

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

Board Meeting

6:00 Dinner
6:25 Informal check-in
6:40 Deepening

Board Roles:

Process Observer: ?
Timekeeper: Barbara
Words: Randy

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



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



**First Unitarian Church Portland Oregon  
Board of Trustees  
March 7, 2019**

**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 opposed to 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 1<sup>st</sup> week will be at West Hills. The 2<sup>nd</sup> 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. 3<sup>rd</sup> 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 1<sup>st</sup> 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**

| <b>January-19</b>       | <b>YTD</b>   | <b>Budget YTD</b> |
|-------------------------|--------------|-------------------|
| <b>Operating Income</b> | \$ 1,372,266 | \$ 1,484,422      |
| <b>Operating Costs</b>  | \$ 1,415,083 | \$ 1,361,767      |
| <b>Reserve Deposits</b> | \$ 28,002    | \$ 28,002         |
| <b>Investment</b>       | \$ 161       | --                |
| <b>Net Cash Effect</b>  | \$ 45,338    | \$ 94,653         |

**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 1<sup>st</sup>. 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 150<sup>th</sup> 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**

| <b>February-19</b>      | <b>YTD</b>   | <b>Budget YTD</b> |
|-------------------------|--------------|-------------------|
| <b>Operating Income</b> | \$ 1,519,411 | \$ 1,643,495      |
| <b>Operating Costs</b>  | \$ 1,604,994 | \$ 1,550,714      |
| <b>Reserve Deposits</b> | \$ 32,002    | \$ 32,002         |
| <b>Investment</b>       | \$ 791       | --                |
| <b>Net Cash Effect</b>  | \$ (797)     | \$ 60,779         |

**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 1<sup>st</sup>. 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                                             |  |                                                   |                                                   |                                    |                                     |                                 |                          |
|                                                       |  | ACTUAL<br>OPERATIONS<br>YEAR TO DATE<br>2/28/2019 | ACTUAL<br>OPERATIONS<br>YEAR TO DATE<br>2/28/2018 | ACTUAL VARIANCE<br>FY 2019 TO 2018 | BUDGET<br>YEAR TO DATE<br>2/28/2019 | BUDGET<br>VARIANCE<br>2/28/2019 | ANNUAL<br>BUDGET<br>FY19 |
| <b>Church Operations</b>                              |  |                                                   |                                                   |                                    |                                     |                                 |                          |
| <b>Operating Income</b>                               |  |                                                   |                                                   |                                    |                                     |                                 |                          |
| Pledge Income                                         |  | 1,014,648                                         | 1,048,982                                         | (34,334)                           | 1,127,554                           | (112,906)                       | 1,451,166                |
| Contributions                                         |  | 78,138                                            | 87,431                                            | (9,294)                            | 90,452                              | (12,314)                        | 110,000                  |
| Program Income                                        |  | 98,316                                            | 118,817                                           | (20,501)                           | 89,160                              | 9,156                           | 122,950                  |
| Rental Income                                         |  | 291,500                                           | 289,551                                           | 1,949                              | 309,375                             | (17,874)                        | 460,276                  |
| Other Income                                          |  | 36,810                                            | 26,634                                            | 10,176                             | 26,954                              | 9,855                           | 35,500                   |
| Transfer from Foundation                              |  |                                                   |                                                   |                                    |                                     |                                 | 55,000                   |
| Transfer from Other Funds                             |  |                                                   |                                                   |                                    |                                     |                                 | 165,267                  |
| <b>Total Operating Income</b>                         |  | <b>1,519,411</b>                                  | <b>1,571,415</b>                                  | <b>(52,004)</b>                    | <b>1,643,495</b>                    | <b>(124,083)</b>                | <b>2,400,159</b>         |
| <b>Operating Costs</b>                                |  |                                                   |                                                   |                                    |                                     |                                 |                          |
| Payroll Expenses                                      |  | 1,070,664                                         | 955,101                                           | (115,563)                          | 1,067,922                           | (2,742)                         | 1,642,945                |
| Reimbursible Expenses                                 |  | 115,996                                           | 13,293                                            | (102,703)                          | -                                   | (115,996)                       |                          |
| Occupancy Expense                                     |  | 165,452                                           | 166,395                                           | 943                                | 191,456                             | 26,004                          | 287,250                  |
| Program Expense                                       |  | 201,064                                           | 177,829                                           | (23,235)                           | 229,424                             | 28,360                          | 303,485                  |
| Rental Expense                                        |  | 10,797                                            | 8,915                                             | (1,881)                            | 12,547                              | 1,750                           | 43,820                   |
| Administration Expense                                |  | 38,268                                            | 43,080                                            | 4,812                              | 47,565                              | 9,297                           | 66,906                   |
| Interest Expense                                      |  | -                                                 | 39,304                                            | 39,304                             | -                                   | -                               |                          |
| Other Expense                                         |  | 2,754                                             | 53                                                | (2,701)                            | 1,800                               | (954)                           | 7,750                    |
| <b>Total Operating Costs</b>                          |  | <b>1,604,994</b>                                  | <b>1,403,970</b>                                  | <b>(201,024)</b>                   | <b>1,550,714</b>                    | <b>(54,280)</b>                 | <b>2,352,156</b>         |
| <b>Net Church Operations</b>                          |  | <b>(85,582)</b>                                   | <b>167,445</b>                                    | <b>(253,027)</b>                   | <b>92,781</b>                       | <b>(178,364)</b>                | <b>48,003</b>            |
| <b>Reserve Account Deposits</b>                       |  |                                                   |                                                   |                                    |                                     |                                 |                          |
| Annual Operating Reserve                              |  | 32,002                                            | 29,425                                            | (2,577)                            | 32,002                              | -                               |                          |
| <b>Total Reserve Deposits</b>                         |  | <b>32,002</b>                                     | <b>29,425</b>                                     | <b>(2,577)</b>                     | <b>32,002</b>                       | <b>-</b>                        | <b>48,003</b>            |
| <b>Net Church Operations After Reserve Deposits</b>   |  | <b>(117,584)</b>                                  | <b>138,020</b>                                    | <b>(255,605)</b>                   | <b>60,779</b>                       | <b>(178,364)</b>                |                          |
| <b>Investment Income</b>                              |  |                                                   |                                                   |                                    |                                     |                                 |                          |
| Dividend & Interest Income                            |  | 179                                               | 834                                               | (655)                              | -                                   | 179                             |                          |
| Unrealized Stock Gain (Loss)                          |  | 613                                               | -                                                 | 613                                | -                                   | 613                             |                          |
| <b>Net Investment Income (Loss)</b>                   |  | <b>791</b>                                        | <b>834</b>                                        | <b>(42)</b>                        | <b>-</b>                            | <b>791</b>                      |                          |
| <b>Operating Surplus (Deficit)</b>                    |  | <b>(116,793)</b>                                  | <b>138,854</b>                                    | <b>(255,647)</b>                   | <b>60,779</b>                       | <b>(177,573)</b>                |                          |
| Funded from Loan Reserve (1210-10)                    |  | 81,638                                            |                                                   |                                    |                                     |                                 |                          |
| Funded fr Special Proj<br>(Sanctuary Renovation, etc) |  | 34,358                                            |                                                   |                                    |                                     |                                 |                          |
| <b>Special Projects Funded</b>                        |  | <b>115,996</b>                                    | <b>13,293</b>                                     | <b>102,703</b>                     | <b>-</b>                            | <b>115,996</b>                  |                          |
| <b>Net Cash Effect</b>                                |  | <b>(797)</b>                                      | <b>152,147</b>                                    | <b>(152,944)</b>                   | <b>60,779</b>                       | <b>(61,577)</b>                 |                          |

