

First Unitarian Church of Portland
Board of Trustees Meeting – October 6, 2022 – Agenda
Board (only) Deepening 6:00-7:00 pm, Board Meeting – 7:00-9:00 pm

Buchan Reception

Join Zoom Meeting:

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

Meeting ID: 829 3022 3125

One tap mobile

Passcode: 398649

+12532158782,82930223125# US (Tacoma)

Board Meeting

6:00 Board Deepening/Check-in (Board only)

7:00 **Convene**

- Chalice Lighting/Opening Words – Andy
- Determine Quorum
- Process Observer Review
- Review Agenda
- Review and Approve [Sept. meeting minutes](#)

Board Roles

Timekeeper – Adam
Process Observer –

7:05 **Congregant Comment Period**

7:15 **ET Update**

7:35 **Board updates/short discussion**

- Committee updates – reports attached
- Com Com
 - Update on Board Forum – Theo
 - Writing the Nov Board letter

Dates to Calendar

- AFD Kickoff – Oct. 16
- Board Forum – Oct. 30, 12:00 – 1:15
- Celebration Sunday – Nov. 13

7:45 **Consent Agenda**

- Approve revised [Board goals](#)

7:50 **Generative Discussion Topics**

- Board roles – Sustaining financial support
- Board roles – To whom are we accountable?

8:45 **Meeting Wrap-up**

- Closing comments, items for future agendas
- Communications Check
- Process Observations
- Closing Words – Andy

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.

Church Goals 2021-2024

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:

1. Continue, and enhance as we are able, our vibrant ministries in worship, music, adult and young people's spiritual education, and social justice.
2. Successfully complete the ministerial transition and establish covenantal relationships among the new minister, the congregation, staff, and Board.
3. 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.
4. 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.
5. Enhance and promote an ever-growing culture of generosity and financial sustainability.

Board Goals for 2021/24

1. Take action to improve our practices and model antiracist behavior as called for in the 8th principle. Continue to educate ourselves on the issues so that we can support the development of this work within the congregation.
2. Holding the mission of the church, engage in ongoing, generative conversations with the Executive Team and the congregation to:
 - a) Develop an understanding of the post-pandemic church that's emerging, as well as the pastoral needs and continuing connections among congregants.
 - b) Approve a revenue plan to sustain the mission of the church during this evolving period.

- c) Consider viable options for maintenance of our current physical plant and future development of the campus as is feasible.
- 3. Continue to support ~~the Ministerial Search Committee and~~ the transition to a new Senior Minister.
- 4. Develop and nurture a covenantal relationship with the new Senior Minister.
- 5. Consider the appropriate size for the board and, if a change is decided upon, refer a recommendation to the congregation for a vote

First Unitarian Church of Portland
 Board of Trustees Meeting, 1211 SW Main St, Portland, OR 97205
 Minutes of **September** Meeting (9/1/2022)

Board Members present:

X	Mindy Clark	X	Theo Harper		Barbara Morrison
X	John Bishop		Caitlynn Hill	X	Leslie Pohl-Kosbau
X	Ryan Deibert	X	Adam House	X	Roger Robinson
X	Julia Griffiths	X	Marilyn Mays	X	Andy Wilson

Absent: Caitlynn Hill, Barbara Morrison

Ministers and Staff present:

X	Alison Miller, Sr. Minister		
X	Tom Disrud, Assoc. Minister		
X	Katheryn Estey, Church Administrator		
X	Eli Poore, Intern Minister		

Assistant note taker: none

Timekeeper: Theo Harper

Congregants present: Joanne Foor, Nom Com representative

The meeting convened at 7:07 PM

Opening

- Opening Words – provided by Caitlynn Hill, read by Ryan Deibert
- Determined Quorum
- Process observer review: Ryan reviewed what the board has done in process review in past years. For tonight we will use the questions “Did you feel heard” and “Did you feel you heard others”.
- Review agenda: No items added or removed
- Review/approve previous meetings’ minutes: Minutes were not available and will be approved at the October Board meeting

