

**First Unitarian Church of Portland**  
Board of Trustees Meeting – January 5, 2023 – 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 – Adam
- Determine Quorum
- Process Observer Review
- Review Agenda
- Review and Approve [Dec. meeting minutes](#)

**Board Roles**

Timekeeper – Andy  
Process Observer –

7:05 **Congregant Comment Period**

7:15 **ET Update**

7:35 **Board updates**

- Committee updates – reports attached

**Dates to Calendar**

- Seminary for a Day: Jan. 29
- Board Forum/café conversations on Article II: Feb 26

7:40 **Consent Agenda** - none

7:40 **Generative Discussion Topic**

- Church priorities (for use in developing the '23-'24 budget)

8:35 **Short Discussion (executive session)**

- Update on BOC meeting

8:45 **Meeting Wrap-up**

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

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 **December 1, 2022** Meeting

**Board Members present:**

X	Mindy Clark	X	Theo Harper	X	Barbara Morrison
X	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:** Tom Disrud

**Ministers and Staff present:**

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

**Assistant note taker:** none

**Timekeeper:** Julia Griffiths

**Congregants present:** Joanne Fohr, representing Nom Com

The board meeting convened at 7:15

**Convene**

- Opening Words – Barbara – “Winter Solstice” by Lorena Acosta
- Determined Quorum
- Process observer review – none
- Review agenda:
- Review/approve previous meeting’s minutes: Theo moved and Barbara seconded motion to approve the minutes. Passed unanimously.
  - November 2022

**Congregant comment:** none

**ET updates:**

- Season of Giving
  - Pledged amount is \$1,303,799 to date
  - Last year at this point pledges were \$1,434,000
  - Two years ago at this point pledges were \$1,506,000
  - Will be budgeting for lower pledge receipts
- Accounting system
  - Transition going slower than expected
  - Financial reports through September are done
- Rev. Alison is looking at reconfiguring staff meetings in the new year
- Upcoming services
  - Music and worship on 12/11
  - Multigen service on 12/18
  - Solstice on 12/21

- Pageant at 4:00 and Christmas Eve service at 8:00 on 12/24
  - Regular service on Christmas Day
- John Behrens will be the keynote speaker at Seminary for a Day in January; Sylvester Johnson will be next year's speaker.
- Alison's installation will be in April.
  - Rosemary Bray McNatt will perform the installation
  - Still working on the date
  - There may be additional music expenses as Music Director DeReau Farrar has committed to other engagements and is not available any Sunday in April
    - Mindy noted that First Unitarian is DeReau's full time employer and asked why we did not have first claim on his time, particularly for something as important in the life of the church as the installation of the Senior Minister.
    - Leslie echoed this concern.
    - Apparently DeReau committed to the other engagements without consulting Rev. Alison.
    - John Bolling will be doing the music.
- There will be an auction in the spring
  - Board has sponsored a Karaoke night in previous auctions
  - Theo will follow up with the restaurant/bar where we held past events

### **Meeting Wrap Up**

- Closing comments, items for future agendas
  - What are the advantages/disadvantages of holding the pledge drive in the fall vs. spring, which is common in other congregations
  - BOC will put the Board Forum on the agenda for January
  - The BLT will be bringing a new proposed Board covenant in February
- Communications Check
  - Mindy will write the December Board letter
- Process Observations - none
- Closing Words – Barbara, "Sometime" by Sheena Pugh
- Meeting adjourned at 8:00 PM for the Board holiday gathering

Respectfully submitted by Mindy Clark, Board Secretary

## GOVERNANCE COMMITTEE MINUTES

Chair: Caitlynn Hill

Committee Members: Ryan Deibert, Adam House, Leslie Pohl-Kosbau

DATE AND PLACE: Tuesday, December 13, 2022, 7-9 p.m.

Opening Words

Check-in and Announcements

Acceptance of [Last Meetings Minutes](#)

### **Last month:**

1. **Request for education on the process of creating/changing policies.**
  - a. 3 layers of governing documents: policy, bylaw, and charter
  - b. Charter - general
  - c. Bylaw - basic operating rules
    - i. Amended through congregational vote
    - ii. Changes
      1. Typically generated in GovComm
        - a. Proposed to board for a vote
  - d. Policies
    - i. How we enact the bylaws
    - ii. Amended by board vote
    - iii. Gov com generates and drafts policy changes
2. Questions:
  - a. Prospective and reflective exams of whether we're following policies
    - i. Some responsibility of the moderator and BOC
    - ii. Lacking accountability?
  - b. How to support ET in doing their work with competence?
  - c. How do we carry out policy, what compels, or requires us to take certain action?

### **Generative Conversation**

3. Bylaw and policy review especially through the lens of 8th P.
  - a. Board used to have a personnel committee (pre policy based governance)
  - b. Power dynamics are happening at church like in any workplace
  - c. Needed clarity around personnel policies, HR components
    - i. we are a less structured organization than we might think of ourselves
    - ii. Minister can request a committee to form with expertise
      1. Rather than engaging the board (like the Real Estate Task Force)
      2. more cost effective than hiring a consultant
  - d. Policies that affect staff and ET

- i. Bring topic to the BOC as an open question on how to bring it to the larger board
  - 1. Recommend that we start a conversation with the board and ET about the policies and how we will address them.
    - a. A reason to generate action and/or a dialogue
  - 2. What policies were identified

Closing Words

## Finance Committee Meeting

December 27, 2022

Attendees: Dev Dion, Roger Robinson, Mindy Clark, Jo Ann Foor, Ed McClaren, Andy Wilson, Pat Malone, Marilyn Mays, Stan Jewett, Linda Craig, Julia Lee Griffiths, Kathryn Estey, Erin Tafuri

Approval of November meeting minutes

### ET Reports

Pledge drive will fall short, so what are the priorities?

Seminary for A Day, John Behrens

Auction will take place this year, organizers are Evie Zaic and Sharon ?

### Financials

2023 Fund Drive Results as of 12/08/22

Presently at 84% of the goal.

At the next board meeting, ET will present potential plans for modifying the budget to meeting actual goal.

A number of people have reduced their pledges.

### 2022 Pledge Payments

Presently at 88%

December and January are months that we receive many donations.

The 2022 campaign will be closed April 1, 2023.

Andy will publish a 5-year report on pledge history from 2010 or so.

### SMJ Reports

Again, this transition has taken much longer than anticipated, but we are finally on track.

Review of Actual Compared to Budget, 04 months ending October 31,2022, with discussions about modifications and additions.

It was noted that it will be up to us to fill in the history to compare with the SMJ information

Kathryn noted that there is a lot of information provided by SMJ.

Dev has started looking into who our on-line attendees are.

### Budget Process for January Board Meeting:

Discussion of how we envision how to set priorities for future budgets.

Andy encourages all members to think about church priorities.

### Move FinnComm Meeting

Straw Poll: it is plausible to move to the second Tuesday of the month.

Next Meeting: Tuesday, January 10, 2023 at 5:00 pacific time.