



Westside
Unitarian Universalist
Congregation

WSUU

OCTOBER BOARD AGENDA — 2022

October 20, 2022

7:00 - 9:00 PM PT via Zoom

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

[Link October 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>Marco Deppe</i>	<ul style="list-style-type: none"> ○ Land Acknowledgement & Covenant ○ Chalice lighting ○ Quick Check in/Access Needs
7:35pm	Minutes	<ul style="list-style-type: none"> ○ 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"> ○ Administrator (Shannon) <ul style="list-style-type: none"> ▪ Leadership Directory updates ▪ Recognition of new or leaving members ○ Music (Scott) ○ Finance Committee/Treasurer (Jim, Shelley's report) ○ Other relevant to yearly schedule
8:00pm	No Guest this month	<ul style="list-style-type: none"> ○ November guest? Auction?
8:00pm	Priority Business (time dependent, crisis prevention)	<ul style="list-style-type: none"> ○ Part time Contract Minister Process & Search Team (Laura Pierce, Tracy) Link P/T Minister Process Graphic and Community Input ○ COVID Policy Update
8:30pm	Other Business (important planning)	<ul style="list-style-type: none"> ○ Right Relations (Tracy, Kristina) ○ Auction (Laura W & Shannon) ○ Reference only: Board Retreat Document 2022
9:00pm	Board Liaison Updates <ul style="list-style-type: none"> ○ See any related summary reports in shared folder for this mtg ○ Report out only if not covered above and/or an update is needed 	<ul style="list-style-type: none"> ○ Pastoral Care (Laura Pierce) ○ 8th Principle Beloved Community (Tracy) ○ Worship (Laura White) ○ Membership Ceremony Oct 23rd (Laura W) ○ RE (Laura Strand) ○ Operations (finance, stewardship, building) (Jim) ○ Staff (Jim: Shannon, Marco: Scott)
9:15pm	Monthly Board Communication	<ul style="list-style-type: none"> ○ October Board Communication to Congregation ○ Topics & Who Writes



	<p>-Congregation Friday Westside Weekly</p> <p>- 4th Sunday Board Social Hr.</p> <p>-Other as needed</p>	<ul style="list-style-type: none">▪ Progress P/T Ministry see P/T Minister Process Graphic▪ COVID Policy Update▪○ Board Social Hr Oct 23rd: Cancel and attend New Members Social Hr instead?
9:25pm	Upcoming Meetings Dates/Times Board Member Schedules	<ul style="list-style-type: none">○ Next Monthly Board Meeting, Nov 17th 7pm○ Faith Action Network, Nov 3 (Laura W rep)○ Upcoming Vacation/Out of Town Schedules
9:30pm	Close of the Meeting - Marco <i>November: Laura White</i>	<ul style="list-style-type: none">○ Personal Reflections/Gratitude○ Extinguishing the Chalice○ 9:30 pm end of meeting
	2022-2023 Board Covenant	<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

October 20, 2022

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

STAFF Shannon Day, Administrator

GUESTS: No guests for this meeting

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

MINUTES The September Board meeting minutes were approved 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

Shannon and Scott are working on a monthly system for documenting leave and working hours until work with the Personnel Committee reconvenes. Shannon reports that all Westside members now have access to our Breeze database including instruction on use. Shannon is providing increasing facility use, communications, assistance and administrative support to RE without an RE staff person in place. There have been several A/V updates including restoring speaker connections on the chancel, adding a third camera angle for live-streaming worship and fixing a flickering screen projector problem. Jim Schlough and Shannon continue to investigate options for improving the visual display in the sanctuary. Shannon has provided important support for a growing Auction team including organizing the first meeting and agenda.

Current membership is 160. Vaughn Bell and Brennon Staley and their 2 children have joined. Lucia Enriquez has moved to the Anacortes area.

Music Director

Scott reports many music successes since his September report including the Westside Chorale and the Westside Strummers singing and providing music for the Ingathering service and social hour. Chris McEwen, Liz and Gracie Bucklew performance on Sept 25 and Gina Sala on Oct 9th. Rainier Reunion, the Chorale and Chalice Singers are in the process of scheduling for future Sunday services in Nov and Dec. Scott and Nate are exploring an electronic drum system to provide a more balanced experience on stage. The Music Ministry Team, John Britt, Lisa Maynard and Scott have met and will serve as an umbrella for overall music related

programming. Jonathan Rawle was thanked for taking some wonderful photos at the Ingathering of both the Chorale and Westside Strummers.

Finance Committee/Treasurer

We have built up a temporary financial surplus of 40K while we are in a staffing transition for part time minister and part time RE personnel. The Finance Committee will be meeting with an attorney who specializes in cell tower lease/buyers. Our choices include 1/staying with TMobile, or 2/consideration of another cell tower lease provider agreement (We have been approached by Unison to date). Our cell tower lease agreement with TMobile is due for renewal September 2023. The Finance Committee is also looking at the possibility of investing some of our uncommitted BECU funds to increase our interest return. In addition, Finance is looking for additional Finance Committee members.

