

MEETING AGENDA - FUUCA Board of Trustees

Meeting

Meeting Date	Tuesday, October 20, 2020
Start Time	6:30 PM
End Time	8:30 PM (CST)
Location	https://zoom.us/my/firstuuaustin passcode = 512452
Purpose	Regular scheduled meeting

RSVP

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

Meeting documents

Agenda

1. Coming Back into Covenant

1.1. Chalice Lighting and Opening Words	/ 2 min.
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1.2. Reading of Board Covenant	/ 2 min.
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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.
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1.4. Approve Agenda and Consent Agenda	/ 2 min.
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- Program Development Report Sept 2020.pdf Page 11
- Process review_draft_15Oct20.docx Page 10
- Minutes-2020-09-15-v1.pdf Pages 4-9



2. Connecting with our Moral Ownership

2.1. Moment with Chris / Financials update

Chris Jimmerson / 15 min.

- Draft 2021bdgetsumm09-28-20.pdf Page 20
- AugustFinancialReports.pdf Page 21-22

2.2. Visitor's Forum

Nesan Lawrence / 10 min.

The Board Linkage Committee welcomes Liz Nielsen from the Stewardship Committee.

2.3. Recognition of Church Volunteers and Staff

/ 2 min.

2.4. Moment with Meg

Meg Barnhouse / 10 min.

2.5. Report on Congregational Town Halls About Positions of Public Record

Elias Ponvert / 10 min.

Nesan and Elias will report on feedback we received from the congregation during open town hall meetings on Sep 27 and Oct 11 about the proposed resolution creating positions of public record.

3. Monitoring our Progress

3.1. Ends interpretations 1.4.7 & 1.4.8 monitoring

/ 5 min.

- 1.4.8 monitoring report 10-2020.pdf Pages 23=24
- 1.4.7.pdf Pages 21-22

3.2. Policy Committee

/ 10 min.

- 20201012-FUUCA-Board-Remote-Meetings.docx Page 25

3.3. Monitoring Committee

/ 5 min.

3.4. Linkage Committee

/ 5 min.

3.5. Board Engagement Committee

/ 5 min.

4. Learning & Creating the Future

4.1. Discussion: My Grandmother's Hands Chapters 5-6

Sadie Lambert / 15 min.

5. Adjourn

5.1. Action Items

/ 3 min.

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

- Readings
- Timekeeper
- Process Evaluator
- Snacks



5.2. Process Evaluation

/ 2 min.

5.3. Extinguishing the Chalice and Closing Words

/ 2 min.



MEETING MINUTES - FUUCA Board of Trustees

Meeting

Date	Tuesday, September 15, 2020
Started	6:30 PM
Ended	8:30 PM (CST)
Location	First UU Zoom https://www.zoom.us/my/firstuuaustin
Purpose	Regular scheduled meeting
Chaired by	Elias Ponvert
Recorder	Toni Wegner

Attendance

Present: Meg Barnhouse, Leena Batra, Leo Collas, Rob Hirschfeld, Chris Jimmerson, Sadie Lambert, Nesan Lawrence, Elias Ponvert, Kelly Raley, Kristen Ray, Dave Riehl, Toni Wegner

Absent: Shannon Posern

Invited guests: Wendy Erisman

Meeting documents

- 2.4 Financial Conditions rev09-2020.pdf
- 2.7 Compensation and Benefits rev 09-2020.pdf
- Program Development Report August 2020.pdf
- 09-2020fiscalreports.pdf
- 1.4.6 monitoring09-09-20.pdf
- FUUCA Linkage Sub-Committee - Proposal for Organized Group Visits v2.pptx
- linkage.pages.pdf

Minutes

1. Coming Back into Covenant

1.1. Chalice Lighting and Opening Words

Sadie read opening words from [A Course in Miracles](#).

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.

Elias read the Board Covenant.

Status: Completed

1.3. Confirm Timekeeper and Process Evaluator

Confirmed Toni as timekeeper and Rob as process evaluator.

Elias would like to revise how we do process evaluation, but OK for now.

Status: Completed

1.4. Approve Agenda and Consent Agenda

See attached documents for consent agenda

The consent agenda includes Limitations Reports 2.4 (Financial Conditions) and 2.7 (Compensation and Benefits), the monitoring report on Ends 1.4.6, the fiscal reports, and the Program Development Report.

Kelly moved we approve the consent agenda. Nesan seconded. No objections

Status: Completed

- 2.4 Financial Conditions rev09-2020.pdf
 - 2.7 Compensation and Benefits rev 09-2020.pdf
 - Program Development Report August 2020.pdf
 - 1.4.6 monitoring09-09-20.pdf
 - Minutes-2020-08-18-v1.pdf
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2. Connecting with our Moral Ownership

2.1. Visitor's Forum

Started 6:43 p.m.

Linkage invited Wendy Erisman to discuss Transformation Connection Service.

