

## First Unitarian Church

### Agenda // Board Meeting // February 4, 2026 // 7 – 9 pm

Board & ET (only) Deepening 6:15-7:00 pm // Board Meeting – 7:00-9:00 pm

Join Zoom Meeting: <https://us02web.zoom.us/j/82930223125?pwd=nWHAO9V2u2GYaaNeMOcai3cKCsZ4VU.1>

Meeting ID: 829 3022 3125 // Passcode: DaisyB#

#### **Pre-Board Meeting:**

6:15-7:00 8<sup>th</sup> Principle Conversation led by BLT

#### **Board Convenes**

- 7:00 Opening: Reading, Chalice Lighting, Read Covenant (below)  
Determine quorum, identify process evaluator, accept agenda
- 7:10 Introduction and Congregant Comment Time (Roger reads introduction, if necessary)
- 7:20 Acceptance of December minutes
- 7:22 Review of Board Goals for 2025-2026 (see below)
- 7:25 Committee & Task Force Presentations as needed:  
Finance  
Governance  
Communications  
BLT  
Administration Transition Task Force, Roger & Rev. Alison  
Outside In Lease Task Force, Roger  
Other: Tripartite Meeting on March 4<sup>th</sup> at 6:00-8:00
- 7:40 Old Business: January board meeting motions:  
Signers of Beneficial State Bank Accounts
- 7:45 Executive Team Updates
- 8:00 Review Forum (February 8<sup>th</sup>) Agenda
- 8:20 Continued discussion of the Policy Based Governance  
Each board committee define how to apply PBG?
- 8:45 Process Evaluation
- 8:50 Closing Reading
- 8:55 Adjournment

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#### Process Evaluation Guidelines

- Everyone has a chance to contribute to the conversation in a timely manner, without prejudice.
- We keep an open mind and open heart to new ideas.
- We acknowledge when harm is done and offer an appropriate response.
- As elected representatives, we act in the best interest of the congregation.

#### Congregant Comment Period Introduction

We hold this time in our meeting to hear the joys and concerns, the hopes, the dreams, and opinions of our congregants as they relate to our church and our actions. We have just read our covenant and want to remind speakers that we are all here together in covenant. Among the things we hold at First Unitarian Church is the inherent worth and dignity of all people.

Keeping this in mind, we would love to hear from you.



## First Unitarian Church / Portland, Oregon

### **BOARD COVENANT**

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.



# First Unitarian Church / Portland, Oregon

## **Our Mission & Vision**

### ***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.

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## **Board Goals for 2025-2026 Year**

- Strengthen trust within our community with better communications.  
Lead: Communications Committee
- Strengthen our affirmation and promotion of the 8th Principle.  
Lead: Board Liberation Team Committee
- Assist the Executive Team to launch and lead a strategic planning process that will build sustainability for the church's future.  
Lead: Strategic Planning Task Force
- Review and update our governance policies and practices to match our current and future realities and needs.  
Lead: Governance Committee
- Attend to the Board's fiduciary responsibilities for finances and building maintenance.  
Lead: Finance Committee

*Approved at Board meeting 10/8/2025*

# **First Unitarian Church of Portland Board of Trustees Meeting Minutes**

## **Wednesday, January 7, 2026**

Board Attendees: Leslie Pohl-Kosbau, Julia Griffiths, Roger Tobin, Linda Craig, Roger Robinson, Saranna Weller-Filz (online), Harriet Shaklee, Bob Bonner, David Livermore.

ET Attendees: Alison Miller, Kathryn Estey.

Board/ET members absent: Tom Disrud (hip surgery).

Non-board/ET attendees: Dev Dion (Foundation), Ellen Zachny (Nominating Committee), Josh Reckord (online)

Board roles: Process Observer – Harriet

### **7:05 pm Chalice Lighting/Reading**

Reading by Leslie. Mary Oliver, The Real Prayers Are Not the Words, But the Attention that Comes First

### **Read Board Covenant**

### **Quorum determination**

A quorum of the board is present.

### **Review Agenda**

No changes to the agenda were proposed

### **Congregant Comment Period**

There were no congregant comments

### **7:10 pm Consent Agenda**

- December board meeting minutes. The minutes were accepted.

### **Review of 2025-26 Board Goals**

- Finance committee
  - One of the goals is to attend to our fiduciary responsibilities. Bob stated that the finance committee is actively working on this goal. One focus is on procedures to better track finances. There is also an interest in having a task force that meets with Jason so that building maintenance can be tracked and documented. Leslie is interested in helping with the building maintenance task force.
- Governance committee
  - Linda stated that the committee is reviewing governance policies. She stated that there are multiple task forces and committee members are working very hard.
- Communications committee
  - Julia stated that we are improving communication and transparency and have three board forums scheduled for February, March, and April.

- Board Liberation team
  - Saranna stated that the BLT is working on strengthening our affirmation of the 8<sup>th</sup> principal. Saranna said that the board will be working on questions during the 6-7 pm hour. She is also still trying to get together with the transformation team.
  
- **Committee Reports**
  - **Communications committee**
    - Julia stated that the next forum is February 8<sup>th</sup>. Julia will work with Kathryn on the slide presentation and work with Alison on the presentation topics.
  - **Finance committee**
    - Bob stated that there are some things coming up for review.
    - The finance committee authorized a \$86k contract for HVAC repair. The money will be coming from our Major Repairs and Equipment reserve. A justification statement was provided to the board which includes the reason, rationale, and expected future expenditures related to the HVAC system.
 

