

First Unitarian Church

Agenda Board Meeting May 6, 2026 / 7 – 9 pm

Board Meeting – 7:00-9:00 pm

Join Public Zoom Meeting:

<https://us02web.zoom.us/j/86335457427?pwd=LosnUA918yR4uDP2Ze1PfwvqQbm27Q.1>

Meeting ID: 863 35345 7427

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 April Board Minutes
- 7:20 Consent agenda: Article 2 amendment, compliance records
- 7:25 Retreat organization
- 7:35 Break
- 7:45 Board Officer succession plan discussion*
Smaller Board?
- 7:55 Executive Team updates
Including Strategic Planning, Administration Transition
- 8:10 Board approvals needed:
1. Governing Policies to incorporate CRR and Safe Church policy.
 2. Policy on Petition to Call a Meeting
 3. Policy on Use of Membership Data
 4. Informing the congregation
- 8:25 Common Read: Governance & Ministry, weekly date to meet
- 8:30 Board committees' news & actions
Including: evaluation of ministry, committee self-evaluations, board self-evaluation
- 8:45 Annual report items?
- 8:50 Process evaluation
Closing reading
- 9:00 Adjournment

* Church By-Laws, Article IV, Section 4. Officers:

“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, a Vice-Moderator, a Secretary and a Treasurer. The Board shall fill vacancies occurring in any office.”

Church Policies, Part 4 Board Structure & Process, 4.4 Moderator's Role, second paragraph:

“In accordance with the bylaws, the Moderator appoints the Committee Chairs, subject to confirmation by the Board. The Moderator will assign the roles of First and Second Vice Moderator to the Chairs of the Communications Committee and of the Governance Committee (not necessarily in that order), subject to confirmation by the Board.”

Vice Moderator: The Vice Moderator shall have the powers of and perform the duties of Moderator if the Moderator is unwilling or unable to act as Moderator and shall have any other powers and duties as may be prescribed by the Board of Trustees

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.

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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, April 1, 2026

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

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

members absent: Bob Bonner.

Non-board/ET attendees: Lauren MacNeil, Teri Martin Lena Lee, Deborah Murray (All members of the Committee on Right Relations) Online: Jo Ann Foor, Josh Reckord

Board roles: Process Observer – Julia Griffiths

7:05 pm Opening: Reading,

Reading from Kabir, Indian mystic and poet, by Roger Tobin

Chalice Lighting, Read

Covenant Determine quorum,

- A quorum of the board was present

Agenda accepted

7:09 Congregant Comment Time 7:20

March Board Minutes

- No comments on the March minutes.

7:10 pm Committee on Right Relations Presentation

- A presentation was made by members of the Committee on Right Relations (Lauren MacNeil, Teri Martin, Lena Lee, and Deborah Murray. Cindy McEnroe is on the CRR but was not present at the meeting. The CRR was formed in September 2025. CRR members have been participating in training. The board liaison to the CRR is Leslie. The CRR is presenting at the April forum and they have a table in the social hall after service. They are planning on meeting with groups within the church to introduce themselves. The CRR is also planning on doing workshops. They are also planning for conflict resolution day—October 15th.
- Questions.
 - What is the source/format for the training? The process follows a model of identifying what happened, what observation, what was the emotional impact, and what is needed for repair.

- How has the 8th principle informed the CRR? It has not been addressed directly, but meeting people from where they are. The CRR members have different experience with the 8th principle.
- Who are the facilitators? Facilitators are being interviewed now.
- Is the CRR open for business? Yes. People can reach out directly to a CRR member. You can also access the CRR through the church's About Us page. The website is continuing to be developed and updated.
- How do you envision cultural change? The CRR envisions beginning to create a culture where individuals (and the collective we) own our own responses.
- What if I see a conflict that doesn't directly involve me, is that something I would bring to the CRR? In this case, the CRR is going to encourage you to go directly to the people having the conflict. This is part of building the culture.

