



# FUUCA Board of Trustees

Meeting date: **Tuesday, August 16, 2011 from 6:30 PM to 9:30 PM**

Location: FUUCA

Purpose/Notes: Regular scheduled meeting

Invited Guests: (no guests)

## Meeting Documents:

(no documents)

## Agenda:

### 1. Committee business

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#### 1.1. Call to Order

Chris Jimmerson / 2 min

Snacks--John  
Readings -- Rose Ann  
Process Observer -- Margaret  
Timekeeper -- Luther

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#### 1.2. Board Covenant

Chris Jimmerson / 2 min

##### Documents:

- Ideas for a new Board Covenant v2.docx
- 

#### 1.3. Adopt Agenda

Brendan Sterne / 2 min

##### Resolution #:

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#### 1.4. Consent Agenda

Brendan Sterne / 2 min

##### Resolution #:

##### Documents:

- New Members.doc
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#### 1.5. Process Evaluation

Brendan Sterne / 2 min

#### 1.6. Visitors Forum

Brendan Sterne / 10 min

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### 2. Old business

### 3. New business

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#### 3.1. Check Signing Authority

Eric Stimmel / 10 min

Approve new Check Signing Authority

##### Resolution #:

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#### 3.2. Board Education - Profit & Loss Statement

Luther Elmore / 15 min

Luther will explain the Profit & Loss Statement

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### 3.3. interim process regarding new members and member resignations

Chris Jimmerson / 5 min

#### Documents:

- Interim Membership Procedures.docx

### 3.4. Exercise - Linkage - World Cafe Feedback

Susan Thomson / 20 min

Exercise - Linkage - World Cafe Feedback

#### Documents:

- FUUCAFE notes 6\_11.doc

### 3.5. Snack Break

John Franks / 15 min

### 3.6. Board Calendar

Chris Jimmerson / 10 min

### 3.7. Gathered Here

Susan Thomson / 15 min

Discussing what to do next with the 'Gathered Here' initiative

### 3.8. Board / Executive Discussion

Meg Barnhouse / 20 min

Set aside time for Board / Executive Discussion with new minister.

## 4. Committee business

### 4.1. Work Group Reports (5 min each)

Chris Jimmerson / 15 min

#### Documents:

- First UU Austin Policies - 2011-03-15 (working reformat).docx

### 4.2. Process Evaluation

Eric Stimmel / 5 min

### 4.3. Action Items

Brendan Sterne / 5 min

### 4.4. Board-Executive Team Covenant Reading

Brendan Sterne / 2 min

#### Documents:

- Cov Bd and ExecTeam-2.doc.pdf

Total time scheduled: 157 min

With the Values, Mission and Ends of First UU Austin foremost in mind, we covenant...

- To respect our time together by being focused, prepared and timely
- To listen actively, and address concerns directly
- To trust that each is acting in good faith
- To show compassion, respect boundaries, and enjoy each other's good humor
- To keep confidentiality when it is requested
- To be called back into covenant
- And at the end of our deliberations, to speak with one voice



First Unitarian Universalist Church of Austin  
**Balance Sheet**  
As of July 31, 2011

	<u>Jul 31, 11</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>1000 · Cash &amp; Investments</b>	
<b>1100 · Bank</b>	
1140 · THCU CDs	55,585.12
1130 · THCU Money Market	33,641.52
1110 · THCU Checking	29,459.05
1120 · THCU Savings	200.00
<b>Total 1100 · Bank</b>	<u>118,885.69</u>
<b>1200 · Schwab Accounts</b>	
1210 · Permanent Endowment Account	126,994.71
1220 · Mixed Investment Account	413,593.46
1230 · Murr Music Account	41,104.42
<b>Total 1200 · Schwab Accounts</b>	<u>581,692.59</u>
<b>1300 · Annuity 2014</b>	<u>11,283.28</u>
<b>Total 1000 · Cash &amp; Investments</b>	<u>711,861.56</u>
<b>Total Checking/Savings</b>	711,861.56
<b>Accounts Receivable</b>	
11000 · Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<u>0.00</u>
<b>Total Current Assets</b>	711,861.56
<b>Fixed Assets</b>	
<b>1500 · Fixed Assets</b>	
1510 · Building - at cost	672,232.75
1530 · Land - Travis CAD '10 Value	1,508,930.00
1540 · Furniture & Equipment	127,767.25
<b>Total 1500 · Fixed Assets</b>	<u>2,308,930.00</u>
<b>Total Fixed Assets</b>	<u>2,308,930.00</u>
<b>TOTAL ASSETS</b>	<u><u>3,020,791.56</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
<b>2000 · Liabilities</b>	
2400 · Payroll Liabilities	14,661.92
2110 · Direct Deposit Liabilities	0.00
2200 · Security Deposits	80.00
<b>Total 2000 · Liabilities</b>	<u>14,741.92</u>
<b>Total Other Current Liabilities</b>	<u>14,741.92</u>

**Balance Sheet**  
As of July 31, 2011

	<u>Jul 31, 11</u>
<b>Total Current Liabilities</b>	<u>14,741.92</u>
<b>Total Liabilities</b>	14,741.92
<b>Equity</b>	
<b>3001 · Fixed Assets - Equity</b>	2,308,930.00
<b>3100 · Restricted Funds</b>	
<b>3200 · Cong. Restricted Funds</b>	
3220 · Permanent Endowment Fund	129,494.71
3240 · Memorial Savings Fund	284,199.19
3260 · Murr Music Fund	<u>40,614.22</u>
<b>Total 3200 · Cong. Restricted Funds</b>	454,308.12
<b>3400 · Board Restricted Funds</b>	
3565 · Continuing Ed Fund	2,392.81
3560 · Worship Services Fund	1,000.00
3555 · Forum Fund	970.36
3550 · Minister's Discretionary Fund	2,608.33
3406 · Bridge Builder Action Team Fund	1,558.28
3405 · Long Range Fund	41,282.73
3410 · Capital Campaign Fund	10,000.00
3415 · Paradox Players Fund	16,658.05
3420 · Religious Education Fund	
3422 · CampUU/Hogwarts Fund	12,928.76
3424 · Junior High Fund	2,796.65
3426 · Senior High Fund	3,938.85
3427 · Lecture Series Fund	368.43
3428 · Adult RE Fund	2,805.27
3429 · Children's RE Fund	<u>743.50</u>
<b>Total 3420 · Religious Education Fund</b>	23,581.46
3440 · Caring Fund	3,176.04
3450 · Music Fund	
3452 · Children's Choir Fund	3,733.52
3456 · Music Other Fund	<u>2,899.14</u>
<b>Total 3450 · Music Fund</b>	6,632.66
3460 · Bookstore Fund	947.28
3465 · Denominational Affairs Fund	70.02
3470 · Facility Fund	
3478 · Grounds Fund	703.48
3472 · Emergency Fund	8,607.83
3474 · Green Sanctuary Fund	1,586.55
3476 · Recycling Program Fund	<u>778.71</u>
<b>Total 3470 · Facility Fund</b>	11,676.57
3480 · Flowers Fund	329.34
3490 · Technology Fund	
3492 · Internet Ministries Fund	1,822.67
3494 · Media Team Fund	<u>876.98</u>