The church has implemented the proposed plan for cash management of our Beneficial State Bank accounts so that almost all the money is FDIC insured on an ongoing basis. As of December 31<sup>st</sup> we have \$2,082,000 in cash accounts. ~\$1.8 million is in Certificates of Deposit. The remaining \$250k is also FDIC insured, which means that right now all of the money is fully FDIC covered. The finance committee is trying to consolidate separate accounts to avoid complexity. Roger R recognized and thanked Linda and Bob who have been working on this effort for the past year.
    - Bob submitted a request for authorization for our BSB signers. This was passed in December 2024 but was never implemented. We need to remove old board members but also need to add the treasurer. Bob moved that the Board approve new account signers for our Beneficial State Bank accounts: Kathryn Estey, Alison Miller, Tom Disrud, Roger Robinson, and Robert Bonner. Julia moved to pass the motion. Roger R seconded. The motion passed unanimously.
  - **Governance committee**
    - Linda said that some assignments have been shifted to communications committee, specifically the annual report. Last year there was confusion around the annual report and the evaluation of the ministry. Governance does the evaluation of the ministry. The annual report, however, is a communications task.
    - Harriet said the board and the ET will prepare the report on the evaluation of the ministries, and she will be working as a liaison from the Governance Committee to the ET.
    - Within Governance, is a task force to propose policy to incorporate the Committee on Right Relations into our Bylaws and Governing Policies. We may be proposing a Bylaws amendment to add language on using the Committee for Right Relations to address grievances.
  - **Communications Committee**

- Regarding exit interviews, Julia is planning on reporting on a past exit interview and conducting exit interviews with departing Board members in the future.
- **Administration transition task force**
  - The task force includes Laura Jones, Julia Spence, Mindy Clark, Roger R, Alison, and Tom. The task force has been meeting, and a few things have been emerging.
  - We are learning from area congregations of a similar size to First Unitarian. The task force is looking at how others have structured that position and related positions. Locally we have received feedback from the Methodist church.
  - The task force is also looking at UU congregations around the US. We have heard back from the Tulsa church.
  - Another theme that is emerging is that the task force has been talking about having an interim administrator fill the position at the time of Kathryn's retirement. This would give us a chance to evaluate the position and the church's needs to determine whether the position needs to be modified in any way. We are going to interview some potential consultants who could help us work on this.
  - We are also looking at other churches who may be going through similar transitions. For example the Seattle University Church is going through a similar transition right now.
  - Questions:
    - Are we thinking about changing the structure of the position? Yes, depending on the needs identified, it could impact the position description.
    - When would an interim be hired? Ideally, there will be an opportunity for 2-3 weeks of overlap with Kathryn. More than that would be too much. We will probably hire sometime in June, whether we hire an interim administrator or not.

**7:32 pm Foundation Report (Presentation by Dev Dion, President)**

- Foundation board members include Roger Tobin, Bob Bonner, Cindy Cumfer, Corbett Gordon, Ed McLaren, and Sarabelle Hitchner.
- The First Unitarian Church Foundation formed about 25 years ago. It was formed solely to support the church.
- The Foundation Board of Stewards collects money for the Foundation, invests the money, and makes annual distributions to the church.
- Dev became president at the time many of us became aware that there was a large mortgage on the Buchan building.
- The Foundation has ~\$3 million as the corpus. Historically there were grants to the church in the range of \$15-\$30K per year. The last several years, the gifts have been around \$100k. Last year's gift of \$100K was around 4 percent of the corpus.
- The Foundation is independent of the church.

- Ed is the treasurer and will be retiring from the Foundation at the end of the year. Ed has been working on the Foundation's Board for 10 years.
- An RFP is out right now to evaluate other companies that could be a financial advisor to the Foundation. We want to see whether the earnings could be improved under our socially responsible investment policies. Our current investment advisor is Trillium.
- The Foundation has a responsibility to grow the legacy society, that is congregants who add the Foundation to their estate plans. Two years ago we had 25 new legacy society members.
- The Foundation also manages the Sewell Lecture funds of about ~\$200k. Most of the money is in ETFs. The Sewell Lecture funds are not managed the same as ESG investments under the Foundation.
- Questions:
  - Did the Foundation lose money from the Silicon Valley bank bankruptcy? Yes.

### 7:48 pm ET Report

From Alison

- Tom's surgery was a success!
- December was a busy month. Attendance is up in our services. In December we had a Music and Worship service, the children's pageant, Christmas eve service, and January 4<sup>th</sup> were also well attended. The pageant was intergenerational, which was a lot of fun and community building. The church is a lively place on Sundays. We are emerging from a time, including the pandemic years and it feels like there are many folks who are engaging in the church in different ways.
- The Music Transition Team has posted the job for an incoming music director. One of the things that is being evaluated is the music staff size. Garrett doesn't think a full-time music director is needed at this time, especially because we have Joe who is a flexible keyboardist. The RFP is written to be flexible depending on the skills of the applicants. We have already received a couple of applications. The timeline target is to be interviewing candidates in March/April.
- Religious education was focused on the pageant in December and is moving to the launch of OWL (Our Whole Lives) in the new year. OWL will be offered for adolescents and, for the first time, adults.
- Social justice activities have been focused on the ICE protest. This is taking a lot of bandwidth of congregants involved. It is important for First Unitarian Church to show up.
- The Sewell lecture group is leaning toward a presentation on ethics and AI. We are at a time of great change, i.e., when the internet was invented. DanaBuhl has moved to 0.6 FTE, so she is putting less time into the Sewell lecture than in the past.
- Membership committee is working on welcoming events. This Sunday we will have Souper Sunday and Walking Tacos. We have a lot of younger adults attending and sitting in the balcony. They are attending the service and also engaging. We had 15 people at the Articulating Your Faithclass for young adults.
- Stewardship. We have a generous congregation. We also have a significant gap in our AFD. Even though parts of our congregation are really growing, it takes time for new congregants and members to engage financially at the level to make up for older donors who are now gone.
- The auction is either going to support roof or HVAC repairs.

