

MEETING AGENDA - First UU Austin Board of Trustees

Meeting

Meeting Date	Tuesday, July 20, 2021
Start Time	6:30 PM
End Time	8:30 PM (CST)
Location	Zoom - https://zoom.us/my/firstuuaustin (password = 512452) Zoom ID: 940 671 9275 Dial in number: (346) 248-7799 or (669) 900-6833
Purpose	Regular scheduled meeting

RSVP

Accepted:	Suzette Emberton, Chris Jimmerson, Nesan Lawrence, Kelly Raley, Kristen Ray, Nathan Walther, Toni Wegner
No response:	Meg Barnhouse, Leo Collas, Rob Hirschfeld, Russell Holley-Hurt, Sadie Lambert, Shannon Posern, Bear Qolezcua, Dave Riehl

Agenda

1. Coming Back into Covenant

1.1. Chalice Lighting and Opening Words	Kristen Ray / 2 min. (6:30 PM - 6:32 PM)
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1.2. Reading of Board Covenant	/ 2 min. (6:32 PM - 6:34 PM)
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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. (6:34 PM - 6:36 PM)
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Russell volunteered to be timekeeper; Kelly volunteered to be process evaluator.

1.4. Approve Agenda and Consent Agenda	/ 2 min. (6:36 PM - 6:38 PM)
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Consent agenda includes:

- Minutes from the June board meeting Pages 4-8

Documents

- May2021Financials.pdf 9-16
- Program Development Report June 2021.pdf 17

2. Connecting with our Moral Ownership

2.1. Visitor's Forum

/ 10 min. (6:38 PM - 6:48 PM)

We welcome Kami Cornell!

2.2. Recognition of Church Volunteers and Staff

/ 5 min. (6:48 PM - 6:53 PM)

2.3. Moment with Rev. Chris

Meg Barnhouse / 10 min. (6:53 PM - 7:03 PM)

Documents

- 2022budgetdraft06-29-21.xlsx Pages 18-21

2.4. Decision to Co-ordain Lee Legault

/ 5 min. (7:03 PM - 7:08 PM)

3. Monitoring our Progress

3.1. Board discussion of end 1.4.6

(7:08 PM - 7:08 PM)

End 1.4.6 – We partner with other organizations and faith communities to dismantle a culture of white supremacy and other systems of oppression, within ourselves, within our church community, and beyond our walls

Documents

- End 1.4.6 and interpretation for board discussion.docx Pages 22-23

3.2. Monitoring Reports (Ends and/or Executive Limitations)

/ 10 min. (7:08 PM - 7:18 PM)

2.1 Treatment of Congregants, Friends and Visitors

Documents

- 2.1 Treatment of Congregants, Friends and Visitors rev 7-2021.pdf Pages 24-27

4. Learning & Creating the Future

4.1. Board Book Discussion

Toni Wegner / 15 min. (7:18 PM - 7:33 PM)

The Sum of Us, Chapter 1

5. Adjourn

5.1. Action Items

/ 2 min. (7:33 PM - 7:35 PM)

Let's review the action items from this meeting:

5.2. Process Evaluation

Kelly Raley / 2 min. (7:35 PM - 7:37 PM)



Documents

- Board process review form.docx

5.3. Assign Roles for Next Meeting

/ 2 min. (7:37 PM - 7:39 PM)

Assign roles for:

- Readings
- Timekeeper
- Process evaluator
- Book discussion
- Food for board retreat

5.4. Extinguishing the Chalice and Closing Words

Kristen Ray / 2 min. (7:39 PM - 7:41 PM)



MEETING MINUTES - First UU Austin Board of Trustees

Meeting

Date	Tuesday, June 15, 2021
Started	6:30 PM
Ended	8:30 PM (CST)
Location	Zoom https://zoom.us/my/firstuuaustin password = 512452
Purpose	Regular scheduled meeting
Chaired by	Elias Ponvert
Recorder	Nesan Lawrence

Attendance

Present:	Meg Barnhouse, Leo Collas, Rob Hirschfeld, Russell Holley-Hurt, Chris Jimmerson, Sadie Lambert, Nesan Lawrence, Elias Ponvert, Shannon Posern, Bear Qolezcua, Kelly Raley, Kristen Ray, Dave Riehl, Nathan Walther
Regrets:	Suzette Emberton, Toni Wegner

Minutes

1. Coming Back into Covenant

1.1. Chalice Lighting and Opening Words

Nesan read couplets (2 line poems) from "kabir ke dohe" and provided some background on this saint-poet who lived in the Indian subcontinent in the mid to late 1400s. Elias lit the chalice

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 covenant.

Status: Completed

1.3. Confirm Timekeeper and Process Evaluator

Chris offered to be timekeeper.

Sadie offered to do process evaluation.

Nesan offered to keep minutes for the June meeting.

Confirmed Chris as time keeper and Sadie as process evaluator.