| <b>First Unitarian Church</b>                       |                                 |                                                                  |                                                           |                                             |                                     |                            |
|-----------------------------------------------------|---------------------------------|------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------|-------------------------------------|----------------------------|
| <b>Monthly Operating Summary</b>                    |                                 |                                                                  |                                                           |                                             |                                     |                            |
| <b>2/28/2019</b>                                    |                                 |                                                                  |                                                           |                                             |                                     |                            |
|                                                     |                                 | <b>ACTUAL<br/>OPERATIONS<br/>CURRENT MONTH<br/>FEBRUARY 2019</b> | <b>OPERATIONS<br/>PREVIOUS<br/>MONTH<br/>JANUARY 2019</b> | <b>OPERATIONS<br/>MO to MO<br/>VARIANCE</b> | <b>BUDGET<br/>CURRENT<br/>MONTH</b> | <b>BUDGET<br/>VARIANCE</b> |
| <b>Church Operations</b>                            |                                 |                                                                  |                                                           |                                             |                                     |                            |
|                                                     | <b>Operating Income</b>         |                                                                  |                                                           |                                             |                                     |                            |
|                                                     | Pledge Income                   | 89,592                                                           | 105,767                                                   | (16,175)                                    | 103,738                             | (14,146)                   |
|                                                     | Contributions                   | 5,021                                                            | 5,109                                                     | (87)                                        | 5,410                               | (388)                      |
|                                                     | Program Income                  | 8,546                                                            | 15,154                                                    | (6,607)                                     | 9,416                               | (869)                      |
|                                                     | Rental Income                   | 40,572                                                           | 30,463                                                    | 10,109                                      | 37,869                              | 2,703                      |
|                                                     | Other Income                    | 3,414                                                            | 1,425                                                     | 1,989                                       | 2,640                               | 774                        |
|                                                     | <b>Total Operating Income</b>   | <b>147,145</b>                                                   | <b>157,917</b>                                            | <b>(10,772)</b>                             | <b>159,073</b>                      | <b>(11,928)</b>            |
|                                                     | <b>Operating Costs</b>          |                                                                  |                                                           |                                             |                                     |                            |
|                                                     | Payroll Expenses                | 136,442                                                          | 133,131                                                   | (3,310)                                     | 133,668                             | (2,773)                    |
|                                                     | Reimbursible Expenses           | -                                                                | 8,883                                                     | 8,883                                       | -                                   | -                          |
|                                                     | Occupancy Expense               | 22,798                                                           | 21,131                                                    | (1,668)                                     | 25,566                              | 2,768                      |
|                                                     | Program Expense                 | 26,887                                                           | 17,523                                                    | (9,364)                                     | 23,244                              | (3,642)                    |
|                                                     | Rental Expense                  | 2,499                                                            | 1,131                                                     | (1,368)                                     | 1,568                               | (930)                      |
|                                                     | Administration Expense          | 1,286                                                            | 7,650                                                     | 6,364                                       | 4,674                               | 3,389                      |
|                                                     | Other Expense                   | -                                                                | 410                                                       | 410                                         | 225                                 | 225                        |
|                                                     | <b>Total Operating Costs</b>    | <b>189,911</b>                                                   | <b>189,859</b>                                            | <b>(52)</b>                                 | <b>188,946</b>                      | <b>(964)</b>               |
| <b>Net Church Operations</b>                        |                                 | <b>(42,765)</b>                                                  | <b>(31,941)</b>                                           | <b>(10,824)</b>                             | <b>(29,874)</b>                     | <b>(12,892)</b>            |
|                                                     | <b>Reserve Account Deposits</b> |                                                                  |                                                           |                                             |                                     |                            |
|                                                     | Annual Operating Reserve        | 4,000                                                            | 4,000                                                     | -                                           | 4,000                               | -                          |
|                                                     | <b>Total Reserve Deposits</b>   | <b>4,000</b>                                                     | <b>4,000</b>                                              | <b>-</b>                                    | <b>4,000</b>                        | <b>-</b>                   |
| <b>Net Church Operations After Reserve Deposits</b> |                                 | <b>(46,766)</b>                                                  | <b>(35,942)</b>                                           | <b>(10,824)</b>                             | <b>(33,874)</b>                     | <b>(12,892)</b>            |
|                                                     | <b>Investment Income</b>        |                                                                  |                                                           |                                             |                                     |                            |
|                                                     | Dividend & Interest Income      | 18                                                               | 19                                                        | (1)                                         | -                                   | 18                         |
|                                                     | Unrealized Stock Gain (Loss)    | 613                                                              | -                                                         | (613)                                       | -                                   | 613                        |
| <b>Net Investment Income (Loss)</b>                 |                                 | <b>630</b>                                                       | <b>19</b>                                                 | <b>(611)</b>                                | <b>-</b>                            | <b>630</b>                 |
| <b>Operating Surplus (Deficit)</b>                  |                                 | <b>(46,135)</b>                                                  | <b>(35,922)</b>                                           | <b>(11,435)</b>                             | <b>(33,874)</b>                     | <b>(12,261)</b>            |
|                                                     | Special Projects Funded         | -                                                                | 8,883                                                     | (8,883)                                     | -                                   | -                          |
| <b>Net Cash Effect</b>                              |                                 | <b>(46,135)</b>                                                  | <b>(27,039)</b>                                           | <b>(20,318)</b>                             | <b>(33,874)</b>                     | <b>(12,261)</b>            |

|                                           |                         |                                |                          |                      |                     |
|-------------------------------------------|-------------------------|--------------------------------|--------------------------|----------------------|---------------------|
| <b>First Unitarian Church</b>             |                         |                                |                          |                      |                     |
| <b>Dashboard Report</b>                   |                         |                                |                          |                      |                     |
| February 2019                             |                         |                                |                          |                      |                     |
| <b>CAMPAIGN MONTHLY TRACKING</b>          |                         |                                |                          |                      |                     |
| <b>Pledge Drive Statistics</b>            | <b>2019 Campaign</b>    | <b>2018 Campaign</b>           | <b>2017 Campaign</b>     | <b>2016 Campaign</b> |                     |
| <b>As Of</b>                              | <b>02/28/19</b>         | <b>02/28/18</b>                | <b>02/28/17</b>          | <b>02/29/16</b>      |                     |
| <b>All Members--</b>                      |                         |                                |                          |                      |                     |
| Pledge Goal                               | 1,506,750               | 1,459,000                      | 1,545,000                | 1,500,000            |                     |
| Pledges Received                          | 1,443,445               | 1,436,209                      | 1,400,926                | 1,492,906            |                     |
|                                           |                         |                                |                          | -                    |                     |
| Percent of Goal                           | 95.80%                  | 98.44%                         | 90.67%                   | 99.53%               |                     |
| Pledging Households                       | 886                     | 936                            | 954                      | 942                  |                     |
| Average Pledge Received                   | 1,629                   | 1,534                          | 1,468                    | 1,585                |                     |
| Payments Received                         | 404,379                 | 420,418                        | 363,192                  | 409,612              |                     |
| Total                                     |                         |                                |                          |                      |                     |
| Percent of Pledge                         | 28.0%                   | 29.3%                          | 25.9%                    | 27.4%                |                     |
| <b>Attendance</b>                         | <b>'Feb'19</b>          | <b>'Feb'18</b>                 |                          | <b>'Feb'17</b>       | <b>'Feb'16</b>      |
| For the month (in sanctuary + livestream) | 2,595                   | 2,641                          | -1.74%                   | 3,695                | 4,340               |
| Total LiveStream (included above)         | 479                     | 465                            | 3.01%                    | 583                  | 308                 |
| Total for the Fiscal Year                 | 22,467                  | 23,334                         | -3.72%                   | 23,820               | 26,731              |
| Average per Sunday for month              | 649                     | 660                            | -1.74%                   | 924                  | 1,085               |
| Average per Sunday YTD                    | 642                     | 686                            | -6.47%                   | 681                  | 764                 |
| ** = 5-Sunday month                       |                         |                                |                          |                      |                     |
| <b>Christmas Eve</b>                      | 1,609                   |                                |                          |                      |                     |
| <b>New Members</b>                        | <b>Jul '18 - Feb'19</b> |                                | <b>Jul '17 - Feb '18</b> |                      |                     |
| Enrolled                                  | 34                      | -37.04%                        | 54                       |                      |                     |
| Number of Pledges Received                | 23                      | -39.47%                        | 38                       |                      |                     |
| Total Amount of Pledges Received          | 33,743                  | 7.59%                          | 31,362                   |                      |                     |
| Average Pledge                            | 1,467                   | 77.76%                         | 825                      |                      |                     |
| <b>Plate Contributions</b>                | <b>FY18</b>             | <b>Recipient(s)</b>            |                          | <b>FY18</b>          | <b>Recipient(s)</b> |
| Jul                                       | 2,937                   | CAUSA                          |                          | Jan                  | 3,645               |
| Aug                                       | 2,817                   | One Oregon                     |                          | Feb                  | 3,451               |
| Sep                                       | 6,219                   | Innovation Law Lab/Respite Ctr |                          | Mar                  |                     |
| Oct                                       | 4,308                   | OR Jusrice Res Ctr; UU-UNO     |                          | Apr                  |                     |
| Nov                                       | 4,045                   | UUSC, UUA Disaster Relief      |                          | May                  |                     |
| Dec                                       | 13,000                  | FirstU Emergency Fund          |                          | Jun                  |                     |
|                                           |                         |                                |                          | Fiscal YTD           | 40,422              |

