

First Unitarian Church of Portland
Board of Trustees Meeting - November 1, 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 - Ryan
Time Keeper - Leila
Words - Ryan

Board Meeting

7:00 **Convene**
Opening Words - Ryan
Determine Quorum
Review Agenda - Kathy
Process Observer Review - Ryan
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 - Board Forum Nov 4, Celebration Sunday Nov 11, Holiday Party Dec 6, Seminary for a Day Jan 26, Retreat May 31 & June 1, Mini-retreat ?
-Thank-you calls AFD
-Holiday party food - ~\$14each?

Consent Agenda

7:55 Authorize Intern Minister Mira Mickiewicz to perform weddings

8:00 **Break**

Action Items

8:00 -Nov 4 Forum - "Meet the Board and Our Goals for the Year" final details - Comm Comm
-Mini-retreat topic - Senior Minister Transition - late November - BOC
-Agree board members attend Membership Ceremony - BOC

8:15 Generative Discussion Topic:
What Board service is to me. Spiritual, Other and why. (See prompts below)

Meeting Wrap-up

8:45 Communications Check and Process Observations
8:55 Closing Words - Ryan
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 and other income streams that meets the church's budgeted 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:

November

1. Board Meeting:

Monitoring Report – Receive/review annual audit report.

Receive/review ET's Annual Maintenance Report/Planning document

AFD status

2. Candidates Meeting (Joint NomCom/Board/ET meeting) regarding potential nominations for spring election.

2. Finance Committee:

Regular Meeting

3. Governance Committee

Regular meeting

4. Communication Committee

Regular meeting

Work with moderator to prepare monthly moderator's message

Host a fall forum

Generative Discussion: Board Service to Me

Prompts for your thinking and our discussion.....

When we met with the Nom Com they expressed desire to know how to talk to potential board members - sharing with them the value we see/feel for our board service.

And as we talk to potential board members, how might we reframe board work as a different kind of leadership?

We have also expressed in our self-evaluation that for many of us board service is **spiritual**. What does that mean and if it is something other than that what is it and why.

As we have this discussion it will also help inform our conversation with congregants at our upcoming Board Forum Nov 4.

First Unitarian Church Portland Oregon
Board of Trustees
Board Meeting 10/4/2018
Minutes

Meeting convened 7:00 pm, Thursday, October 4, 2018, by Kathy Ludlow, Moderator.

Board members present: Kathy Ludlow, Alan Comnes, Evie Zaic, Leila Wrathall, Mindy Clark, Cindy Cumfer, Ryan Deibert, Barbara Morrison, Andy Parker. Absent: Theo Harper, Randy Russell, Matt Swafford.

Ministers and Staff present: Rev. Bill Sinkford, Rev. Tom Disrud, Mira Mickiewicz, Intern Minister, and Kathryn Estey.

Congregants present: Dotti Chidester, note-taker, and Mark Turpel from the Nominating Committee.

A quorum is in attendance.

Meeting opened the lighting of the chalice, reading of The Church Vision, and the reading of poem "When Giving is All We Have," by Alberto Rios, read by Leila.

Process Observer - Mindy; Time Keeper, Alan and Cindy Cumfer

Kathy reiterated one change in agenda, reflected in a revised agenda circulated to the Board on October 3 where the review of subcommittee assignments associated with 1-3 year goals was removed from the consent agenda.

Mindy reviewed Process Observer process. Red cards to be used when someone is not being recognized. Same draft of Process Observation to be used as in last meeting.

Minutes of last meeting approved as corrected. (Leila and Evie M/S.)

ET Updates:

Bill reports the church's ministry operates in challenging times, spending time with individual congregants. Programming includes several Me Too Groups have been initiated; 4 for women and 1 group for those who identify as male. The church will be open on election night, with vespers in the chapel, also a TV in the Buchan area to watch results. The new Respite Center has welcomed asylum seekers, 13 of whom will move on to sponsors, more coming. The recipients are very appreciative. This is a good thing for our church to be doing.

Kathryn reports we are ready to launch the Annual Fund Drive on Sunday, Oct. 14, led by Laura Jones and David Livermore, "Our Moral Compass Pointing the Way." This year we will target people who pledge the same amount year after year and also people who pay off their amount with one check, noting to them what a 10% increase would be.

Tom reports they are exploring the first part of worship services when kids are present as to how to make that time more child/family friendly, as to the music chosen, etc. Starting this Sunday child care will be available until 3:00 on Sundays to allow time for parents to attend programs. Wellspring is starting 4 new groups this season, to include around 45 people.

Mira had a good turnout of 35 young adults at the introductory event. They decided to schedule events including monthly brunch, spiritual themed program and social event.

