

First Unitarian Church of Portland

A G E N D A

Board of Trustees Meeting – October 5, 2023

Board (only) Deepening 6:00-7:00 pm, Board Meeting – 7:00-9:00 pm

Buchan Reception Hall

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**

Board Roles

- Chalice Lighting/Opening Words – Barbara
- Determine Quorum
- Review Board Covenant
- Process Observer Review
- Review Agenda

Timekeeper –

Process Observer –

7:05 **Congregant Comment Period**

7:15 **ET Update**

7:30 **Board updates**

- Board Officer Committee meetings rescheduled: 11:30 AM - 1 PM, third Thursdays
- GovCom meetings rescheduled: 5:30 - 7:30 PM, third Wednesdays

Dates to Calendar

- Annual fund drive kick off Oct. 15
- Celebration Sunday Nov. 12

7:35 **Consent agenda**

- Approve sponsorship of Morgan Wigmore as ministerial candidate with UUA
- Approve change to Board Governing Policy 4.11.6, as recommended by Governance Committee
- Approve [September meeting minutes](#) [starts on page 6]

7:40 **Business Agenda**

- Invitation to Board to host Celebration Sunday reception - identify team
- Introduction: Facilities naming policy discussions

- 7:55 **Generative Conversation**
 - Review, discuss, and adopt 2023-2024 Board Goals

- 8:40 **Executive Session - Update**

- 8:45 **Meeting Wrap-up**
 - Closing comments, items for future agendas
 - Communications Check
 - Process Observations
 - Closing Words – Barbara

- 9:00 **Adjourn**

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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.

Consent Agenda Item: Approve sponsorship of Morgan Wigmore as ministerial candidate with the UUA:

September 9, 2023

Reverend Allison Miller, Senior Minister

Reverend Tom Disrud, Associate Minister
Dear Rev. Allison and Rev. Tom,

I am writing this letter in order to formally request sponsorship from First Unitarian Universalist of Portland in order that I may gain aspirant status as I begin my seminary journey, and that I might be of further service to my current community.

I appreciate that Portland has so many Unitarian congregations of varying sizes, and as someone who was raised in a mid-sized congregation, and will likely intern at a small congregation, I think it's a great learning opportunity to see the inner workings of a large congregation. Although I plan to move for my internship, I plan to remain involved in music ministry and running T Time for the next year. I am also very excited for us to look at new opportunities to grow our adult learning community, and hope to also take on a leadership role in that setting. While I am still very early in my formation, I put a lot of value on offering service, and should I be sponsored by 1stUU, I believe it is important that I step out of my comfort zone as a congregant and start engaging with leadership at all levels.

I look forward to the ongoing conversations that I am sure we will continue to have. Please let me know what next steps would be helpful; I am happy to approach the board regarding sponsorship.

Thank you so much.

In warmth,

Morgan Wigmore
(they/them)

Consent Agenda Item: Approve change to Board Governing Policy 4.11.6, as recommended by the Board's Governance Committee

Background:

- Board policy 4.11.6 (Guidelines for Non-Board Congregants Serving on Board Committees) references timelines that no longer align with the current church year and annual meeting schedules of board committees.
- The Governance Committee reviewed this policy during its September committee meeting, and recommends that the Board of Trustees adopts the following revision (removed language in ~~strikethrough~~, added language in **bold**.)
- Adoption of this recommended change to the Board Governing Policies will be considered as a consent agenda item at the October Board of Trustees meeting.

Action for Board of Trustees consent agenda consideration:

The Board of Trustees adopts the following change to its Board Governing Policies, effective upon adoption:

4.11.6 *Guidelines for Non-Board Congregants Serving on Board Committees*. A non Board congregant serves under the following terms:

- The non-Board member serves at the will of the Board, with the term to expire at the latest at the end of ~~May~~ **June** of the church year during which the member is appointed to the committee.
- Non-Board members requesting to be on Board committees shall talk to the committee chair. The chair will consult with the committee and bring a recommendation to the Board for its approval.
- In the event that the chair wants to remove a non-Board member prior to the expiration of their term, the chair shall notify the member, and bring the rationale and recommendation to the Board for approval.
- In order to comply with Oregon law, the non-Board member on any committee that exercises Board authority shall not be allowed to vote.

No other changes to the Board Governing Policies are made through this action.

DRAFT
Meeting Minutes - Board of Trustees
First Unitarian Church of Portland
Buchan Meeting Room
September 7, 2023

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	Kathryn Estey, Church Administrator
x	Danielle Garrett, Intern Minister

7:03 p.m. Convene

● **Chalice Lighting**

● **Determination of Quorum:** The full Board was in attendance, so it was determined a quorum was present.