| First Unitarian Church of Portland |                                   |                             |                         |                             |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|------------------------------------|-----------------------------------|-----------------------------|-------------------------|-----------------------------|---------------------------|----------------------|---------------------|------------------------|---------------------------|-------------------------|-----------------------------------|--------------------------------|----------------------|--------------------------------|----------------------------|-----------------------|
| Cash/Securities Balances           |                                   |                             |                         |                             |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| February 28, 2019                  |                                   |                             |                         |                             |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                                    |                                   | January 31, 2019            |                         | February 28, 2019           |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 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                | 205,124.89                  | (35,016.08)             | 170,108.81                  |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                                    | <b>Sub-Total Operating Fund</b>   | <b>205,124.89</b>           |                         | <b>170,108.81</b>           | <b>139,218.75</b>         | <b>30,890.06</b>     |                     |                        | -                         | -                       | -                                 |                                | -                    |                                |                            |                       |
| 3412                               | Annual Operating Reserve          | 32,264.29                   | 4,000.25                | 36,264.54                   |                           | 36,264.54            |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 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          | 5,080.59                    | -                       | 5,080.59                    |                           | 5,080.59             |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 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             | 21,336.32                   | 0.82                    | 21,337.14                   |                           |                      |                     |                        |                           | 21,337.14               | -                                 |                                | -                    |                                |                            |                       |
| 1015-10                            | Justice Begins at Home            | 14,296.39                   | 1.07                    | 14,297.46                   |                           |                      |                     |                        |                           |                         |                                   |                                |                      | 14,297.46                      |                            |                       |
| 1018-51                            | Rental Income Reserve             | 60,012.97                   | -                       | 60,012.97                   |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            | 60,012.97             |
| 3424                               | Reserve Tax Rebate                | 42,612.99                   | 1.96                    | 42,614.95                   |                           |                      |                     |                        |                           |                         |                                   | 42,614.95                      |                      |                                |                            |                       |
| 1010-49                            | Program Designated                | 144,601.10                  | (6,980.23)              | 137,620.87                  | 137,620.87                |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                                    | <b>Sub-Total Reserve Funds</b>    | <b>726,223.11</b>           | <b>(8,155.99)</b>       | <b>718,067.12</b>           | <b>137,620.87</b>         | <b>436,514.98</b>    | <b>5,668.75</b>     | -                      | -                         | <b>21,337.14</b>        | -                                 | <b>42,614.95</b>               | -                    | <b>14,297.46</b>               |                            | <b>60,012.97</b>      |
| 30                                 | General Capital                   |                             |                         |                             |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 34                                 | Buchan Bldg Capital               | 7,512.00                    | 27,740.00               | 35,252.00                   | 35,252.00                 |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                                    | <b>Sub-Total Capital Funds</b>    | <b>7,512.00</b>             | <b>27,740.00</b>        | <b>35,252.00</b>            | <b>35,252.00</b>          |                      | -                   | -                      | -                         | -                       | -                                 | -                              | -                    |                                |                            |                       |
| 1011-40                            | Commemoration                     | 18,410.89                   | -                       | 18,410.89                   |                           | 18,410.89            |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 41                                 | Chesney-Deale (Intern Minister)   | 75,983.64                   | 133.70                  | 76,117.34                   |                           | 59,158.84            |                     |                        | 16,958.50                 |                         |                                   |                                |                      |                                |                            |                       |
| 42                                 | MJS Lecture Series                | 121,260.50                  | 8,766.05                | 130,026.55                  |                           | -                    |                     |                        |                           |                         | 130,026.55                        |                                |                      |                                |                            |                       |
| 43                                 | Hessler-Deale (Women in Ministry) | 24,045.48                   | 60.25                   | 24,105.73                   |                           | 14,295.24            |                     |                        | 9,810.49                  |                         |                                   |                                |                      |                                |                            |                       |
| 46                                 | Anniversary                       | 15,159.44                   | 0.58                    | 15,160.02                   |                           |                      |                     |                        |                           |                         |                                   |                                | 15,160.02            |                                |                            |                       |
| 50                                 | Slegers Fund for Music Ministry   | 32,604.86                   | 0.75                    | 32,605.61                   |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            | 32,605.61             |
| 1035-10                            | State Unemployment Insurance      | 20,951.49                   | 0.49                    | 20,951.98                   |                           |                      | 20,951.98           |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                                    | <b>Sub-Total Restricted Funds</b> | <b>308,416.30</b>           | <b>8,961.82</b>         | <b>317,378.12</b>           | -                         | <b>91,864.97</b>     | -                   | <b>20,951.98</b>       | <b>26,768.99</b>          | -                       | <b>130,026.55</b>                 | -                              | <b>15,160.02</b>     | -                              | <b>32,605.61</b>           |                       |
|                                    | Total All Funds                   | 1,247,276.30                | (6,470.25)              | 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                  | -                     |
|                                    | <b>Per Bank Rec.</b>              | <b>\$1,247,276.30</b>       | <b>(6,470.25)</b>       | <b>1,240,806.05</b>         | <b>312,091.62</b>         | <b>559,270.01</b>    | <b>5,668.75</b>     | <b>20,951.98</b>       | <b>26,768.99</b>          | <b>21,337.14</b>        | <b>130,026.55</b>                 | <b>42,614.95</b>               | <b>15,160.02</b>     | <b>14,297.46</b>               | <b>32,605.61</b>           | <b>60,012.97</b>      |
|                                    | Petty Cash                        | 500.00                      |                         | 500.00                      |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                                    |                                   | 1,247,776.30                | (\$6,470.25)            | \$1,241,306.05              | -                         |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| <b>Lines of Credit</b>             |                                   |                             |                         |                             |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |



# First Unitarian Church

## Statement of Cash Flows

For the Month Ending 2/28/2019

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

**First Unitarian Church  
Balance Sheet**

**Operating Fund  
2/28/2019**

ASSETS

Cash

|                                     |            |
|-------------------------------------|------------|
| Petty Cash                          | 500.00     |
| Wells Fargo Checking                | 312,091.62 |
| Wells Fargo Money Market            | 559,270.01 |
| Wells Fargo Required Loan Reserve   | 21,337.14  |
| Wells Fargo Tax Rebate              | 42,614.95  |
| Wells Fargo Justice Begins at Home  | 14,297.46  |
| OnPoint Anniversary                 | 15,160.02  |
| WF Sleger's Fund for Music Ministry | 32,605.61  |
| Rental Income Reserve               | 60,012.97  |
| UBS Investment                      | 5,668.75   |
| Wells Fargo MM SUI                  | 20,951.98  |
| Investments                         | 156,795.54 |
|                                     | 156,795.54 |

Total Cash 1,241,306.05

Current Assets

|                                                   |              |
|---------------------------------------------------|--------------|
| Prepaid Expenses                                  | 7,928.00     |
| Prepaid Insurance                                 | 1,119.79     |
| Accounts Receivable Events/Weddings/<br>Memorials | 9,579.50     |
| Pledges Receivable Pledges                        | 1,208,244.53 |
| Pledge Receivable Allowance Uncollectable         | (123,734.46) |
| Bookstore Inventory                               | 17,265.50    |
|                                                   | 17,265.50    |

Total Current Assets 2,361,708.91

Fixed Assets

|                                                 |                |
|-------------------------------------------------|----------------|
| Furniture & Equipment                           | 522,081.56     |
| Property 1011 SW 12th                           | 1,070,285.58   |
| Property 1211 SW Main St. Sanctuary             | 758,685.24     |
| Property SW Salmon                              | 6,993,838.75   |
| Property 1030 SW 13th House                     | 28,000.00      |
| Property 1126 32 SW 13th Outside In Real Estate | 332,755.00     |
| Property 1034 SW Main Office                    | 483,545.50     |
| Improvements                                    | 1,807,193.83   |
| Accumulated Depreciation                        | (5,007,739.85) |
| Lease Origination Costs                         | 15,000.00      |
| Accumulated Amortization                        | (4,646.00)     |
|                                                 | (4,646.00)     |

Total Fixed Assets 6,998,999.61

|              |                     |
|--------------|---------------------|
| Other Assets |                     |
| TOTAL ASSETS | <u>9,360,708.52</u> |

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                    | <u>186.66</u> |

Total Current Liabilities 153,536.17

|                              |                   |
|------------------------------|-------------------|
| Long Term Liabilities        |                   |
| Burn the Mortgage Foundation | 238,824.09        |
| Deferred Lease Revenue       | <u>374,456.00</u> |

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)                         | <u>4,371.61</u> |

