

**Westside UU Congregation Annual Meeting  
Sunday, June 3, 2018 at 12:00 pm, Sanctuary**

**AGENDA**

- |                 |  |                     |
|-----------------|--|---------------------|
| <b>12:00 pm</b> | <b>Welcome</b>   | <b>Patti McCall</b> |
|                 | <b>Chalice Lighting</b>  |                     |
| <b>12:05 pm</b> | <b>Approve/Amend previous minutes from June 4, 2017 Annual Meeting</b>           |                     |
|                 | <b>Approve/Amend minutes from Special Meeting to elect MST on April 15, 2018</b> |                     |
| <b>12:10 pm</b> | <b>Report from President</b>   | <b>Patti McCall</b> |
|                 | <b>Committee reports and staff reports</b>                                       |                     |

**12:30 pm      New Business**

**Act on Chaplain Emeritus Resolution**

According to the Unitarian Universalist Association of Congregations' Minister Emeritus/Emerita Policies and Procedures, the title Minister Emeritus or Minister Emerita is granted to honor long and meritorious service to a congregation where the minister has given devoted and competent ministerial leadership. Westside Unitarian Universalist Congregation has the unique honor to extend this recognition to our beloved Chaplain, Reverend Mark Newton.

In recognition of the contributions that Reverend Mark Newton has made to the spiritual health and life of Westside Unitarian Universalist Congregation over the last fifteen years, we wish to especially name our deep appreciation for how:

- he has served the congregation with a unique combination of compassion, intelligence and humor as well as sensitivity to the multiplicity of pastoral needs and wishes of a diverse congregation;
- he has ministered to members and friends of the congregation in our joys and our grief, and walked with us through the phases of our lives;
- he has consistently shared the ministry of chaplaincy with congregational leadership, strengthening us for this extended time of transition.

Therefore be it resolved that Reverend Mark Newton be granted the designation of Chaplain Emeritus, effective on the 3<sup>rd</sup> of June 2018.

Approved this 3<sup>rd</sup> day of June, 2018 by the members of the Westside Unitarian Universalist Congregation in Seattle, Washington.

The following changes are being proposed by the Board of Trustees:

1. Everywhere in the bylaws where “his/her” appears will be replaced with the pronoun “their”.

#### **ARTICLE IV -MEMBERSHIP AND VOTING**

1. Withdrawal from Membership.

Withdrawal from Membership may be effected by written notice to the Secretary.

*Will be replaced with:*

Members may terminate their membership through written request or through the recommendation of the Secretary of the Board and by the vote of the Board when the member has died, moved away, or cannot be located.

#### **ARTICLE V - CONGREGATIONAL MEETINGS**

5. Manner of Acting.

Majority vote shall decide any question except for the revision of the Constitution and Bylaws, the hiring or dismissal of a minister, purchase or sale of real estate or the dissolution of the Congregation, each of which shall require a two-thirds (2/3) majority of the voting members in attendance.

*Will be replaced with:*

Majority vote shall decide any question except for the revision of the Constitution and Bylaws, the dismissal of a minister, purchase or sale of real estate or the dissolution of the Congregation, each of which shall require a two-thirds (2/3) majority of the voting members in attendance. The hiring of a minister shall require ninety percent (90%) of the voting members in attendance.

#### **ARTICLE VI - BOARD OF TRUSTEES**

1. Composition of Board; Term of Trustees.

The Board of Trustees shall be composed of seven (7) members, the incoming and outgoing Presidents, the Vice President, the Secretary, and the Treasurer, who are elected for one-year terms, and two Trustees, each to be elected in alternate years with each Trustee to serve a two-year term. Should the outgoing President choose not to serve or be

unable to serve, an additional Trustee shall be elected to serve a one-year term. The new officers and Trustees shall take office on July 1.

*Will be replaced with:*

The Board of Trustees shall be composed of seven (7) members, the outgoing President, the Secretary, and the Treasurer, who are elected for one-year terms, and the Vice President, who will automatically become President the following year, and two Trustees, each to be elected in alternate years with each Trustee to serve a two-year term. Should the outgoing President choose not to serve or be unable to serve, an additional Trustee shall be elected to serve a one-year term. The new officers and Trustees shall take office on July 1.

## **ARTICLE XII - COMMITTEES AND AUXILIARY GROUPS**

*The Board recommends the inclusion of the following paragraph:*

1. The Board may appoint standing and temporary committees as it deems necessary. All committees shall report to the Board or Executive committee at the time and in the form determined by the Board. All committee chairpersons shall be selected by the members of the committee. Membership of all committees with the exception of Nominating, Ministerial Relations, and Executive, shall be open to all church members and non-members.

*The board recommends the deletion of the following:*

2. The board may establish other Committees as needed

|                |  |                                    |
|----------------|--|------------------------------------|
| <b>1:00 pm</b> | <b>Financial Summary and proposed FY2018-2019 Budget</b> | <b>Michael Matz<br/>Allan Lang</b> |
| <b>1:30 pm</b> | <b>Opportunity for WSUU</b>                              | <b>Michael Matz<br/>Peggy Abby</b> |
| <b>1:40 pm</b> | <b>Nominating Committee Report</b>                       | <b>Charlotte House</b>             |
|                | Election of Officers                                     |                                    |
|                | President – Shelley Webb                                 |                                    |
|                | Vice President – Larry Brennan                           |                                    |
|                | Secretary – Joan Whitley                                 |                                    |
|                | Treasurer – Allan Lang                                   |                                    |
|                | Past President – Patti McCall                            |                                    |

### **Election of Trustees**

Scott Iverson (serving year two of 2-year term)

David Cycleback (2 year)

### **Election of Nominating Committee**

Shelby Greiner

Don Wahl

Aimee Schiefelbein

**1:50 pm      Report of President Elect**

**1:55 pm      Appreciations**

**2:00 pm      Extinguishing the chalice**

**Adjournment**



## Minutes of Annual Congregational Meeting – June 3, 2018

### **Call to Order:**

President Patti McCall called the meeting to order at 12:10 p.m., on Sunday, June 3, 2018, in the sanctuary of the Congregation's church building at 7141 California Avenue SW, Seattle, Washington. She welcomed everyone to the annual meeting of the Congregation.

### **Chalice Lighting:**

Outgoing Board Members, Judi Finney and Jean Mendel lit the chalice.

### **Quorum:**

Secretary David Cycleback reported that we had exceeded the number of members required for the meeting. We needed 55 of our 220 members for a 25% quorum; 93 members signed in to the Annual Meeting.

### **Minutes:**

The minutes of the June 4, 2017 Annual Meeting had been distributed. Pursuant to motion duly made and seconded, the minutes were approved without correction unanimously.

The minutes of the April 15, 2018 Special Congregational Meeting to elect our Ministerial Search Team had been distributed. Pursuant to motion duly made and seconded, the minutes were approved without correction unanimously.

### **Committee Reports**

The Committee and Staff Reports, were distributed with the Annual Meeting Packet emailed on May 22, 2018. President Patti McCall asked if there were questions or comments and there were none.

### **President's Report:**

Patti first gave a brief synopsis of her perception of the state of WSUU. She reported that, after three years of many transitions, it would be easy for the congregation to disengage from our community while ostensibly waiting for a new called minister. Instead, she challenged the congregation to consider this a year of gathering momentum and excitement while we learn about who we are and who we want as our next called minister. She said it is a time to engage in our community, to remember who we are together and a time to get involved.

Patti then reported on priorities and goals the WSUU Board has been working on this past year.

- Leadership – Patti reminded us of the Leadership Training facilitated by Tandi Rogers which was held last September. Jill Jackson, Vice President of the Board, restarted the Leadership Assembly but found there was a lack of consistent participation. Jill will be passing several suggestions on to the next Vice President on ways that may be helpful to generate enthusiasm in the Leadership Assembly next year. Scott Iverson, Trustee at Large, created an updated WSUU Activities Brochure which includes contact information for

committee, council and group leaders as well as descriptions for those groups. The document has been passed on to the Communications Team to best discern how to use that document.

- Accessibility - Patti then gave a report on the issue of accessibility. Although the issue of Accessibility was at the top of the Board's list of priorities, little progress was made this year. Part of the problem was a lack of communication and part was other work that came up and always seemed to take precedence over ongoing projects. Patti and Judi Finney, along with Robert Pacht, Peggy Tlapak and Mark Olsoe have formed a new committee whose sole purpose is to move forward on the installation of a two-story lift, with the goal of a ribbon cutting ceremony with our new called minister Spring of 2019.
- "Cleaning House" – Jean Mendel, Board Trustee, has been working on updating the Policy and Procedure handbook and hopes to have a draft ready for the new Board in July. Allan Lang, Board Treasurer, has worked on the Congregational Bylaws and, along with the entire Board, has recommendations for a few changes which will be presented a little later in the meeting.
- Patti showed a brief slide show of our congregation having fun together and reminded everyone of the Members Connect Dinner coming up on June 14, 2018.

### **Minister Emerita Resolution**

Patti read the following preamble and resolution into the record of this meeting for action by the congregation:

According to the Unitarian Universalist Association of Congregations' Minister Emeritus/Emerita Policies and Procedures, the title Minister Emeritus or Minister Emerita is granted to honor long and meritorious service to a congregation where the minister has given devoted and competent ministerial leadership. Westside Unitarian Universalist Congregation has the unique honor to extend this recognition to our beloved Chaplain, Reverend Mark Newton.

In recognition of the contributions that Reverend Mark Newton has made to the spiritual health and life of Westside Unitarian Universalist Congregation over the last fifteen years, we wish to especially name our deep appreciation for how:

- he has served the congregation with a unique combination of compassion, intelligence and humor as well as sensitivity to the multiplicity of pastoral needs and wishes of a diverse congregation;
- he has ministered to members and friends of the congregation in our joys and our grief, and walked with us through the phases of our lives;
- he has consistently shared the ministry of chaplaincy with congregational leadership, strengthening us for this extended time of transition.

Patti asked for a motion which was immediately made and seconded to grant the designation of Chaplain Emeritus to Rev. Mark Newton.

Therefore, be it resolved that Reverend Mark Newton be granted the designation of Chaplain Emeritus, effective on the 3rd of June 2018.

### **Bylaws Changes**

Allan Lang, Board Treasurer, presented the following information for action by the congregation:

The following changes are being proposed by the Board of Trustees:

1. Everywhere in the bylaws where "his/her" appears will be replaced with the pronoun "their".

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1. Withdrawal from Membership.

Withdrawal from Membership may be effected by written notice to the Secretary. Will be replaced with: Members may terminate their membership through written request or through the recommendation of the Secretary of the Board and by the vote of the Board when the member has died, moved away, or cannot be located.

### **ARTICLE V - CONGREGATIONAL MEETINGS**

5. Manner of Acting.

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Will be replaced with:

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### **ARTICLE VI - BOARD OF TRUSTEES**

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will automatically become President the following year, and two Trustees, each to be elected in alternate years with each Trustee to serve a two-year term. Should the outgoing President choose not to serve or be unable to serve, an additional Trustee shall be elected to serve a one-year term. The new officers and Trustees shall take office on July 1.

## **ARTICLE XII - COMMITTEES AND AUXILIARY GROUPS**

The Board recommends the inclusion of the following paragraph:

1. The Board may appoint standing and temporary committees as it deems necessary. All committees shall report to the Board or Executive committee at the time and in the form determined by the Board. All committee chairpersons shall be selected by the members of the committee. Membership of all committees with the exception of Nominating, Ministerial Relations, and Executive, shall be open to all church members and nonmembers.

The board recommends the deletion of the following:

3. The board may establish other Committees as needed.

### **Two corrections were suggested.**

- John Britt suggested in Article V, instead of “The hiring of a minister shall require ninety percent (90%) of the voting members in attendance.” It should read, “The *calling* of a minister...”.
- Paula Van Haagen noticed in Article VI, in the new description of the Board of Trustees, that the role of incoming president was inadvertently left out so the new paragraph will read, “The Board of Trustees shall be composed of seven (7) members, the *incoming and* outgoing President,...”.

A motion was made and seconded to approve the changes to the WSUU Bylaws as corrected. Motion passed unanimously.

### **Financial Summary and Proposed FY15-16 Budget**

Treasurer Allan Lang and Finance Committee chair, Michael Matz, then led a discussion about the FY18-19 Budget. Michael noted that pledges have come in this year as expected and we are on track to meet the Budget as expected. Michael then gave a brief overview of the FY18-19 budget explaining some of the changes that are expected including: reduced pledges and Sunday plate offerings, only one major fundraising event this coming year (the annual auction), reduction in staff expenses due to decreased hours of the Music Director and Administrator. Michael also noted the need to provide a total of \$13,000 for the Ministerial Search Team.

Mark Newton asked about the funds that were received for the elevator fund. Allan reported that, even though we haven’t used the funds in the guideline of three years, we still have those funds available to us.

Upon call for the vote, all voted to approve the budget.

### **Nominating Committee Report**

Charlotte House, chair of the Nominating Committee was not able to attend the later portion of the annual meeting so Patti McCall announced the slate for the new WSUU Board of Trustees.

## **Election of Officers and Trustees**

This slate as recommended by the Nominating Committee is:

President – Shelley Webb

Vice President – Larry Brennan

Secretary – Joan Whitley

Treasurer – Allan Lang

Past President – Patti McCall

Election of Trustees

Scott Iverson (serving year two of 2-year term)

David Cycleback (2 year)

Upon motion duly made and seconded, the foregoing nominees were elected unanimously.

## **Election of Nominating Committee Members**

The slate for next year's Nominating Committee was put forward:

Shelby Greiner, chair

Don Wahl

Aimee Schiefelbein

Upon motion duly made and seconded, the foregoing nominees were elected unanimously.

## **Introduction of President-Elect**

Patti introduced Shelley Webb, President Elect. Shelley then said a few words introducing herself and the roles she has assumed at WSUU as well as her hopes for the coming year.

## **Adjournment**

The meeting adjourned at 1:50 p.m.

