

**First Unitarian Universalist Church of Austin
Board of Trustees Meeting
Agenda of Meeting
Tuesday September 15, 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. New Members/Resignations | | | |
| | B. August Meeting Minutes (Page 2) | | | |
| | C. Reports: | | | |
| | i. Director of Religious Education: Lara Douglass (Page 9) | | | |
| | ii. Treasurer: Luther Elmore (Page 12) | | | |
| | iii. Director of Music Programs: Brent Baldwin (Page 24) | | | |
| | iv. Executive Director: Sean Hale (Page 25) | | | |
| | v. Bridge Builders Action Plan Update (Includes PG Update) (Page 39) | | | |
| | vi. Interim Minister: Janet Newman (Will be sent later) | | | |
| VI. | Discussion and Action Items | | | |
| | A. Security Task Force Report | Nell Newton | 10 Minutes | 7:05 |
| | B. Short and Long-Term Disability Insurance | Janet Newman | 10 Minutes | 7:15 |
| | C. Board of Trustees Budget Proposal Continuation of Discussion from Prior Meeting | Nell Newton | 20 Minutes | 7:25 |
| | D. Personnel Policy (Page 29) | Sean Hale | 15 Minutes | 7:45 |
| | Break and Snacks | | 15 Minutes | 8:00 |
| | E. Board Pledging | Bill Edwards | 10 Minutes | 8:15 |
| | F. Proposal for Alana Rosshirt Memorial (Page 34) | Nell Newton | 10 Minutes | 8:25 |
| | G. Internal Audit Committee Update | Jeff Hutchens | 5 Minutes | 8:35 |
| | H. Authority to Resolve the Outcome with Donated Speakers (Page 36) | Sean Hale | 15 Minutes | 8:40 |
| | I. Emergency Funding Request from the Executive Director (Page 37) | Sean Hale | 15 Minutes | 8:55 |

| | | | |
|----------------------|----------------------------------|------------|------|
| J. Executive Session | Nell Newton and Luther Elmore | 10 Minutes | 9:10 |
| VII. Adjourn | | | 9:20 |

**First Unitarian Universalist Church of Austin, Board of Trustees Meeting Minutes
Tuesday, August 18, 2009 at 6:30 P.M.,
First UU Church of Austin, 4700 Grover, Austin, TX 78756 in the Gallery**

In Attendance:

Trustees: Nell Newton, President; Eric Stimmel, Vice-President; Luther Elmore, Treasurer; Chris Jimmerson, Secretary; Sheila Gladstone, Immediate Past President; Margaret Borden; Derek Howard; Jeff Hutchens; Aaron Osmer, Youth Trustee; Michael West; Laura Wood.

Executive Team: Janet Newman, Interim Minister; Sean Hale, Executive Director

Staff: Lara Douglass, Director of Religious Education; Brent Baldwin, Director of Music

Call to Order

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

Adoption of Agenda

Motion: Aaron Osmer – Adopt the agenda (Appendix A).
Second: Margaret Borden
Discussion: None
Vote: All Affirmative

Opening Words

The Interim Minister read the following selection:

Our deepest calling is to grow into our own authentic selfhood, whether or not in conforms to some image of who we ought to be. As we do so, we will find not only the joy that every human being seeks – we will also find our path of authentic service in the world. True vocation joins self and service, as Frederick Buechner asserts when he defines vocation as “the place where your deep gladness meets the world’s deep need.

As I learn more about the seed of true self that was planted when I was born, I also learn more about the ecosystem in which I was planted – the network of communal relations in which I am called to live responsively, accountably, and joyfully with beings of every sort. Only when I know seed and system, self and community, can I embody the great commandment to love both my neighbor and myself.

The President lit the chalice.

Visitor’s Forum

No visitors were present.

Consent Agenda Items

Minutes from the Prior Meeting: The trustees had reviewed the minutes from the July 2009 meeting prior to this meeting (Appendix B).

New Members and Resignations: The Secretary reported that Matt Stone had joined the congregation and that Andrea Lerner had resigned.

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

Appendix C: Director of Religious Education Report
 Appendix D: Treasurer's Report
 Appendix E: Direct of Music Report
 Appendix F: Executive Directors Report
 Appendix G: Bridge Builders Action Plan Update and Policy Governance Team Update
 Appendix H: Nominating Committee Update

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

The Director of RE reported that the teacher training retreat had gone very well. RE is now using the online tool Volunteer Spot to coordinate several functions. On September 6, RE will be holding an Open House where the curriculum for the upcoming year will be displayed.

The Treasurer noted that as of the end of July, the church had a net income of \$2,600 but that he expected that income would not meet expenses in the next several months. He reported that use of the HEB card had been working well for purchases for Sunday morning kitchen items and might serve as a model for using such cards for other purposes. He noted that the work to replace the HVAC system in the foyer would begin the next day.

Several Trustees noted that the musical performance at church services on the prior Sunday had been beautiful and transformative.

The Executive Director (ED) reported that replacement for the photocopier would be for roughly the same pricing as the current photocopier. He also noted that the transition to the new copier room was targeted to occur by the end of the month if at all possible.

The Trustees discussed the Bridge Builders Action Plan and Policy Governance Team reports noting that a Meet and Eat to announce the plan would be held on August 19. A Trustee noted that some deadlines were immediate and that some work areas overlap, such as mission/vision/values, Policy Governance and a covenant of right relationship. Trustees made the following suggestions and observations:

- Endorse the objectives of the plan at the Meet and Eat noting that specific methods and timelines may be have to be revised as we learn more by working on implementing the plan.
- Call a meeting of the Policy Governance Team soon (as it includes persons who are assigned to work on mission/vision/values and the covenant in the plan) to discuss the noted overlap and address it.
- There is a process in place for evaluating the Minister and the Executive Director
- The Minister will be asking Trustees to read "special notes" at the end of Sunday services which will include announcements such as those regarding fellowship opportunities called for in the plan.

The Trustees requested that the Secretary re-send the calendar for signing up to represent the board at Sunday services and that he bring a hard copy to the next board meeting. The Secretary will also post the committee liaison list to the website.

The President noted that the curriculum for leadership development that the Nominating Committee is putting into place is very exciting. The Vice-President noted that the committee is also looking at the bylaws and Policy and Procedures and will be presenting recommendations on bringing them inline with current actual practices. The Immediate Past-President volunteered to assist with wording changes if needed.

Motion: Michael West -- Accept the Consent Agenda Item Reports.
Second: Derick Howard
Discussion: None
Vote: All Affirmative

Discussion and Action Items

The President reported that the proposal to be made under the first discussion item on the agenda was not yet ready and would be postponed until the next meeting. She also noted that the agenda item for discussing board budget items may lead into the discussion to be held in the Executive Session. The trustees agreed by consensus to move the budget discussion to the end of the agenda just before the Executive Session.

Internal Audit Committee Proposal: The Treasurer presented the proposal to establish this committee (Appendix G). Several Trustees asked how often the committee would meet, how often and what it would audit and what its membership would be. The Treasurer noted that this policy proposal was simply to create the committee and that once established the committee would need to establish its procedures based upon the needs at that time. Jeff Hutchens volunteered to work with the Finance Committee to Identify a Chair for the Internal Audit Committee and a proposal for the committee's work definition.

Motion: Chris Jimmerson – Approve the Internal Audit Committee policy proposal as presented.
Second: Michael West
Discussion: There was no further discussion
Vote: Affirmative – 8, Negative – 0, Abstain – 1 (Aaron Osmer)

Policy on Personal Days: The ED presented a revision of the Policy of Personal Days (Appendix H) that changed it to a Vacation Policy and made several changes to simplify tracking.

Motion: Derick Howard – Approve the Vacation Policy proposal as presented.
Second: Michael West
Discussion: There was no further discussion
Vote: All Affirmative

Policy on Pay Periods: The ED presented a policy change (Appendix I) to place all personnel on the same payroll schedule and to simplify tracking of payroll and overtime that would create 26, 80 hour payroll periods per year.

Motion: Chris Jimmerson – Approve the revision to the Policy on Pay Periods as presented.

Second: Derick Howard
Discussion: There was no further discussion
Vote: All affirmative.

