

**First Unitarian Church of Portland**  
Board of Trustees Meeting – February 2, 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 – Theo
- Determine Quorum
- Process Observer Review
- Review Agenda
- Review and Approve [Jan. meeting minutes](#)

**Board Roles**

Timekeeper – Caitlynn  
Process Observer –

7:05 **Congregant Comment Period**

7:15 **ET Update**

7:45 **Board updates**

- Committee updates – reports attached
- Forum update, sign up sheet to bring snacks

**Dates to Calendar**

- Board Forum/café conversations on Article II: Feb 26

**Consent Agenda - none**

7:50 **Short Discussion**

- Review of proposed new Board covenant by BLT – Caitlynn/Marilyn

8:00 **Action Item**

- Confidential update and decision item in executive session

8:20 **Generative Discussion Topic**

- Review of the first draft budget for 2023-2024

8:45 **Meeting Wrap-up**

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

- Closing Words – Theo

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 **January 5, 2023** 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:**

**Ministers and Staff present:**

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

**Assistant note taker:** none

**Timekeeper:** Andy Wilson

**Congregants present:** Joanne Foor, Dev Dion

**Convene**

- The board meeting convened at 7:10 PM
- Opening Words – Adam – “Little One” by adrienne maree brown
- Determined Quorum
- Process observer review – none
- Reviewed the agenda
- Approved previous meeting’s minutes: Leslie moved, Andy seconded, passed unanimously

**Congregant comment:** none

**ET updates:**

- Annual Fund Drive
  - We are at \$1.354M, which approximately 85% of the \$1.5M goal
  - 682 people have pledged
  - There will be additional follow up this month. Rev. Alison asked the board to participate in follow up or thank you calls. Contact Kathryn to sign up for this.
  - Last year we received pledges of \$1.659M. \$1.474M of that has been received to date.
- First U is becoming very active in reproductive rights
  - A new group has been formed to support reproductive rights, Care and Action for Reproductive Dignity (CARD).
  - Jan. 22 is the 50<sup>th</sup> anniversary of Roe v. Wade. Service will focus on reproductive rights and there will an exhibit of voices of women impacted by abortion.
  - YRUU will participate in a activity to create after care support kits for women going through abortion.
  - On Jan. 29 there will be an interfaith gathering to share the exhibit.
- Seminary for a Day is Saturday, Jan. 28.

- The Auction Committee is working on the auction.
  - The auction is tentatively scheduled for the last week in April and first two weeks of May.
  - There will be an online component.
- Rev. Alison's installation is scheduled for April 16 at 4:30 PM

### Board updates

- Comm Comm is circulating two signup sheets. One to participate in the listening sessions and one to staff a board table during coffee hour
- Additional conflicts with attending choir rehearsal and attending board meetings has come up for some board members. Ryan will be working with all parties to see what accommodations could be made, both by choir requirement and by the board.
- Finance committee meeting is moving to the second Tuesday of the month to synch with when we receive financial reports from the outside accountant.

### Generative Discussion Topic: Church priorities (for use in developing the '23-'24 budget)

- Rev. Alison provided a frame for the discussion
  - Research indicates that Boomers tend to give to institutions while younger people are more likely to give to causes.
  - A narrative budget can help everyone understand the institutional support required to support our initiatives and work (our causes).
  - We will be moving toward a focus on our mission and looking at how the way we spend money supports our mission,
- Rev. Alison outlined five priorities:
  - **Communication beyond** – communication beyond our worship services (in person and online) and our own congregation. For example, First U has been a gathering place for social justice work for the whole Portland community (e.g., Death with Dignity campaign); we are getting back to that now that we can gather again.
  - **Communication within** – befriending, hospitality with an 8<sup>th</sup> Principle lens, membership.
  - **Community** – building connections beyond attending services
  - **Commitment** – supporting with time, talent and resources
  - **Lifelong spiritual growth and learning** – large and small groups, learning opportunities for children and adults
- We are changing our language from “serving” to “ministering” to better reflect what our programs do. We want to further “open our doors.”
- First U has an important place in the Portland community. UUism changes lives. We have much to offer and our presence would be missed if we ceased to be.
- Music is important.
- Music is only one part of worship. Sermons, readings, etc. are equally as important and should not be overshadowed by music. Music is also only one program – RE, Social Justice, Lay Ministry are just as important to the life of the church as music is.
- Weekly plate giving has gone down significantly. Can we pass the plate again, rather than using only the QR code cards and having baskets in the narthex after service?

