

MEETING AGENDA - FUUCA Board of Trustees

Meeting

Meeting Date	Tuesday, March 17, 2020
Start Time	6:30 PM
End Time	8:30 PM (EST)
Location	TBD
Purpose	Regular scheduled meeting

RSVP

Accepted:	Leo Collas, Nesan Lawrence, Tomas Medina, Elias Ponvert, Kelly Raley
No response:	Meg Barnhouse, Leena Batra, Erin Gaines, Chris Jimmerson, Matthew Kressin, Sadie Lambert, Sarah Matt, Gay Phillips, Shannon Posern

Meeting documents

Minutes Pages 3-6

- 2.5 Continuous Operations rev 03-2020.pdf 16-20
- Program Development Report Feb 2020.pdf 28-29
- Jan2020Financialreports.pdf 21-27
- 2.3 Financial Planning rev 03-2020.pdf 7-15
- Resolution to amend the bylaws to establish positions of public record DRAFT-1.pdf 30-32

Agenda

1. Coming Back into Covenant

1.1. Chalice Lighting and Opening Words Chris Jimmerson / 2 min.

1.2. Reading of Board Covenant Tomas Medina / 2 min.

With the Values, Mission and Ends of First UU Austin foremost in mind, we the leadership do covenant to:

- Treat our time together and board commitments as spiritual practice
- Work collaboratively to clarify, assess and further our mission.
- Respect our time together by being focused, prepared and timely.
- Keep confidentiality when it is requested.
- Listen actively, address concerns directly with each other in a timely manner, and encourage others to do the same.
- Presume good faith in all our interactions acknowledging the importance of both intention and impact.
- Conduct ourselves openly, show compassion, respect boundaries, and enjoy each other's good humor in times of agreement and disagreement.
- Publicly support one another's decisions and leadership by speaking with one voice at the end of our deliberations.
- Agree to be called back into covenant.

1.3. Confirm Timekeeper and Process Evaluator Tomas Medina / 2 min.

Timekeeper: Neesan

Process Evaluator: Tomas

1.4. Approve Agenda and Consent Agenda / 2 min.

2. Connecting with our Moral Ownership

2.1. Visitor's Forum Tomas Medina / 10 min.

2.2. Recognition of Church Volunteers and Staff Gay Phillips / 2 min.

2.3. Moment with Chris Chris Jimmerson / 10 min.

3. Monitoring our Progress

3.1. Security and coronavirus plans Chris Jimmerson / 10 min.

3.2. Policy Committee / 10 min.

3.3. Monitoring Committee / 10 min.

3.4. Linkage Committee / 10 min.

3.5. Governance Committee / 10 min.

4. Adjourn

4.1. Action Items / 5 min.

Let's review the action items from this meeting and assign roles for:

- Readings
 - Timekeeper
 - Process Evaluator
 - Snacks
-

4.2. Process Evaluation / 2 min.

4.3. Extinguishing the Chalice and Closing Words / 2 min.

MEETING MINUTES - FUUCA Board of Trustees

Meeting

Date	Tuesday, February 18, 2020
Started	6:30 PM
Ended	8:30 PM (EST)
Location	FUUCA
Purpose	Regular scheduled meeting
Chaired by	Tomas Medina
Recorder	Kelly Raley

Attendance

Present:	Meg Barnhouse, Leena Batra, Leo Collas, Erin Gaines, Chris Jimmerson, Matthew Kressin, Nesan Lawrence, Sarah Matt, Tomas Medina, Gay Phillips, Elias Ponvert, Kelly Raley
Regrets:	Sadie Lambert
Absent:	Shannon Posern

Meeting documents

- 1.4.5 interpretation and monitoring 2020usethisone.pdf
- 1.4.4 interpretation and monitoring report 2020use this one.pdf
- 2019financialreports.pdf
- Program Development Report Jan 2020.pdf
- Minutes-2020-01-21-v1.pdf
- FUUCA Policy Sub-Committee Supporting Artifact - Potential Pathways v2.0.pptx
- FUUCA Policy Sub-Committee Supporting Artifact - Public Position Petition Template v2.0.docx
- Proposed Policy for Adopting a Public Position - Overview.docx
- 8th Principle Comments.docx

Minutes

1. Coming Back into Covenant

1.1. Chalice Lighting and Opening Words

The meeting began with a a chalice lighting and a few words chosen by Leo.

Status: Completed

1.2. Reading of Board Covenant

With the Values, Mission and Ends of First UU Austin foremost in mind,we the leadership do covenant to:

- Treat our time together and board committments as spiritual practice
- Work collaboratively to clarify, assess and further our mission.
- Respect our time together by being focused, prepared and timely.
- Keep confidentiality when it is requested.
- Listen actively, address concerns directly with each other in a timely manner, and encourage others to do the same.

- Presume good faith in all our interactions acknowledging the importance of both intention and impact.
- Conduct ourselves openly, show compassion, respect boundaries, and enjoy each other's good humor in times of agreement and disagreement.
- Publicly support one another's decisions and leadership by speaking with one voice at the end of our deliberations.
- Agree to be called back into covenant.

Board members read the covenant in turns, each reading a line.

Status: Completed

1.3. Confirm Timekeeper and Process Evaluator

Timekeeper: Matt

Process Evaluator: Elias

Matt is timekeeper. Elias is process evaluator.

Status: Completed

1.4. Approve Agenda and Consent Agenda

The board unanimously approved the agenda and consent agenda.

Status: Completed

2. Connecting with our Moral Ownership

2.1. Visitor's Forum

Kelly Stokes

Blaze J. and Kelly Stokes attended the meeting.

Kelly Stokes gave a report on the RE program (included on the agenda). The board extended time to allow Kelly to go into detail about RE activities.

Status: Completed

2.2. Recognition of Church Volunteers and Staff

The board discussed contributions of volunteers to church life. Gay wrote and sent cards.

Status: Completed

2.3. Moment with Meg

First UU has started to run Facebook ads in the neighborhood.

The board discussed feedback from Connie and Cameron about the interim workshop on RE held earlier this year.

Status: Completed

3. Monitoring our Progress

3.1. Policy Committee

Policy committee presented a plan for adopting a statement with one voice.

