

Westside Unitarian Universalist  
Congregational Annual Meeting  
May 15, 2016

1. Board of Trustees President Viveca Monahan called the meeting to order at 12:35 p.m. She welcomed everyone to the annual meeting of the congregation.
2. Chaplain, Mark Newton, led the chalice lighting to open the meeting.
3. Jean Mendel, secretary of the Board of Trustees reported we have a quorum with 77 members attending. We have 213 members of which at least 25% must be present.
4. The minutes of the May 17, 2015 annual meeting have been distributed. With a motion from Tracy Burrows and a second by Eileen Duffy to approve, the minutes were approved unanimously.
5. The minutes of the December 13, 2015 congregational meeting have been distributed. With a motion from Tracy Burrows and second by Peggy Abby to approve, the minutes were approved unanimously.
6. Viveca delivered an abbreviated President's report. She did discuss the resiliency with which the congregation has met all of the events of the past year. Through it all we were "lovingly held" by Shannon Day, administrator, and chaplain, Mark Newton. Moving forward, we are a healthy, resilient membership. She will send a full report to the congregation in the very near future.
7. New Business
  - a. Election of Ministerial Search Committee

The proposed slate of committee members was presented. They include Lorelei Amato, Arline Borella, John Britt, Cecelia Hayes, Michael Germain-Mothershed, Lisa Reitzes and Paula vanHaagen Barbara Burke moved with a second by Peggy Abby to elect the slate in it's entirety. It passed unanimously.

b. Approval of the Vision/Mission Statement

Tracy Burrows gave a brief history of the development of the Vision/Mission statement. Cherie Tucker moved with a second by Laura White to approve. Discussion followed.

Paula vanHaagen moved to amend the Vision statement to read “An inclusive, diverse Unitarian Universalist community nurturing spiritual growth and working for justice” Eileen Duffy seconded the motion. Following discussion, the amendment passed by majority.

Following further discussion about the line in the Mission statement reading “work against injustice and oppression based on race and culture” Larkie Gildersleeve moved with a second by Michael Matz to add sexuality or sexual choice to read “work against injustice and oppression based on race, gender/sexuality, or culture.. Larkie withdrew the motion in favor of an amendment proposed by Alan Mendel to say “work against all injustice” with a second by Ruth Herman. The motion carried by clear majority.

Lisa Reitzes moved with a second by Mark Newton to approve the amended vision/mission statement.

The motion carried by a clear majority.

It now reads:

***Westside Unitarian Universalist Congregation***

***Our Vision:***

***An inclusive, diverse Unitarian Universalist community nurturing spiritual growth and working for justice***

***Our Mission***

***To support one another, expand our minds, and build a more just world***

***We commit to:***

***Know one another and build friendships together  
Provide meaningful and inspiring worship reflecting our diversity of beliefs and backgrounds  
Offer outstanding religious education for all ages***

*Nourish the spiritual growth of our children and youth by teaching them our principles inspiring an open-minded search for spiritual meaning and encouraging their participation in our community  
Celebrate music as a vital part of worship and our congregational life*

*Work against all injustice and oppression*

*Serve, educate, advocate and be a witness for economic, environmental and social justice*

*Give generously of our time, resources and talents*

*Embrace diversity and create a welcoming and inclusive community*

*Enable full participation in the life of the congregation by eliminating physical and social barriers*

*Contribute as an active force in the wider community*

8. Treasurer Michael Matz reviewed the summaries of the current year's budget and the proposed 2016-2017 budget, noting that because of the by-laws change, we will have a 13 month budget year coming up.

The total general fund income for this year is \$425,981.00. This is also the total general fund expenses creating a balanced budget.

The projected general fund income for June 2016 through July 2017 is \$487,104.72 with the same figure projected for general fund expenses. This includes salary and benefits for both a new interim minister and new director of religious education. Also, there is a line increase for janitorial wages so that the cleaning does not depend on an all volunteer effort.

Other changes he noted are a change to 1/3 of each Sunday's undesignated offering going to support local charities instead of the 1/2 we give now. Also, the fifth Sunday undesignated offering will go to support the costs of coffee hour supplies.

As far as salaries are concerned, the board is trying to move to the mid range of UUA suggested salaries for each position. We are close on some but still need to improve others.

The total ministerial expenses includes \$10,500 for the called minister search process.

A decision was made by the board to fund UUA dues as usual for the first half of the year, then cut back for the second half of the year with an explanation to the UUA as to why we can't support the full payment.

Alice Britt noted that we need to include an expense line for the garden show. This year's expenses totaled \$2,200.

There were a number of members who discussed the pros and cons of hiring an interim minister for the coming year.

With a motion by Eileen Duffy to approve and second by Michael Cox the proposed budget was approved unanimously.

9. Alan Mendel on behalf of the nominating committee presented the slate of nominees for next year:

Board of Trustees

President:

Vice President: Tracy Burrows

Secretary: Sue Mariconda

Treasurer: Allan Lang

Trustees: Judy Finney (1 year)

Michael Franzen (1 year)

Jean Mendel (2 year)

Nominating Committee

Alice Britt – Chairwoman

Peggy Abby

Mike Cox

Endowment Committee

Marion Kee – Chairwoman

Alan went on to explain that we will not have a vacancy for president until June 1. The Board of Trustees will select a new president. Then a congregational meeting will be called within 60 days to approve the selection.

Marion Kee moved with a second by Paula vanHaagen to approve the slate for board of trustees. The motion passed unanimously.

Mark Newton moved with a second by Larkie Gildersleeve to approve the slate for nominating committee in it's entirety. The motion passed unanimously.

10. The outgoing members of the board (Nikki Roberg, April Kristjansson, Joe Rettenmeir, Michael Matz and Viveca Monahan), as well as Chaplain Mark Newton, Laura Pierce and Betsy Lowry were recognized for appreciation by the entire congregation.

11. Mark Newton led in extinguishing the chalice.

The meeting adjourned at 2:40 p.m.

WSUU Annual Meeting  
Sunday, May 15, 2016 12:00 p.m. Sanctuary  
Agenda

- 12:00 Welcome  
Chalice Lighting
- Viveca Monahan  
Mark Newton
- 12:05 Approve/amend minutes from May 17, 2015 Annual Meeting  
Approve/amend minutes from December 13, 2015 Meeting
- 12:15 Report from the President  
Reports from committees
- Viveca Monahan
- 12:30 New Business
- \*Election of Ministerial Search Committee  
Lorelei Amato, Arline Borella, John Britt, Cecelia Hayes,  
Michael Germain Mothershed, Lisa Reitzes, Paula vanHaagen
  - \*Approval of the Vision/Mission Statement

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*Work against injustice and oppression based on race and culture*  
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*and social justice*  
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Enable full participation in the life of the congregation by eliminating  
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Contribute as an active force in the wider community*

- 12:50 Financial Summary and proposed FY 16-17 budget Michael Matz  
Viveca Monahan
- 1:30 Nominating Committee Report  
Election of Officers  
\*President – Jill Jackson  
\*Vice President – Tracy Burrows  
\*Secretary – Sue Mariconda  
\*Treasurer – Allan Lang  
Election of Trustees  
\*Judi Finney (1 year)  
\*Michael Franzen (1 year)  
\*Jean Mendel (2 year)  
Election of Nominating Committee  
\*Alice Britt - Chairwoman  
\*Peggy Abby  
\*Mike Cox
- 1:45 Report of President Elect
- 1:50 Appreciations
- 2:00 Extinguishing the chalice  
Adjournment

FY2016-2017 BUDGET

Westside Unitarian Universalist Congregation - Seattle WA

13-month growth:

8.3%

<u>Account #</u>	<u>Account Name</u>	<u>FY15-16 Budget</u>	<u>% of Total</u>	<u>Jun-16</u>	<u>Jul-16 thru Jun-17</u>	<u>FY16-17 Budget</u>	<u>Annualized Growth</u>	<u>% of Total</u>
<b>GENERAL FUND INCOME</b>								
Pledging								
4.100.100	Pledges - Current Year Income	248,840.00		\$ 70,000.00	\$ 235,000.00	\$ 305,000.00		
4.100.105	Pledges - Additional One Time Gifts	-		-	-	-		
4.100.110	Pledges - Prior Year Income	4,000.00		3,100.00	500.00	3,600.00		
	<b>Total Pledges</b>	<b>\$ 252,840.00</b>	<b>59.4%</b>	<b>\$ 73,100.00</b>	<b>\$ 235,500.00</b>	<b>\$ 308,600.00</b>	<b>12.7%</b>	<b>63.9%</b>
Other Donations								
4.100.135	Give Big (Non-pledge gifts & stretch dollars)	4,970.00		\$ 2,700.00	\$ 3,600.00	\$ 6,300.00		
4.100.140	Contributions - Sunday WSUU	10,000.00		1,333.33	15,999.96	17,333.29		
4.100.150	Contributions - Sunday Charities	10,000.00		667.67	8,012.04	8,679.71		
4.100.???	Endowment Fund Transfers IN	-		-	-	-		
4.100.160	Special Gifts & Appeals	7,500.00		-	2,300.00	2,300.00		
	<b>Total Other Donations</b>	<b>\$ 32,470.00</b>	<b>7.6%</b>	<b>\$ 4,701.00</b>	<b>\$ 29,912.00</b>	<b>\$ 34,613.00</b>	<b>-1.6%</b>	<b>7.2%</b>
	<b>Total Pledge and Other Donations</b>	<b>\$ 285,310.00</b>	<b>67.0%</b>	<b>\$ 77,801.00</b>	<b>\$ 265,412.00</b>	<b>\$ 343,213.00</b>	<b>11.0%</b>	<b>71.1%</b>
Fund Raising								
4.100.245	Auction Income	42,000.00		\$ -	\$ 42,000.00	\$ 42,000.00		
4.100.247	Raise the Paddle Income	5,000.00		-	12,000.00	12,000.00		
4.100.250	Rummage & Book Sale Income	4,000.00		-	1,000.00	1,000.00		
4.100.???	Art & Garden Show Income	-		-	6,500.00	6,500.00		
4.100.257	Misc. Fundraising Income	2,250.00		-	500.00	500.00		
	<b>Total Fund Raising Income</b>	<b>\$ 53,250.00</b>	<b>12.5%</b>	<b>\$ -</b>	<b>\$ 62,000.00</b>	<b>\$ 62,000.00</b>	<b>7.5%</b>	<b>12.8%</b>
Merchants Income								
4.100.200	PCC Scrip GF Income	2,500.00		-	2,000.00	\$ 2,000.00		
4.100.210	E Scrip GF Income	400.00		-	200.00	200.00		
4.100.211	Amazon Rebate Income	2,600.00		110.00	2,090.00	2,200.00		
	<b>Total Merchants Income</b>	<b>\$ 5,500.00</b>	<b>1.3%</b>	<b>\$ 110.00</b>	<b>\$ 4,290.00</b>	<b>\$ 4,400.00</b>	<b>-26.2%</b>	<b>0.9%</b>
Program and Misc Income								
4.100.220	Coffee Income	660.00		\$ -	\$ 1,275.00	\$ 1,275.00		
4.100.221	Music Fund Transfers IN	2,300.00		-	-	-		
4.100.???	Music Fundraising & Donations	-		-	4,500.00	4,500.00		
4.100.240	Interest Income	8.00		0.75	9.00	9.75		
4.100.241	Board Designated Fund Txfrs to GF	11,697.00		128.44	-	128.44		
4.100.242	Building Fund Transfers	17,283.00		-	-	-		
4.100.251	Social & Envir. Justice Fundraising	-		-	500.00	500.00		
4.100.255	Common Quest Income	500.00		-	500.00	500.00		
4.100.???	RE Fund Transfers IN	-		-	-	-		
4.100.259	RE Fundraising & Donations	2,000.00		-	1,500.00	1,500.00		



FY2016-2017 BUDGET

Westside Unitarian Universalist Congregation - Seattle WA

13-month growth:

