



Westside  
Unitarian Universalist  
Congregation

# WSUU

## MAY BOARD AGENDA — 2023

May 31st, 2023 7:00 - 9:00 PM PT via Zoom

Marco's Zoom Link to today's meeting: <https://zoom.us/j/97608698496?pwd=cWh5eTJldktHbEE3aitRYjBuM00xdz09>

Usual [Link to Board Zoom](#)

[Link to May 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

	<i>Guests: Shelley Webb, Steve Burrows, Riley Anderson</i>	
<b>7:00pm</b>	<b>Chalice Lighting &amp; Welcome</b> <i>Laura Pierce</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>
<b>7:10pm</b>	<b>Minutes</b>	<ul style="list-style-type: none"> <li>o Approve last month's Board Minutes</li> <li>o <a href="https://docs.google.com/file/d/14HiHMaCvoR9BtI5LK-MRtdlVetPmXFHk/edit?usp=docslst_api&amp;filetype=msword">https://docs.google.com/file/d/14HiHMaCvoR9BtI5LK-MRtdlVetPmXFHk/edit?usp=docslst_api&amp;filetype=msword</a></li> </ul>
<b>7:15pm</b> <i>Monthly Reports Moved to End of Meeting</i>	<b>Priority Business</b> (time dependent, crisis prevention)	<p><b>Annual Meeting Run Through &amp; Remaining Tasks for June 4th Zoom 10:30 am start</b></p> <ul style="list-style-type: none"> <li>o <i>Annual Meeting Packet materials were emailed to all congregants, May 24th by Shannon, please review in your email</i></li> <li>o Annual Meeting Slides link: <a href="https://docs.google.com/file/d/1avK1q1ju_TlCsxt1PeUyrTa0qgnCSFqo/edit?usp=docslst_api&amp;filetype=mspresentation">https://docs.google.com/file/d/1avK1q1ju_TlCsxt1PeUyrTa0qgnCSFqo/edit?usp=docslst_api&amp;filetype=mspresentation</a></li> <li>o Start time for presenters to be online</li> <li>o Who/Doing what task &amp; slides</li> <li>o How know who to mute and unmute-Marco</li> <li>o Voting Process and Polls</li> <li>o Q &amp; A</li> </ul>
<b>8:05pm</b>	<b>Other Business</b> (important planning)	<ul style="list-style-type: none"> <li>o <b>GA Delegates &amp; Article II revision Board suggestions</b> <ul style="list-style-type: none"> <li>▪ Send email to GA delegates from Board to thank &amp; encourage to them to arrange congregational input re: Article II GA vote (congregational survey, June 11th in person input, eNews)</li> </ul> </li> </ul>



		<ul style="list-style-type: none"> <li>o <b>June 22nd Last 2022/23 Board Meeting</b> <ul style="list-style-type: none"> <li>▪ Invite new Board members—transition mtg?</li> <li>▪ Celebration date/time</li> </ul> </li> </ul>
8:15pm	<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)</li> <li>o Administrator (Shannon)</li> <li>o Music (Scott)</li> <li>o Finance Committee/Treasurer/Operations (Shelley, Jim)</li> <li>o RE (Jade) (liaison Laura Strand)</li> <li>o RJCT, Pam Orbach contract (liaison Tracy)</li> </ul>
8:20pm	<b>Monthly Board Communication</b>	<ul style="list-style-type: none"> <li>o Board Westside Week Topic &amp; Who Writes <ul style="list-style-type: none"> <li>o</li> <li>o</li> </ul> </li> </ul>
8:30pm	<b>Upcoming Meetings Dates/Times Board Member Schedules</b>	<ul style="list-style-type: none"> <li>o Sun, June 4th Annual Meeting</li> <li>o Sat, June 17 Annual Picnic Lincoln Park</li> <li>o Thurs, June 22nd last 2023/23 Board Mtg.</li> <li>o Upcoming Vacation/Out of Town Schedules <ul style="list-style-type: none"> <li>▪ Rev. Carter in Pittsburgh for GA June 19-25</li> <li>▪ Rev. Carter in France July 10-August 17</li> </ul> </li> <li>o</li> </ul>
9:00pm	<b>Close of the Meeting</b> <i>Laura Pierce</i>	<ul style="list-style-type: none"> <li>o Personal Reflections/Gratitude</li> <li>o Extinguishing the Chalice</li> <li>o <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> <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> </ol>



		13. Encourage the congregation to resolve conflicts through direct communication with affected parties
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# MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION May 31st, 2023

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

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

**GUESTS:** Steve Burrows, Nomination Committee, Shelley Webb, Finance Committee

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

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

**MINUTES** Shannon proposed several changes to the April minutes which were corrected. *After correction, the April Board meeting minutes were unanimously approved.*

## **NOMINATING & BOARD OF TRUSTEE SLATE APPROVAL**

Moved by Laura Pierce that the Board accept the Nominating Committee and Board of Trustee 2023/24 Slates as presented by the Nomination Committee prior to the annual meeting.

Seconded by Jim Schlough. Yes, 6, No, 0, Abstention, 1.

## **ANNUAL MEETING JUNE 4TH, 2023 on Zoom**

Board members, Rev. Carter, Shannon, Shelley Webb, chair of Finance Committee, Steve Burrows, chair of Nominating Committee reviewed and edited the Annual Meeting draft slides created by Laura White, secretary, and procedures for the upcoming Annual Meeting June 4th on Zoom. Also discussed was the voting process via Google polls. Riley Anderson, parliamentarian, reviewed the annual meeting slides at a previous meeting with co-chairs Laura Pierce and Tracy Burrows.

