First Unitarian Church of Portland  
Board of Trustees Meeting - April 4, 2019  
Board Meeting - 7 - 9pm - Room B102

**Board Meeting**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>6:00</td>
<td>Dinner</td>
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<tr>
<td>6:25</td>
<td>Informal check-in</td>
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<td>6:40</td>
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**7:00** Convene  
Opening Words - Randy  
Determine Quorum  
Process Observer Review  
Review Agenda  
Review & Approve previous meeting’s minutes

**7:10** Congregant Comment Period

**Updates**

**7:20** ET Update  
NOTE: Committee Updates - reports attached  
NOTE: Dates to calendar - Board Retreat May 31 & June 1  
Young Adult dialogue - April 14  
Board PET Forum - May 5  
Lay Minister Dialogue - May 15  
Congregational Survey - on-line March 21  
NomCom/Board get together - April 30, 5:45pm  
First Connections - April 7, 14, or 28 - need to decide  
End of year dessert social to appreciate Board members and recognize outgoing members - June 9 at 7:00 or 7:30  
Board Auction Item - Karaoke June 13

**Consent Agenda**

**7:55** Adopt and forward to congregation for approval Final Budget from ET & Finance  
Confirm Slates from Nominations Committee (attached); Board’s endorsement, on behalf of the congregation, to ordain Mira Mickiewicz into the ministry

**Generative Discussion**

**8:00** Presentation and Generative Discussion. The Church Block Development Task Force (TF) will provide an update and presentation. Board generative discussion to follow. Since City did not select Church’s proposal, the Church/TF now have more time to consider options. Board understanding and direction to TF is crucial. Specifically, TF wants Board to identify development goals it considers most important and areas of inquiry that TF should take on.

**8:35** Agree as a board to engage Susan Beaumont for 1-day consultation on Ministerial Transition  
Spend 15 minutes sharing our own anxiety over the ministerial transition.
Meeting Wrap-up

8:50  Communications Check and Process Observations
     Closing Words - Randy
9:00  Adjourn

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Our Mission:
The mission of First Unitarian Portland is to create a welcoming community of diverse individuals; to promote love, reason and freedom in religion; to foster lifelong spiritual growth; and to act for social justice.

Our Vision:
First Unitarian Portland is a beacon of hope for us and for our community, a spiritual center in the heart of our 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

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Nominations Committee Slates:

For the Board of Trustees:
• Cindy Cumfer
• Brad Taylor
• Andy Wilson
• Leila Wrathall

For Nominating Committee:
• Joyce Gotsch
• Laura Jones,
• Betsy Riddell

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Attending:

**Board Members present:** Alan Comnes, Theo Harper, Cindy Cumfer, Randy Russell, Kathy Ludlow, Andy Parker, Leila Wrathall, Mindy Clark, Ryan Deibert, Barbara Morrison.

**Absent:** Evie Zaic

**Ministers and staff present:** Rev. Tom Disrud and Intern Minister Mira Mickiewicz

**Assistant note taker:** Dotti Chidester

**Congregants present:** Patrick Malone

The board meeting convened at 7 PM

**Opening words:** Barbara, Naomi Shihab Nye, “The Art of Disappearing”

**Determined Quorum**

**Process observer review:** Mindy

**Time keeper:** Leila

**Review agenda:** All in attendance agreed to the agenda

**Review and Approve previous meeting's minutes:** approved

A signup list went around for board members to be Sunday morning greeters. This will be transposed to google calendar by Theo.

**ET updates:** Received word last night that we were not chosen for one of the sites for the grant. Kathryn found reaching out to the city that they funded only 3 sites as opposes 5 that had been stated. Next step will be to call together the development task force and talk about next steps. A board member asked, “would you broaden the things you are looking at not just low-cost housing”? Kathryn noted that Ian Carlton from the city will be open to meeting with the development committee.

**Budget development** is under way. First draft is out of bounds about $125,000. Have done a lot of work on staff and now are down to $85,000. We have not so far added any reserves. It is literally a line by line action. By March at the finance committee meeting, will have to have a balanced budget. This year the auction is working on improving the technical capabilities around the church looking at improving audio video equipment and capabilities. An example is improving hearing assistance equipment in the chapel. Also hope to upgrade the video equipment.

This Sunday is Foundation Sunday, Victoria Fairham-Wheeler and "Kevin" Wheeler will be giving testimonial.

Tom talked more about the “First Connections” class and noted good reviews so far and good attendance. Invited the board to do one section on how the church works.
Lay Ministry program, 9 new members are being trained, raising the number of lay ministers to 28 which is the largest it has been ever. Has been around for about 25 years. They are being more intentional about training and group facilitation. Will have a retreat this weekend.

Ecumenical Ministers Annual dinner is coming up and board members are invited to attend. Also noted Reverend Bill Sinkford will begin serving on their Board

Summer camps for kids Mira’s initiative. Will have 2 weeks of chalice camp for younger kids based on Oakland church program. We are partnering with the West Hills Fellowship and the 1st week will be at West Hills. The 2nd week will be at Laurelhurst Park (hopefully). In the week before the program there will be a leadership camp for high school and older youth. Mira is looking for adults to volunteer and support. The number of participants will be capped.

Mira and DeReau are doing a little podcast series, interviews with staff and there will be a link in e-news

Planning for next year, well into planning, inviting guest speakers and planning seminary for a day. Working with intersection of Adult and children’s worship. Monthly themes will be more integrated into RE community. Recently had some of the people at Holiday park gather around and watch live streaming church services.

Mira will be serving as Summer Minister.

(Committee Updates attached)

Communication committee, Randy Russell added, has been setting up dialogues with church organization and the board. The RE committee has invited us to join them 3/12 at 5:45 and Young Adults meeting. He sent a sheet around the board to sign up for participating in these dialogues.

The Congregational Survey has been finished. Youth Survey completed last Sunday. Will be working on the church wide survey and be able to get it to the board to test soon.

Dates to calendar:
Board Retreat May 31 & June 1
RE Committee dialogue, Mar 12
Young Adult dialogue April 14
Board PET Forum May 5
Congregational survey Late Feb Early March
First Connections April 7, 14 or 28
Board Auction item - Karaoke? Board agreed to offer this.

Consent Agenda: There were no consent agenda items

Generative Discussion:

Discuss, proposed amendment for governing policies, specifically 4.10.1 Board officer’s Committee and 4.9 Assign of BOC responsibilities: Cindy reported by way of background, have considered this in Governance Committee for some time. Decided in October meeting with all agreed on the proposed change. 1 what the change is, an addition of 2 seats on the BOC, that the chairs of the committees will serve as officers and BOC will decide who will be in the various positions, also would decide who will be responsible for duties, 2, why? She noted this is a common practice in non-profits. The reason is where the BOC’s responsibility is to set the agenda, the function of the committees is to take some of the board work and do it. The idea is that these 5 groups are in need of time on the board agenda and if they are on the B.O.C. they would be able to discuss and help set the agenda. Generative conversations might best come out of the committees. 3rd why the chairs? They are responsible for functioning of the committees and can best move forward issues. 4.9 will affect how responsibilities are assigned

Leila noted there is a potential of having 8 people on the BOC, which Cindy indicated is not what was intended. Leila noted there were no explicitly stated roles in the proposed change. It was noted the secretary
role requires considerable work. It was suggested that communication committee may take on some of the duties of the secretary. Noted the 1st vice moderator has significant duties and expecting that person to take on another committee might not be a good idea. Noted may help to have the duties spread out among other board members. What about a committee we don’t have right now, would that committee be added to the BOC? Wonder about whether PET is a permanent committee and should it be! It was noted that having a smaller group for BOC would be optimal.