- The Shower Project is exploring their relationship to the church and their financial model. Are they a church program? Or do they want to be a separate entity, i.e. non-profit, to which the church is a fiscal sponsor? If they are a program of the church, they may not have access to certain grant funding. The Shower Project will be preparing a proposal to the finance committee about how they will be managed.
- Connection between stewardship and membership. That is something in the works.
- People loved the pick-up choir. We might have pick up choir become part of the rotation because some singers can't make a commitment to regular weekly rehearsals or might have a conflict.
- A month ago we signed a letter regarding the financial agreement with NWA. The lease is still in draft form and has not been signed by NWA. We negotiated a 1-year lease but NWA has now said, informally, that they are probably looking at 3-4 more years as they go through their capital campaign. We are going to start that negotiation process immediately.

From Kathryn

- We are working with the smallest number of sexton staff we've had since Kathryn has been in her position as church administrator. NWA is only using ½ the space they were previously.
- The AFD has raised \$1.3 million, which is \$190k short of the goal. There are some pledgers/sustainers who have not responded. There is a plan formulating to reach out to these folks.
- The UUA membership certification is coming up in February. This is when ET annually determines the number of members and voting members. The latter are members who make a pledge to the church and pay their pledge. Every year, some members need a waiver because of individual financial difficulties.
- Questions:
  - How will you handle Tom's leave? He is gone for January and part of February. He will be preaching again in March. There is a heavy load on Alison, but she is getting help. Leah will be preaching when Alison is at the Large Church conference this spring.
  - Has the roofing contract been initiated? No. The initial inspection is being conducted first.
  - What are the findings of the initial inspection? Jason has the details.

#### **8:14 pm Budget Priorities**

- Alison provided a handout with a draft of 7 proposed budget priorities. Do these feel like the right priorities?
- We are in some staff transitions in staffing with unknowns (e.g. FTE, salaries)
- Will there be opportunities for increasing and decreasing in different staff areas?
- Questions:
  - Under spiritual growth, there may be people who want to explore spiritual growth on their own. That overlaps with the Lifelong Learning bullet. Maybe that could be expressed differently?
  - Do these 7 priorities align with our Ends? Alison needs to look into and think about that.

- There was a question about the stresses on our administrative staff, e.g., Isabella is multi-talented and spread very thin. There are areas we need to increase staffing. We are looking at volunteer/staffing resources.
- Are there a couple of board members who could help with a Living Well Within Our Means plan? What would that look like for us? Would a couple of board members be interested in supporting? Linda and Bob volunteered to work with Alison on that.
- Where are we with the planning for the February forum? The forum is on February 8<sup>th</sup> and we are at the initial stage of planning. Alison will plan on sharing the priorities at the forum and with the Board before the forum.

### **8:32 pm Policy-Based Governance Discussion**

Discussion of how PBG is working for us and not working for us.

There was a question about how the board fulfills the statutory requirement as a fiduciary.

Staff and board members feel like there needs to be better role clarity around who does what regarding finances and fiduciary responsibility and what our processes are. Also, with staff numbers continuing to be reduced resources and priorities need to be better defined for staff.

Staff and board communications is going to be an issue regardless of our governance structure. We need to define what policy governance means for First Church.

### **8:55 pm Executive Session**

Executive session ended at 9:08 pm

### **Meeting Process Observations**

- Harriet observed that everyone who wanted had a chance to contribute. There was concern that Saranna didn't get to participate fully because she was online. Saranna said she felt like she was able to participate. Our work was done with an open heart and open mind. No harm was observed and no one spoke up about harm. We dealt with some sensitive issues in our meeting. We acted in best interests of the congregation.

Reading From Leslie. Days by Billy Collins from Sailing Alone Around the Room

### **9:11 pm meeting adjourned.**

Minutes by David Livermore

## **Minutes Governance Committee Jan 9, 2026; 4:00 – 5:30 pm via Zoom**

Attending: Roger Tobin, Harriet Shaklee, Leslie Pohl-Kosbau, David Livermore, Linda Craig, Rev. Alison Miller, Roger Robinson, Bob Bonner.

Goals for this meeting:

Next steps policy-based governance. Right Relations Policy Progress report and discussion about whether to propose Bylaws amendment. Focus on addressing two topics: Conflict of interest and compensation policy and Policy for Bylaws amendment re. use of membership data by congregants. Update on other elements of work plan and check in on Work Plan progress.

1. **Welcome and chalice lighting.** Opening words: Linda. Poem by Kate Lore, "It Could Have Been Me." Check-in.
2. **Progress report on RR policy.** Linda reported that the task force on reconciling current policy with the newly adopted Charter and Policy and Process for the Committee on Right Relations (CRR) met on Jan. 6. (Roger T, Linda, Kathy Ludlow, Leslie is part of this task force but couldn't attend the meeting. Kathy Ludlow participates as a representative from the Task Force that created the CRR documents.)

