

First Unitarian Church of Portland
Board of Trustees Meeting – December 1, 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 – Barbara
- Determine Quorum
- Process Observer Review
- Review Agenda
- Review and Approve [Nov. meeting minutes](#)

Board Roles

Timekeeper – Julia
Process Observer –

7:05 **Congregant Comment Period**

7:15 **Board updates**

- Committee updates – reports attached

7:20 **Dates to Calendar**

7:20 **ET Update**

7:40 **Consent Agenda** - none

7:45 **Meeting Wrap-up**

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

7:55 **Board Social**

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 **November 3, 2022** Meeting

Board Members present:

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

Absent: Ryan Deibert, Adam House

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: Marilyn Mays

Congregants present: Steven Storla, representing Nom Com

The board meeting convened at 7:10

Convene

- Opening Words – Caitlynn – “Blessing of Solitude” by John O’Donoghue
- Determined Quorum
- Process observer review – none
- Review agenda:
- Review/approve previous meeting’s minutes: Leslie moved and Barbara seconded motion to approve all three meeting’s minutes. Passed unanimously.
 - June 2022
 - Sept. 2022
 - Oct. 2022

Congregant comment: none

ET updates:

- Season of Giving
 - Pledged amount is \$1,160,014 as of Thursday
 - 565 pledges received
- Work on job descriptions and appropriate staffing levels continues
- Org chart is done
- Rentals
 - Northwest Academy will continue to rent our facilities though at least June 2024
 - Doing some other rentals on a case-by-case basis (just hosted the anniversary of death with dignity event)
 - No plan to do weddings right now

- Trans Day of Remembrance is Nov. 19 at 4:00 PM
- Book launch for Carleton Smith's book is Nov. 12 from 2:00-4:00 PM

Board updates:

Dates to Calendar: Celebration Sunday – Nov. 13

- Board to provide ice cream treats, including a vegan option
- Banner
- Flowers and/or balloons
- Mindy and Barbara volunteered to gather the above
- Will need at least 8 board members to hand out treats on Celebration Sunday

Consent agenda:

Approve revised [Board goals](#): Andy moved and Roger seconded motion to approve. Passed unanimously.

Discussion/action items:

- Review/approve covenant between board and Rev. Alison Miller. Caitlynn moved and Barbara seconded a motion to approve the covenant. Passed unanimously.
- Debrief Board Forum
 - Good engagement: 30 in-person, 11 online
 - Good topic
 - Good preparation
 - Good to have different voices presenting; positive example of shared leadership
 - Need to check what the sermon/service is for the next forum. The service of remembrance probably wasn't a good day to have the forum
 - Let people know they can only ask one question until everyone who wants to ask a question has had an opportunity to do so
 - Bring copies of the agenda with timing for all board members

Generative Discussion: Investing in expanded leadership: Where are the opportunities for congregants to experience leadership development?

- How can we include youth? What can we learn from them? Need to ask them if they are interested in being on the board. If we add youth, should there be two youth with one vote between them?
- Should there be new standing committees of the board that include congregants?
 - A membership committee - this would need some, limited staff support, but must be managed by volunteers
 - A volunteer/membership committee with data of skills and staff assistance.
 - Stewardship committee
- Have we considered having a representative board' choose board members to represent specific groups? This is not an appropriate model for large churches. Experience has shown that large churches need board members who are accountable to the whole congregation
- How can we spread tasks out to subgroups? Be less hierarchical.
- Hold regular café conversations – take a topic the board is working on and get congregational input.

- First suggestion is to ask what congregants see as the emerging church
- Possible first conversation in January
- Will need childcare to ensure all can participate
- Com Com volunteered to discuss the café idea and come back to the board with a plan for review
- Another model for sharing ideas is the “fishbowl.” One group is in the middle and discusses a topic while a second group is on the outside observing. Then switch roles.
- The UUA has a leadership group that provides online training.
- Hold a Leadership Day with the board, leaders of groups in the church (e.g., music council, Alliance, etc.), and those interested in learning about leadership,
- Nom Com asked that the board share ideas for interview questions for potential board members with them.

Meeting Wrap Up

- Closing comments, items for future agendas - none
- Communications Check
 - Julia volunteered to author the board letter for November
 - Mindy will send the signup sheet link for the other months
- Process Observations
 - Everyone spoke more than once
 - All felt heard and that they heard others
- Closing Words – Caitlynn, “A Blessing” by John O’Donoghue
- Meeting adjourned at 8:57 PM

GOVERNANCE COMMITTEE MINUTES

Chair: Caitlynn Hill

Committee Members: John Bishop, Ryan Deibert, Adam House

DATE AND PLACE: Tuesday, November 1, 2022, 7-9 p.m.