Rental Policy: The ED presented some revisions to some of the rates charged within the rental policy (Appendix J) to make them more suitable to comparable rates elsewhere.

Motion: Michael West – Approve the changes to Rental Policy as presented.
Second: Laura Wood
Discussion: There was no further discussion
Vote: All affirmative

Discussion of Altering Board Procedure to Begin Moving Toward Policy Governance: The President noted that the Secretary had asked to discuss a potential change to how the board reviews and handles procedural changes, such as the prior three discussion items. He noted that because true policy is at present intermingled with day to day procedure in the current Policies and Procedures for the church, the Executive Team (the Minister and Executive Director) has had to bring relatively minor changes to operational procedures to the board for review and approval. This is inefficient for the Executive Team and can cause board time to be spent on these day-to-day issues rather the board being able to concentrate on broad policy and ends, values and vision and implementing the Bridge Builders Action Plan.

He suggested that the board delegate to the Executive Team the execution of policy and the corresponding written procedures, allowing the Executive Team to only bring to the board items wherein they have indentified the need for broad policy guidance. This would have the advantage of also moving closer to using Policy Governance.

The trustees discussed how this new board procedure might work and it was noted that the Executive Team would still report changes to day-to-day procedures but would not have to bring the entire procedure before the board for review and approval. In this way, the board could still monitor for compliance with broad policy. A trustee noted that many policies were written in a format that stated purpose, then policy, then procedure and that the board would be delegating the procedure section and the execution of it to the Executive Team.

The Secretary gave an example based upon the relatively minor rate changes to the Rental Policy that had just been reviewed and approved. Rather than approve such minor changes, the board would approve broad policy such as the purpose for renting church facilities (for example, “to offer space to community organizations and members whose purposes are congruent with UU principles and to raise funds for church activities”) or that would set limits on the Executive Team (for example, “facilities may not be rented to individuals, organizations or events that are inconsistent with UU values and principles”).

A trustee inquired as to whether this meant the Executive Team would then decide whether a rental was consistent with UU values. The Secretary responded that it would mean this, as Execution of Policy would fall to the Executive Team; however, another Trustee pointed out that the board will still monitor the Executive Team for compliance with policy.

By consensus, the Board of Trustees agreed to ask the Executive Team, when dealing with changes to policies and procedures needed for the day-to-day operations of the church, to bring to the board any broad policy guidance that is needed rather than bringing specific procedural changes to the board (and/or other intermediary groups such as the Finance Committee),

working with the Vice-President (in his role as staff liaison) and the Secretary (in his role with the Policy Governance team) to research and suggest language for such policy. The board would then delegate to the Executive Team the execution of such policy and the procedural language related to its execution.

The Executive Team would consult with the Human Resources Committee Chairperson on policy and procedure involving potential personnel legalities and would note changes to procedures in monthly reports, (i.e. -- “changed the rate charged in rental contracts for the event set up team from \$22 per hour to \$30 per hour to more accurately reflect our costs”).

Board of Trustees Budget Proposal Discussion: The President noted that the budget for the next fiscal year is currently being developed and that in the past the board had not provided much input on the budget until the joint meeting of the board and the Finance Committee. She raised the question of whether the board might have budgetary needs that would be submitted for inclusion in the budget as it gets developed.

The Treasurer noted that the board is on record for submitting a balanced budget to the congregation and that the Stewardship Committee had set a pledge drive goal of \$600,000 to do so. If \$50,000 more were to be pledged, the church could engage in the interior and kitchen remodeling that the congregation had set as the second “dream goal” for the pledge drive.

The ED noted that there were two questions for the board to consider:

1. Should the board be the governing body that sets executive compensation?
2. What are other budget items that the board may need to properly fulfill its role?

The trustees present agreed by consensus that it is the role of the board to determine executive compensation.

The President noted that in terms of other budget items the board might need to request, the Secretary and others had discussed the possibility of a board discretionary line item equal to four percent of the budget. This would have the advantage of being tied to the growth or shrinkage of the overall budget.

The trustees discussed the following concerns and thoughts regarding this concept:

- Concerns that other church groups would be constantly approaching the board to request using portions of such a fund.
- Concerns that it might be viewed as lacking transparency or as a “slush” fund.
- Such a fund would have the advantage of being available for expenses the board could not anticipate ahead of time, such as in the previous year when funds were needed for the interim minister search committee and the Bridge Builders consultant. There was some feeling that there is broad transferability within the budget which allowed for things such as hiring the Bridge Builders consultant; however, the ED noted that this had been a one time opportunity using unique money that came available because of the situation of being without a minister for several months.
- The Treasurer noted that the bylaws set a limit on board discretionary spending of \$10,000.
- Concerns that such a fund might limit funding for vital church programs.

Given the concerns noted above, the trustees agreed to instead discuss a specific list of potential line items for the budget that the board might need to fulfill its duties. The following potential items were suggested:

- Funding for the All-Council Retreat
- Becoming a fair share congregation
- Hiring a consultant to lead the process of developing values/mission/vision and adopting Policy Governance to fulfill our commitment to the Bridge Builders Action Plan.
- Accountant prepared financial statements
- Costs associated with another potential minister search

The Trustees also noted a high level of support for the following budget requests that would come from other committees or persons:

- Funding for costs associated with implementing the Nominating Committee's leadership development curricula
- The Children's Choir
- Increased Support for Social Action

The President asked the Trustees who had suggested board budget request items to bring cost estimates for those requests to the September Meeting.

Executive Session: The Trustees entered Executive Session to discuss personnel issues and persons who were not Trustees left the room.

Motion: Jeff Hutchens -- Extend the meeting by 15 minutes
Second: Aaron Osmer
Discussion: There was no further discussion on the motion
Vote: Affirmative – 8, Negative – 1, Abstain -- 0

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

DRE Board Report for AUGUST 2009

**Lara Douglass, Director of Religious Education
First Unitarian Universalist Church of Austin**

Religious Education Events in August

The opera, Carmen, was presented for the whole congregation on Saturday night, August 22. The event was a great success, thanks to Jim Burson and Marcus Barnes for bringing this event to all of us.

Hogwarts Camp concluded on August 1. We had approximately 150 campers, their families, volunteers and supporters who joined us in the Great Hall (Howson Hall) for the Great Feast on the last day of camp. It was a wonderful, magical, uniquely UU experience, which we plan on continuing next year.

The Adult Religious Education Committee Meeting/Retreat was held on Thursday evening, August 13.

The Children's Programming Committee/Retreat was held on Sunday, August 30. We reviewed the last year and made plans for the upcoming year. Rev. Newman joined us, which was a real pleasure.

Children's Programming:

The Summer Curricula continued in August. Attendance during August picked up. We had a lot of new children and their parents, who were church shopping.

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 helped the Middle School complete their covenant.

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.

DRE Board Report for AUGUST 2009

**Lara Douglass, Director of Religious Education
First Unitarian Universalist Church of Austin**

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 Adult RE Committee held their meeting/retreat on August 13. We reviewed our mission and goals, reviewed all the classes currently sponsored by RE and unanimously concluded that the three dance groups do not fall under the mission of Adult RE in our church. The committee decided to inform the dance groups that Adult RE sponsorship of the dance groups would end on Nov. 1, 2009.

I informed all the dance groups of the committee's decision.