PRIORITY BUSINESS

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

Laura Pierce and Tracy Burrows have reviewed the congregational responses to the survey and in person input meeting regarding the contract minister job description and process. There were 35 responses to the survey and 10 in person responses. Overall there is a desire for someone who has good people and collaboration skills, Sunday services experience, ability to supervise and support staff and collaborate with major committees (Board, Finance, Worship). The church would own the direction of the congregation and work alongside the minister. It is important to recognize that a part time minister position (50-60%) will not be able to provide all the previous functions of a full time minister. Choices will need to be made since just supporting Worship Planning could take a majority of the work hours per week alone. Thus, for example, a continuing pastoral support arrangement might be made with Rev. Kari Kopnick and a part time minister would not be responsible for hiring an RE director or other time consuming tasks. There is also the possibility of combining the job with another congregation (ie: Vashon UU is looking for a ¼ time minister). Additionally, it is important to acknowledge that the skill sets of our available pool of candidates will dictate the final job description. The Minister Selection Team has revised the timeline with a goal of 1/mid-November to complete the UUA Congregation job description and posting on the UUA minister portal as well as reaching out beyond UUA, 2/mid-December to consider a pool of candidates and 3/ March for a selected candidate.

COVID Policy Update

After receiving input from the Board and remaining COVID Task Force members, Shannon has written a revised COVID Policy including optional mask wearing for RE Youth in OWL programming consistent with Seattle Public School COVID Policy. Masks will continue to be required in the Sanctuary. Masks are strongly recommended before and after consuming food or drink in the Social Hall and expected in all other spaces of the church. *The Board unanimously approved a revised COVID policy. Shannon will post on the website and eNews.*

OTHER BUSINESS

Right Relations (Tracy & Kristina)

Emails sent to individual Board members will be forwarded to the entire Board so that the Board can discuss and respond together to congregational comments or concerns.

Kristina, Tracy, and Jade Wilde met with Pam Orbock, from the Center for Restorations Solutions Seattle, to discuss the possibility of working together on developing a right relations structure for Westside. Pam worked for 3 years with Eastshore UU to develop a successful right relations structure and seems a good match for our congregation. She would be interested in training a team within Westside as well as collaboratively empowering the entire congregation to develop a right relations culture to address past grievances, restore trust and use a proactive process to work successfully through issues and challenges of past and future right relations challenges. Contact has also been made with Louise Wilkerson, from Eastshore UU, to discuss their right relations process. An initial consulting fee is needed to continue the process of working with Pam. A full proposal and budget for working collaboratively would then be developed as the next step. <https://centerforrestorativesolutionsseattle.com>

The Board approved by unanimous consent to authorize up to \$1000 consultant fee to Pam Orbach of the Center for Restorative Solutions Seattle to work with the Right Relations Committee on developing an initial right relations program for WSUU.

Auction (Shannon and Laura White)

Shannon and Laura White convened the first meeting of the 2023 Auction Team 10/18/22. The goal is a joyful, financially successful, volunteer sustainable, and community building event. Shannon outlined the current financial goals—net of \$25K Online Auction and 15K Raise the Paddle with overhead expenses of \$500. The group discussed and evaluated last year's Auction format (4-5 days of online Auction focusing on events & services with a culminating Saturday Musical Revue and Tailgate Party). Overall the format worked very well, financial goals were exceeded and the event was sustainable for volunteers. A similar format was recommended. There was enthusiasm for exploring a Saturday event such as Blue Boat Bingo or another family friendly game format with Tailgate Party and some music for the Raise the Paddle event. Possible dates of April 29th or April 1st were discussed. Next meeting will include outlining the tasks needed (such as procurement from businesses and WSUU individuals, Autria cataloging, Raise the Paddle event, etc). Shannon also offered to provide an Autria software tour.

BOARD LIAISON UPDATES

Pastoral Care (Laura Pierce)

No report. Laura Pierce will relay any additional information when she regularly checks in with Rev. Kari Kopnick.

8th Principle Beloved Community (Tracy, Kristina)

Tracy reports that the 4 subgroups (Institutional Equity, Action in the Wider Community, Spiritual and Personal Growth, Right Relations) from the Beloved Community Cafe are continuing their

work. The Right Relations group has been most active this last month. See the Right Relations update above.

RE (Laura Strand)

Laura Strand reports a letter has been sent to all congregational families about current RE programming. Jade Wilde is developing a DRE job description. There has been limited response to volunteer recruitment outreach although regular K-8 Sunday RE sessions may be helpful in increasing interest. Jade Wilde and Laura Strand provided the October K-8 RE sessions. Amy Hance-Brancati is the lead contact for the Youth and OWL programming which began in September.

