

MEETING AGENDA - First UU Austin Board of Trustees

Meeting

Meeting Date	Tuesday, September 21, 2021
Start Time	6:30 PM
End Time	8:30 PM (CST)
Location	Zoom - https://zoom.us/j/firstuuaustin (password = 512452) Zoom ID: 940 671 9275 Dial in number: (346) 248-7799 or (669) 900-6833
Purpose	Regular scheduled meeting

RSVP

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

Agenda

1. Coming Back into Covenant

1.1. Chalice Lighting and Opening Words	Kelly Raley / 2 min. (6:30 PM - 6:32 PM)
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1.2. Review and Reading of Board Covenant	/ 10 min. (6:32 PM - 6:42 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. (6:42 PM - 6:44 PM)
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Timekeeper - Suzette

Process evaluator - Nesan

1.4. Approve Agenda and Consent Agenda	/ 2 min. (6:44 PM - 6:46 PM)
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Consent agenda

- August meeting minutes 4-9
- August program development report 10
- July financials 11-18



Documents

- July2021financialreports.pdf 11-18
- Program Development Report Aug 2021.pdf 10
- Minutes-2021-08-17-v1.pdf 4-9

2. Connecting with our Moral Ownership

2.1. Visitor's Forum / 10 min. (6:46 PM - 6:56 PM)

2.2. Recognition of Church Volunteers and Staff / 5 min. (6:56 PM - 7:01 PM)

2.3. Moment with Rev. Meg Meg Barnhouse / 10 min. (7:01 PM - 7:11 PM)

3. Monitoring our Progress

3.1. Discussion of Ends / 15 min. (7:11 PM - 7:26 PM)

Discuss Ends 1.4.7 and 1.4.8 (attached)

Documents

- End 1.4.7 and interpretation for board discussion.docx 19
- End 1.4.8 and interpretation for board discussion.docx 20

3.2. Monitoring Reports (Ends and/or Executive Limitations) / 15 min. (7:26 PM - 7:41 PM)

Monitoring of:

- 2.4 Financial Conditions 21-28
- 2.7 Compensation and Benefits 29-31
- End 1.4.6 32-40

Documents

- 2.4 Financial Conditions rev09-2021.pdf 21-28
- 2.7 Compensation and Benefits rev 09-2021.pdf 29-31
- 1.4.6 previousyearforcomparison.pdf 36-40
- Monitoring Report 1.4.6 2021.pdf 32-35

3.3. Committee Follow up and Next Steps / 10 min. (7:41 PM - 7:51 PM)

4. Learning & Creating the Future

4.1. Board Book Discussion Russell Holley-Hurt / 15 min. (7:51 PM - 8:06 PM)

The Sum of Us, Chapter 3

5. Adjourn

5.1. Action Items and Announcements / 2 min. (8:06 PM - 8:08 PM)

Let's review the action items from this meeting:

5.2. Assign Roles for Next Meeting



Assign roles for:

/ 2 min. (8:08 PM - 8:10 PM)

- Readings
- Timekeeper
- Process Evaluator
- Snacks

5.3. Process Evaluation

/ 2 min. (8:10 PM - 8:12 PM)

Documents

- Board process review form.docx 41

5.4. Extinguishing the Chalice and Closing Words

Kelly Raley / 2 min. (8:12 PM - 8:14 PM)



MEETING MINUTES - First UU Austin Board of Trustees

Meeting

Date	Tuesday, August 17, 2021
Started	6:30 PM
Ended	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	This is a regularly scheduled meeting that will focus on reading and understanding the financial reports.
Chaired by	Toni Wegner
Recorder	Nesan Lawrence

Attendance

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

Minutes

1. Coming Back into Covenant

1.1. Chalice Lighting and Opening Words

Toni read the opening words from a book by Deepak Chopra. Rev. Chris 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.

Nathan read the 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.

Status: Completed

1.3. Confirm Timekeeper and Process Evaluator

Timekeeper - Russell

Process evaluator - Dave

Russell volunteered to be timekeeper

Dave volunteered to be process evaluator.

Nesan will listen to the meeting recording and record minutes after the fact.

Status: Completed

1.4. Approve Agenda and Consent Agenda

Minutes from July meeting

Program development report provided by Chris

Consent agenda includes:

- Minutes from the July board meeting
- Program Development report submitted by Chris

Kelly made the motion to approve and Sadie seconded. All in favor.