Congregant comment: none

Board updates:

Dates to Calendar:

- Homecoming Sunday: Sept. 11
- Board Installation: Sept. 18
- Covenanting workshop: Sept. 24
- AFD Kickoff: Oct. 16
- Celebration Sunday: Nov. 13

ET updates:

- Staff is returning to the building for meetings and work
- Homecoming Sunday
 - Multi-gen service at 10:30
 - RE open house will follow service allowing youth and parents to meet the RE teachers and see the rooms
 - Light refreshments will be provided in the Buchan Atrium
 - UU the Vote letter writing will take place in Fuller Hall
- RE classes starting on 9/18
- Animal Blessing will take place in Columbia Park on 9/25
- Public health update
 - We will no longer be requiring proof of vaccination to attend service
 - We will continue to encourage masks and will have them available for those without one
 - Evening committee and group meetings will be returning to the church
- Annual Fund Drive
 - This year's theme is "Rooted in Ready" in keeping with the annual theme "Rooted in Relationship"
 - Kickoff is 10/16
 - Celebration Sunday is 11/17
 - No formal AFD chair this year; multiple people/groups will do videos in support of the drive
- First U staff
 - Coming back together and going through covenanting
 - All staff have been asked to share their job descriptions with ET. Those who don't have job descriptions will describe their portfolio. Through this process ET and staff will determine where we are adequately staffed, understaffed, or overstaffed. This will allow for more strategic use of resources.
 - Erin Tafuri has stepped into the Controller position
 - Beginning hiring process for new position of Communications Director

Consent agenda:

Authorize Rev. Alison Miller and Intern Minister Eli Poore to officiate at wedding ceremonies on behalf of the church.

- Motion moved by Leslie Pohl-Kosbau; seconded by Theo Harper; passed by unanimous vote

Generative Discussion:

Background documents shared with the board:

- [Paula Cole Jones Assessment Tool](#)
- [Charge to Transformation Team](#)

Discussion

- Ryan summarized the three types of work boards must do as a foundation for the generative discussion. The types of work are fiduciary, strategic and generative. In churches with professional staffs, the fiduciary work is done by staff with board oversight. In churches the size for First U, the board generally focuses on the strategic and generative work.
- Review/discuss how the [8th Principle \(8P\)](#) will be reflected in board's work this year
 - What does it mean for the 8P to live in our board work this year?
 - Examine our decision-making process. We use Robert's Rules of Order, but there are other models that are less hierarchical. Several alternative models were suggested: sociocracy, modified consensus, democratic rules of order (this model is under discussion at the UUA).
 - The book Reinventing Organizations by Frederic Laloux was suggested as a resource.
 - If we adopt a new model, we will need to ensure that there is ongoing orientation and training for people joining the board.
 - We need to continue the conversation about board size in light of the 8P.
 - It was suggested that class is another barrier in addition to race that impacts participation. It was also noted that the 8P focuses first on race because race has too often been pushed to the bottom when oppression is addressed in the US and that the 8P includes addressing other oppressions.
 - Last year each committee discussed how the 8P would inform its work. Those conversations need to continue.
 - The 8P should be included in our thinking about our space and changes to our campus.
 - A question was asked about First U's relationships with other smaller local UU congregations. We have very little formal interaction with them. Several are struggling and would like to see some support/collaboration with First U. One idea suggested is to gather with other UU congregations in the area to share what we are all doing in relationship to the 8P.
 - Accessibility was raised a barrier to greater participation in First U services and activities. We have done some things to increase accessibility, but not enough.
 - A question was asked about how we relate to capitalism, which underlies many oppressions.
 - The discussion concluded with noting that we need to come back to the 8P conversation with the intention to formulate concrete actions.

- Review of church goals and board 3-year goals

- The 2021/24 church goals are:

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:

6. Continue, and enhance as we are able, our vibrant ministries in worship, music, adult and young people's spiritual education, and social justice.
7. Successfully complete the ministerial transition and establish covenantal relationships among the new minister, the congregation, staff, and Board.
8. 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.
9. 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.
10. Enhance and promote an ever-growing culture of generosity and financial sustainability.