## **GA DELEGATES RESPONSIBILITIES JUNE GA ANNUAL MEETING**

Rev. Carter is working with the GA delegates to prepare for the upcoming GA conference and gather input from the congregation. Some updates to the responsibilities of the GA delegates have been initiated by the Ad Hoc GA Team. Tracy moved and discussed the following change adoption to the WSUU GA Delegate Policy in order to make the volunteer job of the GA delegates more sustainable. To be inserted right after the words "Delegate Commitments to Congregation" :

"The purpose of this list of commitments is to inform potential delegates that WSUU expects delegates to take their role seriously. It is not intended to exclude people who cannot fulfill each and every commitment from serving as a delegate. We recognize that a two-year commitment may not be feasible for everyone. Each year, the delegate team should work together to ensure

coverage at all the sessions and to commit to providing a summary of action items for any delegate who cannot attend a session because of work or other pressing commitments."

*The GA delegate change was unanimously approved by the Board.*

Kerry Lusignan has offered to be an alternate GA delegate in case one of our 4 delegates is not able to complete their responsibilities.

*Unanimously approved by Board members in an email vote that Kerry Lusignan be the alternate GA delegate.*

### **JUNE 22ND FINAL 2022/23 BOARD MEETING**

The Board discussed the format of the final Board meeting. It was suggested that the meeting be in person (vs Zoom), using a Board Circle format, facilitated by Pam Orbach, and inviting the new 2022/23 Board members followed by a casual celebration. Tracy will check in with the new Board members about availability.

### **MONTHLY STAFF AND COMMITTEE REPORTS**

#### **Minister** (Rev. Carter)

Congratulations to Rev. Carter on her ordination last weekend! A gift from our congregation will be presented at the Sunday, June 11th service. Tracy

Burrows was able to attend her ordination in Raleigh, North Carolina. Rev. Carter has been able to attend the May Community Circle and learn more about our right relations work with Pam Orbach. She is now leading one service per month between now and September. There will be a Worship Team retreat over the summer for team building, exploring worship themes and setting a covenant as a group for the upcoming year. Rev. Carter will also be working with the GA delegates to support their involvement in the upcoming GA proceedings. A reminder that Rev. Carter will be at GA June 19-25 and in France July 10-August 17.

#### **Administrator** (Shannon)

Shannon reported that 84% of annual pledges are in hand at \$214, 252. Twenty one pledging units responded to our additional stewardship pledge request. April was a busy month working with Pam Orbach on right relations. Shannon has been attending the 8 session non-violent communication course, is on the core Right Relations team, wellbeing group and worked with Henry Bennett to facilitate the May Community Circle on mourning. The new janitorial service is working out well and a batch of new LED modules has been shipped for the LED screen. The Facilities Team repaired the outside tent walls installing new grommets and the Garden Team weeded the grounds before our Auction Tides and Treasures Bingo Night. Re-stripping the parking lot will be needed in the future. Shannon was very active in supporting the Auction Team, online Auction and finale Bingo Night event. In addition to weekly communications, ongoing Auctria updates and bidder/donor followup emails, Shannon created an outstanding Raise the Paddle slideshow for the evening of April 29th. No new members or resignations were reported since the last Board meeting.

**Music Director** (Scott)

Scott is energized by our community circles, Rev. Carter's active engagement and the positive reception to music in our Sunday services. He will be attending the AUUMM Conference in Baltimore on July 11-17. Scott also appreciates the Board approval for a part time rehearsal accompanist. He is pleased with the music for our April 23rd, May 14th and May 28th services. He thanked Kristina Darnell, and Lisa Maynard for their musical contributions during the Tides and Treasure Auction Bingo Night. Scott is coordinating with Jade Wilde for the upcoming Bridging Ceremony service on June 11th and will start fall planning over the summer. The Westside Chorale and Chalice Singers will have a potluck celebration at the end of the month. He is continuing to attend our monthly community circles.

**RE Coordinator** (Jade), RE Planning Team (Faith Iverson, Jeanette Hitch, Thomas Terence, Amy Hance-Brancati, and Laura Strand (Board Liaison))

Jade has been busy with OWL program celebrations, multi-generational worship, local UU youth groups and forward planning. She is now focusing on the annual rite of passage transition and bridging ceremonies, a summer RE offering and planning for the fall. The RE Planning Team will prioritize creating increased connections with and between RE families and continue to meet monthly the first Wednesday of the month at 6:30pm. In addition, and separately from her RE activities, Jade has participated in the weekly nonviolent communications class, whole community circles and healing circle work.

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

We are at 83% of the fiscal year and income and expenses are progressing as expected. Shelley reports that an adjustment catch-up retirement payment of 3 months has now been invoiced. The Finance Committee has prepared an annual budget slide presentation and report for the upcoming Annual Meeting in June. The paperwork for a 7 month HomeStreet Bank CD of \$100K, at 4.25% interest, has been completed at a meeting with the HomeStreet Bank associate manager, Jim Schlough and Laura White. Shelley Webb, Finance Committee Chair, presented the 2022/23 and proposed 2023/24 budget at a special May 10th Board meeting. The proposed budget was unanimously approved by the Board in readiness for the upcoming Annual Meeting June 4th. The Finance Committee will also provide 2 budget Q & A sessions for the congregation prior to the Annual Meeting, one in person and one on Zoom.

**RJCT** (Tracy, Board liaison)

No additional report

**NEW BUSINESS**

Kristina expressed concerns about the Nominating Committee process this year especially in light of her extensive work on developing an equitable Nom Com process with the previous Nom Com committees. For example, use of exit interviews of the outgoing Board, vetting candidates based on congregational needs, use of a leadership rubric and use of the equity decision making tool are all important to the shared ministry process in developing a new Board. As a Board this year, there was not an opportunity to discuss the candidate slate because of the

rushed process. She emphasized the importance of maintaining an established Nom Com process and valuing the work done by the previous Nom Com committees. The Board decided that Tracy and Kristina would meet with the incoming Nom Com Committee to outline and review the process, clarify expectations and discuss the timeline together. A link to the Nom Com committee forms and general schedule would be provided to the Board. Confidential information would remain available to Nom Com members only.

