

MEETING AGENDA - FUUCA Board of Trustees

Meeting

Meeting Date	Tuesday, April 21, 2020
Start Time	6:30 PM
End Time	8:30 PM (EST)
Location	FUUCA
Purpose	Regular scheduled meeting

RSVP

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

Meeting documents

- 2.2 Treatment of Staff rev 04-14-2020.pdf Pages 9-11
- Minutes-2020-03-17-v1.pdf 3-7
- Financial Reports 02-2020.pdf 12-20
- Program Development Report March 2020.pdf 21-22
- End 1.4.1 Monitoring Report.pdf 7-8

Agenda

1. Coming Back into Covenant

1.1. Chalice Lighting and Opening Words Elias Ponvert / 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 / 2 min.

Timekeeper: Nesan

Process Evaluator: Leo

1.4. Approve Agenda and Consent Agenda Tomas Medina / 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 Meg Meg Barnhouse / 10 min.

2.4. Finances in the time of 'rona Meg Barnhouse / 10 min.

3. Monitoring our Progress

3.1. Policy Committee / 10 min.

3.2. Monitoring Committee / 10 min.

3.3. Linkage Committee / 10 min.

4. Learning & Creating the Future

4.1. Mistakes and Miracles Sarah Matt / 20 min.

Chapter 6

5. Adjourn

5.1. Action Items Tomas Medina / 5 min.

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

- Readings
 - Timekeeper
 - Process Evaluator
 - Snacks
-

5.2. Process Evaluation Leo Collas / 2 min.

5.3. Extinguishing the Chalice and Closing Words Elias Ponvert / 2 min.

MEETING MINUTES - FUUCA Board of Trustees

Meeting

Date	Tuesday, March 17, 2020
Started	6:30 PM
Ended	8:30 PM (EST)
Location	TBD
Purpose	Regular scheduled meeting
Chaired by	Tomas Medina
Recorder	Kelly Raley

Attendance

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

Meeting documents

- 2.5 Continuous Operations rev 03-2020.pdf
- Program Development Report Feb 2020.pdf
- Jan2020Financialreportspdf.pdf
- 2.3 Financial Planning rev 03-2020.pdf
- Resolution to amend the bylaws to establish positions of public record DRAFT-1.pdf
- Minutes-2020-02-18-v1.pdf

Minutes

1. Coming Back into Covenant

1.1. Chalice Lighting and Opening Words

Chris opened the meeting by reading inspiring words.

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 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.

Tomas read the board covenant.

Status: Completed

1.3. Confirm Timekeeper and Process Evaluator

Timekeeper: Neesan

Process Evaluator: Tomas

Neesan was time keeper and Tomas process evaluator.

Status: Completed

1.4. Approve Agenda and Consent Agenda

Tomas amended the agenda to add appointing people to the nominating committee as item 2.3.b

Status: Completed

2. Connecting with our Moral Ownership

2.1. Visitor's Forum

We had no official visitors, but children, dogs, and cats dropped by.

Status: Completed

2.2. Recognition of Church Volunteers and Staff

We discussed writing a note to thank the staff for managing through our difficult situation.

Status: Completed

2.3. Moment with Chris

This was actually a moment with Meg followed by a moment with Chris. Meg is working to set up virtual meeting spaces on Zoom so that many of the ongoing activities of the church can continue and, perhaps some new activities such as a Wednesday evening readings group will emerge.

Action item: Meg encouraged us to reach out to the church members we know to check in with them and make sure people feel supported during the current crisis.

Chris reminded us of a budget surplus last year and the potential implications for the financial reports this year. In short, some people paid their pledges early and so while it might look like expenses are exceeding income, that's an artifact of the timing of the payment of pledges.

2.3.b The nominating committee has identified Toni Wegner as our next president elect. The board will also have three new members: Rob, Kristen, and David. (Sorry I wasn't able to get everyone's last name). Philip Hewett will be on the nominating committee, along with Valerie Stern and Tomas Medina.

Status: Completed

3. Monitoring our Progress

3.1. Security and coronavirus plans

Tomas had a question about the church's plans on how to handle a disruptive person. Meg and Chris discussed the plan. It isn't currently an issue as we aren't having in-person meetings.

