

First Unitarian Church of Portland

Board of Trustees Meeting – March 7, 2024 – 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 – Marilyn
- Determine Quorum
- Review Board Covenant
- Process Observer Review
- Review Agenda

Board Roles

Timekeeper –

Process Observer –

7:10 **Congregant Comment Period**

7:20 **ET Update**

7:30 **Board updates**

- Updates from board goal accountability stewards (no more than 3 min. each)
 - Board Liberation Team (BLT) report on Anti-Racism Goals
 - Governance Committee report on Board Size Goal
 - Leslie report on Article II Goals

Dates to Calendar

- March 24, 2024: Congregant Forum on budget (post-service)

7:35

Consent agenda

1. Confirm Roger Robinson as Treasurer and Chair of the Finance Committee
2. Approve Additional Non-Board Congregant Serving on Finance Committee
3. Approve past board minutes as included in board packet

7:40

Generative Conversations

- Review/reflect on first draft 2024-25 budget proposal & Finance Committee feedback
- Review and discuss recommendations from ad hoc Board Size Review Committee

8:40

Executive Session - Update, as needed

8:45 **Meeting Wrap-up**

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

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 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 March 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.

03-07-2024 Consent Agenda Item #1:

Confirm Roger Robinson as Treasurer and Chair of the Finance Committee

Background:

- Article IV, Section 5 of the church Bylaws and Board Policy 4.9 generally define the role of Board Treasurer, including that the Treasurer:
 - serves as Chair of the Finance Committee
 - participates in the work of the Board Officers Committee and has overall responsibility for Board oversight of the corporate finances
 - reports to the Board regarding the church's financial situation in an appropriate and timely manner.
 - and communicates with the Board of Stewards of the church Foundation regarding issues related to the annual membership meeting and election of the Board of Stewards of the Foundation
- Article IV, Section 4 of the Bylaws states that, "The Board of Trustees shall elect from its own membership at its first meeting after June 1 of each year the following officers: a Moderator, two Vice-Moderators, a Secretary and a Treasurer. The Board shall fill vacancies occurring in any office."
- Accordingly, Board Policy 4.4 states that, "In accordance with the bylaws, the Moderator appoints the Committee Chairs, subject to confirmation by the Board."
- At its regular meeting for June 2023, the Board of Trustees confirmed the full slate of Committee Chairs and Board Officers for the 2023-2024 church year, including Andrew Wilson as Treasurer and Chair of the Finance Committee.
- Effective February 16, 2024, Andrew Wilson resigned from the Board of Trustees and vacated the position of Treasurer and Chair of the Finance Committee.
- On February 16, 2024, the Moderator appointed Roger Robinson as Treasurer and Chair of the Finance Committee, subject to confirmation by the Board.
- Roger Robinson has served as a member of the Finance Committee for multiple years and is prepared and willing to take on the role of Treasurer for the remainder of the 2023-24 church year.

Action for Board of Trustees consent agenda consideration:

The Board of Trustees confirms Roger Robinson as Treasurer and Chair of the Finance Committee for the duration of the 2023-2024 church year, effective February 16, 2024.

03-07-2024 Consent Agenda Item #2:

Approve Additional Non-Board Congregant Serving on Finance Committee

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. It additionally states that in order to comply with Oregon law, non-Board members on any committee that exercises Board authority shall not be allowed to vote.
- The chair of each Board Committee is to bring recommendations for such non-Board committee members to the Board for approval.
- At the regular meeting of the Board of Trustees in November 2023, the Finance Committee chair recommended and the Board of Trustees approved that Linda Craig, Dev Dion, Jo Ann Foor, Stan Jewett, Ed McClaran, and Josh Soske, serve as non-Board members of the Finance Committee for the duration of the 2023-24 church year.
- For the duration of the 2023-2024 church year, the Finance Committee chair additionally recommends that the Board approve the following non-Board congregant to serve as a member of the Finance Committee.

Action for Board of Trustees consent agenda consideration:

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

- Karen Shawcross

DRAFT
Meeting Minutes
Board of Trustees
First Unitarian Church of Portland
Buchan Reception Room
February 1, 2024
6:10 p.m. to 9:12 p.m.

Board Members present:

x	Mindy Clark*	x	Theo Harper	x	Barbara Morrison
x	John Bishop		Caitlynn Hill	x	Leslie Pohl-Kosbau*
x	Ryan Deibert	x	Adam House		Roger Robinson
x	Julia Griffiths	x	Marilyn Mays	x	Andy Wilson*

*Mindy, Andrew, and Leslie attended the meeting via Zoom connection

Absent: Roger, Caitlynn

Ministers and Staff present:

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

x	Danielle Garrett, Intern Minister^
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Alison, Danielle, and Kathryn joined the meeting at 7:02 p.m. after the Executive Session had completed.

Congregants present for 7:00 p.m. Board meeting: Randy Russell (via Zoom), Elisabeth Gern, Jo Ann Foor, Cathy Tortorici (via Zoom) (joined meeting at 7:15 p.m.), Dev Dion (via Zoom) (joined meeting at approx. 7:40).

6:10 p.m. – Check-in – Meeting participants offered their brief personal check-ins.

Ryan identified the need to move into Executive Session to review confidential and sensitive matters.

Executive Session began at 6:18 p.m.

Executive Session ended at 6:56 p.m.

Meeting participants took a break.

Board meeting convened -- 7:02 p.m.

Opening Words – Leslie shared the opening words which were written by Stephanie Kaza.