Total Fund Balance 8,593,892.26

TOTAL LIABILITIES AND FUND BALANCES 9,360,708.52

| <b>First Unitarian Church</b>                                                            |                                           |                               |            |
|------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------|------------|
| <b>Notes to Financials -February 2019 (department transactions greater than \$2,000)</b> |                                           |                               |            |
| <b>OPERATING INCOME</b>                                                                  |                                           |                               |            |
|                                                                                          | Pledge income                             | below budget YTD              | (112,906)  |
|                                                                                          |                                           | below budget for the month    | (14,146)   |
|                                                                                          | Program Income                            |                               |            |
|                                                                                          | Art Wall                                  |                               | 2,000      |
|                                                                                          | Lay Ministry retreat fees                 |                               | 2,405      |
|                                                                                          | Music                                     |                               | 2,727      |
|                                                                                          | Rental Income                             |                               |            |
|                                                                                          | Tenants                                   | includes Dec-Jan shelter inc  | 29,821     |
|                                                                                          | Events                                    |                               | 7,405      |
|                                                                                          | Other Income                              |                               |            |
|                                                                                          | Sexton reimbursement from renters' events |                               | 2,945      |
| <b>OPERATING COSTS</b>                                                                   |                                           |                               |            |
|                                                                                          | Occupancy                                 |                               |            |
|                                                                                          | Contract services                         |                               | 3,879      |
|                                                                                          | Repairs & Maintenance                     |                               | 5,129      |
|                                                                                          | Utilities                                 |                               | 8,331      |
|                                                                                          | Program Expenses                          |                               |            |
|                                                                                          | Adult Program retreats                    |                               | 5,327      |
|                                                                                          | Professional Exp - Music                  |                               | 3,616      |
| <b>DASHBOARD</b>                                                                         |                                           |                               |            |
|                                                                                          | New members                               |                               | 2          |
|                                                                                          | New pledges received                      |                               | 1          |
| <b>CASH/SECURITIES BALANCE</b>                                                           |                                           |                               |            |
|                                                                                          | Buchan Building Capital                   |                               |            |
|                                                                                          | (Burn the Mortgage)                       | payments received in Jan      | 7,512.00   |
|                                                                                          |                                           | transferred to the Foundation | (7,512.00) |
|                                                                                          |                                           | payments received in Feb      | 35,252.00  |
|                                                                                          |                                           | direct payment to Foundation  | 0.00       |
|                                                                                          |                                           | Balance as of 02/28/19        | 35,252.00  |
|                                                                                          | MJS Lecture Series                        | Investment gain               | 8,766      |

## 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 5<sup>th</sup>.

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

| 2  | PROPOSED FY2020 Budget                             | ACTUAL FY19 YTD<br>thru 12-31-2018 | BUDGET<br>FY19 YTD | ANNUAL FY19 BUDGET | Proposed FY 2020 | Comments                                                              |
|----|----------------------------------------------------|------------------------------------|--------------------|--------------------|------------------|-----------------------------------------------------------------------|
| 3  | 402010 Pledging Unit Operating                     | 8,863                              | 10,748             | 15,000             | 12,369           |                                                                       |
| 4  | 402110 Non Pledge Unit Operating                   | 33,546                             | 42,456             | 55,000             | 43,457           |                                                                       |
| 5  | 403010 Plate Contributions Operating               | 25,599                             | 21,618             | 40,000             | 40,000           | End of AFD19 campaign results: \$1,435,360                            |
| 6  | 441810 Pledge 2018 Operating                       | 598,059                            | 718,501            | 735,000            |                  | Assumption: add'l pledges received by 2019 year-end: \$25,000         |
| 7  | 441910 Pledge 2019 Operating                       | 221,231                            | 209,996            | 753,375            | 730,180          | $(\$1,435,360 + 25,000) / 2 = 730,180$                                |
| 8  | 442010 Pledge 2020 Operating                       |                                    |                    |                    | 748,435          | AFD20 assumption: $(1,435,360 + 25,000) \times 1.025 / 2 = \$748,435$ |
| 9  | 449810 Pledge Estimated Shrinkage                  | 0                                  | (18,605)           | (37,209)           | (46,389)         | Shrinkage Assumption: 2.8% (based on 2018 actual experience)          |
| 10 | 461010 Deferred Rent 1132 SW 13th                  | 9,500                              | 9,500              | 9,500              | 9,500            |                                                                       |
| 11 | Pledges and Contributions                          |                                    | 896,797            |                    | 1,570,666        | 1,537,551                                                             |
| 12 |                                                    |                                    |                    |                    |                  |                                                                       |
| 13 | 478310 Pledge from Foundation                      | 0                                  | -                  | 55,000             | 69,000           |                                                                       |
| 14 |                                                    |                                    | 0                  | 55,000             | 69,000           |                                                                       |
| 15 |                                                    |                                    |                    |                    |                  |                                                                       |
| 16 | Transfers from Reserve Funds                       |                                    | 37,267             | 165,267            | 113,927          | FY19: WF Loan Reserve: LED lighting project                           |
| 17 |                                                    |                                    |                    |                    |                  |                                                                       |
| 18 | Transfers from various Fund 49 accts               |                                    | 0                  | 0                  | 28,521           |                                                                       |
| 19 |                                                    |                                    |                    |                    |                  |                                                                       |
| 20 | 501010 Unallocated payroll expense                 | 0                                  | -                  | (40,350)           | (24,000)         |                                                                       |
| 21 | 620210 Depreciation Expense                        | 0                                  | 750                | (1,500)            | (1,500)          |                                                                       |
| 22 | 699810 Annual Operating (Contingency) Reserve      | (24,002)                           | 24,002             | (48,003)           | (46,296)         | 2% of gross budgeted income of \$2,324,794 = \$46,296                 |
| 23 |                                                    |                                    |                    | (89,853)           | (71,796)         |                                                                       |
| 24 |                                                    |                                    |                    |                    |                  |                                                                       |
| 25 | 42951001 Misc Income General & Administration      | 17,069                             | 7,160              | 7,500              | 7,500            |                                                                       |
| 26 | General & Admin Miscellaneous Income               |                                    | 17,069             |                    | 7,500            | 7,500                                                                 |
| 27 | 50101001 Payroll General & Admin                   | (73,638)                           | (80,816)           | (161,632)          | (143,120)        |                                                                       |
| 28 | 50151001 Payroll Taxes General & Admin             | (5,395)                            | (7,254)            | (14,509)           | (10,949)         |                                                                       |
| 29 | 50251001 Pension General & Admin                   | (7,186)                            | (7,302)            | (14,603)           | (14,312)         |                                                                       |
| 30 | 50301001 Employee Benefits General & Admin         | (7,156)                            | (7,392)            | (14,783)           | (15,032)         |                                                                       |
| 31 | 50501001 Workers Comp Insurance G&A                | (313)                              | (618)              | (1,237)            | (1,237)          |                                                                       |
| 32 | General & Admin Payroll Expenses                   |                                    | (93,688)           |                    | (206,764)        | (184,650)                                                             |
| 33 | 57101001 Insurance - General Administration        | (1,340)                            | (2,050)            | (4,100)            | (4,100)          |                                                                       |
| 34 | 61201001 Archives                                  | 24                                 | (325)              | (650)              | (650)            |                                                                       |
| 35 | 61251001 Bank Fees                                 | (9,719)                            | (12,248)           | (24,496)           | (20,000)         |                                                                       |
| 36 | 61601001 Computer, Furniture & Equipment General & | 0                                  | (192)              | (385)              | (385)            |                                                                       |
| 37 | 61611001 Computer Services General & Admin         | 0                                  | (250)              | (500)              | (500)            |                                                                       |
| 38 | 62101001 Food for Meetings General & Admin         | (110)                              | -                  | (25)               | (25)             |                                                                       |
| 39 | 62251001 Legal & Accounting General & Admin        | (9,363)                            | (12,091)           | (14,500)           | (20,000)         | New auditor                                                           |
| 40 | 62301001 Office Supplies General & Admin           | (1,941)                            | (1,450)            | (2,900)            | (2,800)          |                                                                       |
| 41 | 62351001 Fees General & Admin                      | (2,083)                            | (2,500)            | (5,000)            | (5,000)          |                                                                       |
| 42 | 62401001 Outside Printing Mailing General & Admin  | (2,742)                            | (250)              | (500)              | (500)            |                                                                       |
| 43 | 62451001 Photocopies General & Admin               | 333                                | (1,500)            | (3,000)            | (2,500)          |                                                                       |
| 44 | 62701001 Postage General & Admin                   | (1,259)                            | (1,000)            | (2,000)            | (2,000)          |                                                                       |
| 45 | 62801001 Professional Expense General & Admin      | 0                                  | (500)              | (1,000)            | (1,000)          |                                                                       |