Status: Completed

3.2. Policy Committee

The policy committee has a proposed amendment to the bylaws. The board moved to forward the proposed amendment to the congregation. After a good discussion the board voted unanimously (by raising thumbs).

Here someone noted that the precongregational meeting will be virtual, most likely through Zoom.

Action item: The policy committee will prepare materials to explain the rationale and functioning of the change in by laws.

We also discussed whether we want or need to change policy documents (2.8.9). Generally no one saw that it was necessary. Current language is as we would like it to be.

Status: Completed

3.3. Monitoring Committee

The monitoring committee drafted an executive summary of the results from the congregational survey (see meeting documents).

Action item: board members should look at the document and offer feedback no later than 3/24. The goal is to distribute the summary via multiple communication channels and to have it available at for the congregational meeting.

Someone suggested that the board include more the basic descriptive information, that is specific means and distributions on responses to individual questions. Sadie has prepared much of this information already and it could be added as an appendix to the executive summary.

Status: Completed

3.4. Linkage Committee

Tomas gave a report on group discussions about responses to the 8th principal. One interesting question that came up in this discussion is "Why do we keep talking about racism?" Tomas proposes that we have a service where there is a panel discussion about this issue.

Status: Completed

3.5. Governance Committee

This item was removed from the agenda.

Status: Completed

4. Adjourn

4.1. Action Items

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

- Readings
- Timekeeper
- Process Evaluator
- Snacks

Tomas will send a note of appreciation to the staff.

All board members will read the executive summary about the survey and give comments to Leo, Matt, Sadie, and Kelly by 3/24.

Monitoring committee will revise their report to add more basic statistical information, most likely with graphics. They will also revise in response to your comments.

The policy committee will prepare materials about the change in the bylaws to be distributed through the bulletin and be available for the (pre) congregational meeting.

Elias will send a card to the Brownsville church that was vandalized on behalf of the board.

At our next meeting Elias will bring readings; Nesan will be time keeper; Leo will be process evaluator.

Status: Completed

4.2. Process Evaluation

Tomas determined that we did well, despite the fact that we were unable to meet in person.

Status: Completed

4.3. Extinguishing the Chalice and Closing Words

Chris brought the meeting to an end with a few words about change, while Tomas extinguished the chalice.

Status: Completed

We live our Unitarian Universalist faith and values, teach them to our children, and act on them in the world.

By this we mean that we attend to Right Relationship within our congregation and in our larger community. The values of this congregation are:

Transcendence – To connect with wonder and awe of the unity of life

Community – To connect with joy, sorrow, and service with those whose lives we touch

Compassion – To treat ourselves and others with love

Courage – To live lives of honesty, vulnerability, and beauty

Transformation – To pursue the growth that changes our lives and heals our world

In sermons, music, faith development, justice work and fellowship, we will speak about the oneness of all things and create moments where that unity might be experienced and savored. We will grow in depth of spirit so that we may be good companions and allies to those who are in joyful times or in sorrow. Service is the law of this community, and service is what love looks like in action. In sermons, music, faith development, justice work and fellowship, we will encourage one another to treat ourselves and those whose lives we touch with love, and to have the courage to live with as much honesty, vulnerability and beauty as we can. Through sermons, music, faith development, justice work and fellowship, we will inspire and nourish one another as we grow and change. Beginning in our homes, our hearts, and on the streets of our town, we will invite healing change, and in this way as well as in others, we will help make the world more whole.

Our children, youth and adults will learn about Unitarian and Universalist beliefs, history, and about women and men of our faith whose lives can teach and inspire us. We will pay particular attention to lifting up men and women of color in our history.

Measures: Social action projects, protests, accompaniments, support of our guest in Sanctuary, faith development classes and get-togethers. We will have a Covenant of Healthy Relations and encourage people to live it at church functions and in their homes. Our Faith Development curricula will reflect this end.

Monitoring Report:

We report progress.

