



Westside  
Unitarian Universalist  
Congregation

# WSUU

## SEPTEMBER BOARD AGENDA — 2023

Wednesday, September 20, 2023 6:30-8:30 PM Zoom

### ZOOM Board Meeting Link

<https://zoom.us/j/94941751351?pwd=dVJzVmVUTiNwNU9wWmc1dnZzT3JNUT09>

### September Board Shared Folder

<https://drive.google.com/drive/folders/11EQuJJOMjV3OUVgw2ofrlzZG367WHEoj>

### Board Calendar Link:

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

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

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

6:30pm	<b>Welcome</b> <i>Tracy</i>  <b>Chalice Lighting, Land Acknowledgement &amp; Check In</b> <i>Lisa</i>	<ul style="list-style-type: none"><li>o Welcome</li><li>o Chalice Lighting</li><li>o Land Acknowledgement &amp; Covenant</li><li>o Check in/Access Needs</li></ul>
6:40pm	<b>Minutes</b>	<ul style="list-style-type: none"><li>o Approve last month's Board Minutes</li><li>o Link: <a href="https://docs.google.com/file/d/1lpvfD3Xg3f3dGy_LC3iyElquXi-JxsGe/edit?usp=docslist_api&amp;filetype=msword">https://docs.google.com/file/d/1lpvfD3Xg3f3dGy_LC3iyElquXi-JxsGe/edit?usp=docslist_api&amp;filetype=msword</a></li><li>o</li></ul>
6:45pm	<b>Monthly Staff &amp; Committee Reports</b> <i>please review related reports in shared folder prior to our meeting &amp; focus on action items as needed</i>	<ul style="list-style-type: none"><li>o Minister (Rev. Carter)</li><li>o Administrator (Shannon)</li><li>o Music (Scott)</li><li>o RE (Jade) (Board Liaison: Laura Strand)</li><li>o Finance/Treasurer/Operations (Shelley, Jim)</li><li>o RJCT (Tracy)</li><li>o Other</li></ul>
7:00pm	<b>No Guests</b>	



7:00pm	<b>Priority Business</b> (time dependent, crisis prevention, important planning, see <i>Calendar</i> )	<ul style="list-style-type: none"><li>o Board Vision Plan from August Retreat: <a href="https://docs.google.com/document/d/1EyOqijXoSsQHsJqVQ1A_7QsVwJEmyglZBNQAmI22lwl/editRole">https://docs.google.com/document/d/1EyOqijXoSsQHsJqVQ1A_7QsVwJEmyglZBNQAmI22lwl/editRole</a></li><li>o Recruitment Updates<ul style="list-style-type: none"><li>▪ Stewardship</li><li>▪ Nominating Committee</li><li>▪ Auction</li></ul></li><li>o Staff Job Description Revisions<ul style="list-style-type: none"><li>▪ Has a task force been formed? What are the next steps?</li></ul></li><li>o Supporting Right Relations Community Connections Retreat, Sept 30 &amp; Oct 1st<ul style="list-style-type: none"><li>▪ Strong board presence, personal invitations</li></ul></li></ul>
8:05pm	<b>Other Business</b> (important planning, action items, see <i>Calendar</i> )	<ul style="list-style-type: none"><li>o Camp Second Chance: Meaningful Movie screening at Westside</li><li>o Growth:<ul style="list-style-type: none"><li>▪ 3rd Sundays: How did September go? Future planning</li><li>▪ Thinking strategically about small groups: What do we have? How can we organize?</li></ul></li></ul>
8:10pm	<b>Monthly Board Communication</b>	<ul style="list-style-type: none"><li>o Board Westside Week Topic &amp; Who Writes<ul style="list-style-type: none"><li>o</li></ul></li></ul>
8:15pm	<b>Upcoming Meetings Dates/Times</b> <b>Board Member Schedules next month</b>	<ul style="list-style-type: none"><li>o Community Connections Weekend, Sept 30 &amp; Oct 1st 9am-3pm</li><li>o Next Monthly Board Meeting: <b>Wednesday</b>, Oct, 18th 6:30-8:30pm Zoom<ul style="list-style-type: none"><li>▪ Opening/Closing Words: Jim</li><li>▪ John: Texas &amp; Japan, Oct 2 weeks</li></ul></li></ul>
8:25pm	<b>Close of the Meeting</b> <i>Lisa</i>	<ul style="list-style-type: none"><li>o Closing Words &amp; Extinguishing the Chalice</li></ul>
<b>Post Meeting</b>	<b>No post meeting planned at this time</b>	
	<b>2023-24 Board Covenant</b>  This covenant expresses how the Board intends to work with one another and with the congregational community. This covenant is a dynamic and living document that is updated as we find that changes are needed to continue to support	<b>Our Work Together as a Board</b> <ul style="list-style-type: none"><li>• Carry out our work with a spirit of joy.</li><li>• Treat one another with kindness and compassion</li><li>• Conduct our work with openness and trust.</li><li>• Honor confidentiality</li><li>• Share workload, responsibilities, joys, and sorrows.</li><li>• Focus our energy on established priorities. Maintain healthy boundaries.</li></ul>



	<p>healthy working relationships and work loads.</p>	<ul style="list-style-type: none"><li>● Practice active listening and encourage the expression of divergent viewpoints.</li><li>● Use the equity decision-making tool.</li><li>● Take time to consider everyone's perspectives. Explore options and work toward decisions that address concerns.</li><li>● Speak with a unified voice once a collective decision has been made.</li><li>● Work to resolve conflicts and stay in right relationship with each other.</li></ul> <p><b>Our Work with the WSUU Community</b></p> <ul style="list-style-type: none"><li>● Share what we are doing. Be intentional in providing honest, timely communication.</li><li>● Seek additional perspectives, particularly those most impacted by decisions.</li><li>● Listen to minority and marginalized voices.</li><li>● In general, congregational concerns should be resolved by those who are closest to the issue.</li><li>● Encourage the congregation to resolve conflicts through direct communication with affected parties.</li><li>● Clearly communicate the board's role, including that healthy boundaries are necessary for the board to function effectively.</li></ul>
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**Approved MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE  
UNITARIAN UNIVERSALIST CONGREGATION  
Sept 20, 2023**

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

**STAFF:** Shannon Day, administrator.

**GUESTS:** none

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

Lisa Maynard began our meeting with land acknowledgement and chalice lighting words.

**MINUTES:** *Jim Schlough moved to approve the August 2023 meeting minutes as written, Laura White seconded, and the minutes were approved.*

**MONTHLY STAFF AND COMMITTEE REPORTS:** Reports from administrator, DRE, music director, treasurer, and finance committee are in the 9.20.23 Board folder on the Google drive.