Committee Updates.

Communications Committee - See minutes attached to agenda packet and notes on Nov 4 forum, below..

Governance Committee - Cindy reported no meeting in Sept. Next working on joint assessment for next year and better working with ET. Also any changes in board policies.

Finance Committee - Leila referred to financial statement included in packet. Referred to revised goal #2 recommended to Board, "Support ET to have AFD and other income streams that meet the church's budgeted expenses by the 2020-2021 church year." Finance Committee is also looking at policy issues raised that year that were put in a "parking lot." Referring to financial statement, end of August pledge income was behind

budget so will need to monitor. Rental income also down. Operating costs above what was projected. Net starting year not quite where we would like.

PET -watched Ware Lecture of Brittany Patchett and discussed to get ideas for a board generative conversation and Seminary for a Day workshop.

Dates to calendar as listed: Board Forum, Nov 4; Board retreat May 31-June 1 all day; Oct. 8 - meet with Nom. Committee for social, Fin Quarterly congregant meeting Oct 7, AFD starts Oct. 14, Celebration Sunday Nov. 11, Seminary for a Day Jan. 26.

Consent Agenda. Motion passed (Leila / Evie M/S) to accept the Assessment of the Ministry as presented by Gov. Comm, consultation with Senior Min. and ET. Cindy and committee commended for strong work. Board agreed to post the assessment on the Church website to make it available to congregants.

Sub-Committee on Board Goals for 2018-19. Several spoke to Goal #5 re: creating Ministerial Transition Team. Agreed that BOC as leader, with input from others to educate the Board, create a timeline and an education plan, as the beginning step.
Motion passed to accept Finance Goal #2, as revised above.

Motion passed to accept Forum Topic - Nov. 4 after both services for 45 mins. Designed to introduce the board and its goals to the congregation, with Q&A and snacks.

Generative Discussion Topic. Leila and Cindy presented topic of "Generosity" to be discussed via partners sharing thoughts with each other, then briefly to the group.
Leila reiterated interest in having board members make thankyou calls to congregants for generous pledges. Interested in other ideas of reaching out to congregants in support of AFD.

Communication check - Comm Comm develop Nov 4 forum PR and details.

Process Observation. Mindy observed group sharing much information; people asking clarifying questions, sharing open, with sense of safety in the room; no conflicts observed; during differing opinions, compromising in language reached.

Closing words. Leila "On Generosity" by Rebecca Laird.
Meeting adjourned at 9:00 pm

Respectfully submitted,

Dotti Chidester, note-taker
Alan Comnes, Board member

CORRECTED
First Unitarian Church Portland Oregon
Board of Trustees
09/06/18

Attending: Kathy Ludlow, Alan Comnes, 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 Okrasinski.

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 13 Salmon family shelter is no longer housed in our lower level. The space will 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 Main 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, Mira Mickiewicz, Kerry Heintze, program assistant for Membership and Adult Faith formation, Nikki Beezley, program assistant for Family Ministries and Social Justice and Cassandra Scheffman, 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 budget 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. The variance is because 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, seconded 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 does. 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, we may need to encourage parents to participate. 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 when the situation is urgent.

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

GOVERNANCE COMMITTEE MINUTES

Chair: Cindy Cumfer

DATE: October 11, 2018, 7:10-9:10 pm

COMMITTEE MEMBERS PRESENT: Cindy Cumfer, Chair; Andy Parker, Matt Stafford, Ryan Deibert

COMMITTEE MEMBERS ABSENT: Mindy Clark

Opening Words: Andy

Announcements: The Chair reported that she completed her tasks from the last meeting of writing Nom Comm, the Foundation, and the Alliance to get their contributions to the ministry of the church last year and of preparing the final report on the evaluation of the ministry to the board.

AGENDA ITEMS:

1. Annual Evaluation of the Ministry of the Church for 2018-19

1. Model for Evaluation for this year.

The Committee had a wide-ranging discussion about how to conduct the evaluation of the ministry of the church this year. The Committee liked much of last year's model and wants to build on it for this year's evaluation.

