

First Unitarian Church of Portland
Board of Trustees Meeting – March 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 – Leslie
- Determine Quorum
- Process Observer Review
- Review Agenda
- Review and Approve [Feb. meeting minutes](#)

Board Roles

Timekeeper – Barbara
Process Observer –

7:10 **Generative Discussion Topic**

Decolonizing/Sociocracy – led by Roger

7:50 **Short Discussion**

Discussion/adoption of proposed new Board covenant – Marilyn

8:10 **Board updates**

- Committee updates – reports attached

8:10 **Dates to Calendar**

- Rev. Alison’s installation – April 16, 4:00 PM

8:15 **ET Update**

8:30 **Congregant Comment Period**

8:40 **Meeting Wrap-up**

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

8:55 **Executive Session - Update**

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 **February 2, 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: Caitlynn

Congregants present: Julie Grice for Nom Com

The board meeting convened at

Convene

- Opening Words – Theo – “Still I Rise” by Maya Angelou
- Determined Quorum
- Process observer review: It was suggested that we return to using a process we used to observe of letting at least one breath pass between one person and another speaking.
- Review agenda:
- Review/approve previous meetings’ minutes: Theo moved and Andy seconded a motion to approve the minutes. Passed unanimously.

Congregant comment: none

ET updates:

- Annual Fund Drive
 - We’re down \$92K on collection of this year’s pledges. This is the large special donation that was made to close the budget gap last year.

- We're \$240K below our goal. The goal was set to allow us to maintain our operations the same as last year.
- Factoring in the special donation (see above) we're actually only \$140K short of where we were last year.
- The average pledge is the same as last year, but the number of pledging units has dropped to 687, fewer than last year.
- ET will be going back to the congregation with an update.
- Outreach will continue with board members and staff making calls. Some congregants will be asked to consider increasing their pledges.
- Beginning to analyze what costs (e.g., sexton time, utilities) to have Northwest Academy use our space to be sure we are recovering true costs plus additional revenue in the lease.
- The Auction committee will use the funds generated from the auction to help bridge the AFD gap.
- We certified 839 members with the UUA for this year.
- RE changes: pre-covid there were 350 children/youth in RE, last year there 120, this year there are 148.
- Rev. Alison reported that the energy level in the congregation continues to go up with the new year bringing more people back to in-person services.
- Attendance: last Sunday there were 300+ in-person and 200 online.
- Lay Ministers are forming a group for people who have moved to Portland to be near family to help them get connected to the church.

Executive session: the board went into executive session at 7:13 PM for an update on the ongoing personnel matter. Members of the ET were excused at 7:14 PM even though they are members of the board and entitled to stay. The executive session ended at 7:46 PM.

Board updates:

Dates to Calendar:

- Board Forum/café conversations on Article II: Feb 26.
- A signup sheet to bring snacks for the forum was circulated.

Consent agenda: none

Discussion/action items:

- **Board Liberation Team Report (BLT):** BLT shared the new board covenant they have been working on. Several suggestions were made:
 - Rev. Tom pointed out that the ET are members of the board and ministers shouldn't be separately name as one of the groups the board is covenanting with in this document.
 - A suggestion was made to add language that reflects that the board is in covenantal relationship with not only the present congregation, but also with past and future congregations.

Generative discussion: budget

- Priorities discussed in the Jan. board meeting are the same.
- Will need to cut \$200K from last year's budget.
- Two new positions are critical: Membership Engagement coordinator and Communications coordinator.
- ET is working on right sizing staff, using metrics from UUA and other congregations to evaluate our staffing. Personnel costs are 74% of the budget.
- Looking a more ways for people to engage and to draw new people such as increasing adult religious education offerings.

Meeting wrap-up

- New board covenant needs to be on the March agenda.
- Marilyn writing the Feb. board letter.
- Closing reading: Theo read "Firefly Song" by George W. Cronin.

Meeting adjourned at 8:58.

Respectfully submitted by Mindy Clark, Board Secretary.

GOVERNANCE COMMITTEE MINUTES

Chair: Caitlynn Hill

Present: Marilyn Mays, John Bishop, Leslie Pohl-Kosbau, Ryan Deibert, Adam House, Rev. Miller

DATE AND PLACE: Wednesday, February 8, 2023, 7-9 p.m.

