

**November 23, 2014**

**Pre-Congregational Meeting Packet**

The attached documents are drafts of the agenda and applicable documents proposed for the December 14, 2014 Congregational Meeting. For the pre-congregational meeting, we will move through the agenda and these topics for discussion but without a vote.

Draft Agenda – Congregational Meeting  
 First Unitarian Universalist Church of Austin  
 Sunday, December 14, 2014, 1:15 pm – 2:30 pm in the Sanctuary

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|--|------|
| 1. Welcome and Call to Order, Carolyn Gremminger – 10 min                                      | 1:15 |
| a. Unison Reading of Covenant and Lighting of Chalice Page 3                                   |      |
| b. Introduction of Parliamentary   |      |
| c. Adopt Consent Agenda  |      |
| • Rules of Order Pages 4-5   |      |
| • Minutes May 4, 2014 congregational meeting Pages 6-7   |      |
| d. Adopt Agenda Page 2   |      |
| 2. Update: State of the Church, Rev. Meg Barnhouse – 10 minutes                                | 1:25 |
| 3. Call for return of ballots on Second Sunday Special Plate 2014,<br>Peggy Morton – 5 minutes | 1:35 |
| 4. Ordination of Chris Jimmerson, Carolyn Gremminger – 5 minutes                               | 1:40 |
| 5. 2015 Proposed Budget – 30 minutes Pages 8-11  | 1:45 |
| 6. Joys and Concerns – 10 minutes  | 2:15 |
| 7. Closing Reading and Extinguish Chalice – 5 min  | 2:25 |
| Adjourn  | 2:30 |

## **A COVENANT OF HEALTHY RELATIONS**

**As a religious community, we promise:**

### **To Welcome and Serve**

- By being intentionally hospitable to all people of good will
- By being present with one another through life's transitions
- By encouraging the spiritual growth of people of all ages

### **To Nurture and Protect**

- By communicating with one another directly in a spirit of compassion and good will
- By speaking when silence would inhibit progress
- By disagreeing from a place of curiosity and respect
- By interrupting hurtful interactions when we witness them
- By expressing our appreciation to each other

### **To Sustain and Build**

- By affirming our gratitude with generous gifts of time, talent and money for our beloved community
- By honoring our commitments to ourselves and one another for the sake of our own integrity and that of our congregation
- By forgiving ourselves and others when we fall short of expectations, showing good humor and the optimism required for moving forward

**Thus do we covenant with one another**

Approved at congregation meeting May 5, 2013

# First Unitarian Universalist Church of Austin

## Congregational Meeting Rules of Procedure

### 1. Order of Business

The order of business will follow the meeting notice unless the order of business is changed by a majority vote.

### 2. Means of Voting

As long as a quorum is present (ten percent of voting members of the congregation), voice votes, uncounted standing votes, or an uncounted show of hands will be used, unless the bylaws specify otherwise. Two or more people shall be designated as vote counters by the chair at the outset of the meeting in the event that a vote count is needed. Written ballots will not be used without a two-thirds vote. All matters will be determined by the number of votes cast by members present and voting, as long as there is a quorum, unless the meeting notice allows absentee voting.

### 3. Presentation of Items

A Board Member or the appropriate Committee Chair will move the action items as printed in the meeting notice.

### 4. Amendments

No one may offer an amendment until there has been at least ten minutes of debate on the main question as moved, unless no one else wants to speak to the main question or it is a clarifying amendment. Anyone making an amendment must give it to the chair in writing before it is discussed. Paper and pencil will be provided; those requesting assistance will be provided assistance.

### 5. Time limits

These time limits will apply to all the business of the meeting. If no one objects, the Chair may grant minor extensions. Time limits may be extended by a two-thirds vote.

- a. No one may speak on any motion for more than two minutes or more than once as long as anyone else is waiting to speak, except that persons with special

information may answer questions with the Chair's permission.

- b. No item will be discussed in the meeting for more than 30 minutes. Discussion time will be divided equally by alternating between speakers at microphones designated pro and con. One microphone will be designated for point(s) of clarification or amendments.
- c. No one may call the previous question if there are persons waiting to speak at both the pro and con microphones and the time for discussion is not over. If the Chair sees no speakers at the con microphone, then the Chair may call for a vote.
- d. Every person must speak at a microphone.

## 6. Budget Motions

Anyone making a motion concerning the budget must give it to the Chair in writing and must provide for reduction in specific categories equal to any increase in spending in the motion. A simple majority vote is required to adopt motions concerning the budget.

