

**First Unitarian Universalist Church of Austin  
Board of Trustees Meeting  
Agenda of Meeting  
Tuesday January 19, 2010, 6:30 P.M.**

I.	Call to Order	Nell Newton	5 minutes	6:30
II.	Adopt Agenda (page 1)	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. December Meeting Minutes			
	C. Reports:			
	i. Interim Minister: Janet Newman (will be sent later)			
	ii. Executive Director: Sean Hale (pages 2 – 6)			
	iii. Director of Religious Education: Lara Douglass (pages 3 – 10)			
	iv. Director of Music Programs: Brent Baldwin (page 11)			
	v. Treasurer: Luther Elmore (pages 25 - 39)			
	vi. Bridge Builders Action Plan Update: Margaret Borden (will be sent later)			
	vii. BB A-Team Report: Chris Jimmerson (pages 12 -24)			
VI.	Discussion and Action Items			
	A. Church Security	Nell Newton, Sean Hale	10 Minutes	7:05
	B. Church-Wide Covenant and Stephan Jonasson Visit	Janet Newman	5 Minutes	7:10
	C. Report from San Antonio Meeting with UUA Board	Nell Newton	10 Minutes	7:15
	D. Board Covenant (page 50)	Janet Newman/Nell Newton	5 Minutes	7:25
	E. Overview of New Financial Reporting	Sean Hale	15 Minutes	7:30
VII.	<b>Adjourn</b>			7:45

**Please Note: The BoT will take a 15 minute break and then return for a meeting dedicated to the Interim Ministry Evaluation at 8 p.m. and estimated to last from an hour to an hour and one-half.**

## Executive Director's Report to FUUCA Board of Trustees December 12 2009 – January 15, 2010

As expected, the last few weeks have kept the office and me quite busy. Despite a few curveballs over the last month, work has concluded or continues more-or-less apace on the following high priority projects:

- enter 2010 pledges into the system
- purchase a new Church Management System
- set up and begin using a new set of financial books
- set up all automatic pledge payments (credit cards and bank transfers)
- close the books for 2009
- Issue annual tax documents (1099s, W2s, 940)
- Set up ongoing facilities reservations for 2010

Although program support staff is experiencing higher stress levels than usual, my general sense of the church is one of relative calm, optimism, and progress. Many people now see, and participate in, visible progress on important areas of church life.

### Office & Staff

- Weekday Volunteers – Ann Edwards, Nancy Groblewski, Kathryn Govier, and Mary Jane Ford continue helping us regularly during the week as well. We're very grateful for their help. Other individuals continue to play important volunteer roles as well outside of the office.
- Sunday Volunteers – the program of regular volunteers in the mailroom has ended, with the last Sunday being January 10<sup>th</sup>. Barbara Denny, Betty Howard, Susan Bethke, Susan Mestier, and Mary Jane Ford made up the regular team at the end. During the last few months, demand for their assistance has dropped at the same time that it has been difficult to recruit and retain a full team. We feel very grateful for their service to this community during our changes and transition of the past year. They've helped many people navigate through our system and lent a hand countless times when people needed administrative support on a Sunday.
- Financial Volunteer – Kae McLaughlin is lending us a hand this month with a variety of financial duties, including the change over to the new set of books. This support has come at just the right time, as Sandra and I have a lot of this kind of special work to do that only comes around once every year.
- Deposit Support – Mary Jane Ford has taken over from Natalie the preparation of the weekly deposit. Mary Jane has the high level of trust, knowledge, skills, and attention to detail that make it possible for us to hand off this very important function with complete ease of mind.
- New Office Staff Hours – the office hours to the public remain 9am-4pm, but Sandra and Natalie have shuffled their hours around. Sandra will now open in the morning and take a long lunch in the middle of the day. Natalie will come in later and work long days

twice a week (she finds she's most productive when we have fewer people in the building). This new arrangement has worked well so far.

- Personnel Policy – Janet and I have updated the personnel policy to reflect the 2010 budget and its impact on pensions (eliminated) and health insurance (the church now pays 80% of full-time employee coverage and 50% for dependents).
- Memorials & Staff – memorials are an important rite of passage and one of the very important services that we provide our members. Unfortunately, because they take an average of 6 hours of Natalie's time and always happen at the last minute, they can seriously disrupt her routine duties and responsibilities (she already has a very full plate). This is even truer when we have extremely demanding groups with high expectations. I will meet with our Memorial Services folks (Rose Ann Reeser, perhaps one or two others) in the coming weeks to see what we can do to tie up loose ends, improve our processes, and seek options that will allow First UU to provide excellent memorial services for members without adding so much stress to an already stressed system.

### **Finances & Data**

- COMS Data – Joseph Hunt and Nancy Groblewski have entered all of the 2009 giving data and the 2010 pledges into the system.
- Pledge Statements – On Friday, January 15<sup>th</sup>, the stewardship team is scheduled to send hard copy pledge statements covering all donors' 2009 giving and confirming their pledges for 2010. I will distribute electronic versions of the same by email shortly thereafter.
- Church Management System – we have purchased a new church management system (CMS) called ChurchDB.com. Based in Austin, TX, this web-based tool will replace both COMS (our membership database) and LOGOS (our facility scheduling software). This mid-level system fits our budget, represents a significant improvement over the status quo, and should serve us well for at least five to ten years. We tentatively plan to have things up, running, and ready to unveil to the congregation over the summer. Once fully functioning, we should experience better data, more staff efficiency, and have the benefit of an online church calendar. David Matthis played an indispensable role in this coming together, and many staff and volunteers provided valuable input along the way.
- New Financial Reports & Fund Accounting – we have issued our first payroll and checks from the new system. Work remains to transfer data over from the old system, but we are up and running on a limited basis with the new system.
- The old financial records– The old set of books will remain active for a few more weeks while we make a few corrections, adjustments, and then close them. We intend to correct all significant and material errors during this time.
- 2010 Pledges by credit card and automatic debit – automatic pledge payments by credit card and bank draft have been completed. Mary Jane Ford has provided a double check of the work. Although she encountered no red flags, she did find a few yellow flags which I plan to follow up on within the next few weeks.
- Unfulfilled 2009 pledges – Bill Edwards has identified about a dozen unfulfilled 2009 pledges of substantial size. He has begun arranging for follow up communication with those members.

- Extra Phone Line – for an untold number of years, the church has paid for a fifth phone line. Although we can account for four of the lines (three voice, one fax), we cannot account for the fifth or confirm when, if ever, it was used. We have cancelled service for the extra line, and AT&T has issued a small (\$112) refund.
- Sales Tax – for an untold number of years, the church has paid sales tax on a variety of recurring bills (as a tax-exempt organization, we should not have paid sales tax). Our bookkeeper Sandra has identified and fixed many of these, and has also pursued refunds (with mixed results).
- 2009 Credit Card Bounces – because of the unusual nature of 2009, data on incomplete credit card pledge payments (or pledge payments in general) would be difficult to compare meaningfully to previous years. Nonetheless, I can report that all bounced credit cards received follow up after I took this responsibility over in April, I only had to abandon one without some form of resolution after repeated attempts by multiple methods to contact the individual failed (it seems like this person has moved).

### **Facility & Hardware**

- Security Upgrades – we have scheduled the security upgrades, described in my previous report, to take place by the end of January. (The supplier sent the wrong part to Cothron's, delaying this project by a few weeks.)
- The Big Loud Speakers (formerly stored in Howson Hall) – Gary Cook has provided Tom Martin a detailed, initial analysis of our current system and the potential of the donated Altec speakers. Additional analysis awaits before any installation work occurs, and such work may also require some upgrades to the speakers themselves. Altogether, this project remains promising and continues forward (“at the speed of church”).
- Sanctuary Garden – work continues on this project, with the leadership of Paige Hill and Elizabeth Gray, with the next work day scheduled for January 23<sup>rd</sup>.
- Folding Walls – we have scheduled the installation of new folding walls in the Gallery and room 13 for January 18<sup>th</sup>.
- Playground Safety – Much to our relief, John Payne is working to get the A-Frame professionally repaired and Joseph Hunt has stepped forward to coordinate all other aspects of the safety enhancements on the RE Playground (the one with the old car). Joseph has already replaced the worn out tires and has purchased supplies for a variety of other repairs. He hopes to complete several other important and visible components of this project in the next week or so. This responds to concerns from renters and from the RE program regarding children's safety. Lara has made funding for most or all materials available from an RE restricted fund.
- Howson Hall Lighting – the installation of improved lighting has begun with financing from Paradox Players and coordination by Tom Martin. As part of this project, Brian Moore provided us a full review of our electrical system done for us (to confirm that we could handle the new light system, and get a sense of our electrical system in general).
- Liability Insurance – Stephan Windsor has handed off our liability insurance policy to me. This is a project that he has managed for us for several years, helping us to get it into good shape and pay a good rate. During this time, he has also served as an invaluable resource as to the details and interpretation of the policy. I've put familiarizing myself with the policy on my “to do” list.

- Grounds volunteers – the Tweeners Covenant Group has decided to lend a hand with grounds work in the coming weeks. This is one of their regular volunteer projects to support and give back to the church.
- Kitchen Extra Cleaning – Cathy Nordstrom helped to organize a group of volunteers that performed some special deep cleaning work in the kitchen last week. Many of the surfaces and drawers are now cleaner and more attractive.
- Kitchen Sink – On New Year's we hosted Freeze Night and the kitchen sink chose that moment to get clogged. The FN volunteers managed through the night by washing "camp style" in pots. John Payne arranged repairs and went ahead and made some improvements (new fixtures, and moving the disposal to the right hand sink so washing can flow in a more logical direction).
- Long-term lease of NW Parking Lot – we have been approached by a local developer who would like to explore a long-term lease of our NW parking lot with us, including paving it. This kind of arrangement goes well beyond the scope of our normal rentals. In the coming week or so, I hope to collect enough information from the developer in order for the executive committee to carefully consider his proposal, to decide whether to proceed with negotiations, to determine who would represent the church in such negotiations, and to confirm who has the authority to sign any contract that such negotiations might produce.
- Computer Server – at the end of the year our Tech Team and I purchased a Dell server for the church. Dale Whiteaker-Lewis has begun setting it up. This should provide us a stronger IT backbone, facilitate future IT work, and may give us new capabilities down the line.

