

First Unitarian Church of Portland
Board of Trustees Meeting - October 4, 2018
Board Meeting - 7:00 - 9:00 PM - Room B102

Board Dinner

6:00 Arrive and Dine
6:25 Informal Check-in
6:40 Spiritual Deepening
6:55 Break

Meeting Roles:
Process Observer - Mindy
Time Keeper - Alan
Words - Leila

Board Meeting

7:00 **Convene**
Opening Words - Leila
Determine Quorum
Review Agenda - Kathy
Process Observer Review - Mindy
Review & Approve previous meeting's minutes

7:05 Congregant Comment Period

Updates

7:15 ET Update
7:40 Committee Updates
7:50 Dates to calendar - Fin Qtrly Oct 7, Nom Com Social Oct 8, AFD starts Oct 14, Celebration Sunday Nov 11, Board Forum Nov 4, Seminary for a Day Jan 27, Retreat May 31 & June 1.

Consent Agenda

7:55 Accept the Assessment of the Ministry (Sept Board packet)

8:00 **Break**

Action Items

8:00 1-3 Yr Goals Sub-committees (Oct Board packet) - OK sub-committees
8:05 Discuss Forum Topic - "Meet the Board and Our Goals for the Year" - Comm Comm
8:15 Generative Discussion Topic:
Generosity, - Leila and Cindy (Oct Board packet write-up)

Meeting Wrap-up

8:45 Communications Check and Process Observations
8:55 Closing Words - Leila
9:00 Adjourn

Our Church Vision:

First Unitarian Church is a beacon of hope for us and our community, a Spiritual center in the heart of the city that helps each of us to find our moral compass, calling and challenging us to build the beloved community with an ever deepening sense of spirit, diversity and inclusion.

Goals for First Unitarian Church

Five Year Church Goals are created in collaboration with the congregation and Executive Team and adopted by the Board. They reflect the mission and vision of our church. Church goals are primarily carried out by the Executive Team and staff, collaborating with the Board.

Board 1-3 Year Goals are created by the Board and Executive Team at our yearly Retreat. Board goals may draw from the 5 Year Church goals, yet reflect work within the purview of the Board.

First Unitarian Church Five Year Goals

At the Board meeting on May 6, 2016, the Board adopted five year goals for the church.

From 2016-2021, First Unitarian Church of Portland will:

- Focus on collaborative governance, revising policies for clarity and brevity and creating linkages between the Congregation, the Board, and the Executive Team.
- Increase church funding through enhanced giving, including goal to reduce or retire the Buchan Building mortgage.
- Make a cultural transition from program-focused church to mission-driven church, with priority to building beloved community between generations.
- Develop a long-term plan for development and sustainability of church campus given changing dynamics of West End and downtown Portland.

Board Goals for 2018-19

Recognize that adopted goals are 1-3 year goals. (Going forward, add a new goal when an old one is retired.)

1. Continued to work on issues of Power, Privilege and White Supremacy Culture by
 - a. Educating ourselves on the issues.
 - b. Examining the ways in which Power, Privilege and White Supremacy Culture affect our Church, including our Board work.
 - c. Taking steps to improve our practices.
 - d. Form a plan to educate congregation on white supremacy culture
2. Support ET to have an AFD that meets the church's full [actual] expenses by the 2020-2021 church year
3. Governance committee to review and possibly recommend changes to the bylaws as they relate to Ministerial Relations Committee, size of Board, and Nominating Committee.
4. Insure that current possibilities for development on the current campus receive thoughtful consideration and appropriate Board review.

5. Create a Senior Minister Transition Team to educate the Board, create a timeline, and an education plan

Board Planning Calendar:

October

1. Board:

Schedule November/December meeting with Nominating Committee

AFD status report

Schedule annual meeting with Church Foundation

Monitoring Reports – Review ET’s Monitoring report re progress toward Ends (Annual).

2. Finance Committee:

Receive/review draft of ET’s Annual Maintenance Report/Planning document.

Receive/review annual audit report with outside auditor, if available.

Forward to Board audit report and recommendations if audit received

3. Governance Committee

Regular meeting

4. Communication Committee

Regular meeting

Work with moderator to prepare monthly moderator’s message

Finalize fall forum

Sub-Committees in support of progress on Board Goals for 2018-19

1. Continued to work on issues of Power, Privilege and White Supremacy Culture by

a. Educating ourselves on the issues.

b. Examining the ways in which Power, Privilege and White Supremacy Culture affect our Church, including our Board work.

c. Taking steps to improve our practices.

d. Form a plan to educate congregation on white supremacy culture

Privilege Evaluation Team

2. Support ET to have an AFD that meets the church's full [actual] expenses by the 2020-2021 church year **Finance Comm**

3. Governance committee to review and possibly recommend changes to the bylaws as they relate to Ministerial Relations Committee, size of Board, and Nominating Committee. **Governance Comm**

4. Insure that current possibilities for development on the current campus receive thoughtful consideration and appropriate Board review. **Rev Sinkford & Ryan Deibert**

5. Create a Ministerial Transition Team to educate the Board, create a timeline, and an education plan. **Board Officer’s Committee**

Generative Discussion Topics for Board Meetings:

- **October** - Generosity - spirit, time, financial - why such an issue and hard topic, and the class component to this. **to support AFD for this year**
- **November** - Reframe elements (in ET Monitoring Report) to “how has it affected you personally”. **feed into this year’s survey or a potential listening session w/congregants.**
- **January** - White supremacy culture - board role, modeling leadership, other? **can be a workshop at Seminary for a Day (late Jan) or a forum topic in early spring**
- **February** - Update on our Process Observation and other board relationships, including “how we make decisions in urgent situations”.
- **April** - The meaning of democracy in our church - One person, one vote
- **Spring** - As part of senior minister transition, discuss what characteristics we’d like our next senior minister to have. **to help sub-committee work**
- What does membership mean in this church - there are lots of congregant types, who are the congregation and what kind of involvement do they have when offering comments like at forums. No date set.
- Other topics?