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David Cycleback, Secretary

Attest:

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Patti McCall, President

|                                      | FY2016-17         |                   | FY2017-18         |                   | FY 2018-19        | Growth |                         |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------|-------------------------|
|                                      | 12-mo Bgt         | Actuals           | Budget            | Projected         | Budget            |        |                         |
| Stewardship Campaign                 | 278,400           |                   | 290,000           |                   | 285,000           | -2%    |                         |
| Pledging                             | 274,191           | 271,050           | 284,925           | 292,185           | 290,000           | 2%     |                         |
| Prior Year Pledges                   | 3,600             | 4,900             | 11,338            | 9,328             | 3,000             | -74%   |                         |
| <b>Total Pledges</b>                 | <b>277,791</b>    | <b>275,950</b>    | <b>296,263</b>    | <b>301,513</b>    | <b>293,000</b>    | -1%    |                         |
| Sunday Plate - Undesignated          | 16,000            | 17,512            | 16,664            | 15,261            | 13,890            | -17%   |                         |
| Sunday Plate - Minister Discretion   | -                 | -                 | 667               | 483               | 567               | -15%   | 2 fifth-Sundays         |
| Sunday Plate - Kitchen/Hospitality   | -                 | -                 | 334               | 160               | 283               | -15%   | 1 fifth-Sunday          |
| Sunday Plate - Youth Programs        | -                 | -                 | 667               | 167               | 283               | -58%   | 1 fifth-Sunday          |
| Sunday Plate - Charity Gifts         | 8,000             | 7,063             | 6,670             | 6,210             | 7,501             | 12%    |                         |
| <b>Total Sunday Plate</b>            | <b>24,000</b>     | <b>24,576</b>     | <b>25,002</b>     | <b>22,281</b>     | <b>22,525</b>     | -10%   |                         |
| Special Gifts & Campaigns            | 8,600             | 18,832            | 8,400             | 5,610             | 8,100             | -4%    |                         |
| Elevator Fund                        | -                 | -                 | 12,000            | 12,000            | 6,000             | -50%   | start project by Dec'18 |
| <b>Total Other Donations</b>         | <b>8,600</b>      | <b>18,832</b>     | <b>20,400</b>     | <b>17,610</b>     | <b>14,100</b>     | -31%   |                         |
| <b>Total Pledges &amp; Donations</b> | <b>\$ 310,391</b> | <b>\$ 319,357</b> | <b>\$ 341,665</b> | <b>\$ 341,404</b> | <b>\$ 329,625</b> | -4%    |                         |
| Fundraising Incomes                  | 62,000            | 68,759            | 65,009            | 71,906            | 61,100            | -6%    |                         |
| Affinity Programs                    | 3,490             | 4,010             | 2,220             | 1,721             | 1,440             | -35%   |                         |
| <b>RE Program Incomes</b>            | <b>7,795</b>      | <b>8,545</b>      | <b>4,215</b>      | <b>3,883</b>      | <b>2,700</b>      | -36%   |                         |
| <b>Youth Group Incomes</b>           | <b>2,150</b>      | <b>3,547</b>      | <b>1,900</b>      | <b>3,716</b>      | <b>4,780</b>      | 152%   |                         |
| <b>Music Program Incomes</b>         | <b>4,500</b>      | <b>7,458</b>      | <b>2,200</b>      | <b>1,770</b>      | <b>1,800</b>      | -18%   |                         |
| Other Programs Income                | 6,212             | 4,705             | 2,304             | 2,185             | 8,884             | 286%   |                         |
| Facility Rental Incomes              | 52,522            | 52,483            | 52,158            | 51,627            | 51,280            | -2%    |                         |
| <b>Total Other Incomes</b>           | <b>138,669</b>    | <b>149,507</b>    | <b>130,006</b>    | <b>136,808</b>    | <b>131,984</b>    | 2%     |                         |
| <b>TOTAL INCOMES</b>                 | <b>\$ 449,060</b> | <b>\$ 468,865</b> | <b>\$ 471,671</b> | <b>\$ 478,212</b> | <b>\$ 461,609</b> | -2%    |                         |
| Minister Salary                      | 87,587            | 83,710            | 84,470            | 85,401            | 84,500            | 0%     |                         |
| Minister Benefits                    | 22,045            | 24,662            | 23,833            | 23,041            | 24,150            | 1%     |                         |
| DRE Salary                           | 55,000            | 55,000            | 55,000            | 55,000            | 55,950            | 2%     |                         |
| DRE Benefits                         | 11,899            | 12,487            | 17,944            | 17,274            | 18,115            | 1%     |                         |
| MusDir Salary                        | 33,890            | 33,890            | 34,563            | 34,798            | 25,600            | -26%   |                         |
| MusDir Benefits                      | 10,190            | 10,015            | 12,594            | 12,300            | 8,880             | -29%   |                         |
| Admin Salary                         | 37,349            | 37,331            | 37,350            | 37,024            | 37,400            | 0%     |                         |
| Admin Benefits                       | 6,799             | 6,608             | 11,355            | 11,328            | 11,130            | -2%    |                         |
| <b>Total Salary &amp; Benefits</b>   | <b>264,759</b>    | <b>263,703</b>    | <b>277,109</b>    | <b>276,166</b>    | <b>265,725</b>    | -4%    |                         |
| <b>Other Ministry</b>                | <b>10,800</b>     | <b>15,645</b>     | <b>-</b>          | <b>475</b>        | <b>6,500</b>      | 0%     |                         |
| <b>RE Program</b>                    | <b>12,875</b>     | <b>12,872</b>     | <b>13,735</b>     | <b>10,045</b>     | <b>14,000</b>     | 2%     |                         |
| <b>Youth Group Program</b>           | <b>620</b>        | <b>2,792</b>      | <b>2,233</b>      | <b>3,021</b>      | <b>4,780</b>      | 114%   |                         |
| <b>Music Program</b>                 | <b>16,548</b>     | <b>14,305</b>     | <b>11,425</b>     | <b>11,345</b>     | <b>11,500</b>     | 1%     |                         |
| Other Admin & Staff                  | 3,184             | 3,155             | 2,867             | 2,735             | 3,232             | 13%    |                         |
| UU Dues                              | 14,140            | 18,554            | 14,203            | 18,654            | 9,352             | -34%   |                         |
| Operations                           | 24,508            | 22,508            | 24,395            | 23,200            | 23,850            | -2%    |                         |
| Committees & AV                      | 12,459            | 17,871            | 20,133            | 19,590            | 22,909            | 14%    |                         |
| Fundraising Expenses                 | 9,250             | 12,286            | 9,850             | 12,833            | 8,500             | -14%   |                         |
| Utilities                            | 19,004            | 21,906            | 21,160            | 18,925            | 21,610            | 2%     |                         |
| Loans                                | 48,570            | 49,129            | 47,376            | 47,373            | 47,376            | 0%     |                         |
| Taxes & Fees                         | 2,050             | 2,270             | 2,350             | 2,275             | 2,575             | 10%    |                         |
| Facility Exp                         | 10,293            | 10,815            | 24,835            | 22,763            | 19,700            | -21%   |                         |
| <b>Total Other Expenses</b>          | <b>184,301</b>    | <b>204,108</b>    | <b>194,562</b>    | <b>193,234</b>    | <b>195,884</b>    | 1%     |                         |
| <b>TOTAL EXPENSES</b>                | <b>449,060</b>    | <b>467,811</b>    | <b>471,671</b>    | <b>469,400</b>    | <b>461,609</b>    | -2%    |                         |
| <b>BUDGET BALANCE</b>                | <b>-</b>          | <b>1,054.07</b>   | <b>-</b>          | <b>8,811.99</b>   | <b>0</b>          |        |                         |
| <b>Total Budget Growth</b>           |                   |                   | <b>5.0%</b>       |                   | <b>-2.1%</b>      |        |                         |
| <b>Salary &amp; Benefits Growth</b>  |                   |                   | <b>4.7%</b>       |                   | <b>-4.1%</b>      |        |                         |
| <b>Other Expenses Growth</b>         |                   |                   | <b>5.6%</b>       |                   | <b>0.7%</b>       |        |                         |

| Program Net Cost to Congregation * |         |
|------------------------------------|---------|
| FY17-18                            | FY18-19 |
| -                                  | 6,500   |
| 9,520                              | 11,300  |
| 333                                | -       |
| 9,225                              | 9,700   |

**PLEDGING BUDGET****FY2018-19**

|                             | <u>Prior Year</u> | <u>CURRENT YEAR</u> |
|-----------------------------|-------------------|---------------------|
| <b>Stewardship Estimate</b> | \$ 290,000        | <b>\$ 285,000</b>   |
| Pledging Units              | 172               | 170                 |
| Avg Annual Pledge:          | \$1,686           | \$1,676             |
| Avg Monthly Pledge:         | \$141             | \$140               |
| Attrition Rate              | 1.75%             | \$ (5,000)          |
| Prior Yr Rate               | 1.05%             | \$ 3,000            |
| <b>Adjusted Total</b>       | <b>\$ 287,731</b> | <b>\$ 283,000</b>   |
|                             |                   | -1.6%               |

| <b>Account#</b>      | <b>Account Description</b>    | <b>FY17-18 BGT</b> | <b>FY18-19 BUDGET</b> |
|----------------------|-------------------------------|--------------------|-----------------------|
| 4.100.100            | Pledges - Current Year Income | \$ 284,925         | \$ 283,000            |
| 4.100.105            | Pledges - New Member Pledges  | 8,000              | 7,000                 |
| 4.100.110            | Pledges - Prior Year Income   | 3,338              | 3,000                 |
| <b>Total Pledges</b> |                               | <b>\$ 296,263</b>  | <b>\$ 293,000</b>     |
|                      |                               |                    | -1.1%                 |

**GIFTS & DONATIONS BUDGET****FY2018-19**

|                                       |        |
|---------------------------------------|--------|
| Expected Sunday Undesignated Receipts | \$ 425 |
| Sunday Sharing %                      | 33.3%  |

| Account#  | Account Description                             | Prior Year       | CURRENT YEAR     |
|-----------|---|------------------|------------------|
| 4.100.135 | Give Big (Non-pledge gifts and stretch dollars) | \$ -             | \$ -             |
| 4.100.140 | Contributions - Sunday WSUU                     | \$ 16,664        | \$ 13,890        |
| 4.100.141 | Contributions - Sunday WSUU Minister Discretion | \$ 667           | \$ 567           |
| 4.100.142 | Contributions - Sunday WSUU Kitchen/Hospitality | \$ 334           | \$ 283           |
| 4.100.143 | Contributions - Sunday WSUU Youth Programs      | \$ 667           | \$ 283           |
| 4.100.150 | Contributions Sunday Charities                  | \$ 6,670         | \$ 7,501         |
|           | Total Plate Collection                          | \$ 25,002        | \$ 22,525        |
| 4.100.155 | Endowment Fund Transfers IN                     | \$ -             | \$ -             |
| 4.100.160 | Special Gifts & Campaigns *                     | \$ 8,400         | \$ 8,100         |
| 4.100.266 | Elevator Fund Donations                         | \$ 12,000        | \$ 6,000         |
|           | <b>Total Donations &amp; Gifts</b>              | <b>\$ 45,402</b> | <b>\$ 36,625</b> |
|           |   |                  | -19.3%           |

\* Includes ~\$900 Ginger Brewer Royalties gift, Random \$5k, \$2.2K for Beloved Conversations

**FUNDRAISING BUDGET****FY2018-19**

|                            |                  |
|----------------------------|------------------|
| Prior Year - Auction       | \$ 44,000        |
| Current Year Adj - Auction | 0.0%             |
| Current FY PROJ - Auction  | <b>\$ 44,000</b> |

|                             |                  |
|-----------------------------|------------------|
| Raise The Paddle Prior Year | \$ 15,545        |
| Current Year Adj - RTP      | <b>6.0%</b>      |
| Current FY PROJ - RTP       | <b>\$ 16,500</b> |

**FUNDRAISING INCOMES**

| <b>Account#</b>            | <b>Account Description</b>    | <b><u>Prior Year</u></b> | <b><u>CURRENT YEAR</u></b> |
|----------------------------|-------------------------------|--------------------------|----------------------------|
| 4.100.245                  | Auction Income                | \$ 44,000                | \$ 44,000                  |
| 4.100.247                  | Raise the Paddle Income       | 15,000                   | 16,500                     |
| 4.100.249                  | Art & Garden Show Income      | 0                        | 0                          |
| 4.100.243                  | Other Major Fundraising Event | 4,509                    | 0                          |
| 4.100.250                  | Rummage & Book Sale Income    | 1,000                    | 0                          |
| 4.100.257                  | Misc. Fundraising Income      | 500                      | 600                        |
| <b>Fundraising Incomes</b> |                               | <b>\$ 65,009</b>         | <b>\$ 61,100</b>           |
|                            |                               |                          | -6.0%                      |

**PROGRAMS & OTHER INCOME BUDGET****FY2018-19****PROGRAM INCOMES**

| <b>Account#</b>                  | <b>Account Description</b>          | <b><u>Prior Year</u></b> | <b><u>CURRENT YEAR</u></b> |
|----------------------------------|-------------------------------------|--------------------------|----------------------------|
| <b>Affinity Programs</b>         |                                     |                          |                            |
| 4.100.200                        | PCC Scrip GF Income                 | \$ -                     | \$ -                       |
| 4.100.210                        | E Scrip GF Income                   | 60                       | 120                        |
| 4.100.211                        | Amazon Rebate Income                | 2,160                    | 1,320                      |
|                                  | <b>AFFINITY Inc</b>                 | <b>\$ 2,220</b>          | <b>\$ 1,440</b>            |
| <b>Congregational Activities</b> |                                     |                          |                            |
| 4.100.220                        | Coffee Income                       | \$ 995                   | \$ 540                     |
| 4.100.240                        | Interest Income                     | 9                        | 1,020                      |
| 4.100.251                        | Social & Envir. Justice Fundraising | -                        | -                          |
| 4.100.255                        | Common Quest Income                 | 300                      | 300                        |
|                                  | <b>ACTIVITY Inc</b>                 | <b>\$ 1,304</b>          | <b>\$ 1,860</b>            |
| <b>Other Incomes</b>             |                                     |                          |                            |
| 4.100.241                        | Board Designated Fund Txfrs to GF * | \$ -                     | \$ 7,024.00                |
| 4.100.265                        | Ministerial Intern Inc              | -                        | -                          |
| 4.100.267                        | Minister Search Fund Txfr IN        | -                        | -                          |
| 4.100.268                        | Web Development Fund Transfer IN    | -                        | -                          |
| 4.100.242                        | Building Fund Transfer IN           | -                        | -                          |
| 4.100.270                        | Bldg Maint/Janitorial Transfer IN   | -                        | -                          |
|                                  | <b>OTHER Inc</b>                    | <b>\$ -</b>              | <b>\$ 7,024</b>            |
| <b>Total PROGRAMS Inc</b>        |                                     | <b>\$ 3,524</b>          | <b>\$ 10,324</b>           |

193.0%

\* Surplus from FY2017-18

**RENTAL INCOMES****FY2018-19**

|                                       |             |
|---------------------------------------|-------------|
| Prior Year Cell Tower Rate/Mo.        | \$ 1,138    |
| <b>Current FY Growth - Cell Tower</b> | <b>1.0%</b> |
| Current FY PROJ - Cell Tower          | \$ 1,149    |

|                                       |             |
|---------------------------------------|-------------|
| Cell Electricity Reimb                | \$ 950      |
| <b>Current FY Growth - Cell Elect</b> | <b>5.0%</b> |
| Current FY Proj - Cell Elect          | \$ 1,000    |

|                                     |             |
|-------------------------------------|-------------|
| SweetPea Rental Rate                | \$ 2,738    |
| <b>Current FY Growth - SweetPea</b> | <b>1.0%</b> |
| Current FY PROJ - Sweet Pea         | \$ 2,765    |

**RENTAL INCOMES**

| <b>Account#</b>        | <b>Account Description</b>                | <b><u>Prior Year</u></b> | <b><u>CURRENT YEAR</u></b> |
|------------------------|---|--------------------------|----------------------------|
| 4.100.300              | Cell Tower Rental & Elec Reimb True-up    | \$ 13,656                | \$ 13,800                  |
| 4.100.302              | Cell Tower Electricity Reimb True-up      | 950                      | 1,000                      |
| 4.100.305              | Rental Income - Single Events             | 2,500                    | 1,500                      |
| 4.100.310              | Leases Income- Pre School                 | 32,832                   | 33,180                     |
| 4.100.311              | Donations- Service Groups Meeting at WSUU | 2,220                    | 1,800                      |
| <b>RENTALS Incomes</b> |   | <b>\$ 52,158</b>         | <b>\$ 51,280</b>           |
|                        |   |                          | -1.7%                      |

