

# FUUCA Board of Trustees

Meeting date: **Tuesday, September 20, 2011 from 6:30 PM to 9:30 PM**

Location: FUUCA

Purpose/Notes: Regular scheduled meeting

Invited Guests: (no guests)

## Meeting Documents:

- Aug 2011 F Report Coversheet 13-IX-11.doc
- aug 2011 financial report.xls
- ED report IX-11.doc

## Agenda:

### 1. Committee business

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**1.1. Call to Order** Chris Jimmerson / 2 min 6:30

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**1.2. Chalice Lighting and Reading** Eric Stimmel / 2 min 6:32

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**1.3. Board Covenant** page 3 Chris Jimmerson / 2 min 6:34

#### Documents:

- Ideas for a new Board Covenant v2.docx
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**1.4. Adopt Agenda** Chris Jimmerson / 2 min 6:36

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**1.5. Consent Agenda** pages 4 - 18 Chris Jimmerson / 2 min 6:38

#### Documents:

- Minutes\_8\_16\_2011.pdf
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**1.6. Process Evaluation** Susan Thomson / 2 min 6:40

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**1.7. Visitors Forum** Brendan Sterne / 10 min 6:42

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### 2. Old business

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**2.1. No old business** Brendan Sterne

#### Resolution #:

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### 3. New business

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**3.1. Potential New Policy Regarding Gifts** pages 19-23 Susan Thomson / 23 min 6:52

#### Documents:

- Gift Acceptance Policy.doc
  - Unrestricted gifts.doc
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**3.2. Minister's Housing Allowance** Meg Barnhouse / 5 min 7:15

#### Resolution #:

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<b>3.3. Potential New Fiscal Executive Limitations</b>		Rose Ann Reeser / 20 min	7:20
<b>3.4. Snacks</b>		Ann Edwards / 15 min	7:40
<b>3.5. Linkage Event</b>		Margaret Borden / 5 min	7:55
<b>3.6. Board Support of Canvas</b>		Luther Elmore / 5 min	8:00
<b>3.7. Topic from DBLE</b>		Eric Hepburn / 15 min	8:05
<b>3.8. Discuss 'Almost Church (Revitalized)' at Board Meetings?</b>		Margaret Borden / 10 min	8:20
<b>4. Committee business</b>			
<b>4.1. Work Group Reports</b>		Chris Jimmerson / 15 min	8:30
<b>4.2. Process Evaluation</b>		Susan Thomson / 5 min	8:45
<b>4.3. Action Items</b>		Brendan Sterne / 5 min	8:50
<b>4.4. Board-Executive Team Covenant Reading</b>	page 24	Brendan Sterne / 2 min	8:55
Adjourn			8:57

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



# FUUCA Board of Trustees

Meeting date: **Tuesday, August 16, 2011**    **Started: 6:30 PM**    **Ended: 9:30 PM**

Location: FUUCA

Purpose/Notes: Regular scheduled meeting

Chaired by: Chris Jimmerson

Minutes rec. by: Brendan Sterne

## Attendance:

Present: Meg Barnhouse, Margaret Borden, Ann Edwards, Luther Elmore, John Franks, Sean Hale, Eric Hepburn, Chris Jimmerson, Rose Ann Reeser, Klondike Steadman, Susan Thomson

Regrets:

Absent: Brent Baldwin, Brendan Sterne, Eric Stimmel

Late:

## Guests:

(none)

## Meeting Documents:

- 08-11brdpckt.pdf

## Meeting Minutes:

### 1. Committee business

#### 1.1. Call to Order

Chris Jimmerson

Chris called the meeting to order at 6:30.

**Status:** Completed

#### 1.2. Opening Reading and Lighting the Chalice

Rose Ann Reeser

Rose Ann read a prayer.

**Status:** Completed

#### 1.3. Board Covenant

Chris Jimmerson

**Documents:**

- Ideas for a new Board Covenant v2.docx

**Status:** Completed

#### 1.4. Adopt Agenda

Brendan Sterne

The agenda was adopted with the change of switching the workgroup reports with the discussion with Rev. Meg Barnhouse.

**Resolution #:**

**Moved by:** Ann Edwards

**Seconded by:**

**Status:** Carried

**Vote:**

#### 1.5. Consent Agenda

Brendan Sterne

**Resolution #:**

**Moved by:** Margaret Borden

**Seconded by:**



**Status:** Carried

**Vote:**

**Documents:**

- New Members.doc

### 1.6. Process Evaluation

Margaret Borden

**Documents:**

- MeetingPrep-ProcessGuide-3.doc.pdf

**Status:** Completed

### 1.7. Visitors Forum

Brendan Sterne

There was no one who wished to present.