- Started 6 years ago as Leadership Development, formed by Meg. But found people weren't able to connect or find their place.
- There is a leadership team and conversation team (with 6 people). Went to a model in Spring 2018 to have 1-on-1 discussions to find out what people are interested in. Have the capacity to do more, but need to get the word out.
- Put things on hold right after pandemic, then trained new people as conversation leaders, then realized they needed to figure out the pandemic status of groups and ministries. Captured this information in a Google spreadsheet.
- Knowing what is going on in the congregation has always been a big challenge. Paper gets out of print easily, so ideally will put this online so people can search for opportunities of interest.
- Opportunities and challenges? Biggest challenge is how to get people to understand what they offer. Personal recommendations are the best way to get connected. They want to reach out both to new people and those looking for something new.

- Board members can help get the word out!
- Positives of pandemic - better turnout at meetings. It would be great to keep online attendance as an option. This allows for additional accessibility accommodations.
- Feedback is always welcome.
- Kelly (who is on the committee) wanted to highlight change in name - added "Connection" to highlight ways to get connected.
- Primary way people sign up is in Path to Membership.
- Wendy - Consider reaching out to people 6 months after Path to Membership class.
- Wendy did test the database with Shannon. We need something simpler for many people.
- Email to direct people is transform@austinuu.org

Status: Completed

2.2. Recognition of Church Volunteers and Staff

Recommendation from Kelly - Kathleen Ellis (Wellspring), Chris Barton (story)

Shannon for work on database transition

People doing testimonials (Kristen to follow up with Liz)

Splash Day event - thank Kelly; key organizers (Kristen to follow up with Kelly)

Lee Legault, Wayne Bockman who dropped off kits

Kami has been making soup and driving it around to church members

Status: Completed

2.3. Moment with Meg

- Nora Reese's 102nd birthday - Can the board write her a note? (Kristen)
- Peggy Morton has asked Meg to sign church's name to a list of sanctuary churches for the National Sanctuary Network; Meg wanted Board to weigh in.
- There was discussion, and there were no concerns.
- Rationale is that we are a founding member of the Austin Sanctuary Network, and the process we've been discussing for positions by the church is still in process. Also, the Church voted to support ASN as a monthly donation.
- RE program is going great. They have 37 kids for the start of the year. Did the drive-through for packet pick-ups.
- Worship seems to be going well. Hear so many ministers talk about the grumpiness of their congregations with COVID. Meg feels good about the healthiness of our organization.

Status: Completed

2.4. Moment with Chris / Financials discussion

Chris wanted to talk about the changes in the way the statements look because of the move to GAAP. Also, they are still working on next year's budget.

- Depreciation and interest on loan are going on as expenses, but they're not cash expenses. Zero them out as non-cash expense to back them out.
- Chris has found some things in the wrong categories he has asked firm to fix.
- It's hard to tell how much our pledges and other forms of revenue are really dropping off. Really hard to estimate what we can expect.
- Worry about what happens down the road. Concerns about when we will be paying loan out of operating expenses.



- David asked if we could get a supplemental quarterly statement on the use of cash. Chris can talk to them about a cash flow statement.

Status: Completed

- 09-2020fiscalreports.pdf
-

3. Monitoring our Progress

3.1. Policy Committee

Rob - Policy committee wants to propose a change to the bylaws to accommodate remote meetings and acceptable voting practices. Wanted a motion for the board to ask the policy committee to submit a proposed bylaw change.

There was discussion of why there would need to be a motion for this, since a committee can make a proposal without a motion. There was also discussion of whether a bylaw change is even needed, or whether this should all be considered as part of a board policy.

Meg mentioned that the only time she has heard about a board struggling with voting is when they were using Slack, which is not face-to-face or synchronous.

Rob reiterated his concerns, especially with a remote congregation meeting, but it was pointed out that we've already had a congregational meeting that included a consent agree. David said that his separate investigation also

Rob wants to give us a 2-sentence bylaws change; they already have a template for how a meeting can be governed.

David did separate investigation. The common threads were that electronic meetings have to be allowed, participation in the meeting if remote counts as being present, and participants have to be able to converse in real time.

Elias said he didn't think we need a motion to empower the Policy Committee to submit a bylaw change. He would like to know more about accessibility issues.

The Policy Committee will have a motion for the next meeting. They were requested to provide it several days in advance of the meeting.

The question was raised whether we need Board approval to put something on the agenda for the Congregational meeting. Per Chris - The bylaws don't specify who makes agenda for Congregational meeting.

Status: Completed

3.2. Monitoring Committee

Kelly - plans this year - Congregational Survey and taking a close look at 2.2 (Treatment of Staff)

- They have begun the process of planning how they'll collect information; sent an email to get list - there are 16 people on payroll.
- Committee will have an in-person meetings with each staff member and will interview them as a committee.
- For survey, they have access to the old one; Kelly will make a pdf of old one and will send to Board to ask for feedback and input.
- Will revise survey in October based on feedback and write an article for the newsletter.
- Will administer the survey in November and December.
- Of the 16 staff, a lot are part-time (section leaders, childcare); There was agreement the focus should be on regular staff. Kelly to email Chris for a list.