Opening Words - John

Check-in and Announcements

Acceptance of [Last Meetings Minutes](#)

1. "Book Report": Sociocracy (very brief)
 - a. **Some of our practices are sociocracy-esque**
 - i. **Committee heads that collaborate in the BOC**
 - b. **Positives:**
 - i. **Rounds support better process for everyone to have space to speak**
 1. **Reduces anxiety about whether you'll get a turn to express a thought/opinion**
 - c. **Challenges:**
 - i. **How does that apply to policy based governance?**
 - ii. **Possible motivation for a smaller board?**
2. Reviewing policies that affect staff and ET
 - a. 2.2, 2.5, 2.5.1, 3.2.1
 - b. **Indicates a need to review pathways of communication and trust building.**
 - c. **How closely are we actually following our policies**
 - i. **System-wide evaluation of policy and procedures**
 - ii. **Engaging with the HR consultant**
3. It's time to talk about the Annual Survey (woo hoo!)
 - a. How have we historically done it
 - i. What are the most important questions?
 1. **Build on the narrative questions from last year**
 - a. **In a google doc for editing**
 - ii. gathering information from congregants
 1. **Kiosks to support and encourage congregants**
 2. **Outreach**
 - a. **Retirement communities**
 - b. **Former congregants**

Collect information gathered in the cafe conversations, coffee hour table, forums, etc.

FIRST UNITARIAN CHURCH OF PORTLAND
BOARD OF TRUSTEES
Communications Committee Minutes
February 7, 2023 6:30-8:00 via Zoom

The meeting convened at 6:36. In attendance: Theo Harper, Mindy Clark, Leslie Pohl-Kosbau, Barbara Morrison and Marilyn Mays.

Leslie chose Leaning to the Light by Alice Wolf Gilborn as our opening reading.

Minutes were approved and accepted as written.

Moderator Letter

Marilyn has already written the letter. Mindy had a few corrections. Leslie had a few suggestions, as it was difficult to read online it will go into Google Docs.

Board Forum discussion

How to inform congregants of suggested new Principles.
Barbara suggested side by side, old and new.
Mindy suggested an online link.
Leslie suggested 2 pages as the new principles are a combination of the old. She has already made them available at the Sunday coffee hour.
Theo has entered suggested questions in Google Docs. Others members are encouraged to add more.
How to present this information to congregants for whom it is very new. Perhaps we should make this Forum for those people and another Forum for delegates to GA.
Mindy suggested that the Cafe Conversations might ask participants to take turns speaking by rotating questions and/or statements around the table.
Forum to last about 1.5 hours.
It was suggested that people change tables after discussing the first question.
Teri Martin has offered to help.
We will need: 2 easels, a good zoom manager, someone to act as MC (Ryan?), childcare, and an online host.
Mindy will bring markers, Barbara will bring a tablecloth.

Agenda for Forum and Cafe Conversations:

Sunday February 26th, 12:00 p.m. (snacks available), 12:15 p.m.(meeting starts)
Welcome to forum: 5 minutes-probably Ryan as MC
Alison will open with a 10 minute introduction.
Paula Kohl Jones may or may not be available for more background information.
Board members will read Article 2 and lead discussion of Question 1. 15 minutes
Change tables and discuss Question 2. 15 minutes
Discuss Question 3. 20 minutes
MC will make final comments. 15 minutes comments should go to the GA delegates.

Final meeting for preparation of Forum.

Theo will notify Board members that there will be a meeting on February 20th at 6:30PM on zoom. He will ask for an RSVP.

Mindy and Leslie will do the planning for the meeting.

Leslie chose Earth Pray, by William Ellery Channing for our closing reading.

Meeting was adjourned at about 8:10PM.

Sincerely submitted by Barbara Morrison, secretary.

Finance Committee Meeting

February 14, 2023

Attendees: Dev Dion, Roger Robinson, Mindy Clark, Jo Ann Foor, Ed McClaren, Andy Wilson, Marilyn Mays, Stan Jewett, Linda Craig, Julia Lee Griffiths, Kathryn Estey, Leslie Pohl-Kosbau, Josh Hartnett

Opening words (Julia)

Approval of January meeting minutes

ET Update

Alison launched the "Close the Gap" campaign. There is a form to fill out, and there is a little response.