**Status:** Completed

## 2. Old business

## 3. New business

### 3.1. Check Signing Authority

Eric Stimmel

The board approved the check signing authority document transferring the authority from the old Board Executives to the newly elected Board Executives.

**Resolution #:**

**Moved by:** Rose Ann Reeser

**Seconded by:**

**Status:** Carried

**Vote:**

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

Luther Elmore

Luther lead a discussion to deepen our understanding of the Profit & Loss Statement and how we can use these reports to better understand how the church is doing.

**Status:** Completed

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

Chris Jimmerson

Due to the fact that the bylaws now have eliminated the need for the secretary or the treasurer to be in charge of reporting new church members to the board, Chris outlined an interim process (see attached) to be followed until the board writes its own interpretations of its process policies at the "Making it Happen Retreat".

**Documents:**

- Interim Membership Procedures.doc

**Status:** Completed

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

Susan Thomson

The board was asked to use the results from the latest World Cafe to see if we need to update our ends vis-a-vis "Radical Hospitality". She also shared that Joe Sullivan had advised that we can use these World Cafe linkage events to:

1. Gauge our progress on the ends.
2. Help our owners/members put on their ownership hats.



### 3. ???

Eric H. expressed that if we use a survey instrument with the members of the church, we should wait until we have been in the new Sunday format so that we could monitor how our services were creating a "Radically Hospitable" environment.

There was a discussion of how we should interpret the responses we got. Since many of the responses seemed inwardly focused, should we make our ends more inwardly focused, or do we need to ask questions at linkage events that more effectively elicit the owners' largest dreams?

One of the big outwardly focused ideas that did come up at the linkage events was the idea that our church has a powerful "saving message" that is meaningful to many people outside our church. The idea that we can "sing it from the treetops" and that there will be many who are excited to hear this message resonated with many at the event and on the board.

It was also suggested that we might restart the process of re-writing our ends so that we could deepen our understanding the ends as they were originally written.

The Policy Group was asked to have a discussion with Joe about how we might revise the Ends to add the idea of doing outreach to our "Radical Hospitality" End.

#### Documents:

- FUUCAFE notes 6\_11.doc

**Status:** Completed

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### 3.5. Snack Break

John Franks

**Status:** Completed

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### 3.6. Board Calendar

Chris Jimmerson

Chris went over the board calendar vis-a-vis being a greeter. We had agreed to revisit the greeter role when before signing up for the next few months.

Chris said that the membership ministry had expressed their appreciation that there were board members were available. Several people expressed that they had had positive interaction with a newcomer when they were greeting.

It was decided that we should continue the program. A schedule was passed around.

**Status:** Completed

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### 3.7. Gathered Here

Susan Thomson

Susan discussed what to do next with the 'Gathered Here' initiative (the UUA program to explore the most powerful aspects of our faith). She remarked that in a PG church it would make sense for the minister to decide what kind of involvement we should have. Since our minister has only been in town for 2 days, Susan suggested we might give her some time to decide what kind of involvement the church will have.

Margaret stated that she thought the program was structured so that anyone at the church could volunteer and that there was no need for the minister to make the decision. There was some disagreement about this. Meg stated this would be a valuable program, but she does not know just yet if this is something she wants to get involved with. She said she will assess her availability for this project over the next few weeks.

**Status:** Completed

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### 3.8. Opening Reading and Lighting the Chalice

Eric Stimmel

**Status:** Completed

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### 3.9. Board / Executive Discussion

Meg Barnhouse

Margaret asked how to best schedule individual time with Meg. Meg answered that she has welcomed people to have lunch with her during the week and is happy to schedule time outside of those lunches as well.

There was a general expression of gratitude that we are beginning this journey together and how hopeful we



are that this is such an excellent fit.

There was a discussion of how to bring the "Covenant of Healthy Relations" into church life in a way that it could be woven into the fabric of our church, rather than just something we read at congregational meetings.

**Status:** Completed

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## 4. Committee business

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

Chris Jimmerson

Margaret reported from the linkage group that since we had already had events related to radical hospitality, they were recommending focusing on "Doing Justice" at the the next event. Particularly the "practicing liberal religious values..." aspect of the "Doing Justice" end.

The Policies group presented the reformatting of the policies and recieved feedback about the numbering system.

the Board Education group presented that they needed a working definition of what resources are needed for board education.

**Documents:**

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

**Status:** Completed

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### 4.2. Process Evaluation

Margaret Borden

Margaret went over the process evaluation.