We have added a “**moment for Beloved Community**” to our order of service. In this moment, we give a bit of information, history, reflection or art that will invite the congregation to understand more about White Supremacy Culture. Lifting the veil of ignorance for our folks who identify as white is part of living our faith and showing those among us who are people of color that, in this congregation, the truth of our culture will not be willfully glossed over or ignored.

The Change Team continues to be charged with noticing where injustice is manifest in our congregation and with bringing that to the ministers’ attention.

A broader variety of **children's books** has been added to our RE library featuring people of color, and not just in books about injustice and history, but in books about everyday life.

We have continued to have a "**Faith Connections**" letter that comes out on Mondays from the RE department. Bear, our "RE chaplain" provides the content for this letter, drawing from our UU "Soul Matters" curriculum and from his own poetry and reflection. Sections usually include an activity or good question for families with young children, a section for Youth, and a section for adults. The purpose of this letter is to continue Faith Development within the families (defined broadly) in our congregation, so values are lifted up, questions are asked, and our people are encouraged.

Sanctuary work continues, both with supporting our guest as he endures his third year in sanctuary, in supporting others who are in sanctuary, and in supporting and accompanying asylum seekers who are not yet having to be in sanctuary as they go to their government appointments.

RE classes continue, including activities, play, lessons, questions, fellowship, music, and play. On the first Sundays, families gather to have lunch together by the playground so the parents can get to know one another, and the children can just hang out in unstructured time. As Sr. Minister, I try to go to these lunches to get to know the children and their parents.

Healthy Relations Team continues to write a column for the Friday electronic newsletter about once a month, and stands ready to step in when there are conflicts between or among congregants.

Music continues to be an enormous part of First UU culture and worship. The RE classes begin and end (often) with song. Brent Baldwin continues to broaden the musical offerings to include music from many cultures, when we have access to folks who can present that music in an authentic way, avoiding misappropriation.

Pandemic This report is being written during the pandemic shutdown of 2020. We are working hard to continue connection with one another. RE classes happen on the Zoom platform, thanks to Kelly Stokes and our talented RE team of teachers. The Youth and Middle Schoolers also meet by Zoom with their advisors. Worship is recorded and played on Sunday morning on the church Facebook page. During the week there are times every day where members can gather on Zoom to be with the ministers, to have coffee with Kami, to learn about gardening with Shannon, and the Young Adults have a Happy Hour hangout on Friday evenings.

Executive Limitation 2.2: Treatment of Staff

April 14, 2020

With respect to the treatment of paid staff, the Senior Minister shall not cause or allow conditions or practices that are unsafe, unclear, disrespectful or unprofessional.

Accordingly, the Senior Minister shall not:

- 2.2.1. Operate without written personnel policies that provide for effective handling of employee evaluation and grievances, and protect against wrongful conditions such as harassment and preferential treatment.

Interpretation:
We will have a personnel policy manual. It will include policies such as those described in 2.2.1, in addition to others as appropriate.

Note: the manual, as a whole and by its nature, will address preferential treatment as it makes clear the set of policies that apply to staff. However, it may not address it specifically.

Measures:
Documentation of the personnel policy manual (providing a copy to the board), and that it includes the policies described in 2.2.1.

Rationale for the Measures:
Documentation provides direct evidence of the existence of procedures.

Evidence of Compliance – The Data
We report compliance.

The personnel manual is available on the church server, by email request and in hardcopy at the church offices.

- 2.2.2. Fail to make available to staff a written copy of the personnel policies.

Interpretation:
We will distribute the personnel policy manual to staff.

Measures:

1. Reporting, in this limitations report or otherwise, by the executive.
2. The regular audit as performed by the board of trustees (e.g., review of the receipt acknowledgement forms by staff or direct interviews of staff).

Rationale for the Measures:

The executive will report compliance or non-compliance. We will document receipt and distribution of the manual, which the board or its appointee may review at any time. The board may also interview staff directly to confirm compliance. These measures should make it possible to confirm compliance beyond any reasonable doubt.

Evidence of Compliance – The Data

We report compliance.

It continues to be our practice to give the manual to all new hires and to document that they have received it and read it. Additionally, the manual and other church policies are available to all staff in a shared folder on our server.