- The board does not revise these goals on its own as they were generated in a congregation-wide process.

- It was noted that there is no goal to ensure that First U provides a healthy workplace for staff. This should be considered when the church goals are updated next year.

- The 2021/24 board goals with discussed revisions are:

6. Take action to improve our practices and model antiracist behavior as called for in the 8th principle. Continue to educate ourselves on the issues so that we can support the development of this work within the congregation.
7. Holding the mission of the church, engage in ongoing, generative conversations with the Executive Team and the congregation to:
 - d) Develop an understanding of the post-pandemic church that's emerging, as well as the pastoral needs and continuing connections among congregants.
 - e) Approve a revenue plan to sustain the mission of the church during this evolving period.
 - f) Consider viable options for maintenance of our current physical plant and future development of the campus as is feasible.
8. Continue to support the Ministerial Search Committee and the a successful transition to the new Senior Minister.

9. Develop and nurture a covenantal relationship with the new Senior Minister.
10. Consider the appropriate size for the board and, if a change is decided upon, refer a recommendation to the congregation for a vote.
 - Goal 2a will be a year-long conversation as we see what happens with in-person and virtual attendance, RE participation, and the work of various church groups.
 - The question was raised about how we can engage financial support from virtual attendees. People who attended in-person prior to COVID have continued to pledge/donate. Those who came to First U starting during COVID have not.
 - For goal 5 the board needs to redo the information/discussion work it did two years ago with Susan Beaumont as we now have seven board members who did not go through that preparation.

Meeting Wrap-up

- Closing comments
 - Need to schedule social meeting with Nom Com
- Communications Check – nothing of note
- Process Observations
 - Did you feel heard? Yes
 - Do you feel that you heard others? Yes
 - Several commented that the discussion flowed well and that hearing others comments stimulated their thinking.
- Closing words - provided by Caitlynn Hill, read by Ryan Deibert - “It Starts with a Spark” by Linda Susan Ulrich

The meeting adjourned at 9:00

Respectfully submitted,

Mindy Clark

Board Secretary

GOVERNANCE COMMITTEE MINUTES

Chair: Caitlynn Hill

Committee Members: John Bishop, Ryan Deibert, Adam House, Marilyn Mays

DATE AND PLACE: Wednesday, September 14, 2022, 7-9 p.m.

Light Virtual Chalice

Opening Words—Caitlynn

Check-in and Announcements

Acceptance of [Last Meetings Minutes](#)

Agenda Items:

1. Bylaw (**changes voted on by congregation**) language change - **approved; will hold for consent agenda**
 - a. **Section 3. Denominational affiliation.** This church shall be a member of the Unitarian Universalist Association and the Pacific Northwest District of the UUA.
 - i. The UUA no longer uses the term “district;” they now use “region.” We should update the sentence to say: “Pacific Northwest Region.”
2. Gov Comm as a standing committee - **Is it in the policy? Caitlynn will check**
3. (From last year) Clearer policy/process for developing board leadership slate
 - a. **Increased transparency about the process**
 - b. **Nominating committee for leadership?**
 - c. **Need to carry this conversation to next year.**
4. **Other goal for this year:**
 - a. **Bylaw and policy review especially through lense of 8th P.**

Closing Words—Caitlynn

Adam Words for next time

**FIRST UNITARIAN CHURCH OF PORTLAND
BOARD OF TRUSTEES
Communications Committee Meeting Minutes
September 6, 2022**

ComCom meeting convened via Zoom at 6:35 p.m.

Present: Theo Harper (Chair), Barbara Morrison, Leslie Pohl-Kosbau
Mindy Clark

Reading: Barbara, Wild Geese by Wendell Berry

The June minutes were approved and accepted as written.

Discussion of this year's Board Forums.

Generally in fall, winter and spring (for voting updates).