**Status:** Completed

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### 4.3. Action Items

Brendan Sterne

Klondike: update policy numbering style (bullets, phil of gov)

Linkage group would let us know if they needed help

Policy group will talk to Joe

Susan Met and Chris will meet to discuss "Gathered Here".

Write a new board-executive covenant.

**Status:** Completed

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### 4.4. Board-Executive Team Covenant Reading

Brendan Sterne

It was agreed that we should re-write the covenant so that we have a covenant that is truly owned by the new executive, but we read the current covenant.

**Documents:**

- Cov Bd and ExecTeam-2.doc.pdf

**Status:** Completed

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### 4.5. Closing Reading and Extinguish Chalice

Rose Ann Reeser

**Status:** Completed

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Total time scheduled: 163 min

# Monthly Financial & Operations Report to FUUCA Board of Trustees August 6 to September 16, 2011

We've had an unusual amount of activity the last few weeks. Almost all of it represents good things happening, but we're still very busy, nonetheless.

Rev Meg Barnhouse's new ministry has created a burst of excitement and enthusiasm. I worked her first four Sundays in anticipation of record turnout and unusually high demand on our staff and infrastructure. Although the extra pressure on the system allowed us to identify areas for improvement, we did not have to deal with any major emergencies on those Sundays.

We've also seen a flurry of activity outside of Sunday mornings, above and beyond the usual return to the fall routine, with the arrival of our two new full time staff (Meg plus Barbara Stoddard, our Interim Director of Lifespan Religious Education). We look forward to the stability and professionalism that each of them brings to the job. We feel optimism that, as they fully get up to speed, church staff and volunteers will have to deal less with turnover and crises and have more energy available to dedicate to our mission and improving operations in general.

## 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.
- Mary Patrick – Mary Patrick, who has attended for a number of years, has joined the team of regular office volunteers. She brings a strong administrative background to the work she does with us.
- Meg Barnhouse's Orientation – We have completed the bulk of Meg's basic orientation.
- Barbara Stoddard's Orientation – We have completed Barbara's basic orientation.
- Monthly Staff Workshop – At our August staff workshop, Meg began a discussion of and work on a staff covenant. She is scheduled to lead the workshops through the end of the year.
- Staff Calendars – Work proceeds on the transition towards getting full-time staff onto a shared calendaring system. Dale Whiteaker-Lewis has taken the lead in helping us identify and implement the best tools for this.

## Finances & Data

- 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!
- Bequest – The church has received a generous bequest from the estate of Al Kandik.
- Stewardship Support – I have provided direct support to the fall canvass through meetings, assistance with printing needs, and assistance with canvasser training.



- Stewardship Survey – Michael Kersey, Meg Barnhouse, and especially Sandra Ries played key roles in developing a new tool to assist the fall canvass. In a meeting with our Stewardship co-chairs Mary Jane Ford and Luther Elmore, and with Meg, we decided to put energy into facilitating the stewardship conversation between canvassers and pledgers. We all wanted that conversation to go beyond an ask for a gift towards an opportunity for community building. Sandra spent many hours researching and working with me to develop a survey that canvassers could use to have meaningful conversations with folks. This survey may also help Meg and me to collect data that will help us in identifying congregational priorities, strengths, and the like.
- Sunday Deposit Crew – Best practices call for changing the people who count the collection annually. To that end, and also to give a break to those who have been doing a great job for us in the past, we have a new team of Sunday Deposit Supervisors. Amy Bennett, Gary Bennett, Nancy Bene, John Neemidge, and Lindsay Walker have all agreed to help us on a regular basis. Peter Schneider and Ruby Edmonds, our previous SDS team, are going to dedicate their talents to other areas of the church this coming year, though they have generously agreed to be available as substitutes should the need arise.
- Religious Education Database – Natalie Freeburg and Barbara Stoddard have collaborated to get the RE module in our database operational. This has required a significant time investment by both of them, but we expect this to be ultimately beneficial.
- Internal Audit – Our internal audit has begun, under the direction of Eugene Balaguer, a CPA and long-term member of the church. We have begun providing requested documentation for the payroll portion of the audit and have arranged a time for the audit team to review our paper records.