2.2.3. Prevent staff from approaching the Board when internal grievance procedures have been exhausted and the employee alleges either that:

- a. Board policy has been violated to the employee's detriment, or
- b. Board policy does not adequately protect the employee's rights.

Interpretation:

Staff have the right to notify the board of trustees regarding matters of board policy when it has a negative impact on them plus they have exhausted internal grievance procedures.

Measures:

1. Reporting, in this limitations report or otherwise, by the executive.
2. Direct interviews of staff by audit team or other board appointees.
3. The absence of reports to the contrary.

Rationale for the Measures:

1. The executive's regular report of compliance or non-compliance gives an important safeguard. An executive with a pattern of inaccurately reporting compliance would lose credibility (and eventually her job).
2. An interview of staff would likely reveal any failure to comply.
3. In many if not most cases, an aggrieved employee would seek redress of an extreme grievance by appealing it to the board. Thus, the absence of reports to the contrary provides an additional measure.

Evidence of Compliance – The Data

We report compliance.

No employee has been prevented from speaking to the board in the case of a grievance where their first avenues of redress have failed. We have also created a complaint/conflict procedure and made it available to staff on our server and church members on the church website, along with related policies, such as the Disruptive Behaviors policy and Serious Breach of Covenant Policy.

2.2.4 Discriminate among existing or potential staff/volunteers on a basis other than clearly job-related criteria, individual performance, or individual qualifications.

Interpretation:

With both current and prospective staff, I will only use professional, legal criteria to evaluate their fitness for employment, continued employment, promotions, demotions, assignment of responsibilities, performance raises, and the like.

Measures:

1. Reporting, in this limitations report or otherwise, by the executive.
2. Direct interviews of staff by audit team or other board appointees.
3. The review of written personnel evaluations and similar documentation.
4. The absence of reports to the contrary.

Rationale for the Measures:

1. The executive's regular report of compliance or non-compliance gives an important safeguard. An executive with a pattern of inaccurately reporting compliance would lose credibility (and eventually her job).
2. An interview of staff would likely reveal any failure to comply.
3. As a general rule, documentation in an employee's file will provide justification for special privileges and disciplinary action.
4. In many cases an aggrieved employee or potential employee would seek redress against discrimination by appealing it to the board. Thus, the absence of reports to the contrary provide an additional measure.

Evidence of Compliance – The Data

We report compliance.

We do not discriminate among existing or potential staff or volunteers.

For hiring and for evaluation, we use clearly job-related criteria, individual performance, and qualifications. When we give staff evaluations or have important talks with them, those are documented.

[Last updated on April 14, 2020

Financial Reports, February 2020

The church had net revenue over expenses of just over \$15,000 in February and over \$52,000 year to date. This is likely due to folks paying early on their pledges, larger than expected other gifts and the receipt of another payment of our Wake Now Our Vision funds.

First Unitarian Universalist Church of Austin

BALANCE SHEET As of February 29, 2020

	DEC 2019	JAN 2020	FEB 2020
ASSETS			
Current Assets			
Bank Accounts			
1000 Cash & Investments			
1100 Bank	0.00	0.00	0.00
1110 8009-THCU Checking	332,088.47	341,983.53	308,457.46
1120 THCU Savings	384.65	384.65	384.65
1130 THCU Money Market	0.00	0.00	0.00
1140 THCU CDs	0.00	0.00	0.00
1150 UFCU Savings	5.00	5.00	5.00
1160 RBank Debt Service 676	56,772.01	56,779.24	56,785.77
1170 RBank Construction 668	151,721.86	189,705.59	235,032.89
Total 1100 Bank	540,971.99	588,858.01	600,665.77
1300 Annuity 2014 **No Activity**	0.00	0.00	0.00
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	541,171.99	589,058.01	600,865.77
1072 Bill.com Money Out Clearing	-457.94	-17.05	-243.05
1250 UU Common Endowment Accounts			
1251 UUCEF Permanent Endowment Acct.	251,215.28	249,485.90	238,558.82
1252 UUCEF Mixed Investment Account	455,074.96	347,257.84	353,138.89
1253 UUCEF Murr Music Account	70,840.38	70,352.71	67,271.38
1254 UUCEF Education	224,711.49	422,935.90	404,411.99
Total 1250 UU Common Endowment Accounts	1,001,842.11	1,090,032.35	1,063,381.08
Ask	0.00	0.00	0.00
Ask Payroll	0.00	0.00	0.00
Total Bank Accounts	\$1,542,556.16	\$1,679,073.31	\$1,664,003.80
Accounts Receivable			
11000 Accounts Receivable	0.00	0.00	0.00
Total Accounts Receivable	\$0.00	\$0.00	\$0.00

