



Westside  
Unitarian Universalist  
Congregation

# WSUU

## SEPTEMBER BOARD AGENDA —2022

September 15, 2022 7:00 - 9:00 PM PT via Zoom

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

[Link to September Meeting 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	<b>Chalice Lighting &amp; Welcome</b> <i>Jim Schlough</i>	<ul style="list-style-type: none"> <li>o Land Acknowledgement &amp; Covenant</li> <li>o Chalice lighting</li> <li>o Quick Check in/Access Needs</li> </ul>
7:35pm	<b>Minutes</b>	<ul style="list-style-type: none"> <li>o Approve last month's Board Minutes</li> <li>o Update Board Priority/To Do List in shared folder?</li> </ul>
7:40pm	<b>Monthly Staff &amp; Committee Reports</b> <i>please read related reports in this month's shared folder</i>	<ul style="list-style-type: none"> <li>o Administrator (Shannon) <ul style="list-style-type: none"> <li>▪ LED Screen Upgrade—use of accessibility funds since increases visibility? Process</li> <li>▪ Recognition of new or leaving members, postcards sent to absent members</li> </ul> </li> <li>o Music (Scott)</li> <li>o Finance Committee/Treasurer (Jim, Shelley's report)</li> <li>o Other relevant to yearly schedule</li> </ul>
8:00pm	<b>No Guest this month</b>	<ul style="list-style-type: none"> <li>o October guest?</li> </ul>
8:00pm	<b>Priority Business</b> (time dependent, crisis prevention)	<ul style="list-style-type: none"> <li>o Part time Contract Minister Process &amp; Search Team (Laura Pierce, Tracy) <i>see draft timeline, congregational communication</i></li> <li>o Recruitment Vital Volunteer Committees <ul style="list-style-type: none"> <li>o Leadership Response to Survey (Marco)</li> <li>o ID Needs &amp; Recruitment (ie: Auction, Stewardship, Hospitality)</li> </ul> </li> <li>o Beloved Community Cafe Sept 18th, Sept 21st</li> <li>o Other</li> </ul>
8:30pm	<b>Other Business</b> (important planning)	<ul style="list-style-type: none"> <li>o Debrief Homecoming Service &amp; Ingathering Celebration <ul style="list-style-type: none"> <li>o Goals: joyful, connection, sustainable</li> <li>o How maintain &amp; build positive energy</li> </ul> </li> <li>o Debrief last Board Social Hr August 28th <ul style="list-style-type: none"> <li>o Feedback Jade Right Relations person</li> </ul> </li> </ul>



		<ul style="list-style-type: none"><li>○ Fall Worship Schedule &amp; Promoting Small Groups such as Covenant, Environmental Reboot to maintain/build stronger community connections</li><li>○ Reference only: <a href="#">Board Retreat Document 2022</a></li></ul>
9:00pm	<b>Board Liaison Updates</b> <i>see any related summary reports in shared folder</i>	<ul style="list-style-type: none"><li>○ <i>Report out only if not covered above and/or an update is needed</i><ul style="list-style-type: none"><li>○ Pastoral Care (Laura Pierce)</li><li>○ Community Building (small grps, RR, RJCT, 8th principle): (Tracy, Kristina)</li><li>○ Worship (Laura White) Oct 23rd Membership Ceremony, adding other events on alternate Sundays</li><li>○ RE (Laura Strand)</li><li>○ Operations (finance, stewardship, building) (Jim)</li><li>○ Staff (Jim: Shannon, Marco: Scott)</li></ul></li></ul>
9:15pm	<b>Monthly Board Communication to the Congregation Friday Weekly Update &amp; 4th Sunday Board Social Hr.</b>	<ul style="list-style-type: none"><li>○ September Board Communication to Congregation<ul style="list-style-type: none"><li>▪ Progress P/T Ministry <a href="#">P/T Minister Process Graphic</a></li><li>▪ Fall Sun Worship Schedule (Laura White) <a href="#">Draft Copy Fall Schedule communication</a></li><li>▪ Other: Volunteer Needs?</li></ul></li><li>○ Board Social Hr, 4th Sunday, Sept 25th Old music room because RE OWL using Fireside Room?<ul style="list-style-type: none"><li>▪ Topics &amp; Who staffs in person or Zoom</li></ul></li></ul>
9:25pm	<b>Upcoming Meetings Dates/Times Board Member Schedules</b>	<ul style="list-style-type: none"><li>○ Board Social Hr, August 28th after service</li><li>○ Next Monthly Board Meeting, Sept 15th 6:30pm</li><li>○ Upcoming Vacation/Out of Town Schedules</li></ul>
9:30pm	<b>Close of the Meeting - Jim Schlough</b> <i>October: Laura White</i>	<ul style="list-style-type: none"><li>○ Personal Reflections/Gratitude</li><li>○ Extinguishing the Chalice</li><li>○ <b>8:35 pm end of meeting</b></li></ul>
	<b>2022-2023 Board Covenant</b>	<ol style="list-style-type: none"><li>1. Share workload, responsibilities, joys, and sorrows.</li><li>2. Focus our energy on established priorities.</li><li>3. Right-size the board's work and maintain healthy boundaries.</li><li>4. Slow down and seek consensus when possible.</li><li>5. Listen to minority and marginalized voices. Use the equity decision-making tool.</li></ol>



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|  |  | <ol style="list-style-type: none"><li>6. Seek additional perspectives, particularly those most impacted by decisions.</li><li>7. Honor confidentiality.</li><li>8. Share what we are doing. Be intentional about honest, timely communication. Be clear about the board's role.</li><li>9. Work to stay in right relationship with each other. Establish a habit of reviewing how we work together.</li><li>10. Support our collective decisions. The board speaks with one voice.</li><li>11. Name the elephant in the room.</li><li>12. Hold this covenant as a living document.</li><li>13. Encourage the congregation to resolve conflicts through direct communication with affected parties.</li></ol> |
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# MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION

## September 15th, 2022

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

**STAFF** Shannon Day, Administrator

**GUESTS:** No guests for this meeting

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

**MINUTES** The August Board meeting minutes were approved by unanimous consent and will be posted by Shannon.

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

### **Administrator**

Shannon has been busy with AV room clean out, research on a chancel visual display improvement and AV upgrades, bookkeeping changes, Ingathering preparations and archiving 2020/22 file management in addition to her ongoing work. For the month of August our shared giving to White Center Food Bank was \$480.67 with \$918 going to WSUU. Shannon and Nate have cleared out unneeded AV equipment in the AV Booth with the result of a much more functional and tidy work space. Jim and Shannon will work together to explore selling the extra AV equipment. The aspen tree, creating problems to the building roof and wall areas, was removed in the south garden.