## 7. Items Not in the Meeting Notice

Items of a substantial nature which are not in the meeting notice shall not be considered. Committees with items of substantial importance must have the item prepared far enough in advance for inclusion in the meeting notice.

## 8. Amending the Rules of Procedure

These rules of procedure will be adopted by a majority vote and may be changed during the meeting by a simple majority.

## 9. Adjournment

The meeting will adjourn no later than two hours or at such time as a quorum is no longer present after the Chair has called the meeting to order. The meeting may be extended in 15-minute increments by a simple majority vote for as much as one additional hour.

## Minutes from May 4<sup>th</sup>, 2014 First UU Austin Congregational Meeting

### 1) Welcome and Call to Order (1:30pm)

Michael Kersey, First UU Board of Trustees President, led the 60+ attendees through a reading of our Covenant of Healthy Relations. He moved approval of the consent agenda and (including minutes for the 12/15/2013 congregational meeting and current agenda). **Motion carried unanimously.**

### 2) State of the Church – from Rev. Meg Barnhouse

Meg noted that we officially are recognized as a "large church" classification once we passed 550+ members, and that UUA resources related to that now become available. Rev Barnhouse's report included discussion of the Martha Leipziger bequest to provide childcare at church functions to allow people with young children to be able to be involved. The Facilities Research Group completed their work, holding multiple town hall meetings, reviewing cost projections, locations, and presented their findings advising that the church remain at the current location. Based on the available information – it is their conclusion that our best option available at this time is to fulfill our mission here. The upcoming Capital Campaign will commence over the next few months for the building expansion. Meg also discussed her Ends Report to the Board, hospitality & welcoming services for all, the healthy relations team, and Executive limitations on spending.

### 3) Congregational vote on Board of Trustee and Nominating Committee candidates

The list of nominees was read by Nominating Committee Chair Lisa Carrell and presented as follows:

#### First UU of Austin Nominating Committee Slate 2014/2015

Board			
	<b>President</b>	✓	Carolyn Gremminger
	<b>President Elect</b>	★	Angela Smith
	<b>Trustee (2012-2015)</b>		Russell Smith
	<b>Trustee (2012-2015)</b>		Ken Pfluger
	<b>Trustee (2012-2015)</b>	✓	Dwayne Windham
	<b>Trustee (2013-2016)</b>		Julie Paasche
	<b>Trustee (2013-2016)</b>		Steve Swinnea
	<b>Trustee (2013-2016)</b>	★	Glenn Williams
	<b>Trustee (2014-2017)</b>	★	Dorothy Roark
	<b>Trustee (2014-2017)</b>	★	Marsha Sharp
	<b>Trustee (2014-2017)</b>	★	Sean Ramsey

Nominating Committee			
	<b>Chair (2012-2015)</b>	✓	Phil Hastings
	<b>Member (2013-2016)</b>	✓	Lisa Carrell
	<b>Member (2014-2017)</b>	★	Elizabeth Gray
	<b>Member [Board appt] (2014-2015)</b>	✓	Susan Thomson
	<b>Member [Board appt] (2014-2015)</b>	★	Michael Kersey

Key	
★	New nominee
✓	Current member, new position

VOTING ON SLATE OF NOMINEES was moved by Lisa Carrell, seconded. MOTION CARRIED via hand vote. Accepted unanimously via hand vote.

#### **4) Joys and Concerns**

Lisa Carrell shared a joy regarding serving on the nominating committee and thanked them for their service. Joy was expressed at how quickly we moved through the meeting overall.

#### **5) Closing Reading and Extinguishing Chalice**

Michael Kersey read a closing reading and adjourned the meeting.

Respectfully submitted by Dwayne Windham, Secretary, Board of Trustees,

**2015 Budget Proposal  
First UU Church of Austin  
For the Congregational Meeting on December 14, 2014**

Dear Members,

The enclosed budget proposal for 2015 represents an increase in both revenues and expenditures due primarily to membership growth and our engaging in our capital campaign and the corresponding activities that will occur in the coming year as a result of it.

**Pledges**

“Pledges to Date” is based upon actual pledges recorded to date. “Estimated Outstanding Pledges” is based upon a conservative estimate of pledges from members who pledged for 2014 but who have not yet made a pledge for 2015. New member giving is estimated based upon current new members as well as those who may join over the next few months.

**Other Revenues**

Rental income is based upon rental from prior years and rentals currently under negotiation. Other revenue sources have been increased slightly based on higher total membership.

**Staff Compensation**

Staff compensation has been set based upon UUA recommendations for our geographic area and church size.

**Ministry**

This budget is less than the prior year because communications and membership staffing positions have been moved into the Program Support area.