Worship (Laura White)

Worship Services will transition to the 1st and 3rd Sundays in November and December due to the holidays. There will be an additional 3rd service on December 24th for a multigenerational Christmas Eve service. The Worship Team is beginning to look ahead towards January 2023 and winter programming and is eager to stay closely coordinated with the part time contract minister process.

New Members Membership Ceremony Oct 23rd (Laura White)

Laura White, as Membership Co-Chair, organized the New Members Ceremony and New Members Social Hour in collaboration with Shannon and Rick Taylor, Worship Associate. She expressed a special thank you also to Rev. Deanna, Tracy Burrows, Ginger Brewer, Joan Whitley, Steve Finney and Judi Finney for helping with the ceremony and social hour. Nine households have joined since January 2021. The New Members have also written short bio paragraphs about themselves which will be shared with the congregation in an upcoming Friday Westside Week.

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

The Facilities Team has reconvened with Paula vanHaagen as Chair. The group has set a goal of a safe and sound building and property, responding promptly to emergencies, and establishing strategies for current and long term maintenance.

Jim and Shannon continue to investigate sanctuary screen updates. Stewardship was gratified to receive some prior pledge income. Shannon reports that a "clean out" of the building storage spaces will be needed in the future.

BOARD COMMUNICATION

-Westside Week: Laura Pierce will write a Board meeting summary and update on the contract minister process.

-4th Sunday Oct 23rd Board Social Hour will be canceled and replaced by Board members joining the New Members Ceremony and Social hour.

UPCOMING MEETINGS

-Oct 23rd: Membership New Members Social Hr replaces Board Social Hour

-Nov 17th: Nov Board Meeting, 7-9pm via Zoom

- Nov 3rd: Laura White will attend the Faith Action Network meeting
- Board Liaisons will continue to attend their liaison related committee meetings

OUT OF TOWN/VACATION/LEAVE SCHEDULE

Kristina will be out of town during the next Board meeting.

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

Respectfully submitted,
Laura H White,
Board Secretary

As of: **Monday, October 3, 2022****BUDGET SUMMARY**% thru Year: **25%**

	Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
Income					
Pledges	\$ 18,825	\$ 69,595	30%	\$ 233,000	\$ 163,405
Sunday Plate	2,489	4,597	31%	15,000	10,403
Other Donations	-	588	0%	-	(588)
Fund Raising	-	111	0%	40,000	39,889
Affinity Programs	70	230	22%	1,025	795
RE Ministry	614	614	0%	-	(614)
Youth Group Ministry	-	-	0%	-	-
Music Ministry	-	-	0%	1,000	1,000
Program and Misc	58	142	14%	1,000	858
Rentals	8,984	17,491	29%	60,818	43,327
Carry-over	-	-	0%	-	-
Total Income	\$ 31,041	\$ 93,369	27%	\$ 351,843	\$ 258,474
Expenses					
Minister Compensation	\$ -	\$ -	0%	\$ -	\$ -
Additional Minister	385	800	1%	76,962	76,162
RE Director Compensation	-	-	0%	-	-
RE Staff	80	80	4%	1,967	1,887
RE Training	-	-	0%	-	-
RE Youth Group	-	-	0%	417	417
RE Operations	-	-	0%	25,400	25,400
Music Director Compensation	2,046	6,164	23%	27,327	21,163
Music Staff	483	1,448	23%	6,273	4,826
Other Music	-	297	15%	2,040	1,743
Administrator Compensation	5,485	13,965	21%	66,141	52,176
Additional Employee Benefits	16	469	16%	2,977	2,508
Community Impact-Internal	3,066	3,066	18%	16,872	13,806
Community Impact-External	589	1,105	22%	5,015	3,910
Worship	745	2,925	16%	18,795	15,870
Loans, Taxes, Fees	3,435	10,184	23%	44,882	34,698
Facility	6,421	14,668	26%	55,525	40,857
Fundraising & Rentals	-	-	0%	1,250	1,250
Reserves	-	-	0%	-	-
Total Expenses	\$ 22,750	\$ 55,170	16%	\$ 351,843	\$ 296,674
Cash Flow (GF):	\$ 8,291	\$ 38,200			

Church windows note:

	YTD Balance	Start of FY	YTD Change
BANK ACCOUNT BALANCES			
Umpqua General Fund Checking #7545	\$ 128,924	112,965	\$ 15,959
Sound Credit Union Money Market #6299	200,015	199,872	142
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
Total Account Balances	\$ 329,164	\$ 313,063	\$ 16,101
ASSETS			
Church Bldg & Land (book value)	\$ 3,109,500	\$ 2,901,200	\$ 208,300
Cash - Operations	97,824	80,231	17,593
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	\$ 3,438,664	\$ 3,214,263	\$ 224,401
LIABILITIES			
Loan fm UUA	\$ 419,602	\$ 419,602	\$ -
Loan fm Cascadia Growth Fund	58,825	58,825	-
Other Current Liabilities	4,417	24,748	(20,331)
Total Liabilities	\$ 482,843	\$ 503,175	\$ (20,331)
GF Balance (Cash-Operations less Other Current Liabilities)	93,407	\$ 55,482	\$ 37,925
CONGREGATIONAL EQUITY			
	\$ 2,955,821	\$ 2,711,088	\$ 244,733

