

First Unitarian Church of Portland
Board of Trustees Meeting - February 6, 2020 - Agenda
Board Meeting - 7 - 9pm - Buchan Reception Room

Board Meeting

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

Board Roles:

Process Observer: ?
Timekeeper: Leila
Words: Barbara

7:00 **Convene**
Opening Words - Barbara
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 -
Forum dates this year - April 19
February 22 - Nom Comm/Board SC hand-off
March 1 - Board SC Selection Meeting

Consent Agenda

7:50 Approve - Moderator Mindy Clark and Secretary Ryan Deibert for 2020/21 church year
Agree to Gov Comm recommendation to skip a congregational survey this church year and work with Search Comm to include essential questions board might have (see explanation in Gov Comm notes)

Action Item -

7:55 First Connections/Board Greeting changes - Tom
8:05 Discuss and agree on process to evaluate and select Search Committee members
Use document drafted by Cindy
Other Senior Minister Transition discussion as needed

Meeting Wrap-up

8:50 Communications Check and Process Observations
Closing Words - Barbara
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 2019/20**

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.
2. Support Executive Team to have an Annual Fund Drive and other income streams that meet 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 size of Board, and definition of pledging member in by-laws and policies.
4. Ensure that current possibilities for development on the current campus receive thoughtful consideration and appropriate Board review.

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

#### Board Committee Members

- Finance: Leila Wrathall- Chair, Kathy Ludlow, Andy Wilson
- Gov Com: Cindy Cumfer- Chair, Ryan Deibert, Andy Parker, Mindy Clark
- Com Com: Barbara Morrison and Randy Russell- Co-Chairs, Alan Comnes, Brad Taylor, Theo Harper
- Board Liberation Team (BLT): Theo Harper- Chair, Ryan Deibert, Cindy Cumfer, Mindy Clark

## 2009 SEARCH COMMITTEE SELECTION PROCESS

Cindy Cumfer

Kathy asked me to draft the process the Board used in 2009 to select the Search Committee. I remember much of the process and I talked with Marilyn Scott, who was then Chair of the Transition Committee, to confirm my memory and to fill in any details she could add. Marilyn chaired the meeting and (I think) modeled the process we used on a process used at her workplace for choosing teams, adapted in places because we are a church.

NEED:           White Board with pens and erasers  
                    Lunch

Here it is:

1. *Opening mediation/prayer/reading.* We reminded ourselves that we were doing sacred work and committed to doing it in a spirit of openness and love, setting aside our own egos and working in the church's best interests. We also reminded ourselves that our discussion about candidates was confidential.

2. *Review short list of candidates from Nom Comm with the Board.* Last time, Nom Comm received about 80 nominations and pared these down to about 27-29 that were their strongest recommendations to the Board. (The Board had previously decided that the Search Committee should consist of 7-9 members). The Transition Committee gave each Board member the Nom Comm's short list at the beginning of the meeting (or put them on a white board, I'm not sure). The Transition Committee met with Nom Comm prior to the Board selection meeting and got info on each candidate, which they then passed on verbally to the Board. This took about 45 minutes, I think.

3. *Review our criteria.* We reviewed our criteria. The Board clarified that the one criterion that we would apply to everyone was that the candidate could work with others in the spirit of love and could set aside their own ego in committee work and work for the interests of the church as a whole (I think we currently call this "spiritual maturity.")

### 4. *First Round*

Each Board member privately looked at the list of candidates and wrote down the name of their top three choices. The lists were handed in to the Transition Team.

A Transition Team member put all those nominated on the white board with marks showing the number of votes each received.

The Board studied the list with a chance to reflect.

Two names received a significant number of votes. The leader then asked the group if those names were on everyone's list of 9. Everyone agreed that they were.

We had our first two names.

### 5. *Second Round*

With two members known, we studied the remaining list with a chance to reflect and then each wrote down the names of their top three choices.

A Transition Team member put all those nominated on the white board with marks showing the number of votes received.

The Board studied the list with a chance to reflect.

The leader checked to see if any name was on everyone's list of 9. None were. We discussed the names with the most votes. No one who had not put the person on their top 9 had any objection to the person; they didn't know them or didn't know them well enough to vote for them. Those who did know the person talked about why the person would be a good choice (including why they might fill in holes on "what was missing.") Folks who did not know them asked the questions that they wanted, including, always, "can they work together in a spirit of love and set aside their own ego." We got, I think, three more names. [We followed this process because we did not intend to require that only people who knew everyone on the Board would get on the Search Committee.]

#### *6. Third and Fourth Rounds*

With five people chosen, we looked at our criteria and reflected more specifically on "what was missing?" We checked that the person could work together in a spirit of love and set aside their own ego. After discussion and contemplation (as above), we went through (I think), two more rounds to name 9 members.

#### *7. Final Reflection*

We then looked at the proposed list of Search Committee members and at our criteria and decided that yes, this Search Committee seemed like a group that would work together well and as a group met what we wanted in the Search Committee. We were all excited to have them.

**First Unitarian Church Portland Oregon**  
**Board of Trustees Meeting - FINAL**  
**January 2, 2020**

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

**Absent:**

**Ministers and staff present:** Rev. Bill Sinkford, Rev. Tom Disrud, Kathryn Estey

**Absent:**

**Timekeeper:** Cindy Cumfer

**Assistant note taker:** Dotti Chidester

**Process Observer:** Theo Harper

**Congregants present:** Mark Turpel, Nominating Committee

The board meeting convened at 7:00 PM. Kathy lit the Chalice.

**Opening words:** Mindy Clark read a poem by Kim Stafford, "The Flavor of Our Unity."

Kathy determined that there was a quorum.

**Process observer review:** None

**Review agenda:**

Agenda was reviewed. One item was added:

- Approval of Leila Wrathall as the board representative on the Foundation Board Nominating Committee.
- One Item was moved from the consent agenda to the agenda:
- Affirm approved Search Committee Member Criteria.