It was stated our discussion is giving governance committee feedback on this idea. Theo inquired about the mechanism for getting congregational approval for the policy changes. It was noted it will not be necessary to have a congregational meeting regarding the changes. We can add it into the board packet and moderator’s letter. Theo noted the importance of communicating this to the congregation.

It was noted this will intensify the need to consider how we choose committees and membership. The importance of leadership development was noted.

Alan noted we may not need the PET and instead incorporate this into all the committees.

**Communication Check and Process Observations:** Randy noted may need to note discussion about composition of BOC in next moderator’s letter, also that next finance committee meeting will be where the budget is presented.

Mindy noted multiple viewpoints were expressed, active listening, no conflict

**Closing Words:** Barbara, Billy Collins, “The Afterlife.”

**Minutes respectfully submitted:** Theo Harper, board secretary.
Communication Committee Meeting Minutes
March 12, 2019
Present: Randy Russell, Kathy Ludlow, Barbara Morrison, and Alan Comnes
Absent: Theo Harper

Light chalice - Alan
Reading - Randy

Approved February Minutes

March Moderator Letter
- Upcoming church auction and theme
- Redevelopment planning grant not awarded & what’s next
- Proposed changes to board policies (refer them to the board packet)

Board Dialogues -
- Results of dialogues held to date (Randy to consolidate notes)
- Upcoming dialogues: young adults & lay ministers

Comments on Congregational Survey: So far so good. Loaded into Survey Monkey. Ready to open survey to congregants when Cindy says go. Include notices in e-News and Sunday bulletin.

Assist PET with forum on WSC in April - status: Mira & Dana came to PET and gave advice on how to approach the subject. Ask Evie to include PET minutes in Board Packet. Date is May 5 @ 1:30

Board & Nom Com Get Together: Alan will coordinate a time in April.

Congregant Letters: None

Website Tasks:
- Post completed March Moderator Letter. Provide links in the board page and in congregational news.
- Review board Q&A for relevance, edits, additions

Other Notes: Send notice to all board members that the Learning Committee is holding a forum on 3/17 @ 1 p.m. and board members are invited to attend. A chance to hear what parents are discussing.

Closing Words - Randy

Adjourn
First Unitarian Church
Finance Committee Minutes
March 5, 2019 (postponed Feb. meeting)

Attending:

Committee Members: Leila Wrathall, Kathy Ludlow

Committee Members not present: Evie Zaic

Board Members and Congregants: Linda Craig, Joann Foor, Stan Jewett, Josh Soske, MaryAnn Roulier, Ed McClaran, Josh Soske

Staff: Kathryn Estey, Zaida Cooper

Call to Order: Buchan B310, 5:00 pm

Reading: Leila provided a reading.

Date and Time for Next Regular Meeting: March 26, 2019, 5:00 – 6:30

Meeting Schedule for Year: Meetings: April 23, May 28 & June 25 (tentative); Finance/Budget Forums: May 5

Announcements and Reports:

Leila reviewed Agenda.

Motions/Approval:

M/S/C: Approve Jan Minutes

January 2019 Financial Review - Discussion

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<tr>
<td>Operating Income</td>
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<td>Operating Costs</td>
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<td>Investment</td>
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<tr>
<td>Net Cash Effect</td>
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Discussion: Pledge payments are continuing to be below budgeted amount this FY. Some additional funds came in as a result of end of year statements. Rental income is in pretty good shape, although a little below budget. Have not received payment yet for winter shelter which started December 1st. Net cash effect is still positive. Linda Craig asked if BTM and Operating pledges on balance sheet could be split out. This pledges receivables balance is updated at FY closing. It could be split but would require reformatting of the report.

Updates – Kathryn

Annual Fund Drive: Kathryn and Zaida reported on AFD. Average donation per donor is good, holding around $1,600 per person. About another $14,000 in pledges came in after AFD ended, more than expected at this
point in time. Usually get a total of about $20,000 after AFD ends. March is Foundation Month. Will have testimonial from pulpit on Foundation Sunday.

**Budget:** Kathryn passed out and discussed the preliminary draft budget. She discussed assumptions. Will have to tap some reserves. Auction is not included in the budget because it spans fiscal years, collect bulk of monies in one fiscal year and expend in next fiscal year. They put it in a fund 49 (not really a reserve fund, but treated as one because there has been some carry over between fiscal years.)

- Some savings: Ministry photocopy budget has been reduced to due reduction in size of weekly Order of Service from 11X17 to 8.5X11. Seeing some decrease in utilities in Buchan because of lighting, Kathryn will look at this more closely to find out how significant.
- Anniversary Fund will be used to bump up UUA fund.
- They are having general conversation about reducing out of town retreats, they take a lot of staff time. Adult Programs will still have out of town retreats and continue to charge for them.
- Rental income is being held status quo. Long term rental of shelter space is still unknown, will probably be talking to Outside In this spring.

**Banking:** Advisory Committee is still meeting. More later.

**RFP for Auditor** – discussed whether to send out RFP before next review or before next audit. Discussion that it would be good for new auditors to conduct the review in order to acquaint themselves before actually doing a full audit.

Volunteers to review & be on audit selection committee – Linda Craig, Josh Soske and Leila Wrathall volunteered.

**Finance Policy Discussion**

Governance Committee asked if the proposed policy on reserved fund creation should include restricted funds too. Some funds of concern that continue to exist after purposed has been served are restricted funds. They also asked why the disposition of funds should be decided when the fund is created rather than when the purpose for the fund has been served. Reason for this is that there are several funds that staff are currently trying to figure out the original intent now and/or are trying to figure out how to disperse after the original intent has ceased to exist, e.g. monies given for 150th anniversary fund. Intent is that contingencies would be discussed when the fund is created, e.g. any remaining funds after the anniversary would be spent at discretion of ET.

The Governance Committee will consider the $20,000 budget limit in Amended Articles later in the future.

Leila did the closing reading.

Volunteer for next meeting: Kathy Ludlow?

Meeting adjourned at 6:40 pm.

Minutes submitted by Leila.
First Unitarian Church  
Finance Committee Minutes  
March 26, 2019

Attending:

Committee Members: Leila Wrathall, Kathy Ludlow, Evie Zaic  
Board Members and Congregants: Alan Comnes, Linda Craig, Joann Foor, Josh Soske, MaryAnn Roulier, Ed McClaran,  
Staff: Kathryn Estey, Zaida Cooper

Call to Order: Buchan B101, 5:00 pm

Reading: Kathy provided a reading.

Date and Time for Next Regular Meeting: April 23, 2019, 5:00 – 6:30

Meeting Schedule for Year: Meetings: May 28 & June 25 (tentative); Finance/Budget Forums: May 5

Announcements and Reports:

Leila reviewed Agenda. Postponing audit report vote until April meeting.