8.3%

Account #	Account Name	FY15-16 Budget	% of Total	Jun-16	Jul-16 thru Jun-17	FY16-17 Budget	Annualized Growth	% of Total
4.100.???	RE Youth Group Fund Transfers IN	-		-	-	-		
4.100.???	RE Youth Group Fundraising & Donations	-		300.00	2,150.00	2,450.00		
4.100.???	OWL Fund Transfers IN	-		-	4,250.00	4,250.00		
4.100.260	OWL Registration Fees	-		-	-	-		
4.100.???	RE Coming of Age Program Fees	-		-	750.00	750.00		
4.100.???	Help for Members Fund Transfers IN	-		-	-	-		
4.100.???	Minister Search Fund Transfers IN	-		830.00	-	830.00		
4.100.265	Ministerial Intern Income	-		-	-	-		
	<b>Total Program and Other Income</b>	<b>\$ 34,448.00</b>	<b>8.1%</b>	<b>\$ 1,259.19</b>	<b>\$ 15,434.00</b>	<b>\$ 16,693.19</b>	<b>-55.3%</b>	<b>3.5%</b>
<b>Rentals</b>								
4.100.300	Cell Tower Rental & Elec Reimb Income	13,653.00		\$ 1,138.00	\$ 14,000.00	\$ 15,138.00		
4.100.302	Cell Tower Electricity Reimb True-up	-		-	-	-		
4.100.305	Rental Income - Single Events	9,000.00		250.00	5,250.00	5,500.00		
4.100.310	Leases Income- Pre School	22,000.00		2,606.00	31,272.00	33,878.00		
4.100.311	Donations- Svc Groups Meeting at WSUU	2,820.00		150.00	2,000.00	2,150.00		
	<b>Total Rental Income</b>	<b>\$ 47,473.00</b>	<b>11.1%</b>	<b>\$ 4,144.00</b>	<b>\$ 52,522.00</b>	<b>\$ 56,666.00</b>	<b>10.2%</b>	<b>11.7%</b>
	<b>TOTAL GENERAL FUND INCOME</b>	<b>\$ 425,981.00</b>	<b>100%</b>	<b>\$ 83,314.19</b>	<b>\$ 399,658.00</b>	<b>\$ 482,972.19</b>	<b>4.7%</b>	<b>100%</b>
<b>GENERAL FUND EXPENSES</b>								
<b>Minister Position</b>								
5.100.100	Minister Housing Allow Exp	28,404.00		\$ 2,500.00	\$ 30,000.00	\$ 32,500.00		
5.100.101	Minister Salary Exp	45,846.00		4,333.33	53,879.17	58,212.50		
5.100.105	Minister Medical Ins Exp	4,608.00		366.67	4,400.00	4,766.67		
5.100.110	Minister Retirement Exp	7,425.00		683.33	8,387.92	9,071.25		
5.100.115	Minister-FICA Offset	6,055.00		550.80	6,753.36	7,304.16		
	<b>Total Minister Compensation</b>	<b>\$ 92,338.00</b>	<b>21.7%</b>	<b>\$ 8,434.13</b>	<b>\$ 103,420.44</b>	<b>\$ 111,854.57</b>	<b>11.8%</b>	<b>23.2%</b>
5.100.102	Interim Minister Moving Expenses	2,500.00		-	6,300.00	6,300.00		
5.100.120	Minister's Sabbatical Exp	-		-	-	-		
5.100.125	Minister's Professional Exp	3,667.00		-	4,000.00	4,000.00		
5.100.???	Minister Search Expenses	-		1,000.00	9,500.00	10,500.00		
5.100.130	Ministerial Intern Expense	-		-	-	-		
	<b>Total Additional Minister Exp</b>	<b>\$ 6,167.00</b>	<b>1.4%</b>	<b>\$ 1,000.00</b>	<b>\$ 19,800.00</b>	<b>\$ 20,800.00</b>	<b>211.3%</b>	<b>4.3%</b>
	<b>Total Cost of Minister Exp</b>	<b>\$ 98,505.00</b>	<b>23.1%</b>	<b>\$ 9,434.13</b>	<b>\$ 123,220.44</b>	<b>\$ 132,654.57</b>	<b>24.3%</b>	<b>27.5%</b>

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Account #	Account Name	FY15-16 Budget	% of Total	Jun-16	Jul-16 thru Jun-17	FY16-17 Budget	Annualized Growth	% of Total
<b>Music Ministry</b>								
5.100.185	Music Dir Salary Exp	36,382.00		2,824.17	33,890.06	36,714.23		
5.100.186	Music Dir Medical Ins Exp	-		247.50	2,970.00	3,217.50		
5.100.181	Music Dir Retirement Exp	3,341.00		282.42	3,389.01	3,671.42		
5.100.187	Music Dir FICA Exp	2,556.00		234.98	2,819.79	3,054.78		
	Total Music Director Compensation	\$ 42,279.00	9.9%	\$ 3,589.07	\$ 43,068.86	\$ 46,657.94	1.9%	9.7%
5.100.188	Music Dir Professional Exp	3,000.00		\$ -	\$ 3,300.00	\$ 3,300.00		
	Total Music Director Other Expenses	\$ 3,000.00	0.7%	\$ -	\$ 3,300.00	\$ 3,300.00	1.5%	0.7%
5.100.193	Chorale/Sunday Serv Pianist Exp	6,265.00		375.00	6,490.00	6,865.00		
5.100.195	Music Percussionist Exp	3,340.00		90.00	2,940.00	3,030.00		
	Total Other Music Staff	\$ 9,605.00	2.3%	\$ 465.00	\$ 9,430.00	\$ 9,895.00	-4.9%	2.0%
5.100.189	Music Equipment Maint Exp	400.00		-	400.00	400.00		
5.100.191	Music Purchase Exp	200.00		-	600.00	600.00		
	Total Other Music Expenses	\$ 600.00	0.1%	\$ -	\$ 1,000.00	\$ 1,000.00	66.7%	0.2%
	<b>Total Music Ministry Exp</b>	<b>\$ 55,484.00</b>	<b>13.0%</b>	<b>\$ 4,054.07</b>	<b>\$ 56,798.86</b>	<b>\$ 60,852.94</b>	<b>1.2%</b>	<b>12.6%</b>
<b>Children and Youth RE Ministry</b>								
5.100.150	RE Director Salary Exp	56,400.00		\$ 4,333.33	\$ 57,100.00	\$ 61,433.33		
5.100.155	RE Director Medical Ins Exp	-		366.67	4,400.00	4,766.67		
5.100.160	RE Director Pension Exp	5,200.00		433.33	-	433.33		
5.100.158	RE Dir FICA SS Exp	3,978.00		359.55	4,704.75	5,064.30		
	Total Cost of RE Director	\$ 65,578.00	15.4%	\$ 5,492.88	\$ 66,204.75	\$ 71,697.63	0.9%	14.8%
5.100.165	RE Director Professional Exp	5,000.00		-	4,000.00	4,000.00		
	Total Other RE Director Expenses	\$ 5,000.00	1.2%	\$ -	\$ 4,000.00	\$ 4,000.00	-20.0%	0.8%
5.100.168	RE Teacher Support Coordinator	3,800.00		150.00	-	150.00		
5.100.169	RE Summer Coordinator	1,800.00		-	-	-		
5.100.???	RE Lead Youth Advisor	-		-	-	-		
5.100.???	RE Story Time Toddler Teacher	-		-	-	-		
5.100.???	RE Nursery Lead Teacher	-		160.00	2,080.00	2,240.00		
5.100.???	RE Nursery Assistant	-		60.00	1,390.00	1,450.00		
5.100.170	Childcare Exp	3,600.00		-	840.00	840.00		
	Total RE Staff Expense	\$ 9,200.00	2.2%	\$ 370.00	\$ 4,310.00	\$ 4,680.00	-53.0%	1.0%
5.100.166	RE Leader Training Exp	-		-	-	-		
5.100.167	RE Teacher Appreciation Exp	-		-	-	-		
5.100.???	RE Youth Leadership Development	-		-	-	-		
5.100.???	RE OWL Leadership Development	-		-	1,750.00	1,750.00		
	Total RE Training Expense	\$ -	0.0%	\$ -	\$ 1,750.00	\$ 1,750.00	100.0%	0.4%

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5.100.134	RE Operational Exp	3,000.00		250.00	3,000.00	3,250.00		
5.100.171	RE Program Support Exp	-		-	-	-		
5.100.172	RE Curricula Expense	200.00		-	-	-		
5.100.???	RE OWL Programs	-		-	-	-		
5.100.???	RE High School Youth Programs	-		-	750.00	750.00		
5.100.???	RE Middle School Youth Programs	-		-	-	-		
5.100.???	RE Scholarships	-		-	-	-		
	<b>Total RE Operational</b>	<b>\$ 3,200.00</b>	<b>0.8%</b>	<b>\$ 250.00</b>	<b>\$ 3,750.00</b>	<b>\$ 4,000.00</b>	<b>15.4%</b>	<b>0.8%</b>
	<b>Total RE Ministry Exp</b>	<b>\$ 82,978.00</b>	<b>19.5%</b>	<b>\$ 6,112.88</b>	<b>\$ 80,014.75</b>	<b>\$ 86,127.63</b>	<b>-4.2%</b>	<b>17.8%</b>
	<b>Total Ministry Expense (incl. Professional Expenses)</b>	<b>\$ 236,967.00</b>	<b>55.6%</b>	<b>\$ 19,601.09</b>	<b>\$ 260,034.05</b>	<b>\$ 279,635.14</b>	<b>8.9%</b>	<b>57.9%</b>
	<b>Administrative Staff Support</b>							
5.100.176	Congr Administrator Sal Exp	26,520.00		\$ 3,052.97	\$ 36,635.63	\$ 39,688.59		
5.100.???	Congr Administrator Medical Ins Exp	-		-	-	-		
5.100.179	Congr Administrator Retirement Exp	2,652.00		305.30	3,663.56	3,968.86		
5.100.177	Congr Administrator FICA Exp	1,790.00		233.55	2,802.63	3,036.18		
5.100.180	Bookkeeper Wage Exp	6,084.00		-	-	-		
5.100.183	Bookkeeper FICA Exp	465.00		-	-	-		
	<b>Total Administration Staff Exp</b>	<b>\$ 37,511.00</b>	<b>8.8%</b>	<b>\$ 3,591.82</b>	<b>\$ 43,101.81</b>	<b>\$ 46,693.63</b>	<b>14.9%</b>	<b>9.7%</b>
	<b>Additional Employee Benefits</b>							
5.100.178	Labor & Industries Ins Exp	2,100.00		\$ -	\$ 2,200.00	\$ 2,200.00		
5.100.182	Employee Assistance Prog Exp	-		-	-	-		
5.100.184	Part time Empl FICA SS Exp	908.00		55.85	694.62	750.47		
	<b>Total Additional Employee Benefits Exp</b>	<b>\$ 3,008.00</b>	<b>0.7%</b>	<b>\$ 55.85</b>	<b>\$ 2,894.62</b>	<b>\$ 2,950.47</b>	<b>-9.5%</b>	<b>0.6%</b>
	<b>Total Staff &amp; Ministries</b>	<b>\$ 277,486.00</b>	<b>65.1%</b>	<b>\$ 23,248.75</b>	<b>\$ 306,030.49</b>	<b>\$ 329,279.24</b>	<b>9.5%</b>	<b>68.2%</b>
	<b>UU Organizations Dues Expense</b>							
5.100.300	Partner Church Dues Exp	150.00		\$ -	\$ 150.00	\$ 150.00		
5.100.310	UUSC Dues Exp	250.00		-	250.00	250.00		
5.100.320	UUA Dues Exp	13,980.00		-	9,585.00	9,585.00		
5.100.330	PNWD Dues Exp	6,058.00		-	4,153.50	4,153.50		
	<b>Total UU Organizations Dues Exp</b>	<b>\$ 20,438.00</b>	<b>4.8%</b>	<b>\$ -</b>	<b>\$ 14,138.50</b>	<b>\$ 14,138.50</b>	<b>-30.8%</b>	<b>2.9%</b>

FY2016-2017 BUDGET

Westside Unitarian Universalist Congregation - Seattle WA

13-month growth:

8.3%

<u>Account #</u>	<u>Account Name</u>	<u>FY15-16 Budget</u>	<u>% of Total</u>	<u>Jun-16</u>	<u>Jul-16 thru Jun-17</u>	<u>FY16-17 Budget</u>	<u>Annualized Growth</u>	<u>% of Total</u>
Operational Expenses								
5.100.450	Telephone/Cable/Internet	2,245.00		\$ 211.56	\$ 2,550.00	\$ 2,761.56		
5.100.460	Web Hosting Exp	206.00		-	210.00	210.00		
5.100.470	Web Maintenance Exp	600.00		-	200.00	200.00		
5.100.475	Technology Management	1,000.00		-	1,000.00	1,000.00		
5.100.480	Office Expenses	1,500.00		100.00	1,500.00	1,600.00		
5.100.481	Postage Exp	500.00		-	500.00	500.00		
5.100.482	Printing / Copying	4,000.00		400.00	5,050.00	5,450.00		
5.100.483	Constant Contact Email Service	600.00		369.00	-	369.00		
5.100.484	Marketing and Advertising	500.00		-	-	-		
5.100.520	Banking & Credit Card Fees e.g.Vanco	4,000.00		1,209.47	4,290.53	5,500.00		
5.100.550	Liability Insurance Exp	8,000.00		-	8,200.00	8,200.00		
5.100.742	Memorial Expenses	-		-	-	-		
5.100.???	Endowment Fund Transfers OUT	-		-	-	-		
5.100.900	Transfers to Operations Cash Reserve Fund	-		-	-	-		
	<b>Total Operational Exp</b>	<b>\$ 23,151.00</b>	<b>5.4%</b>	<b>\$ 2,290.03</b>	<b>\$ 23,500.53</b>	<b>\$ 25,790.56</b>	<b>2.8%</b>	<b>5.3%</b>
Committees Expenses								
5.100.222	Coffee and Other Kitchen Exp	1,000.00		\$ 50.00	\$ 1,350.00	\$ 1,400.00		
5.100.710	Membership Exp	200.00		-	-	-		
5.100.725	Worship Council Expense	2,600.00		250.00	3,222.20	3,472.20		
5.100.726	AV Tech Expense	3,520.00		480.00	5,760.00	6,240.00		
5.100.???	AV Equipment & Maintenance	-		-	400.00	400.00		
5.100.221	Music Fund Transfers OUT	-		-	-	-		
5.100.???	RE Fund Transfers OUT	-		-	-	-		
5.100.???	RE Youth Group Fund Transfers OUT	-		-	-	-		
5.100.???	OWL Fund Transfers OUT	-		-	-	-		
5.100.756	Social Action Expense	200.00		-	-	-		
5.100.757	Sunday Contributions Given to Charity	10,000.00		667.67	8,012.04	8,679.71		
5.100.800	All Congr Social Events	300.00		-	-	-		
5.100.???	Help for Members Fund Transfers OUT	-		-	-	-		
5.100.???	Minister Search Fund Transfers OUT	-		-	-	-		
5.100.829	Common Quest Exp	100.00		-	-	-		
	<b>Total Committees Exp</b>	<b>\$ 17,920.00</b>	<b>4.2%</b>	<b>\$ 1,447.67</b>	<b>\$ 18,744.24</b>	<b>\$ 20,191.91</b>	<b>4.0%</b>	<b>4.2%</b>

FY2016-2017 BUDGET

Westside Unitarian Universalist Congregation - Seattle WA

13-month growth:

8.3%

<u>Account #</u>	<u>Account Name</u>	<u>FY15-16 Budget</u>	<u>% of Total</u>	<u>Jun-16</u>	<u>Jul-16 thru Jun-17</u>	<u>FY16-17 Budget</u>	<u>Annualized Growth</u>	<u>% of Total</u>
Fundraising Expenses								
5.100.196	Music Council Fundraising Exps	-		\$ -	\$ -	\$ -		
5.100.819	Raise the Paddle Purchase Exp-GF	5,000.00		-	-	-		
5.100.820	Auction Expense	8,500.00		-	8,000.00	8,000.00		
5.100.821	Rummage Sale Expense	100.00		-	-	-		
5.100.822	Canvass Expense	100.00		-	-	-		
5.100.823	Misc. Fundraising Exp	250.00		-	250.00	250.00		
	<b>Total Fundraising Exp</b>	<b>\$ 13,950.00</b>	<b>3.3%</b>	<b>\$ -</b>	<b>\$ 8,250.00</b>	<b>\$ 8,250.00</b>	<b>-40.9%</b>	<b>1.7%</b>
Rentals Expenses								
5.100.305	Facilities Rental Exp - single events	700.00		\$ 105.00	\$ 700.00	\$ 805.00		
	<b>Total Rentals Exp</b>	<b>\$ 700.00</b>	<b>0.2%</b>	<b>\$ 105.00</b>	<b>\$ 700.00</b>	<b>\$ 805.00</b>	<b>6.2%</b>	<b>0.2%</b>
Facility Expenses								
5.100.452	Security Alarm System	420.00		\$ -	\$ 400.00	\$ 400.00		
5.100.453	Electricity - SCL	6,100.00		1,210.00	7,260.00	8,470.00		
5.100.454	Water/Sewer - SPU	2,500.00		400.00	2,500.00	2,900.00		
5.100.455	Waste/Recycling/Green	1,556.00		200.00	2,400.00	2,600.00		
5.100.456	Gas - PSE	4,500.00		300.00	5,000.00	5,300.00		
	<b>Total Utility Expenses</b>	<b>\$ 15,076.00</b>	<b>3.5%</b>	<b>\$ 2,110.00</b>	<b>\$ 17,560.00</b>	<b>\$ 19,670.00</b>	<b>20.4%</b>	<b>4.1%</b>
5.100.650	Loan Debt Service - UUA	40,650.00		3,387.50	40,650.00	44,037.50		
5.100.655	Loan Debt Service - PNW Growth Fndtn	7,910.00		659.96	7,919.52	8,579.48		
	<b>Total Loan Expenses</b>	<b>\$ 48,560.00</b>	<b>11.4%</b>	<b>\$ 4,047.46</b>	<b>\$ 48,569.52</b>	<b>\$ 52,616.98</b>	<b>0.0%</b>	<b>10.9%</b>
5.100.457	Annual City/County/State Fees	2,000.00		-	2,050.00	2,050.00		
	<b>Total City/County Fees</b>	<b>\$ 2,000.00</b>	<b>0.5%</b>	<b>\$ -</b>	<b>\$ 2,050.00</b>	<b>\$ 2,050.00</b>	<b>2.5%</b>	<b>0.4%</b>
5.100.216	Janitorial/Sun Coord/Wages Exp	2,800.00		360.00	4,770.00	5,130.00		
5.100.451	Janitorial Supplies	1,300.00		150.00	2,400.00	2,550.00		
5.100.458	Landscaping Exp	100.00		-	-	-		
5.100.459	Building Maint, Supplies & Small Labor	2,500.00		125.00	2,375.00	2,500.00		
5.100.461	Building Capital Reserve Exp-GF	-		-	-	-		
	<b>Total Repair and Maintenance</b>	<b>\$ 6,700.00</b>	<b>1.6%</b>	<b>\$ 635.00</b>	<b>\$ 9,545.00</b>	<b>\$ 10,180.00</b>	<b>40.3%</b>	<b>2.1%</b>
	<b>Total Facility Exp</b>	<b>\$ 72,336.00</b>	<b>17.0%</b>	<b>\$ 6,792.46</b>	<b>\$ 77,724.52</b>	<b>\$ 84,516.98</b>	<b>7.9%</b>	<b>17.5%</b>
	<b>Total Non-Staff Expenses (incl. Ministry Operations)</b>	<b>\$ 148,495.00</b>	<b>34.9%</b>	<b>\$ 10,635.16</b>	<b>\$ 143,057.79</b>	<b>\$ 153,692.95</b>	<b>-4.5%</b>	<b>31.8%</b>
	<b>TOTAL GENERAL FUND EXPENSES</b>	<b>\$ 425,981.00</b>	<b>100%</b>	<b>\$ 33,883.91</b>	<b>\$ 449,088.28</b>	<b>\$ 482,972.19</b>	<b>4.7%</b>	<b>100%</b>
Difference		\$ -				\$ -		

# Westside UU Congregation Annual Reports from Staff for the period June 2015 – May 2016

## RELIGIOUS EXPLORATION FOR CHILDREN AND YOUTH

### ANNUAL REPORT to WSUU Board of Trustees and congregation

Submitted by Betsy Lowry, Director of Religious Exploration for Children and Youth

May 2016

This has been a full year in the world of Westside's Religious Exploration ministry! Never a dull moment from last June, which was focused on good byes for Kevin Lawson and Reverend Peg and participating in GA with our youth and a great contingent of WSUU members, to the fall with Reverend Beatrice's arrival, to spring with me preparing for my own departure. In addition to regular RE classes, Coming of Age, and our vibrant youth program, we offered all levels of OWL this year. I filled in as the lead youth advisor for our youth ministry, and became engaged in district youth ministry leadership to address changes needed for youth of color -- a social justice issue for the PNWD.

As we move toward the close of the RE year and I look at the growth we have experienced, I am awed by the courage, resiliency, and loving kindness that is intertwined through our community -- from our little ones to our elders. Being part of the growth of our children and youth is a treat for all of us, and one that I've relished. Seeing our toddlers transition from the Nursery to Story Time class, and from there to our Spirit Play preschool class... seeing our elementary kids take ownership of their learning...seeing our middle schoolers complete a year of intensive OWL, and social justice projects...and seeing our high school youth lead a service they chose to create...these are gems. These experiences are part of what validates and rewards our many contributions and commitments to the life of Westside.

Even with the challenges this year has presented in our congregational life, the dedicated RE volunteers and our many children and youth have continued to show up with mindful presence, energy, and a desire for the best experiences together to unfold. Families continue to commit to programs and events, and to juggle those things into overflowing schedules. And as your DRE, I continue to experience the grace and amazing support of our Westside family -- even while preparing to say some good-byes. This is a powerful community with loving kindness at its core. I am so happy to have been a part of it as your DRE, and I am hopeful that I can remain a part of it as a regular member and volunteer in the future.

### Activities and accomplishments from June 2015 to May 2016

- Provided Sunday morning religious education to 150+ children and youth in 8 Sunday classes from infants to high schoolers with over 45 religious exploration teachers and volunteers.
- Offered the Our Whole Lives (OWL) sexuality education program to 32 children and youth with 11 teachers, for K-1, 4<sup>th</sup>-5<sup>th</sup> grades, and junior high. This May, our high schoolers will engage in OWL discussion sessions.
- Focused our curriculum for K-5<sup>th</sup> grades on racial and environmental justice, and developed and implemented a curriculum through the spring semester, drawing on Teaching Tolerance resources.
- Offered Youth Group to high schoolers every week with few exceptions on Sunday evenings with a team of five advisors and the DRE.

- Offered a Coming of Age program from October through March to 7 youth with four dedicated teachers.
- Provided stories, songs, and skits for 52 Times for All Ages with a wonderful story telling team for all of our Sunday services.
- Offered a 2015 summer RE program inclusive of all ages.
- Offered five Chalice Chapels in the Social Hall for all of our elementary and middle school children, focusing on the Duwamish community and local environmental issues.
- Offered five multigenerational services designed by and for all ages, and including cherished rite of passage programs in our UU faith.
- Engaged children and youth in social action activities inside and outside of the church community.
- Offered parent meetings to support sexuality education.
- Maintained a strong RE Council, and our Youth Adult Committee.
- Welcomed and engaged new families throughout the year, and helped them to make connections in our community.
- Continued to manage, clean and organize RE supplies for our many programs and events.
- Engaged in our district and national UU RE community through leadership roles, participation in professional development events, commitment to collaborative district events, and involvement in transformation needed in our district and regional youth ministry programs.

#### **Goals for next year**

- Focus on ensuring that the core elements of our RE programs are strong, as we accommodate growing numbers of children and youth before our support resources have caught up. Core elements include RE offerings on Sunday mornings, high school youth group, Coming of Age, all levels of OWL, a children's choir, Chalice Chapels, multigenerational services, multigenerational events, and an early childhood focus to engage families.
- Engage children and middle and high school youth in more social justice activity.
- Continue to build a strong RE support team of volunteers to grow our capacity.