Status: Completed

1.4. New Board Startup

- We need a volunteer to write thank-you notes for church volunteers and staff the board would like to recognize each month.
- We need a volunteer to be secretary, which involves taking and publishing notes at the monthly board meetings and semiannual congregational meetings.
- Can Chris please record this meeting for Toni?

Elias introduced the new board members present during the meeting (namely, Russell and Nathan). Kelly volunteered to do Thank You cards for the upcoming Board year - Elias made the motion to approve and Leo seconded. Nesan volunteered to serve as Secretary for the same duration - Sadie made the motion to approve and Kristen seconded.

Status: Completed

1.5. Approve Agenda and Consent Agenda

Consent agenda includes:

- Minutes from the May board meeting
- April 2021 financial reports

Elias provided an overview of what consent agenda means. Also provided a quick overview of what was in today's consent agenda. Item 3.1 was originally part of the agenda and was moved to the consent agenda.

Kelly made the motion to approve and Nesan seconded

Status: Completed

Documents

- Program Development Report May 2021.pdf
 - Minutes-2021-05-18-v1.pdf
 - 2.8 Communication and Support of the Board rev 06-2021.pdf
 - April 2021 Financial Statements.pdf
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2. Connecting with our Moral Ownership

2.1. Visitor's Forum

Bear introduced himself and provided some background on his role as Communications lead for the Church. During the pandemic, he was required to learn digital broadcasting and video editing almost overnight. The entire experience this past year has changed his idea of Church. In his current role he gathers content from the pastors and puts them together, including for the Sunday service. He is also responsible for archiving.

In the pandemic year, communication is not through tactile medium and will likely stay that way for awhile. Every weekend, participants from 27 countries join our service. We are breaking boundaries. We are making our church bigger. This will leave an indelible mark on how we worship. This trend will stick with us – changes will follow as church numbers are increasing as its become more accessible.

Elias commended Bear for the weekly newsletter. Leo enquired whether Bear has enough support – Bear was working 100 hrs per week at the beginning of the pandemic; feels ready to handle any type of technology crises these days. Expressed need for a AV team pretty soon; even 2 more people to run sound and keep the video going

How do we improve engagement? Vimeo vs Facebook (FB). FB is getting harder to keep video up. Cited an example when FB stopped our live service because of copyright issues with a song. Rev. Meg recommended moving this question to a different forum (perhaps the re-opening team discussion).

Status: Completed

2.2. Recognition of Church Volunteers and Staff

Chalice Circle leaders

Celeste Padilla for gardening clean-up

Status: Completed

2.3. Moment with Meg

Rev. Meg shared that the Reopening Team met last Saturday and came up with an idea to implement wristbands for future social gathering. Colored wristbands (in green, yellow and red) will be provided to indicate openness to being social. Next in-person coffee hour scheduled for June 27th.

Regarding RE classes – some parents can drop kids off in the playground; classes will be outside through Nov as kids are not vaccinated.

A \$16M offer was made on the church property. Rev. Meg expressed no appetite to sell or move the church as its too disruptive to the congregation; even if we manage to sell, there is the difficult matter of finding an equivalent property that is available for purchase.

Rev. Meg also remarked on the possibility for committee reports to be prewritten and posted; it would save time for the Board and frees up time to discuss other things.

Status: Completed

3. Monitoring our Progress

3.1. Monitoring of Ends and/or Executive Limitations

Review monitoring report for Executive Limitation 2.8 - Communication and Support of the Board

Removed from the agenda and included in consent agenda

Status: Completed

3.2. Linkage Committee

Nesan provided a detailed background on the two efforts that the Linkage committee focused on during the previous Board year, namely the 'Beloved Community Conversations' and the Visitor Forum conversations with the organized groups/committees at the Church.

Nathan enquired about the notion and purpose of Linkage; Kristen clarified.



Status: Completed

Documents

- BCCT Board Presentation on BCCs.docx

3.3. Board Engagement Committee

Leo and/or Sadie to lead

Sadie provided a recap of their committee efforts last year. Sadie and Leo also reminded the Board to share their respective 'First UU Black Lives Matter' videos, if they have not already.

Status: Completed

3.4. Monitoring Committee

Kelly provided a recap of their committee efforts the previous Board year.

Status: Completed

3.5. Policy Committee

Dave provided a recap of their committee efforts the previous Board year.

Status: Completed

4. Learning & Creating the Future

4.1. Book Ideas

Please bring recommendations for a book the board can read together and discuss throughout the year.

Russell enquired about the relevance and importance of this exercise for the Board. Rev. Meg clarified that one of the main projects of this congregation is to become antiracist; one of the ends is to fight white supremacy; its important for the Board to recognize white supremacist culture as it crops up in the community; the book reading exercise informs that for the Board members as leaders of the congregation; the Board has been doing this for many years now.

