

## MEETING AGENDA - FUUCA Board of Trustees

### Meeting

<b>Meeting Date</b>	Tuesday, January 19, 2021
<b>Start Time</b>	6:30 PM
<b>End Time</b>	8:30 PM (CST)
<b>Location</b>	<a href="https://zoom.us/my/firstuuaustin">https://zoom.us/my/firstuuaustin</a> password = 512452
<b>Purpose</b>	Regular scheduled meeting

### RSVP

<b>Accepted:</b>	Chris Jimmerson, Toni Wegner
<b>No response:</b>	Meg Barnhouse, Leena Batra, Leo Collas, Rob Hirschfeld, Sadie Lambert, Nesan Lawrence, Elias Ponvert, Shannon Posern, Kelly Raley, Kristen Ray, Dave Riehl

### Meeting documents

### Agenda

## 1. Coming Back into Covenant

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### 1.1. Chalice Lighting and Opening Words / 2 min.

Opening words = Toni

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### 1.2. Reading of Board Covenant / 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.
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### 1.3. Confirm Timekeeper and Process Evaluator / 2 min.

Timekeeper = Sadie

Process evaluator = Kelly

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### 1.4. Approve Agenda and Consent Agenda / 2 min.

\* Minutes Pages 4-9

- Nov2020financials.pdf 10-16
- Program Development Report dec 2020.pdf 17

## 2. Connecting with our Moral Ownership

2.1. Visitor's Forum Nesan Lawrence / 10 min.

(Tentative) We welcome Susan Thomson from First UU Cares Council

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

2.3. Moment with Meg Meg Barnhouse / 10 min.

2.4. Update on congregational vote regarding positions of public record Elias Ponvert / 5 min.

2.5. Executive limitation monitoring: 2.6 Asset Protect / 10 min.

- 2.6 Asset Protection rev -2021.pdf Pages 18-27

## 3. Monitoring our Progress

3.1. Board Engagement Committee / 10 min.

3.2. Linkage Committee / 10 min.

3.3. Monitoring Committee Kelly Raley / 10 min.

Updates on:

- Survey results
- Board-Executive Relationship policy interpretations
- Congregational Survey Report - 2020.pdf Pages 28-33
- 3.0 Governance Process - Interpretations - 2020-2021.pdf Pages 34-38
- 4.0 Board-Executive Relationship - Interpretations - 2020-2021.pdf Pages 39-42

3.4. Policy Committee / 10 min.

## 4. Learning & Creating the Future

4.1. My Grandmothers Hands: Chapters 10 & 11 Leena Batra / 20 min.

## 5. Adjourn

5.1. Action Items / 5 min.

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

- Readings
- Timekeeper
- Process Evaluator



- Snacks

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5.2. Process Evaluation	/ 2 min.
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5.3. Extinguishing the Chalice and Closing Words	/ 2 min.
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## MEETING MINUTES - FUUCA Board of Trustees

### Meeting

<b>Date</b>	Tuesday, December 15, 2020
<b>Started</b>	6:30 PM
<b>Ended</b>	8:30 PM (CAST)
<b>Location</b>	First UU Zoom
<b>Purpose</b>	Regular scheduled meeting
<b>Chaired by</b>	Elias Ponvert
<b>Recorder</b>	Toni Wegner

### Attendance

<b>Present:</b>	Meg Barnhouse, Leena Batra, Leo Collas, Rob Hirschfeld, Chris Jimmerson, Sadie Lambert, Nesan Lawrence, Elias Ponvert, Kelly Raley, Kristen Ray, Dave Riehl, Toni Wegner
<b>Absent:</b>	Shannon Posern
<b>Invited guests:</b>	Kelly Stokes

### Meeting documents

### Minutes

## 1. Coming Back into Covenant

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### 1.1. Chalice Lighting and Opening Words

Nesan read the opening words, A Communion of Heart and Soul, by Bruce Southworth. Elias lit a chalice.

**Status:** Completed

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### 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.

Rob read the covenant.

**Status:** Completed

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### 1.3. Confirm Timekeeper and Process Evaluator

Elias is timekeeper and Dave is the process evaluator.

**Status:** Completed

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### 1.4. Approve Agenda and Consent Agenda

The consent agenda includes prior meeting minutes, financial reports, and interpretation of end 1.4.3.

Kelly moved to approve the agenda and consent agenda.

Nesan seconded. Approved by unanimous consent.

**Status:** Completed

- Program Development Report Nov 2020.pdf
  - OCT2020financialreports.pdf
  - Interpretation 1.4.3 2020.pdf
  - Minutes-2020-11-17-v1.pdf
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## 2. Connecting with our Moral Ownership

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### 2.1. Visitor's Forum

We welcome RE director Kelly Stokes!

Kelly Stokes joined as the visitor for the meeting to talk about RE. Nesan led the discussion on behalf of the Linkage Committee.

- How has RE been doing during the pandemic?
- Proud of what they've done. Started right away when the pandemic hit, and just finished their 40th straight Sunday class.
- They've only lost 4 previous teachers and advisors, so it has been very consistent.
- Teaching by Zoom is very different than in-person, but everyone adjusted really quickly. Teachers have been amazing.
- Started sending home care packet folders with articles and activities for parents and kids of all ages
- Lots of opportunities with no expectations
- Started a new program for parents with preschoolers; it includes online videos
- When asked about challenges/opportunities:
  - Biggest challenge was losing support staff
  - When started, they were paying staff - gave opportunities without expectations
  - Found work for other staff
  - Enrollment during summer was higher than usual, dropped off in fall;
  - The kids who come usually come every week
  - The program in the past relied on parents, but that's not true now; parents have too much on their plates now to do the co-op model; may want to rethink in the future;
- Have new ways of engaging people emerged?
- It has been great to have Zoom for youth and adults; would like to continue hybrid model for some;
- Are there ways the board can support you?
  - She likes working with Kristen on thank you notes;
  - The Board can help to counteract view that church members with kids are a group to tap for support - it's not a hidden volunteer group!

- Board could help find ways to support families with children
- Other questions?
- They mail packets to 49 families (those who requested)
- There are 20-25 attending each week
- The drive through events - one before school started, one for Halloween, one this past Sunday - were normal and fun with a great sense of community;
- Great model of inclusivity - that middle schoolers can participate in chat without video

**Status:** Completed

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## 2.2. Moment with Meg

- Amazing that our financial situation is strong, mostly due to Mary and Dave Overton and Liz Nielsen for Wake Now our Vision
- Proud of the money we raised with RIP medical debt
- Kelly and RE families raised money to help out 3 families
- Hopeful that we will be able to open in September
- Grateful that we've been able to hold onto community
- Proud of stewardship team
- Sunday (with the pageant) was really fun
- Elias asked about updates on Alirio - they've been making videos about what it is like to be in detention and in sanctuary
- Back to fire at Jackie's church; the church is not the building
- We're in good shape for fire due to Church Mutual safety inspection and construction safety checks. We're good on insurance coverage amounts.
- There's a church safety executive limitation report.
- Chris - Got the PPE loan in November and a large legacy gift in December
- Question about whether we're still partnering with Fayette Coal Plant campaign? There is no physical connection, but there may be congregants who are connected with them still
- Meg talked about people tentatively identified for the committee on the opening of the church; Kelly has a committee too;
- They're getting good feedback about Chalice Circles, and more people are interested in joining.

**Status:** Completed

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## 2.3. Recognition of Church Volunteers and Staff

- Kelly Stokes, for her contributions to our meeting today
- Holiday drive through - Sage and Rob for filming pageant, Celeste Padilla for taking food to food bank, Natalie Freeburg and Isla at the costumes table
- Kami washed costumes before and after; she also makes soup and delivers it to those in need, hosts coffee hours;
- Joe Milam-Kast took care of filling in the gaps
- Gay and Bill Phillips wrote nice holiday cards to every staff members of the church and included money
- Sadie asked if we reach out to the families for Legacy Gifts. Meg said we do when we know who to thank.
- Chris sent two checks to the UUA;
- Benji to acknowledge his beautiful music for services.

**Status:** Completed

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## 2.4. Connecting with the physical space/in a physical way

Item suggested by Sadie; members who are not too comfortable with Facebook and Zoom; brainstorm ideas for people to be physically connected

- Surprise pals (we paired an adult and child)



- Monthly subscription boxes
- Are we still passing the chalice around?
- Set up something by zip code - Toni offered to help with neighborhood communications, coffee in the cul de sac, drop something off
- Sadie and Elias offered to help
- Do something by phone tree
- Rob - suggestion to have a call and a walk
- Chris will talk to Shannon about giving people an option to join the main Zoom room by phone
- Sage has added Otter AI to Zoom room, and it will create streaming transcript

**Status:** Completed

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### 3. Monitoring our Progress

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#### 3.1. Policy Committee

Dave - They had the action item to address congregational meeting rules of procedure. Rob revised the rules for remote attendance. Final version was distributed to the board and to the congregation for the congregational meeting. Dave went through some of the changes.

