

First Unitarian Church of Portland
Board of Trustees Meeting – April 1, 2021 – Agenda
Board (only) Deepening 6:30-7:00pm, Board Meeting - 7 - 9pm

Board Meeting

- 6:30 Deepening/Check-in
- 7:00 **Convene**
Opening Words – Marilyn
Determine Quorum
Process Observer Review
Review Agenda
Review and Approve Previous Meeting Minutes
- Board Roles**
Timekeeper – Adam
Process Observer – Andy
- 7:05 **Congregant Comment Period**
- 7:15 **Updates**
- Committee updates – reports attached
 - ET Update
- 7:35 **Consent Agenda**
- Vote to approve/adopt the budget for the 2021-2022 church year
 - Vote to approve payment of \$35,752 for the city-required sewer work
 - \$30718.41 to be taken from the Required Loan Reserve
 - \$5,033.59 to be taken from the Special Projects Reserve
 - Vote to approve Board officers and committee chairs for 2021-2022
 - Moderator – Mindy Clark
 - Secretary – Brad Taylor
 - Treasurer – Andy Wilson
 - Gov Com Chair – Ryan Deibert
 - Com Com Chair – Theo Harper
- 7:40 **Generative Discussion**
- Exploring the issues, concerns and opportunities that come with returning to in-person church
- 8:30 **Executive Session**
- 8:50 **Meeting Wrap-up**
Communications Check
Process Observations
Closing Words – Marilyn
- 9:00 Adjourn

Join Zoom Meeting

<https://us02web.zoom.us/j/82930223125?pwd=TDdrckx1T0lSTG1KT3BFWGx5MmQyZz09>

Meeting ID: 829 3022 3125

Passcode: 398649

One tap mobile

+16699006833,,82930223125# US (San Jose)

+12532158782,,82930223125# US (Tacoma)

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 1-3-Year goals

The Board adopted its 1-3-year goals at the October meeting. They are:

1. Continue to examine the ways in which power, privilege and White supremacy culture affect our church, including our board work, to include:
 - a) Educating ourselves on the issues, such that we can support the development of this work in the congregation.
 - b) Taking steps to improve our practices and model antiracist behavior. This will include:
 - i. Evaluating how we enact policy-based governance in a manner that actively dismantles White supremacy culture in our board and in our congregation.
 - ii. Exploring and considering endorsing the adoption of the 8th Principle through its addition to our bylaws.
2. Holding the mission of the church, engage in ongoing, generative conversations with the Executive Team and the congregation to:
 - a) Develop understanding of the church that's emerging, as well as the pastoral needs and continuing connections among congregants in the church that is
 - b) Approve a revenue plan to sustain the mission of the church in current and emerging contexts
 - c) Lead the congregation in development of 3-year church goals
 - d) Consider viable options for maintenance of our current physical plant and future development of the campus to meet the needs of the emerging church
3. Governance committee will review and possibly recommend changes to the bylaws as they relate to size of Board, and definition of pledging member in board policies.
4. Continue to support the Ministerial Search Committee and the transition to a new Senior Minister.

**First Unitarian Church Portland Oregon
Board of Trustees Meeting Minutes – DRAFT
March 4, 2021 (Conducted via zoom meeting)**

Board members present: Mindy Clark, Alan Comnes, Cindy Cumfer, Ryan Deibert, Theo Harper, Caitlynn Hill, Adam House, Marilyn Mays, Barbara Morrison, Brad Taylor, Andy Wilson, Leila Wrathall

Board members absent: None

Ex officio board members present: Kathy Ludlow

Ministers and staff present: Rev. Bill Sinkford, Rev. Tom Disrud, Kathryn Estey, Intern Minister Stacey Mitchell

Timekeeper: Alan Comnes

Process Observer: Theo Harper

Congregants present: Steven Storla (representing Nominating Committee)

The board meeting convened at 7:02 PM.

Opening words: Andy Wilson read from Elaine Pagels book, *Why Religion?*

Mindy Clark determined there was a quorum.

Process observer review:

No notes to share from last month.

Review agenda:

Agenda was reviewed. No changes were made.

Review and Approve previous meeting's minutes:

Leiala Wrathall moved and Theo Harper seconded a motion to approve the minutes. The motion carried with a unanimous vote.

