

**First Unitarian Church**  
**Agenda**  
**Board Meeting / April 1, 2026 / 7 – 9 pm**

Join Zoom Meeting:

<https://us02web.zoom.us/j/82930223125?pwd=nWHAO9V2u2GYaaNeMOcai3cKCsz4VU.1>

Meeting ID: 829 3022 3125

Passcode: DaisyB#

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 March Board Minutes
  
- 7:20 Committee on Right Relations Presentation
  
- 7:35 Emeritus Status for Rev. Tom recommendation to Congregation
  
- 7:40 Board Candidate Nominees
  
- 7:50 Break
  
- 8:00 Board Committees & Task Forces News & Actions  
Finance: New Treasurer  
Others news from committees, task forces
  
- 8:15 Foundation News: Changing advisors
  
- 8:20 Church FY2027 Budget Vote
  
- 8:30 Executive Team Updates
  
- 8:45 Executive Session: Covenantal Relationship
  
- 9:00 Annual Report items?  
Process evaluation  
Closing Reading  
Adjournment

## **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.

### 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.

**Board goals for 2025-2026 year.**

Approved 10/8/2025

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

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

## **Wednesday, March 4, 2026**

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

ET Attendees: Alison Miller, Tom Disrud, Kathryn Estey.

Board/ET members absent: None.

Non-board/ET attendees: Pierre Provost, Kathy Ludlow. Online: Ruth Llewellen-Dix, Josh Reckord.

Board roles: Process Observer – Julia

### **7:13 pm Chalice Lighting/Reading**

Reading by Julia from the book *The Serviceberry* by Robin Wall Kimmerer

### **Chalice Lighting**

### **Read Covenant**

### **Quorum determination**

A quorum of the board is present

### **Review Agenda**

No changes to the agenda

### **7:19 pm Congregant Comment Period**

There was a question about whether the March Forum on Sunday be recorded? Yes, the forum will be recorded.

### **7:21 pm Consent Agenda**

- February Board Minutes. The minutes were accepted without changes.

### **7:21 pm Board Committee Reports**

- Finance committee by Bob – The Finance committee minutes are in the board packet which is available on the church website.
- Governance committee by Linda – The committee is moving along with Bylaws amendments and changes to the governing policies. Some of the Bylaw amendments will be presented tonight; others will be presented at future Board meetings.
- Communications committee by Julia – The forum agenda will include a first look at the 2026-27 church budget. The committee will be looking at the outline for the annual report at the next meeting.
- Board Liberation committee by Saranna – The committee will be sending an email to the board with a question to reflect on for the 6-7 pm hour of April Board meeting.
- Administration Transition Task Force by Roger R and Rev. Alison
  - The task force (TF) is going to interview a company, Miller, to see how they might be able to aid with the transition of the administrator position. The TF met with the Dallas church

executive director to gather information on their administrative structure and other related matters. The TF meets weekly.

- Besides Roger and Alison, other members of the TF include Julia Spence, Mindy Clark, and Laura Jones.
- Outside In Lease Task Force by Roger R.
  - The TF has prepared a draft final lease. One of the things that was incorporated into the lease, is more contact between the administrative leaders of the Outside In and the church. Tony Obst has reviewed the draft lease.
  - The TF includes Roger R, Alison, Bob, Jen Thomas, and Chris Tanner.
- Northwest Academy (NWA) Lease Task Force by Roger R. We currently have a one-year lease that goes through June 30, 2026. The lease is being reviewed, and another lease is being prepared. The new lease will require more contact with NWA including site walk throughs to assess wear and tear on the buildings. The new lease term is expected to be 3-4 years.
- Other Board items
  - Members of the board attended the Tripartite meeting. There is a need to provide better information to the NomCom.
  - We need to write up the board's processes.
  - We need to plan the summer retreat starting soon.

### **Proposed By-Law changes and discussion**

Amendments proposed by the Governance Committee to the bylaws of First Unitarian Church to incorporate the Committee on Right Relations (CRR), its policies and processes were included in the Board packet.

Questions:

- Who is the CRR accountable to?
  - Not the Board. Committee members are approved by the board, but the CRR is accountable to the congregation. There is a liaison from the board to the CRR (Leslie). At other churches, it is uncommon for the CRR to be directly elected by the congregation.
  - It was noted that the board approved the charter for the CRR last year.