First Unitarian Universalist Church of Austin

BALANCE SHEET As of February 29, 2020

	DEC 2019	JAN 2020	FEB 2020
Other Current Assets			
12000 Undeposited Funds	0.00	0.00	0.00
12200 Temp. Holding for UUACE Funds	0.00	0.00	0.00
12300 Deferred prior year donations	0.00	0.00	0.00
12400 Payment Reconciliation	20,447.82	19,258.22	33,222.22
12410 Cash/Checks	0.00	0.00	0.00
12420 VANCO - CC/Merchants	0.00	0.00	0.00
12430 VANCO - ACH	0.00	0.00	0.00
12440 Modern	0.00	0.00	0.00
Total 12400 Payment Reconciliation	20,447.82	19,258.22	33,222.22
2120 Payroll Asset	0.00	0.00	0.00
Prepaid Expenses	0.00	0.00	0.00
Total Other Current Assets	\$20,447.82	\$19,258.22	\$33,222.22
Total Current Assets	\$1,563,003.98	\$1,698,331.53	\$1,697,226.02
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	\$6,136,203.51	\$6,271,531.06	\$6,270,425.55
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	19,123.86	7,656.34	-4,597.55
Total Accounts Payable	\$19,123.86	\$7,656.34	\$ -4,597.55
Credit Cards			
...3115 M. Barnhouse	0.00	0.00	0.00
...3123 K. Cornell	0.00	0.00	0.00
...5136 S. Posern	0.00	0.00	0.00
2010 ...3081 C. Jimmerson	3,953.18	3,654.37	5,574.00
Total Credit Cards	\$3,953.18	\$3,654.37	\$5,574.00

First Unitarian Universalist Church of Austin

BALANCE SHEET As of February 29, 2020

	DEC 2019	JAN 2020	FEB 2020
Other Current Liabilities			
2000 Liabilities	0.00	0.00	0.00
2110 Direct Deposit Liabilities	15,261.39	0.00	0.00
2200 Security Deposits	0.00	0.00	0.00
2400 Payroll Liabilities	2,917.55	0.00	0.00
2401 Fed W/H	0.00	0.00	0.00
2402 Social Security	0.00	0.00	0.00
2403 Medicare	0.00	0.00	0.00
2404 403(b) Pension	0.00	0.00	0.00
2405 Health Care Payable	0.00	0.00	0.00
2406 Dental Payable	0.00	0.00	0.00
2499 End of Year Payroll Liability	0.00	0.00	0.00
Total 2400 Payroll Liabilities	2,917.55	0.00	0.00
2500 Sales Tax Payable	0.00	0.00	0.00
Total 2000 Liabilities	18,178.94	0.00	0.00
2415 Accrued payroll	4,128.27	10,653.30	10,754.86
Sales Tax Agency Payable	0.00	0.00	0.00
Total Other Current Liabilities	\$22,307.21	\$10,653.30	\$10,754.86
Total Current Liabilities	\$45,384.25	\$21,964.01	\$11,731.31
Long-Term Liabilities			
2600 RBank Loan 400470000	1,226,509.34	1,217,015.57	1,207,601.73
Total Long-Term Liabilities	\$1,226,509.34	\$1,217,015.57	\$1,207,601.73
Total Liabilities	\$1,271,893.59	\$1,238,979.58	\$1,219,333.04
Equity			
3000 Opening Balance Equity	0.00	0.00	0.00
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	534,839.47	623,029.71	596,378.44
3260 Murr Music Fund	94,528.72	98,782.63	98,782.63
3280 Education Fund	212,471.33	212,471.33	212,471.33
Total 3200 Cong. Restricted Funds	1,080,590.49	1,173,034.64	1,146,383.37