Status: Completed

Documents

- Program Development Report July 2021.pdf
 - Minutes-2021-07-20-v2.pdf
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2. Connecting with our Moral Ownership

2.1. Visitor's Forum

Carrie Holley-Hurt and Bis Thornton will introduce themselves to the board and talk about their desire for Aspirant Status.

Carrie Holley-Hurt and Biss Thornton joined us as they are seeking fellowship with the First UU of Austin. They shared their story around what led them to pursue fellowship.

Carrie is attending her 2nd year at seminary. Her goal and/or motivation to pursue fellowship is to help people see their own worthiness by looking past everything else that could hamper them from recognizing it. She also hopes to be involved with pastoral care and activist chaplaincy when gets out of seminary. Getting accepted into Fellowship would move her into Candidate status.

Biss became a member of the church in 2019. She hopes to do some type of individual ministry and some type of chaplaincy after being granted fellowship. She is keeping the possibilities open. She is attending seminary to get better reach to the community that she cares about so much.

Nathan enquired what does supporting them looks like for the Board. Biss and Carrie clarified that there is a formal approval from the Board that is required that will grant them Fellowship at the church.

Status: Completed

2.2. Recognition of Church Volunteers and Staff

Thank you notes for this month included:

- The youth group for putting together the Sunday service
- Sage for their service with Bear
- New RE teacher who developed a new curriculum for her class
- Kristen Ray for her service on Board last year and part of this year (before she had to resign for personal reasons)

Kelley noted that the Church directory does not appear to have the latest physical address info. Rev Chris clarified that there is a opt-in feature but Shannon can provide the address if its not available in the directory

Status: Completed

2.3. Moment with Rev. Meg

Rev. Meg reiterated that the guiding principle for the reopening committee has been 'inclusivity' (i.e., we don't want to reopen until everyone can come back to church together). With the Delta variant and challenges with vaccination, Community and Mental Health values are being prioritized above 'Inclusivity'.

Austin is currently in Stage 5 and its not safe to return. The health department has said that if you are both masked and vaccinated, you may gather inside during Stage 4 although without singing and/or food. When we are back in Stage 4, we might consider allowing people back to church as long as we follow the safety protocols with masking and vaccinations. Signs will be posted accordingly to allow for this potential transition back to church.

While this would allow us to safely congregate again when we are in Stage 4, this will still not be safe enough to allows kids back inside the church. In Stage 3, children can come back outside (hopefully in the October timeframe). We could install TVs in the courtyard to allow for parents to follow service when kids play. There is unfortunately no perfect solution. We are thinking about safety of kids a lot with any proposed solution. When we get to Stage 4, we could allow activities such as Chalice Circle, Paradox Players, Wellsprings, book groups, etc. to meet at the Church masked and vaxxed - this will require some staff to be onsite.

We will putting out a poll asking for the congregation to vote on their individual preferences to come back to church during stage 4 vs stage 3 with the mask/vaccination related restrictions. This is not a congregational vote - its more of a straw poll to get a sense for who is willing to come back when.

Status: Completed

2.4. Board approval/sponsorship of Aspirant Status for Carrie Holley-Hurt and Bis Thornton

The Board needs to vote on whether we approve Aspirant Status for two members of our congregation who need approval/sponsorship to start working towards Candidate Status.



Kelley made the motion to sponsor Carrie Holley-Hurt and Bis Thornton, Suzette seconded the motion. All in favor; Russell Holley-Hurt abstained from voting.

The Board also took the opportunity to recall and reiterate that we already agreed to sponsor TK Browning who is currently doing an internship in Madison, WI. TK Browning will get in touch with Toni to complete the paperwork.

Status: Completed

Documents

- Congregational Sponsorship Form.pdf

3. Monitoring our Progress

3.1. How to read and understand financial reports

Before beginning the training, Rev. Chris shared some good news that the Church was able to renegotiate the APR on a current loan related to recent construction/renovation from 5.25% to 4.5%. This will bring down payments in the future years.

Rev. Chris walked through the Balance Sheet, Profit/Loss statement (for current month as well as YTD), draft 2022 budget.