Book recommendations include:

- 'How the word is passed' by Clint Smith. Kelly explained that the book is about how we tell stories about our country's history and how that storytelling perpetuates racism
- Braiding Sweetgrass by Robin Wall Kimmerer. Rob and Chris explained that the book is about indigenous scientists and the author's indigenous experience and how it informs science; it's such a different perspective, it talks about how in Native American culture they are not different from the world. Very different way of approaching the world – embraces rocks, trees as our siblings.
- 'How to be an anti-racist' by Ibram Kendi. Nesan shared how the book highlights the structural and systemic ways that racism is embedded in our society's fabric.
- 'The Sum of Us: What Racism Costs Everyone and How We Can Prosper Together'
- 'Towards Collective Liberation' by Chris Crass
- 'The Purpose of Power' by Alicia Garza. Sadie felt that it would be good to read something that helps build actions and ideas
- 'Between the World and Me' Ta-Nehisi Coates

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 (not yet!)

- Complete pending video submissions to the Engagement Committee
- Thank you cards

Role for July Board meeting:

- Readings - Kristen
- Timekeeper - Russell
- Process evaluator - Kelley

Status: Completed

5.2. Process Evaluation

Sadie commended everyone for coming prepared to the meeting and having their cameras on.

Readings - good collections from Nesan

Good participation from everyone including newcomers

Outstanding job on committee reports by all the committee chairs

Commended Rev. Meg for her strategic leadership and administrative detail

Status: Completed

Documents

- Board process review form.docx

5.3. Extinguishing the Chalice and Closing Words

Nesan closed the meeting with 2 more couplets from 'Kabir ke dohe' while Elias extinguished the chalice.

Status: Completed

Financial Statements for May 2021

Contributions towards pledges dropped off in May, as has happened in the past over the summer months. Meg and I are making announcements during services to remind folks to to continue their pledge payments during the summer months.

FIRST UNITARIAN UNIVERSALIST CHUR

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Balance Sheet As of May 31, 2021

	MAR 2021	APR 2021	MAY 2021
ASSETS			
Current Assets			
Bank Accounts			
1072 Bill.com Money Out Clearing	0.00	0.00	0.00
1110 8009-THCU Checking	518,574.71	533,420.89	499,908.62
1120 RBank Debt Service 676	59,107.49	59,113.81	59,119.71
1130 RBank Construction 668	255,402.22	255,742.18	255,360.72
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.	294,600.79	303,168.23	306,242.68
1720 UUCEF Mixed Investment Account	415,267.48	410,603.08	414,767.03
1730 UUCEF Murr Music Account	83,074.69	85,490.63	86,357.60
1740 UUCEF Education	597,629.75	615,009.75	621,246.59
1790 Unrealized (Gain)/Loss on Investments	-318,749.33	-359,693.44	-375,297.13
Total Bank Accounts	\$1,905,107.80	\$1,903,055.13	\$1,867,905.82
Accounts Receivable			
1210 Accounts Receivable	0.00	0.00	0.00
Total Accounts Receivable	\$0.00	\$0.00	\$0.00

FIRST UNITARIAN UNIVERSALIST CHUR

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Balance Sheet As of May 31, 2021

	MAR 2021	APR 2021	MAY 2021
Other Current Assets			
1199 Undeposited Funds	128.86	0.00	0.00
1220 VANCO - Payment Reconciliation	0.00	0.00	0.00
1230 Cash/Checks	0.00	0.00	0.00
1240 VANCO - ACH/MS	0.00	0.00	0.00
1250 VANCO - ACH	0.00	0.00	0.00
1260 Stripe	1,399.01	1,049.25	2,460.56
1310 Prepaid Expenses	15,903.66	18,134.29	16,225.50
1490 Other Current Assets	0.00	0.00	0.00
Total Other Current Assets	\$17,431.53	\$19,183.54	\$18,686.06
Total Current Assets	\$1,922,539.33	\$1,922,238.67	\$1,886,591.88
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	-511,298.49	-521,969.39	-532,640.29
Total 1500 Fixed Assets	7,204,182.33	7,193,511.43	7,182,840.53
Total Fixed Assets	\$7,204,182.33	\$7,193,511.43	\$7,182,840.53
TOTAL ASSETS	\$9,126,721.66	\$9,115,750.10	\$9,069,432.41

FIRST UNITARIAN UNIVERSALIST CHUR

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Balance Sheet As of May 31, 2021

	MAR 2021	APR 2021	MAY 2021
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2110 Accounts Payable	6,907.31	5,197.10	3,980.79
Total Accounts Payable	\$6,907.31	\$5,197.10	\$3,980.79
Credit Cards			
2150 Chase Credit Card 3081	885.77	4,507.89	3,259.41
Total Credit Cards	\$885.77	\$4,507.89	\$3,259.41
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	0.00	0.00
2610 PPP Loan	0.00	0.00	0.00
Sales Tax Agency Payable	0.00	0.00	0.00
Total Other Current Liabilities	\$0.00	\$0.00	\$0.00
Total Current Liabilities	\$7,793.08	\$9,704.99	\$7,240.20
Long-Term Liabilities			
2620 Construction Loan	1,297,212.62	1,293,573.56	1,289,732.79
Total Long-Term Liabilities	\$1,297,212.62	\$1,293,573.56	\$1,289,732.79
Total Liabilities	\$1,305,005.70	\$1,303,278.55	\$1,296,972.99
Equity			
3110 Unrestricted Net Assets	473,080.93	473,080.93	473,080.93
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	-80,879.10	-90,123.51	-130,135.64
Total Equity	\$7,821,715.96	\$7,812,471.55	\$7,772,459.42
TOTAL LIABILITIES AND EQUITY	\$9,126,721.66	\$9,115,750.10	\$9,069,432.41