- Dave recommended that Elias identify 3 vote counters for the congregational meeting
- Vote counters can also check for quorum
- Votes will be needed to approve the consent agenda, approve the budget, 2 bylaws changes (which require 2/3 majority)
- Kristen will help, Rob will count and pilot, possibly set up a poll,
- Discussed alternatives to the pro and con mikes (which we haven't used) -some people might be uncomfortable declaring their position in advance

**Status:** Completed

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#### 3.2. Monitoring Committee

Kelly

- The survey is closed; we have 95 responses.
- Kelly described a top level overview of results:
  - Dismantling a culture of white supremacy has increased in importance
  - Gap between importance and evaluation has grown
  - There are a lot of positive comments, a few concerns
  - Kelly will send the organized version of comments for the Board to review
  - Kelly would like input about what to include in the report

**Status:** Completed

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#### 3.3. Linkage Committee

Kristen

- The Linkage team has spent time thinking about a communication plan and how to execute
- Want to focus on the main purpose of our effort, which is connecting; we are brainstorming hooks to inspire people to come to meetings
- Launch communication in January and begin meetings mid-January
- Focus will be on connecting and linking with the congregation

**Status:** Completed

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### 3.4. Board Engagement Committee

Sadie announced the Board-only event Saturday at 5:30. Those who sent in a recipe also received one to make for the event.

**Status:** Completed

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## 4. Learning & Creating the Future

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### 4.1. My Grandmother's Hands chapters 8 and 9

Rob facilitated the discussion about My Grandmother's Hands, Chapters 8 and 9. He had 2 questions, which Board members discussed?

1. Comparing when the book was written vs. post-George Floyd, what happened that motivated people to change their behavior?
2. How would we as a congregation deal with releasing some of the harm/ trauma?

**Status:** Completed

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## 5. Adjourn

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### 5.1. Action Items

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

- Readings
- Timekeeper
- Process Evaluator
- Snacks

Action items -

- Toni to propose something with zip codes
- Chris follow up with Shannon to include link and phone numbers for Zoom meetings
- Kelly to send info that we'll combine into report
- Everyone please respond to Kelly's comments for the report
- Kristen to send thank you cards as discussed
- Elias to put Board monitoring item on agenda for January

Readings - Toni for January, Dave for February

Timekeeper - Sadie

Process evaluator - Kelly

Book reading discussion - Chapters 10 and 11 - Leena to facilitate

**Status:** Completed

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### 5.2. Process Evaluation

Dave did the process evaluation - By and large all aspects were fine except we were lax on timing

**Status:** Completed

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### 5.3. Extinguishing the Chalice and Closing Words





Nesan read the closing reading, A Flame to Light our Path, by Debra Burrell, and Elias extinguished the chalice.

**Status:** Completed

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## November 2020 Financial Statements

Because of our PPP loan being forgiven, and therefore shown as revenue, we show a large net income for November, as well as for the year of 2020 through November. However, pledge contributions, plate contributions and rental revenue have all been down because of the pandemic, so the PPP revenue was really needed both for 2020 as well as to help give us a reserve for 2021.

# FIRST UNITARIAN UNIVERSALIST CHUR

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## BALANCE SHEET

As of November 30, 2020

	SEP 2020	OCT 2020	NOV 2020
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1072 Bill.com Money Out Clearing	1,276.33	1,131.33	1,018.33
1110 8009-THCU Checking	554,165.50	485,406.75	455,067.37
1120 RBank Debt Service 676	59,066.25	59,073.53	59,081.06
1130 RBank Construction 668	241,352.99	266,291.64	278,255.52
1140 THCU Money Market	0.00	0.00	0.00
1150 THCU Savings	0.00	0.00	0.00
1160 UFCU Savings	0.00	0.00	0.00
1170 THCU CDs	0.00	0.00	0.00
1189 Petty Cash	200.00	200.00	200.00
1710 UUCEF Permanent Endowment Acct.	256,920.93	255,263.29	277,348.04
1720 UUCEF Mixed Investment Account	352,782.07	350,505.95	380,830.85
1730 UUCEF Murr Music Account	72,449.32	71,981.88	78,209.58
1740 UUCEF Education	435,539.98	427,762.17	464,771.09
1790 Unrealized (Gain)/Loss on Investments	-147,387.24	-141,158.55	-237,903.21
<b>Total Bank Accounts</b>	<b>\$1,826,366.13</b>	<b>\$1,776,457.99</b>	<b>\$1,756,878.63</b>
Accounts Receivable			
1210 Accounts Receivable	0.00	0.00	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Current Assets			
1199 Undeposited Funds	2,999.75	0.00	0.00
1220 VANCO - Payment Reconciliation	2,661.43	-88.57	4,610.21
1230 Cash/Checks	0.00	0.00	0.00
1240 VANCO - ACH/MS	1,310.00	1,200.00	1,766.00
1250 VANCO - ACH	0.00	0.00	0.00
1260 Stripe	74.75	675.25	6,100.29
1310 Prepaid Expenses	0.00	0.00	0.00
<b>Total Other Current Assets</b>	<b>\$7,045.93</b>	<b>\$1,786.68</b>	<b>\$12,476.50</b>
<b>Total Current Assets</b>	<b>\$1,833,412.06</b>	<b>\$1,778,244.67</b>	<b>\$1,769,355.13</b>
Fixed Assets			
1500 Fixed Assets			
1510 Building	3,810,161.57	3,810,161.57	3,810,161.57
1520 Land	3,772,325.00	3,772,325.00	3,772,325.00
1530 Furniture & Equipment	132,994.25	132,994.25	132,994.25
1590 Accumulated Depreciation	-447,273.09	-457,943.99	-468,614.89
<b>Total 1500 Fixed Assets</b>	<b>7,268,207.73</b>	<b>7,257,536.83</b>	<b>7,246,865.93</b>
<b>Total Fixed Assets</b>	<b>\$7,268,207.73</b>	<b>\$7,257,536.83</b>	<b>\$7,246,865.93</b>
<b>TOTAL ASSETS</b>	<b>\$9,101,619.79</b>	<b>\$9,035,781.50</b>	<b>\$9,016,221.06</b>

# FIRST UNITARIAN UNIVERSALIST CHUR

## BALANCE SHEET

As of November 30, 2020

	SEP 2020	OCT 2020	NOV 2020
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2110 Accounts Payable	1,590.53	1,018.97	1,407.95
<b>Total Accounts Payable</b>	<b>\$1,590.53</b>	<b>\$1,018.97</b>	<b>\$1,407.95</b>
Credit Cards			
2150 Chase Credit Card 3081	8,709.43	2,931.24	6,915.54
<b>Total Credit Cards</b>	<b>\$8,709.43</b>	<b>\$2,931.24</b>	<b>\$6,915.54</b>
Other Current Liabilities			
2320 Security Deposits	0.00	0.00	0.00
2410 Payroll Liabilities	0.00	0.00	0.00
2450 Sales Tax Payable	0.00	0.00	0.00
2500 Accrued Interest			0.00
2610 PPP Loan	140,800.00	140,800.00	0.00
Sales Tax Agency Payable	0.00	0.00	0.00
<b>Total Other Current Liabilities</b>	<b>\$140,800.00</b>	<b>\$140,800.00</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$151,099.96</b>	<b>\$144,750.21</b>	<b>\$8,323.49</b>
Long-Term Liabilities			
2620 Construction Loan	1,319,621.79	1,315,899.13	1,312,347.80
<b>Total Long-Term Liabilities</b>	<b>\$1,319,621.79</b>	<b>\$1,315,899.13</b>	<b>\$1,312,347.80</b>
<b>Total Liabilities</b>	<b>\$1,470,721.75</b>	<b>\$1,460,649.34</b>	<b>\$1,320,671.29</b>
Equity			
3110 Unrestricted Net Assets	92,332.03	92,332.03	92,332.03
3120 Restricted Funds	7,429,514.13	7,429,514.13	7,429,514.13
Opening Balance Equity	0.00	0.00	0.00
Net Income	109,051.88	53,286.00	173,703.61
<b>Total Equity</b>	<b>\$7,630,898.04</b>	<b>\$7,575,132.16</b>	<b>\$7,695,549.77</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$9,101,619.79</b>	<b>\$9,035,781.50</b>	<b>\$9,016,221.06</b>

