



Westside  
Unitarian Universalist  
Congregation

# WSUU

## MARCH BOARD AGENDA —2023

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

[Link to Board Zoom](#)

[Link to March Shared Folder](#)

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

**Board 2022-23 Covenant:** See end of agenda

7:00pm	<b>Chalice Lighting &amp; Welcome</b> <i>Tracy Burrows</i>	<ul style="list-style-type: none"> <li>o Land Acknowledgement &amp; Covenant</li> <li>o Chalice lighting</li> <li>o Check in/Access Needs</li> </ul>
7:10pm	<b>Minutes</b>	<ul style="list-style-type: none"> <li>o Approve last month's Board Minutes</li> </ul>
7:15pm	<b>Welcome to Rev. Carter!</b>	<ul style="list-style-type: none"> <li>o Getting to Know Each Other</li> <li>o Transition Needs, Schedule, Priorities, Office</li> <li>o Minister Report, Housing allowance</li> <li>o Meet &amp; Greet, March 26th, Board sponsors</li> <li>o Board meeting dates: can we move to one of Rev. Carter's primary work weeks?</li> <li>o Minister Liaison/Supervision &amp; Committee on Ministry</li> <li>o <a href="#">Minister Agreement Link in Contracts Folder</a></li> </ul>
7:30pm	<b>Monthly Staff &amp; Committee Reports</b> <i>please review related reports in shared folder prior to our meeting &amp; focus on action items as needed</i>	<ul style="list-style-type: none"> <li>o Minister (Rev. Carter) <i>see above</i></li> <li>o Administrator (Shannon)</li> <li>o Music (Scott)</li> <li>o Finance Committee/Treasurer/Operations (Jim, Shelley's report): 23/24 Budget development</li> <li>o RE (Jade)</li> <li>o RJCT (Tracy) <i>see Pam Orbach update below</i></li> </ul>
		<ul style="list-style-type: none"> <li>o</li> </ul>
7:50pm	<b>Priority Business</b> (time dependent, crisis prevention)	<ul style="list-style-type: none"> <li>o Pam Orbach/Center for Restorative Solutions (Tracy) <ul style="list-style-type: none"> <li>o Community Circles, Healing Circle, Updates</li> </ul> </li> <li>o Stewardship Kickoff Campaign (Shannon)</li> <li>o Thanking Rev. Kari for Pastoral Leadership</li> <li>o GA delegates Nom Com &amp; UUA Article II</li> <li>o Worship Planning &amp; Fall Sunday Service Schedule <ul style="list-style-type: none"> <li>o Start collaborative process for Fall schedule</li> </ul> </li> </ul>



		<ul style="list-style-type: none"><li>○ Who: Rev. Carter, Staff, Board, Worship Planning, Finance), determine financial &amp; volunteer capacity, other ongoing programs</li><li>○ Once options created, congregational input</li></ul>
8:30pm	<b>Other Business</b> (important planning)	<ul style="list-style-type: none"><li>○ Auction April 24-29 (Laura White &amp; Shannon)</li><li>○ March 26th Board Hosting Rev. Carter's Meet &amp; Greet Social Hour, setup, food, coffee</li><li>○ Board Liaison Transition Considerations: decide what liaisons still needed and what transitions under Rev. Carter:<ul style="list-style-type: none"><li>○ Pastoral Care (Laura Pierce)</li><li>○ Worship (Laura White)</li><li>○ RE (Laura Strand)</li><li>○ Operations (Finance, Stewardship, Building) (Jim)</li><li>○ Staff (Jim: Shannon, Marco: Scott, Jade: Laura Strand)</li><li>○ Other transition Board rep needed?</li></ul></li><li>○ <i>Reference only:</i> <a href="#">Board Retreat Document 2022</a></li></ul>
8:45pm	<b>Monthly Board Communication</b>	<ul style="list-style-type: none"><li>○ Board Westside Week Topic &amp; Who Writes<ul style="list-style-type: none"><li>○ Rev. Carter Meet &amp; Greet</li><li>○ Stewardship support?</li></ul></li></ul>
8:55pm	<b>Upcoming Meetings Dates/Times Board Member Schedules</b>	<ul style="list-style-type: none"><li>○ Sun, March 26th: Minister Meet &amp; Greet (Board sponsors Social Hour after service)</li><li>○ Thurs, April 20th Next Board Meeting, 7pm??</li><li>○ Upcoming Vacation/Out of Town Schedules</li></ul>
9:00pm	<b>Close of the Meeting</b> <i>Tracy Burrows</i>  <i>(April: Marco)</i>	<ul style="list-style-type: none"><li>○ Personal Reflections/Gratitude</li><li>○ Extinguishing the Chalice</li><li>○ <b>9:00 pm end of meeting</b></li></ul>
	<b>2022-2023 Board Covenant</b>	<ol style="list-style-type: none"><li>1. Share workload, responsibilities, joys, and sorrows.</li><li>2. Focus our energy on established priorities.</li><li>3. Right-size the board's work and maintain healthy boundaries.</li><li>4. Slow down and seek consensus when possible.</li><li>5. Listen to minority and marginalized voices. Use the equity decision-making tool.</li><li>6. Seek additional perspectives, particularly those most impacted by decisions.</li><li>7. Honor confidentiality.</li></ol>



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

## March 16, 2023

**BOARD ATTENDING:** Tracy Burrows, Laura Pierce, Laura H White, Marco Deppe, Kristina Darnell, Jim Schlough, Laura Strand

**STAFF** Rev. Carter Smith, Contract Minister, Shannon Day, Administrator

**GUESTS:** No guests this month, next month invite Nomination Committee.

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

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

**MINUTES** *The February Board Meeting minutes were unanimously approved as written.*

**WELCOME TO REV. CARTER!**

Rev. Carter was welcomed with enthusiasm to her first Board meeting as our new 50% Contract Minister. Rev. Carter reports her initial priorities include: getting to know people at Westside UU, establishing strong working relationships with staff and lay leaders, and getting connected locally. She has started meeting with RJCT, Finance Committee, RE, Worship Team, Aisha Houzer, Pam Orbach, Sarah Schurr and starting regular meetings with staff. She is also planning to place focus into our Justice and Right Relations ministries and will be attending the May 1st Sunday Community Circles as well as sharing discernment and strategies around our RE Education planning as well as considering resources from UUA during our re-covenanting process. She will also be convening a Committee on Ministry as an advisory group and asks for recommendations from the Board. Laura Pierce volunteered to assist Rev. Carter with clarifying roles and identifying congregational representation on the committee. As of March 8th, 2023, Rev. Carter has already started to move into her office, formerly the RE office on the 3rd floor (Jade Wilde, our contract RE Coordinator, has relocated to the downstairs office by the nursery) and has rented a close-by studio apartment where she will reside a couple of weeks a month as she commutes from Portland, Oregon.