Congregant Comment:

Steven Storla offered greetings and a very brief update from the Nominating Committee.

Dates to calendar

- None noted.

ET updates

- This is the anniversary of the coming of the pandemic to the country. We will have two services focused on that anniversary, one this Sunday, the second the week after. We have carefully prepared these services to mark an important milestone in our lives together.
- The ET has presented the first cut at the budget to the Finance Committee. It is out of

balance, as is common at this stage. We have been on a three year plan to reduce use of reserves, but we will be asking the board to defer that move for one year. While we could present a balanced budget without drawing on reserves, it seems imprudent in a year when we will be coming back to in-person worship in a hybrid format. We want to make that transition well, and there are simply many unknowns. There are always assumptions built into a budget, but this year many of those feel more guesses than educated guesses.

- We will soon begin the process of asking forgiveness for the PPP loan. Our bank is prepared to assist us in that process.
- During the winter storm in February, we had another roof leak at the church, this time at the office building. It is not on the scale of damage that has occurred at the Buchan Building. The abatement was performed well by our sexton staff without needing to engage outside contractors. Additional repair to the roof will be required, but we continue to defer other related repairs given the age of the building and diminishing returns on those investments.
- A volunteer has offered to make a photo-based membership directory and will begin doing so in the coming year.
- Northwest Academy will be coming back to hybrid format in April with limited instruction. In May, they will begin hybrid instruction, increasing their presence on campus to four-days-a-week.
- We have begun the process to imagine regathering. It's our assumption that with the success of the vaccination effort, there will be increasing desire for us to regather. We feel it, and we are anxious to begin regathering as well. Possibilities that we're considering:
 - We may begin by inviting those who have been vaccinated to join in the sanctuary, masked and distanced, to observe the conduct of the online worship in the current format, but not to return to full in-person worship (e.g. communal hymn singing). We are likely to begin trials of this in late spring.
 - We are hoping to hold some outdoor all-church worship gatherings this summer (one, perhaps two), and have begun to contact venues.
 - We are convening a task group of congregants to think through what return will look like, and program leaders have begun very substantial conversations about what return might look like. We have congregants with medical and scientific backgrounds, and we will include them in this work.
- 8th Principle updates:
 - We now have a [web page](#) up as a resource.
 - Paula Cole Jones will join us again on May 16th to share an assessment tool to help us understand communities' next phases of work in enacting the 8th Principle.
 - The current effort represents a really excellent accomplishment of outreach - more than 400 congregants who have participated in Paula's two-hour workshop.
 - We anticipate it will be wise to offer another workshop session for congregants after ballots have been distributed.
- This month's theme is Intention.

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

- No additional committee updates were offered.

Consent Agenda:

- Approve expenditure of approximately \$35,000 to cover sewer repair charges from City of Portland
- Approve renewal of NW Academy lease for 2 years.
 - Year 1 includes a 3% discount because they have not used the building this year.
 - Year 2 reverts to what they are paying now.
- Vote to **adopt** the bylaws changes we agreed to in previous meetings (this is housekeeping, we didn't use the correct language when we voted previously)
 - Change to Article IV, Section 1 - start of board term is July 1 (rather than June 1)
 - Change in the title of Article VIII, Section 2 from "Worship Duties of Ministers" to "Spiritual Leadership of Ministers"
 - Add the 8th Principle to Article I, Section 2

Cindy Cumfer moved and Adam House seconded a motion to approve. The motion carried with a unanimous vote.

Action Items:

No Action Items were considered.

Discussion Items:

- Next steps in board size discussion
 - Background:
 - We had originally intended to have a separate board work session (e.g. mini-retreat) to further our board size discussion following the Susan Beaumont workshop, but we were unable to do so, given the work to identify new ministerial search committee members.
 - We sense that this will require more time than we have to facilitate a full conversation in time to forward any related bylaws amendments for congregational vote this year, but we want to check in with the board collectively to understand how best to proceed.
 - Board discussion:
 - Agree that it's fair to put this off for a while. We have three new members who have come on this year, and they are a great asset. I value them, and want to make sure that we wouldn't lose them through shrinking the board. I felt we didn't have the time and attention to have this conversation in a full and considered way, and I support delaying the conversation.
 - I think we first need to have a conversation about what the board's work is. That will allow us to get back to the conversation about what size groups are best structured for which type of work.
 - I've been reflecting on how this conversation is in relationship with the

8th Principle. I'm interested to see how Paula Cole Jones' forthcoming conversation might have us reflecting on board size.