The board thought that the policy was well crafted. The policy committee will finalize a draft of an amendment to the by law for a board vote in March.

Status: Completed

3.2. Monitoring Committee

Monitoring committee is making progress on a report. It has completed data analysis, but wants to put the survey in the context of the governance structure of the church.

Status: Completed

3.3. Linkage Committee

Linkage committee gave a report on the activity around adopting the 8th principle. They are going to meet with the change team to discuss feedback they received from congregants on the 8th principle.

Status: Completed

4. Learning & Creating the Future

4.1. Mistakes and Miracles

Chapter 5

The board discussed chapter 5 of mistakes and miracles. Sarah ably led the discussion.

Status: Completed

4.2. Service project

What service project would we like to undertake?

Last board meeting Tomas suggested that the board do a service project. This meeting we discussed ideas for things to do. One question was whether we are doing something on campus for the church or we are doing something for the broader community. We could do a variety of projects but there is some interest in doing something specifically anti-racist.

Status: Completed

5. Adjourn

5.1. Action Items

Let's review the action items from this meeting and assign roles for:

- Readings
- Timekeeper
- Process Evaluator
- Snacks

Matt is going to draft the article for the newsletter.

Policy committee is going to draft the proposed change in the by laws.



Linkage committee will meet with the change team

Confirm roles

Readings: Chris

Timekeeper: Nessian

Process evaluator: Thomas

Snacks: Kelly

Status: Completed

5.2. Process Evaluation

All at least satisfactory.

Status: Completed

5.3. Extinguishing the Chalice and Closing Words

We ended the meeting with a few words chosen by Leo.

Status: Completed

Limitations Interpretation 2.3 – Financial Planning/Budgeting
First UU Church of Austin
March 10, 2020

2.3 Financial planning for any fiscal year or remaining part of any fiscal year shall not deviate materially from the Board’s Ends priorities or risk fiscal jeopardy.

Interpretation:

This limitation refers to the proposed operating budget, which the executive presents to the board and congregation in December prior to the fiscal year to which it applies.

The church’s fiscal year is the calendar year, January through December.

The budget shall be based on the church’s ends.

For the purposes of this limitation, a material deviation shall be 5% of the overall budget.

“Risk fiscal jeopardy” refers to any financial practices that deviate significantly from best practices and which have an unacceptable likelihood of creating significant financial problems for the church. Such practices include non-payment of bills, non-payment of taxes, incurring debt without appropriate approvals, and the like.

Measures:

- 1. A comparison of the budget to the ends priorities.
- 2. Review of budget for activities likely to risk financial jeopardy.

Rationale for the Measures:

- 1. The comparison of the budget to the ends provides direct confirmation of compliance.
- 2. A review of the budget will reveal if the budget includes activities likely to risk financial jeopardy.

Evidence of Acceptable Progress – The Data

I report compliance.

The 2020 budget calls for taxes, bills, and other financial obligations to be paid in a timely way. It does not depend on financial practices that risk fiscal jeopardy.

We track expenses across four major program areas: Ministry, Music, Faith Development and Administration.

We 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). The chart for this FTE-based formula is included with the budget information later in this document.

Accordingly, the Senior Minister shall not allow budgeting that:

- 2.3.1 Fails to communicate a reasonably accurate projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.

Interpretation:

The budget proposal shall use moderately conservative projections of revenue and expenses, grounded on the analysis of recent trends and current data. We shall present capital expenses (such as the construction of a new building), during any year that we anticipate them, separately from the operating budget.

The budget will include a narrative that explains the budget priorities.

Depending on the level of detail, planning assumptions shall be disclosed either as part of the narrative or on request. An assumption, like the discounting of pledge income by 3.5% for likely non-payment, would appear in the written proposal. Detailed line items, salaries and such on the other hand would be available by request.

Measures:

1. A comparison of the budget proposal to the previous year's budget.
2. A review of budget assumptions to confirm whether they are reasonable.

Rationale for Measures:

1. The comparison of the proposal and the previous year's budget would reveal any significant variations. Any significant variation (e.g., a 25% increase in overall revenue) would certainly merit further inquiry and explanation.
2. Budget assumptions constitute the root of specific budget numbers. Straightforward ones, such as a photocopier expense with little or no annual variation, require little effort to verify. Pledge figures, and pledge discounting, will require multiple calculations to demonstrate.

Evidence of Acceptable Progress – The Data

I report compliance.

The 2020 budget is slightly higher than the 2019 budget in terms of both expenses and revenue, with expenses increasing due primarily to changes in recommended staff salaries by the UUA.

We ended 2019 with large net revenue; however, this was due at least in large part to people who paid their 2020 pledges at the end of 2019. This could cause a net loss for 2020.

To calculate expenses for 2020, we looked at actual expenses for 2019 to date and extrapolated year-end numbers. We then used these to project for 2020, adjusting for any potential changes we could anticipate.

We believe the 2020 budget to be a moderately conservative projection based upon the best available information at the time it was presented to the congregation and the board.

2.3.2 Provides less for Board prerogatives during the year than is set forth in the Cost of Governance Policy.

Interpretation:

Cost of Governance is the church’s investment in our board of trustees in order to ensure it has the skills, knowledge, and dispositions necessary to effectively fulfill its role.

The executive will ensure the availability of funds for this purpose either through the operating fund (preferably) or through restricted funds that can be legitimately accessed for this purpose.

Measures:

- 1. The inclusion, or lack thereof, of such funds in the operating budget.

Rationale for Measures:

- 1. Either the budget includes such funds or it doesn’t.

Evidence of Acceptable Progress – The Data

I report compliance.

The executive is making available funds, through the Living Our Mission Fund, to cover the cost of governance in 2020.

2.3.3 Plans the expenditure in any fiscal year of more funds than are reasonably projected to be available in that period.

Interpretation:

The executive shall not present an operating budget with a deficit.

Measures:

- 1. A review of the budget proposal to confirm whether or not it has a deficit.

Rationale for Measures:

- 1. A simple review of the bottom line of the budget proposal suffices to determine whether or not it shows a deficit.

Evidence of Acceptable Progress – The Data

I report compliance.

As demonstrated in the chart below, the “net change to the operating fund” is slightly positive. That is to say, the 2020 budget is not a deficit budget and instead projects slight income over expenses. However, as noted above, since several members paid their pledges in the prior year, we could end up with an actual net loss in 2020; however, we would remain neutral over the two years.