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

Milwaukee was misspelled in citing the home church of Jennifer Nordstrom. With that correction, Theo Harper moved to approve the minutes, Leila Wrathall seconded the motion and it carried with a unanimous vote.

**Congregant Comment:**

None.

**ET updates**

- Significant dates to calendar: Forum dates for the church year: Jan. 12, April 19  
The board forum on Sunday, January 12, after each service in Eliot Chapel, will again be on the subject of pastoral transition, so same presentation with updated wording can be used. Handouts to be available. Last forum had

small attendance but good interactions.

- Updates
  - AFD
    - The pattern is consistent with what we saw last year, fewer pledges and a slightly higher average pledge.
    - We are moving into the final solicitation phase. Staff will contact those who pay through auto pay but have not authorized automatic renewal. There will be a phonathon. Program leaders will contact those in their areas who have not yet pledged. Ministers will make selective phone calls.
    - We will end up short of our goal.
    - A question was asked about the number of members in the congregation. The answer was deferred to next month when staff will be ascertaining that number in order to make our annual report to the UUA.
  - The Real Estate Development Task Force has chosen the Scott Edwards Firm as the architects for the Phase 0 work and the Campbell Group to perform the capacity analysis for fundraising. Work will be completed by late spring and shared with the board.
  - The solar panels are up and connected.
  - Seminary for a Day has 40 registrations.
  - The pastoral load on the ministers continues to be very high.
  - Bill will be on sabbatical Jan. 13-22 and 28-31.

**Committee Reports are included in the board packet and included here by reference.**

#### **Action Item:**

- Approval of Leila Wrathall as board representative to the Foundation Board Nominating Committee. Theo Harper moved to approve, Andy Wilson seconded the motion and it carried with a unanimous vote.
- Affirm approved Ministerial Search Committee Member Criteria
  - Cindy reviewed for the board the discussion that occurred in BOC that resulted from a letter received from a congregant. The central question was whether there was a requirement that search committee members subscribe to a particular theory in the area of dismantling oppression and racism. The answer was there is no litmus test in any area, but members are expected to represent the sense of the congregation, not just their personal views.
  - It was noted that the board knows what it means when it uses terms such as dismantling oppression and racism or white supremacy culture and that we have a responsibility to provide the congregation with some understanding of that. We should add this information to the FAQ page.
  - Kathy asked that board members send her any questions they thought should be added to the FAQ.
  - The SC will conduct research with the congregation to determine what is being sought in a new Senior Minister.
  - It was decided that no formal action needed to be taken to affirm the Search Committee Member Criteria.

#### **Generative Discussion**

- Desired attributes of next year's Moderator. There was a broad discussion. Highlights were:
  - Someone who can lead through change.
  - A curious and open communicator.
  - Someone with an understanding of our governance process, e.g. decisions are made by the whole board; BOC's role is to create the board agenda, frame discussions and put forth decisions that need to be made.
  - Someone who is willing to dedicate themselves to the work that needs to be done.
  - The question came up about how we can accommodate working people and parents. We need to figure out how we might be able to spread the work around so that the Moderator job is not too time consuming.
  - Someone who is even-handed, non-judgmental and able to clarify issues.
  - Someone who can hold space for all voices to be heard.

- A concern was expressed that the incoming Moderator should be chosen soon so they have time to work with Kathy and learn the job.
- BOC will bring a proposed Moderator to the board at the next meeting for a vote.

#### **Executive Session**

- The board moved into executive session at 8:25 to discuss the new union contract.
- The board moved out of executive session at 9:50.

#### **Action Item:**

- Randy Russell moved to approve the contract as described, Brad Taylor seconded the motion and it carried with a unanimous vote.

#### **Communication Check:**

- Randy will send the forum slides to Mindy for a final edit.
- Com Com will draft a clarification on white supremacy culture to the FAQ page.
- Com Com will bring copies of the application form, the nomination form and the criteria to the forum.

#### **Process Observations:**

- There was a good sharing of information.
- During the Moderator discussion everyone helped to move the discussion forward.
- The discussion of the SC criteria was less clear and there was some confusion.
- On a scale of 0-10 where 0 is off topic or in the weeds and 10 is clear, on-topic discussion, the Moderator discussion was a 10 and the criteria discussion was a 7.
- There was a willingness to tolerate discomfort.
- There was room for all voices and an effort to see that everyone could speak.

**Closing Words:** Mindy read a quote from The Bird King.

Meeting adjourned at 9:00 pm.

**Minutes respectfully submitted:** Mindy Clark, board secretary



First Unitarian Church Portland- Board of Trustees  
Communications Committee Minutes  
January 14, 2019 7:00-8:30 pm

Committee members attending: Randy Russel, Co-Chair, Barbara Morrison, Co-Chair, Theo Harper, Kathy Ludlow, Moderator, Brad Taylor, Alan Comnes

Light Chalice-

Reading - Barbara

December minutes approved as written

Discussion of content for January Moderator letter

- Emphasize dates
- Update on Search Committee

Post discussion of January 12th Forum

- Approximately 80 people attended
- Members of the Young Adult group were in attendance and asked a number of questions. This is encouraging to us all and some of their concerns will be passed to ET
- Suggestions about 2nd questions and leaving one mic on stage

Ministerial Transition

- Important dates
  - January 26, Bill's Q&A session after second service
  - January 26, Last day to accept applications for SC
  - February 22-Handoff from NomCom
  - February 29, March 1, March 8 Possible dates for SC selection
- Randy will update enews and replace letter from Board
- Applications for SC were handed out in Fuller Hall and to Dialogue Groups
- Ameena spoke at both services on January 12th and other former Search Committee members attended the Board Forum afterwards.
- FAQ page looks good
- May need to add more Forums if congregational anxiety increases.

