



Westside
Unitarian Universalist
Congregation

WSUU

NOVEMBER BOARD AGENDA — 2022

November 17, 2022 7:00 - 9:00 PM PT via Zoom

<https://zoom.us/j/97608698496?pwd=cWh5eTJLdktHbEE3aitRYjBuM00xdz09>

[Link to November 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	Chalice Lighting & Welcome <i>Laura White</i>	<ul style="list-style-type: none"> o Land Acknowledgement & Covenant o Chalice lighting o Check in/Access Needs
7:35pm	Minutes	<ul style="list-style-type: none"> o Approve last month's Board Minutes
7:40pm	Monthly Staff & Committee Reports <i>please read related reports in this month's shared folder</i>	<ul style="list-style-type: none"> o Administrator (Shannon) <ul style="list-style-type: none"> ▪ Screen Sanctuary-proposal & vote? Visual Display Solution document ▪ Recognition of new or leaving members ▪ Coffee equipment proposal/electrical o Music (Scott) o Finance Committee/Treasurer (Jim, Shelley's report) o Other relevant to yearly schedule
8:00pm	Cindy Jackson, Racial Justice Change Team	<ul style="list-style-type: none"> o Beloved Community Cafe Follow Up, Including Work in the Wider Community, Personal and Spiritual Growth, Institutional Equity, and Right Relations Work with Pam Orbach
8:20pm	Priority Business (time dependent, crisis prevention)	<ul style="list-style-type: none"> o P/T Contract Minister Next Steps (Laura Pierce, Tracy) Link P/T Minister Process Graphic and Job Description, PT Minister Job Description link o Interim Plan before PT Minister
8:30pm	Other Business (important planning)	<ul style="list-style-type: none"> o Jan Mid-Yr Board Report to Congregation o Auction April 24-29 (Laura W & Shannon) o UUA Article II Congregational UUA input o Faith Action Network (FAN) (Laura White) FAN mins o <i>Reference only:</i> Board Retreat Document 2022
9:00pm	Board Liaison Updates <ul style="list-style-type: none"> o <i>See any related summary reports in shared folder for this mtg</i> 	<ul style="list-style-type: none"> o Pastoral Care (Laura Pierce) Rev. Kari offer for a small grp spiritual practice o Worship (Laura White)



	<ul style="list-style-type: none"> ○ <i>Report out only if not covered above and/or an update is needed</i> 	<ul style="list-style-type: none"> ○ RE (Laura Strand) ○ Operations (finance, stewardship, building) (Jim) ○ Staff (Jim: Shannon, Marco: Scott) ○ Membership (Laura White)
9:15pm	<p>Monthly Board Communication</p> <p>-Congregation Friday Westside Weekly</p> <p>- 4th Sunday Board Social Hr.</p> <p>-Other as needed</p>	<ul style="list-style-type: none"> ○ November Board Communication to Congregation ○ Topics & Who Writes <ul style="list-style-type: none"> ▪ Progress P/T Ministry see P/T Minister Process Graphic ▪ Right Relations ▪ UUA ○ Board Social Hr Nov 27th:
9:25pm	<p>Upcoming Meetings Dates/Times</p> <p>Board Member Schedules</p>	<ul style="list-style-type: none"> ○ Next Monthly Board Meeting, Dec 15th 7pm ○ Upcoming Vacation/Out of Town Schedules
9:30pm	<p>Close of the Meeting Laura White</p> <p><i>December:</i></p>	<ul style="list-style-type: none"> ○ Personal Reflections/Gratitude ○ Extinguishing the Chalice ○ 9:30 pm end of meeting
	<p>2022-2023 Board Covenant</p>	<ol style="list-style-type: none"> 1. Share workload, responsibilities, joys, and sorrows. 2. Focus our energy on established priorities. 3. Right-size the board's work and maintain healthy boundaries. 4. Slow down and seek consensus when possible. 5. Listen to minority and marginalized voices. Use the equity decision-making tool. 6. Seek additional perspectives, particularly those most impacted by decisions. 7. Honor confidentiality. 8. Share what we are doing. Be intentional about honest, timely communication. Be clear about the board's role. 9. Work to stay in right relationship with each other. Establish a habit of reviewing how we work together. 10. Support our collective decisions. The board speaks with one voice. 11. Name the elephant in the room. 12. Hold this covenant as a living document. 13. Encourage the congregation to resolve conflicts through direct communication with affected parties.

MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION

Nov 17, 2022

BOARD ATTENDING: Tracy Burrows, Marco Deppe, Laura Strand, Jim Schlough, Laura Pierce, Laura White, out of town Kristina Darnell

STAFF Shannon Day, Administrator

GUESTS: Cindy Jackson Racial Justice Change Team (internet connection challenges, unable to attend), Kerry Lusignan (no report)

ACKNOWLEDGEMENT, CHALICE LIGHT & CHECK-IN/ACCESS NEEDS: Laura White began our meeting with land acknowledgement, chalice lighting words, and a personal check-in including access needs.

MINUTES The October Board meeting minutes were approved with one correction by unanimous consent and will be posted by Shannon.

MONTHLY STAFF AND COMMITTEE REPORTS Marco will continue to send an automatic email monthly Board Report reminder the 2nd Monday of the month with the 2nd Saturday deadline for receipt.

Administrator

In addition to other responsibilities, Shannon has supported the weekly agendas and initial organization for the Auction team, assisted with the Membership Ceremony, monitored the Breeze rollout, written our COVID guideline update, attended to Facilities AV research, and followed up with issues such as roof leaks this month.

Shannon and the AV Team have researched and submitted a proposal for an improved operating visual display solution for the sanctuary to insure reliability and visual accessibility. Presently the projector is non-functioning and needs replacement. In addition, our present chancel screen has low visibility when projecting video, photo, or live stream images during Sunday services and is very difficult to see in sunlight. This is also an accessibility issue impacting both in person and online streaming congregants. In addition, the existing older screen limits our options for showing films or videos for programming, events and Sunday services. The Finance Committee has been consulted and recommended using funds from this year's fiscal budget for purchase of upgraded AV equipment and screen.. After researching several options, the AV Team has recommended replacing the broken projector with a unit with more lumens and replacing the screen with a modern LED display. Most of the installation work can be done in-house. No funds will be taken from the accessibility fund. The equipment is projected to be functional by January 2023.