Status: Completed

3.3. Linkage Committee

Kristen discussed Linkage proposal to invite members of the community into small group conversations, in part as a follow on discussions of the 8th principle survey.

- Small groups of 20 - mix of active and passive members/friends;
- Ask of the Board is that 2 Board members facilitate each conversation;
- Training will include going through the conversation ourselves;
- Time frame - in the month of October;
- We're waiting for a list, then will get started organizing the groups;
- We'd like Meg or Chris to mention in the sermon;
- If they can't join the conversation when invited, we can find another time for them;
- This is a follow up to the 8th principle, but the world has changed since the previous Board survey.
- Meg will frame as things the Board wants to talk with you about

Nesam then discussed Linkage proposal for inviting groups to talk with the Board; Replace Austin Area UU White Allies with Sr. Youth Group; remove Facilities/ Freshen UUp/Grounds, as those groups don't exist

Reminder from Meg that groups we invite are just giving updates to the Board, they are not reports to the Board. The groups report to Meg.

Status: Completed

- FUUCA Linkage Sub-Committee - Proposal for Organized Group Visits v2.pptx
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3.4. Board Engagement Committee

Sadie - Update on Board video project on racial injustice. Leo received information recently, and Kristen will contact through LinkedIn and make introduction; then Sadie and Leo will collaborate on a script.

Sadie and Leo will also propose alternatives for ways the Board can connect socially .

Status: Completed

4. Learning & Creating the Future

4.1. Discussion: My Grandmother's Hands Ch 3 & 4

Learning and discussion from chapters 3 and 4 of My Grandmother's Hands.

Elias led a discussion of Chapters 3 and 4, focusing on themes from the book, including

- Clean pain vs. dirty pain
- Percentages of police and nurses who have trauma backgrounds
- Generational trauma/hazy trauma/shared trauma (which raised the question of whether churches have trauma)
- Profound racial trauma, what people feel in their bones

Status: Completed

5. Adjourn

5.1. Action Items

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

- Readings
- Timekeeper



- Process Evaluator
- Snacks

Sadie offered to lead discussion of My Grandmother's Hands Chapters and 6 for October meeting

Timekeeper - Nesan

Process evaluator - Toni

Readings - Dave

Action items

-Sadie and Leo make suggestions for Board engagement

-Kristen connecting Leo to contact (from LinkedIn)

-Kelly will distribute copy of survey and would like feedback from the board before the next meeting

-Kristen will send out recognition notes (and will add Wendy to the list)

Status: Completed

5.2. Process Evaluation

Rob said he felt we were satisfactory, but notes:

- When talk about accounting, we get into administrative details (may be appropriate due to the changes, but we need to make sure we're not overstepping)
- We forgot to light the chalice

Rob asked if people like using Zoom chat. Elias said that if we use chat, someone could bring up what is being raised so we don't miss things. We could assign someone to monitor the chat or perhaps a designated Zoom pilot, who we could make a co-host. Should that be a formal designated role?

Status: Completed

5.3. Extinguishing the Chalice and Closing Words

Sadie read closing words from [A Course in Miracles](#)

Meg blew out the chalice (that she had just lit)

Status: Completed

**First UU Austin Board of Trustees
Meeting Process Review**

DRAFT

Date: _____

Name of Evaluator: _____

Ratings: S indicates Satisfactory; NI indicates Needs Improvement; UNS indicates Unsatisfactory

1. Preparation

The board was prepared for this meeting.	S	NI	UNS
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2. Action Items - Previous

Last month's action items were completed.	S	NI	UNS
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3. Timing

Appropriate time was allocated and spent on agenda items.	S	NI	UNA
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4. Policy Governance

Policy governance was observed.	S	NI	UNS
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5. Covenant

The board covenant was observed.	S	NI	UNS
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6. Participation

All board members had the opportunity to participate in discussions and decision-making.	S	NI	UNS
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7. Action Items - Current

Clear action items were identified from this meeting.	S	NI	UNS
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8. Overall

	S	NI	UNS
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Comments:

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

Worship Services

We are continuing to do our worship services online and are still developing new learning as we go. The entire staff and a number of church members have contributed to make these services happen.

Building Closure

Our staff continue to work from home, and the church building is still closed. We are still asking folks to enter the building only as necessary and to wear a mask and practice social distancing if they do need to enter the building. We had repairs made to the arbor that is attached to the RE wing. We also had to repair an AC unit.

Church Operations

We continue to do our church meetings and small groups by Zoom. We are also doing our religious education classes via Zoom. Shannon has implemented the new, more user friendly and more powerful database system.

Finances

Please see the separate financial reports attached. We have not yet heard back from the Small Business Administration on our application for forgiveness for our PPP loan.

