

**April 23, 2017**

**Pre-Congregational Meeting Packet**

The attached documents are drafts of the agenda and applicable documents proposed for the May 21, 2016 Congregational Meeting. For the pre-congregational meeting, we will move through the agenda and these topics for discussion but without a vote.

Agenda – Congregational Meeting  
First Unitarian Universalist Church of Austin  
Sunday, May 21 2016, 1:30 pm – 2:30 pm in the Sanctuary

1. Welcome and Call to Order, Marsha Sharp – 10 min
  - a. Unison Reading of Covenant and Lighting of Chalice (Page 2)
  - b. Adopt Consent Agenda
    - Rules of Procedure (Pages 3-4)
    - Minutes December 2016 congregational meeting (Pages 5-7)
  - c. Adopt Agenda
2. Update: State of the Church, Rev. Meg Barnhouse – 10 min
3. Congregational Vote on Board of Trustee Slate (Slate on Page 8 and bios on pages 9-10) – 15 min
4. Congregational Vote on Nominating Committee Member (Page 8) – 5 min
5. Update on Capital Campaign Canvass – Ann Edwards – 5 min
6. Joys and Concerns – 10 minutes
7. Closing Reading and Extinguish Chalice – 5 minutes
8. Adjourn

## **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

December 16, 2016 Congregational Meeting  
First Unitarian Universalist Church of Austin

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

Marsha Sharp, President of the Board of Directors, called the meeting to order.

Check-in of voting members (64) met requirements to establish a quorum.

Marsha led those in attendance in a unison reading of the Covenant of Healthy Relations and the lighting of the chalice.

Kirk Overby was introduced as guest parliamentarian.

Consent Agenda (Meeting Procedure Rules and Minutes from Jun 5, 2016 Congregational Meeting) was approved.

## Minister's Update (1:35pm)

Meg Barnhouse, Sr. Minister of FUCCA, provided an update on the state of the church.

- A) Presenting 2017 Operating Budget for review in today's meeting.
- B) Will be delaying the search for the full-time Director of Lifespan R.E. due to the timing of the search and of Meg's impending sabbatical, starting in July 2017. Laine Young, current interim Director of Lifespan R.E., has agreed to stay on another year.
- C) Meg provided the dates for her 2017 sabbatical and noted that it would be 4 months rather than 6, which she is contractually provided.
- D) Also due to the sabbatical, there will be no new student intern minister for 2017.
- E) Meg acknowledged Susan Yarborough, current student intern minister, for her work with the senior population in the congregation.
- F) And finally, Meg presented the 2016 Social Action Council Report which was included in the Congregational Meeting packet and provided to all attendees.

Question: *Would the staff changes that are included in the 2017 proposed budget affect Vicky Valdez, Communications Coordinator?* No.

Question: *Is there an upcoming event that the church is hosting in conjunction with the Sanctuary Coalition?* Yes, the church will be hosting a fundraising event in January 2017 to help raise money for the Sanctuary Coalition.

## Call for return of ballots for 2017 Monthly Special Offerings (1:48pm)

Wendy Erisman, Chair of the Social Action Council, presented the list of nominees for the Monthly Special Plate Offerings for 2017, which were nominated by members of the congregation in November.

The ballots would be collected in today's meeting and 10 winners would be announced in the January newsletter.

## 2017 Proposed Budget (1:49pm)

Chris Jimmerson, Minister of Program Development, presented the proposed 2017 Operating Budget, which was provided in the Congregational Meeting packet and provided to all attendees. Chris called attention to three key points from the report:

- 2017 Pledge income is projected to increase 9.15% over 2016, helping offset rental and plate giving during the building remodel which is set to begin in 2017.
- The 2017 proposed budget includes staff salary increases which brings staff salaries up to UUA recommended levels, which is outlined in the Board Limitations Policies.
- The 2017 proposed budget also incorporates the aforementioned staff reductions of 2 FTE.

Question: *How is the 2016 Budget to Actuals performing to date?* Chris reported that 2016 is currently down by about \$25,000 due to lower rental incomes and plate income; and lower revenues in October. However, December is so far outperforming and since the election plate giving has almost doubled. There is a probability that there will be only a small deficit going into 2017.