FIRST UNITARIAN UNIVERSALIST CHUR
Profit and Loss
May 2021

	Total
Income	
4100 Earned Revenue	
4130 Rentals Revenue	4,000.00
Total 4100 Earned Revenue	\$ 4,000.00
4200 Contributed Revenue	
4210 Unrestricted Contributions	
4211 Pledge	43,373.52
4212 Sunday Plate	835.53
4213 Other Gifts	1,796.12
Total 4210 Unrestricted Contributions	\$ 46,005.17
4220 Restricted Contributions	150.00
4221 Special Plate	2,553.86
Total 4220 Restricted Contributions	\$ 2,703.86
Total 4200 Contributed Revenue	\$ 48,709.03
Total Income	\$ 52,709.03
Gross Profit	\$ 52,709.03
Expenses	
6100 Payroll Expenses	
6110 Salaries & Wages	45,994.04
6140 Employer Portion of Benefits	9,507.66
6150 Employer Portion of Taxes	2,449.23
6180 Other Labor Related Expense	1,130.45
Total 6100 Payroll Expenses	\$ 59,081.38
6210 Charitable Giving	
6213 Community Support	9,224.28
Total 6210 Charitable Giving	\$ 9,224.28
6220 Program Expenses	
6221 Meeting Costs	308.06
6223 Supplies	-3,376.15
6224 Guest Speaker / Musician	5,550.00
6225 Travel (Parking, Tolls, and Mileage)	-300.00
6226 Professional Development	537.50
6228 Literature & Printed Materials	196.05
6229 Other Program Expenses	594.09
Total 6220 Program Expenses	\$ 3,509.55
6300 Outreach Costs	
6311 Printing	3,297.54
6330 Member Cultivation	20.00
6390 Other Outreach Expenses	-9,024.28
Total 6300 Outreach Costs	-\$ 5,706.74

6400 Occupancy Costs		
6410 Building Upkeep		592.45
6430 Security		29.99
6440 Utilities, Phone, & Internet		3,246.52
6460 Repairs & Maintenance		679.62
6490 Other Facility Expenses		190.00
Total 6400 Occupancy Costs	\$	4,738.58
6610 Office Supplies & Postage		18.17
6670 Software Subscriptions		430.99
6710 Legal & Professional Fees		2,172.99
6740 Property & Liability Insurance		1,229.17
6750 Bank Service Charges		1,261.48
6760 Merchant Processing Fees		511.77
6820 Depreciation Expense		10,670.90
6830 Interest Expense		5,653.00
Total Expenses	\$	92,795.52
Net Operating Income	-\$	40,086.49
Other Income		
4160 Interest and Dividends		74.36
Total Other Income	\$	74.36
Net Other Income	\$	74.36
Net Income	-\$	40,012.13
Non Operational Expenses	\$	16,323.90
Annual Unrestriction from Savings	\$	23,000.00
Operational Cash Flow Increase or Decrease	\$	(688.23)

FIRST UNITARIAN UNIVERSALIST CHUR
Profit and Loss Comparison
January - May, 2021

	Total	
	Jan - May, 2021	Jan - May, 2020 (PY)
Income		
4100 Earned Revenue		-389.65
4110 Event Revenue		55.97
4120 Admissions/Ticket Revenue		5,195.10
4130 Rentals Revenue	20,123.25	39,185.55
4150 Merchandise Sales		42.00
Total 4100 Earned Revenue	\$ 20,123.25	\$ 44,088.97
4200 Contributed Revenue		
4210 Unrestricted Contributions		40,000.00
4211 Pledge	293,075.06	281,676.21
4212 Sunday Plate	4,432.93	15,353.23
4213 Other Gifts	17,719.75	54,313.79
Total 4210 Unrestricted Contributions	\$ 315,227.74	\$ 391,343.23
4220 Restricted Contributions	15,249.74	94,916.38
4221 Special Plate	7,666.10	1,219.76
Total 4220 Restricted Contributions	\$ 22,915.84	\$ 96,136.14
Total 4200 Contributed Revenue	\$ 338,143.58	\$ 487,479.37
Total Income	\$ 358,266.83	\$ 531,568.34
Gross Profit	\$ 358,266.83	\$ 531,568.34
Expenses		
6100 Payroll Expenses		
6110 Salaries & Wages	237,799.52	207,038.97
6140 Employer Portion of Benefits	50,121.31	43,510.71
6150 Employer Portion of Taxes	9,653.45	9,245.71
6180 Other Labor Related Expense	4,988.02	3,674.25
Total 6100 Payroll Expenses	\$ 302,562.30	\$ 263,469.64
6210 Charitable Giving	18.17	
6211 UUA		1,400.00
6213 Community Support	10,724.28	14,399.96
6219 Other Charitable Giving		1,400.00
Total 6210 Charitable Giving	\$ 10,742.45	\$ 17,199.96
6220 Program Expenses		
6221 Meeting Costs	574.38	3,515.74
6223 Supplies	5,732.62	3,723.27
6224 Guest Speaker / Musician	5,935.00	4,655.00
6225 Travel (Parking, Tolls, and Mileage)	0.00	7,703.73
6226 Professional Development	3,107.63	400.00
6228 Literature & Printed Materials	388.87	3,835.03
6229 Other Program Expenses	2,182.22	868.94

