



# WSUU

## NOVEMBER BOARD AGENDA — 2023

Thursday, November 16, 2023 6:30-8:30 PM Zoom

### ZOOM Board Meeting Link

<https://zoom.us/j/94941751351?pwd=dVJzVmVUTINwNU9wWmc1dnZzT3JNUT09>

### November Board Shared Folder

<https://drive.google.com/drive/folders/11Jum1m3x3XHESAQ81WQkFt2X0j7g-EdH>

### Board Calendar Link:

[https://docs.google.com/file/d/1LwWmDTyQO2po2KnLN3Svpk-s5vUeQdVU/edit?usp=doclist\\_api&filetype=msexcel](https://docs.google.com/file/d/1LwWmDTyQO2po2KnLN3Svpk-s5vUeQdVU/edit?usp=doclist_api&filetype=msexcel)

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

**2023/24 Board Covenant:** See end of Agenda

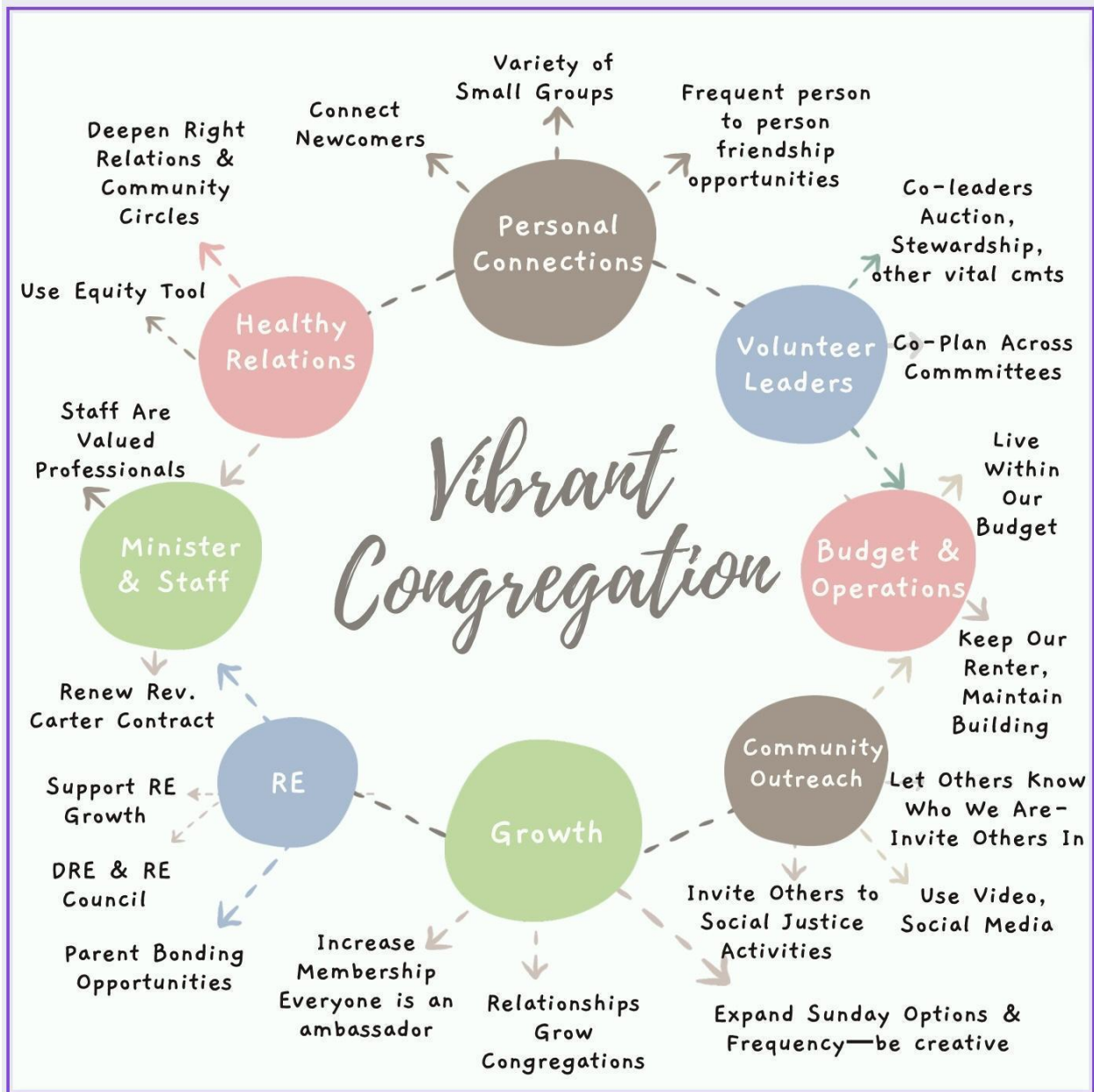
<b>6:30pm</b>	<b>Welcome</b> <i>Laura W</i> <b>Chalice Lighting, Land Acknowledgement &amp; Check In</b> <i>John</i>	<ul style="list-style-type: none"> <li>o Welcome</li> <li>o Chalice Lighting</li> <li>o Land Acknowledgement &amp; Covenant</li> <li>o Check in/Access Needs</li> </ul>
<b>6:40pm</b>	<b>Minutes</b>	<ul style="list-style-type: none"> <li>o Approve last month's Board Minutes</li> </ul>
<b>6:45pm</b>	<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) <ul style="list-style-type: none"> <li>▪ Second Sat Social with Carter (Personal Connections)</li> </ul> </li> <li>o Administrator (Shannon)</li> <li>o Music (Scott)</li> <li>o RE (Jade) (Board Liaison: Laura Strand)</li> <li>o Finance/Treasurer/Operations (Shelley, Jim)</li> <li>o RJCT (Tracy) + Community Connections Weekend</li> <li>o Right Relations Core Team, Well-being Team</li> </ul>
<b>7:00pm</b>	<b>No Guests</b>	



<p><b>7:00pm</b></p>	<p><b>Priority Business</b> (time dependent, crisis prevention, important planning, see <i>Calendar</i>)</p>	<ul style="list-style-type: none"> <li>o Board Vision Plan from August Retreat: <a href="https://docs.google.com/document/d/1EyOqjjXoSsQHsJqVQ1A_7QsVwJEmyglZBNOAmI2Zlw/editRole">https://docs.google.com/document/d/1EyOqjjXoSsQHsJqVQ1A_7QsVwJEmyglZBNOAmI2Zlw/editRole</a> <ul style="list-style-type: none"> <li>▪ What areas are most critical now?</li> <li>▪ What area(s) are you focusing on/taking a leadership/co-leadership role of?</li> </ul> </li> <li>o Updates (Budget, Operations, Leadership)           <ul style="list-style-type: none"> <li>▪ Auction</li> <li>▪ Nominating Committee (Kathy Leotta recently added), Invite to Dec Meeting?</li> <li>▪ Article II Input Deadline Feb 1st</li> <li>▪ Board Candidates for FY2024/25</li> <li>▪ Stewardship: Jill Jackson</li> </ul> </li> <li>o Staff Job Description Revisions (Minister &amp; Staff)</li> <li>o November Allyship Community Circle (Healthy Relations)           <ul style="list-style-type: none"> <li>▪ Next Community Circle topic</li> </ul> </li> </ul>
<p><b>8:05pm</b></p>	<p><b>Other Business</b> (important planning, action items, see <i>Calendar &amp; Board Vision</i>)</p>	<ul style="list-style-type: none"> <li>o Committee on Ministry—Fellowship Renewal           <ul style="list-style-type: none"> <li>▪ Board Evaluation required Fall 2024</li> </ul> </li> <li>o Mid Year Report Reminder, End of Service Jan 28</li> <li>o Personal Connections:           <ul style="list-style-type: none"> <li>▪ Shannon’s “Find Your People” flyer</li> </ul> </li> <li>o Growth:           <ul style="list-style-type: none"> <li>▪ Website Updates</li> <li>▪ Membership               <ul style="list-style-type: none"> <li>● New Members Orientations</li> <li>● Updates to Website</li> <li>● Newcomers Process</li> </ul> </li> <li>▪ Process for Board to work together on Congregational Growth</li> </ul> </li> </ul>
<p><b>8:10pm</b></p>	<p><b>Monthly Board Communication</b></p>	<ul style="list-style-type: none"> <li>o Board Westside Week Topic &amp; Who Writes           <ul style="list-style-type: none"> <li>o Person to Person Connections—Greening and Potluck with photos- Jim</li> </ul> </li> <li>o Staffing “What’s Goin’ On” Sunday Table + Focus           <ul style="list-style-type: none"> <li>o Sun, Nov 26th : <i>Potluck</i></li> <li>o Sun, Dec 10th: Laura &amp; Lisa</li> </ul> </li> </ul>
<p><b>8:15pm</b></p>	<p><b>Upcoming Meetings Dates/Times Board Member Schedules next month</b></p>	<ul style="list-style-type: none"> <li>o November 26 Christmas Greening after Sunday Service, including potluck lunch &amp; holiday music &amp; cookies served by RE participants,           <ul style="list-style-type: none"> <li>▪ Board presence: photos will be taken for our December Board Article on building person to person connections</li> </ul> </li> </ul>



