

First Unitarian Church of Portland

Board of Trustees Meeting – December 7, 2023 – Agenda

NOTE TIME CHANGE: Board Meeting – 6:00-7:00 pm, followed by holiday party (Board only)

NOTE LOCATION CHANGE: A-108

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

Convene

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

Board Roles

Timekeeper –
Process Observer –

6:10

Congregant Comment Period

6:20

ET Update

6:35

Board updates

- Complete annual conflict of interest statements
- Report back on accountability stewards for each board goal

Dates to Calendar

- Board Forum: Finance Update: Jan. 21
- Joint Board/Delegate Forum on Article II: Jan. 28
- Seminary for a Day: Feb. 3

6:40

Consent agenda

- Adopt 2022-23 Evaluation of Ministry
- Approve non-Board congregant as members of Governance Committee for 2023-2024 church year, as recommended by Governance Committee chair
- Approve [November meeting minutes](#)

6:45 **Executive Session - Update**

6:50 **Meeting Wrap-up**

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

7:00 **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 2023-2024 (update 2023)

1. 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.
2. 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.
3. Article II:
 - 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.

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
November 2, 2023

Board Members present:

x	Mindy Clark		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

*Barbara attended the meeting via Zoom connection.

Absent: Theo Harper

Ministers and Staff present:

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

Absent: Danielle Garrett

Board Meeting (6:00 p.m.)

Board Deepening/Check-in (Board only)

Convene (7:00 p.m.)

- **Chalice Lighting/Opening Words** – Mindy offered a reading: “God Runs Late For Church,” by Rev. Gretchen Haley
- **Determine Quorum** -- Ryan noted was present, although Theo was absent.
- **Review Board Covenant** – Board members review and read their Covenant aloud.
- **Process Observer Review** – Ryan offered an opportunity process review; no one was moved to share any thoughts.
- **Review Agenda** – Ryan reviewed the agenda for the meeting.

Congregant Comment Period

Visiting congregants were recognized. Laura Jones attended as a representative of the Nominating Committee. Karen Shawcross was present as an interested congregant.

Karen expressed appreciation for the previous Sunday’s “all souls” church service. She found it “rich, beautiful and inspiring,” and “a very healing service.” Laura also expressed appreciation for the service, noting that out of town guests had attended the service and were quite moved by it.

Executive Team Update

- Rev. Alison reported we have a new Acting Director of Lifespan Faith Formation & Family Ministries. The ET has offered the position to Rev. Leah Ongiri and she has accepted. Alison reported that a wide solicitation for applications resulted in their having many good candidates to choose from. Rev. Ongiri has been a director of religious education in three UU congregations and has served as an assistant in religious education at a fourth UU

congregation. She also served as an Associate Minister in Appleton, Wisconsin at a large UU congregation. Additionally, she grew up attending First Unitarian Church of Portland. Rev. Ongiri will be present at service on November 5 to greet the congregation. She will work part-time in November and full-time in December. Alison expressed gratitude to congregants Saranna Weller-Filz and Joan Morris, who volunteered to help with this interview process, and for Jen Thomas's assistance as well. Mindy also expressed appreciation for the involvement of lay leaders in this process.

- There are plans to hire additional staff for the youth & child education programs, but the aim has been to do this after the new Acting Director had been hired.
- Kathryn reported on the current progress of the Annual Fund Drive. The goal established for the fund drive is \$1,500,000. We have currently received pledges totaling \$1,068,000.
- Activities related to membership engagement have begun to pick up thanks, in part, to the fact that we have staff devoted to this issue. Welcome circles have been attended every single Sunday since we started that practice. We are considering changes and improvements for newcomers' classes.
- Work with ushers on safety protocols is ongoing.
- There is ongoing work happening to develop a name tag machine. The current plan is to establish a place in the narthex for distribution.
- The Shower Project is still in the development phase. Due to planning requirements, we cannot yet identify a definite opening date, but we anticipate opening will be soon. We continue to investigate different grant possibilities as funding sources.
- The previously authorized tree work to address tree safety concerns on our block is underway.
- Activities have begun to develop a Human Resources Advisory team. It is possible the team may be assembled even before the beginning of 2024. Current consideration is that the team would consist of approximately 3 lay folks and would have linkage to the Board. It may include the Board Moderator as *ex officio* but the Moderator could appoint someone to serve in their place.
- We are kicking off ways to explore Article II revisions through congregational discussions, community circles and wellspring as the year progresses.
- Kathryn offered thanks for the use of the Board table in Fuller Hall to spur on participation in the Annual Fund Drive.
- With Nikki Beezley moving to full-time as the Communications & Social Media Coordinator we are seeing communication improvements. The Order of Service, Front Steps, etc. are improving.
- Rev. Tom reported this Sunday we will be taking steps to try to re-establish a Young Adult Circle at the Church.
- Rev. Alison reported discussions have begun to plan for another pilgrimage for the Youth Group.