Total 6220 Program Expenses	\$	17,920.72	\$	24,701.71
6300 Outreach Costs				
6310 Advertising				445.74
6311 Printing		7,239.16		4,212.02
6320 Recognition		133.43		
6330 Member Cultivation		20.00		10.81
6390 Other Outreach Expenses		0.00		488.19
Total 6300 Outreach Costs	\$	7,392.59	\$	5,156.76
6400 Occupancy Costs				
6410 Building Upkeep		1,546.67		822.78
6420 Grounds Upkeep		3,261.24		5,435.40
6430 Security		149.95		149.95
6440 Utilities, Phone, & Internet		17,740.90		17,660.35
6460 Repairs & Maintenance		5,358.92		21,479.82
6490 Other Facility Expenses		405.00		
Total 6400 Occupancy Costs	\$	28,462.68	\$	45,548.30
6610 Office Supplies & Postage		1,151.65		6,616.74
6620 Dues & Membership Fees		238.60		891.99
6670 Software Subscriptions		6,652.79		3,564.31
6710 Legal & Professional Fees		12,181.01		14,920.98
6730 Permits, Licenses, and Other Fees		278.31		
6740 Property & Liability Insurance		5,266.68		20,225.00
6750 Bank Service Charges		5,402.69		5,067.18
6760 Merchant Processing Fees		2,797.17		3,544.78
6820 Depreciation Expense		53,354.50		9,336.55
6830 Interest Expense		28,638.56		32,885.04
Total Expenses	\$	483,042.70	\$	453,128.94
Net Operating Income	-\$	124,775.87	\$	78,439.40
Other Income				
4160 Interest and Dividends		460.44		571.66
Total Other Income	\$	460.44	\$	571.66
Other Expenses				
Reconciliation Discrepancies		5,820.21		
Total Other Expenses	\$	5,820.21	\$	0.00
Net Other Income	-\$	5,359.77	\$	571.66
Net Income	\$	(130,135.64)	\$	79,011.06
Non Operational Expenses	\$	81,993.06		
Annual Unrestriction from Savings	\$	23,000.00		
Operational Cash Flow Increase or Decrease	\$	(25,142.58)		

Tuesday, Jul 13, 2021 08:03:14 AM GMT-7 - Accrual Basis

Monthly Program Development Report
First Unitarian Universalist Church of Austin
June 2021

Worship Services and Gatherings

We continue to do our worship services online but continue to do a few outdoor events. The re-opening team is closely watching what happens with Delta variant of the virus.

Building Closure

Our staff continue to work from home for the most part, though, since all staff are now vaccinated, we have been on site more often than before.

Church Operations

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

Finances

Please see the separate financial reports attached. I will talk about the projected budget for 2022 during the meeting.

Warmly,

Chris

	Total	Ministry	Music	RE	Admin
Earned Revenue					
Earned Revenue:Event Revenue	\$ 15,000				
Earned Revenue:Admissions/Ticket Revenue	\$ 10,000				
Earned Revenue:Rentals Revenue	\$ 125,000				
Contributed Revenue:Unrestricted Contributions:Pledge, existing members	\$ 670,000				
Attrition	\$ (23,450)				
New Member Pledge Giving	\$ 50,000				
Contributed Revenue:Unrestricted Contributions:Sunday Plate	\$ 40,000				
Contributed Revenue:Unrestricted Contributions:Other Gifts	\$ 70,000				
Contributed Revenue:Restricted Contributions:Special Plate	\$ 10,000				
Revenue: Contributed Revenue: Chrstmas Eve Services Plate	\$ 2,500				
Contributed Revenue:Other	\$ 21,500				
Contributed Revenue Unrestricted Income from Savings Fund	\$ 25,000				
Total Revenue	\$ 1,015,550				
Payroll Expenses					

