



Westside
Unitarian Universalist
Congregation

WSUU

BOARD AGENDA — October 22, 2025

Meeting Time: Wednesday, Oct. 22, 2025 at 6:30 PM PT

Place: In person at WSUU in the Evergreen Room

Reports: [10.22.25 Meeting Folder](#)

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

6:30 PM	Welcome and Chalice Lighting	Jill	Welcome Land Acknowledgement Chalice Lighting
6:35 PM	Check-in	Everyone	Check in/Access Needs
6:45 PM	Minutes	Charlotte	Approve August 2025 and September 2025 Board Meeting Minutes
6:50 PM	Minister's Report	Rev. Carter	Updates Discussion – Partner Church, and new meeting room Action Items
7:05 PM	Reports	Jill Shannon John	Staff Reports – Administration, Music, Religious Education Committee Reports – Finance, Treasurer, SOUL Team, Hospitality, and Auction 2026 Other updates -- Stewardship Any action items?
7:15 PM	Priority Business	Jill	Finalize Board of Trustees Covenant Approve policy changes as presented Develop Board Goals for 2025-26
8:05 PM	Appreciations	Jill	Thank you cards
8:10 PM	New Business	Jill	Set Board Meeting Calendar for Q1-Q2 2026 Action Items from Goals
8:25 PM	Communications Announcements	Jill Rev. Carter Shannon	Next Westside Week sharing Communication preferences Minister and staff OOO schedules / WSUU Calendar Events Board member schedules



Westside
Unitarian Universalist
Congregation

			Next Board Meeting: November 19, 6:30 PM on Zoom.
8:30 PM	Closing	Rev. Carter	Closing Words Extinguish the Chalice

**FINAL MEETING OF THE BOARD OF TRUSTEES OF
WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION
OCTOBER 22, 2025 6:30pm**

BOARD ATTENDING: In Person

Jill Jackson, President
Don Wahl, Vice President (absent)
John Hornby, Treasurer
Charlotte House, Secretary
Cindy Jackson, Past President
Leah LaCivita, Meghan Schumacher -- Members At Large
Rev Carter Smith (ex-officio)
Shannon Day (ex-officio)

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

We met in our new "Evergreen Room". Jill provided a land acknowledgment, lit the chalice and shared chalice-lighting words.
Check-Ins and access needs were completed.

MINUTES:

It was moved (Meghan) and seconded (John), that the minutes from the *Aug 26th, 2025* meeting be approved. The Board voted to accept as written the *Aug 26th, 2025* Minutes.

It was moved (Meghan) and seconded (Cindy) that the minutes from the *Sept 27th, 2025* meeting be approved. The Board voted to accept as written the *Sept 27th, 2025* Minutes.

MINISTER'S REPORT (Rev Carter)

- The SOUL Team is up and running and is encouraging everyone to use this resource "for care and support".
- Suggestion was made: Use the Enews to highlight how the congregation can use their services.
- A SOUL Team flyer will be available during Social Hour on the Welcome Table; plans are in the works to produce wallet/business cards to pass out and buttons for SOUL Team members to wear
- Discussion on how to access and the differences between all the resources at WSUU.
- Committee on Ministry: 4 members now, but no one yet with institutional memory; would accept another member if they could bring more institutional memory. Reports to the Board only need to be annual.
- DRE: Leilani's request that leaders in our community take up the task of the DRUMM training (see report).
- Partner Church: Ginger Brewer would very much like to have someone follow in her leadership as she steps down from years of leading this work. Rev Carter is coming to the conclusion that the shape of this partnership is changing. What can this look like in the future? How can we transition this partnership to a lighter lift? UUA's focus is now on emerging global UU ministries. The actual UUA office for Partner Churches has been dissolved.

**FINAL MEETING OF THE BOARD OF TRUSTEES OF
WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION
OCTOBER 22, 2025 6:30pm**

Discussion: Is there energy on both sides, e.g. what does our partner church feel they are getting out of the relationship with us? Can/would Jade participate in this conversation?

STAFF AND COMMITTEE REPORTS

Reports received this month:

- Administration
- Music
- Religious Education
- SOUL Team
- Hospitality
- Auction 2026

Admin Report:

The new community meeting room has been named the “Evergreen Room”.

Shannon has requested funds for setting up the new Evergreen Room with office furnishings. (See Admin report)

Discussion: who will be making these furnishing decisions. Shannon is aware of all the different access needs and the way the space will be used by various groups.

As lead of this task, Shannon is asking for an additional \$1500 from the Accessibility Fund.

Motion stipulating such made by Charlotte, seconded by Cindy, passed unanimously, no further discussion needed.

RE Report:

We need someone from the Board to attend the Tues Nov 4th Zoom Mtg. Jill is able to attend. Cindy and Rev Carter will attend in December.

Leilani asked about WSUU safety policies, Jill noted the Board will be reviewing the policies in Q1 2026 Rev Carter reports that Leilani might not be able to address this topic until the Spring.

Finance Report:

Transition of Bank name is also a transition of policies regarding CD's. (See Report)

John decided on the 6 Month CD (3.47%) -- matures April 2026.

A second CD expires Dec 4th; and we still have a Money Market account.

Checking account -- Approx \$61,000 in checking acct; very stable.

Discussion/consideration: Do we want to deal with another bank? It was noted that we can't just shop to find the best rates because we are a business. This is a Finance Team task, if they want to look into it.

**FINAL MEETING OF THE BOARD OF TRUSTEES OF
WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION
OCTOBER 22, 2025 6:30pm**

Other Sources of Income: Could we consider putting up solar panels on the church roof? Shannon reports that our contract with T-Mobile is not up for another 18 months. Previous exploration of installing solar panels brought up the difficulty of the roof space while the cell tower equipment is there. Shannon will talk to the Finance Team about being ready for this in 12 months, should we want to revisit it at that time.

Planned Giving

Shannon -- does anyone in our membership have an expertise with this type of financial giving? We could use a congregational member who has a passion for this topic.

It was noted that UUA has a resource for this.

Shannon -- we have had legacy gifts that were not earmarked but wrapped into the General Fund. Endowments are a separate thing.