#### **Committee/group needs, opportunities, wishes**

- Our need: Nurture committed volunteer leadership in support of Westside's RE ministry.
- Our wish: To foster continued inclusiveness of Westside's RE program as an integrated part of the whole community, adequately supported in our operating budget.
- Opportunities: To engage with the community in discerning how we want to grow and how we can align our powerful program with the resources we have to support it.

Please check out the RE Council and the Youth Adult Committee reports to learn more about the specific kinds of activities that have been happening this year! And your questions, input, feedback and ideas are always welcome as we continue this journey in community together.

## MUSIC MINISTRY

**ANNUAL REPORT to WSUU Board of Trustees and congregation**  
**Submitted by Bertram Gulhaugen, Music Director/Choir Conductor**  
**April 26, 2016**  
**Activities and accomplishments from June 2015 to May 2016**

Activities and accomplishments from June 2015 to May 2016

- **Adult Music.** Our volunteer musicians have given of their time and talents in serving our congregation with skill and grace. In addition to our month to month worship service music commitments we are giving an annual end of season concert on May 22<sup>nd</sup> at 4:00. Proceeds to support Environmental Justice.
  - The current vocal ensembles are
    - The Chorale (the largest choir)
    - The Chalice Singers (the small vocal ensemble)
    - The Celebration Singers (leads praise music each month and occasional anthems)
    - The Summer Choir
- **The WSUU Rhythm Section** (John Hansen, Larry Jones, Martin Sherry, and Marion Kee) has been a pleasure to work with both from my standpoint and that of our volunteer musicians. Both John and Larry feel very comfortable working and interacting with our volunteer musicians, the staff, and the congregation.
- **Music Leaders.** Lisa Maynard, and Linda Anderson served as music leaders and they have done an excellent job filling in when John Hansen and Larry aren't scheduled and when I'm unable to do the song leading or attend a service. Lisa, in particular, has stepped up to take the lead on many occasions and she has done excellent work. Linda, Lisa and I work collaboratively to ensure consistent, meaningful worship music throughout the year. Linda will be stepping down temporarily as of the end of April.
- **Music Council:** The Music Council gave invaluable support to the music program by raising funds to purchase music for the Chorale's participation in the Puget Sound Unitarian Universalist Music Festival, assistance managing the annual Chorale Retreat in September, and supporting the ongoing work of our music ministry.
- **Multigenerational/Children and Youth.**
  - **Learning through song.** Betsy and our RE teachers have been introducing Unitarian Universalist songs to children and youth in their classes, and in monthly Chalice Chapels accompanied by a multigenerational group of musicians.
  - **Multigenerational Ukulele Band.** The Ukulele Band has been highly successful having performed for several services and maintained an enthusiastic membership.
- **Other Projects:** I became involved in several projects deepening my involvement with the larger UUA community. I was the G.A. choir director last June, and served on the Russell Lockwood Leadership School faculty in August, I serve as a Trustee at Large on the UU Musicians Network board (UUMN) and am the chair of the UUMN strategic plan taskforce, I served as general



director for the 4<sup>th</sup> annual Puget Sound Unitarian Universalist Music Festival in March and will take on that project ongoing (soon to expand to the Pacific Northwest UU Music Festival), and I was a Judge for the UUMN Silliman hymn writing competition in April.

#### Goals for next year

- **Growth.** Our music ministry has settled in nicely over the past 6 years since I've been at Westside and now it's time to encourage growth. Participating in the Westside Music Ministry means much more than making music for each participant's personal enjoyment and education; those who participate offer a valuable service to the congregation by presenting meaningful, enlightening, and effective music during worship services that transcends "entertainment." Members and visitors alike often cite the music as a reason for coming to worship and our commitment to excellence helps the spiritual energy of worship move from the mundane to the transcendent. We offer a wide variety of kinds of music that feeds individuals as well as the community and participation in this ministry is an extremely important way of serving our congregation and the larger community.

#### Opportunities/needs/wishes from the congregation

- Over the years this congregation has committed amazing support for our music program and even through difficult budgetary times, has remained faithful to that commitment. I am deeply grateful for the monetary support but more importantly for the freely given time and talent of our singers and musicians. Beautiful, effective music doesn't just "happen" but requires great effort and a strong commitment on the part of the participants and our musicians have continually stepped up to the plate and served our community admirably.

## CONGREGATIONAL ADMINISTRATOR

**ANNUAL REPORT to WSUU Board of Trustees and congregation**

**Submitted by Shannon Day, Administrator**

**April 26, 2016**

It has been another wonderful year in the office at Westside. In August of 2015 my hours were boosted from 20 to 30 per week. This increase was to help provide time to take on administrative duties that used to be performed by Rev. Peg Morgan. Shortly after the beginning of the fiscal year our bookkeeper left us without notice. Since then I have been acting as our bookkeeper and working an additional 6 hours per week for a total of 36 hours. I am keeping regular office hours of 8:30-4:30 Monday through Thursday, and I attend several meetings each month to support the board and key committees.

This has been a year of change on many fronts. In August we suffered some water damage in the north stairwell due to a storm and spent the next several months in deconstruction/construction mode. There was much coming and going of workers that had to be carefully navigated given that we house a preschool that has very high safety requirements. I am so grateful to Rose Sheppard for handling the bid process and communications with the contractors. The west hallway and stairwells are looking fabulous and we love the new carpet.

**Communications:** I am so very pleased with the launching of our new Communications and Marketing committee, currently led by Nikki Roberg. I look forward to working with this team to keep improving the ways that we communicate with our community. This year I added a section to the back of the Order of Service that highlights upcoming events. It has been well received. We changed eNews to a “responsive” template so that it looks and acts better on all sorts of screens from phones to desktops. We are looking to change our website to a new platform that will be much more modern and user friendly – stay tuned! We are also trying to use our Facebook page more to let you know what’s happening so if you haven’t already, please “like” our Westside UU Congregation Facebook Page.

**Rentals:** Sweetpea Preschool expanded in September to include three preschool classrooms and a kindergarten. They are using the stage and entire social hall, and two lower level classrooms during the weekdays and transforming it back into a blank slate for us each Friday. They have had much transition in staff this year but we are working well together and are very pleased that they will continue to share our building for at least the next two school years.

In addition to Sweetpea Preschool, we had the following rentals this year:

- Two AA groups
- One OA group (this rental ended in February)

- Mankind Project, a men's group – new this year (this rental ended in March)
- 3 Puppy Training Class series
- 4 recitals
- 3 Birthday Events
- 1 concert/fundraiser
- 1 craft fair

We have also booked a Wedding/Reception for March of 2017.

**Volunteers:** I benefit from, and delight in, our office volunteers and continue to have need for more help in the office. Thank you to Joan Whitley, Marie Kaz, Patty Campbell, and Kathryn Davis for many hours of cheerful service.

**Technology:** I am 'very grateful to Cliff Houlihan, who continues to help keep our computers protected and updated and is our first-line trouble-shooter when problems arise. Cliff also troubleshoots all alarm issues and saves us from costly visits from the alarm service team.

**Security:** We have taken steps to tighten our building security following the burglary of our Fireside Room TV in September. I am grateful to the building committee, specifically John Monahan for the work he did to get our exterior doors re-keyed and install a second key box by the north parking lot door. We have passed out very few new exterior door keys and are having leaders use our key boxes to enter. We have improved exterior lighting and have very careful practices of checking the doors and windows before locking up for the day.

Looking forward to another year with all of you.

In loving community,

Shannon

# Proposed Vision/Mission Statement

Westside Unitarian Universalist Congregation

## ***Our Vision:***

***An inclusive, diverse community nurturing spiritual growth and working for justice***

## ***Our Mission:***

***To support one another, expand our minds, and build a more just world***

## ***We commit to:***

*Know one another and build friendships together*

*Provide meaningful and inspiring worship reflecting our diversity of  
beliefs and backgrounds*

*Offer outstanding religious education for all ages*

*Nourish the spiritual growth of our children and youth by teaching them our principles,  
inspiring an open-minded search for spiritual meaning and encouraging their  
participation in our community*

*Celebrate music as a vital part of worship and our congregational life*

*Work against injustice and oppression based on race and culture*

*Serve, educate, advocate and be a witness for economic, environmental  
and social justice*

*Give generously of our time, resources, and talents*

*Embrace diversity and create a welcoming and inclusive community*

*Enable full participation in the life of the congregation by eliminating  
physical and social barriers*

*Contribute as an active force in the wider community*

## **Westside UU Congregation Annual Committee Reports for the period June 2015 – May 2016**

[click the committee name below to jump to that report)

[Worship Council](#)

[Music Council](#)

[Religious Exploration \(RE\) Council](#)

[Adult RE / Common Quest](#)

[Finance Committee](#)

[Stewardship Committee](#)

[Membership Committee](#)

[Nominating Committee](#)

[Planned Giving Task Force](#)

[Endowment Committee](#)

[Social Justice / Food First](#)

[Building Committee](#)

[Greeter Committee](#)

[Team Landscape](#)

[Congregational Concerns Committee](#)

[Circle Suppers](#)

[Marketing and Communications \(MarCom\) Committee](#)

[Vision Mission Team](#)

[Sunday Morning Flowers](#)

[Spiritual Study Group](#)

[Covenant Groups](#)

[Youth/Adult Committee \(YAC\)](#)

[Income Strategy Task Force](#)

## WORSHIP COUNCIL

### Annual report to WSUU Board of Trustees and congregation

Submitted by Mark Newton for the Period: June 7 2015 – May 31, 2016

#### Activities and Accomplishments

The Worship Council planned and offered 56 services during the fiscal year. Of those, 24 services were led by our “Called” or “Interim Minister” (43%); 15 services were member-led (27%), including multigenerational services and services led by our ministerial intern; and 17 services were offered by external speakers (30%).

The Worship Council included a series of services focusing on “change and transition.” These services were offered to assist with the adjustment required by the retirement of Rev. Peg Morgan, and the introduction and ministry of Rev. Beatrice Hitchcock, Interim Minister.

The range of attendance at Sunday services for the reporting period was 71 – 204. The average adult attendance was 128. In general, highest attendance occurred when Rev. Peg was in the pulpit. Multigenerational services include children. The three Sunday multigenerational services, excluding Christmas Eve, drew an average attendance of 141.

We remain in transition from a pastoral size congregation to a program size. As such we are experiencing the typical growing pains associated with that shift. We meet monthly and discuss challenges and opportunities, including suggestions and feedback from Congregants. We also meet quarterly for a full day. When suggestions or feedback are offered they are discussed in detail. A member of the Council responds to whomever offered the feedback or suggestion.

An important marker in our transition has been the retirement of Rev. Peg after 13 years and the employment of Rev. Beatrice Hitchcock as Interim Minister. This transition and challenge was compounded by the release of Rev. Hitchcock after eight months.

Overall, the Worship Council receives very high marks for the services it offers. Our Sunday experience is unique among Unitarian Universalist congregations in its use on internal and external resources, its diversity of music, involvement of children and youth, and the substance of pulpit sermons.

We are fortunate to plan services in a collaborative manner with the minister, the director of music, and the director of religious exploration for children and youth. That collaboration is not present in all congregations. It's been a blessing in ours.

Our biggest challenges of the year were:

- (1) Loss of one qualified Sunday Service Leader from the Council.
- (2) During Rev. Hitchcock's tenure open microphone Joys and Sorrows was eliminated and replaced by the minister or service leader including joys and sorrows in a meditation or pastoral prayer. As expected, strong resistance occurred. Following a period of discernment the majority of feedback received by the Worship

Council supported not returning to the open microphone method. A final recommendation to that effect was made by Rev. Beatrice and supported by the Worship Council.

(5) A current challenge is filling the pulpit following the release of Rev. Beatrice on May 1.

#### Goals for Next Year

- (1) Continue to provide high quality worship services in unchartered waters. At the current time we are confident we will not have a replacement Interim Minister before August 15, if at all.

#### Gratitudes

We extend our gratitude to Rev. Peg Morgan, Minister Emerita. Her keen thinking, experience, attention to detail, and willingness to collaborate and experiment are hallmarks of the Council's work and effectiveness, and a testament to a truly shared ministry. We are grateful for lessons learned from Rev. Beatrice Hitchcock during her tenure with Westside. And we are grateful for the contributions of Westside's RE Student Intern, Crystal Zerfoss. Crystal was a competent and wise addition to the Worship Council, and an excellent presence and speaker in our pulpit.

