

First Unitarian Church of Portland
Board of Trustees Meeting – September 7, 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 – Ryan
- Determine Quorum
- Process Observer Review
- Review Agenda

Board Roles

Timekeeper –
Process Observer –

7:05 **Congregant Comment Period**

7:15 **ET Update**

7:45 **Board updates**

- Committee updates – reports attached
- Sign-ups: Words for upcoming meeting ([sign-up](#)), Sunday social hour tabling ([sign-up](#))

Dates to Calendar

- Budget forum 2 of 2 - May 7, clarify time and location
- Auction Celebration and bidding closes - May 7
- Counting congregational ballot - May 21

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7:55 **Consent agenda**

- Approve Beneficial Bank credit card issuance and control limits
- Approve [June meeting minutes](#)

8:00 **Business Agenda**

8:00 **Generative Conversation**

- Develop 2023-24 Board Goals and Calendar (materials forthcoming)

8:40 **Executive Session - Update**

8:45 **Meeting Wrap-up**

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

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 **June 1, 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		Marilyn Mays	X	Andy Wilson

Absent: Marilyn Mays

Ministers and Staff present:

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

Timekeeper: Julia

Congregants present: Dean Baker for Nom Com

The board meeting convened at 7:05. Today is Rev. Alison’s birthday – Happy Birthday!!

Convene

- Opening Words – John Bishop, quote from Elandria Williams
- Determined Quorum
- Process observer review - none
- Review agenda: added sharing of results from listening sessions
- Review/approve previous meetings’ minutes:
 - April minutes – Theo moved, Andy seconded
 - Mindy voted not to approve the April minutes because in her opinion, the minutes as originally submitted are the accurate reflection of what happened in the meeting and she objects to the additions made after the meeting.
 - Kathryn noted that the changes to the minutes were not reflective of what happened in the meeting and are technically a note added after the meeting.
 - Minutes accepted with a vote of 11 yes and 1 no.

- May minutes – Theo moved and Roger seconded, minutes accepted with a unanimous vote.

Congregant comment: Dean expressed appreciation for the work the board does.

ET updates:

- Community Conversations
 - 5 of 8 conversations are complete.
 - 90 people have participated, 50 more are signed up.
 - Key ideas expressed
 - We need everyone to wear a name tag.
 - There is a real desire for small groups, desire for adult faith formation.
 - Appreciation for being in a congregation that helps them make a difference.
 - How might we reach even more people – specific groups (e.g., newcomers, young adults).
 - Interest in youth music program and youth participating in services
- End of the church year
 - Assessing were/weren't achieved.
 - What do we want to do next year?
 - What are new expectations? (e.g., schedules)
 - Themes for next year will center on love plus six values (love at the center)
 - July – Journey
 - August – Home
- Job description for Membership Engagement Coordinator is done
- We have received 13 applications for the Transformation Team
- Pastoral needs are growing among our elders, Lay Ministry is helping with the increased load
- AFD – there will be two campaign chairs and two people behind the scenes
- Questions:
 - Will there be a report on the Community Conversations? Answer: yes
 - When will the 5-year plan be started? Fall
 - Where are we with our emergency preparations?
 - Working with ushers, sextons, Lay Ministers on handling Sunday emergency – how can we be both welcoming and careful?
 - Dana will be sharing de-escalation skills so we can handle incidents without going immediately to law enforcement.
 - Side with Love has resources we can use.

Board updates:

Dates to Calendar:

- Board celebration – June 9 at 7 PM, includes partners
- Karaoke – June 20, 6-8 PM, Chopsticks
- Board retreat July 29-30

Consent agenda:

- Certify congregational ballot – certified upon email sent to all board members
- Approve 2023-2024 board officers, Theo moved, Barbara seconded, vote was unanimous
 - Moderator – Ryan Deibert
 - Treasurer – Andy Wilson
 - Secretary – John Bishop
 - Gov Comm Chair and 1st Vice Moderator – Caitlynn Hill
 - Com Comm Chair and 2nd Vice Moderator – Leslie Pohl-Kosbau

Discussion/action items:

- Discuss/decide how to handle uncollected pledges – moved to the Sept. board meeting
- Board Listening Sessions
 - Questions:
 - What are your thoughts on the changes to Article II?
 - What questions do you have for the board?
 - What do you see happening for First U?
 - Theo met with BIPOC Group and Men's Group
 - Not much response from Committee for Earth or SJ Council
 - RE – Cassandra is meeting with kids, parents, teachers
 - Meeting with Alliance and COHHO
 - Notes should be sent to Ryan and Caitlynn

Generative Discussion: Board self-evaluation

- What does it look like to build trust?
- Smaller board vs. larger board.
- Disturbed by lack of trust.
- Lack of safety.
- Imperfect communication.
- Good discussions but things don't seem to move forward.
- Agreement on how we will be together, e.g., what does respect look like to each of us?
- More time learning how things work.
- Didn't feel that anyone had bad intent.
- Need more conversation including one-on-one.
- We haven't had social engagement.
- Being considerate of one another, encouraging others to speak.
- Continue this conversation at the board retreat.
- Ryan is available for 1:1 conversations and encourages others to be as well.
- Key priority – how to make the board work better.
- Some of the difficult topics have been good lessons, e.g., talking to the congregation about the budget priorities earlier in the year.
- Important to recognize foundations – what are the gifts we each bring?
- What is the role of the board?
- Trust is paramount – and patience – then nuts and bolts.
- Going forward

- Convene a small group to develop priorities and flesh out retreat.
- Distill down what we will talk about.

Executive session – began at 9:00, ended at 9:20

Meeting wrap-up

- Closing comment, items for future agendas
 - Discuss pledge collection at Sept. board meeting.
- Communications check
 - Leslie will do the board letter this month.
- Process observations
 - In the future the board eval should be done in exec session.
 - Ryan effectively facilitated the discussion in a short amount of time.
 - Anonymity can foster mistrust (the evaluation responses were anonymous).
 - Appreciation was expressed to Rev. Tom for bringing the birthday cupcakes.
- Closing words – John
 - Quote from William James on conflict.
 - Quote from Winston Churchill on courage.

Meeting adjourned at 9:30 PM

Consent Agenda Item for 9/7/2023: Approve Beneficial Bank credit card issuance and control limits

Background:

Even though we successfully moved our Wells Fargo bank accounts to Beneficial State Bank, our credit cards have continued to be carried at Wells Fargo. In addition to the overall wish to completely transition away from Wells, the manner in which WF has set up our credit card account makes it a time-consuming task to reconcile each month's invoice. We propose closing our Wells Fargo credit cards, and opening a credit card account at Beneficial State Bank:

1. The cards have a 1% statement credit on all. As such: if we spend \$10,000 in a month across ten cards, the bill to pay them all off would be \$9,900, a 1% discount, with the \$100 discount applied as a statement credit.
2. We can have as many cards as we like under a globally approved limit. That limit is a number we apply for and can then assign to each cardholder under that global line individually.
3. Through our bank portal in real time, we can raise or reduce individual limits (within the global limit), and add or remove individual cardholders.
4. There is no annual fee, and no guarantors required for nonprofits (including churches).
5. We can choose to secure our cards by either of two methods:
 - a. Send Beneficial two full years of financial statements for them to evaluate our historical cashflows as sufficient to cover any potential debt; or
 - b. Authorize Beneficial to place a hold on any of our accounts in the amount of the global max credit.

To make it easier/faster to track and account for church credit card expenses each month, Beneficial recommends establishing one over-arching account with individual cards assigned to staff members who routinely purchase items for their programs and for our facilities. (This is in line with the UUA's recent bulletin urging congregations to offer employees ways to make church purchases without "fronting" their own money and receiving subsequent reimbursement.)