### **Facility & Hardware**

- Coffee Hour Setup – We've completed testing, for now, of alternative setups for coffee service on Sundays. The setup used on Sept 11 is the one we anticipate using for the foreseeable future. Tom Martin worked with us to get adequate electrical access for the new layout.
- Signage Review – current church outdoor signage is both sparse and out-of-date. This can frustrate visitors and, in the case of an emergency, could create significant delays for the arrival of emergency personnel. John Boehme is coordinating for us a review of the situation, conducting consultation with stakeholders, and will develop a proposal to update our signs and provide thorough coverage. This process could take a few more months and implementation may have to wait for the completion of the 2012 budget. Paradox Players has committed to provide some financial support to this project.
- No more fax line – we have completed our transition to MyFax, an online fax service that will save us \$30-40 per month. Faxes will now come in through an 800 number (877-733-6168).
- New Rental Business – we have extended the hold on accepting new rental business until October 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 – and we've already made one such exception). 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 continue to adjust our rental priorities.

- Worship Service Overflow – We had overflow attendance on three of Meg’s first four worship services! The live video link in Howson Hall has allowed us to maintain the safety of the Sanctuary (too many people can create a fire hazard). It also provides a quieter, calmer space than the gallery did. So, we will maintain live video in Howson Hall for the foreseeable future, making the gallery available for full conversation during the services. Hats off to Tom Martin of the Media Team for taking care of the technological aspects and to Kami Cornell and Barb Goonan of our Sunday kitchen team for the logistics.
- Crispy Lawn – The grounds committee continues to mitigate the impact of the record drought on the lawn and church landscape in general even as we moved into stage 2 water restrictions in September. Larry Gilstrap is providing supplemental watering to the areas beyond the sprinklers and Bill Walters is adjusting the sprinklers to maximize efficiency and impact.
- Trees – The drought has taken its toll on our trees, with some stressed and a few possibly dead. Bill Walters and Paige Hill have begun recruiting additional volunteers in order to increase hand watering.
- Sanctuary Screens – Work has begun in earnest to add one or two screens to the sanctuary. This will facilitate presentations during the Public Affairs Forum, the projection of lyrics during worship service, and more. Meg is working directly with the Media Team on this project.
- Sanctuary Audio – Meg and the Media Team are also collaborating to enhance the audio performance in the sanctuary.
- Handicapped Parking Signs – John Payne has added handicapped parking signs to two spots on the north side of the sanctuary.
- Handicapped Parking Capacity – We’ve received reports of a possible shortage of handicapped parking. Barb Denny has volunteered to keep an eye on the situation in order to confirm that we indeed have a regular shortage and that we do not have a situation of inappropriate use of those parking spaces by people who don’t need them.
- Facility Committee – John Payne has fixed the rain sensor on the roof by the sanctuary, which helps to adjust the irrigation system so it doesn’t run unnecessarily. He has also made repairs in both of the foyer bathrooms, repaired a ceiling fan, rehung a fallen fire extinguisher, and patched a significant leak in the southwest HVAC unit (a messy and sticky job).
- Sunday Hours – We’ve sorted out our standard Sunday hours. The building will officially open at 7:45am and close at 2pm. It will be open at later hours when we have rentals (with sexton) and church-wide events (e.g., congregational meetings, Paradox Players performances, and the like). These new hours improve safety and security, will save money, and improve our environmental impact by reducing the hours we run heating and AC.
- Green Choice Business Partner – The City of Austin has recognized our church as a Green Choice Business Partner because we have renewed our green electricity contract with them. We received a lovely certificate from Mayor Lee Leffingwell, which we have hung in the hallway by the office.

- Sunday Parking – our increased attendance, and return to two services, has exacerbated our parking challenges. The short gap between first and second services means that few spaces become available for those arriving for second service. In response, we have created a new policy that staff will park off site on Sundays. Fortunately, our neighbors and the credit union and the school for the blind are willing to share their space with us. We have placed a notice in the weekly bulletin asking that those who are physically able park off site in order to leave space for visitors and those who cannot physically walk from further away. We are also exploring having volunteer greeters in the parking lot who would also help to direct traffic.
- Termites – we had some termite activity along the big windows of the inner playground. Our pest-control provider has treated the area and resolved the issue. They also inspected the whole property and did not identify any other termite activity.
- Main Office Safety – some unusual and troubling incidents have led us to keeping the door to the main office locked at all time. This is a temporary measure for the safety and security of our staff while we develop and implement a more thorough security plan. The security plan we hope to implement, with all due haste, includes a single point of entry for the building during the week and a live greeter for every person who enters the building.
- Energy Audit – Dale Bulla arranged for us to receive a free energy audit from the City. Several of our dedicated church volunteers accompanied the City’s team as they reviewed their facility. The audit found that while we’ve done many things well, that some low-hanging fruit remains in terms of improving our green profile and saving money. Work has already begun to implement the best of the city’s recommendations.

