

First Unitarian Church of Portland
Board of Trustees Meeting – June 1, 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 – John
- Determine Quorum
- Process Observer Review
- Review Agenda
- Review and Approve [May meeting minutes](#) (April minutes to be shared separately prior to meeting)

Board Roles

Timekeeper –
Process
Observer –

7:05 **Congregant Comment Period**

7:15 **ET Update**

7:45 **Board updates**

- Committee updates – reports attached

Dates to Calendar

- Board celebration - TBD
- Karaoke with the Board - June 20, 6-8 PM
- Board retreat - July 29-30

7:50 **Consent Agenda**

- Certify congregational ballot results
- Approve 2023-24 board officers

7:55 **Business Agenda**

- Discuss, decide: How to approach uncollected pledges?
- Discuss, decide: Finalize [board retreat topics](#)

8:15 **Generative Conversation**

- Review, discuss board self-evaluation survey

8:40 **Executive Session - Update**

8:45 **Meeting Wrap-up**

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

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:
3. Develop an understanding of the post-pandemic church that's emerging, as well as the pastoral needs and continuing connections among congregants.
4. Approve a revenue plan to sustain the mission of the church during this evolving period.
5. Consider viable options for maintenance of our current physical plant and future development of the campus as is feasible.

6. Continue to support ~~the Ministerial Search Committee and~~ the transition to a new Senior Minister.
7. Develop and nurture a covenantal relationship with the new Senior Minister.
8. Consider the appropriate size for the board and, if a change is decided upon, refer a recommendation to the congregation for a vote.

BOARD COVENANT OF LEADERSHIP 4/2023

We covenant 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. acknowledge and understand the true history of the church we inherit, and together build a future that embodies our Unitarian Universalist values.
10. cultivate relationships within the congregation.
11. discuss and disagree with curiosity, expressing ourselves as clearly, honestly, and lovingly as possible to further the goal of building understanding.
12. speak openly with the congregation, respecting the confidentiality of board conversations.

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.

First Unitarian Church of Portland
 Board of Trustees Meeting, 1211 SW Main St, Portland, OR 97205
 Minutes of **May 4, 2023** Meeting

Board Members present:

	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: Mindy Clark. Tom Disrud

Ministers and Staff present:

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

Assistant note taker: none

Timekeeper: Ryan

Congregants present: Rick Lathrop, Matt Schiewe, Amy Freeman (for Nom Com, via Zoom), Maxine Lathrop (via Zoom)

The board meeting convened at 7:05

Convene

- Opening Words – Marilyn read “What We Fail to Notice” by R.D. Laing
- Determined Quorum
- Process observer review -critique of budget meeting
 - More advertising
 - More snacks
 - Listen, rather than tell
 - Next budget meeting should be recorded
- Review agenda:
- Review/approve previous meetings’ minutes:
 - Thanks to Mindy for such thorough minutes.
 - Ryan relayed that DeReau had reached out about language in the minutes so Ryan will review and postpone approval of them to the June meeting.

Congregant comment:

Rick: offered praise for work on the budget. "It looked doable." Praised Rev. Alison for being engaged with the congregation. Stated there is a bigger issue of transparency than just the budget. Communication is so important.

ET Updates:

- Rev. Alison expressed her appreciation to the board and congregation for the beautiful and meaningful installation and historical gifts. She spoke of the upcoming Community Conversations which will have four in-person and four Zoom meetings. This will prime for future conversations. There will be a link in the Enews for dates to sign-up.
- We have a number of delegates to GA this summer: Theo, Stan Jewet Leslie, Ethyl Gullette?
- Rev. Alison and two others will present an online webinar at GA "The Spiritual Practice of Mussar."
- The UUA has chosen [*Mistakes and Miracles: Congregations on the Road to Multiculturalism*](#), as the UU Common Read.
- Ballots are already starting to come into the office.
- Summer plans: Guest ministers will start July 1. Our new intern minister Danielle Garret will start in August.
- We are approaching our first year anniversary with SMJ and Assoc. We are pleased with the service; their record keeping is far superior especially as we have no true accountant on staff.
- We have policy work to do with the Finance Committee: How to receive gifts.
- We have an opening on the Foundation Board, as Pierre is leaving.
- NW Academy will be returning and interested in negotiating a long-term contract. Rev. Alison states there will be a deeper look at whether we are charging appropriate rent in regard to extra time needed by sextons and general wear and tear. We want to be certain we are not subsidizing a private school.
- Signe will be retiring and we will have a special service on June 4th and catered reception. A plaque recognizing her 42 years of service will be designed and a fund collected from the congregation towards a gift related to travel.
- Rev. Alison discussed in detail the work that is being done to realign staff given the shortfall of funds. It is still in flux. Some decisions have been made: Signe will be replaced, Dustin will not be returning, Amanda will not be returning (hopefully there will be one bell choir), children may not have as much access to music as before. How will we express to those leaving our gratitude for their service and plans to keep the relationship open.

Board Updates:

- Dates to Calendar:
 - Sunday May 7th is the close of the auction and the second forum on the budget.
 - Sunday May 21st, ballots are due.
- Com Com: Theo reminded us that he had sent an email to all board members about the 3 questions for the Listening Project.
- This coming Sunday the second forum on the budget will start at 12:45 in Eliot Chapel and the post Auction party will be in the the Buchan Reception room.

- We need Board members to count the ballots. Caitlynn, Adam, John, Andy and Mindy were suggested. John Rosette will get supplies to the Channing room.
- Theo states that due to a recent shooting in the area of the Alibi Restaurant we should relook at our plans for the Board's auction item.
- He suggested the Voice Box (two locations) and Chopsticks. It was agreed that Voice Box on NW 21st would be our best venue.
- Review of our new Board Covenant. Theo read it and asked for a motion to accept. Roger moved to accept, Leslie seconded and the motion passed with Andy abstaining. It was noted that the covenant can still evolve.

Consent Agenda: none

Generative Discussion:

- Board Retreat will be Saturday July 29th, 8:30AM to 3:30PM and Sunday July 30th, after church.
- Ideas for Saturday:
 - Leslie suggested UUA training composed of 2 sessions of 45 minutes each.
 - John, Roger, Leslie, Julia would like to present their ideas for orientation for new board members
 - Barbara suggested relooking at our bylaws concerning size of board and maximum number of years served.
 - Barbara suggested that we resume our pre-pandemic meetings with Nom Com. Amy agreed.

Executive Session: Board went into executive session at 9:45 and came out at 9:50.

Meeting Wrap-up:

- Printed copies of the survey will be at the coffee hour board table.
- Caitlynn will be writing the Moderator Letter for May and Leslie for June.
- Closing words: Marilyn read "Kindness" by Naomi Shahib Nye

Meeting adjourned at 9:02.

Respectfully submitted by Barbara Morrison.

FIRST UNITARIAN CHURCH OF PORTLAND
BOARD OF TRUSTEES
Communications Committee Minutes
May 9, 2023 6:30-8:00 p.m. via Zoom

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

Barbara opened our meeting with the poem, "Questions Before Dark" by Jeanne Lohmann. The minutes were approved and accepted as written.

Ideas for the Moderator Letter:

- Lively Forum, the second meeting concerning the budget. Thirty-five congregants present in the chapel, thirteen online.
- Remind everyone to vote. Last day to turn in the ballot will be May 21st.
- Lots of excitement surrounding the return of the auction. Congratulations to the auction committee for a job well done.
- The after-auction party in the Buchan had good participation and a lot of fun.
- Recognition of Carolyn Shelby's ground crew for all their work outside on 12th Ave.