### **Monthly Board Communication to the Congregation**

The Annual Meeting on June 4th will provide this month's Board update.

### **Meeting Schedule:**

- Sunday, June 4th 10:30am Zoom Annual Congregational Meeting, Board & Budget
- Saturday, June 17th Annual Picnic Lincoln Park
- Thursday, June 22nd, June Board Meeting, last for this FY. In person.
- Board Liaisons will continue to attend their liaison related committee meetings.

### **Board Schedules:**

- Rev. Carter will be in Pittsburgh for GA June 19-25 and on vacation in France July 10-August 17th.

**CLOSE OF MEETING** Laura Pierce closed our meeting with chalice words and asked for ending reflections. The meeting ended at 9:05pm.

Respectfully submitted,  
Laura H White,  
Board Secretary

I'm writing this report from the Raleigh-Durham airport, a few hours in advance of my flight back to Seattle. Apologies for the serious delay in getting this report to you. I can see that some of my processes and systems for planning, especially in my "not-in-residence" weeks could use some work!

In other news, I am returning with a full heart and an awake spirit after my ordination weekend. It is a massive privilege of ministry to be gifted such a meaningful ritual to honor the beginning of one's career. I got to witness so many of my worlds colliding, and feel blessed by all the communities that have helped usher my ministry into being, including Westside. It was a delight that Tracy was able to come and represent this congregation on this important day for me.

And now, it is time to return and get to work. May has been my first month working 1st & 2nd Sundays, rather than the standard 2nd & 4th. I've learned about the joys of budget season (many thanks to all who I've been blessed to be learning from) and have been deep in the process of planning for the '23/'24 church year.

As I enter the month of June, these are the things on my mind:

1. **Community Circles:** I was delighted to be a part of May's community circle on the first Sunday of May, and hold a lot of care for the tenderness of the process. I'm thinking of participants who showed up with anger that was transformed into patience and feeling heard to circle keepers learning to offer themselves grace when things didn't go as planned. We are all being transformed by this process. I am hoping to learn more from upcoming Wellbeing Team circles, and am excited for the possibilities that can unfold now that the Board was able to approve a significant increase in our investment in Pam Orbach's services next year.
2. **Worship Planning:** I will be leading one service per month between now and September, which will give me extra space to plan for the upcoming church year. At our upcoming Worship Team retreat, we will not only be laying out themes to explore in the coming year, but also recovenanting as a group so that we can better support one another and celebrate the important ministry that this team provides.
3. **General Assembly:** Because our delegate team is coalescing fairly late in the process, I anticipate working quite closely with them to support their involvement in the upcoming GA proceedings. We will be working to solicit input from the congregation & considering simple, accessible ways to share our learnings from the week.



**Conclusion:** Beyond the items listed above, I am deep in thinking about many aspects of church life for next year. Better assessing and responding to pastoral care needs, convening a committee on ministry, adult education options for the fall, increasing opportunities for social connection, supporting program staff, especially Jade as she and volunteers rebuild our RE programs, and more. Though I will be away for much of the summer, I intend to use my time in Seattle to do some serious collaboration on each of these things. Are there any priorities on your mind that I've missed here? Please be in touch!

I close with gratitude for this Board and the support you have been giving me.

In faith,

Rev. Carter Smith

As of: **Monday, May 1, 2023****BUDGET SUMMARY**% thru Year: **83%**

		Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
<b>Income</b>						
Pledges	\$	20,857	\$ 183,597	79%	\$ 233,000	\$ 49,403
Sunday Plate		1,407	17,974	120%	15,000	(2,974)
Other Donations		551	1,994	0%	-	(1,994)
Fund Raising		2,973	3,124	8%	40,000	36,876
Affinity Programs		135	731	71%	1,025	294
RE Ministry		-	2,543	0%	-	(2,543)
Youth Group Ministry		-	-	0%	-	-
Music Ministry		-	484	48%	1,000	516
Program and Misc		288	1,841	184%	1,000	(841)
Rentals		4,811	47,071	77%	60,818	13,747
Carry-over		-	-	0%	-	-
<b>Total Income</b>	<b>\$</b>	<b>31,022</b>	<b>\$ 259,359</b>	<b>74%</b>	<b>\$ 351,843</b>	<b>\$ 92,484</b>
<b>Expenses</b>						
Minister Compensation	\$	-	\$ -	0%	\$ -	\$ -
Additional Minister		6,026	12,814	17%	76,962	64,148
RE Director Compensation		-	-	0%	-	-
RE Staff		-	320	16%	1,967	1,647
RE Training		-	-	0%	-	-
RE Youth Group		-	-	0%	417	417
RE Operations		2,500	19,890	78%	25,400	5,510
Music Director Compensation		2,773	22,311	82%	27,327	5,016
Music Staff		483	5,459	87%	6,273	814
Other Music		-	1,692	83%	2,040	348
Administrator Compensation		6,556	54,555	82%	66,141	11,586
Additional Employee Benefits		417	1,593	54%	2,977	1,384
Community Impact-Internal		6,452	21,130	125%	16,872	(4,258)
Community Impact-External		(13)	5,318	106%	5,015	(303)
Worship		480	23,846	127%	18,795	(5,051)
Loans, Taxes, Fees		3,364	37,252	83%	44,882	7,630
Facility		3,057	49,435	89%	55,525	6,090
Fundraising & Rentals		168	578	46%	1,250	672
Reserves		-	-	0%	-	-
<b>Total Expenses</b>	<b>\$</b>	<b>32,262</b>	<b>\$ 256,195</b>	<b>73%</b>	<b>\$ 351,843</b>	<b>\$ 95,648</b>
<b>Cash Flow (GF):</b>	<b>\$</b>	<b>(1,240)</b>	<b>\$ 3,164</b>			