As of: Monday, October 3, 2022				% Thru Year: 25%				
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes	
GENERAL FUND INCOME								
Pledges								
4.100.100	Pledges - Current Year Income	12,710.16	60,429.58	231,000.00	<div><div></div></div> 26%	-		
4.100.110	Pledges - Prior Year Income	6,115.24	9,165.24	2,000.00	<div><div></div></div> 458%	7,165.24	2 pledging units paid prior year pledge	
	Total Pledges	\$ 18,825	\$ 69,595	\$ 233,000	30%	\$ -		
Sunday Plate								
4.100.140	Contributions - Sunday WSUU	1,613.94	3,021.06	10,000.00	<div><div></div></div> 30%	-	Great for 2 services!	
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	-	-	600.00	<div><div></div></div> 0%	-		
4.100.150	Contributions Sunday Charities	875.00	1,576.09	3,150.00	<div><div></div></div> 50%	-		
	Total Sunday Plate Income	\$ 2,489	\$ 4,597	\$ 15,000	31%	\$ -		
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	70.47	425.00	<div><div></div></div> 17%	-		
4.100.212	Thriftway Rebate Program	-	159.60	600.00	<div><div></div></div> 27%	-		
	Total Affinity Program Income	\$ 70	\$ 230	\$ 1,025	22%	\$ -		
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	614.46	614.46	-	<div><div></div></div> 0%	614.46	7-9th Grad OWL reg fees	
4.100.263	OWL Fund Transfers IN	-	-	-	<div><div></div></div> 0%	-		
	Total RE Ministry Income	\$ 614	\$ 614	\$ -	0%	\$ 614		
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: Monday, October 3, 2022				% Thru Year: 25%			
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	-	-	1,000.00	0%	-	
	Total Music Ministry Income	\$ -	\$ -	\$ 1,000	0%	\$ -	
<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	57.52	142.41	500.00	28%	-	
4.100.255	Common Quest Income	-	-	-	0%	-	
	Total Program and Misc Income	\$ 58	\$ 142	\$ 1,000	14%	\$ -	
<u>Rentals</u>							
4.100.300	Cell Tower Rental	1,953.10	2,929.65	11,724.00	25%	-	Sept & Oct
4.100.302	Electricity Reimbursement- Cell Tower	726.67	2,077.53	9,276.00	22%	-	
4.100.305	Rental Income - Single Events	-	-	2,000.00	0%	-	
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	6,304.00	12,484.00	37,698.00	33%	-	Sept & Oct
4.100.311	Donations- Service Groups Meeting at WSUU	-	-	120.00	0%	-	
	Total Rental Income	\$ 8,984	\$ 17,491	\$ 60,818	29%	\$ -	
<u>Carry-over</u>							
4.100.241	Board Designated Fund Transfers to GF	-	-	-	0%	-	
	Total Carry-over Income	\$ -	\$ -	\$ -	0%	\$ -	
TOTAL GENERAL FUND INCOME		\$ 31,041	\$ 93,369	\$ 351,843	27%	\$ -	

As of: Monday, October 3, 2022				% Thru Year: 25%				Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget		
GENERAL FUND EXPENSE								
MINISTER POSITION								
Minister Compensation								
5.100.100	Minister Housing Allow Exp	-	-	-	0%	-		
5.100.101	Minister Salary Exp	-	-	-	0%	-		
5.100.105	Minister Medical Ins Exp	-	-	-	0%	-		
5.100.106	Minister Group Term Life Ins Exp	-	-	-	0%	-		
5.100.107	Minister Long Term Disability Ins Exp	-	-	-	0%	-		
5.100.108	Minister Dental Insurance	-	-	-	0%	-		
5.100.110	Minister Retirement Exp	-	-	-	0%	-		
5.100.115	Minister-FICA Exp	-	-	-	0%	-		
5.100.125	Minister's Professional Exp	-	-	-	0%	-		
	Total Minister Compensation	\$ -	\$ -	\$ -	0%	\$ -		
Additional Minister Exp								
5.100.129	Ministerial Services	385.00	799.70	76,962.00	1%	-	Pd to WA state Dept of Rev - unclaimed property	
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	\$ 385	\$ 800	\$ 76,962	1%	\$ -		
Total Minister Position Expense		\$ 385	\$ 800	\$ 76,962	1%	\$ -		