An upgraded visual display in the sanctuary chancel is being researched by Shannon and Jim Schlough to increase visibility access during the Sunday services and other events. Current estimates are 10-15K for a full LED display and would be a non-repeating expense and could come out of a number of different expense lines (equipment, accessibility, undesignated, etc), exclusive of possible special fundraising. Our current AV equipment is over 10 years old. An LED display screen would also open up programming opportunities for remote speakers, films and live streaming and increase access for our members as well as add rental value for our building. Shannon requested assistance from the Board before taking next steps. The related Board discussion included use of the equity tool, creating an advantages/disadvantages list and finance committee consultation. This topic should be added to the October Board meeting agenda.

Paul vanHaagen and Rose Sheppard have expressed interest in joining our Facilities Team which has been without leadership for some time.

Current membership is 160. John Hornby joined as a new member in August. Lucia Enriquez is moving to Anacortes.

### **Music Director**

Scott reports that the reinvigorated Westside Chorale is now 15 singers strong! They performed beautifully at the Homecoming Ingathering Service on Sept 11th. Jonathan Rawle took photographs of the Chorale and new chancel area for the website Music page. Also during this service, Scott thanked Jim Schlough for designing and building our new choir risers with a thank you also to John Monahan who designed and built our previous choir seating. Scott is in the process of finalizing singers for Sunday services in September and October. The Westside Strummers, led by Lisa Maynard, were well received during the August 28th service. The new schedule and hours are working well for Scott. Music conference funds are available to Scott as requested through the Finance Committee.

### **Finance Committee/Treasurer**

Income and Expenses are progressing as expected in our projected budget. Changes have been made to the General Fund accounting with land and building values now placed in a separate Fixed Asset Fund line. A final Treasurer Report for FY 2021/22 has now been completed and submitted to the Board. The Finance Committee is researching information prior to a renewal of our T-Mobile Cell Tower rental agreement which ends September 2023. We are being approached about other cell tower rental leasing and more information is needed. A Budget Bootcamp was offered by Finance Chair, Shelley Web, to new and continuing Board Members.

## **PRIORITY BUSINESS**

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

Laura Pierce and Tracy have finalized the Minister Selection team scheduled to meet this month. So far the team consists of Dennis Jackson, Jill Fleming, Chris Darnell or Liz Bucklew, and Board liaisons Tracy Burrows, Laura Pierce. The Search Team next steps will include development of a job description, congregational input, UUA Packet, and outreach.

### **Recruitment Vital Volunteer Committees**

Marco sent out a Google Survey to leaders/chairs and co-chairs listed in our Leadership Directory, thanking them for their service, asking if they will continue in their previous leadership roles, and requesting suggestions for additional leaders and related comments. He received a very positive response (over 70% yes responses to continue as a leader/chair or co-chair).

We are currently recruiting additional leaders/chairs/co-chairs for: Auction, Greeters, Hospitality, Stewardship, Finance, and Membership. Restructuring is under consideration for Endowment, and Planned Giving. Christine Deppe has indicated interest in Common Quest. The COVID Task Force will be consulted on an ad hoc basis. A Volunteer Sign up Board and Small Group

Information Table was provided during the Sept 11th Ingathering Sunday with several additional folx showing interest in ongoing committees. Next steps are personal calls, information in the Westside Weekly and a Sunday Sign Up/Information Board.

### **Beloved Community Cafe Sept 18th and Sept 21st (Tracy)**

Tracy reported there has been a good RSVP response to the upcoming Beloved Community Cafe offered in person and via Zoom. Facilitators are: Tracy Burrows, Simone Knaphus, Dennis and Cyndy Jackson, and Laura Pierce.

**Pastoral Care (Laura Pierce)** Rev. Kari Kopnick's part time pastoral care contract has been renewed and an informational paragraph will be included by Shannon in an upcoming Westside Weekly. The Board unanimously approved extending Rev. Kari's pastoral contract through December 2022 at the August Board meeting.

### **OTHER BUSINESS**

#### **Debrief Homecoming Service and Ingathering Celebration Sept 11th**

Congratulations were expressed to the outstanding Worship Planning Team for a joyful and meaningful Homecoming Service and Water Ceremony. Over 80 congregants were in attendance\*. Hearing from each member of the WPT was particularly appreciated. The Ingathering Celebration was also very enthusiastically received with food, coffee, upcoming event/volunteer opening display, conversation, person to person connection and music by the Westside Stummers. The outside Celebration occurred in the parking lot. Particularly helpful were the simplified foods (finger foods instead of a BBQ, no re-plating of foods), purchased coffee, reusable decorations, no use of the kitchen (except the refrigerator), strong set up team and planning were all noted. This is an example of successfully adapting events to be more sustainable for volunteers and congregants in the future. Laura White noted that an Ingathering checklist and map are now available in a shared Ingathering folder for the future.

\*"Your Presence Matters Here" postcards were sent to about 40 members prior to our Ingathering by Laura White, Joan Whitely and Shannon on from the Membership Committee.

#### **Debrief last Board Social Hr August 28th**

The August Board Social hour in the Fireside Room was well attended. The Board distributed a handout and discussed the 2022/23 Board Vision, Focus Areas and Part time Contract Minister process as developed in the July Board Retreat. Questions were asked about collaborating with UUA on the minister search, volunteer needs and Right Relations next steps.