	YTD Balance	Start of FY	YTD Change
<b>BANK ACCOUNT BALANCES</b>			
Umpqua Checking #7545	\$ 95,628	112,965	\$ (17,338)
Sound Credit Union Money Market #6299	201,699	199,872	1,827
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
<b>Total Account Balances</b>	<b>\$ 297,552</b>	<b>\$ 313,063</b>	<b>\$ (15,511)</b>
<b>ASSETS</b>			
Church Bldg & Land (book value)	\$ 3,109,500	\$ 2,901,200	\$ 208,300
Cash - Operations	66,212	80,231	(14,019)
Payroll	-	-	-
Building Fund	\$ 88,168	89,160	(992)
Accessibility Fund	22,462	22,462	-
Other Dedicated Fund Balances	21,801	22,301	(500)
<u>Operational Reserves</u>	<u>98,910</u>	<u>98,910</u>	<u>-</u>
<i>Total Fund Balances</i>	<i>\$ 231,340</i>	<i>232,832</i>	<i>(1,492)</i>
<b>Total Assets</b>	<b>\$ 3,407,053</b>	<b>\$ 3,214,263</b>	<b>\$ 192,789</b>
<b>LIABILITIES</b>			
Loan fm UUA	\$ 419,602	\$ 419,602	\$ -
Loan fm Cascadia Growth Fund	58,825	58,825	-
Other Current Liabilities	6,645	24,748	(18,103)
<b>Total Liabilities</b>	<b>\$ 485,072</b>	<b>\$ 503,175</b>	<b>\$ (18,103)</b>
<b>GF Balance (Cash-Operations less Other Current Liabilities)</b>	<b>59,567</b>	<b>\$ 55,482</b>	<b>\$ 4,084</b>
<b>CONGREGATIONAL EQUITY</b>	<b>\$ 2,921,980</b>	<b>\$ 2,711,088</b>	<b>\$ 210,892</b>

As of: Monday, May 1, 2023				% Thru Year: 83%				
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget		Notes
GENERAL FUND INCOME								
Pledges								
4.100.100	Pledges - Current Year Income	20,857.46	174,432.09	231,000.00	<div><div></div></div> 76%	-		78% of pledges in hand
4.100.110	Pledges - Prior Year Income	-	9,165.24	2,000.00	<div><div></div></div> 458%	7,165.24		
	Total Pledges	\$ 20,857	\$ 183,597	\$ 233,000	79%	\$ -		
Sunday Plate								
4.100.140	Contributions - Sunday WSUU	938.91	11,811.79	10,000.00	<div><div></div></div> 118%	1,811.79		
4.100.141	Contributions - Sunday WSUU Congr Care Fund	-	-	416.00	<div><div></div></div> 0%	-		
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	417.00	<div><div></div></div> 0%	-		
4.100.144	Contributions - Sunday WSUU Real Rent Duwamish	-	-	417.00	<div><div></div></div> 0%	-		
4.100.145	Contributions - Sunday WSUU Partner Church	-	678.05	600.00	<div><div></div></div> 113%	78.05		
4.100.150	Contributions Sunday Charities	468.08	5,483.69	3,150.00	<div><div></div></div> 174%	2,333.69		
	Total Sunday Plate Income	\$ 1,407	\$ 17,974	\$ 15,000	120%	\$ 2,974		
Other Donations								
4.100.160	Special Gifts & Campaigns	550.91	1,743.77	-	<div><div></div></div> 0%	1,743.77		
4.100.165	Cong. Care Fund Transfer In	-	250.00	-	<div><div></div></div> 0%	250.00		
4.100.244	Accessibility Fund Donations	-	-	-	<div><div></div></div> 0%	-		
	Total Other Donations	\$ 551	\$ 1,994	\$ -	0%	\$ 1,994		
Fund Raising								
4.100.245	Auction Income	2,973.24	3,124.30	25,000.00	<div><div></div></div> 12%	-		
4.100.247	Raise the Paddle Income	-	-	15,000.00	<div><div></div></div> 0%	-		
	Total Fund Raising Income	\$ 2,973	\$ 3,124	\$ 40,000	8%	\$ -		
Affinity Program Income								
4.100.210	E Scrip GF Income	-	-	-	<div><div></div></div> 0%	-		
4.100.211	Amazon Rebate Income	-	226.40	425.00	<div><div></div></div> 53%	-		
4.100.212	Thriftway Rebate Program	134.52	504.26	600.00	<div><div></div></div> 84%	-		
	Total Affinity Program Income	\$ 135	\$ 731	\$ 1,025	71%	\$ -		
RE Ministry Income								
4.100.259	RE Fundraising & Donations	-	-	-	<div><div></div></div> 0%	-		
4.100.258	RE Fund Transfers IN	-	-	-	<div><div></div></div> 0%	-		
4.100.260	OWL Registration Fees	-	2,543.06	-	<div><div></div></div> 0%	2,543.06		
4.100.263	OWL Fund Transfers IN	-	-	-	<div><div></div></div> 0%	-		
	Total RE Ministry Income	\$ -	\$ 2,543	\$ -	0%	\$ 2,543		
Youth Group Ministry Income								
4.100.261	RE Youth Group Fund Transfers IN	-	-	-	<div><div></div></div> 0%	-		
	Total Youth Group Ministry Income	\$ -	\$ -	\$ -	0%	\$ -		