## MINISTER COMPENSATION

## FY2017-18

UUA Regional Index 5  
 Position/Title per UUA Index Lead Minister  
 Range Level Midsize I  
 Experience Level Mid

| Midsize I |        |        |         |
|-----------|--------|--------|---------|
|           | Min    | Mid    | Max     |
| Lead Min. | 68,550 | 87,400 | 106,150 |

|                                   | Prior Year        | Current Year      | per Mo             |
|-----------------------------------|-------------------|-------------------|--------------------|
| Hours Per Week                    | 40                | 40                |                    |
| <b>Minister Salary Rate</b>       | <b>84,500</b>     | <b>\$ 84,500</b>  | <b>7,041.67</b>    |
| Minister Hourly Equivalent        | 84,500            | 84,500            | 7,041.67           |
| Minister Housing Allowance        | 42,000            | 42,000            | 3,500.00           |
| Minister Salary                   | 42,500            | 42,500            | 3,541.67           |
| Addl Salary (Cost of Living Adj)  | 3,800             | 3,800             | 316.67             |
| <b>Minister Salary</b>            | <b>\$ 88,300</b>  | <b>\$ 88,300</b>  | <b>\$ 7,358.33</b> |
|                                   |                   | 0.0%              |                    |
| Retirement                        | 8,450             | 8,450             | 704.17             |
| Minister Medical Ins Exp (UUA)    | -                 | -                 | -                  |
| Minister Group Term Life          | 446               | 456               | 38.00              |
| Minister Long Term Disability Ins | 1,008             | 1,020             | 85.00              |
| Professional Expenses             | 6,500             | 6,800             | 566.67             |
| Contribution to Sabbatical        | -                 | -                 | -                  |
| Minister FICA Expenses            | 3,619             | 3,620             | 301.67             |
| Minister Moving Expenses          | -                 | -                 | -                  |
| <b>Minister Benefits</b>          | <b>\$ 20,023</b>  | <b>\$ 20,346</b>  | <b>\$ 1,695.50</b> |
|                                   |                   | 1.6%              |                    |
| <b>Minister Compensation</b>      | <b>\$ 108,323</b> | <b>\$ 108,646</b> | <b>\$ 9,053.83</b> |
|                                   |                   | 0.3%              |                    |

| Account#            | Account Description                | FY17-18 BGT          | FY18-19 BUDGET       |
|---------------------|------------------------------------|----------------------|----------------------|
| <b>MINISTRY EXP</b> |                                    |                      |                      |
| 5.100.100           | Minister Housing Allow Exp         | 41,500.00            | 42,000.00            |
| 5.100.101           | Minister Salary Exp                | 42,970.00            | 42,500.00            |
|                     | <b>Salary Expenses</b>             | <b>\$ 84,470.00</b>  | <b>\$ 84,500.00</b>  |
|                     |                                    |                      | 0.0%                 |
| 5.100.105           | Minister Medical Ins Exp           | 3,796.00             | 3,800.00             |
| 5.100.106           | Minister Group Term Life           | 436.00               | 460.00               |
| 5.100.107           | Minister Long Term Disability Ins  | 983.00               | 1,020.00             |
| 5.100.115           | Minister-FICA Offset               | 3,652.00             | 3,620.00             |
| 5.100.110           | Minister Retirement Exp            | 8,466.00             | 8,450.00             |
| 5.100.102           | Minister Moving Expenses           | -                    | -                    |
| 5.100.120           | Minister's Sabbatical Exp          | -                    | -                    |
|                     | <b>Benefits Expenses</b>           | <b>\$ 17,333.00</b>  | <b>\$ 17,350.00</b>  |
|                     |                                    |                      | 0.1%                 |
| 5.100.125           | Minister's Professional Exp        | 5,962.00             | 6,800.00             |
|                     | <b>Professional Expenses</b>       | <b>\$ 5,962.00</b>   | <b>\$ 6,800.00</b>   |
|                     | <b>Total Minister Compensation</b> | <b>\$ 107,765.00</b> | <b>\$ 108,650.00</b> |
|                     |                                    |                      | 0.8%                 |

## DIRECTOR OF RELIGIOUS EXPLORATION COMPENSATION FY2017-18

UUA Regional Index 5  
 Position/Title per UUA Index Cred + MA  
 Range Level Midsize I  
 Experience Level Mid

| Midsize I        |        |               |        |
|------------------|--------|---------------|--------|
|                  | Min    | Mid           | Max    |
| <b>Cred + MA</b> | 48,700 | <b>55,950</b> | 63,200 |
| Cred             | 45,900 | 52,750        | 59,550 |
| Director         | 43,250 | 49,550        | 56,100 |

|                                  | <u>Prior Year</u> | <u>Current Year</u> | <u>per Mo</u>      |
|----------------------------------|-------------------|---------------------|--------------------|
| Hours Per Week                   | 40                | 40                  |                    |
| <b>DRE Salary Rate</b>           | <b>\$ 55,000</b>  | <b>\$ 55,950</b>    | <b>\$ 4,662.50</b> |
| DRE Hourly Equivalent            | 55,000            | 55,950              | 4,662.50           |
| Addl Salary (Cost of Living Adj) | 4,400             | <b>4,400</b>        | 366.67             |
| <b>DRE Compensation</b>          | <b>\$ 59,400</b>  | <b>\$ 60,350</b>    | <b>\$ 5,029.17</b> |
|                                  |                   | 1.6%                |                    |
| Retirement                       | 5,500             | 5,595               | 466.25             |
| RE Dir Medical Ins Exp (UUA)     | -                 | -                   |                    |
| DRE Group Term Life              | -                 | -                   | -                  |
| DRE Long Term Disability Ins     | -                 | -                   | -                  |
| DRE FICA Offset Expense          | 4,544             | 4,617               | 384.75             |
| Professional Expenses            | 3,500             | <b>3,500</b>        | 291.67             |
| <b>DRE Benefits</b>              | <b>\$ 13,544</b>  | <b>\$ 13,712</b>    | <b>\$ 1,142.67</b> |
|                                  |                   | 1.2%                |                    |
| <b>DRE Compensation</b>          | <b>\$ 72,944</b>  | <b>\$ 74,062</b>    | <b>\$ 6,171.83</b> |
|                                  |                   | 1.5%                |                    |

| <u>Account#</u>    | <u>Account Description</u>          | <u>FY17-18 BGT</u>  | <u>FY18-19 BUDGET</u> |
|--------------------|-------------------------------------|---------------------|-----------------------|
| <b>DRE EXPENSE</b> |                                     |                     |                       |
| 5.100.150          | RE Director Salary Exp Bud          | 55,000.00           | 55,950.00             |
|                    | <b>Salary Expenses</b>              | <b>\$ 55,000.00</b> | <b>\$ 55,950.00</b>   |
|                    |                                     |                     | 1.7%                  |
| 5.100.155          | RE Dir Medical Ins Exp              | 4,400.00            | 4,400.00              |
| 5.100.153          | RE Dir Group Term Life Ins Exp      | -                   | -                     |
| 5.100.154          | RE Dir Long Term Disability Ins Exp | -                   | -                     |
| 5.100.158          | RE Dir FICA SS Exp                  | 4,544.00            | 4,620.00              |
| 5.100.160          | RE Dir Retirement Exp               | 5,500.00            | 5,595.00              |
| 5.100.165          | RE Dir Professional Exp             | 3,500.00            | 3,500.00              |
|                    | <b>Benefits Expenses</b>            | <b>\$ 17,944.00</b> | <b>\$ 18,115.00</b>   |
|                    |                                     |                     | 1.0%                  |
|                    | <b>Total DRE Compensation</b>       | <b>\$ 72,944.00</b> | <b>\$ 74,065.00</b>   |
|                    |                                     |                     | 1.5%                  |

## MUSIC DIRECTOR COMPENSATION FY2017-18

UUA Regional Index 5  
 Position/Title per UUA Index Certified  
 Range Level Midsize I  
 Experience Level Mid

|                   | Midsize I |               |        |
|-------------------|-----------|---------------|--------|
|                   | Min       | Mid           | Max    |
| <b>Cert. Dir.</b> | 46,700    | <b>54,950</b> | 63,250 |
| Music Dir.        | 40,650    | 50,350        | 61,000 |
| Cert. Choir       | 36,050    | 52,500        | 43,600 |
| Choir             | 34,650    | 41,650        | 50,500 |
| Instrum.          | 27,300    | 32,950        | 39,900 |

|                                    | <u>Prior Year</u> |               | <u>Current Year</u> | <u>Per Mo</u> |
|------------------------------------|-------------------|---------------|---------------------|---------------|
| Hours Per Week                     | 27                |               | <b>20</b>           |               |
| Salary Raise %                     |                   |               | <b>0.0%</b>         |               |
| <b>MusDir Salary Rate</b>          | \$                | <b>51,204</b> | \$                  | <b>51,204</b> |
| MusDir Hourly Equivalent           |                   | 34,563        |                     | 25,600        |
| Add'l Salary (Cost of Living Adj)  |                   | 2,970         |                     | 2,200         |
| <b>MusDir Compensation</b>         | \$                | <b>37,533</b> | \$                  | <b>27,800</b> |
|                                    |                   |               |                     | -25.9%        |
| Retirement                         |                   | 3,456         |                     | 2,560         |
| MusDir Medical Ins Exp (UUA)       |                   | -             |                     | -             |
| MusDir Group Term Life             |                   | -             |                     | -             |
| MusDir Long Term Disability Ins    |                   | -             |                     | -             |
| MusDir FICA Offset Exp             |                   | 2,871         |                     | 2,127         |
| Professional Expenses              |                   | 3,300         |                     | <b>2,000</b>  |
| <b>Music Director Benefits</b>     | \$                | <b>9,627</b>  | \$                  | <b>6,687</b>  |
|                                    |                   |               |                     | -30.5%        |
| <b>Music Director Compensation</b> | \$                | <b>47,160</b> | \$                  | <b>34,487</b> |
|                                    |                   |               |                     | -26.9%        |

| Account#                              | Account Description                      | <u>FY17-18 BGT</u>  | <u>FY18-19 BUDGET</u> |
|---------------------------------------|--|---------------------|-----------------------|
| <b>MUSIC DIRECTOR SALARY EXPENSES</b> |  |                     |                       |
| 5.100.185                             | Music Dir Sal Exp Bud                    | 34,563.00           | 25,600.00             |
|                                       | <b>Salary Expenses</b>                   | \$ <b>34,563.00</b> | \$ <b>25,600.00</b>   |
|                                       |  |                     | -25.9%                |
| 5.100.186                             | Music Dir Medical Ins Exp                | 2,970.00            | 2,200.00              |
| 5.100.200                             | MusDir Group Term Life Ins Exp           | -                   | -                     |
| 5.100.205                             | MusDir Long Term Disability Ins Exp      | -                   | -                     |
| 5.100.188                             | Music Dir FICA Exp                       | 2,868.00            | 2,120.00              |
| 5.100.187                             | Music Dir Retirement Exp                 | 3,456.00            | 2,560.00              |
| 5.100.190                             | Music Dir Professional Exp               | 3,300.00            | 2,000.00              |
|                                       | <b>Benefits Expenses</b>                 | \$ <b>12,594.00</b> | \$ <b>8,880.00</b>    |
|                                       |  |                     | -29.5%                |
|                                       | <b>Total Music Director Compensation</b> | \$ <b>47,157.00</b> | \$ <b>34,480.00</b>   |
|                                       |  |                     | -26.9%                |

## CHURCH ADMINISTRATOR COMPENSATION FY2017-18

UUA Regional Index 5  
 Position/Title per UUA Index Cong Admin  
 Range Level Midsize I  
 Experience Level Min->Mid

| Midsize I         |        |               |        |
|-------------------|--------|---------------|--------|
|                   | Min    | Mid           | Max    |
| <b>Cong Admin</b> | 43,100 | <b>50,700</b> | 58,200 |
| Ofc Admin         | 34,350 | 40,400        | 46,550 |

|   | <u>Prior Year</u> | <u>Current Year</u> | <u>Per Mo</u>      |
|---|-------------------|---------------------|--------------------|
| Hours Per Week *                        | 36                | 36                  |                    |
| Salary Raise %                          |                   | 6.0%                |                    |
| <b>Admin Salary Rate</b>                | <b>41,500</b>     | <b>\$ 44,000</b>    | <b>3,666.67</b>    |
| Admin Hourly Equivalent                 | 37,350            | 39,600              | 3,300.00           |
| Admin Add'l Salary (Cost of Living Adj) | 3,960             | <b>3,960</b>        | 330.00             |
| <b>Admin Salary</b>                     | <b>\$ 41,310</b>  | <b>\$ 43,560</b>    | <b>\$ 3,630.00</b> |
|   |                   | 5.4%                |                    |
| Admin Retirement                        | 3,735             | 3,960               | 330.00             |
| Admin Group Term Life                   | -                 | -                   | -                  |
| Admin Long Term Disability Ins          | -                 | -                   | -                  |
| Congr Admin FICA Exp                    | 3,160             | 3,332               | 277.67             |
| Admin Professional Expenses             | 500               | <b>500</b>          | 41.67              |
| <b>Admin Benefits</b>                   | <b>\$ 7,395</b>   | <b>\$ 7,792</b>     | <b>\$ 649.33</b>   |
|   |                   | 5.4%                |                    |
| <b>Admin Compensation</b>               | <b>\$ 48,705</b>  | <b>\$ 51,352</b>    | <b>\$ 4,279.33</b> |
|   |                   | 5.4%                |                    |

| <u>Account#</u>                      | <u>Account Description</u>          | <u>FY17-18 BGT</u>  | <u>FY18-19 BUDGET</u> |
|--------------------------------------|-------------------------------------|---------------------|-----------------------|
| <b>ADMINISTRATOR SALARY EXPENSES</b> |                                     |                     |                       |
| 5.100.174                            | Congr Admin Salary Exp              | 37,350.00           | 37,400.00             |
|                                      | <b>Admin Salary Expenses</b>        | <b>\$ 37,350.00</b> | <b>\$ 37,400.00</b>   |
|                                      |                                     |                     | 0.1%                  |
| 5.100.175                            | Congr Admin Medical Ins Exp         | 3,960.00            | 3,740.00              |
| 5.100.173                            | Congr Admin Group Term Life Ins Exp | -                   | -                     |
| 5.100.230                            | Congr Admin LT Disability Ins Exp   | -                   | -                     |
| 5.100.177                            | Congr Admin FICA Exp                | 3,160.00            | 3,150.00              |
| 5.100.176                            | Congr Admin Retirement Exp          | 3,735.00            | 3,740.00              |
| 5.100.231                            | Cong Admin Professional Exp         | 500.00              | 500.00                |
|                                      | <b>Admin Benefits Expenses</b>      | <b>\$ 11,355.00</b> | <b>\$ 11,130.00</b>   |
|                                      |                                     |                     | -2.0%                 |
|                                      | <b>Total Admin Expenses</b>         | <b>\$ 48,705.00</b> | <b>\$ 48,530.00</b>   |
|                                      |                                     |                     | -0.4%                 |