Motions/Approval:

M/S/C: Approve March 5th Minutes

February 2019 Financial Review - Discussion

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<td>Operating Costs</td>
<td>$ 1,604,994</td>
<td>$ 1,550,714</td>
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<td>Reserve Deposits</td>
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<td>Net Cash Effect</td>
<td>$(797)</td>
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Discussion: Pledge payments are continuing to be below budgeted amount this FY. Rental income is in pretty good shape, although a little below budget because of not having year around shelter. No word yet on possible year-round replacement. Kathryn will be working on this after budget is put to bed. Received Dec & Jan payment yet for winter shelter which started December 1st. Net cash effect is in the negative because of payroll being higher. Discussion of why pledge payments and AFD total are off. Discussed Rev. Sinkford’s
analysis, change in tax laws may be factor. It was noted that pledging units have dropped by 50. Need to help encourage the youth groups.

Updates – Kathryn

Annual Fund Drive: Kathryn and Zaida reported on AFD. Total FY ‘20 pledges at $1,444,944, $61,805 below goal. If this year is like previous ones Kathryn expects another $25,000 in pledges by end of June.

Banking: Advisory Committee is still meeting, held a trial interview with a bank. They are developing a template of questions to ask the banks they interview. Looking at local banks; considering what does local mean, their presence in community, loans, etc. A couple members have good knowledge of local banks and will help develop a list of banks, including credit unions, to consider.

Proposed Budget: for detailed budget see: https://www.firstunitarianportland.org/about-us/board/finance-committee/

>Assumption of increase of 2.5% in budget over last year. >Administrative expenses frequently are fees, e.g. credit card fees. If change to local bank, Kathryn is hoping that fees may be reduced. >House & Grounds – misc. income is probably where payment for sexton time from rentals is entered. >RE program receipts is “0” because they quit charging RE and Music fees a couple years ago, and recently quit charging for Adult programs except for retreats. >Ministry payroll includes Rev. Sinkford’s salary (split between salary & housing), Summer Minister’s, .5 FTE Assistant Minister currently being recruited for, and 50% of Rev. Disrud’s salary (split between salary & housing). >Remainder of Rev. Disrud’s salary is split between Membership, 10% and Adult Programs 40%. Reflects how Rev. Disrud is spending his time. This is a change, no salary has been allocated to Membership in the past.

>Ministry program receipts include monies from Lay Ministry, Seminary for a Day and Wellspring. >Music program will be using donor designated funds from previous years to provide some administrative support for the Music Program, about $11,000, none currently exists. >Social Justice Program receipts came from donors who gave for the Flood the Desert, Respite Center and Fair Housing Bus Tour. The Social Justice Director’s position is being increased from .75 to .80 FTE and additional administrative support is being allocated. Social Justice expenses have been holding steady with budgeted amount this year. >No additional funding for communications, although if money was available would increase the budget.

>Rental Income: look at tenants, biggest part; and specifically, at different parts of the campus. New rental manager, is looking at how and who uses rental space. She is trying to market based on availability and how space can be used by groups, e.g. Chapel and Sanctuary as music venues. Kathryn has not increased rental income in budget this year because of staffing change. >Reserve funds and unused fund 49 monies are being used to balance the budget and may actually have to be used next year. Budgeting slightly less than last year. In many years they are budgeted for use, but never are actually expended.

Discussion of whether volunteer time should be calculated. This was discussed a couple years ago. Other organizations calculate this. Josh volunteered to make a rough calculation of RE Volunteer time. Lay Ministry
is probably able to do this because they each turn in their hours to Rev. Disrud. Probably could make an estimate for music program based on choir members’ practice and performance time.

**M/S/C:** To approve the proposed Budget for FY ’20 and recommend to Board of Trustees for approval.

**RFP Auditor:** Discussion of RFP for auditor. Question – why did last RFP from 2013 require that auditors submit report by Sept. 30. Kathryn said this was a requirement of Bank of America when they had the Buchan Mortgage loan. No need to include this requirement. Linda is working on the RFP and has consulted an auditor she knows. Special issues with churches are internal control issues and amount of cash that flows through church. Someone asked if audits could be every 4 years instead of 3 because the church has never had any problems. Some concern that as long as everything seems fine this appears to be a good idea, but if there is a problem then questions are raised about why the change.

Kathy did the closing reading.

Volunteer for next meeting: Linda Craig

Meeting adjourned at 6:30 pm.

Minutes submitted by Leila
# First Unitarian Church

## Year-To-Date Operating Summary

**2/28/2019**

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<th>ACTUAL OPERATIONS</th>
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<td>FY 2019 TO 2018</td>
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### Church Operations

#### Operating Income

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#### Operating Costs

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<td>1,550,714</td>
<td>2,352,156</td>
<td>(801,442)</td>
<td>(801,442)</td>
</tr>
</tbody>
</table>

#### Net Church Operations

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(85,582)</td>
<td>(167,445)</td>
<td>(253,027)</td>
<td>92,781</td>
<td>(178,364)</td>
<td>48,003</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Reserve Account Deposits

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Operating Reserve</td>
<td>32,002</td>
<td>29,425</td>
<td>(2,577)</td>
<td>32,002</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Reserve Deposits</td>
<td>32,002</td>
<td>29,425</td>
<td>(2,577)</td>
<td>32,002</td>
<td>-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Net Church Operations After Reserve Deposits

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(117,584)</td>
<td>138,020</td>
<td>(255,605)</td>
<td>60,779</td>
<td>(178,364)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Investment Income

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dividend &amp; Interest Income</td>
<td>179</td>
<td>834</td>
<td>(655)</td>
<td>-</td>
<td>179</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrealized Stock Gain (Loss)</td>
<td>613</td>
<td>-</td>
<td>613</td>
<td>-</td>
<td>613</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Investment Income (Loss)</td>
<td>791</td>
<td>834</td>
<td>(42)</td>
<td>-</td>
<td>791</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Operating Surplus (Deficit)

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(116,793)</td>
<td>138,854</td>
<td>(255,647)</td>
<td>60,779</td>
<td>(177,573)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Funded from Loan Reserve (1210-10)</td>
<td>81,638</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funded fr Special Proj</td>
<td>34,358</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Sanctuary Renovation, etc)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Projects Funded</td>
<td>115,996</td>
<td>12,293</td>
<td>102,703</td>
<td>-</td>
<td>115,996</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Net Cash Effect

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(797)</td>
<td>152,147</td>
<td>(152,944)</td>
<td>60,779</td>
<td>(61,577)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### First Unitarian Church
Monthly Operating Summary
2/28/2019