Church group Dialogues

- Those groups completed
  - Alliance
  - Social Justice Council
  - Choir
  - Good Time Group
  - Lay Ministers
- Those groups with upcoming dates
  - YRUU Advisory Group -January 26-Brad
  - Young Adult Group-January 26-Leila and Theo
  - Youth Group meeting-time to be determined-Brad
- Brad presented his letter to be sent to the parents of RE students

Other business:

- Discussion with Brad about how to assess SC applicants-how to eliminate bias. We need to know our process before Feb BOT.

- GovCom will not be doing a congregation study this year. We may have our own questions to add to the SC survey.
- Discussion of whether accommodations will be made for better accessibility in filling out applications for those with disabilities.
- Discussion about having BLT talk to SC about what we have learned-IDI?
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Closing words Barbara

Meeting adjourned

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**Governance Committee Meeting - January 8, 2020, 7-9pm
Meeting Notes**

Attending: Ryan Deibert, Andy Parker, Mindy Clark, Kathy Ludlow

Absent: Cindy Cumfer, Chair

Ryan led the meeting in Cindy's absence

Minutes were approved as corrected (typo).

#1 on agenda - Articles & By-laws Changes discussion -
Finance Article IV, Sec 2, 1999 Articles with suggested changes by Treasurer
By-laws, Article 8, Sec 3 - Ministerial Relations Comm - propose to drop
By-laws Article 4, Sec 2 - Filling vacancies on Board - change 'shall to may'

Gov Comm recommends moving forward to whole board.

March Board agenda - send out policy changes and draft 3 items above for approval.

#2 on agenda - have a conversation in BOC to decide whose bailiwick sexual harassment policy belongs in - admin or board or board recommend admin have it.

#3 on agenda - text on 'safe church' policy has been expanded to include language on electronic media. Review at March board meeting.

#4 on agenda - Gov Comm agrees with tabling this work until next year.

#5 on agenda - Search Committee work is priority of our survey work this year. Gov Comm members attending suggest having a dialogue this year based on last year's survey instead of gathering new info. Look at having a 'light or confirmatory' year in 2020 and save a 'deep look' year until 2021 or after new senior minister's first year. The church audit uses this approach, with review years and full audit years.

#6 on agenda - Self-evaluation of board has been very useful and those attending suggest Gov Comm review and send out in March, tally results and review at April Gov Comm meeting, then put in Board packet for May meeting.

Recorded by Kathy

First Unitarian Church							
Year-To-Date Operating Summary							
11/30/2019							
		ACTUAL OPERATIONS YEAR TO DATE 11/30/2019	ACTUAL OPERATIONS YEAR TO DATE 11/30/2018	ACTUAL VARIANCE FY 2020 TO 2019	BUDGET YEAR TO DATE 11/30/2019	BUDGET VARIANCE 11/30/2019	ANNUAL BUDGET FY20
Church Operations							
	Operating Income						
	Pledge Income	574,867	596,617	(21,750)	669,668	(94,801)	1,432,226
	Contributions	27,815	45,669	(17,854)	42,067	(14,251)	95,826
	Program Income	49,139	55,497	(6,358)	30,797	18,342	54,322
	Rental Income	188,589	188,836	(248)	200,323	(11,735)	467,476
	Other Income	48,019	22,096	25,923	17,815	30,204	35,500
	Foundation Gift						69,000
	Total Operating Income	888,429	908,716	(20,287)	960,670	(72,242)	2,154,350
	Operating Costs						
	Payroll Expenses	659,178	660,860	1,682	664,481	5,302	1,634,155
	Reimbursible Expenses	2,320	103,804	101,484	-	(2,320)	
	Occupancy Expense	108,681	99,189	(9,492)	102,035	(6,645)	258,151
	Program Expense	95,550	140,932	45,382	115,569	20,019	269,723
	Rental Expense	11,922	5,613	(6,309)	7,800	(4,122)	18,720
	Administration Expense	26,237	24,766	(1,471)	33,978	7,740	60,760
	Other Expense	809	1,989	1,180	1,955	1,146	2,700
	Total Operating Costs	904,698	1,037,153	132,455	925,818	21,120	2,244,209
	Net Church Operations	(16,269)	(128,438)	112,169	34,853	(51,122)	(89,859)
	Reserve Account Deposits						
	Annual Operating Reserve	19,290	20,001	711	19,290	(0)	
	Total Reserve Deposits	19,290	20,001	711	19,290	(0)	46,296
	Net Church Operations After Reserve Deposits	(35,559)	(148,439)	112,880	15,563	(51,122)	(136,155)
	Investment Income						
	Dividend & Interest Income	102	117	(15)	-	102	
	Net Investment Income (Loss)	102	117	(15)	-	102	
	Operating Surplus (Deficit)	(35,457)	(148,322)	112,865	15,563	(51,020)	
	Total Reserve Deposits	-	-	-	-	-	
	Net Church Operations After Reserve Deposits	(35,457)	(148,322)	112,865	15,563	(51,020)	
	Reimbursible Expenses	2,320				2,320	
	Net Cash Effect	(33,137)	(148,322)	115,185	15,563	(48,700)	
	Transfer from Reserves						136,155