## Other

- Identifying New Leadership – throughout the year, I keep my eyes open for new, untapped leaders in the church. I have sent the Nominating Committee 19 names, for their consideration, of potential new leaders and a few who are familiar but currently underutilized.
- Vacation – I will take a trip with my family to Costa Rica from January 31 to February 9.
- America, Fascism, & God – the last extra copies of this book (about a thousand) have departed for "greener" pastures via my recycling bin. Our bookstore still has enough copies to last us at least a decade.
- Victor Gonzales – I have notified Mr. Gonzales, by mail, of the adjustment to his regular payment from the church (per 2010 budget), and that we will need to receive a visit from him in person before issuing payments in 2010.
- Aggressive Behavior – on the night of December 15<sup>th</sup>, 2009, an individual who sometimes frequents the church displayed aggressive and intimidating behavior, particularly towards Rev. Newman. This person has a history of this sort of behavior, though this was the first time we are aware of pushing. Nell Newton, Janet Newman, and I sent a letter to this person by certified mail and email informing them that their behavior was unacceptable and they are no longer welcome here. (We left the door option for this person to appeal in writing after March 31.) To the best of our knowledge, this person has stayed away and silent.

**No Update this month**

- Keys & Alarms
- Cry Room Repair
- Security Task Force
- Credit Card Bounces
- Webteam
- Staff Covenant

**Some of my other regular activities** (Reports for these usually appear elsewhere)

- Finance Committee
- Board of Trustees
- Board Executive Committee
- Stewardship Committee
- Bridge Builder Action Team (A-Team)
- Volunteer recruiting and coordination
- Management Team
- Church Council & Congregational Meetings

Respectfully submitted by Sean Hale. January 15, 2010.

## **DRE Board Report for December 2010**

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

### **Religious Education Events in December 2009**

The children's annual Christmas Pageant was held on Wednesday night, December 16. The Children's Programming Committee (CPC) was in charge of the pageant. We had record attendance this year with about 120 people for dinner and more for the pageant. Gillian Redfearn was the Reader and Rev. Newman read the scriptures.

Cyndi Stein and Gillian Redfearn were the top chefs for the old-fashioned holiday meal before the pageant.

### **Children's Programming:**

The Children's Programming Committee meets on the fourth Sunday of each month at 1:30 in room 9.

The children concluded their Fall curricula on Christianity. The middle school will continue to use the Neighboring Faiths curriculum. The Spring 2010 curricula, described below, will begin on Sunday, January 10, 2010.

#### **Pre-K: Me & My World** *By: Bill Douglass*

**Description:** An exploration of our selves and our connection to the world around us. Class will encompass stories, crafts and outdoor activities on church grounds.

**Goals for Participants:** To get in touch with a sense of self, explore our relationships with others and discover wonders in nature our human connection to it.

#### **K-Grade 2: "WE BELIEVE;** Learning and Living Our Unitarian Universalist Principles. *Edited by: Ann Fields and Joan Goodwin*

**Description:** This program builds on the 7 Principles of Unitarian Universalism. Since Unitarian Universalists often state what we do not believe, the editors chose to work from the very foundation of our faith when developing this curriculum. The activities encourage participants to incorporate the Principles into their lives.

**Goals for Participants:** To explore what they know about the 7 Principles and to reflect on this knowledge. To engage in activities inspired by the Principles and incorporate the Principles into their daily lives.

## **DRE Board Report for December 2010**

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

### **Grades 3-5**

#### **Spirit of Adventure. A UU Identity Curriculum**

*By: Kate Tweedie Covey*

**Description:** This is an active Unitarian Universalist Identity curriculum for children using the themes of sports, medicine, food, science, building, exploring and the web of life as ways to discover the people and values of our Unitarian Universalist faith.

**Goals for Participants:** To communicate that good sportsmanship and teamwork offer important parallels to the UU way of being in the world. To reinforce the value of taking care of others. To experience the significance of being kind and generous. To affirm the value of using reason and being curious. To explore the importance of being creative and trying new things. To examine the value of living simply and loving animals. To build leadership skills and responsibility in the congregational setting through special projects.

#### **Middle School & High School: Neighboring Faiths: Exploring Religion with Youth.**

*By Christine Reed and Patricica Hoertdoerfer*

**Description:** Inspired by the UU classic, Church Across the Street, this yearlong curriculum helps youth to learn about their own faith and other faith traditions through interactive experience such as field trips and interviews. These encounters with other religions are given meaning through periods of reflection and discussion about Unitarian Universalist and personal beliefs and values.

**Goals for Participants:** To learn about other faith traditions. To consider the universals of religious experience. To deepen one's own faith. To strengthen one's understanding of and respect for cultural diversity.

In late December the middle school and high school students went on a field trip to an Austin Hindu Temple, as part of their current curriculum.

The Middle School and High School youth are continuing to meet on Sunday at 11:30am only. The Middle School and High School youth combine classes for the last Sunday each month.

YRUU continues to meet on Sunday afternoons at 2:30.



## **DRE Board Report for December 2010**

**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

The next meeting of the Adult Religious Education Committee will be on January 14, 2010 at 7pm in room 9 (RE Office.) The Adult Committee meets every other month.

### **Director Of Religious Education Update**

- 1 Management Team Meeting
- 2 RE Assistants Meeting
- 8 Management Team Meeting
- 9 RE Assistants Meeting
- 15 Management Team Meeting
- 15 Board Meeting
- 16 Children's Christmas Pageant
- 29 Management Team Meeting

### **Attendance Update:**

These totals include Children's RE Programs, the Nursery, Middle School and High School

### **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>
December	<b>235</b>

Respectfully submitted by:  
Lara Douglass  
Director of Religious Education  
First UU Church of Austin  
December 31, 2009

## December 2009 Attendance Summary

December Monthly Totals				December Weekly Totals ALL			
CLASS	9:45	11:30	TOT	DATE	9:45	11:30	TOT
Nursery	34	18	52	6-Dec	27	37	64
PRE-K	20	26	46	13-Dec	38	35	73
K-2	31	25	56	20-Dec	32	27	59
3rd - 5th	27	31	58	27-Dec	15	24	39
Middle School		19	19	<b>Monthly Total</b>			<b>235</b>
High School		4	4				
YRUU		0	0				
Choir	5	0	5				
<b>TOT</b>	<b>112</b>	<b>123</b>	<b>235</b>				

### Breakdown by RE Class

Nursery	9:45	11:30	TOT	3-5 Grade	9:45	11:30	TOT
6-Dec	9	3	12	6-Dec	6	8	14
13-Dec	12	6	18	13-Dec	11	10	21
20-Dec	10	4	14	20-Dec	6	6	12
27-Dec	3	5	8	27-Dec	4	7	11

Pre-K	9:45	11:30	TOT	6-8 Grade			11:30
6-Dec	3	6	9	6-Dec			9
13-Dec	5	7	12	13-Dec			3
20-Dec	9	8	17	20-Dec			3
27-Dec	3	5	8	27-Dec			4

K-2	9:45	11:30	TOT	High School	11:30	YRUU	TOT
6-Dec	9	10	19	6-Dec	1	0	1
13-Dec	10	7	17	13-Dec	2	0	2
20-Dec	7	5	12	20-Dec	1	0	1
27-Dec	5	3	8	27-Dec	0	0	0

Choir	1st	2nd	TOT
6-Dec	11		11
13-Dec	11		0
20-Dec	6		6
27-Dec	5		5

\*No YRUU Sunday meetings in December  
Planning sessions held over e-mails

**Report to the Board – Director of Music**  
**1/19/10**

**Adult Choir**

The FUUCA Adult Choir begins rehearsals this week. We've got numerous musical projects on the horizon, including works celebrating Black History Month in February, compositions by Randall Thompson, and a short major work in early June.

**Children's Choirs**

The FUUCA Children's Choirs also start back up this week. We have a busy season planned out, which will include service musical offerings on 2/21, 3/7, 4/25, and 5/9, plus three Intergenerational Choir offerings. We currently have enough funding to run the program through the spring, after which we will determine if funding can be found to continue the program into the fall.

**Intergenerational Choir**

The FUUCA Intergenerational Choir has currently anthems scheduled for 1/31, 4/4 and 5/9. The Intergenerational Choir consists of the church's Adult and Children's Choirs, plus anyone else who would like to jump in for the anthems on those particular Sundays.

**Special Music**

Due to budget cuts, we'll be seeing fewer guest musicians for 2010. We still have a couple on the books, including special guest singer-songwriter Beth Wood on 2/7 and Conspirare's Gitanjali Mathur for a handful of dates. In the meantime we'll continue to be blessed with the formidable in-house talents of Bryan Uecker, John Sanders and our many musical volunteers.

Respectfully submitted,  
Brent Baldwin

**Bridge Builders Action Team Report**  
**For January 2010 Board Meeting**

The attached pages contain materials presented at the January 2010 All-Council meeting as a broad overview of Policy Governance (PG) and our transition to it (apologies to board members who were at that meeting and have already seen it).