**Music**

The music budget includes increased support for the children and youth choir, program support and materials and much greater capacity for paying guest musicians. I have also added costs for music for adding a third service in spring of 2015.

**Religious Education**

The Youth and Young Adult Coordinator hours have been increased slightly for 2015 and salaries have been adjusted to UUA recommended levels.

**Program Support**

The budget increase in this area reflects that communications and membership staffing positions have been assigned to it. We have increased hours for communications staff because of increased needs created by membership growth and the capital campaign. I have also included some costs to allow for a review of our accounting systems.

**Ministries**

We have increased a few of the budgeted ministries line items based upon increased requests to better live out our mission, as well as due to membership growth. Facilities expenditures has



been reduced because we will avoid all but necessary facilities upkeep until what renovations we will undertake as a result of the capital campaign have been discerned. We also replaced most of our HVAC units in 2014, making it unlikely these types of large expenses will be needed in 2015.

## **UUA**

We have increased our pledge to the UUA by 10% over the prior year, consistent with the church's desire to do so until reaching Fair Share.

### **Capital Campaign Expenses Offsets**

This represents expenses we will incur due to capital campaign activities that we will charge to the capital campaign rather than the operational budget, such as some increased staff time.

### **Reallocation of Balance Sheet Funds now in Budget**

This is a one-time adjustment to transfer funds for ministries that are now reflected in the operational budget and will continue to be in future years.

On the attached page, please find a graphic that reflects our continued tracking of our efforts to live out the doing justice part of our mission.

If you have any questions, comments, or concerns about the proposed 2015 budget, or about anything else, please feel free to contact us directly.

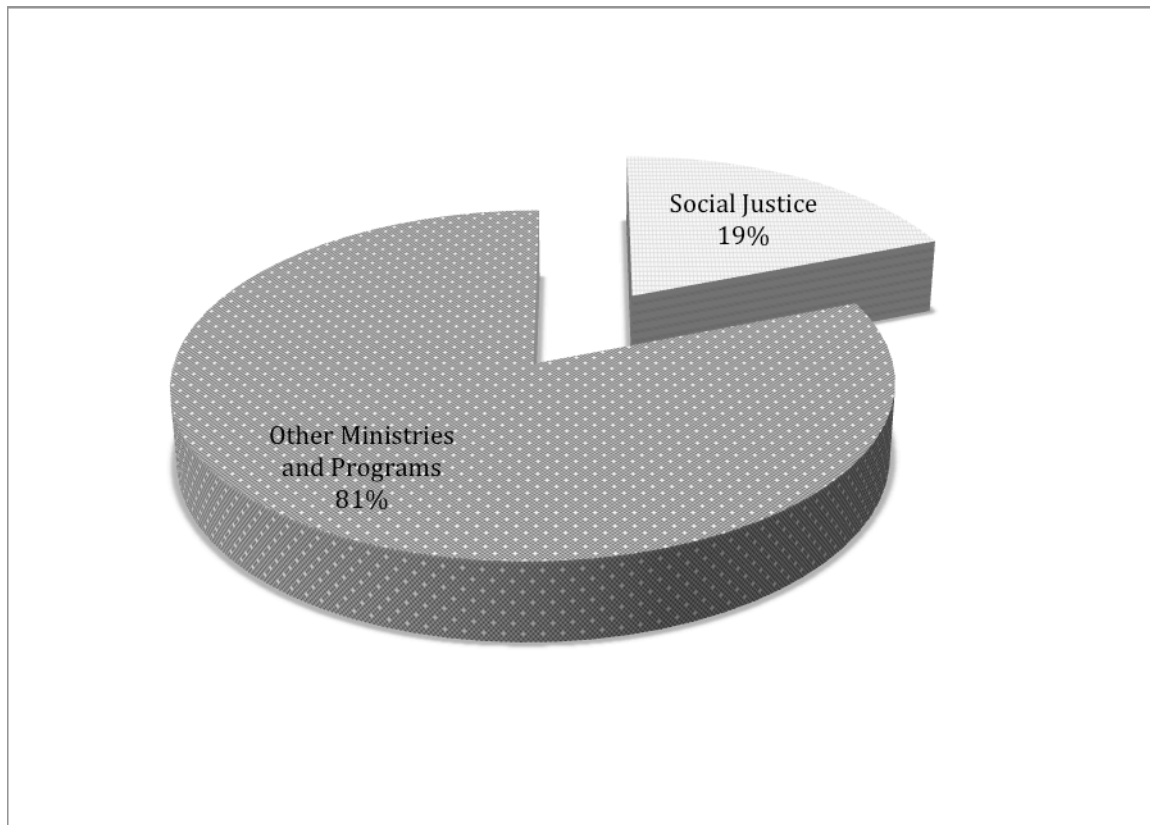
Sincerely,

Meg Barnhouse  
Senior Minister  
meg@austinuu.org  
512-452-6168 x 304

Chris Jimmerson  
Assistant Minister for Finance & Operations  
chris.jimmerson@austinuu.org  
512-452-6168 x 308