**FIRST UNITARIAN UNIVERSALIST CHUR**  
**Profit and Loss**  
**November 2020**

	<b>Total</b>
<b>Income</b>	
4100 Earned Revenue	
4130 Rentals Revenue	-1,286.76
<b>Total 4100 Earned Revenue</b>	<b>-\$ 1,286.76</b>
4200 Contributed Revenue	
4210 Unrestricted Contributions	
4211 Pledge	50,801.27
4212 Sunday Plate	1,104.26
4213 Other Gifts	6,428.87
<b>Total 4210 Unrestricted Contributions</b>	<b>\$ 58,334.40</b>
4220 Restricted Contributions	4,103.29
4221 Special Plate	458.86
<b>Total 4220 Restricted Contributions</b>	<b>\$ 4,562.15</b>
<b>Total 4200 Contributed Revenue</b>	<b>\$ 62,896.55</b>
<b>Total Income</b>	<b>\$ 61,609.79</b>
<b>Gross Profit</b>	<b>\$ 61,609.79</b>
<b>Expenses</b>	
6100 Payroll Expenses	
6110 Salaries & Wages	40,471.55
6140 Employer Portion of Benefits	8,678.66
6150 Employer Portion of Taxes	1,721.95
6180 Other Labor Related Expense	552.18
<b>Total 6100 Payroll Expenses</b>	<b>\$ 51,424.34</b>
6210 Charitable Giving	17.91
6219 Other Charitable Giving	54.90
<b>Total 6210 Charitable Giving</b>	<b>\$ 72.81</b>
6220 Program Expenses	
6221 Meeting Costs	113.27
6223 Supplies	1,029.25
6225 Travel (Parking, Tolls, and Mileage)	100.00
6226 Professional Development	237.50
6228 Literature & Printed Materials	12.98
6229 Other Program Expenses	7.57
<b>Total 6220 Program Expenses</b>	<b>\$ 1,500.57</b>
6300 Outreach Costs	
6311 Printing	1,024.85
<b>Total 6300 Outreach Costs</b>	<b>\$ 1,024.85</b>
6400 Occupancy Costs	
6410 Building Upkeep	75.78
6420 Grounds Upkeep	1,087.08

6430 Security		29.99
6440 Utilities, Phone, & Internet		2,497.07
6450 Equipment		1,043.01
6460 Repairs & Maintenance		198.50
<b>Total 6400 Occupancy Costs</b>	<b>\$</b>	<b>4,931.43</b>
6610 Office Supplies & Postage		1,383.01
6670 Software Subscriptions		812.87
6710 Legal & Professional Fees		2,386.67
6750 Bank Service Charges		1,098.39
6760 Merchant Processing Fees		888.97
6820 Depreciation Expense		10,670.90
6830 Interest Expense		6,710.09
<b>Total Expenses</b>	<b>\$</b>	<b>82,904.90</b>
<b>Net Operating Income</b>	<b>-\$</b>	<b>21,295.11</b>
<b>Other Income</b>		
4160 Interest and Dividends		912.72
7000 PPP Loan Forgiveness		140,800.00
<b>Total Other Income</b>	<b>\$</b>	<b>141,712.72</b>
<b>Net Other Income</b>	<b>\$</b>	<b>141,712.72</b>
<b>Net Income</b>	<b>\$</b>	<b>120,417.61</b>
<b>Non Operational Expenses</b>		10,670.90
Operational Cash Flow Increase or Decrease	\$	131,088.51

Tuesday, Jan 12, 2021 01:47:32 PM GMT-8 - Accrual Basis

**FIRST UNITARIAN UNIVERSALIST CHUR**  
**Profit and Loss Comparison**  
**January - November, 2020**

	<b>Total</b>	
	<b>Jan - Nov, 2020</b>	<b>Jan - Nov, 2019 (PY)</b>
<b>Income</b>		
4100 Earned Revenue	-389.65	
4110 Event Revenue	55.97	15,141.49
4120 Admissions/Ticket Revenue	3,260.10	21,061.39
4130 Rentals Revenue	48,891.87	84,055.26
4150 Merchandise Sales	42.00	
<b>Total 4100 Earned Revenue</b>	<b>\$ 51,860.29</b>	<b>\$ 120,258.14</b>
4200 Contributed Revenue		
4210 Unrestricted Contributions	40,000.00	43,339.33
4211 Pledge	616,579.39	660,175.31
4212 Sunday Plate	19,939.30	30,213.98
4213 Other Gifts	143,722.75	19,901.98
<b>Total 4210 Unrestricted Contributions</b>	<b>\$ 820,241.44</b>	<b>\$ 753,630.60</b>
4220 Restricted Contributions	181,981.04	
4221 Special Plate	6,240.14	11,174.98
<b>Total 4220 Restricted Contributions</b>	<b>\$ 188,221.18</b>	<b>\$ 11,174.98</b>
<b>Total 4200 Contributed Revenue</b>	<b>\$ 1,008,462.62</b>	<b>\$ 764,805.58</b>
<b>Total Income</b>	<b>\$ 1,060,322.91</b>	<b>\$ 885,063.72</b>
<b>Gross Profit</b>	<b>\$ 1,060,322.91</b>	<b>\$ 885,063.72</b>
<b>Expenses</b>		
6100 Payroll Expenses		
6110 Salaries & Wages	460,835.13	505,723.00
6140 Employer Portion of Benefits	94,899.74	87,585.34
6150 Employer Portion of Taxes	19,962.02	22,990.02
6180 Other Labor Related Expense	7,361.14	7,283.12
6190 Contract Labor		560.00
<b>Total 6100 Payroll Expenses</b>	<b>\$ 583,058.03</b>	<b>\$ 624,141.48</b>
6210 Charitable Giving	17.91	
6211 UUA	1,400.00	13,485.00
6213 Community Support	14,399.96	10,416.00
6219 Other Charitable Giving	1,454.90	1,994.00
<b>Total 6210 Charitable Giving</b>	<b>\$ 17,272.77</b>	<b>\$ 25,895.00</b>
6220 Program Expenses		
6221 Meeting Costs	4,028.27	15,065.20
6223 Supplies	7,232.30	18,383.63
6224 Guest Speaker / Musician	6,080.00	13,108.20
6225 Travel (Parking, Tolls, and Mileage)	10,289.83	8,258.77
6226 Professional Development	4,150.00	5,255.00
6228 Literature & Printed Materials	4,506.35	2,430.90

6229 Other Program Expenses	7,556.19	6,534.14
<b>Total 6220 Program Expenses</b>	<b>\$ 43,842.94</b>	<b>\$ 69,035.84</b>
<b>6300 Outreach Costs</b>		
6310 Advertising	1,405.14	465.00
6311 Printing	10,021.51	9,722.78
6330 Member Cultivation	10.81	679.00
6390 Other Outreach Expenses	2,040.88	4,482.64
<b>Total 6300 Outreach Costs</b>	<b>\$ 13,478.34</b>	<b>\$ 15,349.42</b>
<b>6400 Occupancy Costs</b>		
6410 Building Upkeep	968.56	3,860.19
6420 Grounds Upkeep	11,957.88	13,725.03
6430 Security	439.89	519.89
6440 Utilities, Phone, & Internet	36,259.99	49,846.90
6450 Equipment	1,994.89	132.12
6460 Repairs & Maintenance	33,417.70	11,733.45
<b>Total 6400 Occupancy Costs</b>	<b>\$ 85,038.91</b>	<b>\$ 79,817.58</b>
6610 Office Supplies & Postage	16,253.06	18,553.25
6620 Dues & Membership Fees	2,121.94	2,202.16
6670 Software Subscriptions	11,643.76	9,580.20
6710 Legal & Professional Fees	30,723.12	23,689.30
6730 Permits, Licenses, and Other Fees	869.00	59.21
6740 Property & Liability Insurance	20,225.00	13,567.00
6750 Bank Service Charges	10,741.76	1,214.79
6760 Merchant Processing Fees	8,438.18	11,768.95
6820 Depreciation Expense	116,770.06	
6830 Interest Expense	69,118.14	0.00
Suspense (deleted)	0.00	
Uncategorized Expense	0.00	
<b>Total Expenses</b>	<b>\$ 1,029,595.01</b>	<b>\$ 894,874.18</b>
<b>Net Operating Income</b>	<b>\$ 30,727.90</b>	<b>-\$ 9,810.46</b>
<b>Other Income</b>		
4160 Interest and Dividends	2,175.71	678.61
7000 PPP Loan Forgiveness	140,800.00	
9970 Release from Restricted (deleted)		1,586.91
9980 Tfr. Mixed invest to Operations (deleted)		23,000.00
<b>Total Other Income</b>	<b>\$ 142,975.71</b>	<b>\$ 25,265.52</b>
<b>Net Other Income</b>	<b>\$ 142,975.71</b>	<b>\$ 25,265.52</b>
<b>Net Income</b>	<b>\$ 173,703.61</b>	<b>\$ 15,455.06</b>
<b>Non-Operational Expense</b>	116,770.06	
Operational Cash Flow Increase or Decrease	\$ 290,473.67	

Tuesday, Jan 12, 2021 01:53:18 PM GMT-8 - Accrual Basis



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

Worship Services and Gatherings

We continue to do our worship services online. With the new strain of the virus that is more contagious and for which we do not know if our **current** use of masks and social distancing are adequate, we continue to discourage in person gatherings. We did our Christmas Eve service live over Zoom.