The task force asked the full Governance Committee for their agreement that we should request an amendment of the church Bylaws to incorporate the CRR. The reasoning is to elevate the status of the Committee and to add to its permanence by naming it in the Bylaws.

**Discussion followed with agreement by a majority of the committee to take the discussion of an amendment to the full Board.**

The task force will continue to work on the exact language of the amendment and other related amendments to the Bylaws and Governing Policies.

3. **Policy-based governance (PBG).** We talked about discussion held at the January 7 Board meeting about PBG. Rev Alison said that she thought it was important we try to learn more about how PGB can work and how it has worked in our church before we go further with implementation of any changes. **Rev. Alison will contact Dan Hotchkiss to see if he can hold an education session or two with us. Roger R and she will plan continuing discussion for the February Board meeting. There is much to learn and consider, and we should not be impatient that the process will take time.**
4. **Conflict of Interest and Executive Compensation Policy.** David led us through the content of the Conflicts of Interest and Executive Compensation Policy. It speaks to who is defined as an "insider" by the IRS and for purposes of this kind of policy and what is required to ensure that transactions with insiders are fair to the church and comply with law.

We have been filling out a Conflict of Interest form each year, and those are kept by the ET, but we have not been acknowledging the conflicts in a Board meeting or having the Secretary document conflicts or list insiders as the Policy prescribes. Section 4 of the Policy states what records the Secretary should keep. Section 3. 2.c speaks to what should be done to ensure compensation for each insider is reasonable.

**We agreed that David will act on what records the Secretary should keep either by entering the required data into the Minutes of a Board meeting, or by delegating the responsibility, and we agreed that the Finance Committee should act on the compensation policy as part of the budgeting process.** (Report back at a future meeting.)

The procedures to be addressed are attached to the end of these minutes.

5. **Congregant Use of Membership Data.** In spring, 2025, the congregation approved the following additions to the Bylaws:

**Section 5. Access to and use of membership records.** *The members of the church wish to protect their private information. Accordingly, pursuant to ORS 65.774(5)(a), the membership declares that no member shall have the right to inspect or copy any membership records maintained by the church pursuant to ORS 65.771(3), except as expressly authorized by the Board of Trustees.*

David reported on how membership data is currently used and who can receive it. Per Rev Disrud, we do not give membership data to external individuals or outsiders and in recent years, we have not been asked to do so. We were asked last spring to provide membership data to members who wanted to use it to solicit signatures on petitions to call a meeting, but they withdrew their request and it was not acted on.

We need to count the membership to the UUA each year, but lists are provided only for internal use. Groups having access include Lay ministers, Stewardship committee, Nominating committee, staff and Board.

Rev. Alison offered an example of what other churches do: allowing members to tap into a data base of those willing to share their personal information. Protection of membership status in some churches is accomplished by having the Board approve new members.

We discussed how we should write policy to use membership data with two goals: 1) To build community by sharing information among those who wish to share, and 2) To protect the membership data from uses that are undesirable or detrimental to members.

**David will work on drafting policy, and Harriet offered to help. We'll revisit in March.**

6. **Petition to call a meeting. Roger T. asked for Committee members to send him comments on the Petition to Call a Meeting by January 23 (two weeks).** He will send the most recent edition to the committee members. He, Harriet, and Linda will meet to look at the comments and open questions with the goal of bringing a nearly final draft to the February Governance Committee meeting. Linda commented that this work, too, could require Bylaws amendments to increase the numbers of people required to call a meeting and to dismiss a minister.
7. **Closing words.** Harriet.  
Adjourn 5:30 pm

Linda had planned brief reports at the meeting on work ongoing on other parts of our work plan, but we ran out of time. Here is a written report:

Administrative Competencies. Committee is at work to hire a contractor to look at skills and job description(s) needed for church administration. Perhaps an interim person will be needed to fill Kathryn's position temporarily when she retires.

Financial policies. Bob, Linda, Ed McClaran, and Jo Ann Foor will review financial policies in our Bylaws and Governing Policies. Bob has prepared a document that lists the provisions to be considered.

Exit interviews. Julia Griffith has taken on the tasks of reporting to the Board at the February meeting on the Exit Interview held with John Bishop last summer and planning new Exit interviews for Board members who leave at the end of this year.

Evaluation of the Ministries. Harriet is working with Rev Alison and the ET on how this work will be accomplished this year.

Annual Report. Delegated to Communications Committee.

Procedure for Board self-evaluation. Not started. April?  
Consider establishing a succession plan for Board officers. Not started. April?

Running list of Governing Policy changes...to be started.

**From : Conflicts of Interest and Executive Compensation Policy**

**SECTION 3: PROCEDURE**

2. When the church engages in a transaction with an insider that constitutes a conflict of interest, the Board shall handle the transaction as follows:

(c) The Board shall gather appropriate data to ensure that the compensation for each insider is reasonable. In the case of employee compensation packages, the Board shall utilize reliable surveys of compensation for comparable positions or shall utilize data for at least three similarly situated employees in comparable positions. The Board shall not use the employee whose compensation is under consideration to collect comparability data.