In terms of building on this model, we looked at what it means to "assess the ministry of the church." Part of the challenge is that we are looking at progress toward a goal (Beloved Community) that is not reachable in any foreseeable future. Ideas included:

- Work with the ET to define how we proceed;
- Have both a longitudinal and in-depth piece to the assessment;
- Connect the evaluation to a review of our goals (i.e., by achieving our goals, are we making progress on our mission? e.g., the Buchan mortgage);
- Take into account broader social contexts outside the church that may affect our assessment of our progress (e.g., how other churches in Portland and the UU denomination are faring with issues like membership growth, weak interest in churches by 18-35 year olds, etc.). Bill may have info about this;
- Evaluate based on our long-term and yearly goals as we move toward a more integrated mission-based church (e.g., choir at social justice rallies; social justice training of teachers);
- As we achieve goals, ask if/note how this is getting to our mission (e.g., payment of the Buchan mortgage);

- Assessment may need to talk about history in order to explain progress (e.g., Buchan mortgage);
- Include property rentals in our evaluation (noting whether and how our rentals support our mission);
- Note that we are assessing the ministry, not the ministers;
- Use the assessment to ask more and better questions for the board/ET: i.e., given our resources, ask what we can do to use them even more effectively to move toward our mission. The work toward a more integrated mission-based church supports this approach.

2. Congregational survey.

The Committee also talked about the congregational survey. One concern is that the model gives us some data (e.g., how much a respondent felt they deepened spiritually) but not why. Cindy noted that she had mentioned to Kathy and Alan during a break in the Board meeting (Randy, Chair of Comm Comm, was not at the meeting) about the possibility of a congregational forum to ask congregants for information that would allow better questions on the survey. They were interested and suggested January might work for such a forum. The Committee talked about using listening circles, rather than a general congregational forum, as a means to explore what kinds of questions would be more useful on the survey to achieve this goal.

TO DO: The Chair will contact the Moderator and Randy as Chair of Communications to see if Comm Comm can set up listening circles, rather than a congregational forum.

3. Simplifying the mission elements in the congregational survey and ET report.

The Committee agreed that the seven mission elements are confusing and overlapping. The mission elements can only be amended by the Board and ET with input from the congregation. However, the committee agreed that for purposes of getting better input on the congregational survey and in the ET report, we can simplify the mission elements to these:

- To deepen spiritually;
- To create a spiritually-based covenantal community in the church;
- To bring our values into the world to create a larger beloved community; and
- To perpetuate the church's and denominations' existence into the future (since our goals are long-term or unrealizable).

The Committee noted that the church has used the seven mission elements in the survey for several years and the ET presents this as a form of comparative data. However, the Committee does not believe that this data has been useful in assessing progress toward the mission for a number of reasons. The Committee hopes that the ET report can be restructured to respond to the new model by reformatting its report to move away from the policy-based governance format with the ET interpretations of the elements and to provide more specific information about the church's progress toward each summarized mission element. Unless the Board or ET disagrees, the Committee will frame questions in the congregational survey around these four mission elements rather than the seven overlapping elements.

TO DO: The Chair will contact ET to see if the ET has any objection to simplifying the mission elements and can restructure the annual ET report to provide more specific information about the church's progress on this summary of the mission elements. The Chair will contact the Moderator to see if this change needs to be approved by the Board.

4. Outreach to High Schoolers in RE.

The Committee is interested in including the high schoolers in RE in the survey. We think that the young people in the church should be viewed by the board as congregants (since they are there on Sunday to learn UU values, etc.), rather than as program recipients. (This reconceptualization reminds us that, with over 400 young people and 50 or more teachers on the premises, we are not just an "old" congregation.) The Committee proposes that the board, with the consent of the ET and in consultation with the high school RE staff and potentially the Youth Leadership Council, survey the high schoolers to determine how well the church does in meeting its mission from their perspective. This may require the preparation of a somewhat different survey to be responsive to their experience.

TO DO: The Chair will contact the ET to see if the ET or staff has input about this idea or an objection to it and if a second survey is needed. If it is, the Chair will contact the Chair of Comm Comm to work out the details about how to make the survey available to our young people.

2. Board Policies Revisions

The Chair talked about the board policy revisions. She noted that there are some minor items that need revising and updating. Gov Comm will also be looking at governance revisions that should be considered in light of the transition to clean up governance issues before that we get a new minister, a few of which were identified for review at the retreat. Gov Comm will probably begin this review at the next meeting.

One issue that the Chair asked for feedback on from the Committee now is a structural issue with the configuration of the BOC, whose primary function is to set the agenda, but whose members include only one chair of the three standing committees. She noted that virtually all large nonprofits, like ours, cannot do all the board work in a board meeting and so have committees assigned to do that work, subject to board approval of committee decisions. Many of these large nonprofits have a committee (Steering Committee, Executive Committee, etc.) whose primary function, like our BOC, is to set the agenda. Because a major part of the Board work is done in committees, these nonprofits generally populate their Steering Committees with the Board Chair and the Chairs of the major Board Committees. This allows the group that is charged with setting the agenda to be the group most closely in tune with the agenda needs of the major committees who are doing most of the board's work. Our failure to have the committee chairs (other than Finance, whose chair is the Treasurer) led to some problems last year which were labelled "communications" problems, but in fact are better seen as structural problems, and which continue in some ways this year. The Committee agrees that this is a more reasonable structure, and that this would be a good change to make to the policies, beginning next year, as part of the policy revisions paving the way for the transition.