Key takeaways:

- Rev. Chris will talk to the accountant to discuss whether the property value listed in the Assets portion of the Balance Sheet needs to be revised based on recent market offer(s); Dave commented that GAAP requires valuation of assets at the lower of "cost" or "market"
- We are currently budgeted for this fiscal year (Jan 1 through Dec 31) to come in with expenses over revenue due to pandemic related reasons and we are on track YTD; Jan-June YTD shows a operational cashflow decrease by 56K (compared to an increase of 191K the previous year period) - we expect the revenues to go up slightly as we progress through the year and should bring this down a bit
- There is an executive limitation that states that the Church Executive may not stray from the congregation approved budget by more than 5% per line item. This is going to be extremely difficult to adhere to during a pandemic year with so many unknowns. This is something that the board might want to look into from a policy perspective - it was briefly discussed that when this particular Executive Limitation comes up for review this year as part of Monitoring, the Board could vote to waive a deviation from the budget given the extraneous circumstances. Alternatively, the Senior Minister could bring a new interpretation of the policy that states that during extreme circumstances the Board approve an exception
- We are expecting expenses quite a bit over revenue for 2022; we do expect an uptick in visitors once we reopen and we would like to be ready; we don't want to ask the stewardship committee to raise their fund raising targets this year. The current projection is -\$140K in expenses over revenue - the current cash reserves should allow for the church to weather this storm. Rev. Meg also clarified that the expense category titled "Professional Development Expenses" could be misleading and should just be "Professional Expenses"
- The Board had approved a raise on Rev. Meg's salary the previous Board year and that was to be implemented in a stepwise fashion over 3 years. Rev. Meg had chosen to forego the raise scheduled for 2022. A discussion followed amongst the Board members where a unanimous agreement was reached to keep the scheduled raise for 2022 as planned as the raise was primarily meant to catch-up the Senior Minister's salary. The Board also discussed the plan (that was agreed upon last year) to review and discuss the Senior Minister salary every year - this discussion item would be incorporated in the Board calendar.
- Declining Memberships: Rev. Chris clarified the process for running the numbers to ascertain membership. Toni pointed that based on her experience with the Stewardship committee, she has noticed pretty significant drops in membership over the past several years - she noted this could be a nationwide trend across UU churches

Status: Completed

Documents

- June2021 Financial Reports.pdf
- 2022budgetdraft08-04-21.pdf

4. Learning & Creating the Future

4.1. Board Book Discussion

The Sum of Us, Chapter 2

Sadie led the discussion on Chapter 2, 'The Sum of Us'. The two questions that were discussed are:

- What does it signify to a privileged class if supposedly inferior people are given the same benefits as they are?
- Why do you think the author selected public pools as a focal point on their civil rights history discussion? What impact did this viewpoint have on you?

Status: Completed

5. Adjourn

5.1. Action Items

Let's review the action items from this meeting:

- Chris will adjust the 2022 budget to include the previously approved salary raise for the Senior Minister
- Rev. Meg will revisit the interpretation of the Executive Limitation regarding deviation from approved budgets

Status: Completed

5.2. Assign Roles for Next Meeting

Assign roles for:

- Readings
- Timekeeper
- Process Evaluator
- Book Discussion

Readings: Kelly

Timekeeper: Suzette

Process Evaluator: Nesan

Chapter 3 Book Discussion: Russell

Status: Completed

5.3. Process Evaluation

Satisfactory on all fronts

Status: Completed

Documents

- Board process review form.docx



5.4. Extinguishing the Chalice and Closing Words

Toni read the closing words and Rev. Chris extinguished the chalice

Status: Completed

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

Worship Services and Gatherings

We continue to do our worship services online. We have ceased even outside gatherings while our area remains at stage 5 for Covid risk. The opening team has met twice and will meet again soon. They are closely monitoring the science and the recommendations and guidelines of local public health officials.

Building Closure

Our staff continue to work mostly from home. A few staff go in individually and at separate times to perform work duties.

Church Operations

There have been no changes here. We continue to do our church meetings, RE classes and small groups by Zoom.

Finances

Please see the separate financial reports attached. During the meeting, we will go over the impact of the new terms we negotiated for our construction loan.

Stewardship

Because of the ongoing uncertainty regarding whether we can meet in the building due to Covid 19, the stewardship team has moved to a more classic campaign in which they will be contacting members individually by phone, email, and text, discussing pledging but also offering ways to stay connected with the church. They can use the assistance of anyone who might be willing to volunteer with making even a few such contacts.

Warmly,

Chris

July 2021 Financial Reports

In July, we continued to experience a lower level of contributions from pledges than in months earlier in the year. July did show some improvement compared to the prior couple of months. In previous years, contributions have increased again over the fall months.

We also experienced higher than usual payroll expenses, as we had three payrolls in July rather than the usual two. This happens each year in two or three months depending upon how the calendar plays out.

The combination of the two resulted in a loss for the month.

We are also at a loss for the year to date. Although we are budgeted to experience a small loss for the year, the loss so far is greater than budgeted. This is due in large part to the aforementioned drop in contributions over the summer, the fact that we have had two three payroll months already (which is unusual this early in the year) and some unexpected expenses, such as repairs for building damage caused by the winter storm.