After the questions and discussion, Linda made the following motion:

That the Board adopt four amendments to the Bylaws to incorporate the Committee on Right Relations into processes for resolving conflicts within the church, as recommended by the Governance Committee. Bylaws to be amended include Article 2, Sections 6 and 7; Article 3, Section 6; and Article 4, Section 10. (see attachment to the March 4, 2026 board packet).

The motion passed unanimously.

### **Executive Team Report by Alison**

- We are in the middle of interviewing candidates for the Music Director position
- The administrative transition is in progress as already reported
- Bill Cunninghame is volunteering as the front office assistant

- There are not as many ministerial interns willing to move for internships in the UUA. We only had two candidates this year. We are not recommending an intern this year because of the lack of choice and the changes in the administrator and associate minister positions in the coming year.
- The 2020 auction is to raise money for roof repair. The auction title is “Many Beliefs... Many Roofs...Bid High, Keep Dry!” The goal for the 2026 auction is \$40,000.
- We are looking to alter the timeline for the strategic plan, mission, and vision because of the transitions in staff and staff structure. We are looking to pull more people into the strategic plan task force group.
- AFD update. The goal was to reach another \$60,000. We are on our way toward that goal. We have 646 members and a lot of generosity. But even if we achieve that goal, we will still be \$100,000 below our goal and we have lower projected rental income than last year.
- We are delighted to have Tom back from successful hip surgery.

Questions.

- Is the personnel manual done? Work on the personnel manual is ongoing.
- What do the 646 members represent? It is the number of individual members, not pledging units.

### **8:05 Annual Report Items**

Julia asked if there were big items in the last month that we wanted to include in the annual report. Julia said if there were any items to come to the communication meeting on Tuesday (March 10)

### **Executive Session**

The board held an Executive Session

### **Meeting Wrap-up**

- Process Observations by Julia. Everyone had a chance to contribute. It felt like we had open minds. Julia did not observe that the harm identified by Kathryn was acknowledged. We acted in the best interest of the congregation.
- Closing Words by Julia—Reading from the book *The Serviceberry* by Robin Wall Kimmerer

### **9:12 pm meeting adjourned**

Minutes by David Livermore

## **Governance Committee Minutes**

**March 13, 2026; 4:00 – 5:30 pm via Zoom**

Attending: Harriet Shaklee, Leslie Pohl-Kosbau, David Livermore, Linda Craig. Roger Tobin excused. Rev. Alison and Bob Bonner joined the last half of the meeting.

Summary of accomplishments: Completed discussion on Policy on Petition to Call a Meeting. Completed discussion on policy on use of membership data. Moved to forward both to the Board recommending approval. Discussion Safe Church Policy and Whistleblower Policy to incorporate Committee on Right Relations with decision to discuss again at April Governance meeting.

1. **Welcome and chalice lighting. Opening words: Harriet.** Agenda approved with reordering so that Alison could participate in discussion on incorporating Committee on Right Relations into Governing Policies.
2. **Policy on Petition to Call a Meeting. Harriet and Linda led the discussion in Roger T's absence.**

At the February Governance meeting, five questions were raised. We discussed and answered these as follows:

- a) How long should members in the church to be considered "Qualified Voting Members?" Decision. One year.
- b) Should there be steps taken by those who want to call a meeting before they can start the petition process? Decided to encourage this using the following language added to the Preface: "Congregants considering petitioning to call a special meeting are encouraged to first take their proposal for change to the Board of Trustees, or if the proposal involves a conflict with ministers, other staff, or other congregants, to the Committee on Right Relations."
- c) Should the number of signatures collected be disclosed? Decided yes to be transparent to those who are circulating the petition as well as the rest of the congregation. Language added to Result of a petition: The Board Secretary will notify the petitioner(s) of the outcome of the petition effort "including the number of valid and invalid signatures submitted."
- d) Use of capital and lower case letters. Will edit.
- e) Does the Board want to propose a Bylaw amendment to change the number of signatures required to call a meeting or the number that constitutes a quorum at the meeting? Decided that Governance will bring this issue to the Board but will not propose an answer as part of this process.