Membership

We had two membership resignations. We have a few folks who have attended our services online and that have expressed interest in becoming church members.

Warmly,

Chris

August Financial Statements

Our accounting firm has completed changes to our chart of accounts to both simplify it and to bring it more in line with Generally Accepted Accounting Principles (GAAP). Thus, our reports look a bit different now.

I will give an overview of the major changes at the board meeting; however, to avoid confusion, I will go over a few items in this report.

Probably the largest change involves a number of funds for which both income and expenses had been flowing through the balance sheet.

These were funds that were restricted as to their use (either by their donors or the bylaws or other legal documents) or funds that we had allocated for a specific purpose, such as an unanticipated need for social justice expenditures.

Accounting for these funds through the balance sheet though, has been causing our actual costs for operating expenses and income to be deflated — it has reduced on paper what it actually costs to keep the church going and living its mission, as well as what has been contributed to do so.

For instance, pretty much every year we encounter the need for social justice expenditures that were unanticipated.

These funds have been moved to the Profit and Loss Statement as restricted income and expenses (i.e. they can only be spent in certain ways) or funds that were pre-allocated for specific purposes by church management, but can be reallocated as needed.

The new chart of accounts more accurately reflects our financial position. Our new financial statements look much more like what I was used to seeing when I managed non-profit organizations that received government and foundation grants, requiring compliance with GAAP.

I will cover more of this at the board meeting but want to make a few notes below:

- On the Profit and Loss (P&L) Statement for August, you may notice a smaller amount of pledge contributions and a negative number for plate contributions. While both were actually down for the month, these reductions are over exaggerated in August because of adjustments that were made in the month for income in prior months that should have been allocated to other income categories.
- Repairs and Maintenance in August reflects the lighting we installed in the sanctuary that was actually paid from capital campaign restricted funds, for which income and expenses are now reflected on the profit and loss statement.
- Depreciation expenses increased in August, because we have started to have to account for the depreciation of the value of the expansion and renovations.
- On both the August P&L and the the P&L YTD, we have reflected that depreciation is not an expense that reflects an actual cash expenditure, and we have documented our actual change in cash flow.

- The P&L YTD includes a comparison to last year; however, not all line items will compare accurately to the previous year because of the change in our chart of accounts and our accounting practices being brought in line with GAAP.

First Unitarian Universalist Church of Austin

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BALANCE SHEET As of August 31, 2020

	JUN 2020	JUL 2020	AUG 2020
ASSETS			
Current Assets			
Bank Accounts			
1072 Bill.com Money Out Clearing	709.98	309.98	-80.00
1110 8009-THCU Checking	415,817.08	442,681.84	460,679.76
1120 RBank Debt Service 676	95,806.75	59,051.45	59,058.97
1130 RBank Construction 668	269,739.08	260,278.47	250,816.85
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.	243,257.59	253,134.24	260,602.58
1720 UUCEF Mixed Investment Account	334,020.74	347,582.51	357,837.40
1730 UUCEF Murr Music Account	68,596.39	71,381.51	73,487.51
1740 UUCEF Education	412,377.49	429,120.68	441,781.22
1790 Unrealized (Gain)/Loss on Investments	-85,093.92	-129,058.40	-162,490.35
Total Bank Accounts	\$1,755,431.18	\$1,734,682.28	\$1,741,893.94
Accounts Receivable			
1210 Accounts Receivable	0.00	0.00	0.00
Total Accounts Receivable	\$0.00	\$0.00	\$0.00
Other Current Assets			
1199 Undeposited Funds	0.00	0.00	149.75
1220 VANCO - Payment Reconciliation	5,896.92	7,921.43	2,661.43
1230 Cash/Checks	0.00	0.00	0.00
1240 VANCO - ACH/MS	0.00	0.00	1,745.00
1250 VANCO - ACH	0.00	0.00	0.00
1260 Stripe			667.96
1310 Prepaid Expenses	0.00	0.00	0.00
Total Other Current Assets	\$5,896.92	\$7,921.43	\$5,224.14
Total Current Assets	\$1,761,328.10	\$1,742,603.71	\$1,747,118.08
Fixed Assets			
1500 Fixed Assets			
1510 Building	3,821,185.45	3,821,185.45	3,810,161.57
1520 Land	3,772,325.00	3,772,325.00	3,772,325.00
1530 Furniture & Equipment	127,767.25	132,994.25	132,994.25
1590 Accumulated Depreciation	-363,048.69	-364,916.00	-436,602.19
Total 1500 Fixed Assets	7,358,229.01	7,361,588.70	7,278,878.63
Total Fixed Assets	\$7,358,229.01	\$7,361,588.70	\$7,278,878.63
TOTAL ASSETS	\$9,119,557.11	\$9,104,192.41	\$9,025,996.71

First Unitarian Universalist Church of Austin

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BALANCE SHEET As of August 31, 2020