	Total	Ministry	Music	RE	Admin
Payroll Expenses:Salaries & Wages	\$ 629,178	\$ 222,787	\$ 151,155	\$ 201,171	\$ 54,066
Taxes and Benefits	\$ 147,704	\$ 62,187	\$ 31,485	\$ 38,954	\$ 15,078
Payroll Expenses:Other Labor Related Expense	\$ 8,000	\$ 2,160	\$ 2,240	\$ 2,800	\$ 800
Payroll Expenses:Contract Labor	\$ 35,000	\$ 7,080	\$ 26,120	\$ 1,400	\$ 400
Total Payroll Expenses	\$ 819,882	\$ 294,214	\$ 211,000	\$ 244,325	\$ 70,344
Charitable Giving					
Charitable Giving:UUA	\$ 26,574	\$ 7,175	\$ 7,441	\$ 9,301	\$ 2,657
Charitable Giving:Member Support	\$ 2,500	\$ 2,500			
Charitable Giving:Community Support	\$ 12,500	\$ 3,375	\$ 3,500	\$ 4,375	\$ 1,250
Charitable Giving:Other Charitable Giving					
Total Charitable Giving	\$ 41,574	\$ 13,050	\$ 10,941	\$ 13,676	\$ 3,907
Program Expenses					
Program Expenses:Meeting Costs	\$ 1,000	\$ 270	\$ 280	\$ 350	\$ 100
Program Expenses:Event Costs	\$ 8,500	\$ 2,295	\$ 2,380	\$ 2,975	\$ 850
Program Expenses:Supplies	\$ 18,250	\$ 3,780	\$ 3,920	\$ 9,150	\$ 1,400
Program Expenses:Guest Speaker / Musician	\$ 15,000	\$ 1,050	\$ 13,950		
Program Expenses:Travel (Parking, Tolls, and Mileage)	\$ 250	\$ 68	\$ 70	\$ 88	\$ 25
Program Expenses:Professional Development	\$ 44,007	\$ 20,040	\$ 6,850	\$ 6,837	\$ 10,280
Program Expenses:Literature & Printed Materials	\$ 2,000	\$ 540	\$ 560	\$ 700	\$ 200

	Total	Ministry	Music	RE	Admin
Program Expenses:Other Program Expenses	\$ 32,000	\$ 8,640	\$ 8,960	\$ 11,200	\$ 3,200
Total Program Expenses	\$ 121,007	\$ 36,683	\$ 36,970	\$ 31,300	\$ 16,055
Outreach Costs					
Outreach Costs:Advertising	\$ 500	\$ 135	\$ 140	\$ 175	\$ 50
Outreach Costs:Printing	\$ 14,500	\$ 3,915	\$ 4,060	\$ 5,075	\$ 1,450
Outreach Costs:Recognition	\$ 500	\$ 135	\$ 140	\$ 175	\$ 50
Outreach Costs:Member Cultivation	\$ 250	\$ 68	\$ 70	\$ 88	\$ 25
Outreach Costs:Other Outreach Expenses					
Total Outreach	\$ 15,750	\$ 4,253	\$ 4,410	\$ 5,513	\$ 1,575
Occupancy Costs					
Occupancy Costs:Building Upkeep	\$ 3,000	\$ 810	\$ 840	\$ 1,050	\$ 300
Occupancy Costs:Grounds Upkeep	\$ 13,045	\$ 3,522	\$ 3,653	\$ 4,566	\$ 1,305
Occupancy Costs:Security	\$ 360	\$ 97	\$ 101	\$ 126	\$ 36
Occupancy Costs:Utilities, Phone, & Internet	\$ 43,482	\$ 11,740	\$ 12,175	\$ 15,219	\$ 4,348
Occupancy Costs:Equipment	\$ 6,000	\$ 1,620	\$ 1,680	\$ 2,100	\$ 600
Occupancy Costs:Repairs & Maintenance	\$ 13,000	\$ 3,510	\$ 3,640	\$ 4,550	\$ 1,300
Occupancy Costs:Other Facility Expenses	\$ 500	\$ 135	\$ 140	\$ 175	\$ 50
Total Occupancy	\$ 79,387	\$ 21,434	\$ 22,228	\$ 27,785	\$ 7,939
Uncatergorized, Non- Payroll Expenses					
Office Supplies & Postage	\$ 2,750	\$ 743	\$ 770	\$ 963	\$ 275
Dues & Membership Fees	\$ 2,300	\$ 621	\$ 644	\$ 805	\$ 230
Software Subscriptions	\$ 10,000	\$ 2,700	\$ 2,800	\$ 3,500	\$ 1,000
Legal & Professional Fees	\$ 27,000	\$ 7,290	\$ 7,560	\$ 9,450	\$ 2,700
Permits, Licenses, and Other Fees	\$ 900	\$ 243	\$ 252	\$ 315	\$ 90
Property & Liability Insurance	\$ 17,000	\$ 4,590	\$ 4,760	\$ 5,950	\$ 1,700
Bank Service Charges	\$ 12,425	\$ 3,355	\$ 3,479	\$ 4,349	\$ 1,243
Merchant Processing Fees	\$ 6,856	\$ 1,851	\$ 1,920	\$ 2,400	\$ 686
Other Miscellaneous Expense	\$ -				
Amortization	\$ -				
Depreciation Expense	\$ 128,051	\$ 34,574	\$ 35,854	\$ 44,818	\$ 12,805
Interest Expense	\$ 68,957	\$ 18,618	\$ 19,308	\$ 24,135	\$ 6,896