First Unitarian Church Portland Oregon

Board of Trustees

09/06/18

Attending: Kathy Ludlow, Alan Connes, Evie Zac, Leila Wrathall, Theo Harper, Mindy Clark, Ryan Deibert, Barbara Morrison, Andy parker, Randy Russell, Matthew Swafford. Absent Cindy Cumfer

Ministers and Staff present: Rev. Bill Sinkford Senior Minister. Tom Disrud Associate minister, Mira Mickiewicz, Intern Minister and Kathryn Estey Church Administrator

Congregants present: Dotti Chidester, notetaker, linda Craig and Steven Storla, Co-chairs of the Nominating Committee and Lois Okraskinski

A quorum was in attendance.

Meeting opened with the lighting of the chalice and the reading of The Church Vision

Kathy Ludlow provided opening words: Eleanor Roosevelt. Noted today is Alan and also Barbara's birthday

Process observer Mindy and Evie time keeper.

Reviewed agenda

Mindy provided information about process observation and provided a handout to all. Looked at the process observation in relationship to White Supremacy Culture paper. This was offered as a starting point. The red playing cards (to be used to call out failing to maintain our board agreements regarding conduct) suggested by Christine Robinson were unavailable but, will use red cards in the future. Mindy asked that we use raising a pencil for today. She asked that we review the process observer idea as we go along.

Kathy reported that Alan and Barbara both have birthdays today.

Reviewed Minutes from last meeting and accepted with a few spelling revisions.

Linda Craig and Steven Storla were introduced as Co-Chairs of Nominating Committee. Roster of committee presented (see attached). They plan to have members present at each Board meeting. They had retreat in July, with emphasis on determining what is their role, especially in working with the church on white supremacy and spent time on issue of transparency with the church. They would like board members to hand on names of congregants who might be potential church leaders. They will work hard on avoiding bias. "We identify our focus is recognizing leadership in the church. Will be working on identifying candidates for this year", they reported.

Updates:

ET: Bill noted, "A new church year and miracles are already happening". He reported the 13th and Salmon family shelter is no longer housed in our lower level. The space will not become a place of respite and short-term housing for asylum seekers who are transitioning from incarceration in

Sheridan prison to their sponsor facilities, which are all outside of Oregon. We will be hosting people from Eritrea and Mauritania, several groups from the church have made this happen. There is no overlap with other groups who are renting space from us. There will be a volunteer from the church there 24 hours/day. The Men will be here for only about 2 days.

This Sunday is Homecoming Sunday, which will be held in the newly remodeled, accessible Salmon Street sanctuary. Mark Woodlief will be able to light the chalice. There are still a few alterations to the space to be improved. Although the auction was successful and earned substantial funds for this project, additional funds were added to complete everything.

Kathryn Estey, reported she will talk more about the expenditures with the finance committee.

Tom reported we have new people on board including our new intern minister. Kerry Heintze, program assistant for Membership and Adult Faith formation, Nikki Beezley, program assistant for Family Ministries and Social Justice and Cassandra Sheffman, Director of Family Ministries have been added to our staff. We will also be hiring additional childcare workers. He noted that Bill has described our new order of service in his blog. We are using half the paper we once used. Longer term plan is to move away from printed order of service. Will see the elements of the service on the screen. Randy suggested including the order of service in the Front Steps email, so that those who want can print it out at home.

Will also see in our program guide more social justice events. With the new program guide people can read about what is happening between now and the end of the year. This weekend the social justice council will be doing some training on White Supremacy.

He noted ecumenical note. We were approached by first Baptist asking if some of their families can take part in Our Whole Lives program. Next Thursday along with changing the day for the Chalice and Chamber choir rehearsals, musicians from Trinity Episcopal and First Presbyterian will be joining our choir during the social hour.

Randy reported, Communication Committee will be meeting next Tuesday. October 28th is the first Forum and will be discussing options for this.

Leila noted, Finance's next meeting is Sept 25 @ 5 will be working on additional financial policies. She noted in the June and July finance report we will see that pledge payments were down, but we are above for funds received, for the year. We are coming closer to a 0 balance. The information will include a payroll variance and we have funds set aside for additional salary for next year. People have not been hired or did not start at the beginning of the year.

Evie indicated, PET will meet again after the BOC meeting this month. Noted may want people to look at the Ware lecture.

Governance: Cindy was absent, but other members commented on ongoing evaluation of assessment of ministry. Ryan reports questions about the helpfulness of an assessment.

There are dates we need to calendar. 9/16 board will be introduced at both services. Other dates to tie down are holiday party and retreat. Alan agreed to send out a google survey for dates. Seminary for the day will be Jan 26th

Consent agenda: Motion passed to add Julia Spence to Bill's ministerial committee.