7:35 pm Emeritus Status for Rev. Tom recommendation to Congregation

- A motion was made that the board would like to recognize the distinguished service of Reverend Tom for his 31 years of service to the church by naming him Minister Emeritus.
- Linda made the motion, Harriet seconded. The motion passed unanimously.
- After the meeting Reverend Alison provided the details of the recognition of Tom Disrud to be provided in the packet that goes to the congregation for a vote in May. The voting packet resolution is provided below.
 - Whereas, the Reverend Thomas Disrud has served the First Unitarian Church of Portland with distinction, compassion, and integrity from 1995 to 2026; and
 - Whereas, during this time, Rev. Disrud provided thoughtful leadership and devoted pastoral care, nurturing the spiritual lives of individuals and the collective life of the congregation; and
 - Whereas, Rev. Disrud faithfully upheld and advanced the values and principles of Unitarian Universalism, including the inherent worth and dignity of every person, and
 - Whereas, Rev. Disrud offered guidance to this congregation through times of growth, transition, and challenge, strengthening its ministries, deepening its commitments, and helping to build a more vibrant and inclusive community; and
 - Whereas, Rev. Disrud has left a lasting legacy through his mentorship and ministry, touching the lives of congregants, staff, and the wider community

in meaningful and enduring ways; and

- Whereas, it is fitting that we honor and recognize his extraordinary dedication;

- Now, therefore, be it resolved that the members of the First Unitarian Church of Portland hereby grant the honorary title of **Minister Emeritus** to the Reverend Thomas Disrud;
- Be it further resolved that this title is conferred with deep gratitude, in recognition of Rev. Disrud's 31 years of faithful service, and with the hope that he will continue to be held in the life and history of this congregation;
- Be it further resolved that, as Minister Emeritus, Rev. Disrud shall be welcomed by mutual invitation and agreement to participate in the life of the congregation in ways that honor both his legacy and the leadership of current ministry.

7:40 pm Board Candidate Nominees

The Nominating Committee has provided the following slate of nominees for the Board of Trustees and Nominating committee for the 2026 election.

- Board of Trustee nominees
 - Tony Obst
 - Laura McKinney
 - Roger Tobin (renewing after completing a partial term of a previous Board member)
- Nominating Committee nominees
 - Kent Connaughton
 - Chris Brewster
 - Randy Russell

As secretary, I submit this slate of candidates for the 2026 annual election.

7:50 pm Break

8:05 pm Board Auction Event

- After discussion there was a mutual decision to have the board sponsored auction event be karaoke. David will take the lead on getting the auction event scheduled and written up. Julia will take the lead on finding the date for the auction event.

8:00 Board Committees News & Actions

- Bob Bonner has resigned as treasurer. Roger R has asked David to step in as treasurer through the end of the year. David has accepted this role. Roger R has asked Julia to step in as board secretary. Julia has accepted this role.
- Finance committee report by Linda. The compensation committee task force determined that the salaries of the members of the ET were within acceptable ranges as provided by UUA salary guidelines. Roger T moved to accept this finance committee determination. Julia seconded. The motion passed

unanimously.

- Governance committee report by Linda. There are proposed governing policies on how to petition to call a special meeting and the use of membership data by the church in the board meeting package. Governing policy revisions regarding the Committee on Right Relations will also be coming forward at a future meeting.
- Communications committee report by Julia. There is a forum on April 12. The agenda will be the CRR and the presentation of the final budget. Julia will be coordinating slides. Julia will be putting a letter into the Front Steps announcing what congregants will see in their annual church ballot.

8:12 pm Foundation News

- Dev Dion reported that the Foundation has been using Trillium investments. The Foundation put out a request for proposals from other management firms. Upon review of the proposals, the Foundation selected Becker Capital Management as the new Foundation advisor. Tom reported that Ann Copeland left a legacy member gift that will really make a difference to the church.

8:16 Church FY2027 Budget Vote

- At a special March meeting, the Finance Committee voted unanimously to forward a recommended budget for the Board to consider placing on the ballot.
- Question. How are we going to talk about salaries in the proposed budget? For staff privacy, we are intentional about not exposing individual staff salaries to the congregation.
- Julia moved to accept the budget as submitted. Leslie seconded. The motion passed unanimously.

8:21 pm Executive Team Updates

- Transitions
 - Music ministry transition team is very active. At the end of next week there will be interviews of two candidates in person at the church. This will include a mock choir. This process is being conducted confidentially.
 - The administration transition task force has been meeting every Wednesday. They have been interviewing consultants. One possibility would be to hire a consultant lead for 6 months to help evaluate the position during this period.
 - Still reflecting on how roles will be filled when the assistant minister position is only half-time as proposed in the budget.
- Staff meetings are continuing to be a place of learning and trying to navigate conflict in healthy ways.
- We are reflecting on how dynamic it feels around the congregation right now.
- We are continuing to support issues of houselessness, trans rights, immigrant

rights, and other ongoing concerns.