First Unitarian Universalist Church of Austin

BALANCE SHEET As of February 29, 2020

	DEC 2019	JAN 2020	FEB 2020
3400 Temporarily Restricted Funds	-7,943.65	-7,943.65	-7,943.65
3405 Long Range Fund	0.00	0.00	0.00
3410 Capital Campaign Fund	-1,001,663.06	-966,611.95	-935,045.81
3415 Paradox Players 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	600.00	600.00	1,000.00
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
3431 AntiracismMulticulturalism Fund	0.00	0.00	0.00
3432 Education and Benevolence Fund	0.00	0.00	0.00
Total 3420 Religious Education Fund	13,542.19	13,542.19	13,942.19
3440 Caring Fund	5,569.48	5,569.48	4,969.48
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	1,261.71
3470 Facility Fund	0.00	0.00	0.00
3472 Emergency & Maintenance Fund	0.00	0.00	0.00
Total 3470 Facility Fund	0.00	0.00	0.00
3480 Flowers Fund	100.00	100.00	200.00
3560 WNOV Fund		3,423.15	3,423.15
3570 Living Our Mission Fund	128,672.80	128,672.80	128,672.80
3575 DoMCo Fund-Dir of Mbrship/Comm	0.00	0.00	0.00
3580 Justice Fund	19,808.68	19,708.68	18,271.39
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	200.00	200.00	200.00
Total 3400 Temporarily Restricted Funds	-824,115.72	-785,741.46	-755,670.61
Total 3100 Restricted Funds	256,474.77	387,293.18	390,712.76
3900 Unrestricted Net Assets	-24,231.65	35,510.15	35,510.15
Net Income	59,741.80	37,423.15	52,544.60
Total Equity	\$4,864,309.92	\$5,032,551.48	\$5,051,092.51
TOTAL LIABILITIES AND EQUITY	\$6,136,203.51	\$6,271,531.06	\$6,270,425.55

First Unitarian Universalist Church of Austin

17

PROFIT AND LOSS

February 2020

	TOTAL
Income	
4000 Unrestricted Income	
4100 Contributions	
4110 Pledge	73,089.06
4120 Sunday Plate	1,966.61
4190 Other Gifts	3,097.86
Total 4100 Contributions	78,153.53
4200 Rental	11,146.34
Total 4000 Unrestricted Income	89,299.87
4900 Other Income	
4910 Interest and Dividends	110.38
4930 Paradox Players	457.80
4960 Special Plate	854.76
Total 4900 Other Income	1,422.94
Total Income	\$90,722.81
GROSS PROFIT	\$90,722.81
Expenses	
6000 Events and Min. Teams Expenses	1,983.77
6100 Ministry Support	1,319.80
6200 Supplies & Materials	1,364.82
6300 Repairs and Upkeep	8,330.56
6400 In house services	2,105.78
6420 Communications, Data & Tech	2,517.21
6500 Fees, Dues, Training, Travel	1,439.77
6600 Employee Expenses	53,102.30
6700 Charitable Contributions	200.00
6800 Contract and Consulting	2,124.99
6900 Banking Expenses and Fees	649.83
7000 Faith Development Expenses	30.05
7100 Ministry Teams	432.48
Total Expenses	\$75,601.36
NET OPERATING INCOME	\$15,121.45
NET INCOME	\$15,121.45