Board Goals: Kathy noted that the BOC thought it might be helpful to take the goals and reconstruct some subgroups to clarify, set time lines and wordsmith if appropriate. The goals it was noted are 1 – 3 years goals.

We discussed how to move this process forward. It was suggested that people participate in subcommittees to look at goals. Some indicated which goals they would like to work on. It was suggested that we all sign up. Adopting the goals in October and then work on setting committees, accepting the goals now and working on them later was suggested. There was a question about ranking the goals and time frame. It was proposed second and agreed by all present to accept the goals with the idea of adjusting them as needed.

It was also noted that we have a transition team to move toward a mission driven church, which Tom is working with.

Generative Discussion: The governance committee put together a report which is in the board packet regarding assessment of the ministry of the church. They wanted to know if there were important things that were missed? There were general questions about how the information was brought together.

Randy noted the report indicates the church offers 17 affinity groups and noted he is unaware of all of these. Ryan reported that Cindy drew from materials on line and assessments completed last year. Alan noted we need to note the things that need our attention.

It was noted we need not fall into auditing that we not do what the ET ought. Leila noted the need to identify what are the ends that we want to focus more on this year. Noted wanting to know what is being done on some of the goals, priorities. Noted the finding section matches exactly the board goals. There was a question about how our mission fits with the outcome and about how things we want to see improved fit into the church's mission. Bill noted that shifting from our past focus on programs to mission is a complicated, spirit consuming work and it needs to be known it is not going to be accomplished as quickly as some would desire. It was noted we need to be cognizant of the role we as a board and representatives of the congregation play in all this. Are we doing things that are useful? Providing an evaluation will be a way to provide feedback to the ET. The document included in our packet was helpful. It was noted we need to be careful about how we will use an assessment.

Our conversation also included discussion of the Congregant Survey. It was noted if one of the goals is to get more feedback from the learning community, doing so can help to reduce siloing.

Randy as the chair of Com Com noted during this meeting we communicated well.

Mindy talked about process observation. She noted information was shared well, saw people engage. She suggested for generative discussion we consider how decisions will be made.

Closing words: were provided by Kathy L and we all repeated our chalice lighting statement.

First Unitarian Church Portland - Board of Trustees

Communication Committee Minutes (Draft)

September 11, 2011 Meeting Notes DRAFT

Committee members attending: Randy Russell (Chair); Alan Comnes;

Theo Harper; Kathy Ludlow. Absent: Barbara Morrison

Agenda and Notes:

- Light chalice / reading / check-in
 - Randy read "Autumn," by Emily Dickinson
- Change date for October meeting to Tuesday, October 16th. Revert to 2nd Tuesday of the month schedule for November.
- Discuss and Assign Committee Duties:
 - Maintain church website pages pertaining to the board. Work with each board committee to keep pages current. Randy will work with Governance. Barbara work with Finance?
 - Perform page updates - Randy will use WordPress to maintain the pages. Alan suggested looking for a church member volunteer to help.
- Maintain the church Bulletin Board - the bulletin board has not been maintained and we should consider discontinuing it and relying on the web site for postings.
- Keep Board photos on bulletin board up to date - this might be worth doing. Check with the Membership committee?
- Lead communication efforts
 - Board Forums
 - Response to board correspondents
 - Listening projects (as determined by the Board)
- Assist Moderator in publishing monthly moderator letter - assist in composing and then publish to website - Randy and the committee
- Help Nom Com update website pages - Randy and . . . ?
- Planning for Board Fall Forum on Sunday October 28th at 1:30 PM Proposals
 - Partner with the Staffing Transition Team (Mary Gear contact) and with Cassandra Scheffman and Nicole Bowmer to focus on a listening session with RE parents. This

would help fill the gap existing now in lack of survey info from RE parents, and would be useful to the staffing transition team.

- Present some of the work the PET team and BOT have been undertaking to address white privilege and the white supremacy culture. Then asking congregants “how does this work fit in your spiritual and church life, and the rest of your life?”
- Host a showing of Brittany Packnett delivering the Ware Lecture at GA 2018 followed by discussion. Do with board first.
- Some topic around our goals for 1-3 years.....or a focus on one or two goals. Senior Minister Transition goal? (We need to be ready)
- This could also include food and be a more casual Q&A around our goals, with board members versed in each goal.
- The October 28th date may be too soon to pull this off. Looking at moving to Nov 4th or 18th. Need to check the church calendar (ET?) and with John R re possible sites in the church. This may not be a forum if we go with the RE Parent approach. TBD.
- Plan a meeting with Governance Comm for calendar/survey coordination. Randy to contact Cindy to discuss possible dates.
- Closing Words Randy - “Fall” by Jack Prelutsky
The leaves are yellow, red and brown
A shower sprinkles softly down
And the air is fragrant, crisp and cool,
And once again, I’m stuck in school.
- Adjourn

**First Unitarian Church
Finance Committee Minutes
September 25, 2018**

Attending:

Committee Members: Leila Wrathall, Evie Zaic (by phone)

Board Members and Congregants: Linda Craig, Ed McClaran, Stan Jewett, Ron Jamtgaard, Alan Comnes, Laura Milne

Staff: Kathryn Estey

Committee Members Unable to Attend: Kathy Ludlow

Call to Order: Buchan B310, 5:05 pm

Reading: Leila provided a reading.