**With those decisions being made, Leslie moved that the Governance Committee take the Policy for Congregant Petitions to the full Board and recommend approval. Motion seconded by David. Approved unanimously.**

3. **Policy on use of membership data. David and Harriet.**

This policy is drafted to explain how the church will keep confidentiality of membership records as required by the Bylaws amendment passed by the Congregation in May, 2025. Draft language prepared by David and Harriet reads as follows:

To be inserted as a new subsection of the Governing Policies, "Confidentiality of Membership Records," in Section 5. Members and Friends —"To achieve the church's mission, the church gathers information on the names, addresses, phone numbers and other personal records of church members and friends. As noted in Article II, Section 5 of the Bylaws, no member shall

have the right to inspect or copy any membership records maintained by the church, except as expressly authorized by the Board of Trustees. The Board can make an exception for use of the membership records to conduct official business of the church (e.g., Nominating committee, Board of Trustees, Annual Fund Drive, Voting, Stewardship). This policy does not preclude church members from providing their name and contact information voluntarily to any church committee or group (e.g., the Alliance).

We discussed whether this policy was too restrictive given that we value democratic process. The policy on Petition to Call a Meeting says that any such petition would be announced in the church newsletter, so information would be shared in that fashion for Petitions. Other requests for uses of membership data that we can't now anticipate can be brought to the Board for a decision about whether the request is made to "conduct official business of the church."

**Having satisfied ourselves that this policy is consistent with democratic values, David moved that the Policy on Use of the Membership Data be forwarded to the full Board with a recommendation for approval. Harriet seconded the motion. Approved unanimously.**

**4. Right Relations Policy. Confirm Governing Policies changes and changes to Whistleblower and Safe Church Policies. Linda**

We confirmed that we had agreed to all sections of the Governing Policies changes except for Whistleblower and Safe Church Policies.

Whistleblower. No change is proposed in the text of the Governing Policies, but small changes are proposed for the Whistleblower Policy Appendix.

[https://docs.google.com/document/d/1xqcdIH\\_hs7oFeUqslIWCPpW31v\\_6zW4G/edit?usp=sharing&oid=107294327816303934300&rtpof=true&sd=true](https://docs.google.com/document/d/1xqcdIH_hs7oFeUqslIWCPpW31v_6zW4G/edit?usp=sharing&oid=107294327816303934300&rtpof=true&sd=true)

We talked about the role of the Committee on Right Relations with respect to carrying out an investigation appropriate for a Whistleblower situation, and we also talked about whether the Human Resources Committee should be an alternative if the Whistleblower is an employee. We tentatively decided to delay revision of this policy until the Personnel Manual is finished but will revisit this decision next month.

Safe Church. The Task Force proposed deleting from the original Safe Church policy the detail about resolving consequences for someone exhibiting disruptive behavior in favor of adopting the Healthy Congregation intervention of the CRR's Policy and Process document. The edited version is hard to read because of the extent of the changes, so we decided to revisit this discussion when a cleaner edited version could be produced.

5. Brief reports: 1) Linda reported that Bob had completed checking on reasonableness of **Executive Compensation** for Kathryn, Alison and Tom. All are well within UUA guidelines. He will report his findings to the April Board meeting so that documentation is in the minutes. 2) David reported that he needed to gather the Conflict of Interest documents so that the Secretary's records will show that we completed this work. He'll report back at the Governance Committee meeting in April. 3) After this meeting, Rev. Alison sent email suggesting our reading together the new version of Dan Hotchkiss's book on **Policy Based Governance**. Presumably, we'll complete plans at the April Board meeting.
6. We adjourned shortly after 5:30 pm. Next meeting April 10 4 pm.

First Unitarian Church of Portland  
Policy for Congregant Petitions  
(Approved by Governance Committee for referral to Board 3/13/26)

## Preface

In keeping with our goal of using democratic process within the congregation, the bylaws provide for the ability of voting members of the congregation to submit petitions to call a special meeting.

Article VI, Section 2 of the First Unitarian Church By-laws, passed May 2021, reads:

**“Section 2. Special meetings of voting members.** Special meetings of the voting membership may be called at any time by the Board of Trustees, or upon receipt by the Board Secretary of a petition signed by at least ten percent (10%) of the church’s voting members, except that a petition to call a meeting to consider dismissal of a minister must be signed by at least fifteen percent (15%) of the church’s voting members. Notice of a special meeting, describing the date, time, place and purpose of the meeting, shall be mailed to all voting members not less than twenty-one (21) nor more than thirty days (30) prior to the meeting. No business other than that announced shall be transacted. Fifteen percent (15%) of voting members shall constitute a quorum at all special meetings except as otherwise provided in these Bylaws. “

This policy describes the process of creating and submitting these petitions.