- Should we reconsider sharing our plate with other organizations? Historically, we found that donations increased when we went to sharing the plate.
- Can we find efficiencies to make our resources go further?
- Volunteers
  - Where are there volunteer opportunities?
  - We used to have more committees of congregants before we transitioned to policy-based governance. What would it take go back to that model while respecting the role of staff?
  - We could have a volunteer Communications Committee (not the board com com) like we have for music.
  - Volunteer committees often need staff support.
  - If there are enough small groups you often need less staff.
  - How can we learn about the talents of our congregants?
  - Can we add a question about talents people want to pledge to our fund drive (pledge drive for talent)?
- Communication beyond
  - Our social justice learning circles reach people beyond our congregation and beyond Portland. How can we publicize them and reach more people? Contact other UU churches to let them know what programs we are offering?
  - We need to publicize our special music programs and special worship services (e.g., Solstice service, which was very well attended by new people, as well as congregants) beyond our own church community (reinforcing the benefits of having a marketing/communications person on staff).
  - How do we reach younger people? We need to be visible for people to find us when they are looking for community and programs.
    - We talk about younger people, but we never ask them what they want.
    - A vibrant young adult group will require staff support (as we had when Mira was here).

A robust communication beyond effort will help to draw in younger people.
  - We need to know more about people who are attending worship virtually – we have technology that we aren't fully using that might help with this.
  - Program directors can contribute to our social outreach.
- Community
  - The auction builds community along with raising funds.
- Lifelong spiritual growth
  - We aren't good at sharing our content or getting access to others' content
  - How can we curate our content to create a spiritual growth center (e.g., separating sermons from other elements of the service so people could just the elements they are interested in)?
  - Can we find opportunities for our children to engage with children in other faith communities?
  - Offer more than worship.
- Staffing
  - ET is looking at our peer congregations to see how they staff various functions. We will be benchmarking to see how we compare to congregations that are doing well.

- Churches that staff strategically are growing and are more successful than churches that focus on trying to avoid reducing staff.

**Executive session**

- The board went into executive session at 8:42.
- The board came out of executive session at 9:45.

**Meeting Wrap Up**

- Closing Words – Adam, “Each One is Precious” by adrienne maree brown
- Meeting adjourned at 9:50

Respectfully submitted by Mindy Clark, Board Secretary

## GOVERNANCE COMMITTEE MINUTES

Chair: Caitlynn Hill

Present: Ryan Deibert, Adam House, Leslie Pohl-Kosbau, John Bishop, Marylin Mays, Matt Shiewe

DATE AND PLACE: Tuesday, January 11, 2023, 7-9 p.m.

Opening Words - **Adam House** (Let Love Continue You Long)

Check-in and Announcements

Acceptance of [Last Meetings Minutes](#) - **accepted**

1. Policies that affect staff and ET
  - a. **2.2, 2.5, 2.5.1, 3.2.1**
  - b. **Invite Reverend Miller to the next Gov Com meeting in order to discuss the suggestions presented.**
2. It's time to talk about the Annual Survey (woo hoo!)
  - a. How have we historically done it
    - i. **recent history: Survey Monkeys, using the Ministerial Search Committee Survey, narrative responses**
    - ii. **Pros - folks felt like the narrative approach was ideal**
    - iii. **Cons - how to encourage robust participation and a diversity of respondents**
      1. **Utilize Cafe Convos, board member contacts with groups to ask open ended questions (What keeps you here?, What is important to you?, ... )**
        - a. **Work with Comm Com.**
      2. **Catch folks at church, in virtual meetings, and reach out to folks who haven't returned.**
      3. **Organizing contact with RE**
  - b. **Visions for this year - Create a narrative survey with intentional contact with communities and individuals.**
    - i. **Matt Shiewe: In the future, we could dedicate a month or so to each individual question over the church year.**

Closing words next month - **John**

## **BOARD COVENANT OF LEADERSHIP**

***We covenant with the congregation, each other, ministers, and staff to***

1. uphold the spiritual nature of our work by regularly engaging in spiritual deepening.
2. demonstrate our leadership and commitment to the church by our example.
3. listen with an open, nonjudgmental mind and heart.
4. treat our time on the board as an opportunity to make an important gift to our church.
5. communicate openly and appreciate others enthusiastically.
6. practice respect and care for each other.
7. work toward repair when harm is done.
8. act for the good of the church and the community.
9. cultivate relationships within the congregation.
10. respect the time of ministers and staff with an understanding that their work is both a called profession and a place of employment.
11. discuss, debate, and disagree openly with each other, expressing ourselves as clearly, honestly, and lovingly as possible to further the goal of building understanding.
12. speak with one voice to the congregation and community.

We pledge to observe these promises, to do our best to trust that others are also observing them, and to be forgiving when we inevitably make mistakes. We accept the accountability implied in these promises.