	JUN 2020	JUL 2020	AUG 2020
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2110 Accounts Payable	4,692.55	13,591.10	2,121.60
Total Accounts Payable	\$4,692.55	\$13,591.10	\$2,121.60
Credit Cards			
2150 Chase Credit Card 3081	82.08	10,178.70	1,672.44
Total Credit Cards	\$82.08	\$10,178.70	\$1,672.44
Other Current Liabilities			
2320 Security Deposits	0.00	0.00	0.00
2410 Payroll Liabilities	3,677.22	0.00	0.00
2450 Sales Tax Payable	0.00	0.00	0.00
2610 PPP Loan	140,800.00	140,800.00	140,800.00
Sales Tax Agency Payable	0.00	0.00	0.00
Total Other Current Liabilities	\$144,477.22	\$140,800.00	\$140,800.00
Total Current Liabilities	\$149,251.85	\$164,569.80	\$144,594.04
Long-Term Liabilities			
2620 Construction Loan	1,327,262.57	1,323,188.45	1,320,641.41
Total Long-Term Liabilities	\$1,327,262.57	\$1,323,188.45	\$1,320,641.41
Total Liabilities	\$1,476,514.42	\$1,487,758.25	\$1,465,235.45
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	121,196.53	94,588.00	38,915.10
Total Equity	\$7,643,042.69	\$7,616,434.16	\$7,560,761.26
TOTAL LIABILITIES AND EQUITY	\$9,119,557.11	\$9,104,192.41	\$9,025,996.71

FIRST UNITARIAN UNIVERSALIST CHUR

Profit and Loss

August 2020

	Total
Income	
4100 Earned Revenue	
4120 Admissions/Ticket Revenue	0.00
4130 Rentals Revenue	3,571.08
Total 4100 Earned Revenue	\$ 3,571.08
4200 Contributed Revenue	
4210 Unrestricted Contributions	
4211 Pledge	14,828.33
4212 Sunday Plate	-1,760.72
4213 Other Gifts	25,192.19
Total 4210 Unrestricted Contributions	\$ 38,259.80
4220 Restricted Contributions	51,323.58
4221 Special Plate	3,797.00
Total 4220 Restricted Contributions	\$ 55,120.58
Total 4200 Contributed Revenue	\$ 93,380.38
Total Income	\$ 96,951.46
Gross Profit	\$ 96,951.46
Expenses	
6100 Payroll Expenses	
6110 Salaries & Wages	37,332.74
6140 Employer Portion of Benefits	2,135.35
6150 Employer Portion of Taxes	1,556.80
6180 Other Labor Related Expense	483.57
Total 6100 Payroll Expenses	\$ 41,508.46
6220 Program Expenses	
6223 Supplies	460.21
6224 Guest Speaker / Musician	375.00
6226 Professional Development	1,100.00
6228 Literature & Printed Materials	296.74
6229 Other Program Expenses	590.56
Total 6220 Program Expenses	\$ 2,822.51
6300 Outreach Costs	
6311 Printing	904.28
6390 Other Outreach Expenses	1,552.69
Total 6300 Outreach Costs	\$ 2,456.97
6400 Occupancy Costs	
6420 Grounds Upkeep	1,087.08
6430 Security	139.99
6440 Utilities, Phone, & Internet	4,796.29
6460 Repairs & Maintenance	14,703.88

Total 6400 Occupancy Costs	\$	20,727.24
6610 Office Supplies & Postage		525.30
6620 Dues & Membership Fees		37.49
6670 Software Subscriptions		2,237.95
6710 Legal & Professional Fees		2,175.81
6730 Permits, Licenses, and Other Fees		125.00
6750 Bank Service Charges		981.18
6760 Merchant Processing Fees		962.79
6820 Depreciation Expense		71,686.19
6830 Interest Expense		6,946.73
Suspense (deleted)		0.00
Uncategorized Expense		-428.92
Total Expenses	\$	152,764.70
Net Operating Income	-\$	55,813.24
Other Income		
4160 Interest and Dividends		140.34
Total Other Income	\$	140.34
Net Other Income	\$	140.34
Net Income	-\$	55,672.90
Non-Operational Cash Expense Offset		71,686.19
Operational Cash Flow Increase or Decrease	\$	16,013.29