\* Hours will be 24/wk during July & August

|   |
|---|
| <b>WSUU OTHER MINISTRY EXPENSES</b><br><b>FY 2018-19 BUDGET</b> |
|---|

|   |                                       | <b>FY 2017-18<br/>BUDGET</b> | <b>FY 2018-19<br/>PROPOSED</b> | <b>Notes</b>                                     |
|---|---------------------------------------|------------------------------|--------------------------------|--|
| <b>EXPENSES</b>                                     |                                       |                              |                                |  |
| 5.100.102   | Minister Moving Expenses              | -                            | -                              |  |
| 5.100.120   | Minister's Sabbatical Exp             | -                            | -                              |  |
| 5.100.xxx   | <new Other Ministry Expense Line>     |                              | -                              |  |
| 5.100.128   | Minister Search Expenses              | -                            | 6,500                          | Goal ~\$13K, \$6802 in Fund;<br>supported by RTP |
| 5.100.126   | Minister Installation                 | -                            | -                              |  |
| 5.100.127   | Minister Economic Impact Support Fund | -                            | -                              |  |
| 5.100.130   | Ministerial Intern Expense            | -                            | -                              |  |
| 5.100.303   | Minister Search Fund Transfers OUT    | -                            | -                              |  |
| 5.100.xxx   | <new Other Ministry Expense Line>     |                              | -                              |  |
| <b>TOTAL COST OF OTHER MINISTRY TO CONGREGATION</b> |                                       | <b>\$ -</b>                  | <b>\$ 6,500</b>                |  |

|  |
|--|
| <b>WSUU RE PROGRAM</b><br><b>FY 2018-19 BUDGET</b> |
|--|

| <u>INCOMES</u>                      | <u>FY 2017-18<br/>BUDGET</u> | <u>FY 2018-19<br/>BUDGET</u> |
|-------------------------------------|------------------------------|------------------------------|
| RE Program Income                   | 2,000                        | 1,500                        |
| OWL Program Income                  | 2,215                        | 1,200                        |
| Total RE Income:                    | 4,215                        | 2,700                        |
| <u>EXPENSES</u>                     |                              |                              |
| Total RE Expense:                   | 13,735                       | 14,000                       |
| <b>TOTAL NET COST OF RE PROGRAM</b> | <b>\$ 9,520</b>              | <b>\$ 11,300</b>             |

18.7%

The RE and Music Programs are being funded in a new way starting this year. The Congregation will fund a "NET" cost. The Directors are at liberty to decide allocation and activities to meet those figures. If the program needs additional resources above what the Congregation provides, they are welcome to organize additional fundraising activities in order to exceed the expense limits set by the Congregation. For questions about specific budget items, please contact the Directors.

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| <b>WSUU RE YOUTH</b><br><b>FY 2018-19 BUDGET</b> |
|--|

| <u>INCOMES</u>                         | <u>FY 2017-18<br/>BUDGET</u> | <u>FY 2018-19<br/>BUDGET</u> |
|--|------------------------------|------------------------------|
| RE Youth Group Fund Transfers IN       | -                            | 2,880                        |
| RE Youth Group Fundraising & Gifts     | 1,900                        | 1,900                        |
| <b>Total Youth Group Income:</b>       | <b>1,900</b>                 | <b>4,780</b>                 |
| <u>EXPENSES</u>                        |                              |                              |
| <b>Total Youth Group Expense:</b>      | <b>2,233</b>                 | <b>4,780</b>                 |
| <b>NET COST OF Youth Group PROGRAM</b> | <b>\$ 333</b>                | <b>\$ -</b>                  |

The RE and Music Programs are being funded in a new way starting this year. The Congregation will fund a "NET" cost. The Directors are at liberty to decide allocation and activities to meet those figures. If the program needs additional resources above what the Congregation provides, they are welcome to organize additional fundraising activities in order to exceed the expense limits set by the Congregation. For questions about specific budget items, please contact the Directors.

|   |
|---|
| <b>WSUU MUSIC PROGRAM &amp; AV SERVICES</b><br><b>FY 2018-19 BUDGET</b> |
|---|

| <u><b>INCOMES</b></u>                  |  | <b>FY 2017-18<br/>BUDGET</b> | <b>FY 2018-19<br/>BUDGET</b> |
|--|--|------------------------------|------------------------------|
| Total Music Income:                    |  | 2,200                        | 1,800                        |
| <u><b>EXPENSES</b></u>                 |  |                              |                              |
| Total Music Expense:                   |  | 11,425                       | 11,500                       |
| <b>TOTAL NET COST OF Music PROGRAM</b> |  | <b>\$ 9,225</b>              | <b>\$ 9,700</b>              |

5.1%

The RE and Music Programs are being funded in a new way starting this year. The Congregation will fund a "NET" cost. The Directors are at liberty to decide allocation and activities to meet those figures. If the program needs additional resources above what the Congregation provides, they are welcome to organize additional fundraising activities in order to exceed the expense limits set by the Congregation. For questions about specific budget items, please contact the Directors.

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| <b>WSUU OTHER ADMIN &amp; STAFF EXPENSES</b><br><b>FY 2018-19 BUDGET</b> |
|--|

|  |                                  | <b>FY 2017-18<br/>BUDGET</b> | <b>FY 2018-19<br/>PROPOSED</b> | <b><u>Notes</u></b>                 |
|--|----------------------------------|------------------------------|--------------------------------|-------------------------------------|
| <b>EXPENSES</b>                              |                                  |                              |                                |                                     |
| 5.100.180                                    | Bookkeeper Sal Exp Bud           | -                            | -                              |                                     |
| 5.100.183                                    | Bookkeeper FICA Exp              | -                            | -                              |                                     |
| 5.100.178                                    | Labor & Industries Ins Exp       | 2,200                        | 2,200                          | <i>Four qtrly pmts of \$550 ea.</i> |
| 5.100.182                                    | Employee Assistance Prog Exp     | -                            | -                              |                                     |
| 5.100.184                                    | Part time Empl FICA SS Exp       | 667                          | 1,032                          | <i>7.65% of wages paid</i>          |
| 5.100.xxx                                    | <new Admin & Staff Expense Line> |                              | -                              |                                     |
| <b>TOTAL COST OF OTHER ADMIN &amp; STAFF</b> |                                  | <b>\$ 2,867</b>              | <b>\$ 3,232</b>                | <i>12.7%</i>                        |

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| <b>WSUU UU DUES EXPENSES</b><br><b>FY 2018-19 BUDGET</b> |
|--|

|                                       | <b>FY 2017-18<br/>BUDGET</b> | <b>FY 2018-19<br/>PROPOSED</b> | <b><u>Notes</u></b>                         |
|---------------------------------------|------------------------------|--------------------------------|---|
| <b>EXPENSES</b>                       |                              |                                |   |
| 5.100.300 Partner Church Dues Exp Bud | 150                          | 150                            |   |
| 5.100.310 UUSC Dues Exp Bud           | 250                          | -                              | <i>No longer being paid by Congregation</i> |
| 5.100.320 UUA Dues Exp Bud            | 9,630                        | 6,420                          | <i>Budget 50%, remaining 50% fm surplus</i> |
| 5.100.330 PNWD Dues Exp Bud           | 4,173                        | 2,782                          | <i>Budget 50%, remaining 50% fm surplus</i> |
| 5.100.xxx <new Dues Expense Line>     |                              | -                              |   |
| <b>TOTAL COST OF UU DUES</b>          | <b>\$ 14,203</b>             | <b>\$ 9,352</b>                | -34.2%                                      |

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|---|
| <b>WSUU OEPRATIONS EXPENSES</b><br><b>FY 2018-19 BUDGET</b> |
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|   | <b>FY 2017-18<br/>BUDGET</b> | <b>FY 2018-19<br/>PROPOSED</b> | <b>Notes</b>           |
|---|------------------------------|--------------------------------|------------------------|
| <b>EXPENSES</b>                                     |                              |                                |                        |
| 5.100.450 Telephone/Cable/Internet                  | 2,520                        | 2,700                          | <i>Slight increase</i> |
| 5.100.460 Web Hosting Exp                           | 216                          | 250                            |                        |
| 5.100.470 Web Maintenance Exp Bud                   | 100                          | 100                            |                        |
| 5.100.475 Technology Management                     | 1,200                        | 1,500                          | <i>Need projector</i>  |
| 5.100.480 Office Expenses                           | 1,200                        | 1,200                          |                        |
| 5.100.481 Postage Exp Bud                           | 456                          | 500                            |                        |
| 5.100.482 Printing / Copying                        | 4,896                        | 5,300                          | <i>Slight increase</i> |
| 5.100.483 Constant Contact Email Service            | 372                          | 400                            |                        |
| 5.100.485 Endowment Fund Transfers OUT              | -                            | -                              |                        |
| 5.100.520 Banking & Credit Card Fees e.g.Vanco      | 5,400                        | 5,400                          |                        |
| 5.100.550 Liability Insurance Exp Bud               | 7,000                        | 6,500                          |                        |
| 5.100.900 Transfers to Operations Cash Reserve Fund | 935                          | -                              |                        |
| 5.100.xxx <new Operations Expense Line>             |                              |                                |                        |
| <b>TOTAL COST OF OPERATIONS TO CONGREGATION</b>     | <b>\$ 24,295</b>             | <b>\$ 23,850</b>               | <b>-1.8%</b>           |

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| <b>WSUU COMMITTEE EXPENSES</b><br><b>FY 2018-19 BUDGET</b> |
|--|

|   | <b>FY 2017-18<br/>BUDGET</b> | <b>FY 2018-19<br/>PROPOSED</b> | <b>Notes</b>  |
|---|------------------------------|--------------------------------|---|
| <b>EXPENSES</b>   |                              |                                |   |
| 5.100.742 Memorial Expenses                             | -                            | -                              |   |
| 5.100.222 Coffee and Other Kitchen Exp                  | 1,151                        | 1,157                          | \$120/mo less 5th Sunday Plate in Dec                                     |
| 5.100.xxx Kitchen Coordinator Exp                       | -                            | -                              | Kitchen Mgr- 2.5hrs/wk@\$16/hr x 53 wks                                   |
| 5.100.710 Membership Exp Bud                            | 500                          | 500                            |   |
| 5.100.725 Worship Council Expense Budget                | 3,225                        | 3,475                          | Chalice oil \$225, Candles \$250, 10 speakers @ \$300 ea.                 |
| 5.100.754 Partner Church Program Exp                    | 150                          | 150                            |   |
| 5.100.759 Board Discretionary Fund                      | -                            | 100                            | Board training & orientation  |
| 5.100.800 All Congr Social Events                       | 350                          | 500                            | Ingathering \$500   |
| 5.100.822 Canvass Expense                               | -                            | -                              |   |
| 5.100.829 Common Quest Exp                              | -                            | 150                            |   |
| 5.100.755 Orion Exp                                     | -                            | -                              |   |
| 5.100.756 Social Action & Environ Justice Expense       | -                            | 250                            |   |
| 5.100.xxx All Congr Retreats and Training *             |                              | 2,200                          |   |
| 5.100.757 Sunday Morning Contributions Given to Charity | 6,670                        | 7,501                          |   |
| 5.100.758 Minister Discretionary Fund                   | 667                          | 567                            | 2 fifth-Sundays (Jul, Oct)  |
| 5.100.196 Music Council Fundraising Exps                | 100                          | 100                            | pie pans  |
| 5.100.xxx <new Committee Expense Line>                  |                              |                                |   |
| <b>TOTAL COST OF COMMITTEES TO CONGREGATION</b>         | <b>\$ 12,813</b>             | <b>\$ 16,649</b>               | 29.9%   |
| <b>AV SERVICES</b>                                      |                              |                                |   |
| 5.100.726 AV Tech Expense                               | 6,120                        | 5,960                          | 3hrs/wk @ \$40/hr x 4 wks/mo x 12 mo + Christmas \$200 ( no 5th Sundays ) |
| 5.100.727 AV Equipment & Maintenance                    | 300                          | 300                            |   |
| 5.100.xxx <new AV Expense Line>                         |                              |                                |   |
| <b>TOTAL COST OF AV SERVICES TO CONGREGATION</b>        | <b>\$ 6,420</b>              | <b>\$ 6,260</b>                | -2.5%   |

\* For Beloved Conversations program

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| <b>WSUU FUNDRAISING EXPENSES</b><br><b>FY 2018-19 BUDGET</b> |
|--|

|  |                                   | <b>FY 2017-18<br/>BUDGET</b> | <b>FY 2018-19<br/>PROPOSED</b> | <b><u>Notes</u></b>                        |
|--|-----------------------------------|------------------------------|--------------------------------|--|
| <b>EXPENSES</b>                                  |                                   |                              |                                |  |
| 5.100.819  | Raise the Paddle Purchase Exp-GF  | -                            | -                              | <i>Minister Search \$6500, bal. to ops</i> |
| 5.100.820  | Auction Expense                   | 8,500                        | 8,500                          |  |
| 5.100.821  | Rummage Sale Expense              | -                            | -                              |  |
| 5.100.823  | Misc. Fundraising Exp Bud         | -                            | -                              |  |
| 5.100.825  | Art and Garden Show Expense       | -                            | -                              |  |
| 5.100.818  | Other Major Fundraising Event Exp | 1,250                        | -                              |  |
| 5.100.484  | Marketing and Advertising         | 100                          | -                              |  |
| 5.100.xxx  | <new Fundraising Expense Line>    |                              |                                |  |
| <b>TOTAL COST OF FUNDRAISING TO CONGREGATION</b> |                                   | <b>\$ 9,850</b>              | <b>\$ 8,500</b>                | -13.7%                                     |