(d) The Board shall document its decision by keeping written records that state the terms of the transaction and date approved, the trustees present and who voted on it, the comparability data and how the data were obtained, and any actions taken with respect to trustees who had a conflict of interest with respect to the transaction. The records must be prepared before the latter of the next Board meeting or 60 days after the final action is taken. Once prepared, the records must be reviewed and approved by the Board within a reasonable time.

3. When employee compensation packages are established each year, the Board shall identify those employees who are insiders. The Board shall monitor the compensation packages of insiders in accordance with the procedure in §3.2 above.

**SECTION 4: COMPLIANCE WITH THIS POLICY**

In order to ensure compliance with this policy:

1. On an annual basis, the Secretary of the church or the Secretary's designee shall develop and maintain a list of insiders who engage in or are reasonably likely to engage in transactions that constitute conflicts of interest with the church during the year.

2. The officers, trustees and key employees shall each year disclose interests that could give rise to a conflict of interest under this policy. Such disclosure shall be made on a Disclosure and Acknowledgment form similar to the one attached to this policy and shall be filed with the Secretary or the Secretary's designee.

3. The Secretary or the Secretary's designee shall monitor and enforce compliance with this policy by reviewing the list of insiders and the Disclosure and Acknowledgment forms each year and by bringing potential or actual conflicts to the attention of the Moderator of the Board. The Moderator shall disclose conflicts to the Board as they arise and ensure that the procedures in this policy are followed.

4. The Secretary or the Secretary's designee shall convey the list of insiders identified above to the Executive Team and shall instruct the Executive Team to notify the Board if the Executive Team or any employee plans to engage in a transaction with an insider that constitutes a conflict of interest, including payment or reimbursement for business or travel expenses of the insider and/or members of the insider's family not made pursuant to an accountable plan under IRS Reg. 1.62-2(c)(2). If so, the Board shall monitor the transaction to ensure that it complies with the procedure in Section 3 above.

Attending: Roger Robinson, Saranna Weller-Filz, Julia Griffiths

Opening Reading – Julia.

From There Is Always a Volcano Before You, by Christine Colasurdo

Check-in

Questions for February's meeting for the board to discuss

- Saranna presented her conversation-starting questions for the pre-meeting conversation.
- Julia to send prep information to the board:
  - 8<sup>th</sup> Principle text
  - Text from 8<sup>th</sup> Principle bylaws amendment regarding Transformation Team formation and responsibilities
- Roger suggested BLT prepare activities for future meetings, in the absence of training from Transformation Team. Simple and thought-provoking.

Feedback from ARJAG – Saranna hasn't heard back from ARJAG.

Julia to discuss with Alison on Thursday possibility of BLT hosting SWOC with 8<sup>th</sup> Principle-related groups (ARJAG, TT, etc).

Next steps

- Saranna to present questions and lead discussion at Feb Board meeting.
- Julia to send 8<sup>th</sup> Principle resources to Board.
- Julia to discuss BLT conversation with Alison on Thursday.
- BLT to begin preparing materials for future Board meetings.

Closing Reading - Julia

Respectfully submitted,

Julia Griffiths

## Communications Committee Meeting Notes – 2026-01-13

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Attendees: Saranna Weller-Filz, David Livermore, Roger Tobin, Leslie Pohl-Kosbau, Julia Griffiths

Opening Words – Julia

Check-in

Quick Notes:

- Forum and Year-end Meeting have been added to church calendar and board calendar.
- Julia to meet with Rev. Alison later this month re: incorporating SWOC into forum and possibly adding mission/vision work to website.
- Group task: remind Julia that she's taking minutes at Feb meeting.

Annual Report – Leslie gave overview of her approach to Annual Report and provided this list of content.

- Report purpose: show what happened during the year, provide catalog of groups and activities plus leaders and participants. Recognize people who make the congregation what it is.
- Additional benefit: can provide a “map” of church communities.
- Provide information about church life: Sermon titles, new membership numbers, attendee numbers, weddings, memorial services.
- Gather info from staff and ministers and ET, too.
- What do we do with the report? Do we put it online? Do we anonymize? Send hard copy to archives. Consider putting online. Submit to office.
- How do we do this?
  - Contact all the groups in the church to provide brief info about their activities during the year.
  - Consider splitting responsibilities – groups, staff, ministers.
  - Maybe give highlights at May meeting.
  - Perhaps a group of volunteers take this on in the future.
  - Leslie to send list of groups/contacts.

Leslie excused herself and the conversation continued. The group agreed on a more modest, less comprehensive report.

### Annual Report Outline

Purpose: Report shows us who we are and what we care about as a congregation. Give people a warm feeling at the end of the church year. Share with future new members, visitors, and staff people to understand us.

How can we accumulate information during the year so we don't have to reconstruct the year in May?

Early in each board meeting: ask folks what we want to include in the year-end report.

- Stats – what data is already available – how can we access it?
  - RE involvement
  - Sunday attendance, in person and online, # visitors
  - Membership numbers
  - Financial life info:
    - AFD goal/actual
    - Number of pledges, average pledge amount, high/low?
    - Big expenses, use of reserves, unusual events like ERTC, changes in rental income.

