

First Unitarian Church of Portland

Board of Trustees Meeting – November 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 – Theo
- Determine Quorum
- Review Board Covenant
- Process Observer Review
- Review Agenda

Board Roles

Timekeeper –
Process Observer –

7:10 **Congregant Comment Period**

7:20 **ET Update**

7:35 **Board updates**

- Complete annual conflict of interest statements
- Confirm Board duties for Celebration Sunday
- AFD status update: Review requested board roles
- Invitation to board participation in welcome circles

Dates to Calendar

- Celebration Sunday: Nov. 12
- Joint Board/Delegate Forum on Article II: Jan. 28

- 7:50 **Consent agenda**
- Adopt 2023-24 Board Goals
 - Approve non-Board congregants as members of Finance Committee for 2023-2024 church year, as recommended by Finance Committee chair
 - Approve [October meeting minutes](#)
- 7:55 **Business Agenda**
- Identify ad hoc committee to lead engagement of organizational consultant(s) for evaluation of Executive Team competencies (per Board Governing Policy 2.2)
- 8:00 **Generative Conversation**
- Review, discuss, and adopt 2022-2023 evaluation of ministry of the church
- 8:40 **Executive Session - Update**
- 8:45 **Meeting Wrap-up**
- Closing comments, items for future agendas
 - Communications Check
 - Process Observations
 - Closing Words – Theo
- 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.

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.

DRAFT
Meeting Minutes
Board of Trustees
First Unitarian Church of Portland
Buchan Meeting Room
October 5, 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: [Caitlynn attending by Zoom]

Ministers and Staff present:

x	Alison Miller, Sr. Minister
x	Tom Disrud, Assoc. Minister
x	Kathryn Estey, Church Administrator
x	Danielle Garrett, Intern Minister

Convene (7:00 p.m.)

- **Opening words and chalice lighting.** Barbara offered opening words: “Fall Equinox Meditation”
- **Quorum verification.** Since all board members were in attendance it was determined that a quorum existed.
- **Board Covenant.** Board members reviewed and read the Board covenant.
- **Process Review.** An opportunity for process review was offered; no one was moved to share.
- **Agenda Review.** Ryan quickly reviewed the agenda for the meeting.

Congregant Comment Period

Board members briefly introduced themselves for the benefit of visiting congregants. Congregants Randy Russell and Jo Ann Foor attended via Zoom. Cynthia Boelling, Dev Dion and Mark Turpel attended in person.

Cynthia Boelling offered comments regarding the departure of Cassandra Scheffman and Nicole Bowmer. She urged the Board to inquire about why these staff members have decided to leave. She voiced concern for congregants who may wonder “is there a place for me in this community?” when they see people like Cassandra and Nicole leaving.

Ryan responded briefly saying the Board is making sure there will be opportunities for exit interviews for departing staff, if they would like to be heard. He mentioned Church personnel issues are generally kept confidential and emphasized the Board is holding the church with a great deal of care right now.

Cynthia Boelling exited the meeting following her comments and Ryan’s response. Other visiting congregants remained in the room.

Executive Team Update

- Rev. Alison reminded the Board that the “kick-off” for the Annual Fund Drive (AFD) will occur on October 15. The theme will be “Sharing Our Heart’s Treasures.” Dev Dion will be the spokesperson for the drive. Rev. Alison invited Dev to speak to the Board. Dev announced that mailers for the drive will go out within days, but he distributed mailers to Board members at the meeting and urged them to make their pledge as soon as possible. Kathryn shared that the goal for this year’s drive will be \$1.5 million.
- A Question & Answer session with Rev. Alison will be held after Sunday service on October 15. A Finance Committee update will be offered immediately after Rev. Alison’s session.
- For “Homecoming Sunday” approximately 100 people had pancakes before service at the breakfast sponsored by the Men’s Group. 452 people attended service and more than 200 screens were used to view the service online.
- There has been strong interest in the Shower Project. We have many volunteers. The project launch may occur in or around mid-November. Mindy reported that they have good leads on possible outside funding from grants.
- We are currently looking to hire an interim-acting director to lead lifespan education at the church. Our focus on a youth and children program is somewhat unique nationally. Having a lifespan education director may allow us to experiment more. Currently there are 130 children & youth in the RE program. The link for hiring new staff is live on our website and we are already seeing interest.
- The Community Conversations Team will be present at the Q&A session scheduled for October 15.

Board Updates

- The Board Officer Committee meeting schedule will change this Church year. The BOC will now meet: 11:30 AM - 1 PM, on the third Thursday of the month.

