



Westside
Unitarian Universalist
Congregation

WSUU ANNUAL MEETING AGENDA — June 7, 2020

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

- | | |
|---------------------------------|--|
| 12:00pm
<i>5 min</i> | Welcome & Chalice Lighting |
| 12:05pm
<i>5 min</i> | Approval of Minutes <ul style="list-style-type: none">○ Approve/Amend previous minutes from June 2, 2019 Annual Meeting |
| 12:10pm
<i>20 min</i> | Report from 2019-20 President and Board <ul style="list-style-type: none">○ Committee reports and staff reports |
| 12:30pm
<i>20 min</i> | Financial Summary and Proposed FY2020-2021 Budget |
| 12:50pm
<i>10 min</i> | Nominating Committee Report <ul style="list-style-type: none">○ Election of Officers<ul style="list-style-type: none">President – Vanessa ShaughnessyVice President – Marissa Delgado OhoyoSecretary – Liz BerggrenTreasurer – Shelley Webb○ Election of Trustees<ul style="list-style-type: none">Jade Lowry – Past PresidentThomas Terence (2nd year)Tony Ricardi (2nd year)○ Election of Nominating Committee<ul style="list-style-type: none">Mia Shaughnessy (Chair)Kristina DarnellSimon Knaphus |
| 1:00pm
<i>10 min</i> | Voting <ul style="list-style-type: none">○ Online Voting Form –<ul style="list-style-type: none">▪ Approve 2019 Minutes▪ Approve FY2020—2021 Budget▪ Approve 2020—2021 Board Slate▪ Approve 2020—2021 Nominating Committee Slate |
| 1:10pm
<i>5 min</i> | Report of President Elect |
| 1:15pm
<i>5 min</i> | Appreciations |
| 1:20 | Extinguish the Chalice and Adjournment |

2020-21 Board of Trustees and Nominating Committee Slate and Biographies

Presented by 2019-20 Nominating Committee:

Amy Hance-Brancati (chair), Mia Schaughnessy, Don Wahl

Board of Trustees

Vanessa Shaughnessy (she/her), President: Vanessa lived in New England and the Southwest before settling in Seattle in the late 90s, arriving with a backpack and a hostel reservation and never looking back. After some considerable meandering, she graduated from UW with a BA in Philosophy. She was raised with roots in Buddhism and is, if defined loosely, third generation UU. Vanessa has been attending this congregation about 14 years, since her teenager was a toddler and her young adult was a third grader. They were welcomed by a lovely close-knit community and have been delighted as our community has grown and expanded. It has been an amazing place to raise her three children, giving them grounding, insight, and an unparalleled web of support. Vanessa is also grateful for the ways this community has shaped and influenced her, through authentic connection and the generous sharing of others. She has served extensively in RE, as a teacher, council member, and co-chair; as a member of MST 19; most recently, as a Beloved Conversations co-facilitator; and way back in time, as the newsletter editor, when it was quarterly and sent on paper to people in the mail. She is currently taking classes to become a family law Limited License Legal Technician and is wrapping up her job as a paralegal working in legal aid, assisting people at risk of losing their housing. Outside of work, she enjoys time with her family, connecting with beauty, truth-seeking, and a substantial amount of intentional, necessary downtime. She felt called to serve on the board at this time of challenge and transition, because of her deep love of this community and her commitment to invest in our collective future. She's looking forward to collaborating and embracing growth edges, hers and ours.

Jade Lowry (soon to be Jade Wilde) (she/her), Past President: Jade, with origins in Washington DC, is happy to be a Pacific Northwesterner and member of Westside since 2012. She participates in congregational activities with her beloved spouse, Phil Harris. Prior to her year as board president, she co-chaired our Hospitality Ministry, served on the Racial Justice Change Team, and co-facilitated a group for our first offering of Beloved Conversations. She is actively inviting opportunities for awareness of her privilege as a white, cis-gendered female.

Jade's East Coast life included teaching special education at all levels; teaching 8th grade English; facilitating national school reform programs; serving as a professor, director of online learning, and assistant dean at Johns Hopkins University; and providing leadership for the Johns Hopkins Center for Technology in Education for 14 years.

Jade loved the experience of serving as the Director of Religious Exploration for 3 ½ years at Westside, from January 2013 to June 2016, and has enjoyed making music in this community through drum circles, the marimba band, ukulele groups and other creative opportunities with many of Westside's amazing musicians. She is completing programs to be certified as a Sex, Love and Relationship coach and to engage mindfulness meditation in coaching and teaching. She has learned a lot about business in the past year, running the Pike Place Market pasta stand and OMG! Olive Oil businesses with Phil. And there has been deep learning about leadership, as Westside's board president. Jade looks forward to supporting the board, our new executive team, our new minister, and our congregation in this role of past president.

Marissa Delgado Ohoyo (she/they), Vice President: Marissa began attending services at Westside in January of 2011, after looking for a shared spiritual home with, now spouse, Tami. They were drawn to this community because of the focus on spiritual growth and commitment to service. Over the years at WSUU, Marissa has been involved with YouthCare Dinners, Pastoral Care, RE Council, Spirit Play, Coming of Age, Youth Group, and Middle School OWL. Marissa and Tami live on the edge of an urban forest in 'the land of the hazelnut' (Tukwila), with many plants, animals, fungi, land spirits and a myriad of other non-human beings. Marissa's multifaceted identity includes being a queer descendant of the colonizer, immigrant, indigenous, and enslaved humans of this land. This embodied legacy is part of the context through which their perceptions, intuition and wisdom flow into their sense of what is just. Their "work" life is currently divided between a small nonprofit and their healing practice. While Marissa's spiritual practice has evolved over the years, they identify as a pantheistic animist, walking the witch's path since the age of 17. Their cosmology blends well with the UU faith, in particular the 7th principle and the 5th source. Marissa's core values are grounded in love, justice, and the complexity of nature. They laugh and cry easily, appreciating deep loving connections with non-humans and humans alike. They believe in transformation through learning, honesty and compassion. Marissa is honored to be nominated to serve on the board during this moment in time.

Shelley Webb, Treasurer: Shelley has been a member of WSUU since 2012, and attends with her daughter, Sparks (soon to be 9th grader!) and her partner-in-life, Sheree. Shelley spent most of her childhood in Athens, GA, and graduated from the University of Georgia. 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. Shelley has served in various volunteer roles since attending WSUU, including co-chair of RE Council, RE Teacher, Coming of Age, Youth Con and MS Con chaperone, Board President, and most recently Treasurer. Shelley loves numbers, Excel wizardry, and practicing the craft of communicating the complexity of both to non-

technical audiences. Shelley has enjoyed putting these skills to use in her role as Treasurer, and is looking forward to her second term! When she is not in her basement crunching numbers, she can be found on a paddle board, crabbing in the Sound, playing ping pong with Sheree, swinging on her adult-sized swing set, playing games with the family or learning how to be a backyard farmer.

Liz Berggren (she/her), Secretary: Liz was raised in a large Catholic family in Minneapolis, Minnesota, but started becoming disaffected from the patriarchal rigidity of that faith in middle school, while continuing to appreciate to this day the moral grounding that it instilled. Many years later, I found Unitarian Universalism and joined RVUUC, then migrated to WSUU after RVUUC folded. I have been part of the Hospitality Team and also lined up chalice lighters for several years. Now that I am retired from my work as a nurse at Harborview Hospital, I have more time to devote to community activities and am excited about participating as a member of the board in welcoming Reverend Christopher. Other activities I am involved in include organizing Meaningful Movies in Mount Baker, membership in two book clubs, travel and hiking in the mountains.

Thomas Terence (he/him), Trustee At Large (Second year of 2-year term): Thomas is a native of Houston and moved to Seattle in 2006. He started attending WSUU in 2009. His daughter Elsa (6 at the time) started asking questions about religion so he and his partner Jeanette Hitch looked around for a church that reflected their values and found a great fit at WSUU. Thomas is an attorney who specializes in estate planning. He has been teaching in the RE program for the last 8 years and has served on the RE Council for the last 3 years. He attended a Middle School Con when Elsa was in middle school. He has taught 4th-5th grade OWL twice including the session from earlier this year.

Tony Ricardi (he/him/his), Trustee At Large (Completing second year of Matt Aspin's term): Tony is a 38 year old, queer, white, disabled, trans man; a nurse at a cancer center with a passion for hospice and palliative care; a comfort punk who is into folk and hip hop and his riot grrrl roots; a cancer sun/scorpio rising/pisces moon, Myers-Briggs E/INFP, enneagram 2, and a take-it-with-a-grain-of-salt-committed-lover of all of the above identities. Tony is recently married to the brilliant and beautiful love of his life Neve and they are building a home life with their little King Charles Spaniels Abby and Violet, a large variety of plants, and a beautiful community family. Tony is fresh off his first year serving on your Board of Trustees and has learned so much about Unitarian Universalism, Westside, and what is so special about this congregation. He is honored to be called to serve again and continue to grow with you all.

Nominating Committee

Mia Schaughnessy (she/they), Chair: Mia has been a UU and attending Westside since 2006 as a then third grader. Their family walked in the doors looking for a place to let Mia explore her spiritual needs, and accommodate the variety of backgrounds and beliefs held within her family. Then, and as their family grew within a few years, they found comfort in the people and possibilities at Westside. Mia has been grown and shaped by the learning experiences and whole-heart-holding in communities of OWL, youthgroup, Goldmine, and youth cons. (And is excited to support her siblings through some of the same in the coming years.) As a queer young adult, Mia is looking forward to serving the spiritual home that they value so much, as well as reconnecting more deeply with the physical and emotional sanctuary of Westside, whenever that may come, and never ending search for a current truth and meaning. Not to mention completely ELATED about the next chapter that lays ahead of all of us here at Westside!

Mia is happy to be working as an Instructional Assistant in Seattle Schools, being able to live her love of educating and inclusivity, while learning so much on the job! Outside of work they can be found dancing on roller skates, making art, laughing, connecting with people, making silly faces at kids, spending time with loved ones, or in the depths of a conversation. Held by the radiating love and support of their family, partner, friends, and Westside, Mia is excited as heck to be the chair of the 2020-21 Nominating Committee!

Kristina Darnell: Kristina is a lifelong UU who's been attending Westside for 6 years and joined as a member 2 years ago. She and her husband Chris attend Sunday services with their two children, Brinegar (10) and Harper (7). They usually leave their Miniature Schnauzer (Joan of Bark) and their cat (Genghis Khlaw) at home. Kristina has been involved at Westside in the Racial Justice Change Team and as a facilitator and later co-chair of Beloved Conversations. She is active in the choir and very much enjoys singing and making music with friends in any capacity. Kristina is a Librarian Services Manager with King County Library System, currently working with the Federal Way and Vashon communities, and she loves thinking about the often overlapping ways that championing intellectual freedom and removing barriers to learning show up in public library work as well as Unitarian Universalism. When she's not working or singing you'll find her swimming, traveling (or dreaming of travel), or sampling foods and beverages of all kinds.

Simon Knaphus (he/him): Simon is a lifelong UU, originally from Salt Lake City, Utah. Since 2011 he has lived in Beacon Hill in his extended family household with his two kids Oliver (14) and Yafeu Akke (9), sister, brother-in-law, two small nieces, and often parents, roommates, and visitors from out of town. Simon has many plant pets, indoors and out, who he loves (and waters) a little too much. Simon delights in afternoon rainbows and greedily collects sunrises, but rarely sees sunsets. This is because of the position of his house and has nothing to do with preference for one over the other. He has been deepening his spiritual practices and honing his spiritual lens

more than usual over the last few years, and this brings him joy and sometimes makes him smell like incense. Simon is queer and trans, vegan, white, and from the punk end of the universe. When he isn't with kids and/or plants, he can often be found lawyering (he has a small solo practice). Simon has been Westside's Lead Youth Advisor for four years and is stepping away from that role to make space for his kids as Oliver enters UU youth-hood. He is on the Racial Justice Change Team, participated in Beloved Conversations, and was on the Discernment Team for the 2019 Ministerial Search Team. Simon loves Westside because of how dearly we care for one another, and because he values growing and learning in a community of people who are all so consciously on their own paths - unique, and together. Simon is very excited to serve on the Nominating Committee and strives to thoughtfully honor the many varied perspectives of our community in that role.

2020 Annual report to WSUU Board of Trustees and congregation
Respectfully submitted by the Rev. Deanna Vandiver, Bridge Minister

I had the unexpected honor of joining the Westside UU Congregation as a Bridge Minister in September 2019. When I began my service here, it was with very limited scope of hours dedicated to a clear *Memorandum of Service Priorities*. In order to support the conditions under which the Congregation could progress toward the achievement of its key goals, during the transition from four years of Interim Ministry to the very delayed arrival of your called minister, I agreed to attend to the following congregational priorities for September-December 2019:

1. **Worship:** I led worship and preached on average 2 Sundays a month with arrangements also made for two holiday services on Christmas Eve in consultation and collaboration with the Worship Planning Team.
2. **Pastoral Care:** I provided support for the Pastoral Care Team and was the minister on call for Westside UU congregants during the waiting time.
3. **Religious Professional Staff:** I served as the supervisor of record for WSUU religious professional staff, which could include individual connections with them to support and guide them, as well as monthly (or more) staff meetings (in person or virtual) as mutually arranged.
4. **Governing Board:** I consulted weekly with the Board President, monthly with the Board (meeting the 3rd Thursday of each month), and was available as a pastoral and organizational resource to WSUU lay leaders.

And then suddenly it was December and Rev. Christopher Wulff's visa had not yet been approved and so, in between the 5PM and 9PM Christmas Eve service, I had the honor of signing another contract of service with WSUU, this one for 60%-time bridge ministry. This allowed me an extra day a week to engage with many of the emergent congregational life experiences, including: Leadership Assemblies, Westside Connects dinner, Coming of Age credo dinner, equity tool practice, anti-oppression/collective liberation ministry, stewardship support, occasional choir practice, memorial service preparation, developing and facilitating the Aging to Saging ministry, and offering Beloved Leadership training. More people came to me for pastoral care and I was able to offer more support to lay leaders and religious professional staff.

In March, plans shifted yet again, with the emergence of a global pandemic and a need for a multi-level congregational response. It has been my honor and challenge to faithfully accompany WSUU through a transition to virtual beloved community, supporting on-line worship, offering more pastoral care and leadership support, and developing a

weekly resilience resource for the congregation. I have been in steady communication with our Region and the larger UU Association as we live into this unfolding mystery together.

Rev. Christopher and I are working together to create a loving transition from my bridge ministry to his called ministry with you. I offer deep gratitude for the grace and kindness you have offered to me and to each other through deeply unsettling times. May you continue to be nurtured by and nurturing within this beloved community.

May 15, 2020

To: WSUU Board Members

From: Cynthia Westby, DRE

Re: Annual DRE Report

There is a sharp before and after to Westside's Religious Exploration (RE) programs for children and youth. Before covid-19 and after.

Prior to March 8th (before staying at home) we offered programs for infants through high school aged youth primarily on Sunday mornings (Nursery, K-3, 4th-6th grade, Middle School OWL, Coming of Age, and Youth Group (9th-12th grade)). Ten multi-gen services were created (the last two will be Mother's Day, May 10, and the June 14th RE Transitions service) including the Christmas Eve service. Six Chalice Chapels were held (the last one will be held May 24th). These are held in lieu of RE classes as a single RE class for children 6 years through 12 years old.

Our K-3 class used a Montessori-based program focused on teaching UU principles and sources. This year's theme for our 4th-6th grade class was The Questing Year: learning about our UU Faith, Mystery Quest, Inner Quest, and Social Justice. The theme for our Chalice Chapels was friendship. The youth group explored a broad range of topics.

Beginning on March 8th (when we began staying at home) we have made a major change in what I offered parents. I began sending home projects to parents of children (5 years of age to pre-Middle School), Middle Schoolers, and youth. In addition to home projects I began experimenting with different RE programs. I have had Cheryl Brown, the RE Program Assistant pre-record the K-3 Spirit Basket program which we have put on YouTube and sent to parents. The 4th-6th grade teachers have offered their Questing Year class live-streamed for children. The Middle School OWL class, for reasons of confidentiality and safety, could not be continued (this was both UUA decision and ours after one attempt). We hope to complete this class for the Middle Schoolers in the summer if we are able. The Coming of Age continued to meet live-streamed. The Youth Group continued to meet, a bit more frequently, on Sunday evenings in a live-streamed format.

RE Council: Nola Balch is the RE Council chair, with members Jeanette Hitch, Vanessa Shaughnessy, David Edwards, Mike Fox, Kasey Langley, Amy Hance-Brancati, Cara Mathison, and Laura Strand. These wonderful volunteers supported the RE Program with hands-on help as teachers, greeters, planners, and more. They met once a month, even after covid-19 to support the DRE ensuring we had teachers, substitute teachers, Chalice Chapel teachers, support for multi-generational services, and other help as needed. They offered a Soup Lunch fundraiser for RE every quarter we met at church which raised needed funds for RE and helped promote RE.

Attendance: Below is the attendance from September 2019 through March 9, 2020.

Class	Sept			Oct				Nov				Dec				
	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29
Nursery	7	5	2	6	2	6	2	2	3	2	3	1	5	-	-	-
Spiritplay	-	-	5	5	5	-	4	7	-	9	-	-	8	-	-	-
4-6	-	-	6	6	4	-	4	6	-	5	-	-	6	-	-	-
MS OWL	-	13	-	13	12	13	12	13	-	13	-	-	-	-	-	-
COA	-	7	-	7	-	7	0	6	5	0	-	6	-	-	-	-
HSYG	-	-	-	1	4	-	-	3	8	2	-	-	2	-	-	-
Chalice Chapel/ Multi-Gen	-	12	-	-	-	-	-	-	7	-	-	5	5	-	-	-
Daily Total	7	37	13	38	27	26	22	37	23	31	3	12	26	0	0	0

Jan				Feb				Mar				
5	12	19	26	2	9	16	23	1	8	15	22	29
3	3	0	1	3	4	2	7	3	-			
7	8	-	2	5	4	-	0	4				
2	5	-	3	4	2	-	0	5				
11	11	-	10	11	10	-	-	13				
-	0	-	7	0	7	-	0	5				
1	3	-	0	2	2	-	0	6				
-	-		-	-	-	8		-				
24	30	0	23	25	29	10	7	36				

RE Volunteers: 56 volunteers made Westside's RE program possible. These volunteers provided support as: regular and substitute teachers for all our classes and programs; storytellers, RE Council members, organizing our library, maintaining Busy Bags, cleaning nursery toys, costumes for the play, and more. I am deeply grateful to all our incredibly generous volunteers for the gift of their time, talent and energy!

Chalice Chapels: We had the theme of friendship and collaboration for this year's six Chalice Chapels.

OWL (Our Whole Lives): We had thirteen middle schoolers in the year-long program with a team of five teachers. OWL is an important social justice program for WSUU.

COA (Coming of Age) is led by Shelley Webb, John Monahan, and Steve Burrows. Seven ninth and tenth graders meet twice a month on Sunday mornings in this year-long program Westside offers our 9th and 10th graders. This is a valuable opportunity for

our youth, teachers, and mentors to engage in learning together. These youth also participate in youth group 1-2 weeks of the month, on Sunday mornings. Their final classes, retreat (normally held at an island get-away), and their final celebratory dinner where they read us their credos and we fete them will all be on-line.

Nursery: Ivy Ficarra and Julie Vance were our nursery teachers, with substitute teaching by Marie Kaz. This wonderful team supports our youngest children. Once we went on-line Julie Vance and for a period of time Ivy recorded themselves reading children's stories that I sent to parents of children in the nursery. Beginning in April, Ivy's hours for Westside were devoted to recording music for worship services, to support Scott.