Determine Quorum – Ryan identified that a quorum existed for Board action, despite some absences.

Board Covenant -- Board members took turns reading the Board covenant aloud.

Process Observer Review - Adam urged that we hold discussion in rounds when possible. noting that it always seems to work better.

Review Agenda – Ryan briefly reviewed the agenda.

Congregant Comment Period –

Ryan introduced the congregant comment period and noted that time for comments is limited to 10 minutes.

Randy Russell offered comments about his attendance at the recent Forum to discuss proposed revisions to UUA bylaws Article II. He expressed his appreciation for the opportunity to have time on that agenda. Randy noted that participant comments generated at that meeting were consolidated into a single document. He suggested that those should be made available to the full congregation, possibly on the church's website. Randy expressed his interest in seeing more information from those who have expressed skepticism about the proposed revisions to Article II.

There were no other congregant comments.

Rev. Alison provided the Executive Team update.

Executive Team Update

- Rev. Alison cited numbers comparing pledges and amounts pledged for this year's Annual Fund Drive (AFD) as compared to similar numbers for the AFD as of

last year at roughly the same time. We are concerned about decreases in both numbers (numbers of donors and amounts pledged). Additional phone calls to congregants aimed at achieving our fundraising goals are yielding some results, but they have not been substantial. The ET will be meeting with staff next week to talk about priorities for the budget in the coming year.

- The Shower Project opened on January 24, 2024. The facilities were full the first week and not at capacity the second week. Rev. Alison reported it feels we are offering a space of dignity, warmth and caring, and a space for hygiene. We will now need to consider how we make this a sustainable ministry in the future.
- Community circles have launched. Congregants have begun opening their homes for meetings, including in Vancouver, WA, Portland's West and East Side. Meetings are also being held at the church. There has been a request for a Zoom meeting option, but by and large people want to meet in person.
- Article II forum was held and seemed to be a success. There is a Wellspring curriculum coming up which will also allow for a "deeper dive" into issues related to the proposed Article II revisions.
- Rev. Alison noted we are moving toward a more seasonal approach for offering updates on the church's status, including financial matters. She sees this as a positive approach. This will facilitate transparency and a way to offer congregants opportunities to ask questions.
- Kathryn shared they are excited by Nikki Beezley's ability improve our abilities for outreach through website improvements and modifications. She noted that there is also a small team of volunteers gathered which has come together to assist with this work on website revisions.
- Rev. Alison reported that we now have two classes for 7th & 8th grade OWL. She announced we also have teachers for 5th & 6th grade OWL.

Board updates:

Representatives responsible for providing updates on the Board Goals for the year reported on the progress toward meeting those goal, as follows:

- Board Liberation Team (BLT) report on Anti-Racism Goals

Marilyn offered that the BLT is working on developing a microaggression training session for Board members and others. BLT is collaborating with the Advancing Racial Justice

Action Group (ARJAG). The current plan is to arrange for training in March. BLT currently has a couple of dates in mind for the training.

- Governance Committee report on Board Size Goal

Ryan reported that a significant piece of consent agenda addresses issues related to the Board Size Goal. Caitlynn offered that the Governance Committee has identified an ad hoc group to work on this goal. There will be a need to amend this goal as it was originally formulated. The timeline for the report will need to be extended; having a report from the ad hoc committee by the February Board meeting will not be feasible.

- Leslie report on Article II Goals

Leslie expressed gratitude for the turn-out at the forum recently held to discuss the proposed Article II revisions. Ryan and Leslie are working to get UUA General Assembly (GA) delegate applications out. Leslie encourages any who has expressed interest in this topic to consider being a delegate. GA is all online this year. Access should be straightforward. Ryan noted that six individuals so far have voiced interest in being a delegate.

Upcoming Church Events to Calendar

Ryan noted the following significant church events to calendar for February:

Sewell Social Justice Lecture - Steve Phillips, "Securing a Multiracial Democracy;"
February 27, 2024; 6:00 p.m.

Consent Agenda

Please refer to the Board packet for background information on and specific description of Board actions subject to approval via the Consent Agenda. The following is the list of consent agenda items the Board considered:

1. Charter ad hoc committee to lead engagement of organizational consultant(s) for evaluation of Executive Team competencies (per Board Governing Policy 2.2). **(See Board Packet Pages 5-6 for background and proposed Board action).**
2. Charter ad hoc committee on board size, amend board goal timing. **(See Board Packet Page 7 for background and proposed Board action).**
3. Approve Finance Committee recommendation for ministerial housing allowance. **(See Board Packet Pages 8-9 for background and proposed Board action).**
4. Confirm Annual Meeting Date and voter eligibility. **(See Board Packet Pages 10-11 for background and proposed Board action).**
5. Approve draft minutes of the January 4, 2024 Board Meeting **(See Board Packet Pages 12 – 20).**

Ryan confirmed Board members had an opportunity to review the proposed Consent Agenda items prior to the meeting, along with the background information he had provided for each item. He asked whether anyone wished to pull any of the items for further discussion before any motion was presented to approve them.

Adam asked for discussion on items #3 and #4, prior to a vote. No one requested further discussion for the remaining items. Adam moved that Consent Agenda items #1, #2, and #5 be approved, and Barbara seconded the motion. All Board members voted in favor of the motion and there were no objections.