As of: Monday, October 3, 2022				% Thru Year: 25%					
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	80.00	1,300.00	6%	-			
5.100.164	RE Nursery Assistant Exp	-	-	-	0%	-			
5.100.170	Childcare Exp	-	-	667.00	0%	-			
	Total RE Staff Exp	\$ 80	\$ 80	\$ 1,967	4%	\$ -			
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	-	-	-	0%	-			
5.100.229	RE OWL Fund Transfers OUT	-	-	-	0%	-			
5.100.134	RE Operational Exp	-	-	-	0%	-			
	Total RE Operations Expense	\$ -	\$ -	\$ 25,400	0%	\$ -			
Total Children & Youth Ministry Expense		\$ 80	\$ 80	\$ 27,784	0%	\$ -			

As of: Monday, October 3, 2022				% Thru Year: 25%			
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	5,217.93	20,872.00	25%	-	-
5.100.186	Music Dir Medical Insurance	-	-	1,271.00	0%	-	-
5.100.187	Music Dir Retirement Exp	173.93	456.74	2,087.00	22%	-	-
5.100.188	Music Dir FICA Exp	133.06	399.18	1,597.00	25%	-	-
5.100.190	Music Dir Professional Exp	-	90.00	1,500.00	6%	-	-
Total Music Director Compensation		\$ 2,046	\$ 6,164	\$ 27,327	23%	\$ -	-
Music Staff							\$ -
5.100.193	Music Sunday Service Pianist Exp	262.50	787.50	3,543.00	22%	-	-
5.100.195	Music Percussionist Exp	220.00	660.00	2,730.00	24%	-	-
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	\$ 1,448	\$ 6,273	23%	\$ -	-
Other Music Expense							-
5.100.191	Music Purchase Exp	-	-	765.00	0%	-	-
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		\$ -	\$ 297	\$ 2,040	15%	\$ -	-
Total Music Ministry Exp		\$ 2,529	\$ 7,908	\$ 35,640	22%	\$ -	-
ADMIN STAFF & SUPPORT							-
Congr Administrator & Bookkeeper							-
5.100.174	Congr Admin Salary Exp	4,762.97	11,907.43	54,774.00	22%	-	-
5.100.175	Congr Admin Medical Insurance	-	-	1,200.00	0%	-	-
5.100.176	Congr Administrator Retirement Exp	357.22	1,147.04	5,477.00	21%	-	-
5.100.177	Congr Administrator FICA Exp	364.36	910.92	4,190.00	22%	-	-
5.100.231	Congr Admin Professional Exp	-	-	500.00	0%	-	-
Total Congr Administrator & Bookkeeper Compensation		\$ 5,485	\$ 13,965	\$ 66,141	21%	\$ -	-

As of: Monday, October 3, 2022				% Thru Year: 25%			
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	-	216.57	1,875.00	12%	-	
5.100.181	Family and Medical Leave Ins Exp	-	207.22	551.00	38%	-	
5.100.184	Part time Empl FICA SS Exp	15.68	44.75	551.00	8%	-	
	Total Additional Employee Benefits Expense	\$ 16	\$ 469	\$ 2,977	16%	\$ -	
Total Admin Staff & Support Expense							
		\$ 5,500	\$ 14,434	\$ 69,118	21%	\$ -	
Other OPERATIONAL AND COMMUNITY IMPACT							
Community Impact-Internal Expense							
5.100.320	UUA Dues Exp Bud	2,751.38	2,751.38	11,006.00	25%	-	pymt 1 of 4
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	-	-	500.00	0%	-	
5.100.759	Board Discretionary Fund	-	-	500.00	0%	-	
5.100.800	All Congr Social Events	314.74	314.74	600.00	52%	-	ingathering
5.100.819	Raise the Paddle Purchase Exp -GF	-	-	-	0%	-	
5.100.829	Common Quest Exp	-	-	50.00	0%	-	
	Total Community Impact-Internal Expense	\$ 3,066	\$ 3,066	\$ 16,872	18%	\$ -	
Community Impact-External Expense							
5.100.757	Sunday Morning Contributions Given to Charity	480.67	889.09	3,150.00	28%	-	
5.100.729	Real Rent Duwamish- Sunday Plate	-	-	417.00	0%	-	
5.100.728	Real Rent Duwamish	108.00	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	\$ 589	\$ 1,105	\$ 5,015	22%	\$ -	
Worship Expense							
5.100.726	AV Tech Expense	240.00	840.00	6,720.00	13%	-	
5.100.724	Streaming Tech Exp	125.00	505.00	5,200.00	10%	-	
5.100.725	Worship Council Expense Budget	380.00	1,579.78	6,650.00	24%	-	honorarium
5.100.727	AV Equipment & Maintenance	-	-	225.00	0%	-	
	Total Worship Expense	\$ 745	\$ 2,925	\$ 18,795	16%	\$ -	
Financial Expense							
5.100.650	Loan Debt Service - UUA	2,580.14	7,740.42	30,962.00	25%	-	
5.100.655	Loan Debt Service - Cascadia Growth Fund for UU	659.96	1,979.88	7,920.00	25%	-	
5.100.457	Annual City/County/State Fees	-	40.00	3,500.00	1%	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	195.01	423.66	2,500.00	17%	-	
	Total Financial Expense	\$ 3,435	\$ 10,184	\$ 44,882	23%	\$ -	
Facility Expense							
5.100.450	Telephone/Cable/Internet	265.12	792.54	4,200.00	19%	-	
5.100.460	Web Hosting Exp	-	77.14	-	0%	77.14	
5.100.470	Web Maintenance Exp Bud	-	-	-	0%	-	
5.100.475	Technology Management	-	302.79	3,400.00	9%	-	
5.100.480	Office Expenses	105.00	275.74	500.00	55%	-	Church Windows Consulting Time