**Minister:** Rev. Carter reported that worship, staff/governance, and right relations work are going well. Areas needing attention from her are getting to know people, care infrastructure, and rebuilding the RE program. She'll be in residence Sept 20–24 (preaching), Sept 30–Oct 4 (supporting community connections retreat), and Oct 18–22 (preaching). The wellbeing team needs some clarifications about the right relations covenant.

**Administrator:** Shannon's report covered attendance, offering, membership numbers, continuing banking transition, finalization of lease agreement with our tenant, successful sanctuary rental on Aug 20, and painting trim and restriping parking lot. She reported that ingathering Sunday (Sept 10) attendance in person was 105 (compared to 83 last year). Shannon is asking for photos of ingathering if anyone has some.

**Religious Exploration:** Jade reported high commitment by core RE volunteers and families. Learnings and themes include: move deliberately in rebuilding, co-create, offer something every Sunday (except 5<sup>th</sup>), focus on fun and joy, explore project-based and hands-on activities, combine age levels, focus on building relationships and trust, and seek opportunities for children, youth, and adults to interact. A team of youth advisors is forming with three young adults so far. She is considering integrating the youth group and the coming of age program and seeking meaningful ways to engage youth in other aspects of congregational life. She's setting up online RE registration and updating the safety plan for children and youth.

**Music:** Scott is appreciative of having a paid rehearsal accompanist (Mark Anders) as it allows him to focus on the singers and sound. He recruited a volunteer music librarian (Patty

Campbell). In line with his goal to bring in youth musicians, the Darnell girls are singing in Sept. It is working well to have the chorale rehearse three times a month. He will collaborate with Rev. Carter to choose special music for Christmas Eve.

**Finance Committee/Treasurer:** There was a lot of work by Jim and Shannon to move our accounts to HomeStreet, and payroll now comes from that bank. Finance Comm thinks they may have found someone to lead this year's Stewardship campaign (with some clarification from board about expectations). FC reviewed the Congregational Care Fund policy. Low Sunday plate due to summer attendance.

**Racial Justice Change Team:** Tracy reported that turnout was good for the year's kickoff event on Sun, Sept 17.

## **PRIORITY BUSINESS**

**NOTE: We discussed realigning the Board agenda to reflect the priorities from the retreat.**

**Board vision plan from August retreat:** Kudos to Laura White for a thorough and clear summary (short and long forms) and beautiful graphic (with help on that from Laura Strand).

### **Recruitment updates:**

- **Stewardship**—Finance Committee has talked to one person who is considering leading the campaign but needs some clarification from the Board about the scope. This person would want FC and Board to recruit at least three other members. FC is thinking it would be a good year for cottage meetings (to build community), maybe with a focus on long-term financial planning (5-year range). Jennifer Disotell said she could host a family game night for families as part of the pledge drive/cottage meetings. Planning for the stewardship campaign would start in Nov with the drive in March 2024. Board discussion that the focus should be on increasing membership rather than squeezing current members for higher pledges, and general agreement with the idea to build fellowship and community (following on efforts of Westside Connects).
- **Nominating Committee**—NC is recruiting a third member. Rev. Carter will continue to check in with NC progress.
- **Auction**—The board agreed to try to brainstorm ideas for auction leaders by a group email.

**Staff job description revisions:** Lisa Maynard met with Shelley Webb (FC chair) to discuss the work. Shelley will help with the project to align job descriptions with new UUA levels. Lisa is reaching out to people suggested by the Board to join this effort.

**Supporting Right Relations Community Connections Retreat (Sept 30–Oct 1):** We are still encouraging people to sign up to attend. Great video made by Tracy! We'll show the video at the next Sunday service and promote it at the Board table at coffee hour.

## **OTHER BUSINESS**

**Meaningful Movie screening:** John Fawcett-Long had sent a request for WSUU to host Camp Second Chance screening (email with lots of details about it). Board says yes, and Tracy will talk with John.

**Monthly Board communication:** We want to have a Board table at every coffee hour. Suggestion to call it 'WHAT'S GOING ON' and encourage people to bring flyers and info to share [Note: Laura has already implemented with great graphics!]. Board members need to staff the table. Rev. Carter recommends to run the Board Vision article in the e-news a couple more times.

**How can Board foster membership growth:** Ideas include greeting people at the 'WHAT'S GOING ON' table, Board column that encourages people to invite someone they don't know well out for coffee or a visit, 'speed dating' event for getting to know people (*Lisa and Tracy are interested in working on this; Laura S says RE did this as an auction item and Amy H-B has details*), encouraging everyone to be an ambassador for WSUU; asking people for photos of WSUU activities that can be posted on a board Laura W is putting together. Rev. Carter has been sending hand-written cards to visitors!

**Third Sundays:** These are a great opportunity for community-building activities. Jade is putting together a parent group for third Sundays. Other ideas: PJ church session where we provide a pancake breakfast beforehand.

**Wellbeing team and right relations:** Pam Orbach will help the wellbeing team build skills this year (mediation, conflict resolution, restorative circles). Through deep connections and building trust, the idea is that sometime in spring we'll have a new covenant and process for right relations. The wellbeing team and the core team will merge eventually. Starting in Nov, every first Sunday will be a community circle, with the Nov topic being "what does it mean to be an ally to marginalized people" and the Dec topic on "developing a covenant of right relations." Rev. Carter is working to understand how congregations develop things like covenants (what are the structures they use to do it?).

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

Oct 18 (WED!): Jim

Nov 16 (Thurs): John

Dec 21 (Thurs): Tracy

Jan 18, 2024 (Thurs): Laura W

### **Board Westside Week Topic and Writer**

In Sept we will report on the Board retreat.

**Next Board Meeting:** Wed, Oct 18, 6:30 to 8:30 pm on zoom

**Vacation/travel/away**

John away (Japan) first two weeks of Oct

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

Pam Orbach is away from late Nov to March 2024.