*Congregants considering petitioning to call a special meeting are encouraged to first take their proposal for change to the Board of Trustees, or if the proposal involves a conflict with ministers, other staff, or other congregants, to the Committee on Right Relations.*

This policy is effective upon adoption by the Board of Trustees and publication in the Board minutes and other channels of church communication.

## The Role of the Board of Trustees

The Board of Trustees is responsible for impartially overseeing the execution of this process except for the actual solicitation of signatures.

The Board has no power to refuse a petition unless it is duplicative of another petition or an enacted Board action. However, the Board does reserve the right to review petition wording and assist the petitioner(s) in the re-wording of a petition if needed to provide clarity on purpose.

The Board and the Petitioners shall describe the impact of a petition, if adopted, on the operation of the congregation. The statements of impact shall be limited to 50 words each and will be prepared for inclusion on the petition signature sheets.

The Board is responsible for the production of the petition signature sheets, and notifications to the congregation of the existence of the petition, and methods for signing the petition.

The Board will work with the Executive Team on validating that the petition circulators are Qualified Voting Members (see below) and verifying that the signatures on signature sheets are those of current Qualified Voting Members of the church.

## Who may participate?

Members who meet the criteria defined in Article II, Sections 1, 2 and 3 of the Bylaws and Section

5.3 of these Governing Policies are considered voting members for the purpose of this policy.

Voting members of the church are eligible to participate in the petition process only if they have been a voting member for at least *one year* prior to signing a petition. For the purposes of this process, they are referred to as Qualified Voting Members.

Qualified Voting Members of the congregation may participate in this process in one or more of the roles of Petitioner(s), Petition Circulators, or Signers, i.e., formulating and sponsoring the contents of a petition, circulating it for signatures, and actual signing of the petition.

Board members can participate in the petition process, but only as congregation members, and not as Board members. Board members should disclose to the Board if they have a personal stake in the outcome beyond that of any other congregant.

Clergy and employees of the church can participate in this process as long as they are Qualified Voting Members.

Members who meet the voting member criteria, but not the additional requirement to be considered a Qualified Voting Member may still cast votes in congregational meetings, etc.

### Initiating the process

Any Qualified Voting Member of the church can submit a Notice of Intent to file a Petition to the Secretary of the Board of Trustees.

The Notice of Intent must include:

- a. Name(s) and contact information for One to Three Chief Petitioners who are responsible for supervising signature gathering and are the contact person(s) for communication with the Board. These individuals must meet the Qualified Voting Member criteria.
- b. A clearly stated paragraph including the Purpose of the Meeting to be called and the proposition to be considered, along with anticipated impact on the Church.

Both items will appear on the signature gathering form.

Petitioners will submit their Notice of Intent to the Board Secretary electronically, or on paper. Upon receipt, the Moderator of the Board will promptly assign a Board member to review the Notice of Intent and if necessary, help the petitioner(s) revise it for clarity.

If the petitioners and the reviewing Board member cannot agree on any needed wording changes, the petitioners' original wording will be used, and a note from the Board will be appended to the petition commenting on the deficiencies in the original wording.

Within 30 days of receipt of the Notice of Intent, the Board will respond to the petitioner(s) with:

- a. Acceptance of Notice of Intent and Purpose.
- b. The Date of receipt and Date of record for valid signatures.
- c. The Number of signatures required for a successful petition.
- d. A Signature Sheet for circulation.

## Preparation of the Signature Sheet

The Board will create and provide the signature sheet to be used in signature gathering.

The signature sheet will contain the title and text of the Petition, the name(s) and contact information of the Petitioner(s), and comments from the Board and petitioners on impacts.

It will contain lines where a Qualified Voting Member can sign the petition and provide their printed name, current postal mailing address, and the date on which they signed the petition.

It will also contain a section where the Petition Circulator will sign and certify that all the signatures collected on the sheet are those of Qualified Voting Members and were collected without duress. Modifications to the content or format of the signature sheet are not allowed.

## Gathering of Signatures on Petitions.

The availability of the signature sheet, as provided by the Board, will be advertised in the weekly church newsletter, along with the date on which the last signature must be collected. The petitioner(s) are responsible for the distribution of the signature sheets to circulators, and subsequent gathering of completed ones for submission to the church.