First Unitarian Universalist Church of Austin

18

PROFIT AND LOSS COMPARISON

January - February, 2020

	TOTAL	
	JAN - FEB, 2020	JAN - FEB, 2019 (PY)
Income		
4000 Unrestricted Income		
4100 Contributions		
4110 Pledge	139,641.59	128,835.81
4120 Sunday Plate	5,644.73	5,047.18
4190 Other Gifts	9,721.41	3,365.00
Total 4100 Contributions	155,007.73	137,247.99
4200 Rental	19,146.34	4,269.61
Total 4000 Unrestricted Income	174,154.07	141,517.60
4900 Other Income		
4910 Interest and Dividends	204.67	124.07
4920 Wake Now Our Vision	40,000.00	
4930 Paradox Players	722.10	640.00
4940 Special fundraiser - Auction	30.97	0.00
4960 Special Plate	1,219.76	1,444.00
4970 Hogwarts/Camp UU		2,300.00
4980 Income from Committees		
4982 Forum		11.00
4986 Other		50.00
Total 4980 Income from Committees		61.00
Total 4900 Other Income	42,177.50	4,569.07
Total Income	\$216,331.57	\$146,086.67
GROSS PROFIT	\$216,331.57	\$146,086.67
Expenses		
6000 Events and Min. Teams Expenses	2,716.60	3,507.04
6100 Ministry Support	2,280.74	3,042.02
6200 Supplies & Materials	2,480.28	3,001.22
6300 Repairs and Upkeep	26,155.88	8,819.61
6400 In house services	2,174.55	2,457.19
6420 Communications, Data & Tech	4,350.50	4,931.24
6500 Fees, Dues, Training, Travel	3,950.55	301.33
6600 Employee Expenses	112,064.68	120,419.63
6700 Charitable Contributions	1,400.00	
6800 Contract and Consulting	3,999.98	3,907.51
6900 Banking Expenses and Fees	1,613.38	7,819.05
7000 Faith Development Expenses	100.83	
7100 Ministry Teams	499.00	293.27
Total Expenses	\$163,786.97	\$158,499.11
NET OPERATING INCOME	\$52,544.60	\$ -12,412.44
NET INCOME	\$52,544.60	\$ -12,412.44

First Unitarian Universalist Church of Austin

19

BUDGET VS. ACTUALS: FY_2020 - FY20 P&L

January - February, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Unrestricted Income				
4100 Contributions				
4110 Pledge	139,641.59	118,575.00	21,066.59	117.77 %
4120 Sunday Plate	5,644.73	6,833.34	-1,188.61	82.61 %
4190 Other Gifts	9,721.41	4,666.66	5,054.75	208.32 %
Total 4100 Contributions	155,007.73	130,075.00	24,932.73	119.17 %
4200 Rental	19,146.34	20,833.34	-1,687.00	91.90 %
Total 4000 Unrestricted Income	174,154.07	150,908.34	23,245.73	115.40 %
4900 Other Income				
4910 Interest and Dividends	204.67	400.00	-195.33	51.17 %
4920 Wake Now Our Vision	40,000.00	6,666.66	33,333.34	600.00 %
4930 Paradox Players	722.10	1,912.50	-1,190.40	37.76 %
4940 Special fundraiser - Auction	30.97		30.97	
4950 Recurring Event		1,958.34	-1,958.34	
4960 Special Plate	1,219.76	2,603.66	-1,383.90	46.85 %
4970 Hogwarts/Camp UU		1,166.66	-1,166.66	
4980 Income from Committees				
4982 Forum		333.34	-333.34	
Total 4980 Income from Committees		333.34	-333.34	
Total 4900 Other Income	42,177.50	15,041.16	27,136.34	280.41 %
Total Income	\$216,331.57	\$165,949.50	\$50,382.07	130.36 %
GROSS PROFIT	\$216,331.57	\$165,949.50	\$50,382.07	130.36 %
Expenses				
6000 Events and Min. Teams Expenses	2,716.60	3,816.68	-1,100.08	71.18 %
6100 Ministry Support	2,280.74	2,250.00	30.74	101.37 %
6200 Supplies & Materials	2,480.28	3,650.00	-1,169.72	67.95 %
6300 Repairs and Upkeep	26,155.88	11,640.82	14,515.06	224.69 %
6400 In house services	2,174.55	1,916.66	257.89	113.46 %
6420 Communications, Data & Tech	4,350.50	4,353.32	-2.82	99.94 %
6500 Fees, Dues, Training, Travel	3,950.55	4,816.84	-866.29	82.02 %
6600 Employee Expenses	112,064.68	116,536.78	-4,472.10	96.16 %
6700 Charitable Contributions	1,400.00	6,264.00	-4,864.00	22.35 %
6800 Contract and Consulting	3,999.98	4,833.34	-833.36	82.76 %
6900 Banking Expenses and Fees	1,613.38	2,200.00	-586.62	73.34 %
7000 Faith Development Expenses	100.83	922.00	-821.17	10.94 %
7100 Ministry Teams	499.00	6,544.48	-6,045.48	7.62 %
Total Expenses	\$163,786.97	\$169,744.92	\$ -5,957.95	96.49 %
NET OPERATING INCOME	\$52,544.60	\$ -3,795.42	\$56,340.02	-1,384.42 %
Other Income				
9980 Tfr. Mixed invest to Operations		3,833.34	-3,833.34	