### Social Justice Spending as a Percentage of Our Budget

Reflects contributions to social justice and non-profit organizations, percentage of time dedicated by ministers and other staff to justice issues, education and training related to social justice work, justice specific budgeted outlays, etc.



This is an increase over the 2014 budget for social activities, which was 17%.

**2015 First UU Church Budget Proposal**  
**Budget Year**

	<b>2014 Current Year Budget</b>	<b>2015 Proposed Budget</b>
<b>INCOME</b>		
Contributions		
Pledges		
Pledged to Date	\$ 569,512.00	\$ 635,726.00
Estimated Outstanding Pledges	\$ 27,163.00	\$ 19,083.00
New Member Giving	\$ 37,360.40	\$ 39,789.00
Unpaid pledges, est 3%	\$ (19,021.06)	\$ (20,264.00)
Sunday Plate	\$ 75,360.00	\$ 79,882.00
Other Contribution Income	\$ 2,000.00	\$ 2,100.00
Rental	\$ 65,000.00	\$ 65,000.00
Activities		
Fundraiser	\$ 15,000.00	\$ 15,000.00
Forum	\$ 1,000.00	\$ 1,333.00
Gallery	\$ 998.00	\$ 1,048.00
Camp UU (Hogwarts)	\$ 8,500.00	\$ 9,265.00
Special Plate	\$ 23,800.00	\$ 24,990.00
Paradox Players	\$ 19,850.00	\$ 23,000.00
Interest & Dividends	\$ 760.00	\$ 760.00
<b>SUBTOTALS</b>	<b>\$ 827,282.34</b>	<b>\$ 896,712.00</b>
<b>EXPENSES</b>		
<b>Departments</b>		
Ministry	\$ 190,126.00	\$ 148,011.00
Music	\$ 95,050.00	\$ 146,118.00
Religious Education		
CampUU (Hogwarts)	\$ 8,500.00	\$ 9,000.00
Regular Operations	\$ 128,078.00	\$ 134,193.00
Program Support	\$ 233,886.00	\$ 295,535.00
Infrastructure	\$ 91,698.00	\$ 93,904.00
<b>Ministries</b>		
Congregational Care	\$ 50.00	\$ 350.00
Denominational Affairs	\$ -	\$ 5,975.00
Facilities	\$ 20,000.00	\$ 13,251.00
Fellowship	\$ 1,000.00	\$ 1,735.00
Forum	\$ 250.00	\$ 500.00
Gallery	\$ 500.00	\$ 1,255.00
Grounds	\$ 6,000.00	\$ 8,000.00
Library	\$ -	\$ -
Media	\$ 625.00	\$ 1,000.00
Membership	\$ 500.00	\$ 1,180.00
Nominating	\$ 1,000.00	\$ 500.00
Paradox Players	\$ 15,200.00	\$ 15,760.00
Social Action	\$ 1,500.00	\$ 4,900.00
Stewardship	\$ 2,250.00	\$ 2,250.00
Special Event Fundraiser	\$ 1,000.00	\$ 2,500.00
Yew Grove	\$ -	\$ -
Special Plate	\$ 23,800.00	\$ 24,990.00
Other Operating Fund		
Income Offsets	\$ 8,000.00	\$ 8,000.00
Misc Expenses	\$ 5,000.00	\$ 3,000.00
UUA	\$ 12,100.00	\$ 13,310.00
Capital Campaign expense offsets		\$ (14,000.00)
<b>SUBTOTALS</b>	<b>\$ 846,113.00</b>	<b>\$ 921,217.00</b>
<b>Net Budget Income/Expense</b>	<b>\$ (18,830.66)</b>	<b>\$ (24,505.00)</b>
<b>Reallocation of Balance Sheet Funds now in Budget</b>	<b>\$ -</b>	<b>\$ 3,251.00</b>
<b>Savings Fund Transfer to Operating Fund</b>	<b>\$ 18,863.00</b>	<b>\$ 21,254.00</b>
<b>Net Change to Operating Fund</b>	<b>\$ 32.34</b>	<b>\$ -</b>