



Westside  
Unitarian Universalist  
Congregation

# WSUU SEPTEMBER BOARD AGENDA — 2025

Saturday, Sept 27, 2:45 PM PT

In person at WSUU Social Hall

Reports: [Link to September Shared Folder](#)

This meeting will take place within the larger framework of the Board Retreat.

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

2:45pm	<b>Minutes</b>	➤ <i>Approve last month's Board Minutes</i>
2:50pm	<b>Minister's Report</b> <i>please review report in shared folder prior to our meeting &amp; focus on action items as needed</i>	<ul style="list-style-type: none"> <li>○ Updates and hopes for coming year - Minister (Rev. Carter)</li> <li>➤ <i>Thoughts? Questions?</i></li> </ul>
3:00pm	<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>○ Administrator/Operations (Shannon)</li> <li>○ Music (Scott)</li> <li>○ Finance Committee/Treasurer (Shelley)</li> <li>○ RE (Leilani)</li> <li>○ Other</li> <li>➤ <i>Questions? Action items?</i></li> </ul>
3:10pm	<b>New Business</b> <i>(discuss next steps and responsibilities)</i>	<ul style="list-style-type: none"> <li>○ Policy Updates</li> <li>○ Goal Strategies</li> <li>○ Stewardship</li> </ul>
3:20pm	<b>Monthly Board Communication</b>	<ul style="list-style-type: none"> <li>○ October Board Update in Westside Week</li> <li>○ Thank You Notes</li> </ul>
3:25pm	<b>Announcements</b>	<ul style="list-style-type: none"> <li>○ UUA Trainings</li> <li>○ Second Sunday Board Office Hours, October 12</li> <li>○ Upcoming Staff and/or Minister Vacations/Out of Town Schedule</li> <li>○ Board Member Schedules next month</li> <li>○ Next Monthly Board Meeting: Wed, Oct 22, 6:30 PM in the WSUU Office.</li> </ul>

**FINAL MEETING OF THE BOARD OF TRUSTEES OF  
WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION  
September 27, 2025**

**BOARD ATTENDING:** In Person

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

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

Board meeting was held in the Social Hall, conducted at the end of the Board Retreat. Land acknowledgment, lighting the chalice and chalice-lighting words were completed at the start of the Retreat.

**MINUTES:**

Minutes from the August 26, 2025 Board meeting will be approved at the Oct 22<sup>nd</sup> meeting.

**FINANCE REPORT**

John is out of town; no report available.

**FUNDING REQUESTS**

None at this time.

**STAFF AND COMMITTEE REPORTS**

**Minister's Report**

Rev Carter:

- Please read the Policies Language Update. Vote will occur at the next mtg. Questions can be addressed to Rev Carter.
- Soul Team is launched -- ask questions about the on-call part of the job description

**Director of Operations' Report**

Shannon:

- The website is an issue. The Finance Committee is in favor of updating it with a big \$\$ commitment. Jill: Needs a 'task force' -- find the people who can spearhead this.
- Shannon is moving to the third floor to the library space. The current admin office will be used as community space and Board meeting space.

# **FINAL MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION September 27, 2025**

## **NEW BUSINESS**

Policy updates -- Rev Carter has provided. Note the work that needs to happen. Some are simple; some extensive tasks can be put off until January

Typically, the Auction Committee starts their work in Sept/Oct, so finding a lead is a top priority.

- There is a desire by Auction Committee members of the past to have the Auction be held in late January or early February
- The Board needs to find both the Auction & Stewardship committee leads
- Laura White would like a role other than chair of the Auction Team.

Leah -- the Stewardship and the Auction Teams need to work together, seeing their cross over pieces. Both are 'project manager' roles, financial knowledge can exist within the committee, not necessarily at the lead.

Cindy: to let the congregation know that we need these two leads (at the pulpit and the Enews)

Jill will write and submit the Board update for the Enews this next cycle.

## **Thank You notes:**

Board members wrote a personalized thank you note to each of the following people for acts of service that were "above and beyond":

1. Steve Finney -- facilities swapping out lights for LEDs, help with new furniture set up in entry and haul away furniture we no longer needed.
2. Laura White -- did many helpful tasks to prepare us for In-Gathering; she and her husband did the work to dismantle the old furniture and bring in the new furniture in the Narthex
3. Marco Deppe -- stepped up for the AV on 3rd Sunday event; helped with the website crash/rescue

Jill participated in Meet Ups for Boards of NW UU'ers.

## **OTHER BUSINESS**

Jill would like to ask our LGBTQ members what their experience is here at WSUU, perhaps on the 2nd Sunday in Oct, during her on-going "Board Hours" before the service.

## **ANNOUNCEMENTS**

Shannon will be going out of town for 1 week -- dates are in her report.

## **ACTION ITEMS & COMMITMENTS**

**FINAL MEETING OF THE BOARD OF TRUSTEES OF  
WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION  
September 27, 2025**

- All board members are encouraged to think about who a good fit might be chairing the Auction and Stewardship Committees.
- Jill: Needs a 'task force' -- find the people who can spearhead upgrading the WSUU website.
- Jill will write and submit the Board update for the Enews this next cycle.

**CLOSING THE MEETING**

Closing words by Rev. Carter. Chalice was extinguished.