Director Of Religious Education Meetings Update

- 4 Management Team Meeting
- 11 Management Team Meeting
- 13 Adult RE Committee Meeting/Retreat
- 18 Management Team Meeting
- 18 Board Meeting
- 22 Opera
- 25 Management Team Meeting
- 30 Children's Programming Committee Meeting/Retreat

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> |
|--------------|------------------|
| AUGUST 09 | 402! |

Respectfully submitted by:

Lara Douglass
Director of Religious Education
First UU Church of Austin
August 31, 2009

| August 2009 Attendance Summary | | | | | | | |
|---------------------------------------|-------------|--------------|------------|---------------------------------|-------------|--------------|------------|
| August Monthly Totals | | | | August Weekly Totals ALL | | | |
| CLASS | 9:45 | 11:30 | TOT | DATE | 9:45 | 11:30 | TOT |
| Nursery | 40 | 47 | 87 | 2-Aug | 32 | 41 | 73 |
| PRE-K | 32 | 35 | 67 | 9-Aug | 21 | 44 | 65 |
| K-2 | 43 | 30 | 73 | 16-Aug | 26 | 41 | 67 |
| 3rd - 5th | 38 | 43 | 81 | 23-Aug | 38 | 51 | 89 |
| Middle School | | 38 | 38 | 30-Aug | 36 | 72 | 108 |
| High School | | 12 | 12 | Monthly Total | | | 402 |
| YRUU | | 44 | 44 | | | | |
| Choir | 0 | 0 | 0 | | | | |
| TOT | 153 | 249 | 402 | | | | |

| Breakdown by RE Class | | | | | | | |
|------------------------------|-------------|--------------|------------|------------------|-------------|--------------|------------|
| Nursery | 9:45 | 11:30 | TOT | 3-5 Grade | 9:45 | 11:30 | TOT |
| 2-Aug | 9 | 12 | 21 | 2-Aug | 5 | 6 | 11 |
| 9-Aug | 5 | 7 | 12 | 9-Aug | 6 | 8 | 14 |
| 16-Aug | 7 | 6 | 13 | 16-Aug | 7 | 9 | 16 |
| 23-Aug | 10 | 7 | 17 | 23-Aug | 11 | 7 | 18 |
| 30-Aug | 9 | 15 | 24 | 30-Aug | 9 | 13 | 22 |

| Pre-K | 9:45 | 11:30 | TOT | 6-8 Grade | | 11:30 | |
|--------------|-------------|--------------|------------|------------------|--|--------------|---|
| 2-Aug | 8 | 8 | 16 | 2-Aug | | | 4 |
| 9-Aug | 6 | 5 | 11 | 9-Aug | | | 8 |
| 16-Aug | 4 | 6 | 10 | 16-Aug | | | 9 |
| 23-Aug | 8 | 8 | 16 | 23-Aug | | | 9 |
| 30-Aug | 6 | 8 | 14 | 30-Aug | | | 8 |

| K-2 | 9:45 | 11:30 | TOT | High School | 11:30 | YRUU | TOT |
|------------|-------------|--------------|------------|--------------------|--------------|-------------|------------|
| 2-Aug | 10 | 6 | 16 | 2-Aug | 0 | 5 | 5 |
| 9-Aug | 4 | 6 | 10 | 9-Aug | 4 | 6 | 10 |
| 16-Aug | 8 | 4 | 12 | 16-Aug | 0 | 7 | 7 |
| 23-Aug | 9 | 7 | 16 | 23-Aug | 4 | 9 | 13 |
| 30-Aug | 12 | 7 | 19 | 30-Aug | 4 | 17 | 21 |

| Choir | 1st | 2nd | TOT |
|--------------|------------|------------|------------|
| 2-Aug | | | 0 |
| 9-Aug | | | P |
| 16-Aug | | | 0 |
| 23-Aug | | | 0 |
| 30-Aug | | | 0 |

**FIRST UU CHURCH – AUSTIN, TEXAS
TREASURER’S REPORT
AUGUST 31, 2009**

Income and Expenditures:

Total income for August was \$39,423.39 and total expenses were \$48,587.66, a shortfall for the month of \$9,170.98. Pledge collections for the month totaled \$29,019.30, falling \$960.98 from July. Sunday plate collections totaled \$6,550.58, increasing by \$2,648.33 over July.

Rental income for August fell by \$1,414.73 from July to a monthly total of \$2,487.52.

Nevertheless, rental income for the year stands at \$32,444.16, which is 92.7% of the projected \$35,000 for the year. That represents an increase from August 2008 of \$9,953.79, or 44.3%.

For the year income is 66.31% and expenditures are 63.05% of projections. We also fell into a deficit status for the year as of August, ending the month with a yearly shortfall of \$6,517.64.

Split the Plate Recipients for August:

Mother’s Milk Bank of Austin (8-2-09) \$397.20

Therapy Pet Pals of Austin (8-16-09) \$606.23

Endowment Accounts:

As of 8-31-09 the amount held in the four endowment funds was \$579,595.88, reflecting a gain for the month of \$8,807.02, or 1.54% in total value. In addition, we have a \$10,777.73 balance in the Hartford Annuity.

Stewardship Committee:

The Stewardship Committee and 2009 Pledge Team Leaders met on Saturday, September 12, to organize contacts and assignments for the Fall Pledge Drive.

Facilities Committee:

We issued the check to Air Conditioning Services for \$11,798.00 to pay for the installation of the new A/C unit in the foyer.

Finance Committee:

The Finance Committee finalized minor corrections in the FAMP which will be submitted for approval at the December 13 Congregational Meeting.

The Finance Committee also approved two fund raising requests. On September 22 the Social Action Committee will sponsor a lecture by Master Stephan Co, with proceeds going to the Sack Lunch Program. On November 6 and 7 Paradox Players will sponsor a 2009 Cabaret with funds going to Paradox Players.

Membership Committee:

Joseph Hunt ran a report for the Membership Committee, listing dates of last “contributions of record” by voting members. The report reflected 23 members who will not be eligible to vote at the December 13 Congregational Meeting due to not having made a contribution of record within the last 18 months. Membership is in the process of contacting those members.

Luther Elmore, Treasurer

First Unitarian Universalist Church of Austin

Balance Sheet
As of August 31, 2009

| | <u>Aug 31, 09</u> |
|---|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Savings | |
| THCU Savings | 4,016.40 |
| Total Savings | <u>4,016.40</u> |
| Credit Union Checking | 10,292.37 |
| Bank of America Checking | (14,405.42) |
| Total Checking/Savings | <u>(96.65)</u> |
| Accounts Receivable | |
| Accounts Receivable | (388.50) |
| Total Accounts Receivable | <u>(388.50)</u> |
| Other Current Assets | |
| Payroll Asset | (38.40) |
| 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>180,896.86</u> |
| Total Current Assets | 180,411.71 |
| 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>511,211.92</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |

First Unitarian Universalist Church of Austin

Balance Sheet
As of August 31, 2009

| | <u>Aug 31, 09</u> |
|--|-------------------|
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 4,057.96 |
| Total Accounts Payable | <u>4,057.96</u> |
| Other Current Liabilities | |
| Direct Deposit Liabilities | 286.56 |
| Rental Deposits | 40.00 |
| Payroll Liabilities | 7,090.33 |
| Total Other Current Liabilities | <u>7,416.89</u> |
| Total Current Liabilities | <u>11,474.85</u> |
| Total Liabilities | 11,474.85 |
| Equity | |
| Capital Campaign Donation | 10,000.00 |
| Transfer from M/E | 5,193.60 |
| Retained Earnings | 68,380.74 |
| BoT Designated LR Fund | 66,088.42 |
| Fund Balances | |
| Mid-Week Gathering | 557.02 |
| Religious Education Fund | |
| Camp UU Expenses | (62.70) |
| Other Income | 918.67 |
| Recycling Project | 778.71 |
| Camp UU - Hogwarts | 5,242.05 |
| Religious Education Fund - Other | 3,408.13 |
| Total Religious Education Fund | <u>10,284.86</u> |
| Adult RE Fund | |
| Adult RE Owl | 495.00 |
| Facilities Rental | 5,400.41 |
| Distinguished Lecture Series | 330.43 |
| Adult RE Fund - Other | 2,036.86 |
| Total Adult RE Fund | <u>8,262.70</u> |
| Bookstore Fund | 2,356.06 |
| 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 | 1,577.06 |
| Paradox Players | 26,215.43 |
| Music Fund | |
| Children's Choir | 3,017.52 |

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

| | <u>Aug 31, 09</u> |
|---------------------------------------|--------------------------|
| Music Fund - Other | 518.19 |
| Total Music Fund | <u>3,535.71</u> |
| | |
| Senior High Fund | 5,125.24 |
| Social Action Fund | 40.00 |
| Voyager | 211.39 |
| YARN | 208.24 |
| Yew Grove Pagan Interfaith | 191.90 |
| Fund Balances - Other | 50.00 |
| Total Fund Balances | <u>76,422.38</u> |
| | |
| Opening Balance Equity | 280,169.57 |
| Net Income | <u>(6,517.64)</u> |
| Total Equity | <u>499,737.07</u> |
| | |
| TOTAL LIABILITIES & EQUITY | <u><u>511,211.92</u></u> |