- The Governance Committee meetings will change this Church year. The Committee will now meet: 5:30 - 7:30 PM, on the third Wednesday of the month.

- Dates to Calendar: Annual fund drive kick-off Oct. 15. Celebration Sunday Nov. 12

Consent agenda

Ryan briefly reviewed the consent agenda for the meeting. Mindy moved that the Board should approve all items on the consent agenda. Her motion was seconded, and the Board thereafter approved:

- the sponsorship of Morgan Wigmore as ministerial candidate with UUA. (September 9, 2023 request submitted with Board packet).

- the change to Board Governing Policy 4.11.6, as recommended by the Governance Committee. (Recommended change submitted with Board packet).

- the draft September 7, 2023, Board Meeting minutes. (Submitted with the Board packet).

Board Business Agenda

- Ryan invited Board members to help plan the Board's efforts to host Celebration Sunday on November 12. Caitlynn, Adam and Julia volunteered to serve as the organizing team. At the November Board meeting the Board will discuss further their plans for hosting Celebration Sunday events.

- Rev. Tom introduced the topic of the Board's "facilities naming policy." The Board previously developed a formal policy to govern this activity. A request to name a specific space has been made and the Board will want to act on this with intention. Ryan said there will be no decision to make at the meeting. The Board Officers Committee will review the policy and may involve the Governance Committee.

Generative Conversation

The Board then began a generative conversation with an aim toward reviewing and adopting Board Goals for the church year. An ad hoc committee of Board members formed at the September Board meeting had been charged with developing recommended goals to present to the Board. The ad hoc committee members were: Roger, Marilyn, Mindy, Theo, John and Rev. Tom. A report from the ad hoc committee was circulated to Board members prior to the meeting and all Board members confirmed they had had an opportunity to review the report prior to the meeting.

Roger led the generative discussion on behalf of the committee by reviewing and explaining the committee's written report. He began by stating that, even though the committee was tasked

with prioritizing their recommended goals, it had elected not to do so since the committee decided the Board would likely have the capacity to complete all the goals during the year. This seemed to make prioritizing unnecessary.

Roger then proceeded to review the changes the committee had made to earlier draft goals and each of the recommended goals the committee had developed.

Individual Board members were given an opportunity to comment on the committee's recommended goal pertaining to anti-racism. Two board members expressed concern that the goal seemed to mandate action or seemed "coercive." Other Board members said they were comfortable with the language of the goal. It was decided that the Board should continue to review the remaining recommended goals before working on possible language revisions.

Roger reviewed the ad hoc committee's reasons for changing or deleting language from the goals the committee had been given. He addressed specific thoughts the committee had concerning the goals. The committee believes the goals should be treated as a "living list," not something to be discarded at the end of the year. And it believes the goals should be made part of the agenda for each Board meeting so the Board can review its progress toward meeting the goals.

The ad hoc committee also identified other Board efforts it believes are important, even though they may be technically outside the Board's purview. Roger stated the ad hoc committee believes the Board should focus its efforts on assisting the Executive Team with the formation of an HR Advisory Team. It also believes the Board should assist with formulation of a 3-year plan for repairs and improvements to Church property and facilities.

After Roger concluded in summarizing the ad hoc committee's activities and recommendations, Board members were each afforded an opportunity to respond or comment. Following this comment period, Roger reviewed the goal language that had been provided to the ad hoc committee for review.

Board members agreed with the language the ad hoc committee had deleted from the original goals list. They generally accepted the ad hoc committee's recommended goal pertaining to anti-racism, but it was also agreed that the recommended language still required slight revision.

Board members generally agreed the original goal language pertaining to the issue of Board size should be replaced with the ad hoc committee's recommended goal on that topic. Mindy recommended that the language for the ad hoc committee's recommended goal should be clarified. She stressed it should mention that the Board will conduct presentations and/or forums for the congregation during the 2024-25 church year, if it decides to recommend a change in Board size. Other Board members generally agreed.

Board members also discussed and generally agreed the ad hoc committee's recommended goal concerning Article II revisions was appropriate. A Board member expressed concern that

Church delegates cannot be “told” how to vote on this issue. In response, it was stressed that the ad hoc committee’s goal emphasizes only development of “recommendations” to the delegates and not specific “directions” or “commands” on how to vote. Another Board member asked whether others, besides the Board, could set up forums on Article II revisions. There was general agreement that the recommended goal does not impede others, such as delegates, from setting up their own forums or collaborating with the Board to plan such forums.

There was discussion concerning the ad hoc committee’s thoughts on making the goals a part of the Board’s agenda each month. Ryan stated this may necessitate assigning one or more Board member to track and report on each goal.