- I think we may want to include this issue in our retreat this year, so that we can further pursue the conversation early next year.
- I've never really heard a crisp definition of the problem we're trying to solve.
- It's less a problem that needs to be fixed, and more a truly generative discussion where we're thinking critically about our work and how we can best structure the board to support that work.
- We have been told that our board is very large for the size of congregation we have. It may not be the most efficient structure for what we are.
- We've grown exponentially over the last several years, and have not sufficiently examined how we can best do the work of the board.
- This is a good conversation, but my brain is overloaded this year. We will be the same board going into next year (we aren't losing or gaining members), so it won't hurt to delay, as we have the same foundation of knowledge and exposure to the conversation.
- I would like for this to be a full, thoughtful, multi-part conversation.
- This is something valid for us to look at, given that it will be important to new ministers in the search process.
- Some things could make the board smaller while still making the governance more inclusive.
- We are likely to start the conversation in retreat and continue with additional conversations in fall of next year.

The board took no related actions.

- Church goals process

- Background:

- This is our third year facilitating church dialogues. It has been a work in process, but adding zoom to the mix adds complexity, especially for larger groups.
 - The Communications Committee has reached out to some of the groups to set up dates, and, once scheduled, will reach out to other board members to help host/facilitate.
 - At a minimum we'll need two people for each group: One to facilitate, one to capture notes.
 - Through this process, we want to invite the entire congregation to provide information, without getting so much information that it will be overwhelming.
 - The goals for this exercise are at least two-fold:
 - The board gets good input to inform the goal-setting process
 - Congregants have meaningful conversations and see information

reflected back to them

- Brad has developed an orientation letter and a questionnaire (see attached).
- We hope that this will be a broader board activity engaging in this conversation with various groups.
- As a board, we will be able to review these results and try to discern themes that can lead to three-to-five key goals. These are intentionally open-ended questions.
- Board discussion:
 - We need to be aware that many congregants think in terms of programs that they connect with, rather than thinking about the big vision of the church. Is it possible to structure this to more broadly draw that out?
 - May want to use some technique where you create a map, do some clustering, and then return to the group to test it. The more interaction you have, the better engaged people will be.
 - Online collaboration tools may help to facilitate (online white boards and sticky note processes like [Mural](#) or [Jamboard](#))
 - I don't expect that we will fully complete this within the fiscal year, and that's OK.
 - I really appreciate giving groups the option of how they would like to interact with us. Giving them open-ended questions is really helpful.
 - Tonight's conversation suggests that Comm Comm may need a work session to more fully develop the process.
 - We should have some level of coordination with Ministerial Search Committee (MSC) to make sure we're not duplicating effort.
 - We should try to have church goals finalized prior to completion of the informational packet that MSC will assemble as part of the search process.
 - It may help to have a board forum to share themes and findings, providing information back (either as part of developing goals or as context when describing the goals we developed and the process we used to develop them).

The board took no related actions.

Generative Discussion: Process for selecting board leadership

- Background:
 - Tonight we want to have an open conversation about our process as a board to select our board leadership.
 - We are looking for ways that we can ensure that people who are interested in board leadership can express that. This can support power sharing, leadership development and turnover in people serving in the Board Officers Committee (BOC) from year to year.
 - In past years, the BOC has reached out to each board member to understand their

interests, and last year, we stepped out of an “ascension” model where there was automatic progression from the vice-moderator to moderator.