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| <b>WSUU UTILITIES LOAN &amp; FEES EXPENSES</b><br><b>FY 2018-19 BUDGET</b> |
|--|

|  | <b>FY 2017-18<br/>BUDGET</b> | <b>FY 2018-19<br/>PROPOSED</b> | <b>Notes</b>    |
|--|------------------------------|--------------------------------|-----------------|
| <b>UTIL EXP</b>                                |                              |                                |                 |
| 5.100.452 Security Alarm System                | 450                          | 500                            |                 |
| 5.100.453 Electricity - SCL                    | 10,500                       | 10,500                         |                 |
| 5.100.454 Water/Sewer - SPU                    | 2,500                        | 2,500                          |                 |
| 5.100.455 Waste/Recycling/Green                | 2,710                        | 2,710                          |                 |
| 5.100.456 Gas - PSE                            | 5,000                        | 5,400                          | slight increase |
| 5.100.xxx <new Utilities Expense Line>         |                              | -                              |                 |
| <b>TOTAL COST OF UTILITIES TO CONGREGATION</b> | <b>\$ 21,160</b>             | <b>\$ 21,610</b>               | 2.1%            |

|   |                  |                  |      |
|---|------------------|------------------|------|
| <b>LOAN EXP</b>                                   |                  |                  |      |
| 5.100.650 Loan Debt Service - UUA                 | 39,456           | 39,456           |      |
| 5.100.655 Loan Debt Service - PNW Growth Fdtn Exp | 7,920            | 7,920            |      |
| 5.100.xxx <new Loan Expense Line>                 |                  |                  |      |
| <b>TOTAL COST OF LOANS TO CONGREGATION</b>        | <b>\$ 47,376</b> | <b>\$ 47,376</b> | 0.0% |

|   |                 |                 |   |
|---|-----------------|-----------------|---|
| <b>FEES EXP</b>                                       |                 |                 |   |
| 5.100.457 Annual City/County/State Fees               | 2,350           | 2,575           | \$2345 Drainage +\$160 Overhang + \$70 Lic & Charity Registration |
| 5.100.xxx <new Tax & Fee Expense Line>                |                 |                 |   |
| <b>TOTAL COST OF TAXES &amp; FEES TO CONGREGATION</b> | <b>\$ 2,350</b> | <b>\$ 2,575</b> | 9.6%  |

|   |
|---|
| <b>WSUU FACILITY EXPENSES</b><br><b>FY 2018-19 BUDGET</b> |
|---|

|   | <b>FY 2017-18<br/>BUDGET</b> | <b>FY 2018-19<br/>PROPOSED</b> | <b>Notes</b>                               |
|---|------------------------------|--------------------------------|--|
| <b>FACILITY EXP</b>                                     |                              |                                |  |
| 5.100.305 Facilities Rental Exp - single events         | 450                          | 900                            | Bldg Maint - 5hrs/mo @ \$15/hr<br>x 12 mos |
| 5.100.451 Janitorial Supplies                           | 2,000                        | 2,000                          |  |
| 5.100.471 Janitorial Service                            | 7,560                        | 8,000                          | Slight increase in contract                |
| 5.100.216 Janitorial/Custodian Wages Exp                | 475                          | -                              |  |
| 5.100.458 Landscaping Exp                               | 300                          | 300                            |  |
| 5.100.459 Building Maint Supplies & Small Labor Vendor  | 2,500                        | 2,500                          |  |
| 5.100.461 Building Capital Reserve Exp-GF               | -                            | -                              |  |
| 5.100.463 Elevator Fund Reserve Expense                 | 12,000                       | 6,000                          | start project by Dec'18                    |
| 5.100.462 Building Maintenance/Janitorial Transfers OUT | -                            | -                              |  |
| 5.100.xxx <new Facility Expense Line>                   |                              |                                |  |
| <b>TOTAL COST OF FACILITY TO CONGREGATION</b>           | <b>\$ 25,285</b>             | <b>\$ 19,700</b>               | -22.1%                                     |

## **Westside UU Congregation Annual Staff Reports for the period July 2017 – June 2018**

### **INTERIM MINISTER**

#### **Annual report to WSUU Board of Trustees and congregation Submitted by Alex Holt, Accredited Interim Minister**

Dear members and friends of Westside UU Congregation,

It has been my deepest pleasure even with occasional “what-do-we-do-now” moments to serve you as your accredited interim minister for a second year. I am most grateful for the wisdom and support of the Pacific Western Region of the UUA as well as UUA staff in Boston for their support of Westside.

We are collectively and individually living in an extraordinary time when few things are stable and immune to the turmoil going on in this country, this region, the Seattle area, our friends and families, and at Westside, too. Many of you know systems theory and apply it in your life work. Westside and Seattle and the US are all systems under stress and the feeling that we are in unprecedented times of change.

The strongest word that comes to mind with Westside Congregation is ‘resilience’.

Why?

Consider the last four years: Peg Morgan retired, Cynthia Westby became new DRE, first interim minister Beatrice Hitchcock leaves after one year; I arrive in 2016; the first settled minister search doesn’t reach a successful conclusion; and now Rev. Mark Newton who has been church Chaplain decides to retire from that volunteer position. Such changes can be very difficult to absorb. Westside has done so and continued to look forward into the future.

Here are important indicators of good health I saw this year at Westside:

- The sudden and tragic death of Lewis Brancati last fall resulted in much support for his family, his friends of all ages, and led to a very powerful celebration of life service led by Mark Newton, myself and others.
- A new and well-balanced ministerial search committee was approved by the congregation. The Pacific Western Region will provide an excellent transitions coach in Rev. Nancy Bowen this coming year.
- Lengthy transitions often see a decline in membership of congregations. This has happened, but the off-set is that the stellar work of the Membership Team led by Laura White has resulted in 40+ new members in the last two years. A new members celebration meal this last week had twice the number of new members and families here

than last year. Many of those new members are actively involved including on the incoming Board of trustees, the search committee and many other groups here.

- An excellent internship by Margo Rinehart continues to energize new programs at Westside including #MeToo, covenant groups and her active work in social justice. Margo has been an excellent addition to Westside's programs and we look forward to hearing of her success at the September interview with the Ministerial Fellowship Committee in Boston.
- Core paid staff including Shannon in the office, Cynthia and assistant Cheryl in RE, Bert and others in Music have all contributed to successful programs in a time of transition and limited resources.
- An important next step in approval and construction of a two-story elevator to have easier access to the social hall and sanctuary/office levels of the building is now in active planning and design. The funds are available, and my hope is that the new settled minister will be able to do a ribbon-cutting ceremony for the completed elevator project.
- The work of the stewardship team, the finance committee and the board have resulted in a budget that is balanced and maintains the core of the programs and staffing Westside needs in the year ahead.
- An excellent board of trustees working on your behalf led skillfully by board president Patti McCall.

#### Areas of concern:

- The need for accessibility in the building continues to be debated and refined. There needs to be a permanent and elegant solution to wheelchair access to the chancel stage. Thanks to John Monahan for a temporary portable ramp solution; a suggestion to have a built in ramp from a side door to the chancel stage is now under discussion.
- Race and culture are now on the front burner at higher heat setting for Westside. There is much discomfort about addressing such an issue in a majority white, upper middle-class congregation. This is not surprising and is similar to what is happening in many religious communities including and beyond the UUA. It is a far overdue conversation thanks in part to BLUU (Black Lives UU) national organization. "Praise services" based on Southern US Protestant service models have become a symbol of that conversation. The creation of a Social Justice Council with leadership from Tracy Burrows, Cecelia Hayes and others will result in a dedicated and determined focus on continuing education and advocacy with other UU congregations. The work on race and culture will have a powerful effect on the success of the search this next spring.
- The Worship Council has had a challenging but productive year in shaping new varieties of worship for Sunday mornings. Praise services, a taize service led by Shelby Grainer, and variations on holiday services have all explored new and creative models of Sunday worship. A deep thanks to Lisa Reitzes for chairing the Worship Council this year while we explored new and continuing ways to provide excellent Sunday services. I (Alex) will chair the Worship Council next year under a slightly different model of worship planning.

- People have talked about attendance down on Sundays along with reduced pledging. Again, this is normal during an extended transition with an interim minister. I expect this to change once the new minister arrives after they are called by a congregational meeting.
- Both the Music and RE programs have seen a smaller participation this year compared to prior years. This again is a norm during a transition period but also to note that the size and complexity of both programs were more norms of a Program size congregation (300 or more members and friends) than a robust Pastoral size congregation (150-250).

My goals for next year:

- Focus more on pastoral care with support from Lay Pastoral Associates team now that Chaplain Mark is retiring from Chaplain position and taking an extended vacation and renewal time until January 2019.
- Support of Ministerial Search team.
- Continue revisions to the Music program.
- Chair Worship Council and partner with them to create new Associate Service Leader program along with continuation of current service leaders. I plan to do more elements of Sunday services and we will train a cadre of new service leaders who will do welcome, offering, and reading in 'my' services; current service leaders will lead the non-Alex Sundays as they do now.
- Create with Worship Council a 'Second Sunday Special Service' model similar to praise services this year but expanding them into Taizi and other creative and reflective services.
- Support and participate in the upcoming Beloved Conversations social justice program with other UU congregations in the area (web link here: <http://www.meadville.edu/fahs-collaborative/fahs-curriculum-catalogue/beloved-conversations/>)
- Work with Social Justice Council to have speakers on social justice themes throughout the church year.
- Develop a Personnel ad hoc working group to plan evaluations of staff and contracts along with salary recommendations each year.
- Revise and enlarge a Right Relations Team (now called 'Congregational Concerns committee') along with adequate training for that team to successfully manage and resolve conflicts and disagreements. Many thanks to Laura Pierce who led several important mediations this year.
- Experience great joy when you announce your new settled minister next spring.

Respectfully submitted,

Rev. Alex Holt, Accredited Interim Minister

## MINISTERIAL INTERN

**Annual report to WSUU Board of Trustees and congregation**  
**Submitted by Margo Rinehart, MSW, M.Div. – candidate**

**Dates of Internship:** September 1<sup>st</sup>, 2017 – August 31<sup>st</sup>, 2018 (@ 30 hours per week).

**Introduction:** Westside generously took me on as a ministerial intern, when at the last minute, another internship site became impossible for me to access. It was not only an understanding and kind thing to do, but also demonstrates Westside's long-time commitment of being a teaching congregation. Everyone at Westside has been gracious and welcoming. Due to our successes in working and learning together, it will be difficult to leave at the end of summer.

As interns are required to meet several areas of competence defined by the UUA, I have arranged my report in concert with those areas.

**Worship & Rites of Passage.** Westside has a broad and active Worship program, in which I have: attended monthly meetings of the Worship Council, served as the Worship/Service Leader for six services; (with less than 15 hours' notice) provided a "credo" at one service, gave sermons at five services; planned three multi-generational services with the children's DRE and participated in two of them. In July, when Rev. Alex is away, it is my intent that I be present at every Sunday service, either service-leading, preaching, or supporting.

Recently, I have participated in the spring New Member Ceremony and given the Baby Blessing to two infants during the Mother's Day Sunday service. On very short notice (after Cynthia Westby took bereavement time), I joyfully stepped in to the role of the Children's DRE during the Coming of Age Ceremony for two youth. All of these rites have been a privilege for me to participate in and a sacred trust.<sup>1</sup>

**Pastoral Care & Presence.** I have provided pastoral care to several members of the congregation and have formalized this process by joining the Westside's Pastoral Care Team. Over the summer, while the Interim Minister is on extended vacation leave, I will keep office hours on Sundays, Tuesdays & Wednesdays for pastoral care and other needs that may arise.

**Spiritual Development for Others:** Since being at Westside, I have twice taught the *Building Your Own Theology* course (re-writing much of the curriculum) and facilitated a semi-monthly Covenant Group. It is a privilege to be a facilitator of both of these activities where people build relationships and deepen their spiritual journeys.

I was a joyful experience to find multi-faith religious stories for the children to share during the December multi-generational service. Within the children's RE program, I have: attended two

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<sup>1</sup> I will remember you *long* after I have gone!

RE Council meetings, assisted at Chalice Chapel, and twice taught in the 4-5<sup>th</sup> grade class. Westside's care and commitment to children has been especially touching and inspiring for me.

**Social Justice in the Public Square.** Twice I will have represented Westside at interfaith *Faith Action Climate Team* events first at the "Climate-Change & Social Justice" workshop hosted at Mt. Zion Baptist church and secondly to represent Westside at the Puget Sound Energy Vigil on June 1<sup>st</sup>.

In regard to racism and intersectionality, I represented Westside at the "While Ally Toolkit" workshop hosted by the Vancouver U.U. Church, featuring David Campt (President Clinton's advisor on race). After preaching on #MeToo, I offered a #MeToo – now what? workshop through Common Quest, which was poorly attended. With Westside, I have three times participated in public witness at the NW Immigration Detention Center and preached on the experience of standing in fidelity with undocumented workers and their families.

**Serving the larger Unitarian Universalist Faith.** In April, I attended the U.U. Pacific Regional Assembly, participating in courses that focused on worship, stories of hope & resilience, racism/intersectionality, the future of UUism, and "Non-Anxious Leadership in Anxious Times". At the May Worship Council retreat, I will be sharing what I learned at the worship workshop given by Rev. Erika Hewitt and Music Director Glenn Thomas Rideout. In June, I will be attending General Assembly in Kansas City, with a focus on ministerial formation, congregational ministry, and racism. At the fall of 2018 PNWD Ministers' Retreat, a colleague and I plan to offer worship as a way of giving back to the support the UUMA-PNWD has given to us.

In addition to the events above, I have attended monthly and special meetings of the Board and fall meetings of the Membership Committee. Recently I wrote and presented a two-session series on Unitarian and Universalist women of the 1800s, through the Common Quest program.

It has been a deeply meaningful experience to serve as an Intern at Westside. The staff is dedicated, creative and caring. The congregation is committed, determined, loving and ready to take on more. Blessed be!

## CHAPLAIN REPORT

### Annual report to WSUU Board of Trustees and congregation Submitted by Rev. Mark Newton

The past year has been a continuation of a multi-year experience of change and transition for the Congregation as a whole, and individually for many of its members and friends. The following represents the major activities and accomplishments of the year in my role as volunteer Chaplain.

- Assisted Interim Minister Alex Holt address a variety of pastoral and related needs of members and friends.

- Met monthly with Rev. Alex, and more often as necessary, on matters of congregational importance.
- Officiated two celebrations of life for beloved members and co-officiated a third.
- Officiated the marriage ceremony of two members.
- Served a number of individual congregants, collectively representing a diversity of pastoral needs.
- Made nine visits to members who were hospitalized.
- Made 16 home visits to members who were home-bound, recuperating from health-related matters, or otherwise asked for a home visit.
- Served as a member of and resource to Westside's Pastoral Associates program.
- Chaired the Intern Minister's Support Team for Margo Rinehart. Provided support and feedback regarding her internship and journey to ministry.
- Accumulated and coordinated the sharing of Joys and Concerns for weekly worship services, and for publication in "Westside Week."
- Attended a district-wide training program for lay pastoral associates.
- Submitted to the Board and Congregation a letter of retirement from the position of Chaplain effective June 30. It follows:

May 8, 2018

Dear Westside Members and Friends:

In 2003 the Westside Board of Trustees approved a recommendation by Rev. Peg Morgan that I assist our growing Congregation's pastoral needs as its Chaplain. It has been my deep honor and privilege to serve our community in such a trusted and intimate way for 15 years.

After a great deal of discernment, I have decided to retire as Chaplain, effective June 30, 2018. At that point I will take time away from Westside with a plan to return next January. Such an absence is customary as retiring ministers and chaplains transition to the role of congregant within a congregation. It is similar to that now being observed by our former minister, Rev. Peg Morgan, and taken by our former Director of Religious Exploration, Betsy Lowry. This will be a period of helpful rest, transition, and adjustment for me. And I hope it will be a useful period of transition for all of our members as we prepare for the fresh ministry of our next Called Minister.

I have every confidence that Rev. Alex Holt, Intern Minister Margo Rinehart, and Pastoral Associates John Britt, Marie Hoover, and Fred Matthews will meet the diverse pastoral needs of our congregants with trustworthy, heartfelt skill. In addition, Westside is blessed with a variety of small group

and member-to-member ministries. We possess a deep, rich reservoir of care and compassionate support.