Board approved by unanimous consent a new projector, LED screen and related electrical upgrade costs with a ceiling of \$17,000.

Shannon has also researched with Marco an upgrade to our coffee equipment in the kitchen allowing hot water and coffee making into pump pots with direct access to an existing water spigot. The older larger percolator is heavy and dangerous to move before and after a social hour (leading to few volunteers willing to do it), takes over an hour to brew, and makes poor quality coffee. Marco and Shannon have identified several used coffee brewers from closed restaurants at a steeply discounted rate. Shannon has also consulted an electrician about installing a 240V outlet. This system would allow us to brew good quality coffee directly into pump pots for social hour and other events quickly, safely and with greater ease. Upgrades for equipment and electrical costs would probably be about \$1500.

Board approved by unanimous consent upgraded coffee brewing equipment and related electrical upgrade for the kitchen up to \$1500.

Current membership is 161. Vaughn Bell and Brennon Staley and their 2 children joined in time for the October New Members Ceremony & Reception.

Music Director

Scott is actively arranging music and musicians for upcoming services in December. Planning is already underway for the Christmas Eve service. Jim Schlough is constructing a platform for Larry so that he is more visible when drumming. Research is also ongoing to improve miking sound from the drums in lieu of using a plexiglass enclosure. Scott is in favor of an improved LED screen to make lyrics and other visuals more visually accessible during Sunday services. He and Shannon are working on photo updates to the music link on the WSUU website.

Finance Committee/Treasurer

The budget is consistent for this time of the year. We received an \$800 refund from Church Mutual of our safety rebate deposit. Shelley Webb met with a cell tower lease consultant to review the existing T-Mobile cell tower lease. In re-reading the contract, the consultant identified that our current lease will not expire until 2028, although a new lease agreement can be negotiated before then if desired.

PRIORITY BUSINESS

8th Principle & Beloved Cafe Followup Groups (Tracy Burrows spoke on behalf of Racial Justice Change Team) Tracy shared that the January 8th Sunday Service would focus on our 8th Principle and Beloved Cafe follow up actions within four focus areas.

Work in the Wider Community: This group met in October to develop a specific plan for prioritizing how Westside shows up in the community to support social justice. Partnerships with outside active community groups, identifying meaningful & high interest activities and integration with existing WSUU ongoing activities (such as the White Center Food Bank) were expressed

as important. All members agreed that focusing predominantly on one area would be sustainable. Support for the Duwamish peoples was a meaningful extension of our existing partnership with the Longhouse, Rent Rent and land acknowledgement. A congregational survey was also suggested to identify areas congregants are already involved in and provide opportunities for others to join or participate.

Personal and Spiritual Growth: This group met in October to develop specific actions we can take to support spiritual and personal growth related to the 8th principle within our congregation. The group identified next steps and priorities to fulfill this focus such as renewing educational programming (formerly Common Quest), using Sunday sermons, alternate Sundays, and other times for personal, to small group, to all congregational, short term and long term educational experiences. Some educational options identified were special speakers, common readings, white affinity group, YouthCon culture building, Beloved conversations, Build your own theology, and multigenerational options.

Institutional Equity: This group met in October and discussed the vision of a welcoming, equitable Westside community. Next steps and priorities were discussions with other congregations related to an equity audit, more accessible use of our equity tool with training, discussions with membership for improving experiences for newcomers, a series of trainings on how to create inclusive spaces, overcoming micro-aggressions. The RESULTS curriculum was suggested as a possible model.

Right Relations This group has met several times in October and November to discuss developing, cultivating, educating, establishing practices & procedures and responding to right relations issues in our community. Developing protocols, practices, education and communications that are grounded, taught and used by all, embrace healthy conflict and ensure a system of support for those harmed in a kind and loving approach were some of the important areas of focus. Meetings with Eastshore UU about their successful right relations work and Pam Orbach, their consultant, were undertaken. The team was very impressed with the good feedback and follow-up informational meetings with Pam Orbach. The team determined that Pam is well qualified to empower and assist Westside in our right relations efforts. She proposed running a 1/small Right Relations team 2/ a monthly congregation wide Community Care Circle group (Pam prefers the terminology of “Healthy Communications” rather than “Right Relations” with a focus on care and compassion) and a 3/Nonviolent Communications Training. These activities would probably begin with the Right Relations team. We also have an opportunity to collaborate with other groups/churches for some of the training. Offerings could be integrated into our Adult Community Education classes (Common Quest).

The Ad Hoc Right Relations Committee recommended a Board contract with Pam Orbach, from the Center for Restorative Solutions, for a scope of work including 1/building and supporting an ongoing Community Care Team, 2/providing whole community circles and 3/providing nonviolence training for a total cost of \$22,880.

The Board approved by unanimous consent the above proposal by the Ad Hoc Right Relations Committee for a contract with Pam Orbach from the Center for Restorative Solutions for a total cost of \$22,880.

Related website: <https://centerforrestorativesolutionsseattle.com>

Part time Contract Minister Process & Search Team (Laura Pierce, Tracy)

The P/T Contract Minister job description listing has been submitted to the UUA ministerial job openings website after extensive work reviewing congregational feedback, preparing the necessary materials for submittal and review by our regional UUA representative, Sarah Schurr. An outreach contact list has been created and the search team has identified specific individuals to personally approach about our job opportunity. The first review of applicants is projected for mid February.

OTHER BUSINESS

January mid-year Report and Slides

The Board discussed the best time and method to provide a mid-year update to the congregation. The Board decided on a 1/5-10 minute Board summary slide presentation followed by a 5 min slide Finance Committee report from Shelly Webb offered in the Sanctuary 2/followed by an informal information sharing time downstairs in the Social Hall on February 12th. Smaller groups could be recruited to share their activities in a cafe model setting. Laura White will prepare a draft of the Board slides. Other Board members would invite interested committee members to join the informal sharing time in the Social Hall.