First Unitarian Church						
Monthly Operating Summary						
11/30/2019						
		ACTUAL OPERATIONS CURRENT MONTH November 2019	OPERATIONS PREVIOUS MONTH October 2019	OPERATIONS MO to MO VARIANCE	BUDGET CURRENT MONTH	BUDGET VARIANCE
Church Operations						
	Operating Income					
	Pledge Income	186,464	134,310	52,154	205,678	(19,214)
	Contributions	6,916	6,388	529	16,539	(9,623)
	Program Income	19,573	5,162	14,411	15,161	4,412
	Rental Income	45,872	36,541	9,331	38,165	7,707
	Other Income	13,550	14,128	(578)	5,069	8,481
	Total Operating Income	272,375	196,528	75,847	280,612	(8,237)
	Operating Costs					
	Payroll Expenses	134,027	129,534	(4,494)	131,716	(2,312)
	Reimbursible Expenses	2,320	-	(2,320)	-	(2,320)
	Occupancy Expense	25,295	34,607	9,312	18,847	(6,448)
	Program Expense	37,065	15,845	(21,219)	38,903	1,838
	Rental Expense	3,402	2,554	(848)	1,560	(1,842)
	Administration Expense	12,601	3,071	(9,530)	4,063	(8,538)
	Other Expense	-	627	627	-	-
	Total Operating Costs	214,711	186,238	(28,473)	195,088	(19,623)
Net Church Operations		57,664	10,290	47,374	85,524	(27,860)
	Reserve Account Deposits					
	Annual Operating Reserve	3,858	3,858	-	3,858	-
	Total Reserve Deposits	3,858	3,858	-	3,858	-
Net Church Operations After Reserve Deposits		53,806	6,432	47,374	81,666	(27,860)
Investment Income						
	Dividend & Interest Income	19	20	1	-	19
Net Investment Income (Loss)		19	20	1	-	19
Operating Surplus (Deficit)		53,824	6,451	47,375	81,666	(27,841)
	Reserve Account Deposits					
	Total Reserve Deposits	-	-	-	-	-
Net Church Operations After Reserve Deposits		53,824	6,451	47,375	81,666	(27,841)
	Reimbursible Expenses	2,320				2,320
Net Cash Effect		56,144	6,451	49,693	81,666	(25,521)

First Unitarian Church					
Dashboard Report					
November 2019					
CAMPAIGN MONTHLY TRACKING					
Pledge Drive Statistics	2020 AFD	2019 AFD	2018 AFD	2017 AFD	
As Of	11/30/19	11/30/18	11/30/17	11/30/16	
All Members--					
Pledge Goal	1,600,000	1,506,750	1,459,000	1,545,000	
Pledges Received	1,318,568	1,305,550	1,192,498	1,223,396	
				-	
Percent of Goal	82.41%	86.65%	81.73%	79.18%	
Pledging Households	721	750	687	764	
Average Pledge Received	1,829	1,741	1,736	1,601	
Payments Received	106,905	96,042	76,380	59,372	
Percent of Pledge	8.1%	7.4%	6.4%	4.9%	
Attendance					
	Nov' 19	Nov' 18		Nov' 17	'Nov' 16
For the month (in sanctuary + livestream)	2,755	2,930	-5.97%	3,325	4,102
Total LiveStream (included above)	388	438	-11.42%	431	547
Total for the Fiscal Year	11,459	13,704	-16.38%	14,340	14,317
Average per Sunday for month	689	733	-5.97%	831	1,026
Average per Sunday YTD	546	623	-12.40%	652	651
** = 5-Sunday month					
Christmas Eve					
New Members					
	Jul '19 -Jun'20		Jul '18 - Jun '19		
Enrolled	19	-5.00%	20		
Number of Pledges Received	14	27.27%	11		
Total Amount of Pledges Received	11,351	14.73%	9,894		
Average Pledge	811	-9.86%	899		
Plate Contributions					
	FY20	Recipient(s)		FY20	Recipient(s)
Jul	2,297	ACLU		Jan	
Aug	2,594	Don't Shoot Portland		Feb	
Sep	5,033	Bahamas Relief; Rahab's Sisters		Mar	
Oct	3,850	FirstU Coming of Age; UU-UNO		Apr	
Nov	3,062	Portland United Against Hate		May	
Dec				Jun	
				Fiscal YTD	16,836

First Unitarian Church of Portland																
Cash/Securities Balances																
November 30, 2019																
		October 31, 2019		November 30, 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	38,581.98	47,129.78	85,711.76			16,184.08									
	Sub-Total Operating Fund	38,581.98		85,711.76	38,853.36	30,674.32	16,184.08		-	-	-		-			
3412	Annual Operating Reserve	19,694.79	3,858.00	23,552.79		23,552.79										
3414	Major Donor Reserve Fund	47,236.00	-	47,236.00		47,236.00										
3415	Sabbatical Reserve	1,000.00	-	1,000.00		1,000.00										
3423	Special Projects Reserve	1,916.56	-	1,916.56		1,916.56										
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	30,714.47	1.33	30,715.80						30,715.80	-		-			
1015-10	Justice Begins at Home	14,307.06	1.18	14,308.24										14,308.24		
1018-10	Rental Income Reserve	60,026.43	-	60,026.43												60,026.43
3424	Reserve Tax Rebate	42,632.12	1.84	42,633.96								42,633.96				
1010-49	Program Designated	149,342.09	2,018.89	151,360.98	151,360.98											
	Sub-Total Reserve Funds	697,039.37	5,881.24	702,920.61	151,360.98	403,875.20	-	-	-	30,715.80	-	42,633.96	-	14,308.24		60,026.43
30	General Capital															
34	Buchan Bldg Capital	1,692.00	9,120.87	10,812.87	10,812.87											
	Sub-Total Capital Funds	1,692.00	9,120.87	10,812.87	10,812.87		-	-	-	-	-	-	-			
1011-40	Commemoration	18,971.89	-	18,971.89		18,971.89										
41	Chesney-Deale (Intern Minister)	76,327.19	(146.30)	76,180.89		59,105.14		17,075.75								
42	MJS Lecture Series	137,353.09	3,173.81	140,526.90						140,526.90						
43	Hessler-Deale (Women in Ministry)	20,480.02	58.80	20,538.82		10,144.13		10,394.69								
46	Anniversary	15,165.13	0.63	15,165.76									15,165.76			
50	Slegers Fund for Music Ministry	32,602.39	0.81	32,603.20											32,603.20	
1035-10	State Unemployment Insurance	22,339.45	0.55	22,340.00			22,340.00									
	Sub-Total Restricted Funds	323,239.16	3,088.30	326,327.46	-	88,221.16	-	22,340.00	27,470.44	-	140,526.90	-	15,165.76	-	32,603.20	
	Total All Funds	1,060,552.51	65,220.19	1,125,772.70	201,027.21	522,770.68	16,184.08	22,340.00	27,470.44	30,715.80	140,526.90	42,633.96	15,165.76	14,308.24	32,603.20	-
	Per Bank Rec.	\$1,060,552.51	65,220.19	1,125,772.70	201,027.21	522,770.68	16,184.08	22,340.00	27,470.44	30,715.80	140,526.90	42,633.96	15,165.76	14,308.24	32,603.20	60,026.43
	Petty Cash	500.00		500.00												
		1,061,052.51	\$65,220.19	\$1,126,272.70	-											
Lines of Credit																