## BOARD COVENANT OF LEADERSHIP

*Our promises of spirit (recognizing the spiritual nature of our work)*

We covenant promise to congregation, each other, ministers, and staff

- pray and be mindful of Spirit, alone and together Enter into a time of spiritual deepening.
- be thankful for and continue to strive to deepen our spiritual lives
- look within our hearts for help and listen to the answers that come to us. (Do we still ask that board members pray and deepen their spiritual life?)
- How is board work spiritual? What spiritual promises do we make? I think the prayer inclusion will leave some out and want to consider other language

*Our promises to our church community*

We promise to

- demonstrate our leadership and commitment to our church by our example
- support our church ministers and the staff so that their efforts can be most productive
- try to discover what is best for our church as a whole, not what may be best for us or for some small group of the church
- listen with an open mind and heart to the words and ideas of the members of our church community
- communicate openly, acknowledge and appreciate others, act with heart and integrity, and cultivate relationships within our church community
- statements about intentions of our words/ tone interacting with their reception.
- how do we call others in and how do we accept feedback from others
- Where/how do we have important conversations
- When the moderator asks us to stop a debate or the medium in which it is taking place, are we required to comply?

*Our promises to the ministers and to each other on the board of trustees*

We promise to

- respect and care for each other I think how we repair damage or harm is important, but not sure what that would be.
- honor the fact that our ministers are called, not hired Respect the time of ministers and staff with the understanding that it is both a called profession and a place of employment
- treat our time on the board as an opportunity to make an important gift to our church
- listen with an open, nonjudgmental mind to the words and ideas of the ministers, staff, and each other on the board
- discuss, debate, and disagree openly in board meetings, expressing ourselves as clearly, honestly, and courteously (kindly, with right intention? - wary of the white supremacy influencing behavior expectations) Yes to Kindly as possible so that we are certain that the board understands our point of view (define the what and how)
- support the final decision of the board, whether it reflects our view or not. We speak with one voice.

- Our promises should be the same with everyone,

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Commented [1]: I appreciate that we are trying to be more inclusive, and I think we have to be careful that we don't convey the idea that staff can come to the board to circumvent the ET.

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We pledge to observe these promises, to do our best to trust that others are also observing them, and to be forgiving when we inevitably make mistakes. We accept the accountability implied in these promises.”

I think this is good the way it is. What seems to be necessary is for us to define a few things, like respect and non judgemental mind.

We could also work on the idea of cultivating relationships

I am interested in creating or adding in elements of a behavioral covenant.

How do we covenant to live into the 8th Principle?

FIRST UNITARIAN CHURCH OF PORTLAND  
BOARD OF TRUSTEES  
Communications Committee Minutes  
January 10th, 2023 6:30-8:00 via Zoom  
Minutes taken from incomplete recordings of the meeting.

In attendance were Theo Harper, Mindy Clark and Leslie Pohl- Kosbau.

Barbara Morrison was absent.

General Discussion of Upcoming Forum:

Forum will be held after the service on February 26th.

It will be a hybrid meeting (in person and on Zoom).

There will be breakout groups for each format with one Board member per group.

There should not be a microphone in the room to avoid feedback.

Keep introductions short. Write notes on butcher paper. Collect for summation.

Leslie suggests an additional recording.

Board members asked to stay after the Forum for a short debrief.

How to Lure People to the Forum:

Notice in Front Steps and on the screens before service.

We want the notice to “grab people”.

Seven Principles and Purposes proposed changes; how do we communicate who we are?

Suggestions for titles:

“The Bylaws are Changing”

“Big Changes on the Horizon”

“Changes are Coming”

“Rethinking our Purposes and Principles”

“Come and Discuss what is meaningful to You”

“Big Changes to our Principles”

Theo will do the following:

Check with Alison about the overall plan.

Find a staff person to do the technical parts of managing Zoom.

Set up a link for Forum information in the Front Steps.

Make a Google Drive Document.

Ask someone to arrange childcare.

Make sure kids do not become bored.

Mindy will do the following:

Make preparations for snacks and drinks.

Bring a sign-up sheet to our next Board meeting.

Note that Theo does not like Baba Ghanoush.

Leslie will make posters.

In discussion of who will pay for snacks, Mindy noted we will need Board money to hire Dan Hotchkiss for our Board Workshop. Also it was noted that Jody Feldman sent out an email about a workshop from a Canadian UU group on Decolonizing Democracy.

. It will be held online on February 4th.

The Board will have a table set up for answering congregant questions at the social hour after Sunday services. Leslie will bring a tablecloth, custom made sign and log book. Andy will be there for our first meet and greet.

Theo closed the meeting with several readings.