Ideas for discussion:

Congregant interactions with the Board

Improving our welcome format

Radical Hospitality (Mindy found an article about this online by Marilyn Sewell)

Transition- new minister, new Board members, new administration, changing culture

How to tie our ideas to the 8th principle.

Should we bring Forum ideas to the Board for discussion?

Theo will bring first to BOC.

Leslie will check on the mechanics for presentation with Jason.

Ideas for September Moderator letter:

Welcome people back to Church

Animal Blessing on September 25th at Columbia Park at 1PM-bring stuffed animals

Welcome kids back to RE

Appreciation for staff

Homecoming Sunday and return to regular schedule

Verification of any COVID rules

Return to night and after service meetings

Planning for Forums- Board has been working over the summer

Four new Board members-name them

Ask for ideas for Forums

Theo will write the final draft of Moderator letter

Discussion about updating website and who has access.

How to live out the 8th principle.

Reaching out by ET to local schools

Mindy will bring this topic to the BOC-ask Tom about Forum dates.
Have mid-month meeting week sometime during the 26th at 6:30 p.m.

Board picture will be taken at the October meeting.

Final Reading: Barbara read a quote by Princess Diana

Meeting adjourned at 7:50PM

Submitted by Barbara Morrison, secretary

**First Unitarian Church
Portland Oregon
Finance Committee Minutes
09/27/22 5:00pm**

Attending Board of Directors committee members: Andy Wilson (treasurer), Marilyn Mays, Julia Griffiths

Board members: Theo Harper

Committee members and Congregants: Ed McClaran, Linda Craig, Jo Ann Foor, Stan Jewett

ET: Rev. Alison Miller, Kathryn Estey

Call to Order at 5pm

Opening words from Andy:

{Marcus Aurelius, *Meditations* book 4: “Think always of the universe as one living creature”}

Happy birthday and welcome to the committee to Julia!

ET update (Kathryn)

- Personnel changes over the summer. Zaida Cooper retired; Erin Tafuri moved into the finance role. The firm of Smith-Matlock-Jones (SMJ) took over the bookkeeping role from Tanya.
- Due to the changeover to SMJ’s format, July/August results are not yet ready to review. Will be ready for the October meeting. o (Linda) SMJ should be invited to an upcoming meeting to review the format changes
- Review of June (end of CY2021-22) results showed revenues \$162K over budget (including \$125K one-time gift). Expenses \$42K over budget.
- New members signing the book same as previous church year, 20.
- Kern-Thompson is proceeding with pre-audit review of church financials. KT will be requested to brief the committee before making a final report to the Board.
- AFD: The committee and the entire Board are eager to participate, in any capacity needed. ATW agreed to provide a Finance update at the Board open forum with the congregation 10/30.
- The Church is eligible to apply for the federal Employee Retention Credit in addition to loan forgiveness, already received, under the Payroll Protection Plan. The Church has engaged a specialist, operating on a commission basis, to prepare the application. Jo Ann and Linda graciously agreed to help gather data needed to support the application. Rev. Alison’s former congregation in Moorestown has already successfully applied for ERC.

Generative discussion re: Church and Board goals (all):

Open discussion of both sets of goals and how Fincomm supports them. Fincomm

should take the lead on Church and Board goals build a strong financial base. Some discussion about whether this implies Fincomm growing its role to include stewardship. The Church has not had a Stewardship committee for some years now.

Fincomm definitely supports the goals of assisting Rev. Alison and the ministerial transition.

Re: the Board goal of addressing Board size, as input to an evaluation, Fincomm (& the other committees) should report on the person-hours of Board work needed to perform our jobs.

The scope of future financial needs is intimately tied to staffing and physical plant needs for the emerging church. Rather than sitting on our hands waiting for a detailed plan for the emerging church, Rev. Alison charged us with working on what can be done now to prepare for a changing environment.

Opens (all)

Ed to provide words for October.

Closing Words (ATW)

{*Meditations*, book 12: “You will be worthy of the universe that gave you birth”}

Next meeting

10/25/2022, 5-6:30pm PDT

Meeting adjourned at 6:25

Submitted by ATW