FIRST UNITARIAN UNIVERSALIST CHUR
Profit and Loss YTD
January - August, 2020

	Total	
	Jan - Aug, 2020	Jan - Aug, 2019 (PY)
Income		
4100 Earned Revenue	-389.65	
4110 Event Revenue	55.97	13,820.28
4120 Admissions/Ticket Revenue	3,260.10	18,500.13
4130 Rentals Revenue	42,761.63	41,338.50
4150 Merchandise Sales	42.00	
Total 4100 Earned Revenue	\$ 45,730.05	\$ 73,658.91
4200 Contributed Revenue		
4210 Unrestricted Contributions	40,000.00	
4211 Pledge	394,133.14	465,249.50
4212 Sunday Plate	16,808.51	23,296.59
4213 Other Gifts	131,676.16	13,129.98
Total 4210 Unrestricted Contributions	\$ 582,617.81	\$ 501,676.07
4220 Restricted Contributions	164,470.80	
4221 Special Plate	5,016.76	8,112.53
Total 4220 Restricted Contributions	\$ 169,487.56	\$ 8,112.53
Total 4200 Contributed Revenue	\$ 752,105.37	\$ 509,788.60
Total Income	\$ 797,835.42	\$ 583,447.51
Gross Profit	\$ 797,835.42	\$ 583,447.51
Expenses		
6100 Payroll Expenses		
6110 Salaries & Wages	340,965.63	369,624.23
6140 Employer Portion of Benefits	61,216.76	73,015.67
6150 Employer Portion of Taxes	14,864.99	16,951.47
6180 Other Labor Related Expense	5,495.30	5,294.35
6190 Contract Labor		560.00
Total 6100 Payroll Expenses	\$ 422,542.68	\$ 465,445.72
6210 Charitable Giving		
6211 UUA	1,400.00	3,327.50
6213 Community Support	14,399.96	10,416.00
6219 Other Charitable Giving	1,400.00	1,469.00
Total 6210 Charitable Giving	\$ 17,199.96	\$ 15,212.50
6220 Program Expenses		
6221 Meeting Costs	3,711.99	9,413.93
6223 Supplies	4,925.49	14,042.42
6224 Guest Speaker / Musician	5,830.00	7,264.20
6225 Travel (Parking, Tolls, and Mileage)	9,480.83	5,204.21
6226 Professional Development	1,500.00	5,190.00
6228 Literature & Printed Materials	4,131.77	1,396.02

6229 Other Program Expenses	2,221.29	6,174.05
Total 6220 Program Expenses	\$ 31,801.37	\$ 48,684.83
6300 Outreach Costs		
6310 Advertising	1,405.14	360.00
6311 Printing	7,092.90	7,454.00
6330 Member Cultivation	10.81	
6390 Other Outreach Expenses	2,040.88	2,760.12
Total 6300 Outreach Costs	\$ 10,549.73	\$ 10,574.12
6400 Occupancy Costs		
6410 Building Upkeep	892.78	2,391.16
6420 Grounds Upkeep	8,696.64	10,463.79
6430 Security	349.92	429.92
6440 Utilities, Phone, & Internet	30,135.88	36,490.70
6450 Equipment	951.88	
6460 Repairs & Maintenance	25,159.82	11,493.07
Total 6400 Occupancy Costs	\$ 66,186.92	\$ 61,268.64
6610 Office Supplies & Postage	10,438.14	12,456.19
6620 Dues & Membership Fees	2,049.46	1,723.38
6670 Software Subscriptions	8,092.78	7,130.81
6710 Legal & Professional Fees	24,201.46	17,330.92
6730 Permits, Licenses, and Other Fees	125.00	59.21
6740 Property & Liability Insurance	20,225.00	10,900.00
6750 Bank Service Charges	7,779.75	1,160.79
6760 Merchant Processing Fees	5,781.94	7,419.14
6820 Depreciation Expense	84,757.36	
6830 Interest Expense	48,162.83	0.00
Suspense (deleted)	0.00	
Uncategorized Expense	0.00	
Total Expenses	\$ 759,894.38	\$ 659,366.25
Net Operating Income	\$ 37,941.04	-\$ 75,918.74
Other Income		
4160 Interest and Dividends	974.06	504.34
9980 Tfr. Mixed invest to Operations (deleted)		23,000.00
Total Other Income	\$ 974.06	\$ 23,504.34
Net Other Income	\$ 974.06	\$ 23,504.34
Net Income	\$ 38,915.10	-\$ 52,414.40
Non-Operational Cash Expenses	84,757.36	
Operational Cash Flow Increase or Decrease	\$ 123,672.46	

Draft 2020 Budget
Pending the End of the Stewardship Drive

Budget Year	2020	2021
INCOME	Budget	Proposed
Contributions		
Pledges		
Pledge	\$ 690,000	\$ 690,000
attrition	\$ (20,700)	\$ (24,150)
New Member Giving	\$ 42,300	\$ 35,000
Sunday Plate	\$ 41,000	\$ 35,000
Other Gifts	\$ 28,000	\$ 38,000
Rental	\$ 125,000	\$ 71,000
Activities		
Fundraiser	\$ 11,750	\$ 11,750
Income from Committees	\$ 2,000	\$ 1,000
Camp UU (Hogwarts)	\$ 7,000	\$ 7,000
Special Plate	\$ 15,622	\$ 10,000
Paradox Players	\$ 11,475	\$ 7,650
Interest & Dividends	\$ 2,400	\$ 2,400
Wake Now Our Vision	\$ 40,000	
Released from Restricted (Murr)	\$ -	\$ 1,500
Restricted Funds Offset	\$ 2,033	\$ 3,391
Annual Transfer	\$ 20,580	\$ 23,000
Released from CC		
Total Income	\$ 1,018,460	\$ 912,541