- There will be a celebration of new church members at the April 12th service.
- It's really important to move forward on strategic planning (Mission, Vision) this coming church year.
- There was a proposal to read the latest edition of Hotchkiss' Governance and Ministry book. Alison is still working out the schedule. Likely a weekly zoom meeting.

- We are in a season of celebration. We have 3 months left with Kathryn and Tom.
- Questions.
 - Where are we with strategic planning? We have done a lot already. Because of all the changes this year, we have slowed down the strategic planning process and are planning on moving forward and completing it next year with a report at the end of the year.
 - Tom stated that one of the most difficult roles is to be a senior minister at a large to mid-sized church. Tom tasked the board with keeping watch on this issue and not letting the demands of the job become a burden to Reverend Alison, our senior minister.

8:36 pm Executive Session Executive

session ended at 9:00 pm **9:05 Annual**

Report items

The communications committee is working on the annual report. Leslie will put out a request for groups to get their feedback for the annual report. There will be sections related to statistics, finances, other news, etc. The goal is to have it compiled at the end of the church year in June.

Process evaluation

Julia said we all had an opportunity to participate. We acknowledged there was harm done, but we haven't done anything to repair it.

Closing Reading

Poem by Roger Tobin's former wife, Instructions. Read by Roger T.

9:09 pm meeting adjourned.

Minutes by David Livermore

CONSENT AGENDA

From: Linda S Craig <lindacraigpdx@gmail.com>

Sent: Monday, April 27, 2026 10:53 AM

To: Office Receptionist <AdminAssistant@firstunitarianportland.org>

Cc: Roger Robinson <rbr@counterpointdata.com>; Roger Tobin <roger.tobin@gmail.com>; Harriet Shaklee <1949har@gmail.com>; Leslie Pohl-Kosbau <sharedgardens11@gmail.com>; David Livermore <livermore225@gmail.com>

Subject: Consent agenda item for Board packet May 6

And here is an item for the Consent Agenda for the board packet May 6.

The Board is requested to ratify edited language for the amendment to Article 2, Section 6, on the May ballot. The corrected language is:

> If, after use of the process proposed by the Committee on Right Relations for conflict resolution, any person whom the Board has determined to expel from membership or deny membership shall be given 30 days advanced written notice by certified mail. The reasons for the proposed action shall be stated together with an opportunity to be heard by the Board orally or in writing not less than five days before the effective date of the expulsion or denial. etc.

2026-04 Communications Committee Meeting Notes

- Agenda for Year-end Forum – will finalize at May committee meeting
 - Results of voting
 - Highlights from year-end report
- Progress report on year-end report
 - Report from ET
 - Statistics - Saranna
 - Sunday Attendance, in person and online
 - Membership
 - Pledging “units”
 - RE enrollment
 - New members
 - People who have passed away
 - Other topics from past reports
 - Finances - David
 - AFD goal/actual
 - Budget info - previous, current, and next year
 - Big expenses (roof, HVAC), use of reserves, unusual events like ERTC, changes in rental income.
 - Other topics from past reports
 - Notable events - Julia
 - Right Relations
 - Intergenerational worship time
 - Membership committee
 - OWL for all ages (4th grade through adult)
 - Democracy in Action activities / ICE protests / rallies and marches
 - Young Adult community
 - 13 Salmon Shower Project expansion
 - Retirement of Rev. Tom and Kathryn
 - Staff changes
 - ~~Visioning (maybe not?)~~
 - Committee/Community Reports - Leslie
- Next meeting: Prepare for year-end actions (exit interviews, farewell to retiring Board members)

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.

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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).

**Proposal for Revision of the Governing Policies to
Incorporate the Committee on Right Relations
(Approved by the Governance Committee for
Referral to the Board April 10, 2026)
(Bylaws on Separate Document)**

Section 3.2.6 Resolution of Conflict between Congregants and Ministers or Congregants and Staff.

Substitute the following paragraph for the original policy.