Respectfully submitted,

Lisa Maynard,

Board Secretary

As of: **Wednesday, September 13, 2023****BUDGET SUMMARY**% thru Year: **17%**

	Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
<b>Total Income Sources</b>					
Pledges	\$ 15,833	\$ 38,988	18%	\$ 221,300	\$ 182,312
Sunday Plate	1,368	2,662	13%	21,000	18,338
Other Donations	681	981	0%	-	(981)
Fund Raising	-	1,095	3%	37,000	35,905
Affinity Programs	-	302	50%	600	298
RE Ministry	11	21	2%	1,250	1,229
Youth Group Ministry	-	-	0%	-	-
Music Ministry	-	-	0%	1,000	1,000
Program and Misc	-	173	2%	7,240	7,067
Rentals	5,181	9,024	15%	60,176	51,152
<b>Total Income</b>	<b>\$ 23,073</b>	<b>\$ 53,247</b>	<b>15%</b>	<b>\$ 349,566</b>	<b>\$ 296,319</b>
<b>Expenses</b>					
Minister Compensation	\$ 7,129	\$ 11,879	18%	\$ 67,591	\$ 55,712
Additional Minister	-	-	0%	5,000	5,000
RE Director Compensation	2,448	4,531	15%	30,561	26,030
RE Staff	-	-	0%	2,098	2,098
RE Training	-	-	0%	1,200	1,200
RE Youth Group	-	-	0%	5,582	5,582
RE Operations	-	-	0%	1,600	1,600
Music Director Compensation	2,331	5,276	18%	29,523	24,247
Music Staff	483	965	12%	7,881	6,916
Other Music	365	365	15%	2,460	2,095
Administrator Compensation	4,925	9,078	13%	72,311	63,233
Technology Support Compensation	-	-	0%	-	-
Additional Employee Benefits	379	1,396	17%	8,090	6,694
Community Impact-Internal	1,325	1,325	5%	25,833	24,508
Community Impact-External	546	646	10%	6,684	6,038
Worship	113	493	22%	2,220	1,727
Loans, Taxes, Fees	3,101	6,468	14%	45,182	38,714
Facility	5,006	8,165	14%	57,755	49,590
Fundraising & Rentals	-	-	0%	1,000	1,000
Reserves	-	-	0%	-	-
<b>Total Expenses</b>	<b>\$ 28,152</b>	<b>\$ 50,588</b>	<b>14%</b>	<b>\$ 372,571</b>	<b>\$ 321,983</b>
<b>Income less Expenses</b>	<b>\$ (5,079)</b>	<b>\$ 2,659</b>		<b>\$ (23,005)</b>	
RE Youth Group Fund Transfers IN		5,000		5,000	
OWL Fund Transfers IN		550		550	
Social Justice Transfer IN		776		775	
Board Designated Fund Transfers to GF		16,680		16,680	
<b>Total Fund Transfers</b>		<b>23,006</b>		<b>\$ 23,005</b>	
<b>Difference Net Fund Transfers</b>		<b>\$ 25,665</b>		<b>\$ -</b>	

	YTD Balance	Start of FY	YTD Change
<b>BANK ACCOUNT BALANCES</b>			
Umpqua Checking #7545	\$ 53,840	118,435	\$ (64,595)
HomeStreet Checking	58,809	-	58,809
HomeStreet 7 mo CD May 2023 #6593	100,000	100,000	-
Homestreet 7 mo CD Aug 2023 #0757	100,000	-	100,000
Sound Credit Union Money Market #6299	-	102,103	(102,103)
Sound Credit Union Business Savings #6290	-	25	(25)
Petty Cash	200	200	-
<b>Total Account Balances</b>	<b>\$ 312,849</b>	<b>\$ 320,763</b>	<b>\$ (7,913)</b>
<b>ASSETS</b>			
Church Bldg & Land (book value)	\$ 3,213,100	\$ 3,109,500	\$ 103,600
Cash - Operations	85,753	86,056	(303)
Payroll	-	-	-
Building Fund	\$ 87,703	88,497	(794)
Accessibility Fund	22,462	22,462	-
Other Dedicated Fund Balances	18,180	24,505	(6,326)
<u>Operational Reserves</u>	<u>98,752</u>	<u>99,243</u>	<u>(491)</u>
<i>Total Fund Balances</i>	<i>\$ 227,097</i>	<i>234,707</i>	<i>(7,610)</i>
<b>Total Assets</b>	<b>\$ 3,525,950</b>	<b>\$ 3,430,263</b>	<b>\$ 95,687</b>
<b>LIABILITIES</b>			
Loan fm UUA	\$ 399,759	\$ 419,602	\$ (19,842)
Loan fm Cascadia Growth Fund	51,532	58,825	(7,293)
Other Current Liabilities	3,655	13,464	(9,809)
<b>Total Liabilities</b>	<b>\$ 454,947</b>	<b>\$ 491,891</b>	<b>\$ (36,943)</b>
<b>GF Balance (Cash-Operations less Other Current Liabilities)</b>	<b>82,097</b>	<b>\$ 72,592</b>	<b>\$ 9,506</b>
<b>CONGREGATIONAL EQUITY</b>			
	\$ 3,071,003	\$ 2,938,373	\$ 132,630



As of: <b>Wednesday, September 13, 2023</b>				% Thru Year: <b>17%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes
<b>GENERAL FUND INCOME</b>							
<b><u>Pledges</u></b>							
4.100.100	Pledges - Current Year Income	15,833.18	38,514.09	219,300.00	<div><div>18%</div></div>	-	
4.100.110	Pledges - Prior Year Income	-	474.36	2,000.00	<div><div>24%</div></div>	-	
	Total Pledges	\$ 15,833	\$ 38,988	\$ 221,300	18%	\$ -	
<b><u>Sunday Plate</u></b>							
4.100.140	Contributions - Sunday WSUU	911.87	1,768.30	14,000.00	<div><div>13%</div></div>	-	Summer
4.100.141	Contributions - Sunday WSUU Congr Care Fund	-	-	582.00	0%	-	
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	582.00	0%	-	
4.100.144	Contributions - Sunday WSUU Real Rent Duwamish	-	-	582.00	0%	-	
4.100.145	Contributions - Sunday WSUU Partner Church	-	-	582.00	0%	-	
4.100.150	Contributions Sunday Charities	455.73	893.91	4,672.00	<div><div>19%</div></div>	-	
	Total Sunday Plate Income	\$ 1,368	\$ 2,662	\$ 21,000	13%	\$ -	
<b><u>Other Donations</u></b>							
4.100.160	Special Gifts & Campaigns	680.86	980.86	-	0%	980.86	gift via CFD & patronage gift
	Total Other Donations	\$ 681	\$ 981	\$ -	0%	\$ 981	
<b><u>Fund Raising</u></b>							
4.100.245	Auction Income	-	1,095.41	20,000.00	<div><div>5%</div></div>	-	
4.100.247	Raise the Paddle Income	-	-	17,000.00	0%	-	
	Total Fund Raising Income	\$ -	\$ 1,095	\$ 37,000	3%	\$ -	
<b><u>Affinity Program Income</u></b>							
4.100.211	Amazon Rebate Income	-	-	-	0%	-	
4.100.212	Thriftway Rebate Program	-	302.01	600.00	<div><div>50%</div></div>	-	
	Total Affinity Program Income	\$ -	\$ 302	\$ 600	50%	\$ -	
<b><u>RE Ministry Income</u></b>							
4.100.259	RE Fundraising & Donations	-	-	-	0%	-	
4.100.260	OWL Registration Fees	10.61	21.22	1,250.00	<div><div>2%</div></div>	-	
	Total RE Ministry Income	\$ 11	\$ 21	\$ 1,250	2%	\$ -	
<b><u>Youth Group Ministry Income</u></b>							
4.100.262	RE Youth Group Fundraising & Gifts	-	-	-	0%	-	
	Total Youth Group Ministry Income	\$ -	\$ -	\$ -	0%	\$ -	