**Balance Sheet**

As of July 31, 2011

	<u>Jul 31, 11</u>
Total 3490 · Technology Fund	2,699.65
3505 · Meet & Eat Fund	47.50
3515 · Social Action Fund	2,685.57
3525 · Voyagers Fund	211.39
3530 · YARN Fund	208.24
3535 · Yew Grove Fund	16.38
3540 · Library Fund	329.41
3545 · Special Plate Fund	1,858.75
Total 3400 · Board Restricted Funds	<u>130,940.82</u>
Total 3100 · Restricted Funds	585,248.94
3900 · Unrestricted Net Assets	77,079.82
Net Income	<u>34,790.88</u>
Total Equity	<u>3,006,049.64</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>3,020,791.56</u></u></b>

**First Unitarian Universalist Church of Austin**  
**Profit & Loss Budget vs. Actual**  
January through July 2011

	Total Committees		Infrastructure (Departments)		Ministry (Departments)		Music Dept (Departments)		Program Support (Departments)	
	Jan - Jul 11	Budget	Jan - Jul 11	Budget	Jan - Jul 11	Budget	Jan - Jul 11	Budget	Jan - Jul 11	Budget
<b>Ordinary Income/Expense</b>										
<b>Income</b>										
4000 · Unrestricted Income										
4100 · Contributions										
4140 · Forum	0.00		0.00		0.00		0.00		0.00	
4110 · Pledge	0.00		0.00		0.00		0.00		0.00	
4120 · Sunday Plate	0.00		0.00		0.00		0.00		0.00	
4130 · Sunday Coffee Service	0.00		0.00		0.00		0.00		0.00	
4190 · Other	0.00		0.00		0.00		0.00		0.00	
<b>Total 4100 · Contributions</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
4200 · Rental	0.00		0.00		0.00		0.00		0.00	
4400 · Misc Income	0.00		0.00		0.00		0.00		0.00	
<b>Total 4000 · Unrestricted Income</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
4300 · Interest & Dividends	0.00		0.00		0.00		0.00		0.00	
4900 · Other Income										
4920 · Event	0.00		0.00		0.00		0.00		0.00	
<b>Total 4900 · Other Income</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
<b>Total Income</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
<b>Expense</b>										
6000 · General Expenses	0.00	21,475.00	0.00		0.00	200.00	0.00	6,500.00	0.00	
<b>Total 6100 · Ministry Support</b>	<b>5,191.34</b>		<b>0.00</b>		<b>4,000.00</b>	<b>7,000.00</b>	<b>1,165.00</b>		<b>0.00</b>	
<b>Total 6200 · Supplies &amp; Materials</b>	<b>2,538.33</b>		<b>0.00</b>		<b>0.00</b>		<b>107.51</b>		<b>940.17</b>	<b>4,500.00</b>
<b>Total 6300 · Repairs and Upkeep</b>	<b>18,013.34</b>	<b>20,000.00</b>	<b>21,580.76</b>	<b>52,550.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
<b>Total 6400 · In house services</b>	<b>471.24</b>		<b>0.00</b>		<b>12.50</b>		<b>0.00</b>		<b>15,464.80</b>	<b>30,300.00</b>
<b>Total 6500 · Miscellaneous</b>	<b>2,689.87</b>		<b>0.00</b>		<b>10,945.56</b>	<b>16,170.00</b>	<b>68.28</b>	<b>1,000.00</b>	<b>203.17</b>	<b>4,300.00</b>
<b>Total 6600 · Employee Expenses</b>	<b>452.71</b>		<b>15,156.56</b>	<b>20,501.94</b>	<b>67,264.67</b>	<b>113,902.00</b>	<b>40,109.18</b>	<b>79,262.05</b>	<b>100,421.77</b>	<b>170,947.65</b>
<b>Total 6700 · Charitable Contributions</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
<b>Total Expense</b>	<b>29,356.83</b>	<b>41,475.00</b>	<b>36,737.32</b>	<b>73,051.94</b>	<b>82,222.73</b>	<b>137,272.00</b>	<b>41,449.97</b>	<b>86,762.05</b>	<b>117,029.91</b>	<b>210,047.65</b>
<b>Net Ordinary Income</b>	<b>-29,356.83</b>	<b>-41,475.00</b>	<b>-36,737.32</b>	<b>-73,051.94</b>	<b>-82,222.73</b>	<b>-137,272.00</b>	<b>-41,449.97</b>	<b>-86,762.05</b>	<b>-117,029.91</b>	<b>-210,047.65</b>
<b>Other Income/Expense</b>										
Other Income										
9980 · Restricted Fund Transf to Op	0.00		0.00		0.00		0.00		0.00	
<b>Total Other Income</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
<b>Net Other Income</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
<b>Net Income</b>	<b>-29,356.83</b>	<b>-41,475.00</b>	<b>-36,737.32</b>	<b>-73,051.94</b>	<b>-82,222.73</b>	<b>-137,272.00</b>	<b>-41,449.97</b>	<b>-86,762.05</b>	<b>-117,029.91</b>	<b>-210,047.65</b>