When conflict occurs between congregants and ministers or congregants and staff, the congregant may request support directly from the CRR or share their concern with the Executive Team or staff supervisor. When shared directly with the ET or staff supervisor, the ET or staff supervisor, in a timely manner, will request support from the CRR and use of the Right Relations Policy and Process.

(Delete this paragraph. If a congregant has a conflict with the minister the congregant should talk to that minister first. If this step is insufficient in resolving the conflict, the congregant should talk to a member of that minister's Ministerial Relations Committee as outlined in Article 8 Section 3 of the bylaws. The executive team shall respond in a timely manner to conflict between congregants and staff or congregation and ministers in a manner that intends to resolve conflict with equanimity and with the awareness that long standing and unaddressed conflicts work against the church's mission. The executive team will develop means of conflict resolution in such instances. If the process used does not resolve the conflict the executive team will announce a decision intended to resolve the conflict. If the congregant is not satisfied with the executive team decision, they may use the Complaint and Inquiry Process Involving Congregants and the Church in part 5. The decision of the Complaint and Inquiry committee shall be considered a final resolution of the conflict.)

Part 4 Board Structure and Processes Section 4.11.6 Guidelines for Non-Board Congregants Serving on Board Committees Bullet 3

No change except for small edit proposed for this Part.

If the chair wants to remove a non-Board member prior to the expiration of the term the chair shall notify the member and bring the rationale and recommendation to the Board for approval.

Section 4.13 Conflict Resolution Process Involving Board Members and Ministers. *Substitute the italics language for the deleted language.*

Conflicts between and among two or more Board members or between Board members and the ministers shall be resolved in a timely manner *by requesting support from the CRR and use of the Right Relations Policy and Process.* (delete

Part 5 Members and Friends

Section 5.4 Conflict Resolution Process involving Congregants and Board Members.

Insert italicized language and delete language in parentheses.

A Board member who receives a complaint from a congregant about a Board member or Board members will assist that congregant in pursuing their issue in a timely manner by *requesting support from the CRR and use of the Right Relations Policy and Process.* (delete bringing the concern to the entire board for resolution.)

Section 5.5 Complaint and Inquiry process involving Congregants in the Church.

We recommend that “inquiry” be deleted from this Subsection and separate policy be written for how the Board should respond to inquiries. Insert italicized language and delete language in parentheses.

A Board member who receives (delete *an inquiry or*) a complaint from a congregant will refer the congregant to *the CRR and the Right Relations Policy and Process.* (delete. the Resolution of a Conflict Policy described in section 3.2.6 of the Board Policy Manual.)

Section 5.6 Safe Church Policy (add italicized language and see revised Safe Church Policy)

The Board is committed to creating and supporting a welcoming and safe community of diverse individuals. The Board welcomes all who support the principles and purposes of our church in the spirit of love and reason. The Board has *established a Committee on Right Relations to resolve conflicts within the Church, but, if the immediate safety of any individual is at risk Article II, Section 7 of the Bylaws allows for immediate exclusion of any person from church property or events, without notice or opportunity to be heard, for behavior deemed to be dangerous or disruptive. The description of the Healthy Congregation Team Intervention in the CRR Policy and Process provides guidance.* (delete. developed a policy in accordance with Article 2 Section 5 of the bylaws to help frame behavioral limits for members of First Church that respect the worth, dignity, and safety of all members of the community. Reference to and use of the congregational covenant is highly recommended. See the safe church policy in the appendix.)

End of Proposed Edits

Sections of the Governing Policies that could be seen to relate to Right Relations that are not proposed for change right now follow. Some follow-up work is necessary as notes:

Part 2 Governance Relationship and Delegation of Management to the Executive Team Section 2.5.2 Critical Threats. *(unchanged)*

The board shall investigate any critical threats to the life of the church that come to the Board's attention and shall act appropriately to address them.

Part 3 Management Limitations Section 3.2.2 Personnel Policies.

Follow up: Changes to this Section are postponed until the ET and HR Committee completes work on the Personnel Manual.

The executive team shall develop and maintain written personnel policies that clarify personnel rules for staff, that provide for effective handling of grievances and that acquaints staff with their rights and obligations. Employees who are not covered under a collective bargaining agreement and who have a grievance may bring their concerns to the Board Officers Committee if all previous steps enumerated in the personnel policies fail to satisfy the grievance. The personnel policy shall be provided to the staff and reviewed periodically as recommended by competent legal counsel. The executive team shall ensure that key employees file the disclosure and acknowledgement form for the conflicts of interest and executive compensation policy.