**Next Board meeting:** October 22<sup>nd</sup>; In Person

Respectfully submitted,  
Charlotte House  
Board Secretary

As of: **August 5, 2025**

**BUDGET SUMMARY** % thru Year: **17%**














	Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
<b>Total Income Sources</b>					
Pledges	\$ 8,968	\$ 50,265	22%	\$ 230,000	\$ 179,735
Sunday Plate	1,214	2,987	13%	22,500	19,513
Other Donations	508	808	32%	2,500	1,692
Fund Raising	170	2,672	7%	38,000	35,328
Affinity Programs	-	154	22%	700	546
RE Ministry	-	-	0%	3,400	3,400
Program and Misc	785	1,568	16%	9,570	8,002
Rentals	5,163	10,297	16%	64,658	54,361
<b>Total Income</b>	<b>\$ 16,808</b>	<b>\$ 68,752</b>	<b>19%</b>	<b>\$ 371,328</b>	<b>\$ 302,576</b>
<b>Expenses</b>					
Minister Position	\$ 6,718	\$ 14,271	17%	\$ 85,587	\$ 71,316
Children & Youth Ministry	1,619	2,775	6%	46,609	43,834
Music Ministry	2,823	6,277	15%	42,911	36,634
Admin Staff and Support	5,095	10,761	13%	81,107	70,346
Community Impact-Internal	225	225	1%	32,123	31,898
Community Impact-External	709	763	11%	6,900	6,137
Worship Expense	10	3	0%	2,100	2,097
Financial Expense	5,307	6,768	15%	45,682	38,914
Facility Expense	7,932	11,608	19%	61,271	49,663
Fundraising & Rentals	-	-	0%	1,525	1,525
<b>Total Expenses</b>	<b>\$ 30,437</b>	<b>\$ 53,452</b>	<b>13%</b>	<b>\$ 405,815</b>	<b>\$ 352,363</b>
<b>Income less Expenses</b>	<b>\$ (13,630)</b>	<b>\$ 15,300</b>		<b>\$ (34,487)</b>	
Funds Transfers IN		300		34,488	
Funds Transfers OUT		-		-	
<b>Total Fund Transfers</b>	<b>\$ 300</b>	<b>\$ 300</b>		<b>\$ 34,488</b>	
<b>Difference Net Fund Transfers</b>	<b>\$ (13,330)</b>	<b>\$ 15,600</b>		<b>\$ -</b>	

	YTD Balance	Start of FY	YTD Change
<b>BANK ACCOUNT BALANCES</b>			
HomeStreet Checking #1139	\$ 72,381	\$ 72,880	\$ (500)
HomeStreet 7 mo CD #6593	110,800	50,287	60,513
HomeStreet 7 mo CD #0757	109,846	110,064	(218)
HomeStreet Money Market #4336	50,372	109,099	(58,727)
Petty Cash	200	200	-
<b>Total Account Balances</b>	<b>\$ 343,599</b>	<b>\$ 342,531</b>	<b>\$ 1,068</b>
<b>ASSETS</b>			
Church Bldg & Land (book value)	\$ 3,453,800	\$ 3,236,600	\$ 217,200
Cash - Operations	81,604	96,967	(15,363)
Building Fund	\$ 68,623	68,623	-
Accessibility Fund	22,037	22,018	20
Other Dedicated Fund Balances	43,034	47,524	(4,490)
Operational Reserves	128,301	107,399	20,902
<b>Total Fund Balances</b>	<b>\$ 261,995</b>	<b>245,564</b>	<b>16,431</b>
<b>Total Assets</b>	<b>\$ 3,797,399</b>	<b>\$ 3,579,131</b>	<b>\$ 218,268</b>
<b>LIABILITIES</b>			
Loan fm UUA	\$ 383,227	\$ 391,733	\$ (8,506)
Loan fm Cascadia Growth Fund	40,809	46,974	(6,165)
Other Current Liabilities	8,810	23,400	(14,590)
<b>Total Liabilities</b>	<b>\$ 432,846</b>	<b>\$ 462,108</b>	<b>\$ (29,261)</b>
<b>GF Balance (Cash-Operations less Other Current Liabilities)</b>	<b>72,794</b>	<b>\$ 73,567</b>	<b>\$ (773)</b>
<b>CONGREGATIONAL EQUITY</b>	<b>\$ 3,364,553</b>	<b>\$ 3,117,024</b>	<b>\$ 247,529</b>






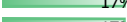


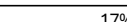
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








August 5, 2025

























% Thru Year:	17%
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Account Name	Curr Mo Activity	YTD Balance	FY25-26 Budget	YTD %ofBgt	Over Budget	Notes
<b>GENERAL FUND INCOME</b>						
4.100.100 Pledges						
4.100.200 Pledges - Current Year	8,851.49	49,042.95	228,000.00	 22%	-	slow month
4.100.300 Pledges - Prior Year	116.13	1,222.44	2,000.00	 61%	-	
SubTotal 4.100.100 Pledges	\$ 8,967.62	\$ 50,265.39	\$ 230,000.00	22%	\$ -	
4.200.000 Sunday Plate Revenues						
4.200.100 Contrib - Sunday Plate	793.38	1,898.37	15,000.00	 13%	-	
4.200.200 Plate - Congr Care Fund	-	-	624.00	0%	-	
4.200.300 Plate - Youth Programs	-	-	624.00	0%	-	
4.200.400 Plate - Real Rent Duwamish	-	-	624.00	0%	-	
4.200.500 Plate - Partner Church	-	-	624.00	0%	-	
4.200.600 Plate - Charities	420.42	1,088.91	5,004.00	 22%	-	Worthy Now CLF
SubTotal 4.200.000 Sunday Plate Revenue	\$ 1,213.80	\$ 2,987.28	\$ 22,500.00	13%	\$ -	
4.300.000 Other Donations						
4.300.100 Special Gifts & Campaigns	508.19	808.19	2,500.00	 32%	-	non-member gift via WA CFD
SubTotal 4.300.000 Other Donations	\$ 508.19	\$ 808.19	\$ 2,500.00	32%	\$ -	
4.400.000 Fund Raising						
4.400.100 Annual Auction	170.00	170.00	20,000.00	 1%	-	Event income
4.400.200 Raise the Paddle	-	-	17,000.00	0%	-	
4.400.300 Other Fundraising & Donations	-	2,502.00	1,000.00	 250%	1,502.00	
SubTotal 4.400.000 Fund Raising	\$ 170.00	\$ 2,672.00	\$ 38,000.00	7%	\$ -	
4.800.000 Rentals						
4.800.100 Cell Tower Rental	1,074.21	2,148.42	12,888.00	 17%	-	
4.800.200 Elec Reimb - Cell Tower	713.68	1,399.01	8,280.00	 17%	-	
4.800.300 Rental Income - Single Events	-	-	2,000.00	0%	-	
4.800.400 Rental Income - Tenant Lease	3,300.00	6,600.00	40,590.00	 16%	-	
4.800.500 Service Groups Meeting at WSUU	75.00	150.00	900.00	 17%	-	
SubTotal 4.800.000 Rentals	\$ 5,162.89	\$ 10,297.43	\$ 64,658.00	16%	\$ -	
4.500.000 Affinity Program Income						
4.500.100 Thriftway Rebate Program	-	154.05	700.00	 22%	-	
SubTotal 4.500.000 Affinity Program Inc	\$ -	\$ 154.05	\$ 700.00	22%	\$ -	
4.600.000 RE Ministry Income						
4.600.200 OWL Registration Fees	-	-	3,400.00	0%	-	
SubTotal 4.600.000 RE Ministry Income	\$ -	\$ -	\$ 3,400.00	0%	\$ -	
4.700.000 Program & Misc Income						
4.700.100 Coffee Income	-	-	300.00	0%	-	
4.700.300 Interest Income	785.27	1,568.00	9,270.00	 17%	-	
SubTotal 4.700.000 Program & Misc Incom	\$ 785.27	\$ 1,568.00	\$ 9,570.00	16%	\$ -	
<b>Total Revenues</b>	<b>\$ 16,808</b>	<b>\$ 68,752</b>	<b>\$ 371,328</b>	<b>19%</b>	<b>\$ -</b>	