Board updates

- **Conflict of Interest Statements** -- All Board members will need to complete annual conflict of interest statements. Kathryn will email forms to Board members so they can sign and return them prior to the next Board meeting. Ryan offered to answer any questions about the requirement.
- **Board duties for Celebration Sunday** – There is a small team of Board members (Caitlynn, Adam, Julia) coordinating Board activities for Celebration Sunday. Board members will serve ice cream sandwiches after Sunday Service. There will likely be an activity table for kids. There is discussion about another family game night. The gathering after the Sunday Service will be in Fuller Hall.
- **Annual Fund Drive status update and Board involvement:** Kathryn suggests that Board members could be helpful in making phone calls to congregants, both to request and extend thanks for pledges. Rev. Alison reports they are already trying to think ahead to next year. They would like to have stewardship circles for lunches, and Board members could be present at such gatherings. This should be something we can do all during the year.
- **Invitation to participate in welcome circles** – Rev. Tom stated they would welcome having Board Members present during welcome circles following Sunday Services. They would like to avoid having Board members outnumber congregants, so only one or two may be necessary. Caitlynn offered to make a sign-up sheet and put it out on the drive so Board members could sign up. Currently, Jenn Thomas and Rev. Tom host the Welcome Circles.

Dates to Calendar

- Celebration Sunday: Nov. 12, 2023.
- Joint Board/Delegate Forum on Article II: Jan. 28, 2024.

Consent agenda

- Proposal to adopt 2023-24 Board Goals as proposed and finally revised by the *ad hoc* Board Committee on Goals
- Proposal to approve identified non-Board congregants as members of Finance Committee for 2023-2024 church year, as recommended by Finance Committee chair.
- Proposal to approve the draft October 2023 Board Meeting minutes.

Roger moved to approve the consent agenda in its entirety, as proposed and Mindy seconded the motion. The motion passed without objection or abstention.

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)**

Ryan explained Church bylaws require evaluation of a newly reconstituted Executive Team. This process has been discussed previously. The Board has discussed the timing of when this makes sense. Previously, it seemed premature to undertake this evaluation at the very outset of a new senior minister's tenure. It now seems appropriate to initiate this process as a full year has passed. Ryan proposed a smaller *ad hoc* Board sub-committee would be appropriate for initiating this task. The role of the committee would be to evaluate the type of assistance we would require for the evaluation. The sub-committee's work would likely take approximately 3 to 6 months. Ryan will seek volunteers to serve on this sub-committee. There would likely be active participation with the Executive team; it is a collaborative process. It will likely involve a complete review of the "systems" at the Church. Ryan will confirm the *ad hoc* sub-committee's membership prior to the next board meeting. He requested that those who might be interested in serving should reach out to him within a week.

Generative Conversation

- **Review, discuss, and adopt 2022-2023 evaluation of ministry of the church**

Board members took a ten-minute break in the meeting to allow each member to review the draft Evaluation of the Ministry which had been shared with members via email shortly before the Board meeting. Ryan explained the draft document is intended to explain how our Church performed in meeting its mission in the past church year. He explained further that the generative conversation the Board would have after the break would be to discern: what might be missing from the draft document; what should be highlighted but wasn't; what may be confusing or unclear; etc. The Governance Committee needs guidance from the Board to finalize the draft for ultimate approval by the Board.