		<ul style="list-style-type: none"> <li>○ Board Schedule Updates: <ul style="list-style-type: none"> <li>▪ Tracy Nov out of country Nov 8-Dec 3rd</li> <li>▪ Laura W out of town Nov 21-26th</li> </ul> </li> <li>○ <b>Next Monthly Board Meeting: Mon, Dec 18th 6:30pm Dec Board Meeting Change Proposed—check Tracy, Laura S, Jennifer</b> <ul style="list-style-type: none"> <li>▪ Opening/Closing Words: Nov: <i>John</i></li> </ul> </li> </ul>
8:25pm	<b>Close of the Meeting</b> <i>John</i>	<ul style="list-style-type: none"> <li>○ Closing Words &amp; Extinguishing the Chalice</li> </ul>
<b>Post Meeting</b>	<b>No post meeting planned at this time</b>	
	<p><b>2023-24 Board Covenant</b></p> <p>This covenant expresses how the Board intends to work with one another and with the congregational community. This covenant is a dynamic and living document that is updated as we find that changes are needed to continue to support healthy working relationships and work loads.</p>	<p><b>Our Work Together as a Board</b></p> <ul style="list-style-type: none"> <li>● Carry out our work with a spirit of joy.</li> <li>● Treat one another with kindness and compassion</li> <li>● Conduct our work with openness and trust.</li> <li>● Honor confidentiality</li> <li>● Share workload, responsibilities, joys, and sorrows.</li> <li>● Focus our energy on established priorities. Maintain healthy boundaries.</li> <li>● Practice active listening and encourage the expression of divergent viewpoints.</li> <li>● Use the equity decision-making tool.</li> <li>● Take time to consider everyone’s perspectives. Explore options and work toward decisions that address concerns.</li> <li>● Speak with a unified voice once a collective decision has been made.</li> <li>● Work to resolve conflicts and stay in right relationship with each other.</li> </ul> <p><b>Our Work with the WSUU Community</b></p> <ul style="list-style-type: none"> <li>● Share what we are doing. Be intentional in providing honest, timely communication.</li> <li>● Seek additional perspectives, particularly those most impacted by decisions.</li> <li>● Listen to minority and marginalized voices.</li> <li>● In general, congregational concerns should be resolved by those who are closest to the issue.</li> <li>● Encourage the congregation to resolve conflicts through direct communication with affected parties.</li> <li>● Clearly communicate the board’s role, including that healthy boundaries are necessary for the board to function effectively.</li> </ul>



# **DRAFT MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION**

**Nov 16, 2023**

**BOARD ATTENDING:** John Hornby, Lisa Maynard, Jim Schlough, Laura Strand, Laura White, Rev. Carter (*ex officio*).

**STAFF:** Shannon Day, administrator.

**GUESTS:** none (*think about who we might want to invite to the Dec mtg to share committee work; Rev. Carter suggests someone from Nominating Committee*)

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

John began our meeting with land acknowledgement and chalice lighting words (samples from wayfair pulpits as a reminder that a few words can have a big impact).

**MINUTES:** *Jim Schlough moved to approve the Oct 2023 meeting minutes as written, John Hornby seconded, and the minutes were approved.*

**MONTHLY STAFF AND COMMITTEE REPORTS:** Reports from minister, administrator, DRE, music director, treasurer, and finance committee are in the 11.16.23 Board folder on the Google drive.

**Minister:** Rev. Carter provided a detailed minister's report covering how she is prioritizing work in light of being a half-time minister, worship activities, Committee on Ministry, justice work, covenanting process, young adult group, and welcome/hospitality coordination. In general things are going well. Not included in report: she is taking study leave from Jan 8–14 (chaplaincy internship orientation). Laura White asked when Board evaluation of minister is due; Rev. Carter says next fall (some more info on that in her report). *Her whole packet for fellowship renewal is due Nov 1 so she'd like us to do our work by early/mid Oct.* She intends to try to get a group of young adults (ages 18–35 or 18–25) together for a one-time hangout to see what may emerge. Shannon suggests an email to young adults who visited once only in the last year.

**Administrator:** Shannon's report covered attendance, offering, membership, pledge statements, documenting tech roles, internet connectivity, bulk email provider, building fire inspection, stewardship recruitment, info graphic to help connect people with small groups, website updates, right relations, and facilities. At the mtg she reported we are still in the running to host the Morgan Junction Assoc. about being a location for their quarterly mtgs. She clarified that our bulk email provider Constant Contact is working less well lately. Would be nice to have a volunteer with web development skills or marketing/copywriting skills to support website updates as envisioned by Carter and Laura White.

**Religious Exploration:** Jade's report says more families are beginning to engage with church activities, including some middle schoolers (averaging 10 children and youth on full service

Sundays and a smaller number on the other two Sundays). Youth group is building momentum with attendance of up to 7 youth. Storyteller worship had 10 attendees. RE Council and volunteers and WSUU staff are setting up systems to keep programs going with less need for time from her, although she is still going over in her hours. Laura Strand mentioned she is particularly impressed with Jade's new newsletter, especially about how a family can connect with the larger congregational activities.

**Music:** Scott's report covers music for past and upcoming services, how performing less often is allowing the vocal ensembles to really work on nuances, finding a new percussionist, and his Nov 14 minor surgery. He also explained some ways he supports the vocal ensembles by recording parts, writing arrangements, and providing one-on-one help to singers.

**Finance Committee/Treasurer:** FC asks the board to choose a date for the mid-year meeting. The report covers financial stats (income/expenses are as expected for this time in the year), variances to budget, preliminary model for evaluating scenarios for a five-year financial plan, dates for a joint Finance/Stewardship meeting in late Nov/early Dec, and potential earthquake insurance.

**Racial Justice Change Team:** Shannon says RJCT is looking at an anti-hate statement they've written and thinking how to utilize. They have been promoting the Jan 15 MLK Day march in the e-news and encouraging people to buy their own Side with Love t-shirts. Team will help with MLK service the week Rev. Carter is gone. Allyship mtg happened a couple weeks ago. Rev. Carter mentioned an ongoing question around the capacity of our congregation to respond to justice issues as they come up (e.g., rapid response team).

**Core Team:** Has a goal of reporting to the congregation more regularly (was hoping to get something into e-news soon). Trying to finish up healing circles (meeting with Rev. Christopher's Ministerial Search Team for healing, maybe a Rainier Valley UU meeting). Paula VH, Amy HB, Aimee S, and Riley A are joining the Core Team, and Kristina D is going off (five people stayed on and they added four). Planning their own meetings now because there is very little money left for Pam Orbach. Pam did skillbuilding with the whole Wellbeing Team, and the last session is next week. So, the Core Team is now managing itself and also creating content for community circles. Learning that everything takes a lot of care, things happen, then those things take care. The Wellbeing Team is made up of all those who opted in during community café (anyone who wants to work on right relations).

Rev. Carter says we're looking at a long-term infrastructure for how we deal with right relations. The Core Team consists of people who are very committed for a shorter period of time (a couple of years) for getting that infrastructure built. Going forward, the idea is that a lot of people will have developed those skills over time, and we can have a Wellbeing Group that can continue to respond to issues as they come up. That Wellbeing Team will hold the skills to manage any processes.

The congregation would vote on the final right relations process but the idea would be voting as a form of celebration because we're already in agreement. Probably in January we will start having community circles to develop the right relations process.

## **PRIORITY BUSINESS**

### **Reviewed the Vibrant Congregation goals we developed at the Board retreat in August.**

What areas are most critical? What area(s) are you focusing on as a Board member? *Asking all Board members to be involved in a leadership or co-leadership capacity. Think about it and see where your interest lies.* Talk again at Dec 18 mtg about where we are doing well and where we need to do more. Maybe prioritizing.