	2018 Budget	2019 Budget	2020 Budget
Gross Income	\$939,943	\$972,986	\$1,018,697
Gross Expenses	\$939,943	\$972,986	\$1,018,460
Net Change to Operating Fund	\$0	\$0	\$237

[Last updated 03/20/2020.]

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:

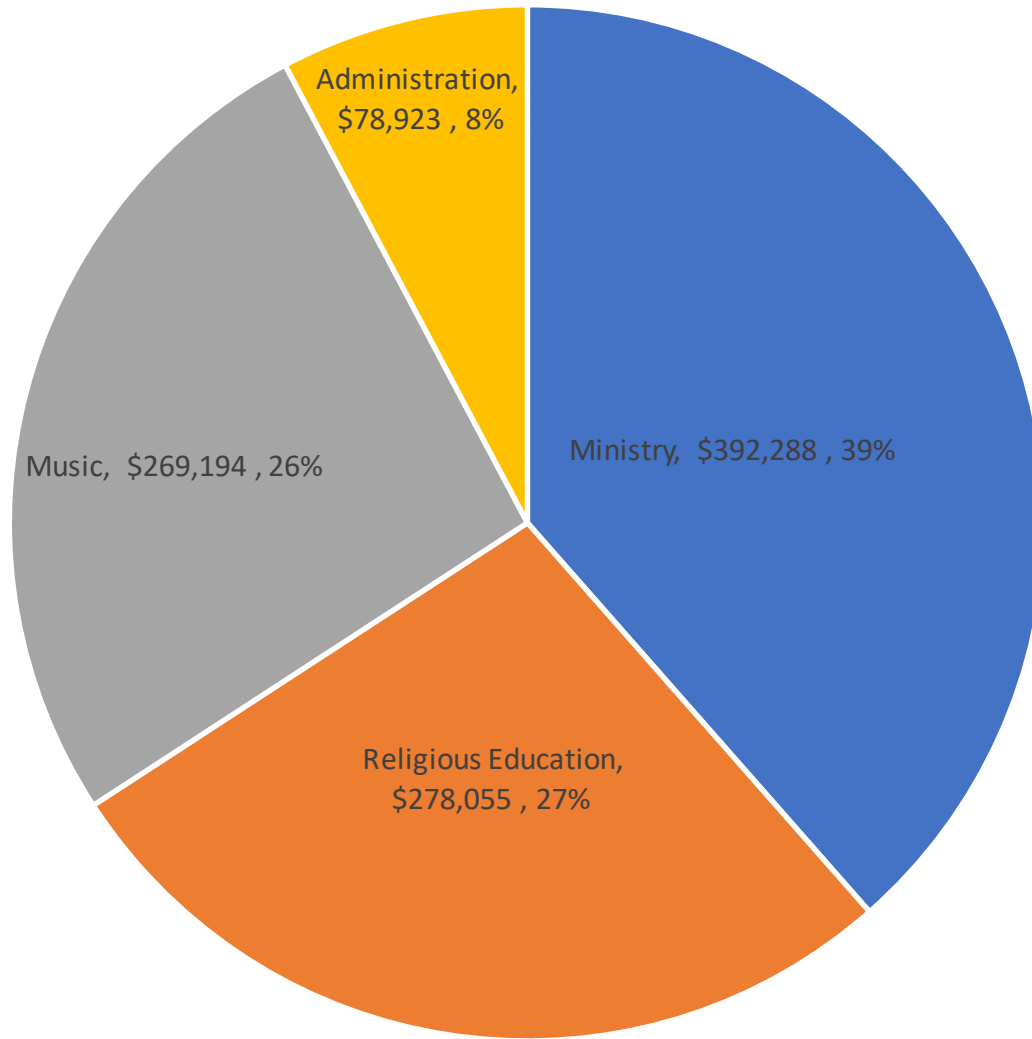
- Our pledge goal is slightly less than in 2019.
- We have slightly reduced projected new member pledges based upon actual numbers from 2019; however, it very possible that because the renovations and expansion are complete, we may see new membership numbers and new member pledges begin to increase.
- 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)	\$ (20,850)
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		
Annual Transfer	\$ 23,000	\$ 23,000
Released from CC		
Total Income	\$ 972,986	\$ 1,018,697
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	\$ -	\$ 237

2020 Budget by Department/Program



Position	Ministry	Music	Faith Development	Admin	Total
Senior Minister	0.60	0.10	0.25	0.05	1.00
Minister for Program Development	0.50	0.05	0.25	0.20	1.00
RE Coordinator			0.63		0.63
Director of Music	0.03	0.70	0.00	0.02	0.75
Asst. to Director of Music	0.05	0.35	0.00	0.10	0.50
Congregational Admin.	0.45	0.15	0.25	0.15	1.00
Cong. Admin Asst.	0.05	0.05	0.05	0.10	0.25
RE Chaplain/Communications	0.35	0.05	0.55	0.05	1.00
Teachers			0.10		0.10
OWL Coordinator			0.25		0.25
Youth Coordinator			0.25		0.25
Child Care Workers (includes sup.)	0.15	0.05	0.40	0.00	0.60
Children's Choir Directors	0.00	0.25	0.00	0.00	0.25
Piano Players	0.10	0.40	0.00	0.00	0.50
Sexton/Kitchen/Custodians	0.65	0.35	0.30	0.20	1.50
Totals	2.93	2.50	3.28	0.87	9.58
Percent all FTEs	0.31	0.26	0.34	0.09	

Limitations Interpretation - 2.5 Continuous Operations Plan

First UU Church of Austin

March 10, 2020

In order to protect the church and Board from sudden loss of the Senior Minister, the Senior Minister shall not fail to maintain a continuous operations plan.

Interpretation:

We shall have a contingency plan that directs staff in the case of a significant unplanned absence of the senior minister. Circumstances could include death, serious illness or accident. The plan shall seek to mitigate the damage to the church and congregation that such an absence may cause. Likewise, it shall address questions of authority and responsibility so as to minimize disruption to day-to-day operations.