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

| | <u>Jan - Aug 09</u> | <u>Budget</u> | <u>% of Budget</u> |
|---|---------------------|-------------------|--------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Pledge Income | | | |
| Spring Canvass | 49,889.00 | | |
| Pledge Income 2009 | 272,976.07 | 525,000.00 | 52.0% |
| Pledge Income 2008 | 5,542.50 | | |
| Credit Card Fees | (2,803.03) | | |
| Pledge Income - Other | 5,517.76 | | |
| Total Pledge Income | <u>331,122.30</u> | <u>525,000.00</u> | <u>63.07%</u> |
| Contributions Income | | | |
| Unrestricted Contributions | 25,773.47 | 60,000.00 | 42.96% |
| Restricted Contributions | | | |
| Split the Plate Rec'd | 7,722.08 | | |
| Split the Plate Paid | (7,722.08) | | |
| Restricted Contributions - Other | 220.00 | | |
| Total Restricted Contributions | <u>220.00</u> | | |
| Contributions Income - Other | 2,414.66 | | |
| Total Contributions Income | <u>28,408.13</u> | <u>60,000.00</u> | <u>47.35%</u> |
| Transfer from ME Fund | 10,387.28 | 15,581.00 | 66.67% |
| Transfer from Restricted | 16,902.73 | 500.00 | 3,380.55% |
| Rental Income | 32,444.16 | 35,000.00 | 92.7% |
| Special Event Income | 210.23 | | |
| Paradox Players (net) | 4,162.95 | 3,500.00 | 118.94% |
| Unrest. Invst Income | | | |
| Interest Income | <u>57.68</u> | | |
| Total Unrest. Invst Income | <u>57.68</u> | | |
| Misc Income | | | |
| Sunday Kitchen Donations | 1,868.34 | 4,000.00 | 46.71% |
| HEB Scrip Income | (834.90) | 1,500.00 | (55.66%) |
| Misc Income - Other | 3,935.49 | 1,400.00 | 281.11% |
| Total Misc Income | <u>4,968.93</u> | <u>6,900.00</u> | <u>72.01%</u> |
| Total Income | <u>428,664.39</u> | <u>646,481.00</u> | <u>66.31%</u> |
| Expense | | | |
| Reconciliation Discrepancies | 0.00 | | |
| Ministry, Outreach, Pastoral Care | | | |
| Ministerial Consultants | 3,303.94 | | |
| Settled Minister-Sal/Housing | | | |
| Salary | 29,333.28 | 48,000.00 | 61.11% |
| Housing | 18,000.00 | 27,000.00 | 66.67% |
| Total Settled Minister-Sal/Housing | <u>47,333.28</u> | <u>75,000.00</u> | <u>63.11%</u> |
| Settled Minister--Other | | | |
| Health Insurance | 3,422.44 | 3,700.00 | 92.5% |

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

| | <u>Jan - Aug 09</u> | <u>Budget</u> | <u>% of Budget</u> |
|--|---------------------|-------------------|--------------------|
| Pension-UUA | 658.33 | 7,500.00 | 8.78% |
| Disability Insurance | 548.24 | 900.00 | 60.92% |
| Professional Expenses | 0.00 | 14,000.00 | 0.0% |
| Total Settled Minister--Other | 4,629.01 | 26,100.00 | 17.74% |
| 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 | 14,072.61 | 21,901.00 | 64.26% |
| Minister Sabbatical | (51.00) | | |
| Other Ministers | | | |
| Pulpit Honoraria | 5,750.00 | 1,000.00 | 575.0% |
| Total Other Ministers | 5,750.00 | 1,000.00 | 575.0% |
| Advertising | 2,363.87 | 2,500.00 | 94.56% |
| 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 | 747.37 | 2,000.00 | 37.37% |
| Total Social Action/Social Service | 1,387.20 | 3,100.00 | 44.75% |
| Total Ministry,Outreach,Pastoral Care | 78,788.91 | 129,601.00 | 60.79% |
| Worship Services | | | |
| Music Salaries | | | |
| Children's Choir Directors | 4,200.00 | 5,000.00 | 84.0% |
| Music Salaries - Other | 33,692.40 | 54,426.00 | 61.91% |
| Total Music Salaries | 37,892.40 | 59,426.00 | 63.76% |
| Music P/R Taxes | 2,898.84 | 4,546.00 | 63.77% |
| Pension-UUA | 3,093.92 | 4,641.00 | 66.67% |
| Music Professional Expenses | 537.51 | 1,000.00 | 53.75% |
| Medical Insurance | 3,496.23 | 5,016.00 | 69.7% |
| Music Program Expenses | 4,455.79 | 8,000.00 | 55.7% |
| Worship Supplies | 17.28 | 150.00 | 11.52% |
| Total Worship Services | 52,391.97 | 82,779.00 | 63.29% |
| Religious Educ. and Programs | | | |
| RE Teachers Wages | 4,497.45 | 6,240.00 | 72.08% |
| Administrative Expense | 0.00 | 550.00 | 0.0% |
| RE Assistant | 25,164.20 | 34,644.00 | 72.64% |
| RE Salaries | 29,162.23 | 46,900.00 | 62.18% |
| RE Payroll Taxes | 4,297.88 | 6,716.00 | 64.0% |

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

| | <u>Jan - Aug 09</u> | <u>Budget</u> | <u>% of Budget</u> |
|---|---------------------|-------------------|--------------------|
| Pension-UUA | 3,126.72 | 4,690.00 | 66.67% |
| Professional Expenses | 1,283.74 | 2,500.00 | 51.35% |
| Nursery/Childcare Wages | | | |
| Nursery Supplies | 140.70 | 100.00 | 140.7% |
| Nursery/Childcare Wages - Other | 7,486.91 | 11,460.00 | 65.33% |
| Total Nursery/Childcare Wages | <u>7,627.61</u> | <u>11,560.00</u> | <u>65.98%</u> |
| Nursery/Childcare P/R Taxes | 545.75 | 877.00 | 62.23% |
| Programs & Supplies | | | |
| Children Program Expenses | 443.40 | 1,000.00 | 44.34% |
| Youth Program Expenses | 187.09 | 1,000.00 | 18.71% |
| Adult Religious Education | 733.45 | 500.00 | 146.69% |
| YRUU | 0.00 | 500.00 | 0.0% |
| Total Programs & Supplies | <u>1,363.94</u> | <u>3,000.00</u> | <u>45.47%</u> |
| Religious Educ. and Programs - Other | 128.64 | | |
| Total Religious Educ. and Programs | <u>77,198.16</u> | <u>117,677.00</u> | <u>65.6%</u> |
| General Operations | | | |
| Administrator's Salary | 37,307.69 | 60,000.00 | 62.18% |
| Transfer Operations | 0.00 | | |
| Wages (Office) | 50,416.35 | 70,600.00 | 71.41% |
| Pension-UUA | 1,610.95 | 7,830.00 | 20.57% |
| Payroll Taxes (Office) | 6,315.92 | 9,991.00 | 63.22% |
| Professional Expenses | 152.50 | 500.00 | 30.5% |
| Medical Insurance | 11,786.48 | 18,245.00 | 64.6% |
| Worker's Comp Insurance | 2,280.50 | 4,700.00 | 48.52% |
| Computer Expenses | 4,055.87 | 7,500.00 | 54.08% |
| Computer/Equip Repair & Maint | 77.31 | | |
| Newsletter | 3,610.56 | 5,500.00 | 65.65% |
| Telephone | 2,659.73 | 3,500.00 | 75.99% |
| Office Equip Lease | 13,163.85 | 15,000.00 | 87.76% |
| Office Supplies | 2,309.93 | 5,000.00 | 46.2% |
| 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 | 1,255.95 | 2,000.00 | 62.8% |
| Bank Fees | 1,006.44 | 1,980.00 | 50.83% |
| Miscellaneous Expense - Other | 564.78 | 1,470.00 | 38.42% |
| Total Miscellaneous Expense | <u>2,877.17</u> | <u>5,500.00</u> | <u>52.31%</u> |
| Total General Operations | <u>141,027.47</u> | <u>218,366.00</u> | <u>64.58%</u> |
| Facility and Grounds | | | |
| Security Program | 3,641.36 | 5,549.00 | 65.62% |
| Janitorial Contract | 9,639.00 | 15,000.00 | 64.26% |
| Event Team | 10,225.97 | 15,000.00 | 68.17% |
| Pension-UUA | 370.00 | 555.00 | 66.67% |
| P/R Taxes (Events Tm, Security) | 946.93 | 1,572.00 | 60.24% |