There was discussion about the Finance Committee's recommendation for ministerial housing allowance (Consent Agenda Item #3). The question was raised as to what specific criteria triggered the allowance for a ministerial housing allowance. Rev. Alison said the general practice in the UUA is for these allowances to be afforded for anyone working in a community ministry position. Adam raised concerns about future scenarios which might involve a Church employee who was technically a minister but might not specifically be serving in that capacity as a Church employee. Rev. Alison acknowledged there could be a need to consider concerns on that issue in the future. It was agreed, generally, that these concerns could be addressed in the future after approval of the current proposal on the issue.

Julia therefore moved for approval of the proposed resolution under Consent Agenda item #3. Barbara seconded the motion. All Board members voted in favor of the motion and there were no objections.

A discussion about Consent Agenda item #4 (Confirm Annual Meeting Date and voter eligibility) followed. Specifically, there was discussion about the possibility of resuming in-person Annual Meetings, rather than the current practice of having meetings conducted by mail. Some Board members expressed a desire to resume in-person meetings. Some proposed a possible "hybrid solution." Rev. Tom explained the rationale behind moving to the mail format, noting that a major reason was the difficulty of achieving the required quorum with in-person meetings. It was suggested that the Governance Committee might be tasked with considering how/if the Church might resume holding in-person meetings. Ryan raised concerns over the time limits the Board had to address these issues.

At the conclusion of this discussion Marilyn moved that the Board adopt the timelines and procedures for the 2024 Annual Meeting as stated Consent Agenda Item #4 in the Board Packet. Julia seconded the motion. All Board members, except Adam, voted in favor of the motion. Adam favors moving to an in-person Annual Meeting.

Business Agenda:

- Review and adopt proposed scope/bounds for church goals planning process.

Rev. Alison led the discussion. She shared a “Strategic Planning Proposal – Initial Scope Document” – prior to the meeting. (A copy of that document is appended to these minutes). This document was shared with all meeting participants. She described the document more fully and outlined her thinking about how and why she developed her strategic planning proposal.

Each board member was offered an opportunity to respond to or ask questions about Rev. Alison’s written Proposal. Several Board members expressed their appreciation for the work that went into developing the proposal. There was general acknowledgment that the proposal seemed to set aggressive, yet achievable timelines for the planning process. At the conclusion of the discussion Ryan asked Board members if they felt they could offer a general “thumbs up” to the strategic planning process Rev. Alison had developed. Those present indicated their approval. Rev. Alison promised the Board would have a role in the process but stressed that the formation of a strategic planning team would be necessary to expedite the process.

Generative Discussion

- Discuss congregant and staff feedback and subsequent refined 2024-25 budget priorities to guide Executive Team’s initial budget proposals.

Ryan noted that time remaining in the meeting afforded the Board only about 15 minutes, rather than the 30 minutes originally allotted for the generative discussion on budget priorities.

Rev. Alison began the discussion by noting that the Church is currently about \$200,000 short of reaching its goals for the Annual Fund Drive. She noted we are approximately \$130,000 behind the amount that was pledged as of this time last year. Our decisions about how we make up for this shortfall need to be carefully considered and grounded in our mission and the aspirations we have for our community. What is our responsibility to create a bridge from where we are now to another place that might be

determined in our upcoming strategic planning process? We may have to resist temptation to draw irresponsibly from reserves. But it also may be detrimental if we were to stop pulling from reserves “cold turkey.” Rev. Alison emphasized the need to have a healthy communication plan in this year’s budget process and stressed that the collective Church leadership will need to work to support each other. Unless funding increases, it will likely be necessary to pull back spending in some areas. The ET is undertaking efforts to find income from other sources, such as Employee Retention Tax Credits offered by the federal government, and it is hopeful for some positive news in that area.

Each Board member was afforded an opportunity to speak on these budget process issues.

Certain board members expressed strong support for continuing the funding that has been dedicated to improved communications and membership development. Marilyn pointed out the popularity of the Church’s music program and noted that congregants contribute specially to support that program at Music & Worship services. Andy voiced objections to the idea that the music program is self-sustaining and called for more accuracy in discussions about the budget. Mindy urged that program leaders should be mindful of the needs of the entire church as they develop their proposals for budget for their individual programs.

After Board members had each been afforded an opportunity to speak to issues related to the budget process, Ryan ended the Generative Discussion to allow for a brief discussion in Executive Session concerning sensitive and confidential matters. All visiting congregants and Danielle Garrett left the meeting.

Executive Session began at 8:55 p.m.

Executive Session concluded at 9:06 p.m.

Following the Executive Session, the Board dealt with several wrap-up items.

Meeting Wrap-up

Andy noted that the Finance committee and ET need to calendar the next forum on budget matters for the congregation.

There was discussion about which Board member would draft the Board letter for February. Leslie offered to look into that issue and said she would get the word out to the person doing the letter.

Caitlynn offered feedback regarding the Forum on the Article II revisions. She pointed out that congregants had reported they were unsure where to go for the Zoom link.

Process observation.

Ryan noted that part of the Board's covenant together is behavioral in nature. He expressed a desire for us to be fairer with each other in our budget discussions. He noted his concern for how Andy had characterized another Board member's statements during that discussion. Andy replied that Board members have an obligation to be truthful. Ryan offered to have further conversations with Andy outside the meeting, and said he wanted to leave his comments as simply an observation on process.

Alison voiced appreciation for the fact that the Board had by then been meeting for three hours.

Closing Words – Leslie offered closing words which were from a Native American song.

Adjournment -- The meeting concluded officially at approximately 9:12 p.m.

