

**FIRST UNITARIAN CHURCH OF PORTLAND**  
**Meeting of the Board of Trustees**  
**Regular Meeting, June 28, 2007**

**Present:** Cindy Cumfer (Moderator), Randy Russell (1<sup>st</sup> Vice Moderator), Marilyn Scott (2<sup>nd</sup> Vice Moderator), Kathryn Estey (Secretary), Don Watne (Treasurer), Helena Lee, Pat Malone, Teri Martin, Dave Patterson, Pierre Provost, Ron Yoder, Tom Disrud (Associate Minister), and Incoming Board Members: Allison Frost, Jim Shorr, Dale Wright

**Absent:** Marilyn Sewell (Senior Minister)

**Staff:** Candace Clarke (Church Administrator), Jan Larson (Administrative Assistant)

**Guests:** Barbara Dow, Stephen Cross, Bill Michtom

**Minutes:** Jan Larson

**Process Observer:** Don Watne

**Time Keeper:** Marilyn Scott

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**Summary of decisions**

The Board agreed by consensus to the following:

1. To request the COG and Covenant Committees to draft goals and objectives for the year relative to their committees for approval by the Board.
  2. To call Special membership meeting to call Kate Lore as Minister.
  3. To approve Marilyn's Letter of Agreement
  4. To approve Safe Church Policy.
  5. To transfer reserve funds as recommended by the Finance Committee to cover the deficit.
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**To do list:**

1. The BOC will confer on whether to hold a July BOC meeting.
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The Meeting was called to order at 7:05 p.m.

There was a quorum with 12 Board members present.

The May 2007 minutes were accepted by consensus.

**Announcements:**

- Tom presented the Breakthrough Congregation award plaque to the Board.
- There will be no regular Board of Trustees meeting in July. The Board agreed to take a summer break.

**Agenda Review:**

Item #3 (Governance Policy recommendations) from the Consent Agenda items was moved to the full Agenda to allow for additional discussion.

**Open Mic for Congregants:** Bill Michtom suggested renaming the Committee on Generosity to reflect a focus on educating the congregation on what it takes to run the church. Barbara Dow asked for a church committee list.

**Action Items Reviewed:**

None

**Consent Agenda Items:**

1. The BOC recommends that the Committee on Generosity draft a goal for the year that addresses improving generosity in the church and the objectives that will allow us to reach that goal along with steps to realize the objectives. The BOC recommends that the Covenant Committee draft a goal for the year to finalize the members' behavioral covenant this year, along with objectives and steps to reach that goal. The drafts will be subject to Board approval. The Board agreed by consensus.

2. Item # 2 was removed from the agenda.

3. Item #3 was moved to the full agenda.

4. The Executive Team has recommended to the Board that the congregation call Kate Lore to serve as our Social Justice Minister. Kate would act as minister for the Social Justice program and would also do some pastoral work and preach a bit more than she does now.

In order for the congregation to call Kate, the Board must authorize a special meeting of the members. 30% of the voting members are required for a quorum. The ET has proposed that the membership meeting occur on September 30 when Kate is preaching. The meeting would occur between services. If we do not have a quorum, the vote by mail process will be initiated. Kate is being ordained at the end of October. The Board agreed by consensus.

5. Cindy spoke with Jonathan Ater who recommended a change to item #8 of Rev. Sewell's Letter of Agreement. The Board agreed to this recommended change and to the Letter of Agreement by consensus. The following change to Point 8 is noted here in italics: The minister shall retain all intellectual property rights to her *church related work product...* (previously worded as "research, notes, sermons, books, speeches and other products of her work").

6. The Board agreed by consensus to adopt the Safe Church policy.

**Election of Board Officers and Approval of Standing Committees**

The Board agreed by consensus to Randy Russell being named Board Moderator.

Randy presented his slate of officers and these were all approved by consensus:

Marilyn Scott – 1<sup>st</sup> Vice-moderator

Cindy Cumfer – 2<sup>nd</sup> Vice-moderator

Don Watne – Treasurer

Pat Malone - Secretary

The Board agreed by consensus to the chairs and members of these Standing Committees:  
Covenant – Teri Martin, chair, Kathryn Estey, Kevin Lawson, Ameena Amdahl-Mason, John Thompson, and Linda Fitzgerald.