- Typically the board elects its officers at the June meeting, so conversations typically begin in March and April.
- Board discussion:
 - Not sure we want to set anything in stone (e.g. term limits). At some point, I felt it was too heavily on the BOC in making these decisions, and I want us to be open about it. I want people to express their interest in leadership.
 - A process that’s helpful to prevent people from ruling themselves out (e.g. for fear of stepping on toes or for assuming they may not be the most skilled among the group):
 - “If you would like to take yourself out of consideration for this position, let me know.”
 - I like this process, because it blanket-assumes that everyone is interested and creates the opportunity to opt out.
 - Can we send an email listing positions that will be open and ask for response for positions you’re not interested in serving in?
 - Personally, I would like to have someone who has been on Finance Committee follow me as Treasurer, so I reached out to all three board members on Finance Committee to assess their interest. Part of my goal was to do some succession planning (e.g. pull them into planning meetings with Katherine when we’re setting committee meeting agendas). So it may not always be appropriate to solicit broad interest, as we may want to be more strategic about succession.
 - I’m very interested in sharing power, but I would say that the person chairing Finance Committee should have knowledge or interest in developing the knowledge of how to read financial statements. The skills needed to chair the Governance Committee may be more transferable. So there’s also a role for expertise that may not be sufficient just to develop through committee engagement. I also really like the idea of nurturing leadership of someone else through committee participation.
 - In many organizations I’ve been part of, that required knowledge set is written out. This seems most important in finance, then governance, then communications.
 - As we were talking about moderator and how to select, we’ve talked about them having served on BOC, which would require that they either serve as Secretary, Treasurer or a committee head. I think it’s helpful to have that structure. This requires a level of forward-thinking.
 - Especially as a new board member, it would be very helpful for me to hear from people in each of those roles what their responsibilities and workloads look like. I also like committee chairs being transparent about succession planning and transition within the committees. If we’re talking about really examining the way we do our work as a board, this conversation about each of the jobs will be helpful for that, too.
 - We do have job descriptions for each of the positions, but I do think we need more than a few word statement. We may need a description that says: “This is what I do.” More of the nuts-and-bolts version that we could each complete in more detail. This existed in the past, but needs to be updated.
 - This is a conversation we should have with new members coming on to identify what

they would like to do over the course of their term.

- More often than not, for key positions, people need to be asked. We also need to keep in mind that not everybody will be a good fit for every roll.
- If there are other people on Finance Committee who have strong financial knowledge, the Treasurer can be well-mentored and supported, even if they don't carry strong financial knowledge coming into the role. The Finance Committee has more "help in the background" than almost any committee, so don't want to dissuade people from coming into the roll without deep experience.
- I don't want people to be afraid to join the BOC because they may end up Moderator.
- In the past, it's been the BOC that's held the discernment process. If you get too many people in it, that process becomes unwieldy.
- When you have an exclusive path to leadership with the exclusive group of leaders deciding who can get on that exclusive path, people can be excluded.
- Would it be a good role for a smaller number of board members who are not interested in being in the leadership roles to join the BOC for the discernment conversation to diversify the voices in the conversation?
 - I like that idea. It opens up the path.
 - If we went that route, it would also be good to develop a loose criteria/guidance (e.g. trying to diversify the leadership, trying to rotate leadership over time). Conversation about the criteria could start with BOC, and then send it to board for additional conversation. If you send it initially to the full board, that's too large a group.
- Some ideas from tonight:
 - Committee chairs fostering conversation within the committees about succession planning and interest of members
 - Idea of a "nominating committee" (BOC + a few others)
 - Discussion at BOC, summarize and bring back to board for further conversation

Communication Check:

- What other informational material will need to go into congregational ballot?

Process Observations:

- Everyone was well engaged and got to participate
- Tolerated discomfort and didn't all have to agree
- Realistic timelines: Bringing the board size conversation to further discussion at a later time
- Some discussions deferred and good wrap up of generative conversation

Closing Words: Andy Wilson read from Elaine Pagels book, *Why Religion?*

Meeting adjourned at 8:58 pm.

Minutes respectfully submitted: Ryan Deibert, board secretary

GOVERNANCE COMMITTEE MINUTES

Chair: Cindy Cumfer

Committee Members: Mindy Clark, Ryan Deibert, Caitlynn Hill, Adam House, Kathy Ludlow

DATE AND PLACE: Wednesday, March 10, 7-9 p.m.

Opening Words—**Ryan: Amanda McGuire - Poem to Self**

Next Meeting: **Mindy**

Announcements:

RYAN: Has made a connection with Lia Nagase - discussed possibly using the search committee survey for the congregational survey and making a connection with BIPOC caucus. Ryan and Lia to continue conversation.