As of: Monday, October 3, 2022				% Thru Year: 25%			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY22-23 Budget	YTD %ofBgt	Over Budget	Notes
5.100.481	Postage Exp Bud	-	-	400.00	0%	-	
5.100.482	Printing / Copying	161.51	484.53	2,400.00	20%	-	
5.100.483	Constant Contact Email Service	-	-	425.00	0%	-	
5.100.550	Liability Insurance Exp Bud	2,153.75	4,307.50	8,000.00	54%	-	
5.100.452	Security Alarm System	-	-	600.00	0%	-	
5.100.453	Electricity - SCL	2,272.46	4,488.57	13,000.00	35%	-	
5.100.454	Water/Sewer - SPU	-	283.64	2,000.00	14%	-	
5.100.455	Waste/Recycling/Green	175.80	527.40	2,500.00	21%	-	
5.100.456	Gas - PSE	78.74	343.82	5,000.00	7%	-	
5.100.451	Janitorial Supplies	-	165.59	1,500.00	11%	-	
5.100.458	Landscaping Exp	-	-	500.00	0%	-	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	578.31	728.31	2,500.00	29%	-	stump grinding, plastic channel for speaker wire
5.100.462	Lift Phone Monitoring	-	-	400.00	0%	-	
5.100.222	Coffee and Other Kitchen Exp	-	-	-	0%	-	
5.100.471	Janitorial Service	630.00	1,890.00	8,200.00	23%	-	
Total Facility Expense		\$ 6,421	\$ 14,668	\$ 55,525	26%	\$ -	
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		\$ 14,256	\$ 31,948	\$ 142,339	22%	\$ -	
TOTAL GENERAL FUND EXPENSE		\$ 22,750	\$ 55,170	\$ 351,843	16%	\$ -	
Income less Expense		\$ 8,291	\$ 38,200	-			

As of: Monday, October 3, 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	(992.25)	tree removal	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	(992.25)		\$ 232,832.22	\$ (1,492.25)	

**WSUU Finance Committee Report
September 2022**

Action Items for the Board: None this month.

Financial Highlights for September 2022 (25% of the year):

Highlights	Actuals	Actuals – YTD	YTD % of Budget	Budget
Total Income	\$ 31,041	\$ 93,369	27%	\$ 351,843
Pledges	\$ 18,825	\$ 69,595	30%	\$ 233,000
Total Expenses	\$ 22,750	\$ 55,170	16%	\$ 351,843
Net Income/Expenses	+ \$ 8,291	+ \$ 38,200		

Financial Status:

- Expenses are progressing as expected for this time in the year.
- Income is benefiting from significant prior year pledges.

Unanticipated Variance(s) to Budget:

- Two pledging units paid prior year pledges ~\$6k
- Cell Tower rental and Leaps & Bound both paid September & October, so income will look higher than normal this month and lower than normal next month.

Additional Notes:

- Sunday plate collection is on track despite every other service.
- We are scheduling a consult with Vertical Consultants regarding the cell tower lease, which is up for renewal next year.
- We discussed the fact that we have a significant amount in our bank accounts due to our Building and Operational Reserves, and that might be best served in a better place (that could yield interest). We don't have a policy to guide us in this regard, so is a future action item.
- We discussed potential Finance Committee members to reach out to.
- The timing of the Auction was discussed, and given amount of cash on hand available, there are no concerns from the Finance Committee if it happens later in the year. The only consideration would be if it is messy having it so close to Stewardship.

Submitted by Shelley Webb 10/11/2022

Administrator Report to Board October 2022

Date	Speaker/Special Circumstances	Attendance
		In-person/Views while streaming/ views since published/total views
9/11/22	Ingathering Sunday – Worship Team	83/13/51/147
9/25/22	Rev. Jennifer DeBusk Alviar	58/16/23/97
10/9/22	Gina Sala	52/13/10/75

Offering Collection for September: For the month of September our shared offering recipient was SW Youth and Family Services. We will be mailing a check for \$710.34. WSUU portion of the offering for August was \$1284.60. Total offering received \$1994.94.