Opening Words— Ryan

Check-in and Announcements

Acceptance of [Last Meetings Minutes](#)

Last month:

1. **Request for education on the process of creating/changing policies.**
 - a. Bump this to the next meeting

Generative Conversation

2. Bylaw and policy review especially through the lens of 8th P.
 - a. Continue to review policy and bring feedback to the group.
 - b. Special attention to policies related to relationships

Closing Words—Ryan

FIRST UNITARIAN CHURCH OF PORTLAND
BOARD OF TRUSTEES
Communications Committee Minutes
November 8, 2022, 6:30-8:00 via Zoom

The meeting convened at 6:50 after dealing with technical difficulties. In attendance were Theo Harper, Mindy Clark and Leslie Pohl-Kosbau. Barbara Morrison was absent.

We completed a chalice lighting and check-in.

Our opening reading was provided by Mindy "First He Looked Confused" by Tukaram

The minutes for our previous meeting were reviewed and approved unanimously

For our November board letter in addition to what Julia will provide, we decided it was a good idea to include a comment about Celebration Sunday, a note the date of Transgender Day of Remembrance and that we have been asked to be permanent hosts for this. Also want to include a link to the documents available from the UUA Article 2 committee. Mindy indicated that she will contact the ET to find out if they have something planned regarding providing information about Article 2. Secure a link for any information that is available from first Unitarian about this. Will pursue providing this information either as a link to the webpage or as material on the board's page. She also indicated will contact Julia to get her portion of the board letter.

We had a lively conversation about Café Conversations. We decided to have 2 Café conversations initially. One on February 5, 2023, after church, in the Buchanan building to discuss Article 2 and another March 12, 2023 where we can hear congregants' thoughts on the emerging church. Theo is to contact Tom regarding dates and the possibility of childcare.

We came up with the idea of having the topic for the board forum in January about Article 2. Theo will discuss this with Tom as well.

We also discussed the Board Cottage Meetings. It was agreed that rather than create cottage meetings it would be best to have board members attend various groups to listen to what they are doing. We might have 1 question (perhaps about the emerging church) that board members will carry forward to these meetings. Theo will contact Tom regarding which groups are active in the church currently. We thought it would be appropriate to have 2 board members attend these meetings and report back about their experiences by our March meeting.

We discussed actions to be taken, given the information we received during our October board forum.

1. Keep in mind the desire to bring youth into leadership.
2. Continue to work on growing leadership.

3. Consider actions for disaster preparation (Leslie will inform us of what she learns in UUA disaster preparation discussion)

We determined that much of what we learned from our forum was discussed in the most recent board meeting. We will need to follow up on these things in the future.

We discussed Comm Governance Philosophy. Theo suggested that we are all responsible for the work of this communication committee and noted that everyone's ideas and actions are of merit. Noted he does not think of himself as being in charge. Leslie noted the importance of accountability, that when one says they are going to do something they follow through.

Our closing reading was provided by Mindy "The God Who Only Knows Four Words" by Hafiz.

We adjourned at 8:05

Minutes respectfully submitted by Theo Harper

UU Church Finance Comm. Mtg.

Minutes Nov. 22, 2022

In attendance: Kathryn Estey, Roger Robinson, Ed McClaran, Leslie Pohl-Kosbau, John Bishop, Stan Jewett, Jo Ann Foor, Linda Craig, Julia Lee Griffiths, Andy Wilson, Barbara Morrison, Mindy Clark, Devereaux Dion

Guest: Erin Zollenkopf

Opening words by Julia

October minutes approved w/o modification

Presentation by Erin Zollenkopf from Susan Matlock Jones & Associates

- Walked us through the new format for financial reports and how to read them Statement #1
Balance sheet comparing period to last year's period Recommend a summary statement
Separate out liquid assets from fixed assets Short term vs. Long term
- Statement #2
3 Month Ending September 22
Column with percent of budget realized See breakout by budget year? Statement #3
Statement of Activities
Current Month, YTD Total, Percent of Total Add in Foundation \$ (?)
- Statement #4
Similar to Statement #4, but expanded Statement #5
Revenue/expenses month by month Statement #6
Detailed look at all funds and reserves

ET update (Kathryn)

- Review of Pledge Campaign Analysis thru 10/31/22
- In December Rev. Miller connects with those who have not pledged - In January, phone-a-thon
- At January Board meeting, we collaboratively look at the overall framework for approaching the budget and where adjustments need to be made
- Seminary for A Day, January 28th, John Behrens

Further Thoughts on Stewardship and Membership:

Staff hears that Membership needs to be emphasized

Pledges/Fundraising

Are average # of donors is shrinking? We will know more by January
Staff is having conversations about “new” communications, i.e., social
media We need to capture people who are on-line

When we get a communications person, strengthening the on-line
people What about a from the pulpit appeal to those who are on-line to
give/pledge?

Does the UUA have resources? Kathryn: yes, but staff would need volunteers to
follow up. Dev and Mindy have volunteered to follow-up

Is it time to go back to passing the plate? Ask the Public Health Team offer
comment Add these items into the job description to include high touch and
existing donor base while trying to do outreach to new folks, esp. younger folks

Young members group – reestablish? To make it long lasting will take a staff member

Keep meeting as scheduled for
Dec. 27 Words for December
meeting: Linda Closing words -
Julia