Building Closure

Our staff continue to work from home for the most part. We have folks who check the mail and check on the building, and we still have periodic cleaning of the building. All of these activities include wearing masks and practicing social distancing.

Church Operations

We continue to do our church meetings, RE classes and small groups by Zoom.

Finances

Please the separate financial reports attached.

Membership

No changes reported.

Warmly,

Chris

## **Limitations Interpretation 2.6 – Asset Protection**

First UU Church of Austin

January 12, 2021

The Senior Minister shall not cause or allow Church assets to be unprotected, inadequately maintained, or unnecessarily risked.

### Interpretation:

The Senior Minister has primary responsibility for the safety of church assets. Those assets must receive adequate protection. Although we cannot eliminate risk completely, the assets shall not be exposed to undue risk.

### Measures (Indicators of Compliance):

Specific measures of this appear in the interpretations that follow.

### Rationale:

This particular limitation serves as an umbrella for those that follow, which provide additional specificity. Any measures of this one, independent of the others, would prove redundant.

### Evidence of Compliance – The Data

Specific data appear in the interpretations that follow.

Accordingly, The Senior Minister Shall not:

2.6.1 Fail to insure against theft and casualty losses and against liability losses to Board members, staff, and the organization.

### Interpretation:

We shall carry adequate insurance in order to protect the organization, board, and staff against both casualty losses and liability losses.

We understand “casualty loss” to mean a sudden, out of the ordinary loss such as a flood or fire. We will carry sufficient insurance coverage to cover full replacement cost.

We understand “liability loss” to mean legal responsibility for injury or harm to a third party or a third party’s belongings.

### Measures (Indicators of Compliance):

Documentation that we hold an insurance policy that covers such losses.

### Rationale:

This limitation deals with holding insurance. The only possible measure is whether or not we

have such insurance.

Evidence of Compliance – The Data

I report compliance.

Church Mutual, our insurance company, has a strong track record among churches (it covers more churches than any other insurer) and we have certainly been satisfied with our experience over the previous years. Other churches speak almost unanimously of having a positive experience with this carrier.

Just to be careful, however, we rebid our liability insurance in April 2013 and the alternate bid came in at double the price. We decided to stick with Church Mutual.

Our property and liability insurance policy with Church Mutual, includes our Directors and Officers coverage (the part that protects the board for claims made against trustees personally.)

Our liability policy covers up to \$1,000,000 per incident up to an aggregate of \$3,000,000.

Our liability policy does not cover flood damage, however. The church added flood insurance through Farmers in April 2013. It covers \$100,000 on the building and \$50,000 on its contents. We have continued to renew this policy each year, so it remains in effect.

2.6.2 Fail to seek professional, independent financial advice to guide investment decisions.

Interpretation:

We have professional, third-party advice regarding church investments through holding our funds in the UUA Common Endowment, which is professionally managed.

The UUA charges the costs of their professional advice to our investment funds (divided among them according to their size). We anticipate that those costs will amount to about 1% of the value of our invested funds based upon figures from the UUA common endowment.

Measures (Indicators of Compliance):

The professional expertise for the UUA Common Endowment is documented on their website.

Rationale:

The UUA Common Endowment is much better able to secure such advice and manage funds than we could be.

Evidence of Compliance – The Data

I report compliance.

We hold our investments funds in the UUA Common endowment where they are being professionally managed.

2.6.3 Fail to operate based on a clearly articulated investment plan, that may include mutual funds or Exchange Traded Funds (ETF), but that shall not include individual securities.

Interpretation:

The UUA Common Endowment is in compliance with this policy in that it uses a well-documented investment plan and avoids the types of funds excluded by this policy.

Measures (Indicators of Compliance):

A copy of the written investment plan and of the investment portfolio for the UUA Common Endowment is available at <http://uucef.org>.

Rationale:

Again, the UUA common endowment has greater resources and expertise than do we to ensure compliance with this policy.

Evidence of Compliance – The Data

I report compliance.

Our funds are invested in the UUA Common Endowment and are being managed in compliance with the investment plan at the link above.

2.6.4 Allow un-bonded personnel access to material amounts of funds.

Interpretation:

Any staff with regular access to a material amount of funds shall be bonded.

For the purpose of this limitation, a material amount is \$500 cash.

Measures (Indicators of Compliance):

A list of staff with regular access to a material amount of funds and a copy of the insurance policy that bonds them will serve as indicators.

Rationale:

The list plus the documentation of coverage confirm compliance.

Evidence of Compliance – The Data

I report compliance.

Our Church Mutual insurance policy includes a blanket bond (form A309), which covers all employees.

Because of the pandemic, we have dealt with almost no cash over the past several months. Even before the pandemic, we were dealing with less and less cash over time and have been encouraging church members to use electronic payment systems. (Our bookkeeping is now contracted offsite, so the person entering the data does not have access to cash or checks that come in for deposits. [see appendix 1].)

By contracting for our bookkeeping we also gain oversight and review of monthly reconciliations and reports by a CPA.

2.6.5 Allow facilities, premises, and equipment to be subject to improper wear and tear or insufficient maintenance.

Interpretation:

We shall not allow the facility, grounds, or equipment to be used in ways that create unusual or undue wear and tear. We shall maintain the facility, grounds, and equipment in good, working order.

Measures (Indicators of Compliance):

1. Progress on resolving deferred maintenance and upkeep issues; prompt attention to new ones as they occur.
2. Regular safety inspection by our insurance company.

Rationale:

These measures will bring to light any significant issues and allow us to anticipate those that have a certain degree of predictability.

Evidence of Compliance – The Data

I report partial compliance.

We are spending more on grounds upkeep and have completed several building upgrades and maintenance on parts of the building that were not included in the recent renovations and expansion.

We last had a safety inspection by Church Mutual in February 2020. We complied with most of their recommendations before having to close the building because of coronavirus.

2.6.6 Fail to protect intellectual property, information, and files from loss or significant damage, or the lack of application of appropriate documentation and retention standards.

Interpretation:

We are not aware of the church having any significant intellectual property to protect at this time.

The church keeps certain sensitive information such as direct deposit data of staff, member credit card numbers, and the like. That information shall be kept securely both electronically and physically, as appropriate.

We interpret “appropriate documentation and retention standards” to mean that we shall have and implement a document-retention policy that follows best practices.

Measures (Indicators of Compliance):

In the case of intellectual property, we will use a passive indicator: the absence of any substantiated reports of the infringement of our copyright.

Regarding sensitive information, a copy of our document retention policy, written affirmation of compliance with the policy, and the absence of reports of data misuse will serve as indicators.

Rationale:

Active indicators of the protection of intellectual property could prove quite expensive and out of proportion to the likely risk and losses that an infringement of our copyright would create. A passive indicator, in this case, is sufficient to confirm compliance.

With sensitive information, the active indicators of policy plus implementation provide a good first layer of defense. The significant misuse or abuse of sensitive data would draw the attention of impacted church members and potentially legal authorities, providing a second layer of defense and indicator.

Evidence of Compliance – The Data

I report compliance.

1. We have received no reports, substantiated or otherwise, of the infringement of any church copyrights.
2. Sensitive information
  - a. Document retention policy. We have a document retention policy posted where we keep sensitive documents and backed up electronically and are in compliance with the policy.
  - b. Data misuse. We have received no reports, substantiated or otherwise, of data misuse.

2.6.7 Fail to seek competitive bids when appropriate.

Executive Operational Interpretation:

Any new contract of over \$5,000 within one fiscal year, or \$10,000 over multiple years, requires at least two bids. Any renewal contract of over \$15,000 within one fiscal year, or \$50,000 cumulatively, requires at least two bids.)

Measures (Indicators of Compliance):

1. Reporting, in this limitations report or otherwise, by the executive.
2. Direct review of records by audit team or other board appointees.

Rationale:

1. The executive's regular report of compliance or non-compliance gives an important safeguard.
2. Direct review of relevant records and documentation would confirm compliance.

Evidence of Compliance – The Data

I report compliance.

For every new expense and contract within the above parameters during the previous twelve months, we have obtained and documented at least two bids.

2.6.8 Receive, process, or disburse funds under insufficient controls.

Executive Operational Interpretation:

We shall have and execute fiscal controls in order to minimize the opportunity for the misappropriation of funds.

Measures (Indicators of Compliance):

A copy of our fiscal control process and written affirmation of compliance.

Rationale:

A copy of the fiscal control process confirms the existence of the controls. A written affirmation confirms compliance.

Evidence of Compliance – The Data

I report compliance.

We have good controls in place, and a contract CPA documented them for us. For example:

- Every volunteer deposit supervisor receives a background check
- Staff who handle material amounts of money have received background checks
- Two family members cannot count the Sunday collection together
- Good separation of duties documented and implemented.

