

**First Unitarian Church of Portland**  
Board of Trustees Meeting – April 6, 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 – Roger
- Determine Quorum
- Process Observer Review
- Review Agenda
- Review and Approve [Mar. meeting minutes](#)

**Board Roles**

Timekeeper –

Process Observer –

7:05 **Congregant Comment Period**

7:15 **ET Update**

7:45 **Board updates**

- Committee updates – reports attached
- Announcement about next steps for the listening project from Com Com

**Dates to Calendar**

- March 28, 5:00 PM - budget review @ special Finance Committee meeting. This is the primary forum for Board input, all Board members strongly encouraged to attend.
- Rev. Alison's installation – April 16, 4:00 PM

7:55      **Consent Agenda**

- Approve Nominating Committee slate of candidates for BOT and Nominating Committee for inclusion in congregational ballot (info forthcoming)

8:00      **Business Agenda**

- Review, discuss and adopt Finance Committee recommended budget for inclusion in congregational ballot

8:40      **Executive Session - Update**

8:45      **Meeting Wrap-up**

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

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 **March 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		Adam House	X	Roger Robinson
X	Julia Griffiths	X	Marilyn Mays	X	Andy Wilson

**Absent:** Adam House

Roger and John left for choir practice at 7:50.

**Ministers and Staff present:**

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

**Assistant note taker:** none

**Timekeeper:** Roger

**Congregants present:** Joanne Foor for Nom Com

The board meeting convened at 7:05

**Convene**

- Opening Words – Leslie - "Over the Weather" by Naomi Shihab Nye
- Determined Quorum
- Process observer review: none
- Review/approve previous meetings' minutes: Roger moved and Barbara seconded a motion to approve the minutes. Theo noted a correction to the citation for the closing reading. Passed unanimously with the change.

**Generative discussion: Board covenant**

- Board is using the sociocracy process to discuss the covenant.
- Roger gave an overview of sociocracy.
- The board broke into two groups for the discussion.
- Both groups had similar suggestions for revisions.
- Covenant will go back to the Board Liberation Team for an update and will be brought to the April meeting for approval.

## **Board updates:**

Dates to Calendar:

- Board Forum/café conversations moved to 3/19
- Rev. Alison's installation on 4/16 at 4:00 PM
- Special budget meeting of Fin Com on 3/28 from 5:00-6:30
- Fin Com update to the congregation will occur after 3/28

## **ET updates:**

- Annual Fund Drive
  - Close the Gap has generated an additional \$42K. There are three more groups to call. Those making the Close the Gap calls are asked to pass on any pastoral concerns they learn of to Rev. Alison and Rev. Tom.
  - The Auction Committee has decided to contribute the proceeds from the auction to Close the Gap.
- Budget
  - ET will be budgeting to our priorities. The goal is financial stability.
  - Adding a membership/engagement position and support for stewardship.
  - Rev. Alison distributed two handouts about staffing, one on the life cycle of the church and one on staffing configurations for RE.
- Community/congregation
  - People are hungry for volunteer opportunities.
  - People asking for transparency and communication.
  - Rev. Alison's community conversations are going well. People are interested in hearing where the church is as we return to in-person activities.
  - There is a feeling of vibrancy and renewal in the church.
  - Rev. Alison is working to build community among the staff.
- Other
  - We are emerging into a space of imagination and asking what does the post-modern church need.
  - The Pacific Western Region had an article highlighting our reproductive rights work.

**Consent agenda:** none

**Congregant comment:** Joanne feels that there is change in the air at church. She appreciates the full board's input at the recent Fin Com meetings.

## **Meeting wrap-up**

- New board covenant needs to be on the April agenda.
- Ryan writing the Feb. board letter.
- Com Com to publicize new forum date.
- Process observation
  - We need further conversation about the word "legacy" in the board covenant.

- People expressed that it was good to experience and practice the new sociocracy process. It was okay to feel uncomfortable and express that, too.
- Closing reading: Leslie read “Dust of Snow” by Robert Frost.

Meeting adjourned at 8:46.

Respectfully submitted by Mindy Clark, Board Secretary.

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

The meeting convened at 6:38. In attendance were: Theo Harper, Mindy Clark, Leslie Pohl-Kosbau, Barbara Morrison.

Mindy opened our meeting with a reading by Hafez, *Each Soul, Each Soul, Completes Me*.

The minutes were approved as written.

**Ideas for the Moderator Letter:**

Comment about the March 19th Board Conversation of Article II.

Comment about Alison's upcoming installation April 16th, 4-6PM.

The Alliance will help with the food. David will design the invitations. Leslie will have a memorabilia table and DeReau is looking for people to participate.

Excitement rising for the annual Auction.

Notation that there are an increasing number of people in the pews.

Barbara needs to send letter ideas to Ryan by Wednesday morning so that he can complete it by Friday for review. We will submit it to Communications by Tuesday.

We need to ask other Board members to sign up for writing the monthly letter.

**Forum preparation:**

Theo will send out an email asking for all Board Members to participate.

There will be a document in Google with all pertinent information.

**Agenda for Forum:**

Ryan will open the Forum

Theo will introduce Alison.

Alison will explain work behind new principles.

Julia will show slides.

Participants will break into groups at church and online. Theo, Ryan and Mindy will support participants online.

Participants will write comments on paper or in the chat box for those online.

Each group will spend 20 minutes on question one and then switch tables or rooms. This will repeat after subsequent questions. Board members will not move.

Ryan will end the Forum.

Board members will stay 15-20 minutes for a debrief of the Forum.

Mindy will check with Cassandra or Kathryn about providing childcare and send out information to Zoom leaders.

Leslie will print out information for the Forum.