Stewardship

We are looking for a project manager to join Steve Finney in co-chairing this committee.

RJCT

This Team is supporting refugee programs, such as the Gaza Mutual Aide Network (401C3); they have a website. They sell things local people have created. They have been making the rounds to different churches in the Seattle area. The money goes directly to the families in Gaza. There is a direct connection to various orphans' services and therapies.

Formal Proposal will be made to the board in November. The intention is that GMAN would come to Westside in December.

FUNDING REQUESTS

(See Admin report and vote to approve funds for the Evergreen Room furnishings fund above.)

PRIORITY BUSINESS

WSUU Policies:

Moved (Leah) and seconded (Meghan) to approve the 'outdated' language changes.

It was proposed that we take these policies as a group, instead of individually. Proposal was unanimously approved.

Motion made (Leah) to accept the seven policy changes as presented by Rev Carter and seconded (Meghan). The motion passed unanimously.

- As we make these changes, we can use a 'Track Changes' document that remains as a PDF. This will add transparency to this change process, including the dates changes are made.
- There were no questions or objections to any of the policies as written.

**FINAL MEETING OF THE BOARD OF TRUSTEES OF
WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION
OCTOBER 22, 2025 6:30pm**

- Content changes have been outlined in the document.

Board Meetings for 2026

All attendees agreed on the following dates: (all meetings are 6:30pm - 8:30pm)

Jan 22nd, Thursday

Feb 24th, Tuesday

March 24th, Tuesday

April 23rd, Thursday

May 26th, Tuesday

June 16th, Tuesday

Board Goal Setting

There will be an additional Board meeting to discuss and set board goals via ZOOM, Wednesday Nov 5th, 6pm - 7pm. Jill will send out a reminder.

Jill will send an email to all board members asking for our individual phone numbers that can be used to create a group text for brainstorming our Board Goals ahead of the Nov 5th meeting.

Thank You Cards

Written by Board members to: Lane Holdcroft; Ursula Ham; Scott Ferrell; Leilani Davenberry

Board Covenant

Jill has added and made some edits. Discussion regarding the wording specifics; edits were completed by Leah during the meeting.

MONTHLY BOARD COMMUNICATION

Westside Week for early November -- deadline is Nov 5th -- Leah has volunteered.

ACTION ITEMS & COMMITMENTS

- Jill will send an email to all board members asking for our individual phone number
- Jill will send out a reminder email and the Zoom link for the Goal Setting meeting (set for Nov 5th)
- Jill will attend the Tues Nov 4th RE meeting, representing the board.

CLOSING THE MEETING

Closing words by Rev Carter (spoken extemporaneously!). Chalice was extinguished.

**FINAL MEETING OF THE BOARD OF TRUSTEES OF
WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION
OCTOBER 22, 2025 6:30pm**

Next Board meeting: November 19th, 6:30 PM

Respectfully submitted,
Charlotte House
Board Secretary

As of: **August 5, 2025**

BUDGET SUMMARY % thru Year: **25%**










	Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
Total Income Sources					
Pledges	\$ 23,514	\$ 73,780	32%	\$ 230,000	\$ 156,220
Sunday Plate	2,353	5,340	24%	22,500	17,160
Other Donations	400	1,208	48%	2,500	1,292
Fund Raising	35	2,707	7%	38,000	35,293
Affinity Programs	-	154	22%	700	546
RE Ministry	-	-	0%	3,400	3,400
Program and Misc	627	2,216	23%	9,570	7,354
Rentals	5,522	15,819	24%	64,658	48,839
Total Income	\$ 32,451	\$ 101,224	27%	\$ 371,328	\$ 270,104
Expenses					
Minister Position	\$ 8,328	\$ 22,599	26%	\$ 85,587	\$ 62,988
Children & Youth Ministry	3,054	5,829	13%	46,609	40,780
Music Ministry	3,592	9,884	23%	42,911	33,027
Admin Staff and Support	6,791	17,552	22%	81,107	63,555
Community Impact-Internal	17,050	17,325	54%	32,123	14,798
Community Impact-External	172	935	14%	6,900	5,965
Worship Expense	-	3	0%	2,100	2,097
Financial Expense	3,392	10,160	22%	45,682	35,522
Facility Expense	1,884	13,923	23%	61,271	47,348
Fundraising & Rentals	-	-	0%	1,525	1,525
Total Expenses	\$ 44,262	\$ 98,211	24%	\$ 405,815	\$ 307,604
Income less Expenses	\$ (11,811)	\$ 3,013		\$ (34,487)	
Funds Transfers IN	19,475	19,775		34,488	
Funds Transfers OUT	-	-		-	
Total Fund Transfers	\$ 19,475	\$ 19,775		\$ 34,488	
Difference Net Fund Transfers	\$ 7,664	\$ 22,788		\$ -	








	YTD Balance	Start of FY	YTD Change
BANK ACCOUNT BALANCES			
HomeStreet Checking #1139	\$ 48,531	\$ 72,880	\$ (24,349)
HomeStreet 7 mo CD #6593	111,003	50,287	60,716
HomeStreet 7 mo CD #0757	110,210	110,064	146
HomeStreet Money Market #4336	50,413	109,099	(58,686)
Petty Cash	200	200	-
Total Account Balances	\$ 320,357	\$ 342,531	\$ (22,174)
ASSETS			
Church Bldg & Land (book value)	\$ 3,453,800	\$ 3,236,600	\$ 217,200
Cash - Operations	77,837	96,967	(19,130)
Building Fund	\$ 68,623	68,623	-
Accessibility Fund	22,037	22,018	20
Other Dedicated Fund Balances	23,559	47,524	(23,965)
Operational Reserves	128,301	107,399	20,902
Total Fund Balances	\$ 242,520	245,564	(3,044)
Total Assets	\$ 3,774,157	\$ 3,579,131	\$ 195,026
LIABILITIES			
Loan fm UUA	\$ 383,227	\$ 391,733	\$ (8,506)
Loan fm Cascadia Growth Fund	40,809	46,974	(6,165)
Other Current Liabilities	9,548	23,400	(13,852)
Total Liabilities	\$ 433,584	\$ 462,108	\$ (28,523)
GF Balance (Cash-Operations less Other Current Liabilities)	68,288	\$ 73,567	\$ (5,279)
CONGREGATIONAL EQUITY	\$ 3,340,573	\$ 3,117,024	\$ 223,549