### **Recruitment updates:**

- **Auction**—Likely will have two different groups – one focused on online piece (Laura W, Mike W) and the other for the event itself (Lisa M, Leah L?). Charlie W expressed interest in auction and stewardship at the What's Going On table. Shannon suggests holding the auction during a non-worship week in April. Reminder to use equity tool (Laura W says they did use it last year when planning the auction).
- **Stewardship**—Jill Jackson agreed to lead the pledge drive. Shannon says they will meet with FC to do some brainstorming around themes. There is a Sunday in March set up for the stewardship sermon. Intention to have cottage meetings in people's homes.
- **Nominating Committee**—will invite NC to Dec mtg (who will invite?).
- **Board candidates for next year.** We need to think about it.

**Article II input deadline is Feb 1.** Any more input needs to be a coordinated effort by a group of congregations. Rev. Carter doesn't think we have a critical mass of people in the congregation who have energy to make changes. Shannon has some content from Leilani to put in the e-news next week so maybe that will clarify things.

**Staff job description revisions:** John Hornby is taking over leadership from Lisa. Shelley Webb and Judi Finney will help align job descriptions with new UUA levels, and Laura Pierce has agreed to consult. Work should happen in Nov–Jan time frame.

## **OTHER BUSINESS**

**Mid-year report will be on Jan 28, 2024.** It happens after the (slightly shorter) service, in person in the sanctuary, keeping the live stream going so people watching at home can participate. All Board members will each present a couple of the slides. This is a meeting to update the congregation and keep us on track also.

**Find Your People flyer.** Shannon and Laura White created a new "Find Your People" flyer to help newcomers and others connect with small groups. Shannon included a copy in her report.

**Membership.** Laura White and Rev. Carter did new member orientations; updates to website; newcomer process. Five new people are joining and we will welcome them during worship on Dec 10.

**Monthly Board communication:** Decorating the church in Nov—big publicity push for Greening Sunday. Let's have a couple people focused on taking great photos and then highlight in e-news that the whole congregation is involved. *Jim will write it (aiming for second Fri in Dec e-news).* Jim might ask a few people attending for their comments (how does this feel today?). Lisa will ask Liz Bucklew about taking photos or take some herself. Rev. Carter will ask Baptiste to take photos (although he does film not digital).

**Scheduling for our Dec mtg:** Board mtg is scheduled for Thurs, Dec 21 but there is going to be a solstice worship gathering that evening. *Can we shift to Mon, Dec 18 from 6:30–8:30? Laura White will check with Tracy and Laura S.*

What's Goin' On table: On Nov 26 there is a potluck so no room for table but Board members should help newcomers to connect and get to a table with friendly folks. On Dec 10, Laura White and Lisa will staff it.

#### **Board Meeting Opening/Closing Words Schedule**

Dec 18 (Thurs): Tracy

Jan 18, 2024 (Thurs): Laura W

**Next Board Meeting:** Mon, Dec 18, 6:30 to 8:30 pm on zoom

#### **Vacation/travel/away**

Tracy is in Patagonia hiking Nov 8-Dec 3.

Laura W is out of town Thanksgiving weekend including Nov 26.

John is away for Thanksgiving weekend including Nov 26.

Jennifer is on a training (incommunicado) for 5 weeks in Oct/Nov.

Pam Orbach is away late Nov to March 2024.

Respectfully submitted,  
Lisa Maynard,  
Board Secretary



As of: **Wednesday, November 1, 2023**

**BUDGET SUMMARY** % thru Year: **33%**

	Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
<b>Total Income Sources</b>					
Pledges	\$ 13,006	\$ 84,361	38%	\$ 221,300	\$ 136,939
Sunday Plate	1,565	6,434	31%	21,000	14,566
Other Donations	331	1,312	0%	-	(1,312)
Fund Raising	-	1,095	3%	37,000	35,905
Affinity Programs	-	302	50%	600	298
RE Ministry	11	42	3%	1,250	1,208
Youth Group Ministry	-	-	0%	-	-
Music Ministry	691	691	69%	1,000	309
Program and Misc	10	194	3%	7,240	7,046
Rentals	8,133	22,099	37%	60,176	38,077
<b>Total Income</b>	<b>\$ 23,747</b>	<b>\$ 116,532</b>	<b>33%</b>	<b>\$ 349,566</b>	<b>\$ 233,034</b>
<b>Expenses</b>					
Minister Compensation	\$ 5,268	\$ 22,415	33%	\$ 67,591	\$ 45,176
Additional Minister	-	-	0%	5,000	5,000
RE Director Compensation	2,272	9,107	30%	30,561	21,454
RE Staff	40	40	2%	2,098	2,058
RE Training	-	-	0%	1,200	1,200
RE Youth Group	40	40	1%	5,582	5,542
RE Operations	98	98	6%	1,600	1,502
Music Director Compensation	2,109	9,573	32%	29,523	19,950
Music Staff	423	2,110	27%	7,881	5,771
Other Music	720	1,099	45%	2,460	1,361
Administrator Compensation	6,052	21,182	29%	72,311	51,129
Technology Support Compensation	-	-	0%	-	-
Additional Employee Benefits	1,058	2,806	35%	8,090	5,284
Community Impact-Internal	-	4,226	16%	25,833	21,607
Community Impact-External	626	1,845	28%	6,684	4,839
Worship	142	1,021	46%	2,220	1,199
Loans, Taxes, Fees	2,688	14,437	32%	45,182	30,745
Facility	5,826	18,035	31%	57,755	39,720
Fundraising & Rentals	-	-	0%	1,000	1,000
Reserves	-	-	0%	-	-
<b>Total Expenses</b>	<b>\$ 27,363</b>	<b>\$ 108,034</b>	<b>29%</b>	<b>\$ 372,571</b>	<b>\$ 264,537</b>
<b>Income less Expenses</b>	<b>\$ (3,616)</b>	<b>\$ 8,498</b>		<b>\$ (23,005)</b>	
RE Youth Group Fund Transfers IN		5,000		5,000	
OWL Fund Transfers IN		550		550	
Social Justice Transfer IN		776		775	
Board Designated Fund Transfers to GF		16,680		16,680	
<b>Total Fund Transfers</b>		<b>23,006</b>		<b>\$ 23,005</b>	
<b>Difference Net Fund Transfers</b>		<b>\$ 31,503</b>		<b>\$ -</b>	

	YTD Balance	Start of FY	YTD Change
<b>BANK ACCOUNT BALANCES</b>			
Umpqua Checking #7545	\$ -	118,435	\$ (118,435)
HomeStreet Checking	110,775	-	110,775
HomeStreet 7 mo CD May 2023 #6593	100,000	100,000	-
Homestreet 7 mo CD Aug 2023 #0757	100,000	-	100,000
Sound Credit Union Money Market #6299	-	102,103	(102,103)
Sound Credit Union Business Savings #6290	-	25	(25)
Petty Cash	200	200	-
<b>Total Account Balances</b>	<b>\$ 310,975</b>	<b>\$ 320,763</b>	<b>\$ (9,788)</b>
<b>ASSETS</b>			
Church Bldg & Land (book value)	\$ 3,287,100	\$ 3,109,500	\$ 177,600
Cash - Operations	91,833	86,056	5,777
Payroll	-	-	-
Building Fund	\$ 79,749	88,497	(8,748)
Accessibility Fund	22,462	22,462	-
Other Dedicated Fund Balances	18,180	24,505	(6,326)
<u>Operational Reserves</u>	<u>98,752</u>	<u>99,243</u>	<u>(491)</u>
<i>Total Fund Balances</i>	<i>\$ 219,142</i>	<i>234,707</i>	<i>(15,565)</i>
<b>Total Assets</b>	<b>\$ 3,598,076</b>	<b>\$ 3,430,263</b>	<b>\$ 167,812</b>
<b>LIABILITIES</b>			
Loan fm UUA	\$ 399,759	\$ 419,602	\$ (19,842)
Loan fm Cascadia Growth Fund	51,975	58,825	(6,850)
Other Current Liabilities	4,428	13,464	(9,036)
<b>Total Liabilities</b>	<b>\$ 456,163</b>	<b>\$ 491,891</b>	<b>\$ (35,728)</b>
<b>GF Balance (Cash-Operations less Other Current Liabilities)</b>	<b>87,405</b>	<b>\$ 72,592</b>	<b>\$ 14,813</b>
<b>CONGREGATIONAL EQUITY</b>			
	\$ 3,141,913	\$ 2,938,373	\$ 203,541

