

First Unitarian Church of Portland
Board of Trustees Meeting – November 3, 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 – John
- Determine Quorum
- Process Observer Review
- Review Agenda
- Review and Approve [June meeting minutes](#), [Sept. meeting minutes](#), [Oct. meeting minutes](#)

Board Roles

Timekeeper – Marilyn
Process Observer –

7:05 **Congregant Comment Period**

7:15 **ET Update**

7:35 **Board updates**

- Committee updates – reports attached

Dates to Calendar

- Celebration Sunday – Nov. 13

7:40 **Consent Agenda**

- Approve revised [Board goals](#)

7:45 **Short Discussion**

- Review/approve covenant between board and Rev. Alison Miller (led by Adam/Mindy)
- Debrief Board Forum (led by Theo)

8:05 **Generative Discussion Topics** (led by Caitlynn)

- Investing in expanded leadership

- Where are the opportunities for congregants to experience leadership development?

8:45 **Meeting Wrap-up**

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

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 June 2, 2022
Held via Zoom and In-person (Buchan Reception)**

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

Incoming Board Members present: Leslie Pohl-Kasha, Roger Robinson, John Bishop

Board Members Absent: Ameena Amdahl-Mason

Ministers and Staff Present: Rev. Tom Disrud, Kathryn Estey

Congregants present: Dottie Chidester

Minutes taken by Caitlynn Hill and Dottie Chidester

Convened at 7:05 pm

Opening Words by Leila - "Shabbat Moment" by Marge Piercy

Determine Quorum - there is one

Review Agenda - Caitlynn

Timekeeper - Barbara

Process Observer - BLT

Comments:

- There are additions to Consent Agenda
- No comments from congregants
- New board members present don't have a vote at this meeting

Updates

- Committee updates – reports/minutes attached
- Com Com – looking at how to get more congregants involved; send info about reports and/or other info we think would be good for new board members.
- Register for GA – good to have church leaders at GA

Dates to Calendar

- 6/12/22 – counting vote for Emeritus status for Bill
- 6/17/22 at 7:00 – Board dessert

ET Update

- 6/12 – flower service
- 6/19 - Bill Sinkford to be honored; Susan Gray preaching; releasing of vows between minister and congregation when he was first called;
- \$158,000 raised for Bill's scholarship fund
- Planning for the annual fund drive
- Carter Smith to serve as summer Minister.
- Aug 1 – new intern coming
- Allison in pulpit beginning in Sept.
- Summer - one service at 10 am starting July 3rd

- June 26th - Gen. Assembly Worship Service - must register before with vax status
- No service in the sanctuary
- Zaida retiring at the end of July; hiring a bookkeeping service per advisor recommendation

Consent Agenda

- Certify vote for Senior Minister call – 99.2%
- Certify vote for the annual ballot
- Approve Board Officers for 2022-2023
 - Moderator – Ryan Deibert 1st Vice Mod – Theo 2nd Vice – Caitlynn
 - Treasurer – Andy Wilson
 - Secretary – Mindy Clark
 - Com Com Chair/First Vice Moderator – Theo Harp
 - Gov Com Chair/Second Vice Moderator – Caitlynn Hill
 - BLT Chairs – Marilyn Mays & Caitlynn Hill
- Approve contract with Susan Matlock Jones & Assoc. for accounting/bookkeeping services (see attached)
- Move that the following Board officers and Staff, and no others, are authorized to sign checks and otherwise act on behalf of First Unitarian Church for our four accounts held at Beneficial State Bank for the July 1, 2022-June 30, 2023 church year:
 - Moderator – Ryan Deibert
 - Treasurer – Andy Wilson
 - Secretary – Mindy Clark
 - 1st Vice Moderator – Theo Harper
 - Second Vice Moderator – Caitlynn Hill
 - Associate Minister – Rev. Thomas Disrud
 - Church Administrator – Kathryn Estey
- Move that these people be removed as authorized signers on our four Beneficial State Bank accounts:
 - Cynthia Cumfer
 - Kathryn Ludlow
 - Barbara Morrison
 - Bill Sinkford
 - Leila Wrathall
- Move that the following Board officers and Staff, and no others, are authorized to sign checks and otherwise act on behalf of First Unitarian Church our account held at UBS Financial Services for the July 1, 2022-June 30, 2023 church year:
 - Moderator – Ryan Deibert
 - Treasurer – Andy Wilson
 - Secretary – Mindy Clark
 - 1st Vice Moderator – Theo Harper
 - Second Vice Moderator – Caitlynn Hill
 - Associate Minister – Rev. Thomas Disrud
 - Church Administrator – Kathryn Estey

