

**First Unitarian Universalist Church of Austin
Board of Trustees Meeting
Agenda of Meeting
Tuesday August 18, 2009, 6:30 P.M.**

I.	Call to Order	Nell Newton	5 minutes	6:30
II.	Adopt Agenda	All	5 minutes	6:35
III.	Reading	Rev. Janet Newman	5 minutes	6:40
IV.	Visitors Forum		10 minutes	6:45
V.	Consent Agenda Items (& Relevant Discussion)		10 Minutes	6:55
	A. Approval of New Members/Resignations			
	B. Approval of July Meeting Minutes (Page 2)			
	C. Approval of Reports:			
	i. Director of Religious Education: Lara Douglass (Page 38)			
	ii. Treasurer: Luther Elmore (Page 8 and page 30 for balance sheet, P&L and fund balances)			
	iii. Director of Music Programs: Brent Baldwin (will be sent later)			
	iv. Executive Director: Sean Hale (Page 12)			
	v. Bridge Builders Action Plan Update and Policy Governance Team Update (Page 16)			
	vi. Nominating Committee Update (Page 21)			
VI.	Discussion and Action Items			
	A. Proposal for Alana Rosshirt Memorial	Rose Ann Reeser	15 Minutes	7:05
	B. Board of Trustees Budget Proposal Discussion (Page 22)	Luther Elmore	30 Minutes	7:20
	Break and Snacks			15 Minutes 7:50
	C. Internal Audit Committee Proposal (Page 24)	Luther Elmore	5 Minutes	8:05
	D. Policy on Personal Days (Page 25)	Sean Hale	5 Minutes	8:10
	E. Policy on Pay Periods (Page 28)	Sean Hale	5 Minutes	8:15
	F. Rental Policy (Page 29)	Sean Hale	10 Minutes	8:25
	G. Executive Session	Nell Newton and Luther Elmore	20 Minutes	8:35
VII.	Adjourn			8:55

**First Unitarian Universalist Church of Austin, Board of Trustees Meeting Minutes
Tuesday, July 21, 2009 at 6:30 P.M.,
First UU Church of Austin, 4700 Grover, Austin, TX 78756 in the Gallery**

Members Present: Nell Newton, President; Eric Stimmel, Vice-President; Luther Elmore, Treasurer; Chris Jimmerson, Secretary; Margaret Borden; Jeff Hutchens; Aaron Osmer, Youth Trustee; Brendan Sterne; Michael West; Laura Wood.

Staff Present: Sean Hale, Executive Director; Lara Douglass, Director of Religious Education; Brent Baldwin, Director of Music

Visitors Present: Bill Edwards, Chair, Stewardship Committee

Call to Order

The President called the meeting to order at 6:35 p.m.

Adoption of Agenda

Motion: Margaret Borden – Adopt the agenda (Appendix A) as presented with the correction of two typing errors.
Second: Luther Elmore
Discussion: None
Vote: All Affirmative

Opening Words

The Vice-President read a selection from the church hymnal, and the President lit the chalice.

Visitor's Forum

No visitors were present who did not already have time scheduled on the agenda.

Consent Agenda Items

Minutes from the Prior Meeting: The trustees had reviewed the minutes from the June 2009 meeting prior to this meeting.

Motion: Margaret Borden – Approve the June 2009 minutes as presented.
Second: Michael West
Discussion: None
Vote: All affirmative

New Members and Resignations: The Secretary reported that two new members, Scott Buthke and Andy Silva, had joined the congregation and that no members of the congregation had resigned.

Reports: The trustees had reviewed the consent agenda items prior to the meeting. These included:

Appendix B: Director of Religious Education Report

Appendix C: Treasurer's Report
 Appendix D: Direct of Music Report
 Appendix E: Executive Directors Report

The trustees present also discussed the following items related to the content of the consent agenda items:

The trustees noted that the music report contained some very exciting items including the Artists in Residence program for the season with the Austin Chamber of Music. The Director of Music noted that no improvements to the sound system will be required for this program.

The Executive Director (ED) reported that he was close to being able to hire a new, highly qualified bookkeeper. The Treasurer gave an explanation of several income line items and funds on the balance sheet and answered several questions from trustees.

Motion: Michael West -- Accept the Consent Agenda Item Reports including the new members.
Second: Margaret Borden
Discussion: None
Vote: All Affirmative

Discussion and Action Items

Policy Updates on Checking and Investment Accounts: The Treasurer presented proposed policies (Appendix F) to make signing authority for the investment accounts match that which was approved for the operating account at the last meeting. The ability to sign for payments and withdrawals from these accounts would be through a Letter of Authorization process which provides greater security and would eliminate the ability of people to do so through online access. The Treasurer noted that the Vice-President would be added as a backup signatory and for large amounts for all accounts. He answered several questions from trustees on the new processes.

Motion: Margaret Borden – Approve the signatory authority policy changes as presented.
Second: Eric Stimmel
Discussion: There was no further discussion.
Vote: Affirmative – 9, Negative – 0, Abstain – 1 (Aaron Osmer)

Stewardship Committee Budget Resolution Proposal: The Chair of the Stewardship Committee Chair presented a proposed resolution (see below) that the Board of Trustees would present a balanced budget for the next fiscal year to congregation at The December Congregational Meeting. The resolution was based upon a meeting of the congregation that been held on June 15, 2009 and had established “dream” priorities for the Fall Canvass.

The trustees discussed ways in which this priority might be presented to the larger congregation so that it might motivate greater pledging among those who had not attended the June 15 meeting and who might not be as aware of the budget needs and budget history of the church.

The trustees also expressed a desire that the development of the budget be based upon a realistic projection of the true funding needed to support the ministries, programs and operations of the church so that a true “stretch goal” could be established.

The Stewardship Committee Chair expressed his need to be true to the wishes of the church as expressed at the June 15 meeting. He presented the resolution as follows:

Whereas, the Congregation has demonstrated through the success of the Spring Canvass that it wishes to put the Church's financial house in order; and,

Whereas, more than 100 members of the congregation met on June 15 and rank-ordered "dream" priorities to guide the annual Fall Canvass; and,

Whereas, the highest-rank ordered choice for the year 2010 is "Balance the Budget"; and,

Whereas, the second and third rank-ordered choices are Building Interior Facelift and Kitchen Renovation; now therefore,

Be it resolved that the Board of Trustees will present to the Congregation at the Annual Meeting in December 2009

- a) A balanced budget for 2010; and,*
- b) Funding that is secured beyond the base budget shall be allocated to fulfilling the dreams of Building Interior Facelift and Kitchen Renovation.*

Motion: Michael West – Adopt the resolution as presented.
Second: Jeff Hutchens
Discussion: None
Vote: Affirmative – 9, Negative – 0, Abstain – 1 (Aaron Osmer)

Proposal for the Establishment of Internal Audit Committee: The Treasurer presented a proposal to establish an Internal Audit Committee (Appendix G). The proposal would address the change to the Financial Assets Management Policy, the second vote for which will occur at the December Congregational Meeting. Several trustees asked question about the proposal including how many members would serve, how they would be appointed and what types and what frequency of audits would occur.

The Treasurer tabled the proposal until the August meeting so that it can be put into the standard policies and procedures format.

Interim Minister Search Task Force

Motion: Laura Wood -- Thank the task force for their outstanding work.
Second: Luther Elmore
Discussion: None
Vote: Affirmative – 9, Negative – 0, Abstain – 1 (Chris Jimmerson)

Nominating Committee Vacancies: The President reported that due to Shannon Vyff moving out of town and to the resignation of Mary Jane Ford, there were two vacancies on the nominating committee. Sandra Reis and Michael LeBurkien had both expressed interested in serving on the committee. The Trustees discussed procedure for moving forward as to whether to appoint replacement members or to ask the committee to appoint a Chair and then bring back recommendations.

Motion: Chris Jimmerson – Appoint Sandra Reis and Michael LeBurkien to the Nominating Committee and ask the committee to name a Chair by the August meeting of the Board of Trustees

Second: Luther Elmore

Discussion: None

Vote: All Affirmative

Interim Ministry Transition Team: Michael West presented the UUA recommended Interim Ministry Transition Team and the recommended composition for it:

- 5 to 7 members
- Include Past Board Members and long-term, active members
- Do not include immediate past members of the Committee on Ministry, members of the board or their significant others.

The purpose of the team is to serve as a “brain trust” for the Interim Minister throughout the year on the history of the church and to assist with establishing meetings with leadership, etc.

Motion: Luther Elmore – Empower Michael West to put the Interim Ministry Transition Team together

Second: Margaret Borden

Discussion: None

Vote: All affirmative

Bridge Builders Report: The Action Planning Team (APT) Chair presented the updated Bridge Builders Report (BBR) in chronological order for items to be accomplished and responsibilities and with a graphical chart expressing this information (Appendix H). She expressed the need to bring this forward to the congregation and to begin implementation of it with it with all due haste. She called attention to the section on the justification for a consultant for the process. The Trustees discussed several ways to do so and language for doing so.

The Secretary spoke about the recent training session on Policy Governance (PG) that he had attended and noted that PG would address many of the items in the BBR. For example, PG also begins with establishing values-mission-vision and would require establishing policies addressing many of the governance issues in the BBR. He raised a concern that we not have separate groups addressing such issues but in different ways.

The President asked for some slight revisions in the format of the BBR that would provide clarity and the Chair of the APT agreed to revise the document with help and review from the President. The Trustees discussed the need to move forward with the BBR and adopt it as a board, along with ensuring that the move forward be consistent with adopting PG.

The secretary suggested the following resolution:

Resolved that:

- A. *We as the BoT express our extreme gratitude to the Action Planning Team for their outstanding work and fully endorse and commit to the issue areas and objectives set out in the report.*
- B. *We hereby appoint a Policy Governance Planning and Implementation Team that will be charged with developing a plan for instituting Policy Governance (PG), including but not limited to the following specific actions:*

1. *Research and determine the resources that will be needed and the work plan that will be required to institute PG, beginning with a process to develop value/mission/vision/ends statements with all due haste and designed to maximize congregational participation and commitment.*
 2. *By the August board meeting, identify any of the objectives in the BBR that would not be addressed through moving toward PG and any objectives that will need an interim process put into place during the time period before PG can be fully instituted.*
 3. *Create a plan for educating the congregation on PG.*
- C. *The initial PG Team will consist of Margaret Borden, Chris Jimmerson, and Brendan Sterne, the Executive Director and the Interim Minister. The PG team may recruit additional members if they determine it is needed.*
- D. *We will present the BBR objectives to the congregation through all reasonable means, including but not limited to:*
1. *Publishing the BBR on the website.*
 2. *Announcements during worship services*
 3. *Articles in the newsletter and weekly announcements with links to the webpage*
 4. *Schedule within one month a "Very Special Meet and Eat" or other such meeting invitation to the congregation for the APT to present the BBR objectives and the BoT to endorse and commit to them.*

Motion: Eric Stimmel – Adopt the resolution as presented.
Second: Brendan Sterne
Discussion: There was no further discussion.
Vote: All affirmative.