As of: <b>Wednesday, November 1, 2023</b>				<table border="1"> <tr> <td>% Thru Year:</td> <td>33%</td> </tr> </table>		% Thru Year:	33%		
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Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes		
<b>GENERAL FUND INCOME</b>									
<b>Pledges</b>									
4.100.100	Pledges - Current Year Income	13,006.35	83,886.70	219,300.00	<div style="width: 38%; background-color: #28a745;">38%</div>	-			
4.100.110	Pledges - Prior Year Income	-	474.36	2,000.00	<div style="width: 24%; background-color: #28a745;">24%</div>	-			
	<b>Total Pledges</b>	\$ 13,006	\$ 84,361	\$ 221,300	38%	\$ -			
<b>Sunday Plate</b>									
4.100.140	Contributions - Sunday WSUU	1,063.84	4,293.66	14,000.00	<div style="width: 31%; background-color: #28a745;">31%</div>	-			
4.100.141	Contributions - Sunday WSUU Congr Care Fund	-	-	582.00	0%	-			
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	582.00	0%	-			
4.100.144	Contributions - Sunday WSUU Real Rent Duwamish	-	-	582.00	0%	-			
4.100.145	Contributions - Sunday WSUU Partner Church	-	-	582.00	0%	-			
4.100.150	Contributions Sunday Charities	501.30	2,140.35	4,672.00	<div style="width: 46%; background-color: #28a745;">46%</div>	-			
	<b>Total Sunday Plate Income</b>	\$ 1,565	\$ 6,434	\$ 21,000	31%	\$ -			
<b>Other Donations</b>									
4.100.160	Special Gifts & Campaigns	331.00	1,311.86	-	0%	1,311.86	Thank you gift for WSUU patronage		
	<b>Total Other Donations</b>	\$ 331	\$ 1,312	\$ -	0%	\$ 1,312			
<b>Fund Raising</b>									
4.100.245	Auction Income	-	1,095.41	20,000.00	<div style="width: 5%; background-color: #28a745;">5%</div>	-			
4.100.247	Raise the Paddle Income	-	-	17,000.00	0%	-			
	<b>Total Fund Raising Income</b>	\$ -	\$ 1,095	\$ 37,000	3%	\$ -			
<b>Affinity Program Income</b>									
4.100.211	Amazon Rebate Income	-	-	-	0%	-			
4.100.212	Thriftway Rebate Program	-	302.01	600.00	<div style="width: 50%; background-color: #28a745;">50%</div>	-			
	<b>Total Affinity Program Income</b>	\$ -	\$ 302	\$ 600	50%	\$ -			
<b>RE Ministry Income</b>									
4.100.259	RE Fundraising & Donations	-	-	-	0%	-			
4.100.260	OWL Registration Fees	10.61	42.44	1,250.00	<div style="width: 3%; background-color: #28a745;">3%</div>	-			
	<b>Total RE Ministry Income</b>	\$ 11	\$ 42	\$ 1,250	3%	\$ -			
<b>Youth Group Ministry Income</b>									
4.100.262	RE Youth Group Fundraising & Gifts	-	-	-	0%	-			
	<b>Total Youth Group Ministry Income</b>	\$ -	\$ -	\$ -	0%	\$ -			

As of: <b>Wednesday, November 1, 2023</b>				% Thru Year: <b>33%</b>					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes		
<b>Music Ministry Income</b>									
4.100.222	Music Fundraising and Donations	691.00	691.00	1,000.00	<div style="width: 69%;"><span>69%</span></div>	-	<i>Pie Sale</i>		
	Total Music Ministry Income	\$ 691	\$ 691	\$ 1,000	69%	\$ -			
<b>Program and Misc Income</b>									
4.100.220	Coffee Income	10.00	21.00	240.00	<div style="width: 9%;"><span>9%</span></div>	-			
4.100.225	Membership Fundraising and Donations	-	-	500.00	<div style="width: 0%;"><span>0%</span></div>	-			
4.100.240	Interest Income	-	173.44	6,500.00	<div style="width: 3%;"><span>3%</span></div>	-			
4.100.255	Common Quest Income	-	-	-	<div style="width: 0%;"><span>0%</span></div>	-			
	Total Program and Misc Income	\$ 10	\$ 194	\$ 7,240	3%	\$ -			
<b>Rentals</b>									
4.100.300	Cell Tower Rental	1,074.21	3,105.44	11,724.00	<div style="width: 26%;"><span>26%</span></div>	-			
4.100.302	Electricity Reimbursement- Cell Tower	575.87	2,427.95	8,280.00	<div style="width: 29%;"><span>29%</span></div>	-			
4.100.305	Rental Income - Single Events	-	360.00	1,000.00	<div style="width: 36%;"><span>36%</span></div>	-			
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	6,408.00	15,916.00	38,452.00	<div style="width: 41%;"><span>41%</span></div>	-	<i>Oct &amp; Nov</i>		
4.100.311	Donations- Service Groups Meeting at WSUU	75.00	290.00	720.00	<div style="width: 40%;"><span>40%</span></div>	-			
	Total Rental Income	\$ 8,133	\$ 22,099	\$ 60,176	37%	\$ -			
<b>TOTAL GENERAL FUND INCOME</b>		<b>\$ 23,747</b>	<b>\$ 116,532</b>	<b>\$ 349,566</b>	<b>33%</b>	<b>\$ -</b>			

As of: <b>Wednesday, November 1, 2023</b>				% Thru Year: <b>33%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes
<b>GENERAL FUND EXPENSE</b>							
<b>MINISTER POSITION</b>							
<b>Minister Compensation</b>							
5.100.100	Minister Housing Allow Exp	1,900.00	7,600.00	22,800.00	33%	-	
5.100.101	Minister Salary Exp	2,226.65	8,906.60	26,400.00	34%	-	
5.100.105	Minister Medical Ins Exp	308.91	1,235.64	3,892.00	32%	-	
5.100.106	Minister Group Term Life Ins Exp	17.22	34.44	207.00	17%	-	
5.100.107	Minister Long Term Disability Ins Exp	26.65	53.30	320.00	17%	-	
5.100.108	Minister Dental Insurance	24.00	48.00	288.00	17%	-	
5.100.110	Minister Retirement Exp	410.00	1,640.00	4,920.00	33%	-	
5.100.115	Minister-In Lieu of FICA Exp	313.65	1,254.60	3,764.00	33%	-	
5.100.125	Minister's Professional Exp	40.94	1,642.14	5,000.00	33%	-	
	<b>Total Minister Compensation</b>	\$ 5,268	\$ 22,415	\$ 67,591	33%	\$ -	
<b>Additional Minister Exp</b>							
5.100.129	Ministerial Services	-	-	-	0%	-	
5.100.102	Minister Moving Exp	-	-	5,000.00	0%	-	
	<b>Total Additional Minister Exp</b>	\$ -	\$ -	\$ 5,000	0%	\$ -	
<b>Total Minister Position Expense</b>		\$ 5,268	\$ 22,415	\$ 72,591	31%	\$ -	

As of: <b>Wednesday, November 1, 2023</b>				% Thru Year: <b>33%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes
<b>CHILDREN AND YOUTH MINISTRY</b>							-
<b>RE Director Compensation</b>							
5.100.150	RE Director Salary Exp	1,919.31	7,692.76	22,920.00	34%	-	
5.100.155	RE Director Medical Insurance	-	-	1,925.00	0%	-	
5.100.158	RE Director FICA Exp	146.83	588.51	1,753.00	34%	-	
5.100.160	RE Director Retirement Exp	191.00	764.00	2,292.00	33%	-	
5.100.153	RE Director Group Term Life Ins Exp	6.02	24.08	67.00	36%	-	
5.100.154	RE Director Long Term Disability Ins Exp	9.31	37.24	104.00	36%	-	
5.100.165	RE Director Professional Exp	-	-	1,500.00	0%	-	
Total RE Director Compensation		\$ 2,272	\$ 9,107	\$ 30,561	30%	\$ -	
<b>RE Staff Expense</b>							
5.100.163	RE Nursery Lead Teacher Exp	40.00	40.00	1,300.00	3%	-	
5.100.164	RE Nursery Assistant Exp	-	-	-	0%	-	
5.100.170	Childcare Exp	-	-	798.00	0%	-	
Total RE Staff Exp		\$ 40	\$ 40	\$ 2,098	2%	\$ -	
<b>RE Training Expense</b>							
5.100.152	RE OWL Leadership Development Exp	-	-	1,200.00	0%	-	
Total RE Training Expense		\$ -	\$ -	\$ 1,200	0%	\$ -	
<b>RE Youth Group Expense</b>							
5.100.132	RE High School Youth Programs Exp	40.20	40.20	582.00	7%	-	
5.100.161	RE Lead Youth Advisor Exp	-	-	5,000.00	0%	-	
Total RE Youth Group Expense		\$ 40	\$ 40	\$ 5,582	1%	\$ -	
<b>RE Operations Expense</b>							
5.100.171	RE Services	-	-	-	0%	-	
5.100.131	RE OWL Program Exp	-	-	600.00	0%	-	
5.100.229	RE OWL Fund Transfers OUT	-	-	-	0%	-	
5.100.134	RE Operational Exp	98.09	98.09	1,000.00	10%	-	
Total RE Operations Expense		\$ 98	\$ 98	\$ 1,600	6%	\$ -	
<b>Total Children &amp; Youth Ministry Expense</b>		\$ 2,451	\$ 9,285	\$ 41,041	23%	\$ -	