First Unitarian Church

Statement of Cash Flows

For the Month Ending 11/30/2019

Beginning Cash & Equivalents Balance	1,061,052.51
Receipts	
Pledges & Contributions Received	193,380.06
Events/Weddings/Memorials	5,204.00
Rents Received	40,667.64
Program Receipts	22,516.30
Special Events	254.00
Miscellaneous Receipts	14,244.10
Interest/Gain-Loss on Investments	3,105.54
Increase/Decrease Accounts Receivable	(4,081.80)
Buchan Building Receipts	10,812.87
Total Receipts	286,102.71
Payments	
Payroll/Taxes/Benefits	(134,027.49)
Operating Expenses	(44,828.26)
Program Expenses	(28,606.71)
Increase/Decrease Prepaid Expenses	2,674.68
Acquisition of Property & Equipment	380.00
Increase/Decrease Accounts Payable	(5,528.94)
Miscellaneous Expenses	(9,253.80)
Charles Schwab Burn the Mortgage	(1,692.00)
Total Payments	(220,883)
Net Cash In/(Out)	65,220.19
Ending Cash & Equivalents Balance	1,126,272.70

First Unitarian Church			
Notes to Financials - November 2019 (department transactions greater than \$2,000)			
OPERATING INCOME			
Pledge income	below budget YTD; includes non-pledge		(109,052)
	above budget for the month		(28,837)
Program Income			
General & Admin	Church Mutual reimbursement for flood repair		8,677
Music	choir retreat fees		14,095
Rental Income			
Tenants			26,850
Events			13,818
Other Income			
Sexton reimbursement from renters' events			4,618
OPERATING COSTS			
Occupancy			
Utilities			5,939
Contract services			5,595
Repairs & Maintenance			8,236
Program Expenses			
Music	general expenses		2,259
	choir retreat		16,124
	musicians for vesper service		3,300
General & Admin	final payment for flood repair		8,677
DASHBOARD			
New members			10
New pledges received			7
CASH/SECURITIES BALANCE			
Special Project	consultant fee for personnel issues		(2,320)
Buchan Building Capital			
(Burn the Mortgage)	payments received in Oct		1,692.00
	transferred to the Foundation		(1,692.00)
	payments received in Nov		10,812.87
		Balance as of 10/31/19	10,812.87
MJS Lecture Series	Investment gain		3,174
Fund 49 (Designated)			
Auction	balance as of 9/30/19		26,155.80
	receipts		390.00
	AV project expenses		(6,795.75)
	balance as of 9/30/19		19,750.05

First Unitarian Church							
Year-To-Date Operating Summary							
12/31/2019							
		ACTUAL OPERATIONS YEAR TO DATE 12/31/2019	ACTUAL OPERATIONS YEAR TO DATE 12/31/2018	ACTUAL VARIANCE FY 2020 TO 2019	BUDGET YEAR TO DATE 12/31/2019	BUDGET VARIANCE 12/31/2019	ANNUAL BUDGET FY20
Church Operations							
	Operating Income						
	Pledge Income	812,604	819,290	(6,686)	910,475	(97,871)	1,432,226
	Contributions	50,010	68,007	(17,997)	65,394	(15,384)	95,826
	Program Income	63,986	74,616	(10,630)	47,678	16,308	54,322
	Rental Income	223,361	220,465	2,895	238,488	(15,128)	467,476
	Other Income	52,139	31,971	20,168	21,020	31,119	35,500
	Foundation Gift						69,000
	Total Operating Income	1,202,100	1,214,349	(12,249)	1,283,055	(80,955)	2,154,350
	Operating Costs						
	Payroll Expenses	799,033	801,091	2,058	796,196	(2,837)	1,634,155
	Reimbursible Expenses	2,320	107,113	104,793	-	(2,320)	
	Occupancy Expense	137,209	121,523	(15,686)	125,200	(12,009)	258,151
	Program Expense	112,895	156,874	43,979	133,814	20,919	269,723
	Rental Expense	13,254	7,167	(6,086)	9,360	(3,894)	18,720
	Administration Expense	37,042	29,113	(7,929)	38,141	1,098	60,760
	Other Expense	760	2,343	1,583	2,290	1,530	2,700
	Total Operating Costs	1,102,513	1,225,224	122,711	1,105,001	2,488	2,244,209
Net Church Operations		99,587	(10,876)	110,462	178,054	(78,468)	(89,859)
	Reserve Account Deposits						
	Annual Operating Reserve	23,148	24,002	853	23,148	(0)	46,296
	Total Reserve Deposits	23,148	24,002	853	23,148	(0)	(136,155)
Net Church Operations After Reserve Deposits		76,438	(34,877)	111,315	154,906	(78,468)	
Investment Income							
	Dividend & Interest Income	126	141	(15)	-	126	
Net Investment Income (Loss)		126	141	(15)	-	126	
Operating Surplus (Deficit)		76,565	(34,736)	111,300	154,906	(78,342)	
	Reserve Account Transfers						
	Total Reserve Deposits	-	-	-	-	-	
Net Church Operations After Reserve Deposits		76,565	(34,736)	111,300	154,906	(78,342)	
	Reimbursible Expenses	2,320				2,320	
Net Cash Effect		78,885	(34,736)	111,300	154,906	(76,022)	
Transfer from Reserves							136,155
Budgeted Surplus (Deficit)							-