Date and Time for Next Regular Meeting: October 23, 2018, 5:00 – 6:30

Meeting Schedule for Year: Meetings: October 23, November 27, Dec 25 (cancel or reschedule), January 22, February 26, March 26, April 23, May 28 & June 25 (tentative); Finance/Budget Forums: October 7, Winter TBD, May 5

Announcements and Reports:

Leila reviewed Agenda.

Motions/Approval

M/S/C Approve May minutes.

June 2018 Financial Review - Discussion

June-18	YTD	Budget YTD
Operating Income	\$ 2,248,851	\$2,281,029
Operating Costs	\$ 2,149,258	\$2,302,740
Reserve Deposits	\$ 44,137	44,137
Investment	\$ 1,948	--
*Net Cash Effect	\$ 28,610	\$ (110,211)

***Note:** Payment after 6/30/18, will be charged to 2017-18 FY, to Cathy Cartwright Chow for additional pension payment from initial year with Church, this will result in net cash effect being reduced by about \$23,000.

Discussion: Ended the fiscal year without having to dip into reserves for operating costs. December 2017 had a very high pledge level perhaps due to tax changes on charitable deductions. Pledges at fiscal year-end exceeded budgeted amount.

August 2018 Financial Review - Discussion

August-18	Month	YTD	Budget Month	Budget YTD
Operating Income	\$ 137,032	\$ 275,754	\$209,153	\$327,612
Operating Costs	\$ 200,892	\$ 396,331	\$194,584	\$387,074
Reserve Deposits	\$ 4,000	\$ 8,001	\$4,000	\$8,001
Investment	\$ 23	\$ 1,948	--	--
Net Cash Effect	\$ (43,983)	\$ 28,610	\$ (17,091)	\$ (67,462)

August 2018 financial reports were discussed. Monthly income is below the operating costs. Pledge income is \$36,000 below budgeted amount and is below prior FY; rental income is \$21,000 below budget also. Total income is \$51,000 below budget and \$26,000 below prior FY. Part of pledge income drop may still be due to higher than typical payments in December 2017 due to tax changes. Will be monitoring revenues.

July financials were not discussed, however it was noted that on Notes page it should have said that Red's Electric payment was for lighting project not solar.

Fund Raising Report

Fund Raising Report: Collections on Burn the Mortgage Campaign are coming in as expected, received a \$100,000 pledge payment this past week.

Auction Update 2018/Chancel Accessibility Project: Chancel project has exceeded amount of auction revenues. As they got into the project they discovered additional work that needed to be done. Difficult to anticipate some of work that needed to be done because of age of building. (See attached auction project report.) Additional funds needed for Chancel project were transferred from prior year auction carry-over funds and special projects fund. Note: although this project cost over \$10,000 Kathryn said they did not get 3 bids for work that needed to be done per policies, instead used new provision in governing policies that allows for exception to 3 bids requirement. Since the contractor they used helped scope out work to be done and got the project done during the summer in time for the UUA Music Network meeting, Kathryn had requested of and received an exception from BOT Treasurer.

Lighting/Energy Efficiency/Solar Projects: Linda Craig and Kathryn reported that lighting project is in progress. They are getting an extension on energy credit. Linda hopes to start working on HVAC project this fall. Linda suggested considering the HVAC project for auction funding. This project would be both an energy efficiency and a maintenance/systems replacement project for the church. The installer for the solar project is still waiting to get a City of Portland building permit, thinks it should get one soon. Current estimate for installation date is for mid-October.

Finance/Budget Forum: Budget forums are scheduled for October and May between services given low attendance at these. There was discussion about the February forum potentially being a Board

forum that is focused on Board's goal of supporting the ET to have an AFD and potentially other income streams that meet budgeted expenses without having to dip into reserves.

Discussion of Board 1-3 Year Goal: Support ET to have an AFD that meets the church's full [actual] expenses by the 2020-2021 church year

Should probably be broader than just AFD because there are other income streams BOT is involved with or might be in the future, e.g. auction. Although not because of BOT membership, Evie is co-chair of the committee. Kathryn and Leila proposed modifying the goal.

M/S/C Recommend that Board adopt revised wording: "Support ET to have AFD and other income streams that meet the church's budgeted expenses by the 2020-2021 church year"

There was a discussion of ways to conceptualize this goal, any ideas will of course have to be discussed and agreed upon with the ET. This will be discussed further at the October meeting.

Thoughts:

1. Find out how other large churches operate their AFDs.
2. Stewardship Comm did this about 4 yrs ago, as a result the church tried a stairstep approach, didn't seem to work well.
3. Discontinued BOT members soliciting congregants individually for pledges because not working well. Discussion of how individuals were selected and whether this should be reconsidered with some different methods of selecting congregants for meetings.
4. Kathryn thinks modal AFD pledge is \$600 and that may be the median also, not sure. Mean is \$1500. # of pledging units is decreasing, although increasing amount given/unit.
5. One person noted that the church has a less personal method of soliciting pledges than other organizations have that they donate less to. Gets phone calls and some special event invitations.
6. Bill still has lunches with congregants. Is there a way that BOT members can do some meetings with congregants? If yes, how should targets be selected? Maybe individuals who have more capacity to give?
7. At end of BTM may want to look at what info this gives us about individuals capacity to give.
8. Have BOT make more personal phone calls, e.g. thank you calls during the AFD not in January.
9. Look at how auction donators are thanked.
10. Foundation posted a list in Fuller Hall of everyone who made a bequest during Foundation month and people really looked at it. Got positive energy from it.
11. Foundation thank you brunch was very affirmatively received.
12. UUA generosity network asks people to make 4-5 thank you calls a month to donators.
13. Question of at what point are congregants tapped out: AFD, auctions, BTM. Evie noted they were concerned about whether they would see a dip in 2018 auction proceeds due to BTM but didn't.
14. Razer's Edge (fundraising software) may allow better analysis of giving by congregants will could help this effort.