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL OPERATIONS</th>
<th>OPERATIONS</th>
<th>OPERATIONS</th>
<th>BUDGET</th>
<th>BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FEBRUARY 2019</td>
<td>PREVIOUS MONTH</td>
<td>MO to MO VARIANCE</td>
<td>CURRENT MONTH</td>
<td>VARIANCE</td>
</tr>
<tr>
<td><strong>Church Operations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Operating Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pledge Income</td>
<td>89,592</td>
<td>105,767</td>
<td>(16,175)</td>
<td>103,738</td>
<td>(14,146)</td>
</tr>
<tr>
<td>Contributions</td>
<td>5,021</td>
<td>5,109</td>
<td>(87)</td>
<td>5,410</td>
<td>(388)</td>
</tr>
<tr>
<td>Program Income</td>
<td>8,546</td>
<td>15,154</td>
<td>(6,607)</td>
<td>9,416</td>
<td>(869)</td>
</tr>
<tr>
<td>Rental Income</td>
<td>40,572</td>
<td>30,463</td>
<td>10,109</td>
<td>37,869</td>
<td>2,703</td>
</tr>
<tr>
<td>Other Income</td>
<td>3,414</td>
<td>1,425</td>
<td>1,989</td>
<td>2,640</td>
<td>774</td>
</tr>
<tr>
<td><strong>Total Operating Income</strong></td>
<td>147,145</td>
<td>157,917</td>
<td>(10,772)</td>
<td>159,073</td>
<td>(11,928)</td>
</tr>
<tr>
<td><strong>Operating Costs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Expenses</td>
<td>136,442</td>
<td>133,131</td>
<td>(3,310)</td>
<td>133,668</td>
<td>(2,773)</td>
</tr>
<tr>
<td>Reimbursible Expenses</td>
<td>-</td>
<td>8,883</td>
<td>8,883</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Occupancy Expense</td>
<td>22,798</td>
<td>21,131</td>
<td>(1,668)</td>
<td>25,566</td>
<td>2,768</td>
</tr>
<tr>
<td>Program Expense</td>
<td>26,887</td>
<td>17,523</td>
<td>(9,364)</td>
<td>23,244</td>
<td>(3,642)</td>
</tr>
<tr>
<td>Rental Expense</td>
<td>2,499</td>
<td>1,131</td>
<td>(1,368)</td>
<td>1,568</td>
<td>(390)</td>
</tr>
<tr>
<td>Administration Expense</td>
<td>1,286</td>
<td>7,650</td>
<td>6,364</td>
<td>4,674</td>
<td>3,389</td>
</tr>
<tr>
<td>Other Expense</td>
<td>-</td>
<td>410</td>
<td>410</td>
<td>225</td>
<td>225</td>
</tr>
<tr>
<td><strong>Total Operating Costs</strong></td>
<td>189,911</td>
<td>189,859</td>
<td>(52)</td>
<td>188,946</td>
<td>(964)</td>
</tr>
<tr>
<td><strong>Net Church Operations</strong></td>
<td>(42,765)</td>
<td>(31,941)</td>
<td>(10,824)</td>
<td>(29,874)</td>
<td>(12,892)</td>
</tr>
<tr>
<td><strong>Reserve Account Deposits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Operating Reserve</td>
<td>4,000</td>
<td>4,000</td>
<td>-</td>
<td>4,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Reserve Deposits</strong></td>
<td>4,000</td>
<td>4,000</td>
<td>-</td>
<td>4,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>Net Church Operations After Reserve Deposits</strong></td>
<td>(46,766)</td>
<td>(35,942)</td>
<td>(10,824)</td>
<td>(33,874)</td>
<td>(12,892)</td>
</tr>
<tr>
<td><strong>Investment Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dividend &amp; Interest Income</td>
<td>18</td>
<td>19</td>
<td>(1)</td>
<td>-</td>
<td>18</td>
</tr>
<tr>
<td>Unrealized Stock Gain (Loss)</td>
<td>613</td>
<td>-</td>
<td>(613)</td>
<td>-</td>
<td>613</td>
</tr>
<tr>
<td><strong>Net Investment Income (Loss)</strong></td>
<td>630</td>
<td>19</td>
<td>(611)</td>
<td>-</td>
<td>630</td>
</tr>
<tr>
<td><strong>Operating Surplus (Deficit)</strong></td>
<td>(46,135)</td>
<td>(35,922)</td>
<td>(11,435)</td>
<td>(33,874)</td>
<td>(12,261)</td>
</tr>
<tr>
<td>Special Projects Funded</td>
<td>-</td>
<td>8,883</td>
<td>(8,883)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Net Cash Effect</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(46,135)</td>
<td>(27,039)</td>
<td>(20,318)</td>
<td>(33,874)</td>
<td>(12,261)</td>
</tr>
</tbody>
</table>
## Pledge Drive Statistics

<table>
<thead>
<tr>
<th></th>
<th>2019 Campaign</th>
<th>2018 Campaign</th>
<th>2017 Campaign</th>
<th>2016 Campaign</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>As Of</strong></td>
<td>02/28/19</td>
<td>02/28/18</td>
<td>02/28/17</td>
<td>02/29/16</td>
</tr>
<tr>
<td>Pledge Goal</td>
<td>1,506,750</td>
<td>1,459,000</td>
<td>1,545,000</td>
<td>1,500,000</td>
</tr>
<tr>
<td>Pledges Received</td>
<td>1,443,445</td>
<td>1,436,209</td>
<td>1,400,926</td>
<td></td>
</tr>
<tr>
<td><strong>Percent of Goal</strong></td>
<td>95.80%</td>
<td>98.44%</td>
<td>90.67%</td>
<td>99.53%</td>
</tr>
<tr>
<td>Pledging Households</td>
<td>886</td>
<td>936</td>
<td>954</td>
<td>942</td>
</tr>
<tr>
<td>Average Pledge Received</td>
<td>1,629</td>
<td>1,534</td>
<td>1,468</td>
<td>1,585</td>
</tr>
<tr>
<td>Payments Received</td>
<td>404,379</td>
<td>420,418</td>
<td>363,192</td>
<td>409,612</td>
</tr>
<tr>
<td><strong>Percent of Pledge</strong></td>
<td>28.0%</td>
<td>29.3%</td>
<td>25.9%</td>
<td>27.4%</td>
</tr>
</tbody>
</table>

## Attendance

<table>
<thead>
<tr>
<th></th>
<th>'Feb'19</th>
<th>'Feb'18</th>
<th>'Feb'17</th>
<th>**Feb'16</th>
</tr>
</thead>
<tbody>
<tr>
<td>For the month (in sanctuary + livestream)</td>
<td>2,595</td>
<td>2,641</td>
<td>-1.74%</td>
<td>3,695</td>
</tr>
<tr>
<td>Total LiveStream (included above)</td>
<td>479</td>
<td>465</td>
<td>3.01%</td>
<td>583</td>
</tr>
<tr>
<td>Total for the Fiscal Year</td>
<td>22,467</td>
<td>23,334</td>
<td>-3.72%</td>
<td>23,820</td>
</tr>
<tr>
<td>Average per Sunday for month</td>
<td>649</td>
<td>660</td>
<td>-1.74%</td>
<td>924</td>
</tr>
<tr>
<td>Average per Sunday YTD</td>
<td>642</td>
<td>686</td>
<td>-6.47%</td>
<td>681</td>
</tr>
</tbody>
</table>

** = 5-Sunday month

## New Members

<table>
<thead>
<tr>
<th></th>
<th>Jul '18 - Feb'19</th>
<th>Jul '17 - Feb'18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>34</td>
<td>54</td>
</tr>
<tr>
<td>Number of Pledges Received</td>
<td>23</td>
<td>38</td>
</tr>
<tr>
<td>Total Amount of Pledges Received</td>
<td>33,743</td>
<td>31,362</td>
</tr>
<tr>
<td>Average Pledge</td>
<td>1,467</td>
<td>77.76%</td>
</tr>
</tbody>
</table>