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Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes
<b><u>Music Ministry Income</u></b>							
4.100.222	Music Fundraising and Donations	-	-	1,000.00	0%	-	
	Total Music Ministry Income	\$ -	\$ -	\$ 1,000	0%	\$ -	
<b><u>Program and Misc Income</u></b>							
4.100.220	Coffee Income	-	-	240.00	0%	-	
4.100.225	Membership Fundraising and Donations	-	-	500.00	0%	-	
4.100.240	Interest Income	-	173.44	6,500.00	3%	-	
4.100.255	Common Quest Income	-	-	-	0%	-	
	Total Program and Misc Income	\$ -	\$ 173	\$ 7,240	2%	\$ -	
<b><u>Rentals</u></b>							
4.100.300	Cell Tower Rental	976.55	976.55	11,724.00	8%	-	
4.100.302	Electricity Reimbursement- Cell Tower	622.33	1,243.13	8,280.00	15%	-	
4.100.305	Rental Income - Single Events	360.00	360.00	1,000.00	36%	-	
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	3,152.00	6,304.00	38,452.00	16%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	70.00	140.00	720.00	19%	-	
	Total Rental Income	\$ 5,181	\$ 9,024	\$ 60,176	15%	\$ -	
<b>TOTAL GENERAL FUND INCOME</b>		<b>\$ 23,073</b>	<b>\$ 53,247</b>	<b>\$ 349,566</b>	<b>15%</b>	<b>\$ -</b>	

Music NW Concert

As of: <b>Wednesday, September 13, 2023</b>				% Thru Year: <b>17%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes
<b>GENERAL FUND EXPENSE</b>							
<b>MINISTER POSITION</b>							
<b>Minister Compensation</b>							
5.100.100	Minister Housing Allow Exp	1,900.00	3,800.00	22,800.00	17%	-	
5.100.101	Minister Salary Exp	2,226.65	4,453.30	26,400.00	17%	-	
5.100.105	Minister Medical Ins Exp	308.91	617.82	3,892.00	16%	-	
5.100.106	Minister Group Term Life Ins Exp	-	-	207.00	0%	-	no bill for August
5.100.107	Minister Long Term Disability Ins Exp	-	-	320.00	0%	-	no bill for August
5.100.108	Minister Dental Insurance	-	-	288.00	0%	-	no bill for August
5.100.110	Minister Retirement Exp	820.00	820.00	4,920.00	17%	-	July & Aug
5.100.115	Minister-In Lieu of FICA Exp	313.65	627.30	3,764.00	17%	-	
5.100.125	Minister's Professional Exp	1,560.26	1,560.26	5,000.00	31%	-	
Total Minister Compensation		\$ 7,129	\$ 11,879	\$ 67,591	18%	\$ -	
<b>Additional Minister Exp</b>							
5.100.129	Ministerial Services	-	-	-	0%	-	
5.100.102	Minister Moving Exp	-	-	5,000.00	0%	-	
Total Additional Minister Exp		\$ -	\$ -	\$ 5,000	0%	\$ -	
<b>Total Minister Position Expense</b>		\$ 7,129	\$ 11,879	\$ 72,591	16%	\$ -	

As of: <b>Wednesday, September 13, 2023</b>				% Thru Year: <b>17%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes
<b>CHILDREN AND YOUTH MINISTRY</b>							-
<b>RE Director Compensation</b>							-
5.100.150	RE Director Salary Exp	1,919.31	3,854.14	22,920.00	17%	-	
5.100.155	RE Director Medical Insurance	-	-	1,925.00	0%	-	
5.100.158	RE Director FICA Exp	146.83	294.85	1,753.00	17%	-	
5.100.160	RE Director Retirement Exp	382.00	382.00	2,292.00	17%	-	
5.100.153	RE Director Group Term Life Ins Exp	-	-	67.00	0%	-	July & Aug no bill for August
5.100.154	RE Director Long Term Disability Ins Exp	-	-	104.00	0%	-	no bill for August
5.100.165	RE Director Professional Exp	-	-	1,500.00	0%	-	
	Total RE Director Compensation	\$ 2,448	\$ 4,531	\$ 30,561	15%	\$ -	
<b>RE Staff Expense</b>							-
5.100.163	RE Nursery Lead Teacher Exp	-	-	1,300.00	0%	-	
5.100.164	RE Nursery Assistant Exp	-	-	-	0%	-	
5.100.170	Childcare Exp	-	-	798.00	0%	-	
	Total RE Staff Exp	\$ -	\$ -	\$ 2,098	0%	\$ -	
<b>RE Training Expense</b>							-
5.100.152	RE OWL Leadership Development Exp	-	-	1,200.00	0%	-	
	Total RE Training Expense	\$ -	\$ -	\$ 1,200	0%	\$ -	
<b>RE Youth Group Expense</b>							-
5.100.132	RE High School Youth Programs Exp	-	-	582.00	0%	-	
5.100.161	RE Lead Youth Advisor Exp	-	-	5,000.00	0%	-	
	Total RE Youth Group Expense	\$ -	\$ -	\$ 5,582	0%	\$ -	
<b>RE Operations Expense</b>							-
5.100.171	RE Services	-	-	-	0%	-	
5.100.131	RE OWL Program Exp	-	-	600.00	0%	-	
5.100.229	RE OWL Fund Transfers OUT	-	-	-	0%	-	
5.100.134	RE Operational Exp	-	-	1,000.00	0%	-	
	Total RE Operations Expense	\$ -	\$ -	\$ 1,600	0%	\$ -	
<b>Total Children &amp; Youth Ministry Expense</b>							-
		\$ 2,448	\$ 4,531	\$ 41,041	11%	\$ -	