#### **Fall Worship Schedule (Laura White)**

The Fall Worship schedule is now established through December twice per month (2nd & 4th Sept/October, and 1st & 3rd in Nov/Dec). Training for the new Worship Planning Associates has been completed. The WP Team has confirmed speakers, music and related programming for most of September and October. Opportunities for additional Sunday programs, independent of the Worship Planning Team, are available on alternate Sundays. Options could include: GA

Ware lecture, film screening and discussion, stream of a special speaker, spiritual practice activity, sacred song, meditation walk, etc.

### **ADDITIONAL BOARD LIAISON UPDATES**

**Pastoral Care** (see Priority Business above)

**Community Building (Tracy, Kristina)** (small groups, RR, RJCT, 8th Principle)  
(See Ingathering and Beloved Community Cafe above)

**RE Planning Team (Laura Strand)** Jade Wilde from the RE Planning Team has contacted the Worship Planning Team about RE plans and coordination. At this time, RE will not have a regular person dedicated to the Sunday storytelling part of the Sunday service until more staff is secured. Nursery staff, OWL and Youth programming is currently being planned consistent with the RE Planning Teams 4 priorities of 1/Nursery Staffing, 2/K-8 DRE Planning, 3/OWL Programming and 4/Youth Group.

### **SEPT BOARD COMMUNICATION:**

-Westside Weekly: Laura Pierce will write an update and include our Board Retreat summary document.

-4th Sunday Sept 25th Board Social Hour: Fireside room: Board members (Tracy, Laura White and Jim Schlough) will be available to discuss updates on the Minister Select Team, RE programming and Board focus areas.

### **UPCOMING MEETINGS**

-Board Social Hr, Sept 25th, Fireside Room

-Next Board meeting, October 20th, 7-9pm via Zoom

*-Marco will lead the October Board meeting Chalice Light & Closing.*

### **OUT OF TOWN/VACATION/LEAVE SCHEDULE**

All Board members are in town during October with the exception of Kristina and Laura Pierce who may need to make meeting adjustments based on family or work obligations.

**CLOSE OF MEETING** Jim Schlough closed our meeting with chalice words and asked for ending reflections. The meeting ended at 9:17pm.

Respectfully submitted,  
Laura H White,  
Board Secretary

As of: **July 5, 2022****BUDGET SUMMARY**

% thru Year:

**100%**

	YTD Actuals	%	Full Year Budget	Difference
<b>Income</b>				
Pledges	\$ 285,633	103%	\$ 277,533	\$ (8,100)
Sunday Plate	17,972	60%	29,999	12,027
Other Donations	5,614	0%	-	(5,614)
Fund Raising	38,649	61%	63,000	24,351
Affinity Programs	1,337	223%	600	(737)
RE Ministry	618	88%	700	82
Youth Group Ministry	-	0%	-	-
Music Ministry	240	48%	500	260
Program and Misc	499	27%	1,833	1,334
Rentals	59,309	107%	55,365	(3,944)
Carry-over	73,077	170%	43,042	(30,035)
<b>Total Income</b>	<b>\$ 482,949</b>	<b>102%</b>	<b>\$ 472,572</b>	<b>\$ (10,377)</b>

**Expenses**

Minister Compensation	\$ 139,318	111%	\$ 125,348	\$ (13,970)
Additional Minister	1,186	47%	2,500	1,314
RE Director Compensation	22,151	57%	38,773	16,622
RE Staff	1,755	23%	7,547	5,792
RE Training	-	0%	-	-
RE Youth Group	-	0%	833	833
RE Operations	2,669	133%	2,000	(669)
Music Director Compensation	20,427	113%	18,026	(2,401)
Music Staff	5,850	98%	5,975	125
Other Music	1,145	56%	2,041	896
Administrator Compensation	60,746	110%	55,140	(5,606)
Additional Employee Benefits	2,260	79%	2,875	615
Community Impact-Internal	12,107	36%	33,836	21,729
Community Impact-External	7,475	81%	9,181	1,706
Worship	12,459	103%	12,055	(404)
Loans, Taxes, Fees	47,034	98%	47,959	925
Facility	51,813	91%	56,653	4,840
Fundraising & Rentals	570	4%	12,667	12,097
Reserves	73,077	187%	39,163	(33,914)
<b>Total Expenses</b>	<b>\$ 462,043</b>	<b>98%</b>	<b>\$ 472,572</b>	<b>\$ 10,529</b>

Cash Flow (GF):

**\$ 20,906****Notes**

Excellent!

Drop in Sunday plate collections.

Share of realty commission from friend of congregation.

Lower auction income, but also lower expenses (net is on budget).

Thriftway & Amazon rebates.

OWL registration (unbudgeted), no soup lunch.

Interest income lower than anticipated, no membership fundraising.

Cell tower reimbursement higher, but balanced by electric costs.

Surplus from prior year higher than anticipated.

Severance costs.

No installation (savings), R-1 visa costs.

Loss of RE Director mid-year.

Loss of RE Program Assistant mid-year.

Unbudgeted OWL income transferred to FB.

Extra month of pay, additional hours.

Fewer expenses than anticipated.

Extra month of pay, additional hours.

Raise the paddle toward GF, unused GA Delegate and Board funds.

Drop in contributions driven by drop in Sunday plate collection.

Lower expenses than anticipated across most categories.

Low-expense auction.

High surplus from prior year went toward Reserves.