**First Unitarian Universalist Church of Austin**  
**Profit & Loss Budget vs. Actual**  
January through July 2011

	Religious Ed Dept (Departments)		Other Operating Fund		TOTAL			
	Jan - Jul 11	Budget	Jan - Jul 11	Budget	Jan - Jul 11	Budget	\$ Over Budget	% of Budget
	<b>Ordinary Income/Expense</b>							
<b>Income</b>								
4000 · Unrestricted Income								
4100 · Contributions								
4140 · Forum	0.00		782.58	2,000.00	782.58	2,000.00	-1,217.42	39.13%
4110 · Pledge	0.00		331,912.12	531,090.00	331,912.12	531,090.00	-199,177.88	62.5%
4120 · Sunday Plate	0.00		18,429.17	45,000.00	18,429.17	45,000.00	-26,570.83	40.95%
4130 · Sunday Coffee Service	0.00		1,767.37	3,000.00	1,767.37	3,000.00	-1,232.63	58.91%
4190 · Other	0.00		4,969.62	7,000.00	4,969.62	7,000.00	-2,030.38	71.0%
<b>Total 4100 · Contributions</b>	<b>0.00</b>		<b>357,860.86</b>	<b>588,090.00</b>	<b>357,860.86</b>	<b>588,090.00</b>	<b>-230,229.14</b>	<b>60.85%</b>
4200 · Rental	0.00		27,916.24	55,000.00	27,916.24	55,000.00	-27,083.76	50.76%
4400 · Misc Income	0.00		0.00	10,000.00	0.00	10,000.00	-10,000.00	0.0%
<b>Total 4000 · Unrestricted Income</b>	<b>0.00</b>		<b>385,777.10</b>	<b>653,090.00</b>	<b>385,777.10</b>	<b>653,090.00</b>	<b>-267,312.90</b>	<b>59.07%</b>
4300 · Interest & Dividends	0.00		156.31	300.00	156.31	300.00	-143.69	52.1%
4900 · Other Income								
4920 · Event	0.00		12,516.00	18,000.00	12,516.00	18,000.00	-5,484.00	69.53%
<b>Total 4900 · Other Income</b>	<b>0.00</b>		<b>12,516.00</b>	<b>18,000.00</b>	<b>12,516.00</b>	<b>18,000.00</b>	<b>-5,484.00</b>	<b>69.53%</b>
<b>Total Income</b>	<b>0.00</b>		<b>398,449.41</b>	<b>671,390.00</b>	<b>398,449.41</b>	<b>671,390.00</b>	<b>-272,940.59</b>	<b>59.35%</b>
<b>Expense</b>								
6000 · General Expenses	0.00	1,150.00	0.00		0.00	29,325.00	-29,325.00	0.0%
<b>Total 6100 · Ministry Support</b>	<b>23,862.43</b>	<b>24,900.00</b>	<b>0.00</b>		<b>34,218.77</b>	<b>31,900.00</b>	<b>2,318.77</b>	<b>107.27%</b>
<b>Total 6200 · Supplies &amp; Materials</b>	<b>1,291.57</b>		<b>1,822.42</b>	<b>4,000.00</b>	<b>6,700.00</b>	<b>8,500.00</b>	<b>-1,800.00</b>	<b>78.82%</b>
<b>Total 6300 · Repairs and Upkeep</b>	<b>0.00</b>		<b>0.00</b>		<b>39,594.10</b>	<b>72,550.00</b>	<b>-32,955.90</b>	<b>54.58%</b>
<b>Total 6400 · In house services</b>	<b>49.70</b>		<b>0.00</b>		<b>15,998.24</b>	<b>30,300.00</b>	<b>-14,301.76</b>	<b>52.8%</b>
<b>Total 6500 · Miscellaneous</b>	<b>18.67</b>		<b>2,184.73</b>	<b>5,000.00</b>	<b>16,110.28</b>	<b>26,470.00</b>	<b>-10,359.72</b>	<b>60.86%</b>
<b>Total 6600 · Employee Expenses</b>	<b>29,089.62</b>	<b>83,734.31</b>	<b>4,635.16</b>	<b>10,890.70</b>	<b>257,129.67</b>	<b>479,238.65</b>	<b>-222,108.98</b>	<b>53.65%</b>
<b>Total 6700 · Charitable Contributions</b>	<b>0.00</b>		<b>11,000.00</b>	<b>12,350.00</b>	<b>11,000.00</b>	<b>12,350.00</b>	<b>-1,350.00</b>	<b>89.07%</b>
<b>Total Expense</b>	<b>54,311.99</b>	<b>109,784.31</b>	<b>19,642.31</b>	<b>32,240.70</b>	<b>380,751.06</b>	<b>690,633.65</b>	<b>-309,882.59</b>	<b>55.13%</b>
<b>Net Ordinary Income</b>	<b>-54,311.99</b>	<b>-109,784.31</b>	<b>378,807.10</b>	<b>639,149.30</b>	<b>17,698.35</b>	<b>-19,243.65</b>	<b>36,942.00</b>	<b>-91.97%</b>
<b>Other Income/Expense</b>								
Other Income								
9980 · Restricted Fund Transf to Op	0.00		17,092.53	19,394.00	17,092.53	19,394.00	-2,301.47	88.13%
<b>Total Other Income</b>	<b>0.00</b>		<b>17,092.53</b>	<b>19,394.00</b>	<b>17,092.53</b>	<b>19,394.00</b>	<b>-2,301.47</b>	<b>88.13%</b>
<b>Net Other Income</b>	<b>0.00</b>		<b>17,092.53</b>	<b>19,394.00</b>	<b>17,092.53</b>	<b>19,394.00</b>	<b>-2,301.47</b>	<b>88.13%</b>
<b>Net Income</b>	<b>-54,311.99</b>	<b>-109,784.31</b>	<b>395,899.63</b>	<b>658,543.30</b>	<b>34,790.88</b>	<b>150.35</b>	<b>34,640.53</b>	<b>23,139.93%</b>

## Executive Director's Report to FUUCA Board of Trustees July 7 to August 5, 2011

### Office & Staff

- Weekday Volunteers – Ann Edwards, Nancy Groblewski, Mary Ann Stafford, Kathryn Govier, Joseph Hunt, and Mary Jane Ford continue helping us regularly in the office during the week.
- 403b – Everything is set up and we've made our first payment for staff pensions!
- Meg's Arrival – preparation continues for Meg's arrival including lining up her first week's orientation.
- Barbara Stoddard's Arrival – Barbara, our new Interim Director of Lifespan Religious Education (IDLRE) began work on August 2.
- Orientation for New Staff – for the first time, at least in recent memory, we have provided a formal orientation for a new staff person, Barbara Stoddard. Based on a recommendation from Rev Lena Breen, we have developed and implemented a formal system, including a checklist, to cover the basic information that new full-time staff need for success. Natalie and Jamie have already completed their portions with Barbara, and overall we've completed at least half of the steps. We anticipate that this will allow new staff, like Barbara now and Meg soon, to get off to a stronger start.
- Staff Training – Pat Walters did our July staff workshop on the subject of healthy communication. Everyone learned new tools and techniques to improve their own communication and react appropriately to unhealthy communication around them.
- Payroll Transition – Jamie arranged for us a free consultation with a friend who is a payroll expert. We had been considering a transition from biweekly to semimonthly payroll for all staff, which we visualized providing benefits, particularly in the area of reading budget versus actual expenses. Based on Pam Dilloway's advice, we will not make the transition as semimonthly would likely create more problems than it solves.

### Finances & Data

- New Rental Business – we have put a hold on accepting new rental business until September 1<sup>st</sup> so that Natalie can get caught up on core work. This will not impact people or groups with whom we have worked before, but will impact anyone new (unless they look like the goose that lays golden eggs, of course). If the work load continues to grow, as we expect it will if we indeed receive an influx of new members in the coming year, and if the budget available to manage rentals and other business remain static, then we may have to make difficult decisions in the coming months.
- Continuing Education Fund – You may recall that a few months back an anonymous donor gave \$3,000 for the church's Continuing Education Fund and also put up another \$2,000 as a matching challenge gift. Thanks to gifts from a variety of people, we have now raised the full \$2,000 to qualify for that match!

### Facility & Hardware

- Minister's Office – Susan and Bob Bethke continue to work on Meg's office. They got painting help from the Women in Transition covenant group. They've gotten new carpet

installed. The overall look of the space has really transformed into something warm and inviting. Work remains on the door, which has a stubborn resistance to paint, and a handful of details.

