

First Unitarian Church of Portland
Board of Trustees Meeting – October 7, 2021 – Agenda
Board (only) Deepening 6:30, Board Meeting - 7 - 9pm - Zoom call – link

Join Zoom Meeting

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

Meeting ID: 829 3022 3125

Passcode: 398649

One tap mobile

+12532158782,,82930223125# US (Tacoma)

Board Meeting

6:30 Deepening/Check-in

7:00

Convene

Opening Words – Caitlynn

Determine Quorum

Process Observer Review

Review Agenda

Review and Approve Previous Meeting Minutes

Board Roles

Timekeeper – Andy

Process Observer –

7:05

Congregant Comment Period

7:15

Updates

Committee updates – reports attached

Dates to Calendar

Bill’s Q & A – Oct. 17

Finance Committee report/meeting with congregation – Oct. 17

ET Update

7:45

Consent Agenda

- Approve draft 3-year Church goals (see new draft goals below)

Action Items – none

7:50

Generative Discussion

- Assessment of Ministry 2020-2021

8:45

Meeting Wrap-up

Closing comments, items for future agendas

Communications Check

Process Observations
Closing Words – Caitlynn

9:00 Adjourn

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.

First Unitarian Church Goals

3- or 5-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 its yearly Retreat. Board goals may draw from the 3-5 Year Church goals yet reflect work within the purview of the Board.

Draft First Unitarian Church Three Year Goals

Draft Church goals for 2021-2024. To be voted on 10/7/2021 and verified by the congregation in a Board Forum.

As we work to embrace our call as a justice-seeking community in the emerging post-pandemic era, we recognize the unique value First Unitarian Church and liberal religion bring to Portland and the larger community. We will:

- Successfully complete the ministerial transition and establish covenantal relationships among the new minister, the congregation, staff, and Board.
- Take the next steps toward living into the 8th Principle by examining all parts of the church structure to ensure we are accountably creating a multicultural and anti-racist environment where each person is welcomed and finds connection.
- Create a long-term plan for development and sustainability of the church campus given congregational needs and resources, community needs, and the evolving dynamics of downtown Portland.
- Enhance and promote an ever-growing culture of generosity and financial sustainability.

Board 1-3-Year goals (need be updated when new Church goals are approved)

First Unitarian Church, Portland Oregon
Board of Trustees Meeting Minutes
September 2, 2021
(Conducted via Zoom meeting)

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

Board members absent: Brad Taylor

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

Timekeeper: Adam House

Process Observer: None

Congregants present: Lia Nagase, Laura Jones (on behalf of Nominating Committee)

The board meeting convened at 7:02 PM.

Opening words: Ryan Deibert read two pieces by Rainer Maria Rilke

Mindy Clark determined there was a quorum.

Process observer review:

No additional reflection.

Review agenda:

Agenda was reviewed, no additional items added.

Review and Approve previous meeting's minutes:

Adam House moved, and Andy Wilson seconded a motion to approve the minutes. The motion carried with a unanimous vote.

Congregant Comment:

- Laura Jones noted that she is looking forward to the conversation regarding the 8th Principle, as the Nominating Committee has been holding several related conversations relative to its own work.
- Lia Nagase briefly described her current opportunities for pursuing seminary, and offered appreciation to Tom, Bill, and other ministers that she has met through DRUUM for providing inspiration for what her ministry might be.

Dates to calendar

None

ET updates

- Congregation developed a budget last May prior to the pandemic, with ET reforecasting the budget in December. We have now taken a look at the church fiscal year performance both against original and recast budget. Top line findings:
 - The forecast made in December was exceptionally close to nearly all items, with a few noted, but positive exceptions:

- Pledge income was expected to drop by 10%, but in fact, the pledge income came in almost identical to original budget.
 - Also received a few one-time gifts, which helped to offset decreased rental income.
 - Planned reduction of 12% in spending, but were able to reduce overall costs by 15%, due primarily to decreased staff costs.
 - Anticipated having to tap reserves to balance budget, but net result found us in the black. We are entering the new church year in a very strong financial position.
- At board retreat, Andy presented analysis of board pledging income from 2004 to present. ET has different numbers and is working to reassess. Will be getting Finance Committee better numbers very soon.
- The ET asks that Board members make requests for information through an ET member, or at least make ET aware when making a request through staff. Church year and fiscal year are different, which can make determining financial data complicated. At some point the church should consider better alignment between the church year and fiscal year.
- Planning for virtual (online) pledge drive for second year in a row. Theme is “Meeting the New Day” as we look toward regathering and toward the emerging church. Moved the timetable back a bit this year, with start in October and completion in November - closer to “typical” timeline. Will be asking the board to make early thank you calls to a subset of pledging individuals and families to appreciate their ongoing support of the church. Calls will begin before kick-off of fund drive.
- In the midst of another round of pastoral calls across congregation. Response themes: People are doing OK, frustrated with a delay in regathering, but understanding. About 740 households have been assigned for calls, with roughly half completed.
- On the 8th Principle process:
 - The 8X Team has been an accountability group for Bill as the process for considering the 8th Principle is moving forward. Both Theo and Ryan bring board wisdom and connection to that group. The 8X Team met last week with Paula Cole Jones to think about how the 8th Principle process should move forward now. Paula has provided various ministries in the church an assessment tool, which they have taken up and which has gained traction. Next comes the phase where we begin to establish relationships and accountabilities around the work.
 - The 8X Team has considered creation of a new body - a “transformation team” - whose charge would be to shepherd the work in the next phase, to hear of progress in the various ministries, and to ask questions. It could be an accountability group that would intersect with the various ministry groups, including the board and the ET.
 - Some questions remain from that conversation: Who should create that body? And to whom should it be accountable? One model is to have the board be that body. Another model would be to have it be created by/report to the ET. In 8X Team meeting, reflection was that ultimate authorization for this work came from the congregation, so primary accountability should be to the congregation (e.g. a report once a year), with sufficient distance to ask questions of the board and the ministry/ET.

- 8X Team will frame a recommendation for the Board and for the ET, which will lead to additional conversation. The process may be a bit slower, but we hope it will be more grounded.
- Homecoming will be September 12, and we have been busy revising plans based on decision that it will be all virtual (online). Two services: 10AM family service, and 11AM sanctuary service. Family service will be live-streamed from chapel, but most elements will be recorded. 11 AM worship will be broadcast from the sanctuary, with some new elements:
 - The choirs have begun recording voluntaries, rehearsing and recording in larger sanctuaries that allow for greater distancing.
 - Signe Lusk will not be with us for homecoming, as she will be out due to surgery with approximately 6 weeks for recovery. We have employed a substitute pianist. Signe will be missed during this time.
- The plans for family ministries have just been changed again. Prior plan was to gather children outdoors in public parks in age-specific groups. Public health team did not believe that it would be wise, given that children may be vaccinated in just a matter of months. The only group that will be meeting in person is a small planning group of YRUU students, with YRUU meeting via zoom. We are attempting to follow the dictates of science and safety.
- It is our hope that this delay in regathering will not be forever, and we are continuing to make plans to regather in person as soon as it is safe to do so. The peak of this surge may happen as early as next week, so we are preparing to respond as quickly as needed.
- Questions from board:
 - On 8th Principle Transition Team:
 - Do we need another committee? Could we expand the BLT to be the transition team, especially if opened to other church members?
 - A: Strong sense that it should be accountable to the full congregation, not just via the board.
 - This feels like a role for the ministerial leadership, rather than for the board.
 - Ask the board for patience. 8X Team needs to grapple a bit with how this might work. It's a different model - perhaps more "flat" and less hierarchical.
 - Who is part of our public health team, so that we might offer our appreciation to them?
 - Four medical professionals (or former professionals): Chris Tanner, Ronnie Gail Emden, Jenny McNichol, and Bill Yasnoff. Plan to hold on expressing deeper appreciation of their work until we're further out of this pandemic. It has been a real blessing to be able to go to them, especially with the speed with which information is emerging.

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

- No additional committee updates were offered.

Consent Agenda:

- Approve congregational sponsorship of Lia Nagase to seminary
- Approve Carter Smith and Jennifer Springsteen to perform weddings

Ryan Deibert moved and Caitlynn Hill seconded a motion to approve the Consent Agenda. The motion carried with a unanimous vote.

Action Items:

None

Generative Discussion: Next steps to living into the 8th Principle.

- **Background:** The generative discussion at the September board meeting focused on continued conversation regarding living into the 8th Principle. The goal is to foster generative discussion in small groups to help BLT develop additional action steps. Focus is on how we interact as a board and how we can further honor the 8th Principle in our work. Intended to be broad discussions, not necessarily coming to specific conclusions.