## Plate Contributions

<table>
<thead>
<tr>
<th></th>
<th>FY18</th>
<th>Recipient(s)</th>
<th>FY18</th>
<th>Recipient(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>2,937</td>
<td>CAUSA</td>
<td>Jan</td>
<td>3,645</td>
</tr>
<tr>
<td>Aug</td>
<td>2,817</td>
<td>One Oregon</td>
<td>Feb</td>
<td>3,451</td>
</tr>
<tr>
<td>Sep</td>
<td>6,219</td>
<td>Innovation Law Lab/Respite Ctr</td>
<td>Mar</td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td>4,308</td>
<td>OR Justice Res Ctr; UU-UNO</td>
<td>Apr</td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td>4,045</td>
<td>UUSC, UUA Disaster Relief</td>
<td>May</td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td>13,000</td>
<td>FirstU Emergency Fund</td>
<td>Jun</td>
<td></td>
</tr>
</tbody>
</table>

Fiscal YTD 40,422
### First Unitarian Church of Portland

#### Cash/Securities Balances

| 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 Federaled Franklin | 1012-10 Wells Fargo HYS | 1066-42 Chas Schuals (MJS Lecture) | 1014-10 Wells Fargo Tax Rebate | On Point Anniversary | 1015-10 Justice Begins At Home | 1017-59 Siegels Music Fund | Rental Income Reserve |
|----------------|-----------------------------|-------------------------|-----------------------------|---------------------------|----------------------|---------------------|------------------------|---------------------|----------------------|-----------------------------|---------------------|------------------------|--------------------------|--------------------------|
| 10 Cash for Operation | 205,124.89 | (35,016.08) | 170,108.81 | 139,218.75 | 30,890.06 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3412 Annual Operating Reserve | 32,264.29 | - | 36,264.54 | 36,264.54 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3414 Major Donor Reserve Fund | 64,000.00 | - | 64,000.00 | 64,000.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3415 Subtextual Reserve | 1,000.00 | - | 1,000.00 | 1,000.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3423 Special Projects Reserve | 5,080.59 | - | 5,080.59 | 5,080.59 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3430 Major Repairs & Equipment Reserve | 189,934.63 | - | 189,934.63 | 189,934.63 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3413 Safety Reserve | 140,235.22 | - | 140,235.22 | 140,235.22 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1011-40 Commemoration | 21,336.32 | - | 21,337.14 | 21,337.14 | - | - | - | - | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1015-51 Rental Income Reserve | 60,012.97 | 1.07 | 60,012.97 | 60,012.97 | - | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3424 Reserve Tax Rebate | 42,614.95 | - | 42,614.95 | 42,614.95 | - | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1010-49 Program Designated | 144,601.10 | (6,980.23) | 137,620.87 | 137,620.87 | - | - | - | - | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1011-40 Conmemoration | 18,410.89 | - | 18,410.89 | 18,410.89 | - | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 41 Chesney-Drau (Inter Minister) | 75,983.64 | 133.70 | 76,117.34 | 59,158.84 | 16,958.50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 42 MJS Lecture Series | 121,260.50 | 8,766.05 | 130,026.55 | 130,026.55 | - | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 43 House-Drau (Women in Ministry) | 24,045.48 | 60.25 | 24,105.73 | 9,810.49 | 9,810.49 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 46 Anniversary | 15,159.44 | 0.58 | 15,160.02 | 15,160.02 | - | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 50 Skiers Fund for Music Ministry | 32,604.86 | 0.75 | 32,605.61 | 32,605.61 | - | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1055-10 State Unemployment Insurance | 20,951.98 | 0.49 | 20,951.98 | 20,951.98 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 Sub-Total Restricted Funds | 309,416.30 | 8,961.82 | 318,378.12 | 308,416.30 | - | 91,864.97 | 20,951.98 | 26,768.99 | 130,026.55 | 15,160.02 | 32,604.86 | 32,605.61 | - | - | - |
| Total All Funds | 1,247,276.30 | (6,470.25) | 1,240,806.05 | 1,240,806.05 | 312,091.62 | 559,270.01 | 5,668.75 | 20,951.98 | 26,768.99 | 21,337.14 | 130,026.55 | 42,614.95 | 15,160.02 | 14,297.46 | 32,605.61 | - |
| Per Bank Rec. | $1,247,276.30 | (6,470.25) | 1,240,806.05 | 1,240,806.05 | 312,091.62 | 559,270.01 | 5,668.75 | 20,951.98 | 26,768.99 | 21,337.14 | 130,026.55 | 42,614.95 | 15,160.02 | 14,297.46 | 32,605.61 | 60,012.97 |
| Petty Cash | $500.00 | - | $500.00 | - | - | - | - | - | - | - | - | - | - | - | - | - |

**Lines of Credit**

- 1011-40 Commmemoration
- 1015-50 Justice Begins At Home
- 1017-59 Siegels Music Fund
- Rental Income Reserve
## Statement of Cash Flows

For the Month Ending 2/28/2019

<table>
<thead>
<tr>
<th>Beginning Cash &amp; Equivalents Balance</th>
<th>1,247,776.30</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Receipts</strong></td>
<td></td>
</tr>
<tr>
<td>Pledges &amp; Contributions Received</td>
<td>94,612.97</td>
</tr>
<tr>
<td>Events/Weddings/Memorials</td>
<td>3,345.50</td>
</tr>
<tr>
<td>Rents Received</td>
<td>37,226.50</td>
</tr>
<tr>
<td>Program Receipts</td>
<td>12,403.87</td>
</tr>
<tr>
<td>Special Events</td>
<td>319.00</td>
</tr>
<tr>
<td>Miscellaneous Receipts</td>
<td>3,735.50</td>
</tr>
<tr>
<td>Interest/Gain-Loss on Investments</td>
<td>9,591.04</td>
</tr>
<tr>
<td>Increase/Decrease Accounts Receivable</td>
<td>(757.00)</td>
</tr>
<tr>
<td>Restricted Fund Receipts</td>
<td>90.00</td>
</tr>
<tr>
<td>Buchan Building Receipts</td>
<td>35,252.00</td>
</tr>
<tr>
<td><strong>Total Receipts</strong></td>
<td><strong>195,819.38</strong></td>
</tr>
<tr>
<td><strong>Payments</strong></td>
<td></td>
</tr>
<tr>
<td>Payroll/Taxes/Benefits</td>
<td>(136,441.64)</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>(43,934.34)</td>
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<tr>
<td>Program Expenses</td>
<td>(19,815.91)</td>
</tr>
<tr>
<td>Special Events</td>
<td>(520.00)</td>
</tr>
<tr>
<td>Increase/Decrease Prepaid Expenses</td>
<td>(417.64)</td>
</tr>
<tr>
<td>Acquisition of Property &amp; Equipment</td>
<td>380.00</td>
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<tr>
<td>Increase/Decrease Accounts Payable</td>
<td>17,720.85</td>
</tr>
<tr>
<td>Reserve Transfers</td>
<td>(10,848.61)</td>
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<tr>
<td>Miscellaneous Expenses</td>
<td>(900.34)</td>
</tr>
<tr>
<td>Charles Schwab Burn the Mortgage</td>
<td>(7,512.00)</td>
</tr>
<tr>
<td><strong>Total Payments</strong></td>
<td><strong>(202,290)</strong></td>
</tr>
<tr>
<td><strong>Net Cash In/(Out)</strong></td>
<td>(6,470.25)</td>
</tr>
<tr>
<td><strong>Ending Cash &amp; Equivalents Balance</strong></td>
<td><strong>1,241,306.05</strong></td>
</tr>
</tbody>
</table>
First Unitarian Church  
Balance Sheet  