Pages i. and ii. (bottom of the pages) demonstrate how PG unites values, mission and ends (vision) with our governance structure with values as the foundation of where we start. Pages iii. And iv. provide some examples of mission and ends statements under PG.

Pages v. and vi. offer a couple of descriptions of the difference in accountability for visionary leadership (the board) and executive leadership (the Executive Team).

Page vii. is an overview of the tentative schedule for moving toward PG in our church. Please mark you calendars for the training sessions if you have not already and also see if you are available for the purpose and values sessions, as we will need several board members at each.

Pages viii. and ix. provide some definitions of common PG terms and page x. lists some real life examples for monitoring the effectiveness of the Executive Team and progress towards ends.

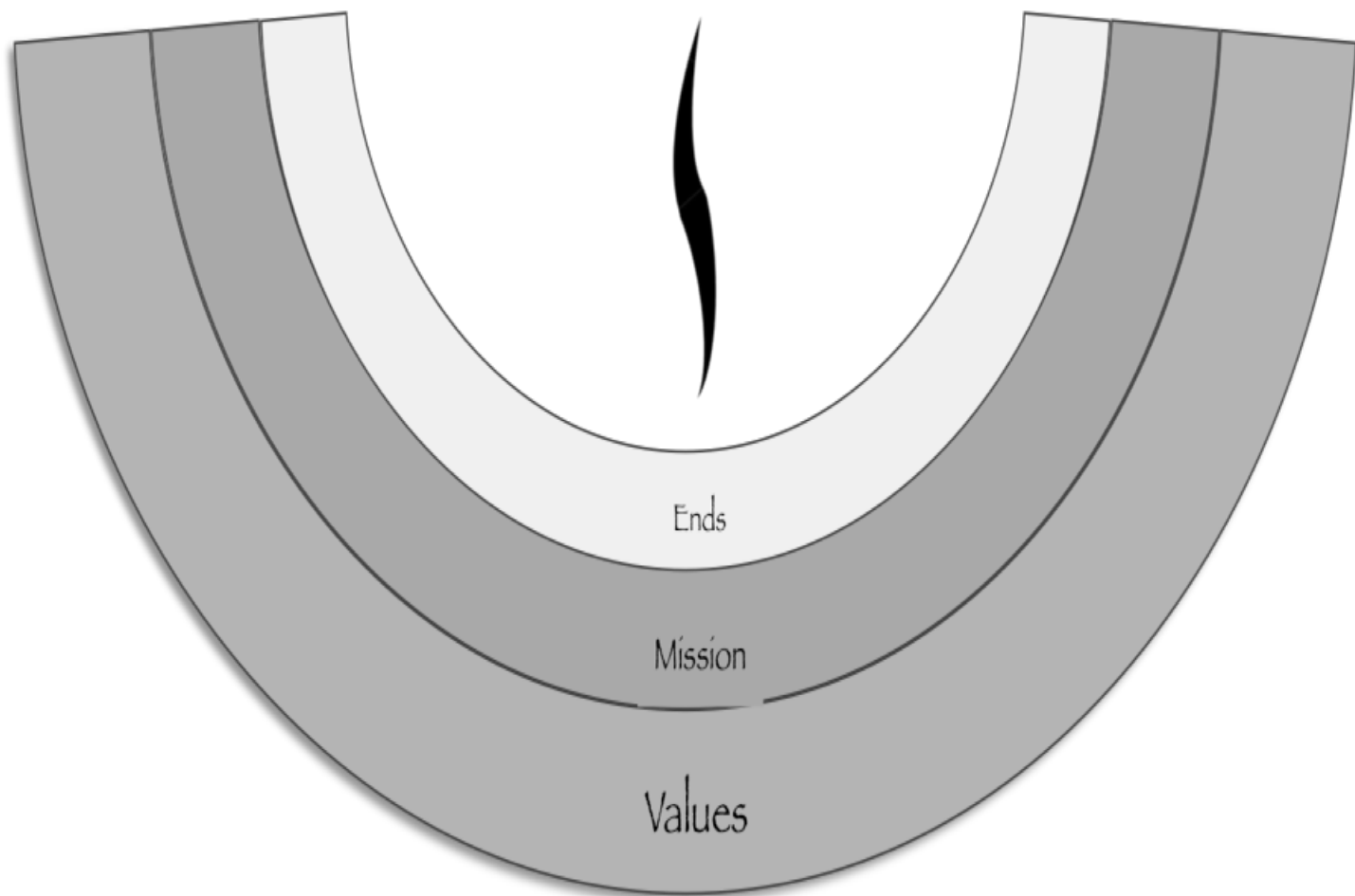
The remaining pages list some resources for learning more about PG and healthy governance in general.

### **Uniting Structure (Policy) and Decision Making (Governance) with Values, Purpose and Vision**

- \* Would you like to see your congregation's creativity and energy liberated to transform souls and bless the world?
- \* Have you been thinking there's more your congregation is capable of achieving if only "the system" could better align and support its ministries?
- \* Are you eager to explore the possibilities for congregational governance with other open-minded, dedicated leaders?

Maybe these questions don't typically come to your mind when you think of "governance." People often think of governance as separate from a congregation's mission and vision, as separate from the difference a congregation exists to make in the world. But what if we united the way we do our congregation's business with our deepest sense of mission and vision? What might that enable us to do?

## The Nested Bowls



**Values:** What qualities of our religious community will we carry forward into our future?

**Mission:** What overarching difference are we here to make and for whom?

**Ends:** What specific, measurable differences will we make and for whom?

**The flame that lights the chalice:** Close connection to your sources of authority and accountability, including, but not limited to, your members.

## **Sample Mission Statements**

**What overarching difference are we here to make and for whom?**

### **All Souls Church, Unitarian in Washington DC Mission**

To create a diverse, spirit-growing, justice-seeking community that transforms ourselves and our world into one great family of all souls.

### **Unitarian Universalist Association Mission (Global END)**

Grounded in our covenantal tradition, the member congregations of the Unitarian Universalist Association will inspire people to lead lives of humility and purpose, connection and service, thereby transforming themselves and the world.

### **Unity Church—Unitarian Mission**

The mission of Unity Church-Unitarian is to engage people in a free and inclusive religious community that encourages lives of integrity, service and joy.

### **Unitarian Universalist Congregation of Atlanta Mission**

The Unitarian Universalist Congregation of Atlanta is a community of faith that encourages and supports our individual spiritual quests out of which we act together for social justice.

## **Sample ENDS Statements**

### **What specific, measurable differences will we make and for whom?**

#### **Unity Church—Unitarian ENDS**

- The people of Unity Church – Unitarian have a deeply meaningful, transforming, liberal religious experience (within)
- Unity Church – Unitarian is a radically hospitable, spiritually vital and supportive community (among)
- Unity Church – Unitarian is a visible leader and partner, making a positive impact in our neighborhood and in the world (beyond)

#### **Unitarian Universalist Association ENDS**

- Congregations unlock the power that transforms lives. (within)
- Congregations live in covenant with other congregations in our Association. (among)
- Congregations move toward sustainability, wholeness and reconciliation. (beyond)

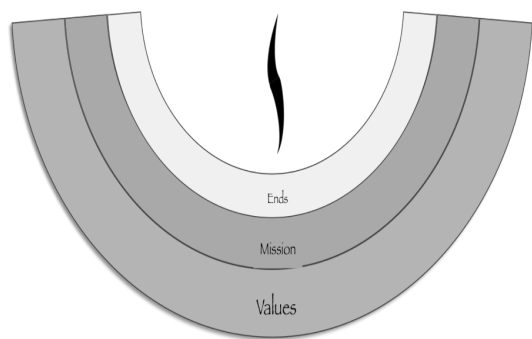
#### **All Souls Church, Unitarian in Washington DC Ends Statements**

1. Church members and their families discover and articulate the source of love in their lives and cultivate the ability to act on that love in ever-expanding circles.
2. All Souls is an ever-more diverse congregation, overcoming the barriers that divide the human family.
3. Our building and our grounds are welcoming, comfortable, and accessible to all who seek their use in harmony with our mission.
4. All Souls Church is a congregation where members generously share human and financial resources to support our growing mission and ends.
5. All Souls Church is a leader in the Unitarian Universalist movement by witnessing to UU values in our nation's capital.
6. The Columbia Heights/Adams Morgan/Mt. Pleasant neighborhood is a more just and compassionate community because of All Souls' prophetic leadership.
7. All Souls Church is a vibrant and joyful community of communities where all seekers find connection, support and spiritual growth in groups large and small.



## Assigning Governance Leadership: Two Types

<p><b>Visionary Leadership:</b> Lights the flame of ownership connection and fills the nested bowls. Represented by the nested bowls icon below.</p>	<p><b>Executive Leadership:</b> Makes sure the outcomes in the nested bowls become reality. Represented by the chalice photograph.</p>
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**Who?**

Board and Church Leaders

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**Who?**

Executive Team

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### **Visionary Leadership Asks**

- What does our membership care about, think about, ask about?
- What's at stake now and in scenarios for the future? What issues or realities do we need to prepare to address?
- How are our core values expressed in the mission, ends and policies of our congregation?
- What direction could we go? ... What direction will we go? ...
- What priority and portion of our resources should we give to each particular end in our vision for the future?

### **Executive Leadership Asks**

- What programs and initiatives will enable us to make our vision reality? ... How will our programs and initiatives flow from the energy and creativity of our members?
- What do we need to change about our current situation to achieve our Ends?
- Who will be responsible for initiating and managing what programs? ... How will we manage, update and enhance our resources to achieve our Ends?