The Secretary volunteered to take responsibility for making sure a Meet and Eat or other suitable congregational meeting to announce the BBR gets scheduled and for posting the BBR to the website as soon as the edited version is available.

Human Resources Committee: The President noted that the committee needed to be reactivated and that Sheila Gladstone would like to Chair it.

Motion: Chris Jimmerson -- Reestablish the Human Resources committee and appoint Sheila Gladstone as Chair of the committee.
Second: Luther Elmore
Discussion: None
Vote: All Affirmative

Sponsorship of UU Fellowship for Ron Phares: The President reported that Ron Phares had requested the sponsorship of First Unitarian Universalist Church of Austin and gave a brief overview of what would be involved, noting it is minimal. A trustee noted that they did not have enough knowledge about Mr. Phares to make a decision

Motion: Michael West – Sponsor the fellowship for Ron Phares
Second: Brendan Sterne
Discussion: Several trustees noted the strong contributions Ron Phares has made to the church.
Vote: Affirmative – 9, Negative – 0, Abstain – 1 (Laura Wood)

Vacation Leave Policy Change: The ED presented a proposed change to the vacation leave policy (Appendix I) designed to prevent the future accrual of large amounts of staff vacation leave that had been occurring while fairly resolving current leave accruals.

- Motion:** Laura Wood – adopt the revised Vacation Leave Policy as presented.
- Second:** Jeff Hutchens
- Discussion:** None
- Vote:** All Affirmative

Recycling Issues: The ED presented a report (Appendix J) that recycling in the church had been started on a volunteer basis but that it was no longer assigned as a responsibility to any particular person or group. He requested that the board clarify role responsibility for recycling. Trustees expressed concern that such projects occur in the church through volunteers but that volunteer support wanes over time, leaving such projects to staff. The ED had suggested the following motion to address both the issues of responsibility and authority:

The First Unitarian Universalist Church of Austin Board of Trustees hereby assigns to the executive director responsibility for creating and maintaining a viable program to recycle the paper, plastic, glass, and cans generated by church activities. The Board of Trustees furthermore trusts the executive director to assign this responsibility the appropriate level of priority and attention it deserves relative to the other tasks and responsibilities assigned to him, even if this means that the recycling program becomes inactive in the short-term.

- Motion:** Michael West – adopt the motion suggested by the ED.
- Second:** Brendan Sterne
- Discussion:** None
- Vote:** All affirmative

The President noted that there was an Executive Session on the agenda but that the meeting had reached its time limit.

- Motion:** Aaron Osmer – extend the meeting by 15 minutes
- Second:** Margaret Borden
- Discussion:** None
- Vote:** Affirmative – 9, Negative – 1, Abstain – 0

Executive Session: The Trustees entered Executive Session to discuss personnel issues and persons who were not trustees left the room, with the exception of the Executive Director who was needed to inform the discussion.

Adjourn: After the Executive Session and with no further business, the President adjourned the meeting at 9:45 p.m.

Respectfully Submitted,



Chris Jimmerson
Secretary

FIRST UU CHURCH – AUSTIN, TEXAS
TREASURER'S REPORT
JULY 31, 2009

Income and Expenditures:

Total income for July was \$38,947.52 and total expenses were \$62,111.54, a shortfall for the month of \$23,164.02. Pledge collections for the month totaled \$29,980.28 and Sunday plate collections totaled \$4,477.69. Rental income increased from June to \$3,902.25.

For the year total income has exceeded total expenditures by \$2,653.34, but we expect for yearly expenditures to exceed yearly income beginning in August.

In order to facilitate the purchase of Sunday Kitchen items, a HEB gift card was purchased for exclusive use for the Sunday costs.

Split the Plate Recipients for July:

Casa Marianella (7-5-09) \$351.20

Unitarian Universalist Service Committee (7-14-09) \$617.34

Endowment Accounts:

As of 7-31-09 the amount held in the four endowment funds was \$570,788.86, reflecting a gain for the month of \$21,926.76. All four accounts posted gains for the month. In addition, we have a \$10,739.73 balance in the Hartford Annuity.

Stewardship Committee:

The Stewardship Committee continues to prepare for Stewardship Sunday on October 11. They met Monday night, August 10, and set a “balanced budget” pledge drive goal of \$600,000 for the fall stewardship campaign. The goal to reach the ‘interior facelift’ was set for \$650,000.

Finance Committee:

The Finance Committee finalized their proposal for an independent Internal Audit Committee and will also present those recommendations to the Board for approval on August 18.

The Finance Committee also approved a fund raising request from Music Director Brent Baldwin for a Tim Woolsey Concert on November 15. Funds will go to general church operations.

Facilities Committee:

Facilities Committee Chair John Payne signed a contract with Air Conditioning Specialists to replace the twenty-eight year old A/C unit in the foyer. The new \$11,798 unit will be much more efficient than the old unit.

Luther Elmore, Treasurer

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Contribution Income

Budget vs. Actual

1999 to present	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
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BUDGET	\$20,000	\$18,000	\$18,000	\$32,800	\$53,000	\$60,000	\$50,000	\$55,500	\$62,178	\$65,000	\$60,000
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Collected as of:

January	\$1,145	\$1,461	\$2,188	\$4,795	\$4,793	\$5,611	\$3,062	\$7,506	\$4,092	\$5,661	\$4,851
% of year	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%
% of budget	5.72%	8.12%	12.16%	14.62%	9.04%	9.35%	6.12%	13.52%	6.58%	8.7%	8.09%

February	\$4,200	\$2,963	\$4,232	\$8,777	\$11,786	\$9,627	\$7,768	\$12,918	\$8,096	\$11,856	8,006
% of year	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%
% of budget	21.00%	16.46%	23.51%	26.76%	22.24%	16.04%	15.54%	23.54%	13.00%	18.20%	13.34%

March	\$5,703	\$4,120	\$5,995	\$14,425	\$15,965	\$14,265	\$12,476	\$18,217	\$11,404	\$16,579	\$10,059
% of year	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%
% of budget	28.52%	22.89%	33.31%	43.98%	30.12%	23.77%	24.95%	32.82%	18.34%	25.50%	16.76%

April	\$6,892	\$5,369	\$8,359	\$17,321	\$20,049	\$18,313	\$21,381	\$24,725	\$17,124	\$20,178	\$12,868
% of year	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%
% of budget	34.46%	29.83%	46.44%	52.81%	37.83%	30.52%	42.76%	44.55%	27.54%	31.04%	21.45%

May	\$7,909	\$7,074	\$13,058	\$21,561	\$24,542	\$23,006	\$25,608	\$29,323	\$21,423	\$23,284	\$15,707.25
% of year	41.67%	41.67%	41.67%	41.67%	41.67%	41.67%	41.67%	41.67%	41.67%	41.67%	41.67%
% of budget	39.55%	39.30%	72.54%	65.73%	46.31%	38.34%	51.22%	52.84%	34.45%	35.82%	26.18%

June	\$8,997	\$8,135	\$14,809	\$25,922	\$32,494	\$26,506	\$31,304	\$33,256	\$27,804	\$28,012	\$17,380
% of year	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%
% of budget	44.99%	45.19%	82.27%	79.03%	61.31%	44.18%	62.61%	59.92%	44.72%	43.10%	29.00%

July	\$10,019	\$9,325	\$16,795	\$28,809	\$34,233	\$28,910	\$33,756	\$38,142	\$32,714	\$31,588	\$21,858
% of year	58.33%	58.33%	58.33%	58.33%	58.33%	58.33%	58.33%	58.33%	58.33%	58.33%	58.33%
% of budget	50.09%	51.81%	93.31%	87.83%	64.59%	48.18%	67.51%	68.70%	52.61%	48.60%	36.40%

August	\$11,201	\$10,590	\$18,666	\$31,568	\$38,502	\$33,778	\$37,638	\$41,452	\$36,397	\$36,320	
% of year	66.67%	66.67%	66.67%	66.67%	66.67%	66.67%	66.67%	66.67%	66.67%	66.67%	
% of budget	56.00%	58.83%	103.70%	96.24%	72.64%	56.30%	75.28%	74.69%	58.54%	55.88%	

September	\$12,582	\$11,915	\$21,394	\$39,649	\$45,614	\$38,362	\$45,788	\$45,579	\$42,958	41,015	
% of year	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	
% of budget	62.91%	66.20%	118.86%	120.88%	86.06%	63.94%	91.58%	82.10%	69.09%	63.09%	

October	\$14,248	\$13,838	\$25,304	\$43,731	\$49,310	\$44,542	\$51,985	\$51,078	\$48,092	44,228	
% of year	83.33%	83.33%	83.33%	83.33%	83.33%	83.33%	83.33%	83.33%	83.33%	83.33%	
% of budget	71.24%	76.88%	140.58%	133.33%	93.04%	74.24%	104.00%	92.03%	77.35%	68.80%	

November	\$15,740	\$20,634	\$28,629	\$48,386	\$54,111	\$49,926	\$59,880	\$53,395	\$52,510	\$49,401	
% of year	91.67%	91.67%	91.67%	91.67%	91.67%	91.67%	91.67%	91.67%	91.67%	91.67%	
% of budget	78.70%	114.63%	159.05%	147.52%	102.10%	83.21%	119.80%	96.20%	84.50%	76.77%	

December	\$17,128	\$23,860	\$35,477	\$55,899	\$66,415	\$56,053	\$66,698	\$64,349	\$63,497	56,492	
% of year	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	
% of budget	85.64%	132.56%	197.10%	170.42%	125.31%	93.42%	133.40%	115.90%	102.12%	86.91%	