As of: **August 5, 2025** % Thru Year: **25%**













Account Name	Curr Mo Activity	YTD Balance	FY25-26 Budget	YTD %ofBgt	Over Budget	Notes
GENERAL FUND INCOME						
4.100.100 Pledges						
4.100.200 Pledges - Current Year	23,514.17	72,557.12	228,000.00	<div style="width: 32%;">32%</div>		-
4.100.300 Pledges - Prior Year	-	1,222.44	2,000.00	<div style="width: 61%;">61%</div>		-
SubTotal 4.100.100 Pledges	\$ 23,514.17	\$ 73,779.56	\$ 230,000.00	32%	\$	-
4.200.000 Sunday Plate Revenues						
4.200.100 Contrib - Sunday Plate	1,586.90	3,485.27	15,000.00	<div style="width: 23%;">23%</div>		-
4.200.200 Plate - Congr Care Fund	-	-	624.00	0%		-
4.200.300 Plate - Youth Programs	-	-	624.00	0%		-
4.200.400 Plate - Real Rent Duwamish	-	-	624.00	0%		-
4.200.500 Plate - Partner Church	-	-	624.00	0%		-
4.200.600 Plate - Charities	765.95	1,854.86	5,004.00	<div style="width: 37%;">37%</div>		- NW Immigrant Rights Project
SubTotal 4.200.000 Sunday Plate Revenue	\$ 2,352.85	\$ 5,340.13	\$ 22,500.00	24%	\$	-
4.300.000 Other Donations						
4.300.100 Special Gifts & Campaigns	400.00	1,208.19	2,500.00	<div style="width: 48%;">48%</div>		- non-member gift
SubTotal 4.300.000 Other Donations	\$ 400.00	\$ 1,208.19	\$ 2,500.00	48%	\$	-
4.400.000 Fund Raising						
4.400.100 Annual Auction	35.00	205.00	20,000.00	<div style="width: 1%;">1%</div>		- event income
4.400.200 Raise the Paddle	-	-	17,000.00	0%		-
4.400.300 Other Fundraising & Donations	-	2,502.00	1,000.00	<div style="width: 250%;">250%</div>	1,502.00	-
SubTotal 4.400.000 Fund Raising	\$ 35.00	\$ 2,707.00	\$ 38,000.00	7%	\$	-
4.800.000 Rentals						
4.800.100 Cell Tower Rental	1,074.21	3,222.63	12,888.00	<div style="width: 25%;">25%</div>		-
4.800.200 Elec Reimb - Cell Tower	773.39	2,172.40	8,280.00	<div style="width: 26%;">26%</div>		-
4.800.300 Rental Income - Single Events	-	-	2,000.00	0%		-
4.800.400 Rental Income - Tenant Lease	3,599.00	10,199.00	40,590.00	<div style="width: 25%;">25%</div>		- new rate + extra for fireside rental
4.800.500 Service Groups Meeting at WSUU	75.00	225.00	900.00	<div style="width: 25%;">25%</div>		-
SubTotal 4.800.000 Rentals	\$ 5,521.60	\$ 15,819.03	\$ 64,658.00	24%	\$	-
4.500.000 Affinity Program Income						
4.500.100 Thriftway Rebate Program	-	154.05	700.00	<div style="width: 22%;">22%</div>		-
SubTotal 4.500.000 Affinity Program Inc	\$ -	\$ 154.05	\$ 700.00	22%	\$	-
4.600.000 RE Ministry Income						
4.600.200 OWL Registration Fees	-	-	3,400.00	0%		-
SubTotal 4.600.000 RE Ministry Income	\$ -	\$ -	\$ 3,400.00	0%	\$	-
4.700.000 Program & Misc Income						
4.700.100 Coffee Income	20.00	20.00	300.00	<div style="width: 7%;">7%</div>		-
4.700.300 Interest Income	607.35	2,175.35	9,270.00	<div style="width: 23%;">23%</div>		-
4.700.400 Accessibility Fund Donations	-	20.60	-	0%	20.60	-
SubTotal 4.700.000 Program & Misc Incom	\$ 627.35	\$ 2,215.95	\$ 9,570.00	23%	\$	-
Total Revenues	\$ 32,451	\$ 101,224	\$ 371,328	27%	\$	-














Expenditures

















5.100.000 Minister Position						
5.100.100 Minister Compensation						
5.100.110 Minister Housing Allowance Exp	2,900.00	8,700.00	34,800.00		25%	-
5.100.120 Minister Salary Exp	2,319.63	6,958.89	27,835.00		25%	-
5.100.130 Minister Medical Exp	453.83	1,361.49	5,718.00		24%	-
5.100.140 Minister GTL Ins Exp	26.31	77.39	316.00		24%	-
5.100.150 Minister LTD Ins Exp	40.71	119.77	489.00		24%	-
5.100.160 Minister Dental Exp	31.20	93.60	374.00		25%	-
5.100.170 Minister Retirement Exp	521.96	1,565.88	6,263.00		25%	-
5.100.180 Minister In Lieu of FICA Exp	399.30	1,197.90	4,792.00		25%	-
5.100.190 Minister Professional Exp	1,634.60	2,524.01	5,000.00		50%	-
SubTotal 5.100.100 Minister Compensatio	\$ 8,327.54	\$ 22,598.93	\$ 85,587.00		26%	\$ -
SubTotal 5.100.000 Minister Position \$ 8,328 \$ 22,599 \$ 85,587 26% \$ -						