*Two "Meet and Greet Rev. Carter" social hours will occur after Sunday services on March 26th and April 9th when Rev. Carter will also be at the pulpit. Coordination with the RE OWL celebration and other committees (Auction, Environmental Justice, Hospitality, etc) will be arranged.*

Rev. Carter provided documentation on a housing allowance budget for a Board vote comparing Portland and Seattle rental information.

*Rev. Carter made a proposal to approve \$22,800 as her annual housing allowance as part of her contract. The Board unanimously approved Rev. Carter's request for annual housing allowance for \$22,800.*

**BOARD MEETING SCHEDULE CHANGES:**

*Due to Rev. Carter's schedule and the upcoming Pam Orbach Non-Violent Communications series, Board meetings will change to:*

- *Wednesday, April 19th 7-9pm monthly Board meeting*
- *Wednesday, May 10th 7-9pm Budget & Year End Planning Meeting, invite Shelley Webb*
- *Wednesday, May 31st, monthly Board meeting*
- *Sunday, June 4th ANNUAL MEETING ONLINE*
- *Thursday, June 22nd, monthly Board meeting, last Board meeting for 22/23 Board members*

**MONTHLY STAFF AND COMMITTEE REPORTS**

**Minister** (Rev. Carter) *see above*

**Administrator** (Shannon)

-Shannon reports she has already started the onboarding support process for Rev. Carter by beginning to orient her to our systems, practices and documents, assisted with moving Rev. Carter into her new office space and many other related transition tasks. This will be an ongoing process as there is much to relay and share.

-In addition to her ongoing tasks, Shannon is attending and supporting the Core Right Relations Team and working with Pam Orbach each week. She is coordinating registration for the Community Wide Circles, smaller Circles Groups and advertising Pam's upcoming Non-Violent Communications Course.

-Shannon has been meeting weekly with the Stewardship Team, created, and recently sent out, the membership and friends Stewardship packet.

-She attends the monthly Worship Team monthly meeting, updates CODA scripts and service planning documents, coordinates our AV Team and is present for before, during and after Sunday service tasks.

-Shannon has hired a new janitorial service, Quality Janitorial Service and ended our contract with Jones Boys Janitorial Service as of March.

-The visual LED replacement modules are still in process of delivery, and adapters are in place for audio and video projection on the screen. Our new coffee equipment is working well and Charlotte House has agreed to manage our hospitality volunteers.

-Shannon continues to work actively with the weekly Auction Team supporting PR, Auctria software setup, graphic design and other important management tasks.

Membership stands at 163 with 4 new subscribers to our eNews and 5 unsubscribes.

**Music Director** (Scott)

Scott continues to work collaboratively with the Worship Team and is actively overseeing music planning for upcoming services through mid-May including rehearsals with the Chalice Singers, Westside Chorale, Rainier Reunion as well as coordinating with Lisa Maynard and the Westside Strummers and Welcome Singers.

He has valued attending Pam Orbach's Community Circles. The sound system and drum kit are working well. Some planning and thought will be given to creating a large, lockable storage box on the platform to improve security and visual neatness on the chancel. Shannon will work with Scott and Nate and AV to clean up the visual

*Please note that Scott will be taking some medical sick leave time in late March/early April around some needed eye surgery.*

#### **Finance Committee/Treasurer** (Shelley, Jim)

The FY 23-24 Budget Planning process has begun! The Finance Committee will reach out to committees, staff and Board to assess needs. Shelley will create a timeline for the Board review and input. The budget will be reviewed in April and approved in May for the annual June meeting. Rev. Carter has attended a Finance Committee meeting. Ruth Herman has joined the committee. Fund approval for a new projector and phones has been made. The Auction income may be less than projected. There was discussion of moving some WSUU funds into a high yield savings account which requires Board approval.

*The Finance Committee requested input on next year's budget needs from the Board. The Board agreed to ask for a \$500 discretionary budget (same as previous year) and \$5000 for RJCT funding.*

#### **Facility/Building**

Jim and Shannon report that re-anchoring of the blower motors has recently been done by Bob Thoreson on our furnace to reduce a screeching noise bothersome to our renter. The blower belts were tightened by Jim Schlough and Charlie Wilson and an exterminator was called in to investigate a possible ant infestation although at this time none was found. Improved lighting in the parking area is still an area to address in the future.

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

Jade thanks the Board and Minister Search Team for the arrival of Rev. Carter and the right relations work with Pam Orbach. She (with the help of Shannon & Dan Day) has now relocated her office to the area beside the nursery area downstairs. Phil Harris and Jim Schlough are thanked for assisting with tools and needed carpentry. There is a need for a door or covering between the office/nursery and outer meeting room. Jade is working with the RE Planning Team to include some multi-generational services and chalice chapels through June and are collaborating with the Environmental Justice team, Rev. Carter and Scott, among others. There will be an RE Celebration at the June 11th service. The OWL program has gone well with positive reactions from parents and children for both the 4th-6th and 7th-9th groups. The volunteer teachers (4-6th: Thomas Terence, Scott Iverson, Gracie Bucklew, and Jill Jackson,

7-9th: Anne Fox, Michael & Paula Franzen, Steve Radak, Galen Guffy) have done an excellent job ensuring a smooth transition between teachers and engaging children over some of the long class days. The Youth Group (with advising team Neve Mazique-Biano, Amy Hance-Brancati and Meghan Schumacher) have a schedule of monthly Candlelight worship, and other collaborative events. The RE Planning Team meets the first Wednesday of the month online and anyone is welcome to join.

**RJCT** see update below under priority business

## **PRIORITY BUSINESS**

### **Pam Orbach/Center for Restorative Solutions** (Tracy)

Tracy reports that Pam Orbach's Right Relations Core Planning Team and monthly Community wide Circles are going along beautifully. A Healing Circle for Leadership prior to and after Rev. Christopher's tenure is set up. Another Healing Circle requested by membership is also scheduled. Adjustments have been made to the Board meeting schedule to accommodate registration by Board members for the Non-Violent Communication series. *See above schedule under minister.*

### **Stewardship Kickoff Campaign** (Shannon)

The Stewardship Committee consists of Kevin Lane-Cummings, Steve Finney and Shannon and has developed a plan, pledge campaign, flyer and PR materials for this year's campaign: Cultivating Abundance. The Stewardship Campaign was kicked off at our Sunday, March 12 service by committee members, Kevin Lane-Cummings and Steve Finney. All members and friends have been sent pledge information via snail mail and email by Shannon. As of 3.16.23, fifteen pledges have already been received.