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PLEDGE INCOME

1999 to present	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
BUDGET	\$310,000	\$350,000	\$355,000	\$355,000	\$390,000	\$430,000	\$437,368	\$480,000	\$450,000	\$530,000	
MonthCollected											
January	\$25,046	\$47,751	\$38,522	\$28,685	\$29,641	\$33,993	\$43,232	\$46,540	\$22,909	\$53,384	\$38,528
% of year	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%
% of budget	8.08%	13.64%	10.85%	8.08%	7.60%	7.91%	9.88%	9.70%	5.09%	10.10%	7.34%
February	\$39,754	\$73,846	\$56,735	\$54,265	\$60,416	\$71,860	\$78,844	\$95,687	\$63,295	\$91,325	\$73,742
% of year	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%
% of budget	12.82%	21.10%	15.98%	15.29%	15.49%	16.71%	18.03%	19.94%	14.07%	17.20%	14.04%
March	\$78,720	\$108,071	\$89,902	\$89,208	\$89,028	\$105,592	\$128,300	\$145,372	\$104,250	\$140,146	\$123,373
% of year	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%
% of budget	25.39%	30.88%	25.32%	25.13%	22.83%	24.56%	29.33%	30.29%	23.17%	26.44%	23.50%
April	\$115,053	\$150,775	\$128,307	\$128,093	\$131,194	\$137,877	\$161,288	\$183,250	\$153,694	\$179,565	\$200,775
% of year	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%
% of budget	37.11%	43.08%	36.14%	36.08%	33.64%	32.06%	36.88%	38.18%	34.15%	33.88%	38.24%
May	\$132,222	\$181,298	\$165,059	\$151,360	\$165,861	\$169,320	\$198,313	\$224,980	\$192,022	\$210,628	\$237,974
% of year	41.67%	41.67%	41.67%	41.67%	41.67%	41.67%	41.67%	41.67%	41.67%	41.67%	41.67%
% of budget	42.65%	51.80%	46.50%	42.64%	42.53%	39.38%	45.34%	46.87%	42.67%	39.74%	45.33%
June	\$157,123	\$204,732	\$192,275	\$173,722	\$196,640	\$196,306	\$235,285	\$261,778	\$226,928	\$249,393	\$273,123
% of year	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%
% of budget	50.68%	58.49%	54.16%	48.94%	50.42%	45.65%	53.80%	54.50%	50.43%	47.10%	52.00%
July	\$175,519	\$226,490	\$218,376	\$203,761	\$223,155	\$221,874	\$269,968	\$294,974	\$260,330	\$283,449	\$302,103
% of year	58.33%	58.33%	58.33%	58.33%	58.33%	58.33%	58.33%	58.33%	58.33%	58.33%	58.33%
% of budget	56.62%	64.71%	61.51%	57.40%	57.22%	51.60%	61.73%	61.50%	57.85%	53.48%	57.50%
August	\$195,148	\$248,130	\$242,323	\$224,531	\$266,350	\$260,826	\$310,675	\$329,938	\$294,279	\$329,823	
% of year	66.67%	66.67%	66.67%	66.67%	66.67%	66.67%	66.67%	66.67%	66.67%	66.67%	
% of budget	62.95%	70.89%	68.26%	63.25%	68.29%	60.66%	71.03%	68.74%	65.40%	62.23%	
September	\$216,387	\$289,417	\$272,522	\$249,957	\$290,168	\$294,452	\$349,719	\$365,330	\$332,405	\$371,039	
% of year	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	
% of budget	69.80%	82.69%	76.77%	70.41%	74.40%	68.48%	79.96%	76.10%	73.87%	70.00%	
October	\$234,373	\$321,182	\$302,103	\$276,629	\$311,486	\$341,447	\$383,682	\$414,898	\$361,890	\$409,433	
% of year	83.33%	83.33%	83.33%	83.33%	83.33%	83.33%	83.33%	83.33%	83.33%	83.33%	
% of budget	75.60%	91.77%	85.10%	77.92%	79.87%	79.41%	87.70%	86.44%	80.42%	77.25%	
November	\$256,345	\$338,947	\$329,705	\$307,203	\$340,864	\$374,639	\$410,313	\$446,710	\$394,175	\$444,912	
% of year	91.67%	91.67%	91.67%	91.67%	91.67%	91.67%	91.67%	91.67%	91.67%	91.67%	
% of budget	82.69%	96.84%	92.87%	86.54%	87.40%	87.13%	93.81%	93.10%	87.60%	83.95%	
December	\$279,732	\$361,972	\$367,711	\$342,584	\$371,787	\$422,460	\$468,866	\$502,453	\$430,683	\$489,319	
% of year	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	
% of budget	90.24%	103.42%	103.58%	96.50%	95.33%	98.25%	107.20%	104.70%	95.71%	92.32%	

FUUCA Cash Flow Projection FY 2009

December 2008	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	July Actual	August Projection	September Projection	October Projection	November Projection	December Projection	Total 2009
Expected Unrestricted Income													
Spring Canvas				\$40,410	\$7,220	\$1,659	\$0	\$0	\$0	\$0	\$0	\$0	\$49,289
Pledge Income	\$38,526	\$36,765	47,362	34,905	32,685	35,977	27,830	43,244	38,434	35,803	33,084	41,410	\$446,026
Contribution Income	\$4,851	\$3,255	\$2,112	\$2,809	\$2,679	\$1,673	\$4,478	\$3,297	\$3,271	\$2,239	\$3,604	\$4,941	\$39,209
Rental Income	\$7,860	\$7,893	\$4,754	\$6,906	\$1,641	\$2,451	\$4,096	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$50,183
Other Income	\$1,783	\$2,084	\$2,809	\$24,554	\$1,435	\$1,793	\$1,591	\$908	\$908	\$908	\$908	\$908	\$40,591
Total Income	\$53,020	\$49,997	\$57,038	\$109,584	\$45,661	\$43,553	\$37,994	\$50,366	\$45,530	\$41,866	\$40,514	\$50,176	\$625,299
Expenses													
Ministry, Outreach, Pastoral Care													
Davidson Severance								\$6,258					
Interim Minister									\$8,333	\$8,333	\$8,333	\$8,333	
Guest Ministers	\$11,063	\$10,401	\$11,885	\$12,018	\$8,297	\$9,269	\$8,530						\$115,743
Summer Minister								\$1,938					
Ministerial Consultant													
Budgeted Ministerial Expenses								\$550	\$550	\$550	\$550	\$550	
Music, Worship Services	\$5,599	\$7,141	\$6,446	\$9,088	\$6,750	\$7,728	\$6,610	\$6,898	\$6,898	\$6,898	\$6,898	\$6,898	\$83,852
Religious Education and Programs	\$9,178	\$9,105	\$9,165	\$9,773	\$8,808	\$9,756	\$12,362	\$9,806	\$9,806	\$9,806	\$9,806	\$9,806	\$117,179
General Operations	\$27,601	\$18,389	\$5,048	\$18,148	\$15,391	\$15,025	\$23,250	\$18,197	\$18,197	\$18,197	\$18,197	\$18,197	\$213,838
Facilities and Grounds	\$5,683	-\$765	\$6,359	\$16,692	\$8,087	\$6,803	\$6,778	\$8,645	\$8,645	\$8,645	\$8,645	\$8,645	\$92,865
Denominational Affairs	\$2,217	\$2,217	\$1,250	\$2,217	\$3,184	\$150	\$4,134	\$1,971	\$1,971	\$1,971	\$1,971	\$1,971	\$25,222
Membership Support/Programs	-\$267	\$1,097	\$692	\$1,010	\$1,076	\$1,792	\$1,081	\$1,204	\$1,204	\$1,204	\$1,204	\$1,204	\$12,501
Other		-\$128	-\$11	\$11	\$128								-\$1
Total Expenditures	\$61,074	\$47,457	\$40,834	\$68,958	\$51,720	\$50,522	\$62,745	\$55,468	\$55,606	\$55,606	\$55,606	\$55,606	\$661,200
Net Cash Flow From Operations	-\$8,054	\$2,541	\$16,205	\$40,625	-\$6,060	-\$6,969	-\$24,750	-\$5,102	-\$10,075	-\$13,739	-\$15,092	-\$5,430	-\$35,901

Last updated: 8/11/09 by Sean Hale
(Caveat: July data 98% complete in QB)

Executive Director's Report to FUUCA Board of Trustees July 11 - August 14, 2009

Preparing for success may represent one of our great new challenges in the coming months and years. Case in point: we have been unprepared for our success in increased rental and church use of the facility. This is a welcome development on many levels, but without the budget to cover the increased demands on staff and cleaning crew, it also represents something of a two-edged sword.

I mention this here as possible portent. As we continue to improve our tools and processes throughout the church, we will do well to prepare for what could be a much larger harvest than we've seen before.

Office & Staff

- New bookkeeper – Our new bookkeeper, Sandra King, began work on August 3rd. We're very happy to have her on board. Sandra has many years of experience bookkeeping, has a good attitude, and seems to be a good fit. Diana Parker has stuck around through August 13th to help orient her and also to finish up a few projects that she started.
- Weekday Volunteers – Ann Edwards, Kathryn Govier, and Mary Jane Ford continue helping us regularly during the week as well, and Jeanette Swenson has also lent a hand. We're very grateful for their help. Other individuals continue to play important volunteer roles as well outside of the office.
- Sunday Volunteers – Barbara Denny's team of volunteers has dwindled over the months, though those remaining individuals continue to provide a valuable and much appreciated service. We're all looking forward to the completion of the remodeling of room 8B, which will mean we can leave the main office (room 5) locked on Sundays, eliminating the need for volunteers to help keep order in there.
- Increased room use = increased staff time and expenses – the good thing about increased use of our facility by church groups and renters is that this brings healthy life and income, respectively, to us. The downside is that this new activity has increased demands on cleaning and staff, but we don't have the budget to respond (to pay for more cleaning or pay overtime to Natalie). I'm exploring different methods for us to manage this boon in order to avoid our option of last resort: curtailing rental income because we don't have the staff or cleaning budget to manage them.
- Room Reservation Software – better software, with an online interface for people to view availability, would save significant time for Natalie. Because her regular work week is too full with day-to-day activities, I have authorized her to put in overtime hours to research a system so we can take care of this ASAP.
- Coops – many of the new renters are coops, which we now have every day of the week thanks to Natalie's hard work. One of Natalie's initiatives to keep things manageable: she has established written expectations with the coops as to orderliness, cleanliness, and other issues that will make it easier for things to run smoothly. The coops have responded positively to this.
- Vacation Accumulation Policy – we have fully implemented the vacation accumulation policy as approved by the board of trustees at their July meeting.

- Paid leave accrual errors – we have corrected the errors we discovered in the accrual of paid leave for staff, and staff has received notice of the changes.
- Equipment use by renters – historically, we have not charged renters to use our media equipment like projectors, video cameras, audio system, etc. This has meant that the congregation has picked up the cost of wear and tear, etc. We are beginning to develop a system to charge renters for the use of media equipment as well as the staff/volunteer time involved. The income generated by this could go towards replacing and/or upgrading our equipment.
- Staff Evaluations – I have met with each of the office staff to establish formal, written expectations for performance and evaluation. (This is something that has not happened in recent church history.) I will give Natalie, Sandra, and Linda each an evaluation (written and oral) the first week of November.
- New Kitchen Manager – Edward Balaguer had worked for us as kitchen manager for the last seven months. Now that he's departed for college, Cyndi Stein has stepped back into this position (which she has held previously). She will also take over the monthly support work of Senior Lunch (setup and cleanup).