5.200.000 Children and Youth Ministry						
5.200.100 RE Dir. Compensation						
5.200.110 RE Dir. Salary Exp	2,021.72	2,552.98	6,928.00		37%	-
5.200.120 RE Dir. Housing Allow Exp	-	2,283.90	18,733.00		12%	-
5.200.130 RE Dir. Medical Exp	189.50	189.50	2,274.00		8%	-
5.200.150 RE Dir. Retirement Exp	186.47	186.47	2,566.00		7%	-
5.200.160 RE Dir. GTL Ins Exp	-	-	81.00		0%	-
5.200.170 RE Dir. LTD Ins Exp	-	-	125.00		0%	-
5.200.180 RE Dir. Professional Exp	329.84	275.29	1,500.00		18%	-
5.200.190 RE Dir. In Lieu of FICA Exp	-	-	1,963.00		0%	-
SubTotal 5.200.100 RE Dir. Compensation	\$ 2,727.53	\$ 5,488.14	\$ 34,170.00		16%	\$ -
5.200.200 RE Supplemental Staff Expense						
5.200.210 RE Nursery Lead Teacher Exp	-	-	650.00		0%	-
5.200.230 Childcare Exp	-	-	300.00		0%	-
SubTotal 5.200.200 RE Supplemental Staf	\$ -	\$ -	\$ 950.00		0%	\$ -
5.200.300 RE Training Exp						
5.200.310 RE OWL Leadership Dev Exp	-	-	2,500.00		0%	-
SubTotal 5.200.300 RE Training Exp	\$ -	\$ -	\$ 2,500.00		0%	\$ -
5.200.400 RE Youth Group Expense						
5.200.410 RE High School Youth Progr Exp	-	(129.30)	624.00		-21%	-
5.200.420 RE Lead Youth Advisor Exp	-	-	5,727.00		0%	-
5.200.430 RE Lead Youth Advisor FICA Exp	-	-	438.00		0%	-
SubTotal 5.200.400 RE Youth Group Expen	\$ -	\$ (129.30)	\$ 6,789.00		-2%	\$ -
5.200.500 RE Operations Expense						
5.200.510 RE OWL Program Exp	-	-	1,200.00		0%	-
5.200.520 RE Operational Exp	205.21	349.33	1,000.00		35%	-
5.200.530 RE Misc FB Exp	121.30	121.30	-		0%	121.30
SubTotal 5.200.500 RE Operations Expens	\$ 326.51	\$ 470.63	\$ 2,200.00		21%	\$ -
SubTotal 5.200.000 Children and Youth M \$ 3,054 \$ 5,829 \$ 46,609 13% \$ -						

5.300.000 Music Ministry						
5.300.100 Music Director Compensation						
5.300.110 Music Dir Salary Exp	1,937.43	5,812.29	23,249.00		25%	-
5.300.120 Music Dir Medical Exp	189.50	568.50	2,274.00		25%	-
5.300.130 Music Dir Retirement Exp	193.74	581.22	2,325.00		25%	-
5.300.140 Music Dir FICA Exp	162.71	488.13	1,779.00		27%	-
5.300.170 Music Dir Professional Exp	-	646.18	1,500.00		43%	-
SubTotal 5.300.100 Music Director Compe	\$ 2,483.38	\$ 8,096.32	\$ 31,127.00		26%	\$ -
5.300.200 Music Contractors						
5.300.210 Music Sunday Svcs Pianist Exp	289.24	867.70	3,760.00		23%	-
5.300.220 Music Percussionist Exp	115.70	115.70	3,008.00		4%	-
5.300.230 Music Rehearsal Pianist Exp	254.61	254.61	2,631.00		10%	-
SubTotal 5.300.200 Music Contractors	\$ 659.55	\$ 1,238.01	\$ 9,399.00		13%	\$ -
5.300.300 Other Music Expense						
5.300.310 Music Purchase Exp	106.62	207.47	765.00		27%	-
5.300.320 Music Equipment Maint Exp	-	-	400.00		0%	-
5.300.330 Music Licenses & Software Exp	342.00	342.00	1,220.00		28%	-
SubTotal 5.300.300 Other Music Expense	\$ 448.62	\$ 549.47	\$ 2,385.00		23%	\$ -
SubTotal 5.300.000 Music Ministry	\$ 3,592	\$ 9,884	\$ 42,911		23%	\$ -

5.400.000 Admin Staff and Support						
5.400.100 Congr Admin Compensation						
5.400.110 Cong Admin Salary Exp	5,133.36	12,548.22	58,748.00		21%	-
5.400.120 Cong Admin Medical Exp	100.00	300.00	1,200.00		25%	-
5.400.130 Congr Admin Retirement Exp	513.34	1,254.82	5,875.00		21%	-
5.400.140 Congr Admin FICA Exp	400.35	982.89	4,494.00		22%	-
5.400.170 Congr Admin Professional Exp	-	22.58	500.00		5%	-
SubTotal 5.400.100 Congr Admin Compensa	\$ 6,147.05	\$ 15,108.51	\$ 70,817.00		21%	\$ -
5.400.200 Tech Support Compensation						
5.400.210 Streaming Tech Exp	317.40	704.38	3,013.00		23%	- Sarah & Henry overlap for training
5.400.220 Streaming Tech FICA	6.96	30.01	231.00		13%	-
5.400.230 Audio Tech Exp	235.50	706.50	3,415.00		21%	-
5.400.240 Audio Tech FICA Exp	18.01	54.03	261.00		21%	-
SubTotal 5.400.200 Tech Support Compens	\$ 577.87	\$ 1,494.92	\$ 6,920.00		22%	\$ -
5.400.300 Additional Employee Benefits						
5.400.310 Labor & Industries Ins Exp	-	451.35	1,700.00		27%	-
5.400.320 Family & Medical Leave Ins Exp	-	321.02	900.00		36%	-
5.400.330 QSEHRA Administration Exp	66.21	176.56	720.00		25%	-
5.400.340 Part-time Employee FICA Exp	-	-	50.00		0%	-
SubTotal 5.400.300 Additional Employee	\$ 66.21	\$ 948.93	\$ 3,370.00		28%	\$ -
SubTotal 5.400.000 Admin Staff and Supp	\$ 6,791	\$ 17,552	\$ 81,107		22%	\$ -