Ryan reconvened the meeting after the break and called for discussion. He also urged members to feel free to bring additional comments/concerns about the draft document to the Governance Committee by contacting Caitlyn after the meeting and up until our next meeting.

There was a significant discussion about the way data was collected for the evaluation document and ways in which the Board and ET might improve on that process in future years. There was acknowledgment that the ET, as a group, put significant work into creating the draft document. Board members discussed better additional options for sharing the information presented in the Evaluation document. Rev. Alison suggested that a video presentation that addresses some of the highlights might be considered.

Board members suggested the following corrections for the draft document:

The statement that the church “continued to hold one Sunday worship service and one religious education program session” should be revised for clarification purposes. It might be clearer if it stated the church “continued to hold a single Sunday worship service, while simultaneously conducting religious education programs.”

The reference to the congregation’s vote to adopt the 8th Principle should be corrected to state that passage of that proposal occurred in 2021, rather than 2022.

The draft document states “the congregation chose not to have an interim minister.” This should be corrected to state that “the Board chose not to have an interim minister,” since the issue was not the subject of a congregational vote.

It was suggested we might consider adding a footnote could be added to the fourth page of the draft document to indicate when the Church began splitting plate offerings with outside organizations. Kathryn offered to verify when this practice began.

It was also suggested that the draft document did not seem to speak enough about how our Church has been involved in the wider community, including in areas of social justice, the arts, in the Portland UUA community and in our city and state. It was proposed that additions might be made regarding these topics.

There were suggestions that the document might contain more graphical or visual representation of the numerical information offered.

Ryan concluded the generative discussion by requesting that additional feedback about the draft document could be brought forward after the meeting but should be given to Caitlynn prior to the next Governance Committee meeting.

At this point in the meeting, Ryan announced that the Board would need to move into executive session to discuss confidential and sensitive personnel matters. Kathryn Estey, Rev. Alison and congregants Karen Shawcross and Laura Jones exited the meeting room.

Executive Session began at 8:35pm

Executive Session ended at 8:54 pm

Rev. Alison returned to the meeting.

- **Closing comments, items for future agendas** – Leslie mentioned that Board members need time and opportunities to decompress from this past year which has been difficult. Roger voiced agreement with Leslie’s comment. Mindy raised the point of making sure there is an opportunity for an informal “party” connected with our next Board meeting.
- **Communications Check** – The Letter writer for the Board this month will be Mindy. Caitlynn has agreed to staff the Board table after the next Sunday Service.
- **Process Observations** – Caitlynn noted that it is much easier to participate in the meeting when you are here “in person.” She urged folks to keep that in mind.
- **Closing Words** – Mindy offered closing words. “Changes Abound,” by Michelle Collins.
- **Adjournment** – The meeting adjourned at 9:00 pm

DRAFT
Meeting Minutes
Board Officers Committee
First Unitarian Church of Portland
November 16, 2023, 11:35 AM to 12:50 PM

The meeting was conducted via Zoom.

The meeting began at 11:35 a.m.

Present: Ryan Diebert; Leslie Pohl-Kosbau; John Bishop; Rev. Tom Disrud; Andy Wilson; Rev. Alison Miller

Absent: Caitlynn Hill

Opening Words - Leslie offered opening words sharing words from Michael Kiesow-Moore

- All meeting participants offered brief check-ins
- Ryan determined a quorum of the Board Officers Committee was present.
- Minutes for the October 19 meeting had been shared by link prior to the meeting. The minutes were approved by all present.