Rev. Alison spoke to the ad hoc committee’s recommendation for “other efforts.” She emphasized the ET has a goal to establish an HR Advisory Team in this church year. She believes Board linkage with that team is important. Ryan mentioned that the ad hoc committee’s recommended changes to the prior goals list eliminated language about “strengthening relationships among staff and ET,” and the Board should maintain focus on this need, even if it is not a formal goal. Rev. Alison proposed that the creation of an HR Advisory Team may expand the Church’s capacity to deal with this issue; it may be a resource to help us find a better way forward.

Board members turned back to considering possible revisions to the ad hoc committee’s recommended goal pertaining to anti-racism. John proposed that concerns expressed over this recommended goal might be addressed by changing the final phrase in the goal to say: “Committing that each Board member will participate in an Antiracism Learning Circle or a similar activity.”

Board members who had originally expressed concern with the ad hoc committee’s recommended goal stated they would be fine if the goal language was modified in that way.

Board members generally agreed that the ad hoc committee should work up the finalization of it recommended goals to be consistent with Board discussion at the meeting. The revised goals will be presented at the November meeting, possibly as a consent agenda item.

At this point in the meeting, Ryan announced that the Board would go into the first Executive Session of the meeting to discuss confidential personnel matters. The Board began the first Executive Session at 8:35 p.m. All remaining congregants (Randy Russell, Jo Ann Foor, and Mark Turpel) and Danielle Garrett left the meeting.

The first Executive Session ended at approximately 8:41 p.m. At this point, Ryan announced the Board would go into a second Executive Session to discuss a different confidential personnel matter. Rev. Alison & Kathryn left the room, and the Executive Session began at 8:42 p.m.

The second Executive Session ended at 8:49 p.m.

Meeting Wrap-up

- Ryan repeated that the revised Board goals would be presented to the Board at the next Board meeting, and they may appear on the consent agenda. There may also be an issue pertaining to the Board's "naming policy" on the agenda as well.
- There was discussion about the Q&A session and AFD kick-off scheduled for October 15. Andy stated that the Finance Committee would aim to hold a general open session to discuss Church finances immediately after Alison's presentation.
- Andy will prepare the Board letter for October and Mindy will be preparing the letter for November.

● Process Observations

Marilyn observed that persistence paid off. Going around the circle and keeping the conversation alive helped.

Ryan noted we continually try to be inclusive with a very large group. The conversation at this meeting was a generally inclusive conversation. But he missed voices that have an opportunity to come in when we go around the room in the ways we've done in the past.

Theo commented that, in the past, we've done generative conversations by breaking into smaller groups. That might have worked well at this meeting.

● **Closing Words.** Barbara offered a closing reading: The poem, "Everybody was Once Somebody, by Albert Starr

The meeting adjourned at 8:56 p.m.

Background:

The Board of Trustees annually reviews and refines board goals to prioritize its activities in support of the mission of the church and broader church goals. The Board of Trustees began its review of 2023-24 Church Year goals at the Board’s annual retreat, continuing with additional discussion at its September meeting. In the September meeting, the Board elected to establish an ad hoc committee of Board members (John Bishop, Mindy Clark, Rev. Tom Disrud, Theo Harper, Marilyn Mays) to further refine and develop detailed proposed goals, which the board reviewed and discussed in detail at its October meeting. The ad hoc committee used the feedback and discussion at the October meeting to finalize proposed goals, which are included in the November consent agenda for adoption.

Action for Board of Trustees consent agenda consideration:

The Board of Trustees adopts the following 2023-24 Church Year Goals:

ANTI-RACISM GOAL

Improve the work of the Board to be increasingly more antiracist by:

- Co-sponsoring the Advancing Racial Justice Action Group (ARJAG) event on microaggressions and working with ARJAG as needed to support this event
- Committing that each Board member will participate in an Antiracism Learning Circle or a similar activity.

BOARD SIZE GOAL

The Board will create an Ad Hoc committee to reopen the investigation on Board size to present, by February 2024, a written recommendation to the Board whether to change the size. The Board will decide on this recommendation by its April 2024 regular meeting and plan further action, if necessary. If there is a recommendation to change Board size and the Board agrees with that recommendation, the Board will develop a plan to have congregational presentations and/or forums on the issue during the 2024-25 Church year.

The committee to consider the question of Board size will consist of two members of the Governance Committee and volunteer Board members previously involved in this matter.