	YTD Balance	Start of FY	YTD Change
<b>BANK ACCOUNT BALANCES</b>			
Umpqua General Fund Checking #7545	\$ 112,965	107,401	\$ 5,565
Sound Credit Union Money Market #6299	199,872	199,373	499
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
<b>Total Account Balances</b>	<b>\$ 313,063</b>	<b>\$ 306,999</b>	<b>\$ 6,064</b>
<b>ASSETS</b>			
Church Bldg & Land (book value)	\$ 2,901,200	\$ 2,918,600	\$ (17,400)
Cash - Operations	80,231	133,131	(52,901)
Cash - Building Fund	\$ 89,160	69,576	19,584
Cash - Accessibility	22,462	24,319	(1,858)
Other Dedicated Fund Balances	22,301	23,715	(1,415)
Undesignated Donations	98,910	56,258	42,652
<b>Total Fund Balances</b>	<b>\$ 232,832</b>	<b>173,868</b>	<b>58,964</b>
<b>Total Assets</b>	<b>\$ 3,214,263</b>	<b>\$ 3,225,600</b>	<b>\$ (11,336)</b>
<b>LIABILITIES</b>			
Loan fm UUA	\$ 419,602	\$ 419,602	\$ -
Loan fm Cascadia Growth Fund	58,825	56,516	2,309
Other Current Liabilities	24,748	71,565	(46,817)
Other Dedicated Fund Balances	22,301	23,715	(1,415)
<b>Total Liabilities</b>	<b>\$ 525,476</b>	<b>\$ 571,398</b>	<b>\$ (45,923)</b>
<b>CONGREGATIONAL EQUITY</b>	<b>\$ 2,688,788</b>	<b>\$ 2,654,201</b>	<b>\$ 34,587</b>
Beginning of FY Equity	\$ 2,654,201		
YTD Change in Equity	34,587		
<b>DEDICATED FUND BALANCES</b>	<b>\$ 232,832</b>	<b>\$ 173,868</b>	<b>\$ 58,964</b>
Beginning of FY Dedicated Fund Balances	\$ 173,868		
YTD Change in Dedicated Fund Balances	58,964		
<b>Overall YTD Cash Flow with Fund Balances:</b>	<b>\$ 79,870</b>		



As of: July 5, 2022		% Thru Year: 100%				
Account #	Account Name	FY21-22 Actual	FY21-22 Budget	YTD %ofBgt	Difference	Activity Notes
GENERAL FUND INCOME						
Pledges						
4.100.100	Pledges - Current Year Income	280,620.68	275,533.00	102%	5,087.68	Good finish
4.100.110	Pledges - Prior Year Income	5,012.78	2,000.00	251%	3,012.78	
	Total Pledges	\$ 285,633	\$ 277,533	103%	\$ 8,100	
Sunday Plate						
4.100.140	Contributions - Sunday WSUU	11,648.56	20,000.00	58%	(8,351.44)	Drop in Sunday plate collections
4.100.141	Contributions - Sunday WSUU Congr Care Fund	-	833.00	0%	(833.00)	No collection for CCF this fy
4.100.143	Contributions - Sunday WSUU Youth Programs	-	833.00	0%	(833.00)	No collection for Youth Programs this fy
4.100.144	Contributions - Sunday WSUU Real Rent Duwamish	208.00	833.00	25%	(625.00)	June charity collection - 2 Sundays
4.100.145	Contributions - Sunday WSUU Partner Church	562.62	600.00	94%	(37.38)	4- 5th Sundays
4.100.150	Contributions Sunday Charities	5,552.95	6,900.00	80%	(1,347.05)	Drop in Sunday plate collections
	Total Sunday Plate Income	\$ 17,972	\$ 29,999	60%	\$ (12,027)	
Other Donations						
4.100.160	Special Gifts & Campaigns	5,613.90	-	0%	5,613.90	Share of realty commission from friend of congregation.
4.100.244	Accessibility Fund Donations	-	-	0%	-	
	Total Other Donations	\$ 5,614	\$ -	0%	\$ 5,614	
Fund Raising						
4.100.245	Auction Income	21,827.22	48,000.00	45%	(26,172.78)	Lower auction income, but also lower expenses (net is on budget). Excellent!
4.100.247	Raise the Paddle Income	16,822.17	15,000.00	112%	1,822.17	
	Total Fund Raising Income	\$ 38,649	\$ 63,000	61%	\$ (24,351)	
Affinity Program Income						
4.100.210	E Scrip GF Income	3.54	-	0%	3.54	
4.100.211	Amazon Rebate Income	418.64	-	0%	418.64	
4.100.212	Thriftway Rebate Program	914.80	600.00	152%	314.80	
	Total Affinity Program Income	\$ 1,337	\$ 600	223%	\$ 737	
RE Ministry Income						
4.100.259	RE Fundraising & Donations	-	700.00	0%	(700.00)	Unbudgeted OWL program.
4.100.258	RE Fund Transfers IN	-	-	0%	-	
4.100.260	OWL Registration Fees	617.76	-	0%	617.76	
4.100.263	OWL Fund Transfers IN	-	-	0%	-	
	Total RE Ministry Income	\$ 618	\$ 700	88%	\$ (82)	
Youth Group Ministry Income						
4.100.261	RE Youth Group Fund Transfers IN	-	-	0%	-	
	Total Youth Group Ministry Income	\$ -	\$ -	0%	\$ -	

As of: <b>July 5, 2022</b>		% Thru Year: <b>100%</b>				
Account #	Account Name	FY21-22 Actual	FY21-22 Budget	YTD %ofBgt	Difference	Activity Notes
<b><u>Music Ministry Income</u></b>						
4.100.222	Music Fundraising and Donations	240.00	500.00	<div><div>48%</div></div>	(260.00)	
	Total Music Ministry Income	\$ 240	\$ 500	48%	\$ (260)	
<b><u>Program and Misc Income</u></b>						
4.100.220	Coffee Income	-	333.00	<div><div>0%</div></div>	(333.00)	No coffee.
4.100.225	Membership Fundraising and Donations	-	500.00	<div><div>0%</div></div>	(500.00)	No membership fundraising.
4.100.240	Interest Income	498.99	1,000.00	<div><div>50%</div></div>	(501.01)	Lower than anticipated.
4.100.255	Common Quest Income	-	-	<div><div>0%</div></div>	-	
	Total Program and Misc Income	\$ 499	\$ 1,833	27%	\$ (1,334)	
<b><u>Rentals</u></b>						
4.100.300	Cell Tower Rental & Elec Reimb	22,134.12	14,718.00	<div><div>150%</div></div>	7,416.12	2 months of rental income in June.
4.100.302	Cell Tower Electricity Reimb True-up	-	1,600.00	<div><div>0%</div></div>	(1,600.00)	Included in rental reimbursement.
4.100.305	Rental Income - Single Events	-	1,667.00	<div><div>0%</div></div>	(1,667.00)	No single events.
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	36,980.00	36,600.00	<div><div>101%</div></div>	380.00	
4.100.311	Donations- Service Groups Meeting at WSUU	195.00	780.00	<div><div>25%</div></div>	(585.00)	
	Total Rental Income	\$ 59,309	\$ 55,365	107%	\$ 3,944	
<b><u>Carry-over</u></b>						
4.100.241	Board Designated Fund Transfers to GF	73,077.47	43,042.00	<div><div>170%</div></div>	30,035.47	Surplus from prior year higher than anticipated.
	Total Carry-over Income	\$ 73,077	\$ 43,042	170%	\$ 30,035	
<b>TOTAL GENERAL FUND INCOME</b>		<b>\$ 482,949</b>	<b>\$ 472,572</b>	<b>102%</b>	<b>\$ 10,377</b>	