**Expenditures**

<b>5.100.000 Minister Position</b>						
5.100.100 Minister Compensation						
5.100.110 Minister Housing Allowance Exp	2,900.00	5,800.00	34,800.00		17%	-
5.100.120 Minister Salary Exp	2,319.63	4,639.26	27,835.00		17%	-
5.100.130 Minister Medical Exp	453.83	907.66	5,718.00		16%	-
5.100.140 Minister GTL Ins Exp	25.54	51.08	316.00		16%	-
5.100.150 Minister LTD Ins Exp	39.53	79.06	489.00		16%	-
5.100.160 Minister Dental Exp	31.20	62.40	374.00		17%	-
5.100.170 Minister Retirement Exp	521.96	1,043.92	6,263.00		17%	-
5.100.180 Minister In Lieu of FICA Exp	399.30	798.60	4,792.00		17%	-
5.100.190 Minister Professional Exp	27.00	889.41	5,000.00		18%	-
SubTotal 5.100.100 Minister Compensatio	\$ 6,717.99	\$ 14,271.39	\$ 85,587.00	17%	\$ -	-
<b>SubTotal 5.100.000 Minister Position</b>	<b>\$ 6,718</b>	<b>\$ 14,271</b>	<b>\$ 85,587</b>	<b>17%</b>	<b>\$ -</b>	<b>-</b>

<b>5.200.000 Children and Youth Ministry</b>						
5.200.100 RE Dir. Compensation						
5.200.110 RE Dir. Salary Exp	531.26	531.26	6,928.00		8%	- Some of this month is LD some KL
5.200.120 RE Dir. Housing Allow Exp	1,219.37	2,283.90	18,733.00		12%	- KL
5.200.130 RE Dir. Medical Exp	-	-	2,274.00		0%	-
5.200.150 RE Dir. Retirement Exp	-	-	2,566.00		0%	-
5.200.160 RE Dir. GTL Ins Exp	-	-	81.00		0%	-
5.200.170 RE Dir. LTD Ins Exp	-	-	125.00		0%	-
5.200.180 RE Dir. Professional Exp	(54.55)	(54.55)	1,500.00		-4%	- reimb. Personal purchases on church credit card make in error
5.200.190 RE Dir. In Lieu of FICA Exp	-	-	1,963.00		0%	-
SubTotal 5.200.100 RE Dir. Compensation	\$ 1,696.08	\$ 2,760.61	\$ 34,170.00	8%	\$ -	-
5.200.200 RE Supplemental Staff Expense						
5.200.210 RE Nursery Lead Teacher Exp	-	-	650.00		0%	-
5.200.230 Childcare Exp	-	-	300.00		0%	-
SubTotal 5.200.200 RE Supplemental Staf	\$ -	\$ -	\$ 950.00	0%	\$ -	-
5.200.300 RE Training Exp						
5.200.310 RE OWL Leadership Dev Exp	-	-	2,500.00		0%	-
SubTotal 5.200.300 RE Training Exp	\$ -	\$ -	\$ 2,500.00	0%	\$ -	-
5.200.400 RE Youth Group Expense						
5.200.410 RE High School Youth Progr Exp	(129.30)	(129.30)	624.00		-21%	- crediting this account - check returned paid via ACH
5.200.420 RE Lead Youth Advisor Exp	-	-	5,727.00		0%	-
5.200.430 RE Lead Youth Advisor FICA Exp	-	-	438.00		0%	-
SubTotal 5.200.400 RE Youth Group Expen	\$ (129.30)	\$ (129.30)	\$ 6,789.00	-2%	\$ -	-
5.200.500 RE Operations Expense						
5.200.510 RE OWL Program Exp	-	-	1,200.00		0%	-
5.200.520 RE Operational Exp	51.99	144.12	1,000.00		14%	-
SubTotal 5.200.500 RE Operations Expens	\$ 51.99	\$ 144.12	\$ 2,200.00	7%	\$ -	-
<b>SubTotal 5.200.000 Children and Youth M</b>	<b>\$ 1,619</b>	<b>\$ 2,775</b>	<b>\$ 46,609</b>	<b>6%</b>	<b>\$ -</b>	<b>-</b>