Discuss/Brainstorm Additional Finance Policy:

The Committee has a parking lot list from last year. Part of on-going process of changing policies as needed. Leila asked for additional thoughts. Committee members/attendees will look at policies before next meeting.

A few thoughts:

1. Foundation is in process of modifying Bequest/gift policy to differentiate between the 2 terms. Once completed the Finance Comm and then Board will need to review and approve it also.
2. Safety Reserve does not indicate who has authority to approve expenditure of funds.
3. Should there be something included about having the Finance Comm provide more input to ET on budget before it is created by ET, including some economic forecasting. Some discussion that policies already have provision for input, that is purpose for February forum and economic forecasting would require higher level of expertise than may currently exist on the committee. May get econ forecasting info from other sources.
4. Concern about building maintenance reserve fund being inadequate to actual needs.

Discussion of charts Stan Jewett, with some assistance from Ed McClaren, developed on reserve and restricted funds. Kathryn and Leila finalized them. Will be used at next finance forum, may try to link to budget on website.

Leila did a closing reading. Evie volunteered for October meeting.

Meeting adjourned at 6:36 pm.

Minutes submitted by Leila.

First Unitarian Church							
Year-To-Date Operating Summary							
8/31/2018							
	ACTUAL OPERATIONS YEAR TO DATE 8/31/2018	ACTUAL OPERATIONS YEAR TO DATE 8/31/2017	ACTUAL VARIANCE FY 2019 TO 2018	BUDGET YEAR TO DATE 8/31/2018	BUDGET VARIANCE 8/31/2018	ANNUAL BUDGET FY19	
Church Operations							
Operating Income							
Pledge Income	183,464	191,832	(8,367)	219,630	(36,166)	1,451,166	
Contributions	9,099	9,510	(412)	9,510	(412)	110,000	
Program Income	13,374	13,494	(119)	8,996	4,379	122,950	
Rental Income	62,710	81,060	(18,351)	83,963	(21,253)	460,276	
Other Income	7,107	6,252	855	5,514	1,593	35,500	
Transfer from Foundation						55,000	
Transfer from Other Funds						165,267	
Total Operating Income	275,754	302,148	(26,394)	327,612	(51,858)	2,400,159	
Operating Costs							
Payroll Expenses	255,493	218,857	(36,636)	265,912	10,418	1,642,945	
Reimbursible Expenses	68,271	1,821	(66,450)	-	(68,271)		
Occupancy Expense	35,403	30,854	(4,549)	44,064	8,661	287,250	
Program Expense	28,383	25,188	(3,195)	64,144	35,761	303,485	
Rental Expense	1,381	2,960	1,579	3,137	1,755	43,820	
Administration Expense	7,254	7,914	660	9,368	2,114	66,906	
Interest Expense	-	10,236	10,236	-	-		
Other Expense	146	893	747	450	304	7,750	
Total Operating Costs	396,331	298,724	(97,608)	387,074	(9,257)	2,352,156	
Net Church Operations	(120,577)	3,424	(124,002)	(59,462)	(61,115)	48,003	
Reserve Account Deposits							
Annual Operating Reserve	8,001	7,356	(644)	8,001	-		
Total Reserve Deposits	8,001	7,356	(644)	8,001	-		
Net Church Operations After Reserve Deposits	(128,578)	(3,932)	(124,646)	(67,462)	(61,115)		
Investment Income							
Dividend & Interest Income	51	(448)	499	-	51		
Net Investment Income (Loss)	51	(448)	499	-	51		
Operating Surplus (Deficit)	(128,526)	(4,380)	(124,147)	(67,462)	(61,064)		
Funded from Loan Reserve (1210-10)	44,416						
Funded fr Special Proj for Sanctuary Renovation	23,855						
Total Special Projects Funded	68,271	1,821	66,450	-	68,271		
Net Cash Effect	(60,256)	(2,558)	(57,697)	(67,462)	7,207		