EXPENSES		
Ministry	\$ 392,288	\$ 366,891
Religious Education	\$ 278,055	\$ 268,044
Music	\$ 269,194	\$ 258,892
Administration	\$ 78,923	\$ 81,896
Total Expenses	\$ 1,018,460	\$ 975,723

Net Revenue or expense	\$ -	\$ (63,182)
No Salary Increases Savings		\$ 26,940.00
Remaining Loss		\$ (36,242)

End #7 Interpretation

- We provide leadership to and collaborate with the greater Unitarian Universalist community to expand the reach of our movement

We work with the other UU congregations around us to offer classes like OWL and Coming of Age, and invite area UUs to participate in events. We encourage ministers and members to be involved with national UU committees, to provide input and leadership in the wider denomination. We continue to be a leader in the UU Sanctuary movement, so we can encourage others with our successes and invite them to learn from our mistakes. We do what we can to strengthen and be a resource for the Austin Sanctuary Network, which we helped start. Together with other churches, we participate in outreach efforts, protest events, political actions, and we work with other churches to increase the visibility of Unitarian Universalism at city-wide events like Pride. We think of First UU as a “hub” congregation because of our size, our facilities, and our central location. The Regional staff have asked us to be a hub for UU classes and events, and we work toward that goal. Watched by people all over the UU world, our live streamed services will only continue to be more well-known, a valuable outreach tool. Our Public Affairs Forum is televised, so it is available to the Austin community. The Senior Minister’s writing appears in the UU World magazine, both in hard copy and online.

Measures

We will note the number of classes we offer which involve other congregations.

We will list the national efforts in which our ministers are involved.

We will note the actions and events we do with other congregations to increase the visibility of UUism in our area.

We will list the events which are held here as we act in our capacity as a hub congregation for this area.

We will note the number of pieces published by our ministers

We will count the number of views of our streamed services.

Classes with other congregations: *Our three OWL classes are coordinated with those at Live Oak, so if any of our folks can’t do it on our schedule, they can join the class at Live Oak, and vice-versa.*

The UU congregation in SA, Live Oak and First UU made a Coming-of-Age retreat at UbarU together last October.

Our Camp UU, Hogwarts, online by Zoom this past summer, included both adults and children from other congregations.

We have two youth attending our youth groups online, with knowledge and permission of their respective congregations.

The steep learning curve for converting to online worship last March, due to the Pandemic, was easier for us than for many smaller churches, as we had already been set up for live-streaming the services. We also have a staff of fast learning people who have

kept us going with only a few hitches. Other UU congregations have been using our services at their churches, or our music, or just the sermons.

National efforts in which our ministers are involved:

Sermons written by both Chris and Meg have been used in national publications, such as Soul Matters. Meg's songs are used as the basis of sermons by other ministers, and they are performed at churches all over the US.

Meg's columns appear in the online UU World magazine and in the print version, and in the CLF's Quest publication.

Both Meg and Chris advise and mentor other ministers, both fellowshipped and in formation.

Actions and events with other congregations to increase UU visibility:

The Austin Sanctuary Network, founded by First UU and St. Andrews Pres, continues to involve over 25 churches and organizations. Meetings and events are held virtually. There have been changes to the structure and the focus of the ASN, as it shrinks in both its mission (to free our Sanctuary leaders) and in leadership. They have been to DC several times to meet with elected officials, and now they are producing videos where Ivan tells the stories of his time in detention. They still organize accompaniment of migrants and asylum seekers to their government appointments. Several churches are involved in this. They also organized a fundraising concert last January for the ASN.

Number of pieces published by the ministers:

The UU World discontinued their columnists, so Meg's writing has not been seen nationwide this year. Her new book is coming out this fall, so there will be more visibility for First UU because of that.

There are still many requests for her songs for use in worship at other congregations.

Number of views of our services

Since we are completely online since March, Facebook counts the number of people who look for more than three minutes at the service. In the beginning, the number was over 4,000. We have about 300 folks in attendance Sunday mornings, and the rest of the people watch during the weeks that follow.

Updated October 2020

- Ends Interpretation 1.4.8: We are generous with time, talent, and treasure to realize our mission

First UU Church of Austin

October, 2020

- **We are generous with time, talent, and treasure to realize our mission**

Interpretation:

Everything we do at First UU is in service of the mission and ends of the congregation. We ask our members and our friends to pledge yearly, and we have made a “gift of record” a requirement of membership. In every “Path to Membership” class we make the expectations of membership clear and give a benchmark of each individual’s fair share of support in order to allow people to make informed decisions about how much support they may wish to pledge. We choose between “Celebration Sundays” where everyone pledges on the same day, and every member canvass, where each person gets a conversation of some kind with a canvassing volunteer.