- Notable events for this church year
  - Right Relations
  - Intergenerational worship time
  - Membership committee
  - OWL for all ages (4<sup>th</sup> grade through adult)
  - Democracy in Action activities / ICE protests / rallies and marches
  - Young Adult community
  - Sewell lecture and related activities?
  - Guests in the pulpit?
  - 13 Salmon Shower Project expansion
- Note from Alison
- What is Sunday like at church?
  - Pancake breakfast
  - Nametags
  - Coffee hour highly attended
  - Souper Sunday
  - Welcome Circle
- Staff changes
  - Music Ministry transition
  - Kathryn retirement
  - Kamal retirement
- Board membership
  - Report from Board? Maybe on goals?
- NomCom membership
- Election? Bylaws changes?

This doesn't create a map of the congregation (a diagram of the different groups in the church and how they relate), but there's interest in having that...but not in creating it...at this time.

These are the items left over from our last meeting.

- Review exit interviews – Julia to prepare summary report of recent exit interviews, will send to committee to review, then share with Board. Here's link to past interviews:  
[https://drive.google.com/drive/folders/1wZ8F5dCd9BmbEk-O5qe3fpqw3TBzv2Y2?usp=drive\\_link](https://drive.google.com/drive/folders/1wZ8F5dCd9BmbEk-O5qe3fpqw3TBzv2Y2?usp=drive_link)
- Review website FAQ page and suggest updates.
- Any notes from Julia re: conversation with Alison about possible webpage for Mission/Vision work, outline for Feb forum.

March meeting:

- Prepare for 2026 exit interviews
- Next steps for Annual Report
- Finalize Exit Interview Summary
- Revisit website FAQ page and identify updates.

Closing Words – Julia: “Night Hawk”, Christine Colasurdo

## **Request for Board Authorization of Beneficial State Bank Account Signers**

On December 5, 2024, the Board of Trustees approved the Finance Committee recommendation for seven changes (listed below) in our financial Accounts. However in January 2025 only items 1 & 4 were completed. In December 2025, items 2, 3, and 5 have been completed. Items 6 & 7 need to be addressed . Given the change in Board Officers last June, the Board needed to approve a new modified recommendation for item 7 below.

**As Treasurer after conferring with the Church Administrator, I recommend that the Board approve new account signers for our Beneficial State Bank accounts: Kathryn Estey, Alison Miller, Tom Disrud, Roger Robinson, Robert Bonner.**

Specifically on December 5, 2024:

1. The Board approved setting up CDARS and ICS accounts with Beneficial State Bank, appointing Kathryn Estey as the bank administrator for these accounts.
2. The Board approved naming Kathryn Estey, Tom Disrud, Erin Tafuri, and Roger Robinson as people authorized to make transfers to and from ICS/CDARS accounts to the BSB accounts *(Only Kathryn Estey had been given this authority at BSB until recently. On December 22, this authority was given to Robert Bonner, Linda Craig and Erin Tafuri).*
3. The Board approved closing BSB account #5614. *( At 12/21/25, this account held \$105,063.51. On 12/22/2025 money was moved BSB checking and then to CDARS. )*
4. The Board approved establishing BSB and ICS accounts *(currently ~\$920,000)* with signers authorized to move money into and out of these accounts as required for the church's needs. *As required a new BSB - ICS/CDAR transfer account x5601 was established.*
5. The Board authorized Kathryn Estey to establish viewing authorization for the ICS and CDARS accounts to Robert Bonner, Linda Craig, and SMJ.*(on 12/22/2025 account access was completed for Robert Bonner & Linda Craig)*
6. The Board approved deletion of the following signers on BSB accounts effective on December 5, 2024: Mindy Clark, Theo Harper, Andy Wilson, Ryan Deibert, and Caitlin Hill. *(As of 12/23/2025 all of the above remain authorized to sign and/or withdraw funds at BSB)*
7. The Board approved the following signers on the BSB accounts effective December 5, 2024: Kathryn Estey, Alison Miller, Tom Disrud, Roger Robinson, Leslie Pohl-Kosbau. *(Roger Robinson and Leslie Pohl-Kosbau have not completed account authorization at BSB as of 12/23/2025)*

*Additionally on 12/22/2025 BSB account x5591 was transferred to CDARS and marked for closing.*

First Unitarian Church of Portland

Preliminary Statement of Financial Position as of 11.30.2025 / pg. 1 of 3

Prepared by Susan Matlack Jones & Associates (unaudited)

	11/30/2025	6/30/2025	Change
<b>Assets:</b>			
Petty Cash	500	500	-
BSB Checking 4673	625,090	752,711	(127,621)
BSB Checking 5591	24,021	23,945	75
BSB Checking 5601	43,514	22,591	20,923
BSB Checking 5614	105,128	104,798	330
OnPoint	18,814	18,310	504
CDARS	920,215	913,526	6,688
ICS Money Market 601	121,247	120,614	634
Franklin Investments	16,679	16,374	306
Charles Schwab Investments	233,555	217,581	15,974
Federated Investments	9,849	9,698	152
UBS Investments	-	0	(0)
Accounts Receivable	6,052	3,651	2,401
Pledges Receivable - Operating Pledges	515,849	515,849	-
Pledges Receivable Allowance Uncollectable	(75,000)	(75,000)	-
Prepaid Expenses	12,017	13,206	(1,188)
Prepaid Insurance	-	0	(0)
Prepaid Power Purchase Agreement	15,500	15,500	-
Bookstore Inventory	10,847	10,847	-
Land	613,424	613,424	-
Buildings & Improvements	9,241,993	9,241,993	-
Furniture & Equipment	288,273	288,273	-
Accumulated Depreciation	(5,218,201)	(5,105,347)	(112,855)
Lease Origination Costs	15,000	15,000	-
Accumulated Amortization	(6,646)	(6,646)	-
<b>Total Assets</b>	<b>7,537,721</b>	<b>7,731,399</b>	<b>(193,678)</b>
<b>Liabilities:</b>			
Accounts Payable	4,641	37,462	(32,820)
Credit Card Payable	-	15,658	(15,658)
Accrued Wages	-	4,230	(4,230)
Accrued Vacation	84,825	84,825	-
Deferred Lease Revenue	318,597	319,932	(1,335)
Oregon Clean Power Note	17,688	17,688	-
<b>Total Liabilities</b>	<b>425,751</b>	<b>479,795</b>	<b>(54,044)</b>
<b>(Cont'd on next page)</b>			