Policy Evaluation – Marilyn Scott, chair, Randy Russell, Jim Shorr, Teri Martin, Dave Patterson

Communications – Helena Lee, chair, Teri Martin, Allison Frost, Dale Wright, Ron Yoder

Committee on Generosity – Cindy Cumfer, chair, Kathryn Estey, Randy Russell, (additional members to be confirmed)

Finance – Don Watne, chair, Ron Yoder, Pat Malone, Lee Fawcett, Camille Wright (ex officio members Tom Disrud, Candace Clarke, Zaida Cooper)

**New Members:** Allison Frost, Jim Shorr and Dale Wright. These Board of Trustees new members were warmly welcomed.

### **Governance Policy Recommendation:**

The BOC recommends two changes to the Governance Policies:

1) The policies do not currently provide that the Executive Team develop volunteer policies. Although the ET has developed a volunteer policy, the Policy Evaluation Committee can only evaluate policies in the Governance Policies. In order to allow for evaluation of volunteer policies, the BOC proposes adding the following as II.A.3.g. under EXECUTIVE TEAM LIMITATIONS:

“Accordingly, the Executive Team:...

g. Shall not fail to develop a volunteer policy.”

On this item, the Board discussed the need to make it clear that the treatment of volunteers should be the same as the treatment of staff. Thus under II. Executive Team Limitations, section A., 3g shall read: *“Shall not fail to develop a volunteer policy, and shall not operate without or fail to abide by written volunteer policies that clarify volunteer rules that provide for effective handling of grievance and that acquaint volunteers with their rights and obligations”*

2) The Governance Policies Appendix 1(a) provides a schedule for evaluating compliance by the Executive Team with the policies. The schedule currently calls for the Ends policies to be evaluated monthly. Last year we changed the reporting period for ET reports to a quarterly system. We need to change our evaluation schedule in Appendix 1(a) to a quarterly evaluation of this item to be consistent.

The Board agreed by consensus to these recommendations.

### **Evaluation of Ministry of Church**

Marilyn Scott passed out handout: Board of Trustees Policy Evaluation Committee Summary Report June 28, 2007. Marilyn noted that the PEC concluded that the ministry continues to remain true to the Church’s Mission and Ends. The completion of the Buchan Building and being named as a Breakthrough Congregation by the UUA are concrete support of this conclusion. Marilyn also noted the results of the congregational survey conducted in March

2006, which indicated that the majority of congregants agree that First Church is living up to the vision expressed in its Ends policies. The Board discussed the idea of having more regular surveys presented to the congregation after reviewing the reports appendix on the March 2006 survey. The focus of this survey was the people who attend worship on Sundays. It was spearheaded by the Communications Team and the Communications Committee.

Under Policy Evaluation Committee Recommendations section, item #1 should read “Appendix 1(a) and 1(b)” not just 1(a) as written.

The Board thanked the Committee for their good work.  
(Cindy Cumfer and Teri Martin did not return after the break.)

### **Approval of Budget Reserve Transfer and Discussion of Budget Shortfall**

Don reviewed the financial spreadsheets pointing out the “cash surplus” is a deficit (see page 22 of the Board packet for narrative on this matter). Don asked for the Board’s approval to apply reserve monies to the deficit: \$45,000 from the contingency reserve, \$45,000 from the safety reserve. The Board approved by consensus the transfer of these reserve funds as recommended by the Finance Committee. The Executive Team approved a total of \$68,000 from the operating reserve. These funds will reduce the deficit.

Our pledge income for June is expected to be down by about \$20,000, but there are additional monies from earnings at the General Assembly: over \$10,000 from the Bed and Breakfast Program; \$3,800 from the GA Booth sales, and a \$7,000 reduction from this being a “no-dues” paying month. Kudos were given to the Bed and Breakfast Program coordinators Judy Davis, Anne Upshaw and Elaine Carter.

The cash forecast for summer is about a \$113,000 deficit. This can be covered by drawing on the church’s line of credit. The upcoming Annual Fund Drive will need to gage how much optimism to plan on. The AFD will need to cover this line of credit. Don said they are developing “an early warning system” to use for budget planning. The next quarterly statements go out the end of June. The March statements did not bring in as much as expected.

The Capital Campaign is at 98 percent of goal. The Capital Fund transfer now goes to zero – this is also part of the deficit.

### **Appreciation of Outgoing Board Members**

Thanks and great appreciation were extended to Kathryn Estey, Pierre Provost and Jean Omelchuck for their years of dedication and devotion to the work of the church. Their presence on the Board will be missed.

**Process Observation** Don reported that they made efficient use of time despite some going off task: the Board stumbled during the discussion regarding 2006 church survey – veering off onto “methodology” - and also got bogged down with some details re: policy evaluation.

### **Closing Words – Kathryn Estey**

The meeting was adjourned at 8:30 p.m.