### **Other**

- Sunday Attendance – Attendance has gone through the roof! We averaged 166 adults during the Summer before Meg’s arrival (similarly, we had an average of 162 during the summer of 2010). We averaged 302 on Meg’s first three Sundays (still with single service) and had 428 adults on our first Sunday with two services (Sept 11). This represents exciting new opportunities as well as a number of challenges.
- Green Sanctuary – Its back! Beki and Richard Halpin have agreed to co-chair this committee, with Beki serving as lead contact. We’ve already had an initial conversation and will have more in the coming weeks in order to identify and prioritize possible projects.
- AED (defibrillator) – Chris and Toby Heidel have agreed to take on the responsibility of maintaining the AED in the hallway by the office. This includes such things as making sure it stills works and that everything is kept up-to-date.
- New Title – Over the past year or two of our transition towards policy-based governance, we found that my title of Executive Director became frequently confused with the minister’s role as the church’s sole executive. In order to deal with that confusion, Meg has changed my title to Director of Finance & Operations.

### **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
- 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. September 19, 2011.



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

	<u>Aug 31, 11</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Cash & Investments	
1100 · Bank	
1140 · THCU CDs	55,585.12
1130 · THCU Money Market	33,641.52
1110 · THCU Checking	28,222.42
1120 · THCU Savings	200.00
Total 1100 · Bank	<u>117,649.06</u>
1200 · Schwab Accounts	
1210 · Permanent Endowment Account	117,837.76
1220 · Mixed Investment Account	393,480.78
1230 · Murr Music Account	39,454.64
Total 1200 · Schwab Accounts	<u>550,773.18</u>
1300 · Annuity 2014	11,283.28
Total 1000 · Cash & Investments	<u>679,705.52</u>
Total Checking/Savings	679,705.52
Accounts Receivable	
11000 · Accounts Receivable	0.00
Total Accounts Receivable	<u>0.00</u>
Total Current Assets	679,705.52
<b>Fixed Assets</b>	
1500 · Fixed Assets	
1510 · Building - at cost	672,232.75
1530 · Land - Travis CAD '10 Value	1,508,930.00
1540 · Furniture & Equipment	127,767.25
Total 1500 · Fixed Assets	<u>2,308,930.00</u>
Total Fixed Assets	<u>2,308,930.00</u>
<b>TOTAL ASSETS</b>	<u><u>2,988,635.52</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2000 · Liabilities	
2400 · Payroll Liabilities	15,389.08
2110 · Direct Deposit Liabilities	0.00
2200 · Security Deposits	80.00
Total 2000 · Liabilities	<u>15,469.08</u>
Total Other Current Liabilities	<u>15,469.08</u>

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

	<u>Aug 31, 11</u>
<b>Total Current Liabilities</b>	<u>15,469.08</u>
<b>Total Liabilities</b>	15,469.08
<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	120,337.76
3240 · Memorial Savings Fund	264,086.51
3260 · Murr Music Fund	<u>39,014.44</u>
<b>Total 3200 · Cong. Restricted Funds</b>	423,438.71
<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	0.00
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	16,037.59
<b>3420 · Religious Education Fund</b>	
3422 · CampUU/Hogwarts Fund	6,533.27
3424 · Junior High Fund	2,796.65
3426 · Senior High Fund	2,898.21
3427 · Lecture Series Fund	368.43
3428 · Adult RE Fund	2,914.27
3429 · Children's RE Fund	<u>425.50</u>
<b>Total 3420 · Religious Education Fund</b>	15,936.33
3440 · Caring Fund	2,542.06
<b>3450 · Music Fund</b>	
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	1,066.28
3465 · Denominational Affairs Fund	70.02
<b>3470 · Facility Fund</b>	
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
<b>3490 · Technology Fund</b>	
3492 · Internet Ministries Fund	1,822.67
3494 · Media Team Fund	<u>876.98</u>

First Unitarian Universalist Church of Austin

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

	<u>Aug 31, 11</u>
Total 3490 · Technology Fund	2,699.65
3505 · Meet & Eat Fund	47.50
3515 · Social Action Fund	2,735.12
3525 · Voyagers Fund	211.39
3530 · YARN Fund	208.24
3535 · Yew Grove Fund	16.38
3540 · Library Fund	289.48
3545 · Special Plate Fund	2,079.50
Total 3400 · Board Restricted Funds	<u>119,782.29</u>
Total 3100 · Restricted Funds	543,221.00
3900 · Unrestricted Net Assets	77,079.82
Net Income	43,935.62
Total Equity	<u>2,973,166.44</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>2,988,635.52</u></u>