### **Board Thank You to Rev. Kari Kopnick, Pastoral Contract** (Laura Pierce)

Laura will set up an electronic thank you card for Rev. Kari and a \$50 gift certificate to the UUA Spirit Book Store as a thank you for her invaluable pastoral care leadership during our transition.

### **GA Delegates and Article II Study Commission, Nomination Board Members**

To date there have been no GA delegate nominations. Shannon & Tracy will be in contact with the NomCom Committee regarding GA delegate nominations and Board nomination progress. Regular GA Delegate Nomination announcements have been placed in the Friday Westside Weekly update without response. Shannon has also created an informational Article II Study Commission page on our website under "Denominational News and Article Resources".

*The Nominating Committee will be invited as guests to the April Board Meeting for an update on GA Delegates and Board Nominations.*

### **Worship Planning & Fall Sunday Service Schedule** (Rev. Carter & Laura White)

Over the spring and summer, Rev. Carter will work with the Worship Team, Board, Staff and Finance Committee to determine the financial and volunteer capacity for increasing to 3 Sunday services per month in the fall. Once options are identified, opportunities for the congregation to provide input will occur. A ½ day Worship Retreat is planned in June. Laura White, Board liaison, will transition off the Worship Team as of March due to the arrival of Rev. Carter.

## **OTHER BUSINESS**

### **Auction April 23-29** (Laura White & Shannon)

The Auction Committee continues to meet weekly online and is currently focusing on getting in as many great donations (from local businesses and members/friends of our congregation) of events, services and individual items as possible by the end of March. To date, the committee has received over 87 donations with at least 15 additional “asks” in place (last year there were 109 donations) . Although we will be close to last year’s number of donations, at this point the Auction Team estimates bringing in less funds than the projected budget for the online portion of the Auction.

Board members were thanked for their donations so far and encouraged to add in donations if they haven’t had the opportunity so far. Donation deadline is March 31st. Next steps are online bidding registration and planning for the final Auction event: Tides and Treasure Bingo/Raise the Paddle Night, Saturday, April 29th 7-9pm.

### **Board Liaison Transitions**

With the arrival of Rev. Carter, the Board will be transitioning out of some of the Board liaison positions put in place in March 2022 to increase committee/staff success and communication during a transition time of no minister.

Transition from Board member to Rev. Carter:

- Worship Team (formerly Laura White)
- Staff (formerly Jim Schlough and Marco Deppe)
- Pastoral Care (formerly Laura Pierce)

Ongoing Board Liaisons:

- Operations: Finance, Stewardship, Building, (Jim Scholough, Treasurer and Shannon)
- RE (Laura Strand)
- Music ( Marco)

With the arrival of Rev. Carter, traditional Board liaisons to major committees such as RJCT can be reconsidered for next year.

## **MARCH BOARD COMMUNICATIONS TO CONGREGATION**

Laura Pierce will write a Board update for the Friday Westside Week.

### **BOARD MEETINGS (PLEASE NOTE CHANGES TO REGULAR SCHEDULE)**

-Sunday, March 26th, Minister Meet and Greet concurrent with RE OWL celebration

- Sunday, April 9th, Minister Meet and Greet Social Hour, Board brings food
- Wednesday, April 19th NEW TIME April Board Meeting, 7-9pm
- Wednesday, May 10th NEW Budget & Annual Report Special Board Session
- Wednesday, May 31st, NEW TIME, May Board Meeting
- Sunday, June 4th Virtual Annual Congregational Meeting, Board & Budget
- Thursday, June 22nd, June Board Meeting, last for this FY.
- Board Liaisons will continue to attend their liaison related committee meetings.

**Board Schedules:**

- Seattle Schools Vacation April 10-14: impacts schedules of Marco, Laura Strand and Kristina
- Rev Carter will publish an ongoing calendar, she will be on vacation in France during the month of July.

**CLOSE OF MEETING** Tracy closed our meeting with chalice words and asked for ending reflections. Marco will provide the April opening/closing words. The meeting ended at 8:50pm.

Respectfully submitted,  
Laura H White,  
Board Secretary

As of: **Monday, March 6, 2023****BUDGET SUMMARY**% thru Year: **67%**

		Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
<b>Income</b>						
Pledges	\$	12,874	\$ 145,698	63%	\$ 233,000	\$ 87,302
Sunday Plate		1,227	14,104	94%	15,000	896
Other Donations		553	1,443	0%	-	(1,443)
Fund Raising		20	131	0%	40,000	39,869
Affinity Programs		95	596	58%	1,025	429
RE Ministry		200	2,543	0%	-	(2,543)
Youth Group Ministry		-	-	0%	-	-
Music Ministry		-	484	48%	1,000	516
Program and Misc		268	1,242	124%	1,000	(242)
Rentals		4,784	37,437	62%	60,818	23,381
Carry-over		-	-	0%	-	-
<b>Total Income</b>	<b>\$</b>	<b>20,021</b>	<b>\$ 203,677</b>	<b>58%</b>	<b>\$ 351,843</b>	<b>\$ 148,166</b>
<b>Expenses</b>						
Minister Compensation	\$	-	\$ -	0%	\$ -	\$ -
Additional Minister		848	2,247	3%	76,962	74,715
RE Director Compensation		-	-	0%	-	-
RE Staff		-	320	16%	1,967	1,647
RE Training		-	-	0%	-	-
RE Youth Group		-	-	0%	417	417
RE Operations		5,000	14,844	58%	25,400	10,556
Music Director Compensation		1,872	16,395	60%	27,327	10,932
Music Staff		473	4,421	70%	6,273	1,853
Other Music		425	1,517	74%	2,040	523
Administrator Compensation		5,155	42,672	65%	66,141	23,469
Additional Employee Benefits		19	1,161	39%	2,977	1,816
Community Impact-Internal		2,876	11,492	68%	16,872	5,380
Community Impact-External		702	4,781	95%	5,015	234
Worship		1,172	22,833	121%	18,795	(4,038)
Loans, Taxes, Fees		3,339	28,828	64%	44,882	16,054
Facility		5,185	37,214	67%	55,525	18,311
Fundraising & Rentals		350	350	28%	1,250	900
Reserves		-	-	0%	-	-
<b>Total Expenses</b>	<b>\$</b>	<b>27,416</b>	<b>\$ 189,074</b>	<b>54%</b>	<b>\$ 351,843</b>	<b>\$ 162,769</b>
<b>Cash Flow (GF):</b>	<b>\$</b>	<b>(7,395)</b>	<b>\$ 14,603</b>			