As of: <b>July 5, 2022</b>		% Thru Year: <b>100%</b>				
Account #	Account Name	FY21-22 Actual	FY21-22 Budget	YTD %ofBgt	Difference	Activity Notes
<b>GENERAL FUND EXPENSE</b>						
<b>MINISTER POSITION</b>						
<b>Minister Compensation</b>						
5.100.100	Minister Housing Allow Exp	39,000.00	36,000.00	108%	3,000.00	2 months
5.100.101	Minister Salary Exp	63,241.34	52,950.00	119%	10,291.34	2 months and severance
5.100.105	Minister Medical Ins Exp	12,429.61	11,663.00	107%	766.61	
5.100.106	Minister Group Term Life Ins Exp	807.24	747.00	108%	60.24	
5.100.107	Minister Long Term Disability Ins Exp	1,156.32	1,156.00	100%	0.32	
5.100.108	Minister Dental Insurance	1,104.00	1,132.00	98%	(28.00)	
5.100.110	Minister Retirement Exp	8,153.75	8,895.00	92%	(741.25)	
5.100.115	Minister-FICA Exp	7,371.78	6,805.00	108%	566.78	
5.100.125	Minister's Professional Exp	6,054.04	6,000.00	101%	54.04	
	Total Minister Compensation	\$ 139,318	\$ 125,348	111%	\$ 13,970	
<b>Additional Minister Exp</b>						
5.100.126	Minister Installation Exp	-	2,500.00	0%	-	Did not happen.
5.100.102	Minister Moving Exp	356.00	-	0%	356.00	Legal fees for separation agreement
5.100.128	Minister Search Exp	830.00	-	0%	830.00	Category used for R-1 visa costs.
	Total Additional Minister Exp	\$ 1,186	\$ 2,500	47%	\$ (1,314)	
<b>Total Minister Position Expense</b>		\$ 140,504	\$ 127,848	110%	\$ 12,656	

As of: July 5, 2022		% Thru Year: 100%			Difference	Activity Notes
Account #	Account Name	FY21-22 Actual	FY21-22 Budget	YTD %ofBgt		
CHILDREN AND YOUTH MINISTRY						-
RE Director Compensation						-
5.100.150	RE Director Salary Exp	17,138.05	29,293.00	<div><div>59%</div></div>	(12,154.95)	Loss of RE Director mid-year.
5.100.155	RE Director Medical Insurance	1,437.30	2,310.00	<div><div>62%</div></div>	(872.70)	
5.100.158	RE Director FICA Exp	1,245.53	2,241.00	<div><div>56%</div></div>	(995.47)	
5.100.160	RE Director Retirement Exp	1,591.76	2,929.00	<div><div>54%</div></div>	(1,337.24)	
5.100.165	RE Director Professional Exp	738.31	2,000.00	<div><div>37%</div></div>	(1,261.69)	
Total RE Director Compensation		\$ 22,151	\$ 38,773	57%	\$ (16,622)	
RE Staff Expense						-
5.100.168	RE Program Assistant Exp	1,539.00	4,680.00	<div><div>33%</div></div>	(3,141.00)	Loss of RE Program Assistant mid-year.
5.100.163	RE Nursery Lead Teacher Exp	120.00	2,200.00	<div><div>5%</div></div>	(2,080.00)	
5.100.164	RE Nursery Assisstant Exp	-	-	<div><div>0%</div></div>	-	
5.100.170	Childcare Exp	96.00	667.00	<div><div>14%</div></div>	(571.00)	
Total RE Staff Exp		\$ 1,755	\$ 7,547	23%	\$ (5,792)	
RE Training Expense						-
5.100.152	RE OWL Leadership Development Exp	-	-	<div><div>0%</div></div>	-	
Total RE Training Expense		\$ -	\$ -	0%	\$ -	
RE Youth Group Expense						-
5.100.132	RE High School Youth Programs Exp	-	833.00	<div><div>0%</div></div>	(833.00)	
Total RE Youth Group Expense		\$ -	\$ 833	0%	\$ (833)	
RE Operations Expense						-
5.100.131	RE OWL Program Exp	190.54	-	<div><div>0%</div></div>	190.54	OWL Reg Fees transferred to OWL FB
5.100.229	RE OWL Fund Transfers OUT	617.76	-	<div><div>0%</div></div>	617.76	
5.100.134	RE Operational Exp	1,861.08	2,000.00	<div><div>93%</div></div>	(138.92)	
Total RE Operations Expense		\$ 2,669	\$ 2,000	133%	\$ 669	
Total Children & Youth Ministry Expense		\$ 26,575	\$ 49,153	54%	\$ (22,578)	