Section 3.2.4 Staff and Volunteer Treatment.

No change recommended for this section.

The executive team shall ensure that all staff members and volunteers are treated with dignity and fairness and shall ensure a safe working environment for staff and volunteers.

Section 3.2.5 Reports of Wrongdoing.

Follow up. No change recommended in this policy, but changes are recommended to the Whistleblower Policy to incorporate the CRR. Changes should be consistent with the Personnel Manual when it is completed.

The church seeks to conduct all its activities in a responsible, legal, and ethical manner. All officers, trustees, ministers, staff, and volunteers of this church must practice integrity and honesty in fulfilling their responsibilities and must comply with all applicable laws and regulations. To provide a mechanism to report irresponsible, illegal, or unethical behavior the Board has adopted a Whistleblower Policy (see

appendix). The Executive Team shall ensure that the staff is informed of the Whistleblower Policy and that the Whistleblower Policy is observed.

Section 5.5 Complaint and Inquiry process involving Congregants in the Church.

The edits propose that “inquiry” be deleted from this Subsection. A separate policy should be written for how the Board should respond to inquiries.

Minutes / First Unitarian Church

Governance Committee

April 10, 2026; 4:00 – 5:30 pm via Zoom:

Attending: Committee members: Roger Tobin, Harriet Shaklee, Leslie Pohl-Kosbau, David Livermore, Linda Craig, Rev. Alison Miller, Kathy Ludlow (for Right Relations topic). Board moderator, Roger Robinson.

Accomplished in this meeting:

Approved changes to Safe Church Policy to incorporate Right Relations Committee and adopt and forward to the Board the Governing Policies changes related to RR; Board Officer succession plan referred to Roger R; Agreed to plans for Annual Evaluation; hear report on Secretary's records on Insiders and Conflicts of Interest; Review Work Plan to schedule remaining work for the year.

1. Welcome and chalice lighting. Linda. Opening reading: Song of the Shattering Vessels, Peter Cole. Agenda confirmed with moving Annual Evaluation item to first to accommodate Rev Alison's schedule.

2. Annual Evaluation progress and plan. Harriet and Rev Alison. (10 minutes)

https://docs.google.com/document/d/1U8BPrZPuaom5_cXkLSR8-JyjOXaSYytB/edit

Harriet reported that she and Rev Alison had met to plan how this year's Annual Evaluation of the Ministries would be accomplished. The Board, the Senior Minister and the Executive Team is charged in the Bylaws with "conducting a joint evaluation of the ministry in reference to the church's mission and the Ends Policies enacted by the Board." (Article III, Section 5). The draft (link above) suggests that this be accomplished in a joint meeting of the Board and ET in June. Notes from that meeting would serve as a written evaluation report. That report might be reviewed and accepted by the Board in September.

For the rest of this year, and next, this annual evaluation meeting might be accompanied by a report by the Senior Minister at each monthly Board meeting on progress toward meeting one or more of the Ends Policies.

To organize our thinking about the Ends Policies, Harriet and Alison proposed grouping the eight Ends Policies found in our Governing Policies plus a new Ends Policy into four topics: 1) Provides a strong spiritual home grounded in love; 2) Provides leadership within and beyond our walls; 3) Promotes social justice in Portland and beyond; 4) Is sustainable. See the link above for Ends Policies in each topic.

Discussion: What is the Board's role? Leading or monitoring? Alison replied that clearly the Board has a leadership role in Strategic Planning and Mission. Also setting annual goals. The ET's role is implementation, and then the Board's role is monitoring and helping with strategy. We can ask whether these nine are the right Ends.

To continue, we liked the approach and want to try it. Harriet and Alison will plan the Evaluation meeting for this spring; Roger R will schedule it; Rev Alison will report on selected Ends Policies in the ET update each month.

3. Complying with Conflicts of Interest and Executive Compensation Policy. David reported that he had circulated and collected Conflict of Interest forms for the Board and ET. The only conflict identified is that Rev Alison's husband works for Northwest Academy, our principal renter. Rev. Alison recuses herself from decisions related to Northwest Academy.