| 2  | PROPOSED FY2020 Budget                             | ACTUAL FY19 YTD thru 12-31-2018 | BUDGET FY19 YTD | ANNUAL FY19 BUDGET | Proposed FY 2020 | Comments  |
|----|----------------------------------------------------|---------------------------------|-----------------|--------------------|------------------|-----------|
| 46 | 62951001 Professional Services General & Admin     | (13)                            | (500)           | (1,000)            | (1,000)          |           |
| 47 | 63351001 Equip Repairs & Maint General & Admin     | 0                               | (75)            | (150)              | (150)            |           |
| 48 | 63461001 Staff Retreat Expense                     | (733)                           | (500)           | (1,000)            | (900)            |           |
| 49 | 63801001 Volunteer Expense General & Admin         | 0                               | -               | (250)              | (250)            |           |
| 50 | 68211001 Furniture & Equipment General & Admin     | (219)                           | (100)           | (200)              | (200)            |           |
| 51 | 69991001 Miscellaneous General & Admin             | (167)                           | (2,625)         | (5,250)            | (4,000)          |           |
| 52 | General & Admin Expenses & Fees                    |                                 | (29,333)        |                    | (66,906)         | (65,960)  |
| 53 |                                                    |                                 |                 |                    |                  |           |
| 54 | 50101002 Payroll Stewardship                       | (17,775)                        | (18,304)        | (36,808)           | (45,000)         |           |
| 55 | 50151002 Payroll Taxes Stewardship                 | (1,344)                         | (1,841)         | (3,681)            | (3,443)          |           |
| 56 | 50251002 Pension Stewardship                       | (1,840)                         | (1,830)         | (3,661)            | (4,500)          |           |
| 57 | 50301002 Employee Benefits Stewardship             | (3,961)                         | (4,043)         | (8,085)            | (8,325)          |           |
| 58 | 50501002 Workers Comp Insurance Stewardship        | (52)                            | (119)           | (238)              | (238)            |           |
| 59 | Stewardship/Development Payroll Expenses           |                                 | (24,973)        |                    | (52,273)         | (61,506)  |
| 60 | 61401002 Books & Resources Stewardship             | 0                               | (50)            | (100)              | (100)            |           |
| 61 | 61601002 Computer, Furniture & Equipment Stewardsh | (328)                           | -               | 0                  | 0                |           |
| 62 | 62101002 Food for Meetings Stewardship             | (378)                           | (643)           | (900)              | (900)            |           |
| 63 | 62251002 Legal & Accounting Stewardship            | 0                               | -               | (2,250)            | (2,250)          |           |
| 64 | 62301002 Office Supplies Stewardship               | (239)                           | (150)           | (450)              | (450)            |           |
| 65 | 62401002 Outside Printing Mailing Stewardship      | (2,857)                         | (4,940)         | (5,000)            | (5,000)          |           |
| 66 | 62451002 Photocopies Stewardship                   | (65)                            | (300)           | (600)              | (600)            |           |
| 67 | 62701002 Postage Stewardship                       | (173)                           | (1,262)         | (2,100)            | (2,100)          |           |
| 68 | 62801002 Professional Expense Stewardship          | 0                               | (375)           | (750)              | (750)            |           |
| 69 | 62951002 Professional Services Stewardship         | (1,815)                         | (1,588)         | (3,000)            | (3,000)          |           |
| 70 | 63801002 Volunteer Expenses Stewardship            | (11)                            | -               | (150)              | (150)            |           |
| 71 | Stewardship/Development Other Expenses             |                                 | (5,865)         |                    | (15,301)         | (15,301)  |
| 72 |                                                    |                                 |                 |                    |                  |           |
| 73 | 42501004 Program Receipts Parking Tags             | 1,470                           | 1,070           | 2,000              | 2,000            |           |
| 74 | 42851004 Misc Income/Sextons Reimbursement H&G     | 13,375                          | 14,000          | 28,000             | 28,000           |           |
| 75 | H&G Miscellaneous Income                           |                                 | 14,845          |                    | 30,000           | 30,000    |
| 76 | 50101004 Payroll House & Grounds                   | (146,820)                       | (138,424)       | (276,848)          | (293,802)        |           |
| 77 | 50151004 Payroll Taxes House & Grounds             | (11,263)                        | (12,214)        | (24,428)           | (22,478)         |           |
| 78 | 50251004 Pension House & Grounds                   | (13,368)                        | (13,250)        | (26,499)           | (29,380)         |           |
| 79 | 50301004 Employee Benefits House & Gro             | (8,852)                         | (9,087)         | (18,174)           | (20,940)         |           |
| 80 | 50501004 Workers Comp Insurance H&G                | (587)                           | (818)           | (1,635)            | (1,635)          |           |
| 81 | H&G Payroll Expenses                               |                                 | (180,891)       |                    | (347,584)        | (368,232) |
| 82 | 57001004 Contract Services                         | (18,976)                        | (22,000)        | (44,000)           | (42,000)         |           |
| 83 | 57051004 Custodial Supplies                        | (6,437)                         | (8,250)         | (16,500)           | (16,400)         |           |
| 84 | 57101004 Insurance - H & G                         | (8,376)                         | (11,500)        | (23,000)           | (23,000)         |           |
| 85 | 57151004 Outside Maintenance                       | 0                               | (500)           | (1,000)            | (1,000)          |           |
| 86 | 57201004 Parking Options                           | (22,935)                        | (23,175)        | (46,350)           | (46,350)         |           |
| 87 | 57211004 Permits & Licenses                        | (715)                           | (750)           | (1,500)            | (1,500)          |           |
| 88 | 57401004 Repairs & Maintenance                     | (24,614)                        | (32,750)        | (65,500)           | (45,000)         |           |
| 89 | 57501004 Telephone House & Grounds                 | (10,262)                        | (9,000)         | (18,000)           | (20,000)         |           |

| 2   | PROPOSED FY2020 Budget                             | ACTUAL FY19 YTD<br>thru 12-31-2018 | BUDGET<br>FY19 YTD | ANNUAL FY19 BUDGET | Proposed FY 2020 | Comments  |
|-----|----------------------------------------------------|------------------------------------|--------------------|--------------------|------------------|-----------|
| 90  | 57651004 Utilities Buchan/Eliot                    | (18,975)                           | (21,024)           | (50,000)           | (43,000)         |           |
| 91  | 57661004 Utilities Main St.                        | (4,771)                            | (4,842)            | (8,400)            | (8,400)          |           |
| 92  | 57671004 Utilities Office                          | (5,462)                            | (5,870)            | (13,000)           | (11,500)         |           |
| 93  | H&G Utilities, Maintenance, Parking                |                                    | (121,523)          |                    | (287,250)        | (258,150) |
| 94  | 61601004 Computer, Furniture & Equipment H&G       | (4,849)                            | (3,300)            | (6,600)            | (6,600)          |           |
| 95  | 61611004 IT Services - All Depts                   | (826)                              | (5,000)            | (10,000)           | (15,000)         |           |
| 96  | 62101004 Food for Meetings House & Grounds         | (366)                              | (225)              | (450)              | (450)            |           |
| 97  | 62251004 Legal & Accounting House & Grounds        | 0                                  | (100)              | (200)              | (200)            |           |
| 98  | 62301004 Office Supplies House & Grounds           | (54)                               | (250)              | (500)              | (500)            |           |
| 99  | 62451004 Photocopies House & Grounds               | (64)                               | (250)              | (500)              | (300)            |           |
| 100 | 62701004 Postage House & Grounds                   | (32)                               | (12)               | (25)               | (25)             |           |
| 101 | 62801004 Professional Expense House & Ground       | (157)                              | (250)              | (500)              | (500)            |           |
| 102 | 62951004 Professional Services House & Ground      | 0                                  | (250)              | (500)              | (500)            |           |
| 103 | 63801004 Volunteer Expenses House & Grounds        | 0                                  | -                  | (500)              | (500)            |           |
| 104 | 68211004 Furniture & Equipment House & Grounds     | (2,124)                            | (1,250)            | (2,500)            | (2,500)          |           |
| 105 | 69991004 Miscellaneous House & Grounds             | (895)                              | (1,400)            | (2,800)            | (2,800)          |           |
| 106 | H&G Misc. Expenses, inc. I.T.                      |                                    | (9,366)            |                    | (25,075)         | (29,875)  |
| 107 |                                                    |                                    |                    |                    |                  |           |
| 108 | 42501005 Program Receipts Children RE              | 875                                | -                  | 0                  | 0                |           |
| 109 | Program Receipts Children RE                       |                                    | 875                |                    | 0                | 0         |
| 110 | 50101005 Payroll Religious Education               | (92,346)                           | (92,849)           | (185,698)          | (167,772)        |           |
| 111 | 50151005 Payroll Taxes Religious Education         | (4,439)                            | (5,733)            | (11,465)           | (12,835)         |           |
| 112 | 50201005 Housing                                   | (17,178)                           | (9,000)            | (18,000)           | 0                |           |
| 113 | 50251005 Pension Religious Ed                      | (8,679)                            | (8,679)            | (17,359)           | (10,900)         |           |
| 114 | 50301005 Employee Benefits Religious Ed            | (6,754)                            | (9,248)            | (18,495)           | (16,732)         |           |
| 115 | 50501005 Workers Comp Insurance Religious Ed       | (313)                              | (619)              | (1,238)            | (1,238)          |           |
| 116 | Children & Youth RE Payroll Expenses               |                                    | (129,709)          |                    | (252,255)        | (209,477) |
| 117 | 61401005 Books & Curricula                         | (183)                              | (1,000)            | (2,000)            | (2,000)          |           |
| 118 | 61601005 Computer, Furniture & Equipment Religious | (360)                              | (575)              | (1,150)            | (1,150)          |           |
| 119 | 61611005 Computer Services Children's Religious Ed | 0                                  | (150)              | (300)              | (300)            |           |
| 120 | 62251005 Legal & Accounting CRE                    | (161)                              | -                  | (1,100)            | (1,100)          |           |
| 121 | 62301005 Office Supplies Religious Ed              | (283)                              | -                  | 0                  | 0                |           |
| 122 | 62401005 Outside Printing Mailing Religious Ed     | (100)                              | (700)              | (1,200)            | (200)            |           |
| 123 | 62451005 Photocopies Religious Ed                  | (309)                              | (250)              | (500)              | (500)            |           |
| 124 | 62701005 Postage Religious Ed                      | (43)                               | (150)              | (300)              | (300)            |           |
| 125 | 62801005 Professional Expense Director             | (2,304)                            | (1,500)            | (3,000)            | (3,000)          |           |
| 126 | 62811005 Professional Expense Associate Director   | (1,759)                            | (750)              | (1,500)            | (1,500)          |           |
| 127 | 62821005 Mentoring/Consulting                      | (1,646)                            | (1,500)            | (3,000)            | (4,000)          |           |
| 128 | 63051005 Program Expense Religious Ed              | (2,994)                            | (2,500)            | (5,000)            | (5,000)          |           |
| 129 | 63151005 Program Supplies Religious Ed             | (1,086)                            | (1,750)            | (3,500)            | (3,500)          |           |
| 130 | 63801005 Volunteer Expense Religious Ed            | (896)                              | (800)              | (800)              | (800)            |           |
| 131 | 70001005 Special Events Expense Childrens RE       | 0                                  | -                  | (200)              | (200)            |           |
| 132 | Children & Youth RE - Program Expenses             |                                    | (12,126)           |                    | (23,550)         | (23,550)  |
| 133 |                                                    |                                    |                    |                    |                  |           |