- Coffee Hour Tables – Kami and Barb are testing different layouts for coffee hour in Howson Hall. They've already found that having the coffee and bagels up by the stage improves traffic flow.
- Hogwarts Camp – Hogwarts Camp has come and gone. Every year they run smoother and more effectively. Lots of activity. Well organized operation.
- MyFax testing complete – we have completed the test phase of MyFax, an online fax service. It seems to be an effective and inexpensive alternative to the traditional fax machine. Faxes will now come in through an 800 number (877-733-6168). This should save us about \$20 per month and free up office space. On many months, we only receive one non-spam fax, so this is an overdue transition and reduction of expenses.
- New computers for Meg and Barbara – with technical assistance from Dale Whiteaker-Lewis and help with a discount via Dwayne Windham, we have purchased new computers for our incoming leaders. David Matthis and Dale have helped us to get them set up, and Andi Windham has collaborated in getting email and related technology set up.
- Sanctuary AC – the sanctuary AC went out, leaving that part of the building without AC over a Sunday. Natalie did a lot of work to get backup plans and systems into place. All told, the repair cost us around \$2,000 and also some rental income.
- Locks, Parking Lot – I've begun gathering quotes for major infrastructure expenses such as new locks and parking lot maintenance. If we have any money left over at the end of the year, I want to be able to move quickly to spend it on much needed maintenance and security enhancements.
- TSBVI Fence – I met with our neighbors at TSBVI and learned that they may not, after all, make major modifications to the fence and trees along our shared boundary. Changing budget parameters have led them to reconsider those planned changes.
- Meg's first three Sundays – Tom Martin of our Media Team will set up an audio/video link to Howson Hall during Meg's first three Sundays. In this way, should we have overflow attendance due to just the one service, late arrivals can still catch the service in Howson Hall.
- Crispy Lawn – The grounds committee is working on mitigating the impact of the drought on the lawn and church landscape in general. Larry Gilstrap is providing supplemental watering to the areas beyond the sprinklers and Bill Walters is adjusting the sprinklers to maximize efficiency and impact.

## **Other**

- Photos in Foyer: we have updated photos in the foyer, with most of our trustees and our current senior staff. Jane Parsons took the photos and Kami Cornell helped to post them.
- July Church Council Meeting: our quarterly meeting went well. It included a good presentation from Pat Walters on healthy communication, an office update from Natalie, a mission and ends exercise, and an activity to get a snapshot of the coming years' activities.

- Social Services Binder: Ann Edwards and Mary Ann Stafford have compiled a social services binder. This will help the Congregational Care Committee, staff, and volunteers to respond to the inquiries they receive from people in need.
- Denominational Affairs – I had an exciting meeting with the co-chairs of the Denominational Affairs Committee, Karen Franks and Rob Feeney. They plan to engage in compelling new activities that directly connect with our mission and ends, particularly strengthening the congregation's connection with regional and national UU activities.

### **No Update this month**

- Keys & Alarms
- Security Task Force
- Memorials & Staff
- Main office configuration
- Archive
- FORTH Taskforce
- Metrics Taskforce
- IRS Refund
- Mozy
- Finances & Data

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

- Finance Committee Meetings
- One-on-one meetings with direct reports
- Board of Trustees
- Board Executive Committee
- Governance Task Force
- Volunteer recruiting and coordination
- Management Team Meetings
- Church Council & Congregational Meetings
- Office Staff Meetings
- Monthly meeting with Search Committee co-chairs
- Monthly Staff Training
- Background checks for new employees, special volunteers

Respectfully submitted by Sean Hale. August 8, 2011.

August 10, 2011

## Interim Procedures for Board Approval of New Church Members and Church Member Resignations

Background: Until our switch to Policy Based Governance (PBG) and the approval of new bylaws at the May 2011 Congregational Meeting, either the Secretary or the Treasurer had historically provided the board a list of new members joining the church and church members who had resigned or no longer met membership requirements (there was some confusion between the old bylaws and the old policies and procedures on who was responsible for this). For the past year at least, the Treasurer had taken this responsibility. When the board switched to the consent agenda method of approving standard business items, these membership-related reports became a part of the consent agenda; however, both the old bylaws and the current bylaws require a board vote on new memberships and resignations/termination of membership.

Staff had historically provided the list of new members that had joined in the past month to the board officer who then reported it to the board, as well as worked with the Treasurer to determine who no longer was meeting membership requirements. The board officer then reported these to the rest of the board. The President would report member resignations either directly to the board or through either the Secretary or the Treasurer.

Suffice to say, it has not been a very efficient system.

With the new bylaws and board policies, these responsibilities for compiling membership reports for the new members and member resignation reports, as well as members who are no longer meeting voting requirements will fall to the executive or staff to whom the executive delegates these tasks; however, per the bylaws, the final approval of the reports will still have to be made by the board as a part of the consent agenda.

However, the procedures for this have not been written out because we have not yet completed our interpretations of board process policies. The following will be interim procedures until such time as we have completed these interpretations:

Procedures: The Executive Director (or other person as designated by the senior minister) will report members who have signed the membership book and made a contribution of record in the prior month through the consent agenda at each monthly board meeting. The bylaws specify that church members who wish to resign do so in writing to the board. Such resignations will be placed in the church mail slot for the board President, who will then notify the Executive Director (or other person as designated by the senior minister) immediately upon receiving them and forward the documentation to them as soon as possible. The Executive Director (or other designee) will then include a report of such resignations on the next consent agenda.

For congregational meetings, the staff will ensure that a report of church members who are no longer in compliance with membership requirements is placed on the consent agenda in time for the voting membership roll to be posted in compliance with the bylaws.

## New Members

April 10: Bruce Barker, Jeanne Barker, Hollyana Melear, Ariel Wilson

May 8: Frank Wilson, Laura Wilson

May 22: Torie Camp, Le Easter, Leah Linnet, Patricia Ryan, Donna Squillace,  
Mindy Squillace

June 12: Julie Bernett, Ryland Trahan

June 26: Mike Denton, Marion Magarick, Linda Webster

July 24: Gayle Gaston, Jim J. Hill

**FUU-CAFÉ  
RADICAL HOSPITALITY AND EVANGELISM NOTES  
JUNE 15, 2011**

**Please share a story with us of a time when you heard some 'good news' that changed your life for the better.**

- Freed me from guilt about celebrating Christmas
- Discovered that God is within me all time and how I could learn about that God
- Shifted from what I don't believe to what I do believe and became part of a community
- A place where I can change my beliefs without losing my community
- Offering what I have, even if not the best, lets me know I can be a significant contributor to the community
- Stop wishing your life away and enjoying the day
- Fellow participant in a meditation group pointed out that religion is simply what is in our hearts
- Questioning at an early age the Catholic theology that “only Catholics go to heaven” led eventually to the good news of Unitarianism.
- Good news: it's OK just to be
- Good news: was told by doctor after serious accident that he would not lose limbs
- Participation in a “sociable atheists” group
- Read a book about miracles that was transformative and led to participation for many years in a group that studied the works of Edgar Cayce
- Accepted into Peace Corps; made much more aware of community; interpersonal relationships; message was I can make a difference
- Love for helping others; love for teaching; learned can pick up and go anywhere and make myself at home
- Learned compassion through caring for disabled child—was blessing to our family
- Boston and San Francisco area UU churches where grew up—wonderful mentors taught love for teaching; gift of being a teacher; richness of experience in culturally rich communities
- Relationships can be supportive but allow independence
- Caring for children changes outlook on world; putting others first; value of community and RE for children
- Non-creedal religion restored ability to participate in religion and spirituality; look forward to going to church, not a clone
- College acceptance letters—passed exam—mother peeked, piqued, peaked!
- Out of a bad job—point of fewer options; reignited hope from friend's referral, friend's familiarity—generosity transformed
- During investigative study gained new insight into birth/death/life; lost fear of death
- Was able to respond to nature rather than just seeing sunset; it was inside me
- Changed the way I saw myself in relation to the world; became an artist rather than an academic