First Unitarian Church						
Monthly Operating Summary						
12/31/2019						
		ACTUAL OPERATIONS CURRENT MONTH	OPERATIONS PREVIOUS MONTH	OPERATIONS MO to MO VARIANCE	BUDGET CURRENT MONTH	BUDGET VARIANCE
Church Operations						
	Operating Income					
	Pledge Income	237,737	186,464	51,273	240,807	(3,070)
	Contributions	22,195	6,916	15,279	23,327	(1,132)
	Program Income	14,847	19,573	(4,726)	16,881	(2,034)
	Rental Income	34,772	45,872	(11,100)	38,165	(3,393)
	Other Income	4,120	13,550	(9,430)	3,205	915
	Total Operating Income	313,671	272,375	41,296	322,385	(8,714)
	Operating Costs					
	Payroll Expenses	139,855	134,027	(5,827)	131,716	(8,139)
	Reimbursible Expenses	-	2,320	2,320	-	-
	Occupancy Expense	28,528	25,295	(3,233)	23,165	(5,364)
	Program Expense	17,394	37,065	19,671	18,045	651
	Rental Expense	1,331	3,402	2,071	1,560	229
	Administration Expense	10,756	12,601	1,845	4,363	(6,393)
	Other Expense	(49)	-	49	335	384
	Total Operating Costs	197,816	214,711	16,895	179,184	(18,632)
Net Church Operations		115,855	57,664	58,192	143,202	(27,346)
	Reserve Account Deposits					
	Annual Operating Reserve	3,858	3,858	-	3,858	-
	Total Reserve Deposits	3,858	3,858	-	3,858	-
Net Church Operations After Reserve Deposits		111,997	53,806	58,192	139,344	(27,346)
Investment Income						
	Dividend & Interest Income	24	19	5	-	24
Net Investment Income (Loss)		24	19	5	-	24
Operating Surplus (Deficit)		112,021	53,824	58,197	139,344	(27,322)
	Reserve Account Deposits					
	Total Reserve Deposits	-	-	-	-	-
Net Church Operations After Reserve Deposits		112,021	53,824	58,197	139,344	(27,322)
	Reimbursible Expenses	-	2,320	-	-	-
Net Cash Effect		112,021	56,144	58,197	139,344	(27,322)

First Unitarian Church					
Dashboard Report					
December 2019					
CAMPAIGN MONTHLY TRACKING					
Pledge Drive Statistics	2020 AFD	2019 AFD	2018 AFD	2017 AFD	
As Of	12/31/19	12/31/18	12/31/17	12/31/16	
All Members--					
Pledge Goal	1,600,000	1,506,750	1,459,000	1,545,000	
Pledges Received	1,391,324	1,363,745	1,385,022	1,327,293	
				-	
Percent of Goal	86.96%	90.51%	94.93%	85.91%	
Pledging Households	804	804	874	869	
Average Pledge Received	1,731	1,696	1,585	1,527	
Payments Received	208,170	223,331	212,387	138,966	
Percent of Pledge	15.0%	16.4%	15.3%	10.5%	
Attendance					
	***Dec' 19	***Dec'18		Dec'17	'Nov'16
For the month (in sanctuary + livestream)	2,946	3,509	-16.04%	3,163	3,517
Total LiveStream (included above)	427	519	-17.73%	464	417
Total for the Fiscal Year	14,405	17,213	-16.31%	17,503	17,834
Average per Sunday for month	589	702	-16.04%	791	879
Average per Sunday YTD	554	638	-13.09%	673	686
** = 5-Sunday month					
Christmas Eve/Solstice	1259/247	1,556			
New Members					
	Jul '19 -Jun'20		Jul '18 - Jun '19		
Enrolled	19	-24.00%	25		
Number of Pledges Received	14	-6.67%	15		
Total Amount of Pledges Received	11,351	-22.96%	14,733		
Average Pledge	811	-17.45%	982		
Plate Contributions					
	FY20	Recipient(s)		FY20	Recipient(s)
Jul	2,297	ACLU		Jan	
Aug	2,594	Don't Shoot Portland		Feb	
Sep	5,033	Bahamas Relief; Rahab's Sisters		Mar	
Oct	3,850	FirstU Coming of Age; UU-UNO		Apr	
Nov	3,062	Portland United Against Hate		May	
Dec	6,493	FirstU Emergency Fund		Jun	
				Fiscal YTD	23,329

First Unitarian Church

Statement of Cash Flows

For the Month Ending 12/31/2019

Beginning Cash & Equivalents Balance	1,126,272.70
Receipts	
Pledges & Contributions Received	259,932.28
Events/Weddings/Memorials	1,480.00
Rents Received	33,291.99
Program Receipts	35,377.54
Special Events	91.00
Miscellaneous Receipts	2,705.21
Interest/Gain-Loss on Investments	2,616.94
Increase/Decrease Accounts Receivable	1,804.50
Restricted Fund Receipts	260.00
Buchan Building Receipts	77,517.00
Total Receipts	415,076.46
Payments	
Payroll/Taxes/Benefits	(139,854.96)
Operating Expenses	(51,037.13)
Program Expenses	(15,056.70)
Special Events	(350.00)
Increase/Decrease Prepaid Expenses	1,386.39
Acquisition of Property & Equipment	380.00
Increase/Decrease Accounts Payable	21,516.55
Miscellaneous Expenses	(686.31)
Charles Schwab Burn the Mortgage	(24,812.87)
Total Payments	(208,515)
Net Cash In/(Out)	206,561.43
Ending Cash & Equivalents Balance	1,332,834.13