- **Report-backs from small groups:**
 - **Where are we currently on the 7 Levels of Readiness? How did we get here?**
 - Board is on cusp of revisioning, but still in process of adapting
 - Board is in adapting, moving toward revisioning
 - Board in revisioning with some elements of retooling
 - **How do we move to the next level? How do we keep moving?**
 - What does leadership mean? What is board's role in this work (e.g., hold vision and mission)? How can board be present in all groups in the church? What level of collaboration would be needed between board and transformation team?
 - Make some concrete changes to the way we do things. How we're governing through policy. Culture shift will be needed. What are some practical tools that we can use (e.g., spend more time with Paula)? More education (both for the board and for the congregation more broadly)?
 - Finding out what the congregation wants.
 - A call to our inner spirit.
 - A look toward concrete actions.
 - Moving from revisioning to retooling requires self-assessment, and we have tools that we're using (e.g., board survey, process observation) with a focus on how we relate to each other.
 - Churches that adopted the 8th Principle early on talk about it as an ongoing process that is full of continual change.
 - How much can we be in dialogue with the board at All Souls DC, given their work? This is new and emerging work, so it may not be stepwise. Being in dialogue and relationship with other churches may help us to understand where they've gone next.
 - We're going to start to get some push back from congregants who will want to know what our plan of action is. People will want to see us actively doing things.
 - Jubilee training - engage as board. Encourage/sponsor other church members to engage in the training. Training is taught by three people with very different ways of being. Would be helpful to sponsor it for congregation - especially if we can make it accessible from a financial perspective. They are scheduled out into

the future, each centered in different time zones. Would need to talk to organizers about how doing something more specific to our congregation might work.

- We need to be aware of what we have done already (e.g., IMRJ) and where congregant communities are already engaged in this work.
 - Many amazing books, including many just in the last five years. Lead forums where we review and discuss those books.
 - Congregation will be sponsoring another round of antiracist book groups.
 - A lot of churches adopted this before we did - we should reach out to them.
 - Looking at Hawaii church's website, front page is all about antiracism - worthwhile venture to understand what they're doing and how they're doing it.
 - A few board members could do a simple website search of early adopters - what do you see? Tom and Bill could help to arrange introductions to other congregations if direct conversations are desired.
- **Does the current form of process observation support our goal to maintain accountability and to move to the next level of Readiness? How could it improve?**

Comments from board members:

- When Theo solicited responses about changes to process observation, several people replied: "Do we still need to have process observation?"
- Previously, the BLT created the form and helped to train/support other members in leading it.
- It is meant to have us ask: What are we doing as a group? How are we treating each other with love and respect?
- When all are charged with something, no one does it. Helpful to have an assigned observer.
- In the past it helped to address some real dysfunction within prior boards.
- I tend to pass it off to the process observer and forget about it. It would be easier for me to take a note throughout the meeting and come back to it as part of a whole group assessment.
- The way that white supremacy culture comes through in process observation for me: Being fearful of conflict and being too polite. Can we actually be our own process observers and still be fully honest in our report backs?
- I've found process observation to be a useful exercise.
- I like the spirit of asking someone to take up the role officially, but that we all have responsibility to add to it in longer conversation.
- I think we're very careful/cushioned about saying hard things to ourselves and each other. I think if we're going to deal with this seriously, we need to think about that. In other groups, we've encouraged self-criticism after each meeting - are we ready for that?
- I like doing the work individually, and I like the idea of doing this together as a group. Can we put everyone's focus on one particular element of the process observation form?

- Maybe we need to look at the longer list (Characteristics of White Supremacy Culture) and see if there are other elements we should consider (and/or look to more current documents). May need to review this in light of issues most likely to come up in the board and/or in relation to the 8th Principle.
- Important for everyone to take responsibility for sharing what they're experiencing in the moment. I think it's time to revisit what we're looking for from each other and how we want to be together.
- Maybe the BLT committee can make recommendations for the BOC to consider.

Closing comments, items for future agendas

- 8th Principle issues are going to be an ongoing conversation. Not sure where it will go in future agendas but will be ongoing.
- Would be nice to have a list or road map of generative conversations that we're planning. Revisit calendar associated with ministerial transition to think about important related conversations.
 - BOC can draft and circulate for other comments/additions, etc.

Communication Check:

- Board working on three-year goals, and discussing how we're grappling with 8th Principle next steps
- Gratitude for public health committee (down the road)

Process Observations:

- None

Closing Words: Ryan Deibert read a poem "Crossing" by Jericho Brown.
Meeting adjourned at 8:58 pm.

Minutes respectfully submitted: Ryan Deibert, substituting as Secretary

GOVERNANCE COMMITTEE AGENDA

Chair: Ryan Deibert

Committee Members: Mindy Clark, Cindy Cumfer, Caitlin Hill, Adam House

DATE AND PLACE: Wednesday, September 8, 2021, 7-9 p.m.

Zoom Link:

<https://us02web.zoom.us/j/85811770053?pwd=Slkxdzk1bVdOdTh1MXFiSGNPyi9Vdz09>

Light Virtual Chalice

Opening Words—Ryan

Assign note-taker for tonight **Adam will take notes this evening. They make no promises for the duration of the year just yet.**

Announcements

Acceptance of [Last Meetings Minutes](#) (or see attached) **Accepted without vote**

Report on To Do list on Last Meetings Minutes:

- Ryan to lead drafting of 2020-2021 Assessment of the Ministry - see related agenda item below

Additions/Changes to Agenda?