TO DO: Cindy will contact Kathy to talk about this, so that the BOC is aware that this proposal is coming.

3. Agenda Items for Next Meeting

The Committee did not complete discussion on the assessment or congregational survey and will continue these discussion at the next meeting. In addition to considering feedback from the ET, Comm Comm, and the Board, if any, the committee needs to:

1. Continue its work on the congregational survey:

- Discuss organizing the mission element statements to the congregants in more understandable language (e.g., "I" statements);
- Discuss whether to ask questions about our efforts to address our white supremacy culture;
- If we survey high schoolers, whether to develop a separate survey for them;
- Draft our sections of this year's congregational survey(s)

2. Make a recommendation about the 3 year assessment of the church administration.

3. Begin our review of our organizational documents and board policies, including the proposal related to the composition of the BOC and other changes (possible elimination of the ministerial relations committee from the bylaws; reducing the size of the board, and allowing some Board control over Nom Comm nominations) that would improve our governance with the transition in mind.

Closing Words: Andy

Next Meeting: Thursday, November 8, 7-9 pm, Room A-301. Everyone welcome! Matt will provide opening and closing words.

First Unitarian Church Portland - Board of Trustees

Communication Committee Minutes

October 16, 2018 Meeting Notes

Committee members attending: Randy Russell (Chair); Alan Comnes; Theo Harper; Kathy Ludlow, Barbara Morrison

Agenda and Notes:

- Light chalice / reading / check-in
 - Alan read "Fall," by Mary Oliver
- October Moderator Letter

Discussed content and decided to include information on the generosity conversation held at the last board meeting, the annual fund drive, and news about the joint board & nominating committee meeting with a comment on the rewards of board work.

- Meeting with Governance Comm for calendar/survey coordination.

Randy met with Cindy and reviewed timing and process for this year's congregational survey. He reported that they had agreed to have the questions/content finalized by end of January. The governance committee has the lead in establishing content while communications is responsible for advertising and conducting the survey.

- Planning for Board Fall Forum to be held on Sunday November 4th after each service

We discussed the format, content, food and child care. We referred to it as the Family Friendly Forum. Alan will produce some signage and visual aids. Advertising to include eNews and Sunday bulletin. ComCom members to attend some group meetings to advertise. Randy is to rough out an agenda for board review and approval.

- Seminary for a Day workshop

The board is responsible for a workshop at the 2019 Seminary for a Day. The subject matter suggestion is to show the video of last year's Ware Lecture and GA and then discussion. We believe PET will take the lead. Theo will work with the PET to review the format and content.

- Suggestion re midwinter board forum – listening circles for next 3 months

This idea needs more board level discussion. Finance plans to use the January forum to host a discussion of church budgeting: process, priorities and constraints; with the intent to stimulate Congregant input and thoughts.

- Review response to any congregant letters or inquiries

A congregant who provides volunteer support to the Sunday coffee hour expressed concerns about managing the coffee service and the kitchen in Fuller Hall since Helen has stepped back. An initial response was sent and the concern was referred to Kathryn E as an administrative matter. Kathy L will send a follow up letter.

- Additional Items for Discussion as needed

An increasing volume of junk mail is coming to the board address. Randy to discuss remedies with Sajaan.

- Closing Words - Theo
- Adjourn

**First Unitarian Church
Finance Committee Minutes
October 23, 2018**

Attending:

Committee Members: Leila Wrathall, Evie Zaic, Kathy Ludlow

Board Members and Congregants: Linda Craig, Ed McClaran, Stan Jewett

Staff: Kathryn Estey, Zaida Cooper

Guests: Hans Graichen of Pauly Rogers

Call to Order: Buchan B310, 5:05 pm

Reading: Evie provided a reading.

Date and Time for Next Regular Meeting: November 27, 2018, 5:00 – 6:30

Meeting Schedule for Year: Meetings: 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 September minutes.

Auditor's Review

Hans Graichen, Auditor of Pauly Rogers attended the meeting to answer any questions from Committee members' regarding the review. (Note: based in a Board decision a few years ago, a full audit is conducted every 3 years, and reviews are conducted in the intervening years. A full audit was conducted 2017.) Hans will be sending an updated report based on questions asked at the meeting. Hans indicated that "Based on our review, we are not aware of any material modifications that should be made to the accompanying basic financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America."