With our local accounting firm, we have put into place even better fiscal controls.

We are aware of no significant departures from generally good financial controls during the previous year.

2.6.9 Maintain material amounts of church funds outside either federally insured accounts or investments made pursuant to the clearly articulated investment plan.

Interpretation:

We anticipate that the church's liquid assets shall be kept in three ways, and in all cases with appropriate safeguards. In the case of banks, we shall use FDIC-insured accounts or the equivalent for credit unions. In the case of investments, they are kept within the UUA Common Endowment, according to a written investment plan. Petty cash and undeposited funds shall be kept locked up. Undeposited funds will be deposited at least once weekly.

For the purpose of this limitation, "material amounts" means 1% of the annual budget.

Measures (Indicators of Compliance):

1. Reconciled financial reports, a copy of a recent bank statement, and documentation of the bank's FDIC status shall serve as indicators for assets in the bank.
2. A copy of the investment plan, the reconciled financial reports, and a copy of a recent brokerage statement shall serve as indicators for assets in the bank.
3. The financial reports will serve as an indicator of the amount of assets kept in petty cash.
4. A written affirmation will indicate whether or not petty cash and undeposited funds are kept locked up.

Rationale:

The aforementioned indicators provide thorough documentation as to the whereabouts and safety of the vast majority of the church's liquid assets. Petty cash and undeposited funds only rarely exceed 1% of the annual budget, and even when they do they are kept safe.

Evidence of Compliance – The Data

I report compliance.

1. We have provided monthly reconciled financial reports to the board; the documentation is available for inspection including bank statements. Our accounts at Texas Health Credit Union are covered by NCUA, the government-operated equivalent of FDIC for credit unions. Coverage is described online here:  
<http://www.ncua.gov/Legal/GuidesEtc/GuidesManuals/NCUAHowYourAcctInsured.pdf>
2. Our capital funds are now less than the FDIC insured amount.
3. Statements on our investment funds held by the UUA and invested according to the aforementioned investment plan are available for inspection. They are reconciled with each financial statement.
4. We have provided monthly financial reports to the board. We consistently hold less than \$200 in petty cash, which is well under 1% of the church budget and have reported on it with each financial statement. It is kept locked in a safety file drawer.
5. I affirm that undeposited funds are kept locked up.



#### 2.6.10 Endanger the organization's public image or credibility.

##### Executive Operational Interpretation:

The church's reputation represents one of its most valuable, and most difficult to quantify, assets. We shall not engage in activities or practices that are likely to endanger it, as any negative impact to it could severely damage the organization's fiscal health and ability to fulfill its mission.

##### Measures (Indicators of Compliance):

In the short-term, we will use a passive indicator: the absence of any substantiated reports to the contrary will serve as an indicator.

Over the long-term, we will develop methods of measuring, on a regular basis, the church's reputation among both our members and our other stakeholders.

##### Rationale:

The meaningful measure of reputation, especially outside of membership, represents a potentially large investment of time and money. The development and use of measures beyond the passive indicators will require a thoughtful development of tools that will allow us to do this without the cost to the organization exceeding the likely risk and likely consequences of non-compliance.

##### Evidence of Compliance – The Data

I report compliance.

We have received no reports, substantiated or otherwise, of danger to the church's public image and credibility.

We have seen increased worship attendance even as we had to move it online, an indication that the church holds an excellent reputation in our community.

#### 2.6.11 Fail to follow UUA guidelines for Socially Responsible Investing to ensure that our investments are reasonably consistent with our values.

##### Executive Operational Interpretation:

The church's investments will be kept in the UUA's Common Endowment Fund so that we will automatically conform with the UUA's SRI guidelines.

##### Measures (Indicators of Compliance):

We will invest our funds in the UUA Common Endowment thus assuring compliance with these standards.

##### Rationale:

If the UUA is the standard of excellence for this limitation, then its measure on this should likewise be the most appropriate.

Evidence of Compliance – The Data

I report compliance.

In 2014, the UUA expanded its definition of socially responsible investing to better encompass climate change and other environmental issues. In 2015, we moved our investments into the UUA Common Endowment Fund so that they are now invested according to UUA standards.

[Last updated 01/12/2021.]

## APPENDIX 1: SEGREGATION OF DUTIES

### Financial Segregation of Duties

First UU Church of Austin

Last updated: March 5, 2014

Sunday Collection	2 Ushers	The ushers count loose cash, number of envelopes, and number of loose checks. They put their report into the Financial Administrator's box and put the collection into the vault.
Deposit of Sunday Collection	2 Deposit Supervisors	The deposit supervisors come in on Monday, put together the deposit, and take it to the credit union.
Open mail	Communications Coordinator	Checks go into the vault (as does any other cash or check that arrives during the week).
Deposit of income during the week	2 Deposit Supervisors	The two-person team comes in on Thursdays to put together the deposit and take it to the credit union.
Data into Quickbooks, ACS, etc.	Contract Bookkeeping Firm	
Prepare checks (payments)	Contract Bookkeeping Firm	
Sign checks	Minister for Program Development	President & Treasurer just backup or checks that require multiple signatures
Reconciliation	Minister for Program Development	Monthly (final approval)
Internal Audit	Internal Audit Committee	IA Cmte members must be independent of check signers and Financial Administrator (no family relation, etc.)

#### Contract Bookkeeping Firm

- Routine duties specifically exclude handling of cash or checks as they are offsite

#### Minister for Program Development

- Routine duties exclude writing checks
- Only handles cash or income checks occasionally

#### Vault Access

- Only the Communications Coordinator and Minister for Program Development have access to the vault (where we keep undeposited funds and blank checks).

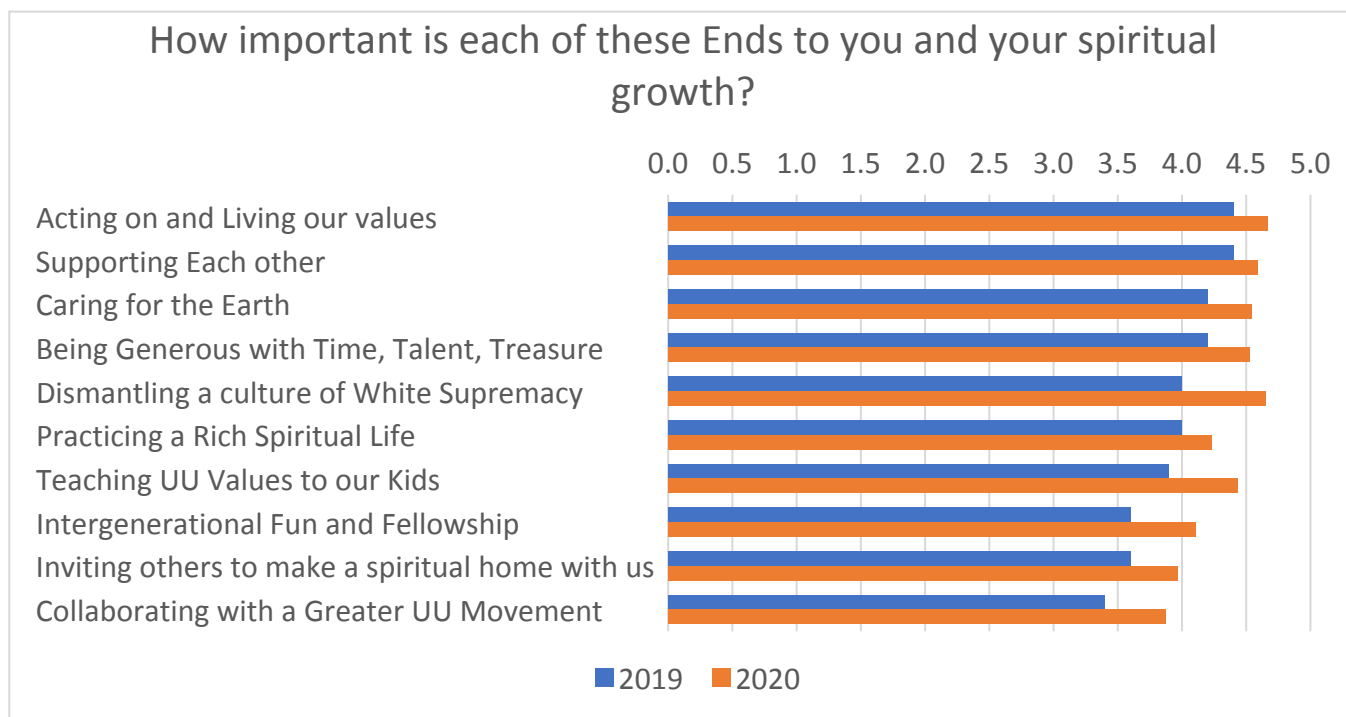
## Draft #2 – incorporating feedback from board members

### Monitoring our Congregation: Findings from 2020 First Unitarian Universalist Church of Austin’s Annual Survey

To get an overall assessment of how people feel about the church, we asked how likely each respondent was to recommend First UU on a scale of 1 to 10. The overwhelming majority of respondents would recommend First UU Austin highly. The mean score was 9.0 and nearly half reported a 10 (n=90). This is similar to the mean of 8.8 from the 2019 survey (n=202).