Auction 2023 (Shannon and Laura White)

The Auction Team is meeting weekly to plan for the online Auction and culminating Saturday event. The online Auction will take place Monday-Sat April 24-29th and a Saturday event is planned for April 29th. Shannon has developed, and the Auction Team have approved, the theme (with graphic) of "Anchors Away" for the 2023 Auction. Discussion of ways to offer a joyful, well attended, family friendly, Saturday event is underway. Mike West is beginning the external procurement.

UUA Article 2 Commission Congregational Awareness

Keri Schurr, Jade Wilde, Shannon, and Kerry Lusignan have discussed ways to increase awareness of the UUA Article 2 changes for the preliminary vote this year at June 2023 GA. An email blast with multiple UUA Zoom information sessions and a UUA Google Survey was sent to Westside members. In addition, one online Zoom and one in-person UUA Article 2 Commission informational meeting option was offered to members. Only 1 member participated in the WSUU offered meetings so concerns were raised about how well informed our congregation is about the proposed UUA changes to the UU Principles and Sources section of the UUA Bylaws. Follow-up with a related Sunday sermon and a possible cafe style discussion were proposed. GA delegates will need to be elected in a timely manner to allow for congregational input about the upcoming Article 2 Commission vote.

Faith Action Network (Laura White)

On behalf of the Board, Laura attended a recent meeting of the Faith Action Network (FAN) hosted at John and Alice Britt's home focused on sharing, collaborating and legislative advocacy for current social justice work related to Faith Action in West Seattle area congregations. Representatives from FAN, UCC Congregation, Peace Lutheran, Westside Interfaith Network, Alki UCC Congregation and WSUU were present. Some of the topics discussed were the limited resources available for undocumented immigrants, homeless individuals and families in the West Seattle area as well as current FAN- advocated legislation and public witness around housing discrimination, pre-K food, mental health care, banning assault weapons and more. There are collaborative opportunities for Westside's 8th Principle Work in the Wider Community group, Environmental Justice committee and other committees and/or individuals to get involved in legislative advocacy, hosting a community forum or joining others in these local social justice needs. The Board thanked and supported John Britt as Westside's ongoing FAN liaison if he is willing.

Related website: <https://fanwa.org/our-network/faith-communities/>

BOARD LIAISON UPDATES

Pastoral Care (Laura Pierce)

Rev. Kari Kopnick continues to offer pastoral care during this interim time and has developed an initial resource list for related followup support. Generally, she is offering 1-2 pastoral care meetings for members with follow up resources as relevant and available.

Worship (Laura White)

The Worship Planning Team is actively planning alternate Sunday services through February. The Christmas Eve service (Dickens theme with leaders Scott and Liz Bucklew) will add a 3rd service in December. Several volunteers, Amy Youngblood, Mike West, and Leilani Davenport, have stepped up to help with Story for All Ages. A Beloved Community RJCT service is proposed for January 8th. Sunday services will change to 2nd and 4th Sundays in January.

RE (Laura Strand)

The RE program is increasingly active with K-8 Spirit Play lessons, a piñata making session, ongoing OWL programming and monthly Youth Group in collaboration with Saltwater UU and related holiday activities. The nursery, staffed by Marie Kaz, has yet to have young visitors probably due in part to current COVID exposure guidelines in pre-K programs. A nursery reservation system was discussed. Jade Wilde is spending extensive time in organizing and providing RE programming as a volunteer. The Board is open to hearing a RE leadership proposal to pay Jade based on the committee's determination of the best use of RE funds.

Operations (Finance, Stewardship, Building) (Jim Schlough)

The Facilities Team, led by Paula vanHaagen, is up and running and has developed goals and prioritized tasks such as our furnace, lighting, and drains to keep our building safe and healthy.

The Stewardship Committee recently met are developing their plan for the Spring Stewardship Campaign.

Staff (Jim: Shannon, Marco: Scott)

A current Personnel committee needs to be established. Laura Pierce offered a successful personnel model developed by her organization in her role as Executive Director at Nonprofit Association of Washington.

Membership (Laura White)

Drop-in small groups and activities are welcomed by newcomers and nonmembers. Newcomers and new members value being known by name and appreciate low key “getting to know you” conversations. Opportunities to develop personal friendships and participate in meaningful spiritual experiences are important for those joining our community.

BOARD COMMUNICATION

- Westside Week: Focus on updates PT minister, Right Relations, UUA Article II, projector/LED display, electrical and coffee upgrades,
- 4th Sunday Board Social hour
- Board Social Hr Dec 4th: Music room with updates and conversation, hosts: Laura Strand, Laura White, Tracy Burrows

UPCOMING MEETINGS

- Next Board meeting, December 15th 7pm Zoom
- Board Liaisons will continue to attend their liaison related committee meetings

CLOSE OF MEETING Laura White closed our meeting with chalice words and asked for ending reflections. The meeting ended at 9:10pm.