Although the plan will seek to minimize disruption to the board and its appropriate policy-based governance role, the sorts of circumstances that a continuous operations plan responds to require, by necessity, some action by the board. However, the senior minister may not prescribe board action. Therefore, the plan will include recommendations to the board so that its actions might also protect the congregation and mitigate any harm that the sudden loss of the senior minister could cause.

Measures:

The existence of said plan.

Rationale for the Measures:

This is a straightforward policy. Either we can demonstrate that it exists, or we cannot.

Evidence of Acceptable Progress – The Data:

I report compliance.

The attached plan protects the church by laying out a clear plan of action in the case of a sudden loss of the minister. Day-to-day operations will continue with minimal disruptions, lines of authority and responsibility remain clear, and it provides clear recommendations to the board so that they might respond to such a situation in the most effective manner.

Please see, attached, our continuous operations plan.

[Last updated on March 7, 2020.]

Continuous Operations Plan First Unitarian Universalist Church of Austin

This Continuous Operations Plan (COP) outlines operational contingencies in the unplanned absence of the Senior Minister.

Unplanned absence covers any circumstance when the Senior Minister cannot perform her scheduled duties and is not in a capacity to formally delegate authority on a temporary basis. A scheduled vacation or study leave does not qualify as unplanned. Circumstances such as incapacitation (e.g., medical emergency), amnesia, sudden resignation or dismissal qualify as unplanned.

A situation where the senior minister remains of sound mind plus is willing and able to engage in at least high-level decision-making shall be considered an unplanned partial absence. This might be, for example, serious medical condition that restricts the minister to a healthcare facility and limits the number of hours available for phone and face-to-face consultation. This COP does not apply to such a circumstance; any delegation of authority and responsibility in this scenario would be done by the minister herself.

Unplanned absence on Sunday morning & worship services

Should the person scheduled for the pulpit on any given Sunday fail to appear, whether the Senior Minister or otherwise, then the lay leader shall take on that role. There are many sermons on the First UU website that can be downloaded and read in such an emergency.

Unplanned absence, short-term

An unplanned absence will be considered short-term if:

- It can be reasonably determined by at least one staff minister that it will last less than four weeks; or
- If the length of the likely absence remains undetermined and has not yet exceeded four weeks.

During a short-term unplanned absence, the Minister for Program Development shall exercise day-to-day executive authority for routine operations (signing time sheets, authorizing expenses, and the like) and any staff Ministers will perform routine ministerial functions.

Inasmuch as possible, non-routine executive decisions should be deferred during a short-term unplanned absence. Should it be necessary to make any such decisions during this time (e.g., creating new policies, changing existing policies, making major personnel changes, and the like), then such decisions will require the approval of the staff ministers.

The Minister for Program Development shall have the responsibility for determining whether or not circumstances merit reviewing the minister's office and securing any potentially confidential documents and following through as necessary.

Unplanned absence, long-term

An unplanned absence will be considered long-term if:

- It can be reasonably determined, by both at least one staff Minister, that it will last more than four weeks; or
- If the length of the absence has exceeded four weeks.

The long-term absence would likely pass through three phases in terms of operating authority.

- 1) Staff minister(s) as executive(s)
- 2) Temporary Interim Minister and Minister of Program Development as co-executives (executive team)
- 3) Regular Interim Minister as executive

The first phase is prescribed by this policy. Phases 2 and 3 constitute recommendations to the Board of Trustees (as the Continuous Operations Policy cannot prescribe actions to the board).

Concurrent with phases 1 and 2, the Board of Trustees should move with all due haste to hire both a temporary interim minister and regular interim minister (described below).

Phase 1: Minister of Program Support as the executive

Phase 1 covers the time between the declaration (de facto or de jure) of a long-term unplanned absence and the hiring by the board of a temporary interim minister. Depending on a variety of factors, phase 1 could last days or months, or circumstances might allow the church to skip this phase altogether. Important factors include when the board initiates the search process for a temporary interim minister, how long that search process takes, and the availability of good candidates.

During phase 1, the **Minister of Program Support** will exercise full executive authority as the Executive, with the same rights, limitations, and responsibilities as the Senior Minister. This includes, but is not limited to, creating new policies, changing existing policies, making major personnel changes, and the like. This does not include responsibility for the direct participation in non-executive activities that are specific to the minister's skill set such as giving sermons, providing pastoral care, presiding over rites of passage, and the like, though the Executive Team will have responsibility for ensuring that those activities continue to happen.

A long-term, unplanned absence would have a risk of creating damage and instability within the church. This would be an emergency situation, not a time for business as usual or making progress towards our important goals. Therefore, the Executive's principal responsibility shall be to mitigate the negative impact to the church. In order to faithfully execute the critical functions of the senior minister in addition to the Executives already demanding responsibilities, all non-essential functions shall be suspended or heavily curtailed. These include audits and most written reports to the board. Nonetheless, the Executive shall continue to inform the board, either in writing or orally, of all critical information in a timely way (e.g., general financial picture, general state of the church, and the like).

In order to appropriately compensate according to responsibilities and role, and minimize the possibility of losing additional critical staff members, the Executive shall receive bonus compensation, above and beyond their regular pay, equivalent to $\frac{1}{4}$ of the Senior Minister's

salary and housing (retroactive to the first day of the unplanned absence and lasting until the senior minister returns or interim minister arrives and begins work).

In order to minimize the possibility of losing other critical staff during a time of emergency, and in recognition of the additional responsibilities and stress that such a time create, other full-time staff shall receive 10% bonus compensation (retroactive to the first day of the unplanned absence and lasting until the senior minister returns or the regular interim minister arrives and begins work).

The **Minister of Program Support** shall have the responsibility of reviewing the minister's office and securing any potentially confidential documents.

Phase 2: Temporary Interim Minister and Minister of Program Support as co-executives (executive team)

Phase 2 constitutes a recommendation to the Board of Trustees as the executive cannot create policy that binds the board.

Phase 2 covers the time from the arrival of the temporary interim minister (TIM) until the arrival of the regular interim minister. Depending on a variety of factors, phase 2 could last up to 8 months. Important factors include when the board initiates the search process for a regular interim minister, how long that search process takes (including how close it is to the UUA's regular cycles), and the availability of good candidates.