● **Process Review –**

Theo expressed appreciation for the difficult conversations we had during our retreat and the ways in which participants listened and participated. He also appreciated the presence of the outside facilitators.

Julia offered that meeting in place other than at church may have improved our discussions, and Roger agreed.

Leslie urged that we continue to go in “rounds” as we have discussions during our meetings.

● **Opening Words –** Ryan read the poem “*Lover*” by Ada Limón

- Ryan reviewed the agenda for the meeting

- **Congregant Comment Period**

Congregants in attendance were recognized:

JoAnn Foor was present in person, representing the Nominating Committee

Karen Shawcross was present via Zoom connection. She mentioned she has been a congregant for 22 years.

[Randy Russell joined the meeting via Zoom later (at approximately 8:00 p.m.)].

[All congregants attending, whether in-person or via Zoom, left the meeting at 8:43 p.m. when the Board went into Executive Session].

- **Executive Team Update**

- The “Counterculture Church” is opening on SW Taylor Street just north of our church. Their first service is September 10.
- Our church will celebrate Homecoming Sunday on September 10. There will be a pancake breakfast sponsored by the Men’s Group starting at 9:00 a.m. The Church Service will start at 10:30 a.m. It will be followed by a Church Tour conducted by Rev. Alison and Bill Cunningham, and by “T Time,” a trans, nonbinary and gender-expansive exclusive gathering.
- Cassandra Scheffman, Director of Family Ministries has given notice she will resign her employment effective October 30, 2023. Nicole Bowmer, Associate Director of Family Ministries, has given notice she will resign her employment effective September 30, 2023.
- New employees have recently joined the staff. Jennifer Thomas has accepted employment in the new full-time position of Membership Engagement Director. Garrett Bond has accepted the position of part-time Associate Keyboardist. Kelly Clendenon joined the staff in a full-time position for six months as the Project Intern for the new Shower Project.
- We will treat this period as a season of gratitude, celebrating the tenure of Cassandra Scheffman and Nicole Bowmer. We will celebrate their gifts in ways they feel are appropriate.
- Plans are underway for launching the annual fund drive which will be called “Sharing Our Heart’s Treasure.” The drive will kick off on October 15 and Celebration Sunday will occur on November 12. It is expected that the Board will be asked to play an important role in coordinating the celebration Sunday brunch.
- Significant damage has occurred in the trees on Church property. There are risks that need to be evaluated and mitigated. A master arborist will visit on September 12 to evaluate and address city-required pruning and clean up. The expense to address this work was previously approved by the Board Officer’s Committee.
- The ET is planning presentations for the Fall regarding what was learned during Community Conversations conducted this past Spring. Presentations may be offered online and in-person.
- There will be two Wellspring groups offered in the coming year and there are plans for a study group to consider and discuss Article II revisions.

In answer to follow-up questions regarding the ET updates, it was noted:

- Permits for the tree maintenance have been applied for by the contractor.
- The Project Intern position for the Shower Project may be funded, in part, with grant money. Applications for a grant are being made. There will also be fundraising efforts for the project. Additionally, there is a Fund49 budget line item for 13 Salmon Street which can provide funding.
- Nikki Beezley is now serving as the full-time Communications Coordinator. She has been in that position since July. Joey Mohler is serving as the Acting Operations & Events Coordinator. In connection with this change, the Church is no longer taking the position that “we do not do any rentals.” Also, with respect to Communications issues, it was stressed that Board needs for help with Communications should be coordinated through the ET.

● **Board Updates**

Ryan pointed out that* a link exists for Board members to use to sign up to staff the Board Table after Church Service. Similarly, a link exists to allow Board members to volunteer to offer opening words at the beginning of monthly meetings.

Ryan reported the Church Nominating Committee has requested a meeting to discuss Board needs for new members. There are plans for a meeting on October 15, between 12:00 noon and 12:30 p.m. Ryan will reach out to Board members to gauge their interest in attending.

The following dates to calendar were identified:

- Social Justice Community Retreat: Sat, Sept 9
- Homecoming Sunday: Sun, Sept 10
- Rosh Hashanah Evening Service and Social Hour: Fri, Sept 15
- Yom Kippur Evening Service: Sun, Sept 24

Ryan reviewed the **Consent agenda**. The items listed were:

- A proposal for issuance of Beneficial State Bank credit cards to Executive Team Members and to certain staff, with the control limits identified.
- Draft Board meeting minutes from the June 1, 2023, meeting, and draft public minutes from the Board’s July 10, 2023, special meeting.
- A new item was added verbally to the Consent Agenda: that Intern Minister, Danielle Garrett be authorized officiate at weddings for the Church.