Announcements and Updates

- **Upcoming Dates:**
 - Board Holiday Party: Thursday, Dec. 7, 2023.
 - Board Forum: Finance update, January 21, 2024, with Ministerial update likely to follow, and possible budget discussion included.
 - Article II Forum: Sunday, Jan. 28, 2024
 - Seminary for a Day, weekend of February 3, 2024

Executive Team Update

- By Sunday, November 12, at 2:00 p.m. we were at 78% of the goal for Annual Fund Drive. We reached this point in about one month. Phone calls may be helpful to get us closer to our final goal. Rev. Alison inquires if Board members might be available to make stewardship calls.
- Religious Education (RE) program. Leah Ongiri is working part-time this month and will be full-time next month. Leah and Alison met with RE committee. They are assessing state of the program. Initial steps have occurred to look into having a youth pilgrimage this year. The Executive Team is having difficulties accessing some of the files for the program. This is part of the difficulty of the transition.
- Human Resources (HR) advisory team has been recruited fully. Ryan has been selected to serve as a Board member *ex officio* but can delegate. Looking into Personnel Handbook. Last update to handbook was in 2009. Ryan offered that the Church's contracted legal counsel is available to provide support to this Committee.

Committee Updates and Information Sharing

Communication Committee: Leslie reported there has been discussion about disaster training and training of ushers. This training is proceeding. Andy reinforced this point, since he had direct knowledge that meetings of the disaster preparedness team have occurred. Leslie also reported a team has been put together to prepare for informational meetings around the UUA proposed Article II revisions. Board members are involved in this team. The Communications Committee will also be focusing on preparing for the forum on Article II which is scheduled for January 28.

Governance Committee: Ryan reported on the committee's latest meeting. Congregant Cathy Tortorici joined that meeting and is interested in serving regularly with the committee. She has been a member of Portland First Unitarian in the past, but when she relocated to Washington, D.C. she was involved with All Souls Church. She has served on the Board of that church and has experience addressing governance issues there.

The Governance Committee discussed its obligation to review periodically the Church's policies and bylaws. The Committee raised the possibility of undertaking this process in collaboration with the Executive Team and Rev. Alison as the new senior minister. Rev. Alison agreed to participate in future discussions by the Committee about these matters. Ryan said it seemed unlikely we would be recommending significant changes in this church year, but the Governance Committee will ramp up action in this area in its upcoming meetings (currently scheduled for December 20 and January 17). Chair Caitlynn will reach out to Rev. Alison to talk about further collaboration.

The Governance Committee also discussed finalizing changes to the draft Evaluation of Ministry. It seems that only relatively minor changes are required, and it was the Committee's sense that Kathryn Estey may have most of those in mind. The Committee will reach out to Kathryn to coordinate prior to when the Board packets go out for the next meeting, and this may be something that can be addressed through the consent agenda.

Discussion and Decision Items

- Ryan addressed the 5-year church goal planning process.

Ryan, Rev. Tom and Rev. Alison have been discussing how best to initiate this process. Currently, the plan is that the Board will devote time in January to establish what we want the process to look like. We will decide then how broad we want the process to be. Should we go all the way back to the Church's Mission & Vision statement to evaluate our future goals? Or will we establish a five-year plan within narrower parameters. These are the types of issues the Board will discuss in January. We will then use January & February to discuss how we will move the planning process forward. This will likely include the development of a hybrid planning team made up of Board members and congregants. This team will be responsible for developing a proposed plan to bring back to the Board for review and ultimate approval.

- Ryan then addressed the need to assign individuals or committee leads to monitor the Board's progress toward its recently adopted Church year goals.

Following brief discussion, meeting participants generally agreed it makes the most sense to have the Board Liberation Team (BLT) monitor and report on the Board's progress in meeting its Anti-Racism Goal.

As to the Board's "Board Size Goal," meeting participants agreed that monitoring and reports should be carried out by the Governance Committee. The Ad Hoc Committee to address this goal is to be comprised of two Governance Committee members and volunteer Board members who have previously been involved in reviewing the Board Size question. Thus, there will be natural inter-linkage with the Governance Committee.

Leslie agreed she would monitor and report on the Board's "Article II Goal," which involves putting a presentation on the Board agenda to further educate the Board on the issue, and holding two forums to further educate congregants.

- Meeting participants moved on to plan the Board's December meeting.