=> Proposals FOR BOARD APPROVAL / CONSENT AGENDA:

Based on spending by the individuals named below **we propose a global limit of \$34,000 with the individual limits as listed in the chart below.** This is not to suggest that each person spends this much every month ... they definitely don't. But there are certain times of the church year when the various departments will get very close to their limit. **We propose securing our cards by sending Beneficial two full years of financial statements for them to evaluate our historical cashflows as sufficient to cover any potential debt.**

Issue Cards To: Print Name(s) of Authorized Person(s)	Mobile Phone Number	Email Address	Credit Limit Requested (combined limits not to exceed total amount requested for Company)
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CONTROL ACCOUNT – this will be considered the primary account and shall have control over all other accounts:

1. Kathryn Estey	503-621-2388	kestey@firstunitarianportland.org	5,000.00
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ADDITIONAL CARDS SHOULD BE ISSUED

2. Alison Miller	(862) 579-7899	amiller@firstunitarianportland.org	5,000.00
3. Thomas Disrud	(503) 593-3580	tdisrud@firstunitarianportland.org	5,000.00
4. Dana Buhl	(503) 807-6697	dbuhl@firstunitarianportland.org	3,000.00
5. Jason Chapman	(503) 984-3328	jchapman@firstunitarianportland.org	10,000.00
6. DeReau Farrar	(626) 373-4739	dfarrar@firstunitarianportland.org	3,000.00
7. Cassandra Scheffman	D.R.E.	cscheffman@firstunitarianportland.org	3,000.00

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

The meeting convened at 6:30. In attendance were: Theo Harper, Mindy Clark, Leslie Pohl-Kosbau, Barbara Morrison, Julia Griffiths

Leslie opened our meeting with an essay, *The Purple Comets of Spring* by Ross Gay.

The minutes were approved and accepted as written.

Ideas for the Moderator Letter:

Leslie's letter was unique and wonderful. Everyone likes the idea of other board members participating, as it shows their unique personalities.

It was noted that we need to jazz up our presence online. Other platforms are better.

Review of this year's work.

The Board Cafe conversations were more engaging and would be good for doing next year's Board goals.

We need to get comments from our last session to our GA delegates. Mindy has compiled the comments and will get them to the right people.

We also need another forum to cover the UUA's Article II changes.

Leslie got the coffee hour Board Table up and running. Where can we store the materials for the table? Mindy suggested that A105 may have some space. She and Barbara will check it out and make sure the banner is stored properly.

Theo has done a great job with making arrangements for our auction item: Karaoke at Chopsticks. We have a good number of people coming to the event.

Ideas for next year

Meet with Nom Com in October. Discuss the expectations of Board members.

How will we support our new Communications Director? Leslie will initiate a meeting with them.

Realizing the importance of community conversations and practicing "radical hospitality".

We need to encourage more rotation between our committees.

Leslie would like someone to take over setting up our Board table for after services.

Leslie will be our new committee chair and Julia our new secretary.

Final reading: Leslie read *Bulbs* by Lynn Unger

Meeting was adjourned at 7:38PM

Submitted by Barbara Morrison, secretary.

Communications Committee planning meeting August 28th 6:30-8

Attendees: Leslie, Theo, Julia and Barbara

Chalice lighting and reading - Theo

Check in

Board table in Social Hour

- Leslie has reserved table for each Sunday, and she confirmed with John Rosette and discussed with Sextons.
- Will have physical sign-up sheet at board meeting and post to Google Drive.
- Consider having one factoid at table each week. Eliot Building was built in 1924! Do you know anything about Article 2? Did you know you can attend board meetings? Maybe print little factoid signs and put them in holder on the table. Barbara will get holder, will give to Leslie.
- Need a place to store the bag with notebook, etc. Leslie proposes storing with Archives storage.
- Be sure to have extra copies of Article 2 info plus cheat sheet handout that they can take home.
- Feel free to bring toys/stickers for kids, cookies, flowers, or other enticements.

Board Forums

- Request to have post-GA debrief with board and delegates, esp re: Article 2.
- Article 2 classes this year? Wellspring? Someone else?
- What can we learn from 8th Principle process that would prepare us for the vote?
- Perhaps ask the board and different groups to sponsor a forum, with guest speakers. Alliance, Social Justice, etc., so it's more grassroots. Leslie to talk to Alliance.
- Support quarterly forums on finance. Leslie to contact Andy to offer support to Finance committee.