| 2   | PROPOSED FY2020 Budget                                | ACTUAL FY19 YTD<br>thru 12-31-2018 | BUDGET<br>FY19 YTD | ANNUAL FY19 BUDGET | Proposed FY 2020 | Comments  |                                                                |
|-----|-------------------------------------------------------|------------------------------------|--------------------|--------------------|------------------|-----------|----------------------------------------------------------------|
| 134 | 50101006 Payroll Membership (incl. Housing & in-lieu) | (5,860)                            | (6,410)            | (12,819)           | (20,619)         |           |                                                                |
| 135 | 50151006 Payroll Taxes Membership                     | (315)                              | (356)              | (711)              | (696)            |           |                                                                |
| 136 | 50251006 Pension Membership                           | (576)                              | (57)               | (115)              | (1,990)          |           |                                                                |
| 137 | 50301006 Employee Benefits Membership                 | (262)                              | (403)              | (806)              | (823)            |           |                                                                |
| 138 | 50501006 Workers Comp Insurance Membership            | 0                                  | (140)              | (279)              | (279)            |           |                                                                |
| 139 | Membership Payroll Expenses                           |                                    | (7,013)            |                    | (14,730)         | (24,397)  | 10% of Rev. Disrud comp newly moved to this line from Ministry |
| 140 | 61401006 Books & Resources Membership                 | 0                                  | (75)               | (150)              | 0                |           |                                                                |
| 141 | 62001006 Denominational Exp General Assembly/PNW      | 0                                  | (1,000)            | (2,000)            | (3,000)          |           |                                                                |
| 142 | 62051006 Dues Membership                              | (16,249)                           | (16,250)           | (32,597)           | (34,597)         |           |                                                                |
| 143 | 62101006 Food for Meetings Membership                 | 0                                  | (100)              | (200)              | (1,000)          |           |                                                                |
| 144 | 62301006 Office Supplies Membership                   | (64)                               | (50)               | (100)              | (100)            |           |                                                                |
| 145 | 62401006 Outside Printing Mailing Membership          | 0                                  | (50)               | (100)              | 0                |           |                                                                |
| 146 | 62451006 Photocopies Membership                       | (4)                                | (250)              | (500)              | (200)            |           |                                                                |
| 147 | 62701006 Postage Membership                           | 0                                  | (100)              | (200)              | (100)            |           |                                                                |
| 148 | 63051006 Program Expense Membership                   | (6)                                | (500)              | (1,000)            | (1,000)          |           |                                                                |
| 149 | Membership - Program Expenses                         |                                    | (16,322)           |                    | (36,847)         | (39,997)  |                                                                |
| 150 |                                                       |                                    |                    |                    |                  |           |                                                                |
| 151 | 42511007 Program Receipts Lay Ministry                | 0                                  | -                  | 0                  | 0                |           |                                                                |
| 152 | 42641007 Program Receipts Others                      | 1,900                              | 2,165              | 9,500              | 9,500            |           |                                                                |
| 153 | Ministry Program Receipts                             |                                    | 1,900              |                    | 9,500            | 9,500     |                                                                |
| 154 | 50101007 Payroll Ministry + in-lieu                   | (92,332)                           | (91,249)           | (183,698)          | (201,958)        |           |                                                                |
| 155 | 50151007 Payroll Taxes Ministry                       | (1,085)                            | (1,368)            | (2,962)            | (398)            |           |                                                                |
| 156 | 50201007 Housing                                      | (49,890)                           | (58,068)           | (116,135)          | (76,135)         |           |                                                                |
| 157 | 50251007 Pension Ministry                             | (11,492)                           | (5,748)            | (11,492)           | (25,350)         |           |                                                                |
| 158 | 50301007 Employee Benefits Ministry                   | (8,216)                            | (9,459)            | (18,918)           | (19,391)         |           |                                                                |
| 159 | 50501007 Workers Comp Insurance Ministry              | (561)                              | (782)              | (1,563)            | (1,563)          |           |                                                                |
| 160 | Ministry Payroll Expenses                             |                                    | (163,575)          |                    | (334,768)        | (324,795) |                                                                |
| 161 | 57101007 Insurance - Ministry                         | (1,117)                            | (1,500)            | (3,000)            | (3,000)          |           |                                                                |
| 162 | 61601007 Computer, Furniture & Equipment Ministry     | (843)                              | -                  | 0                  | 0                |           |                                                                |
| 163 | 62101007 Food for Meetings Ministry                   | (242)                              | (125)              | (250)              | (250)            |           |                                                                |
| 164 | 62151007 Guest Services Ministry                      | (300)                              | (1,000)            | (2,000)            | (2,000)          |           |                                                                |
| 165 | 62301007 Office Supplies Ministry                     | (265)                              | (250)              | (500)              | (500)            |           |                                                                |
| 166 | 62451007 Photocopies Ministry                         | (1,439)                            | (3,250)            | (6,500)            | (5,000)          |           |                                                                |
| 167 | 62641007 Program Expense Others Ministry              | (1,064)                            | (400)              | (7,000)            | 0                |           |                                                                |
| 168 | 62701007 Postage Ministry                             | (23)                               | (50)               | (100)              | (100)            |           |                                                                |
| 169 | 62801007 Professional Expense Disrud                  | (2,501)                            | (3,000)            | (6,000)            | (6,000)          |           |                                                                |
| 170 | 62811007 Professional Expense Intern                  | (267)                              | (500)              | (1,000)            | (1,000)          |           |                                                                |
| 171 | 62841007 Professional Expense Sinkford                | (3,157)                            | (3,750)            | (7,500)            | (7,500)          |           |                                                                |
| 172 | 69991007 Professional exp. For .5 FTE ass't minister  | 0                                  |                    | 0                  | (1,500)          |           |                                                                |
| 173 | 69991007 Moving expenses .5 FTE ass't minister        | 0                                  |                    | 0                  | (5,000)          |           |                                                                |
| 174 | 63051007 Program Expense Ministry                     | (1,587)                            | (2,100)            | (4,200)            | (12,000)         |           |                                                                |
| 175 | 63061007 Program Expense Lay Ministry                 | (313)                              | (150)              | (300)              | (300)            |           |                                                                |
| 176 | 69991007 Miscellaneous Ministry                       | (144)                              | (3,000)            | (6,000)            | 0                |           |                                                                |
| 177 | Ministry - Program Expenses                           |                                    | (13,259)           |                    | (44,350)         | (44,150)  |                                                                |