Other Operational & Community Impact							
5.500.100 Community Impact -Internal Exp							
5.500.110 UUA Dues Exp	2,293.50	2,293.50	9,174.00		25%	-	2 of 4
5.500.130 GA Delegate Exp	-	-	1,230.00		0%	-	
5.500.140 Congr. Care Fund Transfer OUT	-	-	624.00		0%	-	
5.500.160 Board Discretionary Fund Exp	-	50.00	400.00		13%	-	
5.500.170 All Congr Social Events Exp	-	-	400.00		0%	-	
5.500.190 Adult RE Exp	-	224.95	360.00		62%	-	
5.500.192 Pastoral Care Team Exp	-	-	350.00		0%	-	
5.500.195 Raise the Paddle Purchase Exp	14,756.22	14,756.22	19,585.00		75%	-	furniture & door
SubTotal 5.500.100 Community Impact -In	\$ 17,049.72	\$ 17,324.67	\$ 32,123.00		54%	\$ -	
5.500.200 Community Impact - Ext Exp							
5.500.210 Plate Contrib Given to Charity	-	655.16	5,004.00		13%	-	
5.500.220 Real Rent Duwamish - Plate	-	-	624.00		0%	-	
5.500.230 Real Rent Duwamish	54.00	162.00	648.00		25%	-	
5.500.240 Partner Church Ministry Exp	118.15	118.15	624.00		19%	-	postage costume to Romania
SubTotal 5.500.200 Community Impact - E	\$ 172.15	\$ 935.31	\$ 6,900.00		14%	\$ -	
5.500.300 Worship Expense							
5.500.310 Worship Team Exp	-	(6.59)	1,875.00		0%	-	
5.500.320 AV Equipment & Maintenance	-	9.92	225.00		4%	-	
SubTotal 5.500.300 Worship Expense	\$ -	\$ 3.33	\$ 2,100.00		0%	\$ -	
5.500.400 Financial Expense							
5.500.410 Loan Debt Svc - UUA	2,580.14	7,740.42	30,962.00		25%	-	
5.500.420 Loan Debt Svc - Cascadia GF	659.96	1,979.88	7,920.00		25%	-	
5.500.430 Annual City/County/State Fees	20.00	20.00	4,000.00		1%	-	filing fee charities corp
5.500.440 Banking & Credit Card Fees	132.15	419.54	2,800.00		15%	-	
SubTotal 5.500.400 Financial Expense	\$ 3,392.25	\$ 10,159.84	\$ 45,682.00		22%	\$ -	

5.500.500 Facility Expense						
5.500.505 Telephone/Internet	233.86	701.47	2,600.00		27%	-
5.500.510 Technology Management	187.91	2,304.34	3,000.00		77%	-
5.500.515 Office Exp	101.84	101.84	600.00		17%	-
5.500.520 Postage Exp	-	-	400.00		0%	-
5.500.525 Printing/Copying Exp	167.76	961.06	2,400.00		40%	-
5.500.530 Bulk Email Service Exp	-	-	840.00		0%	-
5.500.535 Liability Insurance Exp	-	2,847.50	11,700.00		24%	-
5.500.540 Security Alarm System Exp	568.79	568.79	800.00		71%	- <i>annual payment for monitoring</i>
5.500.545 Electricity Exp	-	2,266.65	14,500.00		16%	-
5.500.550 Water/Sewer Exp	-	423.03	1,600.00		26%	-
5.500.555 Waste/Recycling/Green Exp	187.68	563.04	2,200.00		26%	-
5.500.560 Gas - PSE	53.95	245.57	4,000.00		6%	-
5.500.565 Janitorial Supplies Exp	106.47	337.95	1,000.00		34%	-
5.500.570 Landscaping Exp	-	40.00	500.00		8%	-
5.500.575 Bldg Maint Non-capital	185.56	975.03	3,000.00		33%	- <i>lighting projects quarterly</i>
5.500.580 Lift Maint & Monitoring Exp	90.00	90.00	2,200.00		4%	-
5.500.585 Coffee & Other Kitchen Exp	-	67.16	851.00		8%	-
5.500.590 Janitorial Service Exp	-	1,430.00	9,080.00		16%	-
SubTotal 5.500.500 Facility Expense	\$ 1,883.82	\$ 13,923.43	\$ 61,271.00		23%	\$ -



5.500.600 Fundraising & Rentals Expense						
5.500.610 Facilities Rental Exp	-	-	400.00		0%	-
5.500.620 Auction Exp	-	-	750.00		0%	-
5.500.630 Stewardship Expense	-	-	300.00		0%	-
5.500.640 Other Misc. Fundraising Exp	-	-	75.00		0%	-
SubTotal 5.500.600 Fundraising & Rental	\$ -	\$ -	\$ 1,525.00		0%	\$ -

SubTotal Other Operational & Community	\$ 22,498	\$ 42,347	\$ 149,601		28%	\$ -
---	------------------	------------------	-------------------	--	------------	-------------

Total Expenditures	\$ 44,262	\$ 98,211	\$ 405,815		24%	\$ -
---------------------------	------------------	------------------	-------------------	--	------------	-------------

General Fund Income less Expense	\$ (11,811)	\$ 3,013	\$ (34,487)
---	--------------------	-----------------	--------------------


Other Financial Sources-Uses

Transfers In						
4.950.200 OWL Fund Transfers IN	-	300.00	300.00		100%	-
4.950.300 Board Des. Transfers to GF	19,353.50	19,353.50	34,188.00		57%	- <i>RTP funds transferred in</i>
4.950.500 RE Misc Fund Transfers IN	121.30	121.30	-		0%	121.30
SubTotal Transfers In	\$ 19,474.80	\$ 19,774.80	\$ 34,488.00		57%	\$ -

Transfers Out	(19,474.80)	(19,513.90)	-		0%	-
---------------	-------------	-------------	---	--	----	---

Difference Net Fund Transfers	\$ (11,811)	\$ 3,274	\$ 1
--------------------------------------	--------------------	-----------------	-------------

Summary

Total Revenues	\$ 51,926	\$ 120,999	\$ 405,816		30%	\$ -
Total Expenditures	\$ 63,737	\$ 117,725	\$ 405,815		29%	\$ -
Balance	\$ (11,811)	\$ 3,274	\$ 1			