As of: <b>Monday, May 1, 2023</b>				% Thru Year: <b>83%</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	<div><div>48%</div></div>	-	
	Total Music Ministry Income	\$ -	\$ 484	\$ 1,000	48%	\$ -	
<b><u>Program and Misc Income</u></b>							
4.100.220	Coffee Income	-	14.00	-	<div><div>0%</div></div>	14.00	
4.100.225	Membership Fundraising and Donations	-	-	500.00	<div><div>0%</div></div>	-	
4.100.240	Interest Income	288.05	1,826.84	500.00	<div><div>365%</div></div>	1,326.84	
4.100.255	Common Quest Income	-	-	-	<div><div>0%</div></div>	-	
	Total Program and Misc Income	\$ 288	\$ 1,841	\$ 1,000	184%	\$ 841	
<b><u>Rentals</u></b>							
4.100.300	Cell Tower Rental	976.55	8,788.95	11,724.00	<div><div>75%</div></div>	-	
4.100.302	Electricity Reimbursement- Cell Tower	672.57	6,876.45	9,276.00	<div><div>74%</div></div>	-	
4.100.305	Rental Income - Single Events	-	-	2,000.00	<div><div>0%</div></div>	-	
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	3,152.00	31,396.00	37,698.00	<div><div>83%</div></div>	-	
4.100.311	Donations- Service Groups Meeting at WSUU	10.00	10.00	120.00	<div><div>8%</div></div>	-	
	Total Rental Income	\$ 4,811	\$ 47,071	\$ 60,818	77%	\$ -	
<b><u>Carry-over</u></b>							
4.100.241	Board Designated Fund Transfers to GF	-	-	-	<div><div>0%</div></div>	-	
	Total Carry-over Income	\$ -	\$ -	\$ -	0%	\$ -	
<b>TOTAL GENERAL FUND INCOME</b>		<b>\$ 31,022</b>	<b>\$ 259,359</b>	<b>\$ 351,843</b>	<b>74%</b>	<b>\$ -</b>	

As of: <span>Monday, May 1, 2023</span>				% Thru Year: <span>83%</span>				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	6,025.80	12,813.56	76,962.00	<div><div></div></div> 17%	-		
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	\$ 6,026	\$ 12,814	\$ 76,962	17%	\$ -		
Total Minister Position Expense		\$ 6,026	\$ 12,814	\$ 76,962	17%	\$ -		

As of: <b>Monday, May 1, 2023</b>				% Thru Year: <b>83%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes
<b>CHILDREN AND YOUTH MINISTRY</b>							-
<b>RE Director Compensation</b>							-
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%	\$ -	-
<b>RE Staff Expense</b>							-
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%	\$ -	-
<b>RE Training Expense</b>							-
5.100.152	RE OWL Leadership Development Exp	-	-	-	0%	-	-
	Total RE Training Expense	\$ -	\$ -	\$ -	0%	\$ -	-
<b>RE Youth Group Expense</b>							-
5.100.132	RE High School Youth Programs Exp	-	-	417.00	0%	-	-
	Total RE Youth Group Expense	\$ -	\$ -	\$ 417	0%	\$ -	-
<b>RE Operations Expense</b>							-
5.100.171	RE Services	2,500.00	19,260.00	25,400.00	76%	-	-
5.100.131	RE OWL Program Exp	-	629.86	-	0%	629.86	-
5.100.229	RE OWL Fund Transfers OUT	-	-	-	0%	-	-
5.100.134	RE Operational Exp	-	-	-	0%	-	-
	Total RE Operations Expense	\$ 2,500	\$ 19,890	\$ 25,400	78%	\$ -	-
<b>Total Children &amp; Youth Ministry Expense</b>							-
		\$ 2,500	\$ 20,210	\$ 27,784	73%	\$ -	-

As of: <b>Monday, May 1, 2023</b>				% Thru Year: <b>83%</b>				Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget		
<b>MUSIC MINISTRY</b>								-
<b>Music Director</b>								-
5.100.185	Music Dir Salary Exp	1,739.31	17,393.10	20,872.00	83%	-		3 mo of contrib.
5.100.186	Music Dir Medical Insurance	379.00	1,649.50	1,271.00	130%	378.50		
5.100.187	Music Dir Retirement Exp	521.79	1,848.18	2,087.00	89%	-		
5.100.188	Music Dir FICA Exp	133.06	1,330.60	1,597.00	83%	-		
5.100.190	Music Dir Professional Exp	-	90.00	1,500.00	6%	-		
Total Music Director Compensation		\$ 2,773	\$ 22,311	\$ 27,327	82%	\$ -		
<b>Music Staff</b>								-
5.100.193	Music Sunday Service Pianist Exp	262.50	2,969.25	3,543.00	84%	-		
5.100.195	Music Percussionist Exp	220.00	2,410.00	2,730.00	88%	-		
5.100.197	Music Chorale Rehearsal Pianist Exp	-	80.00	-	0%	80.00		
5.100.198	Music Bassist Exp	-	-	-	0%	-		
5.100.199	Music Administrator Exp	-	-	-	0%	-		
Total Other Music Staff Expense		\$ 483	\$ 5,459	\$ 6,273	87%	\$ -		
<b>Other Music Expense</b>								-
5.100.191	Music Purchase Exp	-	286.45	765.00	37%	-		
5.100.192	Music Equipment Maint Exp	-	190.00	400.00	48%	-		
5.100.194	Music Programs Exp	-	1,215.92	800.00	152%	415.92		
5.100.196	Music Council Fundraising Exp	-	-	75.00	0%	-		
Total Other Music Expense		\$ -	\$ 1,692	\$ 2,040	83%	\$ -		
<b>Total Music Ministry Exp</b>		\$ 3,256	\$ 29,463	\$ 35,640	83%	\$ -		
<b>ADMIN STAFF &amp; SUPPORT</b>								-
<b>Congr Administrator &amp; Bookkeeper</b>								-
5.100.174	Congr Admin Salary Exp	4,762.97	45,248.22	54,774.00	83%	-		3 mo of contrib.
5.100.175	Congr Admin Medical Insurance	-	600.00	1,200.00	50%	-		
5.100.176	Congr Administrator Retirement Exp	1,428.90	4,957.44	5,477.00	91%	-		
5.100.177	Congr Administrator FICA Exp	364.36	3,461.44	4,190.00	83%	-		
5.100.231	Congr Admin Professional Exp	-	288.00	500.00	58%	-		
Total Congr Administrator & Bookkeeper Compensation		\$ 6,556	\$ 54,555	\$ 66,141	82%	\$ -		
<b>Additional Employee Benefits</b>								-
5.100.178	Labor & Industries Ins Exp	260.53	903.80	1,875.00	48%	-		
5.100.181	Family and Medical Leave Ins Exp	142.94	517.50	551.00	94%	-		
5.100.184	Part time Empl FICA SS Exp	13.77	172.13	551.00	31%	-		
Total Additional Employee Benefits Expense		\$ 417	\$ 1,593	\$ 2,977	54%	\$ -		
<b>Total Admin Staff &amp; Support Expense</b>		\$ 6,973	\$ 56,149	\$ 69,118	81%	\$ -		