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

| | <u>Jan - Aug 09</u> | <u>Budget</u> | <u>% of Budget</u> |
|---|---------------------|-------------------|--------------------|
| Custodial Benevolence | 2,340.00 | 3,120.00 | 75.0% |
| Custodial Supplies | 482.00 | 550.00 | 87.64% |
| Building Maint/Repairs | | | |
| House Repairs | 5,770.10 | 30,000.00 | 19.23% |
| Grounds | 5,731.00 | 5,000.00 | 114.62% |
| Total Building Maint/Repairs | <u>11,501.10</u> | <u>35,000.00</u> | <u>32.86%</u> |
| Utilities | | | |
| Utility Drainage Fee | 1,908.48 | 2,863.00 | 66.66% |
| Electricity and Water | 10,734.90 | 13,422.00 | 79.98% |
| Gas | 1,043.62 | 1,415.00 | 73.75% |
| Utilities - Other | 918.92 | 1,300.00 | 70.69% |
| Total Utilities | <u>14,605.92</u> | <u>19,000.00</u> | <u>76.87%</u> |
| Insurance | 5,600.00 | 8,400.00 | 66.67% |
| Facility and Grounds - Other | 60.00 | | |
| Total Facility and Grounds | <u>59,412.28</u> | <u>103,746.00</u> | <u>57.27%</u> |
| Denominational Affairs | | | |
| U.U.A. Dues | 9,500.00 | 12,000.00 | 79.17% |
| 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 | <u>300.00</u> | <u>650.00</u> | <u>46.15%</u> |
| Total Denominational Affairs | 16,518.19 | 23,650.00 | 69.84% |
| 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 | 2,141.46 | 5,000.00 | 42.83% |
| 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 | 866.02 | 1,000.00 | 86.6% |
| Memb. Support and Programs - Other | 34.94 | | |
| Total Memb. Support and Programs | <u>6,338.03</u> | <u>14,450.00</u> | <u>43.86%</u> |
| Payroll Expenses | | | |
| Payroll Expenses Other | 0.00 | | |
| Payroll - Salary | 6,204.88 | | |
| Payroll - Hourly | (5,274.94) | | |
| Payroll Taxes | 969.51 | | |
| Payroll Expenses - Other | 1,607.57 | | |
| Total Payroll Expenses | <u>3,507.02</u> | | |
| Total Expense | <u>435,182.03</u> | <u>690,269.00</u> | <u>63.05%</u> |

First Unitarian Universalist Church of Austin

Profit & Loss Budget vs. Actual

| | <u>Jan - Aug 09</u> | <u>Budget</u> | <u>% of Budget</u> |
|---------------------|--------------------------|---------------------------|----------------------|
| Net Ordinary Income | <u>(6,517.64)</u> | <u>(43,788.00)</u> | <u>14.89%</u> |
| Net Income | <u><u>(6,517.64)</u></u> | <u><u>(43,788.00)</u></u> | <u><u>14.89%</u></u> |

Fund Balances - Schwab Accounts **As Of 08-31-09**

Long Range Fund (LRF)

| | |
|--|--------------|
| Schwab Account Balance | \$110,454.08 |
| Due from MSF - Loss in LFR Fair Value/Int., Div. | 1,967.80 |
| Due to Operating Fund--Held for Capital Campaign | (10,000.00) |
| Due to Operating Fund--Architects, Fees | (46,139.15) |
| | ----- |
| LRF Balance | \$56,282.73 |
| | ===== |

Murr Fund

| | |
|------------------------|-------------|
| Schwab Account Balance | \$36,044.66 |
| | ----- |
| Murr Fund Balance | \$36,044.66 |
| | ===== |

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

| | |
|---|--------------|
| Schwab Account Balance | \$338,649.83 |
| Due to LRF-Loss in LRF Fair Value+Interest, Dividends | (1,967.80) |
| Due to Operating Fund - Stock donations | (53,815.99) |
| Due to Operating Fund - Memorial Sculpture (1) | (16,097.64) |
| | ----- |
| MSF Schwab Account Balance | \$266,768.40 |
| Add Annuity Balance | |
| Hartford Ins. Annuity, formerly London Pacific | 10,777.37 |
| | ----- |
| MSF Balance | \$277,545.77 |
| | ===== |

Permanent Endowment Fund (PEF)

| | |
|---------------------------------|---------------|
| Schwab Account Balance | 94,447.31 |
| | ===== |
| Total Value, 5 Funds | \$464,320.47 |
| | ----- |
| Change from last month | \$8,844.66 |
| Change from this time last year | (\$78,050.98) |

Footnote (1):

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

FUUCA

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 | |
| Month Collected | | | | | | | | | | | |
| 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 | \$331,122 |
| % of year | 66.67% | 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% | 63.07% |
| 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

Contribution Income

Budget vs. Actual

| 1999 to present | 1999 | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 |
|------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| BUDGET | \$20,000 | \$18,000 | \$18,000 | \$32,800 | \$53,000 | \$60,000 | \$50,000 | \$55,500 | \$62,178 | \$65,000 | \$60,000 |
| 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 | 28,408 |
| % of year | 66.67% | 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% | 47.35% |
| 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% | |

Report to the Board – Director of Music
9/15/09

Adult Choir

The FUUCA Adult choir has hit the ground running with two anthems, and many more to come. In addition to our scheduled anthems, we will partake in a number of collaborations with guest musicians, as well as our always-fun intergenerational collaborations with the FUUCA Children's Choirs.

Children's Choirs

Fall Children's Choir rehearsals commence on Sunday, September 13th. We have been blessed to have the energy of choir parent Chis Heidel, who has been working tirelessly behind the scenes with her recruiting efforts. Advance registration has been going well, and interest in the program has been encouraging. We're still poking around for the funding to stretch the program through the rest of the year, and hope to achieve full funding for 2010. The program has become integral to the church community and has proved to be a vital bridge between the RE and Worship areas.

Fundraisers

The Music Program-sponsored November 16th fundraiser with pianist **Tim Woolsey** is moving ahead as planned. In the spirit of the Stewardship Drive, all proceeds will go to the church's general fund.

FUUCA's Artists-in-Residence / other upcoming special guests

FUUCA music program's partnership with the Austin Chamber Music Center is moving along smoothly. Director Michelle Schumann gave a terrific concert of John Cage's works on Sept 4th in our sanctuary (by candlelight, no less, as the storm knocked the power out. Their entire 2009-2010 season will occur at the church, with 50% tickets available to our membership. Their next service appearance will take place in November.

In addition to our new artists-in-residence, this fall will also feature such musical guests as the award-winning Middle-Eastern ensemble 1001 Nights Orchestra (September 20th), singer-songwriter Bob Livingston (Nov 1st), and Conspirare soprano soloist Gitanjali Mathur (multiple dates, tba).

UU Musical Outreach

The First UU Adult Choir is slated to sing for the North Central Caregivers Concert on December 4th. The incredible soprano Kristen Nobis Cervantes from the Waco Unitarian Universalist Fellowship will be making a visit to our services (date tba) to share her music and collaborate with some of our musicians.

How can it possibly have been ten years?

August 28th marked my 10 years as Director of Music for the First UU Church. President Nell Newton surprised me with some very nice words during services a couple of weeks back, and I feel truly blest to be working with all of you.

Respectfully submitted,
Brent Baldwin

Executive Director's Report to FUUCA Board of Trustees August 15 – September 11, 2009

I've found myself this past month doing even more work that I could and should delegate to my staff. Unfortunately, Natalie is maxed out just covering facilities-related duties (probably 80% of her time) and Sandra will be learning the ropes for a while yet.

This is probably due to a variety of factors, all of which are positive, including: a large increase in church activities, staff transitions (adding two new people to the mix takes time), a massive increase in third party use of the facility (nearly triple the income compared to six years ago), and people returning from summer vacation.