	Total	Ministry	Music	RE	Admin
Interest and Dividends	\$ -				
Sub-total Uncategorized, non-payroll expenses)	\$ 276,238	\$ 74,584	\$ 77,347	\$ 96,683	\$ 27,624
Non-Cash Expenses Adjustment (Interest and depreciation)	\$ (197,007)	\$ (53,192)	\$ (55,162)	\$ (68,953)	\$ (19,701)
Net Uncategorized, non-payroll expenses	\$ 79,231	\$ 21,392	\$ 22,185	\$ 27,731	\$ 7,923
Total Non-Payroll Expenses	\$ 336,949	\$ 96,812	\$ 96,734	\$ 106,004	\$ 37,399
Total Payroll Expenses	\$ 819,882	\$ 294,214	\$ 211,000	\$ 244,325	\$ 70,344
Total Expenses	\$ 1,156,831	\$ 391,026	\$ 307,734	\$ 350,329	\$ 107,743
Total Revenue	\$ 1,015,550				

Net Income/Loss **\$ (141,281)**

End 1.4.6 and Interpretation for Board Discussion

End 1.4.6 – We partner with other organizations and faith communities to dismantle a culture of white supremacy and other systems of oppression, within ourselves, within our church community, and beyond our walls

By “a culture of white supremacy” we mean:

*Culture refers to the knowledge, experience, beliefs, values, attitudes, meanings, communication, way of life, hierarchies, religion, notions of time, roles, spatial relations, concepts of the universe, and material objects and possessions acquired by a group of people in the course of generations through teaching, modeling, media, education, and other methods of passing down a collective stance toward the world.

Culture is the knowledge shared by a group of people.

Culture is communication, communication is culture.

A culture is a way of life of a group of people--the behaviors, beliefs, values, and symbols that they accept, generally without thinking about them, and that are passed along by communication and imitation from one generation to the next.

Culture is a collective programming of the mind that distinguishes the members of one group or category of people from another.

Cultural racism is how the dominant culture shapes norms and defines reality to advantage white people and oppress People of Color, making whiteness the norm and promoting (consciously and unconsciously) the ideology that the ideas, thoughts, actions, and beliefs of white people are superior to those of People of the Global Majority.

“White supremacy culture is an artificial, historically constructed culture which expresses, justifies and binds together the United States white supremacy system. It is the glue that binds together white-controlled institutions into systems and white-controlled systems into the global white supremacy system. “

[from Sharon Martinas and the Challenging White Supremacy Workshop]

- adapted from resources available on the “Showing up for racial justice” web site.

We will spend time and attention learning about these attitudes and beliefs within ourselves. We will become aware of how white supremacy culture manifests itself at First UU. We will create a vision of what we, our congregation, and our community would look like if whiteness culture were not dominant. We will call attention to the white-controlled institutions of the US and see how white supremacy is manifested around the world.

We will not attempt to do this alone. We will work with anti-racism organizations in our community, particularly those led by People of Color, with TX UU Justice Ministry, Austin Sanctuary Network, UU Allies for Racial Equity and other groups to learn how we can use our

privileges of citizenship, able-bodiedness, education, whiteness, or political connection to help take apart this entrenched system. We recognize that white supremacy culture is connected to patriarchy, a world-wide system perpetuated by both men and women that advantages men and disadvantages women. We will also spend time and attention learning how patriarchy manifests in ourselves, in our congregation and in our community.

Limitations Report 2.1 – Treatment of Congregants, Friends and Visitors

First UU Church of Austin

July 13, 2021

2.1 With respect to interactions with members, friends and visitors of the church the Senior Minister shall not allow conditions, procedures, or decisions that are unsafe, disrespectful, unnecessarily intrusive, or that fail to provide appropriate confidentiality and privacy.

The interpretation of the above section occurs in the details below.

2.1.1 Violate the confidentiality of congregant pledge information, except as required by congregants of the Finance and Canvass Committees to carry out their responsibilities.

Interpretation:

The senior minister will take all standard measures to safeguard private congregant pledge information.

Specifically, that means that such data stored electronically shall have high security standards to minimize the risk of data theft or misuse. Data stored as hard copy shall be kept in a secure area with access restricted to those with a legitimate need to access it.

Measures:

1. Reporting, in this limitations report or otherwise, by the executive.
2. The regular audit as performed by the board of trustees

Rationale for the Measures:

1. This report provides an appropriate venue for the executive to confirm or deny compliance with this limitation.
2. The board's audit, internal or external, provides the best possible way to provide third-party confirmation of compliance.