Serving you as Chaplain has been an enormous blessing for me. I will deeply miss it. I hold much gratitude. Yet, there is wisdom in knowing "To everything there is a season..."

In loving community,  
Rev. Mark, Retiring Chaplain

## **MUSIC MINISTRY and AUDIO VISUAL TEAM**

**No Report Submitted.**

## **RELIGIOUS EXPLORATION FOR CHILDREN AND YOUTH**

**Annual report to WSUU Board of Trustees and congregation  
Submitted by Cynthia Westby, Director of Religious Exploration**

Westside's Religious Exploration program for children and youth provides an enriching, supporting and welcoming atmosphere for infants through high school aged youth with programs that include Sunday RE classes (Nursery, Story Time, Spirit Play, K-1, 2-3<sup>rd</sup> grade, 4-5<sup>th</sup> grade, Middle School (6-8<sup>th</sup> grade), and Youth Group (9<sup>th</sup>-12<sup>th</sup> grade)); Chalice Chapels (held in lieu of RE classes as a single RE class for children 6 years through 12 years old), multi-generational services and more.

This year's theme for our classes was Social Justice. This year's theme for our 10 Chalice Chapels was diversity. Our Spirit Play and K-1 classes use a Montessori-based program focused on teaching UU principles and sources.

**RE Council:** Vanessa Shaughnessy and Shelley Webb, co-chaired our RE Council which also included Nola Balch, Kasey Langley, David Edwards, Amy Hance-Brancati, Cara Mathison, Laura Strand and Thomas Terrence. These fabulous volunteers supported the RE Program, with hand-on help as teachers, greeters, planners, and more. They met once a month to support the DRE ensuring we have teachers, substitute teachers, Chalice Chapel teachers, and multi-generational services. RE Council members rotate responsibility for greeting the congregants who come in the front door on Sunday mornings with the DRE and the RE Program Assistant. RE Council members support the many activities connected to creating and offering classes, Chalice Chapels, and more. They offer a Soup Lunch fundraiser for RE every quarter which raised funds for RE's many programs.

**RE Attendance:** Here is the attendance for the RE year, by class, and with totals, from September through May 6, 2018. In the 2017-2018 RE Year 110 children and youth were registered for RE programs at WSUU, with approximately 200 individuals listed as parents or caregivers. Average Sunday attendance on days when we have held our classes has been approximately 33 children and youth; with the maximum attendance as high as 48.

| Class                 | Sept | Oct |    |    |    |    | Nov |    |    |    | Dec |    |    |    |    | Jan |    |    |    |
|-----------------------|------|-----|----|----|----|----|-----|----|----|----|-----|----|----|----|----|-----|----|----|----|
| First                 | 24   | 1   | 8  | 15 | 22 | 29 | 5   | 12 | 19 | 26 | 3   | 10 | 17 | 24 | 31 | 7   | 14 | 21 | 28 |
| Nursery               | 3    | 2   | 5  | 1  | 1  | 1  | 5   | 5  | 1  | 8  | 2   | 7  | 1  |    |    | 2   | 3  | 2  | 2  |
| Storytime             | 2    | 1   | 0  | 2  | 0  | 3  | 0   | 0  | 1  | 0  | 1   | 0  | 0  |    |    | 0   | 0  | 2  | 2  |
| Spiritplay            | 2    | 3   | 0  | 4  | 2  | 2  | 0   | 3  | 2  | 0  | 2   | 0  | 0  |    |    | 2   | 0  | 2  | 7  |
| K-1                   | 7    | 3   | 0  | 0  | 5  | 4  | 0   | 4  | 4  | 0  | 5   | 0  | 0  |    |    | 4   | 0  | 7  | 5  |
| 2-3                   | 8    | 5   | 0  | 0  | 7  | 5  | 0   | 8  | 4  | 0  | 4   | 0  | 0  |    |    | 3   | 0  | 4  | 4  |
| 4-5                   | 8    | 6   | 0  | 0  | 8  | 4  | 0   | 9  | 6  | 0  | 6   | 0  | 0  |    |    | 6   | 0  | 6  | 6  |
| 6-8                   | 8    | 0   | 0  | 0  | 6  | 3  | 0   | 6  | 4  | 0  | 2   | 0  | 0  |    |    | 5   | 0  | 7  | 2  |
| 7-8 OWL               | 0    | 0   | 8  | 7  | 9  | 9  | 9   | 7  | 7  | 0  | 8   | 0  | 0  |    |    | 7   | 0  | 6  | 7  |
| COA                   | 3    | 0   | 2  | 0  | 3  | 0  | 3   | 0  | 3  | 0  | 3   | 0  | 0  |    |    | 0   | 2  | 0  | 2  |
| HSYG                  | 4    | 6   | 5  | 6  | 6  | 0  | 4   | 5  | 6  | 0  | 3   | 4  | 5  |    |    | 5   | 2  | 6  | 4  |
| Chalice Chapel/AllGen |      |     | 21 | 21 |    |    | 19  |    |    | 20 |     | 13 | 14 |    |    |     | 10 |    |    |
|                       |      |     |    |    |    |    |     |    |    |    |     |    |    |    |    |     |    |    |    |
| <b>Daily Total</b>    | 45   | 26  | 41 | 41 | 47 | 31 | 40  | 47 | 38 | 28 | 36  | 24 | 20 | 0  | 0  | 34  | 17 | 42 | 41 |

| Feb |    |    |    | Mar |    |    |    | Apr |    |    |    |    | May |    |    |    |
|-----|----|----|----|-----|----|----|----|-----|----|----|----|----|-----|----|----|----|
| 4   | 11 | 18 | 25 | 4   | 11 | 18 | 25 | 1   | 8  | 15 | 22 | 29 | 6   | 13 | 20 | 27 |
| 1   | 3  | 8  | 3  | 2   | 1  | 2  | 1  | 6   | 5  | 2  | 1  | 3  | 0   |    |    |    |
| 1   | 0  | 0  | 0  | 3   | 0  | 0  | 2  | 0   | 0  | 2  | 1  | 0  | 2   |    |    |    |
| 4   | 3  | 0  | 4  | 4   | 0  | 3  | 2  | 0   | 0  | 1  | 0  | 2  | 2   |    |    |    |
| 5   | 7  | 0  | 6  | 6   | 0  | 6  | 4  | 0   | 0  | 5  | 2  | 5  | 2   |    |    |    |
| 4   | 5  | 0  | 5  | 4   | 0  | 4  | 5  | 0   | 0  | 2  | 3  | 4  | 2   |    |    |    |
| 6   | 6  | 0  | 8  | 3   | 0  | 0  | 7  | 0   | 0  | 2  | 4  | 3  | 3   |    |    |    |
| 4   | 3  | 0  | 2  | 6   | 0  | 0  | 3  | 0   | 0  | 2  | 4  | 9  | 5   |    |    |    |
| 7   | 6  | 0  | 7  | 9   | 0  | 0  | 5  | 0   | 0  | 4  | 8  | 6  | 7   |    |    |    |
| 0   | 1  | 0  | 2  | 0   | 0  | 0  | 0  | 0   | 0  | 2  | 0  | 0  | 0   |    |    |    |
| 5   | 7  | 0  | 11 | 7   | 0  | 0  | 0  | 0   | 0  | 5  | 6  | 0  | 0   |    |    |    |
|     |    | 11 |    |     | 18 |    |    | 28  | 12 |    |    |    |     |    |    |    |
|     |    |    |    |     |    |    |    |     |    |    |    |    |     |    |    |    |
| 37  | 41 | 19 | 48 | 44  | 19 | 15 | 29 | 34  | 17 | 27 | 29 | 32 | 23  | 0  | 0  | 0  |

**RE Survey:** In April we mailed out a RE Survey created and handled by RE Council member Kasey Langley. We emailed out 200 survey requests and received 29 responses. On the survey, respondents told us about their high interest and enthusiasm for Sunday morning RE programs,

particularly among the adults. Younger kids are more enthusiastic about RE Programs than middle school and high school age children/youths. Learning about topics like race and social justice, doing activities like singing and art and having friends at church are among the more attractive aspects of RE Programs for parents and kids. For most families, attending 2-3 times a month works best. Eleven of the 29 respondents said they are willing and able volunteer as an RE teacher next year (most are also volunteers this year). Respondents to the survey said they like to volunteer because they feel connected to the overall purpose of connecting kids to UU principles and they like getting to know other adults (other RE teachers, parents) in the congregation. Following the recommendations of survey respondents, I am working on plans for the coming year to help make the curricula for classes fresh and interesting.

**OWL (Our Whole Lives):** We had nine children in the Middle School OWL this year and a dedicated team of six teachers. It is an important social justice program that our church supports! We'll be offering OWL classes next year, in 2019, for K-1 and 4-5 Both of these classes are approximately 8 weeks and I have already lined up most of the teachers I will need for this class! Great news!

**Chalice Chapels:** We had the theme of diversity for this year's Chalice Chapels. We held ten Chalice Chapels. Chalice Chapels are held in lieu of RE classes as a single RE class for children 6 years through 12 years old. Ten different teachers offered their perspective on the topic of diversity and shared important classes ranging from learning about our partnership church, the meaning of Memorial Day, moving beyond binary, the impact of war on the people who live in the area of war and many more deeply meaningful topics.

**Youth Group:** We had 18 youth in Youth Group this year! The Youth Led service on Sunday, March 18<sup>th</sup> focused on Mental Health was powerful and demonstrated what a strong, dynamic youth group we have. Simon Knaphus is the lead youth advisor and has done a wonderful job supporting our youth. We will have five seniors bridging during the June RE Transitions ceremony during service!

**Coming of Age:** Shelley Webb, Steve Burrows and John Monahan were the teachers for this important year-long class for 9<sup>th</sup> graders. This year's youth worked with mentors (members of our congregation) as well as meeting every other week with our COA teachers. This vital program for our youth helps them to discern their credo. Their credo dinner was held on Sunday, May 6<sup>th</sup> and was a lovely and meaningful ceremony!

**Stories for All Ages:** I have worked with a wonderful team of 13 storytellers who have offered Westside, during the time for all ages, many styles and voices as they told us stories related to the sermon topic. They bring a wonderfully diverse range of stories to the congregation each Sunday.

**Chalice Lighters:** When our children turn seven years old (or for children who are older and new to our congregation) they can light the chalice for the first time. These children's bio page go into our Chalice Lighters book. Volumes have been kept of these bios since the church beginnings. We had many new Chalice Lighters this year!

**RE Volunteers:** 82 volunteers (regular and substitute teachers for all our classes and programs; storytellers; RE Council members and more) made Westside's RE program possible! I am deeply grateful to all our incredibly generous volunteers and their wonderful gifts!

**Summer Program:** In the summer (from mid-June until mid-September) we offer just two classes – one in the nursery for children 5 years old and under; and one for children 6-12. Volunteer teachers with special skills and interests taught our children last summer (and will again this summer) topics including: bringing a goat to class; origami; crotchet; yoga; what it is like to be a lawyer (role play); fun with math; and much more!

**Multi-generational services:** In March we held a multi-generation service on "What is Means to Be An Ally." Four children shared their experiences, stories and thoughts about what it means to them to be an ally as an integral part of the service during both the story for all ages and sermon period. Our December 24<sup>th</sup> Family Service Christmas Eve service was a special production of "Last Stop on Market Street" by Matt de la *Peña* with all our children who wished to be in costume or have a speaking role, participating. Sunday, December 17<sup>th</sup> was an multi-generation service on "Love." We had an American Sign Language Interpreter for both the December 17<sup>th</sup> and 24<sup>th</sup> services.

**RE Transitions Celebration June 10<sup>th</sup>:** The RE transitions ceremony will be held during service on June 10<sup>th</sup>. We will have children transitioning into Kindergarten, Middle School, High School or bridging out of high school into adulthood.

**Next Year's Theme/Curriculum:** After researching curriculum for next year and looking at the RE Survey feedback I have decided that next year's theme will be Spiritual Practices. This will be a wonderful theme for the children to explore, have opportunities to be creative, cultivate friendships with each other, and learn more about the many different spiritual practices in the world.

## ADMINISTRATOR

**Annual report to WSUU Board of Trustees and congregation**  
**Submitted by Shannon Day, Congregational Administrator**  
**May 16, 2018**

It has been another wonderful year in the office at Westside. My weekly hours are holding steady at 36. Thirty hours for Administrator duties and 6 for bookkeeping. In addition to maintaining office hours I attend Leadership Assembly, board meetings, finance committee meetings, and occasional membership and stewardship meetings.

**Kitchen:** This year I became involved with the Kitchen Team when Wendy Swyt stepped down as chair. We could not find a replacement for her, so we welcomed Madison Mothershed as our part time, paid Kitchen Coordinator, under my supervision. This position is not included in the

upcoming year's budget proposal, so we will be looking for more volunteer help with Team Kitchen. Let me know if you are interested!

Communications: I'm delighted to report that we now have a Communications Team. This group ( Kathy Rawle, Mark Mackay, Alice Britt, Kathleen Brennan, and David Cyclback) have worked with me this year to revise and renew our weekly eNewsletter, now called Westside Week. The primary shift was to decrease total content by focusing on news of the upcoming week and linking to more information on our website. The team is now working on website content and those changes should go live soon.

Technology: In April of this year we updated our office technology with a new (refurbished) computer and new Wi-Fi access points. We also installed a firewall to further protect our congregation's files and website. I am eternally grateful to Rob Fenwick who helps with any website snag that I can't untangle and to Cliff Houlihan who is my first line IT support.

Rentals: Sweetpea Preschool continues to inhabit our lower level during the week. We have a great working relationship with them. In addition to Sweetpea Preschool, we had the following rentals this year:

- 1 AA groups
- 2 recitals
- 1 Wedding and Reception
- 2 Anniversary Celebrations
- 1 vocal ensemble

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 who prepares and delivers our bank deposit each week, Patty Campbell, who tidies the sanctuary and keeps our newcomer packets stocked, Patti McCall who helps with yellow card entries and membership tasks, and Marie Kaz who fold the orders of service each week. Thanks also to Shelby Greiner who will organize the heck out of anything that I present her with. Their joyful presence and hard work really lighten my load and my spirit.

Looking forward to another year with all of you.  
In loving community,  
Shannon

# 2018-19 Board of Trustees and Nominating Committee Slate and Biographies

## Board of Trustees

**Shelley Webb, President:** Shelley has been a member of WSUU since 2012, and attends with her daughter, Sparks (6th grade). Shelley spent most of her childhood in Athens, GA, and graduated from the University of Georgia with a BS in Psychology and an MEd in Mathematics. A week after graduation, she hopped in a car and moved out to San Francisco, with no job and no place to stay, just trusting that it would work out! It did, and she lived in SF for 8 years, exploring careers in teaching and telecommunications, but ultimately deciding to become an Actuary, a career she has stuck with for 15 years. Originally working 90% of her time in Excel spreadsheets and statistical modeling, she is now the director of her department which means 90% of her time is spent practicing servant leadership, cultivating team work, strategic planning and resource management, all things she would bring to her role on the Board of Trustees of WSUU. Shelley currently co-chairs the RE Council, is a member of the Coming of Age teaching team, has attended two Youth Cons and one Middle School Con, and will often be seen at various WSUU social events – especially those involving Texas Hold’Em! – with her long-time girlfriend Sheree. Shelley treasures the multi-generational personality of WSUU and is looking forward to serving the “whole church” this coming year!