Finances & Data

- Cleanup of 2009 Financial Data – Luther Elmore, Diana Parker, and I have been working to clean up our 2009 financial data, particularly our accounting data. Although we've made important progress, key elements remain ahead of us.
- Financial Reports – Luther, Stephan Windsor, and I met and developed a tentative plan regarding financial reports. In a nutshell, we will aim to start January 1 with a new architecture for our financial data that will allow us to easily generate user-friendly financial reports.
- Fund Accounting – As part of the improvement of financial reports, Luther and I are working to transition our accounting system over to fund accounting. This is just a way to organize the data and the reports that makes them easier to use for our kind of organization.
- Electronic Pledge Statements – Joseph Hunt has found a way to get us the data we need to do electronic pledge statements! (It takes a couple of hours to tease the numbers out of our COMS database and put them into a format that we can use to build the statements.) Along the way, he had to take some extra time to perform data cleanup related to the way information from the spring canvass was originally entered into the system. On the emailing side, a few little gremlins remain. However, I feel confident that the electronic pledge statements can go out before the end of the month, perhaps as soon as next week.
- Uncollected 2009 pledges – On behalf of the Stewardship Committee, Ron Turner will begin following up with people who have fallen behind on their 2009 pledges. As I understand it, he will use a compassionate approach that draws deeply on his experience and training as a listening minister.
- Pledge Data Flow – Sean Ramsey and I have just about worked out the data flow for the fall campaign. By working this out in advance, we hope to reduce the errors and redundancies that have plagued previous years. The last remaining step will happen in the next few days: bringing together stakeholders outside of stewardship who also interact with the data system.

- Segregation of Duties – Luther and I are in the process of setting up a formal, written segregation of financial duties. This is a standard procedure that helps reduce the risk of financial theft or mismanagement.
- Credit Card Bounces – Over the last five months I've handled our follow up with bounced pledge payments by credit card. I've found that our new system is user-friendly and quite versatile. We get 5-10 bounces per month for various reasons. Follow up takes an average of 30 minutes per person. Once Sandra gets up to speed with her other duties, I intend to transfer this responsibility to her.

Facility & Hardware

- Office Makeover – Bob Bethke and his team have completed their work in rooms 8A and 8B, including a nice, new paint job. We hope to get the two rooms set up and fully functioning by the end of the month.
- Photocopier – by the end of the month, the church will likely have a new photocopier with new capabilities (perhaps including color). This is due, at least in part, to the transfer of the copier to room 8B, which will generally remain unlocked (together with supplies, mailboxes, etc.). Because of this, the copier will need to have codes in order to prevent unauthorized use and our costs going even further through the roof (we're over budget on the copier this year). Natalie and I are working with Lara Douglass to avoid the apparent turmoil that having copier codes caused the last time this was attempted.
- Recycling – the board has officially given me authority and responsibility to handle recycling at the church. For the immediate future, staff will continue to manage the program personally (taking things home to our personal bins). However, this is not a sustainable solution so, time permitting, we will pursue a permanent solution.
- Howson Hall Speakers – Tom Martin has wrapped up this repair.
- The Big Speakers stored in Howson Hall – Adult RE will sponsor an opera night on August 22nd in the Sanctuary. This will let us get a real feel for the speakers and determine whether we want to install them in the Sanctuary on a permanent basis.
- Foyer HVAC – John Payne reports that the installation of the new foyer AC system will begin on Wednesday, August 19th.
- New Water Fountain – the water fountain outside of the office was perhaps as old as the building itself, and has had drainage and cooling difficulties since before I began working here. John Payne had it replaced with a nice, new fountain.
- Rats! – their days are numbered. Orkin has begun remediation work, including the closing of 30+ rodent access points around the building. The whole process will take several months. Nonetheless, we will have to remain vigilant, as a community, to issues such as leaving food out in the kitchen and propping doors open.

Other

- My Top Priority Goals – in the last few weeks, improving our financial data and financial reports have risen in importance and urgency. I am spending more time on these right now, which will likely impact some of the other priorities we previously established.
- UU Church in Golden, CO – while on vacation in July, I visited the church where the new UUA president, Peter Morales, spent the most of the past decade. What was going to be a brief visit with their administrator turned into five hours with a variety of lay and

staff leadership. I passed along some of their insights and ideas to our membership committee, nominating committee, and stewardship committee.

- Davidson's books – the church bookstore has taken about half of them, and we have one box on consignment with another seller. I've approached several large bookselling chains (like Half Price books) and they have no interest. Unless someone else wants to do something with the remaining books, without storing them at the church, I believe the best plan at this point will be to send them off for recycling.
- Hogwarts Camp – now that I've lived through it, and had my niece go through it, I can personally say that this is a wonderful activity for the church and our children. Things ran fairly well from a staff point-of-view and we have the good fortune that the camp leadership is committed to creating a high-quality experience not only for the children but for the church staff and others who have to work while camp goes on. We will work with camp leadership to reduce further the level of staff involvement during the week of camp and otherwise have everything run even more smoothly.
- Newsletter – our transition to electronic newsletter, rather than printing and mailing, is saving the church roughly \$400 per month. Instead of paying a third party to print and mail between 200 and 300 pieces monthly, we now print the newsletter in house for pick up on Sundays and to mail to the 35 people who have requested we continue to mail it to them.

No Update this month

- Butterfly Memorial
- Sale of old phone system
- Keys & Alarms
- Data Systems Integration
- Howson Hall Closet Cleanup
- Cry Room Repair
- Security Task Force
- Photos of Trustees

Respectfully submitted by Sean Hale. August 14, 2009.

Bridgebuilder Action Plan Update

TARGET DATE: IMMEDIATELY

- 1) What: task worship services committee with pulpit announcements of fellowship activities and report to board the committee's feedback and implementation plans. Who: worship services liaison
- 2) What: assign person(s) to evaluate executive staff. Who: board of trustees

TARGET DATE: SEP 1

- 3) What: choose members of policy governance implementation team. Who: head of policy governance team
- 4) Done: task nominating committee to identify ways to recruit, train, and sustain church leaders.
- 5) What: establish governance review task force to address issues listed in item #5 in action plan. Who: policy governance implementation committee
- 6) What: identify professional consultant to inform and guide update of mission, vision, values. Who: Margaret Borden, Sean Hale
- 7) What: create a mission team for work on mission, vision, values, covenant. Who: Margaret Borden

Policy Governance Team Report July 2009

Some of our members were traveling in July; however, we were able to begin looking into several items:

- Spoke with the President of the Board of First UU Dallas on their experience with adopting PG. He was very positive about it and sent several example documents for our use.
- Examined which elements of the Bridge Builders Action Plan might be addressed under PG (draft attached).
- Set up August 19 for a meet and eat to announce the action plan and announced it through the weekly announcements and in Sunday sermons.
- Placed the action plan on the website
<http://www.austinuu.org/wp/community/bridgebuilder/>

ACTION PLAN
 FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN
 BRIDGEBUILDER ACTION PLANNING TEAM
 Draft PG Analysis

ALL CAPS = COULD BE ADDRESSED UNDER MOVING TO POLICY GOVERNANCE
Italics = Could be addressed under moving to PG but may need an interim process
 Outline = Could be addressed regardless of PG

MISSION

1. CREATE A MISSION TEAM COMPRISED OF THE INTERIM MINISTER, EXECUTIVE DIRECTOR, AND A BOARD OF TRUSTEES MEMBER (OR THEIR REPRESENTATIVES). THE TEAM WILL PROVIDE OVERSIGHT TO ALL WORK ON THE MISSION, VISION, VALUES, AND COVENANT. ***(TIGHTEN ACCOUNTABILITY)***
2. ENGAGE A PROFESSIONAL CONSULTANT TO INFORM AND GUIDE A CHURCH-WIDE PROCESS OF UPDATING OUR MISSION, VISION AND VALUES. THE CONSULTANT WILL REPORT TO THE INTERIM MINISTER, EXECUTIVE DIRECTOR AND A LIAISON FROM THE BOARD OF TRUSTEES.
3. DEVELOP A COVENANT THAT DEFINES HOW WE CREATE AND MAINTAIN RIGHT RELATIONSHIP WITHIN OUR CHURCH COMMUNITY (INCLUDING BETWEEN MEMBERS AND MINISTER). PROBABLE CONSULTANT: JANET NEWMAN
4. DEVELOP WAYS TO USE OUR MISSION, VISION, VALUES AND COVENANT TO INFORM, GUIDE AND EVALUATE ALL ASPECTS OF CHURCH LIFE, INCLUDING OUR MINISTRIES, ACTIVITIES, BUDGET AND, STAFF.
5. DEVELOP STRATEGIES TO KEEP MISSION IN THE FOREFRONT OF CHURCH DECISION MAKING. (THIS INCLUDES MAKING KNOWN, REINFORCING, AND INTERNALIZING OUR MISSION, VISION, VALUES AND COVENANT AT ALL LEVELS OF THE CONGREGATION USING ALL CHURCH MINISTRIES, E.G., WORSHIP, CHURCH PUBLICATIONS, FELLOWSHIP ACTIVITIES, RELIGIOUS EDUCATION, SOCIAL JUSTICE EFFORTS.)

GOVERNANCE

1. **Establish a governance review task force** to address the following issues and make recommendations as necessary:
 - DETERMINE WAYS TO ENSURE OUR BYLAWS AND OTHER GOVERNING RULES AND PROCESSES ARE IN CONCERT WITH OUR RENEWED MISSION, VISION, VALUES, AND COVENANT ONCE THEY ARE COMPLETE.

- DETERMINE WHETHER OUR BYLAWS AND OTHER GOVERNING RULES AND PROCESSES HAVE SUFFICIENT AND APPROPRIATE TRANSPARENCY AND ACCOUNTABILITY.
 - *Determine, in terms of transparency, whether church leadership provides an appropriate level of information to the congregation about decisions, information, staff performance, etc.*
 - *Determine whether the church makes such information available in appropriate quantity, quality, and in ways that are sufficiently accessible.*
 - *Determine what human resource issues can appropriately be shared with the congregation.*
 - DETERMINE THE APPROPRIATE ROLE OF THE COMMITTEE ON MINISTRIES AND OF THE BOARD OF TRUSTEES IN SUPERVISING AND EVALUATING THE MINISTER AND THEIR ROLE IN RESPONDING TO MEMBER CONCERNS. DETERMINE TO WHOM THE MINISTER SHOULD REPORT.
 - DETERMINE THE BEST EVALUATION METHOD FOR THE MINISTER, STAFF, CONGREGATION, ETC. (SEE THE UUA MINISTERIAL AND CONGREGATIONAL ASSESSMENT TOOLS AS A POTENTIAL METHOD.)
 - DEVELOP A PROCESS FOR PERIODIC REVIEW, EVALUATION, AND FEEDBACK FOR ALL CHURCH MINISTRIES TO INCLUDE THOSE ADMINISTERED BY MINISTERIAL, PROFESSIONAL, AND VOLUNTEER STAFF.
 - REVIEW CURRENT MATERIALS (E.G., BROCHURES, ORGANIZATIONAL CHARTS, PROCESS DIAGRAMS, ETC.) AND WAYS OF EDUCATING CONGREGANTS ABOUT CHURCH GOVERNANCE AND MEMBER RIGHTS AND RESPONSIBILITIES AND DETERMINE IF CHANGES ARE NEEDED.
 - *Determine an appropriate conflict management model including clearly defined third party roles (committees, UUA reps, etc.) and including lessons learned from the fall 2008 process.*
 - DETERMINE WHO AND WHEN TO DEVELOP A STRATEGIC PLAN THAT STATES GOALS FOR THE CHURCH AT EVERY LEVEL (SENIOR STAFF, LEADERSHIP, BOARD OF TRUSTEES, CONGREGATION) FOR THE NEXT 3-5 YEARS.
2. **IMPLEMENT POLICY GOVERNANCE WITH ALL DUE HASTE.**
3. ***Implement regular evaluations of executive staff with all due haste.***
4. Educate prospective congregants about church governance, member rights and responsibilities, and church ministries.
5. Develop ways to recruit, train, and sustain church leaders. Serving in elected leadership at First UU is an honor and privilege; we should always have more highly qualified people willing to serve than available positions (rather than the opposite, which is too often the case). Leadership development will:
 - Help identify, cultivate, and motivate new potential leaders and ensure that they have the skills to flourish.