As of: <b>Wednesday, November 1, 2023</b>		% Thru Year: <b>33%</b>					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes
<b>MUSIC MINISTRY</b>							
<b>Music Director</b>							
5.100.185	Music Dir Salary Exp	1,826.28	7,305.12	21,915.00	33%	-	
5.100.186	Music Dir Medical Insurance	-	-	2,063.00	0%	-	
5.100.187	Music Dir Retirement Exp	182.63	730.52	2,192.00	33%	-	
5.100.188	Music Dir FICA Exp	139.71	558.84	1,677.00	33%	-	
5.100.200	Music Dir Group Term Life Insurance	-	-	69.00	0%	-	
5.100.205	Music Dir Long Term Disability Ins Exp	-	-	107.00	0%	-	
5.100.190	Music Dir Professional Exp	(39.96)	978.81	1,500.00	65%	-	reimb. Exp
	Total Music Director Compensation	\$ 2,109	\$ 9,573	\$ 29,523	32%	\$ -	
<b>Music Staff</b>							
5.100.193	Music Sunday Service Pianist Exp	262.50	1,050.00	3,445.00	30%	-	
5.100.195	Music Percussionist Exp	-	660.00	2,756.00	24%	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	160.00	400.00	1,680.00	24%	-	
5.100.198	Music Bassist Exp	-	-	-	0%	-	
5.100.199	Music Administrator Exp	-	-	-	0%	-	
	Total Other Music Staff Expense	\$ 423	\$ 2,110	\$ 7,881	27%	\$ -	
<b>Other Music Expense</b>							
5.100.191	Music Purchase Exp	86.18	340.42	765.00	44%	-	sheet music
5.100.192	Music Equipment Maint Exp	-	125.00	400.00	31%	-	
5.100.194	Music Programs Exp	634.00	634.00	1,220.00	52%	-	license double charged will be reimb. In Nov
5.100.196	Music Council Fundraising Exp	-	-	75.00	0%	-	
	Total Other Music Expense	\$ 720	\$ 1,099	\$ 2,460	45%	\$ -	
	<b>Total Music Ministry Exp</b>	<b>\$ 3,251</b>	<b>\$ 12,783</b>	<b>\$ 39,864</b>	<b>32%</b>	<b>\$ -</b>	
<b>ADMIN STAFF &amp; SUPPORT</b>							
<b>Congr Administrator &amp; Bookkeeper</b>							
5.100.174	Congr Admin Salary Exp	5,144.01	18,004.04	59,156.00	30%	-	
5.100.175	Congr Admin Medical Insurance	-	-	1,200.00	0%	-	
5.100.176	Congr Administrator Retirement Exp	514.40	1,800.40	5,916.00	30%	-	
5.100.177	Congr Administrator FICA Exp	393.52	1,377.32	4,525.00	30%	-	
5.100.173	Congr Administrator Group Term Life Ins Exp	-	-	437.00	0%	-	
5.100.230	Congr Administrator Long Term Disability Ins Exp	-	-	577.00	0%	-	
5.100.231	Congr Admin Professional Exp	-	-	500.00	0%	-	
	Total Congr Administrator & Bookkeeper Compensation	\$ 6,052	\$ 21,182	\$ 72,311	29%	\$ -	
<b>Technology Support Compensation</b>							
5.100.724	Streaming Tech Exp	270.00	625.00	2,440.00	26%	-	extra time editing problematic slides
5.100.726	AV Tech Expense	222.00	978.78	3,000.00	33%	-	
	Total Additional Employee Benefits Expense	\$ 492	\$ 1,604	\$ 5,440	29%	\$ -	
<b>Additional Employee Benefits</b>							
5.100.178	Labor & Industries Ins Exp	299.57	637.18	1,250.00	51%	-	
5.100.181	Family and Medical Leave Ins Exp	225.94	420.46	780.00	54%	-	
5.100.184	Part time Empl FICA SS Exp	40.70	144.12	620.00	23%	-	
	Total Additional Employee Benefits Expense	\$ 566	\$ 1,202	\$ 2,650	45%	\$ -	
	<b>Total Admin Staff &amp; Support Expense</b>	<b>\$ 7,110</b>	<b>\$ 23,987</b>	<b>\$ 80,401</b>	<b>30%</b>	<b>\$ -</b>	

As of: <b>Wednesday, November 1, 2023</b>				% Thru Year: <b>33%</b>					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes		
<b>Other OPERATIONAL AND COMMUNITY IMPACT</b>									
<b>Community Impact-Internal Expense</b>									
5.100.320	UUA Dues Exp Bud	-	2,831.50	11,326.00	25%	-			
5.100.801	All Congr Retreats and Trainings	-	1,325.00	10,000.00	13%	-			
5.100.802	GA Delegate Exp	-	-	1,200.00	0%	-			
5.100.758	Congregational Care Fund Transfer OUT	-	-	582.00	0%	-			
5.100.710	Membership Exp Bud	-	-	500.00	0%	-			
5.100.759	Board Discretionary Fund	-	-	500.00	0%	-			
5.100.800	All Congr Social Events	-	69.17	750.00	9%	-			
5.100.756	Social Action Expense	-	-	775.00	0%	-			
5.100.829	Adult RE Exp	-	-	200.00	0%	-			
	<b>Total Community Impact-Internal Expense</b>	\$ -	\$ 4,226	\$ 25,833	16%	\$ -			
<b>Community Impact-External Expense</b>									
5.100.757	Sunday Morning Contributions Given to Charity	626.25	1,583.48	4,672.00	34%	-			
5.100.729	Real Rent Duwamish- Sunday Plate	-	-	582.00	0%	-			
5.100.728	Real Rent Duwamish	-	162.00	648.00	25%	-			
5.100.754	Partner Church Program Exp	-	100.00	582.00	17%	-			
5.100.300	Partner Church Dues Exp Bud	-	-	200.00	0%	-			
	<b>Total Community Impact-External Expense</b>	\$ 626	\$ 1,845	\$ 6,684	28%	\$ -			
<b>Worship Expense</b>									
5.100.725	Worship Council Expense Budget	142.26	907.26	1,995.00	45%	-			<i>Ingathering/J&amp;S rock ritual supplies</i>
5.100.727	AV Equipment & Maintenance	-	113.30	225.00	50%	-			
	<b>Total Worship Expense</b>	\$ 142	\$ 1,021	\$ 2,220	46%	\$ -			
<b>Financial Expense</b>									
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	-	1,979.88	7,920.00	25%	-			<i>payment not cleared</i>
5.100.457	Annual City/County/State Fees	-	1,661.21	3,600.00	46%	-			
5.100.520	Banking & Credit Card Fees e.g.Vanco	107.89	475.57	2,700.00	18%	-			
	<b>Total Financial Expense</b>	\$ 2,688	\$ 14,437	\$ 45,182	32%	\$ -			