Membership: Current membership 159. Lucia Enriquez has moved to the Anacortes area.

COVID Survey: The survey is now closed, and results can be found in the board Google drive.

Staff Leave Tracking & Work hours tracking – I met with Scott this month and we reviewed our process for documenting leave, and we are working on making sure we have a system that is being filled in monthly. Rev. Christopher had begun a different process based on accrual vs. lump allotment at the beginning of year (anniversary date). We decided to go back to our original system (outside of Coda) until we can work with the personnel committee to make decisions about changes to the Personnel Handbook as Rev. Christopher's changes were never updated there.

Breeze Roll Out: I'm excited to report that all Westside members now have access to our member database. I worked with a small group to test the process and instructions and created a web page that is very detailed with images for those who are less comfortable with technology. The number of users that have logged in is still low so I may do some outreach/education following worship to see if we can boost participation. If everyone makes a profile and adds their photo, we will have a photo directory!

Religious Exploration: I am so grateful to the capable members of the RE Planning Team for the excellent work they are doing to breathe life into our RE program. Without a staff person in place, I find myself supporting the programs quite a bit with facility use, communications, general questions, and other admin tasks.

Facilities Issues and Updates:

AV : Nate is planning to restore connection to the small monitor speakers in the ceiling of the chancel so that the choir and anyone else on the chancel can hear better.

I still have not made progress selling the audio components that came out of the booth

and are no longer needed. I would love to pass this to a volunteer.

Third Camera for streaming: we now have added a third camera angle to our livestream of worship. This new camera will zoom in on the activity happening at the center of the chancel. Prior to this we only had a pulpit zoom and a wide shot of the entire chancel area.

Projector Issue (flickering screen) solved: gratitude to Steve Burrows for helping identify the issue (with Henry's help) and Jim Schlough who helped me install the new transmitter and receiver for the projector. We have been having issues with the connection between the computer and the projector.

Tree removal: The stump was ground out and we are assured that the tree will no longer send up suckers!

Visual Display in Sanctuary: Jim Schlough and I are continuing to do investigation into options to improve the accessibility of the visual display in our sanctuary. We are exploring electrical demands and different vendors and will probably have more information to share next month.

Facilities Team: The Facilities Team met for the first time in a long while in September. Paula vanHaagen is leading the group. We have a draft vision & goals:

Vision: A safe and sound building & property

Goals:

- We respond promptly to emergencies
- We have a strategy to address current needs
- We have a strategy to address long term maintenance
- We implement our strategies!

We have created a new email address that we have shared with our tenant:

reportafacilityissue@wsuu.org which is already been used several times! Paula and I are receiving those messages and Paula will help to respond and match task with volunteer or professional.

Auction: The auction team is growing in size (up to 6 if you include myself and Laura W) and I have arranged our first meeting for mid-October. First agenda items are picking a date (February vs. April) and high-level talks about the structure of the auction for the year.

Items taking extra time in September: Ingathering tasks, LED screen research, Auction meeting planning, RE program support, Archive work, COVID Survey, purchasing equipment for projector repair and 3rd camera for video stream.

Time away this fall: I will be out of office Wednesday and Thursday, Oct 12-13. No other leave planned through the end of the calendar year.

In loving community,
Shannon

MUSIC DIRECTOR MONTHLY REPORT

October 2022

It's been an interesting month, dealing with a case of Covid that had almost no symptoms, but testing positive for what felt like forever! Happy to be back in the saddle again and getting ready to leave for my vacation to Puerto Vallarta with my honey from October 11-18.

ACTION ITEMS: No action items at this time

1. Services: Things are always evolving as changes occur. The Chorale (15 strong!) sang for Ingathering (more below), Chris McEwen, Liz and Gracie Bucklew performed on Sept 25. My good friend, and renowned Kirtan singer, Gina Salá gave us all a real treat on Oct 9th. Rainier Reunion will be providing music when Rev Deanna joins us on Oct 23 (may be adjusted as Lisa Maynard is recovering from Covid), and the Chorale (or Chalice Singers) is scheduled again for Nov. 6, December 4th and our Christmas Eve service.
2. The Westside Chorale: The Chorale performed beautifully for Ingathering. I was so happy and proud. I have unfortunately had to cancel rehearsals since then because of Covid, but will be adding extras after I get back to get ready for singing on November 6th. I've already heard from a few folks that they're not planning on singing this fall, so I'm not sure of numbers, which makes it difficult to pick appropriate music. Sending out a message today (10/10) to try to get an idea of how many folks will be there.
3. The Westside Strummers: The strummers provided excellent music for our social gathering after the Ingathering service. They were joined by some of the Welcome Singers.
4. Electronic Drum Kit: In order to provide a more balanced sound experience onstage, and to allow Nate to mix things better, Nate and I had a conversation, and he's going to look into asking a couple of drummer friends about an appropriate drum system for us here at church. More on that as it develops.
5. Music Ministry Team: John Britt, Lisa Maynard and I had a zoom meeting on September 14th. We discussed how the Team could be most useful, and came up with the concept of it existing more as an umbrella over all music related activities, rather than as a regularly meeting council. The Music Ministry team would "sponsor" everything music-related as it pertains to the church and outreach.
6. Website: John Monihan took some wonderful photos at Ingathering, both of the Chorale on the platform and the Strummers in the parking lot at the social afterward. I'll be spending some good time with Shannon and the photos after I return from my vacation. I'm excited to give a new presence to the Music Ministry page on our site!