First Unitarian Church of Portland

Preliminary Statement of Financial Position as of 11.30.2025 / pg. 2 of 3

*Prepared by Susan Matlack Jones & Associates (unaudited)*

	11/30/2025	6/30/2025	Change
<b>Net Assets:</b>			
Net Assets Without Donor Restrictions:			
Undesignated and Unrestricted Net Assets	6,118,229	6,119,429	(1,200)
Operating Fund	(445,693)	(298,754)	(146,940)
Annual Operating (Contingency) Reserve*	53,197	43,887	9,310
Safety Reserve*	140,235	140,235	-
Major Repair & Equipment Reserve*	165,855	165,855	-
Rental Income Reserve	-	-	-
Sabbatical Reserve	-	1,000	(1,000)
Major Donor Reserve	163,440	163,440	-
Commemoration Fund	-	12,212	(12,212)
Sewell Lecture Series	226,424	210,851	15,573
Fund 49 - Adult Programs Scholarships	4,672	4,672	-
Fund 49 - Anti-Racism Curriculum	720	720	-
Fund 49 - Auction	61,609	60,826	782
Fund 49 - Campus Ministry	1,266	1,266	-
Fund 49 - Contingency Minister - Disrud	2,598	2,598	-
Fund 49 - Contingency Minister - Miller	3,020	2,020	1,000
Fund 49 - Executive Team Contingency	1	1	-
Fund 49 - Family Ministries	19,711	19,711	-
Fund 49 - Family Ministries - Coming of Age	3,467	3,467	-
Fund 49 - Family Ministries - YRUU	36,626	36,626	-
Fund 49 - Lay Ministry	910	910	-
Fund 49 - Men's Group	2,108	2,108	-
Fund 49 - Social Justice	4,127	4,127	-
<b>(Cont'd on next page)</b>			

First Unitarian Church of Portland

Preliminary Statement of Financial Position as of 11.30.2025 / pg. 3 of 3

*Prepared by Susan Matlack Jones & Associates (unaudited)*

Fund 49 - UU-UNO	-	1,477	(1,477)	
Fund 49 - Young Adults	1,923	1,923	-	
Fund 49 - Pink Haven	1,200	-	1,200	
Idaho Interfaith Fund	0	0	0	
Employee Retention Tax Credit (ERTC)	336,047	336,047	-	
<b>Total Net Assets Without Donor Restrictions</b>	<b>6,901,691</b>	<b>7,036,654</b>	<b>(134,963)</b>	
Net Assets With Donor Restrictions:				
Chesney-Deale Intern Minister Fund	39,399	38,275	1,124	
Hessler-Deale Women in Ministry Fund	17,087	16,770	316	
Hollingsworth Anniversary Fund - G.A.	21,912	21,412	500	
Slegers Music Ministry Fund	30,817	30,817	-	
Fund 49 - 13 Shower Project	52,112	69,293	(17,181)	
Fund 49 - Alliance	13,045	2,913	10,133	
Fund 49 - Congregant Care	18,200	18,565	(366)	
Fund 49 - Mosaic Wall Maintenance	1,421	1,421	-	
Fund 49 - Music	14,125	14,125	-	
Fund 49 - Quilts of Love	961	1,358	(397)	
Fund 49 - Pink Haven	1,200	-	1,200	
<b>Total Net Assets With Donor Restrictions</b>	<b>210,279</b>	<b>214,950</b>	<b>(4,671)</b>	
<b>Total Net Assets</b>	<b>7,111,970</b>	<b>7,251,604</b>	<b>(139,634)</b>	
<b>Total Liabilities and Net Assets</b>	<b>7,537,721</b>	<b>7,731,399</b>	<b>(193,678)</b>	

First Unitarian Church of Portland

Preliminary Statement of Financial Position - Summary as of 11.30.2025

*Prepared by Susan Matlack Jones & Associates (unaudited)*

	11/30/2025	6/30/2025	Change
<b>Assets:</b>			
Cash and Cash Equivalents	938,314	1,043,470	(105,156)
Investments	1,180,299	1,157,179	23,120
Receivables	446,901	444,500	2,401
Prepaid Expenses	38,364	39,553	(1,188)
<b>Total Current Assets</b>	<b>2,603,878</b>	<b>2,684,702</b>	<b>(80,823)</b>
Fixed Assets	4,933,843	5,046,697	(112,855)
<b>Total Assets</b>	<b>7,537,721</b>	<b>7,731,399</b>	<b>(193,678)</b>
<b>Liabilities:</b>			
Accounts Payable	4,641	53,120	(48,479)
Accrued Wages & Vacation	84,825	89,055	(4,230)
<b>Total Current Liabilities</b>	<b>89,466</b>	<b>142,175</b>	<b>(52,709)</b>
Deferred Lease Revenue	318,597	319,932	(1,335)
Oregon Clean Power Note	17,688	17,688	-
<b>Total Liabilities</b>	<b>425,751</b>	<b>479,795</b>	<b>(54,044)</b>
<b>Net Assets:</b>			
Total Net Assets Without Donor Restrictions	6,901,691	7,036,654	(134,963)
Total Net Assets With Donor Restrictions	210,279	214,950	(4,671)
<b>Total Net Assets</b>	<b>7,111,970</b>	<b>7,251,604</b>	<b>(139,634)</b>
<b>Total Liabilities and Net Assets</b>	<b>7,537,721</b>	<b>7,731,399</b>	<b>(193,678)</b>