APPENDIX TO FEBRUARY 1, 2024 BOARD MEETING MINUTES:

STRATEGIC PLANNING PROPOSAL - INITIAL SCOPE DOCUMENT

BACKGROUND:

Our Congregational Covenant was last amended through the recent 8th principle process in 2021. Our Covenant of Right Relations was last updated around 2008.

Our Mission Statement was last updated about 30 years ago.

Our Vision Statement was last updated in 2015.

That vision statement anchored a 5-year vision for 2016 – 2021.

STRATEGIC PLANNING PROPOSAL:

Scope:

We aim to update our Mission (Fall/Winter of 2024), Vision (Winter/Spring 2025), and 5-Year Strategic Plan (Spring/Fall 2025).

Pre-work:

Spring/Summer 2024 –

- Compose a Strategic Planning Committee with linkage to the ET, Board, and different aspects of Congregational Life.

- Identify internal resources and external resources for the three phases and design an overall process.

Summer/Fall 2024 –

Communication Plan to the wider congregation about the process

Fall/Winter 2024 –

Strategic Planning Team involve the wider congregation in big conversations to develop an updated Mission Statement - A concise statement of what the congregation wants to be known for, or known as, within the wider world; what the congregation wants to mean to the community.

Winter/Spring 2025 –

Strategic Planning Team engage in work on identifying Strengths, Weaknesses, Opportunities, Threats, demographic studies, etc. to better understand how we are poised for growth/decline of various kinds and the wider environment we find ourselves in and may find ourselves in the future.

Then, the SPT involve the wider congregation in big conversations to develop an updated Vision Statement - A carefully defined picture of where the congregation wants to be in five or more years; the dream of what the congregation can become.

Spring/Fall 2025 –

Strategic Planning Team engage the wider congregation in focused conversations around different areas of congregational life that will help us to move towards achieving our Vision Statement.

Then, spend time developing the plans with area leaders based on what we learned. Present the plan to the congregation at an update/town hall.

***Side Note* – It is likely that our facilities and campus will be one of the areas. We will not solve the answer of what we will be doing and what our plan is for the facilities in the 2024 – 2025 year. However, we may get a more fleshed out perspective on what questions we will want to address in a Buildings Planning Effort in the not-too-distant future, as well as some of the facilities needs and hopes we would want to address through that effort. We will make use of the initial facilities planning that happened in 2019 -2020.

Additional Thoughts:

Covenant out of Scope: For now, we will not focus on updating our Covenants – A statement of how the members of the congregation will interact with one another, as well as what is promised, or vowed, by one member to another and to the congregation as a whole. Congregations may have a Congregational Covenant and a Covenant of Right Relations.

- 1.) We will need to reflect following the UUA General Assembly 2024 and the new Article 2 vote on whether we will update our Congregational Covenant.

2.) There is a need to practice creating covenants among the leadership and throughout the congregation in the staff, small groups, teams, classes, etc. before undertaking a congregation-wide process.

Spring 2024 – Spring 2025: *We will be moving forward on these strategic goals as we develop an updated Mission, Vision, and Strategic Plan.*

- **A Focus on Year-Round Stewardship of time, talent, and treasure**
 - o Strategic plans (and any future capital campaigns) are anchored by a healthy Annual Fund Drive and developing volunteer pathways

- **Moving forward on goals that came out of the Community Conversations**
 - o Better communications
 - o Broader range of spiritual growth & learning opportunities for adults
 - o More opportunities to get to know others and be known by them
 - o Increased number and variety of multigenerational experiences
 - o Greater emphasis on collaborative justice efforts, both interfaith and with the wider UU community
 - o Improved transparency

- **In the absence of a Strategic Plan, we create Annual Priorities for Our Ministries, which are those shared in the budgeting process:**

2024 – 2025 Proposed Budget Priorities

1. **Enhance our website, social media, and online communications**

- Reach new people searching for a liberal faith
- Invite members, friends, and visitors to participate in upcoming worship and music, lifelong learning, justice, and community building programs

2. **Grow Membership/Friendship**

- Focus on newcomer experience, including hospitality with an 8th principle lens
- Develop a strategy to move people from visitors members/pledging friends

3. **Increase the resources we have to fulfill our mission**

- Recruit volunteers and equip leaders (*time and talent*)
- Move towards generosity at all financial giving levels. (*treasure*)
- Help people see the connection between what they give and what we can do.

4. **Lifelong Learning**

- Evaluate our offerings for children, youth, and families and support teachers & advisors to offer a robust program that meets the needs of today
- Expand learning opportunities, small groups, and classes for adults of all ages

5. **Spiritual Growth**

- Practice becoming a multigenerational music making and worshipping community.
- Support community building among the visitors, members, and friends worshipping online

6. Collaborative Justice-Making

- o Building up justice networks & interfaith partnerships in Portland and the UUA

7. Shared Ministries

- o Include the wider congregation in a strategic planning process to chart the future together: Mission, Vision, Covenant, and 5-Year Plan

DRAFT
Meeting Minutes
Board Officers Committee
First Unitarian Church of Portland
February 15, 2024, 11:34 AM to 12:56 PM

The meeting was conducted via Zoom.

The meeting began at 11:34 a.m.

Present: Ryan Diebert; Leslie Pohl-Kosbau; John Bishop; Andy Wilson (left meeting at approximately 12:50 p.m.); Marilyn Mays; Caitlynn Hill and Rev. Tom Disrud.

Absent: Rev. Alison Miller

Opening Words – Andy offered a reading from “Killers of the Flower Moon.”