Youth Group: We had nineteen youth registered in Youth Group this year. Attendance was a small rotating group of youth. They met 1-2 times per month and focused for much of this year on preparing for the Youth Led service focused altars. That service ended up having to be offered live streamed as our second service offered on-line. The youth and youth advisors did an incredible job making this enormous pivot. We have four seniors bridging this year. This is a hard year for our seniors who will not get to attend their graduations or the UUA PNWD Conference where a celebration, a bridging is always offered. And our June 14th service may end up having to be virtual. We will be working hard to make this special, meaningful, and memorable even if on-line!

YAC: (Youth-Adult Committee helps facilitate the youth group activities) met quarterly. This committee is comprised of myself, Simon Knaphus, Amy Hance-Brancati, Julie Forkasdi, Stephen Scheurich, Claire Bucklew, Talulla Shaughnessy, and Quinn Douros. They supported the youth group fundraising, planning, programs, and worked hard to develop a policy for financial aid/scholarships to youth.

Multi-generational services: We held ten multigenerational services, one each month. Our Christmas Pageant was our December multi-gen with music and stories.

Summer Program: In the summer (from mid-June until mid-September 2020) I will be waiting to see whether we are offering in-person or on-line opportunities for children to connect and learn. Once we determine this, I will begin planning for the summer.

Stories for All Ages: I have worked with a wonderful team of fourteen storytellers who have offered Westside, during each service's time for all ages, many styles and voices through their 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. The children's bio page is kept in our Chalice Lighters book. Volumes have been kept of these bios since the church beginnings. We had several new Chalice Lighters this year!

Donations: We had many congregants give the RE program gifts of arts supplies, toys, books, and more – all of which were deeply appreciated and needed.

Home Projects: Beginning with the week of March 8th I sent home projects for parents to give their children and youth. These were sent in three separate batches by age (children, middle schoolers, and youth). These projects ranged from Easter-egg hunts, to ideas for practicing meditation, to free resources for learning more about global poverty, refugees, food safety, clean water, touring religious sites, touring specific areas of museums, and much more more.

Pastoral Care: When we began our stay-at-home, I reached out, over time, to all parents to check in, talk about how things were going, and to discern best ways to support our children, youth, families, and parents.

Sermon: I offered a sermon in April and will offer another one in August. I collaborated with Rev. Deanna on several multi-gens this year.

Music Director 2019-2020 Annual Report to the Board

It's hard to believe that I have been at Westside for almost a year and a half now. The past fiscal year has brought so much growth and change to both music for our congregation and to me personally as a religious professional. It's been profound for me. I'd like to address both what's been going on with music at the church as well as my role as music director in this report. The shifting roles that have occurred as we have come to terms with the realities of the pandemic have definitely had a huge effect on my responsibilities. It's been quite a year.

Weekly Sunday Worship: Preparing for Sunday worship is of course a major part of what goes on for me weekly, both before Covid19 and after. From weekly staff and worship leader meetings, selecting hymns and choral pieces, coordinating music with different elements of the service, scheduling individual and group musical guests, and researching new music to provide variety for our congregation, I feel like we've provided for some really wonderful music here at Westside. Since the coronavirus all of this has still been going on, with many, many other dimensions and responsibilities.

Contract workers and volunteer coordination: Again, I feel like there are pre and post covid19 experiences. Before the virus coordinating with John, Larry and Nate, and checking to make sure that the AV booth was running smoothly (along with submitting check requests), were my only responsibilities on this front. Since the virus this coordination has become vastly more involved, with me basically taking on the role of Technical Director, which didn't really exist before. At first it was basically me doing all preparation, but thankfully now it's reached the point where I feel that we have a great group of committed volunteers who are acting as Video Jockeys for our Sunday morning experiences, and others who are now editing videos with lyrics and preparing for streaming. While my role is still very different than it was before, I feel very much in a supervisory position, which is much more manageable, and I believe fits my skills better.

Westside Chorale/Chalice Singers: I feel that over the past year the Chorale took on some very challenging pieces musically and did an excellent job. It's been such a pleasure to feel the evolution of the group, and a huge sadness to feel it so abruptly altered by Covid19. I continue to have weekly zoom meetings/ hymn sing-alongs on Wednesdays, but I've heard from many members that they are

missing singing together so badly. From a spiritual perspective, a church choir provides such a heart for this church, and I'm continually looking for ways to engage our singing members. Unfortunately singing in close proximity to others is one of the most dangerous ways to be together right now, because of the mechanics of singing, so it is highly unlikely that we'll be able to get that kind of spiritual high very soon. I'm continuing to seek spiritual guidance for ways to involve members in new, creative ways.

Budget: I feel great about keeping to the budget, particularly with the changing landscape. I also feel very good about the discussions I had with Jade and the finance committee about moving forward, and while I know that priorities for spending will continue to shift as we navigate this unique time, I look forward to exploring our options to continue offering excellent music for our congregation, and to finding ways to resource that as we have the past year.

Transition from acting to permanent Music Director: It was of course during this fiscal year that my transition from serving as Acting Music Director to permanent (feels like a funny word to me!) Music Director occurred. The process was both enlightening and challenging for me. My eyes were opened to behaviors where I had been harming people in ways that I was unaware. Stepping into this awareness and opening my heart to compassion and change have been a source of great spiritual growth for me. I found myself triggered at times by the process, and again, digging into my source I believe I found the skills to move through with honesty and grace. I value both this position and my relationships with everyone on the staff, on the board, and in the greater congregation. I am a better person for everything that has occurred this year.

Other Progress: The groundwork was laid, and selections made for the Music Worship Support Team. Unfortunately, the launch of the team and the virus outbreak coincided. I look forward to moving forward soon with activating this group and seeing how we can co-create new musical experiences during this new reality. I have had brief discussions with Rev. Christopher about working together as he makes his transition here, and I am very much excited about this. The support from Reverend Deanna during this year has been amazing, and deeply, deeply appreciated.

In summation, I feel like we are in excellent shape musically, and I'm proud of the accomplishments we have all made together in providing this service to the congregation here at Westside. I look forward to new and even brighter things to come.

Congregational Administrator Annual Report

2019-2020

It has been another wonderful year serving Westside in the Admin office. This year completes our fifth year of transition - without a permanent minister. While that status has been exciting and eventful, I am very much looking forward to settling into a stretch of years with a called minister at the helm. I am so grateful to Jade Lowry and all the board of trustees for their support, care, and leadership. I am grateful to Rev. Deanna Vandiver for coming aboard to help bridge our current ministerial gap. I have learned so much from her wonderful gifts of love, generosity, truth, strength, and integrity and will miss her when her time of bridging is done. I am grateful for my colleagues, Scott and Cynthia who have shown creativity, grit, and generosity as we have navigated into the unknown territory of virtual church. I am also deeply grateful for all of our wonderful volunteers that make the workload a shared and joyful collaboration instead of a burden. I want to give one more shout out to our cracker jack Finance team – Paula vanHaagen, Alan Mendel, and Shelley Webb! We are so very blessed to have you helping us navigate these turbulent waters! My report could be 100% gratitude but there are some other areas to cover.

Facilities: We have navigated the past year without an official head to our facilities team so I would like to give a short report about events in this area. As issues arise there is a great team of folx that I can call upon for help. John Monahan, Jim Schlough, Charlie Wilson, Lane Holdcraft and Steve Burrows have each pitched in. Soph Davenberry continues to help with furnace repairs and maintenance. We had our furnace inspected this winter and found that it is in working order but will need a re-build of the firebox soon. I am working to find a technician for this somewhat specialized task. We have had a few leaking toilets and a clogged sump pump needing attention but nothing that our wonderful volunteer team could not manage. Of course, we added our wonderful lift in the fall and the work to bring that to fruition happened over the summer during the time when we did not have a basement tenant, so it was relatively low impact. Huge gratitude to Patti McCall, Judi Finney, and Mark Olsoe for coordinating the entire lift project.

Rentals: One of the most wonderful developments of this year was our signing a new lease with Leaps and Bounds of WA, our new basement tenant. The fall was filled with much work of emptying the classroom spaces and finding new homes for the toys and furniture that was more than Leaps and Bounds needed. They are an occupational therapy practice that treats young children, so their equipment needs are different than a preschool. They do have plans to open a special preschool for their clientele in the fall but that may be on hold until the social distancing orders have passed. Leaps and Bounds staff continue to offer one-on-one appointments to children during the past couple of months and have been able to make lease payments. Additional rentals include a large birthday gathering and a memorial service. A fund-raising event rental was booked for winter but has been rescheduled to next year. We also have one AA group that meets in our space on Friday evenings. Their meetings are online during this time, not in our building. The Offbeats, a jazz vocal ensemble led by

Kelley Johnson, wife of our pianist John Hansen, renting space for their rehearsals – but not since February.

Technology: I am pleased to report that the construction of the lift allowed an access point for us to get cable into the social hall and vastly improve our Wi-Fi signal in that space. A move to virtual worship and meetings created a call for more Zoom accounts and purchasing a webinar zoom package. We are so pleased that so many members and friends have learned to use this tool and are joining in community virtually. This shift also created a need for a skilled group of volunteers to support our virtual worship services. These tasks take many hours each week and we are so grateful to Soph Davenberry, Marco Deppe, Jill Jackson, and Kevin Lane-Cummings for being our beloved “VJ”s.

Communications: This area of my job is always front and center. Keeping up with the church’s email inbox and weekly deadlines for Westside Week and Virtual Sunday Services is much of what I do. This desk really is the hub of information coming in and going out! We try to keep the delicate balance of communicating just the right amount of information to keep you in the loop and not so much as to seem an insurmountable amount to take in. I also have the pleasure of serving as the lead of the Communications Team. Thus far, the team has been very task oriented – revamping Westside Week, rebuilding the website etc. It has been a quiet year for our communications team. We had one meeting with some board members and other interested individuals to begin looking at our website content with an equity lens. There is great interest in this project and even some individuals ready to join the team but as with many projects, this one has moved to the back burner as of March. I look forward to convening a team over the next few months to review all our communication channels and policies.

Bookkeeping/Personnel Activities: I continue to act as our bookkeeper and enjoy the challenge of keeping up to date on all Federal, State, and local laws that impact us as a business and employer. I am grateful to this year’s board for taking on some restructuring of our health care insurance benefit and honoring our commitment to move toward parity in pay and staff benefits. I look forward to the board working on updates to our Employee Handbook and

Addition to the Racial Justice Change Team Report Westside UU Congregation Annual Meeting June 2, 2020

The WSUU RJCT is exploring ways to support the active coalition of groups working on Seattle Police accountability. This coalition includes the Faith Action Network (FAN), which WSUU formally joined as a member in 2019. FAN's May 30, 2020 **Statement Against Police Brutality Against People of Color** (below) lays out the issues and pathways toward progress.

The RJCT's work on this issue will be in a support role to organizations that are led by and represent communities of color. We will be using WSUU's Equity Decision-Making Tool to guide our participation. If you are interested in joining a task force to determine effective ways for WSUU to support this important work, please contact Tracy Burrows at teburrows@zoho.com.



May 30, 2020

The Faith Action Network of Washington State joins with many across this nation in deploring the latest murders of Black Americans by police and in calling out for justice. We speak the names the victims of this recent racist violence and we grieve for their families, their communities, and our nation.

- George Floyd was killed by police in Minneapolis this past weekend while begging for his life. (May 25, 2020).
- Dreasjon (Sean) Reed, a 21-year-old from Indianapolis died after being shot at least eight times by a police officer (May 6, 2020).
- Breonna Taylor, a 26-year-old emergency medical technician, was shot eight times by Louisville Metro Police Department officers who entered her apartment while serving a “no-knock warrant” (March 13, 2020).

- Ahmaud Arbery was chased down, shot, and killed by a retired police officer and his son while jogging in Brunswick, Georgia. (Feb. 23, 2020).

These names are added to a very long list of African-Americans and other people of color murdered by police or self-declared vigilantes in our nation over many decades. In Washington State, according to a database maintained by the Washington Post, 59 persons of color have been killed by police since January 1, 2015, including Che Taylor, Charleena Lyles, John T. Williams, and Antonio Zambrano-Montes.

These killings are the product of a criminal justice system deeply infected by systemic racism and supported by the assumption of white supremacy. Indeed, racism and white supremacy are part of the very fabric of American life, with impacts on virtually every institution and sphere of activity.

Our various faith traditions – Christian, Jewish, Muslim, Sikh, Buddhist, and others – teach us about the dignity and worth of each individual in the eyes of our Creator and the imperative that we treat one another in the light of that truth. Furthermore, our traditions teach us that we must all be accountable to God and to one another for the well-being of our neighbor. We must speak out when the essential human dignity of anyone is denied.

As people of faith in the State of Washington, we unequivocally condemn the sin of white supremacy that in many different ways robs or kills people of color every single day. We call on the faith communities of this state and our political leaders to commit or recommit themselves to changing this system and the attitudes and practices that perpetuate it. More specifically we call for:

- Full implementation of the police accountability legislation, adopted by the 2018 Washington State legislature and based on Initiative 940.
- The City of Seattle and the Seattle Police Department's withdrawal of the motion to terminate the sustainment plan of the consent decree from federal court and completion of the court ordered process of accountability.
- A Department of Justice investigation into the deaths of George Floyd, Breonna Taylor, and Ahmaud Arbery being called for by the House of Representatives Judiciary Committee.

As people of faith in the State of Washington we acknowledge and lament when we have been complicit in these structures of oppression. We say today, Black Lives Matter, all persons have dignity, and the violence must stop.

In solidarity, the Governing Board and Staff of Faith Action Network,

Rev. Carol Jensen, Chair, Everett
 Rev. Nigel Taber-Hamilton, Secretary, Whidbey Island
 Carolyn Stevens, Treasurer, Seattle
 Aneelah Afzali, Seattle
 Rev. Lee Carney Hartman, Snoqualmie

Rev. Jim CastroLang, Spokane

Jonis Davis, Seattle

Sara Franklin-Phillips, Kent

Rev. Ken Jones, Yakima

Sabiha Khan, Tri-Cities

Rabbi Ruth Zlotnick, Seattle

Rev. Paul Benz, Co-Director

Elise DeGooyer, Co-Director

Tara MillerBerry, Administrative and Development Coordinator

Worship Planning Team (WPT)

Annual report to WSUU Board of Trustees and congregation

Submitted by Lisa Reitzes for the Period: June 1, 2019 – May 31, 2020

From June 2019 to May 2020, two professional staff (Scott Farrell, Music Director and Rev. Cynthia Westby, DRE); five lay volunteers: Chris Darnell, Jennifer Disotell, Marion Kee, Ali [Yeates] Lakehart (June-Dec 2019), Lisa Reitzes; and our Bridge Minister, Rev. Deanna Vandiver (Sept 2019-May 2020) served Westside as its Worship Planning Team (WPT). With or without a minister, the WPT carried the responsibility for the worship program and worked tirelessly to produce meaningful and varied professional-caliber worship services every Sunday, in-person or online, for the past 12 months.

The Worship Planning Team planned and implemented 55 worship services of consistent and sometimes exceptional quality during the fiscal year – 53 on Sundays and two on Christmas Eve. Of those, 24 services (44%) were conceived by our Bridge Minister and professional staff, including multigenerational services; 16 services were collaborative efforts led by WPT members with congregants as speakers (29%) and 15 services featured sermons by external speakers, including other religious professionals (27%).

Similar to 2018-2019, this past church year -- and thus the work of the Worship Planning Team -- was shaped from the outset by the change of direction from an expected ministerial installation to the realization that Westside would experience yet another period of ministerial transition, of indeterminate duration. Facing the imminent departure of Rev. Alex, the DRE, Music Director, and the existing cohort of four Worship Associates (the lay volunteers who lead services) ingeniously and successfully filled the Summer worship calendar.

However, with a tag-team sequence of planned vacations and a gap in the Minister role, the professional staff and lay volunteer leaders experienced challenging increases in levels of responsibility, ambiguity about lines of authority, and deep uncertainty about sustaining the work of the Team going forward. Advance planning efforts for the Fall season had to be initiated quickly in the late Summer, once the identity and contract terms for the Bridge Minister had been identified.

With the arrival of Rev. Deanna in September, the Team was able to start creating more regular processes of communication and assignments among staff and volunteers, and we adopted a Covenant for our collaborative work. Priorities included responding to requests from the Racial Justice Change Team, Environmental Justice Group, and the Partner Church Committee for Sunday services (in some cases to include coordinating with visiting speakers). Through her sermons, Rev. Deanna provided leadership vision for the overall worship program, with thematic focus on Self-Care, Gratitude, and Diverse Voices. With commitment and collaboration, the WPT worked hard to expand the perspectives offered by incorporating creative elements and differing voices, but recognized that we could only do so much. Congregation members have offered much praise for our volunteerism, but also sometimes critique for things that the WPT cannot by itself affect. With the creation of the Team e-mail contact, we have been open to receiving well-intended input and have welcomed constructive interchange.

During the Fall, Rev. Deanna also offered much needed pastoral attention to the Team as an entity, as it was clear that the small group of highly dedicated volunteers were stretched to their limits, and that

aspects of the work continued to feel chaotic and anxious. By November, we knew that one Worship Associate would need to step away, and that the timetable for Rev. Deanna's Bridge Ministry would likely extend well into 2020, fortunately with additional contracted hours. From then until now – and especially with the shift to virtual worship format and the demands of our stay-at-home lives-- the small Worship Planning Team has continued to exert maximum levels of creativity, flexibility, and persistence on a weekly basis to serve the core WPT goals of faith formation and community building.

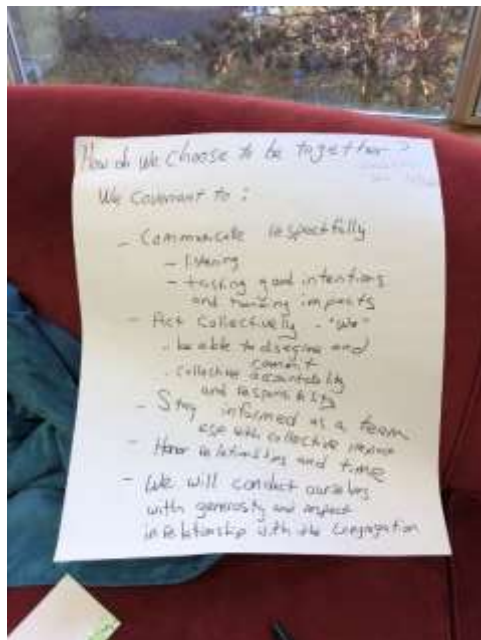
It has been a strenuous year of heightened responsibilities, at times characterized by frustration and stress. But it is a testament to the spiritual resilience of the Team, and the ministerial care of Rev. Deanna, that this has been a year of learning, not just survival, for those who bring our devotion to the Westside worship experience. As we begin another ministerial transition, it would greatly benefit the lay leaders and staff on the WPT to receive support from the Board and congregation for their service.

It is difficult to itemize Goals for 2020-2021, as it is not clear what format and composition Rev. Christopher will desire in a Worship Planning Team, when this collaboration of professional and lay leadership will begin, and who will be willing and able to volunteer for this work in the coming year. In whatever configuration, we look forward to Rev. Christopher's leadership and pastoral presence in worship planning and development, as well as the cultivation of a larger, more inclusive group of lay leaders dedicating their talents in support of the way that Westside does worship.