## Embedding Values, Mission and Vision into Our Decision Making Structures

We will begin the move to policy governance this year and have already taken some initial steps over the past few months (the UUA, our district and many if not most UU churches our size have already transitioned to PG.

Upcoming events:

- Late January and February 2010 – Church Covenant of Right Relationship work
- February 26 and 27 – Policy governance training for Board and potential Board members
- March 27 – Training for 10 facilitators and board on conducting values and purpose sessions with the congregation
- April 10 – 10 am, Values and Purpose Session (open invitation to congregation)
- April 21 – 6 pm, Values and Purpose Session at Meet and Eat (again open to all)
- April 25 – 2 pm, Values and Purpose Session (again open to all)

***Note: We will also offer these session to existing church committees and groups at their regular meeting time or a time that is convenient to them. Session sizes work best at about 8 to 15 people; however, for larger groups, we can split them into smaller sessions. Each church member should attend only one session.***

- June Board Retreat – Board takes information from sessions and make “first stab” at Values, Mission, Ends.
- June All Council and July August – Board reports back
- Fall All Council – Policy Governance 101 training for Leadership
- Fall 2010 and into 2011 – Begin writing policy governance policies and revisions, etc.

## Policy-Based Governance Glossary

### **Board-Executive Relationship Policies:**

One of the four types of policies the board writes, these policies clarify how the board delegates authority to the executive, and how it will evaluate executive performance in relation to the ends and the executive limitations.

### **Ends:**

One of the four types of policies that the board writes, ends define what long-term, mission-related results are to be achieved, for whom, and at what cost or priority. Determining ends, and avoiding involvement in means, is a pivotal board duty in policy governance that frees both the board and the executive leader to concentrate on what matters most.

### **Executive Limitations:**

One of the four types of policies that the board writes, executive limitations define what the executive leader may NOT do as they work to accomplish the ends. While this approach may seem negative, executive limitations are, in practice, very liberating, as they allow the staff the fullest possible range of their creativity. They can do anything they want to make the ends become reality, provided they do NOT do the few things spelled out in the executive limitations.

### **Governance Process Policies:**

One of the four types of policies that the board writes, board governance policies identify the board's philosophy, its accountability and the specifics of its own job.

### **Linkage:**

If the board's primary responsibility is to write high-level policies on behalf of its moral ownership, the board needs a way to connect with its owners, to hear what they have to say and to represent them effectively. This process of connecting and listening to the organization's moral owners is called linkage.

**Means:**

Actions needed to accomplish the ends or to protect the operations that produce the ends. Notice how policy governance intentionally gives the executive leader full responsibility for determining what means they'll use to accomplish the ends and how they'll stay within the executive limitations. This is why policy governance works so well to release staff creativity and frees board time to focus on the long-range planning issues that matter most.

**Monitoring:**

The processes and tools boards use to evaluate organizational performance. Specifically, the board uses regular monitoring to track whether the executive is accomplishing the ends and staying within the executive limitations and to evaluate whether the board is faithful to its governance process policies. "If you haven't said how it ought to be, don't ask how it is," is the monitoring principle that forces boards to think carefully about what they want, what means they won't accept in getting it, and then to spell it out in written policies so they and the executive know what will be expected and monitored. Monitoring can be obtained three ways: internal reports from the executive leader, direct inspection by board teams, or external reports from professional experts.

**Moral Ownership:**

The people not at the board table on whose behalf the board governs and to whom the board is accountable. Determining who your organization's ownership is, who gives the board authority and accountability, isn't always easy. Often, you'll have owners that aren't legal owners. For this reason, policy-based governance uses the term "moral ownership" to include all owners, in both a moral and a legal sense. Another term for this is "sources of accountability and authority."

**Policies:**

Written statements that completely embody the board's beliefs, commitments, values, and vision. There are four policy categories boards must address: ends, executive limitations, board governance style, and board/executive relationship.

**Staff**

Any person, whether paid or volunteer, who is working on behalf of the congregation to achieve its ends.

## Links to Congregation Policy Monitoring Schedules

### UU Congregation of Atlanta

<http://www.uuca.org/us/governance/board-of-trustees/monitoring-reports>

Click on **Measuring Progress**

### University Unitarian Church of Seattle

<http://www.uuchurch.org/our-church/administration/governance>

Click on **Monitoring** or **the policy monitoring schedule**

[http://www.uuchurch.org/files/Policy\\_Monitoring\\_Schedule\\_v2.pdf](http://www.uuchurch.org/files/Policy_Monitoring_Schedule_v2.pdf)

### First UU Church Ann Arbor, MI

<http://www.uuaa.org/about-us/our-congregation/how-we-govern/195-governing-policies>

See **Monitoring and Reporting Schedule** at end of document under Policy 4.4

### Joseph Priestly District of the UUA

<http://www.jpduua.org/pages/jpd-board.php>

Click on **Consolidated Policies** near the bottom of the page and see Monitoring Schedule on Page 5 of the policy document.

## Resources for Further Study

### Policy Governance Resources

***Boards That Make a Difference: A New Design for Leadership in Nonprofit and Public Organizations*** by John Carver (Jossey-Bass, 3rd edition, 2006)

This book is the "flagship" explanation of the Policy Governance model as it relates to nonprofit and governmental boards. It is the single most inclusive text on the model.

***Reinventing Your Board: A Step-By-Step Guide to Implementing Policy Governance*** by John Carver and Miriam Mayhew Carver. (Jossey-Bass, 2nd edition, 2006)

This hands-on guide is a "how to do it" text meant to help boards or their consultants with the practical issues of implementation.

***The Policy Governance Fieldbook: Practical Lessons, Tips, and Tools from the Experience of Real-World Boards*** Caroline Oliver (ed.), Mike Conduff, Susan Edsall, Carol Gabanna, Rande Loucks, Denise Paszkiewicz, Catherine Raso, and Linda Stier (Jossey-Bass, 1999)..

This book details the experience of eleven diverse organizations in the U.S. and Canada in implementing the Policy Governance model. The authors (all Policy Governance Academy graduates) apply their proficiency in theory and application to make this a skillful collection of case studies.

***The Board Member's Playbook: Using Policy Governance to Solve Problems, Make Decisions, and Build A Stronger Board*** by Miriam Carver and Bill Charney (Jossey-Bass, 2004)

A playbook for boards to practice Policy Governance and hone their skills. Included are fifty different rehearsal scenarios, practice sheets, answers, and a CD-rom.

### Internet Resources

**<http://unityunitarian.org/UnityConsulting.htm>**.

The services link on this page maps out the congregational policy governance transition process and contains links to a policy governance glossary of terms.

**<http://www.carvergovernance.com/>**

Website for John Carver, Ph.D. John Carver's Policy Governance® model.

### PolicyGovernance-L

A UUA email list dedicated to the discussion of the Policy Governance model of board governance in UU congregations, its implementation, variations, and challenges. This list is for anyone including ordained ministers, lay leaders, and

members of all sizes and shapes of UU congregations with an interest in Policy Governance. List co-managers are Gretchen Dorn, [gdorn@isd.net](mailto:gdorn@isd.net) and Marge Keip, [interimtwo@aol.com](mailto:interimtwo@aol.com) To SUBSCRIBE send the following command in the first line of the message to [listproc@uua.org](mailto:listproc@uua.org) (You can leave the subject line blank, as listproc will ignore it.)

subscribe PolicyGovernance-L YourFirstName YourLastName

[http://uuism.net/uuwiki/index.php?title=Articles\\_about\\_policy\\_based\\_governance](http://uuism.net/uuwiki/index.php?title=Articles_about_policy_based_governance)

Contains a wealth of materials on policy-based governance UUs have found useful.

<http://www.uua.org/events/generalassembly/uuuniversity/2009/128052.shtml>

The Governance Track page at the UUA website. We'll post track materials here after GA.

### **General Congregational Health and Governance**

***Holy Conversations: Strategic Planning as a Spiritual Practice for Congregations*** by Gil Rendle and Alice Mann (Alban Institute, 2003)

Ideas, pathways, processes and tools to take planning from a technical process to a "holy conversation" that answers three critical questions: Who are we? What has God called us to do or be? Who is our neighbor?

***Leading Change in the Congregation: Spiritual & Organizational Tools for Leaders*** by Gilbert R. Rendle (Alban Institute, 1997)

Provides theory and research, along with practical diagnostic models and tools, to help leaders lead change in a spiritual and healthy way.

***Governance as Leadership: Reframing the Work of Nonprofit Boards*** by Richard Chait, William Ryan and Barbara Taylor (BoardSource, 2005).

In this book the authors reframe governance work into three primary modes: fiduciary, strategic and generative, that together enable effective trusteeship and invite trustees to think and govern like leaders rather than as managers.

***Governance and Ministry: Rethinking Board Leadership*** by Dan Hotchkiss (Alban Institute 2009)

Offers congregational leaders a roadmap and tools for changing the way boards and clergy work together to lead congregations. Hotchkiss demonstrates that the right governance model is the one that best enables a congregation to fulfill its mission--to achieve both the outward results and the inward quality of life to which it is called.



**FIRST UU CHURCH – AUSTIN, TEXAS**  
**TREASURER’S REPORT TO CONGREGATION DECEMBER 13, 2009**  
**MONTHLY REPORT DECEMBER 2009**

**Income and Expenditures:**

**December 2009:**

Total income for the month of December 2009 was \$56,987.98 and total expenses were \$90,328.96. Purchases during the month included a new sink for the kitchen, a laptop for RE, new computer servers, a new church database software program, new locks, and a finalizing for 2009 of amounts owed to various vendors. December also had three pay periods. Pledge collections for the month totaled \$44,420.69. Sunday plate collections totaled \$2,724.35. Rental income for the month fell to \$3,512.54.