	YTD Balance	Start of FY	YTD Change
<b>BANK ACCOUNT BALANCES</b>			
Umpqua Checking #7545	\$ 104,199	112,965	\$ (8,767)
Sound Credit Union Money Market #6299	201,114	199,872	1,242
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
<b>Total Account Balances</b>	<b>\$ 305,538</b>	<b>\$ 313,063</b>	<b>\$ (7,525)</b>
<b>ASSETS</b>			
Church Bldg & Land (book value)	\$ 3,109,500	\$ 2,901,200	\$ 208,300
Cash - Operations	74,198	80,231	(6,033)
Payroll	-	-	-
Building Fund	\$ 88,168	89,160	(992)
Accessibility Fund	22,462	22,462	-
Other Dedicated Fund Balances	21,801	22,301	(500)
Operational Reserves	98,910	98,910	-
<b>Total Fund Balances</b>	<b>\$ 231,340</b>	<b>232,832</b>	<b>(1,492)</b>
<b>Total Assets</b>	<b>\$ 3,415,038</b>	<b>\$ 3,214,263</b>	<b>\$ 200,775</b>
<b>LIABILITIES</b>			
Loan fm UUA	\$ 419,602	\$ 419,602	\$ -
Loan fm Cascadia Growth Fund	58,825	58,825	-
Other Current Liabilities	3,191	24,748	(21,557)
<b>Total Liabilities</b>	<b>\$ 481,618</b>	<b>\$ 503,175</b>	<b>\$ (21,557)</b>
<b>GF Balance (Cash-Operations less Other Current Liabilities)</b>	<b>71,006</b>	<b>\$ 55,482</b>	<b>\$ 15,524</b>
<b>CONGREGATIONAL EQUITY</b>	<b>\$ 2,933,420</b>	<b>\$ 2,711,088</b>	<b>\$ 222,331</b>

As of: Monday, March 6, 2023				% Thru Year: 67%				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	12,874.06	136,532.27	231,000.00	<div><div>59%</div></div>	-		
4.100.110	Pledges - Prior Year Income	-	9,165.24	2,000.00	<div><div>458%</div></div>	7,165.24		
	Total Pledges	\$ 12,874	\$ 145,698	\$ 233,000	63%	\$ -		
Sunday Plate								
4.100.140	Contributions - Sunday WSUU	783.98	9,241.60	10,000.00	<div><div>92%</div></div>	-		
4.100.141	Contributions - Sunday WSUU Congr Care Fund	-	-	416.00	<div><div>0%</div></div>	-		
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	417.00	<div><div>0%</div></div>	-		
4.100.144	Contributions - Sunday WSUU Real Rent Duwamish	-	-	417.00	<div><div>0%</div></div>	-		
4.100.145	Contributions - Sunday WSUU Partner Church	-	50.00	600.00	<div><div>8%</div></div>	-		
4.100.150	Contributions Sunday Charities	443.02	4,812.49	3,150.00	<div><div>153%</div></div>	1,662.49		
	Total Sunday Plate Income	\$ 1,227	\$ 14,104	\$ 15,000	94%	\$ -		
Other Donations								
4.100.160	Special Gifts & Campaigns	552.96	1,192.86	-	<div><div>0%</div></div>	1,192.86		
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	\$ 553	\$ 1,443	\$ -	0%	\$ 1,443		
Fund Raising								
4.100.245	Auction Income	20.00	131.06	25,000.00	<div><div>1%</div></div>	-		
4.100.247	Raise the Paddle Income	-	-	15,000.00	<div><div>0%</div></div>	-		
	Total Fund Raising Income	\$ 20	\$ 131	\$ 40,000	0%	\$ -		
Affinity Program Income								
4.100.210	E Scrip GF Income	-	-	-	<div><div>0%</div></div>	-		
4.100.211	Amazon Rebate Income	95.11	226.40	425.00	<div><div>53%</div></div>	-	last time	
4.100.212	Thriftway Rebate Program	-	369.74	600.00	<div><div>62%</div></div>	-		
	Total Affinity Program Income	\$ 95	\$ 596	\$ 1,025	58%	\$ -		
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	200.00	2,543.06	-	<div><div>0%</div></div>	2,543.06		
4.100.263	OWL Fund Transfers IN	-	-	-	<div><div>0%</div></div>	-		
	Total RE Ministry Income	\$ 200	\$ 2,543	\$ -	0%	\$ 2,543		
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: <b>Monday, March 6, 2023</b>				% Thru Year: <b>67%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes
<b><u>Music Ministry Income</u></b>							
4.100.222	Music Fundraising and Donations	-	484.00	1,000.00	48%	-	
	Total Music Ministry Income	\$ -	\$ 484	\$ 1,000	48%	\$ -	
<b><u>Program and Misc Income</u></b>							
4.100.220	Coffee Income	-	-	-	0%	-	
4.100.225	Membership Fundraising and Donations	-	-	500.00	0%	-	
4.100.240	Interest Income	268.09	1,241.58	500.00	248%	741.58	
4.100.255	Common Quest Income	-	-	-	0%	-	
	Total Program and Misc Income	\$ 268	\$ 1,242	\$ 1,000	124%	\$ 242	
<b><u>Rentals</u></b>							
4.100.300	Cell Tower Rental	976.55	6,835.85	11,724.00	58%	-	
4.100.302	Electricity Reimbursement- Cell Tower	717.53	5,571.00	9,276.00	60%	-	
4.100.305	Rental Income - Single Events	-	-	2,000.00	0%	-	
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	3,090.00	25,030.00	37,698.00	66%	-	wrong amount. Contacted tenant
4.100.311	Donations- Service Groups Meeting at WSUU	-	-	120.00	0%	-	
	Total Rental Income	\$ 4,784	\$ 37,437	\$ 60,818	62%	\$ -	
<b><u>Carry-over</u></b>							
4.100.241	Board Designated Fund Transfers to GF	-	-	-	0%	-	
	Total Carry-over Income	\$ -	\$ -	\$ -	0%	\$ -	
<b>TOTAL GENERAL FUND INCOME</b>		<b>\$ 20,021</b>	<b>\$ 203,677</b>	<b>\$ 351,843</b>	<b>58%</b>	<b>\$ -</b>	