Mindy has thoughts to add to the work-planning section, but will add them at the appropriate time in the agenda.

Agenda Items:

1. **2020-2021 Assessment of the Ministry.** Throughout the end of last church year, Cindy gathered a range of background materials for the annual Assessment of the Ministry. Ryan has compiled the related materials at [this folder](#), but has not yet completed a draft document for committee review. The draft will generally follow the form of [past assessments](#), though we can modify or simplify as we choose. Discussion items for tonight's meeting:
 - Consider and agree to process and timeline for development and committee review of draft assessment
 - Follow similar content and format?

- We have freedom to adjust. Must have it to John Rosette by 8/29 to include in board packet.
 - What, if any additional information is required to complete?
 - Additional info from ET?
 - Data from church goals discussions via CommComm?
 - MSC survey data?
 - Include additional information from groups not controlled by ET.
 - Who will author draft, and how shall the committee review, edit, etc?
 - Ryan plans to author draft and the group can edit. No disagreement to this plan. Ryan commits to have the draft available mid next week (8/15). Will also include ET in visibility to that draft report.
 - Plan for review, discussion, and adoption (?) of assessment at October board meeting
2. **Bylaws.** A housekeeping item from last year: The committee has completed its review of [2021 bylaws revisions](#) as adopted by the board and subsequent congregational ballot, but the final version requires verification of dates of prior amendments and some final formatting.
- Caitlynn volunteered to review dates of prior amendments. What's status?
 - Caitlynn recommitted to this work.
 - Who can format to final?
 - Mindy volunteered to take a stab at final formatting.
 - Where do they need to be posted once final, and who can make sure they are?
 - Mindy will confirm with Kathryn where they need to be posted once final.
3. **Preliminary committee work planning for 2021-2022 church year.** We will introduce, but don't need to fully resolve a range of potential work and related timelines that the committee may wish to take on during the year. I would suggest that all should have an overlay of seeking to enact the 8th Principle as both a purpose and process for the work. Items for discussion can include:
- Planning for and conducting board self evaluation
 - Planning for and conducting the 2021-2022 Assessment of the Ministry
 - BOC has not yet done the work of blocking out a timeline for the year's work.
 - Typically Assessment of the Ministry is final meeting of year, Board Self Evaluation before that. Consider timing of congregational survey, which needs sufficient time ahead of the Assessment.
 - Last year's timeline was wacky (pandemic!), and we cannot repeat it: we can't move it to next year because our Senior Minister will not be here for the Assessment of the ministry if it moves beyond the end of the church year.
 - Likely to begin planning and implementation in February?
 - Is the way we currently do our self-evaluation worth while? Is there value in the current process that we couldn't get in a different, less time-consuming way? Do we need to spend an entire board meeting discussing it (and multiple meetings of this committee prior to that)?
 - Three-year executive team review - suspend again this year, or reframe?

- Mindy: Clarity on this will be especially important for incoming Senior Minister. What is the process? How will we decide that we reasonably believe the ET to be competent, and what will we use to evaluate?
- History: previous board member felt the need to act as auditor for ET. This caused problems. This provision was included because we call ministers for their spiritual qualities, and may not have a lot of executive experience. The Senior Minister will create an executive team, the Board will ensure that the established ET covers all necessary competencies, whether or not those are competencies held by the Senior Minister himself.
- We have not done the process yet. It has been waived every year because Bill's competency as a manager has not been in question.
- For an incoming Senior Minister: we will hire an outside consultant in their third year to evaluate and help ensure everything is on the right track.
- How do we ensure that the initial proposed ET qualifies as "competent"? Do we need an outside consultant for that?
- Bill says, "there are no models for assessment in the UUA." :)
- Bring in an outside consultant to document some of the institutional knowledge that may be leaving us soon? Not role-specific, but a holistic view of what the administrative function of the church is.
 - Bill & Tom are working on documenting some of this right now.
 - Possibility of having a board member included in this just for visibility (not participant, just observer and question-asker)? Or outside voice with expertise in non-profit or church management?
 - Maybe ask the ET if they think this would be helpful, or what ideas they have for what would be helpful. Frame it as something we're wrestling with.
 - Ryan will invite ET to meet with GovCom (or Mindy & Ryan) to discuss. We will strive to include Adam and/or Caitlynn because they have the most tenure remaining and so will hold this knowledge longest for the board.
- **Changes to board policies or bylaws?**
 - **Structural elements to better address 8th Principle?**
 - Policies and bylaws? A review of what exists now with an eye toward how they reflect our updated values
 - Committee agrees to dedicate time in at least a couple upcoming meetings to discuss and evaluate our policies and bylaws using this new lens.
 - Possibility of reaching out to other churches who have adopted to find out more about how they have altered some of their structural elements. This work will start in BOC, and may filter to this committee or to the larger board at a later date.
 - Some of this may implicate not just the policies and bylaws themselves, but the WSC inherent in the notion of "policies."
 - **Board size?**