As of: <b>Wednesday, September 13, 2023</b>				% Thru Year: <b>17%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes
<b>MUSIC MINISTRY</b>							
<b>Music Director</b>							
5.100.185	Music Dir Salary Exp	1,826.28	3,652.56	21,915.00	17%	-	July & Aug
5.100.186	Music Dir Medical Insurance	-	-	2,063.00	0%	-	
5.100.187	Music Dir Retirement Exp	365.26	365.26	2,192.00	17%	-	
5.100.188	Music Dir FICA Exp	139.71	279.42	1,677.00	17%	-	
5.100.200	Music Dir Group Term Life Insurance	-	-	69.00	0%	-	
5.100.205	Music Dir Long Term Disability Ins Exp	-	-	107.00	0%	-	
5.100.190	Music Dir Professional Exp	-	978.81	1,500.00	65%	-	
Total Music Director Compensation		\$ 2,331	\$ 5,276	\$ 29,523	18%	\$ -	
<b>Music Staff</b>							
5.100.193	Music Sunday Service Pianist Exp	262.50	525.00	3,445.00	15%	-	
5.100.195	Music Percussionist Exp	220.00	440.00	2,756.00	16%	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	-	-	1,680.00	0%	-	
5.100.198	Music Bassist Exp	-	-	-	0%	-	
5.100.199	Music Administrator Exp	-	-	-	0%	-	
Total Other Music Staff Expense		\$ 483	\$ 965	\$ 7,881	12%	\$ -	
<b>Other Music Expense</b>							
5.100.191	Music Purchase Exp	239.98	239.98	765.00	31%	-	sheet music piano tuning
5.100.192	Music Equipment Maint Exp	125.00	125.00	400.00	31%	-	
5.100.194	Music Programs Exp	-	-	1,220.00	0%	-	
5.100.196	Music Council Fundraising Exp	-	-	75.00	0%	-	
Total Other Music Expense		\$ 365	\$ 365	\$ 2,460	15%	\$ -	
<b>Total Music Ministry Exp</b>		\$ 3,179	\$ 6,606	\$ 39,864	17%	\$ -	
<b>ADMIN STAFF &amp; SUPPORT</b>							
<b>Congr Administrator &amp; Bookkeeper</b>							
5.100.174	Congr Admin Salary Exp	3,858.01	7,716.02	59,156.00	13%	-	July & Aug
5.100.175	Congr Admin Medical Insurance	-	-	1,200.00	0%	-	
5.100.176	Congr Administrator Retirement Exp	771.60	771.60	5,916.00	13%	-	
5.100.177	Congr Administrator FICA Exp	295.14	590.28	4,525.00	13%	-	
5.100.173	Congr Administrator Group Term Life Ins Exp	-	-	437.00	0%	-	
5.100.230	Congr Administrator Long Term Disability Ins Exp	-	-	577.00	0%	-	
5.100.231	Congr Admin Professional Exp	-	-	500.00	0%	-	
Total Congr Administrator & Bookkeeper Compensation		\$ 4,925	\$ 9,078	\$ 72,311	13%	\$ -	
<b>Technology Support Compensation</b>							
5.100.724	Streaming Tech Exp	130.00	270.00	2,440.00	11%	-	
5.100.726	AV Tech Expense	222.00	532.80	3,000.00	18%	-	
Total Additional Employee Benefits Expense		\$ 352	\$ 803	\$ 5,440	15%	\$ -	
<b>Additional Employee Benefits</b>							
5.100.178	Labor & Industries Ins Exp	-	337.61	1,250.00	27%	-	
5.100.181	Family and Medical Leave Ins Exp	-	194.52	780.00	25%	-	
5.100.184	Part time Empl FICA SS Exp	26.93	61.42	620.00	10%	-	
Total Additional Employee Benefits Expense		\$ 27	\$ 594	\$ 2,650	22%	\$ -	
<b>Total Admin Staff &amp; Support Expense</b>		\$ 5,304	\$ 10,474	\$ 80,401	13%	\$ -	

As of: <b>Wednesday, September 13, 2023</b>				% Thru Year: <b>17%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes
<b>Other OPERATIONAL AND COMMUNITY IMPACT</b>							-
<b>Community Impact-Internal Expense</b>							-
5.100.320	UUA Dues Exp Bud	-	-	11,326.00	0%	-	
5.100.801	All Congr Retreats and Trainings	1,325.00	1,325.00	10,000.00	13%	-	Pam Orbach Contract
5.100.802	GA Delegate Exp	-	-	1,200.00	0%	-	
5.100.758	Congregational Care Fund Transfer OUT	-	-	582.00	0%	-	
5.100.710	Membership Exp Bud	-	-	500.00	0%	-	
5.100.759	Board Discretionary Fund	-	-	500.00	0%	-	
5.100.800	All Congr Social Events	-	-	750.00	0%	-	
5.100.756	Social Action Expense	-	-	775.00	0%	-	
5.100.829	Adult RE Exp	-	-	200.00	0%	-	
Total Community Impact-Internal Expense		\$ 1,325	\$ 1,325	\$ 25,833	5%	\$ -	
<b>Community Impact-External Expense</b>							-
5.100.757	Sunday Morning Contributions Given to Charity	438.14	438.14	4,672.00	9%	-	
5.100.729	Real Rent Duwamish- Sunday Plate	-	-	582.00	0%	-	
5.100.728	Real Rent Duwamish	108.00	108.00	648.00	17%	-	2 months
5.100.754	Partner Church Program Exp	-	100.00	582.00	17%	-	
5.100.300	Partner Church Dues Exp Bud	-	-	200.00	0%	-	
Total Community Impact-External Expense		\$ 546	\$ 646	\$ 6,684	10%	\$ -	
<b>Worship Expense</b>							-
5.100.725	Worship Council Expense Budget	-	380.00	1,995.00	19%	-	
5.100.727	AV Equipment & Maintenance	113.30	113.30	225.00	50%	-	
Total Worship Expense		\$ 113	\$ 493	\$ 2,220	22%	\$ -	
<b>Financial Expense</b>							-
5.100.650	Loan Debt Service - UUA	2,580.14	5,160.28	30,962.00	17%	-	
5.100.655	Loan Debt Service - Cascadia Growth Fund for UU	-	659.96	7,920.00	8%	-	check sent but not cashed
5.100.457	Annual City/County/State Fees	20.00	20.00	3,600.00	1%	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	500.81	628.05	2,700.00	23%	-	
Total Financial Expense		\$ 3,101	\$ 6,468	\$ 45,182	14%	\$ -	