Board retreat will be July 29th (8:30-3:00) and 30th (after church)

- Ideas for the retreat: UUA training sessions, go over Policy Based Governance, ice breaker. Sign-up sheet for members to bring food for breakfast/morning break on Saturday plus a catered lunch. Sunday will be a lunch potluck.
- Perhaps some music?
- Ryan will select a retreat committee. BOC will have the final word.

Board auction item, karaoke, will be held at the Voice Box on NW 23rd on June 20th. Theo will make arrangements and contact the 30+ people who signed up. The Board members will pay for food (snacks). Everyone is responsible for their own drinks.

Listening Project

- Get Theo's 3 questions to the various groups and bring results to the June Board Meeting.

Start this fall to set up groups to work on the Church's 5-year goals.

There is not enough time for another Article II forum but the final decision won't be until 2024. This needs to be stated in the Moderator letter.

Some discussion about setting up a calendar on our webpage.

Meeting was adjourned at 7:36PM

Submitted by Barbara Morrison, secretary

Funds Report As Of 03/31/2023			
	Beginning Funds		Ending Funds
Commemoration Fund	11,482		11,882
Chesney-Deale Intern Minister Fund	75,446		75,446
Hessler-Deale Women in Ministry Fund	23,697		25,220
Sewell Lecture Series	156,776		156,776
Hollingsworth Anniversary Fund	15,231		15,431
Slegers Music Ministry Fund	32,599		32,599
Sinkford Scholarship	50		450
Justice Begins at Home Fund	14,311		14,311
Fund 49 - 13 Salmon Shelter	13,681		13,681
Fund 49 - Adult Programs	4,672		4,672
Fund 49 - Alliance	6,289		9,394
Fund 49 - Anti-Racism Curriculum	720		720
Fund 49 - Auction	1,685		1,685
Fund 49 - Campus Ministry	1,266		1,266
Fund 49 - Congregant Emergency Fund	19,964		13,098
Fund 49 - Contingency Minister - Disrud	5,959		5,959
Fund 49 - Contingency Minister - Miller	-		2,020
Fund 49 - Executive Team Contingency	37,148		25,488
Fund 49 - Family Ministries	33,982		33,982
Fund 49 - Family Ministries - Coming of Age	3,467		3,467
Fund 49 - Family Ministries - YRUU	23,399		24,921
Fund 49 - Lay Ministry	225		225
Fund 49 - Men's Group	1,578		1,578
Fund 49 - Mosaic Wall Maintenance	1,421		1,421
Fund 49 - Music	41,847		32,933
Fund 49 - Quilts of Love	645		645
Fund 49 - Social Justice	4,127		4,127
Fund 49 - UU-UNO	1,447		1,447
Fund 49 - Young Adults	923		1,423
Idaho Interfaith	-		4,105
Total Restricted Funds		534,036	520,371
Operating Fund	551,783		375,368
Capital Fund	-		-
Annual Operating (Contingency) Reserve	134,119		134,119
Special Projects Reserve	29,319		16,629
Major Donor Reserve	190,795		190,795
Tax Rebate Reserve	48,935		48,935
Required Loan Reserve	30,718		30,718
Safety Reserve	140,235		140,235
Major Repair & Equipment Reserve	189,935		189,935
Rental Income Reserve	60,033		61,736
Sabbatical Reserve	1,000		1,000
Total Unrestricted Funds		1,376,873	1,189,471
TOTAL		1,910,909	1,709,842