- Maybe not a worthwhile discussion given the challenges that the church and this board are facing this year, unless it comes up in another discussion (for instance, we don't know where our 8th Principle conversations may lead, and we will go where we are called as we have that and other discussions). This committee does not currently plan to push for a board size discussion as an agenda item.
- Any additional clean-up prior to ministerial transition?
- Finance committee consult from new accountant on fair rental value of minister's home policy
 - This clause is ~15 years old and has not yet been updated. The law may have changed, and we should ensure that we are still in compliance with the law.
- Safe church policy
 - Cindy will review and the committee can revisit later.
- Append [Secretary's guide for minutes](#)?
- Other work?

4. Committee housekeeping.

- Volunteer for note taking for the year?
 - Caitlynn has volunteered to do this work. Adam is willing to help out any time Caitlynn needs a break.
- Assign words for future meetings
 - Adam October
 - Cindy November
 - Mindy December
 - Caitlynn January
- Feedback on process for sharing notes and agenda (e.g. does google docs work)?
 - Unanimous agreement that google docs and hyperlinks are working for us so far.
- Other items?

5. Process Observation: (comments by all)

We appreciate the depth of reflection. Productive meeting. Relaxed atmosphere. Ryan, Mindy, and Cindy active participants, Adam & Caitlynn continuing to find their feet and voice and increase participation.

Closing Words—Ryan

Maj Ragain - All the way to Heaven is Heaven

Attachments:

- Last Meetings Minutes

Full Zoom Info (if needed)

Join Zoom Meeting

<https://us02web.zoom.us/j/85811770053?pwd=Slkxdzk1bVdOdTh1MXFiSGNPYi9Vdz09>

Meeting ID: 858 1177 0053

Passcode: 570814

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FIRST UNITARIAN CHURCH OF PORTLAND BOARD OF TRUSTEES

Communications Committee

Sept. 7, 2021 Meeting

Minutes

The meeting convened via Zoom at approximately 6:40 pm. Attending were Barbara Morrison, Theo Harper (Chair), Mindy Clark, and Alan Connes.

Opening words were shared by Theo (Words by MLK)

The June 2021 meeting minutes were approved as written

Upcoming dates of note:

- 10/3/2021, Bill Sinkford Q&A Forum and Fin Comm Financial Review (combo event)
- 10/7/2021, October BOT meeting; Barbara M. will be out town
- 10/12/2021, October Communications Committee: Both Barbara and Mindy will be out of town on this date. Thus, October “Moderator” letter will need to go out straight from Comm Comm. Theo or Alan should send it straight to communications@firstunitarianportland.org
- October and future Comm Comm meetings: **Action Item (all)**: see attached sheet of opening/closing words assignments.

September Moderator Letter (<- **Action Item**). Ideas recommended to Mindy:

- Board efforts to live into the 8th Principle discussed at retreat and Sept Board meeting. Considering ways to measure accountability
- Thank the volunteers who are making the current round of congregant outreach calls.
- Final stages of Church 3-year goals
- Sr. Minister transition.

Comm Comm Priorities for 2021-22 Year. We discussed what the Committee considers important for the upcoming year

1. Board-sponsored forums. It was noted that dates for forums may not be on the Church calendar at this point. Board support of Sr. Minister transition and 8th Principle events may take precedent over separate forums.
 - a. Possible forum topics:
 - i. Present Church goals—Best in Fall?
 - ii. Sr. Minister Transition (especially in Spring)
 - iii. Financial goals (something more Finance Committee’s semi-regular “budget” forums that are already scheduled.)
 - iv. 8TH Principal (see forum idea below)

Action Item: make an agenda item for October Board meeting?

2. Senior Minister Transition
 - a. Generally: When / What / Where / How?
 - b. Support a Beyond Categorical Thinking training
 - i. MSC would lead but Board should make sure it is calendared / resourced
 - c. Communicate the ministerial selection process to congregation
 - d. **Action items:**
 - i. Mindy to
 1. schedule for candidating week and other ministerial transition events in UUA Settlement Handbook and discuss with Tom D/ BOC.
 2. Check in with Leah/MSD on Beyond Categorical Thinking
 3. Check in with BS re: desires for legacy / recognition.
 - ii. Alan to share names of members with “institutional memory” to past transitions.
 - iii. Barbara to research how call is taken; how fast are results communicated; how might this work in a virtual / hybrid setting

3. Living into the 8th Principle
 - a. Accountability.
 - b. Reach out to other church groups to gather accomplishments and planned actions:
 - i. Focus on actions, committed next steps, accomplishments (don’t just focus on what we *haven’t* done). Suggested we reach out to out Choir / RJAG / RE / Nom Comm
 - ii. Research other adopting church websites and glean actions / progress there.
 - iii. **Action Item:** Theo to reach out to Caitlyn/BLT to coordinate on outreach.
 - c. Sponsor forum on incarcerated (identify readings / books to be read in advance)
 - i. Evaluation of Ministry / Sr. Minister Covenant. This was a more general and it was indicated might get picked up for next year’s Board retreat. Idea was to consider 8th Principle goals (and accountability) when create the new covenant with the new Sr. Ministry and “evaluation of ministry” process. It was noted that examine of First Unitarian’s hierarchical structure and policy-based governance will be required.