First Unitarian Church of Portland

Preliminary Actual vs. Budget / pg. 1 of 2 / as of 11.30.2025

Prepared by Susan Matlack Jones & Associates (unaudited)

	YTD Actual	Annual Budget	Remaining Budget	% of Bdgt Realized (Expected: 42%)
<b>Revenue:</b>				
Pledge Contributions	520,391	1,450,000	929,609	36%
Non-Pledge Contribution	20,143	75,000	54,857	27%
Foundation Gift to the Church	-	100,000	100,000	0%
Plate Contributions	29,324	68,000	38,677	43%
Program Contributions (charitable)	2,190	13,000	10,810	17%
Program Income (non-charitable)	7,495	3,500	(3,995)	214%
Tenants Rental Income	81,943	355,000	273,057	23%
Deferred Lease Income	-	-	-	
Event Rental Income	14,700	15,000	300	98%
Interest Income	10,991	25,000	14,009	44%
Merchandise Income	8,328	10,000	1,672	83%
Miscellaneous Income	-	-	-	
Reserve & Fund 49 Income	-	-	-	
<b>Total Revenue</b>	<b>695,505</b>	<b>2,114,500</b>	<b>1,418,995</b>	<b>33%</b>
<b>Expenses:</b>				
Payroll	580,805	1,520,205	939,400	38%
HR Expenses	6,855	25,500	18,645	27%
Professional & Contract Services	30,431	118,500	88,069	26%
Professional Expenses	3,513	13,750	10,237	26%
Professional Expenses - Sr. Minister	4,098	8,500	4,402	48%
Professional Expenses - Associate Minister	1,646	6,000	4,354	27%
Professional Expenses - Intern	-	-	-	
Guest Ministers, Musicians, & Speakers	3,500	11,700	8,200	30%
Interest Expense	-	-	-	
Program or Office Expense	8,499	61,795	53,296	14%
Retreat/Workshop/Conference Expenses	1,205	13,500	12,295	9%
Event Expense	6,195	14,500	8,305	43%
Parking	10,614	26,300	15,686	40%
Utilities	30,268	123,050	92,782	25%
Custodial Supplies	3,403	10,000	6,597	34%
Software/Web/Comp. Program	7,471	33,000	25,529	23%
Computers, Furniture & Equipment	656	15,100	14,444	4%
<b>(Cont'd on next page)</b>				

First Unitarian Church of Portland

Preliminary Actual vs. Budget / pg. 2 of 2 / as of 11.30.2025

Prepared by Susan Matlack Jones & Associates (unaudited)

	YTD Actual	Annual Budget	Remaining Budget	% of Bdgt Realized (Expected: 42%)
Equipment Rental/Lease	6,623	18,300	11,677	36%
Bldg Repairs & Maintenance	6,342	40,000	33,658	16%
Equip Repairs & Maintenance	698	6,150	5,452	11%
Landscaping	-	1,500	1,500	0%
Outside Printing & Copying	4,414	13,150	8,736	34%
Postage & Shipping	1,575	7,800	6,225	20%
Bank Charges & Merchant Fees	5,431	15,000	9,569	36%
Cost of Goods Sold	4,001	3,500	(501)	114%
Licenses & Fees	1,678	6,000	4,322	28%
UUA Dues	16,042	38,500	22,458	42%
Insurance	11,191	50,000	38,809	22%
Credit Card Rebates	(273)	-	273	
Donations/Plate Share	5,364	32,200	26,836	17%
Miscellaneous Expenses	14	1,000	986	1%
<b>Total Expenses</b>	<b>762,259</b>	<b>2,234,500</b>	<b>1,472,241</b>	<b>34%</b>
<b>Transfers</b>				
Transfers from Other Sources	32,212	(120,000)	(152,212)	
Transfer to Other Sources	-	-	-	
<b>Total Transfers</b>	<b>32,212</b>	<b>(120,000)</b>	<b>(152,212)</b>	
<b>Change in Net Assets - Operating Fund</b>	<b>(34,542)</b>	<b>(0)</b>		
<b>GAAP Adjustments</b>				
Depreciation Expense	(112,855)			
Amortization Expense	0			
Adjustment to Accrual Pledge Contributions	0			
Uncollectibles	0			
Gain (Loss) on Investments	14,550			
Other Fund Revenue	(21,189)			
Fund Transfers from Other Sources Offset	33,212			
Other Fund Expense	(192)			
Fund Transfers to Other Sources Offset	(33,212)			
Reserve & Fund 49 Income	32,362			
Reserve & Fund 49 Expenses	(17,767)			
<b>Change in Net Assets GAAP</b>	<b>(139,634)</b>			