Respectfully submitted,
Laura H White,
Board Secretary

As of: **Tuesday, November 1, 2022****BUDGET SUMMARY**% thru Year: **33%**

	Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
Income					
Pledges	\$ 12,095	\$ 81,690	35%	\$ 233,000	\$ 151,310
Sunday Plate	1,529	6,126	41%	15,000	8,874
Other Donations	-	588	0%	-	(588)
Fund Raising	-	111	0%	40,000	39,889
Affinity Programs	210	440	43%	1,025	585
RE Ministry	558	1,172	0%	-	(1,172)
Youth Group Ministry	-	-	0%	-	-
Music Ministry	200	200	20%	1,000	800
Program and Misc	170	312	31%	1,000	688
Rentals	693	18,184	30%	60,818	42,634
Carry-over	-	-	0%	-	-
Total Income	\$ 15,454	\$ 108,824	31%	\$ 351,843	\$ 243,019
Expenses					
Minister Compensation	\$ -	\$ -	0%	\$ -	\$ -
Additional Minister	400	1,200	2%	76,962	75,762
RE Director Compensation	-	-	0%	-	-
RE Staff	80	160	8%	1,967	1,807
RE Training	-	-	0%	-	-
RE Youth Group	-	-	0%	417	417
RE Operations	50	50	0%	25,400	25,350
Music Director Compensation	1,872	8,036	29%	27,327	19,291
Music Staff	483	1,930	31%	6,273	4,343
Other Music	35	332	16%	2,040	1,708
Administrator Compensation	5,157	19,123	29%	66,141	47,018
Additional Employee Benefits	295	764	26%	2,977	2,213
Community Impact-Internal	48	3,115	18%	16,872	13,757
Community Impact-External	710	1,815	36%	5,015	3,200
Worship	1,706	4,631	25%	18,795	14,164
Loans, Taxes, Fees	4,943	15,127	34%	44,882	29,755
Facility	2,097	16,765	30%	55,525	38,760
Fundraising & Rentals	-	-	0%	1,250	1,250
Reserves	-	-	0%	-	-
Total Expenses	\$ 17,877	\$ 73,047	21%	\$ 351,843	\$ 278,796
Cash Flow (GF):	\$ (2,423)	\$ 35,777			

Church windows note:

	YTD Balance	Start of FY	YTD Change
BANK ACCOUNT BALANCES			
Umpqua General Fund Checking #7545	\$ 126,337	112,965	\$ 13,371
Sound Credit Union Money Market #6299	200,185	199,872	312
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
Total Account Balances	\$ 326,746	\$ 313,063	\$ 13,684
ASSETS			
Church Bldg & Land (book value)	\$ 3,109,500	\$ 2,901,200	\$ 208,300
Cash - Operations	95,407	80,231	15,176
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>
Total Assets	\$ 3,436,247	\$ 3,214,263	\$ 221,984
LIABILITIES			
Loan fm UUA	\$ 419,602	\$ 419,602	\$ -
Loan fm Cascadia Growth Fund	58,825	58,825	-
Other Current Liabilities	3,227	24,748	(21,521)
Total Liabilities	\$ 481,654	\$ 503,175	\$ (21,521)
GF Balance (Cash-Operations less Other Current Liabilities)	92,180	\$ 55,482	\$ 36,697
CONGREGATIONAL EQUITY			
	\$ 2,954,593	\$ 2,711,088	\$ 243,505

As of: Tuesday, November 1, 2022				% Thru Year: 33%				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	12,094.92	72,524.50	231,000.00	<div><div></div></div> 31%	-	This number off due to missing the 2nd bank deposit in Oct. Will increase Nov. inc.	
4.100.110	Pledges - Prior Year Income	-	9,165.24	2,000.00	<div><div></div></div> 458%	7,165.24		
	Total Pledges	\$ 12,095	\$ 81,690	\$ 233,000	35%	\$ -		
Sunday Plate								
4.100.140	Contributions - Sunday WSUU	985.80	4,006.86	10,000.00	<div><div></div></div> 40%	-	also off due to bank deposit issue	
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	50.00	50.00	600.00	<div><div></div></div> 8%	-		
4.100.150	Contributions Sunday Charities	492.92	2,069.01	3,150.00	<div><div></div></div> 66%	-		
	Total Sunday Plate Income	\$ 1,529	\$ 6,126	\$ 15,000	41%	\$ -		
Other Donations								
4.100.160	Special Gifts & Campaigns	-	588.10	-	<div><div></div></div> 0%	588.10		
4.100.244	Accessibility Fund Donations	-	-	-	<div><div></div></div> 0%	-		
	Total Other Donations	\$ -	\$ 588	\$ -	0%	\$ 588		
Fund Raising								
4.100.245	Auction Income	-	111.06	25,000.00	<div><div></div></div> 0%	-		
4.100.247	Raise the Paddle Income	-	-	15,000.00	<div><div></div></div> 0%	-		
	Total Fund Raising Income	\$ -	\$ 111	\$ 40,000	0%	\$ -		
Affinity Program Income								
4.100.210	E Scrip GF Income	-	-	-	<div><div></div></div> 0%	-		
4.100.211	Amazon Rebate Income	-	70.47	425.00	<div><div></div></div> 17%	-		
4.100.212	Thriftway Rebate Program	210.14	369.74	600.00	<div><div></div></div> 62%	-	paid for 2nd batch	
	Total Affinity Program Income	\$ 210	\$ 440	\$ 1,025	43%	\$ -		
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	557.86	1,172.32	-	<div><div></div></div> 0%	1,172.32	7-9 OWL	
4.100.263	OWL Fund Transfers IN	-	-	-	<div><div></div></div> 0%	-		
	Total RE Ministry Income	\$ 558	\$ 1,172	\$ -	0%	\$ 1,172		
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: Tuesday, November 1, 2022				% Thru Year: 33%					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes		
<u>Music Ministry Income</u>									
4.100.222	Music Fundraising and Donations	200.00	200.00	1,000.00	20%	-	Pie Sale \$267 more in deposit in Nov. Total income was \$500ish		
	Total Music Ministry Income	\$ 200	\$ 200	\$ 1,000	20%	\$ -			
<u>Program and Misc Income</u>									
4.100.220	Coffee Income	-	-	-	0%	-			
4.100.225	Membership Fundraising and Donations	-	-	500.00	0%	-			
4.100.240	Interest Income	169.88	312.29	500.00	62%	-	Interest rate increase?		
4.100.255	Common Quest Income	-	-	-	0%	-			
	Total Program and Misc Income	\$ 170	\$ 312	\$ 1,000	31%	\$ -			
<u>Rentals</u>									
4.100.300	Cell Tower Rental	-	2,929.65	11,724.00	25%	-	Oct payment in Sept		
4.100.302	Electricity Reimbursement- Cell Tower	692.96	2,770.49	9,276.00	30%	-			
4.100.305	Rental Income - Single Events	-	-	2,000.00	0%	-			
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	-	12,484.00	37,698.00	33%	-			
4.100.311	Donations- Service Groups Meeting at WSUU	-	-	120.00	0%	-			
	Total Rental Income	\$ 693	\$ 18,184	\$ 60,818	30%	\$ -			
<u>Carry-over</u>									
4.100.241	Board Designated Fund Transfers to GF	-	-	-	0%	-			
	Total Carry-over Income	\$ -	\$ -	\$ -	0%	\$ -			
TOTAL GENERAL FUND INCOME		\$ 15,454	\$ 108,824	\$ 351,843	31%	\$ -			