September 2018 Financial Review - Discussion

September-18	YTD	Budget YTD
Operating Income	\$ 442,724	\$ 503,681
Operating Costs	\$ 603,293	\$ 575,071
Reserve Deposits	\$ 12,001	\$ 12,001
Investment	\$ 76	--
*Net Cash Effect	\$ (104,223)	\$ (83,391)

Discussion: Ended prior FY with pledges above budget. Pledges in August and September were below budgeted amount. Net Cash Effect is below budget and below prior years. Some congregants will be paying

pledges using required minimum distributions at end of year. Reminders have just gone out regarding pledge payments. Will monitor income to see if payments pick up. Rental income is up significantly in September and is also going to be up in October; was over \$20,000 below budget in August YTD, now only a little over \$7,000 below budget. Had to dip into money market funds in September, therefore have negative balance on Statement of Cash Flows, Net Cash In/(Out).

UUA dues

The UUA issued an updated method for determining dues. Ed McClaran is helping the UUA contact member congregations about the new methodology. He reported that all of the ones he has contacted except one small congregation are seeing an increase in dues. Kathryn and Leila are planning on participating in webinars on this. There was a discussion of the increase. Most large churches are not currently paying fair share. First Unitarian makes a contribution to the denomination by being a teaching church, i.e. have intern every year. Not all big churches do this. This is not reflected anywhere.

Updates – Kathryn & Zaida

Lighting/Energy Efficiency: There will be another \$35,000 payment to Red's Electric. This will come out of what was the Wells Fargo reserve fund.

Annual Fund Drive: Kathryn and Zaida reported that from October 15 – 23, they have received pledges of \$206,367; 13.7% of \$1,506,750 goal. Reflects both new pledges and increased pledges. Kathryn's rough estimate is that this is about 9% of pledging units, about 76 pledging units. They will not add in auto renewals until end of AFD since some people who signed up for auto renewal still send in signed pledges and/or reduce their pledges.

Banking: Kathryn is working on putting together a small committee of members with financial experience to evaluate financial institutions with an eye towards switching financial institutions now that mortgage has been paid off. At that time will look at ensuring that money is distributed across institutions so we have FDIC protections and will relook at how reserve funds are constituted. This may involve some policy changes regarding reserve funds as well.

Discussion of Board 1-3 Year Goal: Support ET to have an AFD and other income streams that meets the church's full [actual] 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. New ideas:

- Discussion about how thank you calls by Board members will be handled. Erin bundles names of pledgers, will be communicating with Kathy Ludlow so Board members can make calls.
- How should responsibilities ministers assume for AFD calls be shared with BOT. Should BOT members call congregants who decrease pledges without explanation?
- Strong thought that BOT should be more involved with AFD.
- Should Board members make presentations from the pulpit during AFD. Only Laura Milne has done so in recent years. BOT members can discuss certain issues like salary increase better than ministers.
- BOT can make AFD pitch during its Forums.
- AFD house parties put on by Board members.

Thoughts from September:

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 stair-step 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.

November meetings: Finance Committee members/attendees are asked to send Leila list of how they would prioritize these ideas by November meeting and any other thoughts they have. Leila will send to the Board.

Evie did a closing reading. ED volunteered for November meeting.

Meeting adjourned at 6:40 pm.

Minutes submitted by Leila.