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

	Total Committees		Infrastructure (Departments)		Ministry (Departments)		Music Dept (Departments)		Program Su (Departme
	Jan - Aug 11	Budget	Jan - Aug 11	Budget	Jan - Aug 11	Budget	Jan - Aug 11	Budget	Jan - Aug 11
<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>4,250.00</b>	<b>7,000.00</b>	<b>1,570.00</b>		<b>0.00</b>
<b>Total 6200 · Supplies &amp; Materials</b>	<b>3,081.84</b>		<b>0.00</b>		<b>0.00</b>		<b>124.82</b>		<b>997.70</b>
<b>Total 6300 · Repairs and Upkeep</b>	<b>19,060.90</b>	<b>20,000.00</b>	<b>23,350.49</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>579.92</b>		<b>0.00</b>		<b>12.50</b>		<b>0.00</b>		<b>16,926.47</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>Total 6600 · Employee Expenses</b>	<b>498.46</b>		<b>16,925.26</b>	<b>20,501.94</b>	<b>74,412.69</b>	<b>113,902.00</b>	<b>46,315.79</b>	<b>79,262.05</b>	<b>116,680.61</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>31,102.33</b>	<b>41,475.00</b>	<b>40,275.75</b>	<b>73,051.94</b>	<b>89,620.75</b>	<b>137,272.00</b>	<b>48,078.89</b>	<b>86,762.05</b>	<b>134,807.95</b>
<b>Net Ordinary Income</b>	<b>-31,102.33</b>	<b>-41,475.00</b>	<b>-40,275.75</b>	<b>-73,051.94</b>	<b>-89,620.75</b>	<b>-137,272.00</b>	<b>-48,078.89</b>	<b>-86,762.05</b>	<b>-134,807.95</b>
<b>Other Income/Expense</b>									
<b>Other Income</b>									
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>-31,102.33</b>	<b>-41,475.00</b>	<b>-40,275.75</b>	<b>-73,051.94</b>	<b>-89,620.75</b>	<b>-137,272.00</b>	<b>-48,078.89</b>	<b>-86,762.05</b>	<b>-134,807.95</b>

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

	Support	Religious Ed Dept		Other Operating Fund		TOTAL			
	(ents)	(Departments)				Jan - Aug 11	Budget	\$ Over Budget	% of Budget
	Budget	Jan - Aug 11	Budget	Jan - Aug 11	Budget	Jan - Aug 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		376,414.20	531,090.00	376,414.20	531,090.00	-154,675.80	70.88%
4120 · Sunday Plate		0.00		21,607.88	45,000.00	21,607.88	45,000.00	-23,392.12	48.02%
4130 · Sunday Coffee Service		0.00		2,006.74	3,000.00	2,006.74	3,000.00	-993.26	66.89%
4190 · Other		0.00		10,956.76	7,000.00	10,956.76	7,000.00	3,956.76	156.53%
<b>Total 4100 · Contributions</b>		<b>0.00</b>		<b>411,768.16</b>	<b>588,090.00</b>	<b>411,768.16</b>	<b>588,090.00</b>	<b>-176,321.84</b>	<b>70.02%</b>
4200 · Rental		0.00		29,304.24	55,000.00	29,304.24	55,000.00	-25,695.76	53.28%
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>441,072.40</b>	<b>653,090.00</b>	<b>441,072.40</b>	<b>653,090.00</b>	<b>-212,017.60</b>	<b>67.54%</b>
4300 · Interest & Dividends		0.00		182.09	300.00	182.09	300.00	-117.91	60.7%
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>453,770.49</b>	<b>671,390.00</b>	<b>453,770.49</b>	<b>671,390.00</b>	<b>-217,619.51</b>	<b>67.59%</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>34,873.77</b>	<b>31,900.00</b>	<b>2,973.77</b>	<b>109.32%</b>
<b>Total 6200 · Supplies &amp; Materials</b>	<b>4,500.00</b>	<b>1,925.38</b>		<b>2,203.46</b>	<b>4,000.00</b>	<b>8,333.20</b>	<b>8,500.00</b>	<b>-166.80</b>	<b>98.04%</b>
<b>Total 6300 · Repairs and Upkeep</b>		<b>0.00</b>		<b>0.00</b>		<b>42,411.39</b>	<b>72,550.00</b>	<b>-30,138.61</b>	<b>58.46%</b>
<b>Total 6400 · In house services</b>	<b>30,300.00</b>	<b>49.70</b>		<b>0.00</b>		<b>17,568.59</b>	<b>30,300.00</b>	<b>-12,731.41</b>	<b>57.98%</b>
<b>Total 6500 · Miscellaneous</b>	<b>4,300.00</b>	<b>1,744.48</b>		<b>2,436.43</b>	<b>5,000.00</b>	<b>18,087.79</b>	<b>26,470.00</b>	<b>-8,382.21</b>	<b>68.33%</b>
<b>Total 6600 · Employee Expenses</b>	<b>170,947.65</b>	<b>35,924.51</b>	<b>83,734.31</b>	<b>3,895.34</b>	<b>10,890.70</b>	<b>294,652.66</b>	<b>479,238.65</b>	<b>-184,585.99</b>	<b>61.48%</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>210,047.65</b>	<b>63,506.50</b>	<b>109,784.31</b>	<b>19,535.23</b>	<b>32,240.70</b>	<b>426,927.40</b>	<b>690,633.65</b>	<b>-263,706.25</b>	<b>61.82%</b>
<b>Net Ordinary Income</b>	<b>-210,047.65</b>	<b>-63,506.50</b>	<b>-109,784.31</b>	<b>434,235.26</b>	<b>639,149.30</b>	<b>26,843.09</b>	<b>-19,243.65</b>	<b>46,086.74</b>	<b>-139.49%</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>-210,047.65</b>	<b>-63,506.50</b>	<b>-109,784.31</b>	<b>451,327.79</b>	<b>658,543.30</b>	<b>43,935.62</b>	<b>150.35</b>	<b>43,785.27</b>	<b>29,222.23%</b>