All signature gathering must be completed within 45 days from the date that the Board makes the approved signature sheet template available to the petitioner(s).

All expenses related to producing a petition and circulating it for signatures are the responsibility of the petitioners.

Only Qualified Voting Members may participate in the gathering of signatures on the petition.

Signatures must be hand-written in blue or black ink, accompanied by the signer's printed name and current postal mailing address, and the date on which they signed the petition.

Signature gatherers (circulators) must sign and date each signature sheet and certify that they witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet, and that the signature was collected without duress on the individual.

Petitioners and circulators must sign a signature sheet on their own for their names to be counted.

At any point during the signature gathering period, the Chief Petitioners can withdraw a petition by notifying the Board secretary in writing or email. No reason needs to be provided for such an action. A signature gathering effort cannot be paused – it must be completed within the allotted 45 days, or the petition must be withdrawn.

## Alternate means of signing the signature sheet.

For the benefit of members who are not local to the church or unable to be in the presence of a circulator, they may request a signature sheet by email or regular mail from the Petitioner(s). The signature sheet cannot be used for collecting multiple signatures – it is intended solely for the use of the requestor. Such signature sheets must be returned by regular mail directly to the church office or delivered to the church by the requestor. Return by email is not permitted. All mailed signature sheets must be received before the end of the 45-day signature gathering period.

## Submitting completed Petition Signature Sheets

All signature sheets completed by the petitioners and circulators must be submitted to the Board in a single packet that is hand-delivered to the Church office no more than 45 days after petitioners

received signature sheets from the Board. Any signature sheets received after that time are considered invalid. A Member of the Church office staff will sign and date a receipt for the petitioners and notify the Board Secretary of receipt.

All signature sheets received via US mail from remote members will be added to the packet by the office staff, provided they are received by the end of the signature gathering period.

The Board will oversee the work of the Executive Team in the process of validating that the signature gatherers and all petition signers are Qualified Voting Members of First Unitarian Church of Portland and will assist in the counting of the valid signatures received.

Any duplicate, unqualified, indecipherable, or invalid signatures or signatures not on an approved signature sheet will not be counted.

### **Result of a petition**

The Board Secretary will notify the petitioner(s) of the outcome of the petition effort *including the number of valid and invalid signatures submitted*.

If the signature requirement for the petition has been met, the petition is considered successful.

If a petition fails to meet the necessary threshold of required signatures, it is considered failed.

If the petitioners choose to withdraw a petition or not solicit signatures within the 45-day period, it will be considered withdrawn. If the petitioners fail to submit the signature sheet packet by the deadline, the petition will be considered failed.

Such notification to the petitioners will be of Petition Success, Failure, or Withdrawal.

Any failed or withdrawn petition cannot be resubmitted as a new petition for a period of 12 months. This includes an identical petition or one that is substantially the same.

When a petition is successful, the Board will also announce “next steps” to the congregation, and any applicable time frames for those actions.

### **Record Keeping**

All submitted signature sheets will be kept in the church archive and available for inspection per archive policy. Any other relevant documents relating to a petition will likewise be kept in the archive. Records of archival will be noted in the Board minutes.

**First Unitarian Church of Portland**  
**Policy for Confidentiality of Membership Records**  
**(Approved by Governance Committee for referral to Board 3/13/26)**

*(insert as new section in Section 5 of Governing Policies) Confidentiality of Membership Records.*  
To achieve the church's mission, the church gathers information on the names, addresses, phone numbers and other personal records of church members and friends. As noted in Article II, Section 5 of the By Laws, no member shall have the right to inspect or copy any membership records maintained by the church, except as expressly authorized by the Board of Trustees. The Board can make an exception for use of the membership records to conduct official business of the church (e.g., Nominating committee, Board of Trustees, Annual Fund Drive, Voting, Stewardship). This policy does not preclude church members from providing their name and contact information voluntarily to any church committee or group (e.g., the Alliance).

## 2026-03-17 BLT + Communication Committee Meeting Notes

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Present: David Livermore, Leslie Pohl-Kasbau, Sarana Weller-Filz, Julia Griffiths

Check-in

### BLT Items

- Haven't heard back from Rev Alison yet about conversation with Dana re: TT.
- Still interested in having a gathering with 8<sup>th</sup> Principle-related groups on SWOC or some other topic.
- Saranna has prepared discussion topic for 6pm hour at April meeting.
- Julia & Theo played phone tag.