ADAM: Q: Should it be formally stated that we send two representatives of the Board of Trustees to the foundation board? A: This is in the Foundation Board bylaws.

Acceptance of Last Meetings Minutes: **Accepted**

Report on To Do list on Last Meetings Minutes:

ADAM: Follow-up on Safe Church Policy: **Deferred for another meeting to gather information.**

CINDY: Info on past precedent for Board endorsement of measures voted on by members **[Rendered moot by Board action to endorse 8th Principle]**

Agenda Items:

1. Check in on **Future Gov Comm/Board Roles? Ryan has expressed interest in chairing Gov Comm.**
2. **Safe Church Policy Update** (Adam: check with KE about actions church takes for volunteers; process for members with problems with staff person; ask ET about policies they have; look at other church policies) **Deferred**
3. **Brief discussion suggesting implementing a training for new board members on finances to be included in Board training for new members.**
4. **Board Self-Evaluation** (May Board meeting):

Content

- **Agreed that because we evaluate individual roles, we can be reluctant to call in places for change (it makes us careful about each other). Better to talk about the board function as a whole.**
- **Discussed using the data from the survey as a starting point for the generative conversation (look for areas where individuals disagreed, where one member disagrees with everyone else, etc).**
 - **Going beyond the quantitative data and using it to prompt generative discussion aligns with the 8th Principle.**
- **Survey Monkey can allow folks to respond only to the committees that they are active on, which is what we want.**
- **Add “New Member Experience” questions.**
- **Timing on Getting This Done - Present in the April meeting.**

Closing Words—**Ryan: Steven Skavinski - I am home I have arrived.**

FIRST UNITARIAN CHURCH OF PORTLAND
BOARD OF TRUSTEES

Communications Committee Meeting Minutes
March 9th, 2021 6:30 - 8:00 Zoom Room

The meeting convened via Zoom.

Present: Barbara Morrison, Kathy Ludlow, Theo Harper, Mindy Clark, Brad Taylor

Opening words

The February meeting minutes were approved as written.

The February Moderator Letter was discussed.

Topics to be addressed:

It was noted that we are passing the one-year anniversary of transitioning to our virtual services.

The Board will be seeking engagement with congregants as we begin developing the process for determining the 3-year goals for the church.

There will be further opportunities to learn more about the 8th Principle.

The committee discussed the outreach efforts regarding the Church Goals.

There was discussion regarding the responses that have been received following the emails to groups regarding the Church Goals. Some groups have responded that they would like a board member to attend their meeting, some groups have responded that they prefer to have the questionnaire sent out and so that members can respond on their own, and some groups have stated that they will check in with their groups and determine the best method for them to share their thoughts regarding the Church's strengths, challenges, and priorities.

A few groups have not yet responded. Alternative contacts were suggested and follow up will occur.

The format of the questionnaire was discussed, and the committee determined that it would be appropriate for a statement to be added to the questionnaire that will offer some examples of topics that comments could focus on as they consider the questionnaire's prompts. Mindy agreed to develop language to add to the questionnaire and then share the draft with the committee.

It was also determined that the questionnaire will include First Unitarian's Mission and Vision statements along with First Unitarian's current 5-Year Goals. Mindy will add this language to the draft.

It was noted that the Church Goals Questionnaire uses the name First Unitarian Church and does not include the Universalist descriptor.

There was a sense that the use of this language had not been fully considered.

It was noted that we are required to use the church's legal name, which is First Unitarian Church. In order for the Board to use Universalist in the name, the congregation would need to approve a formal and legal name change.

The committee set dates for upcoming Board Forums and will recommend that these forums be used to engage the congregation around the Church Goals