First Unitarian Church						
Monthly Operating Summary						
8/31/2018						
		ACTUAL OPERATIONS CURRENT MONTH	OPERATIONS PREVIOUS MONTH	OPERATIONS MO to MO VARIANCE	BUDGET CURRENT MONTH	BUDGET VARIANCE
Church Operations						
	Operating Income					
	Pledge Income	83,890	99,574	(15,684)	112,399	(28,509)
	Contributions	4,810	4,289	520	4,646	164
	Program Income	9,087	4,288	4,799	3,403	5,684
	Rental Income	33,338	29,371	3,967	46,731	(13,393)
	Other Income	5,907	1,200	4,707	3,180	2,727
	Total Operating Income	137,032	138,723	(1,691)	170,359	(33,328)
	Operating Costs					
	Payroll Expenses	133,836	121,657	(12,178)	132,956	(880)
	Reimbursible Expenses	23,855	44,416	20,561	-	(23,855)
	Occupancy Expense	21,345	14,058	(7,287)	22,280	935
	Program Expense	17,747	10,636	(7,111)	21,398	3,651
	Rental Expense	747	634	(113)	1,568	821
	Administration Expense	3,362	3,892	530	5,024	1,662
	Other Expense	-	146	146	225	225
	Total Operating Costs	200,892	195,440	(5,452)	183,450	(17,442)
Net Church Operations		(63,860)	(56,717)	(7,143)	(13,091)	(50,769)
	Annual Operating Reserve	4,000	4,000	-	4,000	-
	Total Reserve Deposits	4,000	4,000	-	4,000	-
Net Church Operations After Reserve Deposits		(67,860)	(60,717)	(7,143)	(17,091)	(50,769)
	Dividend & Interest Income	23	29	6	-	23
Net Investment Income (Loss)		23	29	6	-	23
Operating Surplus (Deficit)		(67,838)	(60,689)	(7,137)	(17,091)	(50,747)
	Funded fr Special Proj for Sanctuary Renovation	23,855	44,416	(20,561)	-	23,855
Net Cash Effect		(43,983)	(16,273)	(27,698)	(17,091)	(26,892)

First Unitarian Church					
Dashboard Report					
August 2018					
CAMPAIGN MONTHLY TRACKING					
Pledge Drive Statistics	2019 Campaign	2018 Campaign	2017 Campaign		2016 Campaign
As Of	08/31/18	08/31/17	08/31/16		08/31/15
All Members--					
Pledge Goal	TBD	1,459,000	1,545,000		1,500,000
Pledges Received	-		2,700		-
					-
Percent of Goal	█ #VALUE!	0.00%	0.17%		0.00%
Pledging Households	-	-	-		-
Average Pledge Received	-	-	-		-
Payments Received	-	-	-		-
Total					
Percent of Pledge	█ #DIV/0!	█ #DIV/0!	0.0%	█	#DIV/0!
Attendance					
	Aug '18	'Aug '17		'Aug '16	**Aug '15
For the month (in sanctuary + livestream)	2,229	2,028	9.91%	1,800	2,080
Total LiveStream (included above)	398	328	21.34%	199	113
Total for the Fiscal Year	4,361	4,201	3.81%	3,922	3,543
Average per Sunday for month	557	507	█ 9.91%	450	416
Average per Sunday YTD	485	467	█ 3.81%	436	394
** = 5-Sunday month					
Christmas Eve services; snow day					
New Members	Jul '18 - Aug '18		Jul '17 - Aug '17		
Enrolled	2	-66.67%	6		
Number of Pledges Received	2	-60.00%	5		
Total Amount of Pledges Received	200	-97.14%	7,000		
Average Pledge	100	█ -92.86%	1,400		
Plate Contributions					
	FY18	Recipient(s)		FY18	Recipient(s)
Jul	2,937	CAUSA		Jan	
Aug	2,817	One Oregon		Feb	
Sep				Mar	
Oct				Apr	
Nov				May	
Dec				Jun	
				Fiscal YTD	5,754

First Unitarian Church of Portland																
Cash/Securities Balances																
August 31, 2018																
		July 31, 2018		August 31, 2018												
Dept	Fund Name	General Ledger Fund Balance	Change from Prior Month	General Ledger Fund Balance	1010 WF Business Checking	1011 WF Money Market	1020 UBS Investment	1035-10 WF SUI Deposit	1060 Federated & Franklin	1012-10 Wells Fargo HYS	1060-42 Chas Schwab (MJS Lecture)	1014-10 Wells Fargo Tax Rebate	On Point Anniv	1015-10 Justice Begins At Home	1017-50 Slegers Music Fund	Rental Income Reserve
10	Cash for Operation	81,309.63	(60,259.15)	21,050.48												
	Sub-Total Operating Fund	81,309.63		21,050.48	(13,843.10)	34,893.58			-	-	-		-			
3412	Annual Operating Reserve	72,140.21	4,000.25	76,140.46		76,140.46										
3414	Major Donor Reserve Fund	64,000.00	-	64,000.00		64,000.00										
3415	Sabbatical Reserve	1,000.00	-	1,000.00		1,000.00										
3423	Special Projects Reserve	35,555.40	(28,854.81)	6,700.59		6,700.59										
3430	Major Repairs & Equipment Reserve	189,934.63	-	189,934.63		189,934.63										
3413	Safety Reserve	140,235.22	-	140,235.22		140,235.22										
1012-10	Required Loan Reserve	67,428.56	3.44	67,432.00						67,432.00	-		-			
1015-10	Justice Begins at Home	14,292.78	0.61	14,293.39										14,293.39		
1018-51	Rental Income Reserve	60,006.95	-	60,006.95												60,006.95
3424	Reserve Tax Rebate	42,600.10	2.17	42,602.27								42,602.27				
1010-49	Program Designated	184,145.36	(45,463.74)	138,681.62	138,681.62											
	Sub-Total Reserve Funds	871,339.61	(70,312.08)	801,027.53	138,681.62	478,010.90	0.40	-	-	67,432.00	-	42,602.27	-	14,293.39		60,006.95
30	General Capital															
34	Buchan Bldg Capital	17,403.00	(14,400.00)	3,003.00	3,003.00											
	Sub-Total Capital Funds	17,403.00	(14,400.00)	3,003.00	3,003.00	-	-	-	-	-	-	-	-			
1011-40	Commemoration	18,310.89	-	18,310.89		18,310.89										
41	Chesney-Deale (Intern Minister)	76,224.19	(26.85)	76,197.34		59,158.84		17,038.50								
42	MJS Lecture Series	127,631.50	2,108.65	129,740.15							129,740.15					
43	Hessler-Deale (Women in Ministry)	24,290.74	60.38	24,351.12		14,679.34		9,671.78								
46	Anniversary	15,155.64	0.64	15,156.28									#####			
50	Slegers Fund for Music Ministry	32,599.93	-	32,599.93											32,599.93	
1035-10	State Unemployment Insurance	20,948.32	0.54	20,948.86			20,948.86									
	Sub-Total Restricted Funds	315,161.21	2,143.36	317,304.57	-	92,149.07	-	20,948.86	26,710.28	-	129,740.15	-	#####	-	32,599.93	
	Total All Funds	1,285,213.45	(142,827.87)	1,142,385.58	127,841.52	605,053.55	0.40	20,948.86	26,710.28	67,432.00	129,740.15	42,602.27	#####	14,293.39	32,599.93	-
	Per Bank Rec.	\$1,285,213.45	(142,827.87)	1,142,385.58	127,841.52	605,053.55	0.40	20,948.86	26,710.28	67,432.00	129,740.15	42,602.27	#####	14,293.39	32,599.93	60,006.95
	Petty Cash	500.00		500.00												
		1,285,713.45	(\$142,827.87)	\$1,142,885.58												
Lines of Credit																