Ryan proposed the meeting would include the following:

- Collection of all signed conflict of interest forms from Board members
- An update from the ET, including an update on stewardship ideas and the status of the Annual Fund Drive.
- Review and approval of Consent Agenda items including:
 - Adoption of the finalized 2022-23 Evaluation of Ministry
 - Board approval of a non-board Governance Committee member
 - Approval of draft Board meeting minutes from the November meeting
- Discussion/Business items
 - Update on confidential matters in Executive Session
 - Reports from "accountability stewards" on the Board's progress toward each of its three goals for the church year
- December generative discussion topic: none
- Holiday party

After general discussion about Ryan's proposal for the make-up of the agenda for the December Board meeting, participants agreed it was appropriate.

In further discussion about the outline for the December meeting, Ryan proposed that the Board could reflect on the difficult year the Board has had, including numerous executive sessions which have created a greater sense of separation and tension. He proposed the deepening portion of the Board's December gathering may involve some "inward turning" and more opportunity for quiet and inward renewal. There may be planting involved and the exchange of planted items. Ryan and Leslie will take care of planning for the planting activity. Ryan asked if the ministers could develop some reflections appropriate for the occasion. As to the party following the regular meeting, there was agreement that this event should include a "potluck" and the traditional "white elephant gift exchange."

Closing Words – Leslie offered closing words: Naomi Shihab Nye's poem, "Over the Weather"

Adjournment -- The meeting adjourned at 12:50 p.m.

GOVERNANCE COMMITTEE MINUTES

Chair: Caitlynn Hill

Present: John Bishop, Marilyn Mays, Adam House, Ryan Deibert, Cathy Tortorici (congregant)

DATE AND PLACE: Wednesday, November 15, 2023, 5:30-7:00 p.m.

Opening Words - Caitlynn - Invitation, Shel Silverstein

Welcome, Introductions, and Announcements

Last month: [October 2023 Agenda](#)

Note Taker: Caitlynn

- I. **Congregant Participation:**
 - A. **Non board members cannot vote.**
- II. Finalize 2023 Evaluation
 - A. Board will adopt the final draft.
 - B. How to present and share in an accessible manner.
 1. Short video, data visualizations/graphs - take away for Kathryn
 2. Needed info on how we are in the broader community.
 - a) **Circle back to clarify with Kathryn and ET about edits (Ryan)**
- III. Reviewing governing documents
 - A. Important Governance Committee work
 - B. "We made them up so we can change them."
 - C. <https://www.whitesupremacyculture.info>
 - D. Bylaws = congregational vote
 1. Compare bylaws to other church's
 2. Prioritize
 3. Bylaws on the website are not the most up to date on the website - **ask communication committee**
 - E. Policy = board vote
 - F. All Souls had a 9 person board
 - G. Collaborating with the ET
 1. Bring it forward to the BOC
 2. Inviting Alison in to the meetings
- IV. Evaluation of Ministry and Congregational Survey
 - A. Feedback from last year's process.
 - B. Preparation for this year
 1. Needs
 2. Initial action steps

Words for next time - Adam House

Next meeting: **12/20 5:30-7:00**

Attendees: Leslie Pohl-Kosbau, Barbara Morrison, Theo Harper, Julia Griffiths, Mindy Clark

CHECK-IN AND READING

FOLLOW-UPS FROM LAST MEETING

- BOC Minutes – Leslie asked about sharing minutes from BOC meetings, but they haven't been shared.
 - Requested that they be shared with the entire board, and within a short period of time.
 - Transparency is important.
 - Barbara to follow up with Ryan.
- 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?
 - They go to Ryan only.
 - Barbara will follow up with Ryan: can more people receive, can content be shared?
- Introduction/orientation actions for new board members: Leslie will convene working group (John, Julia, Leslie, Roger) in January, which will make proposal to board.

OTHER TOPICS

- What do we do in case of emergency? Training for staff and volunteers?
 - Mindy asked Dev what was happening with safety and he said Jen Thomas is in charge of that effort now. A group has been meeting regularly. They are discussing all the issues raised this evening (safety, security, de-escalation, evacuation plan/practice, medical resources for Sunday mornings). He is meeting with Jen tomorrow and will ask her to reach out to Marilyn Eichenger, who is standing by to offer safety training,
- Committee for Earth has been asked if our church can be a neighborhood hub in event of emergency?
 - Leslie will ask about status at group's meeting on Sunday.
- Julia to work on organizing Google Drive
- December board meeting celebration – Barbara to discuss with Ryan, see about sending email to board to get the ball rolling on food and possible white elephant exchange.