Dates chosen were: April 18th at 11:45 and April 22nd at 7pm

Closing words

Respectfully submitted,
Brad Taylor

**First Unitarian Church
Year-To-Date Operating Summary
1/31/2021**

	ACTUAL YTD OPERATIONS ¥3¥2021	ACTUAL YTD OPERATIONS ¥3¥2020	ACTUAL VARIANCE FY 2021 TO	BUDGET YTD ¥3¥2021	BUDGET VARIANCE ¥3¥2021	ANNUAL BUDGET FY21
Church Operations						
Operating Income						
Pledge Income 2019	-	613,755	(613,755)			
Pledge Income 2020	594,576	339,551	255,024	576,560	18,016	711,342
Pledge Income 2021	343,983	-	343,983	301,113	42,870	726,167
Contributions	72,367	57,444	14,923	51,017	21,351	87,457
Program Income	46,049	74,935	(28,886)	64,350	(18,301)	120,600
Rental Income	215,638	254,181	(38,483)	256,022	(40,324)	404,109
Other Income	4,431	61,991	(57,560)	16,333	(11,902)	28,000
Gift from Foundation						69,000
Total Operating Income	1,277,104	1,401,858	(124,754)	1,265,395	11,710	2,146,675
Operating Costs						
Payroll Expenses	873,395	944,233	70,838	946,949	73,553	1,599,736
Reimbursible Expenses	5,636	2,320	(3,316)	-	(5,636)	
Occupancy Expense	91,828	159,707	67,879	145,133	53,305	255,001
Program Expense	82,890	137,778	54,888	157,174	74,284	266,037
Rental Expense	1,646	15,881	14,234	10,920	9,274	18,720
Administration Expense	28,816	40,164	11,348	34,233	5,417	55,885
Other Expense	-	760	760	992	992	1,700
Total Operating Costs	1,084,211	1,300,843	216,632	1,295,401	211,189	2,197,079
Net Church Operations	192,893	101,015	91,878	(30,006)	222,899	(50,404)
Reserve Account Deposits						
Annual Operating Reserve	25,045	27,006	1,962	25,045	-	42,933
Total Reserve Deposits	25,045	27,006	1,962	25,045	-	42,933
Net Church Operations After Reserve Deposits	167,848	74,009	93,840	(55,051)	222,899	(93,337)
Investment Income						
Dividend & Interest Income	1,499	147	1,352	-	1,499	
Unrealized Stock Gain (Loss)	154	-	154	-	154	
Net Investment Income (Loss)	1,653	147	1,506	-	1,653	
Operating Surplus (Deficit)	169,502	74,156	95,346	(55,051)	224,552	
Reserve Account Transfers						
Total Reserve Deposits	-	-	-	-	-	93,337
Net Church Operations After Reserve Deposits	169,502	74,156	95,346	(55,051)	224,552	
Reimbursible Expenses **	5,636	2,320	3,316	-	5,636	
Net Cash Effect	175,138	76,476	98,662	(55,051)	230,188	-

First Unitarian Church
Monthly Operating Summary
1/31/2021

	OPERATIONS CURRENT MONTH JAN 2021	OPERATIONS PREVIOUS MONTH DEC 2020	OPERATIONS MO to MO VARIANCE	BUDGET CURRENT MONTH	BUDGET VARIANCE
Operating Income					
2020 Operating Income	3,432	134,236	(130,805)	82,365	(78,934)
2021 Operating Income	137,086	60,270	76,817	79,022	58,065
Contributions	5,159	27,129	(21,970)	7,288	(2,130)
Program Income	2,985	430	2,555	10,340	(7,355)
Rental Income	28,621	42,545	(13,924)	35,217	(6,596)
Other Income	150	-	150	2,333	(2,183)
Total Operating Income	177,433	264,610	(87,178)	216,566	(39,133)
Operating Costs					
Payroll Expenses	131,887	120,030	(11,857)	135,278	3,391
Reimbursible Expenses**	-	2,850	2,850	-	-
Occupancy Expense	15,174	15,108	(66)	20,733	5,559
Program Expense	11,041	16,154	5,113	20,562	9,521
Rental Expense	300	300	-	1,560	1,260
Administration Expense	5,829	2,249	(3,580)	4,907	(922)
Other Expense	-	-	-	142	142
Total Operating Costs	164,232	156,691	(7,541)	183,183	18,951
	13,201	107,919	(94,718)	33,383	(20,182)
Reserve Account Deposits					
Annual Operating Reserve	3,578	3,578	-	3,578	-
Total Reserve Deposits	3,578	3,578	-	3,578	-
After Reserve Deposits	9,623	104,341	(94,718)	29,805	(20,182)
Dividend & Interest Income					
Dividend & Interest Income	200	140	(60)	-	200
Unrealized Stock Gain (Loss)	-	154	154	-	-
(Loss)	200	295	95	-	200
ficit)	9,823	104,636	(94,624)	29,805	(19,982)
Reserve Account Deposits					
Total Reserve Deposits	-	-	-	-	-
After Reserve Deposits	9,823	104,636	(94,624)	29,805	(19,982)
Reserve Account Transfers					
Total Reserve Deposits	-	-	-	-	-
After Reserve Deposits	9,823	104,636	(94,624)	29,805	(19,982)

