

# FUUCA Board of Trustees

Meeting date: **Tuesday, April 17, 2012 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. Chalice Lighting and Opening Words** Chris Jimmerson / 2 min 6:30

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**1.2. Reading of Board Covenant** Chris Jimmerson / 2 min 6:32

#### Documents:

- boardcovenant.pdf page 3
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**1.3. Confirm Timekeeper and Process Evaluator** Chris Jimmerson / 2 min 6:34

#### Documents:

- MeetingPrep-ProcessGuide-3.doc.pdf pages 4-5
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**1.4. Approve Agenda and Consent Agenda** Brendan Sterne / 2 min 6:36

#### Documents:

- DoFO report IV-12.doc pages 6-9
  - Feb 2012 F Report Coversheet 6-IV-12.doc page 10
  - feb 2012 financial report 6-IV-12.xls pages 11-21
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**1.4.1. Approve March Minutes** Chris Jimmerson

#### Documents:

- Minutes\_3-20-2012.pdf pages 22-24
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**1.5. Visitors Forum** Chris Jimmerson / 10 min 6:38

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**1.6. Recognition of Church Volunteers and Staff** Brendan Sterne / 2 min 6:48

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**1.7. Moment with Meg** Brendan Sterne / 10 min 6:50

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### 2. Old business

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No Old business

### 3. New business




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**3.1. Assessing the Past (Monitoring)**

Chris Jimmerson

**3.1.1. Interpretation and Monitoring of Ends 1.4.2 "Nourishes Souls and Transforms Lives"**

Meg Barnhouse / 30 min 7:00

**Documents:**

- ends interp engaging IV-12.doc pages 25-27

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**3.1.2. Retiring the Bridge Builder Action Plan**

Susan Thomson / 15 min 7:30

**Documents:**

- BridgeBuildersActionPlan.doc pages 28-33

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**3.2 Break and Snacks**

Brendan Sterne / 15 min 7:45

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**3.3. Learning and Creating the Future**

Chris Jimmerson

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**3.3.1. Focus Topic: Almost Church Revitalized, Chapter 6**

Margaret Borden / 30 min 8:00

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**3.3.2. GA Delegates and DBLE Candidates Process**

Chris Jimmerson / 5 min 8:30

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**4. Committee business**


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**4.1. Action Items**

Brendan Sterne / 5 min 8:35

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**4.2. Process Evaluation**

Chris Jimmerson / 5 min 8:40

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**4.3. Reading of Board - Executive Covenant**

Chris Jimmerson / 2 min 8:45

**Documents:**

- Board Executive Covenant.pdf page 34

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**4.4. Extinguishing the Chalice and Closing Words**

Brendan Sterne / 2 min 8:47

Adjourn

8:49

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

## Meeting Preparation & Process Guide

*This guide is intended to help each board member attend to the quality of the board's performance at its meeting. Each meeting will have a designated meeting observer who will facilitate the board's collective monitoring of its performance at the conclusion of the meeting.*

Today's date: \_\_\_\_\_

Instructions: **S** indicates Satisfactory, **NI** indicates Needs Improvement, and **UNS** indicates unsatisfactory.

### Preparation

The board was prepared for this meeting. S      NI      UNS

### Agenda

The agenda dealt with the board's job only, issues and intended outcomes were clear & well timed, and action items were assigned with deadlines. S      NI      UNS

### Participation

Each board member had an adequate opportunity to participate in discussion and decision-making. S      NI      UNS

### Board Chair

Board chair kept to the agenda and facilitated answers to questions & issues. S      NI      UNS

### The board adhered to its adopted governance values & style:

Emphasized outward vision: S      NI      UNS

Encouraged diversity in viewpoints: S      NI      UNS

Exercised strategic leadership more than overseeing administrative detail: S      NI      UNS

Maintained a clear distinction between Board and staff roles: S      NI      UNS

Used collective decision making: S      NI      UNS

Looked to the future: S      NI      UNS

Treated all with courtesy, fairness, and dignity: S      NI      UNS

*Work religiously grounded and in UU tradition of right relations* *S      NI      UNS*

Comments:

Evaluator: \_\_\_\_\_

Form Revised: January 2008

Adapted from PSWD Meeting Checklist

## Questions to Consider

### Preparation:

- Were all pertinent materials included in the board packet?
- Was the packet available at least five days before the meeting?
- Does the board appear prepared for the meeting?

### The Agenda:

- Does it deal with the board's job only?
- Were the issues and intended outcomes clear for each item?
- Was allotted time appropriate for each item?
- Were decision-making methods intentional and appropriate?
- Is follow-up (Where we go from here?) assigned and deadline specified?

### Participation – all have adequate opportunity to participate in discussion & decision-making:

- Did some people talk too much? Some too little?
- Did anyone appropriately intervene when either of these things was happening?

### The Board Chair:

- Keep to the agenda?
- Facilitate answers to questions and issues?
- Hold their viewpoint to the end?

# Monthly Operations Report to FUUCA Board of Trustees March 10 – April 12, 2012

## Office & Staff

- Weekday Volunteers – Ann Edwards, Nancy Groblewski, Mary Ann Stafford, Kathryn Govier, Joseph Hunt, Mary Patrick, George Denny, and Mary Jane Ford continue helping us regularly in the office during the week.
- Monthly Staff Workshop – At our March staff workshop, Sandra Ries facilitated the first of a two-part series on effective communication with congregants.
- Membership Process – Mary Patrick has taken over just about all of the parts of the membership process that Natalie used to do. In addition to notifying ministry chairs about relevant new member interests, she's now doing the data entry. This frees Natalie up for other activities.
- UU World – Cyndi Stein has fully updated the mailing list for the UU World subscriptions that all members receive.

## Finances & Data

- Quickbooks Setup– In my monthly review of the books, I noticed that the fix we put in place in January for some bugs didn't quite take. This can happen when with situations that have multiple layers of complexity as is this case, which included taxes, a monthly billing cycle, liability payments, and a biweekly payroll cycle all in one. I've done some additional work with our consultant to understand the situation better myself and take care of it. I feel fairly confident in the new solution, though I will continue to monitor it in the coming months.
- Autopayments System – We've begun the process of transferring the regular operation of our autopayments system to our bookkeeper, Jamie Schroeder. She already has a good handle on the fundamentals. Over the next 12 months, as she gets to use all the different parts of the system (such as setting up pledge autopayments) I'm sure she'll master it.

## Facility & Hardware

- Welcome Center Update – We have contracted with a professional asbestos removal company to remove the old floors of the welcome center on April 16. Allen Pope will paint the walls, quite possibly the same week. It looks like the new floor will get installed before the end of May (the tiles we picked are so out of stock that they have to make more, which they have scheduled for May).
- Trees – We received the free removal of 4 or 5 dead trees by a neighbor who shares parking with us (the neighbor has a vested interest in those trees also not falling on their staff's cars). We then had the trees turned into mulch (which we did have to pay someone for, but it was a bargain). That mulch is now "cooking" on the corner of our parking lot and will be ready to use on the grounds in a few months.
- Document Storage Cleanup – I've organized about 80% of the documents we had in storage. We have 8 boxes now ready for immediate shredding (some of the materials

were up to 15 years old). We have about a dozen more boxes labeled for future shredding once they reach the age mandated by our document retention policy. This will help alleviate a critical shortage of storage space.