- Move that these people be removed as authorized signers on our account held at UBS Financial Services:
 - Cynthia Cumfer
 - Kathryn Ludlow
 - Barbara Morrison
 - Bill Sinkford
 - Leila Wrathall
- Move that the following Board officers and Staff, and no others, are authorized to sign checks and otherwise act on behalf of First Unitarian Church for our account held at OnPoint Credit Union for the July 1, 2022-June 30, 2023 church year:
 - Moderator – Ryan Deibert
 - Treasurer – Andy Wilson
 - Secretary – Mindy Clark
 - 1st Vice Moderator – Theo Harper
 - Second Vice Moderator – Caitlynn Hill
 - Associate Minister – Rev. Thomas Disrud
 - Church Administrator – Kathryn Estey
- Move that these people be removed as authorized signers on our account held at OnPoint Credit Union:
 - Cynthia Cumfer
 - Kathryn Ludlow
 - Barbara Morrison
 - Bill Sinkford
 - Leila Wrathall
- Theo moved to approve the consent agenda; Cindy 2nd, unanimous approval

Generative Discussion

- Evaluation of Ministry (see attached) – Lead by Gov Com / Ryan
 - New format this year – to reduce the length/commitment to the congregational survey
 - Relied heavily on the ET report
 - Survey was shorter and open ended
 - Compiled responses rather than an analysis
 - Report offers an executive summary
 - Eval focus on this being a year of prolonged emergence from COVID as well as a lot of uncertainty.
 - ET provided data regarding attendance and method (in-person v. virtual) of attendance over time.
 - Declines in pledge units with an increase in average pledge amount (have been within 90% of annual fundraising goal)
 - ET looking at attendance and pledging (increasing amounts), found stable, strong church.
 - Important to have attention to youth and young adults
 - Congregants asking for greater racial and age diversity

- Successful search and call of a new minister
 - Honoring Bill for his service
- Feedback from Board members and congregants that the shorter format is preferred
- Barbara – open ended Qs are more meaningful and remembers comments more than data
- Theo – “heroic” ET and staff over the past two years; communicate to the congregation that you can go onto the website and find the packet for meetings.
- Caitlynn – questions about future pledging
- Was this sufficient/informative/useful?
 - Mindy – small sample size – hard to generalize to the entire congregation; more promotion next year and other tasks to get more participation; include language in the report about the size of the sample; look for themes in the responses
 - Andy – distinguishing between in-person and virtual attendees (75% said they would prefer to be in person)
 - Theo – not everyone was aware; do more promoting
 - Tom – some fatigue because of the MSC survey
 - Mindy – publish the report of the website; summary is very helpful
 - Cindy – who is the audience that this info is being presented to?
 - Theo – include appreciation for congregant participation
 - Cindy – overall liked it and is an improvement from previous year because of the level of involvement
 - Alan – in the past did direct outreach to RE community and Brad went to YRUU to do it with folks
 - The audience should be the congregation, an audience of future historians, and especially Rev. Allison
- What findings are important to highlight for Allison?
 - Barbara – rates of pledges
 - Leslie – Being honest and open with her is the most important thing to do
 - Adam – Eval echoes themes from conversations in candidating week
 - Andy – we don’t expect her to have the answers to all the questions on the table; we want to be partners in developing the answers
 - Caitlynn – share our intentions and goals to be more inclusive with our survey
 - Cindy – highlighting the importance of the 8th principle and how we are trying to integrate it into our work
 - Theo – a history of what we’ve done over the past few years; Data/report does not reflect this things that have happened after the survey
 - Alan – some areas where ministers have “over-functioned for us” and stewardship is a big one of those; may be a shifting in responsibilities for the board
- Were there questions that might guide our work together next year:
 - Caitlynn - How else will we improve this survey?