It was moved and seconded that all items on the Consent Agenda be approved. All items were approved without objections.

● Business Agenda

It was noted that there were no specific Business Agenda items to discuss.

● Generative Discussion

A generative discussion was held concerning Board Goals and the calendar for the upcoming Church year.

This is the year in which the Board will develop new 5-year goals to follow from the goals developed for 2021-24. The aim now is to draft Board goals for this year which would be in service of the broader, long-term goals.

Ryan proposed Board members develop new goals by working from the existing draft which he had shared via email prior to the meeting. That draft included changes made as a result of preliminary discussions conducted during the Board Officer Committee meeting. Ryan suggested discussion could focus on how those goals might be revised further and then there could be wordsmithing later to finalize the goals, outside of the meeting, to capture the ideas brought up in discussion.

Discussion proceeded in rounds with each Board member having an opportunity to voice their personal ideas or to pass until they were ready to comment. The following ideas were mentioned:

- The Board ought to task a standing committee to address Goal #1. The Board Liberation Team could be a good option, since it has already been formed.
- There definitely should be focus on Goal #2A – especially “continuing connections among congregants.”
- Having an *ad hoc* group to discuss development of the church block may not be productive. If this work is to be done, it should be by a serious group.
- It should be a key goal for the Church, now and in the future, to be a quality workplace.
- The BOC discussed ahead of the Board meeting that Goal #1 could be enhanced by emphasizing the Board will support and encourage the broader work of the Transformation Team. That group’s work is separate from the Board’s internal work.
- Proposed changes in #2C reflect the idea that future development of Church property may be a less pressing Board concern this year as compared to others. It is likely, however, the Board will need to continue to monitor this issue.
- Goal #3 no longer seems relevant.
- Proposed changes to Goal #4 are self-explanatory. The Board’s aim should be to ensure a healthy solid workplace. At the same time, the Board is obliged to defer to the ET’s role in this.
- The goals the Board ultimately develops ought to follow the “SMART” format; they should be “Specific, Measurable, Achievable, Relevant and Time-bound.” For example, how will we know when the goals currently drafted will have been accomplished?
- Other Board members spoke in support of creating goals which would follow a “SMART” format.

- The past study concerning possible development of the Church block has not been widely distributed. Few are aware of it. It would be best to discuss that work best before proceeding with new processes.
- Many of the current goals seem appropriate but the overriding concern remains: “how will we implement these goals?” Also: “how will we prioritize the goals?”
- The draft goals show there is much to be done and there may be insufficient resources to accomplish all of them. Our aim should be to discern how the Board can pitch in and get the most important things accomplished. Prioritizing goals is important.
- The goals we establish should be “doable.” We should avoid overplanning and creating too many goals. This can leave the Board feeling deflated.
- Building relationships is important. This is true among congregants and with the city where we reside. Goals in this area should be concrete. There are ways to measure this.
- The Board is likely to make more progress if we set a few primary goals.
- Narrowing the goals is a good idea, but Board members will have different priorities.
- Board collaboration with other Church groups that are involved with goals the Board sets could be helpful. The Board could collaborate more with the Nominating Committee, for example, to accomplish goals that relate to that group.
- The need to prioritize a limited number of goals for the year may give us further opportunity to use “fist to five” and other sociocratic methods.
- We may want to keep a type of “running list” of goals and add to them. This will also help us keep track of them as time passes.
- Supporting the work of our senior minister should be our top priority.
- We should be focusing on UUA Article II revisions in some way.
- Some work around the development of the Church property. Perhaps a study group could be formed.
- It is expressly required that the Board will need to develop a new five-year plan. The Board may need to name this as one of its priorities for the year. The Board will have to decide on who will do this and what method it will use.
- Rev. Alison offered, as head of staff, Goal #4 is definitely on her mind. She hopes for the Board’s support with that goal. Staff are pivotal and an engine of the congregation. Volunteer congregants are another part of that engine. The Board may have the most ability to impact and affect Goal #5. The Board can reflect on how its current size either facilitates or impedes achieving the other goals.
- We do not have either sufficient information or sufficient resources presently to accomplish the goals expressed in Goal #2b and #2c. But the more we achieve with Goal #2a the more we will know what we can do about Goals #2b and #2c. It can be a decision to say “macro” rebuilding will be deferred and we should make that decision. We need to be deciding what needs to be done right now to maintain the property to make things better.