Operating Fund  
2/28/2019  

ASSETS  

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>1,241,306.05</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>500.00</td>
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<tr>
<td>Wells Fargo Checking</td>
<td>312,091.62</td>
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<tr>
<td>Wells Fargo Money Market</td>
<td>559,270.01</td>
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<td>Wells Fargo Required Loan Reserve</td>
<td>21,337.14</td>
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<tr>
<td>Wells Fargo Tax Rebate</td>
<td>42,614.95</td>
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<tr>
<td>Wells Fargo Justice Begins at Home</td>
<td>14,297.46</td>
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<tr>
<td>OnPoint Anniversary</td>
<td>15,160.02</td>
</tr>
<tr>
<td>WF Sleger's Fund for Music Ministry</td>
<td>32,605.61</td>
</tr>
<tr>
<td>Rental Income Reserve</td>
<td>60,012.97</td>
</tr>
<tr>
<td>UBS Investment</td>
<td>5,668.75</td>
</tr>
<tr>
<td>Wells Fargo MM SUI</td>
<td>20,951.98</td>
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<tr>
<td>Investments</td>
<td>156,795.54</td>
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<tr>
<td><strong>Total Cash</strong></td>
<td><strong>1,241,306.05</strong></td>
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<table>
<thead>
<tr>
<th>Current Assets</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Prepaid Expenses</td>
<td>7,928.00</td>
</tr>
<tr>
<td>Prepaid Insurance</td>
<td>1,119.79</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>9,579.50</td>
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<tr>
<td>Accounts Receivable</td>
<td>1,208,244.53</td>
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<tr>
<td>Pledge Receivable Pledges</td>
<td>(123,734.46)</td>
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<tr>
<td>Bookstore Inventory</td>
<td>17,265.50</td>
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<td><strong>Total Current Assets</strong></td>
<td><strong>2,361,708.91</strong></td>
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<table>
<thead>
<tr>
<th>Fixed Assets</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Furniture &amp; Equipment</td>
<td>522,081.56</td>
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<tr>
<td>Property 1011 SW 12th</td>
<td>1,070,285.58</td>
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<tr>
<td>Property 1211 SW Main St. Sanctuary</td>
<td>758,685.24</td>
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<tr>
<td>Property SW Salmon</td>
<td>6,993,838.75</td>
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<tr>
<td>Property 1030 SW 13th House</td>
<td>28,000.00</td>
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<tr>
<td>Property 1126 32 SW 13th Outside In Real Estate</td>
<td>332,755.00</td>
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<tr>
<td>Property 1034 SW Main Office</td>
<td>483,545.50</td>
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<tr>
<td>Improvements</td>
<td>1,807,193.83</td>
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<tr>
<td>Accumulated Depreciation</td>
<td>(5,007,739.85)</td>
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<tr>
<td>Lease Origination Costs</td>
<td>15,000.00</td>
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<tr>
<td>Accumulated Amortization</td>
<td>(4,646.00)</td>
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<td><strong>Total Fixed Assets</strong></td>
<td><strong>6,998,999.61</strong></td>
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Other Assets

TOTAL ASSETS  9,360,708.52

LIABILITIES & FUND BALANCES

Current Liabilities

Accounts Payable  13,883.30
Accounts Payable Foundation  (385.92)
Events/Weddings/Memorials Clearing  66,676.80
Accrued Vacation  73,175.33
WB Fund Payable  186.66

Total Current Liabilities  153,536.17

Long Term Liabilities

Burn the Mortgage Foundation  238,824.09
Deferred Lease Revenue  374,456.00

Total Liabilities  766,816.26

Fund Balances

Fund Equity Operating  417,514.97
Fund Equity General Capital  (155,052.72)
Fund Equity Salmon Street  592,187.80
Fund Equity Buchan Building  6,460,969.76
Fund Equity Commemoration  18,310.89
Fund Equity  76,140.49
Fund Equity MJS Lecture Series  124,830.47
Fund Equity Hessler Deale  23,807.75
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  630,459.53
Profit (Loss) Year to Date  115,128.25
Unrealized Gains (Losses)  4,371.61

Total Fund Balance  8,593,892.26

TOTAL LIABILITIES AND FUND BALANCES  9,360,708.52
## First Unitarian Church

### Notes to Financials -February 2019 (department transactions greater than $2,000)

#### OPERATING INCOME

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>Pledge income</td>
<td>(112,906)</td>
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<tr>
<td>Program Income</td>
<td></td>
</tr>
<tr>
<td>Art Wall</td>
<td>2,000</td>
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<tr>
<td>Lay Ministry retreat fees</td>
<td>2,405</td>
</tr>
<tr>
<td>Music</td>
<td>2,727</td>
</tr>
<tr>
<td>Rental Income</td>
<td></td>
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<tr>
<td>Tenants</td>
<td>29,821</td>
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<tr>
<td>Events</td>
<td>7,405</td>
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<tr>
<td>Other Income</td>
<td></td>
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<tr>
<td>Sexton reimbursement from renters' events</td>
<td>2,945</td>
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#### OPERATING COSTS

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<tr>
<td>Occupancy</td>
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<tr>
<td>Contract services</td>
<td>3,879</td>
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<tr>
<td>Repairs &amp; Maintenance</td>
<td>5,129</td>
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<tr>
<td>Utilities</td>
<td>8,331</td>
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<tr>
<td>Program Expenses</td>
<td></td>
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<tr>
<td>Adult Program retreats</td>
<td>5,327</td>
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<tr>
<td>Professional Exp - Music</td>
<td>3,616</td>
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#### DASHBOARD

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<tr>
<th>Description</th>
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<tbody>
<tr>
<td>New members</td>
<td>2</td>
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<tr>
<td>New pledges</td>
<td>1</td>
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#### CASH/SECURITIES BALANCE

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Buchan Building Capital</td>
<td></td>
</tr>
<tr>
<td>(Burn the Mortgage)</td>
<td></td>
</tr>
<tr>
<td>payments received in Jan</td>
<td>7,512.00</td>
</tr>
<tr>
<td>transferred to the Foundation</td>
<td>(7,512.00)</td>
</tr>
<tr>
<td>payments received in Feb</td>
<td>35,252.00</td>
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<tr>
<td>direct payment to Foundation</td>
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<tr>
<td>Balance as of 02/28/19</td>
<td>35,252.00</td>
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<tr>
<td>MJS Lecture Series</td>
<td>Investment gain</td>
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Privilege Evaluation Team Report

We are planning for our all-church dialog May 5 at 1:30 to view the Brittany Packnett speech from the GA last year. Here are notes and an outline of a timetable for the event. We are asking all board members to attend to help with the discussion.

Ideas:
Give the congregation a link to watch the WARE Lecture of Brittany Packnett before May 5th.
As you watch the video note how it makes you feel and note the uncomfortable times.
Where do I fall in my comfort level talking about race?
Watch the talk before we break up into small groups.
Evie will talk to Jason about how to set it up in the Elliot Chapel.
Ask the communication com to put something in the moderator’s letter and Nikki to make up a poster.