- Help the nominating committee identify the best candidates for elected leadership by, among other things, determining participants' strengths and weaknesses.
- Include training in communication, running effective meetings, volunteer recruitment, delegation, visioning, etc.
- Emphasize that all church members have a responsibility to participate.
- Create an influx of new leadership to help prevent burnout and combat the view that power and authority in the church are hoarded and monopolized by a small cabal, increasing leadership's credibility and strength.
- Target Date (tasking nominating committee): July 2009
- Who: board of trustees
- Target Date (begin curriculum development): July 2009
- Who: nominating committee
- Target Date (first classes): by January 2010
- Who: nominating committee
- Target Date (bylaws changes if necessary): December Congregational Meeting
- Who: executive director

CLERGY ROLES & RESPONSIBILITIES

All tasks shall be accomplished in a manner consistent with policy governance.

1. *Determine skills and abilities needed by a settled minister guided by new mission, vision, and values and working with a consulting minister provided by the district.*
2. **CREATE A CLEAR MINISTERIAL JOB DESCRIPTION FOR USE BY THE MINISTERIAL SEARCH COMMITTEE.**
3. **COMMUNICATE THE JOB DESCRIPTION TO MEMBERSHIP AND CANDIDATES AND USE IN MINISTERIAL EVALUATION. MINISTER(S) WILL DEVELOP ANNUAL MEASURABLE GOALS GUIDED BY THE CHURCH'S VISION AND MISSION AND OBTAIN APPROVAL FROM THE BOARD OF TRUSTEES. COMMUNICATE THESE GOALS TO THE CONGREGATION, MEASURE PROGRESS TOWARD ACCOMPLISHMENT SEMIANNUALLY, AND PROVIDE FEEDBACK TO CONGREGATION CONSISTENT WITH BEST PRACTICES.**
4. *If goals are not consistently and reliably met by minister(s), the board of trustees will engage in a process mediated by a neutral third party before bringing the matter before a congregational vote at a general or special church meeting.*

COMMUNITY

Community is built in this church in many ways. We build community through formal and informal groups, through worship, religious education, music, work and play. For many members of our congregation, interaction with others in community is the focus of their church lives. Others are drawn by the Sunday services or forum and are less interested in social involvement. In developing community, we must be mindful of both groups.

1. WITHIN 5 YEARS, HIRE/CALL A SECOND MINISTER WHOSE FOCUS WILL INCLUDE COMMUNITY BUILDING AND VOLUNTEER SUPPORT.
2. *Redefine membership requirements and develop new member education.*
3. INCLUDE THE VALUE OF COMMUNITY IN OUR MISSION BUILDING EXERCISES.
4. Support the efforts of Fellowship Committee to create new opportunities for members to connect.

With additional funding:

- Who: Congregation
- Target Date: TBD by board

Announcements from pulpit of fellowship activities:

- Who: Worship Services Committee
- Target Date: immediately

5. Determine ways existing groups can build community and fellowship within their group and between their group and the congregation.
 - Who: minister with support from committees and Fellowship Committee Chair (*tighten accountability*)
 - Target Date: Task by August 1; report at Oct 11 Council meeting
6. Determine ways the Church Council can build community and fellowship at meetings to revitalize and inspire board and committees.
 - Who: Vice President with support from trustees and committee chairs
 - Target Date: Task by August 1; report at Oct 11 Council meeting

At its August meeting the Nominating Committee voted Sandra Ries as the new chair.

The Nominating Committee also agreed on four goals for 2009/2010.

1. Research and present a leadership curriculum fall 2009 if at all possible, spring 2010 at the latest.
2. Research nominating best practices & finalize a slate of candidates in February.
3. Develop a plan to create a comprehensive system to recruit, train, and sustain church leaders in the spring of 2010.
4. Identify changes to the bylaws / P&P manual to be presented at the December congregational meeting.

The chair of the website committee is still open. The committee is taking steps to identify a candidate for the position.

Submitted by
Sandra Ries
Nominating Committee

	A	B	C	D	E	F
1	First Unitarian Universalist Church of Austin		Agenda Item VI.B.			
2	Fiscal Year January 1 through December 31, 2009					
3	(As approved at the 12/14/08 Congregational meeting)					
4			% Change			
5		2008	from	2009		
6		Budget	2008	Proposed		
7						
8	Income & Transfers					
9						
10	Pledge Income	530,000	-1%	525,000		
11	Other Contributions	65,000	-8%	60,000		
12	Rental Income	54,000	-35%	35,000		
13	Transfer from Restricted Fund	3,500	-86%	500		
14	Special Event Income	1,000	-100%	0		
15	Fundraiser	0		0		
16	Paradox Players	3,500	0%	3,500		
17	Scrip income	1,500	0%	1,500		
18	Miscellaneous Income:					
19	Sunday Kitchen Donations	3,120	28%	4,000		
20	Sermon tapes/copies	1,200	-100%	0		
21	Misc Income-Other	1,400	0%	1,400		
22	Transfer from Memorial Endowment	27,959	-44%	15,581		
23	Total Income and Transfers	\$692,179	-7%	\$646,481		
24						
25	Expenses					
26						
27	Ministry, Outreach, Pastoral Care					
28	Senior Minister Package	101,001	0%	101,100		
29	Other Ministerial Salaries/Housing	12,700	10%	14,031		
30	P/R Tax	972	10%	1,073		
31	Intern/Contract Minister Medical Insurance	3,805	44%	5,497		
32	Moving Expense	1,000	0%	1,000		
33	Professional Expenses - Intern/Contract	709	-58%	300		
34	Sabbatical	2,500	-100%	0		
35	Pulpit Honoraria	1,057	-5%	1,000		
36	Advertising	2,500	0%	2,500		
37	Committee on Ministries	0		0		
38	Social Action	1,000	100%	2,000		
39	Austin Area Interreligious Ministries	1,500	-33%	1,000		
40	Helping Hands	100	0%	100		
41	North Central Care Givers	500	-100%	0		
42	Total Ministry, Outreach, Pastoral Care	\$129,345	0%	\$129,601		
43						
44	Music/Worship Services					
45	Music Salaries	59,626	0%	59,426		
46	Music P/R Taxes	3,873	17%	4,546		
47	Music Pension	4,261	9%	4,641		
48	Music Medical Insurance	4,560	10%	5,016		
49	Music Professional Expense	1,000	0%	1,000		
50	Music Program Expenses	8,000	0%	8,000		
51	Worship Supplies	150	0%	150		
52	Total Worship Services	\$81,470	2%	\$82,779		
53						
54	Religious Education and Programs					
55	RE Salaries	90,707	-3%	87,785		
56	RE Payroll Taxes	6,939	-3%	6,716		
57	RE Medical Insurance	0		0		
58	RE Pension	4,200	12%	4,690		
59	Professional Expenses	3,500	-29%	2,500		
60	Nursery/Childcare Wages	11,460	0%	11,460		
61	Nursery/Childcare P/R Taxes	877	0%	877		
62	RE Administrative Exp	550	0%	550		
63	YRUU Program	500	0%	500		
64	Youth Program Expenses	1,000	0%	1,000		
65	Youth/Adult Council	0		0		
66	Children Program Expenses	1,000	0%	1,000		
67	Adult Religious Education	500	0%	500		

	A	B	C	D	E	F
68	Nursery Supplies	100	0%	100		
69	Other Programs	0		0		
70	Total Religious Educ and Programs	\$121,333	-3%	\$117,677		
71						
72	General Operations					
73	Salaries	117,849	11%	130,600		
74	Payroll Taxes	9,015	11%	9,991		
75	Medical Insurance	11,340	61%	18,245		
76	Pension	7,455	5%	7,830		
77	Professional Expenses	500	0%	500		
78	Newsletter	3,600	53%	5,500		
79	Worker's Comp Insurance	4,000	18%	4,700		
80	Telephone	3,500	0%	3,500		
81	Office Equip Lease/Insurance	14,500	3%	15,000		
82	Office Supplies	5,500	-9%	5,000		
83	Computer expense	5,200	44%	7,500		
84	Postage & Bulk Mail	3,500	29%	4,500		
85	Exec Dir's Discretionary Fund			0		
86	Audit and Accounting Fees	5,000	-100%	0		
87	Miscellaneous Expense	3,500	57%	5,500		
88	Total General Operations	\$194,459	12%	\$218,366		
89						
90	Facility and Grounds:					
91	Janitorial Contract	22,122	-32%	15,000		
92	Event Team	15,318	-2%	15,000		
93	Security Program	5,549	0%	5,549		
94	P/R Taxes	1,596	-2%	1,572		
95	Pension	555	0%	555		
96	Custodial Benevolence	3,120	0%	3,120		
97	Facilities	64,259	-46%	35,000		
98	Transfer to Emergency Facilities Rstrctd.	0		0		
99	Custodial Supplies	500	10%	550		
100	Total Utilities	18,000	6%	19,000		
101	Insurance	8,300	1%	8,400		
102	Total Facility and Grounds	\$139,319	-26%	\$103,746		
103						
104	Denominational Affairs:					
105	Conferences/training	0		500		
106	UUA Dues	15,000	-20%	12,000		
107	SWUUC Dues	11,603	-5%	11,000		
108	Leadership School	500	-100%	0		
109	Partner Church	150	0%	150		
110	Other Programs			0		
111	Total Denominational Affairs	\$27,253	-13%	\$23,650		
112						
113	Membership Support/Programs:					
114	Directory	0		0		
115	Forum	500	0%	500		
116	Media Committee	1,250	0%	1,250		
117	Membership Committee	1,000	0%	1,000		
118	Pamphlets	200	0%	200		
119	Library	150	-100%	0		
120	Stewardship	3,500	29%	4,500		
121	Strategic Planning	0		0		
122	Sunday Kitchen Costs	4,500	11%	5,000		
123	Fellowship	2,100	-5%	2,000		
124	Board/Council	200	-100%	0		
125	Total Membership Support/Program	\$13,400	8%	\$14,450		
126						
127	Total for Current Programs	\$706,579	-2%	\$690,269		
128						
129						
130	Net Income	(\$14,400)	204%	(\$43,788)		

Internal Audit Committee

Date of Original Board Approval: (submitted for Board approval 8-18-09)

Date of Latest Revision Approval:

Purpose:

To review the financial records and activities of the Church, and report on their compliance with established internal policies and procedures.