<b>5.300.000 Music Ministry</b>						
5.300.100 Music Director Compensation						
5.300.110 Music Dir Salary Exp	1,937.43	3,874.86	23,249.00		17%	-
5.300.120 Music Dir Medical Exp	189.50	379.00	2,274.00		17%	-
5.300.130 Music Dir Retirement Exp	193.74	387.48	2,325.00		17%	-
5.300.140 Music Dir FICA Exp	162.71	325.42	1,779.00		18%	-
5.300.170 Music Dir Professional Exp	-	646.18	1,500.00		43%	-
<b>SubTotal 5.300.100 Music Director Compe</b>	<b>\$ 2,483.38</b>	<b>\$ 5,612.94</b>	<b>\$ 31,127.00</b>		<b>18%</b>	<b>\$ -</b>
5.300.200 Music Contractors						
5.300.210 Music Sunday Svcs Pianist Exp	289.23	578.46	3,760.00		15%	-
5.300.220 Music Percussionist Exp	-	-	3,008.00		0%	-
5.300.230 Music Rehearsal Pianist Exp	-	-	2,631.00		0%	-
<b>SubTotal 5.300.200 Music Contractors</b>	<b>\$ 289.23</b>	<b>\$ 578.46</b>	<b>\$ 9,399.00</b>		<b>6%</b>	<b>\$ -</b>
5.300.300 Other Music Expense						
5.300.310 Music Purchase Exp	49.99	85.85	765.00		11%	-
5.300.320 Music Equipment Maint Exp	-	-	400.00		0%	-
5.300.330 Music Licenses & Software Exp	-	-	1,220.00		0%	-
<b>SubTotal 5.300.300 Other Music Expense</b>	<b>\$ 49.99</b>	<b>\$ 85.85</b>	<b>\$ 2,385.00</b>		<b>4%</b>	<b>\$ -</b>
<b>SubTotal 5.300.000 Music Ministry</b>						
	<b>\$ 2,823</b>	<b>\$ 6,277</b>	<b>\$ 42,911</b>		<b>15%</b>	<b>\$ -</b>
<b>5.400.000 Admin Staff and Support</b>						
5.400.100 Congr Admin Compensation						
5.400.110 Cong Admin Salary Exp	3,707.43	7,414.86	58,748.00		13%	- <i>summer hours</i>
5.400.120 Cong Admin Medical Exp	100.00	200.00	1,200.00		17%	-
5.400.130 Congr Admin Retirement Exp	370.74	741.48	5,875.00		13%	-
5.400.140 Congr Admin FICA Exp	291.27	582.54	4,494.00		13%	-
5.400.170 Congr Admin Professional Exp	-	22.58	500.00		5%	-
<b>SubTotal 5.400.100 Congr Admin Compensa</b>	<b>\$ 4,469.44</b>	<b>\$ 8,961.46</b>	<b>\$ 70,817.00</b>		<b>13%</b>	<b>\$ -</b>
5.400.200 Tech Support Compensation						
5.400.210 Streaming Tech Exp	290.33	386.98	3,013.00		13%	- <i>SD &amp; HS - training &amp; overlap</i>
5.400.220 Streaming Tech FICA	15.66	23.05	231.00		10%	-
5.400.230 Audio Tech Exp	235.50	471.00	3,415.00		14%	-
5.400.240 Audio Tech FICA Exp	18.01	36.02	261.00		14%	-
<b>SubTotal 5.400.200 Tech Support Compens</b>	<b>\$ 559.50</b>	<b>\$ 917.05</b>	<b>\$ 6,920.00</b>		<b>13%</b>	<b>\$ -</b>
5.400.300 Additional Employee Benefits						
5.400.310 Labor & Industries Ins Exp	-	451.35	1,700.00		27%	-
5.400.320 Family & Medical Leave Ins Exp	-	321.02	900.00		36%	-
5.400.330 QSEHRA Administration Exp	66.21	110.35	720.00		15%	-
5.400.340 Part-time Employee FICA Exp	-	-	50.00		0%	-
<b>SubTotal 5.400.300 Additional Employee</b>	<b>\$ 66.21</b>	<b>\$ 882.72</b>	<b>\$ 3,370.00</b>		<b>26%</b>	<b>\$ -</b>
<b>SubTotal 5.400.000 Admin Staff and Supp</b>						
	<b>\$ 5,095</b>	<b>\$ 10,761</b>	<b>\$ 81,107</b>		<b>13%</b>	<b>\$ -</b>

Other Operational & Community Impact						
5.500.100 Community Impact -Internal Exp						
5.500.110 UUA Dues Exp	-	-	9,174.00	0%	-	
5.500.130 GA Delegate Exp	-	-	1,230.00	0%	-	
5.500.140 Congr. Care Fund Transfer OUT	-	-	624.00	0%	-	
5.500.160 Board Discretionary Fund Exp	-	-	400.00	0%	-	
5.500.170 All Congr Social Events Exp	-	-	400.00	0%	-	
5.500.190 Adult RE Exp	224.95	224.95	360.00	62%	-	BIPOC trainings LD
5.500.192 Pastoral Care Team Exp	-	-	350.00	0%	-	
5.500.195 Raise the Paddle Purchase Exp	-	-	19,585.00	0%	-	
<b>SubTotal 5.500.100 Community Impact -In</b>	<b>\$ 224.95</b>	<b>\$ 224.95</b>	<b>\$ 32,123.00</b>	<b>1%</b>	<b>\$ -</b>	
5.500.200 Community Impact - Ext Exp						
5.500.210 Plate Contrib Given to Charity	655.16	655.16	5,004.00	13%	-	
5.500.220 Real Rent Duwamish - Plate	-	-	624.00	0%	-	
5.500.230 Real Rent Duwamish	54.00	108.00	648.00	17%	-	
5.500.240 Partner Church Ministry Exp	-	-	624.00	0%	-	
<b>SubTotal 5.500.200 Community Impact - E</b>	<b>\$ 709.16</b>	<b>\$ 763.16</b>	<b>\$ 6,900.00</b>	<b>11%</b>	<b>\$ -</b>	
5.500.300 Worship Expense						
5.500.310 Worship Team Exp	-	(6.59)	1,875.00	0%	-	
5.500.320 AV Equipment & Maintenance	9.92	9.92	225.00	4%	-	New screen cord
<b>SubTotal 5.500.300 Worship Expense</b>	<b>\$ 9.92</b>	<b>\$ 3.33</b>	<b>\$ 2,100.00</b>	<b>0%</b>	<b>\$ -</b>	
5.500.400 Financial Expense						
5.500.410 Loan Debt Svc - UUA	5,160.28	5,160.28	30,962.00	17%	-	2 months July & August cleared in august
5.500.420 Loan Debt Svc - Cascadia GF	-	1,319.92	7,920.00	17%	-	
5.500.430 Annual City/County/State Fees	-	-	4,000.00	0%	-	
5.500.440 Banking & Credit Card Fees	146.63	287.39	2,800.00	10%	-	
<b>SubTotal 5.500.400 Financial Expense</b>	<b>\$ 5,306.91</b>	<b>\$ 6,767.59</b>	<b>\$ 45,682.00</b>	<b>15%</b>	<b>\$ -</b>	