PLANNING MEETING FOR ARTICLE 2 DISCUSSION

Joined by GA 2023 Delegates Randy Russell, Ethel Gullette, Arthur Ungar

Two events are on the church calendar re: Article 2:

- 11/19/2023 – drop-in event in Channing Room, at noon.
- 1/28/2024 – forum in Buchan, after church

Discussed planning for 11/19 gathering:

- Informal reception for congregants to meet with delegates to learn about Article 2.
- Consider having back-up room if we have a turn-out that's bigger than Channing can handle.
- Bring snacks: fruit and crackers. Mindy will bring crackers and dip.
- Concerned that many in congregation haven't engaged and might want to suggest changes. Changes are still possible – need to have boards of 15 congregations submit changes.
- Agenda:
 - Leslie to prepare short presentation, including chronology of Article 2 development.
 - Distribute resources (see below).
 - Open floor to small group discussions; need GA delegates to participate in those discussions to answer questions.
 - Run-through before church on 11/19.
- Resources to learn more about Article 2:
 - Consider putting link to new version of Article 2 in the next Front Steps.
 - Ethel mentioned resource that compares existing and proposed language, side by side. Hasn't been updated to new language, though updated version is in the works. Randy will follow up with the 5th Principle group that's working on it; will report back to the group. Potentially it would be a good resource for 11/19, and definitely by 1/28 event.
 - Mindy to consolidate resources that compare current Article 2 language and proposed language, with notes about differences. Art and Ethel contributed materials. Fifth Principle group has published a comparison and may be updating to current proposal; Randy will check on status/availability.
 - Barbara suggests presenting a chronology of development of updated Article 2. Mindy will also work on this. Perhaps present the chronology on a whiteboard on 11/19.
 - Mindy suggests announcing that Wellspring course is in the works for January. Mindy and Leslie will meet with Tom to discuss scheduling.
 - See links below.
- Publicity

- Leslie to create and distribute posters.
- Leslie requests that delegates publicize event to their circles within the church.
- More posts in Front Steps.
- Can we get info on church website?
- The board will use these events to gauge sentiment in the congregation so we can be sure that delegates represent the variety of opinions. If congregants have strong feelings, there will be slots available to be business-only delegate (no cost) – need to encourage people to participate.
- Upcoming GA will be online-only.
- Leslie might have another drop-in event before 1/28.

Article II Links:

<https://www.uua.org/uuagovernance/committees/article-ii-study-commission/final-proposed-revision-article-ii>

<https://www.uua.org/files/2023-02/article-II-study-report-2021-23.pdf>

October 25, 2023

Greetings fellow Unitarian Universalists!

The Article II Study Commission is happy to present to you our final draft of the proposed revision to Article II, incorporating the amendments passed at General Assembly 2023. Of course, this is not “the” final version, as there is the opportunity to amend it at General Assembly 2024, as outlined in the UUA Bylaws.

Amending Article II is a two-step process. We completed Step 1 at General Assembly 2023. The process we must follow after the 2023 General Assembly is outlined in the UUA Bylaws, Section C-15.(c)(3)(v): “If one or more amendments proposed in the mini-assembly are adopted by the General Assembly, the Article II proposal shall be referred to the study commission. Within six months after the close of the General Assembly, the Study Commission, taking into account the decisions of the General Assembly, shall prepare the proposal to amend Article II. The Board of Trustees shall put this proposal on the agenda of the next regular General Assembly.”

Truth be told, the last year was an intense one for the commission, with writing, drafting, and revising our proposal. We took the month of July as a break and came back to it in August. Mindful of our charge to make the language as poetic as possible and keenly aware of how different elements in Article II interrelate, we were deliberate in our discussions of how best to integrate the amendments into the proposed version. We also reached out to the authors of a few of the amendments with questions about wording and intended meanings. After the commission finished incorporating the amendments, we put our revised version through another round of plain language review. Also, as is customary with potential Bylaws amendments, we had the proposal reviewed by the UUA’s legal counsel.