- Learning about this UU community; during the interim we especially came together; thought we would always be uprooted, without goals; our jaws dropped—why didn't we know this before? This church has transformed two shy people where we can be safe to talk, where people care about each other; wish we'd known about this when our kids were young.
- At FUUCA we've found a greater generosity toward all faiths; it's been like an evolution in me—not really an “aha”; but able to reclaim words of God and faith.
- Being given permission to not have to change the world; just be
- News that helps you find your way home
- Brings joy
- Unexpected
- Inexplicable draw

**What was it about you, the situation, the messenger, or the message that made this good news transformative?**

- Let go of guilt
- Quit searching and explore myself and found answers
- Moved from what I don't believe to what I do believe plus gained a community
- Change beliefs without changing community
- OK to offer the talent you have
- Be present. Don't lose today
- Minister inspired by sharing his own struggle to change his beliefs
- Hearing consistent message from multiple sources and seeing consistent behavior
- Was at the right time in my life
- Timing was right and led to a life long practice of meditation and journaling
- Helped me develop an attitude of gratitude
- Freedom of thought
- Long recovery from serious accident changed the course of my life
- UU'ism changed my life—got involved—found community
- Raised Catholic but know the value of larger community, moving past guilt, like being a part of a bigger picture
- Am a good organizer and getting people to do what is needed; can do administration; was rewarding; put together best English language library by working with lots of others; set up early childhood program at UU church—first time administrator
- Life went in new direction; pretty quiet person—reflective
- Was accumulation of life long experience; was very open to it
- Suddenly these people exist that you have to keep alive!
- Observed people being transformed from UU church —“I have been a UU all my life and just didn't know it” —experience joy
- You are where you want to be—sense of belonging
- Heard sermon on your way to somewhere
- Reignited hope; friend's generosity
- Changed the way I saw myself in relation to the world

- Community; coming together
- Greater generosity toward all faiths; reclaiming words of God and faith
- Permission to just be
- Sense of fulfillment, wholeness

**What 'good news' does our church have to share? What difference will we make in the world as we proclaim our transforming faith, our good news, to the wider community?**

- We are welcoming, accepting people—we introduce ourselves
- Live our acceptance of others while doing our various social justice work
- Setting a good example so that others will follow
- Welcoming to all—where they are
- Guilt free
- Forgive ourselves and others
- Support for own spiritual development
- Respect for independent minds and open discourse
- Many opportunities to give of self, particular in social action
- More peaceful, loving world
- Observation that we have an increased comfort in our church now about sharing the good news about First UU
- Observation from the group that we have come together as a congregation in the past year and that we have had many more opportunities to engage in authentic dialog with each other
- We're an open community—listen to other ideas—more peace, more compassion, more tolerance
- A religion about what we do rather than what we believe
- We would treat people the way most say we should—the Golden Rule
- Religion can be liberating rather than oppressing
- Responsible search for truth and meaning; offering the world a way to explore spirituality not defined against other religions
- Can draw on the valuable to be found in other religions
- Share our values and mission
- You don't have to be an island unto yourself—find community
- Our social justice work has the potential to spread our saving message while benefiting lives
- OWL could be publicized in the community and save kids
- Out on college campuses
- Community
- Caring
- No hell
- People are good
- Alternative to creed
- Covenantal

- Supportive
- Safe
- People can be good without having to accept creed
- We can change the world
- Accepting
- We welcome everyone
- Reason and conscience trump dogma
- Liberal
- Values into action
- No intermediaries between us and God
- Many paths
- Letting people know we are here. Being a presence
- Invite people
- Alternative version/vision of church
- Intentional intergenerational community
- Making a difference through social justice—as a community—even in the politics
- Interfaith sharing/projects/education
- A place to learn and grow
- One God, no hell
- Our values
- Freedom to explore without dogma
- Value doubt and questions
- Life-centered religion
- Community
- Social justice
- Fulfillment
- Be all you can be
- Forever young; richness of life
- Variety of activities
- Help people
- Expand possibilities for the young (and adults)
- Sustain our hope for a better world through coming generations
- Place for people to find themselves
- Beacon of liberal religious values in the country
- Safe place for the oppressed
- Open door—welcome all
- Help people listen
- Finding community
- Help make peace with death

# **First UU Austin**

## **Draft Governing Policies**

Revised: March 15<sup>th</sup>, 2011

## Table of Contents

Section I. Values / Missions / Ends.....	3
A. Philosophy of Governance.....	3
B. Our Moral Ownership.....	3
C. Our Values.....	4
D. Our Mission.....	4
E. Our Ends.....	5
Section II. Executive Limitations .....	6
A. Treatment of Members, Friends and Visitors.....	6
B. Treatment of Staff .....	7
C. Financial Planning / Budgeting.....	8
D. Financial Conditions & Activities .....	9
E. Continuous Operations Plan.....	10
F. Asset Protection .....	11
G. Compensation & Benefits.....	12
H. Communication and Support of the Board .....	13
Section III. Governance Process .....	14
A. Governing Style .....	15
B. Board Job Description .....	15
C. Agenda Planning.....	17
D. President's Role .....	18
E. Board Code of Conduct / Board Covenant.....	19
F. Board Committee Principles.....	20
G. Cost of Governance .....	21
H. Complaint Processing Procedure.....	22
I. Complaint Resolution Procedure.....	23
Section IV. Board-Executive Relationship .....	24
A. Unity of Control.....	24
B. Accountability of the Senior Minister.....	25
C. Delegation to the Senior Minister.....	26
D. Monitoring Senior Minister Performance .....	27
Section V. Appendix A – Monitoring Schedule.....	28
Section VI. Appendix B – Board Covenant .....	29
Section VII. To Do.....	30

## **Section 1. Values / Missions / Ends**

### **Philosophy of Governance**

Governance at First UU Church of Austin shall support our shared ministry, reflect our UU principles and release the full potential of our people.

To do so, our elected, representative, Board of Trustees will engage in ongoing, meaningful conversations with members of the church (and others to whom we are accountable) to continually focus the work of the board on our shared values and purpose.