- Facilities Committee – This month, John Payne’s activities have included fixing up the tool shed and its contents, mitigating the roof leak we experienced earlier this year, and some important detail work in the Welcome Center such as patching old holes in the wall.
- Space Barter – We have signed an agreement with our neighbors at the Hunting-Surrey school to trade space. This will allow us access to additional space for adult RE activities on Sunday, something of a critical need, without straining our budget.
- Saturday Opening/closing – for the past year or so, Kami Cornell has been handling the opening and closing of the building on Saturday mornings (hours 10am-1pm). However, she’s taken a new main job and won’t be able to do this any more (though she will continue with her other job duties here at the church). I have begun looking for alternatives.
- Grounds contract – We have renewed our grounds-keeping contract with Clean Air. Bill Walters handled the negotiations for us and we feel confident that this represents a good investment of the limited funds we have available for this purpose.
- Sanctuary HVAC – John Payne has begun getting bids to replace the sanctuary HVAC. We have good reason to believe that it might not make it through another summer. The last thing we want is for it to give out mid-summer and then to do without AC for several weeks while we get a new one sent to us and installed.

### **Policy**

- Sex Offender Policy – We’ve been updating our sex offender policy with support from Karen Neeley. Once complete, we expect to have a policy that fully conforms with our insurance company’s recommendations for keeping our members and children as safe as possible.

### **Other**

- Class Reunion – I will travel to Idaho for my 20<sup>th</sup> high school reunion. This will happen, roughly, from August 9 to 19<sup>th</sup>.
- Return of Rev Beach – In May, Rev Kim Beach will return and preach here at the church. He was our minister during most of the 1970s. Kathryn Govier has sent hand-written notes with this news to all of the members we could find who were here at the church back in those days.
- Google Ads – We’ve gotten some free promo credit for Google Ads. Chris Heidel has volunteered to put it to good use for us. We look forward to seeing the results.

### **No Update this month**

- Keys & Alarms
- Memorials & Staff
- Main office configuration
- Metrics Taskforce
- Mozy
- Staff Calendars

- Internal Audit Committee

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

- One-on-one meetings with direct reports
- Board of Trustees
- Volunteer recruiting and coordination
- Management Team Meetings
- Church Council & Congregational Meetings
- Office Staff Meetings
- Monthly Staff Training
- Background checks for new employees, special volunteers
- Monthly Financial Reports
- Monthly follow up on bounced pledge autopayments
- Bimonthly meetings of the Austin Non-Profit Financial Leadership Group
- Board retreats and special meetings (average twice annually)
- Monthly NACBA meetings (National Association of Church Business Administrators)

Respectfully submitted by Sean Hale. April 13, 2012.

**NEW MEMBERS IN MARCH**

1. Brenda K. McDaniel
2. Suzanne Daniels
3. Shandy Smith

**RESIGNATIONS**

None.



First Unitarian Universalist Church of Austin  
**Balance Sheet**  
As of March 31, 2012

	<u>Mar 31, 12</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Cash & Investments	
1100 · Bank	
1110 · THCU Checking	56,678.45
1120 · THCU Savings	200.12
1130 · THCU Money Market	3,720.85
1140 · THCU CDs	45,635.76
Total 1100 · Bank	<u>106,235.18</u>
1200 · Schwab Accounts	
1210 · Permanent Endowment Account	132,103.34
1220 · Mixed Investment Account	426,733.03
1230 · Murr Music Account	42,518.04
Total 1200 · Schwab Accounts	<u>601,354.41</u>
1300 · Annuity 2014	11,757.16
1400 · Petty Cash	
1410 · Religious Ed PC 1	200.00
1430 · Religious Ed PC 2	1,000.00
Total 1400 · Petty Cash	<u>1,200.00</u>
Total 1000 · Cash & Investments	<u>720,546.75</u>
Total Checking/Savings	<u>720,546.75</u>
Total Current Assets	720,546.75
<b>Fixed Assets</b>	
1500 · Fixed Assets	
1510 · Building - at cost	672,232.75
1530 · Land - Travis CAD '11 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>3,029,476.75</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2000 · Liabilities	
2200 · Security Deposits	80.00
2400 · Payroll Liabilities	
2405 · Health Care Payable	1,881.11
2406 · Dental Payable	14.30
Total 2400 · Payroll Liabilities	<u>1,895.41</u>

First Unitarian Universalist Church of Austin  
**Balance Sheet**  
As of March 31, 2012

	<u>Mar 31, 12</u>
Total 2000 · Liabilities	<u>1,975.41</u>
Total Other Current Liabilities	<u>1,975.41</u>
Total Current Liabilities	<u>1,975.41</u>
Total Liabilities	1,975.41
Equity	
3001 · Fixed Assets - Equity	2,308,930.00
3100 · Restricted Funds	
3200 · Cong. Restricted Funds	
3220 · Permanent Endowment Fund	134,603.34
3240 · Savings Fund	286,285.24
3260 · Murr Music Fund	<u>41,202.31</u>
Total 3200 · Cong. Restricted Funds	462,090.89
3400 · Board Restricted Funds	
3405 · Long Range Fund	38,617.52
3410 · Capital Campaign Fund	10,200.00
3415 · Paradox Players Fund	15,495.56
3420 · Religious Education Fund	
3421 · Chalice Circles	545.00
3422 · CampUU/Hogwarts Fund	13,365.49
3423 · Welcoming Wednesdays	513.43
3424 · Junior High Fund	2,648.90
3426 · Senior High Fund	1,449.41
3428 · Adult RE Fund	2,109.85
3429 · Children's RE Fund	<u>486.66</u>
Total 3420 · Religious Education Fund	21,118.74
3440 · Caring Fund	2,925.24
3450 · Music Fund	
3452 · Children's Choir Fund	3,923.52
3456 · Music Other Fund	<u>4,024.67</u>
Total 3450 · Music Fund	7,948.19
3460 · Bookstore Fund	1,103.93
3465 · Denominational Affairs Fund	70.02
3470 · Facility Fund	
3472 · Emergency Fund	15,253.98
3474 · Green Sanctuary Fund	1,389.92
3476 · Recycling Program Fund	778.71
3478 · Grounds Fund	<u>703.48</u>
Total 3470 · Facility Fund	18,126.09
3480 · Flowers Fund	329.34
3490 · Technology Fund	
3492 · Internet Ministries Fund	1,822.67
3494 · Media Team Fund	<u>1,076.89</u>

First Unitarian Universalist Church of Austin

**Balance Sheet**  
As of March 31, 2012

	<u>Mar 31, 12</u>
Total 3490 · Technology Fund	2,899.56
3505 · Meet & Eat Fund	844.13
3515 · Social Action Fund	3,880.07
3535 · Yew Grove Fund	269.25
3540 · Library Fund	289.38
3545 · Special Plate Fund	7,642.29
3550 · Minister's Discretionary Fund	4,020.00
3555 · Forum Fund	519.24
3560 · Worship Services Fund	1,000.00
3565 · Continuing Ed Fund	2,392.81
3570 · Living Our Mission Fund	4,000.00
Total 3400 · Board Restricted Funds	<u>143,691.36</u>
 Total 3100 · Restricted Funds	 605,782.25
 3900 · Unrestricted Net Assets	 78,352.94
Net Income	<u>34,436.15</u>
Total Equity	<u>3,027,501.34</u>
 TOTAL LIABILITIES & EQUITY	 <u><u>3,029,476.75</u></u>