Fortunately, we have the support of several good volunteers and may be able to recruit one or two more. This will reduce some pressure in the short term. My staff and I hope to develop a long-term solution soon, which must look beyond the church's corps of volunteers which is already stretched thin.

Office & Staff

- New bookkeeper – Our new bookkeeper, Sandra King, now has about five weeks on the job. She's beginning to get into the rhythm of our office. One of her great challenges and virtues is a strong sense of how to keep the books according to the book. Our bookkeeping has included some unusual practices. In the short term, this is a challenge much as learning how to tie your shoes while standing on your head is a challenge, especially having learned first how to do it the right way. We hope to have a new set of practices in place by January, at which point her virtues will serve her (and us) particularly well.
- Weekday Volunteers – Nancy Groblewski has begun volunteering to help in the office. 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 – we continue to feel great gratitude to our Sunday volunteers who have helped reduce the chaos of the office. Once we have a copier, mailboxes, and supplies in room 8B, we hope to be able to keep the office closed on Sunday to all except the ushers for money counting purposes.
- Search for new volunteers – in order to make the office workload more manageable, Natalie and Sandra are reviewing the workloads to see if they can delegate anything to volunteers. Much of their work, because of the level of training and knowledge required, is difficult to delegate, but they believe they will likely identify several short-term and ongoing tasks that a good volunteer could take on.

Finances & Data

- COMS Data – I cannot overemphasize the important role that Joseph Hunt has played for the last few weeks both for stewardship and bookkeeping. He has patiently worked with the Stewardship Committee to generate the data they need to run the fall campaign. On the bookkeeping side, he has provided tremendous support in doing the data entry to ensure that the data is fresh and accurate. We would be way up a creek without him.
- Bank Statement Reconciliation and Balancing – I have taken over and begun the work to reconcile and balance the bank statements for 2009. We aren't sure when the last time everything was balanced, but we know it has been at least months and possibly longer. Once we get on top of this, balancing and reconciliation will happen on a monthly basis.
- Cleanup of 2009 Financial Data – with the exception of bank statement reconciliation and balancing, I hope that the bulk of this work is behind us. Some small errors and inconsistencies will no doubt remain, but I believe we have identified and corrected all materially significant issues for this fiscal year.
- Financial Reports & Fund Accounting – Stephan Windsor has begun building a new draft bookkeeping architecture (and teaching himself how to use Quickbooks). This is the next step in the process of, ideally, delivering the financial reports in a user-friendly format.
- Electronic Pledge Statements – the electronic pledge statements went out, as well as printed versions of the same. The electronic statements were a success as they seem to have facilitated communication. They have the potential, in the long-run, to reduce expenses as well. As usual, the mailing of the pledge statement provides the opportunity to discover possible errors in our records.
- Pledge Data Flow – Sean Ramsey and I have worked out the data flow for the fall campaign, to keep things clear between stewardship and the rest of the church. Mary Jane Ford and Joseph Hunt will play key roles in the success of this plan, which we hope to reduce the errors and redundancies of previous years.
- Segregation of Duties – Luther and I have developed and implemented a formal, written segregation of financial duties. This is a standard procedure that helps reduce the risk of financial theft or mismanagement (e.g., the person who signs the checks does not also keep the books).
- Budgets – I have submitted budgets to the Finance Committee for operations and facilities for 2010. I have also added requests for new funding to enhance our evening security (paid staff presence), Sunday support (paid staff presence), and recycling.
- Data Systems Review – we have completed phase 1, information gathering. Next, David and I will confirm the results with key players and begin reviewing software alternatives.

Facility & Hardware

- Room 8A – the new meeting space has begun to function. Some cleanup work remains, however. Stephanie Canada, church librarian, has begun cataloging and organizing our collection.
- Photocopier – we have received our new color photocopier. It will be available shortly for use. In the meantime, Dale Whiteaker-Lewis is helping us to get it set up, configured, etc. Because the color copies will cost us 10 cents each, and the color copies are not in our budget, we will have copy codes on the machine to prevent our bill from going through the roof. Each church department, group, or committee will need to pay for their own color copies. We will continue to charge black and white copies to the general operating budget, so church groups will continue to enjoy the same unrestricted,

unlimited copy privileges they have always had. As a bonus – the new copier will cost us \$100 less per month! Stephan Windsor, by the way, deserves credit for initiating this process and hunting down the best deal for us. We also have a second, smaller copier on hand for at least the transition period. This copier does not require codes, but we do ask that it be used only for church business (not personal use).

- The Big Loud Speakers (formerly stored in Howson Hall) – Adult RE sponsored an opera last month in the sanctuary, which allowed us to test our Altec Lansing speakers for the first time. Jim Burson, Marcus Barnes, and Tom Martin also played key roles in this. By all accounts, the event was a success and demonstrated that the speakers could enhance our sanctuary experience. I have begun exploring options to have them permanently located in the Sanctuary (they are currently being stored behind curtains on the dais).
- Foyer HVAC – The installation of the new foyer HVAC is complete. Brian Moore, who as an engineer has years of experience with commercial HVAC systems, advised John Payne and the church to go with a smaller unit (7.5 tons rather than 10). This change, Brian tells me, will significantly reduce our electric consumption without a significant reduction in cooling capacity. Basically from an energy efficiency perspective, its preferable to run the AC for longer spurts rather than short spurts.
- Rats and Termites – Remediation work continues. Little by little their numbers are dropping off. Natalie’s daily routine currently includes checking the traps. Sandra King’s significant other, Phil, volunteered his skills to close off another entry point for vermin that we had in the SE RE door. (He also replaced the doorknob to the main office south door.) The termites in the kitchen apparently survived round one, so they’ve gotten a second round of treatment along the west wall.
- Howson Hall Closet Cleanup – step by step, we continue bringing order to Howson Hall and its closet. This month, we’ve gotten the Altec Lansing speakers out of the area altogether, and we’ve ended the storage of tables and chairs in the closet (which had rendered the closet unusable). This has resulted in the storage of tables and chairs in the Hall itself, behind screens. While not ideal, this is the best use of our limited space.
- Photos of Trustees – they’re all up now, together with photos of all senior staff (less the minister – which should be taken care of shortly). Jane Parsons took the photos and Carol Ginn took care of getting the printed, posted, etc.
- Folding Walls – John Payne is looking into the possibility getting new folding walls to replace the ones in the gallery and room 13. The one in room 13 is in a particularly poor state of repair (falling apart).
- Sprinkler System Repair – the grounds committee (particularly Elizabeth Gray and Dale Bulla) has repaired and upgraded our sprinkler system. In addition to replacing many broken heads and repairing leaks, they’ve added a new control system that is user-friendly.
- Sanctuary Garden – John Payne has been very busy this month. I think I’ve seen him just about every day for four weeks! He’s spent much of that time in the sanctuary garden, getting appropriate drainage along the walls (to prevent water from entering the sanctuary), adding a sprinkler system (with help from Michael West), cleaning the fountain, and creating a new layout of the space.

Other

- My Monthly Newsletter Article – I will no longer write a monthly newsletter article. This activity helped to introduce me to the congregation, but after a year that purpose is fulfilled. Although I enjoy writing, this activity takes 3-4 hours every month. Given that the newsletter is a publication that serves the spirit of the church, it seems to be outside of my purview (the body of the church). We also have limited space in the newsletter lately and I certainly have more than enough urgent matters to keep me busy. When the need arises, I may write occasional articles, however.

No Update this month

- Butterfly Memorial
- Sale of old phone system
- Keys & Alarms
- Cry Room Repair
- Security Task Force
- Room Reservation Software
- Credit Card Bounces
- Recycling
- Uncollected 2009 pledges

Respectfully submitted by Sean Hale. September 11, 2009.

From pages 6-7 of P&P Manual

~~Church Management~~Executive Team

Date of Original Board Approval: May 20, 2003

Date of Latest Revision Approval: August 21, 2007

The purpose of the ~~Church Management Team~~Executive Team is to carry out the operations necessary to achieve the goals determined by the Board of Trustees. The ~~Management-Executive~~ Team holds full responsibility for daily operation of the Church and its activities. The Team reports to the Board of Trustees.