Closing Reading by Theo (Words of John Lewis)

Meeting adjourned at approximately 8 pm

Respectfully submitted,
Alan Connes

COMMUNICATION COMMITTEE: Opening Reading Assignments

DATE	READER
SEPTEMBER 7	THEO
OCTOBER 12	ALAN
NOVEMBER 9	BARBARA
DECEMBER 7	BRAD
JANUARY 11	THEO
FEBRUARY 8	ALAN
MARCH 8	BARBARA
APRIL 12	BRAD
MAY 10	THEO
JUNE 7	ALAN

Finance Committee Minutes 9/28/2021

5:00pm

Attending committee members: Leila Wrathall, Alan Comnes, Andy Wilson (treasurer), Mindy Clark, Marilyn Mays

Non-Voting Board members, committee members, and Congregants: Ed McClaran, Stan Jewett, Jo Ann Foor

Staff: Reverend Bill Sinkford, Kathryn Estey, Zaida Cooper

Call to Order at 5pm

Opening words from Ed McClaran

Agenda reviewed by Andy Wilson M/S/C to approve May minutes

ET Update:

Kathryn asked Reverend Bill if he would like to give an update. His comments were that the staff is focused on regathering with a possibility for that regathering to happen sooner than he would have anticipated. Discussion included that the staff have invested time and the church has invested money in a Hybrid form for our worship when we return, recognizing that we now have a following from across the country and even outside of the USA.

August financials (Kathryn and Zaida)

We are ahead of budget in income, Rental income has held steady and the PPP loan has been forgiven. Expenses are within our budget and in some places lower than the budgeted amount. Quite a bit of discussion around what that PPP loan forgiveness means for the church, how it is handled technically, and what language makes sense to use. Further discussion included the future and the emerging church, with an increase in maintenance expenses as we begin to use the church facilities again while, at the same time, some staff members may continue to work remotely post-Covid. Some changes to the monthly financial report have come about as a result of Zaida and Kathryn working with the auditor, including greater detail about the bank balances in the reports.

Planning for the 2021-22 church year (all)

This church year is an audit year and a year when contract negotiations with the Union will take place. We are also looking at a return to the sanctuary for services coupled with continuing the online/hybrid services we are now doing. Much discussion about understanding our donor base, providing support for the upcoming pledge drive, providing support for the ministerial search committee. Reverend Bill said that going forward with the pledge drive the hope is that those who increased

their support last year will be able to continue at that level for support; that those who were not able to increase their support last year may be able to this year; and that those who have been hard hit by the pandemic, etc. will do and give what they are able to and give.

Congregant Update Forum scheduled for 10/17/2021 (with Rev. Bill's update)