5.500.500 Facility Expense						
5.500.505 Telephone/Internet	233.86	467.61	2,600.00		18%	-
5.500.510 Technology Management	139.24	1,684.55	3,000.00		56%	-
5.500.515 Office Exp	-	-	600.00		0%	-
5.500.520 Postage Exp	-	-	400.00		0%	-
5.500.525 Printing/Copying Exp	167.76	793.30	2,400.00		33%	-
5.500.530 Bulk Email Service Exp	-	-	840.00		0%	-
5.500.535 Liability Insurance Exp	2,847.50	2,847.50	11,700.00		24%	-
5.500.540 Security Alarm System Exp	-	-	800.00		0%	-
5.500.545 Electricity Exp	2,266.65	2,266.65	14,500.00		16%	-
5.500.550 Water/Sewer Exp	423.03	423.03	1,600.00		26%	- High water use by tenant - camps
5.500.555 Waste/Recycling/Green Exp	187.68	375.36	2,200.00		17%	-
5.500.560 Gas - PSE	63.09	191.62	4,000.00		5%	-
5.500.565 Janitorial Supplies Exp	66.00	231.48	1,000.00		23%	-
5.500.570 Landscaping Exp	40.00	40.00	500.00		8%	-
5.500.575 Bldg Maint Non-capital	-	789.47	3,000.00		26%	-
5.500.580 Lift Maint & Monitoring Exp	-	-	2,200.00		0%	-
5.500.585 Coffee & Other Kitchen Exp	67.16	67.16	851.00		8%	-
5.500.590 Janitorial Service Exp	1,430.00	1,430.00	9,080.00		16%	- 2 months - July & August
<b>SubTotal 5.500.500 Facility Expense</b>	<b>\$ 7,931.97</b>	<b>\$ 11,607.73</b>	<b>\$ 61,271.00</b>		<b>19%</b>	<b>\$ -</b>


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

<b>SubTotal Other Operational &amp; Community</b>	<b>\$ 14,183</b>	<b>\$ 19,367</b>	<b>\$ 149,601</b>		<b>13%</b>	<b>\$ -</b>
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<b>Total Expenditures</b>	<b>\$ 30,437</b>	<b>\$ 53,452</b>	<b>\$ 405,815</b>		<b>13%</b>	<b>\$ -</b>
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<b>General Fund Income less Expense</b>	<b>\$ (13,630)</b>	<b>\$ 15,300</b>	<b>\$ (34,487)</b>			
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**Other Financial Sources-Uses**

Transfers In						
4.950.200 OWL Fund Transfers IN	300.00	300.00	300.00		100%	-
4.950.300 Board Des. Transfers to GF	-	-	34,188.00		0%	-
<b>SubTotal Transfers In</b>	<b>\$ 300.00</b>	<b>\$ 300.00</b>	<b>\$ 34,488.00</b>		<b>1%</b>	<b>\$ -</b>

<b>Difference Net Fund Transfers</b>	<b>\$ (13,330)</b>	<b>\$ 15,600</b>	<b>\$ 1</b>			
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**Summary**

<b>Total Revenues</b>	<b>\$ 17,108</b>	<b>\$ 69,052</b>	<b>\$ 405,816</b>		<b>17%</b>	<b>\$ -</b>
<b>Total Expenditures</b>	<b>\$ 30,437</b>	<b>\$ 53,452</b>	<b>\$ 405,815</b>		<b>13%</b>	<b>\$ -</b>
<b>Balance</b>	<b>\$ (13,330)</b>	<b>\$ 15,600</b>	<b>\$ 1</b>			

<u>Fund Balances</u>	<u>Curr Balance</u>	<u>Mo. Change</u>	<u>Notes/Explanation</u>	<u>Prior Year Balance</u>	<u>Ann. Change</u>
Building Fund	68,622.96	-		68,622.96	-
Accessibility Fund	22,037.46	19.55		22,017.91	19.55
Operational Reserves Fund	128,300.71	-		107,399.11	20,901.60
Minister Moving Fund	5,000.00	-		5,000.00	-
Refugee Support	-	-		3,816.93	(3,816.93)
Miscellaneous Grants Fund	3,050.00	-		3,050.00	-
Conference Scholarship Fund	51.21	-		51.21	-
Music Fund	389.24	-		389.24	-
Membership Fund	1,002.03	-		1,002.03	-
Youth Group Fund	691.47	-		691.47	-
OWL Fund	6,258.90	(300.00)	Transferred into General Fund	6,558.90	(300.00)
RE Misc Fund	2,041.84	-		2,041.84	-
Raise the Paddle Project Fund	19,353.50	-		19,353.50	-
Art & Aesthetics Fund	2,929.50	-		2,929.50	-
Social Justice Fund	175.54	-		175.54	-
Endowment Fund	55.00	-		55.00	-
Meaningful Movies Fund	-	-		373.07	(373.07)
Little Free Library Fund	40.00	-		40.00	-
Partner Church Fund	1,995.82	-		1,995.82	-
<b>Total Dedicated Funds</b>	<b>\$ 261,995.18</b>	<b>(280.45)</b>		<b>\$ 238,611.51</b>	<b>\$ 6,952.52</b>

Fund Balance Steward

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

## WSUU Finance Committee Report August 2025

**Action Items for the Board:** FC discussed the five-year forecast and the dependency on 5% pledge growth each year and the importance of growing membership – if investing in a website redesign would help with membership growth, there are likely funds available to help make that happen. Shannon indicated this would be discussed by the board at the retreat or in the future.