The Minister, ~~Director of Religious Education, and other management staff~~ and Executive Director of the Church form the Management Team, which ~~meets weekly to oversee~~ oversees smooth functioning of Church operations. The staff and volunteers for each service area are responsible to their direct supervisors. Job descriptions for Church staff are kept on file in the Church office and are subject to review by the Board of Trustees.

Proposal – Personnel Policy

By Sean Hale, Executive Director

9/15/09

Introduction

Per board instruction at their August 2009 meeting, this proposal seeks to create a broad policy covering personnel issues, authorizing the executive team to make adjustments to procedures without having to seek board approval.

To date, the church's policies and procedures have been comingled in two main documents, the *Personnel Policy Manual* and the *Policies and Procedures Manual*. Any change, no matter how small, has required at minimum the approval of the Board of Trustees. Changes to some policies may also require the approval of other bodies such as the Finance Committee or the congregation as a whole.

The policy proposal below is based largely on the policy of Unity Church St. Paul, one of the flagship churches in our denomination and a leader in policy governance. (The language of their policies, by the way, is very close to that of First Church Dallas and First Church Minneapolis who also use the policy governance model.)

I: Executive Team Authority and Expectations with Regards to Personnel Issues

Policy I-A: Delegation to the Executive Team

The board's job is generally confined to establishing topmost policies, leaving implementation and subsidiary policy development to the executive team. Executive Team Limitations policies constrain the executive team to act within acceptable boundaries of prudence and ethics. All board authority delegated to staff is delegated through the executive team, so that all authority and accountability of staff can be phrased, insofar as the board is concerned as authority and accountability of the executive team. The executive team members report to the board for their areas of responsibility and as a team for collaborative efforts.

1. The executive team is authorized to establish all further policies, make all decisions, take all actions and develop all activities that are true to the board's policies. The board may, by extending its policies, "undelegate" areas of the executive team's authority but will respect the executive team's choices so long as the delegation continues. This does not prevent the board from obtaining information about activities in the delegated areas.

2. No individual trustee, officer, or board committee has authority over the executive team. Information may be requested by any individual trustee, officer, or committee, but if such request in the executive team member's judgment requires a material amount of staff time, it may be refused with explanation.

3. The executive team may not perform, allow, or cause to be performed any act that is contrary to explicit board constraints (see Executive Team Limitations policies) on executive team authority.

4. Should the executive team member deem it necessary to violate board policy, the ET member shall inform the board chair or another trustee if the chair is not available. Informing is simply to guarantee no violation is intentionally kept from the board, not to request approval. Trustee response, either approving or disapproving, does not exempt the executive team member from subsequent board judgment of the action nor does it impede any executive team member decision.

5. Executive team authority does not extend to supervising, interpreting board policies to, or otherwise directing the chair, individual trustees, or board subgroups regarding board policy. Nothing in this policy is intended to interfere with mutual interaction about individual understanding of policies.

Policy I-B: Executive Team Job Contribution

As the board's official links to the operating organization, the executive team and its individual members are accountable for all organizational performance and exercise all authority transmitted into the organization by the board via FUUCA's governing policies. Executive team/member performance will be considered to be synonymous with the performance of FUUCA.

Consequently, the executive team's job contributions can be stated as performance in three areas:

1. Accomplishment of organizational goals as directed by the board.
2. Organization operation within the boundaries of prudence and ethics established in board policies on executive team limitations.
3. Appropriate use and delegation of power.

II: Executive Team Limitations with Regards to Personnel Issues

Policy II-A: General Executive Team Constraint

The executive team shall not cause or allow any practice, activity, decision, or organizational circumstance that is imprudent or in violation of commonly accepted business and professional ethics.

Accordingly, the executive team shall not fail to operate with a procedural policy against misconduct and dishonesty that meets accepted business practices of the accounting industry. For purposes of this policy, misconduct and dishonesty must include but not be limited to:

1. Theft or other misappropriation of assets, including assets of the corporation or others with whom FUUCA has a business relationship
2. Misstatements and other irregularities in corporation records, including the intentional misstatement of the results of operations
3. Forgery or other alteration of documents
4. Fraud and other unlawful acts

FUUCA specifically prohibits these and other illegal activities in the actions of the executive team, all employees, and all others responsible for carrying out its activities.

Policy II-B: Staff/Volunteer Treatment

With respect to treatment of staff and volunteers, the executive team may not cause or allow conditions that are inhumane, unfair, or unprofessional. Accordingly, the executive team may not:

1. Discriminate (as defined by city, state, and federal laws) among existing or potential staff/volunteers on other than clearly job-related criteria, individual performance, or individual qualifications.
2. Subject staff or volunteers to unsafe or unhealthy conditions.
3. Withhold from staff a due-process internal grievance procedure.
4. Prevent staff from grieving to the board when:
 - a. internal grievance procedures have been exhausted and
 - b. the employee alleges either that
 - i. board policy has been violated to the employee's detriment,
 - or
 - ii. board policy does not adequately protect the employee's human rights.

Policy II-C: Compensation and Benefits

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the executive team may not cause or allow jeopardy to fiscal integrity or public image. Accordingly, the executive team may not:

1. Change individual executive team members' compensation, benefits, or allocated professional expenses as established by the board.
2. Promise or imply permanent or guaranteed employment.
3. Establish current compensation and benefits that:

- a. Deviate materially from applicable nonprofit or geographic market for the skills employed, absent legitimate articulated reasons.
 - b. Create obligations over a term longer than revenues can be safely projected, in no event longer than one year and in all events subject to losses of revenue.
 - c. Fail to align compensation with accurate measures of employee performance.
4. Establish deferred or long term compensation and benefits that:
- a. Cause unfunded liabilities to occur or in any way commit the organization to benefits that incur unpredictable future costs.
 - b. Provide less than some basic level of benefits to all full-time employees, though differential benefits reflecting market conditions or other appropriate factors are not prohibited.

Policy II-D: Communication and Counsel to the Board

With respect to providing information and counsel to the board, the executive team may not cause or allow the board to be uninformed or misinformed. Accordingly, the executive team may not:

- 1. Fail to inform the board in a timely manner of relevant trends, public policy initiatives, public events of the organization, and material external and internal changes, particularly changes in the assumptions upon which any board policy has previously been established.
- 2. Fail to submit reports and other data to the board in a timely, accurate, and understandable fashion, as required for the board to monitor and evaluate the executive team members' performance.
- 3. Fail to gather sufficient staff and external points of view, issues, and options as needed for fully informed board decisions.
- 4. Present information in unnecessarily complex or lengthy form.
- 5. Fail to recommend changes in board policies, the need for which become known to them.

Draft Motion:

The Board of Trustees hereby adopts the above governing policies inasmuch as they apply to personnel issues. All previous policies related to personnel (particularly the *Personnel Policy Manual*) may now be changed at the discretion of the Executive Team, according to the expectations and limitations described above, without prior approval by the Board of Trustees.

TO: First UU Church of Austin Board of Trustees
FROM: Rose Ann Reeser
RE: Recommendation for Allocation of Alana Rosshirt Bequest
DATE: September 2009

Long time church member Alana Rosshirt left a generous bequest of \$5000 to FUUCA. Ms. Rosshirt's will does not specify how the church is to use her gift.

Executive Director, Sean Hale, asked me to take the lead in proposing a way to allocate Ms. Rosshirt's gift that would honor her many years of service to our church and her family's wishes.

In discussing his wife's bequest with Sean, one project in which Mr. Rosshirt expressed interest was the renovation of the sanctuary garden. That project is now underway.

I propose that the Board approve an allocation of at least \$1500 toward the sanctuary garden project. We do not yet have a complete budget for the sanctuary garden project, but chair Elizabeth Gray indicates that a contribution of \$1500 would be a substantial part of the expected expenses.

Mr. Rosshirt also requested that Ms. Rosshirt's bequest also fund a plaque in her honor. My research indicates that a simple brass plaque, suitable for mounting outdoors in the garden area would cost approximately \$300-400. Rather than spend that sum on a brass plaque, I suggest that a tastefully framed certificate of appreciation recognizing Ms. Rosshirt along with other significant contributors to the garden project be mounted in the sanctuary close to the garden door. Besides costing less, a framed tribute on the wall would be more visible to interested persons. I have not discussed this proposal with Mr. Rosshirt.

