

Agenda – Congregational Meeting
First Unitarian Universalist Church of Austin
Sunday, December 17, 2017, 1:30 pm – 2:30 pm in the Sanctuary

1. Welcome and Call to Order, Jairy Grisaffee – 10 min 1:30
 - a. Unison Reading of Covenant and Lighting of Chalice Page 2
 - b. Introduction of Parliamentarian
 - c. Adopt Consent Agenda
 - Rules of Order Pages 3-4
 - Minutes May 21, 2017 congregational meeting and October special congregational meeting Pages 5-8
 - d. Adopt Agenda
2. Update: State of the Church, Rev. Meg Barnhouse – 10 minutes 1:40
3. Call for return of ballots for 2018 Monthly Special Offerings, Wendy Erisman – 5 minutes 1:50
4. 2018 Proposed Budget – 20 minutes, Meg Barnhouse and Chris Jimmerson Pages 9-12 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

May 21, 2016 Congregational Meeting
First Unitarian Universalist Church of Austin

Welcome and Call to Order (1:32pm)

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

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

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

Kurt Overby was introduced as guest parliamentarian.

Consent Agenda (Meeting Rules of Procedure and Minutes of December 2016 Congregational Meeting) was approved by a vote of acclamation and without dissent.

Marsha Sharp proposed the addition of a new agenda item for the Co-Ordination of Susan Yarborough with the First UU Church of Houston.

Update: State of the Church (1:37pm)

Chris Jimmerson, Minister of Programs, provided an update on the state of the church in the absence of Rev. Meg Barnhouse.

- A. Chris Jimmerson updated the congregation on the status of the Sr. Minister, Meg Barnhouse. Meg has decided to begin taking her sabbatical in order to recover from her recent surgery.
- B. Chris provided a report on the building:
 - a. The site exemption from the City of Austin has been approved. It comes with a requirement from the Austin Fire Department that the new water line be replaced prior to building construction. The Building Committee will convene to discuss.
 - b. The Building Committee was officially recognized for their continuing work on the building project.
- C. Ann Edwards and Brendan Sterne were officially recognized for their work on the Capital Campaign work.
- D. Kathleen Ellison will take over the work of Susan Yarborough for reaching out to elderly congregants.

E. Recognition of the FUUCA staff for taking on more during the Meg's absence.

Congregational Vote on Board of Trustee Slate (1:42pm)

Margaret Roberts from the Nominating Committee presented the slate of the Board of Trustees.

- Sean Ramsey was nominated as President-Elect for 2017-2018 and President, for the term of 2018-2019. A vote by acclamation was taken and Sean was approved without dissent.
- New slate of Board Members was presented and nominated for the three year term 2017-2020. Erin Gaines, Gay Phillips, and Matt Kressin were nominated. A vote by acclamation was taken and the slate of nominees was approved without dissent.

Congregational Vote on Nominating Committee Slate (1:45pm)

- Tom Johnson was elected by a vote of acclamation to the Nominating Committee for the upcoming term.
- Marsha Sharp and Wendy Kuo will also be joining the Nominating Committee for the upcoming term and are board appointments.

Congregational Vote on Co-Ordaining Erin Walter with Wildflower Church (1:47pm)

- Member, Dan Griffin, made a motion to consider the Co-Ordination of Ern Walter with Wildflower Church. The motion was seconded.
- A vote was passed by acclimation.

Congregational Vote on Co-Ordaining Susan Yarborough with First UU of Houston Church (1:49pm)

- Member, Ron Turner, made a motion to consider the Co-Ordination of Susan Yarborough with First UU Church of Houston. The motion was seconded.
- A vote was passed by acclimation.

Update on Capital Campaign Canvass (1:52pm)

Ann Edwards reported that the Capital Campaign has wrapped up. 15 Canvassers Trained were trained and \$110,150 was raised from the latest phase of new members who have joined in the past.

Joys & Concerns (1:55pm)

Joys & Concerns were shared by congregants.

Announcements (1:59pm)

60 Minutes piece on Illegal Immigrants and Sanctuary Churches.

Closing Reading & Extinguishing Chalice (2:00pm)

Jairy Grisaffe provided the closing reading.

The meeting adjourned at 2:01pm.

First Unitarian Universalist Church of Austin
Minutes of Congregational Meeting
Sunday, October 15, 2017 at 1:30 P.M.
4700 Grover Avenue, Austin, TX 78756

The president called the meeting to order at 1:30 p.m. on Sunday, October 15, 2017 with a quorum present.

The congregation read the church's covenant of healthy relations together to begin the meeting and a member lit the chalice.

Motion: Adopt the Consent Agenda. Jairy Grisaffe. Tom Johnson. No objections

Motion: Adopt the Agenda. Jairy Grisaffe. Brian Moore.

Rev. Barnhouse provided a brief overview of the bridge loan for the construction and renovation, noting that the loan will involve borrowing more than the church has in capital campaign pledge commitments by up to \$400,000.

Motion: Authorize Margaret Barnhouse, senior minister, Christopher Jimmerson, minister for program development and Dan Griffiths, treasurer to initiate and sign all documents related to a loan of \$1,400,000 for First Unitarian Universalist Church of Austin's renovations and building expansion.

Brian Moore. Frank Wilson.

The congregation engaged in questions and discussion regarding the loan.