**2009 Preliminary Totals:**

Although end-of-year data is incomplete and many corrections are still being made, 2009 proved to be not as bad as originally projected, but not as good as it could have been.

Total income for the year was within 1% of December 2008 projections. Total income for the year (excluding 2010 prepaid pledges) was \$653,155.19, less than 1% over the budgeted amount of \$646,481.00. However, this was only achieved through the Spring Canvas that raised \$51,564.00 in the first two months and saw a similar amount in increased pledges that came in throughout the remainder of the year. In spite of that, both pledge and Sunday collection totals only achieved 95% of the 2009 projection. This was a shortfall of over \$40,000 from expected revenue for the year. The gap in revenue was made up primarily due to an additional \$19,000 in rental receipts, almost \$14,000 donated by Paradox Players, and a one time transfer from old restricted funds of almost \$17,000.

Expenses for the year totaled \$674,773, \$15,536 less than the projected \$690,269. The biggest savings were a result of reduced facilities and grounds expenditures, spending \$12,444.25 less than budgeted. Several line items overspent their budgets: Event Team \$1,973.20; Janitorial Contract \$2,073.00; Electricity and water \$3,549.08; Office Equipment Lease \$2,723.09; Pulpit Honoraria \$4,750; RE Assistant \$5,380.67; UUA Pension \$1,865.86. These overages are being examined and some might be due to entry errors.

The bottom line is that for the year the deficit stands at \$10,082.85, far below the projected deficit of \$43,788.00. However, adjustments will continue to be made in the next few weeks.

**Split the Plate Recipients:**

North Central Care Givers (12-6-09): \$511.60

American-Nepali Student and Women’s Educational Relief (12-20-09): \$690.98

For the year 2009 we contributed \$12,125.44 to 24 organizations through Split-the-Plate.

**Endowment Accounts:**

As of 12-31-09 the amount held in the four Schwab funds was \$613,638.74, reflecting an increase for the month of November of \$9,905.60. In addition, the balance in the Hartford annuity is \$10,926.59.

The balance in the four Schwab accounts as of 1-1-09 was \$563,951.41 and fell to a low of \$491,752.95 as of the end of February. The gain for 2009 in the Schwab accounts was \$49,951.41. The Permanent Endowment Fund, which had fallen to \$77,793 last November, has recovered losses and as of 12-31-09 stands at \$104,612.71.

**Finance Committee:**

The Finance Committee has recommended and the Treasurer has endorsed a plan to increase revenue to the church. Currently, over \$100,000 is held in a Schwab account that earns little interest. Part of the reason for holding this cash was to absorb any dramatic declines in market values. That helped us sustain a smaller loss in our values during the recent downturn in the economy. The recommendation is to place the majority of those funds in an interest bearing money market account and CDs that will provide higher yields and still provide us with quick access to the money if needed. We have begun this process and will transfer the funds to our credit union where we will begin to buy insured CDs. Each month for a year we will purchase a CD and allow them to rollover upon renewal. Finance Committee Chair Stephan Windsor has outlined this plan in a separate e-mail to the leadership.

Luther Elmore  
Treasurer

## Balance Sheet

As of December 31, 2009

	Dec 31, 09
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Credit Union Checking	(5,099.26)
<b>Savings</b>	
THCU Savings	4,053.26
<b>Total Savings</b>	4,053.26
<b>Total Checking/Savings</b>	(1,046.00)
<b>Accounts Receivable</b>	
Accounts Receivable	(9.80)
<b>Total Accounts Receivable</b>	(9.80)
<b>Other Current Assets</b>	
<b>Due (To)/From Schwab Accts</b>	
<b>Due from LRF - Capital Campaign</b>	
Due from LRF-Architects, fees	1,182.92
Due from LRF - Capital Campaign - Other	10,000.00
<b>Total Due from LRF - Capital Campaign</b>	11,182.92
Due from Memorial/Endowment	57,252.52
LRF Equity	66,088.42
Due (To)/From Schwab Accts - Other	46,139.15
<b>Total Due (To)/From Schwab Accts</b>	180,663.01
Payroll Asset	(38.40)
Petty Cash Kitchen	175.25
Petty Cash Office	7.35
<b>Total Other Current Assets</b>	180,807.21
<b>Total Current Assets</b>	179,751.41
<b>Fixed Assets</b>	
Accumulated Depr'n	(396,606.00)
<b>Church Building</b>	
New Building Cost	553,072.75
Old Building Cost	119,160.00
<b>Total Church Building</b>	672,232.75
Furniture and Fixtures	19,111.42
Organ	36,062.04
<b>Total Fixed Assets</b>	330,800.21
<b>TOTAL ASSETS</b>	<b>510,551.62</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	

## Balance Sheet

As of December 31, 2009

	Dec 31, 09
Accounts Payable	6,857.96
Total Accounts Payable	6,857.96
<b>Other Current Liabilities</b>	
Direct Deposit Liabilities	286.56
Key Deposits	10.00
Payroll Liabilities	16,362.21
Rental Deposits	40.00
Retirement Accounts	1,500.00
Total Other Current Liabilities	18,198.77
 Total Current Liabilities	 25,056.73
 Total Liabilities	 25,056.73
<b>Equity</b>	
BoT Designated LR Fund	66,088.42
Capital Campaign Donation	10,000.00
<b>Fund Balances</b>	
Adrienne & Miriam Murr Fund	200.00
<b>Adult RE Fund</b>	
Adult RE Owl	495.00
Distinguished Lecture Series	330.43
Facilities Rental	5,530.41
Adult RE Fund - Other	1,734.46
Total Adult RE Fund	8,090.30
Bookstore Fund	2,491.86
Caring Fund	5,981.22
Denominational Affairs Fund	70.02
Facilities Emergency Fund	2,923.63
Flowers Fund	329.34
Green Sanctuary	1,586.55
Internet Ministries	2,797.67
Junior High Fund	3,386.56
Library Fund	350.59
Media Team	1,753.66
Mid-Week Gathering	867.01
<b>Music Fund</b>	
Children's Choir	4,337.52
Music Fund - Other	1,318.29
Total Music Fund	5,655.81
Paradox Players	19,622.31
<b>Religious Education Fund</b>	
Camp UU - Hogwarts	5,083.90
Other Income	372.60
Recycling Project	778.71
Religious Education Fund - Other	2,604.00
Total Religious Education Fund	8,839.21

**Balance Sheet**

As of December 31, 2009

	<u>Dec 31, 09</u>
Senior High Fund	5,087.29
Social Action Fund	206.35
Voyager	211.39
YARN	208.24
Yew Grove Pagan Interfaith	<u>155.04</u>
<b>Total Fund Balances</b>	<b>70,814.05</b>
Mem/Endowment Fund (closed)	125.00
Opening Balance Equity	280,169.57
Retained Earnings	68,380.74
Transfer from M/E	(0.04)
Net Income	<u>(10,082.85)</u>
<b>Total Equity</b>	<b><u>485,494.89</u></b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>510,551.62</u></u></b>

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

	<u>Jan - Dec 09</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Contributions Income</b>			
<b>Restricted Contributions</b>			
Split the Plate Paid	(12,286.84)		
Split the Plate Rec'd	12,947.16		
Restricted Contributions - Other	4,110.00		
<b>Total Restricted Contributions</b>	<u>4,770.32</u>		
Unrestricted Contributions	43,242.03	60,000.00	72.07%
Contributions Income - Other	9,173.48		
<b>Total Contributions Income</b>	<u>57,185.83</u>	<u>60,000.00</u>	<u>95.31%</u>
<b>Misc Income</b>			
HEB Scrip Income	(834.90)	1,500.00	(55.66%)
Sunday Kitchen Donations	2,861.41	4,000.00	71.54%
Misc Income - Other	5,399.40	1,400.00	385.67%
<b>Total Misc Income</b>	<u>7,425.91</u>	<u>6,900.00</u>	<u>107.62%</u>
Paradox Players (net)	13,703.02	3,500.00	391.52%
<b>Pledge Income</b>			
Credit Card Fees	(2,537.07)		
Pledge Income 2008	5,542.50		
Pledge Income 2009	432,490.55	525,000.00	82.38%
Pledge Income 2010	11,535.00		
Spring Canvass	51,564.00		
<b>Total Pledge Income</b>	<u>498,594.98</u>	<u>525,000.00</u>	<u>94.97%</u>
RE Fundraiser	125.00		
Rental Income	54,109.58	35,000.00	154.6%
Special Event Income	944.23		
Transfer from ME Fund	15,580.92	15,581.00	100.0%
Transfer from Restricted	16,902.73	500.00	3,380.55%
Unrest. Invst Income			
Interest Income	117.99		
<b>Total Unrest. Invst Income</b>	<u>117.99</u>		
<b>Total Income</b>	<u>664,690.19</u>	<u>646,481.00</u>	<u>102.82%</u>
<b>Expense</b>			
<b>Denominational Affairs</b>			
<b>Other Programs</b>			
Leadership school	0.00	500.00	0.0%
Partner Church	300.00	150.00	200.0%
<b>Total Other Programs</b>	<u>300.00</u>	<u>650.00</u>	<u>46.15%</u>
S.W.U.U.C. Dues	11,000.00	11,000.00	100.0%
U.U.A. Dues	13,500.00	12,000.00	112.5%
<b>Total Denominational Affairs</b>	<u>24,800.00</u>	<u>23,650.00</u>	<u>104.86%</u>