First Unitarian Church							
Year-To-Date Operating Summary							
9/30/2018							
	ACTUAL OPERATIONS YEAR TO DATE 9/30/2018	ACTUAL OPERATIONS YEAR TO DATE 9/30/2017	ACTUAL VARIANCE 2018	BUDGET YEAR TO DATE 9/30/2018	BUDGET VARIANCE 9/30/2018	ANNUAL BUDGET FY19	
Church Operations							
Operating Income							
Pledge Income	274,095	304,707	(30,612)	339,405	(65,310)	1,451,166	
Contributions	17,954	18,554	(600)	18,554	(600)	110,000	
Program Income	25,860	23,391	2,470	16,300	9,561	122,950	
Rental Income	114,105	120,121	(6,017)	121,494	(7,390)	460,276	
Other Income	10,711	9,464	1,247	7,929	2,782	35,500	
Transfer from Foundation						55,000	
Transfer from Other Funds						165,267	
Total Operating Income	442,724	476,236	(33,512)	503,681	(60,957)	2,400,159	
Operating Costs							
Payroll Expenses	390,132	339,889	(50,243)	399,580	9,448	1,642,945	
Reimbursible Expenses	68,271	1,259	(67,012)	-	(68,271)		
Occupancy Expense	60,515	62,683	2,168	68,360	7,845	287,250	
Program Expense	70,168	44,891	(25,277)	86,137	15,969	303,485	
Rental Expense	2,069	2,761	691	4,705	2,636	43,820	
Administration Expense	10,199	12,841	2,642	15,614	5,415	66,906	
Interest Expense	-	15,417	15,417	-	-		
Other Expense	1,939	43	(1,896)	675	(1,264)	7,750	
Total Operating Costs	603,293	479,785	(123,508)	575,071	(28,222)	2,352,156	
Net Church Operations	(160,569)	(3,549)	(157,020)	(71,390)	(89,179)	48,003	
Reserve Account Deposits							
Annual Operating Reserve	12,001	11,034	(967)	12,001	-		
Total Reserve Deposits	12,001	11,034	(967)	12,001	-		
Net Church Operations After Reserve Deposits	(172,570)	(14,583)	(157,986)	(83,391)	(89,179)		
Investment Income							
Dividend & Interest Income	76	(425)	501	-	76		
Net Investment Income (Loss)	76	(425)	501	-	76		
Operating Surplus (Deficit)	(172,494)	(15,008)	(157,486)	(83,391)	(89,103)		
Funded from Loan Reserve (1210-10)	44,416						
Funded fr Special Proj for Sanctuary	23,855						
Renovation							
Special Projects Funded	68,271	1,259	67,012	-	68,271		
Net Cash Effect	(104,223)	(13,749)	(90,474)	(83,391)	(20,832)		

First Unitarian Church						
Monthly Operating Summary						
9/30/2018						
		ACTUAL OPERATIONS CURRENT MONTH Sep 2018	OPERATIONS PREVIOUS MONTH Aug 2018	OPERATIONS MO to MO VARIANCE	BUDGET CURRENT MONTH	BUDGET VARIANCE
Church Operations						
	Operating Income					
	Pledge Income	90,631	83,890	6,740	119,774	(29,144)
	Contributions	8,855	4,810	4,046	9,043	(188)
	Program Income	12,486	9,087	3,399	7,304	5,182
	Rental Income	51,395	33,338	18,057	37,531	13,864
	Other Income	3,604	5,907	(2,303)	2,415	1,188
	Total Operating Income	166,970	137,032	29,938	176,069	(9,099)
	Operating Costs					
	Payroll Expenses	134,639	133,836	(803)	133,668	(970)
	Reimbursible Expenses	-	23,855	23,855	-	-
	Occupancy Expense	25,112	21,345	(3,767)	24,296	(816)
	Program Expense	41,785	17,747	(24,038)	21,993	(19,792)
	Rental Expense	688	747	59	1,568	880
	Administration Expense	2,945	3,362	417	6,246	3,302
	Other Expense	1,793	-	(1,793)	225	(1,568)
	Total Operating Costs	206,962	200,892	(6,070)	187,997	(18,965)
Net Church Operations		(39,992)	(63,860)	23,868	(11,928)	(28,064)
	Reserve Account Deposits					
	Annual Operating Reserve	4,000	4,000	-	4,000	-
	Total Reserve Deposits	4,000	4,000	-	4,000	-
Net Church Operations After Reserve Deposits		(43,992)	(67,860)	23,868	(15,928)	(28,064)
	Investment Income					
	Dividend & Interest Income	24	23	(0)	-	24
Net Investment Income (Loss)		24	23	(0)	-	24
Operating Surplus (Deficit)		(43,968)	(67,837)	23,868	(15,928)	(28,040)
	Special Projects Funded	-	23,855	(23,855)	-	-
Net Cash Effect		(43,968)	(43,982)	13	(15,928)	(28,040)

First Unitarian Church					
Dashboard Report					
September 2018					
CAMPAIGN MONTHLY TRACKING					
Pledge Drive Statistics	2019 Campaign	2018 Campaign	2017 Campaign	2016 Campaign	
As Of	09/30/18	09/30/17	09/30/16	09/30/15	
All Members--					
Pledge Goal	1,506,750	1,459,000	1,545,000	1,500,000	
Pledges Received	3,000	2,700	2,901	11,160	
				-	
Percent of Goal	0.20%	0.19%	0.19%	0.74%	
Pledging Households	2	3	5	6	
Average Pledge Received	1,500	900	580	1,860	
Payments Received	3,000	590	800	2,000	
Total					
Percent of Pledge	100.0%	21.9%	27.6%	17.9%	
Attendance	**Sep'18	Sep'17		Sep'16	Sep'15
For the month (in sanctuary + livestream)	3,550	2,906	22.16%	2,415	3,323
Total LiveStream (included above)	517	322	60.56%	199	188
Total for the Fiscal Year	7,911	7,107	11.31%	6,337	6,866
Average per Sunday for month	710	727	-2.27%	604	831
Average per Sunday YTD	565	547	3.36%	487	528
** = 5-Sunday month					
New Members	Jul '18 - Sep'18		Jul '17 - Sep'17		
Enrolled	4	-71.43%	14		
Number of Pledges Received	4	-55.56%	9		
Total Amount of Pledges Received	1,350	-83.92%	8,395		
Average Pledge	338	-63.82%	933		
Plate Contributions	FY18	Recipient(s)		FY18	Recipient(s)
Jul	2,937	CAUSA		Jan	
Aug	2,817	One Oregon		Feb	
Sep	6,219	Innovation Law Lab/Respite Ctr		Mar	
Oct				Apr	
Nov				May	
Dec				Jun	
				Fiscal YTD	11,973