In faith and service,

Chris Darnell
Jennifer Disotell
Marion Kee
Ali (Yeates) Lakehart
Lisa Reitzes, Co-Leader

Rev. Deanna Vandiver, Bridge Minister, Co-Leader
Rev. Cynthia Westby, DRE
Scott Farrell, Music Director



Annual Report for WSUU Common Quest Committee, 2019-2020

The Common Quest (CQ) Team: Kerrie Schurr, Charlotte House, Ursula Ham, Cecelia Hayes

Accomplishments in 2019-2020:

We are on track for another successful year of Common Quest adult education programs at WSUU, despite the arrival of the Covid-19 pandemic:

- We offered ~20 classes on a variety of topics (see complete list below), for a total of 45.5 course-hours. About 60 people attended classes in the Fall and 40 in the Winter session, which was cut short by the pandemic. Another 33 are registered so far for Spring (with registrations still open), for an annual estimated total of 133 participants. (Numbers are approximate since we did not require sign-up sheets for many classes. In addition, the actual number of *unique* participants would be lower, since some people attended multiple classes and were therefore counted multiple times.) Outside of Common Quest, the board and Racial Justice Change Team sponsored a well- promoted and -attended racial equity class with Richard Kim (~65-70 people), as well as the Beloved Conversations course for ~35 people during the Fall and Winter. Our members had hard decisions to make about which classes to attend!
- The pandemic forced the rescheduling of two courses from Winter to Spring, and postponement of follow-up sessions to another (Living Room Conversations) until at least Fall. We had a two-month gap without classes in March and April while the congregation and Common Quest Committee shifted to online operations.
- All courses for Spring Quarter (May-June) are being held online, which is a complete change for us as well as our presenters. We are working with them to ensure they have the technological capacity necessary to do an online course. In addition, we are now requiring registration for all classes, to ensure that Zoom links and other information can be shared in advance.
- We solicited proposals prior to each quarter through publicity in the Westside Week and (for Fall and Winter Quarters) by talking to people at our table at Social Hour. We also asked what courses people would like to see offered.
- We provided personalized assistance to all presenters to plan for and hold their classes, including providing support with planning, publicity, registration tracking, and (for Fall and Winter) building opening and closing, room setup, and audiovisual support.
- For Fall and Winter, we publicized all course offerings in a printed flyer offered at our table at Social Hour, and in the Westside Week and on the WSUU website with the assistance of our church administrator. For Spring, we have continued all publicity except the printed flyer.

Goals for 2020-2021:

For next year, we look forward to another strong year and have the goals listed below.

- Continue to solicit and offer a broad range of classes to the congregation, and begin applying the Racial Equity Tool in considering the breadth of our offerings. A couple of things we are planning for include the following:
 - At least one outside speaker who requires an honorarium, to be paid for out of our new budget.
 - Bringing back Dr. Ziadee Cambier for another session on Fall Prevention and/or a more advanced session with exercises. (This may be dependent on being back in the building.)

- Return to a semester schedule (Fall and Winter/Spring) for classes, to reduce the committee's scheduling workload from three times per year to twice per year. The quarterly system we have used in the past few years has proven to be too time-intensive.
- Be more mindful of the schedule and/or venue of offerings, to fully accommodate accessibility issues and/or people's needs when discussing a sensitive topic. One participant declined to attend a Saturday morning class ("Meet a Death Doula") due to accessibility issues around having to request use of the lift when the tenant was working downstairs. Only one person attended that class, and she and the presenter and facilitator thought that future offerings on the topic of death might get more attendees if held at someone's home, especially if a meal were involved.
- Continue to streamline our process for putting on course offerings. Specific things we want to work on are (1) work with the church admin to fine-tune the proposal submission form/spreadsheet of results; (2) explore using Eventbrite for course registration; and (3) do a better job of tracking the number of participants at each session.
- Develop a feedback form for presenters on how we could have served them better.

Committee Needs, Opportunities, Wishes:

Our biggest need is to reduce our overall workload and grow our committee, so that we do not feel as stretched and can assist with all-congregational trainings when asked. (The board requested in January that we take the lead on a second visit by Richard Kim, but we did not have the band-width to help at that time.) Some steps that would help with this need are the following:

- Return to a semester schedule, as mentioned above.
- Grow the committee by actively seeking new CQ team members (and use the new Racial Equity Tool in thinking about our recruitment strategy).

We also wish to explore collaboration opportunities with other WSUU groups, such as the Racial Justice Change Team and RE Council. In particular, we would like to do the following:

- Work with the board and Racial Justice Change Team to determine our respective roles in promoting racial equity-themed offerings.
- Explore offerings specifically geared to parents and families (in conjunction with the RE Council), if their time and energy allows during the pandemic (many parents are overwhelmed). We have been waiting for Rev. Christopher's arrival to explore this.
- Look into offering child care for CQ courses in an effort to better serve our WSUU families with young children. (This is most important for when we are back in the building.)

WSUU Common Quest Courses Offered in 2019-2020

Class/Workshop Name	Presenter/ Leader	WSUU Member, Staff, or Friend	Day(s)	Dates	Times	No. of Hours per Session	No. of Sessions	Total Hours Offered	Approx. No. of Attendees	Amt. Paid to Outside Speaker
Fall 2019										
Circle of Change – Connecting with Your Inner Alchemist for Support and Guidance in Destructive Times	Stephen Scheurich	Yes	Monday	9/23, 9/30, 10/7, 10/14	7-9 pm	2	4	8	4	N/A
Small Steps Will Get You Far: A Framework for Change and Progress Toward Equity and Social Justice	Cecelia Hayes	Yes	Sunday	10/6	1-3 pm	2	1	2	8	N/A
Mystical Experiences: The Neverending Debate	David Cycleback	Yes	Thursday	10/17	7-8:30 pm	1.5	1	1.5	10	N/A
"13th" Film Screening and Discussion	Cecelia Hayes	Yes	Friday	11/8	6:30-9:30 pm	3	1	3	10	N/A
Preventing Falls: Stay Upright and Balanced	Dr. Ziadee Cambier	No	Sunday	11/17	2-4 pm	2	1	2	15	Donations
So You Want to Talk About Race Book Discussion	Tracy Burrows and Fred Matthews	Yes	Sunday	12/1	12:30-2 pm	1.5	1	1.5	12	N/A
"It is Time Now," by The Rev. Lindi Ramsden (from GA, environmental theme) Video & Discussion (cancelled)	Kerrie Schurr	Yes	Sunday	12/15	12-1 pm	1	1	1	0	N/A
Total, Fall 2019								19	59	
Winter 2020										
Mystical Experiences: The Neverending Debate	David Cycleback	Yes	Thursday	1/23	7-9 pm	2	1	2	8	N/A
Armchair Activism	Kathy Rawle and Naomi Rue	Yes	Sunday	2/9	12:15-1:15 pm	1	1	1	10	N/A
Limits of Science: Book Discussion	David Cycleback	Yes	Thursday	2/13	7-8:30 pm	1.5	1	1.5	4	N/A
Meet a Death Doula	Lashanna Williams	No	Saturday	2/15	10 am-12 pm	2	1	2	1	N/A

Living Room Conversations (Introduction)	John Britt, David Cycleback, and Fred Matthews	Yes	Sunday	2/16	1-2:30 pm	1.5	1	1.5	12	N/A
Living Room Conversations (Practice) (session added by presenters)	John Britt, David Cycleback, and Fred Matthews	Yes	Saturday	2/22		1.5	1	1.5	6	N/A
Total, Winter 2020								9.5	41	
Spring 2020 (starting May 13)									No. Registered as of May 16 (subject to change)	
Introduction to Mindfulness	Kate Jarvis, MIT	No	Wednesday	5/13, 5/20, 5/27, 6/3, 6/10, 6/17	10-11 am	1	6	6	13	Donations
Stoping (not a misspelling) for Word Power	Keo Capestany	Yes	Saturday	5/16	1-2 pm	1	1	1	4	N/A
Antisemitism in Left Politics	David Cycleback	Yes	Wednesday	5/20	7-8:30 pm	1.5	1	1.5	5	N/A
Mrs. Beazley's Hair: In Between Races, a Special Caste—Melungeons, Family Stories, Medical System Risks, and Other Not-Quite-White Conundrums (delayed from Winter due to family emergency)	Marion Kee	Yes	Thursday	5/28	7-8:30 pm	1.5	1	1.5	1	N/A
Beloved Leadership: A Practice Space for the Leadership Curious (delayed from Winter due to pandemic)	Rev. Deanna Vandiver	Yes	Saturday	5/30	10 am-12 pm	2	1	2	3	N/A
Transforming Dream - from the Darkness into Our Community to Serving the World (delayed from Winter due to pandemic)	Steve Scheurich	Yes	Monday	6/1	7-9 pm	2	1	2	3	N/A
Eastern Versus Western Psychology	David Cycleback	Yes	Monday	6/8	7-8:30 pm	1.5	1	1.5	2	N/A
Neurodiversity	David Cycleback	Yes	Wednesday	6/17	7-8:30 pm	1.5	1	1.5	2	N/A
Total, Spring 2020								17	33	
Total, 2019-2020								45.5	133	

Congregational Care Clusters
2019-2020 Annual Report to the WSUU Board of Trustees
Submitted by Jade Lowry and Thomas Terence
May 2020

Purpose of the Care Clusters

Westside's Congregational Care Clusters were established in March 2020 by the Board of Trustees in response to the critical need for a way to be connected to each other and to care for each other in the unfolding of this unprecedented COVID-19 pandemic. The primary purpose of these clusters is to help us to care for each other. This is part of our congregational affirmation and covenant to each other – love, service, and fellowship. To that end, the clusters give us a way to keep our connections strong while we are physically distant now, and when we come back together in the building; to keep track of each other and how we're doing; to learn when there is something we can do to offer support; and to organize caring action when it's needed.

How the Care Clusters were Formed

Westside has had geographically organized "clusters" in the past, that have not been formally operational for several years, with the exception of one cluster group that has remained intact for over a decade. The original clusters were meant to be a way for us to get to know each other better, and to provide support. People typically met for dinners in each other's homes. The new Congregational Care Clusters were formed geographically also, to try to get people in groups with others who live close by for the possibility of providing neighborly support. These clusters are different than the original clusters we had at Westside, in part because we needed to keep the numbers in each cluster large enough to ensure supports could be in place, and small enough to be manageable. They currently range in size from 15 to 25. Also, we have incorporated new members and friends. At the time of formation in March, our total number of people assigned to clusters was 204, and newest members and friends are added on request. Each cluster has two facilitators who have agreed to get things started. Some will choose to remain in that role for a longer time. Others may invite the cluster to consider shared leadership, or may wish to invite someone else to take over the facilitation. Our cluster facilitators organized the cluster groups with weekly Zoom meetings to start. The facilitators are supported by the minister, Pastoral Care Associates, and the Board.

Current Status of the Care Clusters

Given the generally good place the congregation is in now (May 2020) with the health and well-being of most of our congregants, our care needs are actually more about social connection. We want to continue with Care Clusters for the purpose of providing a structure to maintain contact and to be prepared for emergent needs — a mutual aid model rather than a covenant group model. However, facilitators are planning check-in opportunities in a way that works best for the unique needs of each cluster. As our care needs transition to tending to our social connections many good ideas are bubbling up for cross-cluster activity, including game nights, a trivia night, playing music together, and themed discussions where a question would be posed to the group before the meeting.

Goals and Opportunities

The UUA's recent guidance for congregations is that we plan to operate in a primarily online environment through the coming 2020-2021 church year. Given this possibility, the Board's intention is to continue to support the Care Clusters and their active facilitators to address emergent care needs that arise, and to maintain contact with our members and friends. In addition, we will support cross-cluster social connections and opportunities to enrich the lives of anyone who elects to participate during this time of physical isolation. The Care Clusters will be coordinated by Board Trustee Thomas Terence.

Covenant Group Annual Report to the WSUU Board of Trustees

Submitted by: Patti McCall
May 5, 2020

The WSUU Covenant Group Program included three Covenant Groups as well as the Humanist Covenant Group. We have had two morning meetings and one evening meeting (the Humanist Group meets in the evening also). We began the year with a Facilitator Training and met one more time in the winter. The shelter-in-place restrictions has really made the whole program seem more vital with all three groups meeting via Zoom and meeting weekly instead of twice a month. Each group is deciding if they want to do a session or if they want to just check in. Currently, I'm preparing enough sessions so they have options. All three groups are also discussing the possibility of continuing to meet through the summer, particularly if we are still staying at home.

The Monday morning group is co-facilitated by Susan Conn and Linda Tally. They have five group members for a total of seven participants.

The Wednesday morning group is co-facilitated by me and Paula vanHaagen. We have nine members for a total of 11 participants.

The Wednesday evening group is co-facilitated by Lucia Enriquez and Storey Squires. They have six members for a total of eight participants.

Our primary goal is to continue to provide support and deep listening during this challenging time of uncertainty.

I have been leading the Covenant Group Program for four years now and it continues to be enriching however I am looking forward to Rev. Christopher's input into the program.

**Finance Committee Report to the WSUU Board of Trustees
FY 2019-2020**

Submitted by Paula vanHaagen 5/20/2020

Financial Highlights for FY 2019-2020 as of April 2020 (83% of the year):

2020 Highlights	Actuals July-April	YTD % of Budget	Budget
Total Income	\$ 426,686.06	97%	\$ 441,547
Pledges	\$ 229,448.55	79%	\$292,183
Total Expenses	\$ 332,980.26	75 %	\$ 441,547
Net Income/Expenses	\$93,705	\$93,705	

Note: this reflects 10 months; we won't have 12 months of data until July.

Financial Status: We will end the year with a positive Net Income due to several non-recurring sources:

- \$25,192 - Wake Now Our Vision funds that resulted from members including WSUU in their wills;
- \$12,000 - Gifts from members of Creighton Depew's family;
- \$42,000 – SBA PPP loan/grant.
- \$1,705+260 - Interest-only payments on PNUUGF and UUA mortgage loans.
- \$2,250 – gifts to support virtual services

The first two will help us bridge the gap to the anticipated 2020/21 budget. The others help us this year and next year.

Pledges fell below budget due to the economic impacts of the pandemic. Pledges began strong, with \$8,000 promised above the budget in June. The pandemic caused it to drop to the budgeted level in April. Currently we estimate pledges to be about \$7k below budget (97% of budget). This is better than many congregations. We are fortunate to have many members whose income have not been significantly impacted and those who stretched to meet their pledge.

Financial Highlights:

- Successful Auction;
- New tenant sooner than expected and continues to pay rent;
- Strong pledging, reflecting our various abilities to give before and during the pandemic;
- Strong Giving-By-Text during virtual services;
- Conversion to virtual church expenses – new Zoom licenses and some hardware;
- Bonuses to staff to compensate for extra work shifting to virtual church;
- Continuing to pay contract employees during the building closure;
- Reduced expenses due to not meeting in WSUU, such as lower utilities; and
- Efforts by staff and committees to reduce non-critical expenses.

Significant Activities by Finance Committee:

- Finalized a Finance Committee Covenant and drafted a charter;
- Monthly Finance Committee Reports to the Board;
- Proposals, recommendations and feedback to the Board on various issues (e.g., tenant lease, PPP loan/grant, PNUUGF/UUA loan revisions);
- Budget Request process;
- Proposed salary increases that brought staff salaries into parity and alignment with UUA guidelines;
- Draft proposed 2020/21 budget and two revisions as economic forecasts changed; and
- Strengthened connection to UUA Office of Church Staff Finances (source of ad hoc and written guidance) and other congregations via UU-Money List Serve.

Looking Ahead - Financial Management in the Time of Uncertainty: The Finance Committee will continue meeting through the summer to monitor income and expenses and address any issues that arise. Because it's impossible to forecast well during this unique pandemic, we anticipate providing congregational updates in November 2020 and late winter 2021. Should the financial picture change significantly, we will provide recommendations to the Board and engage the congregation appropriately. Meanwhile, waiting to hear when Rev. Christopher can begin adds to our uncertainty.

Finance Committee Members: Paula vanHaagen (Chair), Alan Mendel, Shelley Webb (Ex officio, Treasurer), Shannon Day, (Ex officio, Congregational Administrator)

Greeting and Ushering Team
ANNUAL REPORT to WSUU Board of Trustees
Submitted by: Joan Whitley April 21, 2020

If we do not open for another year, it may be that goals for next year will simply be to reconnect with those who want to continue to be greeter/ushers. If there are special needs for greeters and/or ushers, I am ready to reconnect with the group and find folks who would be interested in doing some of the work needed. Thank you, Joan

Activities and accomplishments from June 2019 to May 2020

1. The Greeting Team has grown to 8 members this year. Several of our team work almost every Sunday. Others are active in other aspects of the church and work 1 or 2 times each month.
2. With six greeting members on each Sunday, we can have two greeters at the front door, giving people entering more personal attention and assuring that each person is greeted.
3. We have also expanded to greeting at the social hall/parking lot door and offering lift assistance when needed. Those assisting with the lift have offered excellent ideas for more easily understood signage concerning the use of the lift.

Goals for next year

1. I would like to have an additional man on the team.
2. I would also like to expand the team to include some people of color and people with differing abilities. Both areas would more fully represent our congregation and give some visitor a view, perhaps, of themselves in our church.

Committee/group need, opportunities, wishes

1. Assistance with how to encourage people to join this team

Hospitality Committee
ANNUAL REPORT to WSUU Board of Trustees
Submitted by: Lucia Enriquez
DATE - May 5, 2020

Activities and accomplishments from June 2019 to May 2020

- Weekly preparation of coffee hour food and snacks for service social hour, including set up of social hall, meal prep and service, and clean up.
- Organization of the shift rotations and volunteer lists, sending weekly reminder emails and facilitating shift substitutions.
- Recruitment of food donations by other small ministries.
- General clean up of kitchen and replenishment of pantry and frozen food stores.
- Update of committee documents and instructions, clean up and organization of signage in the kitchen area for clarity of information.
- Creation of a hospitality logo for signage cohesion and sticker for members to place on their name badges.

Goals for next year

- Better organization of wash-up area for food prep
- New protocol for social distancing in light of virus

Committee/group need, opportunities, wishes

- Official training for food prep
- New leader with qualifications for kitchen and food prep
- New kitchen manager

LEADERSHIP ASSEMBLY

2019-2020 ANNUAL REPORT to WSUU Board of Trustees

Submitted by Roseanne Lorenzana, Vice President, Board of Trustees
May 2020

The Leadership Assembly (LA) of the Westside UU Congregation consists of the leads & co-leads of groups, teams, projects, activities, committees and ministries, as well as Board members and staff. The complete list of names is provided in the Leadership Directory on Westside's webpage and the 2019-2020 list is included with this annual report.

Activities and accomplishments from June 2019 to May 2020

- The LA met four times this year: Nov 2019, Jan 2020, Mar 2020 and May 2020.
- The Nov 2019 meeting focused on support of our leaders in growing our culture of inclusiveness in the congregation. In receiving information from the Board for themselves, alone; LA members were encouraged to reach out to one or more other congregant who interacted with their area or whom they know to share the information, solicit feedback and pass that back to the Board. This was a shift in how our Leadership Assembly has previously operated. In response to this new focus in Nov-Dec 2019, the LA helped to provide input for development of the Bridge Ministry contract and the Music Ministry contract. 14 people attended.
- The Jan 2020 meeting introduced and demonstrated the new Equity Decision Making Tool and its use in program and activity planning. Results were shared from the Dec 2019 "Conversations for Liberation" held by the Board and LA input on the Board's new Photo Policy was solicited. 35 people attended.
- The Mar 2020 meeting had an abbreviated, less interactive agenda and was held via videoconference due to Covid-19 pandemic social distancing requirements. Information was shared about changes in congregational life with Covid-19, the shift to virtual worship services, the launch of Community Care Clusters and review of the budget processes in planning for continuation of operations. 50 people attended.
- The May 2020 meeting (which has not happened at the time of this report) will be held via videoconference and tentatively include status updates, featured speaker Richard Kim of Cultures Connecting and a beloved accountability case study of a recent Westside situation.
- Agendas and notes for the 2019-2020 LA meetings have been electronically archived along with other Board materials. If access is needed, please contact the Board Vice President and/or Shannon Day.

Goals for next year

- The 2020-2021 year brings a new Vice President of the Board. The Vice President will determine LA goals for the new year.

Committee/group need, opportunities, wishes

- As Westside's group of committed volunteers and staff, the LA is a vital link to the greater congregation for communication linkages from and to the Board. The outgoing Board VP feels this opportunity should continue to be nurtured.
- The LA should continue to be offered leadership development opportunities, including continued exposure into how to use the Equity Decision Making Tool.