As of: July 5, 2022		% Thru Year: 100%			Difference	Activity Notes
Account #	Account Name	FY21-22 Actual	FY21-22 Budget	YTD %ofBgt		
MUSIC MINISTRY						
Music Director						
5.100.185	Music Dir Salary Exp	16,278.45	13,065.00	125%	3,213.45	2 months salary
5.100.186	Music Dir Medical Insurance	1,155.00	1,155.00	100%	-	
5.100.187	Music Dir Retirement Exp	1,528.98	1,307.00	117%	221.98	
5.100.188	Music Dir FICA Exp	1,245.29	999.00	125%	246.29	
5.100.190	Music Dir Professional Exp	219.40	1,500.00	15%	(1,280.60)	
	Total Music Director Compensation	\$ 20,427	\$ 18,026	113%	\$ 2,401	
Music Staff						
					\$ -	
5.100.193	Music Sunday Service Pianist Exp	3,250.00	3,375.00	96%	(125.00)	
5.100.195	Music Percussionist Exp	2,600.00	2,600.00	100%	-	
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	\$ 5,850	\$ 5,975	98%	\$ (125)	
Other Music Expense						
					-	
5.100.191	Music Purchase Exp	684.78	766.00	89%	(81.22)	
5.100.192	Music Equipment Maint Exp	-	400.00	0%	(400.00)	
5.100.194	Music Programs Exp	460.09	800.00	58%	(339.91)	
5.100.196	Music Council Fundraising Exp	-	75.00	0%	(75.00)	
5.100.201	Music Equipment Purchase Exp	-	-	0%	-	
	Total Other Music Expense	\$ 1,145	\$ 2,041	56%	\$ (896)	
Total Music Ministry Exp		\$ 27,422	\$ 26,042	105%	\$ 1,380	
ADMIN STAFF & SUPPORT						
Congr Administrator & Bookkeeper						
5.100.174	Congr Admin Salary Exp	50,614.70	45,423.00	111%	5,191.70	2 months salary
5.100.175	Congr Admin Medical Insurance	1,200.00	1,200.00	100%	-	
5.100.176	Congr Administrator Retirement Exp	4,628.82	4,542.00	102%	86.82	
5.100.177	Congr Administrator FICA Exp	3,871.96	3,475.00	111%	396.96	
5.100.231	Congr Admin Professional Exp	430.75	500.00	86%	(69.25)	
	Total Congr Administrator & Bookkeeper Compensation	\$ 60,746	\$ 55,140	110%	\$ 5,606	

As of: <b>July 5, 2022</b>		% Thru Year: <b>100%</b>				
Account #	Account Name	FY21-22 Actual	FY21-22 Budget	YTD %ofBgt	Difference	Activity Notes
<b>Additional Employee Benefits</b>						
5.100.178	Labor & Industries Ins Exp	1,493.19	1,875.00	80%	(381.81)	
5.100.181	Family and Medical Leave Ins Exp	542.38	500.00	108%	42.38	
5.100.184	Part time Empl FICA SS Exp	224.12	500.00	45%	(275.88)	
	Total Additional Employee Benefits Expense	\$ 2,260	\$ 2,875	79%	\$ (615)	
<b>Total Admin Staff &amp; Support Expense</b>		\$ 63,006	\$ 58,015	109%	\$ 4,991	
<b>Other OPERATIONAL AND COMMUNITY IMPACT</b>						
<b>Community Impact-Internal Expense</b>						
5.100.320	UUA Dues Exp Bud	11,653.25	11,653.00	100%	0.25	
5.100.801	All Congr Retreats and Trainings	144.00	3,000.00	5%	(2,856.00)	Did not hold a retreat.
5.100.802	GA Delegate Exp	-	2,000.00	0%	(2,000.00)	GA assistance not needed.
5.100.758	Congregational Care Fund Transfer OUT	-	833.00	0%	(833.00)	
5.100.710	Membership Exp Bud	-	500.00	0%	(500.00)	
5.100.759	Board Discretionary Fund	-	500.00	0%	(500.00)	
5.100.800	All Congr Social Events	310.00	300.00	103%	10.00	
5.100.819	Raise the Paddle Purchase Exp -GF	-	15,000.00	0%	(15,000.00)	Raise the paddle went toward the General Fund.
5.100.829	Common Quest Exp	-	50.00	0%	(50.00)	
	Total Community Impact-Internal Expense	\$ 12,107	\$ 33,836	36%	\$ (21,729)	
<b>Community Impact-External Expense</b>						
5.100.757	Sunday Morning Contributions Given to Charity	6,056.64	6,900.00	88%	(843.36)	
5.100.729	Real Rent Duwamish- Sunday Plate	208.00	833.00	25%	(625.00)	2 Sundays in June
5.100.728	Real Rent Duwamish	648.00	648.00	100%	-	
5.100.754	Partner Church Program Exp	562.62	600.00	94%	(37.38)	Transferring plate collections to PCM FB
5.100.300	Partner Church Dues Exp Bud	-	200.00	0%	(200.00)	
	Total Community Impact-External Expense	\$ 7,475	\$ 9,181	81%	\$ (1,706)	
<b>Worship Expense</b>						
5.100.726	AV Tech Expense	5,135.00	5,680.00	90%	(545.00)	
5.100.725	Worship Council Expense Budget	5,320.94	4,650.00	114%	670.94	Additional guest speakers due to loss of minister.
5.100.727	AV Equipment & Maintenance	2,003.48	1,725.00	116%	278.48	
	Total Worship Expense	\$ 12,459	\$ 12,055	103%	\$ 404	
<b>Financial Expense</b>						
5.100.650	Loan Debt Service - UUA	33,088.52	31,509.00	105%	1,579.52	
5.100.655	Loan Debt Service - Cascadia Growth Fund for UU	7,259.56	7,950.00	91%	(690.44)	
5.100.457	Annual City/County/State Fees	3,320.94	3,500.00	95%	(179.06)	
5.100.520	Banking & Credit Card Fees e.g.Vanco	3,364.62	5,000.00	67%	(1,635.38)	
	Total Financial Expense	\$ 47,034	\$ 47,959	98%	\$ (925)	
<b>Facility Expense</b>						
5.100.450	Telephone/Cable/Internet	3,540.60	3,865.00	92%	(324.40)	
5.100.460	Web Hosting Exp	79.50	-	0%	79.50	
5.100.470	Web Maintenance Exp Bud	-	-	0%	-	
5.100.475	Technology Management	2,725.02	3,400.00	80%	(674.98)	
5.100.480	Office Expenses	191.68	750.00	26%	(558.32)	
5.100.481	Postage Exp Bud	222.97	600.00	37%	(377.03)	