Question: *Is the Capital Campaign income accounted for separately and how is it performing?* Chris reported that the Capital Campaign is accounted for separately. He also shared that \$3.1M was initially accounted for from campaign pledges, but after some drop off of members from relocation, death, or otherwise, there is a projected balance of \$2.95M. There will be an outreach to new members in 2017. Chris also noted that there is a good chance that the church

will have to take out a bridge loan in order to pay for aspects of the project prior to all the monies coming in.

Question: *If we increased pledges by 9.5% for 2017, why did we have to have staff layoffs?* Chris noted that the 9.15% was an increase over 2016 pledges, including the matching challenge pledges in 2016. This increase helps offset projected reductions in other income in 2017 due to the construction such as rental income and plate giving. The staff reductions were part of a plan to cut expenses due to an anticipated increase in expenses in other areas such as utilities and meeting UUA midpoint and to more closely match best practices for staff size for a church of our membership level.

There was a motion made by a member that the Executive Team and Board of Directors recognize the former staff members who were affected by the layoffs for the contributions. There was a unanimous sentiment by a show of applause.

Question: *What is the current size of the congregation?* Chris reported that there are currently 608 members and 9.75 FTEs. The number of FTEs will be reduced to 8.25 after the staff reduction.

Dottie Roark moved that the 2107 Proposed Budget be accepted.

2017 Budget was approved by a majority vote.

### Joys and Concerns (2:15pm)

- Vicki Almstrum – Joy that the Hogwarts School summer program will continue despite her stepping away from the role.
- Kathryn Govier – Joy for Kiya Heartwood’s recent People’s Orchestra concert at the church.
- Richard Halpin – Joy for the work of the Social Action Council and especially noted the work done to lobby against the utility rate hike on churches for the coming year.
- Angela Smith – Grateful for the senior ministry and that the 2017 budget that was adopted reflects a long over-do raise for staff members.
- Meg Barnhouse – Grateful for Chris and Wayne’s financial support for the 2016 calendar year, noting the significance it has had.



## Nominating Committee Slate 2017/2018

Board of Trustees	
<b>President</b>	Jairy Grisaffe
<b>President Elect*</b>	Sean Ramsey
<b>Trustee (2015-2018)</b>	Ken Pfluger
<b>Trustee (2015-2018)**</b>	Nancy Dittmar-Stout
<b>Trustee (2015-2018)</b>	Jennifer Knudsen
<b>Trustee (2016-2019)</b>	Dan Griffiths
<b>Trustee (2016-2019)</b>	Scott Butki
<b>Trustee (2016-2019)</b>	Phil Hewitt
<b>Trustee (2017-2020)*</b>	Matthew Kressin
<b>Trustee (2017-2020)*</b>	Erin Gaines
<b>Trustee (2017-2020)*</b>	Gay Phillips
*Nominee	
**	BOT appointment for Sarah Cleary
Nominating Committee Slate	
<b>Member (2015-2018)</b>	Margaret Roberts
<b>Member (2016-2019)</b>	Eric Stimmel
<b>Member (2017-2020)*</b>	Tom Johnson
<b>Member (2017-2018)**</b>	Wendy Kuo
<b>Member (2017-2018)**</b>	Marsha Sharp
*Nominee	
**Board Appointee	

**BOARD OF TRUSTEES**

# Meet your upcoming board candidates

**Erin Gaines**

*(Trustee)* Erin started attending First UU in 2012 when she and her husband Andy were looking for a faith community in Austin. This was the first church they attended, and they didn't look any further. It was a great fit for a couple made

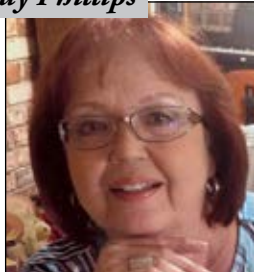
up of someone who'd grown up in a family of scientists with no religious upbringing (Erin) and someone raised Episcopalian (Andy). They've been members ever since, with a one-year hiatus when they lived in Galveston and loved attending the UU fellowship there.

In addition to the music, meditation, and sermons every Sunday, Erin has deeply enjoyed getting to know the members of First UU Austin in a smaller setting through

Chalice Circles. Last August she trained to be a K-1 and 4-6 OWL facilitator, and looks forward to seeing what questions fill the question box when First UU offers the amazing curriculum for these grade levels soon.

Erin is an attorney at Texas Rio Grande Legal Aid focusing on environmental justice, civil rights, and fair housing cases with community groups along the Texas gulf coast and border. Before law school at UT, she ran a university sustainable food and gardening program in California. Erin enjoys long walks on tar-strewn beaches, and beating her husband in the NYT mini-crossword puzzle nightly.