- **Check-in** – individual participants offered brief check-ins.
- **Welcome & Quorum** – Ryan noted all members of the committee were present. He noted Rev. Alison was unable to attend since she was away attending the meeting of the Large Church Ministers.
- **Adopt Minutes** – All members present voted to approve the draft January 18, 2024, Board Officer Committee Meeting minutes.

Announcements and Updates

Ryan directed participant's attention to the following important upcoming events at the Church.

- **Upcoming Dates:**

- Sewell Lecture – Steve Phillips; February 27, 2024, 6 to 9 p.m.
- Finance Committee Special Meeting for First Draft Budget Review; February 29, 2024, 6 – 7:30 p.m.
- Board/Nominating Committee/Executive Team Annual Meeting; March 5, 2024, 6-8 p.m.
- Congregational Forum on Budget – led by Finance Committee March 24, 2024, 12:15 p.m. (Eliot Chapel)

- **Executive Team Update**

Rev. Tom provided the Executive Team's update in Rev. Alison's absence:

- Discussion among the ET, Finance Committee, and staff about the budget for next church year is ongoing. They have had an initial meeting with staff to discuss issues they are facing with fundraising goals not yet met. The Annual Fundraising Drive has achieved approximately 87% of the goal.
- The Shower Project has now kicked off and seems to be going well.
- Numerous Community Circles have been initiated. Approximately 12 to 14 have formed with approximately 150 people participating, in total. After last Sunday's service there were approximately 23 parents participating in community circles for parents.

[At this point in the meeting the Board Secretary's computer crashed, making minute-taking impossible. The following is a very general summary of what took place during the meeting, with some specific notes provided post-meeting by other meeting participants]

- **Committee Updates and Information Sharing**

- **Governance Committee**

Members of the Governance Committee provided general updates on business conducted by the Governance Committee during their most recent meeting.

- **Communications Committee**

Leslie reported that the Communication Committee met and discussed the Forum about Article 2 (their third event since 2023). Approximately 50 people participated in the Forum, and it went well. Notes from attendees have been posted on the Board section of the Church website. The Committee decided not to post other position papers.

The Committee will hold a delegate training on March 25, 2024. The training will be held online in the evening. Applications for delegate status need to be submitted to the Board and the ET. Nine applications have been received so far, and the Committee expects to receive approximately 5 more.

An announcement has been placed in the Front Steps asking for delegates. Those who opt to attend GA for Business events only may do so at no cost or for a donation. Registration for the entire GA (including non-business events) is \$280 before March 15.

- **Finance Committee**

Andy provided an update on the status of the budget process.

- **Board Liberation Team**

Marilyn reported that the Board Liberation Team had a good generative discussion at its most recent meeting concerning the BLT's role within the Board and how the group might best move forward. The group identified part of its future work might be to

consider how Board members could interact better among themselves when they must be involved in difficult conversations. They also identified that they may play a role in discerning and discussing the impact of White Supremacy Culture on the Board's internal and external challenges. Additionally, they thought it would be appropriate to discuss at greater length when the Board's actions might support systems of oppression, and when the Board's structure might affect how we interact with each other. BLT members would like to have a broader discussion about all these matters with the entire Board, possibly over a meal. Julia planned to speak with Ryan about the BLTs ideas, with the intent of developing a broader plan.

- **Discussion and Decision Items**
 - **Review budget timeline/process**

Ryan, Rev. Tom and Andy reviewed the budgeting process with meeting participants.

[At this point the Board Secretary was able to resume taking minutes for the meeting].

Rev. Tom offered an ET update he had overlooked earlier in the meeting. The Church recently certified its membership to the UUA as 776 members. This is down from last year by 63. There has been a consistent decline in the number of members certified to the UUA over the past several years. This may be the post-COVID leveling out of a general decline in membership. There is suspicion that this type of decline is also being experienced in other churches nationally.

Ryan noted there was reason to move to Executive Session to discuss sensitive matters.

Executive Session began at: 12:19 p.m.

Executive Session ended at: 12:50 p.m.

[Andy left the meeting shortly before the end of the Executive Session].

- **Planning March Board Agenda**

Ryan and meeting participants reviewed and discussed the proposed agenda for the March Board meeting and generally agreed on the following outline for the meeting.

- ET Update (including stewardship/AFD)
- Brief updates from board goal accountability stewards
 - Board Liberation Team (BLT) monitor and report on Anti-Racism Goals
 - Governance Committee to monitor and report on Board Size Goal
 - Leslie to monitor and report on Article II Goals
- Consent agenda
 - Approve past board minutes
- Discussion/Business items
 - Executive Session: Update, if needed
- March generative discussion topics:
 - Review, discuss 2024-2025 budget first draft.
 - Review, discuss board size committee recommendation.

Closing words – Marilyn offered closing words from Mary Oliver.

Adjournment – 12:56 p.m.

GOVERNANCE COMMITTEE MINUTES

Chair: Caitlynn Hill

Present: John Bishop, Ryan Diebert, Adam House, Marilyn Mays

DATE AND PLACE: Wednesday, February 21, 2024, 5:30-7:00 p.m.