#### **Worship Council for 2015 – 2016:**

Mark Newton, Chair  
Peg Morgan, Minister (Until June 2015)  
Beatrice Hitchcock, Interim Minister (August 2015-May 2016)  
Crystal Zerfoss, RE Student Intern  
Kevin Lawson, Ministerial Intern (Until June 2015)  
Shelby Greiner (leave of absence)  
Jerry Halsey  
Lisa Reitzes  
Guy Whitmore  
Betsy Lowry  
Bert Gulhaugen  
Albert Lorenzana  
Charlotte House

## **MUSIC COUNCIL**

**Annual report to WSUU Board of Trustees and congregation  
Submitted by Marion Kee, Chair  
May 6, 2016**

Westside's Music Ministry continues to offer vibrant, meaningful music for Sunday services and other events. About 60 volunteer musicians participated directly in providing music for Sunday services and Christmas Eve, most of them on a recurring basis. A number of additional volunteers from the congregation baked pies for pie sales, helped out with various needs for events, and provided help with music filing and other office needs.

Multigenerational participation in the Music Ministry continues. Sunday service special-music musicians have included the youth band Tri-Siren, there is a youth member of the marimba ensemble, and children's and youth ensembles were put together for the Winter Solstice and the Youth Sunday services with leadership from Betsy Lowry and from Bert.

The congregation's support of the Music Council's pie sales raised over \$1600 for the General Fund. NZIRA marimbas played for a private party at Westside in the fall, and an outside gig this spring, enabling Music Council to meet its total goal of \$2300 in fundraising for the General Fund for this fiscal year. The "Musical Evening" auction offering sold out again this year, and will take place on Saturday July 23. Many thanks to Joe Rettenmaier for hosting this event again! WSUU's vocal ensembles, plus the rhythm section, are offering a concert on May 22 with a freewill offering to support three local community environmental justice groups: Got Green, Women of Color Speak Out and Puget Sound Sage. Westside's Environmental Justice Group is co-sponsoring the concert and helping with publicity.

Music Council continues its core work of supporting the Music Director's efforts; facilitating communication and coordination among WSUU's musical ensembles and Music Director, and helping meet the needs of ensembles; and fundraising. In July, the Music Council re-visited its mission and vision statements in a one-day retreat, and included Worship Council members during the morning session. This helped both Councils better understand each other's work and has led to some improved coordination regarding Sunday services.

The Music Director, with the support of the Chorale, coordinated two special events during 2015-16: the Music Ministry Retreat on Whidbey Island in September, and the UU Music Festival in March with UU composer and conductor Jason Shelton. The Music Festival, with a workshop at Northlake UU in Kirkland, attracted choirs from about twenty UU congregations around Puget Sound. It included a Sunday afternoon worship service at the Kirkland Performance Center with two guest ministers and a combined 200-voice choir. The next Music Ministry Retreat is planned for October 2016 at Camp Butler on Vashon Island, and the next UU Music Festival is slated for the first weekend of March 2017.

In November, Music Council chair Marion Kee coordinated a panel discussion and hands-on musical instrument encounter as a Common Quest class entitled "The Music Zoo." In addition to the four-person panel, about eight others attended and an engaging, fun evening was had by all. The WSUU panelists spoke to their experiences of becoming UU musicians and singers and took questions from the attendees. Half a dozen instruments were presented for hands-on demos following the discussion, including a marimba, mandolin, ukulele, electric bass, string bass and djembe. This class may be offered again if members and friends of the congregation express interest.

The WSUU musical ensembles currently include the Chorale (full choir), Chalice Singers (vocal ensemble), Celebration Singers (vocal ensemble) and rhythm section (instrumental ensemble.) In addition, the Summer Choir forms and sings about two Sundays a month during June, July and August, broadening participation opportunities for singers who cannot make a commitment to the Chorale. There is an informal uke group that plays in services occasionally. WSUU also hosts a resident ensemble which includes members from the larger community: NZIRA (marimba band.)

This year's MC members and roles included: Marion Kee (chair), Martin Sherry, Linda Anderson (Music Leader), Liz Bucklew, Lisa Maynard (Music Leader), and Glenn Phillips. Ex-officio members were Bert Gulhaugen, music director/choir conductor and Rev. Beatrice Hitchcock, interim minister. MC member Glenn Phillips stepped down when he moved to Georgia in the fall, after hosting MC's Retreat in July. He is dearly missed and we thank him for his years of service to the Music Ministry as a pianist, Music Leader and MC member.



The Music Council is very grateful for the congregation's support of the Music Ministry. Westside offers the congregation a wide range of opportunities for musical participation in Sunday services and for gaining experience with music on both intermediate and advanced levels. In addition, WSUU's involvement with the UU Music Festival supports bringing UU singers together from all over our region. Westside is having a positive impact on UU music both within and beyond its walls, thanks to Bert's leadership and the efforts of many volunteers

## **RELIGIOUS EXPLORATION COUNCIL**

### **Annual report to WSUU Board of Trustees and congregation**

**Submitted by: Amy Hance-Brancati and Betsy Lowry**

**May 2016**

#### **Activities and accomplishments from June 2015 to May 2016**

- Assisted with and provided food for two teacher trainings - fall and winter
- Assisted with teacher recruitment
- Assisted with Sunday RE program throughout summer of 2015 by teaching and greeting
- Planned and provided children's activities at Ingathering BBQ in September 2015
- Supported curriculum decisions and development of story baskets for Spirit Play and Pathways curriculum through the year
- Substituted for RE teachers and the DRE during the year as needed
- Assisted with multi-generational services throughout the year
- Provided RE greeter each Sunday in addition to Betsy/Crystal
- Planned and hosted four successful Sunday soup lunches during social hour to meet requirements of RE operating budget for 2015-16
- Offered as auction event and hosted successful and fun Bunco Night Cinco de Mayo party
- Helped facilitate Chalice Chapels (children's worship in the Social Hall every other month)

#### **Goals for next year**

- As Betsy will have moved on, support new DRE through year of transition in order to meet our RE needs for children and youth
- Support changes in RE programming to continue to offer Coming of Age (and OWL as well after this year off) every year to accommodate larger numbers of children and youth
- Continue to create more Social and Environmental justice activities for families
- Support existing multigenerational events and offer more as needed
- Facilitate two middle school youth social gatherings, fall and spring
- Support increased RE program fundraising goals
- Continue to seek new ways to inspire and "kindle" our teachers
- Actively participate in community discernment discussions and activities through this transition period of Westside's ministry

### **Committee/group needs, opportunities, wishes**

- Our need: Nurture committed volunteer leadership in support of Westside's RE ministry.
- Our wish: To foster continued inclusiveness of Westside's RE program as an integrated part of the whole community.
- Opportunities: Increasing the size of the RE Council to better distribute and share the Council's responsibilities, and identifying more ways to serve families through full-week faith.

## **ADULT RELIGIOUS EXPLORATION PROGRAM (COMMON QUEST)**

### **Adult Exploration Program (Common Quest) -- Annual Report to WSUU Board of Trustees**

**Submitted by: Dr. Theresa McCormick, Coordinator of Common Quest**

#### **Activities and accomplishments from June 2015 – May 2016**

- FALL 2015--Produced a brochure with a variety of offerings
- Ten new offerings: In-Depth Discussion Following Marcus Green's Sermon; UU Voices for Justice of Washington with Jolinda Stephens; Future of our Faith; Food For the Soul Sundays; Black Lives Matter Discussion Group; Pathways to Community; Know Your Church Musicians: The Music Zoo; Meaningful Movie about Climate Change and Racial Injustice; The Science, the Politics and the Immorality of Climate Change; 2016: Year of the Heart.
- \* Returning Favorites: "The EXEL Group," "Beginner's T'ai Chi,"
- Listing of On going Programs (e.g., Circle Suppers, Family Circle Suppers, Covenant Groups, Newcomer Congregational Orientations)
- SPRING 2016--Produced another brochure of new classes
- Eight new offerings: Conscious Dying & After-Death Care: A 3-Part Series About Living Intentionally at the End of Life; Bidder 70 (a film); This Changes Everything by Naomi Klein, Book Discussion; Common Ground: Seeking the Heart of Islam; Intergenerational Art Class; Fidel's Farce, Fraud, and Failure—Recollections of a Guilty Bystander; Embodied Spirituality: Focusing and the Mind-Body-Spirit Connection; Journey to Israel and Jordan.
- Returning Favorites: Spiritual Study Group
- Listing of On going Programs (e.g., Newcomer Congregational Orientation, Covenant Groups, Westside Women's and Men's Groups, Circle Suppers)

#### **Goals for next year**

- \* Produce a fall and winter-spring Common Quest brochure, each with new classes, as well as a listing of returning favorites and on going programs
- Produce an adult exploration program that supports the WSUU focus on racial justice and environmental justice and that reflect our UU principles, as well as the interests of our membership

- Include offerings that are led, facilitated, organized, or taught by WSUU members as well as by outside guest presenters

**Issue:** The decision last year to list a “Suggested Donation \$0 - \$10 per class” in each brochure is working well, versus the previous listing: “Suggested Donation \$5 per class,” which was problematic for some members

## **FINANCE COMMITTEE**

### **Annual report to WSUU Board of Trustees and congregation**

**Submitted by Paula vanHaagen, Chair**

**May 2016**

The Finance Committee provided monthly reviews of the draft Treasurer's Report. The Committee looked at income and expenses for the previous month and the year to date. Shannon Day, Congregational Administrator, provided valuable information each month relative to income, expenses, and potential concerns. The Finance Committee supported the Treasurer in synthesizing the information into the important points and potential actions for the final monthly report to present to the Board.

The Finance Committee developed a draft Gift Policy, shared it with the Congregation and received a few comments. The Committee hopes to present the proposed Gift Policy to the Board for action its May meeting.

Alan Mendel and Michael Matz contacted UUA to look into extending our mortgage, due in one year, to avoid renegotiating the loan. A balloon payment is due in May 2017, when we'll be focused on calling a minister. Michael sent a letter requesting a continuation of our current payments for three years past our current term. The interest rate available from from UUA is the same as what we pay now.

The Finance Committee provided support and technical assistance to our Congregational Administrator.

Members of the Finance Committee this year are: Michael Matz, Joanne Cook, Alan Mendel, Shannon Day (ex officio) and Paula vanHaagen (Chair).

## **STEWARDSHIP COMMITTEE**

**No report submitted.**

# MEMBERSHIP COMMITTEE

## ANNUAL REPORT to WSUU Board of Trustees

Submitted by: Matt Aspin, Chair

DATE: May 2016

### Activities and accomplishments from June 2015 to May 2016

Reviewed, updated, and operationalized all phases of visitor onboarding process

- Worked with Shannon to coordinate alert process when visitor completes Yellow card.
- Streamlined and enhanced Newcomer Orientation materials. Moved from content heavy data dump to more targeted messaging, with support to connect to resources for additional information for those that want to go deeper.
- Created and staffed a new “Matchmaker” team, tasked with proactively connecting with visitors that complete Yellow Information cards. Goal of this interaction is to ensure visitors continue feel welcomed, are finding what they came looking for, and are connected with members or resources that will help them develop stronger connections to our community.
- Launched and worked to streamline a series of “Pathways to Membership” sessions concept that was introduced by our Interim Minister. These sessions are intended to:
  - Allow individuals to begin developing a deeper connection into our community
  - Gain a better understanding of the history of our faith tradition and where we are today
  - Set mutual expectations of rights, responsibilities, and potential benefits of making the decision to become a member of our congregation.
- Identified and began to hand off responsibilities to a successor as I begin to prepare my departure to my Ministerial Internship congregation in the Fall.
- Encouraged members to offer more Common Quest offerings, and encouraged newcomers to join Covenant groups or attend class offerings to help with community connection.
- Helped to develop a new “Young Adults” group. Group met several times and began to develop some new connections.
- Supported efforts towards the creation of more connecting opportunities for long term members.