As of: Monday, March 6, 2023				% Thru Year: 67%				Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget		
GENERAL FUND EXPENSE								
MINISTER POSITION								
Minister Compensation								
5.100.100	Minister Housing Allow Exp	-	-	-	0%	-		
5.100.101	Minister Salary Exp	-	-	-	0%	-		
5.100.105	Minister Medical Ins Exp	-	-	-	0%	-		
5.100.106	Minister Group Term Life Ins Exp	-	-	-	0%	-		
5.100.107	Minister Long Term Disability Ins Exp	-	-	-	0%	-		
5.100.108	Minister Dental Insurance	-	-	-	0%	-		
5.100.110	Minister Retirement Exp	-	-	-	0%	-		
5.100.115	Minister-FICA Exp	-	-	-	0%	-		
5.100.125	Minister's Professional Exp	-	-	-	0%	-		
	Total Minister Compensation	\$ -	\$ -	\$ -	0%	\$ -		
Additional Minister Exp								
5.100.129	Ministerial Services	847.76	2,247.46	76,962.00	3%	-		
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	\$ 848	\$ 2,247	\$ 76,962	3%	\$ -		
Total Minister Position Expense		\$ 848	\$ 2,247	\$ 76,962	3%	\$ -		

As of: Monday, March 6, 2023				% Thru Year: 67%					
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	-	320.00	1,300.00	25%	-			
5.100.164	RE Nursery Assistant Exp	-	-	-	0%	-			
5.100.170	Childcare Exp	-	-	667.00	0%	-			
	Total RE Staff Exp	\$ -	\$ 320	\$ 1,967	16%	\$ -			
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	5,000.00	14,260.00	25,400.00	56%	-	contract payments Jan & Feb		
5.100.131	RE OWL Program Exp	-	584.47	-	0%	584.47			
5.100.229	RE OWL Fund Transfers OUT	-	-	-	0%	-			
5.100.134	RE Operational Exp	-	-	-	0%	-			
	Total RE Operations Expense	\$ 5,000	\$ 14,844	\$ 25,400	58%	\$ -			
Total Children & Youth Ministry Expense		\$ 5,000	\$ 15,164	\$ 27,784	55%	\$ -			

As of: <b>Monday, March 6, 2023</b>				% Thru Year: <b>67%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes
<b>MUSIC MINISTRY</b>							-
<b>Music Director</b>							-
5.100.185	Music Dir Salary Exp	1,739.31	13,914.48	20,872.00	67%	-	
5.100.186	Music Dir Medical Insurance	-	-	1,271.00	0%	-	
5.100.187	Music Dir Retirement Exp	-	1,326.39	2,087.00	64%	-	Feb contribution will be with new recorder in March
5.100.188	Music Dir FICA Exp	133.06	1,064.48	1,597.00	67%	-	
5.100.190	Music Dir Professional Exp	-	90.00	1,500.00	6%	-	
Total Music Director Compensation		\$ 1,872	\$ 16,395	\$ 27,327	60%	\$ -	
<b>Music Staff</b>							\$ -
5.100.193	Music Sunday Service Pianist Exp	262.50	2,450.50	3,543.00	69%	-	
5.100.195	Music Percussionist Exp	210.00	1,970.00	2,730.00	72%	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	-	-	-	0%	-	
5.100.198	Music Bassist Exp	-	-	-	0%	-	
5.100.199	Music Administrator Exp	-	-	-	0%	-	
Total Other Music Staff Expense		\$ 473	\$ 4,421	\$ 6,273	70%	\$ -	
<b>Other Music Expense</b>							-
5.100.191	Music Purchase Exp	-	110.63	765.00	14%	-	
5.100.192	Music Equipment Maint Exp	-	190.00	400.00	48%	-	
5.100.194	Music Programs Exp	425.00	1,215.92	800.00	152%	415.92	
5.100.196	Music Council Fundraising Exp	-	-	75.00	0%	-	
Total Other Music Expense		\$ 425	\$ 1,517	\$ 2,040	74%	\$ -	
<b>Total Music Ministry Exp</b>		\$ 2,770	\$ 22,332	\$ 35,640	63%	\$ -	
<b>ADMIN STAFF &amp; SUPPORT</b>							-
<b>Congr Administrator &amp; Bookkeeper</b>							-
5.100.174	Congr Admin Salary Exp	4,762.97	35,722.28	54,774.00	65%	-	
5.100.175	Congr Admin Medical Insurance	-	600.00	1,200.00	50%	-	
5.100.176	Congr Administrator Retirement Exp	-	3,528.54	5,477.00	64%	-	Feb contribution will be with new recorder in March
5.100.177	Congr Administrator FICA Exp	364.36	2,732.72	4,190.00	65%	-	
5.100.231	Congr Admin Professional Exp	28.00	88.00	500.00	18%	-	
Total Congr Administrator & Bookkeeper Compensation		\$ 5,155	\$ 42,672	\$ 66,141	65%	\$ -	
<b>Additional Employee Benefits</b>							-
5.100.178	Labor & Industries Ins Exp	-	643.27	1,875.00	34%	-	
5.100.181	Family and Medical Leave Ins Exp	-	374.56	551.00	68%	-	
5.100.184	Part time Empl FICA SS Exp	19.13	143.06	551.00	26%	-	
Total Additional Employee Benefits Expense		\$ 19	\$ 1,161	\$ 2,977	39%	\$ -	
<b>Total Admin Staff &amp; Support Expense</b>		\$ 5,174	\$ 43,832	\$ 69,118	63%	\$ -	