- There are cracked windows and roof problems. They need to be addressed. We need to know what has to be done about these things.
- Goal #4 is something that needs to be done with a new senior minister. Evaluation of the competency of the Executive Team has been deferred longer than expected.
- The idea of developing “SMART” goals was endorsed again. We should also aim for fewer goals. The difficulty of getting decisive agreement on goals is due to the Board’s size.
- There is a great deal to be done in the midst of much change. Two significant goals is a good number to have.
- The question of appropriate Board size has been put off for a long time. This is a subject at the heart of what we are supposed to deal with: governance. Addressing this goal would involve considerable communication and dialogue with the congregation. If we were to address this goal, we would need to decide about it and submit the issue to a congregational vote before the Nominating Committee recommends a slate of candidates to the congregation.

Ryan noted the discussion was intended to be generative and not aimed at reaching a final decision by the conclusion of the meeting. Roger volunteered to be part of an ad hoc group of Board members who could work to revise the goals.

There were concerns expressed for the education and communication that may be involved with any goals that are finally developed. We should be thoughtful and precise about the goals we develop. We should also keep in mind we are charged with developing new five-year goals during this church year. We should not lose sight of prior goals we have established. Concern was expressed that the ad hoc group working on goal revisions not simply select their own “pet goals.”

Ryan noted there seemed to be enthusiasm among Board members for having a small ad hoc group to continue working on revisions to the goals outside of the regular meeting time. That group could present a smaller set of goals. They could come back to the full Board to ask “is this the right set; did we get it right.” Ryan proposed Board members could take a day to consider whether they wanted to be a part of the ad hoc group. He committed to solicit volunteers to participate in the group in days following the meeting.

Questions were raised as to when we will finalize the Board calendar for the year. Ryan stated our aim will be to finalize the Board calendar and the Board goals by our next meeting.

Ryan announced the Board would move into executive session to discuss a sensitive and confidential personnel matter.

• **First Executive Session**

Danielle Garrett and congregant visitors left the meeting at 8:43 p.m. to allow for Board discussion in executive session.

The Board discussed matters in Executive Session.

At 8:54 p.m. Ryan announced that the first Executive Session had concluded and that the Board would move into a different Executive Session to discuss a different confidential and sensitive personnel matter.

- **Second Executive Session**

The Board moved into the new Executive Session to discuss a different confidential and sensitive personnel matter. Rev. Alison and Kathryn left the meeting.

The Board discussed matters in Executive Session.

The second Executive Session ended at 9:00 p.m.

- **Process Observations and Communications Check**

Julia: We should read the Board Covenant at the start of future meetings.

Theo: We will need Board members to offer opening words for each of the next meetings

Caitlynn: Appreciated the use of the rounds to allow all to speak.

Theo: Many strategies introduced recently, e.g. “fist to five” worked out well in the past – and people are now asking for them to be used again. He is impressed by this.

Ryan: There is tension and conflict. It can be productive and also degenerative. Tonight it seemed to be more generative and helped us to get to better understanding.

- **Closing Words** – Ryan read “Dead Stars,” by Ada Limón

The meeting adjourned at 9:05 pm.

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.

GOVERNANCE COMMITTEE MINUTES

Chair: Caitlynn Hill

Present: Caitlynn, Ryan, John, Adam

Absent: [None]

Guests: Marilyn, Leslie

DATE AND PLACE: Wednesday, September 20, 2023, 7-8:30 p.m.

Opening Words - **Caitlynn** "Making Space Accessible is an Act of Love for Our Communities"- Leah Lakshmi Piepzna-Samarasinha

Check-in and Announcements

Note Taker:

I. Meeting Nuts and Bolts

A. Discuss meeting time/day - vote to change if necessary

1. Regular meeting time will change to 5:30 - 7:30 PM on third Wednesdays, Ryan to update board calendar

B. Congregant participation

1. In the interest of transparency and engagement, we want to make sure to post the Zoom link for committee meetings on the website and calendar
2. Rather than just spread the word³ and encourage folks to attend, we may want to do more targeted recruitment for people with specific interests or skills that align with committee work
3. Reviewed policy 4.11.6 on Guidelines for Non-Board Congregants Serving on Board Committees. This policy states that non-board members of committees serve at the will of the board. This requires annual board authorization of committee membership.
4. Need to add standing item for congregant comment to each committee meeting agenda.
5. Next steps:
 - a) Review discussion with BOC
 - b) Review policy with board
 - c) Follow up with Andy regarding current non-board Finance Committee members to determine who needs to be authorized as members - add those to future board consent agenda
 - d) Edit policy (4.11.6) to align with actual church year calendar - future board consent agenda