- Cindy - What is happening with the long-term planning of the block?
- Ryan – what does it look like to be part of a congregation that is significantly online?
- Adam – how do we do that while keeping everyone equally involved?
- Cindy – How can we reach out to and retain older folks who have gone through changes in their lives that may have taken them out of contact?
- Caitlynn – how/will our identity shift without a black minister?
- Marilyn – how to integrate RE with the larger church?
- Proposal:
 - emphasize small sample size/bias in the summary
 - express appreciation for participation
 - sufficient emphasis in summary around importance of 8th Principle work
 - updated data on candidating week/congregational participation.
- Motion by Adam, seconded by Caitlynn, passed unanimously to take this evaluation of ministry with edits from tonight’s comments.

Meeting Wrap-up

- Closing comments, items for future agendas
 - Barbara – thank you to Mindy as moderator
- Communications Check
 - Add link to survey summary to moderator letter
 - Will wait a week to publish letter in order to allow for survey revisions
- Process Observations
 - difficult to hear with masks, helpful when folks speak out; microphone?
 - needed introductions for the incoming members
 - incoming members need the board packet
 - easy to lose track of folks on the video

Closing Words – Leila – John O’Donohue – A new Beginning

Board went into Executive Session: 8:30 pm

Board came out of Executive Session: 8:50 pm

Adam moved to ratify union contract as proposed by the ET, 2nd – Marilyn, passed with unanimous vote

Adjourned: 8:59 PM

First Unitarian Church of Portland
 Board of Trustees Meeting, 1211 SW Main St, Portland, OR 97205
 Minutes of **September** Meeting

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:

 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.
- 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:
 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~~ a successful transition to the 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.
 - 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

First Unitarian Church of Portland
 Board of Trustees Meeting, 1211 SW Main St, Portland, OR 97205
 Minutes of **Oct 6, 2022** Meeting

Board Members present:

X	Mindy Clark	X	Theo Harper		Barbara Morrison
	John Bishop	X	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: John Bishop, Barbara Morrison

Ministers and Staff present:

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

Assistant note taker: none **Timekeeper:** Adam

Congregants present: none

The board meeting convened at 7:02 PM

Convene

- Opening Words – Andy, “The Shortness of Life,” Seneca
- Determined Quorum
- Process observer review – all report feeling that they were heard in the Sept. meeting
- Review agenda:
- Review/approve previous meetings’ minutes – links in the agenda were incorrect; minutes for the June., Sept., and Oct. meetings will be approved at the Nov. meeting

Dates to Calendar

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

ET updates:

- Annual Fund Drive
 - Theme is “Rooted and Ready”
 - Packets have been sent to the printer
 - 470 of our current pledgers are sustaining pledgers; they accounted for \$924,000 in FY 22-23, which is 58% of goal
 - FY 22-23 goal is \$1,6 million
 - We have fewer pledging units and average pledge has been increasing every year

- There is a new Covid protocol that has been sent out via Front Steps

- Masks are welcome and strongly recommended, especially in more crowded indoor spaces. We also recommend that everyone who is eligible be vaccinated and boosted. Some groups and classes that meet in our congregation may choose to continue to require masks. And a reminder that with the coming flu season masks are a good way to prevent the flu. Please be mindful to accommodate the needs of our members, friends, or staff who may have a disability, such as someone who is immunocompromised.
- HR Update
 - A Human Resources consultant has been engaged
 - Creating a “Team of Teams”
 - Personnel policies will be revised and updated
 - Staff are writing descriptions of their jobs and as they are doing them now
 - Looking at appropriate levels of staffing – where are we understaffed, where are we overstaffed, what would we like to staff that we aren’t doing now
 - Our most recent 3-year contract with the union brought our salaries from the minimum level to the maximum level on the UUA guidelines
 - The UUA is revising its compensation guidelines; the largest churches will no longer be covered by the guidelines; we are one of the ten large churches affected by this
 - Staff contributions for the cost of healthcare vary from 10% to 30%; evaluating this as a pay equity issue
- We have been asked to be the permanent host of the Trans Day of Remembrance; this year it will be held on Nov. 19.
- This is a true audit year; the new contract bookkeeper is working out well
- 7,000 letters of our 10,000-letter commitment for UU the Vote have been completed
- We met the phone banking challenge and DeReau has dyed his hair blue
- Group/committee meetings are taking place at night on Tuesdays, Wednesdays and on Sunday