### Financial Highlights for August 2025 (17% of the year):

Highlights	Actuals	Actuals – YTD	YTD % of Budget	Budget
<b>Total Income</b>	<b>\$ 16,808</b>	<b>\$ 68,752</b>	<b>19%</b>	<b>\$ 371,328</b>
Pledges	\$ 8,968	\$ 50,265	22%	\$ 230,000
<b>Total Expenses</b>	<b>\$ 30,437</b>	<b>\$ 53,452</b>	<b>13%</b>	<b>\$ 383,721</b>
<b>Net Income/Expenses</b>	<b>- \$ 13,630</b>	<b>+ \$ 15,300</b>		
<b>Net Fund Transfers IN*</b>		<b>+ \$15,600</b>		

\*Have not yet transferred in money from General Fund & Narthex fund.

### Financial Status:

- Expenses are progressing as expected for this time in the year.
- Income is progressing as expected for this time in the year.
  - Pledges were unusually low this month (August), but pledges in July were unusually high – nothing to be concerned about

### Unanticipated Variance(s) to Budget:

- Cascadia Growth Fund loan payment – August payment showed up in July – looks favorable in August but all is “caught up” year to date.
- UUA loan payment – July payment showed up in August – looks unfavorable in August but all is “caught up” year to date
- Janitorial services – July payment showed up in August – looks unfavorable in August but all is “caught up” year to date

### Notes

- Shannon provided updates on the Narthex project – exciting!
- John will be out of the country for three weeks starting Monday – discussed getting Jill set up with the bank in his absence.
- FC reviewed the covenant and will make changes to reflect the new Community Covenant
- FC reviewed the list of Finance policies and assigned who would look at what
- Ingathering table – Ruth & Shelley will represent Finance Committee
- FC Discussed 25-26 priorities:
  - Employee handbook refresh
  - Building Committee “up to” dollar amount policy
  - Moving \$ from General Fund to the Building Fund
  - Back-up plans/videos for payroll and Treasurer Report creation
  - Wording changes to the by-laws (re: 3% and congregational vote)

Submitted by Shelley Webb      9/11/25

# MINISTER'S MONTHLY REPORT

September 2025

## Introduction

A short introduction for you all this month, since my report is on the longer side. It feels good to be in the swing of the new church year, settling into a rhythm with committees and programming. I am especially looking forward to the grounding, connecting, and goal setting of our retreat this weekend.

Blessings to you all as the seasons change.

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## Updates & Discussion Items

### SOUL Team

I am celebrating the transition of this team from its training and formation phase to launching. It was an honor to bless their hands with Liz, and with a charge from Jill. We have gotten a few, very doable requests, so far and are getting a chance to practice how we operate and organize our responses. Our current on-call people are Barb Hansen and Ursula Ham.

Please view an overview of our on-call procedures here: [☰ On Call Job Description](#)

Additionally, all people in church leadership are invited to write to [soulteam@wsuu.org](mailto:soulteam@wsuu.org) or fill out our [Care Request Form](#) if you become aware of acute care needs in your role.

### Worship

The Worship Team continues to feel like a vital small-group ministry and outlet of creative service for those who participate. At the start of this year, we are excited to have Ellen Macom and Aimee Schiefelbein joining us in the chancel as our newest (visible) worship associates. Vaughn Bell and David Bullington are currently training and shadowing and will be in the chancel in the coming months.

Personally, I am feeling very engaged in the craft of worship leadership and sermon writing in this season. At the upcoming UU Institute for the Learning Ministry conference in January, I have selected to be in the preaching-focused learning track.

With more time at Westside under my belt, I am finding positive trends in worship attendance data. See more here [☰ Worship Data Trends](#)

## **Committee on Ministry**

As part of my requirements for continued development in Ministerial Fellowship, I gather a small committee that meets with me monthly to offer feedback and help me consider big questions in ministry at Westside. I thank Laura Pierce and Don Wahl who are rotating off this team.

The new Committee on Ministry consists of: Rick Taylor (continuing), Karen Ainley, and Dennis Jackson. I trust that each of these people in their own personal strengths and vantage points within the congregation will be able to offer valuable insights.

## **Policy Book Updates**

This month, I held a meeting with a handful of Board members as well as Shelley Webb to give an overview of the policy book work that was begun last year. We have a few straightforward updates for our current board to vote to approve.

Please view those at this document, [Policy Language Updates](#) and come prepared with any questions.

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

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## **Kudos & Celebrations**

- **Laura White, Steve Finney, Don Wahl, and Shannon Day** did a huge amount of work to get the entrance and narthex ready for Ingathering. We have beautiful new inviting doors, and more modern and functional furniture now, with further dreamings underway. Hooray for the successful Raise the Paddle Auction event that made this possible!
  - **Leilani Davenport** has been fully onboarded and is doing a really wonderful job setting up background systems that will be an important scaffolding of RE programming throughout the new year. Her thoughtfulness & organizational skills are shining in both the digital office, and her updated RE Lounge project.
  - Many volunteers came early, stayed late, led activities, and brought food for our Ingathering Celebration. Special kudos to **Laura White** who was an invaluable support in organizing the event and communicating with other volunteers, as well as our line dance leaders: **Lisa Maynard, Barb Hansen, and Lauren Schmidt**.
-

## Upcoming Schedule

In Residence September 24-September 28, Preaching “2025: A Faith Odyssey”

In Residence October 8-October 12, Preaching “Carrying the Torch” for LGBTQ History Month

In Residence October 22-October 26, Preaching, “The Vigil we Keep” for Samhain/Day of the Dead

# DRE September Report

After consulting with staff and volunteers, I opened the DRE office space visually up with the nursery.

I created a DRE lounge that serves as our children and families library and a multi-use workspace for myself and other RE volunteers where we can have small meetings or work on a project.

In the DRE lounge, I made sure to include a variety of seating that is fat friendly and hopefully comfortable for a variety of folks. I included an adjustable table, an art memo board with fairy lights and fun items like a jigglepet display area.

There are some signs on order that will arrive and be installed soon like Social Change Now and ASL learning posters.

September could be summarized as busy with events, organizing, prepping and reconnecting with everyone and our RE spaces.