ARTICLE II GOAL

- Have an Article II presentation put on the Board agenda to ensure that all board members understand the proposed revisions to Article II of the UUA Bylaws.
- The Board will hold at least two forums to educate the congregation about the proposed changes to Article II, and it will facilitate a process to decide on what recommendation(s) the Board will give to Church delegates who will vote at the 2024 General Assembly.

Background:

- Board policy 4.11.6 (Guidelines for Non-Board Congregants Serving on Board Committees) states that non-Board members of Board Committees serve at the will of the Board, for terms expiring at the end of each church year.
- The chair of each Board Committee is to bring recommendations for such non-Board committee members to the Board for approval.
- For the duration of the 2023-2024 church year, the Finance Committee chair recommends that the Board approve the following non-Board congregants to serve as members of the Finance Committee.

Action for Board of Trustees consent agenda consideration:

The Board of Trustees approves the following non-Board congregants to serve as members of the Finance Committee for the duration of the 2023-2024 church year:

- Linda Craig
- Dev Dion
- Jo Ann Foor
- Stan Jewett
- Ed McClaran
- Josh Soske

GOVERNANCE COMMITTEE MINUTES

Chair: Caitlynn Hill

Present: Caitlynn, Ryan, John, Adam

DATE AND PLACE: Wednesday, October 18, 2023, 6:30-8:00 p.m.

Opening Words - Adam

Check-in and Announcements

Last month: [September Agenda](#)

Note Taker:

- I. Updates:
 - A. Completed the update to 4.11.6, through Board adoption via the October consent agenda
- II. Congregant interest in joining GovComm
 - A. Ryan - working with Andy and Kathryn to get the correct listing of non-board finance committee members
 1. authorization via consent agenda at the November meeting
 - B. Congregant, Cathy Tortorici, emailed Caitlynn about their interest in joining GovCom. - initial invite to come and sit in on committee meetings. - Caitlynn to reach out to Cathy to invite her to sit in on Committee meetings.
 - C. Evaluation of Ministry: Draft to the board by 26th/27th; plans to lead the Generative Conversation
 1. ET report
 2. Survey results: [First Unitarian Portland Congregational Survey 2023 \(Responses\)](#)
 - a) Programs and activities at First Unitarian Portland that have been particularly meaningful for me over the last year:
<https://wordart.com/pljxidjl2g6j/programs-and%20activities%20at%20first%20unitarian%20portland%20that%20have%20been%20particularly%20meaningful%20for%20me%20over%20the%20last%20year%3A%20art%204>
 - b) Ways I would like to see our church community change or grow as

we emerge from the pandemic:<https://wordart.com/0ld07ksciki4/ways-i%20would%20like%20to%20see%20our%20church%20community%20change%20or%20grow%20as%20we%20emerge%20from%20the%20pandemic%3A>

- c) Ways our church has helped me live our principles in the larger community: <https://wordart.com/1rdpxg5hgws/ways-our%20church%20has%20helped%20me%20live%20our%20principles%20in%20the%20larger%20community%3A>
- d) What helps me feel connected to our church community: <https://wordart.com/6n34rgbpwld3/what-helps%20me%20feel%20connected%20to%20our%20church%20community%3A>

3. Caitlynn to put docs together and share with the group

Words for next time - TBD

Next meeting: **11/15 5:30-7:30**

Attendees: Leslie, Barbara, Theo, Julia

CHECK-IN

OPENING READING

Robin Silbergleid, shared by Theo

FORUM ON SUNDAY 10/15

Focus will be Alison speaking to Community Conversation. Andy will also present overview of financial state of the church.

Conversation about timeline for congregant input on budget.

Also about emails that come in to board@firstunitarianportland.org: who gets them, who sees them, how do we decide what to do about them?

Leslie to check with Alison: how can we publicize Community Conversation outcome?

Leslie to check with Ryan: what happened with letters from concerned parents specifically, and emails generally?

Leslie to follow up on church budget priorities per Alison – can we help communicate?

BOARD LETTER FROM ANDY

Leslie submitted edited version of letter this morning for Thursday's e-news. Mindy to write November letter.

WEBPAGE UPDATE

Leslie sent suggestions to Nikki which have already been made.

New suggestions from Julia:

- Intro copy for packets and moderator's letters – explain what people can find there.
- Communications Committee page
 - Fix links at bottom of page. We have two links to the playbook. Open them in new tab?
 - Not sure we still need detail on the 2020 forum.

- Give an option to request/suggest forum topic?

More suggestions:

- BOC minutes? Maybe don't put them on the website, but send to the full board. Leslie to bring up at BOC meeting.
- Introduction/orientation actions for new board members: can we get update from ad hoc group and present to whole board, add it to website? Esp link to resources. Leslie to bring to BOC.