As of: Monday, May 1, 2023				% Thru Year: 83%				Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget		
Other OPERATIONAL AND COMMUNITY IMPACT								-
Community Impact-Internal Expense								-
5.100.320	UUA Dues Exp Bud	-	8,254.14	11,006.00	<div><div></div></div> 75%	-	Empowering connections invoices 3 mo.	
5.100.801	All Congr Retreats and Trainings	6,452.00	11,992.63	3,000.00	<div><div></div></div> 400%	8,992.63		
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	-	584.74	600.00	<div><div></div></div> 97%	-		
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		\$ 6,452	\$ 21,130	\$ 16,872	125%	\$ 4,258		
Community Impact-External Expense								-
5.100.757	Sunday Morning Contributions Given to Charity	(13.33)	4,737.85	3,150.00	<div><div></div></div> 150%	1,587.85		
5.100.729	Real Rent Duwamish- Sunday Plate	-	-	417.00	<div><div></div></div> 0%	-		
5.100.728	Real Rent Duwamish	-	540.00	648.00	<div><div></div></div> 83%	-		
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		\$ (13)	\$ 5,318	\$ 5,015	106%	\$ 303		
Worship Expense								-
5.100.726	AV Tech Expense	300.00	2,820.00	6,720.00	<div><div></div></div> 42%	-		
5.100.724	Streaming Tech Exp	180.00	1,930.00	5,200.00	<div><div></div></div> 37%	-		
5.100.725	Worship Council Expense Budget	-	4,671.67	6,650.00	<div><div></div></div> 70%	-		
5.100.727	AV Equipment & Maintenance	-	14,424.68	225.00	<div><div></div></div> 6411%	14,199.68		
Total Worship Expense		\$ 480	\$ 23,846	\$ 18,795	127%	\$ 5,051		
Financial Expense								-
5.100.650	Loan Debt Service - UUA	2,580.14	25,801.40	30,962.00	<div><div></div></div> 83%	-		
5.100.655	Loan Debt Service - Cascadia Growth Fund for UU	659.96	6,599.60	7,920.00	<div><div></div></div> 83%	-		
5.100.457	Annual City/County/State Fees	-	3,427.21	3,500.00	<div><div></div></div> 98%	-		
5.100.520	Banking & Credit Card Fees e.g.Vanco	123.81	1,424.14	2,500.00	<div><div></div></div> 57%	-		
Total Financial Expense		\$ 3,364	\$ 37,252	\$ 44,882	83%	\$ -		



As of: Monday, May 1, 2023				% Thru Year: 83%			
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	2,666.89	4,200.00	63%	-	
5.100.460	Web Hosting Exp	-	-	-	0%	-	
5.100.470	Web Maintenance Exp Bud	-	-	-	0%	-	
5.100.475	Technology Management	421.00	2,923.53	3,400.00	86%	-	Church Windows 1 yr
5.100.480	Office Expenses	-	479.66	500.00	96%	-	
5.100.481	Postage Exp Bud	-	249.88	400.00	62%	-	
5.100.482	Printing / Copying	-	1,498.85	2,400.00	62%	-	
5.100.483	Constant Contact Email Service	-	-	425.00	0%	-	
5.100.550	Liability Insurance Exp Bud	-	7,669.00	8,000.00	96%	-	
5.100.452	Security Alarm System	-	436.69	600.00	73%	-	
5.100.453	Electricity - SCL	-	11,902.09	13,000.00	92%	-	
5.100.454	Water/Sewer - SPU	203.75	1,210.50	2,000.00	61%	-	
5.100.455	Waste/Recycling/Green	175.80	1,771.05	2,500.00	71%	-	
5.100.456	Gas - PSE	1,173.35	5,840.46	5,000.00	117%	840.46	
5.100.451	Janitorial Supplies	-	746.03	1,500.00	50%	-	
5.100.458	Landscaping Exp	-	-	500.00	0%	-	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	12.38	3,373.70	2,500.00	135%	873.70	
5.100.462	Lift Phone Monitoring	99.23	297.46	400.00	74%	-	
5.100.222	Coffee and Other Kitchen Exp	-	1,999.60	-	0%	1,999.60	
5.100.471	Janitorial Service	700.00	6,370.00	8,200.00	78%	-	
Total Facility Expense		\$ 3,057	\$ 49,435	\$ 55,525	89%	\$ -	
<b>Fundraising &amp; Rentals Expense</b>						-	
5.100.305	Facilities Rental Exp - single events	-	-	500.00	0%	-	
5.100.820	Auction Expense	167.54	577.54	500.00	116%	77.54	food
5.100.822	Canvass Expense	-	-	250.00	0%	-	
Total Fundraising & Rentals Expense		\$ 168	\$ 578	\$ 1,250	46%	\$ -	
<b>Reserves Expense</b>						-	
5.100.461	Building Capital Reserve Exp-GF	-	-	-	0%	-	
5.100.760	Undesignated Donation FB Exp	-	-	-	0%	-	
Total Reserves		\$ -	\$ -	\$ -	0%	\$ -	
<b>Total Other Operational &amp; Community Impact Expense</b>		\$ 13,508	\$ 137,560	\$ 142,339	97%	\$ -	
<b>TOTAL GENERAL FUND EXPENSE</b>		\$ 32,262	\$ 256,195	\$ 351,843	73%	\$ -	
<b>Income less Expense</b>		\$ (1,240)	\$ 3,164	-			