As of: <b>Monday, March 6, 2023</b>				% Thru Year: <b>67%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes
<b>Other OPERATIONAL AND COMMUNITY IMPACT</b>							-
<b>Community Impact-Internal Expense</b>							-
5.100.320	UUA Dues Exp Bud	-	5,502.76	11,006.00	<div><div></div></div> 50%	-	
5.100.801	All Congr Retreats and Trainings	2,876.00	5,376.00	3,000.00	<div><div></div></div> 179%	2,376.00	right relations work
5.100.802	GA Delegate Exp	-	-	800.00	<div><div></div></div> 0%	-	
5.100.758	Congregational Care Fund Transfer OUT	-	250.00	416.00	<div><div></div></div> 60%	-	
5.100.710	Membership Exp Bud	-	48.46	500.00	<div><div></div></div> 10%	-	
5.100.759	Board Discretionary Fund	-	-	500.00	<div><div></div></div> 0%	-	
5.100.800	All Congr Social Events	-	314.74	600.00	<div><div></div></div> 52%	-	
5.100.819	Raise the Paddle Purchase Exp -GF	-	-	-	<div><div></div></div> 0%	-	
5.100.829	Common Quest Exp	-	-	50.00	<div><div></div></div> 0%	-	
Total Community Impact-Internal Expense		\$ 2,876	\$ 11,492	\$ 16,872	68%	\$ -	
<b>Community Impact-External Expense</b>							-
5.100.757	Sunday Morning Contributions Given to Charity	648.48	4,308.16	3,150.00	<div><div></div></div> 137%	1,158.16	
5.100.729	Real Rent Duwamish- Sunday Plate	-	-	417.00	<div><div></div></div> 0%	-	
5.100.728	Real Rent Duwamish	54.00	432.00	648.00	<div><div></div></div> 67%	-	
5.100.754	Partner Church Program Exp	-	40.45	600.00	<div><div></div></div> 7%	-	
5.100.300	Partner Church Dues Exp Bud	-	-	200.00	<div><div></div></div> 0%	-	
Total Community Impact-External Expense		\$ 702	\$ 4,781	\$ 5,015	95%	\$ -	
<b>Worship Expense</b>							-
5.100.726	AV Tech Expense	240.00	2,520.00	6,720.00	<div><div></div></div> 38%	-	
5.100.724	Streaming Tech Exp	250.00	1,550.00	5,200.00	<div><div></div></div> 30%	-	
5.100.725	Worship Council Expense Budget	380.00	4,671.67	6,650.00	<div><div></div></div> 70%	-	honarium
5.100.727	AV Equipment & Maintenance	301.93	14,091.13	225.00	<div><div></div></div> 6263%	13,866.13	LED wall elements
Total Worship Expense		\$ 1,172	\$ 22,833	\$ 18,795	121%	\$ 4,038	
<b>Financial Expense</b>							-
5.100.650	Loan Debt Service - UUA	2,580.14	20,641.12	30,962.00	<div><div></div></div> 67%	-	
5.100.655	Loan Debt Service - Cascadia Growth Fund for UU	659.96	5,279.68	7,920.00	<div><div></div></div> 67%	-	
5.100.457	Annual City/County/State Fees	-	1,785.99	3,500.00	<div><div></div></div> 51%	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	99.01	1,121.19	2,500.00	<div><div></div></div> 45%	-	
Total Financial Expense		\$ 3,339	\$ 28,828	\$ 44,882	64%	\$ -	

As of: Monday, March 6, 2023			% Thru Year: 67%				
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes
<b>Facility Expense</b>							
5.100.450	Telephone/Cable/Internet	271.89	2,123.11	4,200.00	51%	-	
5.100.460	Web Hosting Exp	-	-	-	0%	-	
5.100.470	Web Maintenance Exp Bud	-	-	-	0%	-	
5.100.475	Technology Management	88.84	1,199.46	3,400.00	35%	-	
5.100.480	Office Expenses	-	479.66	500.00	96%	-	
5.100.481	Postage Exp Bud	192.28	192.28	400.00	48%	-	
5.100.482	Printing / Copying	176.00	1,327.41	2,400.00	55%	-	
5.100.483	Constant Contact Email Service	-	-	425.00	0%	-	
5.100.550	Liability Insurance Exp Bud	-	5,539.00	8,000.00	69%	-	
5.100.452	Security Alarm System	-	436.69	600.00	73%	-	
5.100.453	Electricity - SCL	-	9,387.10	13,000.00	72%	-	
5.100.454	Water/Sewer - SPU	177.24	1,006.75	2,000.00	50%	-	
5.100.455	Waste/Recycling/Green	188.85	1,419.45	2,500.00	57%	-	
5.100.456	Gas - PSE	1,228.71	3,593.78	5,000.00	72%	-	
5.100.451	Janitorial Supplies	200.62	719.39	1,500.00	48%	-	
5.100.458	Landscaping Exp	-	-	500.00	0%	-	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	409.34	2,876.81	2,500.00	115%	376.81	annual fire inspection
5.100.462	Lift Phone Monitoring	-	198.23	400.00	50%	-	
5.100.222	Coffee and Other Kitchen Exp	1,620.97	1,674.43	-	0%	1,674.43	coffee brewer, coffee, filters
5.100.471	Janitorial Service	630.00	5,040.00	8,200.00	61%	-	
Total Facility Expense		\$ 5,185	\$ 37,214	\$ 55,525	67%	\$ -	
<b>Fundraising &amp; Rentals Expense</b>							
5.100.305	Facilities Rental Exp - single events	-	-	500.00	0%	-	
5.100.820	Auction Expense	350.00	350.00	500.00	70%	-	auction software
5.100.822	Canvass Expense	-	-	250.00	0%	-	
Total Fundraising & Rentals Expense		\$ 350	\$ 350	\$ 1,250	28%	\$ -	
<b>Reserves Expense</b>							
5.100.461	Building Capital Reserve Exp-GF	-	-	-	0%	-	
5.100.760	Undesignated Donation FB Exp	-	-	-	0%	-	
Total Reserves		\$ -	\$ -	\$ -	0%	\$ -	
Total Other Operational & Community Impact Expense		\$ 13,624	\$ 105,497	\$ 142,339	74%	\$ -	
TOTAL GENERAL FUND EXPENSE		\$ 27,416	\$ 189,074	\$ 351,843	54%	\$ -	
Income less Expense		\$ (7,395)	\$ 14,603	-			

As of: <b>Monday, March 6, 2023</b>							Fund Balance Steward
Fund Acct	Fund Balances	Curr Balance	Mo. Change	Notes/Explanation	Prior Year Balance	Ann. Change	
3.200.100	Building Fund Balance	88,167.56	-		89,159.81	(992.25)	Finance Committee
3.201.100	Accessibility Fund Balance	22,461.68	-		22,461.68	-	Board of Trustees + Building Planning Committ
3.202.100	Building Maintenance/Janitorial Fund Balance	329.42	-		329.42	-	Congregational Administrator
3.302.100	Congregational Care Fund Balance	-	-		-	-	Minister
3.303.100	Minister Search Fund Balance	142.88	-		142.88	-	Board of Trustees
3.304.100	To be Designated by Board Fund Balance	190.00	-		190.00	-	Board of Trustees
3.305.100	Operational Reserves	98,910.04	-		98,910.04	-	Finance Committee
3.307.100	PPP Loan/Grant Fund Balance	-	-		-	-	Congregational Administrator
3.310.100	Conference Scholarship Fund Balance	171.21	-		171.21	-	Board of Trustees
3.321.100	Miscellaneous Grants Fund Balance	-	-		-	-	Social Justice Chair
3.345.100	Hymnals Fund Balance	98.71	-		98.71	-	Congregational Administrator
3.350.100	Music Fund Balance	290.53	-		290.53	-	Music Director
3.355.100	WSUU Sponsored Events Fund Balance	1,705.37	-		1,705.37	-	Members Connect Co-chairs
3.360.100	Youth Group Fund Balance	6,537.01	-		6,537.01	-	DRE
3.370.100	OWL Fund Balance	4,826.04	107.44	Swapped expenses from OWL Fund to General Fund	4,826.04	-	DRE
3.380.100	Religious Ed Misc Fund Balance	2,041.84	-		2,041.84	-	DRE
3.385.100	Raise the Paddle Fund Balance	-	-		-	-	Board of Trustees
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-		2,929.50	-	Ginger Brewer
3.391.100	Social Justice Fund Balance	775.54	-		775.54	-	Social Justice Chair
3.400.100	Endowment Fund Balance	55.00	-		55.00	-	Endowment Fund Chair
3.405.100	Little Free Library Balance	40.00	-		40.00	-	LFL Coordinator
3.815.100	Partner Church Fund Balance	1,297.77	-		1,797.77	(500.00)	Partner Church Chair
3.835.100	Community Meal Trust Fund Balance	369.87	-		369.87	-	Social Justice Chair
<b>Total Dedicated Funds</b>		<b>\$ 231,339.97</b>	<b>107.44</b>		<b>\$ 232,832.22</b>	<b>\$ (1,492.25)</b>	