We depend on our members and friends to volunteer their time, skill, and experience in order to move the congregation toward its ends in order to fulfill the church’s mission. To this end, we ask all new members to fill out an interest form indicating what kinds of efforts they’d like to help with. We have a “Transformation Through Service” program. TTS is comprised of a team of interviewers who sit down with new and long-time members for an in-depth interview about their relationship to the church, their interests, and their availability for ministry within the congregation. They then decide together what ministry team would be the best fit for that congregant. This has evolved from being a process mostly for new members, to being open to all members and friends. We would like to broaden the base of our volunteer support, so the same people are not always the ones doing the work. The program is just at its beginnings, but it has had good response so far.

Measures:

We track pledged income and the payment on pledges every year. Reports are sent to congregants to let them know what they pledged and what they have paid. We track volunteer hours to the degree possible to marvel at the generosity of our members and friends, and to understand how many work hours it takes to make a large church run well. We track how much we raise from our fund raiser, the yearly auction.

Evidence of Progress:

Auction Fundraiser: The Auction made 15,600 last spring! This year, with the Pandemic, we didn’t have a fundraiser.

Volunteer Hours:

During this Pandemic, some ministry teams couldn’t continue their work. The Caring Team did still make phone calls, write cards, and make some meals for congregants in need. The Fellowship Team is presenting a Halloween Drive By for the children, and a UU Talent Show

for the congregation. The RE Department has been very active under the direction of Kelly Stokes. We offered three levels of Our Whole Lives sex ed curriculum, the middle school and high school groups were active and continue to meet on Zoom. The children's RE continued all summer on Zoom, and Katrina Saporantos changed the children's choir to an online version of musical education, sharing, and collaborative music-making through video. The Worship Team sprang into action as the Pandemic hit to provide online services that gathered the people together online so they could still feel connection to First UU. The Music Department continues to involve the choir and guest musicians in video production of musical offerings for Sunday services.

Board members and heads of ministry teams probably give around 60 hours a year to their volunteer work for the congregation. I'd say we have around 40 people in leadership, and that together, even with the slow-down of the Pandemic, they give around 1500 hours. Their team members include another 50 people, who probably give about 30 hours a year each. I'd guess that, altogether, that's nearly 4000 volunteer hours. I think this may be a conservative estimation.

Pledging and Plate Support

Average Pledge

Year	2015	2016	2017	2018	2019	2020	2021*
Average Pledge	\$1,634	\$1,810	\$1,892	\$1,995	\$2,263	\$2,230	\$2,809

* 2021 is for those pledges we have received so far. It is likely this average will come down some, as many of our largest pledgers have already made their pledges.

Average Monthly Plate Collection

Year	2015	2016	2017*	2018	2019	2020 so far
Average Mo Plate	\$5,018	\$5,162	\$2,284	\$2,767	\$3,054	\$2,101

* The bookkeeper at the time in 2015 and 2016 recorded any contribution we received that was not designated as a pledge or other specific type of gift as plate revenue. Because of this, plate revenue was overstated for those years. In 2017, we switched to more accurately designating such contributions as "Other Gifts". Thus, the apparent drop in average monthly plate gifts between 2016 and 2017 was the result of an accounting change and not a real drop in revenue. The drop in 2020 so far is likely due to having to move to only one service and not being able to gather in person because of the pandemic.

[Last updated on October, 2020]

First Unitarian Universalist Church of Austin

Bylaws Requirement for Remote and Electronic Meetings

The proposed bylaws change will require that “The Board Policies shall define the requirements and protocols for conducting meetings using remote or electronic technologies. All meetings that conform to approved Board Policies are acceptable as per these bylaws.”

This document proposes specific Policy for Remote and Electronic Meetings

Remote and Electronic Meetings Defined

Any Meeting may be held by means of a conference telephone call or conference live calls so that all Persons participating in the meeting can communicate with each other. Shared voice and text chat are considered valid communication mechanisms. Participation in a meeting held by conference calls shall constitute presence of the Person at the meeting. This includes meetings in which some Persons are meeting in Person and others are Remote.

For discussions and voting, the meeting organizer is responsible for ensuring that parties identify themselves. Unattributed comments and votes cannot be tracked as part of the decision making process for gatherings.

Voting for Online Congregational Meetings

Remote Voting for Congregational Meetings is acceptable when the following conditions are met:

First, there us a record of congregants attending the meeting so that an accurate total present at the time of voting can be recorded. This number must be reflected in the minutes of the meeting. The number present at voting may be less than quorum as long as quorum was reached during the posted meeting times.

Second, the topic to be voted must be read in full and displayed on screen while being read.

Third, positive votes must be either be 1) unanimous in favor or 2) composed of a majority in which all individuals voting in favor have been identified either by voice affirmation of their name or by using associated chat or email.