In Harmony,

Scott Farrell

RE UPDATE 10-20-22

- RE Update sent to families 9/28/22 (below)
- K-8 RE was informally held on 10/8/22 with Jade Wilde, Laura Strand and 2 children
- Masking policy revision for OWL and youth group
- Amy Hance-Brancati is keeping youth group momentum going. Thought to join in with youth events with Saltwater.
- Contract DRE leads haven't materialized anything yet. Jade is working on getting a job description created and posted.

Dear Westside RE Families,

We are in a time of transition, but we are still here, and our children and youth and families are a valued part of our community. With transition comes opportunity, and we have an opportunity in front of us now.

You may be familiar with the RE Future Planning Team (also sometimes referred to as the RE Planning Team or RE Transition Team – all the same), which currently consists of five volunteers who said YES to the board – Jeanette Hitch, Thomas Terence, Faith Iverson, Amy Hance-Brancati, and Jade Wilde. Laura Strand is our board liaison. With no minister or Director of Religious Exploration, we have been grateful for Shannon Day's support (our administrator) with many details, as we move four key priorities forward –

- **Nursery** – Marie Kaz is graciously anchoring for us in a paid position, so we can have the nursery open each Sunday there is a service, for ages 6 months through 4 years. We are looking for other volunteers to assist and to fill in when Marie can't be there. We will offer a training session in October, and we are open to any specific covid considerations that might help everyone to feel more comfortable with using the nursery again.
- **K-8 RE (ages 5 to 13)** – We are looking for 1-2 people who will contract to provide K-8 activities (in one group) on service Sundays, in the Social Hall. We have not had success yet in finding folks for that, or in securing enough volunteers to offer activities on immediate Sundays. We can provide curriculum guidance, and as with all RE volunteers, we will conduct a background check. We are prepared to be quite flexible with what a contract would include, depending on the capacity of those interested. We would be happy to have untrained folks in the short-term (for the fall) while we search for a longer term solution. We will provide some training and support.
- **Our Whole Lives (OWL) Sexuality Education** – Last spring we offered a K-1 OWL class which seemed to be a very successful and wonderful experience for all involved. This fall we are starting the important 7th—9th grade OWL class (collaborating with Saltwater UU), which will be in session from October through March and is already full with 17 participants. From January – March, we will offer a 4th—6th grade class. We may be able

to offer monthly or quarterly OWL sessions for our high school youth beginning later this fall. OWL is self-funded, and relies on volunteers who have been trained in the curriculum. We are fortunate to have fantastic volunteers already in place for this. Jade Wilde is coordinating.

- **Youth Group (9th—12th grades)** – Our youth group has struggled to keep going through these challenging pandemic years. And yet, we know how important this experience can be for our high schoolers who are shaping their identities in an uncertain world. We are working on plans with a core group of committed youth for monthly gatherings, and some collaborative activities with Saltwater and University churches. We have dedicated advisors with Amy Hance-Brancati, Meghan Schumacher, and support from Neve Mosique-Bianco. Our youth had a kick-off session with seven attendees and were represented at a regional planning summit at University Church last weekend.

Families, our opportunity now is to come together to keep RE going for the benefit of our children, youth, families, and our whole community! To make this happen, we need families to attend and for children and youth to participate; we need to all bring our best thinking for strategies and solutions to keep things afloat; and we need volunteer support for our nursery, our K-8 program, our youth group, and our RE Planning Team. If you are able to step in to grow a thriving network of volunteers to do this beautiful work, please be in touch! We are ready for you! You can talk with anyone on the RE Planning Team.

Finally, as part of our safety requirements for children and youth engaging in activities in our building, we need each child to be registered. Attached, you will find a fillable PDF for that purpose. Please register your child(ren)/youth by returning the completed form(s) to Shannon Day (our administrator who will organize the documents for us) at office@wsuu.org. All registration forms will be kept confidential. If you have already registered your child for 7-9 Grade OWL you do not need to fill out the form again.

Many thanks, and we look forward to building and connecting with you!

In community,

Jade Wilde (jadevibrations@gmail.com, 410-274-2018)

Faith Iverson (ftiverson@gmail.com)

Amy Hance-Brancati (amyhance55@gmail.com)

Jeanette Hitch (jeanette.hitch@gmail.com)

Thomas Terence (Thomas.terence@gmail.com)