Discussion afterwards:
One-on-one to see how the video made us feel uncomfortable. Using the strategies of listening, reflecting, and clarifying along with the Courageous Conversations techniques of staying engaged, speak your truth and know that it may be uncomfortable. This may be messy and we will make mistakes.
How do we foster a safe space for all to share? Discuss the path that board has taken so far. Talk about the covenant we have together to risk and vulnerability.

Proposed Schedule:
Ryan will do an introduction on the work the Board is doing on white privilege and why we are watching the video together: 10 minutes
Watch the video: 40 minutes
Get into small groups of 4 to 5 people. Ask the question “What gave you food for thought?” What was your takeaway? 25 minutes

What would you like to see as the next step in the conversation about racism? 5 minutes

Closing words
<table>
<thead>
<tr>
<th></th>
<th>Proposed FY2620 Budget</th>
<th>Actual FY19 YTD thru 12-31-2019</th>
<th>Budget FY19 YTD</th>
<th>Annual FY19 Budget</th>
<th>Proposed FY 2020</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>402010 Pledging Unit - Operating</td>
<td>0.853</td>
<td>10,740</td>
<td>15,000</td>
<td>12,369</td>
<td>End of AFDF19 campaign results: $1,435,360</td>
</tr>
<tr>
<td>4</td>
<td>402010 Non-Pledge Unit - Operating</td>
<td>53,546</td>
<td>42,407</td>
<td>50,000</td>
<td>43,407</td>
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</tr>
<tr>
<td>5</td>
<td>402010 Pledge Contributions Operating</td>
<td>26,689</td>
<td>21,618</td>
<td>40,000</td>
<td>40,000</td>
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</tr>
<tr>
<td>6</td>
<td>441010 Pledge 2019 Operating</td>
<td>505,059</td>
<td>718,501</td>
<td>735,000</td>
<td>730,100</td>
<td>Assumption: addl. pledges received by 2019 year-end: $25,000.</td>
</tr>
<tr>
<td>7</td>
<td>441110 Pledge 2019 Operating</td>
<td>221,221</td>
<td>229,956</td>
<td>733,373</td>
<td>730,100</td>
<td>(AFDF19 total: $1,435,360 + $25,000) / 3 = 730,100</td>
</tr>
<tr>
<td>8</td>
<td>442010 Pledge 2020 Operating</td>
<td>748,435</td>
<td>748,435</td>
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<tr>
<td>9</td>
<td>445100 Pledge Estimated Shrinkage</td>
<td>0</td>
<td>(19,065)</td>
<td>(37,209)</td>
<td>(46,369)</td>
<td>Shrinkage Assumption: 2.5% (based on 2018 actual experience)</td>
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<tr>
<td>10</td>
<td>451110 Deferred Rent 1235 SW 13th</td>
<td>9,500</td>
<td>9,500</td>
<td>9,500</td>
<td>5,500</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Pledges and Contributions</td>
<td>946,797</td>
<td>1,570,868</td>
<td>1,537,551</td>
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<tr>
<td>12</td>
<td>477310 Pledge from Foundation</td>
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<td>55,000</td>
<td>69,000</td>
<td>69,000</td>
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<tr>
<td>14</td>
<td>0</td>
<td>55,000</td>
<td>69,000</td>
<td>69,000</td>
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<tr>
<td>15</td>
<td>16</td>
<td>Transfers from Reserve Funds</td>
<td>37,267</td>
<td>105,267</td>
<td>111,927</td>
<td>FY19: WF Loan Reserve: LED lighting project</td>
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<tr>
<td>17</td>
<td>18</td>
<td>Transfers from various Fund 49 accts</td>
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<td>28,521</td>
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<tr>
<td>20</td>
<td>501010 Unallocated payroll expense</td>
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<td>(40,305)</td>
<td>(24,000)</td>
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<td>21</td>
<td>502010 Depreciation Expense</td>
<td>5</td>
<td>750</td>
<td>(1,500)</td>
<td>(1,500)</td>
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<tr>
<td>22</td>
<td>509910 Annual Operating (Contingency) Reserve</td>
<td>(24,002)</td>
<td>24,002</td>
<td>(48,003)</td>
<td>(48,296)</td>
<td>2% of gross budgeted income of $2,324,784 = $46,596</td>
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<tr>
<td>23</td>
<td>24</td>
<td>4295001 Misc Income General &amp; Administration</td>
<td>17,059</td>
<td>7,160</td>
<td>7,500</td>
<td>7,500</td>
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<tr>
<td>26</td>
<td>27</td>
<td>General &amp; Admin Miscellaneous Income</td>
<td>17,059</td>
<td>7,160</td>
<td>7,500</td>
<td>7,500</td>
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<tr>
<td>28</td>
<td>29</td>
<td>Payroll General &amp; Admin</td>
<td>(73,039)</td>
<td>(80,616)</td>
<td>(151,532)</td>
<td>(143,120)</td>
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<td>30</td>
<td>31</td>
<td>Payroll Taxes General &amp; Admin</td>
<td>(2,339)</td>
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<td>(18,030)</td>
<td>(18,464)</td>
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<td>32</td>
<td>33</td>
<td>Pension General &amp; Admin</td>
<td>(7,186)</td>
<td>(7,362)</td>
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<td>(14,312)</td>
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<td>35</td>
<td>Employee Benefits General &amp; Admin</td>
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<td>(17,365)</td>
<td>(24,795)</td>
<td>(15,232)</td>
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<td>36</td>
<td>37</td>
<td>Workers Comp Insurance G&amp;A</td>
<td>(313)</td>
<td>(618)</td>
<td>(1,237)</td>
<td>(1,237)</td>
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<td>38</td>
<td>39</td>
<td>General &amp; Admin Payroll Expenses</td>
<td>(23,688)</td>
<td>(209,764)</td>
<td>(148,650)</td>
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<td>Insurance General Administration</td>
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<td>(4,103)</td>
<td>(4,100)</td>
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<td>42</td>
<td>43</td>
<td>Bank Fees</td>
<td>(2,719)</td>
<td>(12,248)</td>
<td>(24,498)</td>
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<td>44</td>
<td>45</td>
<td>Computer Services General &amp; Admin</td>
<td>(333)</td>
<td>(500)</td>
<td>(500)</td>
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<td>46</td>
<td>47</td>
<td>Professional Expense General &amp; Admin</td>
<td>(250)</td>
<td>(250)</td>
<td>(250)</td>
<td>(250)</td>
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<tr>
<td>48</td>
<td>49</td>
<td>421010 Food for Meetings General &amp; Admin</td>
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<td>(182)</td>
<td>(200)</td>
<td>(200)</td>
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<tr>
<td>50</td>
<td>51</td>
<td>Legal &amp; Accounting General &amp; Admin</td>
<td>(221)</td>
<td>(12,081)</td>
<td>(14,300)</td>
<td>(20,000)</td>
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<tr>
<td>52</td>
<td>53</td>
<td>Office Supplies General &amp; Admin</td>
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<td>(1,460)</td>
<td>(2,900)</td>
<td>(2,600)</td>
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<td>54</td>
<td>55</td>
<td>Fees General &amp; Admin</td>
<td>(2,033)</td>
<td>(2,033)</td>
<td>(5,000)</td>
<td>(5,000)</td>
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<tr>
<td>56</td>
<td>57</td>
<td>Outside Printing Mailing General &amp; Admin</td>
<td>(2,740)</td>
<td>(2,740)</td>
<td>(5,000)</td>
<td>(5,000)</td>
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<tr>
<td>58</td>
<td>59</td>
<td>Photocopies General &amp; Admin</td>
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<td>(1,600)</td>
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<td>Postage General &amp; Admin</td>
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<td>(2,000)</td>
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<td>62</td>
<td>63</td>
<td>422010 Professional Expense General &amp; Admin</td>
<td>0</td>
<td>(500)</td>
<td>(1,000)</td>
<td>(1,000)</td>
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<td></td>
<td>PROPOSED FY2020 Budget</td>
<td>ACTUAL FY/5 YTD thru 12-31-2019</td>
<td>BUDGET FY/5 YTD</td>
<td>ANNUAL FY/5 BUDGET</td>
<td>Proposed FY 2020</td>
<td>Comments</td>
</tr>
<tr>
<td>---</td>
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<td>-------------------</td>
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<tr>
<td>40</td>
<td>C951001 Professional Services: General &amp; Admin</td>
<td>(13)</td>
<td>(100)</td>
<td>(1,000)</td>
<td>(1,000)</td>
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<td>41</td>
<td>E951001 Equipment Repairs &amp; Maint: General &amp; Admin</td>
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<td>(75)</td>
<td>(100)</td>
<td>(120)</td>
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<td>42</td>
<td>E041001 Staff Related Expenses</td>
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<td>(50)</td>
<td>(1,000)</td>
<td>(900)</td>
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<tr>
<td>43</td>
<td>E330100 Volunteer Expense: General &amp; Admin</td>
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<td>-</td>
<td>(260)</td>
<td>(260)</td>
<td></td>
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<tr>
<td>44</td>
<td>E9521001 Furniture &amp; Equipment: General &amp; Admin</td>
<td>(232)</td>
<td>126</td>
<td>(528)</td>
<td>(528)</td>
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<td>45</td>
<td>E8661001 Miscellaneous: General &amp; Admin</td>
<td>(107)</td>
<td>2,033</td>
<td>(2,140)</td>
<td>(4,100)</td>
<td></td>
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<tr>
<td>46</td>
<td>General &amp; Admin Expenses &amp; Fees</td>
<td>(29,353)</td>
<td>(2,033)</td>
<td>(2,140)</td>
<td>(65,906)</td>
<td>(65,906)</td>
</tr>
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<td>47</td>
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<td></td>
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<tr>
<td>48</td>
<td>E010102 Payroll Stewardship</td>
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<td>ACTUAL FY19 YTD (rev 12-31-2018)</td>
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<td>Payroll taxes - Housing &amp; Membership</td>
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<td>Comments</td>
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March 22, 2018 - v12 (reformatted 03-27-2019)
GOVERNANCE COMMITTEE MINUTES
Chair: Cindy Cumfer