Theo will email Forum information to Board Members.

**Listening Project:**

Because Alison is meeting with the groups, perhaps we do not need to do it this Year.

**Upcoming survey:**

We will need some information for the evaluation of the ministry.

Barbara will check with the Alliance and Leslie will check with the Social Justice team.

Theo will coordinate with Caitlynn about the survey.

Leslie will ask for more Board Members to sign up for staffing our coffee hour desk.

**Website discussion:**

Mindy has access and is able to go in to add or correct information.

Leslie suggests a banner.

We need updates on the website for current events of the Board.

Theo will research the Alibi Restaurant for our Auction Event.

Mindy read *I Had To Seek The Physician by Kabir*

Meeting was adjourned at 7:45 PM.

Submitted by Barbara Morrison



## Finance Committee Meeting

March 14, 2023

Attendees: Alison Miller, Dev Dion, Roger Robinson, Mindy Clark, Jo Ann Foor, Andy Wilson, Marilyn Mays, Stan Jewett, Linda Craig, Julia Lee Griffiths, Kathryn Estey, Leslie Pohl-Kosbau, John Bishop, Erin Tafuri, Adam House

### Check-Ins

### Approval of February meeting minutes

#### Review vs. Audit Discussion

Kathryn: with staff transitions and move to SMJ the audit firm recommended that we have another year of review, and not an audit. Church policies call for “an audit or review” every three years.

Linda: do not count on our ability to get an audit next year, there are not enough CPAs to go around and we are small, yet complicated, so less appealing as clients. We need to prepare our financials to allow for an audit, and with our transition with SMJ it is too early. Our last audit was 5 years ago. Finance Comm needs to keep this on our radar.

Alison: internal vs. external audit? Internal audit may be a possibility, especially if we can recruit congregants with appropriate skills to serve as volunteers.

Committee voted unanimously in favor of moving forward with a review. This question now goes to the full Board for ratification. Assuming the Board approves, an explanation of the review process will be included in the information we give to congregants.

### ET Update

Erin reviewed the 2022 Campaign Performances. 750 donors, we have reached 94.42% of our goal, \$87k less than our goal.

2023 Campaign, 705 donors, 86% of the goal, \$220k less than goal. This does not include amounts from the Close the Gap campaign, which may be at around \$50k now.

The ET recognizes the lower number of pledging units and will take that into consideration when looking organizationally and at the staffing.

### January Financials

#### Income highlights:

Pledges, non-pledge contributions are on track, plate contributions are quite a bit higher than expected.

Plate passing has started again. We will need to wait to see if this will increase the giving.

#### 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.

Given the current banking crisis with mid-level banks, it was requested that Kathryn ask our bank for reassurances of their solvency. She and Andy will pursue this. Linda brought up the \$250,000 FDIC limit and we need to pay attention to this.

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

Next Regular Meeting: April 11, 2023 at 5:00 PM Pacific Time

(minutes: RR)

First Unitarian Church of Portland				
Actual Compared to Budget - Operating				
07 Months Ending January 31, 2023				
	YTD Actual	Annual Budget	Remaining Budget	Percent of Budget Realized Expected: 58%
<b>Revenue:</b>				
Pledge Contributions	919,544	1,626,002	706,458	57%
Non-Pledge Contribution	47,085	56,000	8,915	84%
Foundation Contributions	-	-	-	
Plate Contributions	31,833	35,000	3,167	91%
Program Contributions	31,138	82,000	50,862	38%
Program Income	16,882	40,000	23,119	42%
Tenants Rental Income	204,414	347,730	143,317	59%
Event Rental Income	2,479	-	(2,479)	
Merchandise Income	6,112	-	(6,112)	
Miscellaneous Income	14,255	-	(14,255)	
Reserve & Fund 49 Income	-	-	-	
<b>Total Revenue</b>	<b>1,273,741</b>	<b>2,186,732</b>	<b>912,992</b>	<b>58%</b>
<b>Expenses:</b>				
Payroll	947,622	1,684,762	737,140	56%
Recruiting & Relocation	21,276	27,500	6,224	77%
Professional & Contract Services	46,401	108,245	61,844	43%
Professional Expenses	6,078	19,000	12,922	32%
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	12,499	12,500	1	100%
Program Expenses	58,216	182,374	124,158	32%
Retreat & Workshop Expenses	11,725	2,000	(9,725)	586%
Event Expense	3,446	500	(2,946)	689%
Parking	13,098	24,000	10,902	55%
Utilities	53,296	80,500	27,204	66%
Custodial Supplies	6,200	14,000	7,800	44%
Web Services, Software, & Computer Program Expense	5,973	11,500	5,527	52%
Computers, Furniture & Equipment	8,439	16,050	7,611	53%
Equipment Rental/Lease	8,719	-	(8,719)	
Bldg Repairs & Maintenance	9,500	40,000	30,500	24%
Equip Repairs & Maintenance	-	3,650	3,650	0%
Landscaping	18	1,500	1,482	1%
Printing & Copying	3,291	10,050	6,759	33%
Postage	2,523	4,100	1,577	62%
Bank Charges & Merchant Fees	9,572	23,500	13,928	41%
Licenses & Fees	5,139	6,000	861	86%
Insurance	10,153	26,000	15,847	39%
Donation	-	-	-	
Miscellaneous Expenses	17,620	1,000	(16,620)	1762%
Reserve & Fund 49	173	-	(173)	
<b>Total Expenses</b>	<b>1,266,305</b>	<b>2,315,231</b>	<b>1,048,927</b>	<b>55%</b>
<b>Change in Net Assets</b>	<b>7,436</b>	<b>(128,499)</b>		