No Other business was discussed

Closing words from Ed McClaran

Meeting adjourned at 6:15

Next scheduled meeting 26-Oct-21, 5:00pm PDT

Submitted by Marilyn Mays

First Unitarian Church						
Year-To-Date Summary						
For the 2 periods ending August 31, 2021						
Operating Fund						
	ACTUAL OPERATIONS YEAR TO DATE	ACTUAL OPERATIONS YEAR TO DATE	ACTUAL VARIANCE	BUDGET YTD	BUDGET VARIANCE	ANNUAL BUDGET FY22
	08/31/21	08/31/20	FY2022 TO FY2021	08/31/21	08/31/21	FY22
Church Operations						
Operating Income						
Pledge Income - 2020		152,480	(152,480)			
Pledge Income - 2021	168,008	12,000	156,008	124,229	43,779	641,622
Pledge Income - 2022	-	-	-	-	-	832,573
Contributions	7,133	13,919	(6,786)	17,000	(9,867)	102,000
Program Income	350	11,169	(10,819)	9,557	(9,207)	43,000
Rental Income	65,683	63,573	2,110	64,022	1,661	336,632
Other Income	2,459	-	2,459	417	2,042	2,500
Special Donation	-	1,000	(1,000)	-	-	-
Transfer from Foundation	-	-	-	-	-	73,000
PPP Funding	275,421	-	275,421	-	275,421	-
Total Operating Income	519,054	254,141	264,912	215,225	303,829	2,031,326
Operating Costs						
Payroll Expenses	233,370	247,941	(14,571)	260,223	(26,854)	1,564,313
Reimbursible Expenses	-	1,099	(1,099)	-	-	-
Occupancy Expense	31,195	27,909	3,286	34,067	(2,871)	204,400
Program Expense	18,581	19,052	(471)	30,708	(12,127)	244,868
Rental Expense	958	45	913	753	204	4,520
Administration Expense	11,577	7,897	3,680	10,525	1,052	63,150
Other Expense	-	-	-	233	(233)	1,400
Total Operating Costs	295,681	303,942	(8,262)	336,510	(40,829)	2,082,651
Net Church Operations	223,373	(49,801)	273,174	(121,285)	344,659	(51,325)
Reserve Account Deposits						
Annual Operating Reserve	6,771	7,156	(384)	6,771	-	40,627
Total Reserve Deposits	6,771	7,156	(384)	6,771	-	40,627
Net Church Operations After Reserve Deposits	216,602	(56,957)	273,559	(128,056)	344,659	(91,952)
Investment Income						
Dividend & Interest Income	328	501	(173)	-	328	-
Unrealized Stock Gain (Loss)	-	-	-	-	-	-
Net Investment Income (Loss)	328	501	(173)	-	328	-
Operating Surplus (Deficit)	216,930	(56,456)	273,386	(128,056)	344,987	(91,952)
Reserve Account Transfers						
Justice Begins At Home	0	0	0	0	0	14,311
Hessler-Deale Women in Ministry	0	0	0	0	0	2,000
Chesney-Deale Intern Minister Fund	0	0	0	0	0	15,000
Anniversary Fund OnPoint	0	0	0	0	0	2,500
Major Donor Reserve	0	0	0	0	0	29,527
Tax Rebate -Ministers/Staff Transitions	0	0	0	0	0	28,614
Total Reserve Deposits	0	0	0	0	0	91,952
Net Church Operations After Reserve Deposits	216,930	(56,456)	273,386	(128,056)	344,987	(0)
PPP Funding Adjustment	275,421	-	275,421	-	275,421	-
Adjusted Net Church Operations	(58,491)	(56,456)	(2,035)	(128,056)	69,565	

First Unitarian Church					
Monthly Operating Summary					
For the 2 periods ending August 31, 2021					
Operating Fund					
	ACTUAL OPERATIONS CURRENT MONTH AUG 2021	ACTUAL OPERATIONS PREVIOUS MONTH JULY 2021	OPERATIONS MO to MO VARIANCE	BUDGET CURRENT MONTH AUG 2021	BUDGET VARIANCE
Church Operations					
Operating Income					
Pledge Income - 2021	79,777	88,231	(8,454)	62,114	17,663
Pledge Income - 2022	-	-	-	-	-
Contributions	2,850	4,283	(1,433)	8,500	(5,650)
Program Income	175	175	-	6,598	(6,423)
Rental Income	27,861	37,821	(9,960)	27,261	600
Other Income	-	2,459	(2,459)	208	(208)
Special Donation	-	-	-	-	-
Transfer from Foundation	-	-	-	-	-
PPP Funding	-	275,421	(275,421)	-	-
Total Operating Income	110,663	408,391	(297,727)	104,682	5,981
Operating Costs					
Payroll Expenses	119,224	114,145	5,079	130,112	(10,887)
Reimbursible Expenses	-	-	-	-	-
Occupancy Expense	14,903	16,292	(1,390)	17,033	(2,130)
Program Expense	9,261	9,320	(60)	17,144	(7,883)
Rental Expense	300	658	(358)	377	(77)
Administration Expense	6,739	4,838	1,901	5,263	1,477
Other Expense	-	-	-	117	(117)
Total Operating Costs	150,427	145,254	5,173	170,045	(19,618)
Net Church Operations	(39,764)	263,137	(302,900)	(65,363)	25,599
Reserve Account Deposits					
Annual Operating Reserve	3,193	3,578	(384)	3,386	(192)
Total Reserve Deposits	3,193	3,578	(384)	3,386	(192)
Net Church Operations After Reserve Deposits	(42,957)	259,559	(302,516)	(68,748)	25,791
Investment Income					
Dividend & Interest Income	168	160	7	-	168
Net Investment Income (Loss)	168	160	7	-	168
Operating Surplus (Deficit)	(42,789)	259,719	(302,509)	(68,748)	25,959
Reserve Account Transfers					
Justice Begins At Home	0	0	0	0	0
Hessler-Deale Women in Ministry	0	0	0	0	0
Chesney-Deale Intern Minister Fund	0	0	0	0	0
Anniversary Fund OnPoint	0	0	0	0	0
Major Donor Reserve	0	0	0	0	0
Tax Rebate -Ministers/Staff Transitions	0	0	0	0	0
Total Reserve Deposits	0	0	0	0	0
Net Church Operations After Reserve Deposits	(42,789)	259,719	(302,509)	(68,748)	25,959
PPP Funding Adjustment	-	275,421	(275,421)	-	-
Adjusted Net Church Operations	(42,789)	(15,702)	(27,088)	(68,748)	25,959