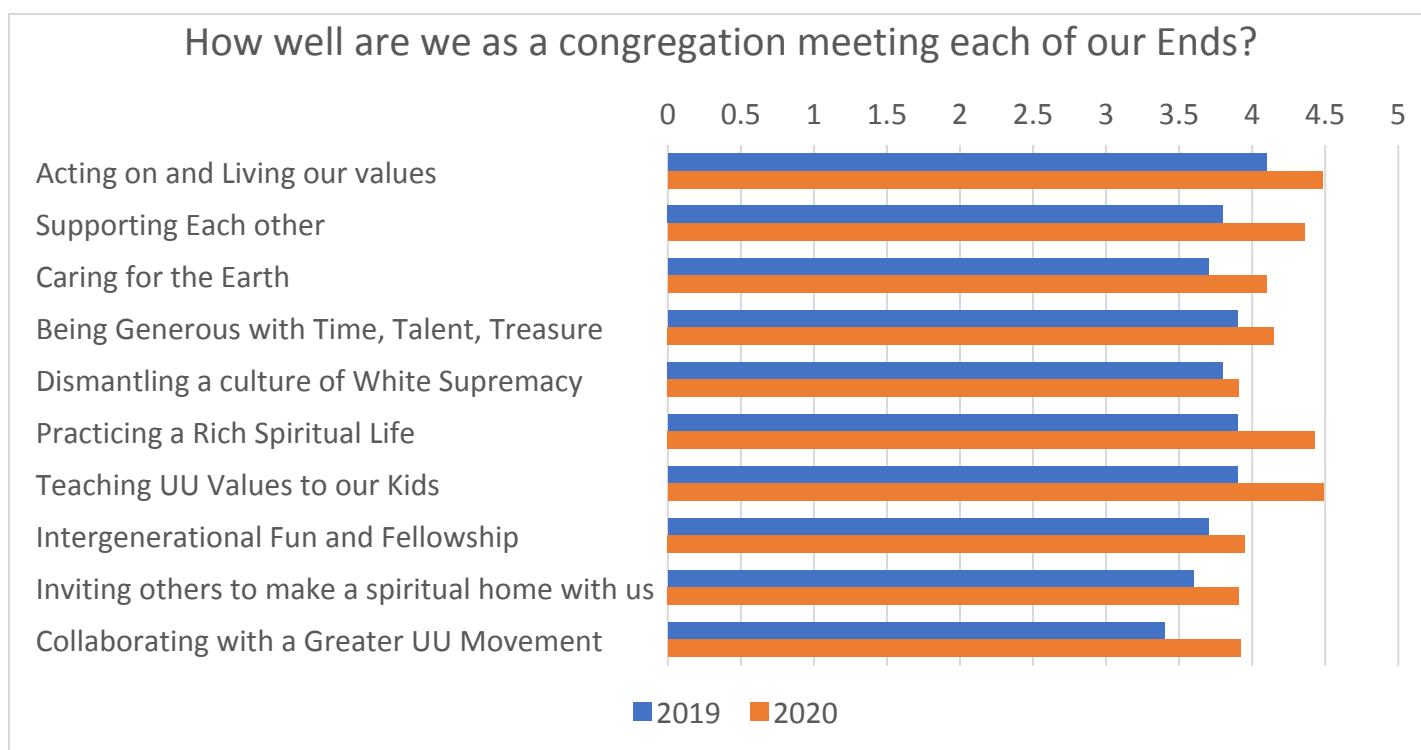
Because we say it every Sunday, we all know about the church mission to “Nourish souls, Transform Lives, and Do Justice to Build the Beloved Community.” Although it is the congregation that sets the ends, we don’t revisit them quite as often (every 7 years) and so the congregation may be less aware of these. As written, the [church ends](#) combine many ends. Our questions attempt to ask about each separately, first about importance and next about how well the church achieves the end.

The figure below presents our ends by order of importance in the 2019 congregational survey. All of the congregational



ends were rated highly in both 2019 and 2020. In general, the ratings are higher in 2020 than in 2019. Increases in ratings were especially large for “Dismantling a culture of White Supremacy”, “Teaching UU Values to our Kids”, “Intergenerational Fun and Fellowship”, and “Collaborating with a Greater UU Movement”.

When we asked respondents to evaluate the church on how well it achieves these Ends, the ratings are (again) slightly more positive this year than last. These result are shown on the next page. Evaluations of “Teaching UU Values to our Kids”, “Supporting Each other”, “Practicing a Rich Spiritual Life” and “Collaborating with a Greater UU Movement” all increased over a half of a point. The smallest increase was for “Dismantling a Culture of White Supremacy”, which is the end that increased most in importance (see above).



Of course, 2020 was different from 2019 in many ways and we adapted the survey to try to understand how well the church has responded to the pandemic. We received more than 90 comments to open ended questions about experiences with virtual service and about church life in general. Most of these comments offered enthusiastic praise for church staff keeping all of us, including children, in community through the pandemic. Responses recognized the work of the ministerial team, music staff, RE program, board efforts to discuss the 8<sup>th</sup> principal, video production, and volunteer organizers. Reinforcing the enthusiastic praise for First UU's online program, we found that nearly half of respondents participated in virtual services all or almost all Sundays and more than 85% attend half of the time or more often. Over two thirds have viewed a service online after the premier. More than 75% of respondents attended structured church events on zoom, while almost 40 % have participated in informal zoom hangouts. We also read about the pain many have experienced over being physically apart during this extended time.

In addition, some expressed concerns or frustration with using Facebook as the exclusive medium for services and, more generally, with our slow progress on antiracism.

This feedback helps us all to work together to achieve our collective ends. For example, it helps staff respond more effectively to your needs. Last year one area of concern that you told us about was difficulty in finding out about church events. The church now has a calendar on the main webpage and as we gather online the start of service provides information that we would have typically found in the bulletin. This year we received no complaints about finding out what is going on and even a few compliments.

Your comments also encourage the board to continue its efforts to have conversations around the 8<sup>th</sup> principle and how we can support our goal of dismantling a culture of White Supremacy. Please stay tuned for more.

[Meg: Do you remember what other things have happened to improve communication?]

Open ended responses to “any further comments” for our eyes only

## Praise

Keep up the good work, board and staff of First UU!

It is obvious the staff has really pitched in to keep the church alive as a virtual community. Thanks to all for your efforts; they are noted and appreciated. Also, I appreciate the leadership of First UU to model anti-racism via the Beloved Community moments in the service.

Thank you so much for making the leap to online services. I can appreciate how much time and effort it takes to film, edit and pull them all together. This time has been the hardest of my life and your services have been a tether to community and hope.

I'm proud to be a member of First UU. Thank you!

Namaste

Just a big thank you. Although I don't pledge, I do donate, because I do value and want to support your work. The informal direct interactions I have with longtime church friends are important to me.

Y'all are doing an amazing job!!!

Thank you!

You are doing a great job virtually. I know there was concern about recording services due to copyright issues. If those issues are resolved I would love to see services live online as well as in person.

I'm delighted and hopeful about this survey. The questions seem intimate (as opposed to superficial) and searching. I have gone through many transitions since joining the church in the early 1990's: the positive ones I've celebrated within the church-village, but the negative ones I've endured mostly on my own. The exception was about five or so years ago when I asked Rev. Meg for guidance and she suggested I volunteer for the Membership Committee, which I did. So I have been at the Membership table outside the sanctuary once a month since then.

We are thankful for all the work Kelly and the team are doing to reach out to families to make things fun. We appreciate the work that goes in to the monthly packets.

I greatly appreciated the small group discussions around how to implement the 8th Principle as a congregation. I look forward to seeing what comes of that. Additionally, I want to thank everyone for all your hard work during this year. The pandemic has been hard, but it would be a lot harder if I didn't have my church community to call home. You have really gone above and beyond to give the congregation spiritual nourishment and healing during this time of fear and upheaval.