As of: <b>Monday, May 1, 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	-		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>-</b>		<b>\$ 232,832.22</b>	<b>\$ (1,492.25)</b>	

**WSUU Finance Committee Report  
April 2023**

**Action Items for the Board:** None.

**Financial Highlights for April 2023 (83% of the year):**

Highlights	Actuals	Actuals – YTD	YTD % of Budget	Budget
<b>Total Income</b>	<b>\$ 31,022</b>	<b>\$ 259,359</b>	<b>%74</b>	<b>\$ 351,843</b>
Pledges	\$ 20,857	\$ 183,597	79%	\$ 233,000
<b>Total Expenses</b>	<b>\$ 32,262</b>	<b>\$ 256,195</b>	<b>73%</b>	<b>\$ 351,843</b>
<b>Net Income/Expenses</b>	<b>\$1,240</b>	<b>- \$ 3,164</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:**

- Retirement was not being invoiced as it was, and catch-up payments (3 months worth) were made this month.

**FY 23-24 Budget**

- Finance Committee prepared for the budget presentation for the Board on May 10.

Submitted by Shelley Webb      5/13/2023

## **RE Update for the Board**

**May 28, 2023**

Jade Wilde, contracted RE Coordinator

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

This has been a productive spring, welcoming and working with Rev. Carter, offering culminating celebrations for our OWL programs, engaging in multi-generational worship, connecting with local UU youth groups, and working with the right relations initiatives with Pam Orbach. March and April, in particular, were quite full with meetings, event planning and management, communications, and a youth overnight. April and May have been quite full with our weekly Nonviolent Communications class, weekly right relations Core Team meetings with Pam Orbach, whole community circles, and planning and implementation of healing circles – all separate from RE specific activities.

As the church year comes to a close this June, we are focusing on our rite-of-passage transition and bridging ceremonies, a summer RE offering, and planning and recruitment for the fall.

Updates in our four key areas of focus:

- 1) **Multi-Age RE (K-6<sup>th</sup> grade)** – With the completion of our multi-age class today, May 28<sup>th</sup>, it appears that we will not have another regular RE program offering until ingathering in September. In June we will have our multigenerational RE Celebration service the 2<sup>nd</sup> Sunday, and a whole community circle the 4<sup>th</sup> Sunday. Through the summer, we will offer RE activities for this multi-age class with guest teachers and one RE volunteer.

We did not see the increase in attendance in this group that we anticipated when OWL classes ended. Instead, we saw fewer and fewer families coming back to church services on the 2<sup>nd</sup> and 4<sup>th</sup> Sundays, especially as the weather improved. We were able to engage some children and youth in the multigenerational service that was a collaboration with Rev. Carter and the environmental justice team, and in helping with our flower communion on Easter Sunday.

- 2) **OWL** – Both the 4<sup>th</sup>–6<sup>th</sup> grade and 7<sup>th</sup>–9<sup>th</sup> grade OWL classes wrapped up by Sunday, March 26<sup>th</sup>, with culminating celebrations. The 7<sup>th</sup>–9<sup>th</sup> grade class had an overnight for their final session, and the 4<sup>th</sup>–6<sup>th</sup> grade class had a celebration ceremony after the service and their final class. Both classes had representatives speak about their OWL experience in the service on March 26<sup>th</sup>. Teachers, parents and participants talked of the success of the programs!
- 3) **Youth Group** – (Advising Team – Neve Mazique-Bianco, Amy Hance-Brancati, and Meghan Schumacher)  
Between OWL activities and Youth Group activities, many of our youth have been engaged in multiple events each month. In addition to our Candlelight Worship events,

in April, our youth participated in a Talent Show and Karaoke night at University UU Church. In May they met for a pizza and game night. In April, Rev. Carter and Talulla Shaughnessy co-led the candlelight worship and game night.

Two major events we were anticipating for the spring have not materialized, however. Our regional congregations have not had the interest or youth and adult volunteer power to make a mini-Con event happen for youth this spring. Also, we have not had the interest or availability of our own Westside youth, to make an end-of-year overnight happen yet. This may be something we offer later in the summer when the demands of the school year have subsided.

We are seeing a drop in youth engagement this spring as well, and we have not been successful in bringing our juniors and seniors back in to Westside youth activities. This experience is happening in other local UU congregations as well, from discussions with my colleagues.

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

Our nursery team has been trained, and our spaces have been cleaned. Each Sunday we are prepared for children to be in the nursery, and each Sunday our nursery team looks for families with babies and toddlers to talk with in our sanctuary. To date, we still don't have infants, babies or toddlers showing up for services, or using our nursery.