We talked about how to record Board compliance with this and other policies. The simplest record would be adoption in the Board Minutes in the months when compliance reports are made. Linda would like to see all the compliance records gathered in one place so that they can be found easily, and future Boards know what is required of them. David said that he had been preparing a Board checklist of required activities. Such a checklist could be the front page of a compilation, and the record stored at year end with the Secretary's minutes, on the web site, and in the archives. Can David bring the checklist to the May meeting? We need final resolution of this item.

4. Board Succession Plan. Harriet raised this issue. Presently, we have no Board officer succession plan. Should we plan instead for the Vice-Moderator to step into the role of Moderator in the next year?

Discussion:

- Because our Board terms are three-years, if V-M is to become M, V-M would need to be chosen in year two of their service, but that is early in their Board service, and it might be hard for us to know who is ready. The conclusion here is that the V-M could be chosen in year three of their first term, and they would promise to serve at least another year in a second term to step into the role of Moderator; or they can be selected from members who are already serving their second term.
- The second topic of discussion is that the role of Vice-Moderator as currently described in our Bylaws is light. They just serve in the absence of the Moderator. Having them be an understudy for the Moderator might lighten the Moderator's load and give them a more substantive role.
- This topic handed to Roger R. to consider for this year's election of officers.

5. Right Relations Policy. Discuss draft Safe Church Policy and confirm Governing Policies changes related to Right Relations. Linda

In prior meetings, GC had agreed to changes proposed for the Governing Policies except for the Safe Church Policy. Review of the edited version of it was a little difficult because the proposed changes were substantial. Linda sent a description of the changes which included the following points:

- Paragraphs 1 and 2 of the Old are not changed in new version. This tells us that the Safe Church Policy refers to behavior which is Dangerous, Disruptive, or Disrespectful.
- The new version adds paragraph 3 to incorporate the CRR into the process." The Board of Directors has established a Committee on Right Relations..." etc.
- The Old Scope of Policy has not changed in the New Version.
- All the rest of the old document is gone. The New version, beginning right after the Scope, with "If a leader of a group..." etc. is new, compared with the old document, for the rest of the document. The new language beginning with **Destructive Behavior/Imminent Danger Intervention** is taken word for word from the CRR's Policy and Process section with the same title.
- Thus, there is only one set of instructions for dealing with dangerous, etc. behavior, and that is spelled out by the CRR Policy and Process document which is duplicated in our Governing Policies.

After discussion, the GC agreed that changes to the Governing Policies to incorporate the Committee on Right Relations could move forward. Leslie moved that they be accepted by the GC and forwarded to the Board for approval. Motion carried.

Here is a document which shows the changes and those Policies which are not proposed for change at this time even though they may be pertinent to conflict resolution.

https://docs.google.com/document/d/1UpSnNsy1YoH_FCxYNITIL5SluaXZRv4h/edit

And here is the Safe Church Policy as adopted by the Governance Committee:

https://docs.google.com/document/d/1EeH8Ovly1P4wgqjreTKcUilMyY_b0th4/edit

6. Board Self-Evaluation as required by 4.11.4 of Governing Policies. How should we do this?

The Governing Policy says that the Governance Committee shall conduct an annual self-evaluation of the Board with a report to the Board each church year. The annual self-evaluation shall be of both process and outcome/results with reference to governing policies in Part 2 on the Delegation of Management and to the Board's annual goals.

Perhaps we can send something out to Board members to fill out before we meet. Maybe discussion can be included in the meeting on Evaluation of Ministries. Regular activities which can be included in Board evaluation are Process evaluation each meeting; Secretary's checklist of Board tasks (being written by David); the goals we set for this year. Linda mentioned that not-for-profit literature has several good Board evaluation processes. We found that the 3rd edition of the Hotchkiss Book Governance and Ministry has a brief section on Evaluation.

Linda will work on bringing a proposal to our May meeting; Harriet will help.

7. Work plan review for the rest of the year and discussion of future tasks (suggestions by Committee members).

Here is our Governance Work Plan for 2025-2026 adopted September 2025 with progress noted in red.