We then incorporated suggestions from each review and arrived at the proposal you have here. Through all of this, we balanced a number of factors: the charge for inspirational and aspirational language, the legal implications of bylaws language, the need for plain language, respect for the will of the General Assembly in the voted-upon wording, and the depth of the conversations we have had among ourselves for the past two years.

It is a fundamental act of hope to consider revising and revitalizing our agreement together as congregations. Ever since we released our draft for comments last year, we’ve seen an outpouring of creative energy around what this proposal represents: the chance for the current generations of UUs to take an active hand in shaping our faith. It’s an opportunity for all of us to draw on the transformative energy of articulating anew what our Association is about. Speaking personally, I found it very helpful working the UU tables at a couple of area Pride events to be able to say, “We come from many paths, but we all put Love at the center.” Others, I’m sure, will come up with better one-sentence descriptions, but that’s part of the creative joy possible in this moment. In these times, people need that creative joy and the hope that it represents. It’s part of practicing skillful Love inside our congregations and Association, so that we can carry that Love out into a world that so desperately needs it. We invite you to participate in congregational discussions about adopting the revised Article II at GA 2024 in this hopeful spirit.

In Faith,

The Article II Study Commission



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uua.org

October 31, 2023

Dear Member Congregations of the UUA,

The Article II Study Commission (A2SC) has released its final version of the proposed revision to Article II of the UUA Bylaws, taking into account the amendments that passed at General Assembly in June 2023. The UUA Board of Trustees will officially receive this final proposed revision at our next scheduled meeting on November 13, 2023. Everyone is invited to read the new proposed revision now, absorb it, and see how it resonates with you.

So, what are the next steps? And what will happen at General Assembly (GA) in June 2024?

The UUA Bylaws allow for amendments to the proposal. Any proposed amendment needs to be endorsed by at least 15 certified congregations. This endorsement needs to be by action of their governing boards or their congregations. Bill Young, UUA Secretary, will provide a form to document these endorsements. Your UUA Board of Trustees requests that a single individual is identified as the primary contact for each proposed amendment. As we prepare for GA 2024, we will coordinate with amendment sponsors.

The deadline for submitting an amendment is 5:00 p.m. Eastern on February 1, 2024. Your UUA Board looked for ways to extend this deadline, but the limited timeline was confirmed by legal counsel based on UUA Bylaws requirements.

The Bylaws also require that all qualified amendments be considered by the General Assembly, so it will be up to our member congregations to decide which amendments the GA should consider. The Board may also choose to submit amendments this spring, but we have not yet begun any conversations on this possibility.

At GA, Article II amendments require a 3/4 approval to be incorporated. Once any amendments have been resolved, a 2/3 approval vote is required to adopt a new version of Article II.

Thank you for your engagement in this process. This is one of the ways that Unitarian Universalism is alive in this world. We thank the A2SC for all of their work and all Unitarian Universalists for engaging in this process.

Yours in peace,

UUA Board of Trustees



Finance Committee Meeting

October 10, 2023

Attendees: Dev Dion, Roger Robinson, Jo Ann Foor, Andy Wilson, Linda Craig, Kathryn Estey, Erin Tafuri, Ed McClaran, Marilyn Mays, Barbara Morrison, Mindy Clark

Attendees Check-ins

Openings words read by Andy

September Minutes approved as submitted

ET Update

Working on the annual fund drive.

Dev Dion will be participating in the October 15 opening sessions.

Goal: \$1,500,000

Theme: "Sharing Our Heart's Treasure"

Celebration Sunday: November 12

Family Ministries Director Search: Open to Acting or Interim position. It has been advertised.

FUCP Financials 2023-06 FINAL version 2 9.21.23

Erin presented all the final June, July and August financials and created a revenue account "Adjust to accrual Pledge contributions" and an expense account "Uncollectables" to help explain and show our accrual adjustment for pledges receivable from on year to the next.

