator Job Title

Last year, we did a review of all staff responsibilities and position descriptions in order to assess our alignment with UUA compensation standards (which are based on level of responsibility, not type of role). Looking at all Shannon holds in particular, we are no longer sure that “Administrator” is a fitting descriptor. She is our bookkeeper, and facilities manager; she is responsible for payroll, communications, and is a major supporter of lay volunteer teams. Given this reality, I want to propose a change in her title to “Director of Operations.” With this title, she will not have additional responsibilities, but we will better recognize the work she already does.

Please bring any questions or concerns to our meeting, before we move to officially make this change.

Upcoming Schedule:

- In Residence August 6-10, preaching “Resilience and Resistance”
- In Residence August 23-27, preaching “Belonging is a Practice”
- In Residence September 10-14, Ingathering Service
- In Residence September 24-28

In gratitude,

Rev. Carter

Religious Exploration Board Report

June-July 2025

Submitted by: Rev. Katie Lawson on 07/24/2025

Overview

Religious Exploration programming for children and youth has not slowed down for summer. If anything, it has been a little busier. The highlight of the last two months was RE Celebration Sunday, during which we saw four kids transition and one high school graduate bridge. Sam Evans gave a lovely speech as a part of their bridging. In their remarks, Sam spoke to the important role that Westside played in their growing up, particularly during their coming out process.

During June, we also held a Parents-Night-Out (which I had put up as an auction item), attended by five kids. We had a ball, and I regretted that we hadn't done more programs like that throughout the year. A special thanks to Amy Hance-Brancati who assisted me that night and who has been a tremendous support to me and the program this year.

It was a special joy to preach for Westside on the importance of serving the kids in our community. It was a joy to experience the degree of preparation and organization that supports worship at Westside. Lisa Reitzes was an able, grace-filled and fun collaborator.

It is difficult to go forward with this report without acknowledging my having to leave my position as DRE. So far, the process has been a supportive one, and I am hopeful that the transition to a new DRE will go smoothly. I have expressed my eagerness to be helpful to the transition in whatever the Board, Rev. Carter and the new DRE deem appropriate.

Sunday Morning RE

Downstairs, we have made two important shifts: a. Incorporating singing as a part of our opening circle and b. Aligning our question of the day and lesson with the topic upstairs. So far, both have worked out well. I have made a two sets of laminated song cards (one for "Come, Come Whoever You Are" and one for "There's a River") in hopes that the kids will become more familiar with hymns they might then experience upstairs (I can see even coordinating this with Scott in the future, so that opening hymns are often ones that we have used downstairs).

Sunday Morning RE Attendance:

	5/25/2025	6/15/2025	6/22/2025	7/13/2025
K	1			1
1-2	2	1		1
2-3		1		
3-4	2		1	3
5-6			2	1
7-9			1	
Youth				
Adult				
	5	2	4	6

Youth Programming

Our youth program had a fruitful closing session during which they reflected on the more impactful parts of their year together, evaluated the Coming of Age weekend retreat, and schemed and dreamed for next year. They expressed universal and energetic enthusiasm for becoming more involved in the broader life of the church, expressing especially interest in serving on committees and hosting social hour.

Work Plan

When I let the Board know that I would be leaving my position, I presented to them a plan approved by Rev. Carter for how to end my time. My official agreement with the church ended June 30, and we all agreed it would work well for me to move to an hourly agreement after that. This would allow for me to scale back my hours in order to search for and onboard with a new job, while also ensuring that the church did not experience a gap in coverage.

Before it became clear that I was going to leave Westside, I had planned a vacation for late July, during which I will be canoeing for a week with old friends in Quetico Provincial Park. Upon returning, I will work remotely until August 23rd at which point I will be on hand to meet as needed with Rev. Carter and others to ease transition and make sure things are on good footing for the coming year.

RE programming is planned until the 24th of August with materials prepared and ready to go for volunteers in my office.

I have written before about the sadness I feel about not being able to continue at Westside. I regret having to leave a workplace that has been so supportive; a warm community of people that I will miss getting to see regularly; and the opportunity to serve Westside with the benefit of a year of experience in the position and the many ideas that came out of that experience. However, the sadness is overwhelmed by my gratitude at having found you at all.

MUSIC DIRECTOR MONTHLY REPORT

July 2025

I'm writing this on the Monday evening after the conclusion of the Association for Unitarian Universalist Music Ministries conference in Atlanta that ended yesterday. It was a very impactful and inspiring experience for me, by far the most rewarding of the four conferences I have attended. I have new skills and ideas that I intend on implementing over the coming months, and new connections with fellow musicians that I will treasure forever. I am very thankful for WSUU's generous providing of the financial support for me to continue attending these impactful experiences. This report will be shorter than some, as I'm still playing catch up!

ACTION ITEMS: No action items at this time.

1. **Past Services:** Since my last report, we've had several services, with the Chorale singing for May 25th and June 22nd. Rainier Reunion provided the music for RE Celebration Sunday, which was very meaningful and went great. I was music leader for the service on July 13th for Reverend Katie's service, "Be That Guide". It was a joy sharing worship with her, and I will miss her greatly. I haven't had a chance to watch July 27th service yet, but I am certain that Kristina Darnell and Lisa Maynard handled the music beautifully and expertly in my absence.
2. **Upcoming services:** I'll be sharing some new music I learned at the AUUMM conference on August 10th, and Rainier Reunion will be at the helm on August 24th.
3. **Westside Chorale:** The Chorale will be picking up regular rehearsals again on August 27th in preparation for Ingathering. We are looking at having a social potluck sometime in August before the rehearsal.
4. **Additional notes:** I am planning to offer a congregation-wide musical singing evening, in which we'll explore making sound and harmony together without words or printed music. It was a workshop offered at the conference, I took copious notes, and I think our folx would love it!