Ms. Rosshirt frequently attended both the Public Affairs Forum and worship services. I believe she would be pleased to have a portion of her gift allocated to the new Permanent Endowment Fund.

While there are certainly many competing needs that would be worthy of Ms. Rosshirt's gift, I make the following proposals in addition to the garden project.

Public Affairs Forum: \$1000

Worship Services: \$1000

Permanent Endowment Fund: \$1500

Thank you for the opportunity to make these recommendations.

Mandate regarding Donated Loudspeakers

9/15/09

Roughly 4 years ago, member Marcus Barnes donated 8 Altec Lansing speakers to the church. Since then, they have collected dust in Howson Hall, taking up valuable space without fulfilling the purpose for which they were donated.

Proposed Motion

The Board of Trustees renews its thanks to Marcus Barnes for having donated 8 Altec Lansing speakers to First UU Church of Austin a few years ago.

The Board of Trustees hereby authorizes the Executive Director to handle the church's set of 8 Altec Lansing speakers (currently stored in the Sanctuary, until recently stored in Howson Hall). This authorization extends to all means necessary to use those speakers to best benefit the church and permanently remove them from the limbo in which they have existed during the last several years. His authority includes, but is not limited to installing the speakers in the sanctuary and selling the speakers.

Emergency Funding Request: Office Staff Relief

By Sean Hale

September 15, 2009

At the recommendation of the Executive Committee, I have developed this request in order to better manage our current state of work oversaturation in the office. Summary: I request authorization to spend \$7,000 in addition to my regular budget.

Symptoms

- Sandra is just beginning to learn her job. It will understandably take her several months to get fully in the swing of things, and perhaps a year to get on top of everything.
- Natalie spends around 80% of her time on facilities use (church activities and third parties). Rental income is up nearly 60% versus this time last year, and has nearly tripled compared to six years ago! If rentals continue at the present rate, we will have \$22,000 more income than we had budgeted by the end of the year.
- The increased facility usage has required Natalie to begin picking up some janitorial duties for the two days we don't have our janitorial service. To this we can add recycling, pest control, and minor facilities repair. These take an additional 2-3 hours each week.
- Various parts of Natalie's job are going undone or have fallen behind, including:
 - Timely follow up with potential renters
 - Finding a better software system to manage facility use
 - Ordering and organizing supplies (including candles and worship supplies)
 - Printing and stocking the newsletter
 - Processing visitor cards
 - Updates to COMS
 - Updating our member list for the *UU World*
 - Updating and improving rental policy
- Consequently, I find my own time being used inefficiently as I am doing work that can and should be delegated to Sandra or Natalie, including:
 - Following up on bounced credit cards
 - Managing the selection, installation, configuration, etc., of the new photocopier
 - Researching and arranging service providers (like recycling, software, vendors, locks and security, etc.)
 - Cleaning up the accounting
- Due to the stress we are under, we find ourselves providing a less welcoming environment to weekday visitors. Although we do want to train people to make appointments rather than just dropping in, we ultimately want to be able to treat everyone (including drop ins) with warmth, courtesy, and respect. Lately, we have not done this with the consistency and quality that we would like.

Causes

Some of these causes may eventually be overcome, but until we overcome them they represent significant drains on our resources. They include:

- Loss of institutional memory (staff relearning things due to large turnover)
- Adaptation to new staff (adding Janet and Sandra is good, but it takes time for a system to adjust to a new person, help train them to local conditions, etc.)
- Increased facilities use (see also my August and September reports) requires additional staff time for scheduling, juggling schedules of groups, etc. Given limited space, this becomes increasingly complicated the more activities we add.
- Increased church activity overall
- Poor software tools
- Cleanup of poor practices in the past (multiple problems with bookkeeping, human systems that were dependent on oral tradition rather than written procedures, ambiguous policies, non-compliance with policies, unsupervised staff, etc.)

Possible solutions

- Volunteers. We may have exhausted our pool of qualified, committed volunteers. Nonetheless, we are looking into finding additional tasks that we can delegate to volunteers. However, 95% of our work requires more than warm bodies, and the church is running low on untapped, highly qualified volunteers. So, while this may help some, we do not expect it to cover everything.
- Reduce Services. We could reduce our workload by reducing services such as new contracts, but I believe this would do more harm than good to the church overall.
- Increased Funding. Additional spending authority would allow us to purchase the support we need to manage heightened activity and increased pressure on staff. An additional \$7,000 would make possible a combination of temporary staff, paid overtime hours, and increased janitorial services.

My request

I request \$7,000 in emergency funding in order to provide the staffing and other support necessary to respond to the situation described above through the end of the year.

The \$7,000 represents only 1/3 of the income we expect to receive from rentals this year above and beyond what was budgeted.

I have requested in my 2010 budget funding sufficient to cover these needs for next year.

Bridgebuilder update

The Bridgebuilder Action Team (BAT), consisting of Margaret Borden, Sean Hale, Chris Jimmerson, Janet Newman, and Brendan Sterne met Aug 31. We separated tasks in the Bridgebuilder action plan into those that involve mission, vision, values, and covenant leading to policy governance, and those that do not. We agreed that covenant work could be started without the help of an outside consultant, but that subsequent work will require the assistance of a professional consultant.

The following items were considered mission/policy governance-related:

9/1/09 - 3) Establish implementation team for board use of policy governance.

9/1/09 - 6) Identify a professional consultant to inform and guide a church-wide process of updating our mission, vision and values.

9/1/09 - 7) Create a mission team to provide oversight of all work on mission, vision, values, and covenant.

1/1/10 – 17) Engage a professional consultant to inform and guide a church-wide process of updating our mission, vision and values.

1/1/10 – 18) Include the value of community in our mission-building exercises (appreciative inquiry).

1/1/10 – 19) 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.

1/1/10 – 20) Develop strategies to keep mission in the forefront of church decision-making.

7/1/10 – 22) Implement policy governance in all board activity.

The action team agreed to recommend that the board support a line item in next year's budget to pay for a consultant to guide a policy governance process, including mission, vision, and values. Initial inquiries of possible consultants were made to determine a budget amount, with \$10,000 agreed on. Inquiries will continue into possible consultants while the church moves forward on covenant work.

Chris Jimmerson will chair the policy governance oversight team. Margaret Borden will monitor the action plan to ensure action items are not overlooked.

Bridgebuilder update 9/15/09

Target Date: Immediately

- 1) Announcements from pulpit of fellowship activities. – Incorporated in Janet’s revised order of service
- 2) Implement regular evaluations of executive staff. – Done, but documentation availability is unknown.

Target Date: 9/1/09

- 3) Establish implementation team for board use of policy governance. – Done. Members: Chris Jimmerson, chair, Margaret Borden, Brendan Sterne, Sean Hale, Janet Newman.
- 4) Task nominating committee to identify ways to recruit, train, and sustain church leaders. Done.
- 5) Establish a governance review task force to address the follow issues: The responsibility for this rests with the board of trustees. I’m not certain how to go about implementing it.
- 6) Identify a professional consultant to inform and guide a church-wide process of updating our mission, vision and values. In process. Change target date to Dec 09 congregational meeting.
- 7) Create a mission team to provide oversight to work on mission, vision, values, and covenant. Overlaps with policy governance implementation team. Should these two be the same?

Target Date: 10/1/09

- 8) Begin a process to develop a covenant. Janet Newman will initiate. Need proposed schedule.

Target Date: 10/11/09

- 9) Determine ways the church council can build community and fellowship at meetings. Present examples at Oct 11 council meeting and change target date to 1/10/10 council meeting.
- 10) Determine ways existing groups can build community and fellowship within their group and between their group and the congregation. Present examples at Oct 11 council meeting and change target date to 1/10/10 council meeting.

Target Date: 12/1/09

- 11) Identify leadership development curriculum to train and sustain church leaders. Done.

Target Date: 12/09 congregational meeting

- 12) Provide governance review task force draft report. (dependent on item #5)
- 13) Change by-laws to require orientation classes for prospective members before they become members. Needs discussion by board of trustees.
- 14) Redefine membership requirements and develop new member education. Check with membership regarding assignment.