As of: Tuesday, November 1, 2022				% Thru Year: 33%				
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes	
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	400.00	1,199.70	76,962.00	2%	-	Chaplain Sept & Oct	
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		\$ 400	\$ 1,200	\$ 76,962	2%	\$ -		
Total Minister Position Expense		\$ 400	\$ 1,200	\$ 76,962	2%	\$ -		

As of: Tuesday, November 1, 2022				% Thru Year: 33%					
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	80.00	160.00	1,300.00	12%	-	2 Sundays		
5.100.164	RE Nursery Assistant Exp	-	-	-	0%	-			
5.100.170	Childcare Exp	-	-	667.00	0%	-			
	Total RE Staff Exp	\$ 80	\$ 160	\$ 1,967	8%	\$ -			
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	-	-	25,400.00	0%	-			
5.100.131	RE OWL Program Exp	49.56	49.56	-	0%	49.56			
5.100.229	RE OWL Fund Transfers OUT	-	-	-	0%	-			
5.100.134	RE Operational Exp	-	-	-	0%	-			
	Total RE Operations Expense	\$ 50	\$ 50	\$ 25,400	0%	\$ -			
Total Children & Youth Ministry Expense		\$ 130	\$ 210	\$ 27,784	1%	\$ -			

As of: Tuesday, November 1, 2022				% Thru Year: 33%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes
MUSIC MINISTRY							-
Music Director							-
5.100.185	Music Dir Salary Exp	1,739.31	6,957.24	20,872.00	33%	-	
5.100.186	Music Dir Medical Insurance	-	-	1,271.00	0%	-	
5.100.187	Music Dir Retirement Exp	-	456.74	2,087.00	22%	-	Sept & Oct Retirement pymts will be in Nov.
5.100.188	Music Dir FICA Exp	133.06	532.24	1,597.00	33%	-	
5.100.190	Music Dir Professional Exp	-	90.00	1,500.00	6%	-	
Total Music Director Compensation		\$ 1,872	\$ 8,036	\$ 27,327	29%	\$ -	
Music Staff							\$ -
5.100.193	Music Sunday Service Pianist Exp	262.50	1,050.00	3,543.00	30%	-	
5.100.195	Music Percussionist Exp	220.00	880.00	2,730.00	32%	-	
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		\$ 483	\$ 1,930	\$ 6,273	31%	\$ -	
Other Music Expense							-
5.100.191	Music Purchase Exp	34.65	34.65	765.00	5%	-	sheet music
5.100.192	Music Equipment Maint Exp	-	-	400.00	0%	-	
5.100.194	Music Programs Exp	-	297.00	800.00	37%	-	
5.100.196	Music Council Fundraising Exp	-	-	75.00	0%	-	
Total Other Music Expense		\$ 35	\$ 332	\$ 2,040	16%	\$ -	
Total Music Ministry Exp		\$ 2,390	\$ 10,298	\$ 35,640	29%	\$ -	
ADMIN STAFF & SUPPORT							-
Congr Administrator & Bookkeeper							-
5.100.174	Congr Admin Salary Exp	4,762.97	16,670.40	54,774.00	30%	-	
5.100.175	Congr Admin Medical Insurance	-	-	1,200.00	0%	-	
5.100.176	Congr Administrator Retirement Exp	-	1,147.04	5,477.00	21%	-	Sept & Oct Retirement pymts will be in Nov.
5.100.177	Congr Administrator FICA Exp	364.36	1,275.28	4,190.00	30%	-	
5.100.231	Congr Admin Professional Exp	30.00	30.00	500.00	6%	-	webinar
Total Congr Administrator & Bookkeeper Compensation		\$ 5,157	\$ 19,123	\$ 66,141	29%	\$ -	

As of: Tuesday, November 1, 2022				% Thru Year: 33%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes
Additional Employee Benefits							
5.100.178	Labor & Industries Ins Exp	198.87	415.44	1,875.00	22%	-	
5.100.181	Family and Medical Leave Ins Exp	77.80	285.02	551.00	52%	-	
5.100.184	Part time Empl FICA SS Exp	18.36	63.11	551.00	11%	-	
	Total Additional Employee Benefits Expense	\$ 295	\$ 764	\$ 2,977	26%	\$ -	
Total Admin Staff & Support Expense		\$ 5,452	\$ 19,886	\$ 69,118	29%	\$ -	
Other OPERATIONAL AND COMMUNITY IMPACT							
Community Impact-Internal Expense							
5.100.320	UUA Dues Exp Bud	-	2,751.38	11,006.00	25%	-	
5.100.801	All Congr Retreats and Trainings	-	-	3,000.00	0%	-	
5.100.802	GA Delegate Exp	-	-	800.00	0%	-	
5.100.758	Congregational Care Fund Transfer OUT	-	-	416.00	0%	-	
5.100.710	Membership Exp Bud	48.46	48.46	500.00	10%	-	"We miss You" postcards -postage donated
5.100.759	Board Discretionary Fund	-	-	500.00	0%	-	
5.100.800	All Congr Social Events	-	314.74	600.00	52%	-	
5.100.819	Raise the Paddle Purchase Exp -GF	-	-	-	0%	-	
5.100.829	Common Quest Exp	-	-	50.00	0%	-	
	Total Community Impact-Internal Expense	\$ 48	\$ 3,115	\$ 16,872	18%	\$ -	
Community Impact-External Expense							
5.100.757	Sunday Morning Contributions Given to Charity	710.34	1,599.43	3,150.00	51%	-	SW Youth & Fam Svs
5.100.729	Real Rent Duwamish- Sunday Plate	-	-	417.00	0%	-	
5.100.728	Real Rent Duwamish	-	216.00	648.00	33%	-	
5.100.754	Partner Church Program Exp	-	-	600.00	0%	-	
5.100.300	Partner Church Dues Exp Bud	-	-	200.00	0%	-	
	Total Community Impact-External Expense	\$ 710	\$ 1,815	\$ 5,015	36%	\$ -	
Worship Expense							
5.100.726	AV Tech Expense	300.00	1,140.00	6,720.00	17%	-	
5.100.724	Streaming Tech Exp	160.00	665.00	5,200.00	13%	-	
5.100.725	Worship Council Expense Budget	830.00	2,409.78	6,650.00	36%	-	honorarium
5.100.727	AV Equipment & Maintenance	416.22	416.22	225.00	185%	191.22	third video camera for streaming & accessories
	Total Worship Expense	\$ 1,706	\$ 4,631	\$ 18,795	25%	\$ -	
Financial Expense							
5.100.650	Loan Debt Service - UUA	2,580.14	10,320.56	30,962.00	33%	-	
5.100.655	Loan Debt Service - Cascadia Growth Fund for UU	659.96	2,639.84	7,920.00	33%	-	
5.100.457	Annual City/County/State Fees	1,553.39	1,593.39	3,500.00	46%	-	County Drainage fee 2/2
5.100.520	Banking & Credit Card Fees e.g.Vanco	149.88	573.54	2,500.00	23%	-	
	Total Financial Expense	\$ 4,943	\$ 15,127	\$ 44,882	34%	\$ -	