BOARD TABLE

- More people come when there are cookies.
- Interactions aren't necessarily about what the board is doing. More about congregant interests/needs.
- Can we make it easier to find Coffee Hour when it's in Buchan?
- Can we publicize orientation schedule, have info at the table?
- Nice having two+ people at the table to increase interactions.

THIS WEEK'S FORUM

- Nominating Committee gathering conflicts so some board members won't be there or be late.
- Scheduling things would be easier if there were a public calendar of all events.

ARTICLE 2 FORUM

- Leslie is working to have our General Assembly delegates to work with board on a forum for Article 2.
- Could the Communications Committee organize a meeting? Leslie is standing by to do this work but needs contact info for delegates. She got list of delegates from Stan Jewett but he didn't have contact info. Per Theo, a roster is available to the board in Google Docs. Julia shared link with meeting:
<https://drive.google.com/drive/u/0/folders/1wNCRFXRhflkhid2l2KlubP8DGSY0DQSP>
- Theo and Julia will work with Leslie to organize a gathering.
- Suggested date: Jan 21. Leslie to get it on the calendar.
- Leslie and Mindy will take UUA training on Article 2. Leslie to discuss with Mindy: any news on receipt of materials?

OTHER TOPICS

- What do we do in case of emergency? Training for staff and volunteers?
- Committee for Earth has been asked if our church can be a neighborhood hub in event of emergency?
- Barbara will discuss with Dev.
- Julia to work on organizing Google Drive

CLOSING

“To Mars from Arizona” Alberto Rios, shared by Theo

UPCOMING DATES

10/15: AFD Kickoff; Church Forum: Community Conversations (and Finance)

10/19: Board Officers Committee Meeting

10/25: Board Packet Submissions Due

11/02: Board Meeting

11/12: Celebration Sunday

Finance Committee Meeting

September 12, 2023

Attendees: Marilyn May, Dev Dion, Roger Robinson, Jo Ann Foor, Andy Wilson, Linda Craig, Kathryn Estey, Erin Tafuri, Ed McClaran, Stopped in: Rev. Alison Miller

Openings words read by Linda

Attendees Check-ins

June Minutes approved as submitted

FY2022 Report

Cheryl Morgan of Kern Thompson reviewed the “Review” (not audit) of the church’s fiscal year ending in June 2022. She expressed no concerns and the report states that Kern Thompson “is not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.”

October Congregant Finance Committee presentation in conjunction with Rev. Alison’s presentation will occur on October 15, noon to 1:30 in Elliot Chapel.

ET Update

Personnel changes:

Jen Thomas, New Membership Coordinator, full-time, new employee

Joey Mohler: Jason’s Admin Assnt., and Rental Coordinator, full-time, present employee with shifted duties

Garrett Bond is now our new pianist, new employee

Tree surgery: 2 big limbs have fallen off the trees in front of 12th Ave. Permits are now being obtained.

AFD plans & Timeline: kicks off Oct. 15: theme “Sharing Our Heart’s Treasure”. Board members will be asked to participate in the asking of congregants for pledges.

Erin:

Review of the Operating Budget for 12 months ending June 30, 2023. Discussion of pledging and writing-off of uncollected pledges ensued.

Meeting adjourned at 6:45pm.

Next Meeting: October 10, 2023 at 5:00 PM Pacific Time (Zoom)

(minutes: RR)

First Unitarian Church of Portland | 02 months ending 08/31/2023

Prepared by Susan Matlack Jones & Associates | Unaudited

	YTD Actual	Annual Budget	Remaining Budget	% 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	-	(300)	
Reserve & Fund 49 Income	-	26,000	26,000	0%
Transfers In	1,050	117,289	116,239	1%
Total Revenue	278,848	2,223,789	1,944,941	13%
Expenses:				
Payroll	241,655	1,596,424	1,354,769	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 Exp.	1,550	16,500	14,950	9%
Interest Expense	-	-	-	
Merchandise Inventory	-	-	-	
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 Svcs, 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%
Cost of Goods Sold	-	-	-	
Licenses & Fees	3,550	9,000	5,450	39%
UUA Dues	-	38,500	38,500	0%
Insurance	13,265	20,500	7,235	65%
Donations/Plate Share	2,190	1,000	(1,190)	219%
Uncollectibles	-	-	-	
Miscellaneous Expenses	1,500	1,000	(500)	150%
Transfers Out	-	-	-	
Total Expenses	323,682	2,223,789	1,900,107	15%
Y-T-D Overage/(Deficit)	(44,835)	(0)		