The congregation voted unanimously to approve the motion.

The congregation read the words for extinguishing the chalice and a minister extinguished the chalice.

The president adjourned the meeting.

**2018 Budget Proposal
First UU Church of Austin
For the Congregational Meeting on December 17, 2017**

Dear Members,

The attached 2018 budget represents a basically equivalent spending compared to the prior year budget.

The following are a few key items:

- We have revamped our budgeting process to better reflect standard practices for non-profit budgeting and resource allocation. To do so, we have eliminated two budget categories that in prior years had been called “program support” and “infrastructure”. Program support had contained parts of support staff salaries, supplies, printing and the like. Infrastructure had contained utilities costs, repair and upkeep, grounds keeping, janitorial salaries, various insurances, etc. These costs have now been allocated across four program areas using a standardized Full-Time Equivalent (FTE) based formula.
- We now have four major program areas: Ministry, Music, Faith Development and Administration.
- We have estimated what percentages of their time each of our staff spends on each of these programs and then allocated these salaries and benefits costs accordingly to each program area.
- For the FTE formula, we calculated how many FTEs we dedicate to each program area and then divided it by the total FTE’s we have at the church as a whole. The resulting percentage for each program area is then how we allocated costs such as utilities, janitorial services, etc. (as is standard practice for non-profits). If you have any questions about this, Chris can talk with you in more detail and/or show you the FTE formula calculations.
- The budget for 2018 includes funding for periodic consultation with and review by a Certified Public Accountant for our bookkeeping.
- The budget for 2018 also includes funding for the increased anti-racism work and educational resources our Change Team is exploring.
- Ministry Team budgets are at the same level for 2018 as they have been this year.
- We have reduced some revenue line items compared to previous years, such as rental income and plate income, due to the construction and/or our actual income from these items so far this year.

- We have increased revenue from "other gifts" to reflect that we have been receiving increased contributions not given during the Sunday offering and not contributed towards a pledge.

If you have any questions, comments, or concerns about the proposed 2018 budget, or about anything else, please feel free to contact us directly.

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Draft 2018 Budget
Pending the End of the Stewardship Drive

Budget Year	2016	2017	2018
INCOME	Prior Year	Current Year	Proposed
Contributions			
Pledges			
Pledge	\$ 600,677	\$ 731,734	\$ 710,280
attrition	-\$ 32,683	-\$ 25,611	-\$ 24,860
Estimated Outstanding Pledges	\$ 20,000	\$ 4,200	\$ 26,019
New Member Giving	\$ 40,000	\$ 35,000	\$ 40,000
New Year Challenge	\$ 55,000		
Sunday Plate	\$ 79,000	\$ 65,000	\$ 36,000
Other Gifts	\$ 6,000	\$ 6,000	\$ 44,000
Rental	\$ 53,000	\$ 40,000	\$ 26,000
Activities			
Fundraiser	\$ 15,000	\$ 15,000	\$ 7,500
Forum	\$ 1,400	\$ 1,400	\$ 700
Gallery	\$ 1,200	\$ 1,200	\$ -
Camp UU (Hogwarts)	\$ 8,000	\$ 8,000	\$ 8,000
Special Plate	\$ 24,000	\$ 24,000	\$ 15,000
Paradox Players	\$ 16,750	\$ 16,750	\$ 7,950
Interest & Dividends	\$ 900	\$ 900	\$ 2,354
Released from Restricted	\$ 3,929		
Restricted Funds Offset	\$ 6,014		
Annual Transfer	\$ 24,167	\$ 19,732	\$ 23,000
Released from CC	\$ 18,000	\$ 18,000	\$ 18,000
Total Income	\$ 940,354	\$ 941,573	\$ 939,943
EXPENSES			
Ministry	\$ 383,261	\$ 404,339	\$ 411,507
Faith Development	\$ 156,433	\$ 131,889	\$ 194,686
Music	in ministry	in ministry	\$ 249,231
Administration	-----	-----	\$ 84,519
Total Program Support	\$ 292,659	\$ 264,799	-----
Total Infrastructure	\$ 123,001	\$ 130,435	-----
Total Expenses	-\$ 904,354	\$ 931,462	\$ 939,943
Net Revenue or expense	\$ 0	\$ 10,111	\$ 0

Note: We have changed the programs to which we allocate our funding and have created an allocation method that is the standard best practice for budgeting for non-profits and governmental agencies. Please see the budget narrative for more information.

Ministry Teams Budgets

(These are now contained within the departments under which they fall.)

Ministry Teams	
UU Cares Council	\$ 800.00
Forum	\$ 1,203.20
Gallery	\$ -
Green Sanctuary	\$ 1,900.00
Women's Alliance	\$ 750.00
Membership	\$ 1,370.00
Nominating	\$ 500.00
Paradox Players	in non-personnel
Social Action	\$ 4,800.00
ARE	\$ 4,000.00
Special Event	\$ 2,500.00
Denominational Affairs	\$ 5,575.00
Facilities	\$ 3,000.00
Grounds	\$ 1,000.00
Media	\$ 3,000.00
Stewardship	\$ 5,000.00
Camp UU (Hogwarts)	in non-personnel
Fellowship	\$ 1,815.00
Search Committee	\$ 6,000.00
Total Ministry Teams	\$ 43,213.20