## RE Update for the Board

March 10, 2023

Jade Wilde, contracted RE Coordinator

RE Planning Team: Faith Iverson, Jeanette Hitch, Thomas Terence, Amy Hance-Brancati, and Laura Strand (board liaison)

Many thanks to our dedicated and productive board leaders, and to the minister search committee for systematically bringing so many positives into the community. It is thrilling to welcome Rev. Carter into her ministry at Westside, and it's both hopeful and healing to be engaging in our right relations work with Pam Orbach. It is fantastic to be meeting as a staff team, and to experience Rev. Carter's eagerness to listen and to get to know our community.

In the past week, Shannon and I (with help from Dan Day as well) moved my office into the nursery space on the second floor, and prepared the upstairs office for Rev. Carter. I'm settling in to the new space and appreciate the help from Phil Harris and Jim Schlough with some of the tasks that require tools and technical supports. We are exploring possibilities for some kind of door or simple covering of the doorway between the nursery/office and the outer meeting room.

Updates in our four key areas of focus:

- 1) **Multi-Age RE (K-6<sup>th</sup> grade)** – We (RE Planning Team) are building in some multi-generational services and chalice chapels for our schedule through June, including collaborating with the Environmental Justice team on an Earth Day service on April 23<sup>rd</sup>, offering a chalice chapel for all ages on the Sunday of Memorial weekend, and collaborating with Rev. Carter and Scott to create the June 11<sup>th</sup> RE Celebration service. We are continuing to prepare for higher engagement in this group once the OWL classes end.
- 2) **OWL** – (Teachers – 7<sup>th</sup>—9<sup>th</sup>: Anne Fox, Michael and Paula Franzen, Steve Radak and Galen Guffy from Saltwater UU, and 4<sup>th</sup>—6<sup>th</sup>: Thomas Terence, Scott Iverson, Gracie Bucklew, and Jill Jackson)  
Our 4<sup>th</sup>—6<sup>th</sup> grade OWL team meets every Thursday evening online to plan for the next class and to ensure a smooth transition between teachers. This class has gone very well, with positive reactions from parents and children. Our 7<sup>th</sup>—9<sup>th</sup> grade OWL team also meets in the weeks prior to their next class, and has been doing an amazing job engaging our youth in some long class days, built in to reduce the number of Sundays of commitment for both Westside and Saltwater participants. We are holding a second parent session on Sunday morning, March 19<sup>th</sup>. Our 7<sup>th</sup>—9<sup>th</sup> class will close with an evening session on March 25<sup>th</sup>, and an overnight in the church. Both classes will have representatives speaking in the service on March 26<sup>th</sup> during the Time for All Ages.

The high school OWL offering will not happen this spring, since we didn't get enough traction from our 10<sup>th</sup>—12<sup>th</sup> graders. We are considering offering another K-1 OWL class next year, and trying again for a high school group.

3) **Youth Group** – (Advising Team – Neve Mazique-Bianco, Amy Hance-Brancati, and Meghan Schumacher)

Things are hopping in our youth arena! Our schedule of activities between now and the end of the church year includes monthly candlelight worships, collaborative events with Saltwater and University congregations, a regional Con (retreat) event hopefully at University, some participation in multi-gen services including the bridging ceremony in June, possibly an overnight at Westside, and possibly an environment-focused poetry slam in collaboration with our Environmental Justice Team. We are also considering how we might engage our younger youth on service mornings once the OWL class ends. This will require two more volunteers.

I am collaborating with Scott to engage some youth musicians in our upcoming services, and with Simon Knaphus to offer an auction item for youth.

We are hoping to recruit and solidify our youth advising team for next year by June, so everyone can participate in an advisor training we'll offer with other congregations.

4) **Nursery** – (New Nursery Team – Marie Kaz as our anchor, and Amanda Meier, Amy Youngblood, and Naomi Rue as our supports)

Our new team is meeting on Saturday, March 18<sup>th</sup> for training, and to clean our nursery space. We're continuing to encourage families, but still have not had any takers for Sunday mornings. Our nursery team will only receive payment when they remain in the nursery with children.

Looking ahead:

- The RE Planning Team is meeting the first Wednesday of every month at 6:30pm online. Anyone is welcome to attend.
- We'll have a day of clean-up and organizing of all RE spaces and materials in the summer.
- The RE Planning Team has been the primary volunteers supporting our program, with support from our fantastic OWL teaching teams, and two additional youth advisors. We are talking about what will be required in all the ways we will need to ramp up if services increase to three or four times a month. We are also considering needing additional teaching volunteers for Sunday mornings, to break our children and youth into two and eventually at least three groups by age once OWL classes end.
- We are considering summer RE options, and I will be talking with Rev. Carter and others about this in the coming weeks.
- In our recent meeting, the RE Planning Team discussed the reality that we are likely to have a period of growth in our programs, especially with our new minister, before there are funds to adequately cover the hours needed to support program. We'll need to think creatively, and I hope to engage in some discussion with Westside leaders about this.

## WSUU Finance Committee Report February 2023

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

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

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

**Financial Status:**

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

**Unanticipated Variance(s) to Budget:**

- None.

**FY 23-24 Budget**

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

**Additional Notes:**

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

Submitted by Shelley Webb      3/9/2022

## MUSIC DIRECTOR MONTHLY REPORT

March, 2023

Truly looking forward to working with our new Minister Carter! I will be taking some sick leave time at the end of the month because of long-anticipated, vision-related eyelid surgery I'll be having on March 28<sup>th</sup>. I may be able to be present for the Easter/Passover service on April 9<sup>th</sup>, but Lisa Maynard and Rainier Reunion will be leading the music. More on all of this below. This will be the first sick-leave time I've taken since I started work here over 4 years ago!