First Unitarian Universalist Church of Austin

**Balance Sheet**  
As of March 31, 2012

	<u>Jan 31, 12</u>	<u>Feb 29, 12</u>	<u>Mar 31, 12</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1000 · Cash & Investments			
1100 · Bank			
1110 · THCU Checking	17,280.85	25,622.12	56,678.45
1120 · THCU Savings	200.12	200.12	200.12
1130 · THCU Money Market	3,712.24	3,712.24	3,720.85
1140 · THCU CDs	<u>55,870.72</u>	<u>50,744.35</u>	<u>45,635.76</u>
<b>Total 1100 · Bank</b>	77,063.93	80,278.83	106,235.18
1200 · Schwab Accounts			
1210 · Permanent Endowment Account	125,002.07	130,157.90	132,103.34
1220 · Mixed Investment Account	411,733.30	422,861.71	426,733.03
1230 · Murr Music Account	<u>41,232.59</u>	<u>42,243.83</u>	<u>42,518.04</u>
<b>Total 1200 · Schwab Accounts</b>	577,967.96	595,263.44	601,354.41
1300 · Annuity 2014	11,757.16	11,757.16	11,757.16
1400 · Petty Cash			
1410 · Religious Ed PC 1	200.00	200.00	200.00
1430 · Religious Ed PC 2	<u>1,000.00</u>	<u>1,000.00</u>	<u>1,000.00</u>
<b>Total 1400 · Petty Cash</b>	<u>1,200.00</u>	<u>1,200.00</u>	<u>1,200.00</u>
<b>Total 1000 · Cash &amp; Investments</b>	<u>667,989.05</u>	<u>688,499.43</u>	<u>720,546.75</u>
<b>Total Checking/Savings</b>	<u>667,989.05</u>	<u>688,499.43</u>	<u>720,546.75</u>
<b>Total Current Assets</b>	667,989.05	688,499.43	720,546.75
<b>Fixed Assets</b>			
1500 · Fixed Assets			
1510 · Building - at cost	672,232.75	672,232.75	672,232.75
1530 · Land - Travis CAD '11 Value	1,508,930.00	1,508,930.00	1,508,930.00
1540 · Furniture & Equipment	<u>127,767.25</u>	<u>127,767.25</u>	<u>127,767.25</u>
<b>Total 1500 · Fixed Assets</b>	<u>2,308,930.00</u>	<u>2,308,930.00</u>	<u>2,308,930.00</u>
<b>Total Fixed Assets</b>	<u>2,308,930.00</u>	<u>2,308,930.00</u>	<u>2,308,930.00</u>
<b>TOTAL ASSETS</b>	<u><u>2,976,919.05</u></u>	<u><u>2,997,429.43</u></u>	<u><u>3,029,476.75</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
2000 · Liabilities			
2200 · Security Deposits	80.00	80.00	80.00
2400 · Payroll Liabilities			
2405 · Health Care Payable	2,330.73	2,461.26	1,881.11
2406 · Dental Payable	<u>21.46</u>	<u>17.88</u>	<u>14.30</u>
<b>Total 2400 · Payroll Liabilities</b>	<u>2,352.19</u>	<u>2,479.14</u>	<u>1,895.41</u>

First Unitarian Universalist Church of Austin

**Balance Sheet**  
As of March 31, 2012

	<u>Jan 31, 12</u>	<u>Feb 29, 12</u>	<u>Mar 31, 12</u>
<b>Total 2000 · Liabilities</b>	2,432.19	2,559.14	1,975.41
<b>Total Other Current Liabilities</b>	2,432.19	2,559.14	1,975.41
<b>Total Current Liabilities</b>	2,432.19	2,559.14	1,975.41
<b>Total Liabilities</b>	2,432.19	2,559.14	1,975.41
<b>Equity</b>			
3001 · Fixed Assets - Equity	2,308,930.00	2,308,930.00	2,308,930.00
3100 · Restricted Funds			
3200 · Cong. Restricted Funds			
3220 · Permanent Endowment Fund	127,502.07	132,657.90	134,603.34
3240 · Savings Fund	273,275.31	284,393.72	286,285.24
3260 · Murr Music Fund	39,866.86	40,928.10	41,202.31
<b>Total 3200 · Cong. Restricted Funds</b>	440,644.24	457,979.72	462,090.89
3400 · Board Restricted Funds			
3405 · Long Range Fund	40,015.36	38,874.76	38,617.52
3410 · Capital Campaign Fund	10,200.00	10,200.00	10,200.00
3415 · Paradox Players Fund	12,631.47	14,182.71	15,495.56
3420 · Religious Education Fund			
3421 · Chalice Circles	545.00	545.00	545.00
3422 · CampUU/Hogwarts Fund	6,120.74	6,798.94	13,365.49
3423 · Welcoming Wednesdays	388.43	393.43	513.43
3424 · Junior High Fund	2,712.65	2,648.90	2,648.90
3426 · Senior High Fund	2,152.04	1,442.41	1,449.41
3428 · Adult RE Fund	2,678.85	2,796.85	2,109.85
3429 · Children's RE Fund	486.66	486.66	486.66
<b>Total 3420 · Religious Education Fund</b>	15,084.37	15,112.19	21,118.74
3440 · Caring Fund	3,340.24	3,125.24	2,925.24
3450 · Music Fund			
3452 · Children's Choir Fund	3,923.52	3,923.52	3,923.52
3456 · Music Other Fund	4,024.67	4,024.67	4,024.67
<b>Total 3450 · Music Fund</b>	7,948.19	7,948.19	7,948.19
3460 · Bookstore Fund	1,188.15	1,322.84	1,103.93
3465 · Denominational Affairs Fund	70.02	70.02	70.02
3470 · Facility Fund			
3472 · Emergency Fund	15,253.98	15,253.98	15,253.98
3474 · Green Sanctuary Fund	1,564.92	1,389.92	1,389.92
3476 · Recycling Program Fund	778.71	778.71	778.71
3478 · Grounds Fund	703.48	703.48	703.48
<b>Total 3470 · Facility Fund</b>	18,301.09	18,126.09	18,126.09
3480 · Flowers Fund	329.34	329.34	329.34
3490 · Technology Fund			
3492 · Internet Ministries Fund	1,822.67	1,822.67	1,822.67
3494 · Media Team Fund	1,106.89	1,076.89	1,076.89

First Unitarian Universalist Church of Austin

**Balance Sheet**  
As of March 31, 2012

	<u>Jan 31, 12</u>	<u>Feb 29, 12</u>	<u>Mar 31, 12</u>
Total 3490 · Technology Fund	2,929.56	2,899.56	2,899.56
3505 · Meet & Eat Fund	780.38	930.79	844.13
3515 · Social Action Fund	3,680.07	3,980.07	3,880.07
3535 · Yew Grove Fund	288.17	269.25	269.25
3540 · Library Fund	289.38	289.38	289.38
3545 · Special Plate Fund	4,387.28	6,677.10	7,642.29
3550 · Minister's Discretionary Fund	0.00	20.00	4,020.00
3555 · Forum Fund	579.22	579.22	519.24
3560 · Worship Services Fund	1,000.00	1,000.00	1,000.00
3565 · Continuing Ed Fund	2,392.81	2,392.81	2,392.81
3570 · Living Our Mission Fund	4,000.00	4,000.00	4,000.00
Total 3400 · Board Restricted Funds	<u>129,435.10</u>	<u>132,329.56</u>	<u>143,691.36</u>
Total 3100 · Restricted Funds	570,079.34	590,309.28	605,782.25
3900 · Unrestricted Net Assets	78,352.94	78,352.94	78,352.94
Net Income	<u>17,124.58</u>	<u>17,278.07</u>	<u>34,436.15</u>
Total Equity	<u>2,974,486.86</u>	<u>2,994,870.29</u>	<u>3,027,501.34</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,976,919.05</u></u>	<u><u>2,997,429.43</u></u>	<u><u>3,029,476.75</u></u>