First Unitarian Church of Portland																
Cash/Securities Balances																
December 31, 2019																
		November 30, 2019		December 31, 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	85,711.76	128,261.17	213,972.93			38,457.20									
	Sub-Total Operating Fund	85,711.76		213,972.93	141,169.70	34,346.03	38,457.20		-	-	-		-			
3412	Annual Operating Reserve	23,552.79	3,858.00	27,410.79		27,410.79										
3414	Major Donor Reserve Fund	47,236.00	-	47,236.00		47,236.00										
3415	Sabbatical Reserve	1,000.00	-	1,000.00		1,000.00										
3423	Special Projects Reserve	1,916.56	8,762.50	10,679.06		10,679.06										
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	30,715.80	1.30	30,717.10						30,717.10	-		-			
1015-10	Justice Begins at Home	14,308.24	1.21	14,309.45										14,309.45		
1018-10	Rental Income Reserve	60,026.43	4.54	60,030.97												60,030.97
3424	Reserve Tax Rebate	42,633.96	1.81	42,635.77								42,635.77				
1010-49	Program Designated	151,360.98	10,230.42	161,591.40	161,591.40											
	Sub-Total Reserve Funds	702,920.61	22,859.78	725,780.39	161,591.40	416,495.70	-	-	-	30,717.10	-	42,635.77	-	14,309.45		60,030.97
30	General Capital															
34	Buchan Bldg Capital	10,812.87	52,704.13	63,517.00	63,517.00											
	Sub-Total Capital Funds	10,812.87	52,704.13	63,517.00	63,517.00	-	-	-	-	-	-	-	-			
1011-40	Commemoration	18,971.89	200.00	19,171.89		19,171.89										
41	Chesney-Deale (Intern Minister)	76,180.89	253.70	76,434.59		59,105.14			17,329.45							
42	MJS Lecture Series	140,526.90	2,292.66	142,819.56		-					142,819.56					
43	Hessler-Deale (Women in Ministry)	20,538.82	(12.06)	20,526.76		10,144.13			10,382.63							
46	Anniversary	15,165.76	0.65	15,166.41									15,166.41			
50	Slegers Fund for Music Ministry	32,603.20	0.83	32,604.03												32,604.03
1035-10	State Unemployment Insurance	22,340.00	0.57	22,340.57			22,340.57									
	Sub-Total Restricted Funds	326,327.46	2,736.35	329,063.81	-	88,421.16	-	22,340.57	27,712.08	-	142,819.56	-	15,166.41	-	32,604.03	
	Total All Funds	1,125,772.70	206,561.43	1,332,334.13	366,278.10	539,262.89	38,457.20	22,340.57	27,712.08	30,717.10	142,819.56	42,635.77	15,166.41	14,309.45	32,604.03	-
	Per Bank Rec.	\$1,125,772.70	206,561.43	1,332,334.13	366,278.10	539,262.89	38,457.20	22,340.57	27,712.08	30,717.10	142,819.56	42,635.77	15,166.41	14,309.45	32,604.03	60,030.97
	Petty Cash	500.00		500.00												
		1,126,272.70	\$206,561.43	\$1,332,834.13	-											
Lines of Credit																

First Unitarian Church

Statement of Cash Flows

For the Month Ending 12/31/2019

Beginning Cash & Equivalents Balance	1,126,272.70
Receipts	
Pledges & Contributions Received	259,932.28
Events/Weddings/Memorials	1,480.00
Rents Received	33,291.99
Program Receipts	35,377.54
Special Events	91.00
Miscellaneous Receipts	2,705.21
Interest/Gain-Loss on Investments	2,616.94
Increase/Decrease Accounts Receivable	1,804.50
Restricted Fund Receipts	260.00
Buchan Building Receipts	77,517.00
Total Receipts	415,076.46
Payments	
Payroll/Taxes/Benefits	(139,854.96)
Operating Expenses	(51,037.13)
Program Expenses	(15,056.70)
Special Events	(350.00)
Increase/Decrease Prepaid Expenses	1,386.39
Acquisition of Property & Equipment	380.00
Increase/Decrease Accounts Payable	21,516.55
Miscellaneous Expenses	(686.31)
Charles Schwab Burn the Mortgage	(24,812.87)
Total Payments	(208,515)
Net Cash In/(Out)	206,561.43
Ending Cash & Equivalents Balance	1,332,834.13

First Unitarian Church			
Notes to Financials - December 2019 (department transactions greater than \$2,000)			
OPERATING INCOME			
	Pledge income	below budget YTD; includes non-pledge	(113,255)
		below budget for the month	(3,070)
	Program Income		
	Social Justice	various events	3,671
	Music	music & worship Sunday	7,434
	Ministry	seminary for a day	2,285
	Rental Income		
	Tenants		26,808
	Events		6,485
	Other Income		
	Sexton reimbursement from renters' events		2,902
OPERATING COSTS			
	Occupancy		
	Utilities		9,446
	Custodial supplies		2,103
	Repairs & Maintenance	includes tree trimming = \$5,600	10,000
	Program Expenses		
	Music	musicians	2,717
	Stewardship	AFD mailing	3,423
	General & Admin	initial payment to Kern Thompson, auditors	3,000
DASHBOARD			
	New members		0
	New pledges received		0
CASH/SECURITIES BALANCE			
	Buchan Building Capital		
	(Burn the Mortgage)	payments received in Nov	10,812.87
		transferred to the Foundation	(10,812.87)
		payments received in Dec	63,517.00
		Balance as of 12/31/19	63,517.00
	MJS Lecture Series	Investment gain	2,293
	Fund 49 (Designated)		
	Auction	balance as of 12/31/19	19,535.00