1. Complete the report that was written in spring 2025 on Board Policies related to Evaluation. Take this report to the Board for discussion, and then propose and adopt changes in the Policies to simplify and clarify. Report taken to Board; work on clarifying continues.
2. Starting from what was done in 2025 and prior years, plan an outline and work plan for doing the Annual Report and Evaluation of the Ministries as required by Bylaws and addressed in Board Policies. Proposal underway for accomplishment in a meeting led by Harriet and Alison.
3. Clarify the relative roles of the Board and the Senior Minister/ET with respect to governance. Is the term "Policy Governance" useful? Plan an approach to this work with Rev Alison and the Board. Discussion begun; Hotchkiss reading exercise to be scheduled.
4. Review Board Policies and bylaws to incorporate the Right Relations Task Force. Done and forwarded to Board 4 10 26.
5. Working with Rev Alison, describe scope of work and hire a consultant to define the competencies needed for administration of the church. The intention of this work is to plan job descriptions and qualifications for future hires. Committee to plan for consultant is at work.

6. Review Board Policies related to financial matters (Task Force of Finance and Governance)
Financial policies have been identified; review to begin soon.
7. Develop a proposal for rebalancing Board terms among our existing Board so that three Board members come up for election each year. Done and adopted.
8. Develop and adopt a process for petitions to call a meeting. Done, forwarded to Board for approval on 3 13 26.
9. Determine authority of Board committees and related voting rights for non-Board committee members. (ORS 65.354) Done.
10. Plan policy for congregant use of membership data. Done, forwarded to Board for approval on 3 13 26.
11. Plan procedure for Board self-evaluation at year end. Begun this meeting; proposal to be brought to May GC meeting.
12. Consider establishing a succession plan for Board officers. Discussed and referred to moderator 4 10 26.

8. Closing words and adjourn.

Next meeting:

Report by David on Board checklist of compliance matters.

Report by Rev Alison and Harriet on Evaluation of Ministries meeting.

Report by Harriet and Linda on Board Self-Evaluation.

Report on progress on Policy Governance/ Hotchkiss study.

SAFE CHURCH POLICY

Approved by the Governance Committee for Referral to the Board April 10, 2026

Behavior that is dangerous, disruptive or disrespectful fails to respect the worth, dignity and safety of the members of our church community and results in a community that does not feel welcoming. The Board defines these terms as follows,

DANGEROUS – an individual threatens, through words or actions, the safety of a person, persons, church property or property of a church member or friend

DISRUPTIVE – actions of an individual which significantly interfere with a church activity

DISRESPECTFUL – behavior that fails in a significant way to recognize the inherent worth and dignity of each individual, for example, is harmful or abusive to others or to the community, including but not limited to racist, sexist, or homophobic comments or actions or the malicious spreading of untruths.

The content of one's beliefs and the exercise of the right of responsible dissent shall not be considered dangerous, disruptive or disrespectful.

The Board of Directors has established a Committee on Right Relations by adopting a Covenant, a Charter for the Committee and Right Relations Policy and Process. The Committee should be called on to resolve behavior described in this policy except in the case of immediate danger to individuals or to church property. (See Destructive Behavior/Imminent Danger Intervention below.)

SCOPE OF POLICY: The Safe Church Policy applies to:

- (a) All worship services on church premises
- (b) All ceremonies on church premises
- (c) All gatherings, meetings, or events of church-sponsored or church-related activities, whether held on or off church premises
- (d) All forms of communication via physical or electronic media which are created, published, or administered by the church or church-related

entities. Examples of electronic media include, but are not limited to, mailing lists, blogs, social media groups, and chat rooms.

If a leader of a group encounters an individual who is exhibiting dangerous, disruptive or disrespectful behavior, and the situation poses a significant risk to individual or community safety but does not rise to the level of Immediate Danger as described below, the leader should refer the matter to the Committee on Right Relations. The CRR may, in their sole discretion convene a Healthy Congregations Team (HCT) Intervention and follow procedures in RR Policy and Process for assessing the situation and posing remedies.

Destructive Behavior/Imminent Danger Intervention

The procedures of First Unitarian Portland for dealing with alleged incidents of destructive behavior which require an immediate response are set forth below. Even in situations that require the application of these procedures, all involved individuals should be treated with dignity and respect.

Acts of destructive behavior include acts or imminent threats of physical harm to persons or property (including financial harm). When it appears that an immediate response is needed to an unfolding, dangerous situation, a minister, if available, should initiate the response or, if a minister is not available, the leader of the group involved should act to protect all involved. The response may include:

1. Asking the offending person or persons to leave the premises;
2. Suspending the service, meeting, or activity until such time as it can be safely resumed; or
3. Taking other reasonable actions that are deemed necessary.