<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>
Building Fund	68,622.96	-		68,622.96	-
Accessibility Fund	22,037.46	19.55		22,017.91	19.55
Operational Reserves Fund	128,300.71	-		107,399.11	20,901.60
Minister Moving Fund	5,000.00	-		5,000.00	-
Refugee Support	-	-		3,816.93	(3,816.93)
Miscellaneous Grants Fund	3,050.00	-		3,050.00	-
Conference Scholarship Fund	51.21	-		51.21	-
Music Fund	389.24	-		389.24	-
Membership Fund	1,002.03	-		1,002.03	-
Youth Group Fund	691.47	-		691.47	-
OWL Fund	6,258.90	-		6,558.90	(300.00)
RE Misc Fund	1,920.54	(121.30)		2,041.84	(121.30)
Raise the Paddle Project Fund	-	(19,353.50)		19,353.50	(19,353.50)
Art & Aesthetics Fund	2,929.50	-		2,929.50	-
Social Justice Fund	175.54	-		175.54	-
Endowment Fund	55.00	-		55.00	-
Meaningful Movies Fund	-	-		373.07	(373.07)
Little Free Library Fund	40.00	-		40.00	-
Partner Church Fund	1,995.82	-		1,995.82	-
Total Dedicated Funds	\$ 242,520.38	(19,455.25)	#N/A	\$ 238,611.51	\$ 6,952.52

Fund Balance Steward

Finance Committee
 Board of Trustees + Building Planning Committee
 Finance Committee
 Board of Trustees
 Social Justice Chair
 Social Justice Chair
 Board of Trustees
 Music Director
 Membership Leadership
 RE Leadership
 RE Leadership
 RE Leadership
 Congregational Administrator
 Ginger Brewer
 Social Justice Chair
 Endowment Fund Chair
 Meaningful Movies Coordinator
 LFL Coordinator
 Partner Church Leadership

**WSUU Finance Committee Report
September 2025**

Action Items for the Board: Non-urgent – If the board could recommend someone to review our Planned Giving Program Policy, please let us know!

Financial Highlights for September 2025 (25% of the year):

Highlights	Actuals	Actuals – YTD	YTD % of Budget	Budget
Total Income	\$ 32,451	\$ 101,224	27%	\$ 371,328
Pledges	\$ 23,514	\$ 73,738	32%	\$ 230,000
Total Expenses	\$ 44,262	\$ 98,211	24%	\$ 405,815
Net Income/Expenses	- \$11,811	+ \$ 3,013		
Net Fund Transfers IN*	+ \$7,664	+ \$22,788		

*Transferred in Raise the Paddle Fund, not yet transferred in additional funds (60% minister time, etc.)

Financial Status:

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

Unanticipated Variance(s) to Budget:

- The Raise the Paddle Project (Entry way) was less than raise - \$4,828.78 positive variance
- Janitorial service September amount showed up in August, so short-term positive variance

Notes

- The Finance Committee welcomed Jesse Durst. Yay!
- We discussed the bank “assessing” us for a month before we can buy a CD longer than a month. John is on top of this.
- FC reviewed our Covenant and made some small wording changes.
- The Finance Committee started looking at Finance-specific policies – Ruth reviewed her assessment of the Planned Giving Program Policies, and we could really use an expert!

Submitted by Shelley Webb 10/9/25

MINISTER'S MONTHLY REPORT

October 2025

Introduction

It feels like the year is in full swing! I am glad that some staff members are getting needed vacation time, and many of our ministries are settling into a groove. It feels like a lively time at Westside, and I look forward to the process of more fully formulating our board goals. We continue to live in difficult and complex times. Being part of this community engages and renews me in ways I am deeply grateful for. I hope to lead it in a way that offers that same encouragement to everyone who is part of our community or spends time with us. I am thinking of the poem Ryan shared this past Sunday, reminding us that the word “courage” comes from two roots: for heart and fury. May we find power in holding both.

Updates

SOUL Team

We have just finished our first month of operation and will meet shortly to discuss how it is going. Please keep spreading the word about this team, and submit care requests when things come up for you or people you are close to!

Memorial Services

We had a very successful and meaningful memorial service for Sue Holly on October 11. Her family attended virtually, and are planning a trip out here in the spring time. We may host an informal reception for those close to Sue when they come. Many hands made light work from the tech to hospitality. It was lovely to be able to share stories from Sue's friends who couldn't be there in person, and host some of her colleagues in our space.

We have a couple of other memorial services coming up. One scheduled for January, and one that we don't know the date of yet. These are folks with looser ties to our congregation so we are asking for space rental and honoraria. As these types of events happen more, I am grateful I am able to call on the SOUL Team for help hosting.

Committee on Ministry

This team had its first meeting on October 10. We look forward to having constructive conversations about ministry, and my professional development goals throughout the year. Please let us know if there is anything the Board would like from this team.

Staff Team Formation

With this report, I am attaching the current draft of our new staff covenant. This has been a connective process to create. Jill and I are also in conversation about opportunities to support staff through asking them to articulate individual goals for the year that can guide supervision.

Action Items & Support Needs

Policy Book Updates

View the policy changes we will vote on at this meeting in the attached document.

Outside of these changes, we will take up the review project again in the new year. We are considering changing the formatting of our policies and how we display them on our website. This process will likely open up generative discussions for this board about church governance and use of operational tools.

Partner Church Ministry

Current leaders have shared with me that they feel a strong need to step back and allow the congregation at large to decide the future of our Partner Church relationship.

The current state of things:

- I write messages to Rev. Emese to wish their community well on important holidays.
- For the 3rd Sunday in November we are planning an all-church RE event that will include creating cards to send to community members in the village.
- We are not connected to any ongoing infrastructure for pilgrimage trips, and it is unlikely we have the community bandwidth at the time to plan for something like this.
- A couple of our congregants continue to meet monthly on zoom with TSG partners. Though these times together are connective, they feel they are losing steam, and are still feeling the loss of Cliff Houlihan's presence and leadership. I am able to attend only 1-2 times per year.

What kind of support can our congregation offer current partner church leaders as they move back, while being realistic about what capacity our congregation has for maintaining this work?