During phase 2, the Board of Trustees would do well to direct the Minister of Program Support and TIM to share executive authority as an executive team, with the same rights, limitations, and responsibilities as the Senior Minister. This includes, but is not limited to, creating new policies, changing existing policies, making major personnel changes, and the like.

A long-term, unplanned absence would have a high risk of creating serious damage and instability within the church. This would be an emergency situation, not a time for business as usual or making progress towards our important goals. Therefore, the executive team's principal responsibility shall be to mitigate the negative impact to the church. In order to faithfully execute the critical functions of two demanding, full-time professional positions, all non-essential functions shall be suspended or heavily curtailed. These include audits and most written reports to the board. Nonetheless, the executive team shall continue to inform the board, either in writing or orally, of all critical information in a timely way (e.g., general financial picture, general state of the church, and the like).

Phase 3: Regular Interim Minister as Executive

Phase 3 constitutes a recommendation to the Regular Interim Minister (RIM) and Board of Trustees as the executive cannot create policy that binds her successor.

Phase 3 covers the time of the regular interim ministry, which typically lasts one to three years.

During phase 3, the board would do well to hire the regular interim minister to serve as sole executive, with the same rights, limitations, and responsibilities as the Senior Minister. This

includes, but is not limited to, creating new policies, changing existing policies, making major personnel changes, and the like. All staff would report to the regular interim minister. The levels of work hours and stress will likely remain high throughout the regular interim ministry period.

Other recommendations to the Board of Trustees

The COP does not have the authority to implement the following. However, should the Senior Minister's absence be permanent, it recommends to the board the following additional actions to increase stability and mitigate damage to the church:

- To move with all due haste to hire a regular interim minister or a developmental minister, following the UUA's regular process.
- Because the arrival of a regular interim minister could take from one to eight months after beginning a search, to move with all due haste to hire a temporary interim minister, from available local candidates (the area has a number of under-employed and retired UU ministers who would likely be willing to work with us under these circumstances). Such a temporary minister's duties would include Sunday services, pastoral care, and helping the congregation and leaders to manage difficult circumstances appropriately. Unless the temporary minister had good credentials and experience in an executive role, that person should serve as co-executive with the Minister of Program Support, with both reporting to the board of trustees (as described above in phase 2).
- To provide strong public and private support to the staff (particularly the executive or executives). Holding the church together during a time of transition, trauma, and without its most important staff person is stressful and difficult. The board's public and private support can prove critical for the staff's success and for keeping the congregation's expectations appropriate (mitigating negative impact during the time of transition, but not that there won't be any).
- Provide serious incentives to all senior staff to remain committed and engaged with the church rather than seeking employment elsewhere due to the stress and uncertainty that transition can cause. Such incentives could include bonus compensation (not a permanent raise, but rather a temporary increase during extraordinary times), additional paid leave, and/or other types of support.

Rev, Meg Barnhouse, March 2020

January 2020 Financial Reports

We had a large net revenue in January, due almost entirely to receiving a lump sum from the Wake Now Our Vision Match. We will also have a sum of \$23,000 transferred from as a lump sum from our annual 5.5% withdrawal from the savings fund. Your truly forgot to submit the paperwork for it but has done so now!

First Unitarian Universalist Church of Austin

BALANCE SHEET As of January 31, 2020

	NOV 2019	DEC 2019	JAN 2020
ASSETS			
Current Assets			
Bank Accounts			
1000 Cash & Investments			
1100 Bank	0.00	0.00	0.00
1110 8009-THCU Checking	259,238.29	332,088.47	341,983.53
1120 THCU Savings	384.65	384.65	384.65
1150 UFCU Savings	5.00	5.00	5.00
1160 RBank Debt Service 676	56,764.54	56,772.01	56,779.24
1170 RBank Construction 668	160,490.17	151,721.86	189,705.59
Total 1100 Bank	476,882.65	540,971.99	588,858.01
1400 Petty Cash			
1410 Religious Ed PC 1	200.00	200.00	200.00
Total 1400 Petty Cash	200.00	200.00	200.00
Total 1000 Cash & Investments	477,082.65	541,171.99	589,058.01
1072 Bill.com Money Out Clearing	684.27	-827.94	-483.05
1250 UU Common Endowment Accounts			
1251 UUCEF Permanent Endowment Acct.	245,125.32	251,215.28	249,485.90
1252 UUCEF Mixed Investment Account	340,435.74	455,074.96	347,257.84
1253 UUCEF Murr Music Account	69,123.07	70,840.38	70,352.71
1254 UUCEF Education	219,264.04	224,711.49	422,935.90
Total 1250 UU Common Endowment Accounts	873,948.17	1,001,842.11	1,090,032.35
Total Bank Accounts	\$1,351,715.09	\$1,542,186.16	\$1,678,607.31
Accounts Receivable			
11000 Accounts Receivable	-100.00	-100.00	-100.00
Total Accounts Receivable	\$ -100.00	\$ -100.00	\$ -100.00
Other Current Assets			
12400 Payment Reconciliation	15,974.91	20,447.82	19,258.22
Prepaid Expenses	889.00	0.00	0.00
Total Other Current Assets	\$16,863.91	\$20,447.82	\$19,258.22
Total Current Assets	\$1,368,479.00	\$1,562,533.98	\$1,697,765.53