In gratitude,  
Leilani

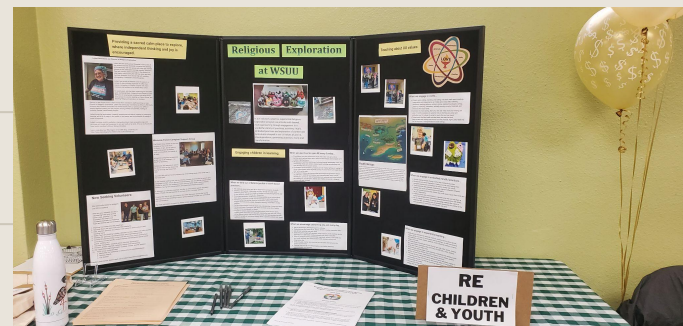


Introducing the new DRE Lounge just outside the northwest sanctuary doors! The DRE Lounge includes our children and family library as well as the attached nursery.

I hope you come by and check it out!

**Leilani Davenberry, DRE**

Photo of our refreshed RE info board in Social Hall



# SEPTEMBER HIGHLIGHTS

## 01. Onboarding

What a busy month with onboarding, tidying supplies, moving furniture, creating the RE schedule, reaching out to families and working with other staff to get me up to speed on the all the behind the scenes details.

## 02. First Saturdays

After consulting with families and volunteers, we're starting a family centered event for the first Saturdays of every month 5-7 p, alternating Parents Night Out starting in Oct and then All Ages Game Night in Nov and then repeating.

## 03. RE Start

We started Fall RE with organizing spaces and supplies. We kicked off Youth Group with a welcome party and started exploring Deeper Joy curriculum as a container for youth-interest based content for the year. Next was an RE Volunteer Orientation and Training on Sept 20th and an RE Open House event for all families on the 21st. Then RE Sundays will start on the last Sun in September with covenant conversation and self care/self regulation craft project.

# Numbers & Measurements

Let's look at September's numbers.

More will be available as we start RE Sundays

## RE Clean out Event

Adult Volunteers: 5

Youth: 2

## Inside RE Newsletter Numbers

80ish subscribers  
less than 1% unsubscribe  
74-72% opens !!

[Aug 29th](#) Newsletter  
[Sept 5th](#) Newsletter  
[Sept 12th](#) Newsletter  
[Sept 19th](#) Newsletter

## Youth Group party

Youth: 4

Adults: 2

## Ingathering

Children: 6-7

Youth: 3

RE volunteers: 3

Decorate your own cupcakes for youth group went over really well. Youth donated the extra to coffee hour team



# Other Details

## RE Planning Team

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Thank you Board for an alternating liaison attending last month's RE planning meeting!

We look forward to seeing you next month!

Our next meeting is  
Tues Oct 6th 6:30 pm  
Zoom ID 955 1444 3362

[Zoom Meeting Link](#)

# Social Change Now

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I attended a facilitator training for Social Change Now the Common Read for this year.

I am recommending and asking for a cross pollination of committee/leadership folks maybe 1-2 from each group (Board, Core, RJCT, Worship, Enviro, etc) to form a learning cohort (of future facilitators) to do 4 sessions and go through the book/workbook over the fall/winter and then as a body decide how to bring to this to their group and to the congregation. I am suggesting RJCT be point on this and asked them to consider it.

## DRE BLOG

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Shannon helped me launch an RE Blog called Creatively UU.

I hope this helps in our outward facing to our community let folks know who we are and what we do in RE. [Link](#)

## Challenge

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The only real challenge I faced was managing my part time hours while prepping for multiple events in a short period of time, the Fall start of RE and onboarding. I imagine next summer I'll have more time to plan and prep for the start of RE in the Fall of 2026. I'm hoping looking at the hours for the whole month instead of weekly will balance this out for Sept.

## MUSIC DIRECTOR MONTHLY REPORT

September 2025

This will be a shorter report since so little time has lapsed. Got a little confused about timing, should be back on track now!

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

1. **Past Services:** I had a chance to watch the service on August 24th, and Rainier Reunion sounded beautiful, as usual. We are so fortunate to have these talented women available and willing to share their music with us so graciously and so frequently. Our Ingathering Service went so well on all fronts, and I was really happy with our Chorale in everything they sang.
2. **Upcoming services:** I had originally planned on having the Chalice Singers sing on September 28th, but our entire tenor section is randomly on vacation in Croatia (I know weird, right?), and both there were other absences at rehearsal Wednesday evening, so it will be Lisa, Liz and I doing a dynamic trio of two great songs, Kathleen Tracy's arrangement of "Let the Mystery Be" and an arrangement I wrote of "Somewhere to Begin." October 12th will be the Chorale singing a couple of songs to honor LGBTQ+ awareness month, and will feature Corra Angell singing solos on both songs. Although the Angells have moved to Shoreline, Corra is still an online private voice student of mine, and loves to sing! FYI, Corra and her dad Jim are providing all of the music for the service at Shoreline UU this Sunday, and Corra has joined the choir at the church.
3. **Westside Chorale:** We have three new members in the Chorale since the beginning of the church year, with Todd Shaughnessy joining us as bass at rehearsal last night, and two new congregants in our alto and soprano section. It's always a challenge to conduct rehearsals like the one on Wednesday with many members randomly missing the same rehearsal. Fortunately our current group of singers is very dedicated to practicing with the rehearsal tracks of each part I create for them and missing an occasional rehearsal seems to be okay. I'm always crossing my fingers that everything will come together, and it seems to!
4. **Other:** We had started the process of looking at new chairs for the choral risers on the platform, and our first options didn't turn out to be the best. I'd like to revisit this soon and get rolling, both for singers' comfort and aesthetics!

In Community,

Scott Farrell

# Administrator Report to Board September 2025

## Worship Attendance:

	Speaker/Special Circumstances	Attendance In-person/Views while streaming/ views since published/total views
7/27/25	Rev. Carter – Cliff Houlihan honored	68/13/39/120
8/10/25	Rev. Carter	78/10/15/103
8/24/25	Rev. Carter	74/5/30/109
9/14/25	Rev. Carter – Ingathering Sunday	122/13/5/140

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

**Offering Collection for August:** For the month of August, our shared offering recipient was **Worth Now Prison Ministries of the Church of the Larger Fellowship**. We collected \$460 for the fund, and \$935 for WSUU.