	TOTAL			20
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Other Income	\$0.00	\$3,833.34	\$ -3,833.34	0.00%
NET OTHER INCOME	\$0.00	\$3,833.34	\$ -3,833.34	0.00 %
NET INCOME	\$52,544.60	\$37.92	\$52,506.68	138,566.98 %

Monthly Program Development Report
First Unitarian Universalist Church of Austin
March 2020

I am doing this in a more narrative than bullet point format due to our current situation, though I will use headings to (hopefully) help with clarity.

Worship Services

As you know, on March 15, due to city and county directives regarding Covid-19, we asked the congregation not to come to the church but instead watch the worship service over Facebook livestream.

By the following weekend, as the governmental directives became more stringent, we decided to protect our staff and volunteers who do worship services and model the need to stay home as much as possible.

At our homes, each of us made a video recording of our various parts of the worship service and then sent them to Bear. Bear “stitched” them all together and posted the service on Sunday at 10:45. The ministers and staff were present on Facebook to chat with folks in the comments.

This is how we have been doing the worship service since then.

Building Closure

We also are having staff work from home, and the church building is closed. The school that is leasing from us is doing their classes online, so we will see a reduction in rental income for the time that we have to keep the building closed.

Church Operations

I set up a robust Zoom account allowing for up to ten users who can each set up and moderate their own Zoom meetings, as well as moderate each other’s rooms so that we can continue to be together and have meetings virtually.

Caden, our office assistant is working from the church, part-time, several days each week. He is checking the mail, making deposits and scheduling our main church Zoom room. He is also scanning and sending by email to me any check requests, bills, etc., so that I can process them from home.

I am also going by the church several times each week at times when Caden is not there (to practice social distancing) just to check on building and grounds upkeep, look for any mail that Caden might not know is urgent, etc.

We are continuing to pay any part-time employees who cannot work due to this situation, such as childcare providers, for as long as we are able.

We applied for and were approved for a “Payroll Protection Program” (PPP) loan. The program was created by the CARES act passed by congress to address the economic impact of Covid-19 on small businesses to cover payroll costs for 2.5 months.

We began to hear about it in late March, received the final version of the application on the morning of April 3 and had to have it in by 5 p.m. that same day!

The language regarding the PPP loans from the Small Business Administration is “SBA will forgive loans if all employees are kept on the payroll for eight weeks and the money is used for payroll, rent, mortgage interest, or utilities”, so it may become more like a grant.

We also do not plan to use the loan unless we need to do so. Meg will talk about this during the “Moment with Meg” at the meeting, and you are welcome to ask any questions then.

Pastoral Care

As you might imagine, Meg and I are engaged in much checking in with folks and providing pastoral care during this time. We can only do so by phone, text, email, Zoom, etc.

We are doing two Zoom hangouts with the ministers each week, and a Zoom fellowship time after the service each Sunday. Kami is doing several “Coffee with Kami” sessions. Meg is doing a video blog each week. Bear is also doing a video each week, and Shannon is doing a gardening Zoom meeting.

Lay Teams and Committees

Many of our lay teams and committees continue to meet via Zoom, as do our religious education classes and activities. Our caring committee and the elder care ministry are checking on people by phone.

Finances

Please see the separate financial report.

Membership

Mick Fruthaler, Rebeccas Fruthaler and Heather Ketten joined as new members. We had no deactivations in March.

Warmly,

Chris