2023 Pledge update

690 pledges raising \$1,360,000, which is 85% of the way to \$1,600,000.

The 2022 campaign will be closed April 1, 2023.

Staffing:

With people leaving, this gives ET some flexibility to rearrange people, roles and hours and we will see how well this works.

Sunday Mornings

Sunday morning services are getting more popular and ET are hopeful that this may continue.

Church Budget

We are not in bad shape considering the reserves, but the Close the Gap campaign will be important to us. Board members and other volunteers will call past pledgers who have yet to pledge.

December Financials

Income highlights:

Pledges, contributions and plate collections are on track.

Program contributions and income are down, perhaps due to Covid.

Discussion on how to raise these sources transpired.

Plate passing will start again soon. Based on anecdotal evidence, we are hopeful that this will raise more money.

Expenses highlights:

Many line items are over, many are under, but the overall this is within budget.

Discussion on whether we can rely on last year's numbers as reported by SMJ to properly budget for next year. Andy asks that the accounting advisory team provides counsel on the matter.

Closing words (Julia)

Next Meeting: Special Meeting Tuesday, January 28, 2023 at 5:00 pacific time.

Next Regular Meeting: March 14, 2023 at 5:00 PM Pacific Time

(minutes: RR)

First Unitarian Church of Portland				
Actual Compared to Budget - Operating				
06 Months Ending December 31, 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: 50%
Revenue:				
Pledge Contributions	781,447	1,626,002	844,555	48%
Non-Pledge Contribution	32,674	56,000	23,326	58%
Foundation Contributions	-	-	-	
Plate Contributions	28,301	35,000	6,699	81%
Program Contributions	26,013	82,000	55,987	32%
Program Income	9,492	40,000	30,509	24%
Tenants Rental Income	178,796	347,730	168,935	51%
Event Rental Income	2,479	-	(2,479)	
Merchandise Income	5,641	-	(5,641)	
Miscellaneous Income	9,522	-	(9,522)	
Reserve & Fund 49 Income	-	-	-	
Total Revenue	1,074,364	2,186,732	1,112,369	49%
Expenses:				
Payroll	797,651	1,684,762	887,111	47%
Recruiting & Relocation	21,276	27,500	6,224	77%
Professional & Contract Services	39,229	108,245	69,016	36%
Professional Expenses	5,069	19,000	13,931	27%
Professional Expenses - Sr. Minister	1,100	8,500	7,400	13%
Professional Expenses - Associate Minister	3,167	6,000	2,833	53%
Professional Expenses - Intern	1,060	2,000	940	53%
Guest Ministers, Musicians, & Speakers Expenses	12,075	12,500	425	97%
Program Expenses	50,439	182,374	131,935	28%
Retreat & Workshop Expenses	11,725	2,000	(9,725)	586%
Event Expense	2,494	500	(1,994)	499%
Parking	10,885	24,000	13,115	45%
Utilities	42,531	80,500	37,969	53%
Custodial Supplies	4,574	14,000	9,426	33%
Web Services, Software, & Computer Program Expense	5,409	11,500	6,091	47%
Computers, Furniture & Equipment	8,439	16,050	7,611	53%
Equipment Rental/Lease	7,977	-	(7,977)	
Bldg Repairs & Maintenance	7,478	40,000	32,522	19%
Equip Repairs & Maintenance	-	3,650	3,650	0%
Landscaping	18	1,500	1,482	1%
Printing & Copying	773	10,050	9,277	8%
Postage	2,523	4,100	1,577	62%
Bank Charges & Merchant Fees	7,577	23,500	15,923	32%
Licenses & Fees	2,033	6,000	3,967	34%
Insurance	8,703	26,000	17,297	33%
Donation	-	-	-	
Miscellaneous Expenses	16,010	1,000	(15,010)	1601%
Reserve & Fund 49	173	-	(173)	
Total Expenses	1,070,389	2,315,231	1,244,842	46%

Change in Net Assets	3,975	(128,499)		
GAAP Adjustments				
Depreciation Expense	(142,546)			
Interest Income	4,576			
Gain (Loss) on Investments	(2,619)			
Change in Net Assets GAAP	(136,614)			