First Unitarian Universalist Church of Austin

BALANCE SHEET As of January 31, 2020

	NOV 2019	DEC 2019	JAN 2020
Fixed Assets			
1500 Fixed Assets			
1510 Building - at cost	672,232.75	672,232.75	672,232.75
1530 Land - Travis CAD '16 Value	3,772,325.00	3,772,325.00	3,772,325.00
1540 Furniture & Equipment	128,641.78	128,641.78	128,641.78
Total 1500 Fixed Assets	4,573,199.53	4,573,199.53	4,573,199.53
Total Fixed Assets	\$4,573,199.53	\$4,573,199.53	\$4,573,199.53
TOTAL ASSETS	\$5,941,678.53	\$6,135,733.51	\$6,270,965.06
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	25,017.52	18,753.86	1,982.43
Total Accounts Payable	\$25,017.52	\$18,753.86	\$1,982.43
Credit Cards			
...3115 M. Barnhouse	76.78	76.78	76.78
...5136 S. Posern	1,027.12	1,027.12	1,027.12
...8572 K. Stokes	90.00	90.00	90.00
2010 ...3081 C. Jimmerson	3,098.77	2,759.28	7,668.38
Total Credit Cards	\$4,292.67	\$3,953.18	\$8,862.28
Other Current Liabilities			
2000 Liabilities	0.00	0.00	0.00
2110 Direct Deposit Liabilities	0.00	15,261.39	0.00
2400 Payroll Liabilities	0.00	2,917.55	0.00
Total 2000 Liabilities	0.00	18,178.94	0.00
2415 Accrued payroll	21,930.19	4,128.27	10,653.30
Total Other Current Liabilities	\$21,930.19	\$22,307.21	\$10,653.30
Total Current Liabilities	\$51,240.38	\$45,014.25	\$21,498.01
Long-Term Liabilities			
2600 RBank Loan 400470000	1,236,003.11	1,226,509.34	1,217,015.57
Total Long-Term Liabilities	\$1,236,003.11	\$1,226,509.34	\$1,217,015.57
Total Liabilities	\$1,287,243.49	\$1,271,523.59	\$1,238,513.58

First Unitarian Universalist Church of Austin

BALANCE SHEET As of January 31, 2020

	NOV 2019	DEC 2019	JAN 2020
Equity			
3001 Fixed Assets - Equity	4,572,325.00	4,572,325.00	4,572,325.00
3100 Restricted Funds			
3200 Cong. Restricted Funds			
3220 Permanent Endowment Fund	238,750.97	238,750.97	238,750.97
3240 Savings Fund	406,945.53	534,839.47	623,029.71
3260 Murr Music Fund	94,528.72	94,528.72	98,782.63
3280 Education Fund	212,471.33	212,471.33	212,471.33
Total 3200 Cong. Restricted Funds	952,696.55	1,080,590.49	1,173,034.64
3400 Temporarily Restricted Funds			
3410 Capital Campaign Fund	-7,943.65	-7,943.65	-7,943.65
3415 Paradox Players Fund	-1,039,451.08	-1,001,663.06	-966,611.95
3420 Religious Education Fund	9,386.98	9,386.98	9,386.98
3420 Religious Education Fund	0.00	0.00	0.00
3421 Chalice Circles	608.08	608.08	608.08
3422 No Longer in use CampUU/Hogwarts Fund	100.00	600.00	600.00
3423 F.R.E.D.	396.10	396.10	396.10
3424 Junior High Fund	1,093.69	1,093.69	1,093.69
3426 Senior High Fund	10,612.59	10,612.59	10,612.59
3428 Adult RE Fund	0.97	0.97	0.97
3429 Children's RE Fund	230.76	230.76	230.76
Total 3420 Religious Education Fund	13,042.19	13,542.19	13,542.19
3440 Caring Fund	5,569.48	5,569.48	5,569.48
3450 Music Fund	0.00	0.00	0.00
3452 Children's Choir Fund	1,110.00	1,110.00	1,110.00
3456 Music Other Fund	1,095.43	1,095.43	1,095.43
Total 3450 Music Fund	2,205.43	2,205.43	2,205.43
3460 Bookstore Fund	1,219.71	1,219.71	1,219.71
3480 Flowers Fund	100.00	100.00	100.00
3560 WNOV Fund			3,423.15
3570 Living Our Mission Fund	130,672.80	128,672.80	128,672.80
3580 Justice Fund	19,808.68	19,808.68	19,708.68
3585 Art Mission	93.56	93.56	93.56
3590 Minister Sabbatical Fund	4,692.16	4,692.16	4,692.16
3607 Safe Refuge Fund	140.00	200.00	200.00
Total 3400 Temporarily Restricted Funds	-860,463.74	-824,115.72	-785,741.46
Total 3100 Restricted Funds	92,232.81	256,474.77	387,293.18
3900 Unrestricted Net Assets	-24,231.65	-24,231.65	35,410.15
Net Income	14,108.88	59,641.80	37,423.15
Total Equity	\$4,654,435.04	\$4,864,209.92	\$5,032,451.48
TOTAL LIABILITIES AND EQUITY	\$5,941,678.53	\$6,135,733.51	\$6,270,965.06

First Unitarian Universalist Church of Austin

PROFIT AND LOSS

January 2020

	TOTAL
Income	
4000 Unrestricted Income	
4100 Contributions	
4110 Pledge	66,552.53
4120 Sunday Plate	3,678.12
4190 Other Gifts	6,623.55
Total 4100 Contributions	76,854.20
4200 Rental	8,000.00
Total 4000 Unrestricted Income	84,854.20
4900 Other Income	
4910 Interest and Dividends	94.29
4920 Wake Now Our Vision	40,000.00
4930 Paradox Players	264.30
4940 Special fundraiser - Auction	30.97
4960 Special Plate	365.00
Total 4900 Other Income	40,754.56
Total Income	\$125,608.76
GROSS PROFIT	\$125,608.76
Expenses	
6000 Events and Min. Teams Expenses	732.83
6100 Ministry Support	960.94
6200 Supplies & Materials	1,115.46
6300 Repairs and Upkeep	17,825.32
6400 In house services	68.77
6420 Communications, Data & Tech	1,833.29
6500 Fees, Dues, Training, Travel	2,510.78
6600 Employee Expenses	58,962.38
6700 Charitable Contributions	1,200.00
6800 Contract and Consulting	1,874.99
6900 Banking Expenses and Fees	963.55
7000 Faith Development Expenses	70.78
7100 Ministry Teams	66.52
Total Expenses	\$88,185.61
NET OPERATING INCOME	\$37,423.15
NET INCOME	\$37,423.15

First Unitarian Universalist Church of Austin

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PROFIT AND LOSS YTD COMPARISON