**First Unitarian Universalist Church of Austin**  
**Profit & Loss Budget vs. Actual**  
January through March 2012

	Total Committees		Infrastructure (Departments)		Ministry (Departments)		Music Dept (Departments)		Program Support (Departments)	
	Jan - Mar 12	Budget	Jan - Mar 12	Budget	Jan - Mar 12	Budget	Jan - Mar 12	Budget	Jan - Mar 12	Budget
<b>Ordinary Income/Expense</b>										
<b>Income</b>										
4000 · Unrestricted Income										
4100 · Contributions										
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	
4140 · Forum	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	14,175.00	0.00		0.00	2,200.00	0.00		0.00	
<b>Total 6100 · Ministry Support</b>	<b>0.00</b>		<b>0.00</b>		<b>3,345.82</b>	<b>7,000.00</b>	<b>3,430.00</b>		<b>0.00</b>	
<b>Total 6200 · Supplies &amp; Materials</b>	<b>331.68</b>		<b>1,374.01</b>	<b>3,500.00</b>	<b>763.71</b>		<b>357.46</b>	<b>6,500.00</b>	<b>401.89</b>	<b>4,500.00</b>
<b>Total 6300 · Repairs and Upkeep</b>	<b>1,932.52</b>	<b>20,000.00</b>	<b>13,602.70</b>	<b>41,900.00</b>	<b>12.72</b>		<b>0.00</b>		<b>0.00</b>	
<b>Total 6400 · In house services</b>	<b>510.81</b>		<b>0.00</b>		<b>40.70</b>		<b>0.00</b>		<b>5,816.73</b>	<b>30,300.00</b>
<b>Total 6500 · Miscellaneous</b>	<b>0.00</b>		<b>0.00</b>		<b>1,674.22</b>	<b>8,790.00</b>	<b>56.50</b>	<b>1,000.00</b>	<b>769.56</b>	<b>4,300.00</b>
<b>Total 6600 · Employee Expenses</b>	<b>37.68</b>		<b>7,944.33</b>	<b>31,652.00</b>	<b>28,848.67</b>	<b>122,061.78</b>	<b>16,242.07</b>	<b>80,195.14</b>	<b>39,326.87</b>	<b>174,161.00</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>2,812.69</b>	<b>34,175.00</b>	<b>22,921.04</b>	<b>77,052.00</b>	<b>34,685.84</b>	<b>140,051.78</b>	<b>20,086.03</b>	<b>87,695.14</b>	<b>46,315.05</b>	<b>213,261.00</b>
<b>Net Ordinary Income</b>	<b>-2,812.69</b>	<b>-34,175.00</b>	<b>-22,921.04</b>	<b>-77,052.00</b>	<b>-34,685.84</b>	<b>-140,051.78</b>	<b>-20,086.03</b>	<b>-87,695.14</b>	<b>-46,315.05</b>	<b>-213,261.00</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>-2,812.69</b>	<b>-34,175.00</b>	<b>-22,921.04</b>	<b>-77,052.00</b>	<b>-34,685.84</b>	<b>-140,051.78</b>	<b>-20,086.03</b>	<b>-87,695.14</b>	<b>-46,315.05</b>	<b>-213,261.00</b>

**First Unitarian Universalist Church of Austin**  
**Profit & Loss Budget vs. Actual**  
January through March 2012

	Religious Ed Dept (Departments)		Total Departments		Other Operating Fund		TOTAL			
	Jan - Mar 12	Budget	Jan - Mar 12	Budget	Jan - Mar 12	Budget	Jan - Mar 12	Budget	\$ Over Budget	% of Budget
	<b>Ordinary Income/Expense</b>									
<b>Income</b>										
<b>4000 · Unrestricted Income</b>										
<b>4100 · Contributions</b>										
4110 · Pledge	0.00		0.00		142,562.84	553,155.00	142,562.84	553,155.00	-410,592.16	25.77%
4120 · Sunday Plate	0.00		0.00		15,671.74	44,000.00	15,671.74	44,000.00	-28,328.26	35.62%
4140 · Forum	0.00		0.00		306.65	2,000.00	306.65	2,000.00	-1,693.35	15.33%
4190 · Other	0.00		0.00		5,543.70	14,000.00	5,543.70	14,000.00	-8,456.30	39.6%
<b>Total 4100 · Contributions</b>	<u>0.00</u>		<u>0.00</u>		<u>164,084.93</u>	<u>613,155.00</u>	<u>164,084.93</u>	<u>613,155.00</u>	<u>-449,070.07</u>	<u>26.76%</u>
4200 · Rental	0.00		0.00		13,119.25	44,000.00	13,119.25	44,000.00	-30,880.75	29.82%
4400 · Misc Income	0.00		0.00		0.00	2,500.00	0.00	2,500.00	-2,500.00	0.0%
<b>Total 4000 · Unrestricted Income</b>	<u>0.00</u>		<u>0.00</u>		<u>177,204.18</u>	<u>659,655.00</u>	<u>177,204.18</u>	<u>659,655.00</u>	<u>-482,450.82</u>	<u>26.86%</u>
4300 · Interest & Dividends	0.00		0.00		37.91	300.00	37.91	300.00	-262.09	12.64%
<b>4900 · Other Income</b>										
4920 · Event	0.00		0.00		855.00	15,000.00	855.00	15,000.00	-14,145.00	5.7%
<b>Total 4900 · Other Income</b>	<u>0.00</u>		<u>0.00</u>		<u>855.00</u>	<u>15,000.00</u>	<u>855.00</u>	<u>15,000.00</u>	<u>-14,145.00</u>	<u>5.7%</u>
<b>Total Income</b>	<u>0.00</u>		<u>0.00</u>		<u>178,097.09</u>	<u>674,955.00</u>	<u>178,097.09</u>	<u>674,955.00</u>	<u>-496,857.91</u>	<u>26.39%</u>
<b>Expense</b>										
6000 · General Expenses	0.00	4,200.00	0.00	6,400.00	0.00	2,838.80	0.00	23,413.80	-23,413.80	0.0%
<b>Total 6100 · Ministry Support</b>	0.00		6,775.82	7,000.00	0.00		6,775.82	7,000.00	-224.18	96.8%
<b>Total 6200 · Supplies &amp; Materials</b>	1,064.18		3,961.25	14,500.00	54.88		4,347.81	14,500.00	-10,152.19	29.99%
<b>Total 6300 · Repairs and Upkeep</b>	0.00		13,615.42	41,900.00	0.00		15,547.94	61,900.00	-46,352.06	25.12%
<b>Total 6400 · In house services</b>	82.10		5,939.53	30,300.00	0.00		6,450.34	30,300.00	-23,849.66	21.29%
<b>Total 6500 · Miscellaneous</b>	470.00	5,410.00	2,970.28	19,500.00	819.15	5,000.00	3,789.43	24,500.00	-20,710.57	15.47%
<b>Total 6600 · Employee Expenses</b>	<u>26,722.25</u>	<u>106,794.97</u>	<u>119,084.19</u>	<u>514,864.89</u>	<u>464.23</u>	<u>5,161.20</u>	<u>119,586.10</u>	<u>520,026.09</u>	<u>-400,439.99</u>	<u>23.0%</u>
<b>Total 6700 · Charitable Contributions</b>	<u>0.00</u>		<u>0.00</u>		<u>2,019.70</u>	<u>12,100.00</u>	<u>2,019.70</u>	<u>12,100.00</u>	<u>-10,080.30</u>	<u>16.69%</u>
<b>Total Expense</b>	<u>28,338.53</u>	<u>116,404.97</u>	<u>152,346.49</u>	<u>634,464.89</u>	<u>3,357.96</u>	<u>25,100.00</u>	<u>158,517.14</u>	<u>693,739.89</u>	<u>-535,222.75</u>	<u>22.85%</u>
<b>Net Ordinary Income</b>	<u>-28,338.53</u>	<u>-116,404.97</u>	<u>-152,346.49</u>	<u>-634,464.89</u>	<u>174,739.13</u>	<u>649,855.00</u>	<u>19,579.95</u>	<u>-18,784.89</u>	<u>38,364.84</u>	<u>-104.23%</u>
<b>Other Income/Expense</b>										
<b>Other Income</b>										
9980 · Restricted Fund Transf to Op	0.00		0.00		14,856.20	19,118.00	14,856.20	19,118.00	-4,261.80	77.71%
<b>Total Other Income</b>	<u>0.00</u>		<u>0.00</u>		<u>14,856.20</u>	<u>19,118.00</u>	<u>14,856.20</u>	<u>19,118.00</u>	<u>-4,261.80</u>	<u>77.71%</u>
<b>Net Other Income</b>	<u>0.00</u>		<u>0.00</u>		<u>14,856.20</u>	<u>19,118.00</u>	<u>14,856.20</u>	<u>19,118.00</u>	<u>-4,261.80</u>	<u>77.71%</u>
<b>Net Income</b>	<u>-28,338.53</u>	<u>-116,404.97</u>	<u>-152,346.49</u>	<u>-634,464.89</u>	<u>189,595.33</u>	<u>668,973.00</u>	<u>34,436.15</u>	<u>333.11</u>	<u>34,103.04</u>	<u>10,337.77%</u>