As of: <b>Wednesday, November 1, 2023</b>				% Thru Year: <b>33%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes
<b>Facility Expense</b>							
5.100.450	Telephone/Cable/Internet	288.25	1,137.74	3,500.00	33%	-	
5.100.460	Web Hosting Exp	-	-	-	0%	-	
5.100.470	Web Maintenance Exp Bud	-	-	-	0%	-	
5.100.475	Technology Management	331.99	594.82	3,000.00	20%	-	
5.100.480	Office Expenses	4.95	19.41	600.00	3%	-	
5.100.481	Postage Exp Bud	-	132.00	400.00	33%	-	
5.100.482	Printing / Copying	163.27	750.36	2,000.00	38%	-	
5.100.483	Constant Contact Email Service	-	-	425.00	0%	-	
5.100.550	Liability Insurance Exp Bud	2,275.25	4,550.50	8,230.00	55%	-	
5.100.452	Security Alarm System	437.92	437.92	500.00	88%	-	Annual monitoring fee
5.100.453	Electricity - SCL	-	4,412.51	14,000.00	32%	-	
5.100.454	Water/Sewer - SPU	284.96	551.38	1,500.00	37%	-	
5.100.455	Waste/Recycling/Green	178.40	713.60	2,200.00	32%	-	
5.100.456	Gas - PSE	95.13	406.21	6,500.00	6%	-	
5.100.451	Janitorial Supplies	132.90	132.90	1,500.00	9%	-	paper towels and toilet paper
5.100.458	Landscaping Exp	-	-	500.00	0%	-	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	80.76	1,144.16	3,000.00	38%	-	batteries and bulbs
5.100.462	Lift Phone Monitoring	99.00	198.23	400.00	50%	-	
5.100.222	Coffee and Other Kitchen Exp	53.62	53.62	600.00	9%	-	creamers, cups, forks
5.100.471	Janitorial Service	1,400.00	2,800.00	8,900.00	31%	-	two months
<b>Total Facility Expense</b>		<b>\$ 5,826</b>	<b>\$ 18,035</b>	<b>\$ 57,755</b>	<b>31%</b>	<b>\$ -</b>	
<b>Fundraising &amp; Rentals Expense</b>							
5.100.305	Facilities Rental Exp - single events	-	-	250.00	0%	-	
5.100.820	Auction Expense	-	-	500.00	0%	-	
5.100.822	Canvass Expense	-	-	250.00	0%	-	
<b>Total Fundraising &amp; Rentals Expense</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>0%</b>	<b>\$ -</b>	
<b>Reserves Expense</b>							
5.100.461	Building Capital Reserve Exp-GF	-	-	-	0%	-	
5.100.760	Operational Reserves FB Exp	-	-	-	0%	-	
<b>Total Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	
<b>Total Other Operational &amp; Community Impact Expense</b>		<b>\$ 9,283</b>	<b>\$ 39,564</b>	<b>\$ 138,674</b>	<b>29%</b>	<b>\$ -</b>	
<b>TOTAL GENERAL FUND EXPENSE</b>		<b>\$ 27,363</b>	<b>\$ 108,034</b>	<b>\$ 372,571</b>	<b>29%</b>	<b>\$ -</b>	
<b>General Fund Income less Expense</b>		<b>\$ (3,616)</b>	<b>\$ 8,498</b>	<b>(23,005)</b>			
<b>Fund Transfers</b>							
4.100.261	RE Youth Group Fund Transfers IN	-	5,000.00	5,000.00	100%	-	
4.100.263	OWL Fund Transfers IN	-	550.00	550.00	100%	-	
4.100.226	Social Justice Transfer IN	-	775.54	775.00	100%	0.54	
4.100.241	Board Designated Fund Transfers to GF	-	16,680.00	16,680.00	100%	-	
<b>Total Fund Transfers</b>		<b>\$ -</b>	<b>\$ 23,006</b>	<b>\$ 23,005</b>	<b>100%</b>	<b>\$ 1</b>	
<b>DIFFERENCE NET FUND TRANSFERS</b>		<b>\$ (3,616)</b>	<b>\$ 31,503</b>	<b>\$ -</b>			



<u>Fund Acct</u>	<u>Fund Balances</u>	<u>Curr Balance</u>	<u>Mo. Change</u>	<u>Notes/Explanation</u>	<u>Prior Year Balance</u>	<u>Ann. Change</u>	<u>Fund Balance Steward</u>
3.200.100	Building Fund Balance	79,748.64	-		88,496.98	(8,748.34)	Finance Committee
3.201.100	Accessibility Fund Balance	22,461.68	-		22,461.68	-	Board of Trustees + Building Planning Committ
3.305.100	Operational Reserves	98,752.11	-		99,242.92	(490.81)	Finance Committee
3.310.100	Conference Scholarship Fund Balance	171.21	-		171.21	-	Board of Trustees
3.350.100	Music Fund Balance	389.24	-		389.24	-	Music Director
3.355.100	WSUU Sponsored Events Fund Balance	2,075.24	-		2,075.24	-	Membership
3.360.100	Youth Group Fund Balance	2,291.47	-		7,291.47	(5,000.00)	DRE
3.370.100	OWL Fund Balance	6,210.46	-		6,760.46	(550.00)	DRE
3.380.100	Religious Ed Misc Fund Balance	2,041.84	-		2,041.84	-	DRE
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	1,975.82	-		1,975.82	-	Partner Church Chair
	<b>Total Dedicated Funds</b>	<b>\$ 219,142.21</b>	<b>-</b>		<b>\$ 234,706.90</b>	<b>\$ (15,564.69)</b>	

# MINISTER'S MONTHLY REPORT

April 2023

## Introduction

In so many arenas, I am frequently getting the feedback that it feels like things are “clicking” at Westside in a way that has been sorely needed. Just this past weekend was a testimony to that: we had 7 attendees at youth group who left promising each other they wanted to keep coming back, we had our first big memorial service since the start of the pandemic, we gathered a group of 10 storytellers (and have more wanting to get in on the action) for community and skill-building, and we are in the process of onboarding a cohort of new members. It really is heartening to feel like this is a dynamic & joyful community, even with all its relational complexities. And even where we struggle (allyship, accessibility, nastiness within interpersonal conflict), I am beginning to understand that it feels so difficult because this community is so dedicated to doing well by each other, and grappling with these issues at a high level. As always, it is immensely fulfilling to feel that my ministry is well-received here, and I am very much looking forward to my first holiday season with Westside.

## Updates

### **Note on my hours:**

I want to share with the Board that I feel I am beginning to stretch the limits of a half-time ministry contract, and am having to make some important decisions about what to prioritize. In October, I worked closer to 90 than 80 hours. In just my first week in-residence in November, I worked 46 hours, when usually I aim for closer to 35. As a result, I plan to be very judicious about which meetings I take in my “off” weeks this month, and will have a shorter work week around Thanksgiving.

Overall, I do not feel stretched beyond reason, but want to be explicit about this process & some of the impacts it is having:

- I am not able to attend most Right Relations programming, and need to rely on participants to be kept informed (they do a great job of this). But, it does feel like a big part of congregational life that is not as central to my portfolio as I would prefer.
- Though Shannon and I have talked through a lot of ideas for updating the website, there is little time I can dedicate to sitting down & actually editing the content. For the time being, this project is somewhat on hold, being chipped away at very slowly.
- My pastoral care practice is more reactive than proactive. I am spending the most direct care time with congregants who are more comfortable reaching out to me and using my online scheduling system than anyone else. These visits are a joy, but I do not currently have capacity for more than a small handful of these per month.

### **Worship:**

Worship continues to be a strong cornerstone of congregational life. It is the time when the most people gather in one room, and is our entrypoint for newcomers. I have been satisfied with the planning process the worship team has set up for itself, and the prep-work done in our retreat, as it has made this fall season feel relatively smooth.

Some upcoming worship notes:

- November 26: “Wings Set Me Free” with Rev. Carter Smith & Jill Fleming Worship Associate
  - Will be followed by Congregational Potluck and Holiday Greening
- December 10: “A Seed, Underground” with Rev. Carter Smith & Lisa Reitzes Worship Associate
  - During this service we will welcome new members of the congregation.
- December 21: Solstice Evensong Service
  - This will be a shorter, more informal service & participatory gathering. Will be planned with help from Lisa Reitzes, Jill Fleming, Jade Wilde, and Charlie Wilson.
- December 24: “A Light in the Dark” with Rev. Carter Smith & Liz Bucklew Worship Associate
  - With Christmas Eve being on a Sunday, this day we will gather for a single 5pm service.
  - During this service we will dedicate Jennifer Disotell’s grandbaby Nova

### **Committee on Ministry:**

My committee is now meeting monthly, and I have done more research on the Fellowship Renewal Process, and found that I will be eligible for submitting my Renewal paperwork next fall. As part of that process, the Board (along with the CoM) will need to write a group evaluation of my work that I can use to write my own Professional Development Plan. The deadline for the whole packet will be November 1, 2024, though it will be more helpful to me sooner than that.

### **Justice Work:**

I was able to represent Westside at October’s Faith Action Network cluster meeting. I was very impressed with last year’s legislative successes they were involved with, and now feel I have a good understanding of what they are about & how to know about opportunities to get involved. One area that may be of particular interest to this congregation is a push for a statewide bias incident & victim support hotline which did not pass last year but is on the slate to be reconsidered in the coming legislative session.