In Community,

Scott Farrell

Administrator Report to Board June & July 2025

Thank you so much for your flexibility in allowing me to report on two months this month. The breathing room in June was much appreciated. Welcome new board members! Thank you so much for stepping into this important ministry for Westside! I hope you are all enjoying summer moments and making some great memories during these beautiful days.

Worship Attendance:

	Speaker/Special Circumstances	Attendance In-person/Views while streaming/ views since published/total views
5/11/25	Coming of Age Service	73/10/39/122
5/25/25	BJ Cummings – Guest Speaker	63/9/21/93
6/8/25	RE Celebration Sunday	79/8/2/89 (not publicly posted due to children in video)
6/22/25	Collaborative Juneteenth/solstice/pride	65/5/42/112
7/13/25	Rev. Katie Lawson	57/13/21/91
7/27/25	Rev. Carter – Cliff Houlihan honored	68/13/39/120

[Click here for Worship Attendance tracking doc 2020-present](#)

Offering Collection for May: For the month of May, our shared offering recipient was **Sound Generations**. We collected \$458 for the fund, and \$1243 for WSUU.

Offering Collection for June: For the month of June, our shared offering recipient was **Ingersoll Gender Center**. We collected \$414 for the fund and \$905 for WSUU.

Membership/New Interest: Current membership is down 5 members to 145

2 members passed: Sue Holly & Cliff Houlihan

3 members moved: Jill Fleming, Steve Burrows & Stephen Scheurich

Welcome Forms Received: 3 in May, 2 in June

New Subscribers to email list: 2 in May, 3 in June

Unsubscribed from email list: 2 in May, 7 in June

Stewardship – Communications were sent to those with outstanding balances on their 24-25 pledges in both May and June. We ended the year with 98% of pledges paid and some of those that were due came this month (July) so we received 99% of the funds pledged! I've been working on reminders to set up 2025-26 pledges with email and newsletter messages. This is particularly important with payments that were set up in Breeze that needed to be moved to Vanco (Icon) by the donors. I'll send one more set in August to those who indicated they would pay by bill pay that we didn't receive donations from in July.

Facilities Updates

Building Projects: Our amazing facilities team has been very busy.

- **New front step:** the office entrance has had a wooden plank step in place since 2010. It was wobbly and slippery! Dan Day tore it out and poured a concrete step to replace it. It matches perfectly and is a vast improvement in safety.
- **Screen for Chancel viewing:** Gratitude to Steve Finney, Dan Day, and Soph Davenport for installing our new screen on the face of the balcony so that those on the chancel during services can see what is on the screen behind them.
- **Key for unlocking Sanctuary Side Door:** This has been another issue for years. Our old lock on the sanctuary side door did not have the ability to be unlocked so it had to be left ajar to be available for use. Steve Finney tenaciously pursued a solution and was successful. We now have a key that can hold the crash bar in the locked position. A door closer mechanism is coming that will hold the door closed so it can't be opened inadvertently by the wind.
- **New Entry Doors for main Sanctuary Entrance:** this project was funded by the Raise the Paddle donations. We have signed a contract with Stansell Glass Inc for an estimate of \$12,000. They will do their best to complete the work by Ingathering Sunday.
- **Wi-Fi Network:** we had some issues over the last month with weak and non-existent signal on the Leaps and Bounds Wi-Fi network in the lower level, which we supply for them. Lane Holdcroft has been an important contributor in the labor of upgrading our network, which is now back to a healthy and speedy state.



Building Rentals:

- **Leaps and Bounds Lease:** Our 2025-26 Lease Agreement with Leaps and Bounds of WA has been negotiated and signed with a 3% increase in the lease amount which has been our standard for the past few years. No other changes were made except the removal of a clause about pandemic restrictions.
- **No other rentals are in place for the near future.** I will report that we had an increase in one time rentals with our space used for a couple of birthday parties, a memorial service, and a couple of cello recital events this past year.
- **AA.** The Titanic AA group continues to use our space on Friday evenings. At last report they had grown to over 20 folks at meetings. They are in the social hall.

Website: Our website is our primary marketing tool. In today's world, folks shop for churches online to help decide if the church is a good fit and worth a visit. Our membership team, Rev. Carter and I have been discussing upgrade ideas. We have been focused on hiring someone to make some accessibility updates and change out some content. After further thought and conversation, we are thinking the best path forward may be to replace our site with a new theme. We want to thin out our content and make it very engaging with video and images and descriptive text but design it so that information is mostly static so that updates to buried

content aren't needed. To give you an idea of what we are looking for, check out the [Foothills Unitarian Church site](#). We found a woman who has worked with UU churches who charges \$60/hr who is a possible resource, but we may keep exploring if this could be funded. If this is something the board wants to prioritize this year, we will get some firm numbers. My guess is that it would be at least \$5,000 for this project. No immediate decision is needed but this is a request to consider it in the balance of community needs for resources.

Church Management Software

Icon Transitions: Thank goodness for the lull of activity in the church during summer because it has been full steam ahead trying to get our operations transferred from Breeze and Church Windows to our new church management software system, Icon. I'll spare you the details but many, many, many hours have gone into data transfer and re-work of what landed in the new system, and learning to use the new system for all our membership database, donations, accounting and payroll functions. So far, I'm happy with it and their customer support is awesome.

Upcoming Time Away: I will be away July 30 & 31, August 7th, October 13-26.

In loving community,
Shannon