**First Unitarian Universalist Church of Austin**  
**Profit & Loss**  
January through March 2012

	<u>Jan 12</u>	<u>Feb 12</u>	<u>Mar 12</u>	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · Unrestricted Income</b>				
<b>4100 · Contributions</b>				
4110 · Pledge	45,283.86	49,449.09	47,829.89	142,562.84
4120 · Sunday Plate	6,848.03	4,221.23	4,602.48	15,671.74
4130 · Sunday Coffee Service	0.00	-411.90	411.90	0.00
4140 · Forum	108.00	83.65	115.00	306.65
4190 · Other	1,105.22	1,750.38	2,688.10	5,543.70
<b>Total 4100 · Contributions</b>	<u>53,345.11</u>	<u>55,092.45</u>	<u>55,647.37</u>	<u>164,084.93</u>
4200 · Rental	954.00	4,255.05	7,910.20	13,119.25
<b>Total 4000 · Unrestricted Income</b>	<u>54,299.11</u>	<u>59,347.50</u>	<u>63,557.57</u>	<u>177,204.18</u>
4300 · Interest & Dividends	8.18	10.37	19.36	37.91
<b>4900 · Other Income</b>				
4920 · Event	0.00	855.00	0.00	855.00
<b>Total 4900 · Other Income</b>	<u>0.00</u>	<u>855.00</u>	<u>0.00</u>	<u>855.00</u>
<b>Total Income</b>	54,307.29	60,212.87	63,576.93	178,097.09
<b>Expense</b>				
<b>6100 · Ministry Support</b>				
6110 · Guest Speaker / Musician	2,473.50	1,700.00	350.00	4,523.50
6130 · Publications	525.00	1,000.00	500.00	2,025.00
6140 · Consultants	0.00	75.00	0.00	75.00
6150 · Other ministry support	152.32	0.00	0.00	152.32
<b>Total 6100 · Ministry Support</b>	<u>3,150.82</u>	<u>2,775.00</u>	<u>850.00</u>	<u>6,775.82</u>
<b>6200 · Supplies &amp; Materials</b>				
6210 · Office supplies	310.43	295.92	0.00	606.35
6220 · Worship Supplies	22.18	86.38	0.00	108.56
6230 · Kitchen Supplies	0.00	321.88	0.00	321.88
6240 · Sunday Coffee Service	291.75	63.98	751.28	1,107.01
6250 · Literature	0.00	47.99	120.02	168.01
6290 · Other supplies	979.43	48.46	1,008.11	2,036.00
<b>Total 6200 · Supplies &amp; Materials</b>	<u>1,603.79</u>	<u>864.61</u>	<u>1,879.41</u>	<u>4,347.81</u>
<b>6300 · Repairs and Upkeep</b>				
6310 · Custodial Services	58.90	184.32	123.70	366.92
6320 · Grounds	601.00	0.00	0.00	601.00
<b>6330 · Building upkeep</b>				
6332 · Security Alarm	0.00	113.97	0.00	113.97
6334 · Pest Control	200.00	0.00	0.00	200.00
6336 · Repairs & Maintenance	0.00	24.89	1,142.33	1,167.22
<b>Total 6330 · Building upkeep</b>	<u>200.00</u>	<u>138.86</u>	<u>1,142.33</u>	<u>1,481.19</u>
6340 · Property & Liability Insurance	0.00	9,462.00	8.00	9,470.00
<b>6350 · Utilities</b>				
6352 · Electric & Water	630.32	1,049.67	0.00	1,679.99
6354 · Gas	289.19	158.89	139.44	587.52

**First Unitarian Universalist Church of Austin**  
**Profit & Loss**  
January through March 2012

	<u>Jan 12</u>	<u>Feb 12</u>	<u>Mar 12</u>	<u>TOTAL</u>
6357 · Trash Removal	122.19	122.19	123.21	367.59
6358 · Drainage	258.58	258.58	258.58	775.74
<b>Total 6350 · Utilities</b>	<b>1,300.28</b>	<b>1,589.33</b>	<b>521.23</b>	<b>3,410.84</b>
6360 · Security	0.00	75.00	0.00	75.00
6370 · Equipment	0.00	45.45	0.00	45.45
6380 · Construction and Remodelling	97.54	0.00	0.00	97.54
<b>Total 6300 · Repairs and Upkeep</b>	<b>2,257.72</b>	<b>11,494.96</b>	<b>1,795.26</b>	<b>15,547.94</b>
<b>6400 · In house services</b>				
6410 · Printing				
6412 · Copier	1,771.14	1,156.00	1,156.00	4,083.14
6416 · Special Copies	0.00	0.00	169.67	169.67
<b>Total 6410 · Printing</b>	<b>1,771.14</b>	<b>1,156.00</b>	<b>1,325.67</b>	<b>4,252.81</b>
6420 · Communications, Data & Tech				
6422 · Internet service	94.45	94.45	94.45	283.35
6424 · Data System Fees	50.37	53.04	58.96	162.37
6428 · Equipment	189.97	332.44	0.00	522.41
6430 · Postage	0.00	0.00	495.35	495.35
6432 · Telephone	222.48	193.11	318.46	734.05
<b>Total 6420 · Communications, Data &amp; Tech</b>	<b>557.27</b>	<b>673.04</b>	<b>967.22</b>	<b>2,197.53</b>
<b>Total 6400 · In house services</b>	<b>2,328.41</b>	<b>1,829.04</b>	<b>2,292.89</b>	<b>6,450.34</b>
<b>6500 · Miscellaneous</b>				
6510 · Banking expenses				
6512 · Bank fees	16.00	25.00	25.00	66.00
6516 · Credit Card Fees	181.67	292.55	344.93	819.15
<b>Total 6510 · Banking expenses</b>	<b>197.67</b>	<b>317.55</b>	<b>369.93</b>	<b>885.15</b>
6530 · Conferences and Meetings	0.00	110.00	0.00	110.00
6560 · Membership, dues, subscriptions	0.00	30.00	40.00	70.00
6570 · Outside Services	0.00	392.00	0.00	392.00
6580 · Professional Expenses	1,471.09	235.59	625.60	2,332.28
<b>Total 6500 · Miscellaneous</b>	<b>1,668.76</b>	<b>1,085.14</b>	<b>1,035.53</b>	<b>3,789.43</b>
<b>6600 · Employee Expenses</b>				
6610 · Payroll	33,052.77	30,915.91	30,765.98	94,734.66
6630 · Payroll Taxes				
6631 · Social Security Expense	1,548.47	1,505.18	1,461.88	4,515.53
6632 · Medicare Expense	362.31	352.01	341.90	1,056.22
<b>Total 6630 · Payroll Taxes</b>	<b>1,910.78</b>	<b>1,857.19</b>	<b>1,803.78</b>	<b>5,571.75</b>
6640 · Pension	2,579.98	2,579.98	2,579.98	7,739.94
6650 · Benefits				
6651 · Life Insurance	196.67	196.67	196.67	590.01
6652 · Long Term Disability	255.58	256.08	256.08	767.74
6653 · Company paid medical	3,012.05	2,752.13	2,752.13	8,516.31
6654 · Partner Health Insurance	0.00	245.88	245.88	491.76
6655 · Company paid dependent coverage	606.93	546.84	-163.84	989.93