**EXECUTIVE LIMITATION ON  
GIFT ACCEPTANCE POLICY  
(PROPOSED)**

**2.4 Financial Conditions & Activities**

The Senior Minister shall not:

Fail to establish, maintain, and communicate an appropriate gift acceptance policy for both unrestricted and restricted gifts that includes provisions for donor-designated purposes and allows for the acceptance or rejection of non-endowment gifts.

Accept or disburse gift income that is contrary to the church's Mission, Values, Ends and Unitarian Universalist Principles.

## UNRESTRICTED GIFTS BYLAWS AND POLICIES

<i>Church</i>	<i>Members</i>	<i>Annual expenditures</i>	<i>Bylaws</i>	<i>Governing Policies</i>
All Souls, DC	878	\$1,685,000	No reference	<p>Executive shall not Use any long-term reserve or expend any endowment or designated funds other than for the purposes determined at time of receipt or designation, unless the Board of Trustees approves an exception.</p> <p>Handle funds without sufficient and prudent controls or fail to prepare, in collaboration with the Treasurer, a clearly written financial procedures and protections manual.</p> <p>The Investment Committee (including the Treasurer), with the active support of the Executive Team, shall not fail to develop appropriate policies and procedures for seeking, accepting and managing gifts of cash, securities and other tangible resources for the Church. Such gifts must support the mission of the Church and Unitarian Universalist principles, and not unreasonably constrain All Souls' flexibility in managing the gift.</p> <p>In no case may the Executive Team spend Endowment and Gift funds in violation of the directives and restrictions set forth in the Bylaws or in Board policy, or without consultation with the Investment Committee.</p>
Dallas, First Church	1097	\$1,882,378	Language about management and usage of Unrestricted Funds as a subset of the Endowment and Memorial Gift Fund. Nothing about unrestricted gifts.	<p>Gift Acceptance.</p> <p>a. Delegation to CEO. The CEO shall not fail to evaluate, accept (or decline) gifts, and receive gifts into the EMGF on behalf of the EMGF Committee.</p> <p>b. Requirement for Gift Acceptance Policy. The CEO shall not fail to establish, maintain, and communicate an appropriate gift acceptance policy for both unrestricted and restricted gifts.</p> <p>c. Said gift acceptance policy must not fail to include provisions for donor- designated purposes and allow for the acceptance of non-endowment gifts (gifts that require the expenditure of the principal of the gift over a specified period of time).</p> <p>d. Restriction on Gifts. No gift, bequest or devise of any such property shall be received and accepted if it is conditioned or limited in such manner as to require the disposition of the income, or its principal, to any person or organization other than a charitable or religious organization or for other than charitable or religious</p>