This winter, we are continuing our annual support of the WIN gift bags for the Welcome Table. Participating congregants have expressed their enjoyment & enthusiasm for being a part of this project.

There is conversation among the Racial Justice Change Team about taking a more active stance regarding the unfolding Israel/Gaza war. For now, this looks like gathering both UU-specific and locally-specific resources for understanding this issue and taking action, as well as continuing to hold community spaces for processing this war as it unfolds.

I am exploring ways to volunteer some of my free time for climate justice work, ideally in ways that connect me with activists in both Portland and Seattle. I am being inspired by both the Environmental Justice Group’s interest in building partnerships with other organizations, and a group of friends with whom I am engaging the text *All We Can Save: Truth, Courage and Solutions for the Climate Crisis*.

### Emerging Programs and Projects

**Covenanting Process:** I spoke to a UU community minister who specializes in covenant work to learn more about what resources are out there to support our work with this in the new year. From this

conversation, I came to understand that Westside has a quite advanced understanding of covenant, and is already quite well-equipped to take this on.

The one caution that I offer is that we need to be very careful to make clear to the whole congregation that this involves everyone, as I fear that there are still some who understand the Community Circles and other Right Relations work to be “special interest activities”. I know that the Core Team and Board are well-equipped to be as broadly invitational as possible, as long as we all give ourselves enough time to get the word out and coordinate messaging.

Carol McKinley and Summer Albayati are both colleagues in the area who are available to be contracted as supporters in our work if at any point we determine that would be helpful.

**Young Adult Group:** There has been some interest bubbling up for connecting young adults in the congregation. This could include some people raised in the congregation, members who have joined during or sense the pandemic who are looking to deepen their connection with others, and newcomers who are explicitly mentioning a longing for young adult community on welcome forms. Jade and I are scheming ways to bring them together, and will probably start with informal, low-commitment gatherings.

**Welcome/Hospitality Coordination:** Looking ahead to the spring, there is interest in a one time council gathering of any group or individual in the congregation involved in welcome & inclusion. This can be a space share best practices & solidify an understanding of the role everyone plays in this important work, with an eye towards congregational vibrancy and growth. Groups to invite include: greeters, Sunday hospitality team, worship associates, RE teachers, staff, stewardship, and more.

**WSUU Finance Committee Report  
October 2023**

**Action Items for the Board:**

- Choose a date for the mid-year meeting.

**Financial Highlights for October 2023 (33% of the year):**

Highlights	Actuals	Actuals – YTD	YTD % of Budget	Budget
<b>Total Income</b>	<b>\$ 23,747</b>	<b>\$ 116,532</b>	<b>33%</b>	<b>\$ 349,566</b>
Pledges	\$ 13,006	\$ 84,361	38%	\$ 221,300
<b>Total Expenses</b>	<b>\$ 27,363</b>	<b>\$ 108,034</b>	<b>29%</b>	<b>\$ 372,571</b>
<b>Net Income/Expenses</b>	<b>- \$ 3,616</b>	<b>+ \$ 8,498</b>		
<b>Net Fund Transfers</b>		<b>+ \$ 31,503</b>		

**Financial Status:**

- Expenses are progressing as expected for this time in the year.
- Income is progressing as expected for this time in the year (pledges are strong).
- Expectation is that the monthly variance (Income minus Expense) will be negative from now until May (the auction).

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

- Leaps & Bounds paid November rent in advance (short term variance).
- Loan payment for Cascadia Growth Fund for UU did not clear in October (short term variance).

**Five Year Financial Plan**

- Shelley shared a preliminary model she created for evaluating different scenarios for a five year financial plan.

**Other Notes:**

- FC discussed Stewardship member and discussed dates for a joint Finance/Stewardship meeting for late November/early December.
- FC discussed potential for earthquake insurance, Shannon to research options.
- Our first 7 month CD will mature in early December, Jim to talk to HomeStreet about options.

Submitted by Shelley Webb      11/8/2023

## RE Monthly Report to the Board November 13, 2023

As we move deeper into our darkest time of year and the rains settle in, I am noticing more families leaning in to engage with church activities. It is a gift to hear the laughter of children and youth in our building regularly; to see parents new to our community returning and connecting in more meaningful ways; to feel the growing trust and connection between our dedicated RE volunteers as they bring our ministry to life each week. During RE yesterday, I witnessed three middle school youth keeping themselves aloof and seeming reluctant to bring their energy into the space (a common experience for those middle school years). By the time of our closing circle rituals, they were all three laughing, talking with our teachers and other kids, and two came to our circle in costume. We are making space for everyone to show up as they are, with their emotions and diverse needs. We are giving them pathways for self-care and inviting autonomous decision making in when and how to engage in community. We are creating a container for them to experiment, to be a little outrageous, to play, to giggle, to move, to know and be known, and to feel that they belong here. With the foundation of these successes growing stronger, we are bringing in more sacred ritual (memory boxes, altars, joys and sorrows, meditation, breathing together), discussion around our values (honoring ancestors, making space for grief), and justice awareness (LGBTQ+ rainbow history as we make rainbow slime together). This is such fun and fulfilling work!



Indeed, our community is showing many signs of embracing a thriving existence! And with this increased intensity of connection and working together, we are also going more deeply into the complexities of authentic relationship, honest experience, and learning to collaborate with others who may have very different styles of communicating and dealing with challenges. This is a key area where I am noticing increasing demands on my weekly hours: planning, collaborating, supporting and receiving support, inviting in, reflecting and processing together, opening the doors to understand what's underneath when difficult communications and conflict arises, making connections, and bringing our right relations and anti-racism work into action where we're feeling it in weekly interactions.

Supported by the RE Council, amazing volunteers (Leilani Davenberry, Noella Natalino, Faith Iverson, Stina Lane-Cummings), and our collaborative staff, we are establishing systems that are increasingly keeping our programming going with less need for time from me/someone in the DRE role. At this time however, I am continuing to be over in my hours, and will continue to try to balance it out a bit from week to week.

## RE Stats:

Our 2<sup>nd</sup> and 4<sup>th</sup> full service Sundays are showing a nice trend of around 10 children and youth. On the first and third Sundays, we are seeing 4-5. Youth Group is beginning to find some momentum, and we enjoyed a solid attendance of 7 in the last session, after having 2-3 in other sessions this fall.

Attendance of children and youth (all ages) on Sunday mornings --

- Oct 22 – 9
- Oct 29 – (A 5<sup>th</sup> Sunday, without RE activities Sunday morning. However, we did have youth group Fri Oct 27, and attended a youth advisor training all day Sat Oct 28!)
- Nov 5 – 5
- Nov 12 -- 11

Youth Group Attendance –

- Oct 27 – 2
- Nov 10 – 7

Story Teller Workshop Participants, Nov 12 -- 10

Jade Wilde, Director of Religious Exploration

A

## **MUSIC DIRECTOR MONTHLY REPORT**

### **November, 2023**

I don't mention it every month, but a large number of hours go into creating rehearsal tracks for the Chorale. For each song we sing, I record at least 4 different parts (often more depending on the arrangement), upload them to the google drive and share with the different sections. I also spend a lot of time each month looking for great choral music, and choosing exactly the right hymns and solos for each service. I make sure that the lyrics are in the google drive for Henry to create the slides we see every week. I also track music we use in services for reporting to our two licensing agencies. In addition to monthly staff and worship team meetings, I meet regularly with Rev. Carter to talk about upcoming services. I reach out to schedule guest musicians and look ahead to plan for Chorale rehearsals. I make myself available for one-on-one help, and often write arrangements for some of the songs we sing. I love the work I do here, and wanted to give you all a little peak into the hours I put into this wonderful job!

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

1. Past Services: Our service on October 22 featured both the Chalice Singers singing "Shine" and Gracie and Liz Bucklew with Kathleen Tracy singing a song that Rev. Carter had requested entitled "True Blue" by the group boygenius. The chorale sang "What a Wonderful World" for Larry Jones' Memorial Service on October 15<sup>th</sup>, and repeated it, along with Pete Seeger's "To My Old Brown Earth" for the service on October 16<sup>th</sup>. I am so proud and pleased with how well they are singing!
2. Upcoming services: November 26<sup>th</sup>, I will be leading music, and hopefully will be able to feature Rev. Carter's husband Baptiste on bass! I look forward to that! Dec 10<sup>th</sup> Rainier Reunion will be our music leaders.
3. The Westside Chorale and Chalice Singers: I'm loving the nuances we are able to explore with a less often performance schedule. We're meeting 3 times a month, with our rehearsal pianist Mark helping out 2 of those.
4. Drummer vacancy: I'm talking with John Hansen this week about recommendations he might have for a drummer to start with us on December 24<sup>th</sup>. I'll keep everyone updated on the search.
5. More: I'm having vision-related eyelid surgery on Tuesday Nov 14<sup>th</sup>, and Lisa Maynard will be filling in for me at Chorale rehearsal on the 15<sup>th</sup>. I expect a very short recovery period that won't interfere with my Westside responsibilities

In Harmony,

Scott Farrell



# Administrator Report to Board November 2023

Happy fall! Things are humming along in the office. Just this past weekend we had the honor of hosting Larry Jones' memorial service here at Westside. It feels great to be in a place where we can be gathered together for these important rites of passage again.