If the behavior poses an immediate threat of physical injury or death or damage to property, then the appropriate authorities shall be contacted, such as police, fire, ambulance. [See <https://www.uua.org/safe/handbook/alternatives-calling-police>]

Whenever any of these actions is undertaken without a minister present, notification must be given promptly to the sextons and church ministers or CRR. Complaints alleging dangerous, threatening, disruptive, or disrespectful behavior for situations not requiring an immediate response should be sent to the CRR. The CRR may convene a Healthy Congregations Team (HCT) Intervention and follow HCT or other procedures in the RR Policy and Process for assessing the situation and posing remedies.

Confidentiality

Communications with the CRR and their appointees are confidential, except where disclosure is reasonably believed to be necessary to avoid physical harm, property damage, or financial harm, or is required by law. Processes which involve Board approval may require sharing of certain otherwise confidential information. The confidentiality of these and other RR processes will follow guidance in the document, Right Relations Policy and Process.

Annual evaluation of the ministry

Proposal by Rev Alison Miller and Harriet Shaklee, approved by Governance Committee for referral to Board 4 10 26

As our By-laws specify: The Board is responsible for ensuring that the Board, Senior Minister and Executive Team conduct an annual joint evaluation of the ministry of the church in reference to the church's mission and the Ends Policies enacted by the Board. (Article III, Section 5).

This is a call for a collaboration among the Board, Senior Minister, and ET, which could be conducted in a shared meeting. We recommend this be an executive session, to enable the free expression of concerns. Notes from this session would be the core of any resulting document. The June Board meeting would be timely opportunity for this process.

Ends Policies: The church currently has 8 Ends Policies, which makes a lot of separate issues to review. We reconceptualize those policies into 4 subheadings shown below.

Provides a strong spiritual home grounded in love

- Is a welcoming and inclusive community
- Supports all in the search for truth and meaning
- Worship inspires, affirms and deepens

Provides leadership within and beyond our walls

- Develops leaders who serve and inspire
- Takes leadership in the broader UU community

Promotes social justice in Portland and beyond

Is sustainable

- Shared stewardship creates a stable base of talent and treasure
- Decision making is transparent and accessible
- Ongoing process shapes the institution in the direction of achieving our goals and mission

Note that these End Policies have been reworded in some cases, and the final bullet point was added as an important element of sustainability.

Page Two Partners Proposal

With Kathryn Estey's imminent departure, the Administration Transition Team has been working since January to make plans for this transition. One of our tasks has been finding an interim Church Administrator, (or similar title) who will be able to work closely with Rev. Alison on making sure that Kathryn's duties continue to be fulfilled, and to study and advise on the church office's ways of conducting business. We are fortunate to have found a consulting firm that assists churches in these matters, [Page Two Partners](#).

Page Two Partners describes their business as "primarily focused on the nonprofit board or executive director of an organization. Whether helping with a search for a new ED, advising the board or director, or providing a temporary Executive Director to hold the space until a permanent ED is available, the consultants from Page Two Partners are experienced professionals in helping organizations navigate transitions." They are Portland-based and we encourage you to visit their website to familiar yourselves with their services.

One of their consultants is David Leslie, who has had much experience in this arena. We recommend hiring David Leslie as an Interim Executive Director. Prior to working for Page Two Partners as a consultant, David Leslie was the Executive Director for Rothko Chapel in Houston (2015 – 2025) as well as the Executive Director of Ecumenical Ministries of Oregon (1997-2015). Additional information is available in this [article](#).

Our committee envisions David working as a consultant for 6 months to:

- Understand our overall administration, personal, strategic objectives, and processes and help guide our future processes, staffing, and growth.
- To make recommendations to help position organization and its new leader to achieve future success.
- Support the board to engage with key stakeholders to communicate the transition plan and to ensure that the organization is sound and excited about the future.
- Assist with recruiting a new COO/Lead Administrator and also Assist with the training and on-boarding process for the new person, once hired.

The Administration Transition Team's members are Rev. Alison, Laura Jones, Julia Spence, Mindy Clark and Roger Robinson. We will continue to work on other transition matters through the rest of the church year and into the transition phase over the summer and beyond.