First Unitarian Church
Dashboard Report
 January 2021

CAMPAIGN MONTHLY TRACKING

Pledge Drive Statistics	2021 AFD	2020 AFD	2019 AFD	2018 AFD
As Of	01/31/21	01/31/20	01/31/19	01/31/18
All Members--				
Pledge Goal	1,535,000	1,600,000	1,506,750	1,459,000
Pledges Received	1,536,094	1,447,362	1,418,551	1,423,594
Percent of Goal	100.07%	90.46%	94.15%	97.57%
Pledging Households	834	847	862	923
Average Pledge Received	1,842	1,689	1,646	1,542
Payments Received	343,413	340,245	319,391	320,195
Percent of Pledge	22.4%	23.5%	22.5%	22.5%

Attendance	** Jan 21	Jan 20*		Jan 19*	Jan 18*
For the month (in sanctuary + livestream)	3,099	2,891	7.19%	2,659	3,150
Total LiveStream (included above)	3,099	494	527.33%	410	448
Total for the Fiscal Year	18,715	18,802	-0.46%	19,872	20,653
Average per Sunday for month	620	723	-14.24%	665	788
Average per Sunday YTD	604	672	-10.10%	662	688

**** = 5-Sunday month**

Christmas Eve/Solstice (Livestream)

1,005

New Members	Jul '20 - Jun '21		Jul 19 - Jun '20
Enrolled	16	-46.67%	30
Number of Pledges Received	10	-47.37%	19
Total Amount of Pledges Received	6,980	-53.78%	15,101
Average Pledge	698	-12.18%	795

Plate Contributions	FY21	Recipient(s)		FY21	Recipient(s)
Jul	3,156	Portland Freedom Fund	Jan	4,674	Black Resilience Fund
Aug	3,269	Black Lives UU	Feb		
Sep	7,730	Various (See breakdown below)	Mar		
Oct	1,918	Western States Center	Apr		
Nov	4,033	Confederated Tribes of Warm Spr	May		
Dec	6,830	Various (See breakdown below)	Jun		

Fiscal YTD 31,610

Sept Half Plate Recipients

Rogue Valley UU Fire	3,050
College Dreams	2,174
UU Vote	
New Florida Majority Education Fund	835
New Georgia Project	835
Ohio Organizing Collaborative	835

Dec Half Plate Recipients

Clay Street Table	1,725
Outside In	1,725
OR Workers Relief Fund	1,725
FirstU Emergency Fund	1,654