**Larry Brennan, Vice President:** Larry has regularly attended WSUU since November 2016 and became a member in early 2017. He has participated in the Partner Church Ministry team, outreach for the stewardship campaign and done volunteer work in the kitchen. He has a professional background in tech marketing, and education in Information Systems and Finance. He’s been involved with service organizations since college, including work with Alpha Phi Omega, the national service fraternity, and the Taproot Foundation, which connects professionals with local organizations who can benefit from their services.

**Allan Lang, returning for a third year as 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 9 years and has previously chaired the Safety and Endowment committees.

**Joan Whitley, Secretary:** After joining Westside in 2010 Joan has been happy to discover new friends and community. Taking part in a covenant group has been inspirational and supportive, and she has grown in her own understanding of ideas and other ways of thinking. She first volunteered to do some work in the Westside office for part of one day each week. Since then she has joined the Greeter group and this year the Membership Committee. There was also a brief stint with ‘Circle Supper’ organizing. Joan’s early career was as an early childhood specialist. After retiring, she returned to her first love, painting. Working in both watercolor and oils expands her mental abilities and her spirituality. Joan’s home looks a bit like a lending library for paintings! (That may be good or not). West Seattle has been her home since 1992. She has three adult children and two grandsons, who are her delight and, of course, the most wonderful children ever.

**Patti McCall, Past- President:** I was born and raised in Seattle except for a four-year stint in Montana where I graduated high school. I owned my first business, a second hand and antique furniture store in 1976, quickly followed by a second store in 1979. Honestly, I found nothing very satisfying about those businesses. So, I went to the University of Washington and received a Bachelor of Science in Nursing degree in 1987. I specialized in oncology and hospice nursing for six years and loved the combination of heart and head this profession required. When health care became more concerned about the bottom line rather than the patient, I left nursing. Finally, in 1998, I bought Queen Anne Books which was the same time that Amazon came on the scene in a big way, so there were a few more challenges to owning

an independent bookstore than just trying to find time to read a lot of books. But the business was a success thanks to hard work and a supportive community but, after 14 years, I sold the business in 2012. I was raised a Conservative Baptist and still consider myself a Christian, but pretty much left the church and its exclusionary dogma in my teens. I found Westside UU Congregation in June 2011 and quickly became involved in the life of this congregation. I joined a Covenant Group, joined Team Clean, and became a member of the church in October 2011. I have been on the Pastoral Care Team, the Auction Committee, Nominating Committee, Garden Fair Committee, Membership Committee, 50th Anniversary Committee, helped get the Women's Group going and headed Team Clean. I have run a few Book Sales, baked a few pies and made many pots of soup. I am currently leading the Covenant Group Program, the UU Christian Fellowship Group and am still on Membership. I also love helping Shannon in the office once a week. Just giving back to the community that gives so much to me.

**Scott Iverson, At large, serving first of a two-year term:** Scott Iverson and his spouse Faith moved to West Seattle from Texas in 2007, relocating their software development business specializing in computer graphics. In 2008 they began attending WSUU, where they were drawn in by the people they met though Circle Suppers. Scott was attracted to Unitarian Universalism by its inclusiveness and openness to spiritual exploration. He has taught RE classes for many years, and seeing how the RE program encourages spiritual growth and a concern for justice in his daughter Ingrid and the other kids gives him hope for the future. He appreciates the opportunities he has had to participate in adult RE classes, committee work, informal music gatherings, Seabeck retreats and other activities at WSUU.

**David Cycleback, At Large:** David is an art and artifacts historian and author, with his educational background in art theory and museum studies. He is also a House Manager at ArtsWest. At Westside UU, he is chair of the greeters and communications committees, a covenant co-facilitator and volunteer with the Westside Interfaith Network. A native of Madison Wisconsin and lifelong Green Bay Packers fan (sorry Seahawks), he has lived in West Seattle for 20 years. Anyone who hangs around him long enough knows he has a wide and varied array of interests, from cognitive science to baseball cards.

## Nominating Committee

**Don Wahl:** Don hales from Lincoln, Kansas (pop. 2,000) having spent years abroad in Mexico, Argentina and Nashville, TN. He's been a small business owner in West Seattle for the last 29 years. He grew up in the relative innocuousness of the Presbyterian Church and spent years cultivating a concept of a higher power through 12 step programs before coming to Westside in 2011 with his 3 children, Axel, Seni and Cris. Don, his kids and his partner, Sean, live in West Seattle and love the sense of spiritual connection and community at WSUU.

**Aimee Schiefelbein:** Aimee lives in Rainier Beach with her family (Liz, Gracie, and Claire Bucklew) and assorted animals. She has been attending Westside for five years and has particularly enjoyed volunteering for the RE program this year. Aimee works as a therapist in private practice and part time as a supervisor at a local crisis/suicide non-profit. In her spare time she enjoys tap dancing, singing, gardening, and listening to podcasts.

**Shelby Greiner:** Shelby is a lifelong UU who has called Westside her beloved community since 2005. She's served Westside in many capacities, including as a board member, lead youth advisor, and auction planning team member. She is currently a member of the worship council and just completed a year and a half on the Stewardship Committee. She lives in West Seattle and confesses that 80% of the stuff in her apartment is books and art supplies.

# **Westside UU Congregation Annual Committee Reports for the period July 2017 – June 2018**

## **BUILDING COMMITTEE**

### **Annual report to WSUU Board of Trustees and congregation Submitted by Soph Davenberry, Chair**

The Building Committee consists of a chair and a team of wise and skilled volunteers who do our best to respond to requests for repairs and improvements to the physical aspects of our congregational home. The committee does not have an annual budget. Rather, the decision to spend funds depends on the amount required. Since we start with \$0 budgeted, we try to keep it at that level, often donating the funds to pay for materials in addition to our time and labor completing the projects. I try to track the materials and labor with a spreadsheet on OneDrive, and I know there are many projects for which I have not captured this information.

Projects for the past fiscal year have included:

- First-response to all things building, including the alarm: Shannon Day and Cliff Houlihan
- Light bulb replacement, on-going: Michael Franzen and Soph Davenberry
- Rebuilding the 2nd of two fan-motor-pulley assemblies for the furnace (Charlie Wilson)
- Wall heater assessment (Charlie Wilson)
- Replacing the bottom step of the south entry to the main office and sanctuary level (Charlotte House, Dejon Shegrud, and Jim Schlough)
- Painting the interior beam cover in the Narthex (Rose Sheppard)
- Installing new circuit for sump pump in Alley Room (Charlie Wilson and Lane Holdcroft)
- Adding an ADA raised toilet seat accessory (Shannon Day)
- Setting up an outlet extension for medical device power use in Sanctuary (Shannon Day and Soph Davenberry)
- Exit sign and door adjustments (Steve Burrows, Charlie Wilson, and John Monahan)
- Building collapsible ramp for chancel access (John Monahan)
- Ceiling tile replacement in Fireside room after roof drain backup/leak (Soph Davenberry)
- meeting with utility consultants and contractors regarding energy efficiency upgrades (Soph Davenberry)
- installing a bike rack in the NW corner of the parking lot (Tracy Burrows, Shannon Day, Soph Davenberry)
- roof clean-up and drain check, on-going (Soph Davenberry and Steve Burrows)
- Placeholder for many more which were not documented

Some on-going unfinished projects:

- change-out of chancel lights which wash onto the projection screen (Steve Burrows and Soph Davenberry)

- elevator point person (Patti McCall and Soph Davenberry)
- meeting with Neve for accessibility consult (Neve Bianco and Soph Davenberry)
- repair to siding damaged in parking lot (Soph Davenberry)
- repair or replacement of the water fountain to the east of the Social Hall (Cliff Houlihan, Soph Davenberry)
- documenting locations of building supplies and electrical circuits (Lisa Reitzes and Charlie Wilson)
- Placeholder for all the undocumented ones

There are some recurring situations which have brought up the question of having professional assistance for maintaining the building. These include:

- inclement weather which leads to icy or slippery conditions at the building
- roof drain and debris clean-up
- changing out ballasts for lights

Even without a budget, I think the costs to the congregation avoided by all the hard work of the Building Committee is to be commended.

## COVENANT GROUPS

### **Annual report to WSUU Board of Trustees and congregation Submitted by Patti McCall, Chair**

The Covenant Group Program began the year with a Facilitator Training in September. Patti McCall led the training with ten volunteer facilitators participating in the Saturday training. Beginning the second week of October, Westside had five Covenant Groups during the 2017-2018 church year; two morning and three evening groups.

The Humanist Covenant Group met once a month on Tuesday evenings at a member's home with an average attendance of 12 members.

The Monday morning group had eight participants plus the two facilitators. The Tuesday evening group had five participants and began the year with two facilitators, but one facilitator had to leave the program. The Wednesday morning group had eleven participants and two facilitators. The Wednesday evening group had six participants and two facilitators. Each group met two times a month and will finish the year the second or fourth week of June. The meetings have been rich with deep sharing and listening. Topics have ranged from "Loss," "Grace," "Ancestry of Faith," to "Courage." Each group participated in at least one service project ranging from providing treats for Social Hour; to helping take down holiday decorations in January; and providing food and service at the White Center Welcome Table.

Patti McCall will continue to head the Covenant Group Program for the next church year. Most of the current facilitators will be also returning for another year but we will need to replace Margo Rinehart, our Ministerial Intern, who led the Tuesday evening group and so have begun looking for two new volunteer facilitators.

In loving community,  
Patti McCall

## **FINANCE COMMITTEE**

### **Annual report to WSUU Board of Trustees and congregation Submitted by Michael Matz, Chair**

The Fiscal Year 2017-18 was an eventful year at WSUU and the Finance Committee ("FC") was able to accomplish some strategic goals for our financial future. The year started out very positive, as the previous fiscal year ended with a cash-flow surplus. This allowed us to pay 100% of our UUA and PNWR dues, return back to the RE, Youth Group and Music programs all of their above-budget fundraising, and set aside over \$6,000 for the up-coming minister search process. It appears that we will have a similar positive result this fiscal year, although not quite as large of a surplus.

The main functions of the Finance Committee are to prepare the annual budget and to advise the Board on financial matters. Preparing the budget requires coordination and communication with various members and committees active in the congregation. Despite lower pledge totals for this coming year, the FC was able to work with the Board to draft a budget that funded most activities and programs very close to previous budget levels. One of the big improvements to the budget process this year is that, while the larger programs still need to submit their budgets in detail, the Board will now fund RE, Youth Group and Music programs at a "net cost" basis, setting the overall contribution by the congregation and allowing the directors to adjust their line items as they see fit. (The Board does not need to manage program budgets line-by-line.)

In addition to the budget, the FC accomplished two strategic goals this year:

- 1) we consolidated our savings and building funds into one account and
- 2) we are starting a Legacy Giving Program.

The FC worked with the Treasurer and Administrator to move our Operational Savings, Building Fund Checking, Building Fund Savings and Elevator Fund Savings accounts into one, high-interest savings account at a socially-responsible institution, Sound Credit Union. In previous years at Umpqua Bank, we could expect to receive around \$10 or \$11 in interest - for the entire year. By consolidating our accounts at Sound Credit Union, we are now earning nearly \$100 per month! We hope to move our Operations Checking account (and payroll processing) to Sound Credit Union this next fiscal year.

We have been in communication with the UUA about a their Legacy Giving promotion called "Wake Now Our Vision" ([www.wakenowourvision.org](http://www.wakenowourvision.org)). The FC and Endowment Committees will be presenting information about this to congregants over the next few weeks and months. This Fall we will hold information and engagement sessions to further explain the program, answer questions and support members to make sound, thoughtful and prudent decisions regarding their estates. The main emphasis is on supporting our community to be caring and responsible to our shared values, encouraging discussion about planning for our families as well as the institutions and practices that have benefited us and which we wish to see continue beyond our own lifespan.

A brief summary of the program is as follows: for members who choose to participate in Wake Now Our Vision, members pledge to include Westside in their wills, trusts or estates and then register this with the UUA using a simple form. In 2020, WSUU will receive 10% of what is pledged, up-front, in a check from the UUA. For example, if ten members of our congregation pledge to give WSUU \$25,000 each in their wills (\$250,000 pledged), we will receive \$25,000 in 2020! And, if any congregant pledges to include WSUU in their will, without stating any specific amount on the form, we will receive \$1,000 per congregant.

The FC looks forward to another year of progress and cash-flow-positive results at WSUU, in preparation for a whole new chapter of our congregational life with a new called minister.

## **MEMBERSHIP COMMITTEE**

**Annual report to WSUU Board of Trustees and congregation  
Submitted by Laura White, Chair**

**Committee Members:** Laura H. White, chair, Patti McCall, Viveca Monahan, John Monahan, Joan Whitley, Rev. Alex Holt. Consulting member: Margo Rinehart, Ministerial Intern.

**Goals for 2017/18 Calendar Year:**

- Goal of 15+ new active members,
- Maintain a sustainable, effective and engaging Path to Membership process,
- Emphasize Active Membership including commitment to UU principles, active participation in
- programs and activities, meaningful pledge yearly and volunteering for all new members,
- Update Membership brochure, PR materials and presence on website,
- Highlight ways to encourage RE families to become active pledging members,
- Explore ways to increase connections between new and existing members.

**Committee Accomplishments 2017/18**

- Added 27 New Members (22 new pledging households+ 7 children),\*  
Included 4 new RE families as active pledging members,
- Under leadership of Patti McCall and Viv Monahan, began Members Connect subcommittee with goal of increasing personal connections between members 4x per year, first event 6/14/18,

- Completed New Members Welcoming Ceremonies in November and April,
- Revised Membership series to include new UUA video, internet demo of website and short presentations of Worship Council, Stewardship and Social Justice,
- Revised agendas and handouts for Membership Series,
- Added new Display Board for Membership Table at Social hour on Sundays,
- Updated photos & content of membership brochure and series handouts,
- Updated spreadsheet of potential new members and to yellow card newcomer visitors,
- Began color printing through WSUU office to reduce printing costs.
- 

\*224 members and 173 pledging households 2017/18, (225 members 2016/17). However, we estimate that at least 15 members have moved or will drop their membership for the beginning of the upcoming 2018/19 fiscal year.

### **Upcoming Goals for 2018/19**

- Goal of 20+ new active pledging members,
- Pilot Members Connect quarterly events to increase WSUU member engagement,
- Add 1-2 active members to our committee with Joan Whitley transitioning to the Board,
- Update Membership page on website to include photos,
- Maintain a sustainable (for a volunteer committee) and engaging (for newcomers) membership
- process that results in active members during transition year before called minister.

### **Challenges**

Despite our significant success, we are “treading water” with membership growth and have begun slowly losing active members during the time before a called minister (We estimate a decrease to only 200 active members and less than 165 pledging households at the beginning of our 2018/19 FY due to attrition, changing financial status, moving from an expensive area, lost interest, etc.). Growing active new members, while maintaining the enthusiasm and engagement of existing members, during our 4th year before a permanent called minister will take the combined positive energies of our WSUU leaders and committee members. The Membership Committee is “up for the challenge” and will try to coordinate our efforts with other committees and the Board to support the continued vibrancy of Westside UU.