Scope:

The Internal Audit Committee (IAC) will report directly to the Board of Directors.

Responsibilities:

Responsibilities may include but are not limited to the following:

- To verify that bank statements are accurately and timely reconciled,
- To verify that bills are authorized for payment accurately and paid timely,
- To verify that Sunday collections are handled according to procedures,
- To verify that cash receipts are promptly deposited and timely and accurately accounted for,
- To verify that pledge receipts are accurately credited to church members,
- To verify that the church membership list and membership data are accurately maintained,
- To verify accuracy of reports,
- To verify policies and procedures are being adhered to.

Authority:

- To recruit and organize volunteers with accounting and audit experience to serve on the committee,
- To have access to church financial records,
- To have access to church membership records,
- To have the assistance of church staff and committees when needed,
- To engage external auditor(s) to audit church records when the Board recommends such audit.

Procedure:

The Board of Trustees shall issue a Request For Audit to the IAC, specifying the areas to be audited and the level of staff involvement,

The IAC will examine the Request For Audit and report to the Board the audit procedure that will be followed,

The IAC will audit those records and issue a report back to the Board and a copy of the report shall be provided to the Finance Committee,

The IAC will not recommend actions to address problems, if any are found.

Composition:

The Committee shall be composed of a Chairperson and from two to five additional members.

The Board of Trustees shall appoint the Chairperson annually.

The Chairperson shall select annually other church members to serve on the committee, notifying the Board of Trustees of the other members of the IAC.

Neither the Executive Director nor the Treasurer nor their family members shall be allowed to serve on the IAC.

Personal Days to Vacation Days – a policy change proposal

First UU Austin Board of Trustees

August 18, 2009

In a nutshell, this policy change simplifies our Personnel Policy and turns personal days into vacation days. This covers pages 17-19 of the *Personnel Policy Manual*.

Rationale

1. Little effective difference – neither the church nor staff has a strong vested interest in treating one form of paid leave differently from another. The small differences between personal days and vacation days would only infrequently come into play. The one significant difference, that personal days cannot accumulate from year to year, would lose little of its intent: staff would use personal days before vacation days because they expire; the cap on vacation accumulation still has us covered.
2. Implementation – Quickbooks can neither automate nor track personal days. This policy is cumbersome to make work.
3. Simplicity – this is one less form of paid leave for administrative staff to implement and for all staff to play with.

Vacation Leave

Vacation time accrues from the first day of employment and is prorated according to the number of hours worked each week. (For example, an employee who works 40 hours per week is assumed to have an 8 hour work day and can earn up to ~~eightten~~, 8 hour days or ~~6480~~ vacation hours in their first year at work. An employee who works ~~30-20~~ hours per week is assumed to have a ~~6-4~~ hour work day and can earn up to ~~eightfive~~, ~~68~~ hour days or ~~4840~~ vacation hours in their first year at work.) Vacation time accrues at the end of every pay period. Employees must work 6 months before they are eligible to take accrued vacation time.

Vacation time must be requested at least one week in advance and approved by the employee's supervisor. In the event of conflicting vacation requests, vacation will be granted by management based on the needs of the church and workload requirements.

Programming requirements of the church may make it necessary for certain days or weeks of the year to be blocked out as times during which vacations cannot be taken.

Employees can at any given time accumulate up to, but no more than, the amount of vacation time that they can accrue during 18 months. Any excess unused vacation time, beyond what would accrue during 18 months, is forfeit and will not be recognized in either time off or cash equivalent.

An exception shall be made for those employees who accrued vacation time before January 1, 2009, in excess of what an employee can accumulate during 18 months. Those

employees shall be allowed to carry over that accrued vacation, not to exceed what they can accumulate during 24 months, through December 31, 2009 (any excess unused vacation time, beyond what would accrue during 24 months, is immediately forfeit and will not be recognized in either time off or cash equivalent). As of January 1, 2010, those employees shall be fully subject to the regular policy limiting vacation accrual to what they can accrue during 18 months (any excess unused vacation time, beyond what would accrue during 18 months, is forfeit and will not be recognized in either time off or cash equivalent).

Vacation Schedules

Full Time Employees

Full time employees (30 or more hours per week) accrue vacation time according to the following yearly schedule:

Years of Service	Number of Vacation Days
1-3	8 <u>10</u>
4-6	10 <u>12</u>
7 or more	12 <u>14</u>

Half Time Employees

Half time employees (20 to 29 hours per week) accrue vacation time according to the following yearly schedule:

Years of Service	Number of Vacation Days
1-3	4 <u>5</u>
4-6	5 <u>6</u>
7 or more	6 <u>7</u>

Part Time Employees

Part time employees who work less than 20 hours per week *do not* accrue vacation leave.

Paid Sick Leave

It is expected that sick leave will be used if employees are unable to work due to illness or the illness of a dependent member of their household. Employees must notify their supervisor before their starting time each day they (or a dependent member of their household) are ill and unable to come to work.

Employees accrue prorated sick leave at the end of each month beginning with the first day of employment. Sick leave may accrue from year to year, but departing employees are not paid for accumulated sick leave.

Sick Leave Schedule

Full time employees are eligible for twelve (12) paid sick days a year, based on anniversary date.

Half time employees are eligible for six (6) paid sick days a year, based on anniversary date.

Part time employees who work less than 20 hours a week *do not accrue* sick leave.

~~Paid Personal Leave~~

~~Paid personal leave is intended to assist employees to meet their personal business needs. Personal leave should be arranged in advance unless it is taken for an emergency. Paid personal leave is provided in addition to paid vacation time. Paid personal leave does not accrue from year to year, and departing employees are not paid for accumulated personal leave.~~

~~Personal Leave Schedule~~

~~Full time employees who work 30 or more hours per week are eligible for 16 hours of paid personal leave each anniversary year.~~

~~Part time employees who work between 20 and 29 hours per week are eligible for 8 hours of paid personal leave each anniversary year.~~

~~Part time employees who work less than 20 hours a week are not eligible for paid personal leave.~~

Pay periods & weeks – a policy change proposal

First UU Austin Board of Trustees

August 18, 2009

These policy changes simplify our payroll processes and bring policy into agreement with the de facto work week. This impacts pages 13-14 of the *Personnel Policy Manual*.

Rationale

1. Simplicity – for a long time, First UU has had different payroll periods for salaried (semimonthly) and hourly (biweekly) staff (though policy authorizes only the former). The two systems create extra work for the bookkeeper in generating payroll and also in implementing paid leave (because different payroll periods require different accrual rates).
2. Reality – for a long time, the de facto work week at First UU has been Monday through Sunday, as this matches when the majority of staff actually work (Sundays), getting them paid sooner. This is a good system, and we should adjust policy to match it.

Pay and Payroll Deductions

Paychecks are issued ~~twice a month~~ biweekly (26 times per year) and released to employees only, unless written authorization is provided to release the check to a designated friend or relative. A schedule of payday is available from the Bookkeeper. When a scheduled payday falls on a holiday, checks will be issued on the preceding workday. Direct deposit of paychecks is available upon request.

Federal law requires automatic deductions from employee's pay for income tax, FICA (Social Security) tax, and Medicare. Other deductions, such as Life or Long-Term Disability insurance (paid by employees at their expense) will be made only with the employee's written consent.

No contributions are made on behalf of employees for unemployment insurance, as Texas state law prohibits faith-based organizations from participation.

For purposes of calculating hours worked and overtime per week, the Church has designated a seven-day work period of ~~Sunday-Monday~~ 12:01 a.m. through Saturday-Sunday midnight. Non-exempt employees will receive compensation for hours worked during this time period, and will receive overtime if those hours are more than 40 in a single seven-day work period. Overtime is awarded only when the actual hours worked are above 40 per week – unworked holidays and other time off are not included when calculating overtime worked.

Under special circumstances an hourly employee may be asked to work extra hours. If hourly employees are asked to work extra hours, they can schedule compensatory, or "flex" time within the *same seven-day work period*. The Church may also require that this compensatory time be scheduled. Otherwise, they must be paid for the actual hours worked during the work period. Each seven-day work period must be viewed individually, and time may not be carried over into the next week.

Facilities Rental Rates

The First Unitarian Universalist Church of Austin makes space available for rent to church members, non-profit organizations and members of the greater Austin community. The core functions of the Church will have first priority on the use of facilities. Further prioritization of facility use will be on a first-come, first-served basis.

A. 2009 Rental Rates for All Rooms Except the Sanctuary

Room	Capacity	Regular Rates		Member/Non-Profit Rates		
		Sit/Stand people	First two hours	Each additional hour	First two hours	Each additional hour
Youth Room 11	12/n.a		\$35	\$17	\$30	\$13
Classrooms 13, 15, 17	40/60		\$35	\$17	\$30	\$13
Nursery Rooms 19*, 21, 23	15/20		\$35	\$17	\$30	\$13
Gallery	50/75		\$90	\$35	\$65	\$30
Howson Hall**	100/275		\$135	\$55	\$100	\$45
Kitchen			\$20	-	\$20	-

* Nursery 19 has direct access to the inner courtyard play area. All other rooms may access play area from hallway. ** An event with 75+ people expected requires an additional Event Team charge.

B. 2009 Rental Rates for the Sanctuary

Regular Rate	\$275 for first three hours, \$65 per hour thereafter \$165-100 per hour for rehearsal, when combined with full rental
Member/Non-Profit Rate	\$220 for first three hours, \$50 per hour thereafter \$140-80 per hour for rehearsal, when combined with full rental

C. Down Payment / Rent / Additional Charges:

- Down Payment:** In order to hold a reservation, the contract must be signed by both parties, and a **non-refundable** down payment paid. For one-time classroom rentals, \$30 is required, and for one-time rentals of other rooms, \$150 is required (or the total amount due if it is less than \$150). The down payment for recurring rentals is 10% of total contract amount. These down payments are applied toward the total amount due. The fee for a returned check is \$30, and the reservation might be forfeited.
- Facility Rental Rates: Full payment is due 14 days in advance. See Facility Rental Policies**
- Additional Charges:** In order to address every Renter’s event requests, additional event requirements must be scheduled at least seven days in advance.