As of: Tuesday, November 1, 2022				% Thru Year: 33%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes
Facility Expense							
5.100.450	Telephone/Cable/Internet	265.12	1,057.66	4,200.00	25%	-	
5.100.460	Web Hosting Exp	-	77.14	-	0%	77.14	
5.100.470	Web Maintenance Exp Bud	-	-	-	0%	-	
5.100.475	Technology Management	429.02	731.81	3,400.00	22%	-	streamyard annual \$240,Coda, Breeze, cloud storage
5.100.480	Office Expenses	58.42	334.16	500.00	67%	-	copier paper
5.100.481	Postage Exp Bud	-	-	400.00	0%	-	
5.100.482	Printing / Copying	161.51	646.04	2,400.00	27%	-	
5.100.483	Constant Contact Email Service	-	-	425.00	0%	-	
5.100.550	Liability Insurance Exp Bud	(851.00)	3,456.50	8,000.00	43%	-	safety dividend
5.100.452	Security Alarm System	436.69	436.69	600.00	73%	-	Annual monitoring bldg
5.100.453	Electricity - SCL	-	4,488.57	13,000.00	35%	-	
5.100.454	Water/Sewer - SPU	369.20	652.84	2,000.00	33%	-	
5.100.455	Waste/Recycling/Green	175.80	703.20	2,500.00	28%	-	
5.100.456	Gas - PSE	74.19	418.01	5,000.00	8%	-	
5.100.451	Janitorial Supplies	138.81	304.40	1,500.00	20%	-	
5.100.458	Landscaping Exp	-	-	500.00	0%	-	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	57.25	785.56	2,500.00	31%	-	boiler inspection
5.100.462	Lift Phone Monitoring	99.00	99.00	400.00	25%	-	
5.100.222	Coffee and Other Kitchen Exp	53.46	53.46	-	0%	53.46	ingathering coffee supplies
5.100.471	Janitorial Service	630.00	2,520.00	8,200.00	31%	-	
Total Facility Expense		\$ 2,097	\$ 16,765	\$ 55,525	30%	\$ -	
Fundraising & Rentals Expense							
5.100.305	Facilities Rental Exp - single events	-	-	500.00	0%	-	
5.100.820	Auction Expense	-	-	500.00	0%	-	
5.100.822	Canvass Expense	-	-	250.00	0%	-	
Total Fundraising & Rentals Expense		\$ -	\$ -	\$ 1,250	0%	\$ -	
Reserves Expense							
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		\$ 9,506	\$ 41,453	\$ 142,339	29%	\$ -	
TOTAL GENERAL FUND EXPENSE							
		\$ 17,877	\$ 73,047	\$ 351,843	21%	\$ -	
Income less Expense		\$ (2,423)	\$ 35,777	-			

As of: Tuesday, November 1, 2022							Fund Balance Steward
Fund Acct	Fund Balances	Curr Balance	Mo. Change	Notes/Explanation	Prior Year Balance	Ann. Change	
3.200.100	Building Fund FB	88,167.56	-		89,159.81	(992.25)	Finance Committee
3.201.100	Accessibility FB	22,461.68	-		22,461.68	-	Board of Trustees + Building Planning Committ
3.202.100	Building Maintenance/Janitorial Fund Balanc	329.42	-		329.42	-	Congregational Administrator
3.302.100	Minister's Discretion FB	-	-		-	-	Minister
3.303.100	Minister Search Fund Balance	142.88	-		142.88	-	Board of Trustees
3.304.100	To be Designated by Board FB	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 FB Balance	-	-				Congregational Administrator
3.310.100	Conference Scholarship FB	171.21	-		171.21	-	Board of Trustees
3.321.100	Miscellaneous Grants	-	-		-	-	Social Justice Chair
3.345.100	Hymnals FB	98.71	-		98.71	-	Congregational Administrator
3.350.100	Music FB	290.53	-		290.53	-	Music Director
3.355.100	WSUU Sponsored Events Balance	1,705.37	-		1,705.37	-	Members Connect Co-chairs
3.360.100	Youth Group FB	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 FB	2,041.84	-		2,041.84	-	DRE
3.385.100	Raise the Paddle FB	-	-		-	-	Board of Trustees
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-		2,929.50	-	Ginger Brewer
3.391.100	Social Justice FB Balance	775.54	-		775.54	-	Social Justice Chair
3.400.100	Endowment FB	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 FB	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
Total Dedicated Funds		\$ 231,339.97	-		\$ 232,832.22	\$ (1,492.25)	

WSUU Finance Committee Report October 2022

Action Items for the Board: See notes under Projector replacement.