Anti-Racism Learning/Allyship Training

I am wondering if any Board members would be interested in joining me for some ongoing learning opportunities around anti-racism and allyship in congregations. This is something I try to regularly take part in to continue my own growth and skills.

Leilani has shared the DRUUMM (Diverse Revolutionary UU Multicultural Ministries) 4 part series, Aiming for Allyship: <https://druumm.wildapricot.org/widget/event-6316323>

This is happening online 4pm-7pm Pacific time on November 4 & 18, December 2 & 16. This unfortunately coincides with my chaplaincy shifts, but does look like a great opportunity for anyone whom the timing works for.

There are also some asynchronous (you can participate on your own time) opportunities through the UU Institute platform: <https://uuinstitute.org/course-tag/araomc/>

I would like to gauge interest in forming a learning cohort to choose one of these to work through.

Upcoming Schedule

In Residence October 22-October 26

Preaching, "The Vigil we Keep" for Samhain/Day of the Dead

In Residence November 5-9

Preaching on Love at the Center theme

In Residence November 19-23

hosting guest Rev. Nancy Reid-McKee on Love at the Center theme

November 23: potluck & Holiday Greening after church

Attending Courage to Lead Weekend Intensive with the Center for Courage and Renewal at Lewis and Clark College December 4-7

In Residence December 10-14

leading worship with core team members on Love at the Center theme, and first night of Hannukkah

In Residence December 20-24

Solstice Service at 10:30am on December 21

Christmas Service at 5pm on December 24

*No service on December 28

October DRE Report

In RE this month, we have

- Made Fall collages
- Sang UU songs
- Introduced ourselves with pronouns and access needs, practiced asking for what we need while being gentle with ourselves and others
- Had tasty snacks
- Blessed our pets and animals
- Learned about pet care
- Meditated and done a variety of breathing exercises and yoga poses and grounding embodied movements
- Played games
- Created art
- Had discussions and side chats
- Connected our activities to our UU values
- Cocreated covenants (1 in youth group & 1 in RE Sundays)
- Continued to create a space of belonging and joy where we are happy to be together



RE Volunteer Update

We had an excellent RE volunteer training meeting going over changes, flexible value based programming and envisioning this year in RE, bringing our two newest RE volunteers into Planning meetings and getting all the RE volunteers input.

We however are still critically low on RE Sunday volunteers. To fill the gap in volunteer numbers and to make volunteering with RE more do-able, I have added a new RE role.

After a trial run and chatting with Carter and the RE Planning Team, I started a **standby/backup RE helper** role and created a list of willing folks. This is a good possible entry into RE volunteering and will hopefully cover our most needed RE volunteer gaps in the next few months so that we don't have to cancel any programming.

I am making sure each Sunday has a lead/experienced RE teacher. Then I am having standby/backup RE helpers who are in the building, check in with me about our needs on that particular Sunday. Currently standby/backup RE helpers are current or past RE volunteer teachers and parents of the littles in RE.

On the shiny side, we have a steady committed team of RE volunteers in place for First Saturdays family nights, and for 1st and 4th Sundays RE Sundays. We also growing RE ecosystem of behind the scenes volunteers who are not interested in teaching.

If you know anyone who might be interested in being a standby/back up RE helper or being a part of our RE ecosystem, please reach out to me or have them contact me. Thanks!!

“

We're especially looking for adults on leadership committees who are interested in being youth mentors!

Leilani Davenberry, DRE

RE New & Exciting

Westside's
Children's garden



01. Connecting with Families

On top of our Parent Group which meets most months on the 3rd Sundays, outreach phone calls to families during the week, and conversations with families during greetings and coffee hour, I had 3 impromptu meetings with parents in the DRE Lounge while their children played in the nursery or lounge. For a total of 5 children using the DRE spaces. Parents were loving it to the point of taking pictures, their children asking to come back and parents checking about my office hours.

02. Songs in RE

With faith formation as an overarching goal, I created/developed a UU children's [music list](#) for RE volunteers to regularly include songs that the children will know by heart and be familiar with. I consulted with Carter and Scott, and Lisa Maynard helped with details and Lisa will occasionally lead us in song. We began using it the end of September and will continue to include it as a regular part of RE Sundays. There will be [small song sheets](#) for children to use and reuse or take home of the song of the day, that match up with our children's order of service see report pg 5

03. Children's Garden

We're grateful to Westside's Garden team for all their work and they cleaned up and tended our Children's Garden recently. Plans are in the works to revive our Children's Garden after it was less active last year. I'll be meeting with the Garden Team to go over ideas, get their input and collaborate on our garden/nature plan for 2025-26 RE content and activities. More details to come!

OCTOBER NUMBERS

RE Volunteer Orientation & Mtg

Sept 20th
5 Volunteers

RE Open House

Children 1, Teen 1
Adults/Parents 4
Volunteers 2

Inside RE Newsletter

89 subscribers now! Zero unsubscribes with 72-75% opens !!

[Oct 3rd IRE newsletter link](#)

[Oct 10th IRE newsletter link](#)

Oct 17th IRE newsletter not yet sent as of the writing of this report.

Parents Night Out

We only had one rsvp so the Parents Night volunteer team decided to cancel this one time. We decided we have a minimum of 2 children. *(Instead 2 volunteers + DRE brought in snack supplies, organized supplies and the children's library.)*

Sept 28th Interdependence

Children 5
Volunteers 2
Covenanting & self regulation

We made Luminaries in Youth Group



Oct 5th web of life & change

Children 3
Volunteers 2
Fall Collages

Oct 12th Interdependence & love

Children 6
Volunteers 1 + 1 back up helper
Pet blessings and animal care

Youth Group

Sept 27th Covenanting

Youth: 3
Adults: 2

Oct 11th More deeper Joy activities

Youth: 4
Adults: 2

Oct 25th One Day Youth Con

4 youth registered as of 10-11-25

Adult carpool help 2

Total of 6 different youth (different days attending)

More details at [link](#) on Con

Other Details

RE Planning Team

Thank you Board for an alternating liaison attending last month's RE planning meeting! Your presence at our meetings feels so supportive! Thank you!!!