I love these services each Sunday. They have been my saving grace. My one day off a week I can sit in my den, pull up the service, chat with others and just be still. I'm always in front of a computer screen but the services feel different. I know that the ministers and all put in a lot of work to make the videos but whoever does the editing and mashing up has a big job. I did video production in college and remember how much time it would take to do even a 10 minute project. No thank you. An hour video must take the whole week. The graphics have been nice. Definitely some sundays it has been phoned in (we are all exhausted and I feel that in my soul) but then other times the art has been amazing and

touching. The paintings and drawings and photography have all been really beautiful touches. The music is awesome, too. Brent and Katrina, all the musicians have made services feel like "home". I know a lot of churches using zoom and all of those for live services, and there is something to be said about coming together live but I think there is a lot lost because you are at the mercy of the wifi gods at that point and sometimes a lot of information or music or community time is lost to technical difficulties. I know Facebook has had some issues but these services have been wonderful. I have watched the progress of them from the beginning to now and they have taken big big turns in quality. I share the sunday service with a few friends who actually ask for suggestions. Might as well sell the place, right? But I am so proud of First UU. Revs Meg and Chris are such cool, funny, loving people. I love hearing Meg's "slice of life" sermons with humor and wisdom. Chris is amazing at putting out the challenge and firing us up to feel and act upon injustice and interpersonal caring. Kelly has a way with her books for the kids that makes you feel even us 'elder kids' are welcome to sit and listen with all the childlike enjoyment you can muster. Bear puts a lot of heart into the readings. I wish he would preach more, too. He should be a minister with the way he does his services, and he isn't a bad singer. Brent and Katrina leave me jaw dropped every week. Benjamin is a brilliant pianist, Brent has some serious music chops, the choirs are all so wonderful. I know Katrina puts the music videos together and they are so good! And her voice. Clear, commanding, present, and graceful. It's like her singing demands that you listen no matter what. But each week when I get to sit down and watch, I am put right back in the middle of a place that has been home for me. I almost never made it to service live because of distance, but online means I can make it every week without a problem. I give as much as I am able but I do freelance a lot so the money shifts, that's why I haven't pledged. I give but I can't dedicate a specific amount. I'm sorry about that. I can't wait to see how the services continue to change and what else gets offered as the team gets more comfortable with the technology and potential. I would like to see it off of facebook, they're becoming much too inhumane as a company. But whatever happens I will be there to watch and enjoy the service.

Keep up the good effort and step more deeply into anti-racist work. It's heartbreaking to watch so many POC Enter our church with enthusiasm and leave because we don't walk our talk.

Thanks to all the ministers and staff who have kept this community going during the pandemic.

You are all such wonderful, loving people. I so look forward to the day when we meet again in person. I especially want to thank Kelley and others involved in RE for the wonderful chalice circle content and organization. It's been several years since I last participated in a circle, and am so pleased with the current program. It is so meaningful and appropriate for this troubled time. Thanks to everyone.

Thank you.

I am grateful for everyone who has kept the church vital and vibrant in 2020!

Wonderful ministers who care and proud to be part of this beautiful congregation!

I appreciate you taking our safety as your top concern.

Both of my children participate in choir and have for years, and we appreciate having a quality music program in their lives and value the opportunity so much.  
thanks for asking these questions...

UU has given me a community and a place to feel accepted. It has had a significant impact on my mental health. This church gives me the tools and resources to be better for my family and community. I'm optimistic about the future. I hope to eventually have the time and financial stability to give more to First UU, as you have given me more than you could ever really know. Thank you for being there for those in need.

## Concerns

I joined UU mostly for my 10yr old to have a spiritual community that I would be okay attending too and I enjoyed in—person church services while they were available. My child loves her Sunday school class and youth choir. I had hoped to eventually potentially join the adult choir. I loved singing during services with the whole congregation and I appreciate how the church is handling these unprecedented times. I really hate Facebook and all it stands for and wish the church would use a less controversial service but understand the ease of using Facebook for services and don't know of any other services that work better. I really miss that services are no longer also posted on YouTube.

I continue to be really frustrated at the lack of effort to do anything for children. I realize that there's not much the church can do with the pandemic. But pre-covid, youth programming was really minimal and uninspiring.

Wish I could watch church service from Roku or YouTube. Whole family has to look on a laptop screen from a distance and struggles to hear and see.

Its been feeling contrived for the satisfaction of staff. Has become formulaically prissy; like the Democrat party Old Left. Hope transformation comes in my lifetime.

I don't feel I know the church very well yet.

Chris said the Second Sunday donations are way down this year. They were down even before this year. If there is a way to announce that the donations are down and recruit donations from anyone who is moved to and able that would be great.

I've enjoyed becoming more involved in the service since coming online. One motivation for me to be involved in a church is for the community but as I said above it's been difficult to find the right thing to try to be involved in.

So ready for the pandemic to be over.

## Wishes

I wonder what else we can do that will allow more folks to get active with us. Would it meet our mission to invite , e.g. the Native American Poet Meg read today ( and other inspiring poets) to have a published readings, public concerts by our music team, start our own or partner on a credit union or financial counseling, access to food, housing assistance @7 m. folks soon to be eviction vulnerable, more equity and justice active active...

## Eager to discuss results

Thanks for asking! I look forward to seeing and discussing the results. Community is not always easy even in the best of times. These are not the best of times.



## **Dismantling White Supremacy**

It is obvious the staff has really pitched in to keep the church alive as a virtual community. Thanks to all for your efforts; they are noted and appreciated. Also, I appreciate the leadership of First UU to model anti-racism via the Beloved Community moments in the service.

I greatly appreciated the small group discussions around how to implement the 8th Principle as a congregation. I look forward to seeing what comes of that. Additionally, I want to thank everyone for all your hard work during this year. The pandemic has been hard, but it would be a lot harder if I didn't have my church community to call home. You have really gone above and beyond to give the congregation spiritual nourishment and healing during this time of fear and upheaval.

## **Confusion**

I don't know the "ends" related to our mission. Thus, I didn't really know how to answer the questions posed in the survey.

### 3. Governance Process

The Board of Trustees of the First Unitarian Universalist Church of Austin governs on behalf of the church to realize its mission and uphold its values.

#### 3.1. Governing Style

The Board will govern lawfully and ethically, with emphasis on:

- Outward vision rather than internal preoccupation,
- Encouragement of diversity in viewpoints,
- Spiritual and strategic leadership more than administrative detail,
- Clear distinction between the role of the Board and the role of the Senior Minister,
- Collective rather than individual decisions,
- The future, rather than the past or present,
- Being proactive rather than reactive.

3.1.1 The Board shall cultivate a sense of group responsibility for excellence in governing. The Board will use the expertise of individual members to enhance the ability of the Board as a body. The Board will allow no officer, individual, or committee of the Board to hinder or be an excuse for not fulfilling Board commitments.

3.1.2 The Board will carefully establish broad written policies reflecting the congregation's values and the desired ends to be achieved and means to be avoided. The Board's major policy focus will be on the desired end effects, not on the administrative or programmatic means of attaining those ends. The Board will be the initiator of policy, not merely a reactor to Executive initiatives.

3.1.3 The Board will enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as training, attendance, preparation, policy-making principles, respect of roles, and ensuring continuance of governance capability. In accordance with this discipline, the Board will address a topic or issue only after it has answered these questions:

- a. Whose issue is this, Executive or Board? Is the issue about Ends or Means? If it is about Means, does the issue affect Ends in a significant way? If so, then the Board will determine the broadest way to address the issue so that it is still under existing Board policy.
- b. Has the Board dealt with this subject in a policy? If so, what has the Board already said on this subject? How is this specific issue related? If the Board has already addressed the matter, does the Board wish to change what it has already said?

Interpretation:

The board will work for the congregation to lead the church in a proactive, ethical manner. The board will lead the church as reflected in the First UU Austin Governing Policies document. This document will be a living document, and thus be updated as deemed necessary by the board.

The board will govern as a group – not as individuals.

The board will self-enforce the leadership by focusing on the values, mission, and ends (not the means to meet the ends).

Measures:

Self reporting - Review of Board Meeting Agendas as a checklist to verify that they focus on the board role (values, mission, and ends) and the role of the executive.

Self-reporting - Of non-compliance of the role of the board.

- Review of the meeting evaluation that is completed during each board meeting
- Self-reporting - Review of the First UU Austin Governing Policies document to ensure that it reflects the role of the board and the values of the church.

Rationale for the Measures:

The First UU Austin Governing Policies document represents the formal definition of the values, mission, and ends of the church.

The Board Meeting Agendas and the meeting evaluations demonstrate that the board is focusing on its role within the life of the church.

### 3.2. Board Job Description

Specific job outputs of the Board, as an informed agent of the ownership, are those that ensure appropriate organizational performance. Accordingly, the Board will:

- Provide authoritative linkage between the church and the operational organization,
- Engage in long-term visioning through conversation with the congregation,
- Monitor the performance of the Senior Minister,
- Monitor the performance of the Board
- Provide assurance of successful organizational performance on Ends and Executive Limitations,
- Serve as legal representative of the Church.

3.2.1 The Board will produce written governing policies that address at the broadest levels each category of organizational decision. These policies shall include:

- a. Ends: The difference we make in the world.
- b. Executive Limitations: Constraints on executive authority that establish the prudence and ethics boundaries within which executive activity and decisions must take place.
- c. Governance Process: Specification of how the Board conceives, carries out, and monitors its own task.
- d. Board-Executive Linkage: How authority is delegated and its proper use monitored.