### Goals for next year

- Maintain and continue to enhance new onboarding programs.
  - Evaluate Pathways curriculum and determine approach going forward.
    - Benefits-sets high level of membership expectations up front, which makes all future asks much easier. Always easier to walk back from an initial high commitment than it is to continually have to ask folks to step up.
    - Challenges-Our demographic includes A LOT of families. A series of classes is not always easy for parents to commit to and creates an unfortunate barrier to entry
  - Better leverage social media channels to improve connections beyond Sunday mornings.
- One consistent theme that emerged as I asked folks about their membership experience was a desire for opportunities to deepen their spiritual development in between Sunday services. I have become aware of great, low cost program called “Soul Matters” which may be of worth exploring.
- Continue to listen to existing members and ensure their needs are being met.

### **Committee/group need, opportunities, wishes**

- Outgoing, well connected members to join the team, either helping to facilitate Newcomer Orientations or reaching out to visitors to help facilitate connections.
- A social media guru to help us leverage current connecting technologies for those that have come to rely on these channels to help build their communities.
- Everyone-keep your eyes open for new folks, and don't be afraid to introduce yourself at coffee hour! I think we do a pretty good job of this, but it is a vital function so it bears reminder whenever possible.
- Additional ideas and leadership around any and all community building events. These are key to the ongoing health of our community

## **NOMINATING COMMITTEE**

### **Annual report to WSUU Board of Trustees and congregation**

#### **Nominees for Board of Trustees and Nominating Committee 2016-17**

President: Jill Jackson

Vice President: Tracy Burrows

Treasurer: Allan Lang

Secretary: Sue Mariconda

At Large:

Jean Mendel, 1<sup>st</sup> of 2 year term

Judi Finney, 1 year term

Michael Franzen, 1 year term

#### **Nominating Committee:**

Alice Britt, Chair

Peggy Abby

Mike Cox

#### **Endowment Committee:**

Marion Kee

2 positions unfilled

## **PLANNED GIVING TASK FORCE**

### **Annual report to WSUU Board of Trustees and congregation**

**Submitted by Peggy Abby, Chair**

Our committee does not require any budgeted funds. We hope to do a sermon on the subject next Fall and have some ideas for expanding awareness of the opportunity that I had talked to Rev Beatrice about, that we planed to do together, but will have to approach differently now.

## ENDOWMENT COMMITTEE

### Annual report to WSUU Board of Trustees and congregation

The Endowment Committee met once past year. It determined that the endowment rules changes it would like to recommend to a future Board could be made without requiring any change to the By-laws. The proposed changes are actually to a memo that a much-earlier Board adopted, which outlines how the endowment is supposed to be managed. (The memo is overly complicated and looks like it must have been copied from a congregation with a large endowment.) We think that a future Board could adopt the recommended changes to the memo by a simple vote. The recommendations are aimed at simplifying the endowment guidelines and making the chain of responsibility for decision-making more clear.

Also, the Endowment Committee agrees with the Planned Giving Committee that these two committees could be combined. The memo regarding the endowment could be administered by Planned Giving or by a combined committee. However, there is no rush to make changes, because there is no money in the endowment. We think any re-structuring can wait until after the next minister is called, especially since combining those committees officially might require a change in the By-Laws.

In the meantime, if a bequest should appear for the endowment, the Endowment Committee recommends that the congregation place the money with the UUA's Common Endowment Fund, which is professionally administered, has low fees and is invested in accordance with the UU Principles. For details on the fund, see <http://uucef.org/about/>

## SOCIAL JUSTICE COMMITTEE

### Annual report to WSUU Board of Trustees and congregation

Submitted by Regina Brennan

April 2016

### Activities and accomplishments from June 2013 – May 2014

We fulfilled the 2-year **Food First** commitment as of January, 2016. At that time, we changed our name to **Community Service Projects**, and have been working on the following:

#### Mary's Place Rotating Night Shelter

We have participated with Peace Lutheran Church to host families for a week twice in the past year. Our duties have been to provide dinner and evening activities, overnight hosting, light breakfast, and weekend van driver(s) for up to five homeless families (maximum 15 people).

- Dates of service: **10-6-15 to 10-13-15**, and **4-26-16 to 5-3-2016**
- Service hours: approximately **900 volunteer hours**. More than **50 WSUU** congregants have participated in this project

### **White Center Food Bank**

- Thursday morning senior Coffee Hour at the food bank. On the first and second Thursday mornings of the month, four volunteers provide coffee and cookies to the seniors starting at 10:00 AM.
- On Fridays, the Baby Pantry is open to provide mothers a chance to pick up diapers, formula, baby food, and other baby needs. Arline Borella volunteers her service on the first Friday of each month.

### **Lettuce Pray**

Westside is an approved Lettuce Pray pickup site. In collaboration with the Landscaping Committee, we harvest produce from our church garden weekly and congregants bring fresh produce and food items to service on Sunday morning. Lettuce pray drivers

The donated food goes to both The West Seattle and White Center food banks.

### **Committee/group needs, opportunities, wishes**

We plan to continue these activities in the year to come. We will consider other Community Services projects as they are brought to our attention. The more volunteers we get, the more we can do.

## **GREETER COMMITTEE**

### **ANNUAL REPORT to WSUU Board of Trustees**

**Submitted by: Laura H. White, Chair Greeters Committee**

**5/6/16**

### **Activities and accomplishments from June 2015 to May 2016**

\* 11 committee members rotated responsibilities as welcoming ambassadors to Westside each Sunday by greeting members and new visitors, providing information on our activities and website to visitors, referring new families to our RE program, handing out orders of service and ushering during the offering. An average of 4 Greeters were scheduled each Sunday.

\* Greeters also assisted with special events such as the Christmas Eve Family and Candlelight Service.

\*Collaborated with the RE program side by side to welcome new visitors and families to Westside.

**Goals for next year:**

- \* Recruit 3-5 new committee members due to natural attrition and to not overburden present committee members.
- \* Collaborate with Membership, Board and staff to provide promotional handout materials about Westside UU membership and programs for new visitors and families.
- \* Recommend continued partnership at front area with RE program.

**Committee/group needs, opportunities, wishes:**

- \*\*Permanently fix any water leaks in the windows or roofing to eliminate ongoing damage to RE materials, tables, rug and ceiling and complete final repair of the ceiling crossbeam.
- \* Maintain or highlight congregation-wide recruitment in our weekly update for new Greeter committee members as needed.
- \* Continue to refresh the narthax area with improved tables for New Visitors and RE combined (has worked very well but tables are old). Our art banners (Alice) and improved signage (Laura) have been well received.
- \*Consider relocating to an alternate location the large cabinet temporarily located in the narthex to improve traffic flow in a tight space.

## BUILDING COMMITTEE

**Annual report to WSUU Board of Trustees and congregation**

**Submitted by: Rose Sheppard**

**04/18/2016**

**Activities and accomplishments from June 2015 – May 2016**

- Our electrical wiring has been 90% mapped thanks to electrician, Jaison Briar (a friend of Soph Davenport), Soph, Rose, and especially Charlie Wilson who is putting all the information together on a map.
- The massive water intrusion into the NW stairwell due to an anomalous storm in August of 2015 was repaired by McBride Construction and covered by insurance except for the \$2500 deductible. We spent an additional \$1450 to extend the new carpeting to the 3<sup>rd</sup> floor hallway and the rest of the stairs.
- Cliff has purchased a needle blocker that looks like a metal lady bug (and happens to be called a lady bug) to keep the NW roof scupper from filling up and causing the water to run down the NW stairwell wall. He has been monitoring it that corner.
- Ongoing maintenance items such as the furnace inspection by Soph Davenport is done every fall and freeing the roof of debris are being monitored by our volunteers and attended to as needed.
- Keeping up with burned out lights as well as other things that come up is a constant job done by Cliff Houlihan.
- The mechanical aspects of our building are in good shape due to the efforts of the committee volunteers, our observant members.



- The BC and Landscape Committee joined together to clean the parking lot and the hedge was trimmed in preparation for the Plant Sale at the end of April.
- Regarding the vestibule leak: Steve Depew was consulted about the leak in the vestibule wind and rain. He said the difference in pressure sucks the water in from around the window. He advised removing all caulking around the big window in the center and resealing it.
- At Steve's recommendation, Steadfast Construction was hired to do the work. We are now waiting for a wind storm to see if the repair was successful. If it passes the test, we will box in the metal beam.
- A Safety Committee, headed by Charlie Wilson, has been formed. This committee is not actually part of the Building Committee, but we will cooperate as needed.

#### **Goals for next year**

Re-glaze the big windows in the front of the building. **This is a priority that should be attended to before the bad weather.**

- Replace windows that have failed as funds allow.
- Fix sidewalk by front door as funds allow.
- Replace ugly exterior wall in front of building as funds allow.
- To install or expand current lighting in the parking lot. Cliff will oversee this before the fall.
- To repair the NW corner of the parking lot. John Monahan will oversee this.

#### **Wishes:**

- We hope that the budget will allow for an occasional handyman/janitor to take pressure off Cliff and our cleaning volunteers
- Be able to set aside 15-20K each year for future maintenance items per the capital needs assessment report.

## **TEAM LANDSCAPE**

### **Annual report to WSUU Board of Trustees and congregation**

**Submitted by: Rose Sheppard**

**04/21/16**

#### **Activities and accomplishments from June 2015 – May 2016**

- In conjunction with Seattle Tilth/Food Justice and Westside's Food First initiative, we installed 2 large planter boxes to grow vegetables.
- Some of us attended the 3 classes put on by Seattle Tilth.
- We grew about 150 pounds and donated the produce to the White Center Food Bank, Lettuce Pray, and our members in need. This was part of our Food Justice commitment.
- Sweet Pea asked if they could use our Zen Garden space for a play area. We said yes.
- In order to move the Zen Garden to our main south side garden, we had to take out the rhodies. We did this.

- The plants were moved and new ones purchased with funds remaining from our grant through Seattle Tilth. Our little Buddha statue looks totally content in his new location.
- The wall was painted a dark brown color which looks better behind the plants than the white paint. The paint will be extended along the wall by the office steps for a more mellow effect.
- The vegetables have been planted for our new season.
- The Landscape and Building Committees joined together to clean the parking lot and the hedge was trimmed in preparation for the Plant Sale at the end of April.

### **Goals/wishes**

- To attract someone willing to head the food growing aspect of the garden.
- To build a simple bench for the new Zen Garden area. This will be done by June.
- To have the right amount of sunshine and rain but be grateful for whatever comes our way.

## **CIRCLE SUPPERS**

### **Annual report to WSUU Board of Trustees and congregation**

**Submitted by Joan Whitley**

**April 12, 2016**

### **Activities and accomplishments from June 2015 to May 2016**

Circle Suppers were scheduled each month from October, 2015 to June 2016.

Circle Supper interest was lower than I understood it to be. There was only one or two dinners each month. Finding hosts was difficult, although a few people stepped up to host. I hosted 3 times; Theresa McCormick 2; Jim and Barb Horton 2; Candace Sullivan 1; Ursula Ham & Richard Clark 1; Carole Stewart 1; Scott & Faith Iverson 1.

Had I not hosted there would have been interested people who would not have had any opportunity to take part. I don't object to hosting and coordinating. I was surprised when I was the only host.

However, the biggest complaint I had from hosts was the lack of RSVP's from guests. I hosted three times and attended a circle supper hosted by another person. I enjoyed all four events and had good reports from guests attending.

There has never been enough interest to have a list of alternates for circle supper. When someone dropped out, there was not anyone to step up and take their place. This results in a really small group and places more pressure on the host.

At this point, I have a small group of guests for May, but no hosts.

## **Goals for next year**

This has been a successful long-term activity that gathered together a small groups of people for socializing and becoming acquainted outside of academic classes or community work.

However, if the interest is not there, perhaps this group should take a break for the coming year.

There may be other ways for people to meet each other people and socialize and become acquainted in a supportive manner. I believe more informal coffee-meetings have been suggested.

This congregation has a very full plate. However, I was disappointed that more long-term members did not reach out to meet new members through this venue.

## **CONGREGATIONAL CONCERNS COMMITTEE**

### **Annual report to WSUU Board of Trustees and congregation**

**Submitted by Arline Borella, Chair**

The committee has seen a little activity this year some concerns brought to its chairperson related to congregational issues. Some were resolved with a simple discussion. Some were of a larger nature and were resolved through committees working with the issues.