Our next meeting is
Tues Nov 4th 6:30 pm
Zoom ID 955 1444 3362
[Zoom Meeting Link](#)

Safety Policy

Are there any Board guidelines or guidance on when/time intervals between renewal internal safety policies like RE Safety Policies?

DRE Blog

[Creatively UU,
DRE Blog link](#)

Updated weekly and outward facing for community to understand a bit about our RE program and our values.

Have you visited it yet and checked it out?

Children's Order of service

Collaborating with other DREs in a DRE discussion group, we each adapted this order of service to our own congregation, a reusable [children's order of service](#) to teach children about the elements of our multi gen services so they can follow along. This is also a tool of inclusion as well as for learning and faith formation. These will be laminated for reuse.



Our children's & Family library

MUSIC DIRECTOR MONTHLY REPORT

October 2025

Hard to believe that we're already talking about preparations for the holidays! I continue to be honored to be able to facilitate the offering of music to our congregation, especially during challenging times like these. I will be on vacation in the Florida keys with my partner Jordan October 22-30, and am truly looking forward to some much needed r&r. I intend on attending the No Kings rally at the Seattle Center on October 18th, and hope to see many WSUU members there!

ACTION ITEMS: No action items at this time.

1. **Past Services:** Lisa Maynard, Liz Bucklew and I met together and prepared the music for September 28th, and I felt like the music was really on point for the topic of the day. On October 12th, the Chorale sang a somewhat unexpected, but very well received song, "Pink Pony Club", featuring Cora Angell, for our LGBTQI+ service. It was a challenging rehearsal period, with many of our members missing at least one of three rehearsals, but I was proud of how we pulled it together on both of our songs, as well as leading the congregation in two new songs.
2. **Upcoming services:** As I'll be on vacation October 26th, I've asked Rainier Reunion to provide the music, and as always, I know they'll do a wonderful job. It's reassuring to know that we have these very talented and dedicated musicians available for us here at Westside. For our November 8th service, we'll be having our first experiment with a "popup choir", where whoever would like to be a part just shows up on Sunday morning at 9:30 and we learn the music for the service then. Lisa Maynard and I will be meeting to coordinate choosing the music. I'm really looking forward to this opportunity for congregants to share their voices! The Chorale will sing again on November 23rd, and I am just now finalizing music choices for our Christmas Eve service.
3. **Westside Chorale:** Our rehearsals will be a bit spread out, due to my vacation, but we'll still get our usual 3 rehearsals in before we sing again on Nov. 23. My current agreement with the church is that I will have 3 rehearsals per calendar month and that's been working fine.
4. **Other:** I spoke last month about looking at choosing chairs for the choir, and have had a couple of more discussions with folx about that. Hopefully will have a decision made my the end of the year!

In Community,

Scott Farrell

Administrator Report to Board October 2025

Greetings all! Sorry that this report is reaching you all well past the deadline. I was away in Canada last week. One action item is included this month – see below in red.

Sunday Event Attendance:

	Speaker/Special Circumstances	Attendance In-person/Views while streaming/ views since published/total views
9/21/25	Bill McKibben Viewing event	30ish
9/28/25	Rev. Carter - Worship	72/6/14/92
10/5/25	Spark Sunday	20
10/12/25	Rev. Carter - Worship	97/10/73/180
10/19/25	3 rd Sunday: Welcome singers/parent group/LGBTQ+ disc.	6/5/0

[Click here for Worship Attendance tracking doc 2020-present](#)

Offering Collection for September: For the month of September, our shared offering recipient was **Northwest Immigrant Rights Project**. We collected \$846 for the charity, and \$1587 for WSUU.

Membership/New Interest:

Members: 144 -steady from last month

Welcome Forms Received: 5

New Subscribers to email list: 9

Unsubscribed from email list: 8

Request for Board Approval: The Admin office move has ended up having some expenses. A little background. This project originated in wanting to increase accessible meeting spaces at Westside. We needed to purchase some tools for following telecom lines to enable the phone upstairs, had some disposal fees, and purchased a new camera to view front door. So far we have about \$500 in receipts. **I would like to request \$2500 from the accessibility fund to cover expenses already incurred, and for furnishings for the room.** We will probably not need this much but don't want to have to come back to the board if we start with too low of an estimate. Last year's board approved \$1000 for the project to cover a stipend for someone to manage the planning and logistics of the move but that was never spent, so this is an additional \$1500. Another option is expensing this from operational reserves but accessibility seems like a good fit.

Administrative Office Move to 3rd Floor –

I'm happy to report that I'm typing this report from my desk on the 3rd floor. All of the major moving is done. We will be thinking through storage and room use and continue to move items to new homes as time allows. Staff is suggesting the name "Evergreen Room" for the 2nd floor space that used to be the admin office.

New Name Tag System Update – we have collected requests from about half of the members via our form (name & pronouns) and have a plan for finishing this data collection piece very soon. The magnetic wall panels have been ordered. Hoping to have all parts of the new system in place prior to the holidays.

Other Facilities Updates – The team continues to be very busy with tasks. I deeply appreciate their active support.

Some of the accomplishments this month

- Establishing phone lines, and a wifi connection for the copier in the new Admin Office.
- Physically moving desk, files etc. up to the 3rd floor.
- Help with archiving decisions about paper files prior to office move
- Continued replacement of fluorescent fixtures with LED bulbs
- Replacement of fixture in Southwest alcove with light sensitive sensor & new fixture for staff parking area that is motion activated.
- Repair of concrete & painting in southwest alcove -

Other priorities:

- Railing on steps from sidewalk down to staff parking area-still under study expect action soon.
- Hydraulic closer for sanctuary side door

Rentals: We have one confirmed rental for a memorial service in January and the possibility of another in the coming months as well.

Website

We are continuing to experience challenges with our website. This month we heard from folk who had submitted joys & sorrows that we didn't receive. We feel confident that we sorted out that issue but it feels like there is a new gremlin every week.

Items taking time and attention: Onboarding new staff, Core Team work, facilities projects, committee team support, IconCMO learning, cleaning out files and storage spaces for office move.

Upcoming Time Away: November 3-5. I will have the ability to work some hours remotely.

In loving community,
Shannon