First Unitarian Church of Portland																
Cash/Securities Balances																
September 30, 2018																
		August 31, 2018		September 30, 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 Anniversary	1015-10 Justice Begins At Home	1017-50 Slegers Music Fund	Rental Income Reserve
10	Cash for Operation	21,050.48	(18,528.85)	2,521.63												
	Sub-Total Operating Fund	21,050.48		2,521.63	(32,326.55)	34,848.18			-	-	-		-			
3412	Annual Operating Reserve	76,140.46	4,000.25	80,140.71		80,140.71										
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	6,700.59	-	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	67,432.00	3.32	67,435.32						67,435.32	-		-			
1015-10	Justice Begins at Home	14,293.39	0.59	14,293.98										14,293.98		
1018-51	Rental Income Reserve	60,006.95	1.48	60,008.43												60,008.43
3424	Reserve Tax Rebate	42,602.27	2.10	42,604.37								42,604.37				
1010-49	Program Designated	138,681.62	(9,203.15)	129,478.47	129,478.47											
	Sub-Total Reserve Funds	801,027.53	(5,195.41)	795,832.12	129,478.47	482,011.15	0.40	-	-	67,435.32	-	42,604.37	-	14,293.98		60,008.43
30	General Capital															
34	Buchan Bldg Capital	3,003.00	(850.00)	2,153.00	2,153.00											
	Sub-Total Capital Funds	3,003.00	(850.00)	2,153.00	2,153.00											
1011-40	Commemoration	18,310.89	-	18,310.89		18,310.89										
41	Chesney-Deale (Intern Minister)	76,197.34	(65.75)	76,131.59		59,158.84		16,972.75								
42	MJS Lecture Series	129,740.15	(184.99)	129,555.16						129,555.16						
43	Hessler-Deale (Women in Ministry)	24,351.12	12.09	24,363.21		14,739.72		9,623.49								
46	Anniversary	15,156.28	0.62	15,156.90									15,156.90			
50	Slegers Fund for Music Ministry	32,599.93	1.63	32,601.56											32,601.56	
1035-10	State Unemployment Insurance	20,948.86	0.52	20,949.38			20,949.38									
	Sub-Total Restricted Funds	317,304.57	(235.88)	317,068.69	-	92,209.45	-	20,949.38	26,596.24	-	129,555.16	-	15,156.90	-	32,601.56	
	Total All Funds	1,142,385.58	(24,810.14)	1,117,575.44	99,304.92	609,068.78	0.40	20,949.38	26,596.24	67,435.32	129,555.16	42,604.37	15,156.90	14,293.98	32,601.56	-
	Per Bank Rec.	\$1,142,385.58	(24,810.14)	1,117,575.44	99,304.92	609,068.78	0.40	20,949.38	26,596.24	67,435.32	129,555.16	42,604.37	15,156.90	14,293.98	32,601.56	60,008.43
	Petty Cash	500.00		500.00												
		1,142,885.58	(\$24,810.14)	\$1,118,075.44	-											
Lines of Credit																

First Unitarian Church

Statement of Cash Flows

For the Month Ending 9/30/2018

Beginning Cash & Equivalents Balance	1,142,886.41
Receipts	
Pledges & Contributions Received	99,485.61
Events/Weddings/Memorials	3,257.00
Rents Received	48,137.86
Program Receipts	14,785.34
Special Events	396.00
Miscellaneous Receipts	3,381.02
Interest/Gain-Loss on Investments	(214.24)
Increase/Decrease Accounts Receivable	(11,852.50)
Restricted Fund Receipts	30.00
Buchan Building Receipts	130,828.00
Total Receipts	288,234.09
Payments	
Payroll/Taxes/Benefits	(134,438.77)
Operating Expenses	(65,974.93)
Program Expenses	(148,996.47)
Special Events	(637.50)
Increase/Decrease Prepaid Expenses	2,061.37
Acquisition of Property & Equipment	380.00
Increase/Decrease Accounts Payable	34,852.58
Miscellaneous Expenses	(291.34)
Total Payments	(313,045.06)
Net Cash In/(Out)	(24,810.97)
Ending Cash & Equivalents Balance	1,118,075.44