Evidence of Compliance – The Data

I report compliance.

Only a bare minimum of staff and congregants have access to congregant giving and pledge information.

- Only three staff have full access to giving and pledge information, Chris Jimmerson, Minister for Program Development, our contract bookkeeper and Shannon Poseern, Congregational Administrator, because it is a part of their essential job functions.
- For canvass each year, staff does the data entry of pledge data.

- Pledges from new members are received by the Congregational Administrator, then entered in the database.
- Pledge cards, once received by the office, are stored under lock and key at the church.
- Pledge cards are destroyed after two years.
- Hard copies of automatic payment information are destroyed after we are sure the payments are processing properly. The automatic payment information is entered into the system by the Congregational Administrator or church members themselves into a secure, online system.
- For the capital campaign, we also limit access to pledge information to those with a need to know.

2.1.2 Fail to provide a reasonable level of safety, upkeep, access and functionality for the facilities.

Interpretation:

We take this to mean that the building and grounds will be kept in good repair, and that access will be considered in all changes made to the property. Functionality both in the objects furnishing the building and the arrangement of those objects will be a topic of attention for staff.

Measures:

1. Reporting, in this limitations report or otherwise, by the executive.
2. Regular safety inspection by our insurance company.

Rationale for the Measures:

1. This report provides an appropriate venue for the executive to confirm or deny compliance with this limitation.
2. Our insurance company, Church Mutual, provides a free safety inspection on request. This third-party, professional review has a high level of credibility and objectivity.

Evidence of Compliance – The Data

I report compliance.

During the past few years, we have improved the safety, upkeep, access, and functionality of the facility, especially with the newly completed renovations.

We continue to provide electronic monitoring of the doors and motion sensors, through a security company while the building is closed. We have also installed cameras during the pandemic so that staff can monitor the building even when not there physically.

In early 2020, Church Mutual, our insurance company did a safety inspection, after which they gave us a few recommendations. We took action on most of the recommendations until the Covid-19 pandemic forced us to close the building. We will take up the rest of them when we are back in the building.

2.1.3 Fail to maintain and enforce procedures to ensure the safety of congregants and children while at the Church or at Church functions.

Interpretation:

We take this to mean that we will have a Safe Congregations Policy delineating training for RE personnel. We will have a Covenant of Right Relations and a Disruptive Person Policy that will be used to ensure that people attending services and other church functions will feel as safe as possible emotionally and physically.

The policies will include enforcement procedures.

Measures:

1. Documentation of said covenant and policies.
2. Reports regarding safety and descriptions of how incidents are handled.

Rationale for the Measures:

1. Documentation provides direct evidence of the existence of procedures.
2. Reports demonstrate whether or not the procedures have been effectively enforced.

Evidence of Compliance – The Data

I report compliance.

Our Safe Congregations Policy is part of the training of RE personnel. Our Disruptive Behavior Policy is thorough. The Board of Trustees has a procedure by which it deals with complaints about breeches of Board policy. We also have a breach of covenant policy and have a church-wide incident report included within the safety policy.

2.1.4. Fail to establish, publicize and follow written policies for processing congregant grievances and suggestions.

Interpretation:

We shall have a written procedure for processing congregant grievances and suggestions. It shall be made public in such a way that any reasonable person would be able to find and understand them with minimal effort. Said procedure will be followed.

Measures:

1. Documentation of said procedure.
2. Reporting, in this limitations report or otherwise, by the executive regarding the publicizing of said procedure and its implementation.

Rationale for the Measures:

1. Documentation provides direct evidence of the existence of procedures.
2. This report provides an appropriate venue for the executive to confirm or deny compliance with this limitation.

Evidence of Compliance – The Data

I report compliance.

We wrote and posted a complaint/grievances policy and it is posted on an easily findable page on our website.

2.1.5. Fail to maintain a process to address serious breach of covenant.

Interpretation:

We shall have and implement a process to deal with serious breach of covenant.

Measures:

1. Documentation of said procedure.
2. Reporting, in this limitations report or otherwise, by the executive regarding the procedure's implementation.

Rationale for the Measures:

1. Documentation provides direct evidence of the existence of procedures.
2. The executive, directly or indirectly, has responsibility for the implementation of this process and would be most familiar with the outcomes.

Evidence of Compliance – The Data

I report compliance.

I report compliance. As mentioned above, we have a Serious Breach of Covenant Policy, which applies to members only, as well as a Disruptive Behavior Policy. Both are available on the church web site (see the links below).

Appendices: Our church safety policy, the complaint/conflict resolution (grievance) procedure, our disruptive behaviors policy and our covenant breaches policy are all available on the church website by clicking "Governance Documents" under the "Governance" pull down menu that appears at the top of each page on our website.

The direct link is: <http://austinuu.org/wp2013/governance/church-policy/>

Last Updated July 13, 2021