WSUU Leadership Directory

2019—2020

Bridge Minister	Rev. Deanna Vandiver
Director of RE for Children and Youth	Rev. Cynthia Westby
Acting Music Director	Scott Farrell
Congregational Administrator	Shannon Day
President	Jade Lowry
Vice President	Roseanne Lorenzana
Treasurer	Shelley Webb
Secretary	Aimee Schiefelbein
Trustees	Matt Aspin
	Anthony Ricardi
	Thomas Terence
Endowment	Marion Kee
Stewardship	Jim Schlough
	Kevin Lane-Cummings
Planned Giving	Peggy Abby
Finance Comittee	Paula vanHaagen
Westside Week	Shannon Day
Communications	Shannon Day
Nominating Committee	Amy Hance-Brancati
	Don Wahl
	Mia Shaughnessy
Sunday Collections Recipient Team	Regina Brennan
Membership	Laura White
Chancel Flowers	Ginger Brewer
	Peggy Abby
Transition Working Group	Judi Finney
	Laura White
Beloved Conversations	Viveca Monahan
	Kristina Darnell
Annual Auction	Patti McCall
	Jean Mendel

Members Connect	Patti McCall
Event Planning	Alice Britt
Building Committee	(vacant)
Team Landscape	Regina Brennan
	Rose Sheppard
Team Audio Visual	Steve Burrows
Lay Pastoral Associates	John Britt
	Marie Hoover
	Fred Matthews
Children and Youth RE Council	Nola Balch
Greeters/Newcomers Coordinator	Joan Whitley
Common Quest-Adult RE	Kerrie Schurr
	Cecelia Hayes
	Ursula Ham
	Charlotte House
Hospitality Ministry	Lucia Enriquez
	Kathy Rawle
Worship Planning Team	Chris Darnell
	Lisa Reitzes
Covenant Groups	Patti McCall
Women's Group	Noreme Ott
	Peggy Abby
Men's Group	Richard Clark
Spiritual Study Book Group	Cynthia Townsend
Buddhist Meditation Group	Jill Boone
	Fred Matthews
Social Justice Council/Racial Justice	Tracy Burrows
Environmental Justice Group	Anne Miller
	John Fawcett-Long
Partner Church Ministry	Jennifer Slatkin
Monthly Charity Collection	Regina Brennan
Westside Welcome Singers	Lisa Maynard
Nzira Marimba Band	John Britt

MEMBERSHIP COMMITTEE ANNUAL REPORT 7/1/19- 4/30/20

Committee Members: Laura H. White, chair, Patti McCall, John Monahan, Amy Youngblood, Joan Whitley

Committee Accomplishments FY 2019/20

- Added 7 new member households (10 adults, 6 children).*
- Included 3 RE families as active pledging members, 3 members joined after 1 to 1 meetings.
- Completed New Members Welcoming Ceremony in December 2020 (combined some Winter 2019 members into larger Fall 2019 ceremony).
- Updated Membership Series PowerPoints, videos and handouts to build continuity and engagement from series to series. These materials are used for both in Fall series and 1 to 1 join option.
- Under leadership of Patti McCall and Viv Monahan, the Westside Connects (formerly Members Connect) committee organized and completed 2 Westside Connects Dinner evenings with goal of building stronger bonds and maintaining friendships within our community (to finance these non-potluck events, Patti McCall organized a successful Book Sale 12/20 with a net of over \$1000). All dinners were well attended with over 90 attendees at each dinner.
- Completed Fall 2019 three part Path to Membership series.
- Began a "Personal 1 to 1 Join" option in lieu of the Winter 20 series due to lower potential member data and goal of increasing opportunities to join on a personal schedule. Joined 1 household in February using this method (and 2 other households in fall). Used comprehensive information packet and Powerpoint presentations for consistency.
- Partnered with Pastoral Care, Stewardship, DRE. Administrator, Board to coordinate and strengthen outreach, support and tracking of potential, existing members and inactive members. Meetings in December focused on coordinating our outreach to Inactive Members. April meeting focused on coordinating Pastoral Support and Engagement Data for online Sunday service attendance as related to COVID19 outbreak.
- Staffed Welcome Membership Table during Social hour on Sundays at least once per month.
- Updated spreadsheet of potential new members and to yellow card newcomer visitors.

*194 adult members FY 19/20 (152 households pledging). 215 adult members 18/19.

Upcoming Goals for 2020/21

- Goal of 10+ New Members with Fall 20 and Winter 21 individual and series options.
- Continue 2 or more/year Westside Connects events to increase WSUU member/visitor engagement.
- Review and update as needed Membership brochure and PR materials,
- Maintain Welcome Membership table on Sundays to personally connect to newcomers.
- Encourage the development of an Exit Interview Committee to interview departing members (separate committee).
- Maintain a sustainable (for a volunteer committee) and engaging (for newcomers) membership process that results in active members during 1st year of new called minister.
- Continue to coordinate with the RE program to support new family membership and connections to emerging adult involvement.

Budget

- Spent \$600 of \$1000 budget. Approved \$500 for Membership for 2020/21.
- Westside Connects Dinners 2020/21 budget will use "hold over funds" from Patti McCall's successful December 2019 Book Sale. There is no Book Sale planned for December 2020 at this time.
- Membership Committee Members continue to personally finance the food/ drink for the 3 part Membership series.

Challenges

-Despite the steady work of our committee, we faced a particularly challenging year with membership growth during our 5th year without a called minister and the double challenges of the delayed R1 Visa process and COVID19.

-We continue to show an overall decrease in active pledging members through April 2020.

-We are uncertain about pledging changes and active membership status due to loss of jobs and income due to COVID19 but will continue to coordinate with the Board and other Westside committees to maintain active involvement.

Conclusion

-Despite challenges this past fiscal year, the Membership Committee has added 7 committed and enthusiastic member households (10 adults & 6 children) into our active membership community. These new members are already actively connected to committees and events through Westside UU. Our committee remains strong and enthusiastic in our mission to welcome others into our community and look forward to a busy year ahead during the 1st year of our called minister.

Respectfully Submitted 4/25/20 Laura H. White, Chair WSUU Membership Committee

2020 WSUU Nominating Committee Report

The decision-making process of Amy, Don, and Mia, as the Nominating Committee (NomCom) this year, was an interesting one for the books! The shift our church year has taken in adapting to an online platform, and the waves of uncertainty this has brought into our world, made themselves abundantly present in our process as well. Most especially in our conclusive (and arguably most crucial) time as a committee. This, however, did not stop us from sifting through the many leaders in our community, both emerging and established, that you helped nominate and bring our attention to. We are proud to have picked a slate that we feel will be a lighthouse through the continuous Unknown Fog we are in for the foreseeable future.

Since last fall, we have kept the questions in the WSUU Equity Decision Tool in the forefront of our process. As a group of three people, we were not filling out this tool and observing where our small committee lacked representation, (although we did do that) but more, discussing who would utilize such a tool as they served next year. A question we discussed - for all considered nominees was: What recent indications are there that this person is mindfully growing their equity lens? We also used this tool to remind us to constantly be thinking outside of our own natural scopes and biases. One thing we feel worked well for us as the NomCom, was that we functioned with a sense of collaboration that allowed us to communicate openly and honestly, as well as give us the room to challenge one another's biases. With lots of wonderful nominations, imagining the growth of leadership amongst congregants, and plenty of understandable and reflective "No"s, the cherry on top of our slate was a late self-nomination for presidency. We have a much deeper understanding of the advice we were given that, "the only true nominations are self-nominations," but we could not be more elated with those who graciously accepted an unexpected ask. We also want to extend sincere gratitude to those on the board who accepted our initial invitation to continue to serve. The continuity you provide is the foundation for the incoming members, and you continue to chisel the path forward. All decisions made were made unanimously and meticulously.

Partner Church Ministry Team
Report to the Board
2019-2020

The team continued to strengthen our connection with our sister congregation in Torockosyngeorgy (TSG) in the Transylvanian region of Romania.

TRAVEL

A Thanksgiving pilgrimage to TSG was undertaken by Ginger Brewer, Peggy Abby, Liz Berggren, and Lauri Brewer, in September 2019. WSUU members were able to follow their progress on a map displayed at the partner church coffee hour table. The WSUU November Sunday service was dedicated to the Pilgrims' report of the experience, including sharing of the traditional Hungarian Unitarian communion.

Four WSUU youth applied to attend a Unitarian summer camp in Transylvania: Claire Bucklew, Natalie Fawcett-Long, Mollie Slatkin, and Lilah Stritoff. Of 15 selected nationwide, two of our youth were accepted: Claire Bucklew and Mollie Slatkin. WSUU members participated in fundraising through the UU Faithify. This money will be equally divided among the campers. Due to COVID-19, the trip has been postponed to summer 2021.

COMMUNICATION

The team has had Zoom calls with the minister in TSG, Emese, and her husband Csaba. Ginger Brewer met with two former ministers from the TSG church, Rev. Botond Koppándi and Rev. Attila Vagyas, during her trip in September. Cliff Houlihan invited Emese and her husband to participate in recent Zoom services. They have attended and very much enjoyed, four services.

Ginger Brewer and Assistant DRE Cheryl Brown held a chalice chapel in July 2019 where videos were made and exchanged. WSUU children introduced themselves and sent greetings in Hungarian to the TSG children and the TSG children later sent video greetings back in English.

The team continued the tradition of sending Christmas cards from our congregants to those at our sister church, and this year included our Easter Hat group photo. We also sent the collection of decorative/photographic calendars. Several times a month the Partner Church Team sets up a table during coffee hour. The display of photos of TSG trips and current village activities helps the members to stay connected with our Unitarian Partnership.

SUPPORT

The team continued quarterly financial support of \$ 225 to augment Rev. Emese Finta's salary, minister of the Unitarian church in TSG.

We received \$701 from the WSUU Sunday January plate collection and are grateful for the generosity of the congregation.

We received pictures of the new roof of the Cantor's house, which our congregation helped fund through a Faithify campaign in 2018-2019.

Pastoral Associates Annual Report
Submitted by John Britt
May 14, 2020

Activities/Accomplishments:

- Met monthly to review pastoral contacts and to support one another in meeting specific pastoral needs.
- Incorporated continuing education topics around grief and loss, adaptation to change, etc. and began adding to a pastoral care resources list.
- Were introduced to the congregation during services twice.
- Honored the departure of Marie Hoover from the team
- Coordinated with Membership. RE, President and Administrator in two meetings as an ad hoc “Congregational Care” group.
- Initiated a monthly opportunity for our elders to share “Ageing to Sageing”.
- Transitioned to virtual method of making contact during pandemic lockdown, including Zoom. Assisted some members to learn how to use Zoom to connect with Sunday services. Made ourselves available to the Congregational Care clusters.
- Developed a spreadsheet populated with members drawn from the directory and assigned a ranking based on known risk or protective factors. Example of risk factors included elderly, lives alone, has known health or ability challenges, no access to internet, etc.
- Adopted an explicit outreach strategy for members deemed to be more at-risk during this period of isolation. Each pastoral associate self-assigned to check-in with members according to their level of risk.
- Added Joan Whitley as a new pastoral associate in March, 2020

Goals for coming year:

- Resume ongoing educational development of team
- Recruit 1-2 additional associates with relevant skills and disposition who represent more of the diversity of our congregational membership.
- Align our philosophy, approach and structure with Rev Christopher’s vision of pastoral care when he assumes his role as our called minister

Needs/Wishes:

- A formal structure for addressing the concrete needs of members (meals, rides, etc.) separate from the Pastoral Associates team.

- An ongoing grief/loss support group – led by the minister or other qualified member.

Social Justice Council Report Westside UU Congregation Annual Meeting May 26, 2020

Tracy Burrows, Social Justice Council Chair

The Social Justice Council coordinated a full calendar of social justice activities this year. The four focus areas of the Council are:

Racial Justice
Immigration Rights
Environmental Justice
Direct Community Service

Major initiatives and accomplishments of the groups under the umbrella of the Social Justice Council are included below.

Racial Justice Change Team

Westside's Racial Justice Change Team (RJCT) meets monthly. The purpose of the RJCT is to dismantle and disrupt white supremacy culture in all the places it exists: ourselves, this group, our congregation, and the larger world.

Our mission anticipates institutional change. So what kind of changes are we talking about? An important step is to collectively increase our knowledge of the ways in which racism and oppression show up in our institutions and to develop the skills to take action to initiate change. In that vein, the RJCT initiated several educational opportunities this year.

Education

RJCT members served as co-coordinator and facilitators of this year's Beloved Conversations offering. The **Beloved Conversations** curriculum is a core part of increasing this understanding and we are grateful to the second cohort of twenty-eight members of the congregation who completed the curriculum in February. The RJCT also facilitated a Common Quest discussion of Ijeoma Oluo's book "So You Want to Talk About Race" and helped to facilitate WSUU's Conversation for Liberation in December.

Several RJCT members participated in a pilot affinity group centered around the discussion of Kathy Obear's book "„But I'm Not Racist". The group met in the fall and winter and are looking back over the process to determine whether to offer this

opportunity again to a broader audience in the future. Questions that are being considered as part of that evaluation include:

How does it feel to sit together and talk about race?

How do we support each other in waking up and healing?

What I hope can happen for all of us as we continue this work is....

What keeps me committed to be mindful of race and transforming racism?

Sunday Services and Workshop

The RJCT assisted in coordinating several Sunday worship services this year, including Carolyn DeFord's service on Missing and Murdered Indigenous Women, Marcus Green's MLK Sunday service, Anastacia-Renee's service on what it means to be a white ally, and Richard Kim's May 31 service. RJCT also sponsored Richard Kim's highly attended and well-received workshop on cultural competency this past fall.

Institutional Change

Another step in making change is looking deeply at our policies and practices to see whether they promote equity. This year, the RJCT developed the WSUU Equity Decision-Making Tool and presented a training on its use at a Leadership Assembly meeting. The purpose of this tool is to encourage everyone involved within our congregation to think about and address the equity impacts of our choices in programming, worship language and structure, RE curriculum, staffing, funding, and policy.

Our team is stretching beyond places of comfort to move toward a more just world. We desire to work collaboratively on these efforts, and we invite you to join in!

Immigration Rights

The Council held vigils at the Northwest Immigration Detention Center in Tacoma on the fifth Saturdays of the month. The vigils attracted between five and ten members and friends of Westside who stood as witness to the inhumane treatment of detainees and supported families visiting their loved ones being detained in the Center. Since March, ICE has suspended all family visits to the detention center. At least one detainee has tested positive for COVID and detainees are carrying out hunger and labor strikes to protest unsafe conditions. Vigils will recommence once visitors are allowed at the Center.

The Council also sponsored a successful berry sale in support of Cooperativa de la Libertad, a farmworker owned cooperative in Whatcom, County, Washington. The Cooperativa is dedicated to food sovereignty and immigrant rights for farmworkers.

Direct Community Service

The WIN (Westside Interfaith Network) sponsors a meal for over 100 homeless and needy people in White Center every Saturday at noon. Clothing, toiletries and other necessities are also given away. WSUU has regular volunteers every Saturday, and many more when we sponsor a meal. This weekly event is called The Welcome Table. Sandra Rudd is coordinator of WSUU's volunteers and does an extraordinary job of getting volunteers and obtaining donations of hundreds of pounds of delicious, healthy food for the Welcome Table. Each winter, Regina Brennan coordinates a winter clothing food drive that also goes to support the local homeless.

The 2020-21 Stewardship Committee members are Jim Schlough and Kevin Lane-Cummings, co-chairs, and Larry Brennan. Shannon Day, church administrator, serves a vital ex-officio role.

We began our planning last fall by meeting with finance committee member Paula vanHaagen, treasurer Shelley Webb, and board president Jade Lowry. Stewardship Sunday was set for March 22 with the pledge due date as April 6. We decided to repeat last year's plan to contact all members by mail with pledge forms and promotional material.

We meet again via Zoom with Rev. Deanna to discuss her role in the campaign. She committed to delivering a sermon on money and giving- tentatively March 8th. We further engaged in general discussion on tactics and messaging. In a later meeting we discussed themes and methods to engage the congregation. We adopted the goal of having 80% of our budget supported by pledges. This is widely considered a benchmark for congregations. Our current number is 67%.

In December we meet again with treasurer Shelley to discuss the reality of the current financial condition of the congregation. The outlook was positive but was supported by non-recurring income sources (bequests, savings in ministerial expenses from the delay of hiring Rev. Wulff, and the benefits of the Wake Now Our Vision project.) An additional \$30,000 in recurring income was recommended.

The theme "Westside begins with We" was adopted as a branding theme. We proposed having Rev. Wulff create a message for our brochure that focused on the positive values of Westside. We decided not to have the traditional "lead donor" event as it conflicted with our emerging sensitivity to inclusiveness.

Through the winter we crafted our messaging. The brochure was designed with a message that encouraged giving to meet our long term financial health. Kevin would deliver the Stewardship Sunday message. We agreed to ask for \$2000 funding in the next year's budget for conducting a church-wide event focused on pledged giving next year.

With the Covid-19 changes, we continued to meet via Zoom. We felt fortunate that we hadn't planned any large gatherings for the pledge drive or had relied on personal canvassing. We drafted messages to go out in the Friday Westside Week emails. Rev. Deanna's stewardship sermon and Kevins pledge drive announcement went out to the congregation via the Sunday service Zoom broadcasts.

Additional messaging followed the April 6th deadline for pledges were sent out to encourage members to complete their pledges. At the end of April about 1/3 of pledges were still outstanding. In early May we sent personal emails to those with open pledges and a week later followed up with direct phone contact.

As of May 15, we have received a total of \$274,021 from 110 pledges. Four people resigned membership. As a result of phone or email contact we expect an additional 15 pledges to total an additional \$11,860. This totals to a conservative estimate of \$285,881, compared to \$299,759 from last year's data.

We had 22 reduced and dropped pledges and 52 increased and new pledges. There remain nominally a dozen contacts that might add a small increase to our total.