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

	<u>Jan - Dec 09</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Facility and Grounds</b>			
<b>Building Maint/Repairs</b>			
Grounds	9,834.72	12,000.00	81.96%
House Repairs	12,721.03	23,000.00	55.31%
<b>Total Building Maint/Repairs</b>	<u>22,555.75</u>	<u>35,000.00</u>	<u>64.45%</u>
Custodial Benevolence	3,380.00	3,120.00	108.33%
Custodial Supplies	0.00	550.00	0.0%
Event Team	16,973.20	15,000.00	113.16%
Insurance	8,421.00	8,400.00	100.25%
Janitorial Contract	17,073.00	15,000.00	113.82%
P/R Taxes (Events Tm, Security)	1,650.33	1,572.00	104.98%
Pension-UUA	555.00	555.00	100.0%
Security Program	5,611.50	5,549.00	101.13%
<b>Utilities</b>			
Electricity and Water	16,971.08	13,422.00	126.44%
Gas	1,184.70	1,415.00	83.72%
Utility Drainage Fee	2,902.76	2,863.00	101.39%
Utilities - Other	1,501.96	1,300.00	115.54%
<b>Total Utilities</b>	<u>22,560.50</u>	<u>19,000.00</u>	<u>118.74%</u>
Facility and Grounds - Other	7,290.00		
<b>Total Facility and Grounds</b>	<u>106,070.28</u>	<u>103,746.00</u>	<u>102.24%</u>
<b>General Operations</b>			
Administrator's Salary	60,384.59	60,000.00	100.64%
Computer Expenses	7,456.46	7,500.00	99.42%
Computer/Equip Repair & Maint	320.16		
Medical Insurance	19,707.71	18,245.00	108.02%
<b>Miscellaneous Expense</b>			
Bank Fees	452.22	1,980.00	22.84%
Other Fees/Dues	1,201.21	2,000.00	60.06%
Safety Deposit Box Rental	50.00	50.00	100.0%
Miscellaneous Expense - Other	1,237.76	1,470.00	84.2%
<b>Total Miscellaneous Expense</b>	<u>2,941.19</u>	<u>5,500.00</u>	<u>53.48%</u>
Newsletter	5,660.56	5,500.00	102.92%
Office Equip Lease	17,713.09	15,000.00	118.09%
Office Supplies	4,957.13	5,000.00	99.14%
Payroll Taxes (Office)	10,200.19	9,991.00	102.09%
Pension-UUA	4,110.95	7,830.00	52.5%
Postage and Bulk Mail	3,474.88	4,500.00	77.22%
Professional Expenses	510.26	500.00	102.05%
Telephone	4,229.23	3,500.00	120.84%
Transfer Operations	0.00		
Wages (Office)	72,009.64	70,600.00	102.0%
Worker's Comp Insurance	3,396.00	4,700.00	72.26%
<b>Total General Operations</b>	<u>217,072.04</u>	<u>218,366.00</u>	<u>99.41%</u>

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

	<u>Jan - Dec 09</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Interim Minister Package</b>			
Insurance	1,897.05		
Moving Expenses - Interim	2,971.50		
Pension - UUA	3,125.00		
Professional Expenses	706.14		
<b>Total Interim Minister Package</b>	<u>8,699.69</u>		
<b>Memb. Support and Programs</b>			
Board/Council	394.70		
Canvass and Finance	4,039.91	4,500.00	89.78%
Fellowship	437.86	2,000.00	21.89%
Forum	(94.00)	500.00	(18.8%)
Media Committee	584.14	1,250.00	46.73%
Membership Committee	1,450.66	1,000.00	145.07%
Pamphlets	0.00	200.00	0.0%
Sunday Kitchen Costs	3,733.22	5,000.00	74.66%
<b>Total Memb. Support and Programs</b>	<u>10,546.49</u>	<u>14,450.00</u>	<u>72.99%</u>
<b>Ministry, Outreach, Pastoral Care</b>			
Advertising	3,095.69	2,500.00	123.83%
Austin Area Interreligious Min.	1,000.00	1,000.00	100.0%
Helping Hands	0.00	100.00	0.0%
Intern Minister			
Health Insurance	3,738.21	5,497.00	68.01%
Moving Expense	0.00	1,000.00	0.0%
Payroll Tax	734.40	1,073.00	68.44%
Professional Expenses	0.00	300.00	0.0%
Salary	9,600.00	14,031.00	68.42%
<b>Total Intern Minister</b>	<u>14,072.61</u>	<u>21,901.00</u>	<u>64.26%</u>
Minister Expenses	789.33		
Minister Sabbatical	(51.00)		
Ministerial Consultants	3,953.94		
Other Ministers			
Pulpit Honoraria	5,750.00	1,000.00	575.0%
Other Ministers - Other	361.64		
<b>Total Other Ministers</b>	<u>6,111.64</u>	<u>1,000.00</u>	<u>611.16%</u>
<b>Total Ministry, Outreach, Pastoral Care</b>	<u>24,219.34</u>	<u>27,401.00</u>	<u>88.39%</u>
<b>Settled Minister--Other</b>			
Disability Insurance	579.88	900.00	64.43%
Health Insurance	3,422.44	3,700.00	92.5%
Pension-UUA	658.33	7,500.00	8.78%
Professional Expenses	0.00	14,000.00	0.0%
<b>Total Settled Minister--Other</b>	<u>4,660.65</u>	<u>26,100.00</u>	<u>17.86%</u>
<b>Settled Minister-Sal/Housing</b>			
Housing	23,267.12	27,000.00	86.18%
Salary	48,379.03	48,000.00	100.79%
<b>Total Settled Minister-Sal/Housing</b>	<u>71,646.15</u>	<u>75,000.00</u>	<u>95.53%</u>



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

	<u>Jan - Dec 09</u>	<u>Budget</u>	<u>% of Budget</u>
Social Action Committee I	2,108.71	2,000.00	105.44%
Ministry, Outreach, Pastoral Care - Other	(135.00)		
<b>Total Ministry, Outreach, Pastoral Care</b>	<u>107,252.72</u>	<u>129,601.00</u>	<u>82.76%</u>
<b>Payroll Expenses</b>			
Payroll - Hourly	0.00		
Payroll - Salary	0.00		
Payroll Taxes	(67.93)		
Payroll Expenses - Other	103.23		
<b>Total Payroll Expenses</b>	<u>35.30</u>		
Reconciliation Discrepancies	(5,847.92)		
<b>Religious Educ. and Programs</b>			
Administrative Expense	0.00	550.00	0.0%
Nursery/Childcare P/R Taxes	782.29	877.00	89.2%
Nursery/Childcare Wages			
Nursery Supplies	490.08	100.00	490.08%
Nursery/Childcare Wages - Other	10,995.87	11,460.00	95.95%
<b>Total Nursery/Childcare Wages</b>	<u>11,485.95</u>	<u>11,560.00</u>	<u>99.36%</u>
Pension-UUA	5,471.76	4,690.00	116.67%
Professional Expenses	2,268.99	2,500.00	90.76%
<b>Programs &amp; Supplies</b>			
Adult Religious Education	25.95	500.00	5.19%
Children Program Expenses	493.40	1,000.00	49.34%
Youth Program Expenses	185.00	1,000.00	18.5%
YRUU	0.00	500.00	0.0%
Programs & Supplies - Other	130.07		
<b>Total Programs &amp; Supplies</b>	<u>834.42</u>	<u>3,000.00</u>	<u>27.81%</u>
RE Teachers Wages	4,953.16	6,240.00	79.38%
RE Assistant	40,024.67	34,644.00	115.53%
RE Payroll Taxes	7,118.82	6,716.00	106.0%
RE Salaries	47,310.85	46,900.00	100.88%
Religious Educ. and Programs - Other	0.00		
<b>Total Religious Educ. and Programs</b>	<u>120,250.91</u>	<u>117,677.00</u>	<u>102.19%</u>
<b>Worship Services</b>			
Medical Insurance	4,669.50	5,016.00	93.09%
Music P/R Taxes	4,201.50	4,546.00	92.42%
Music Professional Expenses	1,098.24	1,000.00	109.82%
Music Program Expenses	6,205.79	8,000.00	77.57%
Music Salaries			
Children's Choir Directors	7,625.00	5,000.00	152.5%
Music Salaries - Other	55,203.70	54,426.00	101.43%
<b>Total Music Salaries</b>	<u>62,828.70</u>	<u>59,426.00</u>	<u>105.73%</u>
Pension-UUA	6,506.86	4,641.00	140.2%

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

	<u>Jan - Dec 09</u>	<u>Budget</u>	<u>% of Budget</u>
Worship Supplies	382.94	150.00	255.29%
Total Worship Services	<u>85,893.53</u>	<u>82,779.00</u>	<u>103.76%</u>
Total Expense	<u>674,773.04</u>	<u>690,269.00</u>	<u>97.76%</u>
Net Ordinary Income	<u>(10,082.85)</u>	<u>(43,788.00)</u>	<u>23.03%</u>
Net Income	<u>(10,082.85)</u>	<u>(43,788.00)</u>	<u>23.03%</u>

## Fund Balances - Schwab Accounts

As Of 12-31-09

**Long Range Fund (LRF)**

Schwab Account Balance	\$115,533.44
Due to MSI Gain	(2,813.42)
Due to Operating Fund--Held for Capital Campaign	(10,000.00)
Due to Operating Fund--Architects, Fees	(46,139.15)
	-----
<b>LRF Balance</b>	<b>\$56,580.87</b>
	=====

**Murr Fund**

Schwab Account Balance	\$36,259.15
	-----
<b>Murr Fund Balance</b>	<b>\$36,259.15</b>
	=====