DATE: March 14, 2019, 7:00-9:00 pm

COMMITTEE MEMBERS PRESENT: Cindy Cumfer, Chair; Mindy Clark, Ryan Deibert, Kathy Ludlow, Andy Parker

VISITORS: None

Opening Words: Mindy
Next Month Words: Andy

Announcements:

1. The Chair reported on her meeting with Nicole and YRUU, after which 27 YRUU students filled out the Youth Survey. The Chair read a Thank You note from Nicole to the Committee for our efforts in including the youth.
2. The Chair noted that the Communications Committee is meeting with the Young Adult group on 4/14. TO DO: Ryan and Mindy plan to attend and will explain the survey and that the board really wants to hear from them, regardless of their level of involvement in the church.
3. The Chair reported that Randy has the survey ready and the committee agreed that it looks good. TO DO: The Chair will contact Randy and tell him to put it out.

AGENDA ITEMS:

1. The minutes of the last meeting were unanimously approved by the Committee.

2. Email Corrections. The Committee noted that the members had communicated by email and agreed by email to make changes to the survey. Those changes were provided to Randy and are part of the final survey. Committee members also noted that words ran together in Question 21 of the survey.

TO DO: Andy will communicate with Randy about this to make the correction.
3. **Board Policy Revisions 4.10.1 [actually 4.11.1]**. The Committee discussed rewording Board Policy 4.11.1 to avoid the confusion expressed by the Board over its previous wording. The Committee also discussed a proposal that the Secretary not be a Committee Chair because of the work load of the Secretary.

DECISION: The Chair is to redraft the proposed Board Policy in compliance with the discussion and send it to Ryan (and Gov Comm) for review.

TO DO: The Chair will draft redraft this policy as above.

4. **Board Self-Evaluation**. The Committee reviewed last year’s Board Self-Evaluation and made some modifications. (See attached.) The Committee expressed a desire to put the survey in survey monkey, rather than use a handout format like last year. The Committee also wanted a bubble format with numbers, like on the congregational survey. Ryan agreed to put the survey in Survey Monkey, distribute it to the Board, and compile the final results. Kathy agreed to get each committee to summarize what it has done this year and distribute this to the Board, so that the Board has this information before it fills out the evaluation.

TO DO: Ryan will conduct the Board self-evaluation in survey monkey and compile the results.

TO DO: Kathy will contact committee chairs for summaries and distribute them to the Board.

5. **Joint Evaluation of the Ministry of the Church**.

The Committee discussed reorganizing the evaluation of the ministry of the church around the 3 prongs of the church’s mission statement, rather than the 8 mission elements the board has used for several years. Cindy reports that she has a meeting scheduled with the ET next week to talk about the joint evaluation of the ministry and that she will discuss this with them, along with the kind of information the Governance Committee will need to conduct a better assessment this year. This approach comports with the approach of the church survey. The ET approved of the church survey, so it seems likely that it will accept this approach.

The Committee requested that Cindy obtain updated information from the ET about the pledge drive and the membership and attendance numbers. Andy also suggested that we ask the ET to contextualize our challenges with what is going on in the general social environment and others added in UU churches and in churches generally, especially with respect to large churches and young adults.

DECISION: Assuming the ET agrees, the Committee agreed to use the elements of the mission statement as the foundation for the evaluation of the ministry.
TO DO: Cindy will report back on her meeting with the ET.

6. Congregational Survey

Cindy reports that Randy is ready to release the survey, as soon as he hears from us that it is final. Ryan agreed to obtain the survey results from Randy and to summarize the results and cross-tabulate any significant findings that the data warrants. The Committee understands that the survey will close April 7. Ryan believes he can bring some basic information about the survey to the April 11 Gov Comm meeting and will be able to bring a cross-tabulation analysis to the May meeting.

TO DO: Cindy will contact Randy with the green light.

Cindy will ask the ET in their upcoming meeting about any cross-tabulations that the ET would like to see and pass these on to Ryan.

TO DO: Ryan will compile and cross-tabulate the survey results from the congregational survey.

7. Articles/Bylaws

The Committee discussed with Kathy putting off a Committee discussion and recommendation about reducing the size of the Board, since the BOC does not plan to go to the congregation with proposals to amend the Articles or Bylaws this year. Kathy stated that this is fine, but noted that the BOC may want to introduce the bylaws’ changes early next year, so it may need to go on the Gov Comm agenda early in the upcoming church year.

Closing Words: Mindy

Next Meeting: Thursday, April 11, 7-9 pm, Room A-301. Everyone welcome!

Attachments:

Amended Proposed Board Policies
Board Self-Evaluation

31