Jim Schlough,
Stewardship Committee Co-chair



Sunday Charity Totals

Westside's Charitable Giving 2019-2020

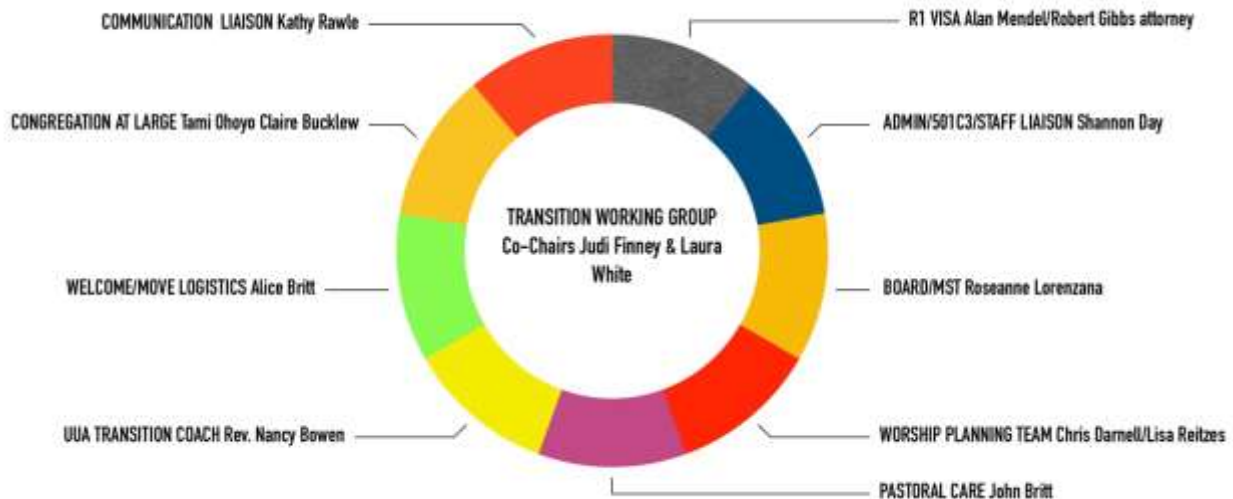
April 2020 – **Minister's Discretionary Fund** - \$2751.78
March 2020- **Westside Youth Programs** - \$1250.68
February 2020 – **West Seattle Food Bank** --\$639.16
January 2020 – **Partner Church Donations** -\$701.00
December 2019 – **Childhaven** - \$1101.51
November 2019 – **Seattle Indian Health Board** - \$734.76
October 2019 – **Organization for Prostitution Survivors** - \$634.98
September 2019 – **SW Youth and Family Services** – \$701.84
August 2019 – **WA Immigrant Defense Network** - \$414.41
July 2019 – **Post-Prison Education Program** - \$527.40
June 2019 - June 2019 – **Trans Lifeline** - \$657.10
May 2019 – **Community to Community** - \$630.67
April 2019 – **PWR Youth Programs Scholarship Fund** - \$812.03
March 2019 – **Sound Generations** -\$399
February 2019 – **350 Seattle** - \$361.34
January 2019 – **West Seattle Helpline** – \$657.06

TRANSITION WORKING GROUP 2019/20 ANNUAL REPORT

To: WSUU Board of Trustees

Submitted by: Laura White and Judi Finney, Co-chairs TWG

5/1/20



Purpose

*The purpose of the Transition Working Group is to help maintain a healthy and vibrant congregational community by 1/serving as the primary liaison to Rev. Christopher prior to employment with WSUU, 2/facilitating the R-1 Visa process, 3/making recommendations to the Board regarding gap coverage of Worship, Pastoral, and Staff needs, 4/coordinating efforts to welcome Rev. Christopher to Westside once R1 Visa requirements are completed, 5/promoting communications to and from the congregation at large about the transition process, 6/collaborating with the Board and other relevant committees or individuals to complete the above. *Please also see our original TWG announcement for committee members.*

Activities and accomplishments from June 2019 to May 2020

*Recruited Transition Working Group members with goal of receiving input/committee task completion from a comprehensive and diverse segment of WSUU.

*Received input and advice about a Bridge Minister, congregational transition needs with UUA representatives Nancy Bowen and Tandy Rogers via Zoom meetings.

* Researched, developed contract and negotiated, in close collaboration with the Board President, Vice President and Treasurer, part time 20 hours/week position with Bridge Minister, Rev. Deanna Vandiver through December 2019.

*Met (Kathy Rawle, Laura White) with Outreach Visa Coordinator, Alejandra Villa, from Rep. Jayapal's office, to provide information and WSUU site visit for our Letter of Consideration to expedite R-1 Visa through her office.

*Communicated with congregation, in collaboration with Board President, of another extended timeline of R-1 Visa and rejection by USCIS of any expedited visa process for our application.

- * Collected congregational input and provided recommendation on hiring Music Director, Scott Farrell.
- * Provided input on a revised and extended contract, in collaboration with Board President and Treasurer, for Bridge Minister Rev. Deanna with increased hours and health care.
- * Bi-monthly meetings and communication with Transition Working Group committee to develop tasks and changing timelines for Rev. Christopher's arrival.
- * Communicated with the congregation regularly, in collaboration with the Board President, articles in the Westside Weekly ENews, announcements from the pulpit, and emails to specific committees.
- * Co-staffed weekly Information Table with Board members during Sunday Social Hours.
- * Participated in training in preparation for USCIS unannounced Visa site visit.
- * Monthly Zoom meetings with Rev. Christopher, often including the Board President, to coordinate R-1 Visa progress, develop transition timeline, adjustments for new baby family leave, problem solve and develop ways to communicate with the congregation- at- large within the R-1 Visa requirements. Related pre and post meetings.
- * Developing concrete transition plan for honoring Rev. Deanna and welcoming Rev. Christopher (will probably need to be remote until end of COVID restrictions).

Goals for next year

- * Successful arrival and settling in of Rev. Christopher and his family in Seattle!
- * Revising and adjusting plans due to R-1 visa or US work requirements, family leave for new baby and US/Canada COVID restrictions/safety needs in coordination with the Board.
- * Planning for possible start of ministerial contract while still in Canada.
- * Assisting Rev. Christopher and family with details/requests when moving to Seattle.
- * Planning for Congregational Celebration, UUA Start Up congregational meeting and other transition needs after arrival.

Committee/group need, opportunities, wishes

- * We are eager, as is the entire congregation, to successfully begin Rev. Christopher's Called Ministry! The process to bring him here has been complex, lengthy and required continuous practical and creative adjustments to support the health and stability of our congregation. We wish to especially thank Jade Lowry (who has put in innumerable hours), our amazing Board, our talented Staff, the technologically adept Worship Planning Team, and our caring Pastoral Associates for being the true backbone of this congregation as we have navigated this journey.
- * Our needs will continue to evolve as we near the completion of the R-1 Visa process and transition to Rev. Christopher's start as our Called Minister. These are some of our currently anticipated needs:
 - adjusting to a possible online, remote only, start to Rev Christopher's ministry,
 - once approved to enter the US, help with moving logistics under the guidance of Alice Britt,
 - honoring of Rev. Deanna as she makes a transition as our Bridge Minister,
 - organizing a Welcome Celebration for Rev. Christopher,
 - setup support for a UUA sponsored Start Up seminar once Rev. Christopher has been with us for several months.

Westside Connects (Previously called Members Connect) Report to WSUU Board of Trustees

Submitted by: Patti McCall

May 5, 2020

Westside Connects is a group of 17 dedicated volunteers led by Viveca Monahan and myself to put on dinners open to friends and members of WSUU three times a year. For the 2019-2020 church year, the team decided to include Ingathering as one of those dinners. Then we had a dinner on February 27, 2020 and were scheduled for our third dinner on May 17th which we have cancelled. We had around 120 guests at the Ingathering dinner and approximately 75 guests at the February dinner.

We changed the name of the dinners from Members Connect to Westside Connect to be more inclusive. We want anyone who wants to join in the fun to be welcome – not just members. We provide dinner and childcare. We have learned a lot since our first dinner in May of 2018 and the dinners have provided another wonderful way for all of us to connect/reconnect.

Goals for next year

We hope to once again host the Ingathering Dinner (dependent on the pandemic) and schedule two more dinners for the 2020-2021 church year.

Committee/group need, opportunities, wishes

Donations on the night of the dinner and the book sale fund these dinners. We're looking forward to our next one – fingers crossed.

Youth Adult Committee (YAC)
ANNUAL REPORT to WSUU Board of Trustees
Submitted by: Amy Hance-Brancati
5/15/2020

YAC was co-chaired this year by Amy Hance-Brancati and Claire Bucklew.

Activities and accomplishments from June 2019 to May 2020:

- Held quarterly meetings regularly attended by chairs, DRE, Cynthia Westby, and lead Youth Advisor Simon Knaphus, various Youth Advisors and youth!
- Discussed and planned youth events: worship, overnights, Cons, fundraising, budget.
- Held one successful bake sale in the fall. Spring sale not possible due to COVID-19.
- Began developing standardized and equitable process for scholarship/financial assistance.
- Helped foster great youth participation in district UU events.

Goals for next year:

- Finalize application process for youth activity financial assistance.
- Navigate Youth group support and activities during COVID-19 social distancing and required virtual meeting.
- Facilitate and support change in Youth Advisor leadership.
- Continue to seek new ideas for fundraising that come from and involve primarily Youth.

Committee/group need, opportunities, wishes:

- We always welcome participation/membership from other adults in church.

WSUU FY2019-20 Annual Budget

		FY20-21 Budget	Difference	FY19-20 Budget	Notes
Income					
Pledges	\$	285,400	\$ (8,783)	\$ 294,183	3% decrease from prior year
Sunday Plate		25,733	1,733	24,000	Assumes 15% increased attendance
Other Donations		8,250	(19,986)	28,236	WNOV final installment
Fund Raising		37,000	(10,000)	47,000	Limited Auction plus \$15k Raise the Paddle
Affinity Programs		2,700	1,080	1,620	Thriftway, Amazon
RE Ministry		1,850	(1,250)	3,100	No soup lunches
Youth Group Ministry		1,033	1,033	-	Plate of collections & fundraising, offset by expenses
Music Ministry		1,000	(40)	1,040	Little change
Program and Misc		55,100	50,450	4,650	Carry-over from FY19-20 (non-recurring income)
Rentals		53,118	15,400	37,718	Full year of Leaps & Bounds
Total Income	\$	471,184	\$ 29,637	\$ 441,547	
Expenses					
Minister Compensation	\$	129,102	\$ 55,978	\$ 73,124	New minister, plus full year of minister
Additional Minister		2,300	(13,200)	15,500	No moving expenses, installation & ordination will be online
RE Director Compensation		75,145	(934)	76,079	Health insurance reimbursement changes
RE Staff		10,220	-	10,220	No change
RE Training		1,650	850	800	Offset by program income
RE Youth Group		1,633	1,633	-	Offset by program income
RE Operations		3,450	-	3,450	No change
Music Director Compensation		34,693	4,952	29,741	Salary increase (1.3%), health ins reimb changes
Music Staff		11,884	1,151	10,733	Added music assistant hours
Other Music		1,241	841	400	New music
Administrator Compensation		55,141	3,816	51,325	Salary increase (5.3%), health ins reimb changes
Additional Employee Benefits		3,900	447	3,453	Increases with staffing level
UUA Dues		11,569	1,234	10,336	Dues went up, remains @50%
Loans, Taxes, Fees		34,169	(21,386)	55,555	Interest only payments for 11 months
Discretionary		14,210	6,810	7,400	Includes plate collection and Contribution to Reserves (\$7.5k)
Facility		66,728	8,848	57,880	Add'l AV, Real Rent Duwamish, lift maintenance, higher insurance, Building Capital Reserve (\$3k)
Fundraising & Rentals		2,250	(9,350)	11,600	Online auction
Committees		11,900	(12,050)	23,950	All Cong training (\$3k), 15 guests at updated UUA rate and fair comp for POC guests, 1 CQ (\$250)
Total Expenses	\$	471,184	\$ 29,639	\$ 441,545	

Account #	Account Name	FY20-21 Budget	%	Difference	FY19-20 Budget	Notes
GENERAL FUND INCOME						
Pledges						
4.100.100	Pledges - Current Year Income	283,400.00	99%	(8,783.00)	292,183.00	Stewardship update @May 2020
4.100.110	Pledges - Prior Year Income	2,000.00	1%	-	2,000.00	Highly variable
	Total Pledges	285,400.00	61%	(8,783.00)	294,183.00	
Sunday Plate						
4.100.140	Contributions - Sunday WSUU	18,400.00	72%	2,400.00	16,000.00	Increased attendance with Rev Christopher
4.100.141	Contributions - Sunday WSUU Minister Discretion	600.00	2%	-	600.00	Month of plate collections. Linked to 5.100.758
4.100.142	Contributions - Sunday WSUU Kitchen/Hospitality	-	0%	(150.00)	150.00	Removed due to COVID-19 May 2021 directive
4.100.143	Contributions - Sunday WSUU Youth Programs	600.00	2%	150.00	450.00	Month of plate collections. Linked to 5.100.132.
4.100.150	Contributions Sunday Charities	6,133.33	24%	(666.67)	6,800.00	1/3 of 4.100.140
	Total Sunday Plate Income	25,733.33	5%	1,733.33	24,000.00	
Other Donations						
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	-	0%	-	-	No longer recommend participating
4.100.155	Endowment Fund Transfers IN	-	0%	-	-	Nothing forecasted
4.100.160	Special Gifts & Campaigns	8,250.00	100%	(19,986.00)	28,236.00	WNOV final/fourth installment, One Time event
4.100.244	Elevator Fund Donations	-	0%	-	-	The lift is in, already!
	Total Other Donations	8,250.00	2%	(19,986.00)	28,236.00	
Fund Raising						
4.100.245	Auction Income	22,000.00	59%	(24,000.00)	46,000.00	Online auction, only, due to COVID-19 May 2021 directive
4.100.247	Raise the Paddle Income	15,000.00	41%	15,000.00	-	
4.100.250	Rummage & Book Sale Income	-	0%	(1,000.00)	1,000.00	No book sale
4.100.257	Misc. Fundraising Income	-	0%	-	-	
	Total Fund Raising Income	37,000.00	8%	(10,000.00)	47,000.00	
Affinity Program Income						
4.100.210	E Scrip GF Income	-	0%	(120.00)	120.00	Estimate based on actuals for FY19-20
4.100.211	Amazon Rebate Income	1,500.00	56%	-	1,500.00	Estimate based on actuals for FY19-20
4.100.212	Thriftway Rebate Program	1,200.00	44%	1,200.00	-	Estimate based on actuals for FY19-20
	Total Affinity Program Income	2,700.00	1%	1,080.00	1,620.00	
RE Ministry Income						
4.100.258	RE Fund Transfers IN	-	0%	-	-	
4.100.259	RE Fundraising & Donations	-	0%	(1,500.00)	1,500.00	No soup lunches due to COVID-19 May 2021 UUA directive
4.100.260	OWL Registration Fees	800.00	43%	-	800.00	Income offset by expenses.
4.100.263	OWL Fund Transfers IN	1,050.00	57%	250.00	800.00	From Fund balance.
4.100.264	RE Coming of Age Program Fees	-	0%	-	-	No fees for COA
	Total RE Ministry Income	1,850.00	0%	(1,250.00)	3,100.00	
Youth Group Ministry Income						
4.100.261	RE Youth Group Fund Transfers IN	1,033.00	100%	1,033.00	-	From Fund balance. Offset by 5.100.132.
4.100.262	RE Youth Group Fundraising & Gifts	-	0%	-	-	
	Total Youth Group Ministry Income	1,033.00	0%	1,033.00	-	

Account #	Account Name	FY20-21 Budget	%	Difference	FY19-20 Budget	Notes
Music Ministry Income						
4.100.221	Music Fund Transfers IN	-	0%	-	-	
4.100.222	Music Fundraising and Donations	1,000.00	100%	(40.00)	1,040.00	2 Pie Sales
4.100.223	Music Programs Income	-	0%	-	-	
	Total Music Ministry Income	1,000.00	0%	(40.00)	1,040.00	
Program and Misc Income						
4.100.220	Coffee Income	-	0%	(500.00)	500.00	Removed due to COVID-19 May 2021 UUA directive
4.100.225	Membership Fundraising and Donations	500.00	1%	-	500.00	From Fund Balance.
4.100.240	Interest Income	1,000.00	2%	950.00	50.00	
4.100.241	Board Designated Fund Transfers to GF	53,500.00	97%	53,500.00	-	Estimated Carryover from FY19-20 @May 2020
4.100.242	Building Fund Transfer IN	-	0%	-	-	
4.100.251	Social & Envir. Justice Fundraising	-	0%	(3,600.00)	3,600.00	No direct, individual contribution toward programming
4.100.255	Common Quest Income	100.00	0%	100.00	-	Assumes 20 people per event contribute \$5, 1 event
4.100.265	Ministerial Intern Inc	-	0%	-	-	
4.100.267	Minister Search Fund Transfers IN	-	0%	-	-	
4.100.268	Web Development Fund Transfers IN	-	0%	-	-	
4.100.270	Building Maintenance/Janitorial transfer IN	-	0%	-	-	
	Total Program and Misc Income	55,100.00	12%	50,450.00	4,650.00	
Rentals						
4.100.300	Cell Tower Rental & Elec Reimb	14,718.00	28%	-	14,718.00	Every 5 yrs inc. by 10%. Next inc @2023
4.100.302	Cell Tower Electricity Reimb True-up	1,600.00	3%	100.00	1,500.00	Increased slightly
4.100.305	Rental Income - Single Events	-	0%	(2,000.00)	2,000.00	Removed due to COVID-19 May 2021 UUA directive
4.100.310	Leases Income- Pre School	36,000.00	68%	18,000.00	18,000.00	\$3000 per month for 12 months
4.100.311	Donations- Service Groups Meeting at WSUU	800.00	2%	(700.00)	1,500.00	Down to just 1 AA group.
	Total Rental Income	53,118.00	11%	15,400.00	37,718.00	
TOTAL GENERAL FUND INCOME						
		\$ 471,184.33	100%	\$ 29,637.33	\$ 441,547.00	

Account #	Account Name	FY20-21 Budget	%	Difference	FY19-20 Budget	Notes
GENERAL FUND EXPENSE						
MINISTER POSITION						
Minister Compensation						
5.100.100	Minister Housing Allow Exp	44,475.00	34%	17,500.00	26,975.00	Full year of new minister
5.100.101	Minister Salary Exp	44,975.00	35%	20,433.33	24,541.67	Full year of new minister
5.100.105	Minister Medical Insurance	11,384.92	9%	5,534.25	5,850.67	80% of 2020 Gold UUA premium, trend for Jan-Jun 2021 costs
nsation	Minister Dental Insurance	1,776.00	1%	1,776.00	-	family=\$148/mo (https://www.uua.org/finance/compensation/group/dental)
5.100.106	Minister Group Term Life Ins Exp	729.91	1%	328.58	401.33	\$177,900 cov. 62.27/mo
5.100.107	Minister Long Term Disability Ins Exp	1,073.40	1%	413.90	659.50	S+H/100x\$1.30=annual cost
5.100.110	Minister Retirement Exp	8,945.00	7%	3,453.33	5,491.67	10% S+H, \$741/mo
5.100.115	Minister-FICA Exp	6,842.93	5%	3,138.76	3,704.17	7.65% of S+H
5.100.125	Minister's Professional Exp	8,900.00	7%	3,400.00	5,500.00	10% S+H
	Total Minister Compensation	129,102.16	27%	55,978.16	73,124.00	
Additional Minister Exp						
5.100.102	Minister Moving Exp	-	0%	(10,000.00)	10,000.00	
5.100.120	Minister's Sabbatical Exp	-	0%	-	-	
5.100.126	Minister Installation Exp	2,300.00	100%	(200.00)	2,500.00	Matt Aspin ordination @\$800; Rev Christopher installation @\$1500 due to COVID-19
5.100.128	Minister Search Exp	-	0%	(3,000.00)	3,000.00	May 2021 UUA directive.
	Total Additional Minister Exp	2,300.00	0%	(13,200.00)	15,500.00	
Total Minister Position Expense		131,402.16	28%	42,778.16	88,624.00	