Event Team – set-up, clear	\$22-30 per hour
Unscheduled occupancy	200% of hourly rate for room

- Reduced Rate Opportunities:**
 - Member:** Must be a Voting Member of First Unitarian Universalist Church for at least six months prior to the reservation.
 - Non-Profit Groups:** Renters providing a 501(c)3 letter may pay member/non-profit rates.
 - Recurring rentals:** Renters who schedule to use the facilities at least six times in one calendar year may receive a 15% discount from the regular rental fees. In order to receive this discount, the reservation for recurring rentals must be made on the original contract. Separate rentals that require separate contracts do not qualify for the discount.
 - Full payment in advance:** Renters who schedule recurring rentals on the original contract and pay total amount due in advance qualify for an additional 5% discount.
 - Multiple discounts are allowed.

First Unitarian Universalist Church of Austin

Balance Sheet

As of July 31, 2009

	<u>Jul 31, 09</u>
ASSETS	
Current Assets	
Checking/Savings	
Savings	
THCU Savings	4,016.40
Total Savings	<u>4,016.40</u>
Credit Union Checking	18,574.86
Bank of America Checking	(11,852.52)
Total Checking/Savings	<u>10,738.74</u>
Accounts Receivable	
Accounts Receivable	(388.50)
Total Accounts Receivable	<u>(388.50)</u>
Other Current Assets	
Petty Cash Office	7.35
Petty Cash Kitchen	175.25
Due (To)/From Schwab Accts	
Due from LRF - Capital Campaign	
Due from LRF-Architects,fees	1,182.92
Due from LRF - Capital Campaign - Other	10,000.00
Total Due from LRF - Capital Campaign	<u>11,182.92</u>
LRF Equity	66,088.42
Due from Memorial/Endowment	56,608.67
Due (To)/From Schwab Accts - Other	46,139.15
Total Due (To)/From Schwab Accts	<u>180,019.16</u>
Undeposited Funds	733.50
Total Other Current Assets	<u>180,935.26</u>
Total Current Assets	191,285.50
Fixed Assets	
Furniture and Fixtures	19,111.42
Organ	36,062.04
Church Building	
Old Building Cost	119,160.00
New Building Cost	553,072.75
Total Church Building	<u>672,232.75</u>
Accumulated Depr'n	(396,606.00)
Total Fixed Assets	<u>330,800.21</u>
TOTAL ASSETS	<u><u>522,085.71</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	

Balance Sheet

As of July 31, 2009

	<u>Jul 31, 09</u>
Accounts Payable	
Accounts Payable	3,357.96
Total Accounts Payable	<u>3,357.96</u>
Other Current Liabilities	
Direct Deposit Liabilities	286.56
Rental Deposits	340.00
Payroll Liabilities	6,175.55
Total Other Current Liabilities	<u>6,802.11</u>
Total Current Liabilities	<u>10,160.07</u>
Total Liabilities	10,160.07
Equity	
Capital Campaign Donation	10,000.00
Transfer from M/E	6,492.01
Retained Earnings	68,380.74
BoT Designated LR Fund	66,088.42
Fund Balances	
Mid-Week Gathering	557.02
Religious Education Fund	
Other Income	918.67
Recycling Project	778.71
Camp UU - Hogwarts	6,734.53
Religious Education Fund - Other	3,408.13
Total Religious Education Fund	<u>11,840.04</u>
Adult RE Fund	
Adult RE Owl	495.00
Facilities Rental	5,264.41
Distinguished Lecture Series	330.43
Adult RE Fund - Other	2,539.71
Total Adult RE Fund	<u>8,629.55</u>
Bookstore Fund	2,265.06
Caring Fund	5,981.22
Denominational Affairs Fund	70.02
Facilities Emergency Fund	2,923.63
Flowers Fund	389.37
Green Sanctuary	1,586.55
Internet Ministries	2,797.67
Junior High Fund	3,707.72
Library Fund	350.59
Media Team	1,377.06
Paradox Players	26,254.40
Music Fund	
Children's Choir	3,017.52
Music Fund - Other	518.19
Total Music Fund	<u>3,535.71</u>

First Unitarian Universalist Church of Austin
Balance Sheet
As of July 31, 2009

	<u>Jul 31, 09</u>
Senior High Fund	5,125.24
Social Action Fund	30.00
Voyager	211.39
YARN	208.24
Yew Grove Pagan Interfaith	251.08
Fund Balances - Other	50.00
Total Fund Balances	<u>78,141.56</u>
Opening Balance Equity	280,169.57
Net Income	2,653.34
Total Equity	<u>511,925.64</u>
TOTAL LIABILITIES & EQUITY	<u><u>522,085.71</u></u>

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual

	<u>Jan - Jul 09</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Pledge Income			
Spring Canvass	49,289.00		
Pledge Income 2009	249,825.07	525,000.00	47.59%
Pledge Income 2008	5,542.50		
Credit Card Fees	(2,553.57)		
Total Pledge Income	<u>302,103.00</u>	<u>525,000.00</u>	<u>57.54%</u>
Contributions Income			
Unrestricted Contributions	21,857.55	60,000.00	36.43%
Restricted Contributions			
Split the Plate Rec'd	6,718.65		
Split the Plate Paid	(6,718.65)		
Total Restricted Contributions	<u>0.00</u>		
Total Contributions Income	21,857.55	60,000.00	36.43%
Transfer from ME Fund	9,088.87	15,581.00	58.33%
Transfer from Restricted	16,902.73	500.00	3,380.55%
Rental Income	29,956.64	35,000.00	85.59%
Special Event Income	210.23		
Paradox Players (net)	4,162.95	3,500.00	118.94%
Unrest. Invst Income			
Interest Income	57.68		
Total Unrest. Invst Income	<u>57.68</u>		
Misc Income			
Sunday Kitchen Donations	1,810.76	4,000.00	45.27%
HEB Scrip Income	(834.90)	1,500.00	(55.66%)
Misc Income - Other	3,925.49	1,400.00	280.39%
Total Misc Income	<u>4,901.35</u>	<u>6,900.00</u>	<u>71.03%</u>
Total Income	389,241.00	646,481.00	60.21%
Expense			
Reconciliation Discrepancies	0.00		
Ministry, Outreach, Pastoral Care			
Ministerial Consultants	3,303.94		
Settled Minister-Sal/Housing			
Salary	25,999.96	48,000.00	54.17%
Housing	15,750.00	27,000.00	58.33%
Total Settled Minister-Sal/Housing	<u>41,749.96</u>	<u>75,000.00</u>	<u>55.67%</u>
Settled Minister--Other			
Health Insurance	3,151.52	3,700.00	85.18%
Pension-UUA	658.33	7,500.00	8.78%
Disability Insurance	477.42	900.00	53.05%
Professional Expenses	0.00	14,000.00	0.0%

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual

	<u>Jan - Jul 09</u>	<u>Budget</u>	<u>% of Budget</u>
Total Settled Minister--Other	4,287.27	26,100.00	16.43%
Intern Minister			
Salary	9,600.00	14,031.00	68.42%
Payroll Tax	734.40	1,073.00	68.44%
Professional Expenses	0.00	300.00	0.0%
Health Insurance	3,738.21	5,497.00	68.01%
Moving Expense	0.00	1,000.00	0.0%
Total Intern Minister	<u>14,072.61</u>	<u>21,901.00</u>	<u>64.26%</u>
Minister Sabbatical	(51.00)		
Other Ministers			
Pulpit Honoraria	4,750.00	1,000.00	475.0%
Total Other Ministers	<u>4,750.00</u>	<u>1,000.00</u>	<u>475.0%</u>
Advertising	2,390.03	2,500.00	95.6%
Social Action/Social Service			
Austin Area Interreligious Min.	0.00	1,000.00	0.0%
Hands on Housing	500.00		
Other Social Action	139.83		
Helping Hands	0.00	100.00	0.0%
Social Action/Social Service - Other	661.95	2,000.00	33.1%
Total Social Action/Social Service	<u>1,301.78</u>	<u>3,100.00</u>	<u>41.99%</u>
Total Ministry, Outreach, Pastoral Care	71,804.59	129,601.00	55.4%
Worship Services			
Music Salaries			
Children's Choir Directors	4,200.00	5,000.00	84.0%
Music Salaries - Other	31,599.06	54,426.00	58.06%
Total Music Salaries	<u>35,799.06</u>	<u>59,426.00</u>	<u>60.24%</u>
Music P/R Taxes	2,738.70	4,546.00	60.24%
Pension-UUA	2,707.18	4,641.00	58.33%
Music Professional Expenses	537.51	1,000.00	53.75%
Medical Insurance	3,105.14	5,016.00	61.91%
Music Program Expenses	4,455.79	8,000.00	55.7%
Worship Supplies	17.28	150.00	11.52%
Total Worship Services	<u>49,360.66</u>	<u>82,779.00</u>	<u>59.63%</u>
Religious Educ. and Programs			
RE Teachers Wages	2,530.10	6,240.00	40.55%
Administrative Expense	0.00	550.00	0.0%
RE Assistant	22,496.80	34,644.00	64.94%
RE Salaries	27,358.38	46,900.00	58.33%
RE Payroll Taxes	4,009.39	6,716.00	59.7%
Pension-UUA	2,735.88	4,690.00	58.33%
Professional Expenses	1,283.74	2,500.00	51.35%
Nursery/Childcare Wages			

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual

	<u>Jan - Jul 09</u>	<u>Budget</u>	<u>% of Budget</u>
Nursery Supplies	71.80	100.00	71.8%
Nursery/Childcare Wages - Other	6,380.38	11,460.00	55.68%
Total Nursery/Childcare Wages	6,452.18	11,560.00	55.82%
Nursery/Childcare P/R Taxes	516.68	877.00	58.91%
Programs & Supplies			
Children Program Expenses	394.24	1,000.00	39.42%
Youth Program Expenses	175.93	1,000.00	17.59%
Adult Religious Education	433.45	500.00	86.69%
YRUU	0.00	500.00	0.0%
Total Programs & Supplies	1,003.62	3,000.00	33.45%
Religious Educ. and Programs - Other	120.00		
Total Religious Educ. and Programs	68,506.77	117,677.00	58.22%
General Operations			
Administrator's Salary	35,000.00	60,000.00	58.33%
Transfer Operations	0.00		
Wages (Office)	41,980.09	70,600.00	59.46%
Pension-UUA	1,610.95	7,830.00	20.57%
Payroll Taxes (Office)	5,907.64	9,991.00	59.13%
Professional Expenses	152.50	500.00	30.5%
Medical Insurance	10,080.33	18,245.00	55.25%
Worker's Comp Insurance	2,280.50	4,700.00	48.52%
Computer Expenses	3,939.92	7,500.00	52.53%
Computer/Equip Repair & Maint	77.31		
Newsletter	2,805.34	5,500.00	51.01%
Telephone	2,328.30	3,500.00	66.52%
Office Equip Lease	11,934.85	15,000.00	79.57%
Office Supplies	2,101.03	5,000.00	42.02%
Postage and Bulk Mail	2,402.66	4,500.00	53.39%
Miscellaneous Expense			
Safety Deposit Box Rental	50.00	50.00	100.0%
Other Fees/Dues	1,135.28	2,000.00	56.76%
Bank Fees	1,006.44	1,980.00	50.83%
Miscellaneous Expense - Other	564.78	1,470.00	38.42%
Total Miscellaneous Expense	2,756.50	5,500.00	50.12%
Total General Operations	125,357.92	218,366.00	57.41%
Facility and Grounds			
Security Program	3,142.44	5,549.00	56.63%
Janitorial Contract	8,292.00	15,000.00	55.28%
Event Team	9,215.48	15,000.00	61.44%
Pension-UUA	323.75	555.00	58.33%
P/R Taxes (Events Tm, Security)	929.76	1,572.00	59.15%
Custodial Benevolence	2,080.00	3,120.00	66.67%
Custodial Supplies	482.00	550.00	87.64%
Building Maint/Repairs			