As of: <b>Wednesday, September 13, 2023</b>				% Thru Year: <b>17%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY23-24 Budget	YTD %ofBgt	Over Budget	Notes
<b>Facility Expense</b>							
5.100.450	Telephone/Cable/Internet	274.25	561.24	3,500.00	16%	-	
5.100.460	Web Hosting Exp	-	-	-	0%	-	
5.100.470	Web Maintenance Exp Bud	-	-	-	0%	-	
5.100.475	Technology Management	170.84	170.84	3,000.00	6%	-	
5.100.480	Office Expenses	14.46	14.46	600.00	2%	-	
5.100.481	Postage Exp Bud	-	-	400.00	0%	-	
5.100.482	Printing / Copying	260.55	423.82	2,000.00	21%	-	
5.100.483	Constant Contact Email Service	-	-	425.00	0%	-	
5.100.550	Liability Insurance Exp Bud	2,275.25	2,275.25	8,230.00	28%	-	1 of 4
5.100.452	Security Alarm System	-	-	500.00	0%	-	
5.100.453	Electricity - SCL	-	2,308.78	14,000.00	16%	-	
5.100.454	Water/Sewer - SPU	266.42	266.42	1,500.00	18%	-	
5.100.455	Waste/Recycling/Green	356.80	535.20	2,200.00	24%	-	
5.100.456	Gas - PSE	104.46	215.95	6,500.00	3%	-	
5.100.451	Janitorial Supplies	-	-	1,500.00	0%	-	
5.100.458	Landscaping Exp	-	-	500.00	0%	-	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	583.22	594.23	3,000.00	20%	-	Window repair
5.100.462	Lift Phone Monitoring	-	99.23	400.00	25%	-	
5.100.222	Coffee and Other Kitchen Exp	-	-	600.00	0%	-	
5.100.471	Janitorial Service	700.00	700.00	8,900.00	8%	-	
	Total Facility Expense	\$ 5,006	\$ 8,165	\$ 57,755	14%	\$ -	
<b>Fundraising &amp; Rentals Expense</b>							
5.100.305	Facilities Rental Exp - single events	-	-	250.00	0%	-	
5.100.820	Auction Expense	-	-	500.00	0%	-	
5.100.822	Canvass Expense	-	-	250.00	0%	-	
	Total Fundraising & Rentals Expense	\$ -	\$ -	\$ 1,000	0%	\$ -	
<b>Reserves Expense</b>							
5.100.461	Building Capital Reserve Exp-GF	-	-	-	0%	-	
5.100.760	Operational Reserves FB Exp	-	-	-	0%	-	
	Total Reserves	\$ -	\$ -	\$ -	0%	\$ -	
<b>Total Other Operational &amp; Community Impact Expense</b>		\$ 10,092	\$ 17,098	\$ 138,674	12%	\$ -	
<b>TOTAL GENERAL FUND EXPENSE</b>							
		\$ 28,152	\$ 50,588	\$ 372,571	14%	\$ -	
<b>General Fund Income less Expense</b>		\$ (5,079)	\$ 2,659	(23,005)			
<b>Fund Transfers</b>							
4.100.261	RE Youth Group Fund Transfers IN	-	5,000.00	5,000.00	100%	-	
4.100.263	OWL Fund Transfers IN	-	550.00	550.00	100%	-	
4.100.226	Social Justice Transfer IN	-	775.54	775.00	100%	0.54	
4.100.241	Board Designated Fund Transfers to GF	-	16,680.00	16,680.00	100%	-	
	Total Fund Transfers	\$ -	\$ 23,006	\$ 23,005	100%	\$ 1	
<b>DIFFERENCE NET FUND TRANSFERS</b>		\$ (5,079)	\$ 25,665	\$ -			

<u>Fund Acct</u>	<u>Fund Balances</u>	<u>Curr Balance</u>	<u>Mo. Change</u>	<u>Notes/Explanation</u>	<u>Prior Year Balance</u>	<u>Ann. Change</u>	<u>Fund Balance Steward</u>
3.200.100	Building Fund Balance	87,702.98	-		88,496.98	(794.00)	Finance Committee
3.201.100	Accessibility Fund Balance	22,461.68	-		22,461.68	-	Board of Trustees + Building Planning Committ
3.305.100	Operational Reserves	98,752.11	-		99,242.92	(490.81)	Finance Committee
3.310.100	Conference Scholarship Fund Balance	171.21	-		171.21	-	Board of Trustees
3.350.100	Music Fund Balance	389.24	-		389.24	-	Music Director
3.355.100	WSUU Sponsored Events Fund Balance	2,075.24	-		2,075.24	-	Membership
3.360.100	Youth Group Fund Balance	2,291.47	-		7,291.47	(5,000.00)	DRE
3.370.100	OWL Fund Balance	6,210.46	-		6,760.46	(550.00)	DRE
3.380.100	Religious Ed Misc Fund Balance	2,041.84	-		2,041.84	-	DRE
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-		2,929.50	-	Ginger Brewer
3.391.100	Social Justice Fund Balance	-	-		775.54	(775.54)	Social Justice Chair
3.400.100	Endowment Fund Balance	55.00	-		55.00	-	Endowment Fund Chair
3.405.100	Little Free Library Balance	40.00	-		40.00	-	LFL Coordinator
3.815.100	Partner Church Fund Balance	1,975.82	-		1,975.82	-	Partner Church Chair
	<b>Total Dedicated Funds</b>	<b>\$ 227,096.55</b>	<b>-</b>		<b>\$ 234,706.90</b>	<b>\$ (7,610.35)</b>	



Though the September worship theme is “Transformation,” it feels like my personal ministry theme of this month is Gratitude. I was so impressed with all the people who came together to make Ingathering happen. It was a simple but celebratory event with such a beautiful atmosphere. I especially enjoyed getting to talk to people tabling at the Community Faire and connecting with newcomers. They spoke of feeling quite happy to be there, a good metric of the welcome we are offering.