Account #	Account Name	FY20-21 Budget	%	Difference	FY19-20 Budget	Notes
CHILDREN AND YOUTH MINISTRY						
<u>RE Director Compensation</u>						
5.100.150	RE Director Salary Exp	57,157.00	76%	(4,400.00)	61,557.00	Salary, only. Last year included COLA (medical).
5.100.153	RE Director Group Term Life Ins Exp	-	0%	-	-	
5.100.154	RE Director Long Term Disability Ins Exp	-	0%	-	-	
5.100.155	RE Director Medical Insurance	4,400.00	6%	4,400.00	-	Reimbursement maximum for health insurance.
5.100.158	RE Director FICA Exp	4,372.51	6%	(427.49)	4,800.00	7.65% of salary
5.100.160	RE Director Retirement Exp	5,715.70	8%	(506.30)	6,222.00	10% of Salary
5.100.165	RE Director Professional Exp	3,500.00	5%	-	3,500.00	
	Total RE Director Compensation	75,145.21	16%	(933.79)	76,079.00	
<u>RE Staff Expense</u>						
5.100.162	RE Story Time Toddler Teacher Exp	-	0%	-	-	
5.100.163	RE Nursery Lead Teacher Exp	2,200.00	22%	-	2,200.00	
5.100.164	RE Nursery Assistant Exp	1,920.00	19%	-	1,920.00	
5.100.168	RE Program Assistant Exp	5,300.00	52%	-	5,300.00	6 hours a week, \$18 per hour with occasional overtime.
5.100.169	RE Summer Coordinator Exp	-	0%	-	-	Combined with RE Assistant (Cheryl)
5.100.170	Childcare Exp	800.00	8%	-	800.00	
	Total RE Staff Exp	10,220.00	2%	-	10,220.00	
<u>RE Training Expense</u>						
5.100.151	RE Youth Leadership Development Exp	-	0%	-	-	
5.100.152	RE OWL Leadership Development Exp	1,650.00	100%	850.00	800.00	Comes from Owl Fund Balance.
5.100.166	RE Leader Training Exp	-	0%	-	-	
5.100.167	RE Teacher Appreciation Exp	-	0%	-	-	
	Total RE Training Expense	1,650.00	0%	850.00	800.00	
<u>RE Youth Group Expense</u>						
5.100.161	RE Lead Youth Advisor Exp	-	0%	-	-	Paid out of Operating Expenses.
5.100.132	RE High School Youth Programs Exp	1,633.00	100%	1,633.00	-	Offset by 4.100.143 (plate collections) and 4.100.261 (fund balance IN).
5.100.136	RE High School Youth Scholarships Exp	-	0%	-	-	
5.100.227	RE Youth Group Fund Transfers OUT	-	0%	-	-	
	Total RE Youth Group Expense	1,633.00	0%	1,633.00	-	
<u>RE Operations Expense</u>						
5.100.131	RE OWL Programs Exp	200.00	6%	-	200.00	
5.100.133	RE Middle School Youth Programs Exp	-	0%	-	-	
5.100.134	RE Operational Exp	3,250.00	94%	-	3,250.00	
5.100.135	RE Middle School Scholarships Exp	-	0%	-	-	
5.100.171	RE Program Support Exp	-	0%	-	-	
5.100.172	RE Curricula Exp	-	0%	-	-	Managed out of Operations budget
5.100.225	RE Fund Transfers OUT	-	0%	-	-	
5.100.229	RE OWL Fund Transfers OUT	-	0%	-	-	
	Total RE Operations Expense	3,450.00	1%	-	3,450.00	
Total Children & Youth Ministry Expense		92,098.21	20%	1,549.21	90,549.00	

Account #	Account Name	FY20-21 Budget	%	Difference	FY19-20 Budget	Notes
MUSIC MINISTRY						
<u>Music Director</u>						
5.100.185	Music Dir Salary Exp	25,493.13	73%	509.13	24,984.00	Salary, only. Last year included COLA (medical). 50% time
5.100.186	Music Dir Medical Insurance	2,200.00	6%	2,200.00	-	Reimbursement maximum for health insurance @50% time.
5.100.187	Music Dir Retirement Exp	2,549.31	7%	1,229.31	1,320.00	10% of Salary
5.100.188	Music Dir FICA Exp	1,950.22	6%	1,013.22	937.00	7.65% of Salary
5.100.190	Music Dir Professional Exp	2,500.00	7%	-	2,500.00	
5.100.200	Music Dir Group Term Life Ins Exp	-	0%	-	-	
5.100.205	Music Dir Long-Term Disability Ins Exp	-	0%	-	-	
	Total Music Director Compensation	34,692.66	7%	4,951.66	29,741.00	
<u>Music Staff</u>						
5.100.193	Music Sunday Service Pianist Exp	4,875.00	41%	(99.00)	4,974.00	3x month @125, xmas eve 1@125, 1@250
5.100.195	Music Percussionist Exp	3,800.00	32%	75.00	3,725.00	3x month @100, xmas eve 1@200
5.100.197	Music Chorale Rehearsal Pianist Exp	1,680.00	14%	596.00	1,084.00	Twice a month for non-summer months, plus extra ~holidays
5.100.198	Music Bassist Exp	800.00	7%	(150.00)	950.00	8x year @ 100
5.100.199	Music Administrator Exp	729.00	6%	729.00	-	2 hrs per week, \$18 hr, non-summer months, rounded
	Total Other Music Staff Expense	11,884.00	3%	1,151.00	10,733.00	
<u>Other Music Expense</u>						
5.100.191	Music Purchase Exp	766.00	62%	766.00	-	New Music. Approx ~7 new pieces.
5.100.192	Music Equipment Maint Exp	400.00	32%	-	400.00	Piano Tuning
5.100.194	Music Programs Exp	-	0%	-	-	
5.100.196	Music Council Fundraising Exp	75.00	6%	75.00	-	Pie sales
5.100.201	Music Equipment Purchase Exp	-	0%	-	-	
5.100.202	Music Marketing Exp	-	0%	-	-	
	Total Other Music Expense	1,241.00	0%	841.00	400.00	
Total Music Ministry Exp		47,817.66	10%	6,943.66	40,874.00	
ADMIN STAFF & SUPPORT						
<u>Congr Administrator & Bookkeeper</u>						
5.100.173	Congr Admin Group Term Life Ins Exp	-	0%	-	-	
5.100.174	Congr Admin Salary Exp	45,423.48	82%	2,223.48	43,200.00	30 hrs July/Aug; 36 hrs remainder of year. 87.5% time
5.100.175	Congr Admin Medical Insurance	1,200.00	2%	1,200.00	-	Estimated cost of reimbursement for health insurance
5.100.176	Congr Admin Retirement Exp	4,542.35	8%	222.35	4,320.00	10% of Salary
5.100.177	Congr Admin FICA Exp	3,474.90	6%	170.10	3,304.80	7.65% of Salary
5.100.230	Congr Admin Long Term Disability Ins Exp	-	0%	-	-	
5.100.231	Congr Admin Professional Exp	500.00	1%	-	500.00	
	Total Congr Administrator & Bookkeeper Compensat	55,140.73	12%	3,815.93	51,324.80	

Account #	Account Name	FY20-21 Budget	%	Difference	FY19-20 Budget	Notes
Additional Employee Benefits						
5.100.178	Labor & Industries Ins Exp	2,500.00	64%	300.00	2,200.00	Higher due to more FTE
5.100.181	Family and Medical Leave Ins Exp	600.00	15%	147.00	453.00	.004 x gross earnings (all emps) x .6333 (employee portion)
5.100.184	Part time Empl FICA SS Exp	800.00	21%	-	800.00	
	Total Additional Employee Benefits Expense	3,900.00	1%	447.00	3,453.00	
Total Admin Staff & Support Expense		59,040.73	13%	4,262.93	54,777.80	
DUES & FINANCIAL EXPENSE						
UUA Dues Expense						
5.100.300	Partner Church Dues Exp Bud	200.00	2%	200.00	-	Dues increased
5.100.320	UUA Dues Exp Bud	11,369.00	98%	1,033.50	10,335.50	Full UUA dues = \$22,738, pay @50%
	Total UU Organizations Dues Expense	11,569.00	2%	1,233.50	10,335.50	
Financial Expense						
5.100.650	Loan Debt Service - UUA	22,043.00	65%	(17,412.00)	39,455.00	Changed to interest-only 1705 x 11=18755+3288=22043.
5.100.655	Loan Debt Service - PNW Growth Fdtn Exp	3,526.02	10%	(4,423.98)	7,950.00	Changed to interest-only 260.32 x 11=2863.52+662.5=3526.02
5.100.457	Annual City/County/State Fees	3,200.00	9%	450.00	2,750.00	Updated to reflect actuals.
5.100.520	Banking & Credit Card Fees e.g.Vanco	5,400.00	16%	-	5,400.00	
	Total Financial Expense	34,169.02	7%	(21,385.98)	55,555.00	
Total Dues & Financial Expense		45,738.02	10%	(20,152.48)	65,890.50	
DISCRETIONARY EXPENSE						
Discretionary Expense						
5.100.757	Sunday Morning Contrib to Charity	6,133.00	43%	(667.00)	6,800.00	Offset by plate collections
5.100.758	Minister Discretionary Fund	600.00	4%	-	600.00	Offset by plate collections
	Undesignated Donation FB Exp	7,476.55	53%	7,476.55	-	Set to value of surplus of income over expenses to put in reserves
	Total Discretionary Expense	14,209.55	3%	6,809.55	7,400.00	
Total Discretionary Expense		14,209.55	3%	6,809.55	7,400.00	

Account #	Account Name	FY20-21 Budget	%	Difference	FY19-20 Budget	Notes
OTHER OPERATIONAL EXPENSE						
Facility Expense						
5.100.450	Telephone/Cable/Internet	3,200.00	5%	200.00	3,000.00	3rd phone line added for lift
5.100.460	Web Hosting Exp	300.00	0%	50.00	250.00	
5.100.470	Web Maintenance Exp Bud	100.00	0%	-	100.00	support for website
5.100.475	Technology Management	4,600.00	7%	3,100.00	1,500.00	CW -\$520, MS365 \$110, Support \$300, Server \$500, Zoom 10 licenses \$1500, Zoom Webinar \$1400, closed captioning program \$240
5.100.480	Office Expense	1,000.00	1%	-	1,000.00	
5.100.481	Postage Exp Bud	500.00	1%	-	500.00	
5.100.482	Printing / Copying	5,500.00	8%	-	5,500.00	
5.100.483	Constant Contact Email Service	425.00	1%	-	425.00	
5.100.550	Liability Insurance Exp Bud	7,450.00	11%	950.00	6,500.00	Antic. Inc of at least 5%. Dividend went down
5.100.452	Security Alarm System	500.00	1%	-	500.00	
5.100.453	Electricity - SCL	11,000.00	16%	1,000.00	10,000.00	Anticipated increase; added lift.
5.100.454	Water/Sewer - SPU	2,000.00	3%	-	2,000.00	
5.100.455	Waste/Recycling/Green	2,000.00	3%	(1,000.00)	3,000.00	One fewer recycling container now
5.100.456	Gas - PSE	4,500.00	7%	(500.00)	5,000.00	Actuals last year
5.100.451	Janitorial Supplies	1,500.00	2%	-	1,500.00	
5.100.458	Landscaping Exp	500.00	1%	-	500.00	
5.100.459	Building Maint Supplies & Small Labor	2,700.00	4%	200.00	2,500.00	New expenses: \$200 for AED batteries
5.100.461	Building Capital Reserve Exp-GF	3,000.00	4%	3,000.00	-	Building Capital Reserve (to be added to building fund)
5.100.462	Lift Phone Monitoring	360.00	1%	360.00	-	New expense
5.100.463	Elevator Fund Reserve Exp	-	0%	-	-	The lift is in, already!
5.100.471	Janitorial Service	8,000.00	12%	-	8,000.00	
5.100.484	Marketing and Advertising	-	0%	-	-	
5.100.726	AV Tech Expense	6,720.00	10%	840.00	5,880.00	52 weeks @120 (Nate for every service) plus Xmas Eve \$480 (2 svcs @\$240 each)
5.100.727	AV Equipment & Maintenance	225.00	0%	-	225.00	
	Real Rent Duwamish	648.00	1%	648.00	-	\$54 per month.
5.100.900	Transfers to Operations Cash Reserve Fund	-	0%	-	-	
	Total Facility Expense	66,728.00	14%	8,848.00	57,880.00	

Account #	Account Name	FY20-21 Budget	%	Difference	FY19-20 Budget	Notes
Fundraising & Rentals Expense						
5.100.819	Raise the Paddle Purchase Exp-GF	-	0%	-	-	<i>This is a net offset to 4.100.247.</i>
5.100.820	Auction Expense	2,000.00	89%	(9,000.00)	11,000.00	<i>Moved from \$10k to \$2, online due to covid-19 May 2021 directive.</i>
5.100.821	Rummage Sale Expense	-	0%	-	-	
5.100.822	Canvass Expense	250.00	11%	150.00	100.00	<i>No Stewardship event due to COVID-19 May 2021 directive.</i>
5.100.823	Misc. Fundraising Exp Bud	-	0%	-	-	
5.100.305	Facilities Rental Exp - single events	-	0%	(500.00)	500.00	
	Total Fundraising & Rentals Expense	2,250.00	0%	(9,350.00)	11,600.00	
Committees Expense						
5.100.222	Coffee and Other Kitchen Exp	1,100.00	9%	-	1,100.00	
5.100.710	Membership Exp Bud	500.00	4%	-	500.00	<i>Offset by 4.100.225.</i>
5.100.725	Worship Council Expense Budget	6,575.00	55%	(11,900.00)	18,475.00	<i>\$385 per engagement, + \$115 add'l for POC speakers, 15 guests</i>
5.100.756	Social Action Expense	-	0%	-	-	<i>Real Rent Duwamish in Facility expenses; trainings & retreats in 5.100.801</i>
5.100.759	Board Discretionary Fund	300.00	3%	200.00	100.00	<i>Christmas/end-of year-thank you's/auction/ etc. gratitude presents</i>
5.100.800	All Congr Social Events	175.00	1%	-	175.00	
5.100.801	All Congr Retreats and Trainings	3,000.00	25%	(600.00)	3,600.00	<i>\$750 offset from attendee donations, Training topics TBD</i>
5.100.829	Common Quest Exp	250.00	2%	250.00	-	
	Total Committees Exp	11,900.00	3%	(12,050.00)	23,950.00	
Total Other Operational Support Expense		80,878.00	17%	(12,552.00)	93,430.00	
<hr/>						
TOTAL GENERAL FUND EXPENSE		\$ 471,184.33	100%	\$ 29,639.03	\$ 441,545.30	
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WSUU Financial Report FY19-20

June 7, 2020 Annual Meeting

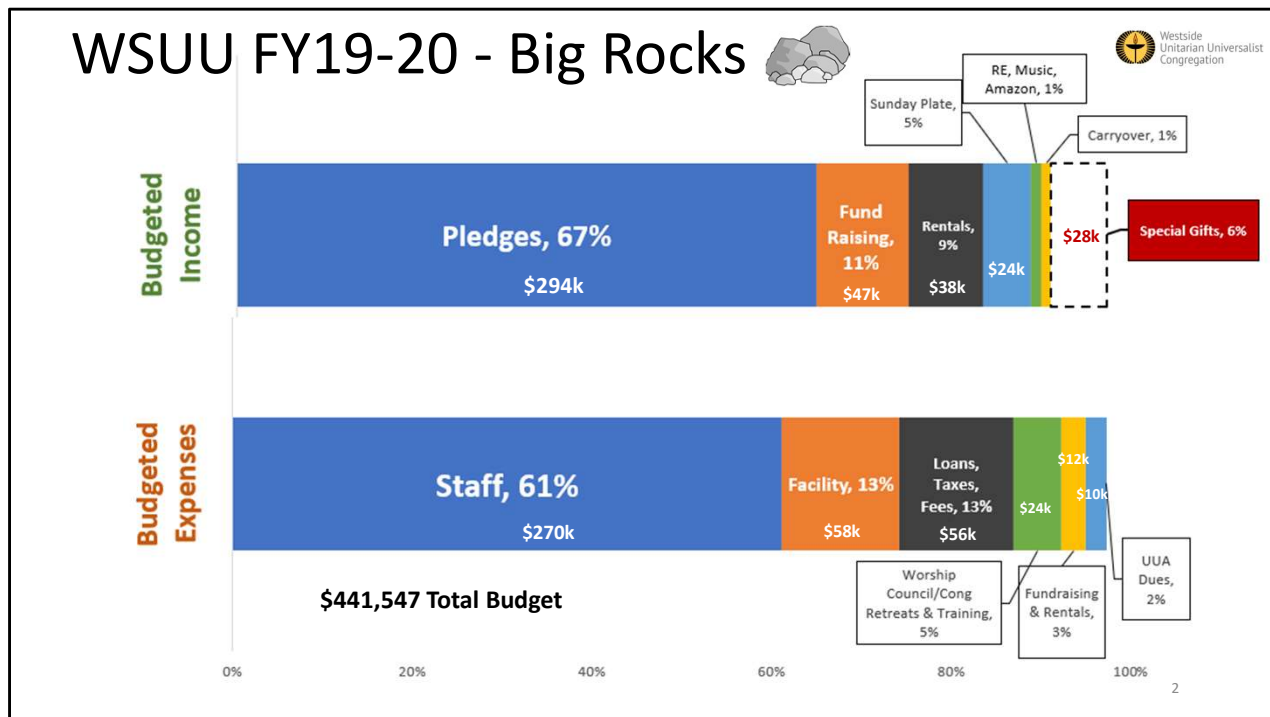
Shelley Webb, Treasurer

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Hi! Thank you all for your presence today! My name is Shelley Webb, and I am serving as Westside's Treasurer this year.

Toward the end of last year, when I served as the Westside board president, I told people that I was going to recover by hiding in a closet only doing math for a year. Little did I know how real that would turn out to be! It seems like I have been much of this year alone in my basement with Excel spreadsheets. 😊

Today, I will be presenting the financial report and the proposed budget on behalf of the Finance Committee, Paula vanHaagen, our Finance Committee chair, Alan Mendel, Shannon Day, and myself and on behalf of the WSUU board of trustees.



For those that might not be as familiar with Westside’s budget, I first want to provide a high-level view of our Income and Expenses. This graphic provides, at a high level, what I call our “big rocks”. To start, our budget for fiscal year 2019-2020 was \$441,547.

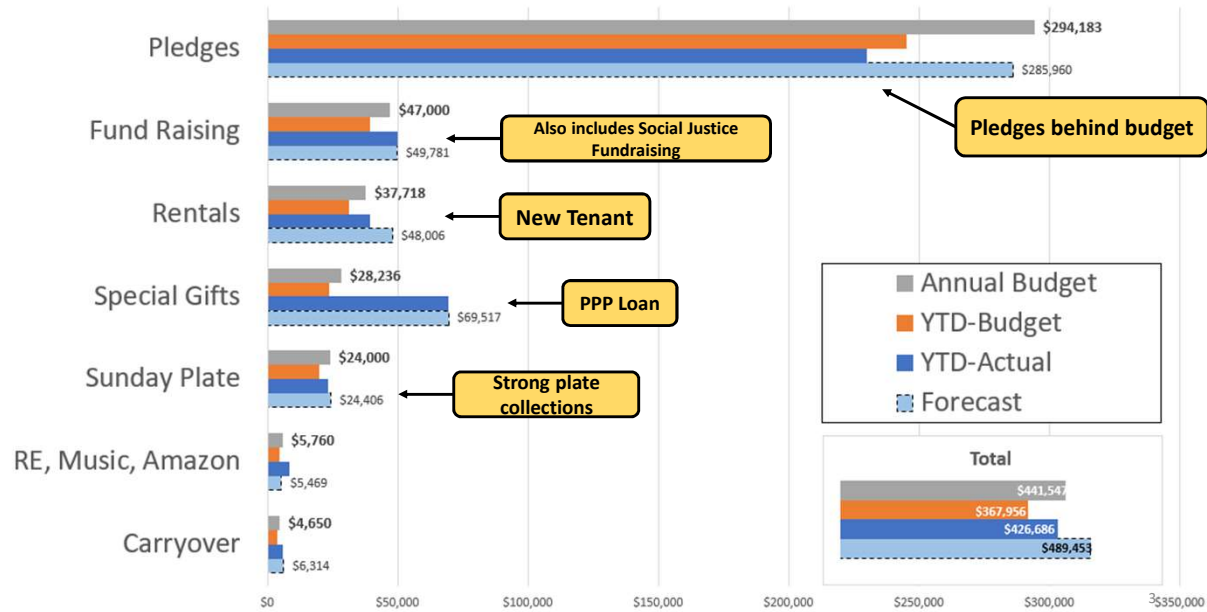
For Income, our “big rocks” are (1) Pledges, (2) Fund Raising (primarily the annual auction), (3) the rental of our building, and (4) the Sunday Plate. [Specific to this year, we had the benefit of Wake Now our Vision, a one-time initiative which partially matched future bequests to WSUU. This does not occur every year.]

For Expenses, our “big rocks” are (1) Staff, (2) the Building, (3) Loans Taxes, and Fees (this includes our mortgage payments for our building), (4) the Expenses for the Auction and (5) UUA Dues, which we are currently paying at 50%. [Note that the Worship Council and Cong Retreats & Training is extra-large this year because we thought Rev Christopher would not arrive until January, and we anticipated needing additional support up until that time.]