### Communication Items

- Annual Report Discussion
  - Review outline and make assignments
    - Julia to update sequence to match 2016 report
  - See outline and assignments here:  
<https://docs.google.com/document/d/1rIXcVbFclio85MwXRhc8Ls4P0mjPRjisp/edit?usp=sharing&oid=104025459400684095037&rtpof=true&sd=true>
  - See past report links here: <https://www.firstunitarianportland.org/annual-meeting-reports/>
  - See Communication Committee folder here:  
[https://drive.google.com/drive/folders/102UDZZ3xI4OsfivLdc07FNOwbZQmR6UF?usp=drive\\_link](https://drive.google.com/drive/folders/102UDZZ3xI4OsfivLdc07FNOwbZQmR6UF?usp=drive_link)
- April Forum Agenda
  - Final budget – ET – 40 minutes
  - Governance Bylaws & Policy Updates – Governance Committee – 20 minutes
    - Right Relations
    - Petition Process
    - Mailing List Protection
- Year-end Meeting Agenda
  - Ballot results
  - ET Time?
  - Roger Time?
- Auction suggestions have been submitted. Julia to email Board with summary of suggestions and ask for votes. Note that Archives will have Game Night on offer, so maybe we don't lead with that. Perhaps Pi Day Pie and Board Games?
- Leftover from Feb meeting, tabled to April.
  - Website
    - Review FAQ page
    - Page for Strategic Planning?
  - Assign remaining tasks for Annual Report
  - Forum Review
  - April Meeting: Prepare for year-end actions (exit interviews, farewell to retiring Board members)

Respectfully submitted,  
Julia Griffiths

Finance Committee

March 10, 2026

Attending: Bob Bonner, Linda Craig, Ed McClaran, Tony Obst, Jo Ann Foor, David Hoffman, Roger Robinson, Leslie Pohl-Kosbau, Dev Dion, Kathryn Estey, Alison Miller, Erin Tafuri.

Agenda:

Bob said he'd like to step through determining the likely financial outcomes for 2026 and then move on to budget for 2027. We need to make the long-term transition to a balanced budget.

Kathryn and Erin talked through their projections for 2026 and preliminary budget numbers for 2027.

1. Projection of FY 2026 year end revenues. Revenues are \$1.852 including \$32K in transfers (Shower \$20K and Commemoration \$12) and \$50K in ERTC funds.  
The budget for FY 26 included \$1.45 million in pledges, a stretch. Now estimate is \$1.372 in pledge plus non-pledge income. Perhaps this is pessimistic.
2. Expenses for 2026 needed to be projected based on six months of actual operating results. Estimate of expenses is \$2.12K. Erin reported that she asks program directors for their estimates of what they will spend in the remainder of the year.  
  
These estimates are for the operating budget. Cash flow projections would be different.
3. Preliminary numbers for 2027 budget. Pledge income is budgeted at \$1.35M; Nonpledge income, \$65K. Dev asked about whether new members and new pledges might help this picture. Rev. Alison said that 30 new members have been added this year. David asked about whether we reduced pledge expectations by collectability. We are budgeting an increase in pledges of \$43K. We have not budgeted any new renters to replace income lost from Northwest Academy's shrinking the space they use in our buildings.
4. Expenses for 2027. Payroll is the biggest expense, right now budgeted for \$1.429,294. Expected changes in personnel were discussed. Both Tom Disrud and Kathryn Estey plan retirement. These changes present both challenges and opportunities.

This discussion will be continued at the planned next meeting of the Finance Committee March 24.

5. Executive Compensation. According to our Governing Policies, the Finance Committee and Board must review salaries paid to our top people to assure that they are within guidelines. Salaries subject to this review are paid to Rev. Alison, Rev. Tom and Kathryn. Alison reported: Her salary is \$155K, and Tom's is \$126. Alison's salary has not changed since she started with us. Kathryn is paid \$74K for .8 time. Bob will compare these numbers to UUA guidelines and report to the Board.
6. Opportunities for increased revenue:  
David Hoffman: How do we tap into the on-line people who follow us? Answer: We can target those people although we can't identify them. We talked about how we may be able to find some of them by asking them to respond to a survey or by asking them in a service to identify themselves and give us contact information.