Board letters

- Consider having blurb in e-News a week before our meeting, incl agenda overview if possible. Theo will discuss with Ryan.
- Goal: can we get 2 visitors per meeting?
- This year, board members take turns writing the letter (your perception of what's happening, plus news). Leslie to create sign-up sheet and put in Google Drive.

Annual meeting/Annual report

- Should we re-start the practice of annual report?
 - Recognize volunteers
 - Tells what happened
 - Could do an online version with pictures
 - Need to discuss with ET – need to have people to work on it.

- We haven't had an annual meeting since we went to Policy Governance.
 - The Spring service after election has served that purpose but hasn't had all the content.
 - Does it need to be a responsibility of ET?

Outreach ideas

- Picnic – make it as a homecoming event?
- Nominating Committee get-together this Fall? Social time, learn each group's practice and priorities. Maybe not the whole committees, just reps of each.
- Communications Staff person – how can we (board, board Communication Committee) support that person? Leslie to discuss with Nikki and Alison.

Closing

Next meeting:

Board: 9/7

Communications Committee: 9/12 6:30

First Unitarian Church of Portland				
Actual Compared to Budget - Operating				
12 Months Ending June 30, 2023				
<i>Pre-close / Unaudited / Unreviewed</i>				
Prepared by Susan Matlack Jones & Associates				
	YTD Actual	Annual Budget	Remaining Budget	Percent of Budget Realized Expected: 100%
Revenue:				
Pledge Contributions	1,466,964	1,626,002	159,038	90%
Non-Pledge Contribution	57,718	56,000	-1,718	103%
Foundation Contributions	89,891	82,000	-7,891	110%
Plate Contributions	72,319	35,000	-37,319	207%
Program Contributions	28,353	-	-28,353	
Program Income	27,896	40,000	12,105	70%
Tenants Rental Income	349,203	347,730	-1,473	100%
Event Rental Income	18,099	-	-18,099	
Merchandise Income	9,761	-	-9,761	
Miscellaneous Income	9,146	-	-9,146	
Transfers In	13,731	-	-13,731	
Total Revenue	2,143,081	2,186,732	43,652	98%
Expenses:				
Payroll	1,587,395	1,684,762	97,367	94%
Recruiting & Relocation	29,686	27,500	-2,186	108%
Professional & Contract Services	85,921	108,245	22,324	79%
Professional Expenses	12,003	19,000	6,997	63%
Professional Expenses - Sr. Minister	8,170	8,500	330	96%
Professional Expenses - Associate Minister	7,903	6,000	-1,903	132%
Professional Expenses - Intern	1,060	2,000	940	53%
Guest Ministers, Musicians, & Speakers Expenses	15,299	12,500	-2,799	122%
Interest Expense	-	-	-	
Program Expenses	92,119	182,374	90,255	51%
Retreat & Workshop Expenses	13,339	2,000	-11,339	667%
Event Expense	9,025	500	-8,525	1805%
Parking	24,628	24,000	-628	103%
Utilities	100,302	80,500	-19,802	125%
Custodial Supplies	8,789	14,000	5,211	63%
Web Services, Software, & Computer Program Expense	15,345	11,500	-3,845	133%
Computers, Furniture & Equipment	14,400	16,050	1,650	90%
Equipment Rental/Lease	16,428	-	-16,428	
Bldg Repairs & Maintenance	14,707	40,000	25,293	37%
Equip Repairs & Maintenance	4,988	3,650	-1,338	137%
Landscaping	18	1,500	1,482	1%
Printing & Copying	6,515	10,050	3,536	65%
Postage	2,749	4,100	1,351	67%
Bank Charges & Merchant Fees	16,350	23,500	7,150	70%
Licenses & Fees	9,343	6,000	-3,343	156%
Insurance	17,542	26,000	8,458	67%
Donation	36,076	-	-36,076	
Miscellaneous Expenses	1,000	1,000	0	100%
Transfers Out	11,770	-	-11,770	
Total Expenses	2,162,870	2,315,231	152,361	93%
Net Income/(Loss)	(19,790)	(128,499)		