Pledges represented 67%. Ideally, pledges as a % of Total Income would be closer to 80%. On the Expense side, Staff + Loans are recommended to not exceed 70%, and we

are at 75%. This is partially reflective of the high cost of living in Seattle and fair compensation for staff in this geographic area. A good reason to continue to focus on increasing our pledges!

WSUU FY19-20 Income



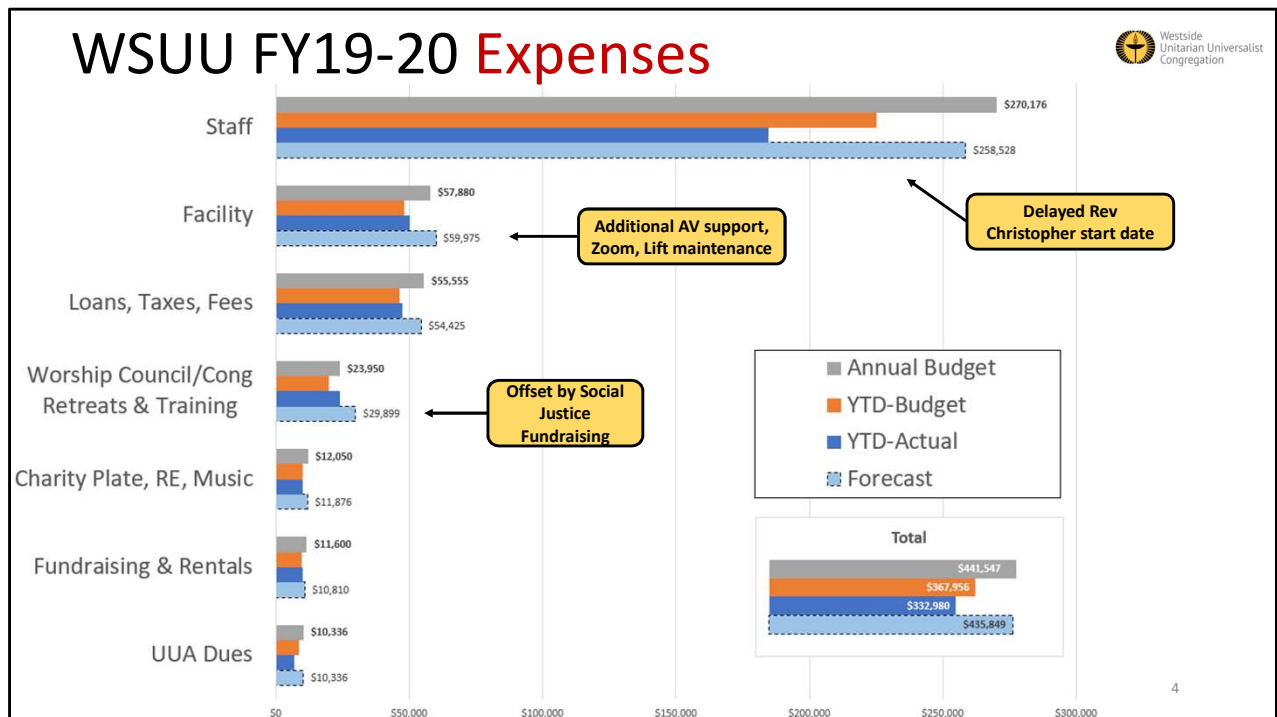
The gray bar is the budget, the orange bar is 10/12 of that budget, the blue bar is the Actuals as of the end of April, and the light blue bar with the dashed lines is where we believe we will end up by the end of the year (the Forecast). To note:

- Pledges are behind budget, not unexpected during a global pandemic, but we are still projecting that we will receive 97% of budget.
- Fund Raising is coming in higher. Much of the amount that is above budget is due to Social Justice Fund Raising and is being directly offset in the Expenses related to Social Justice.
- Rental income is coming in higher. When this budget was developed, Sweet Pea Cottage pre-school had decided to cease operations at all of their satellite campuses, including West Seattle. We did not yet have a replacement renter, and we did not project income for the summer, and in addition, we projected a potentially lower rental rate. Leaps & Bounds is our new renter at a fair rental price for their capacity needs. Meaning, they use the building for more hours than the pre-school, but we also receive more rent for that usage.
- Special Gifts are also coming in higher. The \$28k in the budget was for the Wake Now our Vision income. This is also where the PPP Loan income is being categorized, a government loan to small employers that will be forgiven if it is spent on a certain distribution of staff salaries, building expenses, and interest payment on

mortgages within a certain amount of time. The PPP Loan is a one-time budget relief that will not be available to WSUU in future years.

- The Sunday Plate continues to come in strong.

Overall, we are projected to end the year with about \$48k more than budgeted.



Now, let's review Expenses. As with the Income slide, the gray bar is the budget, the orange bar is 83% of that budget, the blue bar is the Actuals as of the end of April, and the light blue bar with the dashed lines is the Forecast.

Overall, the Forecast matches pretty well with the budget, but there are some variances. To note:

- Expenses for Staff compensation is Forecasted to be lower than budgeted, primarily due to the delay of Rev Christopher's start date.
- Facility expenses has had ups and down due to COVID-19, but overall are coming in slightly higher than expected due to additional AV support, Zoom, and lift maintenance costs that were not accounted for when the budget was developed.
- Here, we also see that Worship Council & Congregational Retreats & Trainings Expenses are coming in higher than planned, but this is directly offset by Fund Raising for these activities
- **Overall, we are projected to end the year with about \$5,500 less expenses than budgeted.**

At this time, we are projecting that we will end the year with **\$53,500**. This difference is primarily driven by the PPP Loan, the benefit of a full-time tenant, and the delayed

start of Rev Christopher.

\$53,500. That is a big number. I want you to hold that amount in your head, because we are going to need and use that money for the budget in the 2020-2021 fiscal year.

WSUU Proposed Budget FY20-21

June 7, 2020 Annual Meeting

Shelley Webb, Treasurer

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So with that, I am going to transition to the budget proposal. But I'm not going to start talking numbers right away. I believe it's important to provide a back drop for the proposed budget before we dive in.

2020-2021 - The Back Drop

The proposed FY2020-2021 Budget reflects

- The generous commitment of our members that are pledging their continued support of our congregation,
- Compassion for people's individual financial circumstances during unprecedented and uncertain times,
- The hard work of the Finance Committee that has been working diligently to secure all available resources to help us now and into the future...

All the while understanding that social justice and equity work should not stop, and is as important and as critical as it ever has been.

Vulnerable US jobs by geography amid COVID-19



On Thursday, May 14th, our Unitarian Universalist Association of Congregations shared this special announcement:

"Based on advice from experts, we continue to recommend that congregations not gather in person. We also recommend that congregations begin planning for virtual operations for the next year (through May 2021)."

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We are in the midst of a global pandemic with is impacting people's finances. Additionally, the UUA has recommended that congregations not gather in person and plan for virtual operations through May 2021. We have received money from the Paycheck Protection Program, the PPP Loan, although it can only be used on certain things in a certain way in order for the loan to be forgiven. It has been a complicated year!

This time last year, I told a story about when I was a kid, and a neighborhood teenager knocked on our door and offered to mow our family's lawn for \$20. For me, the person tasked with picking up all the pine-cones in the yard before it was mowed, I was so excited about the idea of not having to do this! My dad turned down the offer, and I asked my dad why wasn't it worth it. To which my dad responded, it's totally worth it! But when you don't have \$20, you don't have \$20. That was last year. This year, it is more like my dad has \$40, but he's also expecting to be furloughed from his job next month. With that, we've had more choices this year, but we also have had our eye on the future. This budget reflects that balancing act.

WSUU FY20-21 Budget - Assumptions



Assumptions with uncertainty in Red.

Income Assumptions

- Pledges @\$285k (down 3%)
- Auction raised minus expense @\$20k
- Raise the Paddle (to General Fund) @\$15k
- Leaps & Bounds rental @\$36k
- Carryover @\$53.5k – Positive impact items outweighed additional expenses (PPP Loan, Pre-school replacement, delayed minister start)
- Special Gifts @\$8.2k (WNOV)
- 2 Pie Sales (No Soup Lunches, No Book Sale)

Expenses Assumptions

- Interest Only Loans (- \$22k) (reduction)
- UUA Dues @50% = \$11.4k
- No significant changes to RE or Music
- Gives and takes (money spent, money saved in our new virtual world)

Equity & Social Justice!

- Special training & retreats @\$3k
- Real Rent Duwamish \$54 per month
- Increased compensation for Sunday Worship guests
- Non-ministerial Staff compensation at Parity and adjusted hours (+\$5k)
- Continued 1/3 of Sunday Plate toward designated charities



Celebrations!

- Installation @\$1.5k
- Ordination @\$800



Reserves!

- Building Capital Reserve @\$3k
- General Reserves @\$7.5k



OK, so with that in mind – Uncertainty! Complexity! – I introduce the proposed 2020-2021 budget. Before looking at the bottom line, it is first key to understand the assumptions.

We have highlighted the Assumptions with uncertainty in Red.

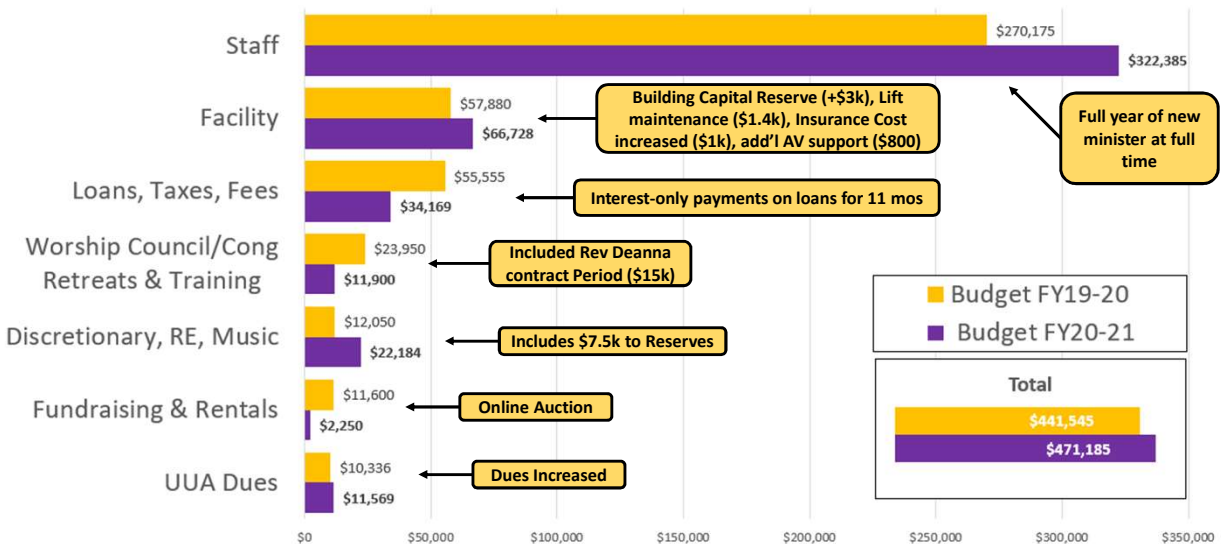
- For **Income**, Pledges are down both from a loss of membership as well as a decrease in what current members are able to pledge. We are happy to report that the projected pledges, despite the circumstances, are only 3% less than prior year's projection at this time. We understand that this may change as time goes on, and we will adjust and engage the congregation as warranted.
- We are planning for fully virtual gatherings through May 2021, consistent with the UUA recommendation. This will impact our auction, which has provided (in recent years) approximately \$40,000 in net income (\$50,000 income minus \$10,000 in expenses). The budget assumes half of that amount will be realized, down to \$20,000 (\$22,000 in income minus \$2,000 in expenses). The WSUU auction raises money primarily through auctioning off events that involve people gathering together. In full transparency, there is not a clear line of sight into what the auction will be able to "sell" to raise the \$22,000. That said, there are a lot of creative minds in our congregation, and budgeting something seemed more realistic than budgeting

nothing.

- Additionally, in this budget, Raise the Paddle (the portion of the auction which inspires attendees to make a direct contribution toward a special project), instead of contributing to a special project, will contribute directly to the General Fund.
- For our Rental Income, Leaps & Bounds is our new renter at a fair rental price and for the full year. We understand that this could change as time goes on, and we will adjust and engage the congregation as warranted. For now, the budget assumes that they will be able to fulfill their rental agreement.
- Now, we all held the \$53,500 number in our minds. That carry-over from the 2019-2020 budget is going directly into the 2020-2021 budget.
- Remaining Income assumptions includes Wake Now Our Vision – this came in four installments and the fourth installment is coming in this coming fiscal year – and 2 pies sales but no soup lunches and no book sale.
- On the **Expense** side, we have another gift of relief. The holders of our two building loans are allowing us to make interest-only payments, a value of \$22,000 (this will extend out the length of our loans by one year). This is a one-time budget relief that will not be available to WSUU in future years.
- The budget proposes that we continue to pay our UUA dues at 50%.
- On the right side of the slide, I have grouped additional Expenses in three categories: Equity & Social Justice, Celebrations! And Reserves!
- Under Equity & Social Justice, there is \$3,000 allocated to special training & retreats.
- We also propose that we officially become "Real Renters" by contributing \$54 a month to Real Rent Duwamish to serve as a reminder of the 54,000 acres of homeland that the Duwamish Tribe signed over to settlers in 1855. Real Rent calls on people who live and work in Seattle to make rent payments to the Duwamish Tribe. All funds go directly to Duwamish Tribal Services (DTS) to support the revival of Duwamish culture and the vitality of the Duwamish Tribe.
- This budget also reflects increased compensation for Sunday Worship guest speakers from \$250 per engagement to \$385, which is the UUA guidelines, and up to \$500 for speakers from marginalized populations including BIPOC speakers.
- We were also able to make changes to non-ministerial staff compensation so that they are at parity, and added additional hours where needed. This specifically applies to our DRE, Music Director and Congregational Administrator. Compensation for our non-ministerial staff is not yet at parity with the compensation for our new minister, but we were able to propose incremental changes toward that goal.
- Also in this coming fiscal year, we will be holding an online installation ceremony for Rev Christopher and hosting an online ordination ceremony for our beloved Matt Aspin!
- And to close, we propose that we allocate \$3,000 to our Building Reserve and \$7,500 to our General Fund Reserve that will help provide some security for unknown,

future circumstances and financial stability in the out-years.

WSUU FY20-21 Budget - Expenses



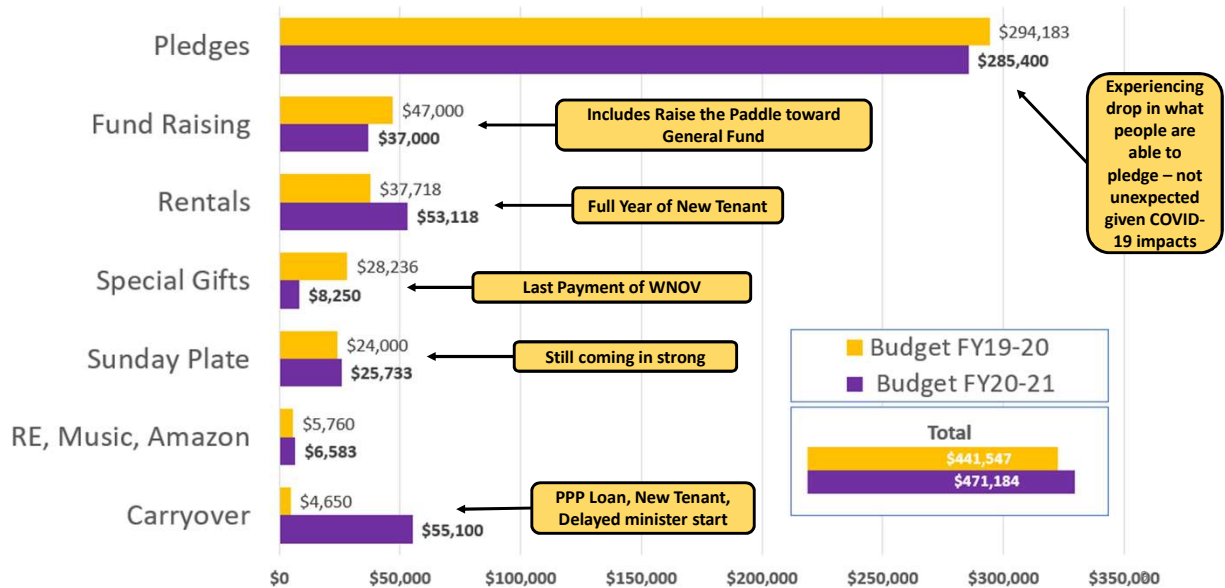
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The following two slides will compare the 20-21 budget to the 19-20 budget that was approved this time last year.

- Staff is higher due to a full year of a new minister,
- Facility is higher, partially attributed to the \$3,000 we are proposed to allocate to the Building Fund and partially because of other additional increases attributed to the lift maintenance, increasing insurance costs and AV support.
- Loans, Taxes, Fees is lower due to the interest-only payments for 11 months of the 20-21 fiscal year.
- The Worship Council budget is lower because in last year's budget, \$15,000 was set aside for gap ministerial needs.
- The Discretionary category includes \$7,500 to Reserves.
- Expenses for an online auction are much less than in person (no facility to rent, no food, etc.)
- And the UUA Dues have increased.

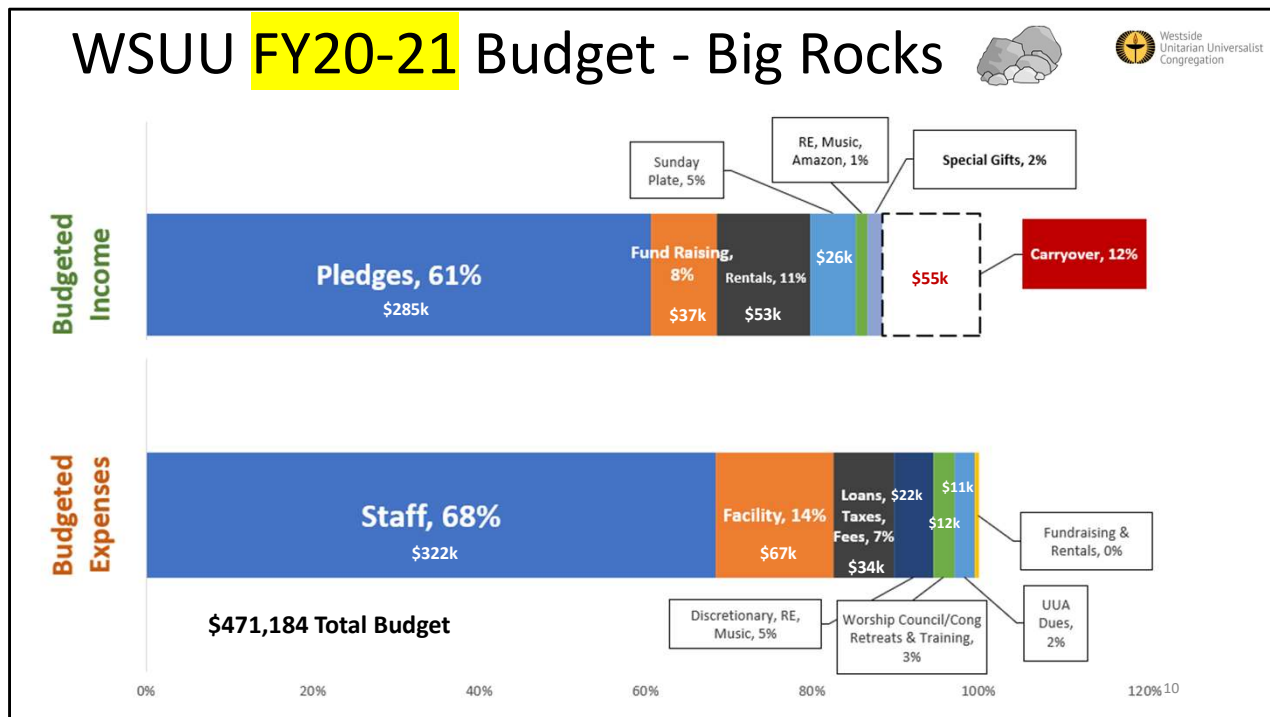
The proposed budget overall is \$471k, up approximately \$30k from last year.