First Unitarian Church of Portland													
Cash/Securities Balances													
January 31, 2021													
		December 31, 2020		January 31, 2021									
Dept	Fund Name	General Ledger Fund Balance	Change from Prior Month	General Ledger Fund Balance	01010 Beneficial State Bank	Beneficial Unrestricted Funds	Beneficial Restricted Funds	1020 UBS Investment	0012-10 Bene SUI	1060 Federated & Franklin	1060-42 Chas Schwab (MJS Lecture)	1016-46 On Point Anniversary	
10	Cash for Operation	481,431.31	9,862.20	491,293.51									
	Sub-Total Operating Fund	481,431.31		491,293.51	453,128.74	38,505.95	(341.18)	-		-	-	-	
3412	Annual Operating Reserve	72,025.53	3,577.79	75,603.32		75,603.32							
3414	Major Donor Reserve Fund	108,294.90	-	108,294.90		108,294.90							
3415	Sabbatical Reserve	1,000.00	-	1,000.00		1,000.00							
3423	Special Projects Reserve	26,319.49	-	26,319.49		26,319.49							
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							
1011-40	Commemoration	9,656.89	(425.00)	9,231.89		9,231.89							
1012-10	Required Loan Reserve	30,718.41	-	30,718.41		30,718.41							
1015-10	Justice Begins at Home	14,310.67	-	14,310.67		14,310.67							
1018-10	Rental Income Reserve	60,032.50	-	60,032.50		60,032.50							
3424	Reserve Tax Rebate	48,935.00	-	48,935.00		48,935.00							
1010-49	Program Designated	188,659.06	(1,257.55)	187,401.51	187,401.51								
	Sub-Total Reserve Funds	890,122.30	1,895.24	892,017.54		704,616.03		-	-	-	-	-	
30	General Capital												
34	Buchan Bldg Capital	7,446.00	(7,431.00)	15.00	15.00								
	Sub-Total Capital Funds	7,446.00	(7,431.00)	15.00		-		-	-	-	-	-	
41	Chesney-Deale (Intern Minister)	74,819.79	-	74,819.79			57,730.89			17,088.90			
42	MJS Lecture Series	163,147.37	-	163,147.37							163,147.37		
43	Hessler-Deale (Women in Ministry)	22,999.75	(51.57)	22,948.18			12,007.80			10,940.38			
46	Anniversary	15,174.09	0.65	15,174.74								15,174.74	
50	Slegers Fund for Music Ministry	32,599.10	-	32,599.10			32,599.10						
1035-10	State Unemployment Insurance	23,591.97	0.94	23,592.91					23,592.91				
	Sub-Total Restricted Funds	332,046.45	225.52	332,271.97			102,337.79	(10.12)	23,592.91	28,029.28	163,147.37	15,174.74	
	Total All Funds	1,711,331.68	4,551.96	1,715,598.02	640,545.25	743,121.98	101,996.61	(10.12)	23,592.91	28,029.28	163,147.37	15,174.74	
	Per Bank Rec.	1,711,331.68	4,551.96	1,715,598.02	640,545.25	743,121.98	101,996.61	(10.12)	23,592.91	28,029.28	163,147.37	15,174.74	
	Petty Cash	500.00		500.00									
		\$1,711,831.68	\$4,266.34	\$1,716,098.02									

First Unitarian Church

Statement of Cash Flows

For the Month Ending 1/31/2021

Beginning Cash & Equivalents Balance	1,711,831.68
Receipts	
Pledges & Contributions Received	145,676.20
Rents Received	28,621.30
Program Receipts	3,085.00
Miscellaneous Receipts	150.00
Interest/Gain-Loss on Investments	149.23
Buchan Building Receipts	15.00
Total Receipts	177,696.73
Payments	
Payroll/Taxes/Benefits	(131,886.93)
Operating Expenses	(29,405.89)
Program Expenses	(5,856.71)
Increase/Decrease Prepaid Expenses	917.44
Acquisition of Property & Equipment	380.00
Increase/Decrease Accounts Payable	154.55
Miscellaneous Expenses	(286.85)
Charles Schwab Burn the Mortgage	(7,446.00)
Total Payments	(173,430)
Net Cash In/(Out)	4,266.34
Ending Cash & Equivalents Balance	1,716,098.02

First Unitarian Church

Notes to Financials January 2021 (department transactions greater than \$2,000)

OPERATING INCOME

Pledge income	YTD income exceeded budget for both pledging years under budget for the month	60,886 (20,869)
Non-pledge contributions	YTD receipts above budget below budget for the month	21,351 (2,130)
Rental Income		
Tenants		28,321
Ministry	Seminary for a Day	2,985
Other Income		
Sexton reimbursement from renters' events		-

OPERATING COSTS

Ministry	Seminary for a Day	1,465
Ministry, CRE, Rental	Unemployment charges	8,896
Occupancy		
Contract services	includes annual maintenance fee for HVAC	5,398
Utilities		6,757

DASHBOARD

New members		8
New pledges received		4,900

CASH/SECURITIES BALANCE

Buchan Building Capital (Burn the Mortgage)	payments received in Dec transferred to Foundation payments received in Jan	7,446.00 (7,446.00) 15.00
	Balance as of 1/31/2021	15.00
Major Donor		
MJS Lecture Series	** no statement available	
Fund 49 (Designated)	Active Accounts	
Auction		10,790
YRUU		16,084
Emergency Fund		36,788
Alliance		16,586