Erin brings to the board her dedication to social justice, an eye for detail and legal jargon, and experience working with grassroots community groups across Texas. She is honored to be nominated to serve on the board.

**Gay Phillips**

*(Trustee)* Gay has been a UU since 1998 when she joined First UU of San Antonio. Electing as an adult to be a member of a different church after being baptized and confirmed in the Zion Lutheran Evangelical Church was a profound decision, but Gay knew she had

found her church home. Attending and being a part of a community of likeminded people was her goal.

In 2005, Gay and her husband Bill moved to Austin and joined Wildflower Church. Gay was the chair of the Membership Committee for several years and was head of the ushers. She was elected to the board for two terms and served on the Building Committee, and says, "it was

a real learning experience." She participated in the week-long Dwight Brown Leadership training in Sherman, TX, which provided a better understanding of how UU churches operate.

In 2012, Gay and Bill became members of First UU Austin and feel this community is a very important part of their lives and that giving their time, talent and treasure is essential. Gay has been an usher, lay leader, and member of the Care team. Bill and Gay were canvassers on the last stewardship campaign and are participating in the ongoing capital campaign.

Gay looks forward to being part of the leadership team and helping attain the goals and objectives while adhering to the mission. She says, "being part of the board would be an honor."

**Matt Kressin**

*(Trustee)* Matt first attended a UU service in Houston almost 20 years ago when he was a recent graduate of Rice University, working in a biosciences lab, and feeling as if something in life was missing. Matt grew up in Knoxville, TN, and was raised in the Episcopal faith, but

didn't feel particularly attached to it. It was clear to him that day in Houston that this was the type of church he had been looking for: one that was welcoming, engaging, and encouraging of a personal search for truth.

After moving to San Antonio in 1999 to attend dental school, he became a member of First UU of San Antonio with his wife, Megan. He participated in the Men's Group, New Parents Group, and the Grounds Maintenance Crew (i.e., non-wimpy gardening). After professional opportunities encouraged a move to Nashville, they joined First UU of Nashville in 2005 and quickly became engaged. As a member there, Matt helped

lead the Children's RE Committee, taught Children's RE, was a member of the Nominating Committee, and an active contributor to the Maintenance and Facilities team.

Another career opportunity for Megan brought the family to Austin in 2012, and they became members at First UU Austin in 2013. Currently, Matt coaches youth soccer for their two sons, aged 11 and 13, and participates as a committee member of a local Boy Scout troop. He started a small art and design business specializing in woodcrafts.

When Matt was approached by the Nominating Committee as a potential board member, he realized the timing could not have been better. Given the current state of the country, he is determined to be the change he wants to see and has reengaged with a number of organizations whose work he believes in, knowing that environmental and social justice groups need to be supported. This engagement is important to his spiritual and religious journey. He welcomes the opportunity to align his personal goals with increased service for our church and community, and he is honored to serve our church.

**Sean Ramsey**

*(President Elect)* Sean Ramsey is a lifelong UU. Raised in the Church of the River in Memphis, TN, Sean became an active member and leader of the church's YRUU youth group, as well as serving on the national YRUU Youth Council and Steering Committee. In 1992,

Sean was selected as a YRUU Programs Specialist and moved from Memphis to Boston to work and serve at the UUA headquarters in the RE department. After receiving an undergraduate degree at the University of Massachusetts at Amherst, Sean relocated to Austin, TX, in 1996.

He has been a member of First UU Austin for over 15 years and in that time has served on the Stewardship Committee, participated in Chalice Circles, and has served on the Board of Trustees as both treasurer and secretary. It was also during this time that Sean met and

married his wife, Carol Ramsey, also an active member of the church. They have three children, two of whom can be spotted any given Sunday grabbing a few breakfast tacos and making a chai latte, or hamming it up on the dance floor during one of our church-wide events.

Sean brings a unique perspective to the church, having grown up in the Austin "startup" environment as a technical project and product manager. He has been a founder and partner in a small startup, giving him a unique background of sales, marketing, and application development experience. He is currently the director of digital solutions at the LIVESTRONG Foundation, working on building out a platform of tools and services to help people affected by cancer.

Sean is very excited about the opportunity to continue to serve the First UU community in this new capacity and looks forward to hearing from the community as we usher in a new era of the church and face new opportunities for growth.