Respectfully submitted by Barbara Morrison, Secretary

Finance Committee Meeting

January 10, 2023

Attendees: Ryan Deibert, Roger Robinson, Mindy Clark, Andy Wilson, Marilyn Mays, Julia Lee Griffiths, Leslie Pohl-Kosbau, Kathryn Estey, Erin Tafuri

Opening words (Andy), "Ecce Homo" by Nietzsche

Approval of December meeting minutes

### **ET Reports (Kathryn)**

#### General

Reiterate the priorities from the board meeting:

Many priorities have to do with social justice, communications without and within; welcoming and befriending; stewardship and belonging; lifelong spiritual growth and learning, children and adult. This year's budget, when finished, in addition to numbers, should come with a narrative of how it addresses the church's priorities.

SMJ conversion is a lot of work, but worth the effort and has taken more work than anticipated. 2023 will be a year of learning, and the team is on a schedule.

Erin and Kathryn need to find a rhythm with SMJ and a working relationship. Andy: encouraging the ET to create a method so that the departments know their financial standings. Kathryn agreed and intends to work on this.

Discussions about what kind of information should be published. The SMJ monthly report is a massive document which includes (guess)timates of the value of our real estate. The Budget Tab or the Financial Position tab can be pulled out and placed in the Board Packet to provide a clearer picture of our receipts, spending, and liquid assets. Sample of PDF of Budget tab was created and emailed out for review.

#### Financials

Erin and Kathryn presented the SMJ financial statements. There was general discussions and questions/answers with all. The staff is looking forward to taking this information and using it for future financial decisions.

Finance Committee's presentation to the church will happen in March.

Thoughts on presentations: include a narrative that explains the information.

The members of the Finance Committee will have a special meeting to discuss the creation of a useful report for publication.

Closing words (Andy) Nietzsche, "Thus Spoke Zarathustra"

Julia to provide February words

Next Meeting: Tuesday, February 14, 2023 at 5:00 pacific time.

First Unitarian Church of Portland  
Actual Compared to Budget  
05 Months Ending November 30, 2022

Prepared by Susan Matlack Jones & Associates  
From FUCP Records/For FUCP Use Only  
Unaudited

	YTD Actual	Annual Budget	Remaining Budget	Percent of Budget Realized Expected: 42%
<b>Revenues:</b>				
Pledge Contributions	617,467	1,626,002	1,008,535	38%
Non-Pledge Contribution	21,967	56,000	34,033	39%
Plate Contributions	25,766	35,000	9,234	74%
Program Contributions	14,514	82,000	67,486	18%
Program Income	10,019	40,000	29,982	25%
Tenants Rental Income	149,894	347,730	197,836	43%
Event Rental Income	1,409	-	(1,409)	
Merchandise Income	5,394	-	(5,394)	
Miscellaneous Income	9,139	-	(9,139)	
<b>Total Revenue</b>	<b>855,568</b>	<b>2,186,732</b>	<b>1,331,164</b>	<b>39%</b>
<b>Expenses:</b>				
Payroll	663,626	1,684,762	1,021,136	39%
Recruiting & Relocation	21,229	27,500	6,271	77%
Professional & Contract Services	30,117	108,245	78,128	28%
Professional Expenses	4,699	19,000	14,301	25%
Professional Expenses - Sr. Minister	1,100	8,500	7,400	13%
Professional Expenses - Associate Minister	1,100	6,000	4,900	18%
Professional Expenses - Intern	-	2,000	2,000	0%
Guest Ministers, Musicians, & Speakers Expenses	11,250	12,500	1,250	90%
Program Expenses	41,044	182,374	141,330	23%
Retreat & Workshop Expenses	11,375	2,000	(9,375)	569%
Event Expense	2,089	500	(1,589)	418%
Parking	8,448	24,000	15,552	35%
Utilities	28,421	80,500	52,079	35%
Custodial Supplies	4,220	14,000	9,780	30%
Web Services, Software, & Computer Program Expense	4,657	11,500	6,843	40%
Computers, Furniture & Equipment	6,512	16,050	9,538	41%
Equipment Rental/Lease	6,735	-	(6,735)	
Bldg Repairs & Maintenance	7,384	40,000	32,616	18%
Equip Repairs & Maintenance	-	3,650	3,650	0%
Landscaping	18	1,500	1,482	1%
Printing & Copying	513	10,050	9,537	5%
Postage	2,514	4,100	1,586	61%
Bank Charges & Merchant Fees	6,056	23,500	17,444	26%
Licenses & Fees	2,203	6,000	3,797	37%
Insurance	7,252	26,000	18,748	28%
Miscellaneous Expenses	10,380	1,000	(9,380)	1038%
<b>Total Expenses</b>	<b>882,943</b>	<b>2,315,231</b>	<b>1,432,288</b>	<b>38%</b>
<b>Change in Net Assets</b>	<b>(27,374)</b>	<b>(128,499)</b>		
<b>GAAP Adjustments</b>				
Depreciation Expense	(118,788)			
Interest Income	3,121			
Gain (Loss) on Investments	4,424			
<b>Change in Net Assets GAAP</b>	<b>(138,618)</b>			