On an operating basis we ran a deficit of \$107,680. The ET proposes to offset this amount by taking money from:

Annual Operating (Contingency) Reserve:	\$ 63,369
Justice Begins at Home:	\$ 14,311
Fund 49 – Family Ministries:	\$ 15,000

Fund 49 – Music:	<u>\$ 15,000</u>
Total:	\$107,680

Ed moved and Roger seconded and it was passed that we accept the ET's offsetting of the shortfall.

The 6/30/23 financial statements have not been reviewed by our outside CPA, and it is possible that the review will result in some adjustments but they are not expected to be large.

October Congregant Finance Committee presentation in conjunction with Rev. Alison's presentation will occur on October 15, noon to 1:30 in Elliot Chapel in person and live streamed. Andy and Kathryn will prepare the presentation.

Closing words: Andy

Meeting adjourned at 6:15pm.

Next Meeting: November 14, 2023 at 5:00 PM Pacific Time (Zoom)

(minutes: RR)

First Unitarian Church of Portland Budget Report				
03 Months Ending September 30, 2023				
	YTD Actual	Annual Budget	Remaining Budget	% of Bdtg Realized Expected: 25%
Revenue:				
Pledge Contributions	283,317	1,450,000	1,166,683	20%
Adjust to Accrual Pledge Contributions	-	-	-	
Non-Pledge Contribution	3,633	65,000	61,367	6%
Foundation Gift to the Church	-	82,000	82,000	0%
Plate Contributions	13,180	45,000	31,820	29%
Program Contributions	75	-	(75)	
Program Income	21,310	38,000	16,690	56%
Tenants Rental Income	83,271	364,000	280,729	23%
Deferred Lease Income	-	-	-	
Event Rental Income	2,051	25,000	22,949	8%
Merchandise Income	3,662	11,500	7,839	32%
Miscellaneous Income	300	-	(300)	
Reserve & Fund 49 Income	-	26,000	26,000	0%
Total Revenue	410,798	2,106,500	1,695,702	20%
Expenses:				
Payroll	381,026	1,596,424	1,215,398	24%
HR, Recruiting & Relocation	11,095	2,200	(8,895)	504%
Professional & Contract Services	18,873	101,045	82,172	19%
Professional Expenses	3,454	17,000	13,546	20%
Professional Expenses - Sr. Minister	550	8,500	7,950	6%
Professional Expenses - Associate Minister	873	6,000	5,127	15%
Professional Expenses - Intern	300	2,000	1,700	15%
Guest Ministers, Musicians, & Speakers	2,490	16,500	14,010	15%
Interest Expense	-	-	-	
Merchandise Inventory	-	-	-	
Program Expenses	6,678	102,645	95,967	7%
Retreat/Workshop/Conference Expenses	764	24,700	23,936	3%
Event Expense	953	5,500	4,547	17%
Parking	2,109	25,450	23,341	8%
Utilities	22,225	92,575	70,350	24%
Custodial Supplies	344	12,000	11,656	3%
Web Services, Software, Computer Program	5,395	24,750	19,355	22%
Computers, Furniture & Equipment	2,920	15,800	12,880	18%
Equipment Rental/Lease	4,107	14,400	10,293	29%
Bldg Repairs & Maintenance	6,562	40,000	33,438	16%
Equip Repairs & Maintenance	-	6,150	6,150	0%
Landscaping	-	1,500	1,500	0%
Outside Printing & Copying	1,449	14,750	13,301	10%
Postage & Shipping	684	4,900	4,216	14%
Bank Charges & Merchant Fees	3,355	19,000	15,645	18%
Cost of Goods Sold	-	-	-	
Licenses & Fees	8,667	9,000	333	96%
UUA Dues	-	38,500	38,500	0%
Insurance	5,040	20,500	15,460	25%
Donations/Plate Share	3,231	1,000	(2,231)	323%
Uncollectibles	-	-	-	
Miscellaneous Expenses	600	1,000	400	60%
Total Expenses	493,743	2,223,789	1,730,047	22%
Transfers				
Transfers from Other Sources	1,050	(117,289)	(118,339)	
Transfer to Other Sources	-	-	-	
Total Transfers	1,050	(117,289)	(118,339)	
Change in Net Assets - Operating Fund	(81,895)	(0)		