Zoom:

<https://us02web.zoom.us/j/85811770053?pwd=Slkxdzk1bVdOdTh1MlRlSGNPNYi9Vdz09>

Opening Words - Ryan - Rumi: Reading the Quran

Welcome, Introductions, and Announcements

Last month: [January 2024](#)

Note Taker:

- I. Finalize 2023 Evaluation
 - A. Create an addendum for identified omissions
 - 1. Revs Alison and Tom/ET**
 - a) Our Music Ministry flourished in the 2022-23 year. We welcomed back our cherished Harmony choir, embraced the second year of our Spirit Choir, and even introduced a multigenerational ukulele ensemble and a care choir.
 - B. Board approved pending the addition of the information - **is now approved**
 - 1. Make into a PDF for John/Nikki to support publishing**
- II. Forming an ad hoc committee for examining board size
 - A. **Bringing questions to the board in March meeting and finalize in April**
- III. Reviewing governing documents
 - A. Collaborating with the ET and Reverend Alison
 - B. Policy for email voting
 1. ORS 65.212: Members' use of electronic mail or other electronic means to discuss issues or take action

https://www.oregonlegislature.gov/bills_laws/ors/ors065.html

2. Add some of this language to our policies - **Adam**

IV. Annual Survey - finalized in May

- A. Why have a survey? What's the purpose/goals?
- B. Collaboration with Communications Committee
- C. https://www.unityunitarian.org/uploads/6/1/0/3/6103699/2022_cs_ppt_report_for_sharing_updated_2022.11.22.pdf
- D. Our questions are not consistent throughout the year
 - 1. Allows for comparison to other years
 - 2. Questions from the last two years - put in the drive
 - 3. Call for capacity from congregants for survey design, conduct, and analyze
 - a) Front steps for congregant call - reach out to Caitlynn
 - b) Adam reach out to Olivia
 - c) Advertise with Words
- E. **Better institutionalize/standardized how the survey is done.**

Words for next time - Adam

Closing: Ryan; Rumi - What the Heart Wants

Attending: Leslie Pohl-Kosbau, Theo Harper, Barbara Morrison, Julia Griffiths

Opening Reading from Theo

The Mimosa Tree, Jacqueline Woodson

Board Letter

February Board Letter from Marilyn – has been sent to Nikki.

March Board Letter will be from Julia.

Notes: ET is beginning to gather info for budget, setting priorities. Proposed budget to be presented in March. Strategic plan is under discussion. Delegates for GA – we can have ____ delegates. Forum review. Connections.

Forum Review

Attendance: about 35 people, including some online. Had hoped for 50. There was another event at the same time in the church – might have split attendance.

Reflections:

Presentation and process were good.

Wish that more congregants knew what’s going on with the topic. Wish there was less emphasis on negative than positive. Could we have framed the question session to be more positive? If we had used third question “How would this allows us to grow?”

Ran out of time so ending was abrupt. Sextons were expecting us to be there longer. Zoom meeting was set up to start and end 30 minutes before/after scheduled time.

Tables and paper and easel were not as requested.

Papers and handouts were disorganized. Should have them printed ahead of time, available for pick up as people enter. Have questions printed out, too, so attendees could be reflecting ahead of time.

Could have been more organized about resources.

Best part: we planned ahead and included other congregants in planning process.

Presentation was very good and well organized.

Should have discussed what would be shown on screen.

Would have been good to have a de-brief afterwards.

Next forum/meeting: for potential GA delegates.

Orientation, introduction, overview to the event, review schedule, show folks how to use Whova (communications program used at GA to connect people). Do this via Zoom because might get better turn-out. Anybody can come.

Proposed date/time: Tuesday evening, 3/25 at 7:00.

Planning meeting 3/22 at 6:30.

Possible event agenda ideas:

- Here's what you can expect as a delegate at GA.
- Activities and workshops
- Communication
- Whova
- Worship
- Prep sessions for business meetings
- What does it mean to be in the "yay" or "nay" line?
- Guidelines for making statement during session
- Delegate applications due 2/22.

Process for delegate selection: board will review applications and send to ET. Leslie will get this on agenda for 2/15 BOC meeting.

Invite others to participate in planning the forum.

Homework: review materials from UUA re: GA. Email our thoughts (topics, meeting prep ideas) to planning group before planning meeting.

Advertise:

- Front Steps
- Board letter
- Web page

Board Web Materials

Forum feedback is collated by Theo and could be added to board page. Also, Teri Martin took notes and sent them to Theo; we could include them, too.

Theo will collect them and send to Nikki to be added to page.

This will capture both pro and con input from congregants.

Board Tabling

Hasn't been happening lately. Per John R, we need to reserve table for the rest of the year. Leslie tried to reserve and Barbara confirms that it was successful.

Leslie will send note to Board to sign up for table duty. Julia added shortcut to sign-up sheet to Communications Committee folder in Google Docs.

To Do

Make it easy to find sign-ups for tabling and for welcome circles. Leslie will add tabling sign-up to Google Docs so it's easy to find.

Barbara will get info from Tom re: welcome circles.

Theo will contact Zoom to figure out why our meeting link continues to fail.

Theo will share Zoom password via text.

Julia will review and organize Communications Committee folders in Google Docs.

Closing Reading from Theo

Finance Committee Meeting Minutes

January 9, 2024

Attendees: Dev Dion, Roger Robinson, Andy Wilson, Linda Craig, Kathryn Estey, Erin Tafuri, Ed McClaran, Mindy Clark, Stan Jewett, Karen Shawcross

Attendees Check-ins

Openings words read by Roger

December Minutes approved as submitted.

ET Update

Fund drive update:

2023 Pledge goal: \$1,600,000, Total Given \$1,426,614, 730 pledgers, 695 Actually gave, with not Dec recorded. The Close the Gap added \$60k.

2024 Pledge Goal: \$1,500,000, 652 pledgers, \$1,300,000 received, beginning reaching out to call those who have not pledged yet.