3.2.2 The Board will assure Executive performance in accordance with Board policies.

Interpretation:

The Board's job includes stakeholder linkage, policy review and development, and monitoring the performance of both the executive and the board in meeting its goals. The board is a legal representative of the church.

The First UU Austin Governing Policies document defines these roles at a high level.

Measures:

Self-reporting - Verify that linkage activities have been held to gather the needs and ideas of the congregation, as needed.

Self-reporting - Verify that the board executes the monitoring as defined in the First UU Austin Governing Policies document

Self-reporting – Ongoing review and possible update of the First UU Austin Governing Policies document to ensure that the document defines the current vision, ends, executive limitations, and governance policies.

Self-reporting - Verify that the board serves as the legal representative of the church, as necessary

Rationale for the Measures:

The First UU Austin Governing Policies document represents the formal definition of the values, mission, and ends of the church. This document also describes the monitoring to be performed by the board.

The executive performance is based on the executive's ability to meet the policies (given the limitations defined in the First UU Austin Governing Policies document).

### 3.3. Agenda Planning

To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda that

- Systematically monitors and reviews Board policies,
- Completes a re-exploration of Ends,
- Continually improves Board performance through Board education, and
- Provides education and communication to enhance the congregation's understanding of policy-based governance.

3.3.1 In addition, the Board will ensure that the church engages in a cycle of Ends renewal at least every seven years.

Interpretation:

The board will define and follow an agenda to annually monitor the policies.

The board will review the church's Ends for necessary updates at least every 7 years.

The board policies and processes will be updated as needed.

The board will provide policy-based governance education to the congregation as needed.

Measures:

Self-reporting - Verify that education/training is provided on an as needed basis to new board members and to current board members.

Self-reporting - Verify that board policies and processes are updated when appropriate.

Self-reporting - Verify that the Ends are reviewed at least every 7 years.

Self-reporting - Verify that the congregation is provided with policy-based governance education, as needed.

Rationale for the Measures:

Policies and processes updates show that the board is changing as needed in order to provide continued excellence in governance.

Education or training is a means of providing an understanding of policy-based governance to both board members and the congregation.

The President ensures the integrity of the Board's process and represents the Board to congregants and occasionally to outside parties. Accordingly,

3.4.1 It is the responsibility of the President to ensure the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.

- a. Meeting discussion content will be only those issues, which, according to Board policy, clearly belong to the Board to decide or to monitor.
- b. Information that is for neither monitoring performance nor Board decisions will be avoided or minimized and always noted as such.
- c. Deliberations will be fair, open, and thorough but also timely, orderly, and kept to the point.

3.4.2 The authority of the President consists in making decisions that fall within the policies in Board Governance and Board-Executive Linkage, except where the Board specifically delegates portions of this authority to others. The President is authorized to use any reasonable interpretation of the provisions in these policies.

- a. The President shall preside at all business meetings of the congregation.
- b. The President is empowered to chair Board meetings, with all the commonly accepted authority of that position.
- c. The President, as an individual, has no authority to make decisions about policies created by the Board within Ends and Executive Limitations policy areas. Therefore, the President, as an individual, has no authority to supervise or direct the Executive.
- d. The President may represent the Board to outside parties in announcing Board- stated positions and in stating the President's own decisions and interpretations within his or her authority.
- e. The President may delegate this authority to another Board member, but remains accountable for its use.

Interpretation:

Section 3.4.1 and 3.4.2 plainly state the duties and limitations of the Board President.

Board Meetings will be held in accordance with Robert's Rules and follow Policy Governance guidelines.

Measures:

Self-Reporting-Board evaluates its meeting process at every board meeting.

Rationale for the Measures:

The Board is responsible for its own excellence. These measures are necessary to ensure excellence and good governance.

## 4. Board-Executive Relationship

The Board's official connection to church operations, achievements, and conduct is solely through delegated authority to the Senior Minister.

### 4.1 Unity of Control

Only decisions of the Board acting as a body are binding on the Senior Minister.  
Accordingly,

4.1.1. Decisions or instructions of individual Board members, officers, or committees are not binding on the Senior Minister except in rare instances when the Board has specifically authorized such exercise of authority.

4.1.2 In the case of Board members or committees requesting information or assistance without Board authorization, the Senior Minister can refuse such requests that require, in the Senior Minister's opinion, a material amount of staff time or funds, or are disruptive.

#### Interpretation:

Unless authorized by the board, individual board members do not have the authority to make decisions or provide instructions to the minister.

Unless authorized by the board, board members or committees do not have the authority to request information or assistance from the minister. As appropriate, the minister can refuse such requests.

#### Measures:

Self reporting - Review of Board Meeting minutes will determine whether or not the board has given authority to an individual board member or a committee to perform such activities.

Self-reporting by the board (i.e., we will report either compliance or non-compliance). Within the board meeting, the minister should describe any such activities that have happened.

#### Rationale for the Measures:

The board can report compliance or not within the board meeting.

The minutes of the board meeting will document any board decisions.

The board meeting is the place where conflicts between the role of the board and the role of the minister should be expressed.

### 4.2 Accountability of the Senior Minister

The Senior Minister is the Board's only link to operational achievement and conduct, so that all

authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the Senior Minister.

4.2.1. The Board shall refrain from giving instructions to persons who report directly or indirectly to the Senior Minister.

4.2.2. The Board shall refrain from evaluating, either formally or informally, any staff other than the Senior Minister.

4.2.3 The Board shall view the Senior Minister's performance as identical to organizational performance, so that accomplishment of the Ends and avoidance of policy-proscribed means will be viewed as successful Senior Minister performance.

Interpretation:

The minister has sole authority and accountability of the staff. The board cannot direct or evaluate the work of the staff.

The board evaluates performance of the minister based on the performance of the church in meeting the Ends and Policies.

Measures:

Self-reporting by the board (i.e., we will report either compliance or non-compliance). Within the board meeting, the minister should describe any such activities that have happened.

Rationale for the Measures:

The board can report compliance or not within the board meeting.

The board meeting is where conflicts between the role of the board and the role of the minister should be expressed.

### 4.3 Delegation to the Senior Minister

The Board shall delegate authority to the Senior Minister through written policies that prescribe the organizational Ends to be achieved and describe organizational situations and actions to be avoided, allowing the CEO to use any reasonable interpretation of these policies. Accordingly, the Board shall:

4.3.1 Develop policies instructing the Senior Minister to achieve specified results. These policies shall be developed systematically from the broadest, most general level to more defined levels, and shall be called Ends policies.

4.3.2 Develop policies that limit the latitude the Senior Minister may exercise in choosing the organizational means. These limiting policies shall describe those practices,



activities, decisions, and circumstances that would be unacceptable to the Board even if they were to be effective. These policies shall be developed systematically from the broadest, most general level to more defined levels, and they shall be called Executive Limitations policies.

4.3.3 Authorize the Senior Minister to use any reasonable interpretation of the Board's Ends and Executive Limitations policies, to establish any further policies, make any decisions, take any actions, establish any practices, and develop any activities. Such decisions of the Senior Minister shall have full force and authority as if decided by the Board.

Interpretation:

The board develops policies to delegate authority to the minister – both Ends policies and Executive limitations policies. These are documented in the ‘First UU Austin Governing Policies’ document. The minister develops the interpretations of these policies.

Measures:

Self reporting – The board meeting minutes document the development and changes to the policies as well as the development and changes to the interpretations.

Rationale for the Measures:

The policies have been developed and will be updated as necessary. The interpretations of these policies are reviewed in the board meetings.

#### 4.4. Monitoring Senior Minister Performance

Regular and systematic monitoring of the Senior Minister’s job performance will be solely measured by accomplishment of Ends in accordance with Executive Limitations policies.

4.4.1 Monitoring determines the degree to which Board policies are being met. 4.4.2 The Board shall acquire monitoring data by one or more of the following methods:

By internal report, in which the Senior Minister discloses compliance information to the Board;

By external report, in which an external, disinterested third party selected by the Board assesses compliance with Ends and Executive Limitations;

By direct Board inspection, in which one or more Board members designated by the Board, or the Board as a whole, assess compliance with Board policy.

4.4.3 In every case, the standard for compliance shall be any reasonable interpretation by the Senior Minister of the policy being monitored.

4.4.4 All policies that instruct the Senior Minister will be monitored at a frequency and

by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on the attached schedule (Appendix A).

Interpretation:

The board regularly monitors the minister's job performance by determining how well the Ends and Policies are being met (as reflected in the interpretations of the policies). Although policies may be monitored at any time, the regular schedule for monitoring of the policies is documented in the policies document.

Measures:

Self reporting - Verify that the board executes the monitoring as defined in the First UU Austin Governing Policies document. The monitoring will be documented in the board minutes.

Rationale for the Measures:

The policies are monitored by the board within the board meeting.