**First Unitarian Universalist Church of Austin**  
**Profit & Loss**  
January through March 2012

	<u>Jan 12</u>	<u>Feb 12</u>	<u>Mar 12</u>	<u>TOTAL</u>
Total 6650 · Benefits	4,071.23	3,997.60	3,286.92	11,355.75
6670 · Other Employee Expenses	0.00	0.00	184.00	184.00
6600 · Employee Expenses - Other	-640.25	640.25	0.00	0.00
Total 6600 · Employee Expenses	<u>40,974.51</u>	<u>39,990.93</u>	<u>38,620.66</u>	<u>119,586.10</u>
6700 · Charitable Contributions				
6710 · UUA	<u>0.00</u>	<u>2,019.70</u>	<u>0.00</u>	<u>2,019.70</u>
Total 6700 · Charitable Contributions	<u>0.00</u>	<u>2,019.70</u>	<u>0.00</u>	<u>2,019.70</u>
Total Expense	<u>51,984.01</u>	<u>60,059.38</u>	<u>46,473.75</u>	<u>158,517.14</u>
Net Ordinary Income	2,323.28	153.49	17,103.18	19,579.95
Other Income/Expense				
Other Income				
9980 · Restricted Fund Transf to Op	<u>14,801.30</u>	<u>0.00</u>	<u>54.90</u>	<u>14,856.20</u>
Total Other Income	<u>14,801.30</u>	<u>0.00</u>	<u>54.90</u>	<u>14,856.20</u>
Net Other Income	<u>14,801.30</u>	<u>0.00</u>	<u>54.90</u>	<u>14,856.20</u>
Net Income	<u><u>17,124.58</u></u>	<u><u>153.49</u></u>	<u><u>17,158.08</u></u>	<u><u>34,436.15</u></u>



# FUUCA Board of Trustees

Meeting date: **Tuesday, March 20, 2012**    **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, Eric Hepburn, Chris Jimmerson, Rose Ann Reeser, Klondike Steadman, Brendan Sterne, Eric Stimmel, Susan Thomson

Regrets:

Absent: Sean Hale

Late:

## Guests:

(none)

## Meeting Documents:

- Nov financial report 30-I-12.xls
- Sullivan Observations.doc

## Meeting Minutes:

### 1. Committee business

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**1.1. Chalice Lighting and Opening Words** Ann Edwards  
**Status:** Completed

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**1.2. Reading of Board Covenant** Susan Thomson  
**Status:** Completed

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**1.3. Confirm Timekeeper and Process Evaluator** Susan Thomson  
**Status:** Completed

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**1.4. Approve Agenda and Consent Agenda** Brendan Sterne

Added item 2.1, discussion of Savings Language in Bylaws

#### Documents:

- Dec 2011 F Report Coversheet.doc
- dec 2011 financial report.xls
- Limitations Interpretation 2-6 asset protection.doc
- Nov 2011 Financial report cover.doc
- Nov financial report 30-I-12.xls

**Status:** Completed

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**1.5. Visitors Forum** Susan Thomson

Some visitors this month, but non requesting to speak

**Status:** Completed

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Brendan Sterne

## 1.6. Recognition of Church Volunteers and Staff

The board recognizes:

Andi Wyndham - Webmaster and more

Lisa Carrell - Chalice Circles, Sparkle Plenty last year, and more.

**Status:** Completed

## 1.7. Moment with Meg

Brendan Sterne

- Meeting regarding morning schedule went very well. Talked about what's working and what isn't. Some examples: It's difficult for the choir to show up so early. No decisions were made at the meeting.

- Linda Taylor is retiring from doing the communications role for the church. Considering a Director of Membership and Communications with potential responsibilities including newsletter, bulletin, website, Facebook, membership, leadership development.

**Status:** Completed

## 2. Old business

### 2.1. Discuss Savings Language in Bylaws

Eric Hepburn

- Brendan, Luther and Eric H did some research on Savings and did not find a best practice - there were a number of approaches to savings, operating funds and endowments.

- There was some discussion about the Savings Fund and whether, in a major emergency, the church could get access to the funds in the Savings account. It was concluded that, in a genuine emergency a congregational meeting could be called, the bylaws could be amended to drop the \$250,000 floor, and a vote could be made to use the funds for the emergency. This would obviously require a major emergency.

**Status:** Completed

## 3. New business

### 3.1. Assessing the Past (Monitoring)

Susan Thomson

**Status:** Completed

#### 3.1.1. Policy workgroup report on revision of executive limitation 2.4.4

Klondike Steadman

- Klondike suggested we leave the wording of 2.4.4 as-is. Board approved. The board will get interpretation of 2.4.4 in May when it comes back up per the schedule.

**Status:** Completed

#### 3.1.2. Interpretation and Monitoring of Ends 2.6 "Asset Protection"

Meg Barnhouse

- The board had raised no major concerns about the interpretation in advance (did have some minor concerns/questions that were satisfied). Meg walked the board through the interpretations of 2.6. The board was satisfied with the interpretations, and did not feel it was necessary to amend the board policies.

**Status:** Completed

### 3.2. Snacks

Rose Ann Reeser

Deeeeeelicious!

**Status:** Completed

### 3.3. Learning and Creating the Future

Susan Thomson

**Status:** Completed



### 3.3.1. May PBG Orientation

Susan Thomson

- There will be a Policy Based Governance workshop May 4th/5th. Need to find location.
- New board retreat will be June 1st/2nd. Need to find location.

**Status:** Completed

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### 3.3.2. Focus Topic: Almost Church Revitalized, Chapter 5

Klondike Steadman

Board discussed the many ideas contained in the chapter:

- Spiritual Maturity as a congregation as a whole, not just individuals
- High expectations vs Low expectations
- Church is about building meaningful lives
- The main result of spiritual maturity is courage
- Communities of commitment to spiritual maturity.

Ann shared the idea of the 'Wellspring' program (small group, high commitment, see <http://www.uuwellspring.org/>)

**Status:** Completed

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## 4. Committee business

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### 4.1. Action Items

Brendan Sterne

- Meg & Sean: The board will get interpretation of 2.4.4 in May when it comes back up per the schedule.
- Meg to investigate using other church for May 4th/5th PBG orientation, and the new board orientation June 1/2. Or consider U-bar-U for new board orientation.
- Eric: write a thank-you card to Ed
- Luther to check with Sean re Inventorying
- Everyone: read chapter 6
- Brendan to talk with Meg & Sean re survey publication blitz.