There are times when the decisions of the majority and what is best for the larger picture must be accepted.

No facilitating meetings between members were held.

We will continue to address issues as they are brought to us either individually or if needed as a group. This group probably needs to be restructured when we have a new permanent minister as the members have all been on the committee for greater than five years.

## **MARKETING AND COMMUNICATIONS COMMITTEE (MarCom)**

### **Annual Report to WSUU Board of Trustees**

**Submitted by: Nikki Roberg, Committee Chair**

**Date: May 4, 2016**

### **Activities and Major Accomplishments (June 2015-May 2016)**

- Committee formed with new committee chair in October 2015
- Recruited two members this year (Mark MacKay and Christine Morrell)

- Met with Staff to understand current communication systems and needs
- Created and distributed a congregation-wide survey to garner information about current communication vehicles (mainly website and eNews) and ideas for improvements
- Supported Climate Justice group in community outreach for their April speaker, Zarna Joshi
- Coordinated design and production of Black Lives Matter banner
- Helped Church Administrator make minor design improvements to eNews
- Worked with Interim Minister and Board President to develop communication materials for interim ministry and ministerial search (have not been widely distributed)

### **Goals for Next Year**

- Complete analysis of congregational feedback of website and eNews (by June)
- Move WSUU.org website over to WordPress for easier content, update content and structure as needed during process (large project) (Summer 2016)
- Increase collaboration between Communications Committee and other committees for improved community outreach for services, speakers, events, etc.
- Improve congregational outreach via email, as dictated by survey feedback
- Recruit another committee member with community outreach experience
- Create a communications calendar to assist staff and committees with lead times and scheduling of communications to the congregation and the larger community.
- Improve our Facebook presence, at least within the congregation, for an added way to communicate news and events throughout the week.

### **Committee Needs**

- We will likely be in need of an additional WordPress developer to help with porting the website over to new templates. (Uncertain whether anyone has this skill set within the congregation.)
- Volunteers with some writing and content management skills to help input copy on the new site.
- A volunteer skilled in community outreach to help guide those efforts.

## **VISION MISSION TEAM**

### **Annual Report to WSUU Board of Trustees**

**Submitted by Tracy Burrows, Team Lead**

**April 24, 2016**

Team Members: Tracy Burrows, Scott Iverson, Marion Kee, Roseanne Lorenzana, Kyra Maynard, Ed Smith, Candace Sullivan

**Requested Action:** Congregational approval of the proposed Vision and Mission Statements, including the list of commitments that we make as part of the mission.

### **Committee Purpose:**

The Mission Vision Team was initiated in November 2015 to work with the congregation to develop a proposed mission and vision that will:

- Assist the ministerial search committee to define the qualities that we want in our next minister;
- Help to establish priorities that are aligned with our vision and mission;
- Guide the Board in developing objectives for the coming year; and,
- Provide the foundation for the work of the stewardship and membership committees.

**Definitions:**

*Vision:* A carefully defined picture of the congregation's future. It should answer the question:

- What do we want the congregation to look like in five or ten years as a result of its ministry, programming, and outreach?

*Mission:* A concise statement of who we are and what we value. The mission statement should answer the following questions:

- What is our core identity and our purpose?
- What must we do to carry out that purpose?
- How do we do it?

Both the vision and mission statements should be short enough to remember and easily communicate, and strong enough to inspire.

**Process:**

The Mission Vision Team solicited input from the congregation in a variety of ways. Members and friends of Westside shared their views on congregational priorities through a Mission Vision Survey. The survey tallied 122 responses between December 15, 2015 and January 6, 2016.

The Team also facilitated two Vision Mission workshops in January that were attended by over 70 members and friends. The workshops explored the aspects of WSUU that we place the greatest value on, our wishes for change, and our vision for the future.

In addition, we distributed two successive drafts of the Vision Mission Statement through the newsletter and received additional comments via email and in person at the coffee hour after three Sunday Services in February.

The product of this work is the attached Vision and Mission Statements, including a list of commitments we make to carrying out our mission.

## SUNDAY MORNING FLOWERS

**Annual Report to WSUU Board of Trustees**  
**Submitted by Peggy Abby, Team Lead**  
**May 4, 2016**

We have four flower ladies now and some will do a double shift when there are five Sundays. All is well with no budget requests.

## SPIRITUAL STUDY GROUP

**Annual Report to WSUU Board of Trustees**  
**Submitted on April 26, 2016 by Cynthia Townsend, who along with Robert Pacht is group co-facilitator, (main communicator & chief cheerleader).**

We have worked hard this year, and have kept our group from dying, after 6 years of Rev. Peg's leadership, and we have found a sweet, relaxed intimacy and a quirky sense of fun.

An example of that ridiculous silliness is that we have been joking about listing our goal here as: "All of us will have become Spiritual Giants by the end of May 2017."

In June of last year, when Rev. Peg retired, about 12 people came to our average meeting. This year we've had a core group of about 6 members. During that time we have discussed Eckart Toole's A New Earth-Awakening to Your True Life's Purpose, 2 chapters a month. Our feelings about that book have ranged from: "egotist-bunk" to "extremely insightful and useful thoughts about how to live a life based on mindfulness." And that is part of the beauty of our group. It is a disciplined way to make sure you read some spiritual good stuff and even if you hated it, you might still gain something, from hearing how other group members experienced it.

Next year we will discuss another spiritual book, and our goal is to use it to continue seeking, probing, and sharing new spiritual adventures, with curiosity & love for one other.

As a gifted small group leader, herself, Shannon has been a tremendous help to us this year.

We would all love to have new members share their spiritual journeys with us, so we are considering these ways that might facilitate that:

1. Telling other people about our group and inviting them to try us out.
2. Having a special table at fall coffee hours &
3. Choosing a meeting night, other than Monday, when the choir meets.

Blessings to us all, and especially to our Board, who we hope won't forget to take their blood pressure medicine!

## COVENANT GROUPS

### Annual Report to WSUU Board of Trustees

Submitted by: Steve Becker

May, 2016

**This report covers the 2015-2016 season of Westside's Covenant Group program.**

#### Activities:

This year was one of rebuilding this ministerial program following the retirement of Reverend Peg Morgan last May. In the fall, we actively marketed group participation through a Sign-Up table in the Social Hall and planned for three groups. Sue Mariconda, and Dejon Shegrud volunteered as Facilitators with myself as a back-up if needed. Sue's group has met twice a month on the first and third Tuesdays. Dejon's group began meeting but attendance dropped and he discontinued after the first few weeks. Nevertheless, we added a new Covenant Group, led by Eileen Duffy, in April, with 17 people in attendance.

#### Goals:

- 1.0. To assemble a group of 4 trained Facilitators by August 31, 2016.
- 2.0. To actively market new participants throughout the fall.
- 3.0. To enroll at least 25 participants by October 31, 2016.
- 4.0. To develop two new covenant groups.

#### Needs, opportunities, wishes:

The Covenant Group program is a ministry; as such, it needs support from the minister in the form of advocacy from the pulpit, notifications to the congregation of its value, and communication of the message to all that this is a worthwhile activity with many benefits. Looking ahead, this program will need the support of the incoming Interim minister, or, at least, the Worship Committee.

I want to thank the Board, in particular Joe Rettenmaier, for his support of this program in recent years.

## YOUTH/ADULT COMMITTEE (YAC)

### ANNUAL REPORT to WSUU Board of Trustees

Submitted by: Betsy Lowry

May 2016

#### Activities and accomplishments from June 2015 to May 2016

- Added two new youth advisors to our team, and sent two advisors to youth ministry training.
- Sent three youth and one advisor to GA in Portland in June of 2015, where they participated in the Youth Caucus and other GA activities. One youth volunteered with the cyber café, and one served as a WSUU delegate. This June we will send Eli Breidford to GA, where he will be serving on the Youth Caucus staff.

- Implemented the high level of activity and traditions we have established for youth ministry at Westside, including weekly Youth Group sessions, two overnights, attending district Con retreats, fundraising, offering a youth-led service, and participating in UU opportunities nationally (GA, Goldmine Leadership School).
- Supported youth to be part of our district Youth Conference staff; Goldmine Leadership School staff; our newly formed district Multicultural Team for youth ministry; to attend Youth/Adult Chaplain Training; and to participate in the national UU Luminary Leaders program.
- We are sending two youth to Thrive Leadership School for youth of color in Colorado in July.
- Engaged in discussion around youth-selected topics of change, mental health issues, racism, and social justice.
- Developed and delivered a youth-led service around the theme of change, which seemed to be highly regarded and well received by our congregation. With scaffolding and support, the youth developed the liturgy and wrote all of their parts, with full ownership of this service.
- Offered a successful Coming of Age program with seven freshman youth that included two-hour sessions every other week, overnights, a retreat with a silent wilderness walk, and a closing dinner ceremony where youth shared their credos.
- Planned and offered a smooth integration of seven new youth into Westside's Youth Group.
- Supported youth in finding a natural place to lead and integrate authentically within the larger Westside community, including participation in worship services, music, childcare, teaching RE, supporting the RE summer program, the Worship Council, and the Youth Adult Committee.
- Operated as a self-sustaining unit financially within the congregation, with no operating budget allocated for youth ministry. Successfully implementing two fundraisers (greens sale and annual BBQ). We are grateful to dedicated advisors and community members who contribute funds to make each youth event happen.
- Held quarterly Youth Adult Committee meetings.
- Continued to engage youth in our Westside community activities, so that their presence and energy is felt by the entire congregation of all ages.

### **Goals for next year**

- Grow the volunteer team and leadership that is supporting our thriving youth ministry at Westside.
- Identify a youth program leader who is willing to volunteer the time, passion and energy needed to run a vibrant youth ministry like Westside's.
- Work with the larger WSUU community to grow our capacity to financially support our youth programs in the operating budget, including payment for a lead youth advisor.
- Increase our social action activity, drawing on the rich awareness of social justice issues discussed this year.
- Explore the possibility of a heritage trip to our partner village in Romania for youth.
- Continue to educate the congregation about youth integration into committees, worship, and other community activities, where they can serve as authentic members.
- Actively participate in community discernment discussions and activities through our transition to a called minister.

### **Committee/group needs, opportunities, wishes**

- Our need: To have a budget that supports Westside's youth ministry.
- Our wish: To identify passionate leadership to help us continue to grow in our understanding of how to structure a highly effective youth ministry program that incorporates spirituality, worship, social action, connectedness, authentic involvement in the broader community, and fun.



- Opportunities: Our youth and our Youth Adult Committee can play a strong role in our community and conversations as we move through our transition period.

## INCOME STRATEGY TASK FORCE

### **Interim REPORT to WSUU Board of Trustees**

**Submitted by: Alice Britt**

**May 2016**

**Purpose and Duration:** Last June, the Income Strategies Task Force was formed to identify and recommend income-generating strategies and coordinate fundraising events to achieve maximal financial efficiency and donor/volunteer support. It was decided that the Task Force would exist through June of 2016 at which time the purpose and direction of the Task Force would be reassessed by Task Force members and the Board of Trustees.

**Membership:** Membership of the Task Force membership consisted of Shannon Day, Alice Britt, Michael Matz and Steve Becker (replaced after a few months with Joanne Cook). Jean Mendel was assigned as Board liaison.

### **Responsibilities/Authorities were identified as follows:**

- Identify existing fundraising events and strategies including, at minimum, the date of the events, event leadership, volunteer commitment, projected income, and disbursement of profit to the general fund or special program.
- Identify best fundraising practices by other UU congregations.
- Identify new income raising strategies for current and future fundraising initiatives. (Ideas to be solicited from the general membership of the congregation as well as the Leadership Assembly.)
- Create a calendar of fundraising events for the 2015-2016 church year that will include the date of the event, event leadership, volunteer commitment, projected income, and disbursement of profit to the general fund or special program. The Task Force will endeavor to schedule fundraising activities for the year for maximum financial impact, and donor/volunteer support.
- Create for approval by the Board of Trustees a prioritized list of criteria for vetting new fundraising proposals.
- Develop a process for vetting new fundraising proposals and conduct a trial of the process through June, 2016.
- Communicate the process for vetting new fundraising projects to the congregation through the WSUU e-News and Leadership Assembly.
- Coordinate with the Membership Committee to develop a Volunteer Resource Guide and a Marketing Guide to support those leading fundraising projects.