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

Schwab Account Balance	\$357,233.44
Due from LRF - Gain in LRF Fair Value+Interest, Dividends	2,813.42
Due to Operating Fund - Stock donations	(57,055.84)
Due to Operating Fund - Memorial Sculpture (1)	(16,097.64)
	-----
<b>MSF Schwab Account Balance</b>	<b>\$286,893.38</b>
<b>Add Annuity Balance</b>	
Hartford Ins. Annuity, formerly London Pacific	10,926.59
	-----
<b>MSF Balance</b>	<b>\$297,819.97</b>
	=====

**Permanent Endowment Fund (PEF)**

Schwab Account Balance	104,612.71
	=====
<b>Total Value, 5 Funds</b>	<b>\$495,272.70</b>
	-----
<b>Change from last month</b>	<b>\$7,707.72</b>
	-----
<b>Change from this time last year</b>	<b>\$75,843.32</b>

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
<b>BUDGET</b>	\$310,000	\$350,000	\$355,000	\$355,000	\$390,000	\$430,000	\$437,368	\$480,000	\$450,000	\$530,000	
<b>Month Collected</b>											
<b>January</b>	\$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%
<b>February</b>	\$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%
<b>March</b>	\$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%
<b>April</b>	\$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%
<b>May</b>	\$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%
<b>June</b>	\$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%
<b>July</b>	\$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%
<b>August</b>	\$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%
<b>September</b>	\$216,387	\$289,417	\$272,522	\$249,957	\$290,168	\$294,452	\$349,719	\$365,330	\$332,405	371,039	\$373,478.00
% of year	75.00%	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%	71.14%
<b>October</b>	\$234,373	\$321,182	\$302,103	\$276,629	\$311,486	\$341,447	\$383,682	\$414,898	\$361,890	409,433	\$413,305
% of year	83.33%	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%	78.72%
<b>November</b>	\$256,345	\$338,947	\$329,705	\$307,203	\$340,864	\$374,639	\$410,313	\$446,710	\$394,175	\$444,912	454,174
% of year	91.67%	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%	86.50%
<b>December</b>	\$279,732	\$361,972	\$367,711	\$342,584	\$371,787	\$422,460	\$468,866	\$502,453	\$430,683	\$489,319	\$498,595
% of year	100.00%	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%	94.97%

## FUUCA

**Contribution Income**

Budget vs. Actual

1999 to present	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
<b>BUDGET</b>	\$20,000	\$18,000	\$18,000	\$32,800	\$53,000	\$60,000	\$50,000	\$55,500	\$62,178	\$65,000	<b>\$60,000</b>
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	\$30,564.00
% of year	75.00%	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%	50.94%
October	\$14,248	\$13,838	\$25,304	\$43,731	\$49,310	\$44,542	\$51,985	\$51,078	\$48,092	44,228	\$35,653
% of year	83.33%	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%	59.42%
November	\$15,740	\$20,634	\$28,629	\$48,386	\$54,111	\$49,926	\$59,880	\$53,395	\$52,510	\$49,401	\$54,461
% of year	91.67%	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%	90.80%
December	\$17,128	\$23,860	\$35,477	\$55,899	\$66,415	\$56,053	\$66,698	\$64,349	\$63,497	56,492	\$57,186
% of year	100.00%	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%	95.30%

January 2010

**Review of the  
First Unitarian Universalist Church of Austin  
Schwab Portfolios for 2009**

The church owns four Schwab accounts – one exclusively for the Permanent Endowment Fund (PEF), one exclusively for the Murr Music Fund (MMF), one primarily used for the Long Range Fund (LRF), and one used primarily for the Memorial Savings Fund (MSF). I'll use these Fund names for the Schwab accounts rather than account numbers.

Each month the Finance Committee (FC) reviews one of the four accounts. The entire Committee discusses any changes proposed, usually two or three times. Everything discussed below was approved unanimously in most cases, but occasionally with one dissenting vote. Sometimes it took two or three discussions to arrive at consensus. The Minutes of all FC meetings since June 2009 are in a folder in the FC mailbox in the mailroom. Monthly statements from Schwab are available in the office. The attached spreadsheets summarize every transaction in every account for every month since September 2008, which is when the PEF was spun off from the MSF account and all portfolios were reallocated using index Exchange Traded Funds (ETFs) according to Larry Gfeller's advice. So I refer to these as the Gfeller portfolios. The church paid Mr. Gfeller \$1,400 from the MSF Schwab account.

The first account we reviewed was the PEF. The church's Financial Asset Management Plan (FAMP) states that the objective of this Fund is long term growth. Since long term growth is not achieved by holding cash or bonds but through a diversified portfolio of equities, we sold all the bond ETFs in this account and purchased additional shares of the equity ETFs already in the account, also using the cash in the account. So now the PEF holds five equity index ETFs, no bond ETFs and very little cash. Every ETF is designated to reinvest all dividends and gains.

The second account we reviewed was the MMF. The objective of this Fund is growth but with some income needed to distribute to the church's Music Program (up to 3% of the Fund's value each year). This portfolio has two bond index ETFs and four equity index ETFs. The equity index ETFs are designated to reinvest dividends and gains, but the bond index ETFs are designated to pay interest and gains in cash. There are two reasons for this bond index ETF designation. First, this provides the source of cash to be distributed to the Music Program without having to sell anything or pay any commissions. Second, since interest rates are at historic lows and have nowhere to go but up in the next few years, and since bonds lose value as interest rates rise, we decided not to buy more of an asset class that will likely lose value over the next few years.

The third account we reviewed was the LRF. This Schwab account was opened when the LRF was much larger than it is now. It is the only account that is not specifically called out in the FAMP, and has been the cause of much of the "Due to / Due from" commingling with the MSF. The reason for this has been trying to treat an investment account as a cash balance restricted fund. The value of the Board of Trustees (BoT) designated Long Range Fund is currently \$56,283. As the value of the holdings in the Schwab account varied above or below this amount, the excess/deficit had to be swept

into/out of the MSF (according to the FAMP). There is no advantage to having a separate Schwab account for this one restricted fund, and keeping track of the commingling with the MSF is unnecessarily burdensome. This is not a problem with the PEF and MMF because they both retain their own earnings, and are not commingled with the MSF. So to simplify our book keeping, gain a slightly greater economy of scale, and to comply more closely with the FAMP, this Schwab account was merged with the Schwab account used primarily for the MSF. The five equity index ETFs in this account were “journalled” over to the other Schwab account. Nothing was bought, nothing was sold, no costs were incurred, and the value of the BoT Long Range Fund remains exactly the same. We now have only three Schwab accounts.

The fourth account we reviewed was the MSF. This account has one mutual fund, three bond index ETFs, and four equity index ETFs. This is the church’s primary savings account, with the objective of growth with some income needed (up to 5.5% of account value may be transferred to the Operating Fund each year). Reinvestment of interest, dividends, and gains are designated as in the MMF for the same reasons stated above.

After the merger of the two Schwab accounts, the resulting account holds about \$113,000 in cash. We decided to keep this large cash position, but to manage the cash as follows: Schwab’s money market fund currently has a seven-day yield of 0.01%, which compounded yields a whopping 0.52% APY. On the other hand, Texas Health Federal Credit Union (where we have the church’s checking account) is paying 1.35% on their money market and 1.75% for a one-year CD. In February 2010 we will move this cash over to the Credit Union money market, and each month for one year buy a \$5,000 one-year CD. This money market / laddered CD cash management will yield a better return for the church while keeping plenty of cash available if needed.

These Gfeller portfolios were pretty well allocated across market sectors when they were set up in September 2008. The actions taken during 2009 were of the fine tuning, maintenance and housekeeping nature. During 2010 we will review the three accounts to make sure each one stays diversified appropriately for its objective. The FC will probably request about \$500 in the 2011 budget to pay for an outside opinion. The value of each Schwab account will appear in the Asset section of the church’s monthly Balance Sheet. A three year summary of account values is provided in the table below.

<u>Dec 31</u>	<u>Memorial Savings</u>	<u>Long Range</u>	<u>Murr Music</u>	<u>Permanent Endowment</u>	<u>Total</u>
2007	577,808	143,302	38,028	0	759,138
2008	323,434	125,009	33,670	81,838	563,951
2009	357,233	115,533	36,259	104,613	613,638

Stephan Windsor  
Finance Chair

As servant leaders of the congregation, we the Board covenant with one another to:

- ~ Frame all of our activities with mindful regard for the church's mission and vision.
- ~ Respect our time together by being focused, prepared and timely.
- ~ Engage with one another and our work by  
being present and participating,  
listening to one another,  
and supporting one another's leadership.
- ~ Communicate clearly by,  
seeking to understand **one another**,  
addressing concerns directly with one another,  
and, at the end of our discussion, speaking with one voice.
- ~ Encourage our personal and collective health by  
showing compassion and support to one another,  
respecting boundaries and limits,  
and enjoying each other's good humor,
- ~ Conduct ourselves openly and respectfully in times of agreement and disagreement,  
keeping confidentiality when it is requested,  
and agreeing to be called back into covenant.



# Draft Coversheet

## FUUCA Monthly Financial Reports

### Date November 30, 2009

**Unrestricted Cash Balance:** \$141,283.87 (2.45 months operating expenses)

#### **Overall Budget vs Actuals**

We are on track to end the year with a deficit smaller than budgeted. It is even possible that we may end 2009 with a small surplus.

Unexpected income from rentals, the restricted fund, and Paradox Players have offset reduced pledge income. Overall, expenses stand roughly on budget (with the exception of ministry and denominational affairs which have run well under budget).

#### **Caveats**

Although the data presented here is generally correct, some errors remain in the details, particularly payroll expenses which await proper allocation to each department's budget.