**Status:** Completed

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### 4.2. Process Evaluation

Luther Elmore

- started late
- otherwise very good overall

**Status:** Completed

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### 4.3. Reading of Board - Executive Covenant

Susan Thomson

**Status:** Completed

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### 4.4. Extinguishing the Chalice and Closing Words

Brendan Sterne

**Status:** Completed

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## **Ends Interpretation 2 – Nourishes Souls and Transforms Lives**

First UU Church of Austin

April 17, 2012

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

**Engaging and supporting members in spiritual practice and growth**

Executive Operational Interpretation:

“**Engaging**” means to create awareness and curiosity about spiritual practice and growth, and giving members opportunities to begin and continue.

“**Supporting**” spiritual practice and growth means to make it more likely that people will be able to accomplish these things.

“**Spiritual practice**” is a way of speaking about those activities which increase well-being, stability, love, joy, generosity, patience, inner peace, self-control, kindness, and the ability to handle life’s difficulties while remaining open-hearted, compassionate, and able to give and receive love. Those would include meditation, art, meaningful conversation, service work, immersion in nature, drama, singing, and other activities like these.

“**Growth**” means becoming, over time, more and more a person whose presence makes the world a better place, either through activism or joyful and spirited presence.

Measures:

Our congregational survey only asks people about their spiritual development and its relationship to social justice work.

The degree to which members participate in social justice efforts through the church and as individuals would be one measure of spirit and growth. We will add a question in our annual survey that asks: “do you engage in a spiritual practice?” We could also ask “Has your involvement at First UU increased your patience, kindness, generosity, etc.?”

To measure the support the church gives members in their spiritual practice and growth, we would count the number of church ministries, sermons, and Lifespan RE offerings that address spiritual practice, an understanding of justice, and faith development. We would also measure participation in Chalice Circles.

Another possible question might be: “How has your church supported your spiritual practice and growth?”

Rationale for these measures:

The annual congregational survey is the most direct way to ascertain whether people have a

spiritual practice, and whether they feel supported in their practice and growth by the church. The number of Lifespan RE classes will also demonstrate that we offer opportunities for development and growth.

### **Providing worship, programs, and activities that awaken meaning and transcendence**

#### Executive Operational Interpretation:

“**Worship, programs, and activities**” describe the gamut of what the church offers its members. Sunday services, classes for children and adults, youth groups, social action projects, small groups, trainings, leadership opportunities, service opportunities, meals, parties, discussions, trips, choirs, and committees are among the offerings thus described.

“**Awakening meaning**” refers to the process of inviting people to think about the large questions: “How do you fit into the whole?” “What is the purpose of existence?” “What am I supposed to do with this brief span of life?” “What is important?” “How do I live a good life?” “How do we deal with our own death and the deaths of those we love?”

“**Transcendence**” is one way that some of us refer to that which is the Ground of our Being/God/the Divine/the Oversoul, the connection by which all things are one. For others among us, it simply refers to a sense of awe, insight, or a deep sense of connection with another person or with nature.

In any of these cases, “**awakening transcendence**” would mean inviting people into a time and space where they can feel lifted into something that is larger than themselves, where they catch a glimpse of the connection with all things, or get a sense of the big picture of existence, or feel some guidance or love, compassion or support from beyond themselves.

#### Measures:

There are questions on the congregational survey which ask people about experiences of transcendence and transformation.

#### Rationale for these measures:

If reports of these experiences would become more and more common as years go by, we would know we were achieving this End.

### **Ensuring that members have a caring, supportive and safe place to rekindle the spirit.**

#### Executive Operational Interpretation:

“**Caring**” means that it matters to people whether you’re there, that they know some of what’s

going on in your life, that you are important to the church.

“**Supportive**” means that the church works to help you be a part of the community, to help you become the person you want to be.

“**Safe**” means that people will be treated correctly, that they have a reasonable expectation of their confidences being kept, that they will not be harmed physically or emotionally. In interactions with other members, with staff, and the minister, behavior will be according to our Covenant of Healthy Relations.

“**Rekindle the spirit**” means to be energized and encouraged. Enriching conversation, new thoughts, good instruction, singing, beauty, meditation, interactions with friends, interactions with children, signing up for a new experience, helping other people, watching others find joy here – all of these are ways that people can be encouraged, energized, nourished. Being comforted and being challenged are two other ways of being cared for.

Measures:

The First UU Caring Ministry Team will be trained in an ongoing manner to assist the minister in reaching out to members who are going through significant life changes or difficulties. We will re-activate our trained Listening Ministers and draw on them when the need arises. As more people make use of the Caring Ministry, we will know we are accomplishing this End.

We will look to survey responses to measure how supported members feel by the church, and how safe they feel here.

Measuring whether people feel their spirit rekindled here involves measuring attendance at worship, programs and activities of the church. If people feel nourished here, they will come back, and they will give generously to support the church.

Rationale for these measures:

We will use the survey to measure how congregants feel supported and cared for. We will also ask the Caring Ministry to keep track of the number of people they care for. Attendance and giving are indicators that people feel supported and safe.

[Last updated by Sean Hale for Meg Barnhouse 4/13/12.]

ACTION PLAN  
FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN  
BRIDGEBUILDER ACTION PLANNING TEAM – JUNE 6, 2009

[NOTE: The UUA, Alban Institute, Greenlights, and others have materials and consultants who can aid with many of the recommended actions below. First UU should make use of these resources and follow best practices, with few if any deviations.]

### MISSION

1. Create a mission team comprised of the interim minister, executive director, a board of trustees member (or their representatives) plus an additional two members representing committee chairs and the congregation at large. The team will provide oversight to all work on the mission, vision, values, and covenant.
  - Who: Margaret Borden
  - Target date: September 1
  
2. Engage a professional consultant to inform and guide a church-wide process of updating our mission, vision and values. The consultant will report to the interim minister, executive director and a liaison from the board of trustees.
  - Who: Margaret Borden w support from mission team
  - Target date (identify possible consultants): Sean Hale, Margaret Borden – Aug 1
  - Target date (begin process): October 1
  
3. Develop a covenant that defines how we create and maintain right relationship within our church community (including between members and minister). Probable consultant: Janet Newman
  - Who: Mission team & Janet Newman
  - Target date (begin process): October 1
  
4. Develop ways to use our mission, vision, values and covenant to inform, guide and evaluate all aspects of church life, including our ministries, activities, budget and, staff.
  - Who: mission team, board, staff, council, committees, and groups
  - Target date: begin following completion of first item (covenant?)
  
5. Develop strategies to keep mission in the forefront of church decision making. (This includes making known, reinforcing, and internalizing our mission, vision, values and covenant at all levels of the congregation using all church ministries, e.g., worship, church publications, fellowship activities, religious education, social justice efforts.)
  - Who: mission team, board, church council
  - Target date: begin following completion of first item (covenant?)