Board Updates

- Theo reported on the plans for the Board Forum on Oct 30; the agenda is:
 - Opening words and chalice lighting - 5 min - Ryan
 - Board introduction – 15 min – all
 - Covenanting with Rev. Alison - 5 min - Leslie
 - Description of policy-based governance – 5 min - Ryan
 - Ask audience what they think board work and duties are – 5 min - Theo
 - Description of board work/duties (include 8P) - 5 min – Theo
 - Finance/fund drive – 5 min - Andy
 - Description of assessment of ministry – 5 min - Caitlynn/Adam
 - Questions and Answers - 20 min - Ryan
 - Closing – 5 min - Julia
- Andy will upload his slides from the finance update and other speakers will add their slides

- Com Com is asking all board members to consider writing the board letter one month; Andy volunteered to do it for Oct.; Mindy will put a sign-up sheet on the Google drive for the other months and send out the link

Generative Discussion:

- Board roles – Sustaining financial support
 - ET extended three invitations to the board:
 - If you aren't a sustaining pledger, please consider becoming one
 - Board to host celebratory coffee hour after the service on Celebration Sunday – we have done this in the past
 - Board to make thank you calls to pledgers
 - Question: How would we reallocate resources if there is a change in pledging?
 - Question: How do we connect with online members in ways that will encourage them to pledge? Many organizations struggle with monetizing online participation.
 - How is pledging connected to spiritual growth?
 - What do we know about our donor base?
 - Why do people donate?
 - Who are the donors of the future?
 - Should the role of the finance committee be expanded to include stewardship?
 - What bodies other than the board could be created to help with stewardship?
 - Do we need a membership committee to help people integrate into the church after they join?
- Board roles – To whom are we accountable?
 - With whom are we communicating? How often?
 - When we do the evaluation of ministry, from whose perspective are we looking at it?
 - To people who don't know about Unitarian Universalism.
 - Can we be a place of healing by those who have been hurt by religion?
 - Can we be a place for the “nones” who weren't raised in a faith and are seeking deeper spiritual connection?
 - We can be more accountable to staff – helping to create a culture of wellbeing for staff and volunteers
 - How are Portland's demographics changing? Where can we reach out to attract people who aren't attending now?
 - Align our accountability with people where they are oppressed
 - We can better communicate the “good news” of what we support in the community (partners, shared plate)
 - We are accountable to the downtown community and to our neighbor congregations
 - We are accountable to other UU congregations in the area

Meeting Wrap-up

- Future meetings
 - Schedule time in the Nov. board meeting to debrief the forum

- BOC to consider if we can add a mic to board meetings to make hearing easier
- Communication check
 - Note in the board letter that evening meetings have started again
- Process check – all felt heard and that they heard others
- Closing words – Andy from the writings of Seneca

The board meeting adjourned at 9:00 PM

Board Goals 2021-2024 (draft update 2022)

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 with 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.

GOVERNANCE COMMITTEE MINUTES

Chair: Caitlynn Hill

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

DATE AND PLACE: Wednesday, October 12, 2022, 7-9 p.m.

Opening Words— Adam

Check-in and Announcements

Acceptance of [Last Meetings Minutes](#)

Last month:

1. Gov Comm as a standing committee - Is it in the bylaws? **Missing from standing committee section. References the board's ability to establish committees to fulfill board functions. Bylaws can be broader than the policies.**
 - a. **Request for education on the process of creating/changing policies.**
2. Other goal for this year:
 - a. **Bylaw and policy review especially through lens of 8th P. - we will all go through them both to read with the lens of the 8th Principle. How will we know, as members of the dominant culture, that we are addressing privilege wholly?**
 - b. **Read through them as a first pass review and dig into in depth in different meetings**

New Business:

1. Slides for the Board Forum explaining Assessment of Ministry - **Caitlynn and Adam**
2. Making the congregational survey more in line with the 8th Principle. **How to operationalize it.**
 - a. **As we read through policies and bylaws we can look at the process of meeting our goals.**
 - b. **How to measure and get feedback from the people we are under-serving/not serving?**
 - c. **Identifying the people we are accountable to as targets for Gov Comm to talk to.**

Closing Words—Adam (performed by Caitlynn) **Next time: Ryan**

FIRST UNITARIAN CHURCH OF PORTLAND
BOARD OF TRUSTEES
Communications Committee Meeting Minutes
October 11, 2022

Com Com meeting convened via Zoom at 6:35PM

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

Reading: Leslie Pohl-Kosbau read from "How to Love the World" by Crews, editor

Ideas for November Moderator Letter

Andy will write a section about the upcoming pledge drive.