| 2   | PROPOSED FY2020 Budget                                  | ACTUAL FY19 YTD<br>thru 12-31-2018 | BUDGET<br>FY19 YTD | ANNUAL FY19 BUDGET | Proposed FY 2020 | Comments                                                       |
|-----|---------------------------------------------------------|------------------------------------|--------------------|--------------------|------------------|----------------------------------------------------------------|
| 178 |                                                         |                                    |                    |                    |                  |                                                                |
| 179 | 42511008 Program Receipts Music & Worship               | 9,686                              | 8,351              | 15,000             | 15,000           |                                                                |
| 180 | 42521008 Program Receipts CD/Video Sales                | 35                                 | -                  | 0                  | 0                |                                                                |
| 181 | 42571008 Program Receipts Choir Retreat Fees            | 16,550                             | 17,030             | 17,030             | 17,000           |                                                                |
| 182 | 45001008 Special Events Receipts Music/Soup Suppers     | 1,527                              | 761                | 1,500              | 1,500            |                                                                |
| 183 | Music Program Income                                    | 27,799                             |                    | 33,530             | 33,500           |                                                                |
| 184 | 50101008 Payroll Music                                  | (88,728)                           | (89,509)           | (139,017)          | (150,517)        |                                                                |
| 185 | 50151008 Payroll Taxes Music                            | (5,290)                            | (6,033)            | (12,066)           | (11,515)         |                                                                |
| 186 | 50251008 Pension Music                                  | (5,569)                            | (5,751)            | (11,502)           | (11,502)         |                                                                |
| 187 | 50301008 Employee Benefits Music                        | (3,983)                            | (4,079)            | (8,158)            | (8,385)          |                                                                |
| 188 | 50501008 Workers Comp Insurance Music                   | (349)                              | (488)              | (973)              | (973)            |                                                                |
| 189 | Music Program Payroll Expenses                          | (83,919)                           |                    | (171,716)          | (182,872)        |                                                                |
| 190 | 57101008 Insurance - Music                              | (335)                              | (500)              | (1,000)            | (1,000)          |                                                                |
| 191 | 61601008 Computer, Furniture & Equipment Music          | (1,232)                            | -                  | 0                  | 0                |                                                                |
| 192 | 62301008 Office Supplies Music                          | (354)                              | (100)              | (200)              | (200)            |                                                                |
| 193 | 62451008 Photocopies Music                              | (1,453)                            | (750)              | (1,500)            | (1,500)          |                                                                |
| 194 | 62701008 Postage Music                                  | (1)                                | (125)              | (250)              | (250)            |                                                                |
| 195 | 62801008 Professional Expense Music                     | (261)                              | (2,250)            | (4,500)            | (4,500)          |                                                                |
| 196 | 62811008 Professional Expense Music Staff               | (1,291)                            | (750)              | (1,500)            | (1,500)          |                                                                |
| 197 | 63051008 Program Expense Music                          | (7,307)                            | (3,250)            | (6,500)            | (7,000)          |                                                                |
| 198 | 63071008 Program Expense Choir Retreats                 | (20,669)                           | (17,210)           | (17,210)           | (18,500)         |                                                                |
| 199 | 63081008 Program Expense Guest Musicians                | (9,425)                            | (4,500)            | (9,000)            | (9,000)          |                                                                |
| 200 | 63351008 Equip Repairs & Maint Music                    | (340)                              | (600)              | (1,200)            | (1,200)          |                                                                |
| 201 | 70001008 Special Events Expense Music/Soup Suppers      | (2,030)                            | (2,000)            | (4,275)            | (4,275)          |                                                                |
| 202 | Music Program - Program Expenses                        | (44,699)                           |                    | (47,135)           | (48,925)         |                                                                |
| 203 |                                                         |                                    |                    |                    |                  |                                                                |
| 204 | 42501009 Program Receipts Adult Programs                | 1,630                              | 4,628              | 10,000             | 5,000            |                                                                |
| 205 | 42521009 Program Receipts AP Events                     | 0                                  | 195                | 400                | 0                |                                                                |
| 206 | 42571009 Program Receipts Adult Program Retreats        | 3,604                              | 2,512              | 9,000              | 9,000            |                                                                |
| 207 | 42661009 Program Receipts Adult Summer Programs         | 0                                  | 200                | 200                | 0                |                                                                |
| 208 | Adult Programs Receipts                                 | 5,234                              |                    | 19,600             | 14,000           |                                                                |
| 209 | 50101009 Payroll Adult Programs (incl Housing + In-lieu | (18,512)                           | (14,317)           | (28,634)           | (73,374)         |                                                                |
| 210 | 50151009 Payroll Taxes Adult Programs                   | (1,393)                            | (557)              | (1,114)            | (2,088)          |                                                                |
| 211 | 50251009 Pension Adult Programs                         | (2,304)                            | (921)              | (1,843)            | (7,010)          |                                                                |
| 212 | 50301009 Employee Benefits Adult Programs               | (1,542)                            | (1,497)            | (2,993)            | (3,085)          |                                                                |
| 213 | 50501009 Workers Comp Insurance Adult Programs          | (100)                              | (140)              | (279)              | (279)            |                                                                |
| 214 | Adult Programs Payroll Expenses                         | (23,851)                           |                    | (34,863)           | (85,816)         | 40% of Rev. Disrud comp newly moved to this line from Ministry |
| 215 | 61101009 Advertising & Promotion Adult Programs         | 0                                  | (50)               | (50)               | 0                |                                                                |
| 216 | 61401009 Books & Resources Adult Programs               | 0                                  | (50)               | (100)              | 0                |                                                                |
| 217 | 62101009 Food for Meetings Adult Program                | 0                                  | (125)              | (250)              | 0                |                                                                |
| 218 | 62151009 Guest Services Facilitator                     | (100)                              | (2,211)            | (5,000)            | (3,000)          |                                                                |
| 219 | 62251009 Legal & Accounting Adult Programs              | (17)                               | -                  | (1,050)            | (1,050)          |                                                                |
| 220 | 62301009 Office Supplies Adult Programs                 | (137)                              | (150)              | (300)              | (300)            |                                                                |
| 221 | 62401009 Outside Printing Mailing Adult Programs        | 0                                  | (200)              | (400)              | 0                |                                                                |

| 2   | PROPOSED FY2020 Budget                             | ACTUAL FY19 YTD<br>thru 12-31-2018 | BUDGET<br>FY19 YTD | ANNUAL FY19 BUDGET | Proposed FY 2020 | Comments                                          |
|-----|----------------------------------------------------|------------------------------------|--------------------|--------------------|------------------|---------------------------------------------------|
| 222 | 62451009 Photocopies Adult Programs                | (72)                               | (900)              | (1,800)            | (1,000)          |                                                   |
| 223 | 62701009 Postage Adult Programs                    | (9)                                | (75)               | (150)              | (100)            |                                                   |
| 224 | 62801009 Professional Expense Adult Programs       | 0                                  | (250)              | (500)              | (1,000)          |                                                   |
| 225 | 62811009 Professional Expense Ass't Adult Programs | 0                                  | (500)              | (1,000)            | -                |                                                   |
| 226 | 63051009 Program Expense Adult Programs            | (818)                              | (2,000)            | (4,000)            | (3,000)          |                                                   |
| 227 | 63051009 Young Adult budget                        | 0                                  |                    | 0                  | (1,500)          |                                                   |
| 228 | 63061009 Program Expense Adult Program Special Eve | 0                                  | -                  | (250)              | (250)            |                                                   |
| 229 | 63071009 Program Expense Adult Program Retreats    | (1,760)                            | (1,458)            | (11,000)           | (11,000)         |                                                   |
| 230 | 63091009 Program Expense Summer Programs           | 0                                  | (500)              | (500)              | 0                |                                                   |
| 231 | 63101009 Program Expense AP Scholarship            | 0                                  | -                  | (2,000)            | (1,000)          |                                                   |
| 232 | 63801009 Volunteer Expense Adult Programs          | 0                                  | -                  | (300)              | 0                |                                                   |
| 233 | 63811009 Program Expense Good Times                | (78)                               | (113)              | (225)              | (225)            |                                                   |
| 234 | Adult Programs - Program Expenses                  | (2,993)                            |                    | (28,875)           | (23,425)         |                                                   |
| 235 |                                                    |                                    |                    |                    |                  |                                                   |
| 236 | 42501011 Program Receipts Social Justice           | 16,581                             | 250                | 500                | 500              |                                                   |
| 237 | 42561011 Program Receipts UU Comm Earth            | 0                                  | 1,340              | 1,500              | 1,500            |                                                   |
| 238 | Social Justice - Program Receipts                  | 16,581                             |                    | 2,000              | 2,000            |                                                   |
| 239 | 50101011 Payroll Social Justice                    | (37,146)                           | (35,350)           | (70,700)           | (92,400)         |                                                   |
| 240 | 50151011 Payroll Taxes Social Justice              | (3,195)                            | (2,905)            | (5,810)            | (7,089)          |                                                   |
| 241 | 50251011 Pension Social Justice                    | (2,188)                            | (2,625)            | (5,250)            | (9,240)          |                                                   |
| 242 | 50301011 Employee Benefits Social Justice          | (278)                              | (2,219)            | (4,438)            | (514)            |                                                   |
| 243 | 50501011 Workers Comp Insurance Social Justice     | (135)                              | (189)              | (378)              | (378)            |                                                   |
| 244 | Social Justice Payroll Expenses                    | (42,942)                           |                    | (88,576)           | (109,601)        | FTE adjustment for Director and Program Assistant |
| 245 | 62101011 Food for Meetings Social Justice          | 0                                  | (250)              | (500)              | (500)            |                                                   |
| 246 | 62301011 Office Supplies Social Justice            | (212)                              | (100)              | (200)              | (200)            |                                                   |
| 247 | 62401011 Outside Printing Mailing Social Justice   | (8)                                | -                  | (50)               | (50)             |                                                   |
| 248 | 62451011 Photocopies Social Justice                | (120)                              | (250)              | (500)              | (500)            |                                                   |
| 249 | 62701011 Postage Social Justice                    | (0)                                | (50)               | (100)              | (100)            |                                                   |
| 250 | 62801011 Professional Expense Social Justice       | (672)                              | (1,500)            | (3,000)            | (3,000)          |                                                   |
| 251 | 63051011 Program Expense Social Justice            | (8,850)                            | (5,000)            | (10,000)           | (10,000)         |                                                   |
| 252 | 63081011 Program Expense UU Comm Earth             | 0                                  | -                  | (550)              | (550)            |                                                   |
| 253 | 63131011 Program Expense Social Justice Council    | (464)                              | (500)              | (1,000)            | (1,000)          |                                                   |
| 254 | 63161011 Program Expense Unitarian Pride           | 0                                  | -                  | (301)              | (301)            |                                                   |
| 255 | Social Justice - Program Expenses                  | (10,327)                           |                    | (16,201)           | (16,201)         |                                                   |
| 256 |                                                    |                                    |                    |                    |                  |                                                   |
| 257 | 50101015 Payroll Communications                    | (8,754)                            | (10,500)           | (21,000)           | (18,000)         |                                                   |
| 258 | 50151015 Payroll Taxes Communications              | (583)                              | (893)              | (1,785)            | (1,377)          |                                                   |
| 259 | 50251015 Pension Communications                    | (367)                              | (1,050)            | (2,100)            | (1,800)          |                                                   |
| 260 | 50301015 Employee Benefits Communications          | (186)                              | (191)              | (382)              | (382)            |                                                   |
| 261 | 50501015 Workers Comp Insurance Communications     | (104)                              | (146)              | (291)              | (291)            |                                                   |
| 262 | Communications Payroll Expenses                    | (9,994)                            |                    | (25,568)           | (21,850)         |                                                   |
| 263 | 61611015 Computer Services Communications          | (1,788)                            | (2,500)            | (5,000)            | 0                | Consolidated into H&G IT Services account         |
| 264 | 62301015 Office Supplies Communications            | (70)                               | (150)              | (300)              | (300)            |                                                   |
| 265 | 62401015 Outside Printing Mailing Communications   | 0                                  | (125)              | (250)              | (250)            |                                                   |