These are the areas of ministry that are feeling quite solid right now:

- **Worship:** Our team is functioning well together, and plans for the coming months are bringing us a lot of confidence and energy. We continue to refine our worship planning and prep process, and would be happy to recruit another Worship Associate or two.
- **Staff & Governance:** Both the staff team and board feel really healthy right now. I want to especially lift up how folks are getting good practice setting healthy boundaries and taking time away that they need. This fall, I am working to establish my Committee on Ministry and ongoing check-ins with our Board executive members. Some extra care & attention will be going toward the Nominating Committee process in the next couple of months.
- **Right Relations Work:** Though there is much work ahead of us this year in establishing and sustaining community circles & infrastructure for responding to conflict, I have a lot of optimism that we are ready and committed.
  - *I hope that we can begin planning and scheduling a process for revising our congregational covenant. It is also common practice to hire an outside consultant for this; is this something we want to look into?*

These are the areas of ministry that will be needing some extra care:

- **Getting to Know People:** I am grateful for all the time I’ve had to build relationships especially with congregational leaders as we share work. And, there have been a handful of pastoral relationships I’ve developed in response to peoples’ needs. I want to continue being intentional about providing varied opportunities to connect with congregants, especially outside of the leadership/teamwork context.
- **Care Infrastructure:** With my current hours, I am able to provide occasional one-on-one pastoral meetings with people and offer support with one-off events (e.g., a recent letter of support for a congregant needing help getting disability accommodations). I believe that our community could offer more systematized and consistent care for people with ongoing needs, and would like to strategize about how to do this.
- **Religious Exploration:** Jade’s plan for offering curriculum-light, creative, relationship-based, and responsive programming for the coming year feels innovative, and fitting of our current needs & capacity. Yet, I know it has been hard to pull together cohesive leadership teams, and re-building this program will be very slow-going and need extra support. We will need to continue to think of the impacts of every decision we make on RE, and continue to celebrate and encourage engagement in RE programs as a central part of our congregational life.

Upcoming in-residence dates:

- Wednesday, September 20 – Sunday, September 24  
Preaching, “Transformation is Who We Are”
- Saturday, September 30 – Wednesday, October 4  
Present & Helping Lead Community Connections Retreat
- Wednesday, October 18 – Sunday, October 22  
Preaching, “What it is To Be Known”

With a bow of gratitude,  
Rev. Carter

## WSUU Finance Committee Report August 2023

### Action Items for the Board:

- Engage with Finance Committee to initiative new Job Title work (Shelley to email Lisa Maynard about this)

### Financial Highlights for August 2023 (17% of the year):

Highlights	Actuals	Actuals – YTD	YTD % of Budget	Budget
<b>Total Income</b>	<b>\$ 23,073</b>	<b>\$ 53,247</b>	<b>15%</b>	<b>\$ 349,566</b>
Pledges	\$ 15,833	\$ 38,988	18%	\$ 221,300
<b>Total Expenses</b>	<b>\$ 28,152</b>	<b>\$ 50,588</b>	<b>14%</b>	<b>\$ 372,571</b>
<b>Net Income/Expenses</b>	<b>- \$ 5,079</b>	<b>+ \$ 2,659</b>		
<b>Net Fund Transfers</b>		<b>+ \$ 25,665</b>		

### Financial Status:

- Early in the new fiscal year – too soon to make any judgement.

### Unanticipated Variance(s) to Budget:

- Retirement payments made double in August (none last month).
- Low Sunday plate collections (Summer!)
- The month was “shorted” for income (deposit on the 24th instead of the 30<sup>th</sup> due to vacation) so next month should be bigger for income (i.e. pledges).
- Check sent for Cascade Growth Fund loan, but it was not cashed.

### Other Notes:

- Shelley is working on a final FY22-23 report.
- Jim will be reaching out to Rev Carter to get her name on the Umpqua account for the Congregational Care Fund.
- FC reviewed the Congregational Care Fund policy.
- A lot of work (by Jim! And Shannon!) to get all of our other accounts to HomeStreet. Payroll is now happening from HomeStreet. Will keep Umpqua account open for another month to ensure we have captured all the auto-payments.
- FC discussed Stewardship, there may be someone willing to chair, but would like to understand the board’s expectations for the role, first. Shannon working to connect with them.
- “Stewardship for Us” had an event on 9/15 about developing a five year plan that might be of interest. Shannon to look into what materials might be available and send out.
- Jim attending a UUA Treasurers Round Table.
- Shannon & Jim supporting Building Committee and connect back with FC on desired spending.

Submitted by Shelley Webb      9/17/2023

## RE Monthly Report to the Board

### September 18, 2023

We're off and running in the new church year, and there has been small but mighty dedication to rekindling our RE program. I am encouraged by the inspired commitment of core RE volunteers and families, and I am also recognizing that growing and strengthening this ministry will happen in its own time.

Here are some learnings about the interests of families and RE volunteers from conversations this summer and early fall:

- Move slowly in rebuilding, or rather in building the new version of what RE will be.
- Co-create, so we build what is most meaningful and engaging.
- Offer something every Sunday (except 5th Sundays), to help families with continuity, momentum and building the practice of prioritizing church each week.
- Orient our program around what is fun and brings us joy.
- Explore a more project-based and hands-on approach to RE, so it feels fun and kids want to be here.
- Combine age levels to create a sense of energy, fullness, and community.
- Choose RE activities and projects that allow us to accommodate a multi-age group and the diverse engagement needs and interests of our families in this post-pandemic time.
- Focus on building relationships and trust, knowing and being known here. Grow our connections through our shared experiences, and allow learning opportunities to ease in organically.
- Be intentional about opportunities for our children and youth to engage with elders and adults of all ages in the congregation.
- For the RE volunteers, build a large team and focus on trust and care so everyone can take the space they need, and step in with joy as they're able.

From that learning, this is how we are reshaping our RE program for this fall (subject to adjustments as we learn more):

*See attached Fall RE Prospectus for more information.*

- We are creating inclusive, flexible, multi-age RE experiences with a focus on relationship building, and fun.
  - RE classes will happen in a sacred container held by rituals, and they will also be curriculum light and connection-focused, with service and hands-on projects and activities.
  - Parents can come in and out, and they can bring babies and toddlers with them, if they'd like.
  - Our teaching team will be large to allow flexibility for teachers, and we'll have 3-4 teachers to accommodate and connect with different age groups.
- We're going to try four RE offerings a month so families can plan for regular engagement.
  - 1<sup>st</sup> and 3<sup>rd</sup> will be community circles and parent groups, with RE "light."
  - 2<sup>nd</sup> and 4<sup>th</sup> will engage children and youth in more structured projects, during our full services.
- We will no longer offer an open nursery until a need for it arises.
  - We have no families with babies attending our services at this time, and this has been the case through last year. We will guide parents with babies to our Quiet Room, and we will staff the Nursery as soon as there is a need.
- We are looking for ways to foster multigenerational connections and activities in our congregation.

