

Agenda – Congregational Meeting
First Unitarian Universalist Church of Austin
Sunday, December 15, 2019, 1:30 pm – 2:30 pm in Howson Hall

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| 1. Welcome and Call to Order, Tomas Medina– 10 min | 1:30 |
| a. Unison Reading of Covenant and Lighting of Chalice | |
| b. Introduction of Parliamentarian | |
| c. Adopt Consent Agenda | |
| • Rules of Order | |
| • Minutes May 20, 2019 congregational meeting | |
| d. Adopt Agenda | |
| 2. Update: State of the Church, Rev. Meg Barnhouse – 10 minutes | 1:40 |
| 3. Call for return of ballots for 2019 Monthly Special Offerings,
Adele Loessberg– 5 minutes | 1:50 |
| 4. 2020 Proposed Budget – 20 minutes, Meg Barnhouse
and Chris Jimmerson | 1:55 |
| 5. Joys and Concerns – 10 minutes | 2:15 |
| 6. 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 – Congregational Meeting
First Unitarian Universalist Church of Austin
Sunday, May 19, 2019, 1:30 pm – 2:30 pm in the Sanctuary

1. Welcome and Call to Order, Sean Ramsey – 10 min
The President called the meeting to order.
 - a. Unison Reading of Covenant and Lighting of Chalice
The members present read the congregation's covenant together.
 - b. Adopt Consent Agenda
 - Rules of Procedure
 - Minutes December 2018 congregational meeting
 - c. Adopt Agenda
The rules of procedure, minutes from the prior meeting and the meeting agenda were accepted without objection.
2. Update: State of the Church, Rev. Meg Barnhouse – 10 min
Rev. Barnhouse updated the congregation on events within the life of the church.
3. Congregational vote on Board of Trustee slate – 15 min
The members present voted to elect the following slate for the 2019/2020 board of trustees:

Tomas Medina President 2019-2020

Elias Ponvert President-elect 2019-2021 President 2020-2021

Matthew Kresin Trustee 2017-2020 returning

Erin Gaines Trustee 2017-2020 returning

Gay Phillips Trustee 2017-2020 returning

Leena Batra Trustee 2018-2021 returning

Nesan Lawrence Trustee 2019-2021 Nominee
 Kelly Raley Trustee 2019-2021 Nominee
 Sarah Matt Trustee 2019-2022 Nominee
 Leo Collas Trustee 2019-2022 Nominee
 Sarah "Sadie" Lambert Trustee 2019-2022 Nominee

4. Congregational Vote on Nominating Committee
 Member(s) – 5 min
 The members present voted to appoint Maria Person to the nominating committee.
5. The president-elect gave an overview of the results of the congregational survey.
6. The members present discussed and then approved the following statement of intent:

Statement of Intent to Affirm Our Shared Commitment to Lifespan Religious Education program

WHEREAS,

Members of this congregation should have meaningful religious education opportunities and experiences in the church, AND

A strong commitment to lifespan religious education and faith development programs will benefit participants and the future growth and community of the congregation;

THEREFORE,

We, the congregation of First Unitarian Universalist Church of Austin, affirm that

- (1) The current transition in LRE is an opportunity to build on the progress that has been made and agree to strengthen our commitment to making LRE even better through both short-term and long-term efforts, especially for kids and youth, AND
- (2) The future time, energy and budget decisions of individuals, the congregation and the ministers, should reflect this commitment.

7. Joys/Concerns/Intentions – 10 minutes
Congregational members shared joys and concerns.
8. Closing Reading and Extinguish Chalice – 5 minutes
9. Adjourn
After a closing reading and extinguishing of the chalice,
the president adjourned the meeting.

2020 Budget Narrative

The attached 2020 budget projects a slight increase over 2019, primarily due to Unitarian Universalist Association (UUA) recommended increased salary rates.

The following are a few key changes compared to 2019:

- Our pledge goal is slightly less than in 2019.
- We have slightly reduced projected new member pledges based upon actual numbers from 2019; however, it very possible that because the renovations and expansion are complete, we may see new membership numbers and new member pledges begin to increase.
- We have increased Sunday plate projections compared to the 2019 budget based upon actual plate giving in 2019 to date.
- We have also increased projections for other gifts based upon actual such giving year to date in 2019.
- We have projected much greater rental revenue in 2020 because now that the building is open for rental again, Shannon has several rental agreements already scheduled, including renting to a school.
- We have also increased projected revenue from the annual fundraiser (auction) based upon the terrific results from it this year.
- We have decreased projected income from committees in 2020 to reflect a decrease in such revenue experienced so far in 2019.
- We have increased projected revenue for 2020 from Camp UU/Hogwarts based upon the increased attendance and revenue for it that occurred in 2019.
- Our total matching funds from church members participating in the denominational Wake Now Our Vision legacy giving campaign will be over \$170,000. We budgeted to use \$45,000 of that in 2019 and have budgeted to use \$40,000 of it in 2020.
- In 2020, we still have enough projected capital campaign revenue to pay the note on the construction loan. However, in 2021, we will need to use the remainder of the Wake Now our Vision funds and begin increasing operational pledges to pay the note.
- We reduced the expense budget for ministry slightly. This is primarily because Rev. Meg, Rev. Chris, and Bear will be dedicating a greater percentage of their time to providing adult religious education.
- We increased the music budget slightly due primarily to UUA recommendations and/or local standards for salaries. We were also able to restore a few budget items for the music department that we had to cut in 2019 because we did not have enough revenue to continue funding them.
- We increased the budget for religious education based upon our staffing restructure for this department and to meet UUA recommendations and/or local standards for salaries.
- We have set all staffing salaries to meet the UUA recommended midpoint for a congregation of our size in our region and/or local standards for salaries.
- We added a 10 hour per week assistant for Shannon.

- As we have in past years, we increased our giving to the UUA by 10% over the prior year.
- We included ministry team and committee budgets within the departments to which they relate. We kept most of these budgets even with what they were for 2019.

Draft 2020 Budget
Pending the End of the Stewardship Drive

Budget Year	2019	2020
INCOME	Budget	Proposed
Contributions		
Pledges		
Pledge	\$ 695,000	\$ 690,000
attrition	\$ (20,850)	\$ (20,700)
Estimated Outstanding Pledges		
New Member Giving	\$ 48,000	\$ 42,300
Sunday Plate	\$ 37,500	\$ 41,000
Other Gifts	\$ 25,000	\$ 28,000
Rental	\$ 73,650	\$ 125,000
Activities		
Fundraiser	\$ 5,000	\$ 11,750
Income from Committees	\$ 6,000	\$ 2,000
Camp UU (Hogwarts)	\$ 6,036	\$ 7,000
Special Plate	\$ 15,000	\$ 15,622
Paradox Players	\$ 10,750	\$ 11,475
Interest & Dividends	\$ 2,400	\$ 2,400
Wake Now Our Vision	\$ 45,000	\$ 40,000
Released from Restricted (Murr)	\$ 1,500	\$ -
Restricted Funds Offset		\$ 2,033
Annual Transfer	\$ 23,000	\$ 20,580
Released from CC		
Total Income	\$ 972,986	\$ 1,018,460
EXPENSES		
Ministry	\$ 409,678	\$ 392,288
Religious Education	\$ 237,180	\$ 278,055
Music	\$ 245,261	\$ 269,194
Administration	\$ 80,867	\$ 78,923
Total Expenses	\$ 972,986	\$ 1,018,460
Net Revenue or expense	\$ -	\$ -

2020 Budget by Department/Program