**ROUGH DRAFT**  
**Balance Sheet**  
As of November 30, 2009

	<u>Nov 30, 09</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Cash & Investments	
1100 · Bank	
1110 · THCU Checking	47,571.49
1120 · THCU Savings	4,053.26
Total 1100 · Bank	<u>51,624.75</u>
1200 · Schwab Accounts	
1210 · Permanent Endowment Account	101,334.10
1220 · Memorial Savings Account	351,631.34
1230 · Murr Music Account	35,985.43
1240 · Long Range Account	114,822.27
Total 1200 · Schwab Accounts	<u>603,773.14</u>
1300 · Annuity 2014	10,888.47
Total 1000 · Cash & Investments	<u>666,286.36</u>
Total Checking/Savings	<u>666,286.36</u>
Total Current Assets	666,286.36
<b>Fixed Assets</b>	
1500 · Fixed Assets	
1510 · Building and Land	2,282,423.79
1540 · Furniture & Equipment	55,173.46
Total 1500 · Fixed Assets	<u>2,337,597.25</u>
Total Fixed Assets	<u>2,337,597.25</u>
<b>TOTAL ASSETS</b>	<u><u>3,003,883.61</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
3000 · Opening Balance Equity	2,527,132.18
3100 · Restricted Funds	
3200 · Cong. Restricted Funds	
3220 · Permanent Endowment Fund	101,334.10
3240 · Memorial Savings Fund	184,847.22
3260 · Murr Music Fund	37,145.53
Total 3200 · Cong. Restricted Funds	<u>323,326.85</u>
3400 · Board Restricted Funds	
3405 · Long Range Fund	66,088.42
3410 · Capital Campaign Fund	10,000.00
3415 · Paradox Players Fund	26,606.87
3420 · Religious Education Fund	
3422 · CampUU/Hogwarts Fund	5,083.90
3424 · Junior High Fund	350.59
3426 · Senior High Fund	5,087.29

**ROUGH DRAFT**  
**Balance Sheet**  
As of November 30, 2009

	<u>Nov 30, 09</u>
3427 · Lecture Series Fund	330.43
3428 · Adult RE Fund	9,119.27
3429 · Other RE Fund	<u>4,004.80</u>
Total 3420 · Religious Education Fund	23,976.28
3440 · Caring Fund	5,981.22
3450 · Music Fund	
3452 · Children's Choir Fund	4,337.52
3456 · Music Other Fund	<u>518.19</u>
Total 3450 · Music Fund	4,855.71
3460 · Bookstore Fund	2,706.06
3465 · Denominational Affairs Fund	70.02
3470 · Facility Fund	
3472 · Emergency Fund	2,923.63
3474 · Green Sanctuary Fund	1,586.55
3476 · Recycling Program Fund	<u>778.71</u>
Total 3470 · Facility Fund	5,288.89
3480 · Flowers Fund	329.34
3490 · Technology Fund	
3492 · Internet Ministries Fund	2,797.67
3494 · Media Team Fund	<u>1,753.66</u>
Total 3490 · Technology Fund	4,551.33
3505 · Mid-Week Gathering Fund	872.02
3510 · Sabbatical Fund	51.00
3515 · Social Action Fund	1,472.75
3525 · Voyagers Fund	211.39
3530 · YARN Fund	208.24
3535 · Yew Grove Fund	<u>155.04</u>
Total 3400 · Board Restricted Funds	<u>153,424.58</u>
Total 3100 · Restricted Funds	<u>476,751.43</u>
Total Equity	<u>3,003,883.61</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,003,883.61</u></u>

**ROUGH DRAFT**  
**Profit Loss Budget Overview**  
January through December 2010

	Facility & Grounds	Ministry	Music Dept	Program Support	Religious Ed Dept	Other Operating Fund	TOTAL
Total Committees	(Departments)	(Departments)	(Departments)	(Departments)	(Departments)		
Jan - Dec 10	Jan - Dec 10	Jan - Dec 10	Jan - Dec 10	Jan - Dec 10	Jan - Dec 10	Jan - Dec 10	Jan - Dec 10
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4000 · Unrestricted Income							
4100 · Contributions							
4110 · Pledge						450,000.00	450,000.00
4120 · Sunday Plate						65,000.00	65,000.00
4130 · Coffee and snack donations						4,000.00	4,000.00
4190 · Other						5,000.00	5,000.00
<b>Total 4100 · Contributions</b>						<u>524,000.00</u>	<u>524,000.00</u>
4200 · Rental						50,000.00	50,000.00
4400 · Misc Income						2,000.00	2,000.00
<b>Total 4000 · Unrestricted Income</b>						<u>576,000.00</u>	<u>576,000.00</u>
4300 · Interest & Dividends						72.00	72.00
<b>Total Income</b>						<u>576,072.00</u>	<u>576,072.00</u>
<b>Expense</b>							
6000 · General Expenses	7,925.00						7,925.00
Total 6100 · Ministry Support		7,200.00					7,200.00
Total 6200 · Supplies & Materials			6,500.00	9,500.00	1,150.00		17,150.00
Total 6300 · Repairs and Upkeep		74,760.00					74,760.00
Total 6400 · In house services				30,300.00			30,300.00
Total 6500 · Miscellaneous			7,500.00	1,000.00	4,300.00		12,800.00
Total 6600 · Employee Expenses		19,765.00	89,592.00	72,931.00	151,104.00	106,837.00	444,921.00
Total 6700 · Charitable Contributions						12,350.00	12,350.00
<b>Total Expense</b>	<u>7,925.00</u>	<u>94,525.00</u>	<u>104,292.00</u>	<u>80,431.00</u>	<u>195,204.00</u>	<u>107,987.00</u>	<u>607,406.00</u>
<b>Net Ordinary Income</b>	<u>-7,925.00</u>	<u>-94,525.00</u>	<u>-104,292.00</u>	<u>-80,431.00</u>	<u>-195,204.00</u>	<u>-107,987.00</u>	<u>-31,334.00</u>
<b>Net Income</b>	<u><u>-7,925.00</u></u>	<u><u>-94,525.00</u></u>	<u><u>-104,292.00</u></u>	<u><u>-80,431.00</u></u>	<u><u>-195,204.00</u></u>	<u><u>-107,987.00</u></u>	<u><u>-31,334.00</u></u>

## **Main Identity**

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**From:** "keohane" <keohane@prodigy.net>  
**To:** "Austin American-Statesman" <letters@statesman.com>  
**Cc:** "John Keohane" <keohane@prodigy.net>  
**Sent:** Tuesday, January 12, 2010 12:24 PM  
**Subject:** A Quaker+ U. S. Senator of the 20th Century

I found the question of the religion of Mr. Shami, most interesting.

I don't know whether one can be both Muslim and Quaker. I do know that United States Senator Paul H. Douglas, an outstanding senator for 18 years in the 20th century, was both Quaker and Unitarian. I don't know how this stood with the Quakers, but I've known enough Unitarians over the years to be confident that that would be OK with Unitarians.

This mention of Douglas as both Quaker and Unitarian is in my online biography on a www site of the University of Chicago, where he taught for 20 years. It's also mentioned in his autobiography, In the Fullness of Time.

Find the University of Chicago biography on Sen. Douglas, by going here:  
<http://www.lib.uchicago.edu/e/spcl/phdouglas.html>

Finally, I have a candidate for governor, and it is not Mr. Shami.

Best regards,

John Keohane  
5702 Wynona Avenue  
Austin, TX 78756  
keohane@prodigy.net  
(512) 371-3853

P. S.: Please print my email when you print my letter.

YOU ARE INVITED TO JOIN US AND LEARN!  
**Great Moments in UU History:**  
**A 4-Part Class**  
Led by John Keohane

- 1) Mar. 7: 19<sup>th</sup> Century Theists Channing and Ballou
- 2) Mar. 14: Early 20<sup>th</sup> Century Humanists
- 3) Mar. 21: Mid 20<sup>th</sup> Century Civil Rights Activists
- 4) Mar. 28: Late 20<sup>th</sup> Century UU Merger and Beyond

The free classes will be every Sunday  
in March from 1:30-3:00 p.m.  
Readings are optional, but recommended  
Registration is Required



RSVP to John Keohane: [keohane@prodigy.net](mailto:keohane@prodigy.net)  
Phone (512) 371-3853 for more information  
Classes at the First Unitarian Universalist Church  
4700 Grover Avenue, Austin, TX 78756

January 19, 2010

For Board Approval:

The Social Action Committee seeks board approval for monthly special offerings in addition to the regular collection. We recommend these offerings as an experiment for 2010 only. Based on response to this substitute for our Split-the-Plate program and other input from the congregation, the SAC will make a firm recommendation before the end of 2010 on how our church should financially support social justice in 2011 and beyond.

1. First UU should have a monthly special offering, separate from the offering for the support of the church itself. (Additional ad-hoc offerings also would be recommended by the Social Action Committee and then approved by the Board/minister as circumstances warrant, as in the case of earthquake relief for Haiti on Jan. 17.)

2. To select recipients for the monthly special offering, we would invite a new round of nominations from members of the congregation by a certain date.

3. Members of First UU would vote by some mechanism (to be devised by the Social Action Committee with Board approval) to indicate their support for nominees to fill the number of monthly slots available.

4. Each monthly beneficiary would be the subject of a month-long education effort via church media and a presentation from the pulpit on the day of the special offering.

5. This substitute for the suspended Split-the-Plate program would be explicitly billed as an experiment for 2010 only.

6. The Social Action Committee would continue during 2010 to work with the Board and members of the congregation on development of possible alternative responses to the funding needs we have addressed in recent years through the Split-the-Plate program.

Respectfully submitted,

Eric Hartman and Corinna Whiteaker-Lewis, co-chairs  
Social Action Committee