First Unitarian Church

Statement of Cash Flows

For the Month Ending 8/31/2018

Beginning Cash & Equivalents Balance	1,285,713.45
Receipts	
Pledges & Contributions Received	88,699.72
Events/Weddings/Memorials	685.00
Rents Received	32,653.33
Program Receipts	12,393.74
Miscellaneous Receipts	5,957.01
Interest/Gain-Loss on Investments	2,165.46
Increase/Decrease Accounts Receivable	6,101.00
Buchan Building Receipts	3,003.00
Total Receipts	151,658.26
Payments	
Payroll/Taxes/Benefits	(133,835.65)
Operating Expenses	(34,438.11)
Program Expenses	(98,179.38)
Increase/Decrease Prepaid Expenses	(1,121.88)
Acquisition of Property & Equipment	380.00
Increase/Decrease Accounts Payable	(26,405.31)
Miscellaneous Expenses	(885.80)
Total Payments	(294,486.13)
Net Cash In/(Out)	(142,827.87)
Ending Cash & Equivalents Balance	1,142,885.58

First Unitarian Church
Balance Sheet
Operating Fund
8/31/2018
ASSETS

Cash

Petty Cash	500.00
Wells Fargo Checking	127,841.52
Wells Fargo Money Market	605,053.55
Wells Fargo Required Loan Reserve	67,432.00
Wells Fargo Tax Rebate	42,602.27
Wells Fargo Justice Begins at Home	14,293.39
OnPoint Anniversary	15,156.28
WF Sleger's Fund for Music Ministry	32,599.93
Rental Income Reserve	60,006.95
UBS Investment	0.40
Wells Fargo MM SUI	20,948.86
Investments	156,450.43

Total Cash 1,142,885.58

Current Assets

Prepaid Expenses	7,844.20
Prepaid Insurance	7,050.80
Accounts Receivable Events/Weddings/ Memorials	4,247.00
Pledges Receivable Pledges	1,208,244.53
Pledge Receivable Allowance Uncollectable	(123,734.46)
Bookstore Inventory	17,265.50

Total Current Assets 2,263,803.15

Fixed Assets

Furniture & Equipment	522,081.56
Property 1011 SW 12th	1,070,285.58
Property 1211 SW Main St. Sanctuary	758,685.24
Property SW Salmon	6,993,838.75
Property 1030 SW 13th House	28,000.00
Property 1126 32 SW 13th Outside In Real Estate	332,755.00
Property 1034 SW Main Office	483,545.50
Improvements	1,807,193.83
Accumulated Depreciation	(5,005,459.85)
Lease Origination Costs	15,000.00
Accumulated Amortization	(4,646.00)

Total Fixed Assets 7,001,279.61

Other Assets	
TOTAL ASSETS	<u>9,265,082.76</u>
LIABILITIES & FUND BALANCES	
Current Liabilities	
Accounts Payable	(11,663.34)
Accounts Payable Foundation	(90.00)
Events/Weddings/Memorials Clearing	26,901.48
Accrued Vacation	73,175.33
WB Fund Payable	195.08
Pension W/H	<u>15,213.62</u>
Total Current Liabilities	103,732.17
Long Term Liabilities	
Deferred Lease Revenue	<u>383,956.00</u>
Total Liabilities	487,688.17
Fund Balances	
Fund Equity Operating	333,638.35
Fund Equity General Capital	(155,052.72)
Fund Equity Salmon Street	592,187.80
Fund Equity Buchan Building	6,940,241.97
Fund Equity Commemoration	18,310.89
Fund Equity	76,090.49
Fund Equity MJS Lecture Series	124,830.47
Fund Equity Hessler Deale	24,230.75
Fund Equity Hollingsworth Anniversary Fund	15,170.00
Fund Equity Program Designate	180,966.88
Fund Equity Mark Sleger's Fund for Music Ministry	32,597.46
Rental Income Reserve	60,000.88
Fund Equity Pledges	(3,511.76)
Reserved Funds	700,810.26
Profit (Loss) Year to Date	(167,654.22)
Unrealized Gains (Losses)	<u>4,537.09</u>
Total Fund Balance	<u>8,777,394.59</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>9,265,082.76</u>