A suggestion to remember to tell the "good news".

Mention the Animal Blessing.

Suggestion to mention one of our church groups i.e., Lay Ministers.

Upcoming Alliance Winter Sale-Barbara will write up a paragraph.

Discussion of upcoming Board Forum (October 30th, noon to 1:15)

Kathryn will be making the slides and announcements will be in the Front Steps

The slides will be self-evident (script and highlights will be on slides)

Mindy will administer the Zoom Room (recording, admitting, checking chat).

There will be a pre-run-thru on October 24th.

Theo will emphasize our transition year and how the Board and ET will work together.

Theo will speak to the Board duties: fiduciary, strategic and visionary.

Opening: Ryan

Introduction of Board: Ryan

Covenant: Leslie

Policy Board Governance: Ryan

Finance: Andy

Reading and Closing

Questions: Theo

Run slides by Alison and Tom for approval

Theo will pick up pizza for pre-forum meal

Theo will call John to reserve Channing room

Celebration Sunday

Alison has asked the Board to handle the after service party.

Barbara will contact Kathryn about food, etc.

Estimate about 500 ice cream sandwich bars

Reading: Leslie read # 539 from our church hymnal

Meeting adjourned at 8PM

Submitted by Barbara Morrison, secretary

**First Unitarian
Church Portland
Oregon
Finance Committee Minutes (Corrected 10/25) 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)

- ② Personnel changes over the summer. Zaida Cooper retired; Erin Tafuri moved into the finance role. The firm of Susan Matlock Jones (SMJ) took over the accounting role from Tanya.
- ② 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
- ② Review of June (end of CY2021-22) results showed revenues \$162K over budget (including \$125K one-time gift). Expenses \$42K under budget (great job of expense control by the ET).
- ② New members signing the book same as previous church year, 20.
- ② 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.
- ② 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.
- ② 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

UU Church Portland
Finance Committee
Minutes October 25,
2022

In attendance: Andrew Wilson (chair), Roger Robinson, Stan Jewett, Jo Ann Foor, Marilyn Mays, Ed McClaran, Julia Lee Griffiths, Josh Soske, Linda Craig, Erin Tafuri, Rev. Alison Miller, Kathryn Estey

Ed, Opening Words: Mother Teresa, Joan Markey, Maya Angelo, among others

Approval of last month's minutes with slight correction. M/S/C

ET Update (Kathryn and Erin)

Kathryn: We will have July/August/September financials from SMJ. Conversion of the budget into their format is now complete.

Erin: review of the Campaign Performance Analysis from 2022 AFD and 2021 AFD.

We are seeing a trend that more givers are paying pledges as required minimum distributions from IRAs, and, therefore, such contributions tend to come at year-end.

Kathryn: Income/Expenses for 2022 vs. 2021; ET will continue to get more info from SMJ, but we are now seeing actual numbers. The process of the switch to SMJ is taking longer than anticipated.

Discussion on SMJ attending the Finance Committee Mtg. in November to walk through the numbers and how to read their types of reports. We expect SMJ to go ahead and attend the November meeting.

Next Meeting on Tuesday, 22 November 2022. A quick poll showed enough board members will be in attendance for a quorum.

Follow up discussion on this committee's relationship to stewardship.

Julia: we need a Membership Committee to help the congregation involve themselves with the church and stewardship.

Alison: in her old church there was a staff member who oversaw both membership and stewardship.

Josh: Membership could facilitate and host new members to integrate into this large church. initiate a buddy system.

Is the Stewardship function part of what Finance should do? Discussion followed. Several members felt that Stewardship is a distinctly different task from Finance.

Discussion about a membership committee that may or may not include stewardship.
More volunteers would be needed. Some staff time is available. Need to be present on
social media

Ed: Closing words. Stan to provide November words.

Minutes submitted by Roger R.