**Accomplishments/Recommendations:** Many of the above tasks have been accomplished. The ISTF continues to work on others. A final report with our recommendation for future direction will be submitted to the Board in July. The following highlights accomplishments to date:

- Annual Event Calendar: In September 2015, we created a calendar of proposed fundraising activities, date of event, leadership, volunteer commitment, project income and disbursement of profit to the general fund or special program. While the calendar proved to simply be a beginning point for event planning, it did serve as a general guideline and helped avoid overlapping events and putting stress on our volunteers.

Our calendaring experience this year served to underline the importance of pinning down significant church activities early in the fall. The calendar should include, not only fundraising events, but also significant retreats, major youth activities, annual meeting, concerts, etc. We recommend that the Board, staff and all committee leads be asked to submit major activities for the year in September if at all possible. (It should be noted that by the time our Labor of Love Auction events are added in late January, it can be a challenge to find available dates, especially on the weekends.)

- Vetting Process for New Income-generating strategies: In the fall of 2015, we created a process for submitting and vetting new fundraising proposals. The purpose of the “vetting” process is to ensure that new projects are coordinated with other WSUU activities so that neither our volunteers nor our membership at large are overly taxed with multiple fundraisers occurring close together. Ideally, we would like to see no more than one fundraiser per month including our annual “internal” auction (LOLA) and, perhaps, one “external” fundraiser such as the Garden Fair in which the wider community is invited.

Our new vetting process has been used several times this year (for Phil Harris’s OMG oil and vinegar holiday sale, Janet Sweet’s upcoming concert and the Garden Fair), and it has worked well. We still have some work to do to ensure that the congregation understands and uses the process.

It is important to note that any fundraising we do serves only to **supplement** our annual pledging; and it is our pledges from which WSUU should derive the lion’s share of its operating budget.

There is a clear limit as to how much additional fundraising we can expect of our congregation.

- New income-generating strategies: In the Fall of 2015, we generated a long list of potential income generating activities. As a community, we are excellent at coming up with creative ideas, and we are able to find folks to help out with small tasks and sign up to help on the day of a planned event. However, it remains a challenge to find leadership to plan and oversee fundraising activities.

The Westside Plant & Garden Fair was initiated this year as a possible new strategy for generating income and increasing our involvement (and visibility) in the wider West Seattle community. This event was extremely successful. In order to offer this event again, however, additional leadership would have to be found to assist in the planning and organization of the event.

- Collaboration among WSUU committees: In our work to date, we have become increasingly aware of overlapping goals of several of our committees including Income Strategies, Finance, Stewardship, Membership and Publicity. Mutual collaboration and support would be beneficial to all. Here are some examples:
  - Income Strategies/Membership/Publicity/Finance – At WSUU, we have a number of events (classes, concerts, etc.) that would be of interest to the wider community and should be advertised beyond our friends and members (e.g., Olio, classes on environmental issues and the recent Islam series). Some events may generate a little income, but more importantly, they may serve to attract more like-minded people to our congregation. This is an area where Membership, Publicity and Income Strategies could work together. It would also be important in the budgeting process to maintain a line-item for publicity.
  - Income Strategies/Finance/Board – While several of our income-generating efforts (e.g., LOLA, soup lunches) are fairly consistent from year to year in the amount of money they generate, other income-generating activities (e.g., book sale, rummage sale) have not been consistent. During the budgeting process it is important to review each of these activities to determine if they are likely to remain reliable sources of income, rather than just assume that they will generate the same or greater income the following year.

**ISTF Continuing Efforts:** Between now and the end of June, the Income Strategies Task Force will . . .

- Continue to provide support for our smaller income-generating events.
- Begin the process of developing a Volunteer Resource Guide and a Marketing Guide to support those leading fundraising projects.
- Investigate what congregations of similar size are doing to generate income beyond pledge income.
- Recommend what form (if any) the Income Strategies Task Force should take in the future.

# 2016-2017 Board of Trustees Slate and Biographies

## Board of Trustees

**Jill Jackson, Incoming President:** Jill Jackson and her spouse Lisa Reitzes have been active at Westside since joining in 2009. Previously they were members at Eastshore Unitarian, Bellevue, and First UU San Antonio. Over the years Jill has involved herself in a variety of activities at Westside, including setting up for coffee hour, teaching Middle School OWL classes, assisting with the stewardship campaign, providing AV support during services, co-facilitating the Black Lives Matter discussion group, serving as Vice President of the Board of Trustees in 2011-12, and leading the team that developed the 2013-16 Strategic Plan. She has also enjoyed getting to know people through the Women's Group, Circle Suppers, cluster group, Seabeck retreat, and myriad meals and events purchased at the auction. Additionally, Jill takes pride in supporting all of Lisa's activities at Westside. In her work-a-day life Jill is the Director of the Library and Media Services for Vulcan Inc. Meaning she has a hand in managing Paul Allen's library and media collections worldwide. Jill and Lisa live in Columbia City with their two cats, Ranger and Seti.

**Tracy Burrows, Vice President:** Tracy Burrows has been a member of Westside UU Congregation since 1995. She is married to Steve Bennett and has two sons, Henry and Nat Bennett. She has served WSUU in many capacities, including as President and as chair of the Social Justice and Canvass Committees. She currently teaches middle school OWL, is a member of the stewardship committee, and serves as an at-large member of the Board of Trustees.

**Allan Lang, Treasurer:** Allan Lang is a long time trial lawyer for the Internal Revenue Service. He is married to Melissa and they have a son born February 6, 2016. He has been with WSUU for about 8 years and has previously chaired the Safety and Endowment committees.

**Sue Mariconda, Secretary:** Sue Mariconda is a native New Yorker who moved to Seattle in 2004 and currently lives in the Alaska Junction with her cat Olias. Sue has been a member for about 10 years and has been very active at Westside. She previously served as Board Secretary from 2008 to 2010 and currently serves as a Covenant Group facilitator and as a member of the Discernment Team. Sue has also served on the Planned Giving Committee, as a coffee hour coordinator, assisting with memorial services, and is an active member of the Women's Group.

**Jean Mendel, at large, serving first of two year term:** Jean Mendel has been a member of WSUU since 2011 after moving to West Seattle from Vashon Island. She has participated in various church activities such as circle suppers, covenant group, auction decoration committee, team clean, etc. Most currently she has served as secretary of the Board of Trustees for 2015-2016.

**Judi Finney, at large, Serving 1st of 1 year term:** I was born and raised in West Seattle and am a third generation West Seattleite. I lived in the High Point housing community the first years of my life and then moved to a home near what is now South Seattle College (it was a great sand pit to ride bikes in before the college was built). I am the step-mother to two lovely young women and am blessed to be a grandmother to two precious kids. I have a background in accounting and finance and this is the field where I have spent much of my working career. I started my own bookkeeping business five years ago and have created a remote bookkeeping business that provides me with flexibility and the ability to work from nearly anywhere as long as I have access to the internet and my laptop. I enjoy digging and being in my garden, reading (lots), camping, spending time with my wonderful hubby, family and friends and enjoying our recently acquired boat. I look forward to supporting WSUU in a Board at large role.

**Michael Franzen, at large serving first of 1 year term:** I was born in Bellevue and attended school in Issaquah, graduating in 1995. I was raised and confirmed in the Lutheran church but stopped attending once I reached high school as it just wasn't what I was looking for. When I was 20 years old I joined the US Marines, and served in the Reserves for 6 years. I earned a bachelor's degree in Business Administration from the University of Washington and after several years of unsatisfying jobs I went back to school and got my Master's Degree in Education. I have been a public school teacher for the past seven years and have never been happier. My wife Paula and I joined WSUU about four years ago and in those years I have served as an OWL instructor (4<sup>th</sup>-5<sup>th</sup> and 7<sup>th</sup>-8<sup>th</sup> grades), manned the grill at several church events, and also worked on the A.V. team to run sound at church services and events such as weddings. I would be honored to serve the congregation as a member of the Board of Trustees.

## **Nominating Committee:**

### **Alice Britt:**

#### Church Related Activities

A founding member of the Rainier Valley UU Congregation, Alice joined Westside when the two congregations merged. Thrilled to find a home and family at Westside, she has chaired our Aesthetics Committee, served on our Auction Committee, and helped out with RE and social justice projects. An inveterate planner, she helped develop our most recent WSUU Strategic Plan and currently convenes the Income Strategies Task Force.

As a result of her work on the Income Strategies Task Force, Alice recently took a leadership role in creating the Westside Plant & Garden Art Fair. She hopes to see our congregation play a greater role in the wider community, collaborating with individuals and organizations outside our own congregation to accomplish mutual goals. She hopes the Garden Fair, which involved collaboration with over 25 individuals and organizations from outside our congregation, will be a small step in that direction.

Her involvement at WSUU has been a life changing experience for her in ways too many to enumerate. In working with a host of people on numerous projects, Alice has come to know and love so many Westsiders. She looks forward to getting to know our newer members and to continue her personal growth as our congregation grows and prospers.

#### Professional Background

Working for both the state and local school systems, Alice made her career in education. As a special educator, she first taught and developed curricula for both gifted children and children with disabilities, then served as a school district public relations specialist, grants manager and federal programs administrator. Alice retired in 2005 and now owns her own textile business where she creates hand dyed and textured silks and fine felted woolsens.

#### Personal Background

Throughout her life, Alice has enjoyed learning about other people and cultures through independent, international travel. In her free time, she is drawn to the arts—especially theater—and enjoys ballroom dancing, sea kayaking, participating in the church marimba band, developing websites, cooking, and playing parlor games—her favorite being charades. A nature lover, Alice has always had a special place in her heart for animals, never failing to stop and “greet” most any creature that crosses her path.

Alice lives in Leschi with her cat Pica and her wonderful husband, best friend and confidant, John Britt.

**Mike Cox:** Mike Cox has been a member of WSUU for the past fifteen years. He is married to Mark Newton, and lives in West Seattle with Mark and their dog, Oreo. Mike and Mark have two grandchildren, Elena and Hayden, who also attend Westside.

Mike sings in the Choir and serves on the Building Committee. He has served on the board as an at-large member, as Assistant Treasurer and as Vice-President. Mike has held many other volunteer positions with WSUU over the years, including heading up Pledge Campaigns, running Pledge Dinners, helping to write Strategic Plans for the Congregation, serving on previous nominating committees. and conducting and analyzing surveys, and participating in the purchase and renovation of our Building.

Currently Mike works as a Project Manager and Senior Project Architect with the Design Collective, an architecture firm in Ballard. He enjoys spending time with his family and friends, boating with family

and fellow mariners, traveling, and hanging out with fellow WSUU'ers.

Mike finds spiritual strength and renewal in the WSUU community, services, and activities. He is keenly aware of the great strides we are making and challenges we face, and looks forward to nominating Trustees to help us during this time of change if he is elected to the Nominating Committee.

**Peggy Abby:** I have been a member of WSUU for 14 years and a UU for 37 years. I have held many positions: Elementary Sunday School teacher here and other churches, worked with teens elsewhere, board member here, team clean volunteer here, head of and chief instigator of our "Find a New Home Committee", which had marvelous results! I now head the Planned Giving Committee!

## **Endowment Committee:**

### **Marion Kee (third year of 3 years):**

Marion has been a member of WSUU since its merger with the Rainier Valley UU congregation in 2010. Originally Presbyterian, Marion became a UU in 1983 and joined First Unitarian of Pittsburgh where she served on social justice committees and as a pledge canvasser. She also co-founded a CUUPS chapter and played bass to accompany hymns. Marion came to the Seattle area in 1998 and was a charter member at Rainier Valley. She served on its Finance Committee, chaired the Canvass and was a Board member for four years, two of them as President. At Westside she sings with the Chorale and Chalice Singers, plays bass for services and currently chairs the Music Council. She loves the community at Westside, the musical opportunities and the spiritual depth in the congregation. Marion lives in Redmond with her husband, Fred Wamsley. She writes poetry and memoir and works as a contracting computational linguist and knowledge engineer. When not chained to a keyboard, she enjoys walking, reading, singing and traveling.

**Two positions still vacant.**