WSUU FY20-21 Budget - Income



- For income, you can graphically see the drop in projected pledges.
- Other differences you can see are the drop in projected income from Fund Raising, even though Raise the Paddle is now included in the General Fund
- Rentals are up due to the full year of Leaps & Bounds,
- For Special Gifts, there is only one Wake Now our Vision payment left.
- And lastly, we have the Carry-over from the prior budget year.

WSUU FY20-21 Budget - Big Rocks



Back to the Big Rocks view, the big rocks are still the big rocks, but here you can see instead of Wake Now our Vision closing the gap, it is the large carry-over from this current fiscal year.

We are anticipating a similar gap in the 21-22 Budget, so we believe it is important to contribute to our Reserves to help ensure the longevity and solid foundation that we want to provide to our new minister and his family.

FY20-21 Budget – To Westside...



- This budget has been **thoughtfully prepared** by the Finance Committee and has had **multiple reviews** with the WSUU Board.
- A budget should not be thought of as rigid, but as a **plan**.
- **While the budget reflects fund-raising income is less usual, this plan & budget should not constrain our creativity!**
- Looking to the year after next (2021-2022), we anticipate that we will need additional income than we are currently projecting, and so we have allocated money to **Reserves** for future years.
- This plan & budget also allocates money to the **Building Fund**.

Thank you all for supporting this vibrant congregation
with your financial contributions
in addition to many, many other gifts of time and love!

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- This budget has been thoughtfully prepared by the Finance Committee and has had multiple reviews with the WSUU Board.
- A budget should not be thought of as rigid, but as a plan.
- While the budget reflects fund-raising income is less usual, this plan & budget should not constrain our creativity!
 - Our budget doesn't limit us — if we can raise more money, let's do it!
- Looking to the year after next (2021-2022), we anticipate that we will need additional income than we are currently projecting, and so we have allocated money to Reserves for future years.
- This plan & budget also allocates money to the Building Fund (current building fund is \$77k, this will bring it to \$80k).

Thank you all for supporting this vibrant congregation with your financial contributions in addition to many, many other gifts of time and love!

WSUU 2020-2021 Budget FAQ

This church year is a time of extraordinary circumstances, and our budget reflects those circumstances. We've prepared this list of questions and answers to explain significant differences from last year's budget, which was also a unique time in the history of WSUU.

For the upcoming church year, we are able to balance our budget and avoid severe cuts due to significant carry-over from the current church year. Last church year, we were able to balance the budget by using the one-time gift from the Wake Now Our Vision program that partially matched planned giving to WSUU. In future years, we will need to focus more on increased pledge income, driven both by growing membership and the generosity of current members.

Income

Q: Why are Pledges down?

A: Pledges are down both from a loss of membership as well as a decrease in what current members are able to pledge. The current global pandemic has impacted members financially in different ways, and the Stewardship Committee has done a phenomenal job navigating this uncertain time. We are happy to report that the projected pledges, despite the circumstances, are only 3% less than prior year's projection at this time. We understand that this may change as time goes on, and we will adjust and engage the congregation as warranted. Pledges, both for this fiscal year and any carry-over from the prior year, are 61% of the budget. Ideally, this would be closer to 80%.

Q: Why are "Other Donations" down from the prior year?

A: The Wake Now Our Vision program, which partially matched future bequests to WSUU, accounted for approximately \$28,000 of last year's budgeted income. The program provided payments in four installments, and the fourth of the four installments will happen in this year's budget. The last installment, like the prior three, is a one-time event that will not be available to WSUU in future years.

Q: Why is "Fund Raising" down?

A: The UUA has issued a directive for congregations to not meet together in person until May 2021. This will impact our auction, which has provided (in recent years) approximately \$40,000 in net income (\$50,000 income minus \$10,000 in expenses). The budget has decreased that amount in half, down to \$20,000 (\$22,000 in income minus \$2,000 in expenses), considering that this auction will be offered online. The WSUU auction raises money primarily through auctioning off events that involve people gathering together. In full transparency, there is not a clear line of sight into what the auction will be able to "sell" to raise the \$22,000. That said, there are a lot of creative minds in our congregation, and our board has already learned from other congregations how to manage an successful auction online.

Additionally, in this budget, Raise The Paddle (the portion of the auction which asks attendees to make a direct contribution toward a special project) contributes directly to the General Fund

for FY 2020-21. The Board and Finance Committee made this decision to address the financial challenges we may face due to the global COVID-19 pandemic. Total Fund Raising includes both the auction and Raise The Paddle.

Q: Why is “Affinity Programs” up?

A: Affinity programs are our opportunities to earn income by ordering Amazon via the link on the wsuu.org website or by collecting Thriftway receipts (which can be mailed in or dropped in the church mail box!). These affinity programs are going strong and growing (with your help!).

Q: Why is “RE Income” down?

A: In recent years, the RE Council has generously contributed to the General Fund by committing to host soup lunches as a way to raise money for the congregation. This year, given we cannot meet together in person until May 2021, there will be no soup lunches. As with any source of income, all creative ideas are welcome as a replacement! At the time of the budget development, however, it was determined to not assume a replacement.

Q: Why is “Programs and Misc. Income” so much higher?

A: We are projecting a surplus at the end of 2019-20 due to the PPP Loan of \$42,000 (a government loan to small employers that will be forgiven if it is spent on a certain distribution of staff salaries and building expenses within a certain amount of time to support employers during the pandemic), a replacement renter at full-capacity (original budget was at partial capacity, see below), and a great auction! In total, we are projecting that \$53,500 will be carried over from the 2019-2020 budget to the 2020-2021 budget. The PPP Loan, one of the primary drivers of the carry-over, is a one-time budget relief that will not be available to WSUU in future years.

Q: Why is “Rentals” higher?

A: When the 2019-2020 fiscal year budget was developed, Sweet Pea Cottage pre-school had decided to cease operations at all of their satellite campuses, including West Seattle. We did not yet have a replacement renter, and we did not project income for the summer in addition to a potentially lower rental rate. Leaps & Bounds is our new renter at a fair rental price and for the full year. We understand that this could change as time goes on, and we will adjust and engage the congregation as warranted.

Expenses

Q: Why is total ministerial compensation higher than in 2019-20?

A: The 2019-2020 budget accounted for a delayed start date of January 2020 for our called minister, Rev. Christopher Wulff, due to the time required to secure an R1 visa for him and R2 visas for his family, and therefore we budgeted only half of his salary. We anticipate that this process will have completed by the start of the 2020-2021 fiscal year, and the budget reflects a full year’s compensation.

Q: What are the “Minister Additional” costs shown in the budget?

A: These are one-time expenses related to the installation of Rev. Wulff as well as the ordination of Matt Aspin, a beloved member of our congregation who has completed his seminary work this

year! Both events will be online or “virtual”, and both reflect the anticipated decreased expenses since they will not be in-person events. This line item in the 2019-2020 budget reflected moving expenses and anticipated legal fees to support the R1 visa process.

Q: What changes happened to non-ministerial Staff Compensation?

A: Our goal is to achieve parity in compensation and benefits across all staff. This year, we were able to make changes to achieve parity across all non-ministerial staff (RE Director, Music Director, Congr. Admin), while acknowledging that there will be more work to do in the future so that there is parity with the minister, as well.

Parity is defined as

(1) Fairness in compensation, which is measured relative to the UUA recommended guidelines for our geographical area (Seattle, Geo Index 5) = $(\text{Salary} + \text{Housing}) / \text{Midpoint of UUA} \times 100$ = Compensation Ratio.

Compensation ratios for staff for 2020-2021:

- Minister – 99.2%
- Non-ministerial Staff – 97.5%

The budget includes a 5.3% increase for the Congr Admin, 1.25% for the Music Director and no change for the RE Director.

(2) Fairness in benefits across Medical, Dental, Life, Long Term Disability, and Retirement Contribution

For fiscal year 2020-2021, changes were made to Medical insurance benefits to non-ministerial staff that were budget-neutral to WSUU, but which enable the benefit to be tax-deductible for the staff. It is not yet on parity with the Ministerial health insurance benefits. Additionally, the minister will have Dental, Life, and Long Term Disability benefits, which we are not yet able to offer to non-ministerial staff.

All staff receive 10% of salary + housing toward retirement.

Q: Did any other Staffing change?

A: Additional summer hours for the Congr Admin, more in line with the work actually being done, were added to the budget as well as hours for a music assistant (at less cost than more Music Director hours).

Q: Why did “UUA Dues” go up?

A: The Dues went up this year. Note that we are paying at 50%. Full Dues would be twice this amount.

Q: Why did “Loans, Taxes, Fees” go down?

A: The holders of our two building loans are allowing us to make interest-only payments on our loans, --- a value of \$22,000 (this will extend out the length of our loans by one year). This is a one-time budget relief that will not be available to WSUU in future years.

Q: Why did “Discretionary” go up?

A: Discretionary includes the amount of money we are able to contribute to Reserves for future years. While we are able to close the budget this year, in the 2021-2022 fiscal year, we will not have the benefit of the PPP Loan or interest-only loan payments. We currently have \$32,000 in reserves from prior-year carry-over which includes bequests to the church. The 2020-2021 budget includes \$7,500 additional to be contributed to reserves to raise it to \$39,500.

The total anticipated gap (Expenses minus Income) in the 2021-2022 fiscal year could be as high as \$73,000. Building up our Reserves is critical for the future.

Q: Why did “Facility” go up?

A: In addition to contributing to Reserves for our General Fund, it is also critical that we set aside funds for the care of our building. The 2020-2021 budget incorporates \$3,000 toward the Building Fund.

Q: Why did “Fundraising & Rentals” expenses go down?

A: Due to the UUA directive to not gather together in person until May 2021, the expenses typically incurred to put on the auction (facility rental, food, etc.) will not be incurred.

Q: Why did “Committees” go down?

A: In the 2019-2020 budget, \$15,000 was included in the Worship Council expense line (under “Committees”) to “bridge the gap” between our interim minister and our called minister. At the time, we did not know how it would be used, but we knew we would need it! That money was used for the contract ministry for our beloved Rev. Deanna for the time between September-December 2019. In January 2020, a new contract with Rev. Deanna was put in place, and the cost for that came out of the Minister Compensation budget item.

We no longer need the \$15,000 in the budget, but also worth noting is that we are now paying guest speakers for Sunday Worship at the UUA recommended rate of \$385 per speaker (up from \$250). Additionally, for POC speakers, there is budget for up to \$500 per speaker.

MINUTES: ANNUAL MEETING OF WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION

JUNE 7, 2020

WELCOME AND CHALICE LIGHTING:

Jade welcomed members to the space by offering some of her thoughts about our time together. Rev. Deanna Vandiver offered a chalice lighting and set intentions for the meeting. She invited attendees to participate in an embodied energy practice to bring the congregation in to the virtual space and our time together.

Jade shared her screen to review the meeting agenda and shared the following: We will use the raise hands feature and the chat throughout the meeting to make a motion and have discussion. The Board tried to simplify the annual meeting to be respectful of people's time. Members were encouraged to shape their thoughts carefully to bring to bear questions that would impact their ability to vote for a motion. The congregation was invited to reach out to the Board with additional questions or discussion that does not impact their ability to vote following the meeting. Roseanne will be managing the chat to answer questions or concerns.

Jade shared that we have a quorum.

APPROVAL OF MINUTES:

Peggy Abby moved to accept the June 2, 2019 annual meeting minutes, distributed to the congregation prior in the annual meeting packet. Simon Knaphus seconded. Jade invited discussion and proposed amendments. There were none. Voting will take place through a Google document at the end of the meeting.

REPORT FROM 2019-20 PRESIDENT AND BOARD:

Jade invited discussion and questions about committee and staff reports and there were none. She encouraged the congregation to read them if they haven't already to get an idea of what the rest of the congregation is doing.

Jade shared a slide of the vision statement for the Board's goals this year. She shared the following: The Board is committed to centering equity and anti-oppression principles throughout all its work and providing leadership and engagement in applying an equity lens to all of the WSUU community. This year's Board adopted and lived by a covenant reflecting this vision statement. We realigned and readjusted our priorities given the uncertain times and circumstances we have faced without a called minister. Gratitude was shared with Rev. Deanna for holding space for our congregation through this time. The Board emphasized relationships over task and hearing all voices, including the voices at the margins.

IMPROVE OUR FINANCIAL STABILITY: Jade shared that the Board has worked hard at improving our financial stability. Shelley will be sharing more on that later in the meeting.

IMPROVE OUR OPERATIONAL STRUCTURES: The Board worked hard to shift our governance structure, looking at shifting perhaps from Roberts Rules to a Consensus Model of governing, which may be a multi-year, congregation and Board project. That also includes pathways to leadership in our community and how we engage our Nominating Committee.

STRENGTHEN THE HEALTH AND VITALITY OF THE COMMUNITY: Jade shared that the Board has made ourselves available as much as possible to understand congregational needs.

BRING REV. CHRISTOPHER WULFF TO WSUU: Jade shared that the Board has given it our all to bring Rev. Christopher to WSUU and there were many challenges along the way. We recently applied for premium processing with USCIS. This option will be opening on June 8th in which USCIS promises 15 days for adjudication. Rev. Christopher and the Board are trying to remain current on how to position ourselves for the quickest transition. The hope is we will have a transition service on 6/28 to say goodbye to Rev. Deanna and welcome Rev. Christopher. We are very excited for Rev. Christopher to join us in an online capacity once he has his visa.

ADDRESS SOCIAL JUSTICE AND EQUITY NEEDS OF THE CONGREGATION: Our board focused significantly on social justice and equity needs of the congregation in many areas including care cluster establishment and how we grow leadership. Jade invited this question to the congregation: how do we want to show up in the world going forward during the middle of a pandemic with such an outcry for justice? The Racial Justice Change Team (RJCT) has been considering this question and doing research on coalitions that are already existing and doing this work of which Westside can be a part. One of them is the Faith Action Network (FAN) which we voted to join at our 2019 annual meeting. Jade invited Tony to share an update on this:

Tony shared an RJCT update as RJCT's Board Liaison: At WSUU's last meeting we voted to join FAN. FAN put out a Statement Against Police Brutality Against People of Color. As a member of FAN, Westside has an opportunity to join other faith communities taking action against systems like policing that uphold white supremacy and harm communities, especially communities of color. Tony invited members of Westside to join a taskforce to determine effective ways for WSUU to support this important work. Anyone interested is invited to email Tracy Burrows at teburrows@zoho.com. We will be using WSUU's Equity Decision making tool to guide our decisions.

Jade shared that the Board is in process of forming a COVID-19 Advisory Task force. This task force along with Westside leadership will identify ways to manage tasks that go along with the pandemic. The Board is looking to bring people with specific areas of expertise and backgrounds to offer support. The Board will be following up with details in the coming weeks. Jade turned the meeting over to Shelley Webb, WSUU Treasurer, to share our financial summary and proposed 2020-21 budget.

FINANCIAL SUMMARY AND PROPOSED FY 2020-21 BUDGET:

Shelley shared her screen and shared the WSUU Financial Report for fiscal year 2019-20. Gratitude was shared with the Finance Committee for all of their hard work. Shelley shared the "big rocks" high level view of our income and expenses. Overall, the forecast matches pretty well with budget. We applied for

and received the Paycheck Protection Program (PPP) loan this fiscal year which will offer us a one-time budget relief. If spent correctly (details outlined by the Small Business Association) we will be able to apply to have this loan forgiven. Westside is projected to end the year with a carryover of \$53,500.

With that, Shelley presented the proposed budget for fiscal year 2020-21. She shared the back drop for this proposed budget. We are in the midst of a global pandemic which is impacting what congregants can contribute. The UUA has recommended that congregations not gather in person until May 2021, which Westside is planning for in this budget. Shelley summarized the assumptions going in to our 2019-20 budget.

Shelley shared key equity and social justice assumptions:

- We will be contributing \$3,000 for special training and retreats
- We will be contributing to Real Rent Duwamish at \$54 a month as a reminder of the 54,000 acres in land that the Duwamish signed over the settlers in 1855.
- We have increased compensation for Sunday worship guests, consistent with UUA recommendations.
- We were able to adjust non-ministerial staff compensation to have them at parity with UUA compensation guidelines.

Chris and Kristina Darnell raised a question: Why is the janitorial money still in the budget while we aren't using the building at this time? Jade shared that the budget decision was made to keep \$8,000 in the janitorial fund before the UUA issued its recommendation that virtual services continue through May 2021. We are navigating with our current renter what she needs in order to feel safe using the building, which may include janitorial services. We will also be using some funds to take care of damage from a recent rain storm that brought water in to the downstairs area. We will continue to navigate moving these funds around as needed.

Don Wahl moved to approve the 2020-21 budget. Marion Kee seconded.

NOMINATING COMMITTEE REPORT:

Amy Hance-Brancati shared deep gratitude for the rest of the Nominating Committee, Don Wahl and Mia Shaughnessy for their work together this year. She acknowledged the current global pandemic and that in spite of those challenges they are proud to have picked their slate for the 2020-21 church year. Amy acknowledged that they kept the Equity Decision-making tool in mind and also who would utilize the tool next year. The Nominating Committee worked collaboratively and remained transparent. They communicated openly and honestly and created space where they could disagree with one another. Amy presented the following slate for the 2020-21 year:

Election of Board of Trustees

President – Vanessa Shaughnessy
Vice President – Marissa Ohoyo
Secretary – Liz Berggren
Treasurer – Shelley Webb
Past President – Jade Lowry
Trustee (2nd year of 2-year term) - Thomas Terence

Trustee (2nd year of 2-year term) - Tony Ricardi
Election of Nominating Committee

Mia Shaughnessy (Chair)
Kristina Darnell
Simon Knaphus

Tami and Marissa Ohoyo moved to accept the Nominating Committee and Board of Trustees slate for the 2020-21 church year. Sue Holly seconded the motion. Jade invited discussion and there was none. There were congratulations and gratitude shared for their incoming service.

Roseanne Lorenzana shared the Google document for voting in the chat. Members were given 5 minutes to click the link and vote.

VOTING:

Google doc votes – Shannon Day announced there is a clear majority of approval for all four of the following items:

- Approval for June 2, 2019 Minutes: unanimous approval as written
- Approve FY2020—2021 Budget: majority approval with 2 abstentions
- Approve 2020—2021 Board Slate: unanimous approval
- Approve 2020—2021 Nominating Committee Slate: majority approval with 1 no approval

REPORT OF PRESIDENT ELECT:

Jade welcomed our incoming Board President Vanessa Shaughnessy and introduced her to speak. Vanessa shared her gratitude for last year's Board. Her intention is to keep the forward momentum of this year's Board. She expects we will continue to prioritize equity, transparency, accountability and relationship. Vanessa shares her desire to be persistent in her work of anti-racism and is so grateful to be in community with everyone. She believes we will be able to navigate challenges with our new called minister, Rev. Christopher.

APPRECIATIONS: Jade shared appreciations to the Board for their love and commitment to the work. All Board members will be receiving elephant key chains. She shared appreciations for the staff, Transition Working Group, and Nominating Committee for their support.

Shelley shared appreciations to President Jade Lowry with a "time out" basket and a jade elephant. Shelley shared a thank you to Jade for her leadership this year with hope that she gets time to herself to rest.

CLOSE OF MEETING:

Rev. Deanna released the chalice and shared closing words. Jade adjourned the meeting at 1:39pm.

Aimee Schiefelbein, Secretary