Financial Highlights for October 2022 (33% of the year):

Highlights	Actuals	Actuals – YTD	YTD % of Budget	Budget
Total Income	\$ 15,454	\$ 108,824	31%	\$ 351,843
Pledges	\$ 12,095	\$ 81,690	35%	\$ 233,000
Total Expenses	\$ 17,877	\$ 73,047	21%	\$ 351,843
Net Income/Expenses	- \$ 2,423	+ \$ 35,777		

Financial Status:

- Income is progressing as expected for this time in the year.
 - Note: Normal deposit on last day of month did not happen; income will look lower than normal in October (and then higher than normal in November) for: Pledge income, Plate Collection, and Pie Sale.
- Expenses are progressing as expected for this time in the year.
 - Note: Retirement contributions did not make it into the October report, but will appear in November (Expenses will look less than actual.)
- Due to last-minute changes at the end of the stewardship campaign last year, as of this month (with a few new pledges added), pledges in hand are \$222,682, about \$10k *less than budget*.

Unanticipated Variance(s) to Budget:

- Safety dividend received from Church Mutual more than expected (\$851 received vs \$304 expected), which is nice.
- A third webcam was purchased to enhance the streaming experience for Sunday service, slightly exceeding budget for AV equipment.
- We did not receive a July cell tower payment because we got paid twice in June of FY 21-22. We will track behind % through year on this category all year.

Projector replacement

- The Finance Committee discussed options for a projector replacement and sources for the funds. Replacement costs are anticipated to be ~\$20k.
- A reforecast through the end of the year will happen in December, but tentative sources include (and could be a combination of all four):
 - Ministerial services (\$75k remaining, ~\$27k on contract minister through end of the year, -\$10k less pledges than expected, -\$20k Right Relations support = ~\$18k)
 - RE Services – likely won't all be spent this year (\$25k remaining)
 - A campaign to ask funds from the congregation
 - Building Fund (short term fix – anything drawn from here, we would need to work to replace)

Additional Notes:

- Shelley provided the Board guidance on compensation for a contract minister.

- Shelley provided a “budget boot camp” for Laura Strand, board member.
- We are still looking for Finance Committee members – Ruth Herman is a Yes, and will hopefully be joining, soon.
- The UUA will be updating the Salary Recommendations for staff and there will be significant changes (specifics have not been released, yet).
- Shelley & Shannon will meet in December to do a reforecast in preparation for the Mid-year Meeting.

Submitted by Shelley Webb 11/10/2022

MUSIC DIRECTOR MONTHLY REPORT

November 2022

I had a beautiful, restful vacation with Jordan, and am very happy to be back in rehearsals and doing the WSUU music thing!

ACTION ITEMS: No action items at this time

1. Services: I'll be handling the music myself for our service on November 20th when we have BJ Cummings as our guest speaker. December 4th will be the Chalice Singers, with Aisha Hauser as our guest, and Rainier Reunion will be handling music on December 18th. Of course we'll have the Chorale and a cast of thousands (heheh) our 5 pm Christmas Eve service.
2. The Westside Chorale: We ended up having 12 members join us for our November 6th service, which I was very happy about. We're starting rehearsals on November 16th for Christmas Eve, and I'm hoping to recruit some extra folx. Liz Bucklew and I are working on a UU reworking of Dickens' "A Christmas Carol" and there will be music interspersed within. Hoping to add a couple of instrumentalists to the mix.
3. The Westside Strummers: Lisa continues to meet regularly with the Strummers, and from all accounts, everyone is continuing to enjoy this happy time of music-making
4. Platform for Larry: I heard from Jim Schlough that our much anticipated platform for our drums may be ready as soon as this week, and in place for the Sunday service on November 20th. The idea is to lift Larry up about a foot so that we can see him, and not feel like he's hidden in the corner. Nate Mesnard is talking with a drummer friend of his about an electronic kit which should make a difference with both the difficulty in miking the drums and in having a volume that is more pleasant for the Chorale when they are singing. It's been a problem for a while, and I feel that the plexiglass barrier is not a good visual for our amazing musician.
5. Video Screen: I know this isn't officially part of the Music Ministry, but it kind of is because it's so much better when everyone can see the lyrics. I'm just here putting my two cents in to get this approved and installed as expeditiously as possible!
6. Website: Shannon and I met last week and went over the photos that Johnathan Rawle took at Ingathering, both of the Chorale on the platform and the Strummers in the parking lot at the social afterward. I'm working on rewording what's there now and updating with what Music at Westside is like now.

In Harmony,

Scott Farrell

RE Update November 2022

Dec 4th Pinatas with Amaranta for k-8

Nursery- Marie Katz is our paid nursery attendant, with a volunteer assistant each week. Families have not been using the nursery yet. Would covid testing or a "reservation" system increase families' willingness to access the nursery?

K- 8 - Using altered Spirit Play lessons. Baskets are in the green cabinet in the storage portion of the Social Hall. Around 6 kids or so are coming each week. Attendance sheet clipboard is on the Greeter's table. Link to Google Doc with teaching schedule is here: https://docs.google.com/spreadsheets/d/1_jeD7D82IMj4bZz6Gnf8XbzwSS050jeMNxZQCSKaC4E/edit?usp=sharing

Jeanette & Jade will meet to plan the order of the lessons from 12/18 on.

OWL - 4th - 6th grade. Jill and Gracie are joining the teaching team with Scott and Thomas. Planning meeting with the teaching team to iron out the schedule soon.

Youth Group- Currently meeting once per month. Meeting up with the Youth Groups from Saltwater and University to do activities. Holiday lights walk is their next activity.

Nov. 19th Holiday wreath making.

Faith Action Network Mtg 11/3/22 notes Laura White

John and Alice Britt hosted a meeting of the Faith Action Network (FAN)

<https://fanwa.org/> *a community of over 150 Washington State wide faith communities committed to building a more just, peaceful, and sustainable world.