#### Youth Ministry updates:

- We have a new team of advisors forming, with three young adults so far, all representing different identities and lenses. Our goal is to have 5-6 advisors on the team to allow everyone the spaciousness needed to lean in joyfully. This continues to be a slow moving process. I anticipate bringing our youth together for the first time this year, in October.
- We have a district-wide youth advisor training happening in October, and we are planning for 2–3 overnight Cons this year, plus some other cross-congregation youth events.
- We are considering integrating youth group and Coming of Age since none of our current youth have participated in COA yet, and we currently don't have anyone able to commit to teaching COA.
- This will be a time of co-creating our youth culture and practices with the youth, since the pandemic broke the chain of passing this radically inclusive culture forward to incoming youth.
- We have a priority of trying to engage youth in meaningful ways in other aspects of congregational life, and for youth to be more visible in the community. We want younger children to know them, and to envision themselves in those roles here at Westside in the future.

#### Our RE stats for Ingathering and recruitment:

- We had 13 children and youth attend our Ingathering Sunday, ages 4—16, from 9 families. Two families are new this year. We engaged them with an active, multigenerational service; a game for the Time for All Ages; and kids' activities during the Ingathering picnic. They reported having a great time!
- Recruitment:
  - Nursery – 4 volunteers committed, but we are putting this on hold for now
  - Connect and Explore (K-8<sup>th</sup> grade) – 11 volunteers committed
  - Youth Group (9<sup>th</sup>—12<sup>th</sup> grade) – 3 advisors committed (no lead advisor yet, and no allocation of the 5K to anyone yet)
  - RE Council – 6 members committed

#### Looking ahead:

- My hours through the past three weeks have significantly increased, as expected, both for church year preparations and for kick-off events. My goal is for this to even out as program pieces get settled in.
- I'm working on getting our RE registration set up in an online format. Currently, we have an updated registration that parents are completing in print.
- A weekly newsletter for families, called "Inside RE," will go out on Fridays to give specifics for RE programming, and also to guide parents in how families with children can participate in congregational activities.
- There will likely be a story telling training/sharing event planned later in the fall for the team involved with our Time for All Ages. I anticipate Rev. Carter, Leilani Davenberry and I facilitating this together.
- I am updating our Safety Plan for Children and Youth and will bring that to the board later this fall.

Jade Wilde, Director of Religious Exploration

## **MUSIC DIRECTOR MONTHLY REPORT**

### **September, 2023**

It's so nice to be back in the swing of things after a wonderful Ingathering service and celebration. I love the energy of the Chorale right now, and it's a real treat for me, and the Chorale, to have Mark Anders playing for some of our rehearsals. It makes a HUGE difference in how I work with our singers, and I feel so fortunate to have this opportunity. As we move forward, I'd love to discuss having an accompanist for all rehearsals. No rush, but I'd absolutely love it.

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

1. Past Services: Our service on August 27<sup>th</sup> was wonderful, and it was a joy working with Jim Angell on a couple of songs. Jim has proven to be a very valuable asset, and says he's open to sharing his gifts more with us in the future. Ingathering was a wonderful opportunity for the Chorale to reconvene and present some really fine music.
2. Upcoming services: In keeping with my goal of continuing to empower children and youth to share their musical gifts with our congregation, Brinegar and Harper Darnell will be singing a song from Frozen 2, "Into the Unknown" for our service on September 24<sup>th</sup>. On October 8<sup>th</sup>, Rainier Reunion and I will be sharing the musical leading responsibilities for the service with our guest minister, Deb Dahrling who will sharing her experiences as a leader of PFLAG. I'll also be presenting a personal reflection.
3. The Westside Chorale and Chalice Singers: We are back into our regular 3-times-a-month rehearsal schedule, and I've chosen the music through the month of November, and look forward to collaborating with Rev. Carter soon in choosing music for Christmas Eve.
4. Accompanist search: As I mentioned above, I found a wonderful accompanist who has both the ability and temperament to be a good fit to help me out 2 Wednesdays a month. His name is Mark Anders, and I worked with him in a youth theatre program called "Sing Out Seattle" for a couple of years. He lives in White Center, which makes it an easy commute for him.
5. Office stuff: Patty Campbell has agreed to be the Chorale librarian. Yay! I'm hoping to meet with Lisa Maynard soon and coordinate more about music offerings and share some of the music I learned of at the Baltimore Conference, and I look forward to that!

In Harmony,

Scott Farrell

# Administrator Report to Board September 2023

Greeting lovely board members. I am back from my travels! It feels good to be in the office and diving into the new church year. I want to thank the staff and volunteers for stepping up to various tasks to fill in for me while I was away. Thank you!!

Date	Speaker/Special Circumstances	Attendance
		In-person/Views while streaming/ views since published/total views
8/13/23	Collaborative Spiritual Practices	55/14/3/72
8/27/23	Rev. Carter	40/10/40/90
9/10/23	Rev. Carter/Ingathering	105/8/20/133

**Offering Collection for August:** For the month of August, our shared offering recipient was **Amara**. We collected \$519.09 for them. WSUU portion of the offering for August was \$911.87. The total offering received \$1430.96. This is \$136.35 more than July.

**Membership/New Interest: Current membership stands at 159.**

New Members: 0

Membership Resignations: 0

Welcome Forms Received: 2

New Visitors signed in at worship: 6

New Subscribers to email list: 7 (4 added in response to welcome form 3 directly from website)

Unsubscribed from email list: 7 I also deleted 168 contacts that have had no activity for more than a year. Our mailing list is currently 710.

**Bookkeeping & Banking Transitions:** August held more work in band transitions but by the end of the month we were able to use HomeStreet to pay payroll. We now have checks and should be able to close out our Umpqua account soon.

**Leaps and Bounds Lease Agreement:** I worked with Jamie of Leaps and Bounds to finalize our lease agreement for this year (Sept-August). There were no big changes and the lease amount was increased the standard 2%.

**Rentals:** Our sanctuary rental (Music NW recital/concert) on August 20 went well. Gratitude to Scott Farrell for being on site for that rental so I could visit my son in Portland.

**Right Relations:** I will continue to serve on the Core Team for Right Relations work this year. And I am participating in the 2<sup>nd</sup> level non-violent communication class as well.

**Facilities Issues and Updates:**

**Painting:** Painting is underway this week on the exterior window trim. It should wrap up this Wednesday.

**Restriping the parking lots:** We now have in our possession equipment and supplies to do the striping in our parking lots. Hopefully volunteers will be able to do this in September or October, weather and volunteer availability permitting.

**Items taking extra time in August:** banking transitions, preparations for two weeks of vacation.

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

In loving community,  
Shannon