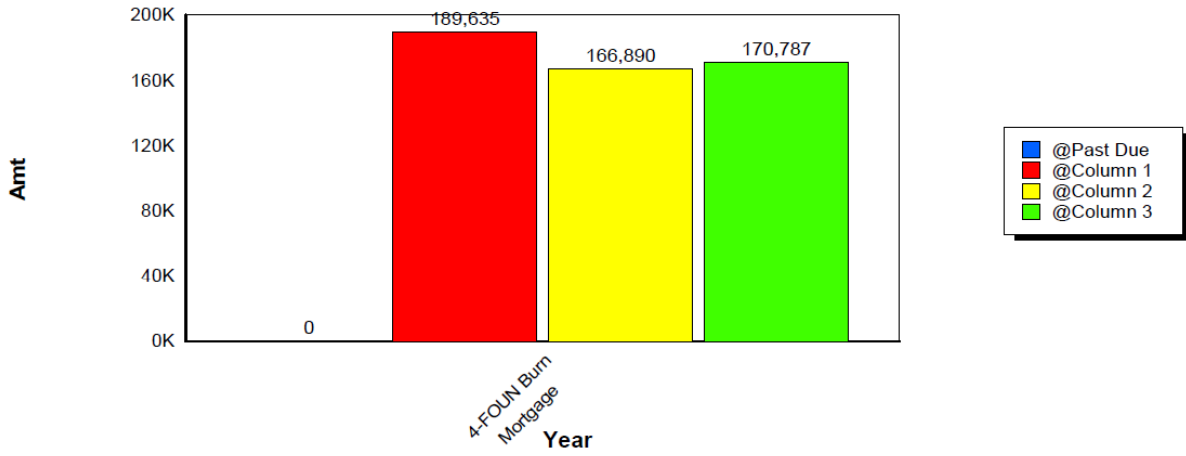
First Unitarian Church			
Notes to Financials -August 2018 (department transactions greater than \$2,000)			
OPERATING INCOME			
Pledge income	Below budget both monthly & YTD		-36,166
Program Income			
Scrip			2,440
Social Justice	Intel matching grant = 2,894; fair housing bus/flood the desert		4,750
Rental Income			
Tenants			26,678
Events			5,975
Other Income			
Sexton reimbursement from renters' events			2,515
OPERATING COSTS			
Occupancy			
Utilities			6,129
Contract services			2,618
Program Expenses			
Scrip			5,440
DASHBOARD			
New members			1
New pledges received			1
CASH/SECURITIES BALANCE			
Auction Fund (in Program Designated)			
Auction Fund		Balance 7/31/18	45,281
	Receipts		275
	Sanctuary Renovation Expenses		(45,488)
		Balance as of 8/31/18	68
Buchan Building Capital			
	Burn the Mortgage payments received in July		17,403.00
	Transferred to the Foundation		(17,403.00)
	Burn the Mortgage payments received in Aug		3,003.00
		Balance as of 8/31/18	3,003.00
Special Project Reserve	Payments to cover sanctuary renovation deficit		(28,855)
MJS Lecture	Investment gain		2,108

AUCTION FUND			
As of August 10, 2018			
		Expense	Income
3/31/2018	Balance from previous auctions		7,373.83
4/1/18	Ramp it Up Campaign receipts		3,175.00
	Payment to Architect	3,993.15	
	Auction exp	77.71	
5/1/18	Ramp it Up Campaign receipts		4,672.05
	Construction permit	922.70	
	Auction exp	318.28	
6/1/18	Ramp it Up Campaign receipts		32,935.00
	Project expenses	1,578.50	
	Auction exp	130.37	
7/1/18	Ramp it Up Campaign receipts		4,880.00
	Project expenses	734.11	
8/1/18	Ramp it Up Campaign receipts		205.00
	Payment to Architect	6,427.92	
	Project expenses	240.00	
	Total Auction receipts (incl. prior yr carry-over)		53,240.88
	Total expenses pd to date:	14,422.74	
	Remaining Auction funds available		38,818.14
	Invoice from Contractor, due now	62,222.95	
	Auction Fund Balance after contractor pymt		-23,404.81
	Expense overage to be paid from the Special Projects Fund #3423		

Cash Flow Report Foundation BTM - Expected Per Year-

Fund	Past Due	2018 Year	2019 Year	2020 Year	Total
4-FOUN Bum Mortgage	\$0	\$189,635	\$166,890	\$170,787	\$527,312
	\$0	\$189,635	\$166,890	\$170,787	\$527,312

BTM 3-Year Income Projections



First Unitarian Church

Reserve and Restricted Funds

How the Money Flows