Dev asked whether people who pledge come to church. Because we don't take attendance at church, we can't know. And some digital viewers give on Sunday mornings but we don't know whether they pledge.

7. Bob said that we should discuss how much we are willing to draw down reserves over the next couple of years. We need to reach a balanced budget within three years or so. Budget discussion to continue in future meetings before the April 1 Board meeting when the budget must be approved.

Meeting Adjourned: 6:40.

Notes by Linda

CONSENT AGENDA ITEM April 1, 2026

## INDEPENDENT REVIEW OF STAFF SALARIES

The Compensation Task Force of the Finance Committee (Roger Robinson, Linda Craig, Robert Bonner) compared the current executive team salaries for locality adjusted UUA guidelines for those positions and determined that they were all at or below median UUA guidelines for 2025-6 and 2026-7. This independent review satisfies the IRS legal requirement for Non-profits and our Church Governing Policies.

It will be important when filling the vacant ET positions or making any salary increases in the future that those new salaries be independently reviewed by an independent Compensation Committee and their report approved by the board.



# Proposed Operating Budget for FYE 6/30/2027

Page 1 of 3

	FYE2026 Budget	FYE2027 Budget	FYE2027 TOTALS
<b>INCOME</b>			
Pledge Contributions	1,450,000	1,350,000	
Non-Pledge Contribution	75,000	65,000	
Foundation Gift to the Church	100,000	120,000	
Plate Contributions	68,000	75,000	
Program Contributions (Gifts)	13,000	13,000	
Program Income	3,500	8,000	
Tenants Rental Income	355,000	206,000	
Event Rental Income	15,000	20,000	
Merchandise Income	10,000	13,800	
Interest Income	25,000	45,000	
Transfer from Shower Project	20,000	10,000	
Transfers from Auction	50,000	40,000	
<b>TOTAL INCOME</b>	<b>2,184,500</b>		<b>\$1,965,800.00</b>

*(Expenses shown on next page)*

# Proposed Operating Budget for FYE 6/30/2027

Page 2 of 3

<b>EXPENSES</b>			
	<b>2026 Budget</b>	<b>Proposed for FYE2027</b>	<b>FYE2027 TOTALS</b>
<b>Total Payroll</b>	(1,520,205)		<b>(\$1,367,622.50)</b>
<b>100 - Non-department</b>	68,345		<b>65,658</b>
<i>(merchant fees, plate share, contingency reserve etc.)</i>			
<b>200 - Gen. &amp; Admin</b>	176,650		<b>191,650</b>
<b>300 - Stewardship</b>	26,400		<b>26,400</b>
<b>350 - Membership</b>	6,850		<b>10,000</b>
<b>400 - House &amp; Grounds</b>	295,000		<b>304,950</b>
<b>500 - Ministry</b>	42,700		<b>43,500</b>
<b>550 - Family Ministries</b>	18,800		<b>22,500</b>
<b>600 - Music</b>	25,450		<b>21,750</b>
<b>650 - Social Justice</b>	14,700		<b>15,050</b>

*(Expenses continued on next page)*

# Proposed Operating Budget for FYE 6/30/2027

Page 3 of 3

(Expenses, continued)

<b>700 - Adult Programs</b>	5,000		<b>5,000</b>
<b>750 - Communications</b>	5,500		<b>5,500</b>
<b>800 - Rentals/Memorials</b>	6,000		<b>7,000</b>
<b>900 - Art Wall</b>	3,250		<b>5,000</b>
<b>910 - Bookstore</b>	4,000		<b>5,500</b>
<b>920 - Committees</b>	4,150		<b>4,150</b>
<b>925 - Archives</b>	500		<b>500</b>
<b>930 - Board of Trustees</b>	11,000		<b>11,000</b>
<b>Total Non-Payroll</b>	(714,295)		<b>(745,108.00)</b>
<b>TOTAL EXPENSES</b>	(2,234,500)		<b>(\$2,112,730.38)</b>
	<b>EXCESS/(Deficit) =&gt;</b>		<b>(\$146,930.50)</b>
	<b>Reserves=&gt;</b>	<b>8022 - ERTC</b>	<b>\$146,930.50</b>
	<b>Fiscal '26 Year-End =&gt;</b>		<b>\$0.00</b>