First Unitarian Church Reserve Funds				
<u>Name of Fund</u>	<u>Purpose of Fund</u>	<u>How the fund works</u>	<u>Account Number</u>	See Board Financial Reports for Fund Balances
Annual Operating Reserve	Short term savings: cover unbudgeted items and/or manage cash flow in current fiscal year	Monthly transfers from operating fund total 2% of budgeted revenue. Board approval to expend funds.	3412	
Safety Reserve	To cover a major, unanticipated expense	ET expends. To be replenished if balance drops below \$100K.	3413	
Major Donor Reserve	To isolate large contribution(s) by major donor(s) for general operations, unless designated for specific purpose, in order to use them in years after they are received	ET spends consistent with designations.	3414	
Sabbatical Reserve	To cover guest minister honoraria and other expenses unique to sabbatical periods	Built up from operating fund in anticipation of specific sabbaticals.	3415	
Special Projects Reserve	To be used for unbudgeted projects specified by ET	Allocated from previous FYs operating surplus with Board approval	3423	
Tax Rebate Reserve	Part of bridge fund for senior staff transitions employee wages	Proceeds from sale of one-time Buchan energy tax credit allocated with Board approval.	3424	
Major Repairs and Equipment Reserve	Repair or replace major equipment such as HVAC, elevator, servers, copier and major building repairs such as roof, carpet, water damage, windows and doors	Used as needed with board approval, replenished when balance drops below \$150K per ET developed plan	3430	
Required Loan Reserve	Originally \$100K to meet lender requirement for Buchan refi loan. Has transitioned to general reserve fund.	Requirement waived by WF July 2015.	1012-10	
Justice Begins at Home	Part of bridge fund to increase employee wages	Raised with special fund drive to cover planned wage increases until they can be fully budgeted. Unique flow: in and out of Operating Fund.	1015-10	
Program Designated	Used as designated	Includes designated donations and prior year balances. Isolates these funds from year end closing process.	1010-49	

**First Unitarian Church
Finance Committee Minutes
January 28, 2020**

Attending:

Committee Members: Leila Wrathall, Andy Wilson, Kathy Ludlow

Non-Voting Board Members, Committee Members and Congregants: Linda Craig, Ed McClaran, Stan Jewett, Jo Ann Foor, Mindy Clark

Staff: Kathryn Estey, Zaida Cooper

Call to Order: 5:00 pm

Reading: Linda provided a reading.

Date and Time for Next Regular Meeting: February 25, 2020; 5:00 – 6:30 PM

Finance & Budget Quarterly Forums: February 2, 2020 & May 3, 2020; 10:30 – 11:10 am

Announcements and Reports:

Leila reviewed Agenda. Need to end a little early because of another meeting Leila and Kathy need to attend.

Motions/Approval:

M/S/C: Approve December 3rd Minutes.

December 31, 2019 Financial Review - Discussion

December-19	YTD	Budget YTD*
Operating Income	\$ 1,202,100	\$ 1,283,055
Operating Costs	\$ 1,102,513	\$ 1,105,001
Reserve Deposits	\$ 23,148	\$ 23,148
Investment	\$ 126	--
Net Cash Effect	\$ 78,885	\$ 154,906

*Budget YTD is an estimate of amount of income received and expenditures that are projected for this point in time. The amount varies by month, e.g. pledge income is consistently lower in summer.

Discussion: December Financial Report: Rental income is doing okay. Pledge income is significantly up. Two factors helped, congregants who are making pledge payments from “required minimum distributions” and individuals pre-paying 2020 pledges. Net cash effect is positive for the first time in a while.

Payroll expenses are below last year’s. Next month payroll expenses will increase due to the negotiated union increases and cost of living for non-union staff except ET. The ET are not taking increases.

Foundation Update: Foundation voted to contribute 5% of its balance. This will be reflected in FY 20-21 budget. Foundation’s funds are higher than pre-BTM campaign. Received more pledges than needed to pay off the Buchan loan. Payments on pledges have been very good.

Updates – Kathryn

Annual Fund Drive: Continuing to track closely to last year’s figures. As of January 10, 2020, have 842 donors, pledging \$1.432 million. Through follow-up calls have received a couple thousand more. AFD ends 1/30/20.

Banking Task Force: Wells Fargo has been notified of change to Beneficial Bank. In process of moving accounts. Goal is to move from WF by February. Discussion of combining some reserved accounts and how to set up restricted and reserved bank accounts being moved to Beneficial. It was clarified that although the Unemployment Insurance account legally has to be maintained as a separate bank account, it is not a restricted fund per GAAP regulations. Currently several of the restricted and reserved funds are kept in separate bank accounts. There really isn't a good reason to maintain separate bank accounts if the funds can be combined into fewer bank accounts and tracked separately in the church's books. Having fewer bank accounts would reduce the number of bank statements that have to be reconciled monthly by the outside accountant.

M/S/C That staff are authorized to combine multiple restricted accounts into combined restricted bank accounts and multiple reserved accounts into combined reserved accounts as long as the specified restricted and reserve accounts are accounted for separately in the church's books.

Review by Auditor: Accounting Advisory Committee, Zaida, Kathryn and Tanya the outside accountant have met a few times to discuss questions raised by new auditor. This has been productive. Next fiscal year staff with input from Accounting Advisory Committee are planning to revise the Board's Financial Statement based on input/questions from auditor. It would be helpful for the church to have a capitalization and fixed asset policy. Pat Malone sent us a sample policy we can modify. Jo Ann agreed to work on a draft policy for the Accounting Advisory Committee to approve before taking it to the Finance Committee.

Reserve and Restricted Funds: Because of the move to Beneficial Bank, it is a good time to consider whether some of the church's reserved funds should be combined. The committee looked at the spreadsheet showing reserve and restricted funds that was developed in 2018. Kathryn, Leila and Zaida will work on this. We also need to codify and/or determine purpose of funds, authority for expenditure, etc., per Governing Policy 3.3.1. A few funds can be combined right now however.

M/S/C: Combine Major Donor Reserve, Special Projects Reserve and Required Loan Reserve Funds. New name, purpose, authority, etc. to be determined.

Stan agreed to do open and closing reading next meeting.

Linda read closing words.

Meeting adjourned 6:05 pm