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual

	<u>Jan - Jul 09</u>	<u>Budget</u>	<u>% of Budget</u>
House Repairs	4,689.62	30,000.00	15.63%
Grounds	4,286.00	5,000.00	85.72%
Total Building Maint/Repairs	8,975.62	35,000.00	25.65%
Utilities			
Utility Drainage Fee	1,669.92	2,863.00	58.33%
Electricity and Water	7,978.16	13,422.00	59.44%
Gas	1,021.62	1,415.00	72.2%
Utilities - Other	802.72	1,300.00	61.75%
Total Utilities	11,472.42	19,000.00	60.38%
Insurance	4,900.00	8,400.00	58.33%
Total Facility and Grounds	49,813.47	103,746.00	48.02%
Denominational Affairs			
U.U.A. Dues	8,500.00	12,000.00	70.83%
S.W.U.U.C. Dues	6,718.19	11,000.00	61.07%
Other Programs			
Leadership school	0.00	500.00	0.0%
Partner Church	300.00	150.00	200.0%
Total Other Programs	300.00	650.00	46.15%
Total Denominational Affairs	15,518.19	23,650.00	65.62%
Memb. Support and Programs			
Fellowship	257.29	2,000.00	12.87%
Board/Council	394.70		
Pamphlets	0.00	200.00	0.0%
Sunday Kitchen Costs	2,140.69	5,000.00	42.81%
Canvass and Finance	2,059.48	4,500.00	45.77%
Media Committee	584.14	1,250.00	46.73%
Forum	0.00	500.00	0.0%
Membership Committee	789.76	1,000.00	78.98%
Total Memb. Support and Programs	6,226.06	14,450.00	43.09%
Payroll Expenses			
Payroll Expenses Other	0.00		
Payroll - Salary	0.00		
Payroll - Hourly	0.00		
Payroll Taxes	0.00		
Payroll Expenses - Other	0.00		
Total Payroll Expenses	0.00		
Total Expense	386,587.66	690,269.00	56.01%
Net Ordinary Income	2,653.34	(43,788.00)	(6.06%)
Net Income	2,653.34	(43,788.00)	(6.06%)

Fund Balances - Schwab Accounts As Of 07-31-09

Long Range Fund (LRF)

Schwab Account Balance	\$108,630.31
Due from MSF - Loss in LFR Fair Value/Int., Div.	6,019.52
Due to Operating Fund--Held for Capital Campaign	(10,000.00)
Due to Operating Fund--Architects, Fees	(46,139.15)

LRF Balance	\$58,510.68
	=====

Murr Fund

Schwab Account Balance	\$35,434.23

Murr Fund Balance	\$35,434.23
	=====

**Memorial Savings Fund (MSF)
(Formerly Memorial Endowment)**

Schwab Account Balance	\$334,149.33
Due to LRF-Loss in LRF Fair Value+Interest, Dividends	(6,019.52)
Due to Operating Fund - Stock donations	(53,815.99)
Due to Operating Fund - Memorial Sculpture (1)	(16,097.64)

MSF Schwab Account Balance	\$258,216.18

Add Annuity Balance	
Hartford Ins. Annuity, formerly London Pacific	10,739.73

MSF Balance	\$268,955.91
	=====

Permanent Endowment Fund (PEF)

Schwab Account Balance	92,574.99
	=====
Total Value, 5 Funds	<u>\$455,475.81</u>
Change from last month	\$17,933.84
Change from this time last year	(\$115,858.05)

Footnote (1):

Contributions Received for Memorial Butterflies	\$5,100.00
Percentage of Cost of Sculpture	31.68%

DRE Board Report for JULY 2009
Lara Douglass, Director of Religious Education
First Unitarian Universalist Church of Austin

Religious Education Events in JULY

The fifth Spiritual Movie Night of the year was held on Friday, JULY 17. About 30 adults and 6 children attended. The adult movie was Baptists at the BBQ and the children's movie was Sound of Music.

Children's Programming:

The Summer Curricula continued in July. Attendance was light due to the dog days of summer and a lot of folks on vacation.

Pre-K:	Story Time
K-Grade 2:	UU Kid's Book
Grades 3-5	UU Kid's Book
Middle School:	What do I Stand For?

The Middle School and High School youth are continuing to meet on Sunday at 11:30am for Religious Education classes.

Scott Butki is doing a wonderful job with the Middle Schoolers and High Schoolers. The Middle School Group has really come together and completed their new covenant within the last few weeks.

Ron Phares continues to lead the Sunday morning High School Class and Scott Butki continues as the YRUU advisor on Sunday afternoons.

The High School Youth participated in Social Action Sunday and sold Darfur Bracelets, for a net of \$100 for the UU Services Committee.

The Children's Programming Committee (CPC) has re-scheduled their retreat for Aug. 30. There were too many members out of town to meet in July.

The teacher's training and retreat was held on June 27 and was a great success. See the attached agenda. All of our lead teacher's attended, plus Cyndi Stein, our Children's Assistant. We completed every item on the agenda and had a wonderfully collegial lunch.

The fifth annual Camp UU also known as Hogwarts Camp was held from July 27 to August 1. There approximately 50 campers and 8 Prefects (junior counselors). Under

DRE Board Report for JULY 2009
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the leadership of Vicki Almstrum and Allegra Azulay, this was undoubtedly the best-run camp we have ever had. I hope to have more to report next month, when we have completed our camp summary and have the financial data in a final report format.

Adult Religious Education (ARE): Adult RE included the following classes:

- Mind & Meaning Book Club
- Sunday Morning Book Club
- Spiritual Exploration & Philosophical Inquiry
- Voyagers Discussion & Moveable Feast
- Tai Chi
- Yoga
- Scandinavian Dance
- International Village Dance
- English Country Dance

The attendance and the positive feedback continue to flow from David Jones Lecture Services, sponsored by the Adult RE Committee. In the first three presentations, the attendance was greater with each presentation. Rev. Jones last lecture is on July 23, 2009 at 11:30 in Howson Hall

The Covenant Groups, under the guidance of Sharon Moore continue to flourish.

Director Of Religious Education Meetings Update

- 1 Management Team Meeting
- 7 Management Team Meeting
- 8 RE Staff Meeting
- 21 Management Team Meeting
- 21 Board Meeting
- 22 RE Staff Meeting
- 28 Management Team Meeting

Attendance Update:

These totals include Children's RE Programs, the Nursery, Middle School and High School attendance figures. Attached is the spreadsheet, which breaks down the attendance in a Sunday-by-Sunday, time by time format.

<u>Month</u>	<u>Attendees</u>
JULY 09	264

Respectfully submitted by:

Lara Douglass
 Director of Religious Education
 First UU Church of Austin 3

July 2009 Attendance Summary							
July Monthly Totals				July Weekly Totals ALL			
CLASS	9:45	11:30	TOT	DATE	9:45	11:30	TOT
Nursery	33	33	66	5-Jul	14	52	66
PRE-K	17	25	42	12-Jul	18	47	65
K-2	16	24	40	19-Jul	32	43	75
3rd - 5th	20	21	41	26-Jul	22	36	58
Middle School		31	31	Monthly Total			264
High School		19	19				
YRUU		25	25				
Choir	0	0	0				
TOT	86	178	264				

Breakdown by RE Class							
Nursery	9:45	11:30	TOT	3-5 Grade	9:45	11:30	TOT
5-Jul	3	9	12	5-Jul	3	9	12
12-Jul	9	7	16	12-Jul	3	3	6
19-Jul	12	10	22	19-Jul	10	4	14
26-Jul	9	7	16	26-Jul	4	5	9

Pre-K	9:45	11:30	TOT	6-8 Grade			11:30
5-Jul	2	10	12	5-Jul			10
12-Jul	5	6	11	12-Jul			10
19-Jul	6	3	9	19-Jul			6
26-Jul	4	6	10	26-Jul			5

K-2	9:45	11:30	TOT	High School	11:30	YRUU	TOT
5-Jul	6	6	12	5-Jul	8	0	8
12-Jul	1	7	8	12-Jul	2	12	14
19-Jul	4	6	10	19-Jul	6	8	14
26-Jul	5	5	10	26-Jul	3	5	8

Choir	1st	2nd	TOT
7-Jun			0
14-Jun			0
21-Jun			0
28-Jun			0

First Unitarian Universalist Church of Austin

Teacher's Retreat Agenda

Saturday, June 27, 2009

- I. Welcome and Reading:** Handout #1
- II. Teaching and Learning:** What Shapes us?
 - A. What has been the most powerful teaching experience for you?
 - B. What teaching experience has left you feeling ineffective or disappointed?
 - B. Handout #2 - Teacher Development: exercise from the The Courage to Teach by Parker Palmer.
- III. Teachers as Learners and Seekers**
 - A. Shared Praxis Model -Handout #3: 5 Steps
 1. PRESENT ACTION (individual)
 2. CRITICAL REFLECTION (individual)
 3. COMMUNITY STORY and Vision (individual meets community)
 4. THE STORY OR DIALECTIC (individual and community)
 5. VISION (individual and community are changed.
 - B. Lesson Planning Using Shared Praxis Model - Handout #4: Exercise
 - C. Teaching as a Spiritual Act - Handout #5: Principles of Making Teaching a Spiritual Act.
 - D. Ideal Teacher: Handout #6: Individual Projects
- IV. Supporting Children as Learners and Seekers**
 - A. Links between Teachers and Learners: Activity
 - B. Children Remember- Handout #7
 - B. Different Ways of Knowing: Handout #8:
 - C. Faith Development: Handout #9 and discussion
 - D. Child Development Summary: Handout #10
- V. Expecting the Unexpected**
 - A. Emergency Situations: List
 - B. Unexpected Questions: Activity
 - C. Responses: List and Field Trip
- VI. Focus on Learners/Closing Discussion**
 - A. Closing Words: Handout #11
 - B. Likes and Wishes: How did the retreat go for you?