Did 300 emails sent to those who have not responded to their pledges in 2023.

For those whom we have not heard from, Erin contacts those who are not paying throughout the year. For many of those who have not fulfilled their pledges at all she receives no responses at all. Note that Erin contacts those 4 to 5 times during the year. Perhaps the Committee needs to help the ET to do follow ups?

Budget priorities: Kathryn mentioned that Jenn, Niki and Tom have been doing a great job.

Review of November Financials

Erin will send out an email concerning Non-pledge Contributions.

Andy noted that the amount shown in the Operating Fund has been dropping and if it falls into the negative the Board will need to approve using the reserves. Linda asked Kathryn about cleaning up the Reserve Funds which are no longer needed and perhaps can be joined together. Simplify what we can. Perhaps moved to the Operating Fund. Erin has on her list to bring various accounts into Beneficial.

January 21st congregant presentation:

Headliners: ET will present Budget Priorities. A meeting will be scheduled among members of the ET and the Finance Comm to create the presentation. Brainstorming and idea generating ensued among all. Erin would like to emphasize the Stewardship aspect.

Erin recommended that we use the year-end financial numbers even if we don't have the review from Kern Thompson.

Open issues: Kathryn:

- The Board needs to authorize ordained ministers' housing allowances.
- The committee discussed how to engage the congregation in a conversation about our drastic shortfall this year, and how we practice "tough love" about what we can afford to do.

Closing words: Roger

Meeting adjourned at 6:40pm.

Next Meeting: February 13, 2024 at 5:00 PM Pacific Time (Zoom)

(minutes: RR)

First Unitarian Church of Portland				
Actual vs. Budget/Pg. 1 of 2 - As of 12/31/2023 - Unaudited				
Prepared by Susan Matlack Jones & Associates				
	YTD Actual	Annual Budget	Remaining Budget	Actual % of Budget Realized
Revenue:				
Pledge Contributions	703,995	1,450,000	746,005	49%
Adjust to Accrual Pledge Contributions	-	-	-	
Non-Pledge Contribution	38,876	65,000	26,124	60%
Foundation Gift to the Church	-	82,000	82,000	0%
Plate Contributions	31,768	45,000	13,232	71%
Program Contributions	10,556	-	(10,556)	
Program Income	22,360	38,000	15,640	59%
Tenants Rental Income	170,274	364,000	193,726	47%
Deferred Lease Income	-	-	-	
Event Rental Income	7,380	25,000	17,620	30%
Merchandise Income	6,669	11,500	4,832	58%
Miscellaneous Income	750	-	(750)	
Reserve & Fund 49 Income	-	26,000	26,000	0%
Total Revenue	992,629	2,106,500	1,113,871	47%
Expenses:				
Payroll	765,795	1,596,424	830,629	48%
HR, Recruiting & Relocation	16,309	2,200	(14,109)	741%
Professional & Contract Services	39,881	101,045	61,164	39%
Professional Expenses	4,109	17,000	12,891	24%
Professional Expenses - Sr. Minister	550	8,500	7,950	6%
Professional Expenses - Associate Minister	1,391	6,000	4,609	23%
Professional Expenses - Intern	975	2,000	1,025	49%
Guest Ministers, Musicians, & Speakers	7,890	16,500	8,610	48%
Interest Expense	-	-	-	
Merchandise Inventory	654	-	(654)	
Program Expenses	12,491	102,645	90,154	12%
Retreat/Workshop/Conference Expenses	27,223	24,700	(2,524)	110%
Event Expense	3,888	5,500	1,612	71%
Parking	8,053	25,450	17,397	32%
Utilities	50,812	92,575	41,763	55%
Custodial Supplies	3,011	12,000	8,989	25%
Web Svcs, Software, Computer Programs	9,790	24,750	14,960	40%
Computers, Furniture & Equipment	13,142	15,800	2,658	83%
Cont'd on next page				

First Unitarian Church of Portland				
Actual vs. Budget/Pg. 2 of 2 - As of 12/31/2023 - Unaudited				
Prepared by Susan Matlack Jones & Associates				
	YTD Actual	Annual Budget	Remaining Budget	Actual % of Budget Realized
Expenses (cont'd.):				
Equipment Rental/Lease	8,877	14,400	5,523	62%
Bldg Repairs & Maintenance	9,979	40,000	30,021	25%
Equip Repairs & Maintenance	14	6,150	6,136	0%
Landscaping	-	1,500	1,500	0%
Outside Printing & Copying	7,707	14,750	7,043	52%
Postage & Shipping	860	4,900	4,040	18%
Bank Charges & Merchant Fees	7,801	19,000	11,199	41%
Cost of Goods Sold	-	-	-	
Licenses & Fees	5,292	9,000	3,708	59%
UUA Dues	14,000	38,500	24,500	36%
Insurance	10,080	20,500	10,420	49%
Donations/Plate Share	8,376	1,000	(7,376)	838%
Uncollectibles	-	-	-	
Miscellaneous Expenses	3,803	1,000	(2,803)	380%
Total Expenses	1,042,753	2,223,789	1,181,037	47%
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	(49,074)	(0)		
GAAP Adjustments				
Depreciation Expense	(140,319)			
Amortization Expense	-			
Interest Income	7,303			
Gain (Loss) on Investments	10,518			
Other Fund Revenue	(1,050)			
Fund Transfers from Other Sources Offset	1,050			
Other Fund Expense	(44,164)			
Fund Transfers to Other Sources Offset	(1,050)			
Reserve & Fund 49 Income	76,119			
Reserve & Fund 49 Expenses	(36,491)			
Change in Net Assets GAAP	(177,158)			