| 2   | PROPOSED FY2020 Budget                           | ACTUAL FY19 YTD<br>thru 12-31-2018 | BUDGET<br>FY19 YTD | ANNUAL FY19 BUDGET | Proposed FY 2020 | Comments                                  |
|-----|--------------------------------------------------|------------------------------------|--------------------|--------------------|------------------|-------------------------------------------|
| 266 | 62451015 Photocopies Communications              | (140)                              | (100)              | (200)              | (200)            |                                           |
| 267 | 62801015 Professional Expense Communications     | 0                                  | (150)              | (300)              | (300)            |                                           |
| 268 | 63051015 Program Expense Communications          | 0                                  | (100)              | (200)              | (200)            |                                           |
| 269 | 69991015 Outside IT Communications               | (727)                              | (3,750)            | (7,500)            | 0                | Consolidated into H&G IT Services account |
| 270 | Communications Misc. Expense                     |                                    | (2,725)            |                    | (13,750)         | (1,250)                                   |
| 271 |                                                  |                                    |                    |                    |                  |                                           |
| 272 | 41001017 Misc Events/Weddings/Memorials          | 8,692                              | 12,120             | 24,239             | 24,239           |                                           |
| 273 | 42101017 Rent Eliot Chapel                       | 7,311                              | 4,569              | 9,137              | 9,137            |                                           |
| 274 | 42111017 Rent Buchan Building                    | 37,480                             | 40,300             | 80,600             | 80,600           |                                           |
| 275 | 42121017 Rent Main Street Sanctuary              | 3,091                              | 1,388              | 4,000              | 4,000            |                                           |
| 276 | 42151017 Rent Tenants                            | 154,392                            | 166,400            | 332,800            | 340,000          |                                           |
| 277 | Rental Income                                    |                                    | 210,965            |                    | 450,776          | 457,976                                   |
| 278 | 50101017 Payroll Rentals                         | (32,295)                           | (28,680)           | (57,320)           | (53,100)         |                                           |
| 279 | 50151017 Payroll Taxes Rentals                   | (2,549)                            | (2,669)            | (5,337)            | (4,082)          |                                           |
| 280 | 50251017 Pension Rentals                         | (1,833)                            | (2,450)            | (4,900)            | (4,400)          |                                           |
| 281 | 50301017 Employee Benefits Rentals               | (3,802)                            | (3,899)            | (7,798)            | (8,036)          |                                           |
| 282 | 50501017 Workers Comp Insurance Rentals          | (55)                               | (77)               | (153)              | (153)            |                                           |
| 283 | Rentals - Payroll Expenses                       |                                    | (40,535)           |                    | (75,508)         | (69,751)                                  |
| 284 | 61101017 Advertising & Promotion Rentals         | (3,197)                            | (1,500)            | (3,000)            | (3,000)          |                                           |
| 285 | 61301017 Beverage - Events/Memorials/Weddings    | (190)                              | (1,350)            | (2,700)            | (2,600)          |                                           |
| 286 | 62301017 Office Supplies Rental                  | (54)                               | -                  | 0                  | 0                |                                           |
| 287 | 62451017 Photocopies Rentals                     | (28)                               | (60)               | (120)              | (120)            |                                           |
| 288 | 62701017 Postage Rentals                         | (10)                               | -                  | 0                  | 0                |                                           |
| 289 | 63471017 Misc Events/Weddings/Memorials Expenses | (3,688)                            | (6,500)            | (13,000)           | (13,000)         |                                           |
| 290 | 63481017 Realtor Fee                             | (21,855)                           | (25,000)           | (25,000)           | 0                |                                           |
| 291 | Rental Program Expenses                          |                                    | (29,022)           |                    | (43,820)         | (18,720)                                  |
| 292 |                                                  |                                    |                    |                    |                  |                                           |
| 293 | 42181014 Art Wall Sale                           | 1,843                              | 1,000              | 2,000              | 2,000            |                                           |
| 294 | 42581014 Receipts Flowers/Candles                | 425                                | 400                | 800                | 800              |                                           |
| 295 | 42591014 Program Receipts Fine Arts Show         | 0                                  | -                  | 800                | 800              |                                           |
| 296 | 42601014 Receipts Beverage Table                 | 1,359                              | 1,250              | 2,500              | 2,500            |                                           |
| 297 | 42611014 Receipts Bookstore                      | 7,949                              | 5,000              | 10,000             | 10,000           |                                           |
| 298 | 42621014 Receipts Sermon & Tapes                 | 2                                  | 20                 | 20                 | 20               |                                           |
| 299 | 42631014 Receipts Bed & Breakfast                | 2,635                              | 2,500              | 5,000              | 5,000            |                                           |
| 300 | 42651014 Receipts Beverage Table Buchan          | 11                                 | 100                | 200                | 200              |                                           |
| 301 | 42671014 Program Receipts Scrip                  | 8,070                              | 16,736             | 35,000             | 0                |                                           |
| 302 | Misc. Activities/Committees Receipts             |                                    | 22,294             |                    | 56,320           | 21,320                                    |
| 303 | 61301014 Beverage Table                          | (1,332)                            | (2,250)            | (4,500)            | (4,500)          |                                           |
| 304 | 61351014 Board Discretion                        | (723)                              | (4,000)            | (8,000)            | (8,000)          |                                           |
| 305 | 61501014 Bookstore Expenses                      | (5,950)                            | (3,250)            | (6,500)            | (6,500)          |                                           |
| 306 | 62451014 Photocopies Committees                  | (5)                                | (50)               | (100)              | (100)            |                                           |
| 307 | 62701014 Postage Committees                      | (6)                                | (25)               | (50)               | (50)             |                                           |
| 308 | 63071014 Program Expense UU Outreach             | 0                                  | (125)              | (250)              | (250)            |                                           |
| 309 | 63081014 Program Expense Nominating Comm         | (114)                              | (125)              | (250)              | (250)            |                                           |

## 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