The board will govern in a manner that:

- Clarifies accountability, authority and responsibility so that staff and volunteers are empowered to reach their full promise in pursuit of our shared purpose
- Is flexible and always improving
- Encourages creativity and examining the bigger picture
- Strives for excellence but recognizes that true excellence is often a stepwise process of continual monitoring and refinement
- Strongly connects the congregation and leadership
- Focuses on governing by policy
- Keeps the board in covenant with one another and with the congregation

### **Our Moral Ownership**

**Our Values**

<i>Transcendence</i>	To connect with wonder and awe of the unity of life
<i>Community</i>	To connect with joy, sorrow, and service with those whose lives we touch
<i>Compassion</i>	To treat ourselves and others with love
<i>Courage</i>	To live lives of honesty, vulnerability, and beauty
<i>Transformation</i>	To pursue the growth that changes our lives and heals our world

[Revised: June 12<sup>th</sup>, 2010]

**Our Mission**

*At First UU Church of Austin, we gather in community to nourish souls, transform lives, and do justice.*

[Revised: June 12<sup>th</sup>, 2010]

## **Our Ends**

First UU Church of Austin is a radically hospitable community where:

- All people feel welcomed and are treated with respect and dignity
- Members and their families feel supported in times of joy and need
- Members find connection with one another in fellowship
- People are fully engaged and generous with time, treasure and talent

First UU Church of Austin nourishes souls and transforms lives by:

- Engaging and supporting members in spiritual practice and growth
- Providing worship, programs and activities that awaken meaning and transcendence
- Ensuring that members have a caring, supportive and safe place to rekindle the spirit

First UU Church of Austin witnesses to justice in our personal lives and beyond, by:

- Practicing liberal religious values in the public arena
- Empowering all people to access the richness of life
- Providing leadership to the greater UUA community to expand the reach of our movement
- Partnering with the interfaith community to live our shared values

[Revised: June 12<sup>th</sup>, 2010]



## **Section 2. Executive Limitations**

The Senior Minister shall not cause or allow any practice, activity, decision, or congregational circumstance that is unlawful, in violation of professional ethics or commonly accepted business practices, or inconsistent with our values.

[Accepted: December 21st, 2010]

### **2.1 Treatment of Members, Friends and Visitors**

With respect to interactions with members, friends and visitors of the church the Senior Minister shall not allow conditions, procedures, or decisions that are unsafe, disrespectful, unnecessarily intrusive, or that fail to provide appropriate confidentiality and privacy.

Accordingly, the Senior Minister shall not:

- 2.1.1 Violate the confidentiality of member pledge information, except as required by members of the Finance and Canvass Committees to carry out their responsibilities.
- 2.1.2 Fail to provide a reasonable level of safety, upkeep, access and functionality for the facilities.
- 2.1.3 Fail to maintain and enforce procedures to ensure the safety of congregants and children while at the Church or at Church functions.
- 2.1.4 Fail to establish, publicize and follow written policies for processing member grievances and suggestions.
- 2.1.5 Fail to maintain a serious breach of covenant process.

[Accepted: December 21st, 2010]

## **2.2 Treatment of Staff**

With respect to the treatment of paid and volunteer staff, the Senior Minister shall not cause or allow conditions or practices that are unsafe, unclear, disrespectful or unprofessional. Accordingly, the Senior Minister shall not:

- 2.2.1 Operate without written personnel policies that provide for effective handling of employee evaluation and grievances, and protect against wrongful conditions such as harassment and preferential treatment.
- 2.2.2 Fail to make available to staff a written copy of the personnel policies.
- 2.2.3 Prevent staff from approaching the board when internal grievance procedures have been exhausted and the employee alleges either that:
  - 2.2.3.1. board policy has been violated to the employee's detriment, or
  - 2.2.3.2. board policy does not adequately protect the employee's rights.
- 2.2.4 Discriminate among existing or potential staff/volunteers on a basis other than clearly job-related criteria, individual performance, or individual qualifications.

[Accepted: December 21st, 2010]

### **2.3 Financial Planning / Budgeting**

Financial planning for any fiscal year or remaining part of any fiscal year shall not deviate materially from the Board's Ends priorities, risk fiscal jeopardy, or fail to be derived from a documented [multi-year staffing and financial plan](need to have a consistent label for the plan).

Accordingly, the Senior Minister shall not allow budgeting that:

- 2.3.1 Fails to communicate a reasonably accurate projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
- 2.3.2 Provides less for Board prerogatives during the year than is set forth in the Cost of Governance Policy.
- 2.3.3 Plans the expenditure in any fiscal year of more funds than are reasonably projected to be available in that period.

[Accepted: January 18th, 2011]

## **2.4 Financial Conditions & Activities**

With respect to the congregation's actual, ongoing financial condition and activities, the Executive shall not cause or allow the development of financial jeopardy or deviation from priorities established in Ends policies or [Long Range Plan](need to have a consistent label for the plan).

Accordingly the Senior Minister shall not:

- 2.4.1 Allow actual allocation to deviate materially from congregationally approved budget priorities, unless authorized by the Board.
- 2.4.2 Borrow any amounts without prior Board approval. Designate funds in manner inconsistent with the donor's intentions or in a manner inconsistent with best accounting practices.
- 2.4.3 Expend any endowment or designated funds other than for the purposes determined at time of receipt or designation.
- 2.4.4 Fail to settle payroll and other obligations in a timely manner.
- 2.4.5 Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
- 2.4.6 Commit the church to any contract outside of approved budget authority.

[Accepted: February 15th, 2010]

### **2.5 Continuous Operations Plan**

In order to protect the church and Board from sudden loss of the Senior Minister, the Senior Minister shall not fail to maintain a continuous operations plan.

[Accepted: January 18th, 2011]

## **2.6 Asset Protection**

The Senior Minister shall not cause or allow Church assets to be unprotected, inadequately maintained, or unnecessarily risked.

Accordingly, The Senior Minister Shall not:

- 2.6.1 Fail to insure against theft and casualty losses and against liability losses to Board members, staff, and the organization.
- 2.6.2 Fail to operate based on a clearly articulated investment plan.
- 2.6.3 Allow unbonded personnel access to material amounts of funds.
- 2.6.4 Subject facilities, premises, and equipment to improper wear and tear or insufficient maintenance.
- 2.6.5 Fail to protect intellectual property, information, and files from loss or significant damage, or the lack of application of appropriate documentation and retention standards.
- 2.6.6 Fail to seek competitive bids when appropriate.
- 2.6.7 Receive, process, or disburse funds under insufficient controls.
- 2.6.8 Invest or hold money in insecure instruments, including uninsured checking accounts and bonds.
- 2.6.9 Endanger the organization's public image or credibility.

[Accepted: January 18th, 2011]

## **2.7 Compensation & Benefits**

With respect to employment, compensation and benefits to employees, consultants, and contract workers, the Senior Minister shall not cause or allow jeopardy to fiscal integrity and shall not fail to strive for fair compensation.

Accordingly, the Senior Minister shall not:

- 2.7.1 Change his or her own compensation, benefits, or allocated professional expenses as established by the board.
- 2.7.2 Promise or imply permanent or guaranteed employment.
- 2.7.3 Establish current compensation and benefits that:
  - (a) deviate materially from the geographic market for the skills employed
  - (b) create contractual obligations over a term longer than revenues can be safely projected and in all events subject to losses of revenue.
- 2.7.4 Establish compensation and benefits so as to cause unpredictable or inequitable situations.

[Accepted: January 18th, 2011]

## **2.8 Communication and Support of the Board**

With respect to providing information and counsel to the board, the Senior Minister shall not cause or allow the board to be uninformed or unsupported in its work.