As of: <b>July 5, 2022</b>		% Thru Year: <b>100%</b>			Difference	Activity Notes
Account #	Account Name	FY21-22 Actual	FY21-22 Budget	YTD %ofBgt		
5.100.482	Printing / Copying	3,406.77	5,500.00	62%	(2,093.23)	
5.100.483	Constant Contact Email Service	-	425.00	0%	(425.00)	
5.100.550	Liability Insurance Exp Bud	7,982.00	7,450.00	107%	532.00	
5.100.452	Security Alarm System	445.69	500.00	89%	(54.31)	
5.100.453	Electricity - SCL	15,273.89	10,700.00	143%	4,573.89	
5.100.454	Water/Sewer - SPU	1,358.50	1,667.00	81%	(308.50)	
5.100.455	Waste/Recycling/Green	1,613.48	3,300.00	49%	(1,686.52)	
5.100.456	Gas - PSE	5,764.76	4,500.00	128%	1,264.76	
5.100.451	Janitorial Supplies	393.25	1,250.00	31%	(856.75)	
5.100.458	Landscaping Exp	151.60	500.00	30%	(348.40)	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	2,393.61	2,800.00	85%	(406.39)	
5.100.462	Lift Phone Monitoring	486.92	360.00	135%	126.92	
5.100.222	Coffee and Other Kitchen Exp	-	916.00	0%	(916.00)	
5.100.471	Janitorial Service	5,782.50	8,170.00	71%	(2,387.50)	
	Total Facility Expense	\$ 51,813	\$ 56,653	91%	\$ (4,840)	
<b>Fundraising &amp; Rentals Expense</b>						
5.100.305	Facilities Rental Exp - single events	-	417.00	0%	(417.00)	
5.100.820	Auction Expense	420.00	12,000.00	4%	(11,580.00)	Low -expense Auction.
5.100.822	Canvass Expense	150.00	250.00	60%	(100.00)	
	Total Fundraising & Rentals Expense	\$ 570	\$ 12,667	4%	\$ (12,097)	
<b>Reserves Expense</b>						
5.100.461	Building Capital Reserve Exp-GF	30,425.00	30,425.00	100%	-	
5.100.760	Undesignated Donation FB Exp	42,652.47	8,738.00	488%	33,914.47	Additional surplus went toward Reserves.
	Total Reserves	\$ 73,077	\$ 39,163	187%	\$ 33,914	
<b>Total Other Operational &amp; Community Impact Expense</b>		\$ 204,536	\$ 211,514	97%	\$ (6,978)	
<b>TOTAL GENERAL FUND EXPENSE</b>						
		\$ 462,043	\$ 472,572	98%	\$ (10,529)	
<b>Income less Expense</b>		\$ 20,906	-			

As of: <a href="#">#REF!</a>					
Fund Acct	Fund Balances	Curr Balance	Ann. Change	Notes/Explanation	Prior Year Balance
3.200.100	Building Fund FB	89,159.81	19,584.10	Contribution (\$30k) minus furnace repair and tree removals.	69,575.71
3.201.100	Accessibility FB	22,461.68	(1,857.57)	Materials for choir risers.	24,319.25
3.202.100	Building Maintenance/Janitorial Fund Balanc	329.42	-		329.42
3.302.100	Minister's Discretion FB	-	(2,876.73)		2,876.73
3.303.100	Minister Search Fund Balance	142.88	-		142.88
3.304.100	Gifts to be Designated by Board FB	190.00	-		190.00
3.305.100	Undesignated Donations FB	98,910.04	42,652.47	Contribution from surplus from prior year.	56,257.57
3.307.100	PPP Loan/Grant FB Balance	-	-		-
3.310.100	Conference Scholarship FB	171.21	-		171.21
3.321.100	Miscellaneous Grants	-	(160.33)	AV Grant	160.33
3.345.100	Hymnals FB	98.71	-		98.71
3.350.100	Music FB	290.53	-		290.53
3.355.100	WSUU Sponsored Events Balance	1,705.37	191.90		1,513.47
3.360.100	Youth Group FB	6,537.01	288.00		6,249.01
3.370.100	OWL Fund Balance	4,826.04	617.76	Transferred from General Fund.	4,208.28
3.380.100	Religious Ed Misc FB	2,041.84	-		2,041.84
3.385.100	Raise the Paddle FB	-	-		-
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-		2,929.50
3.391.100	Social Justice FB Balance	775.54	-		775.54
3.400.100	Endowment FB	55.00	-		55.00
3.405.100	Little Free Library Balance	40.00	-		40.00
3.815.100	Partner Church FB	1,797.77	524.72	Transferred in plate collection for 5th Sundays	1,273.05
3.835.100	Community Meal Trust Fund Balance	369.87	-		369.87
<b>Total Dedicated Funds</b>		<b>\$ 232,832.22</b>	<b>\$ 58,964.32</b>		<b>\$ 173,867.90</b>

**Fund Balance Steward**

Finance Committee  
 Board of Trustees + Building Planning Committee  
 Congregational Administrator  
 Minister  
 Board of Trustees  
 Board of Trustees  
 Finance Committee

Board of Trustees  
 Social Justice Chair  
 Congregational Administrator  
 Music Director  
 Members Connect Co-chairs  
 DRE  
 DRE  
 DRE  
 Board of Trustees  
 Ginger Brewer  
 Social Justice Chair  
 Endowment Fund Chair  
 LFL Coordinator  
 Partner Church Chair  
 Social Justice Chair

**FY21-22**

Shelley Webb  
 Kristina Darnell (President)  
 Shannon Day  
 Rev Christopher Wulff  
 Kristina Darnell (President)  
 Kristina Darnell (President)  
 Shelley Webb

Kristina Darnell (President)  
 Tracy Burrows  
 Shannon Day  
 Scott Farrell  
 Viv Monahan & Alice Britt  
 Board of Trustees  
 Board of Trustees  
 Board of Trustees  
 Kristina Darnell (President)  
 Ginger Brewer  
 Tracy Burrows  
 Marion Kee  
 Ursula Ham  
 Jennifer Slatkin  
 Tracy Burrows



**WSUU Finance Committee Report  
August 2022**

**Action Items for the Board:** If you (or a subset of you) are interested in a Budget Boot Camp (for the first time or as a refresher!), let us know!