January 2020

	TOTAL	
	JAN 2020	JAN 2019 (PY YTD)
Income		
4000 Unrestricted Income		
4100 Contributions		
4110 Pledge	66,552.53	67,416.32
4120 Sunday Plate	3,678.12	1,563.18
4190 Other Gifts	6,623.55	280.00
Total 4100 Contributions	76,854.20	69,259.50
4200 Rental	8,000.00	2,205.69
Total 4000 Unrestricted Income	84,854.20	71,465.19
4900 Other Income		
4910 Interest and Dividends	94.29	51.86
4920 Wake Now Our Vision	40,000.00	
4930 Paradox Players	264.30	640.00
4940 Special fundraiser - Auction	30.97	0.00
4960 Special Plate	365.00	1,128.00
Total 4900 Other Income	40,754.56	1,819.86
Total Income	\$125,608.76	\$73,285.05
GROSS PROFIT	\$125,608.76	\$73,285.05
Expenses		
6000 Events and Min. Teams Expenses	732.83	2,013.43
6100 Ministry Support	960.94	1,987.02
6200 Supplies & Materials	1,115.46	2,029.88
6300 Repairs and Upkeep	17,825.32	4,078.10
6400 In house services	68.77	1,324.44
6420 Communications, Data & Tech	1,833.29	3,136.99
6500 Fees, Dues, Training, Travel	2,510.78	87.76
6600 Employee Expenses	58,962.38	66,095.15
6700 Charitable Contributions	1,200.00	
6800 Contract and Consulting	1,874.99	1,892.51
6900 Banking Expenses and Fees	963.55	3,481.34
7000 Faith Development Expenses	70.78	
7100 Ministry Teams	66.52	
Total Expenses	\$88,185.61	\$86,126.62
NET OPERATING INCOME	\$37,423.15	\$ -12,841.57
NET INCOME	\$37,423.15	\$ -12,841.57

First Unitarian Universalist Church of Austin

BUDGET VS. ACTUALS: FY_2020 - FY20 P&L

January 2020

	JAN 2020				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income								
4000 Unrestricted Income					\$0.00	\$0.00	\$0.00	0.00%
4100 Contributions					\$0.00	\$0.00	\$0.00	0.00%
4110 Pledge	66,552.53	59,287.50	7,265.03	112.25 %	\$66,552.53	\$59,287.50	\$7,265.03	112.25 %
4120 Sunday Plate	3,678.12	3,416.67	261.45	107.65 %	\$3,678.12	\$3,416.67	\$261.45	107.65 %
4190 Other Gifts	6,623.55	2,333.33	4,290.22	283.87 %	\$6,623.55	\$2,333.33	\$4,290.22	283.87 %
Total 4100 Contributions	76,854.20	65,037.50	11,816.70	118.17 %	\$76,854.20	\$65,037.50	\$11,816.70	118.17 %
4200 Rental	8,000.00	10,416.67	-2,416.67	76.80 %	\$8,000.00	\$10,416.67	\$ -2,416.67	76.80 %
Total 4000 Unrestricted Income	84,854.20	75,454.17	9,400.03	112.46 %	\$84,854.20	\$75,454.17	\$9,400.03	112.46 %
4900 Other Income								
4910 Interest and Dividends	94.29	200.00	-105.71	47.15 %	\$94.29	\$200.00	\$ -105.71	47.15 %
4920 Wake Now Our Vision	40,000.00	3,333.33	36,666.67	1,200.00 %	\$40,000.00	\$3,333.33	\$36,666.67	1,200.00 %
4930 Paradox Players	264.30	956.25	-691.95	27.64 %	\$264.30	\$956.25	\$ -691.95	27.64 %
4940 Special fundraiser - Auction	30.97		30.97		\$30.97	\$0.00	\$30.97	0.00%
4950 Recurring Event		979.17	-979.17		\$0.00	\$979.17	\$ -979.17	0.00%
4960 Special Plate	365.00	1,301.83	-936.83	28.04 %	\$365.00	\$1,301.83	\$ -936.83	28.04 %
4970 Hogwarts/Camp UU		583.33	-583.33		\$0.00	\$583.33	\$ -583.33	0.00%
4980 Income from Committees					\$0.00	\$0.00	\$0.00	0.00%
4982 Forum		166.67	-166.67		\$0.00	\$166.67	\$ -166.67	0.00%
Total 4980 Income from Committees		166.67	-166.67		\$0.00	\$166.67	\$ -166.67	0.00%
Total 4900 Other Income	40,754.56	7,520.58	33,233.98	541.91 %	\$40,754.56	\$7,520.58	\$33,233.98	541.91 %
Total Income	\$125,608.76	\$82,974.75	\$42,634.01	151.38 %	\$125,608.76	\$82,974.75	\$42,634.01	151.38 %
GROSS PROFIT	\$125,608.76	\$82,974.75	\$42,634.01	151.38 %	\$125,608.76	\$82,974.75	\$42,634.01	151.38 %
Expenses								
6000 Events and Min. Teams Expenses	732.83	1,908.34	-1,175.51	38.40 %	\$732.83	\$1,908.34	\$ -1,175.51	38.40 %
6100 Ministry Support	960.94	1,125.00	-164.06	85.42 %	\$960.94	\$1,125.00	\$ -164.06	85.42 %
6200 Supplies & Materials	1,115.46	1,825.00	-709.54	61.12 %	\$1,115.46	\$1,825.00	\$ -709.54	61.12 %
6300 Repairs and Upkeep	17,825.32	5,820.41	12,004.91	306.26 %	\$17,825.32	\$5,820.41	\$12,004.91	306.26 %
6400 In house services	68.77	958.33	-889.56	7.18 %	\$68.77	\$958.33	\$ -889.56	7.18 %
6420 Communications, Data & Tech	1,833.29	2,176.66	-343.37	84.22 %	\$1,833.29	\$2,176.66	\$ -343.37	84.22 %
6500 Fees, Dues, Training, Travel	2,510.78	2,408.42	102.36	104.25 %	\$2,510.78	\$2,408.42	\$102.36	104.25 %
6600 Employee Expenses	58,962.38	58,268.39	693.99	101.19 %	\$58,962.38	\$58,268.39	\$693.99	101.19 %
6700 Charitable Contributions	1,200.00	3,132.00	-1,932.00	38.31 %	\$1,200.00	\$3,132.00	\$ -1,932.00	38.31 %
6800 Contract and Consulting	1,874.99	2,416.67	-541.68	77.59 %	\$1,874.99	\$2,416.67	\$ -541.68	77.59 %
6900 Banking Expenses and Fees	963.55	1,100.00	-136.45	87.60 %	\$963.55	\$1,100.00	\$ -136.45	87.60 %
7000 Faith Development Expenses	70.78	461.00	-390.22	15.35 %	\$70.78	\$461.00	\$ -390.22	15.35 %
7100 Ministry Teams	66.52	3,272.24	-3,205.72	2.03 %	\$66.52	\$3,272.24	\$ -3,205.72	2.03 %
Total Expenses	\$88,185.61	\$84,872.46	\$3,313.15	103.90 %	\$88,185.61	\$84,872.46	\$3,313.15	103.90 %
NET OPERATING INCOME	\$37,423.15	\$ -1,897.71	\$39,320.86	-1,972.02 %	\$37,423.15	\$ -1,897.71	\$39,320.86	-1,972.02 %
Other Income								
9980 Tfr. Mixed invest to Operations		1,916.67	-1,916.67		\$0.00	\$1,916.67	\$ -1,916.67	0.00%
Total Other Income	\$0.00	\$1,916.67	\$ -1,916.67	0.00%	\$0.00	\$1,916.67	\$ -1,916.67	0.00%
NET OTHER INCOME	\$0.00	\$1,916.67	\$ -1,916.67	0.00 %	\$0.00	\$1,916.67	\$ -1,916.67	0.00 %
NET INCOME	\$37,423.15	\$18.96	\$37,404.19	197,379.48 %	\$37,423.15	\$18.96	\$37,404.19	197,379.48 %