Date	Speaker/Special Circumstances	Attendance In-person/Views while streaming/ views since published/total views
10/22/23	Rev. Carter	84/8/69/161
11/05/23	Allyship Circle	34/3/0/37
11/12/23	Rev. Carter – Memorial Tribute	70/14/16/100

**Offering Collection for October:** For the month of October, our shared offering recipient was **Lambert House**. We collected \$493.52 for them. WSUU portion of the offering for October was \$1063.84. The total offering received \$1430.96. This is \$656.81 less than September.

## **Membership/New Interest: Current is now 147.**

Big gratitude to Laura White for her hard work on membership activities in October. As of this writing we have joined three new folks: Emily Knaphus-Soran, Alice Murphy, and Henry Sikora (our streaming tech). Laura has a few more people to join later in the week as well. It's great to be growing membership!

New Members: 3

Membership Resignations: 0

Welcome Forms Received: 4

New Visitors signed in at worship: Update on this – we changed our sign in sheet to a scannable QR code to our Welcome form so this avenue is shifting to electronic.

New Subscribers to email list: 7

Unsubscribed from email list: 6

**Pledge Statements:** 1<sup>st</sup> quarter pledge statements went out in October. So far pledges are coming in a little bit ahead of where we expected based on past trends.

**Documenting Tech roles:** I'm working with Lane Holdcroft to document both the audio and streaming tech practices and procedures for Sunday mornings in case we ever need a last-minute substitute.

**Internet-Connectivity in Building:** As part of getting the Fireside Room set up for hybrid meetings, Lane Holdcroft is studying how strong the wireless signal is in all of our spaces. He is putting together a recommendation of where we might move equipment and other new equipment that may be needed. Something about the construction of this building blocks Wi-Fi signals more than you would anticipate.

**Constant Contact** – The new version of the text editor our bulk email provider, Constant Contact, has proved to be full of bugs which have created time consuming problems and email messages going out with embarrassing errors. I've had several meetings and messages to them and have been very underwhelmed by their current customer service. I'm shopping around a bit for a new provider.

**Building Fire Inspection:** I've spent some time getting bids for our annual service call to check the extinguishers and pull stations. \$400 seems like too much to pay for such a simple system. So far the new bids have been three times that high so we may just stay with our current vendor.

**Stewardship Recruitment** – Jill Jackson has agreed to lead the Stewardship Team this year. We are planning a joint Finance/Stewardship meeting at month end to discuss goals.

**New info graphic for small groups:** A need identified during recent meetings with Rev. Carter and Laura White was for a document that communicates all the small groups/committees/teams that are available to join. I pulled something together for this and Laura helped make it more attractive. I've pasted it into the bottom of this report for easy viewing.

**Website Updates:** I've been trying to find time to chip away at website edits that Rev. Carter and Laura White are requesting but finding time this month proved difficult. I will keep after it.

**Right Relations:** Tuesday evening meetings of the Core Team and Wellbeing teams continue. I have been doing some coordination of various circles. The work is still very present and very rich.

**Facilities Issues and Updates:**

**Furnace:** We had Emerald Aire out twice in October to repair the furnace. They apparently didn't test the repair very thoroughly at the first call. The furnace is now up and running well.

**No leaks!:** Even with all the heavy rain in October we have not had any leaks! Gratitude to Dan Day for weekly trips up to the roof to keep the drains clear.

**Items taking extra time in October:** website updates, facilities issues, 1<sup>st</sup> quarter pledge statements, website work, right relations meetings, prep for Larry Jones' memorial service, dealing with Constant Contact Issues, furnace issues.

**Upcoming Time Away:** I currently have no plans for vacation prior to the holidays.

In loving community,  
Shannon



**Westside**  
UNITARIAN UNIVERSALIST

**find your people ● find your calling ● make connections**

See the Westside Week eNews for even more ideas!

**COVENANT  
GROUPS**

Small groups that meet one to two times monthly. Deep listening and sharing on a selected topic Zoom or in person.

[covenantgroups@wsuu.org](mailto:covenantgroups@wsuu.org)



**GREETER  
TEAM**

Offer warm greetings at the church doors on Sundays and help with the collection of the offering.

[greeting@wsuu.org](mailto:greeting@wsuu.org)

**HOSPITALITY  
TEAM**

Set up or clean up coffee and snacks during social hour and other church events.

[hospitalityministry@wsuu.org](mailto:hospitalityministry@wsuu.org)



**GARDEN  
TEAM**

Steward the Westside garden and grounds - tasks include weeding, watering, planting, mowing, mulching, raking

[garden@wsuu.org](mailto:garden@wsuu.org)

**FINANCE/  
STEWARDSHIP**

Help sustain the financial health of our community, monitor finances and support the board with budget development.

[finance@wsuu.org](mailto:finance@wsuu.org)



**MUSIC  
GROUPS**

Sing with one of our ensembles (Chorale or Welcome Singers), play an instrument during worship or strum with friends on a Saturday.

[music@wsuu.org](mailto:music@wsuu.org)

**RACIAL JUSTICE  
CHANGE TEAM**

Working to dismantle racism through self-education, ally ship, community action, and examination of our roles in oppressive systems.

[rict@wsuu.org](mailto:rict@wsuu.org)



**RELIGIOUS  
EXPLORATION**

Nurture children, youth and families in their faith development, identifying values and choosing how to live in the world.

[dre@wsuu.org](mailto:dre@wsuu.org)

**AUCTION  
TEAM**

Our biggest fun-raiser and fundraiser of the year. All sorts of skill sets are needed here from party people to techies

[auction@wsuu.org](mailto:auction@wsuu.org)

# find your people ● find your calling ● make connections

See the Westside Week eNews for even more ideas!



## ENVIRONMENTAL JUSTICE

Westiders working to advocate for the health of our planet in our community and the broader world.

[environmentaljustice@wsuu.org](mailto:environmentaljustice@wsuu.org)

## BIPOC SPACES

Join fellow black, indigenous, and other people of color for meditation and BIPOC coffee hour.

[leilani@wsuu.org](mailto:leilani@wsuu.org)



## BUDDHIST MEDITATION

One-hour, online, weekly opportunity to practice meditation with other Westiders and the wider community.

[santthuti@gmail.com](mailto:santthuti@gmail.com)

## PARTNER CHURCH

Connect with our sister church in Transylvania to build relationships and celebrate our shared faith across borders.

[partnerchurchministry@wsuu.org](mailto:partnerchurchministry@wsuu.org)



## COMMUNITY SERVICE

Join Westiders in service to our wider community. We are currently partnering with the White Center Foodbank.

[communityoutreach@wsuu.org](mailto:communityoutreach@wsuu.org)

## FACILITES TEAM

Steward our beautiful building through loving maintenance and other creative projects.

[facilities@wsuu.org](mailto:facilities@wsuu.org)



## WORSHIP PLANNING

Work with Rev. Carter Smith to plan worship services and serve as a worship associate on a rotating basis.

[minister@wsuu.org](mailto:minister@wsuu.org)

## WOMEN'S GROUP

Join Westiders who identify with this group, to explore topics of mutual interest and foster community connection.

[womensgroup@wsuu.org](mailto:womensgroup@wsuu.org)



## STORYTELLERS TEAM

Share stories or read books during our Time for all Ages during Worship Services.

[dre@wsuu.org](mailto:dre@wsuu.org)

## MEN'S GROUP

Join Westiders who identify with this group, to explore topics of mutual interest and foster community connection.

[mensgroups@wsuu.org](mailto:mensgroups@wsuu.org)



## COMMUNITY GIVING

Help with choosing community non-profit organizations to be the recipients of our Sunday morning offering.

[communitygiving@wsuu.org](mailto:communitygiving@wsuu.org)

## RIGHT RELATIONS

Strengthen our community connections and wellbeing through circle work and conflict resolution.

[coreteam@wsuu.org](mailto:coreteam@wsuu.org)