**First Unitarian Church
Balance Sheet – Operating Fund – 9/30/18**

ASSETS

Cash																											
	<table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 85%;">Petty Cash</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td>Wells Fargo Checking</td> <td style="text-align: right;">99,304.92</td> </tr> <tr> <td>Wells Fargo Money Market</td> <td style="text-align: right;">609,068.78</td> </tr> <tr> <td>Wells Fargo Required Loan Reserve</td> <td style="text-align: right;">67,435.32</td> </tr> <tr> <td>Wells Fargo Tax Rebate</td> <td style="text-align: right;">42,604.37</td> </tr> <tr> <td>Wells Fargo Justice Begins at Home</td> <td style="text-align: right;">14,293.98</td> </tr> <tr> <td>OnPoint Anniversary</td> <td style="text-align: right;">15,156.90</td> </tr> <tr> <td>WF Sleger's Fund for Music Ministry</td> <td style="text-align: right;">32,601.56</td> </tr> <tr> <td>Rental Income Reserve</td> <td style="text-align: right;">60,008.43</td> </tr> <tr> <td>UBS Investment</td> <td style="text-align: right;">0.40</td> </tr> <tr> <td>Wells Fargo MM SUI</td> <td style="text-align: right;">20,949.38</td> </tr> <tr> <td>Investments</td> <td style="text-align: right;">156,151.40</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">156,151.40</td> </tr> </tbody> </table>	Petty Cash	500.00	Wells Fargo Checking	99,304.92	Wells Fargo Money Market	609,068.78	Wells Fargo Required Loan Reserve	67,435.32	Wells Fargo Tax Rebate	42,604.37	Wells Fargo Justice Begins at Home	14,293.98	OnPoint Anniversary	15,156.90	WF Sleger's Fund for Music Ministry	32,601.56	Rental Income Reserve	60,008.43	UBS Investment	0.40	Wells Fargo MM SUI	20,949.38	Investments	156,151.40		156,151.40
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Total Cash	1,118,075.44																										
Current Assets																											
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Total Fixed Assets	7,000,899.61																										
Other Assets	_____																										
TOTAL ASSETS	9,249,683.75																										

LIABILITIES & FUND BALANCES

Current Liabilities	
Accounts Payable	26,692.44
Accounts Payable Foundation	(121.30)
Events/Weddings/Memorials Clearing	46,427.98
Accrued Vacation	73,175.33
WB Fund Payable	310.30
Payroll Clearing Account	(200.00)
	146,284.75
Total Current Liabilities	
Long Term Liabilities	
Deferred Lease Revenue	374,456.00
Funds Held for Others	2,000.00
	522,740.75
Total Liabilities	
Fund Balances	
Fund Equity Operating	362,493.16
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 Slegers Fund for Music Ministry	32,597.46
Rental Income Reserve	60,000.88
Fund Equity Pledges	(3,511.76)
Reserved Funds	675,955.70
Profit (Loss) Year to Date	(221,725.75)
Unrealized Gains (Losses)	4,156.78
	8,726,943.00
Total Fund Balance	
TOTAL LIABILITIES AND FUND BALANCES	
	9,249,683.75

First Unitarian Church - Notes to Financials - Sept. 2018			
(department transactions greater than \$2,000)			
OPERATING INCOME			
	Pledge income	Below budget YTD	(65,310)
		Below budget for the month	(29,144)
	Program Income		
	Scrip		2,815
	Social Justice		3,606
	Rental Income		
	Tenants	no shelter rent	25,259
	Events		13,379
	Deferred Incoe	Outside In lease; annual auditor's entry	9,500
	Other Income		
	Sexton reimbursement from renters' events		3,125
OPERATING COSTS			
	Occupancy		
	Utilities		7,870
	Contract services		2,186
	Parking	July/Aug	3,910
	Program Expenses		
	Scrip		2,574
	Rental Cost		
	Realtor fee	budgeted	21,854
DASHBOARD			
	New members		2
	New pledges received		2
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 Aug	3,003.00
		Transferred to the Foundation	(3,003.00)
		Burn the Mortgage payments received in Sep	130,828.00
		Direct payment to Foundation	(128,675.00)
		Balance as of 9/30/18	2,153.00