Monthly Program Development Report

First Unitarian Universalist Church of Austin

February 2020

February was another challenging month with our congregational administrator continuing to have to be out. I am pleased to report that both Shannon and the baby are doing very well.

White Allies/Anti-Racism Work

- We continued providing Racism Unlearning Circles in February and the allies and POC continued their common read.

Interfaith and Wider UU Work

- I continued mentoring a UU Minister in preliminary fellowship.
- I continued mentoring a Meadville Lombard seminary student.

Finances & Data

- Please see the separate financial reports packet for January 2020

Stewardship

- Stewardship already got started with some planning for the next canvass.

Facility & Hardware

- We had a major sewer line collapse or obstruction occur in the rest rooms in the administrative/RE wing. We are having to bring in a specialized company out of San Antonio to repair them.
- We raised the funds to install new lighting for the dais in the sanctuary. Work will begin soon for this.

Staff

- Caden Campbell, our new office assistant Caden is going to also be assisting with some administrative items in religious education about 3 to 5 additional hours per week so that Kelly can try to reduce her hours. This should be budget neutral.

Membership

- Joined:
 Bryan, Kyle
 Bryan, Melissa
 Clay, Christine
 DeLao, Aaron
 Garcia, David
 Gorski, Maggie

Grogan, Shirley
Hahn, Molly
Hendricks, Robert
Hendricks, Victoria
Hopson, Franklin Lee (Frank)
Isaacs, Jeremiah
Isaacs, Mei Ling
Issacs, Jeremiah
Issacs, Mei Ling
Jenkins, Jam
Kresha, Matthew
Maruniak, Joelle
Mixon, Carolyn
Mixon, Edward L.
Morris, Charmecia
Nease, Steve
Phillips, Doug
Phillips, Winona
Shafer, Chrysteen
Talaber, Amy
Talaber, Daniel

All joined on 02/29/2020

No deactivations

Resolution to amend the bylaws to establish positions of public record DRAFT

First Unitarian Universalist Church of Austin

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Updated last: March 11, 2020

WHEREAS religious institutions, congregations and faith communities have unique organizational power and moral authority to lead for positive social change; and

WHEREAS we do not currently have a process by which we, as a congregation, adopt a public position of record on a matter of social, moral or ethical concern; and

WHEREAS as such, in our congregation our Minister cannot speak publicly on behalf of the congregation on such a matter; nor can members of the congregation say or know for sure that the congregation supports them in their own personal efforts for social justice, ecological justice or other social and ethical matters; and

WHEREAS matters of social and ethical concern arise in connection to all seven of our Unitarian Universalist principles, especially our 6th principle, "The goal of world community with peace, liberty, and justice for all" and our 7th, "Respect for the interdependent web of all existence of which we are a part"; and

WHEREAS our 5th Unitarian Universalist principle guides us to use the democratic process in our congregation

BE IT RESOLVED the following amendments are made to the First UU Church of Austin Bylaws:

1. ARTICLE V: AUTHORITY, Section 1 be amended to include the following language:

F. Adopt a position of public record

with necessary minor changes for grammatical form.

2. ARTICLE VI: BOARD OF TRUSTEES, Section 6, the sentence

All actions of the Board of Trustees shall be by majority vote of those present.

be revised to state:

All actions of the Board of Trustees shall be by majority vote of those present, except when adopting a position of record on behalf of the congregation via a time-sensitive Board resolution, which requires a unanimous vote of those present, as outlined in ARTICLE XVI.

3. The addition of the following text, following other articles:

ARTICLE XVI: POSITIONS OF PUBLIC RECORD

A. A position of public record is a public statement adopted by the congregation of First UU Austin, which states a position of the church on an issue of moral or social concern.

B. A resolution proposing a position of public record may be adopted by the congregation through these means:

1. A resolution is initiated by the Board Trustees by a majority vote; or by a member of the congregation or a group of members. If not initiated by the Board, the resolution must be supported by signature by 10% or more of the congregation and be recognized by the Board of Trustees that the proposed position of record:
 - i. meets the definition of a position of public record in (A),
 - ii. advances the mission and ends of the church, and
 - iii. does not risk the church's legal status as a non-partisan religious institution.

Once initiated, a resolution proposing a position of public record must be presented to the congregation in the form of an open, public and accessible congregational forum at least a week before the congregational voting meeting at which the resolution is considered. A resolution proposing a position of public record may be adopted by the congregation by a 2/3 vote at a congregational meeting (either regularly scheduled, or a special meeting).

2. In circumstances where the position of public record concerns a time sensitive issue, such that the time necessary for congregational discussion and adoption would impede the church and ministry from supporting the position, and the Board of Trustees determines by unanimous consent the congregation would support the position, the Board may adopt a position of public record by a vote, requiring unanimous approval.

C. Once adopted, a position of public record will be posted publicly by the church in appropriate places, as determined by the Executive. When speaking or acting on positions of public record, the ministry may confirm they are doing so on behalf of and as representatives of the church.