**Financial Highlights for August 2022 (16% of the year):**

Highlights	Actuals	Actuals – YTD	YTD % of Budget	Budget
<b>Total Income</b>	<b>\$ 19,106</b>	<b>\$ 62,329</b>	<b>17%</b>	<b>\$ 351,843</b>
Pledges	\$ 12,784	\$ 50,769	22%	\$ 233,000
<b>Total Expenses</b>	<b>\$ 14,360</b>	<b>\$ 32,420</b>	<b>9%</b>	<b>\$ 351,843</b>
<b>Net Income/Expenses</b>	<b>+ \$ 4,746</b>	<b>+ \$ 29,909</b>		

**Financial Status:**

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

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

- Non-pledge income via CFD (state employee giving program) - \$588

**Additional Notes:**

- The Finance Committee made changes to the General Fund accounting based on consulting from Church Windows. The value of the land & building minus our loans used to be part of the General Fund balance – those have now been moved into a “Fixed Asset” fund, and the General Fund is now simply our Bank Accounts minus other current liabilities (such as the pre-school deposit). Overall balance in the General Fund is \$85,116. This would include the \$29,909 YTD positive cash flow (in the table above) in addition to the surplus we experienced last year (~\$21k) plus additional money. No recommendations on allocating the surplus from last year into a specific fund, but we plan to discuss it at future meetings.
- FC completed the final Treasurer report for FY 2021-2022.
- FC discussed the Cell Tower rental (renews September 2023) and the offer received from Unison. FC members are going to do some more research before the next FC meeting. Main idea is that we are trying to figure out a fair price for the rental, and enough information to have an intelligent conversation with someone about the pros/cons of selling the lease.
- FC reviewed the Finance calendar, and can offer a Budget Boot Camp to new (and/or existing) board members.

Submitted by Shelley Webb      9/6/2022

## **MUSIC DIRECTOR MONTHLY REPORT**

### **September 2022**

It's been a time of reinvigorating the Westside Chorale, and engaging with others within our congregation to share talents

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

1. Services: Things are always evolving as changes occur. The Chorale (15 strong!) will be singing for Ingathering (more below), Chris McEwen, Liz and Gracie Bucklew will be performing Rising Green as the anthem for Sept 25. My good friend, and local musical treasure, Gina Salá will be providing both music and message for our service on Oct 9<sup>th</sup>. Rainier Reunion will be providing music when Rev Deanna joins us on Oct 23, and the Chorale is scheduled again for Nov. 6 and our Christmas Eve service.
2. The Westside Chorale: Chorale rehearsals have been going well, and our final rehearsal for Ingathering was splendid! Three of my private voice students are filling in spaces that will hopefully be filled by congregants in the near future. I've been in contact with a couple of new people who said they were interested in joining in the fall. I'm looking at reviving a couple of favorites pieces, as well as purchasing some new music I've been researching. I also am planning on having the Chalice Singers sing at an early December service.
3. The Westside Strummers: The strummers provided excellent music for our August 28<sup>th</sup> service when Rev. Crystal Zerfoss was our guest speaker. Lisa Maynard is doing a wonderful job of leading this group, and I am so impressed by their joy and dedication.
4. Platform for percussion: I had a discussion with Jim Schlough about our next step in creating a platform for Larry to not be lost in the corner. Hopefully we'll get going on that fairly soon. Jim has already devoted so much time and energy to the chancel.
5. Music Ministry Team: Looking to check in before mid-September with John Britt and Lisa Maynard to get things up to date.
6. Website: John Monihan has agreed to come and take some new photos at Ingathering of the expanded Chorale on our new risers. I've talked with Shannon, and I'm planning on updating the information in the music page of the website so that people seeking out involvement with music here at Westside will get a better idea of how to join us!

I'm happy with the current schedule and look forward to further expansion after the first of the year. I'm hoping to find more and more ways for folx to engage in music here at Westside as fall begins and we get into the holiday season.

In Harmony,

Scott Farrell

# Administrator Report to Board September 2022

Date	Speaker/Special Circumstances	Attendance
		In-person/Views while streaming/ views since published/total views
8/14/22	Jill Fleming	53/20/24/95
8/28/22	Rev. Crystal Zerfoss	55/22/24/101

**Offering Collection for August:** I'm going to change my offering reporting to reflect a calendar month of giving instead of Sundays between board meetings and give a month summary instead of weekly. For the month of August our shared offering recipient was White Center Food Bank. We will be mailing a check for \$480.67. WSUU portion of the offering for August was \$918. Total offering received \$1398.96.

**Membership:** Current membership 160. John Hornby joined this month.

## **Facilities Issues and Updates:**

**AV Booth Clean Out:** Nate and I spent some time on an off Sunday removing equipment that is not needed now that we have a digital sound board. Jim Schlough and I are working on valuing the equipment and figuring out the best way to try to sell as much as we can. The booth is looking so tidy!

**Tree removal:** We received a very competitive bid of about \$1000 to remove the aspen tree that was in the south garden. Thank you to Rose Sheppard for doing the leg work. The tree was removed this week and we hope to have to stump ground out in the next couple of weeks.

**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. There is an option for 11K that we could install ourselves. We may need a bit of additional electrical work for it but not certain. We are still just gathering information knowing that something like this would need good process.

**Facilities Team:** Paula vanHaagen has expressed interest in leading the facilities team and Rose Sheppard is also willing to join the group. I'm looking forward to getting this group together to set some priorities.

**Unscented Soap:** I have received a request that we supply unscented soap in our bathrooms and kitchen for those who are chemically sensitive. Unfortunately, I was not able to find a product that was compatible with our existing wall dispensers. As a temporary solution I have purchased foaming soap dispensers for the counter tops and filled them with a dilute solution of Castile soap that is unscented.

**Items taking extra time in August:** AV room clean out, research on various facility issues and audio components for sale, bookkeeping changes, ingathering preparations, archiving 2021-22

records, website updates, and calendar updates.

**Time away this fall:** My travel plans have changed. I won't be taking any time off in September but will be away

In loving community,  
Shannon