**Looking ahead:**

- The RE Planning Team has determined that a primary focus for this summer and next year, is creating connection with and between families. We are considering how to engage families in some summer events.
- The RE Planning Team is meeting the first Wednesday of every month at 6:30pm online. Anyone is welcome to attend.
- We are planning a day of clean-up and organizing of all RE spaces and materials in July or August.
- We are considering the following organization for RE classes for next year:
  - Nursery – infant – preschool
  - Elementary Class – K—5<sup>th</sup> grades
  - Middle School Class – 6<sup>th</sup>—8<sup>th</sup> grades
  - Coming of Age – 9<sup>th</sup>—12<sup>th</sup> grades
  - Youth Group – 8<sup>th</sup>—12<sup>th</sup> grades
- We are engaging in recruitment of families and RE volunteers, to determine if this level of programming is desired and possible. Given our two-service a month commitment, it seems doable.
- Next year, we'll offer K-1 OWL, and possibly a High School OWL option.



## **MUSIC DIRECTOR MONTHLY REPORT**

### **May, 2023**

I'm excited about the new energy being generated by our community circles, and so encouraged by Rev. Carter's active engagement in her new job. I'm sensing a growth in awareness and readiness for us to move forward as a congregation. I'm so glad to be a part of that. I wanted to thank the board for approving both my trip to the AUUMM Conference in Baltimore this July, and the funds for a parttime rehearsal accompanist. I deeply appreciate it. .

**ACTION ITEMS:** No action items at this time

1. Past Services: Our service on April 23 featured the Chalice Singers and Corra Angell. I heard from many in the congregation about how much they loved the music. May 14<sup>th</sup> was the Westside Chorale's chance to really connect deeply with the theme of love. I feel so good about the growth, in number or participants, musical sophistication, and vocal tone.
2. Upcoming services: On May 28<sup>th</sup> for our poetry service, John Britt and I will both be providing solos. Jade Wilde and I have been coordinating about the music for the Bridging Ceremony service on June 11<sup>th</sup>, and I've gotten agreement from some young persons to provide much of the music. I'm looking ahead at music for over the summer, and already planning for the Ingathering Service.
3. Anchors Aweigh: I enjoyed working with Kristina on our song, and helping coordinate the rest of the music. Kudos to Lisa Maynard for once again leading our strummers and Welcome Singers in energetic music to share with others. So beautiful!
4. The Westside Chorale and Chalice Singers: We had regular rehearsal leading up to the May 14<sup>th</sup> Service, and will be having a Chorale Potluck at Paula vanHaagen's house on May 31<sup>st</sup>. At our last rehearsal we agreed that over the summer we'd meet once in June and July, then start up for the Ingathering Service music the last couple of Wednesdays in August.
5. Circles with Pam: I continue to find the work with Pam to be important and fundamental. I wish all members of the congregation (past and present) would take advantage of the breakthroughs and insights available through this work.
6. AUUMM Conference: I have registered and made other travel arrangements in preparation for my time in Baltimore July 11-17. I'm truly looking forward to this time.

7.

In Harmony,

Scott Farrell

# Administrator Report to Board May 2023

## No action items for May Meeting

Date	Speaker/Special Circumstances	Attendance In-person/Views while streaming/ views since published/total views
4/23/23	Rev. Carter -Earth Day	74/8/49/131
5/14/23	Sarah Schurr -remote Article II	60/13/23/96

**Offering Collection for March:** For the month of April, our shared offering recipient was Sound Generations. We mailed a check for \$468.08 to them. WSUU portion of the offering for April was \$938.91. The total offering received \$1406.99. This is \$852 less than March.

### **Membership/New Interest: Current membership stands at 159.**

New Members: 0

Membership Resignations: 0

Welcome Forms Received: 0

New Subscribers to email list: 3

Unsubscribed from email list: 12

**Stewardship:** Pledges in hand with 84% of pledges in are \$214,252. Our budget is set at We had 21 pledging units respond to our second stewardship request resulting in \$7548 in increased pledges. I will continue to try to reach those who are engaged and have not yet pledged. I also plan to work with Membership team members to send letters or schedule meetings with those who are inactive to inquire about their desires around their membership status.

**Right Relations:** April was another busy month for our right relations work with Pam Orbach. I have been attending an 8-session non-violent communication course that she is offering. I'm pleased to share that there are about 15 Westside folx taking the class. I worked with Henry Bennett to plan and facilitate the May Community Circle on mourning. It was well attended. I and other core team members are working to set up healing circles for various groups.

**Finance Work:** April is a big month for budget development. I worked with the finance team to update the projection for how we will end the 2022-23 fiscal year and provided input on operational budget lines for the coming year.

### **Facilities Issues and Updates:**

**Janitorial Service Contract Change:** I continue to be happy with the quality of the cleaning happening with our new Janitorial service.

**Visual Display in Sanctuary:** Still working to get more compatible modules. I received word this week that they shipped a batch.



**Parking Lot** – I had our north parking lot weeded and cleaned in April in preparation for the auction. The facilities team also worked to repair the tent walls that were failing. Our parking lot is in need of re-striping, and I will be getting bids for that soon.

**Mats** – Gratitude to Paula vanHaagen for replacing nearly all our entry and walk-off mats around the building. Things are looking very tidy around here.

**Auction:** April was a very full month for the auction. Weekly meetings continued. I was updating the auction website and producing many communications to keep folx informed about the event and focused on the online auction. I also prepared a slideshow that was part of the raise the paddle appeal. We spent a full day on the 29<sup>th</sup> preparing and had a great time at the event which was a successful community building and fundraising event.

**Items taking extra time in April:** Core group, wellbeing group and non-violent communication course, community wide right relations work, auction tasks,

**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