Currently Membership Committee Members are willing to personally pay much of the committee expenses (especially food for our events such as lunches for Membership series, Pizza Night, etc.). We have been able to cut printing expenses by use of our new office color printer to 6 cents/copy from 80 cents/copy. The Board has increased our budget to \$500 which, although much appreciated, we estimate will cover 1/2 of our upcoming expenses as we expand into quarterly Members Connect events.

In conclusion, the Membership Committee has high enthusiasm and commitment to a growing and vibrant Westside community. We continue to attract new active members and look forward to stabilizing and increasing our membership as we complete our called minister process.

## **PASTORAL ASSOCIATES**

### **Annual report to the WSUU Board of Trustees and Congregation Submitted by Rev. Mark Newton**

The Pastoral Associates of the Westside Unitarian Universalist Congregation covenant to offer compassionate, caring and confidential support to members and friends by listening, accepting, and being fully present. In addition, they commit to learn from, listen to, and support one another as Pastoral Associates.

#### Pastoral Associates and Professional Staff

- John Britt, Coordinator, Pastoral Associate
- Marie Hoover, Pastoral Associate
- Fred Matthews, Pastoral Associate
- Rev. Alex Holt, Interim Minister
- Rev. Mark Newton, Chaplain
- Margo Rinehart, Intern Minister

#### Key Activities and Responsibilities

- offer a non-anxious, listening presence to members and friends experiencing the variety of life changes such as transitions, isolation, loneliness, health matters, loss and more.
- engage in continued personnel development as Pastoral Associates
- refer members and friends to resources outside the Congregation when appropriate
- interface with volunteers in the Congregation who are willing to provide meals and other forms of practical support for members in need

#### Accomplishments During Fiscal Year 2017-'18:

- Twenty-eight (28) members and friends received pastoral support during the reporting period.
- Two pastoral associates attended a UUA district-wide training program for lay pastoral associates
- One pastoral associate attended a workshop on “safeTALK”—helping lay people identify persons with suicidal thoughts and referring them to suicide first-aid resources.
- Held monthly or bi-monthly meetings. Meetings often included time for continued development. This year topics included: guilt, shame, forgiveness, and more.
- A marked, slotted, locked box was placed in the narthex of the church as an additional way for members to request support from the pastoral associates.

#### Goals for Next Year

- Reorganize and perhaps expand the cadre of pastoral associates due to the retirement of Westside’s chaplain
- Continue to clarify for the Congregation the role and function of pastoral associates
- Re-introduce the pastoral associates to the Congregation during a Sunday Service
- Re-name the function to “lay pastoral associates” to help clarify the role as a “lay” function.

- Integrate more fully into the cadre of pastoral associates Westside's intern minister
- Prepare as appropriate for Westside's next called-minister

## **RELIGIOUS EXPLORATION COUNCIL**

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

**Submitted by Shelley Webb and Vanessa Shaughnessy RE Council Co-Chairs**

#### **A. Activities and accomplishments from June 2017 to May 2018**

- Supported Cynthia through her second year as our DRE with counsel, miscellaneous assistance, and engaging monthly meetings.
- Assisted with teacher recruitment
- Taught: most members consistently worked on a teaching team for Sunday RE or were involved in youth programming
- Assisted with Sunday RE program throughout summer of 2017 by teaching and greeting
- Supported curriculum decisions and teaching team size decisions
- Provided counsel on safety policy changes
- Provided feedback to Auction Chair on parent-friendly items and child care costs
- Provided policy recommendation (not charging for RE for non-members) to the Board
- Assisted with and provided food for fall teacher training
- Substituted for RE teachers and the DRE during the year as needed
- Assisted with multi-generational services throughout the year, including the Holiday service
- Provided RE greeter each Sunday in addition to Cynthia/Cheryl
- Planned and hosted three successful Sunday soup lunches during social hour to meet requirements of RE operating budget for 2017-2018
- Offered as auction event and hosted successful and fun Bunco Night Cinco de Mayo party
- Helped provide Chalice Chapels (children's worship in the Social Hall every other month)
- Facilitated youth programming, including Coming of Age
- Provided feedback on OWL planning
- Conducted a Survey of RE parents regarding programming and engagement of their children
- Coordinated and signed cards of appreciation for all RE Volunteers

**B. 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.

## **SISTER CONGREGATION MINISTRY**

### **Annual report to the WSUU Board of Trustees and Congregation Submitted by Jennifer Slatkin, moderator**

The Sister Congregation Ministry Team has had a year of celebrations and disappointments. A planned pilgrimage through the UUPCC was cancelled. Despite this, the WSUU team felt energized by publicizing the trip and gaining interest from both new and existing members of the congregation.

Accomplishments include:

- Ongoing financial gift to the minister in TSG (quarterly stipend)
- Jane Davies and Ginger Brewer held a Chalice Chapel with our RE program featuring a personalized video from children in the village
- A brochure was developed to include in new member packets
- The team agreed to change our name to Sister Congregation Ministry Team, to emphasize the familial connection (though the national organization will continue designate us as a partner church)
- A new sign was made for our social hour table (with new name)
- New name tags for members of our team with our new name/ logo
- Participation in a successful fundraising campaign for the church hall in our village, through Unitarian Kalaka
- Meeting with Rev. Roger Bertschausen, Director of the UUPCC, including members from Eastshore UUC

Looking forward, the team plans to promote the rescheduled Roots Pilgrimage in July 2019, as well as a youth (high school age) trip opportunity, also in summer 2019, also sponsored by

UUPCC. We also hope to continue the relationship established through the RE program, through pen pals or other forms of ongoing communication.

## **SOCIAL JUSTICE COMMITTEE – COMMUNITY SERVICE PROJECTS 2017**

### **Annual report to WSUU Board of Trustees and congregation Submitted by Tracy Burrows, Chair**

Tracy Burrows, Chair

Regina Brennan

John Fawcett-Long

Fred Matthews

Anne Miller

Viveca Monahan

Board Liaison: David Cycleback

The Westside UU Social Justice Council formed in the fall of 2017 and developed a mission statement and policies. The Council's mission statement is:

The Westside UU Social Justice Council coordinates the social justice efforts of the congregation in recognition of the need to work together for the common good and against all forms of systemic oppression. We do this compassionately through communication, education and action on issues that threaten the attainment of justice, health, and well-being of people and the planet.

The Social Justice Council coordinates four major initiatives:

1. Community Service – In 2017-18, the Council coordinated several community meals for the homeless and marginally housed communities in West Seattle and White Center under the auspices of the Welcome Table. The Council also coordinates with the Westside Interfaith Network (WIN) on community service projects, such as collection of winter clothing for local homeless.
2. Immigration Justice – In 2017-18, the Council coordinated Westside participation in three vigils at the NW Immigration Detention Center. The Council committed to holding vigils at the detention center on the fifth Saturday of month. Over twenty members of the congregation have participated in the vigils.
3. Racial Justice Task Force – In May 2018, the Racial Justice Task Force formed and identified the following opportunities for making progress on racial justice issues at Westside:

- Get leadership commitment to integrate the values of racial equity into all aspects of what we do at Westside, incorporate this theme into our overall programming.
  - Invest budget in racial justice initiatives as a statement of our values and priorities
  - Offer Beloved Conversations Curriculum in 2018 / Create safe spaces for conversations about race to improve language fluency on these issues
  - Sermons at least 6 times per year on racial justice themes with people of color in the pulpit
  - Conduct a racial equity audit of Westside's policies and practices with Board and Ministerial support
  - Provide parent and RE teacher support so that examination of racial justice issues becomes a natural part of the curriculum. Use Sunday mornings to pursue a robust engagement on racial justice/allyship
  - Encourage WSUU members to participate in educational and action events sponsored by community partners (including other UU organizations) and to bring these ideas and experiences back to Westside
  - Endorse and participate in BLUU/UUA study and activism
  - Submit a petition to the Minister Search Team (100+ signatures) expressing the importance of having a minister who is committed to social justice issues and particularly racial justice issues.
4. Climate Justice – The Council helped coordinate the Earth Day Alaska Suite concert by the Nelda Swiggett Quintet and is coordinating the June pulpit appearance of Aji Piper, a local youth activist involved with the Children's Trust Lawsuit, Plant for the Planet, and peace and sustainability work.

The Council also coordinated support for and participation in the MLK Day March, Poor People's Campaign, and the Seattle Women's March 2.0.

## **STEWARDSHIP COMMITTEE REPORT**

### **Annual Report to WSUU Board of Trustees and Congregation Submitted by John Monahan, Chair**

This year's Stewardship campaign has successfully sustained budget gains we've made in recent years, with approximately 128 households already matching the \$286 K donations that 160 households contributed last year. The welcome commitment of active new members has made up considerably for income shortfalls from a dozen households who are moving on.

We're not sure how well our campaign will finish, as we have yet to hear from 34 households. Are you guys just building our anticipation? It will help us all immensely for everyone who has missed out on pledging to step up and renew your commitment!

This year's theme "To Build the Common Good" offered our many Stewards the opportunity to listen to the highest hopes and concerns of current members as we imagine what our Ministerial transition may bring. It has been a privilege to hear so many possibilities described so heartfully during our visits. We have received an abundance of feedback on high priority issues that we will be sharing with our new Minister Search committee.

Thank you all for your inspiring commitment towards our Common Good!

## **WORSHIP COUNCIL REPORT**

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

**Submitted by Lisa Reitzes, Chair, for the Period: June 1, 2017 – May 31, 2018**

The Worship Council planned and offered 56 services during the fiscal year. Of those, 28 services were led by our Interim Minister (50%); 17 services were collaborative efforts led by members and staff (30%), including multigenerational services and services with significant involvement by our excellent ministerial intern, Margo Reinhardt; and 11 services featured sermons by external speakers (20%).

This church year, and thus the work of the Worship Council, was shaped from the outset by the abrupt change of direction from an expected ministerial call to the extension of Rev. Alex Holt's tenure as Interim Minister for an additional two years. The Council had devoted quite a bit of attention to preparing itself to embark on a relationship with a new minister, considering the inevitable unknowns and the possibility of new explorations in worship practices. Planning efforts for the next church year that would have begun in the Spring pending the outcome of the Ministerial Search were deferred, and so had to be initiated quickly in the late Summer. Familiarity with Rev Alex's working methods and approach to the worship program allowed the Council to regain enough footing in time for the Ingathering and to then map out the thematic goals for the entire year.

Unfortunately, two members of the Council needed to step away from that congregational work in the Fall, and so the roster remained undersized for the entire year. This meant that a handful of veteran service leaders gained valuable and diverse experience working with Rev. Alex, visiting speakers, and other special worship programming. But the Council also lost some of the energy generated from a wider range of spiritual backgrounds and worship experience that had been part of its signature nature. Involvement of the Music Director and Director of Religious Exploration in the monthly meetings remained an important part of our group process.

Overall, the Worship Council in collaboration with Rev. Alex created and enacted a high caliber UU worship program throughout the year, seeking to maintain standards of content and delivery that Westside has become known for week to week. However, along with other parts of the

church organization, the Worship Council also grappled with transitions in identity, models of oversight and management, and a growing congregation somewhat weary of change but also seeking variety in worship experiences. The Council was charged by the Board with creating more formal documentation of its practices and procedures, including its collaborative relationship with the Minister and methods for reinvigorating its membership. This challenging work will set up the Council to undertake the 2018-2019 church year with a new focus on consistency and structure that will create the platform for more creativity in worship formats and more daring intensity with our thematic explorations.

Lisa Reitzes  
Jill Fleming  
Shelby Greiner  
Sandra Niman

Rev. Alex Holt, Interim Minister  
Margo Reinhardt, Intern Minister  
Cynthia Westby, DRE  
Bert Gulhaugen, Music Director

## **YOUTH/ADULT COMMITTEE REPORT**

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

**Submitted by Amy Hance-Brancati with approval of Gracie Bucklew – Youth lead**

In the 2017-18 church year, YAC:

- Held quarterly meetings regularly attended by chairs, DRE, Cynthia Westby, and lead Youth Advisor Simon Knaphus,
- Discussed and planned youth events: worship, overnights, Cons, Greens sale, BBQ,
- Helped foster great youth participation in district UU events.

Room for growth:

- Fundraising continues to be a challenge as success is dependent on church attendance on certain days. Calendaring for the coming year will be an important focus.
- Areas of improvement that have been discussed include increasing advertising and awareness of youth events and fundraisers and possibly changing up youth fundraising traditions and trying new ideas.

# Proposed Bylaw Changes for June 3, 2018 Annual Meeting

The following changes are being proposed by the Board of Trustees:

1. Everywhere in the bylaws where “his/her” appears will be replaced with the pronoun “their”.

## **ARTICLE IV -MEMBERSHIP AND VOTING**

1. Withdrawal from Membership.

Withdrawal from Membership may be effected by written notice to the Secretary.

*Will be replaced with:*

Members may terminate their membership through written request or through the recommendation of the Secretary of the Board and by the vote of the Board when the member has died, moved away, or cannot be located.

## **ARTICLE V - CONGREGATIONAL MEETINGS**

5. Manner of Acting.

Majority vote shall decide any question except for the revision of the Constitution and Bylaws, the hiring or dismissal of a minister, purchase or sale of real estate or the dissolution of the Congregation, each of which shall require a two-thirds (2/3) majority of the voting members in attendance.

*Will be replaced with:*

Majority vote shall decide any question except for the revision of the Constitution and Bylaws, the dismissal of a minister, purchase or sale of real estate or the dissolution of the Congregation, each of which shall require a two-thirds (2/3) majority of the voting members in attendance. The hiring of a minister shall require ninety percent (90%) of the voting members in attendance.

## **ARTICLE VI - BOARD OF TRUSTEES**

### **1. Composition of Board; Term of Trustees.**

The Board of Trustees shall be composed of seven (7) members, the incoming and outgoing Presidents, the Vice President, the Secretary, and the Treasurer, who are elected for one-year terms, and two Trustees, each to be elected in alternate years with each Trustee to serve a two-year term. Should the outgoing President choose not to serve or be unable to serve, an additional Trustee shall be elected to serve a one-year term. The new officers and Trustees shall take office on July 1.

*Will be replaced with:*

The Board of Trustees shall be composed of seven (7) members, the outgoing President, the Secretary, and the Treasurer, who are elected for one-year terms, and the Vice President, who will automatically become President the following year, and two Trustees, each to be elected in alternate years with each Trustee to serve a two-year term. Should the outgoing President choose not to serve or be unable to serve, an additional Trustee shall be elected to serve a one-year term. The new officers and Trustees shall take office on July 1.

## **ARTICLE XII - COMMITTEES AND AUXILIARY GROUPS**

*The Board recommends the inclusion of the following paragraph:*

1. The Board may appoint standing and temporary committees as it deems necessary. All committees shall report to the Board or Executive committee at the time and in the form determined by the Board. All committee chairpersons shall be selected by the members of the committee. Membership of all committees with the exception of Nominating, Ministerial Relations, and Executive, shall be open to all church members and non-members.

*The board recommends the deletion of the following:*

3. The board may establish other Committees as needed.