This meeting focused on introductions and sharing current social justice work related to Faith Action in the WS area. Several congregations shared that they are involved in supporting food, housing and medical care needs for undocumented immigrants and homeless individuals and families. Of great concern was the fact that the greater WS area does not have any official day or night shelters which severely limits options. Currently, several churches work together, and with others such as Our Lady of Guadalupe church and the Urban League, or informal day options such as WS American Legion, to seek the resources available for these families. There was also discussion of developing a local resource list. Elizabeth Dickinson, coordinator for Faith Action Network (offices in SeaTac), outlined some of the current legislation for which FAN advocates and provides public witness such as housing discrimination, pre-K food, mental health care, banning assault weapons and more. Their website offers a comprehensive list of current bills and successes of their work. She followed up the meeting also with suggestions for connecting with Lisa Herbold and the Regional Housing Authority.

Attending this particular WS FAN mtg were:

- Elizabeth Dickinson, Partnership Coordinator for Faith Action Network
- Rev. Leah Bilinski, Senior Pastor Fauntleroy UCC Congregation
- Rev. Karyn Frazier-Assoc Pastor Fauntleroy UCC Congregation
- Marcia Olson-Peace Lutheran
- Mary Anne deVry-Westside Interfaith Network
- Cinda Stegner-Alki UCC Congregation and Church Council of Seattle program development
- From WSUU: John and Alice Britt, Laura White

Of particular interest to our congregation may be 1/legislative advocacy, 2/hosting a FAN community forum or educational program, 3/joining other congregations in a shared social justice issue of common concern such as environmental justice (a meeting with Rep Joe Fitzgibbon is already planned for Nov 16th), health care, racial justice, etc.

Recommendation to the Board: Ask John Britt to be WSUU's liaison to FAN

*The FAN website states:

FAN provides advocating faith communities with:

- Resources, training, and strategy for effective advocacy.
- Skilled staff members and committed volunteers to organize, teach, and strategize with your community and the larger network.
- Opportunities to communicate and collaborate with other congregations across the state.
- Regular legislative updates and alerts via email.

- Representation in the halls of the state legislature.
- Opportunities to communicate directly with legislators and policy makers, including our annual Interfaith Advocacy Day.
- Assistance in coordinating public forums or community forums.

Administrator Report to Board November 2022

Date	Speaker/Special Circumstances	Attendance
		In-person/Views while streaming/ views since published/total views
10/23/22	Rev. Deanna Vandiver	73/13/64/150
11/06/22	Food Justice – WSUU Members	63/19/11/93

Offering Collection for October: For the month of October our shared offering recipient was YARN (Young Adult Revival Network). We will be mailing a check for \$518.59. WSUU portion of the offering for October was \$1037.13. Total offering received \$1555.72.

Membership: Current membership 161. Vaughn Bell and Brennon Staley joined in October just in time for the new member welcoming ceremony. They have two school age children who are regularly attending our RE program on Sundays. I have recently taken back some membership tasks as the small membership committee has a member who needed to step back for a time. I will be communicating with folx who send in a welcome form. I also helped Laura White with the new member welcoming ceremony.

Breeze Roll Out: Sadly, we are still at 29% participation in Breeze. I will probably have to work on this by offering support in person during social hour.

Facilities Issues and Updates:

AV : Small monitor speakers for the chancel are now operational. Nate and Jim worked on this project.

Projector: The projector shut down prior to the service on 10/23 and we were unable to restart it. After the service we unplugged and re-plugged it in and it came back to life. We thought all was well but on 11/6 it happened again and when we power cycled it, it did not come back on. The timing of that failure was painful as that day we planned to do the memorial tribute slideshow and we had to postpone.

Visual Display in Sanctuary: In addition to this report, I will be sending a proposal for the visual display for your review. With no working projector the timeline for replacing it is compressed.

Facilities: The facilities team met for a second time in October. We worked on a maintenance schedule that we found in files from a previous committee. I had the large commercial fridge serviced and it is running well. Rose Sheppard repainted the curb at the driveway entrance to the north parking lot per the request of our tenant.

Roof Maintenance: On 11/6, while we were in the building for worship services a couple of leaks were spotted. One in the Fireside Room and another in the NW stairwell. Myself, Jim Schlough and Lane Holdcroft headed up to the roof to investigate. We discovered about 8-10" of standing water and a drain clogged with pine needles that probably came down during a storm a few days before. I was able to wade in and release the plug. Charlie Wilson created a "cage" out of hardware cloth to trap the needles away from the drain, but we will still need to make very regular trips up onto the roof to check the drains.

Coffee Equipment: When the electrician was here to look at the LED project I also had him bid adding a 30amp 240v outlet to the area in the kitchen that is already plumbed for a coffee maker. His bid came back at \$870. The goal is to replace our coffee making equipment (large percolators) with a solution that makes better tasting coffee, more quickly, and is safer to handle in terms of carrying heavy pots and burns from the hot percolator. Marco and I have done a bit of research and have found used [units like this](#) for as little as \$450. **With board permission I will have this electrical work done in preparation for this kind of upgrade in coffee production.**

Auction: The auction team has been meeting weekly through October and into November. We have a theme and a high-level plan of how we will structure the silent auction and the type of culminating event that will be held on April 29th. At present I am preparing agendas and leading the meetings and doing the graphic design work.

Items taking extra time in October: Dealing with the broken projector and researching replacement options. Supporting the auction team. Quarterly tax reports (941, L&I, Fam & Med Leave), Quarterly pledge statements sent to members, COVID Guidelines survey and updates to docs/website, support of membership committee and auction committee. Facilities emergency (roof issue).

Time away this fall: I will be out of the office Monday Dec 26 (holiday) and Tuesday-Wednesday Dec. 27 & 28 (vacation) to spend time with family. I'll be in office 12/29 to run payroll and get publications created and scheduled. Out of office again Monday 1/2/23 (holiday).

In loving community,
Shannon