C. Evaluation of Ministry:

1. Don't yet have ET report for 22-23 -> Will ask Alison and Tom for update at tomorrow's BOC
2. Once received ET report, Caitlynn will combine with a summary of congregational survey as draft Evaluation of Ministry report
3. Following committee review, draft report will be forwarded for board discussion

and adoption

4. Timing is not clear. Will this be ready for October board meeting? Or not until November?

II. Generative Conversation

A. Annual Congregant Survey:

1. Community Conversations were much richer source of information than we typically get through surveys. Are there better options to gather information. If we're already getting meaningful data in a different place, we shouldn't need a survey.
2. Is Rev. Alison continuing with Community Conversations this year? Can we rely on that?
3. Hotchkiss recommendation regarding "big questions" for congregants to consider throughout the year.
4. ET puts together a report every year, but can we go to affinity groups, caucuses, and existing groups for a scaled-down version of their evaluation of the work of the caucuses (Music Council, T-Time, etc.)
5. Matt Schiewe suggested asking one question at a time throughout the year.
6. Church goal planning process hasn't yet been defined. Is the board leading? Is it a continuation of Community Conversations?
7. Demographic info: Can this be collected more systematically through membership engagement coordinator, rather than through congregational survey?

Words for next time - Adam

Closing Words - **Caitlynn** from "Making Space Accessible is an Act of Love for Our Communities" - Leah Lakshmi Piepzna-Samarasinha

First Unitarian Church of Portland				
Actual Compared to Budget - Operating as of 08/31/2023				
Prepared by Susan Matlack Jones & Associates				
	YTD Actual	Annual Budget	Remaining Budget	Percent of Budget Realized Expected: 17%
Revenue:				
Pledge Contributions	201,397	1,450,000	1,248,603	14%
Adjust to Accrual Pledge Contributions	-	-	-	
Non-Pledge Contribution	4,056	65,000	60,944	6%
Foundation Gift to the Church	-	82,000	82,000	0%
Plate Contributions	7,721	45,000	37,279	17%
Program Contributions	75	-	(75)	
Program Income	2,380	38,000	35,620	6%
Tenants Rental Income	57,803	364,000	306,197	16%
Deferred Lease Income	-	-	-	
Event Rental Income	2,051	25,000	22,949	8%
Merchandise Income	2,015	11,500	9,485	18%
Miscellaneous Income	300	66,000	(300)	
Transfers In	1,050	26,000	24,950	4%
Total Revenue	278,848	2,172,500	1,827,652	13%
Expenses:				
Payroll	241,655	1,596,423	1,354,768	15%
HR, Recruiting & Relocation	9,781	2,200	(7,581)	445%
Professional & Contract Services	11,500	101,045	89,545	11%
Professional Expenses	1,488	17,000	15,512	9%
Professional Expenses - Sr. Minister	250	8,500	8,250	3%
Professional Expenses - Associate Minister	429	6,000	5,571	7%
Professional Expenses - Intern	-	2,000	2,000	0%
Guest Ministers, Musicians, & Speakers Expenses	1,550	16,500	14,950	9%
Program Expenses	2,888	102,645	99,757	3%
Retreat/Workshop/Conference Expenses	534	24,700	24,166	2%
Event Expense	953	5,500	4,547	17%
Parking	2,109	25,450	23,341	8%
Utilities	13,695	92,575	78,880	15%
Custodial Supplies	310	12,000	11,690	3%
Web Services, Software, & Computer Program Exp.	4,326	24,750	20,424	17%
Computers, Furniture & Equipment	2,163	15,800	13,637	14%
Equipment Rental/Lease	2,745	14,400	11,655	19%
Bldg Repairs & Maintenance	3,659	40,000	36,341	9%
Equip Repairs & Maintenance	-	6,150	6,150	0%
Landscaping	-	1,500	1,500	0%
Outside Printing & Copying	1,073	14,750	13,677	7%
Postage & Shipping	21	4,900	4,879	0%
Bank Charges & Merchant Fees	2,048	19,000	16,952	11%
Licenses & Fees	3,550	9,000	5,450	39%
UUA Dues	-	38,500	38,500	0%
Insurance	13,265	21,000	7,735	63%
Donations/Plate Share	2,190	1,000	(1,190)	219%
Miscellaneous Expenses	1,500	1,000	(500)	150%
Total Expenses	323,682	2,224,288	1,900,606	15%
Change in Net Assets	(44,835)	(51,788)		
Reserve Funds Transfers		51,788		
Net Operating Income/(Deficit)		(0)		