UNRESTRICTED GIFTS BYLAWS AND POLICIES

				<p>purposes within the meaning of such terms as defined in this document, or shall, in the opinion of the EMGF Committee, jeopardize the federal income tax exemption of the First Unitarian Church of Dallas pursuant to the Internal Revenue Code of 1954, as now in force or afterwards amended.</p>
<p>First Unitarian Des Moines</p>	<p>409</p>	<p>\$545,000</p>	<p>Reference to an Endowment Investment committee and a Disbursement committee; No reference to receipt of unrestricted gifts.</p>	<p><b>Policy G: Gifts</b>            Gifts to the church are tax-deductible. The executive team will acknowledge receipt of donated items; however, the executive team will not set fair market or appraisal values. With respect to handling gifts made to First Unitarian Church of Des Moines, the executive team will adhere to the following guidelines:            For non-monetary gifts:            The executive team reserves the right of acceptance, rejection, and disposition of all gifts and donations and does not place any valuation on any such donations. All gifts become the sole property of the church.            For monetary gifts:            The church also welcomes monetary gifts, bequests, other financial instruments, or memorials, as long as their use is not restricted by conditions which would conflict with the standard practices and policies of the church. The executive team determines the disposition of all such gifts. The executive team will dispose of any financial instruments and realize their cash value upon receipt from the donor.            The executive team may not administer funds designated for the Endowment. Monetary gifts, bequests, and memorials given to the church's Endowment will be handled under guidelines set out separately.</p>
<p>First UU San Diego</p>	<p>681</p>	<p>\$1,283,269</p>	<p>b.) Unrestricted Gifts or Bequests: Fifty percent (50%) of any unrestricted gift or bequest shall be transferred to the Church's Endowment Fund. Final disposition of the remaining 50% of such unrestricted gift or bequest, equal in value to or more than five percent (5%) of the current annual budgeted Church expenses and not a regular contribution to the Church, shall be approved by two-thirds (2/3) of ballots cast by Voting Members at an Annual or Special Membership Meeting. Notwithstanding Section 8(b) of this Article, all</p>	<p>Executive shall not:             Expend any endowment, donor restricted, or designated funds for other than the purposes determined at time of receipt or designation or in amounts that exceed limitations set by Church Board policies. Church Board policy limits the</p>

## UNRESTRICTED GIFTS BYLAWS AND POLICIES

			unrestricted gifts or bequests to the church up to a limit of one million five hundred thousand dollars (\$1,500,000.00) shall be allocated to the Capital Fund for the fiscal years 2008-09, 2009-10, and 2010-11.	distribution of the General Endowment Fund, Helen Meyers Fund, and Social Justice Fund to the percentage amounts fixed in its agreement with the UUA General Investment Fund. Church Board policy limits the distribution of the Caregiving Fund and Ministerial Housing Fund to expenditures consistent with the purposes for which the Board created these funds. Fail to inform the Church Board before any decision is made to use unexpected and undesignated income over the amount of \$7,500 for any purpose.
Ist UU Houston	330	\$664,804	No reference to receipt of unrestricted gifts.	No reference.
Unity St. Paul	859	\$1,352,679	No reference.	No reference.
UU Church of Charlotte	658	\$766,422	Undesignated Bequests: Any Undesignated Bequest shall be paid to, and become a part of the principal of, the UUCC Endowment. An "Undesignated Bequest" means any gift to the UUCC pursuant to a will, trust, or beneficiary designation, or other written document, instrument of agreement of a decedent, that does not designate, as beneficiary, the UUCC's general operating fund, a specific UUCC program or other UUCC use of funds. The "UUCC Endowment" means the Unitarian Church of Charlotte Memorial Endowment Trust.	Couldn't find Governing Policies on website
UU Atlanta	702	\$1,257,571	No reference	<b>Gift Acceptance</b>  The Executive shall not be unprepared for UUCA to manage bequests and other non-pledge gift income.

## UNRESTRICTED GIFTS BYLAWS AND POLICIES

				<p>Accordingly, the Executive shall not:</p> <p>Be unprepared to receive, manage, and disburse gift income.</p> <p>Accept or disburse gift income that is contrary to the congregation's Mission, Ends, and Unitarian Universalist Principles.</p> <p>Spend gift income in excess of 2% of the current operating budget without prior Board approval.</p>
First Unitarian Pittsburgh	433	\$618,400	No reference to placement of unrestricted gifts in the Endowment Fund.	No reference
UU Berkley	457	\$965,969	Church Funds: All funds and property received by or coming into the custody of the Church belong to and are trust funds and the property of Unitarian Universalist Church of Berkeley, to be held and expended only for the purposes authorized and only in accordance with the regulations and/or written agreements prescribed or accepted by the Board of Trustees or the Church.	Couldn't find Governing Policies on website.

## 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.