First Unitarian Church of Portland			
Statement of Financial Position/Pg. 1 of 2 - 12/31/2023			
<i>Prepared by Susan Matlack Jones & Associates - Unaudited</i>			
	12/31/2023	6/30/2023	Change
Assets:			
Petty Cash	500	500	-
BSB Checking 4673	560,891	650,599	(89,708)
BSB Checking 5591	23,677	23,652	25
BSB Checking 5601	967,733	941,822	25,911
BSB Checking 5614	103,623	103,236	387
OnPoint	16,497	15,893	604
Franklin Investments	16,079	15,800	279
Charles Schwab Investments	184,999	173,415	11,584
Federated Investments	9,656	9,433	223
UBS Investments	11,080	(0)	11,080
Accounts Receivable	(870)	-	(870)
Pledges Receivable - Operating Pledges	580,606	580,606	-
Pledges Receivable Allowance Uncollectable	(47,000)	(47,000)	-
Prepaid Expenses	20,519	10,540	9,979
Prepaid Insurance	5,040	5,215	(175)
Prepaid Power Purchase Agreement	20,667	20,667	-
Bookstore Inventory	16,224	16,224	-
Land	613,424	613,424	-
Buildings & Improvements	9,260,889	9,260,889	-
Furniture & Equipment	288,273	288,273	-
Accumulated Depreciation	(4,711,588)	(4,571,269)	(140,319)
Lease Origination Costs	15,000	15,000	-
Accumulated Amortization	(5,896)	(5,896)	-
Total Assets	7,950,023	8,121,023	(171,000)
Liabilities:			
Accounts Payable	26,496	18,494	8,002
Credit Card Payable	-	-	-
Accrued Wages	1,624	0	1,624
Accrued Vacation	79,169	79,169	-
Deferred Lease Revenue	336,456	336,456	-
Oregon Clean Power Note	19,835	23,303	(3,468)
Total Liabilities	463,580	457,422	6,158
Net Assets:			
Net Assets Without Donor Restrictions:			
Undesignated and Unrestricted Net Assets	6,119,429	6,119,430	(0)
Operating Fund	116,900	288,472	(171,572)
Capital Fund	-	-	-
Annual Operating (Contingency) Reserve	70,750	70,750	-
Special Projects Reserve	1,596	13,052	(11,456)
Major Donor Reserve	190,795	190,795	-
Tax Rebate Reserve	48,935	48,935	-
Required Loan Reserve	30,718	30,718	-
Safety Reserve	140,235	140,235	-
Major Repair & Equipment Reserve	165,855	189,935	(24,080)
Rental Income Reserve	61,736	61,736	-
Sabbatical Reserve	1,000	1,000	-
Total Net Assets Without Donor Restrictions	6,947,949	7,155,057	(207,108)
Cont'd on next page			

First Unitarian Church of Portland			
Statement of Financial Position/Pg. 2 of 2 - 12/31/2023			
Prepared by Susan Matlack Jones & Associates - Unaudited			
	12/31/2023	6/30/2023	Change
Net Assets <u>With Donor Restrictions</u>			
Commemoration Fund	12,112	11,982	130
Chesney-Deale Intern Minister Fund	76,387	75,446	940
Hessler-Deale Women in Ministry Fund	25,761	25,399	362
Sewell Lecture Series	156,776	156,776	-
Hollingsworth Anniversary Fund	21,331	15,731	5,600
Slegers Music Ministry Fund	29,104	32,599	(3,495)
Sinkford Scholarship - Inactive	-	-	-
Justice Begins at Home Fund	(0)	(0)	(0)
Fund 49 - 13 Salmon Shower Project	25,063	13,701	11,363
Fund 49 - Adult Programs	4,672	4,672	-
Fund 49 - Alliance	19,623	5,037	14,586
Fund 49 - Anti-Racism Curriculum	720	720	-
Fund 49 - Auction	49,144	46,904	2,241
Fund 49 - Campus Ministry	1,266	1,266	-
Fund 49 - Congregant Care Fund	15,582	12,548	3,034
Fund 49 - Contingency Minister - Disrud	3,148	3,148	-
Fund 49 - Contingency Minister - Miller	2,020	2,020	-
Fund 49 - Executive Team Contingency	14,908	17,300	(2,393)
Fund 49 - Family Ministries	18,982	18,982	-
Fund 49 - Family Ministries - Coming of Age	3,467	3,467	-
Fund 49 - Family Ministries - YRUU	28,271	28,271	-
Fund 49 - Lay Ministry	5,225	225	5,000
Fund 49 - Men's Group	2,003	1,588	415
Fund 49 - Mosaic Wall Maintenance	1,421	1,421	-
Fund 49 - Music	10,287	12,314	(2,028)
Fund 49 - Quilts of Love	1,590	745	845
Fund 49 - Social Justice	4,127	4,127	-
Fund 49 - UU-UNO	1,477	1,447	30
Fund 49 - Young Adults	1,423	1,423	-
Idaho Interfaith Fund	2,605	4,105	(1,500)
Employee Retention Tax Credit (ERTC)	-	-	-
Signe Lusk Gift Fund	-	5,180	(5,180)
Total Net Assets With Donor Restrictions	538,494	508,544	29,950
Total Net Assets	7,486,443	7,663,601	(177,158)
Total Liabilities and Net Assets	7,950,023	8,121,023	(171,000)