**ACTION ITEMS:** See technology update below.

1. Past Services: The service on February 26<sup>th</sup> with Rev. Justin Almeida went very well. We talked very briefly afterward, and he said he couldn't have been more happy with the music selection and how it dove-tailed with his message.
2. Upcoming services: We're looking quite a bit ahead during the Worship Team meetings, which is very helpful. This Sunday, March 12<sup>th</sup>, the Chalice Singers will be singing for the Stewardship service. On March 26<sup>th</sup> we'll be having the Music Service, entitled Sing! The Healing Power of the Human Voice, with an all-star cast! April 9<sup>th</sup> will be Rainier Reunion leading (with my possible participation depending on healing), and the Chalice Singers will be sharing for the Earth Day/Environmental Justice service on 4/23. On May 14<sup>th</sup> the full Westside Chorale will be providing music.
3. The Westside Chorale and Chalice Singers: We're learning music for a bunch of upcoming services, with the Chorale rehearsing 3 pieces for 3/26. Here is the upcoming rehearsal schedule for the Chorale and Singers: 3/8, 3/15 (tentative), 3/22: Chorale and Chalice Singers, 3/29, 4/5 no rehearsal, 4/12, 4/19: Chorale (start music for May 14), Chalice Singers (music for 4/23), 4/26 no rehearsal, 5/3, 5/10 Chorale (music for May 14).
4. The Westside Strummers/ Welcome Singers: Lisa Maynard continues to empower music and singing with both of these groups. They are all invited to join in our Music Service on March 26<sup>th</sup>, and I'm so pleased to be sharing this offering with the entire congregation.
5. Circles with Pam: I'm very much enjoying and feeling enriched by the time I've spent in circle with Pam Orbach. I'm also planning on attending the one on March 19<sup>th</sup> for leaders and staff. I've had a couple of personal breakthroughs during these gatherings, and it's such a lovely way to go deeper with people in our congregation.
6. Technology update: It seems that the major tweaking of the video wall has taken place, and the sound system, etc. is working efficiently. Larry says he's getting used to the drum kit, and it's sounding great in the mix Nate is doing during services. I'd like to propose that we either purchase or create a large, lockable storage box that would live on the platform and provide security and neatness for the sound equipment. I've heard a few comments about things looking a bit messy up there. I think this would help immensely.

In Harmony,

Scott Farrell

# Administrator Report to Board March 2023

## No action items for March Meeting

Greetings wonderful board of trustees. What an amazing month it has been. I want to share gratitude to Tracy, Laura P and the rest of the Minister Search Team for their contributions in conducting a minister search on top of their regular duties. Thank you also to the board for your support in the process. It is such a blessing to welcome Rev. Carter and begin our work together. I already feel so much positivity with just one week of shared work under our belts. I look forward to our future with Rev. Carter here at Westside!

Date	Speaker/Special Circumstances	Attendance
		In-person/Views while streaming/ views since published/total views
2/12/23	Love - Collaborative	75/16/51/142
2/26/23	Rev. Justin Almeida	58/15/26/99
3/12/23	Stewardship, Rev. Carter	94/16/43/153 (24hrs following)

**Offering Collection for February:** For the month of February, our shared offering recipient was Grandmothers Against Gun Violence. We mailed a check for \$443.02 to them this week. WSUU portion of the offering for February was \$783.98 Total offering received \$1227. This is \$832 less than January. Not sure how to explain the difference.

**Membership/New Interest: Current membership stands at 163.** No new members or departures to report for February. One welcome form submission was received in February. In the past 30 days we saw 4 new subscribers to our mailing list and had 5 unsubscribes.

**Onboarding:** During this month I began the process of orienting Rev. Carter to our systems and practices and documents. It is so much to relay, and she has taken it all in stride.

**Right Relations:** I am very grateful to be representing our staff on the core right relations team and working with Pam Orbach each week. During February, I helped coordinate registration for the community wide circles, some smaller circle activity and worked with Pam to begin advertising the Non-Violent Communication Course that she will offer this spring to WSUU.

**Stewardship:** The small stewardship team (Kevin Lane-Cummings, Steve Finney and I) continue to meet weekly. During February I updated our website with 2023-24 information and helped finalize and create our Stewardship packet that went out to members and friends on March 11. Pledges are starting to come in!

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

## **Facilities Issues and Updates:**

**Facilities Team:** In February Bob Thoreson did some work on our furnace. It had been making some screeching noise when it fired up and it was unpleasant for our tenant. He re-anchored one of the blower motors to the floor. This was some excellent progress but did not completely remedy the situation. Jim Schlough and Charlie Wilson responded to a request that I made after smelling burning rubber coming from the vents. They tightened the blower belts, and both the noise and smell were resolved. I am very grateful for their help! We also responded to a tenant complaint about ants in the social hall. An exterminator was called in but couldn't find any evidence, so he'll come back when the weather warms up and insects are more active. The team is still working on a solution to better lighting in the staff parking area.

**Janitorial Service Contract Change:** After about seven years with Jones Boys Janitorial Service, I have given them notice for a switch at the end of March. It was a long time coming and I have worked with them tirelessly to try to communicate our needs and their lack of performance. Our new provider is Quality Janitorial Service. They had the most reasonable bid at \$700. We received another for \$1800. We have been paying \$630 to Jones Boys. This change will have a budget impact but not a huge one. I was able to talk to a couple of references for the new company so I'm feeling hopeful that we will have an easier time communicating and get higher quality service.

**Visual Display in Sanctuary:** I'm sorry to say that we are still in communication with Worship Productions trying to get replacement modules for the ones that don't match. It is frustrating and time consuming. Soon we will swap out a few more of the modules and then move the controller to the baptismal tank so that there are no wires visible around the screen. After my embarrassing moment a few Sundays ago, when we prepared to show videos during a service and discovered that the audio was no longer hooked up from the booth to the screen, I'm happy to report that we got the needed adaptors and Nate hooked everything up. I still need to test it. We are excited to have our first livestream using the LED wall in May when Sarah Schurr preaches remotely.

**Coffee Equipment & Hospitality:** Great news here! Our equipment is working very well and makes great tasting coffee. The other great news is that Charlotte House has agreed to manage the volunteers for the hospitality ministry! Woohooooo! I am grateful to Paula vanHaagen who has been working to get many Westsiders trained to operate the brewer. We are on our way, and plan to offer coffee and tea service all Sundays when we have worship. If you build it, they will come!

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

**Items taking extra time in February:** Core group, wellbeing group and community wide right relations work, stewardship prep, onboarding Rev. Carter, janitorial contract and bids, auction help.

**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