First Unitarian Church of Portland				
Actual Compared to Budget - Operating				
09 Months Ending March 31, 2023				
(Prepared by Susan Matlack Jones & Associates)				
	YTD Actual	Annual Budget	Remaining Budget	% of Budget Realized Expected: 75%
Revenue:				
Pledge Contributions	1,205,395	1,626,002	420,607	74%
Non-Pledge Contribution	49,550	56,000	6,450	88%
Foundation Contributions	-	-	-	
Plate Contributions	44,488	35,000	(9,488)	127%
Program Contributions	26,421	82,000	55,579	32%
Program Income	27,761	40,000	12,240	69%
Tenants Rental Income	268,971	347,730	78,760	77%
Event Rental Income	5,169	-	(5,169)	
Merchandise Income	7,978	-	(7,978)	
Miscellaneous Income	9,261	-	(9,261)	
Total Revenue	1,644,993	2,186,732	541,739	75%
Expenses:				
Payroll	1,203,988	1,684,762	480,774	71%
Recruiting & Relocation	23,328	27,500	4,172	85%
Professional & Contract Services	62,166	108,245	46,079	57%
Professional Expenses	8,462	19,000	10,538	45%
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	13,549	12,500	(1,049)	108%
Program Expenses	78,687	182,374	103,687	43%
Retreat & Workshop Expenses	12,691	2,000	(10,691)	635%
Event Expense	8,042	500	(7,542)	1608%
Parking	17,407	24,000	6,593	73%
Utilities	75,465	80,500	5,035	94%
Custodial Supplies	6,703	14,000	7,297	48%
Web Svcs, Software, Computer Program Exp.	11,385	11,500	115	99%
Computers, Furniture & Equipment	12,255	16,050	3,795	76%
Equipment Rental/Lease	12,413	-	(12,413)	
Bldg Repairs & Maintenance	10,485	40,000	29,515	26%
Equip Repairs & Maintenance	3,775	3,650	(125)	103%
Landscaping	18	1,500	1,482	1%
Printing & Copying	4,019	10,050	6,031	40%
Postage	2,558	4,100	1,542	62%
Bank Charges & Merchant Fees	11,828	23,500	11,672	50%
Licenses & Fees	5,536	6,000	464	92%
Insurance	12,502	26,000	13,498	48%
Donation	16,981	-	(16,981)	
Miscellaneous Expenses	2,466	1,000	(1,466)	247%
Total Expenses	1,622,035	2,315,231	693,196	70%
Change in Net Assets	22,958	(128,499)		

First Unitarian Church of Portland			
Statement of Activities - as of 03-31-2023			
Prepared by Susan Matlack Jones & Associates			
Unaudited			
	Current Month	YTD Total	Percent of Total
Revenue:			
Pledge Contributions	145,643	1,205,395	71%
Non-Pledge Contribution	4,885	49,550	3%
Foundation Contributions	-	-	0%
Plate Contributions	6,382	44,488	3%
Program Contributions	4,532	26,421	2%
Program Income	2,469	35,908	2%
Tenants Rental Income	36,256	268,971	16%
Event Rental Income	-	6,872	0%
Merchandise Income	640	17,586	1%
Interest Income	1,407	7,858	0%
Miscellaneous Income	(4,994)	18,182	1%
Reserve & Fund 49 Income	200	11,356	1%
Total Revenue	197,419	1,692,586	100%
Expenses:			
Non-Departmental	26,405	274,290	14%
Non-Operating	14,955	32,603	2%
General & Admin	15,242	155,144	8%
Stewardship	17,209	84,753	4%
Membership	3,753	30,673	2%
House & Grounds	55,535	483,861	25%
Ministry	40,758	304,985	16%
Family Ministries	15,497	165,572	9%
Music Ministries	16,665	180,340	9%
Social Justice	11,330	114,455	6%
Adult Programs	401	45,225	2%
Communications	-	725	0%
Rentals	-	3,473	0%
Art Wall	459	2,394	0%
Bookstore	180	2,315	0%
Committees	777	1,904	0%
Archives	36	36	0%
Board of Trustees	172	1,628	0%
Alliance	7,970	15,921	1%
Total Expenses	227,343	1,900,295	100%
Change in Net Assets less Investment A	(29,924)	(207,709)	
Gain (Loss) on Investments	4,788	6,643	0%
Change in Net Assets	(25,136)	(201,066)	