First Unitarian Church					
Dashboard Report					
July 2021					
CAMPAIGN MONTHLY TRACKING					
Pledge Drive Statistics	2022 AFD	2021 AFD	2020 AFD	2019 AFD	**FOR REVISION
As Of	07/31/21	07/31/20	07/31/19	07/31/18	
All Members--					
Pledge Goal	-	1,535,000	1,600,000	1,506,750	
Pledges Received	-	-	4,368	1,448,399	
Percent of Goal	#DIV/0!	0.00%	0.27%	96.13%	
Pledging Households	-		896	954	
Average Pledge Received	-		1,625	1,518	
Payments Received	-		773,104	791,425	
Percent of Pledge	#DIV/0!	#DIV/0!	17699.3%	54.6%	
Attendance					
	**'Aug 21	**Aug 20		Aug 19	Aug 18
For the month (in sanctuary + livestream)	1,585	2,628	-39.69%	1,636	2,229
Total LiveStream (included above)	1,585	2,628	-39.69%	288	398
Total for the Fiscal Year	3,081	4,693	-34.35%	3,150	4,361
Average per Sunday for month	317	526	-39.69%	409	557
Average per Sunday YTD	342	521	-34.35%	394	545
** = 5-Sunday month	**Easter included	**Easter included		**Easter included	**Easter included
Christmas Eve/Solstice (Livestream)					
New Members					
	Jul '21 -Jun'22		Jul 20 - Jun '21		
Enrolled	0	-100.00%	4	-	
Number of Pledges Received	0	-100.00%	3		
Total Amount of Pledges Received	0	-100.00%	1,650		
Average Pledge	0	-100.00%	550		
Plate Contributions					
	FY22	Recipient(s)		FY22	Recipient(s)
Jul	1,353	Black & Beyond Binary Collaborative		Jan	
Aug	2,015	Various UU groups		Feb	
Sep				Mar	
Oct				Apr	
Nov				May	
Dec				Jun	
				Fiscal YTD	3,368
Aug 2021 recipients					
TRUUsT (Transgender Religious Professional UUs Together)		794			
AUUMM (Assn for UU Music Ministries)		437			
UU-UNO (Office of the United Nations)		437			
DRUUMM (Diverse & Revolutionary UU Multicultural Ministri		346			

First Unitarian Church

Statement of Cash Flows

For the Month Ending 8/31/2021

Beginning Cash & Equivalents Balance	1,720,986.88
Receipts	
Pledges & Contributions Received	82,627.16
Rents Received	27,861.30
Program Receipts	2,335.00
Interest/Gain-Loss on Investments	3,526.50
Restricted Fund Receipts	50.00
Total Receipts	116,399.96
Payments	
Payroll/Taxes/Benefits	(119,224.18)
Operating Expenses	(29,761.20)
Program Expenses	(5,446.76)
Increase/Decrease Prepaid Expenses	(7,932.15)
Acquisition of Property & Equipment	380.00
Increase/Decrease Accounts Payable	11,493.67
Miscellaneous Expenses	(153.47)
Total Payments	(150,644)
Net Cash In/(Out)	(34,244.13)
Ending Cash & Equivalents Balance	1,686,742.75

First Unitarian Church			
Notes to Financials August 2021 (department transactions greater than \$2,000)			
OPERATING INCOME			
Pledge income	YTD pledge income above budget		43,779
	Month pledge income above budget		17,663
Non-pledge contributions	YTD receipts below budget		(9,687)
	Month receipts below budget		(5,650)
Rental Income			
Tenants			27,861
OPERATING COSTS			
Administration			
	Partial audit fee		4,000
	Semi-annual insurance (distributed across departments)		9,553
Unallocated Expenses (Hybrid-In Person Svc)			
	Music offsite recording equipment		3,386
Occupancy			
Contract services			2,872
Repairs & Maintenance	Duct cleaning = 2,600; Fire&Safety = 3,218		8,038
Utilities			2,580
DASHBOARD			
New members			0
New pledges received			0
CASH/SECURITIES BALANCE			
MJS Lecture Series	investment gain		3,233
Fund 49 (Designated)	Active Accounts		
Auction			10,840
YRUU			18,907
Emergency Fund			33,713
Alliance			9,943
13 Salmon Shelter			13,721
Social Justice (Police Accountability)			10,775