**Membership/New Interest: 144 down by 1**

**1 resignation** – Kerry Lusignan

**Welcome Forms Received:** 11 (this is an amazing number!)

**New Subscribers to email list:** 12

**Unsubscribed from email list:** 11

**Fireside Room Rental-** I was approached by our tenant for some use of the Fireside Room for counseling sessions. It is 1:30-4:30 on Wednesdays only and it is a temporary solution while she seeks more space. We are charging an additional \$200 for this add on to our lease.

## **Administrative Office Move to 3<sup>rd</sup> Floor –**

For new board members, through some discernment last year about accessible space needs we determined that moving the admin office upstairs to the 3<sup>rd</sup> floor library was a workable solution. We tried to recruit a congregant to organize the move but they ended up not having capacity so the effort was tabled until this fall. The facilities team has stepped in to help with the project and has set a move date of September 30<sup>th</sup>. We are working through some challenges mostly with wired internet & phone connections.

### **Former Admin Office – future use**

- Multi-use – group space with couches/chairs and tables. Move as many library books as possible down and keep some office supplies available in an unlocked space for the community
- Replace closet doorknob with a locking fixture. Keep safe, key box & money drop box in this space. This is convenient for money counters and volunteer who does the deposit.

### **Former Library New Admin Office**

- Bring up file cabinets, copier, paper supply, Shannon's desk & computer
- Install a video camera at office door so that I can view a person ringing the intercom bell. I can talk to them through our current bell/intercom system.

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

#### **Some of the accomplishments this month**

- Front entrance doors replaced and subsequently adjusted
- New entry furniture in place
- Rose Sheppard prepped and painted the metal railings approaching the office entry
- Steve Finney continues work on replacing lighting with LED bulbs, he also power-washed the front side stucco wall, transported many items to landfill
- Dan Day has installed new motion sensing light for the staff parking area

#### **Other priorities:**

- Railing on steps from sidewalk down to staff parking area
- Helping support installation of soon to be selected name tag storage system

### **Website/Google Issue**

The week of Ingathering we had a very challenging issue with our website and email coming to our domain. Something triggered Google to label our website as unsafe, and saying it had links to dangerous websites. Marco Deppe generously stepped in and went through steps available to mitigate the issue but it took a couple of days. We still don't know what triggered the action. We have scanned our site with various tools and all seems to be in order.

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

**Upcoming Time Away:** I will be out of office October 13-16 & November 3-6. For the November trip I will have the ability to work some hours remotely.

In loving community,  
Shannon

Greetings Board Members,

Sending along a brief update on Garden Team Activities. Amy Hance-Brancati and myself have been co-hosting monthly gardening work parties on Second Saturdays this year. For the past spring and summer, we have been focused on general maintenance (weeding, mulching, pruning) in the Main garden on the south side of the building. In addition we have spent considerable time improving the alley hillside on the west side of the building - removing blackberries and other noxious weeds as well as maintaining new native plants installed earlier this year. We've also been maintaining the hedge along California Ave SW.

This past summer, we purchased two additional stone benches for the garden to match the existing bench! A big thank you to Amy and Greg for facilitating the purchase and delivery.

One note, please use my new email address shown below. I no longer use the [kimberly.frappier@gmail.com](mailto:kimberly.frappier@gmail.com) and will be retiring this account this year.

Our next Fall work party is scheduled for October 25th 9 am - Noon.

Thanks so much!

Kim Frappier and Amy Hance-Brancati

Hi Dedicated Board Members!

Here is our Membership team report for this month:

Membership Committee Members are Laura White, Steve Finney, Sheree Porter, Shannon Day and Rev. Carter

This month we have:

- Participated in Narthax refresh (Laura, David & Steve worked with Shannon and Carter to research, pickup, install new furniture & clear out old furniture), email updates to RE and Greeter Leadership), Name tag & Icon updates (Steve taking Icon photos and inputting name tag copy for new magnetic name tags)
- Became more familiar with Icon replacing Breeze as our database (Laura met with Shannon to learn how to access newcomer & member info)
- Planning for & participation in Ingathering in coordination with Carter & other committees, Name tag & photo table, Spinner prize table, setup and breakdown
- Set dates for Fall New Member Sessions for Oct 12th and Nov 9th in Fireside Room, New Member Ceremony, Jan 12th.
- Offered exit interview to departing member Kerry Lusignan, she selected to send explanatory email directly to Board. Closing and thank you email.
- Membership Team schedule for Membership Welcome Table Sept 24, Oct 12th
- Updated Find Your People flyer with Shannon & related info/signage for Membership Welcome Table.

In loving community,  
Laura

Laura Harris White, M.Ed. (she/her)

## Report from September, 2025 meeting

1. Discussed how we will support the play "Detention Lottery" on October 19th. Members of the committee committed to various roles required to promote and participate in the play. This is an important opportunity to increase the congregations awareness and action in current immigration issues.
2. Discussed participation in the Ingathering Service through tabling during social hour. Will present information about justice, immigration (including support of refugee Ali), Gaza, and the UUA common read.
3. Discussed how we will use and support the UUA common read, "Social Change Now: A Guide for Reflection and Connection" by Deepa Iyer. This book and supportive materials available from UUA will be the main discussion and tool used during our November retreat as we plan for this church year.
4. Discussed ways to inform the congregation of justice actions related to immigration, Gaza, and related issues that are occurring in the community to increase WSUU participation and collaboration with other organizations, congregations. This discussion will continue next month.

in community,  
Cindy and Tracy Burrows

Dear WSUU Board,

Here is our brief report for September

- All day retreat 8/27/25; we focused on connection, goal setting, planning and scheduling for the year
- First monthly Core team meeting of the church year September 4th
- Hosted table at Westside volunteer fair on Ingathering Sunday, September 14
- Several members attended Restorative Justice/NVC Monthly Practice on 9/16/25

Respectfully submitted,  
Amy Hance-Brancati