Accordingly, the Senior Minister shall not:

- 2.8.1 Fail to submit the monitoring data required by the board in a timely, accurate, and understandable fashion, directly addressing provisions of the board policies being monitored.
- 2.8.2 Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the Board.
- 2.8.3 Fail to inform the board in a timely manner of material external and internal changes, particularly changes in the assumptions upon which any board policy has previously been established.
- 2.8.4 Fail to gather sufficient staff and external points of view, issues, and options as needed for fully informed board decisions.
- 2.8.5 Fail to report to the Board behavior or conditions that are detrimental to the work relationship between Board and the Senior Minister.
- 2.8.6 Fail to advise the Board if, in the Senior Minister's opinion, the Board is not in compliance with its own policies.
- 2.8.7 Fail to recommend changes in board policies, as the need becomes known to them.
- 2.8.8 Deal with the Board in a way that favors or privileges certain board members over others.
- 2.8.9 Make public statements about the position of the Church, if the official position is not formally adopted.

[Accepted: December 21st, 2010]



### **Section 3. Governance Process**

The Board of Trustees of the First Unitarian Universalist Church of Austin governs on behalf of the church to realize its mission and uphold its values.

[Revised: November 20<sup>th</sup>, 2010]

### 3.1 Governing Style

The Board will govern lawfully and ethically, with emphasis on: a) outward vision rather than internal preoccupation, b) encouragement of diversity in viewpoints, c) spiritual and strategic leadership more than administrative detail, d) clear distinction between the role of the Board and the role of the Senior Minister, e) collective rather than individual decisions, f) the future, rather than the past or present, g) being proactive rather than reactive.

- 3.1.1 The Board shall cultivate a sense of group responsibility for excellence in governing. The Board will use the expertise of individual members to enhance the ability of the Board as a body. The Board will allow no officer, individual, or committee of the Board to hinder or be an excuse for not fulfilling Board commitments.
- 3.1.2 The Board will carefully establish broad written policies reflecting the congregation's values and the desired ends to be achieved and means to be avoided. The Board's major policy focus will be on the desired end effects, not on the administrative or programmatic means of attaining those ends. The Board will be the initiator of policy, not merely a reactor to Executive initiatives.
- 3.1.3 The Board will enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as training, attendance, preparation, policy-making principles, respect of roles, and ensuring continuance of governance capability. In accordance with this discipline, the board will address a topic or issue only after it has answered these questions:
- a. Whose issue is this, Executive or Board? Is the issue about Ends or Means? If it is about Means, does the issue affect Ends in a significant way? If so, then the board will determine the broadest way to address the issue so that it is still under existing board policy.
  - b. Has the board dealt with this subject in a policy? If so, what has the board already said on this subject? How is this specific issue related? If the board has already addressed the matter, does the board wish to change what it has already said?

[Accepted: January 18th, 2011]

### 3.2 Board Job Description

Specific job outputs of the board, as an informed agent of the ownership, are those that ensure appropriate organizational performance. Accordingly, the board will: a) provide

authoritative linkage between the church and the operational organization, b) engage in long-term visioning through conversation with the congregation, c) monitor the performance of the Senior Minister, d) monitor the performance of the Board e) provide assurance of successful organizational performance on Ends and Executive Limitations, f) serve as legal representative of the Church. [*Need Board Job Description: Level 3*]

3.2.1 The Board will produce written governing policies that address at the broadest levels each category of organizational decision. These policies shall include:

- a) Ends: The difference we make in the world.
- b) Executive Limitations: Constraints on executive authority that establish the prudence and ethics boundaries within which executive activity and decisions must take place.
- c) Governance Process: Specification of how the Board conceives, carries out, and monitors its own task.
- d) Board-Executive Linkage: How authority is delegated and its proper use monitored.

3.2.2 The Board will assure Executive performance in accordance with Board policies.

[Accepted: January 18th, 2011]

### **3.3 Agenda Planning**

To accomplish its job products with a governance style consistent with board policies, the board will follow an annual agenda that (a) systematically monitors and reviews Board policies, (b) completes a re-exploration of Ends, (c) continually improves board performance through board education, and (d) provides education and communication to enhance the congregation's understanding of policy-based governance.

- 3.3.1 **In addition**, the board will ensure that the church engages in a cycle of Ends renewal at least every seven years.

[Accepted: February 15th, 2010]

### 3.4 President's Role

The President ensures the integrity of the Board's process and represents the Board to congregants and occasionally to outside parties. Accordingly,

- 3.4.1 It is the responsibility of the President to ensure the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.
  - 3.4.1.1 Meeting discussion content will be only those issues, which, according to Board policy, clearly belong to the Board to decide or to monitor.
  - 3.4.1.2 Information that is for neither monitoring performance nor board decisions will be avoided or minimized and always noted as such.
  - 3.4.1.3 Deliberations will be fair, open, and thorough but also timely, orderly, and kept to the point.
  
- 3.4.2 The authority of the President consists in making decisions that fall within the policies in Board Governance and Board-Executive Linkage, except where the Board specifically delegates portions of this authority to others. The President is authorized to use any reasonable interpretation of the provisions in these policies.
  - 3.4.2.1 The President shall preside at all business meetings of the congregation.
  - 3.4.2.2 The President is empowered to chair Board meetings, with all the commonly accepted authority of that position.
  - 3.4.2.3 The President, as an individual, has no authority to make decisions about policies created by the Board within Ends and Executive Limitations policy areas. Therefore, the President, as an individual, has no authority to supervise or direct the Executive.
  - 3.4.2.4 The President may represent the Board to outside parties in announcing Board-stated positions and in stating the President's own decisions and interpretations within his or her authority.
  - 3.4.2.5 The President may delegate this authority to another Board member, but remains accountable for its use.

[Accepted: February 15th, 2010]

### **3.5 Board Code of Conduct / Board Covenant**

The board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members. Accordingly, Board members shall:

- 3.5.1 Adhere to the Board Covenant (Appendix B)
- 3.5.2 Disclose their involvement with other organizations, with vendors, or with any other associations that might produce a conflict of interest.
- 3.5.3 Be loyal to the interests of the congregation. When acting in the role of Board member, this loyalty should supersede all other loyalties in order to avoid conflicts of interest.
- 3.5.4 Not attempt to exercise individual authority over the organization, except as explicitly set forth in the Board policies. The board will speak with one voice through its adopted policies and motions.
- 3.5.5 Respect the confidentiality appropriate to issues of a sensitive nature.

[Accepted: February 15th, 2010]

### **3.6 Board Committee Principles**

The Board may establish committees to help carry out its responsibilities. Committees will be used sparingly to preserve the Board functioning as a whole, and will not interfere with delegation from Board to the Senior Minister nor speak on behalf of the board without prior Board authorization.

[Accepted: February 15th, 2010]

### **3.7 Cost of Governance**

Because poor governance costs more than learning to govern well, the board will invest in its governance capacity. Accordingly,

- 3.7.1 Training will be used to orient new and prospective leaders, as well as to maintain and increase existing Board member skills and understandings.
- 3.7.2 Outside assistance will be arranged so that the Board can exercise confident control over organizational performance.