### GOVERNANCE

1. **Establish a governance review task force** to address the following issues and make recommendations as necessary:

- Determine ways to ensure our bylaws and other governing rules and processes are in concert with our renewed mission, vision, values, and covenant once they are complete.
  - Determine whether our bylaws and other governing rules and processes have sufficient and appropriate transparency and accountability.
  - Determine, in terms of transparency, whether church leadership provides an appropriate level of information to the congregation about decisions, information, staff performance, etc.
  - Determine whether the church makes such information available in appropriate quantity, quality, and in ways that are sufficiently accessible.
  - Determine what human resource issues can appropriately be shared with the congregation.
  - Determine the appropriate role of the committee on ministries and of the board of trustees in supervising and evaluating the minister and their role in responding to member concerns. Determine to whom the minister should report.
  - Determine the best evaluation method for the minister, staff, congregation, etc. (See the UUA ministerial and congregational assessment tools as a potential method.)
  - Develop a process for periodic review, evaluation, and feedback for all church ministries to include those administered by ministerial, professional, and volunteer staff.
  - Review current materials (e.g., brochures, organizational charts, process diagrams, etc.) and ways of educating congregants about church governance and member rights and responsibilities and determine if changes are needed.
  - Determine an appropriate conflict management model including clearly defined third party roles (committees, UUA reps, etc.) and including lessons learned from the fall 2008 process.
  - Determine who and when to develop a strategic plan that states goals for the church at every level (senior staff, leadership, board of trustees, congregation) for the next 3-5 years.
  - Target date (to establish task force): July 2009
  - Who: board of trustees
  - Target date (for governance report to the congregation): Draft at Dec 2009 congregational meeting. Final at June 2010 congregational meeting.
  - Who: task force
2. **Implement policy governance** with all due haste.
- Target date (to establish implementation team): July 2009.
  - Who: board of trustees and interim minister.
  - Target Date (for implementation): no later than June 2010.
  - Who: board of trustees
3. **Implement regular evaluations of executive staff** with all due haste.
- Although the governance review task force will make long-term recommendations, some sort of evaluation can and should take place in the near term.
  - Target Date: immediately

- Who: board of trustees
4. **Educate prospective congregants** about church governance, member rights and responsibilities, and church ministries.
    - Require orientation classes for prospective members before they become members.
    - Target Date (bylaws change regarding new member orientation requirement): December 2009 Congregational Meeting.
    - Who: board of trustees.
    - Target Date (for orientation classes to begin): January 2010.  
Who: membership committee.
  5. **Develop ways to recruit, train, and sustain church leaders.** Serving in elected leadership at First UU is an honor and privilege; we should always have more highly qualified people willing to serve than available positions (rather than the opposite, which is too often the case). Leadership development will:
    - Help identify, cultivate, and motivate new potential leaders and ensure that they have the skills to flourish.
    - Help the nominating committee identify the best candidates for elected leadership by, among other things, determining participants' strengths and weaknesses.
    - Include training in communication, running effective meetings, volunteer recruitment, delegation, visioning, etc.
    - Emphasize that all church members have a responsibility to participate.
    - Create an influx of new leadership to help prevent burnout and combat the view that power and authority in the church are hoarded and monopolized by a small cabal, increasing leadership's credibility and strength.
    - Target Date (tasking nominating committee): July 2009
    - Who: board of trustees
    - Target Date (curriculum development): July 2009
    - Who: nominating committee
    - Target Date (first classes): by January 2010
    - Who: nominating committee
    - Target Date (bylaws changes if necessary): December Congregational Meeting
    - Who: executive director

### **CLERGY ROLES & RESPONSIBILITIES**

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

1. Discern parishioners' needs and desires in a new minister guided by new mission, vision, and values and working with a consulting minister provided by the district.
  - Who: Ministerial search committee
  - Target Date: Dependent on whether interim ministry is one or two years
2. Create a clear ministerial job description for use by the ministerial search committee.
  - Who: Board with input from UUA, the interim minister, and committee chairs
  - Target Date: March 1, 2010.

3. Communicate the job description to membership and candidates and use in ministerial evaluation. Minister(s) will develop annual measurable goals guided by the church's vision and mission and obtain approval from the board of trustees. Communicate these goals to the congregation, measure progress toward accomplishment semiannually, and provide feedback to congregation consistent with best practices.
  - Who: Board with input from UUA, the interim minister, and committee chairs
  - Target Date: June 1, 2010
4. If goals are not consistently and reliably met by minister(s), the board of trustees will engage in a process mediated by a neutral third party before bringing the matter before a congregational vote at a general or special church meeting.
  - Who: Board with input from UUA, the interim minister, and committee chairs
  - Target Date: September 1, 2010

## **COMMUNITY**

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

1. Within 5 years, hire/call a second minister whose focus will include community building and volunteer support.
  - Who: TBD (too far away to address now)
  - Target Date: TBD (too far away to address now)
2. Redefine membership requirements and develop new member education.
  - Who: Membership Committee
  - Target Date: December 2009 Congregational Meeting
3. Include the value of community in our mission building exercises.
  - Who: Membership and Fellowship Committee Chairs
  - Target Date: when mission building exercise begins
4. Support the efforts of Fellowship Committee to create new opportunities for members to connect.

With additional funding:

- Who: Congregation
- Target Date: TBD by board

Announcements from pulpit of fellowship activities:

- Who: Worship Services Committee

- Target Date: immediately
5. Determine ways existing groups can build community and fellowship within their group and between their group and the congregation.
    - Who: Committees with support from Fellowship Committee Chair
    - Target Date: Task at June 20 Council Retreat; report at Oct 11 Council meeting
  6. Determine ways the Church Council can build community and fellowship at meetings to revitalize and inspire board and committees.
    - Who: Vice President with support from trustees and committee chairs
    - Target Date: Task at June 20 Council Retreat; report at Oct 11 Council meeting

PROPOSED ACTION PLAN  
 FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN  
 JUNE 2, 2009

Attachment A

**RATIONALE FOR A PROFESSIONAL CONSULTANT TO DEVELOP MISSION, VISION,  
 VALUES, COVENANT**

- Dr. Peter Steinke noted that mission was, by far, the single most urgent issue for this church (and all churches he visits). Additionally, how we create a mission (the process) is as important as what we create (the result). If people are not engaged in the process, they will have no ownership of the result.
- For a task this important to the well being of the church community, we increase the likelihood of falling short of our goals unless we entrust the process to a professional consultant with the expertise to ensure the use of best practices.
- A professional consultant brings unique strengths, including:
  - the high level of experience, expertise, and familiarity with best practices that comes from daily use of pertinent skills;
  - objectivity as someone invested in the process, rather than a particular result;
  - credibility to speak discomfoting truths if needed;
  - the ability to train, lead, and guide in-house volunteers;
  - the detachment to put good process and good results over personal relationships;
  - full, professional accountability for an effective process.
- An effective process will:
  - engage more than 50% of membership;
  - make effective use of in-house talent (volunteers);
  - inform and guide a process that unites the congregation rather than dividing it;
  - focus efforts;
  - ensure results that are clear, specific, focused, concise;
  - include strategies for incorporating our results into our individual and church lives;
  - inspire us to internalize and live our mission as individuals and as a church community.

Respectfully submitted June 3, 2009  
 Bridgebuilder Action Planning Team

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 Sean Hale  
 Michael Kersey  
 Mina Loomis  
 Kae McLaughlin  
 Nell Newton (board of trustees)

Kent Pfluger (committee on ministries)  
 Rose Ann Reeser  
 Don Smith  
 Jeanette Swenson  
 Linda Taylor  
 Lynda West  
 Jacob Williamson

We, the leadership of First UU Austin do covenant to:

Treat our time together as spiritual practice

Work collaboratively to clarify, assess and further our mission

Presume good faith in all our interactions

Publicly support one another's decisions and leadership

Address concerns directly with each other in a timely manner and encourage others in the church to do the same

Conduct ourselves openly and respectfully in times of agreement and disagreement

Enjoy each others good humor

Speak with one voice

And agree to be called back into covenant