[Accepted: February 15th, 2010]



### **3.8 Complaint Processing Procedure**

In a religious community conflict and disagreement are to be expected. Procedures spelled out below are guided by the following principles: We should listen carefully to those with whom we are in conflict, assume best motivations, and discuss differences frankly and honestly in a spirit of love, forgiveness and compassion. Furthermore, policy violations can occur for innocent reasons and can be quickly and easily rectified. Others, however, may be part of a pattern and in need of being addressed systematically. It is the intent of the Board to be accessible and responsible to the congregation and other stakeholders, but it is not a function of the Board to resolve complaints or grievances that are not directly related to the Board's policy making and policy monitoring functions.

The Board requires that complaints be submitted in written form. At the next board meeting, the board assesses whether there has been a policy violation, and/or whether a policy update is needed. Written complaints on the board's agenda will be distributed to board members and senior minister prior to the meeting. The Board may ask the Senior Minister for their interpretation of the policy. The Board assesses whether interpretation / action is beyond "any reasonable interpretation of the policy". The Board makes a determination of one of the following:

A) No violation, no update needed: Board explains to complainant its determination and rationale.

B) No violation (incl. reasonable interpretation), but policy update needed: Board updates policies, and initiates Complaint Resolution Procedure, taking into account the fact that no existing policy was breached. Board explains to complainant its determination and rationale.

C) Policy violation: Board initiates Complaint Resolution Procedure. Board explains to complainant its determination and rationale.

In all cases the determination of a complaint (A, B or C) is recorded in a board motion that identifies the policy at issue. Unless confidentiality is requested, and the board decides to summarize the complaint, the complete written complaint will be attached to the board meeting minutes.

Complainants may be invited to a formal or informal reconciliation process.

[Accepted: February 15th, 2010]

### **3.9 Complaint Resolution Procedure**

The board initiates this process when, according to the Complaint Processing Procedure, there has been a violation of policy, or a complaint has resulted in policy updates designed to proscribe the situation described in the complaint.

The board judges the degree and seriousness of the complaint, taking into account the following factors:

- The nature of the complaint
- Whether this was a violation of existing policy
- Whether there is a history or pattern of policy violation
- The Senior Minister's past efforts to address policy violations

While allowing for exceptional circumstances, the following series of escalating actions will be normally be undertaken:

1. Asking the Senior Minister to present to the board at the next board meeting a plan to adhere to the policy in question and address the issues raised in the complaint. The plan will be attached to the board meeting minutes.
2. Issuing a documented warning.
3. Engaging in mediation, with an external mediator acceptable to both the board and Senior Minister.
4. Presenting to the congregation the public record of policy violations, and the efforts to address them.
5. Requesting the Senior Minister's resignation.
6. Calling a congregational meeting in compliance with the bylaws regarding removal of the Senior Minister.

[Accepted: February 15th, 2010]

## **Section 4. Board-Executive Relationship**

The Board's official connection to church operations, achievements, and conduct is solely through delegated authority to the Senior Minister.

[Accepted: December 21st, 2010]

### **4.1 Unity of Control**

Only decisions of the Board acting as a body are binding on the Senior Minister. Accordingly,

4.1.1 Decisions or instructions of individual Board members, officers, or committees are not binding on the Senior Minister except in rare instances when the Board has specifically authorized such exercise of authority.

4.1.2 In the case of Board members or committees requesting information or assistance without Board authorization, the Senior Minister can refuse such requests that require, in the Senior Minister's opinion, a material amount of staff time or funds, or are disruptive.

[Accepted: February 15th, 2010]

## **4.2 Accountability of the Senior Minister**

The Senior Minister is the board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the Senior Minister.

- 4.2.1 The Board shall refrain from giving instructions to persons who report directly or indirectly to the Senior Minister.
- 4.2.2 The Board shall refrain from evaluating, either formally or informally, any staff other than the Senior Minister.
- 4.2.3 The Board shall view the Senior Minister's performance as identical to organizational performance, so that accomplishment of the Ends and avoidance of policy-proscribed means will be viewed as successful Senior Minister performance.

[Accepted: December 21st, 2010]

### **4.3 Delegation to the Senior Minister**

The Board shall delegate authority to the Senior Minister through written policies that prescribe the organizational Ends to be achieved and describe organizational situations and actions to be avoided, allowing the CEO to use any reasonable interpretation of these policies. Accordingly, the Board shall:

- 4.1 Develop policies instructing the Senior Minister to achieve specified results. These policies shall be developed systematically from the broadest, most general level to more defined levels, and shall be called Ends policies.
- 4.2 Develop policies that limit the latitude the Senior Minister may exercise in choosing the organizational means. These limiting policies shall describe those practices, activities, decisions, and circumstances that would be unacceptable to the board even if they were to be effective. These policies shall be developed systematically from the broadest, most general level to more defined levels, and they shall be called Executive Limitations policies.
- 4.3 Authorize the Senior Minister to use any reasonable interpretation of the board's Ends and Executive Limitations policies, to establish any further policies, make any decisions, take any actions, establish any practices, and develop any activities. Such decisions of the Senior Minister shall have full force and authority as if decided by the board.

[Accepted: December 21st, 2010]

#### **4.4 Monitoring Senior Minister Performance**

Regular and systematic monitoring of the Senior Minister's job performance will be solely measured by accomplishment of Ends in accordance with Executive Limitations policies.

- 4.4.1 Monitoring determines the degree to which Board policies are being met.
- 4.4.2 The Board shall acquire monitoring data by one or more of the following methods:
- 4.4.3 By internal report, in which the Senior Minister discloses compliance information to the Board;
- 4.4.4 By external report, in which an external, disinterested third party selected by the Board assesses compliance with Ends and Executive Limitations;
- 4.4.5 By direct Board inspection, in which one or more Board members designated by the Board, or the Board as a whole, assess compliance with Board policy.
- 4.4.6 In every case, the standard for compliance shall be any reasonable interpretation by the Senior Minister of the policy being monitored.
- 4.4.7 All policies that instruct the Senior Minister will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on the attached schedule (Appendix A).

[Accepted: December 21st, 2010]

## **Appendix A – Monitoring Schedule**

## Appendix B – Board Covenant

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,  
and supporting one another’s leadership.
- Communicate clearly by,  
seeking to understand one another,  
addressing concerns directly,  
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.



## To Do

Review for Active Voice

Review for Member vs Congregant vs ?

Review for Shall vs Will (be consistent)

Review for "Accordingly, the Senior Minister shall not"

Review for "his or her"

## Covenant of Healthy Relations for the Board and the Executive Team 5/6/10

With the mission and vision of the First UU Church of Austin uppermost in mind, we, the Board and the Executive Team, covenant with one another to:

1. Presume good faith in all our interactions
2. Publicly support one another's decisions and leadership
3. Address concerns directly with each other in a timely manner and encourage others in the church to do the same
5. Speak with one voice
6. Communicate crucial issues with one another in a timely manner
7. Have patience and trust one another explicitly as we all learn new modes of governance; we will support each other in the face of congregational misunderstandings and disagreements
8. Conduct ourselves openly and respectfully in times of agreement and disagreement
9. Agree to be called back into covenant.