We hope to see contributions increase over the coming months. We also hope to see expenses begin to fall below budget in the coming months, as we had budgeted for increase in expense because of having return to meeting in the building beginning in July. Some of those expenses will now be delayed until we are able to reopen.

As mentioned in the new interpretation and monitoring report for policy 2.4, exceptional circumstances, such as the winter snowstorm and the continuing uncertainty over Covid 19 are making even near term projections for revenues and expenses difficult.

FIRST UNITARIAN UNIVERSALIST CHUR

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Balance Sheet As of July 31, 2021

	MAY 2021	JUN 2021	JUL 2021
ASSETS			
Current Assets			
Bank Accounts			
1072 Bill.com Money Out Clearing	0.00	0.00	0.00
1110 8009-THCU Checking	499,908.62	466,740.72	468,230.26
1120 RBank Debt Service 676	59,119.71	59,126.66	59,127.98
1130 RBank Construction 668	255,360.72	248,985.44	246,364.99
1140 THCU Money Market	0.00	0.00	0.00
1150 THCU Savings	0.00	30.00	30.00
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.	306,242.68	308,843.14	309,201.83
1720 UUCEF Mixed Investment Account	414,767.03	418,289.03	401,112.67
1730 UUCEF Murr Music Account	86,357.60	87,090.90	87,192.05
1740 UUCEF Education	621,246.59	626,521.92	621,774.80
1790 Unrealized (Gain)/Loss on Investments	-375,297.13	-388,545.86	-391,334.41
Total Bank Accounts	\$1,867,905.82	\$1,827,281.95	\$1,801,900.17
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 July 31, 2021

	MAY 2021	JUN 2021	JUL 2021
Other Current Assets			
1199 Undeposited Funds	0.00	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	2,460.56	1,269.00	1,498.25
1310 Prepaid Expenses	16,225.50	14,316.71	12,407.92
1490 Other Current Assets	0.00	0.00	0.00
Total Other Current Assets	\$18,686.06	\$15,585.71	\$13,906.17
Total Current Assets	\$1,886,591.88	\$1,842,867.66	\$1,815,806.34
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	-532,640.29	-543,311.19	-553,982.09
Total 1500 Fixed Assets	7,182,840.53	7,172,169.63	7,161,498.73
Total Fixed Assets	\$7,182,840.53	\$7,172,169.63	\$7,161,498.73
TOTAL ASSETS	\$9,069,432.41	\$9,015,037.29	\$8,977,305.07

FIRST UNITARIAN UNIVERSALIST CHUR

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Balance Sheet As of July 31, 2021

	MAY 2021	JUN 2021	JUL 2021
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2110 Accounts Payable	3,980.79	2,410.42	1,998.01
Total Accounts Payable	\$3,980.79	\$2,410.42	\$1,998.01
Credit Cards			
2150 Chase Credit Card 3081	3,259.41	1,792.67	10,038.93
Total Credit Cards	\$3,259.41	\$1,792.67	\$10,038.93
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	\$7,240.20	\$4,203.09	\$12,036.94
Long-Term Liabilities			
2620 Construction Loan	1,289,732.79	1,286,061.85	1,282,189.24
Total Long-Term Liabilities	\$1,289,732.79	\$1,286,061.85	\$1,282,189.24
Total Liabilities	\$1,296,972.99	\$1,290,264.94	\$1,294,226.18
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	-130,135.64	-177,822.71	-219,516.17
Total Equity	\$7,772,459.42	\$7,724,772.35	\$7,683,078.89
TOTAL LIABILITIES AND EQUITY	\$9,069,432.41	\$9,015,037.29	\$8,977,305.07

FIRST UNITARIAN UNIVERSALIST CHUR
Profit and Loss
July 2021

	Total
Income	
4100 Earned Revenue	
4130 Rentals Revenue	7,196.28
Total 4100 Earned Revenue	\$ 7,196.28
4200 Contributed Revenue	
4210 Unrestricted Contributions	
4211 Pledge	56,546.14
4212 Sunday Plate	491.50
4213 Other Gifts	1,861.90
Total 4210 Unrestricted Contributions	\$ 58,899.54
4220 Restricted Contributions	854.70
4221 Special Plate	209.72
Total 4220 Restricted Contributions	\$ 1,064.42
Total 4200 Contributed Revenue	\$ 59,963.96
Total Income	\$ 67,160.24
Gross Profit	\$ 67,160.24
Expenses	
6100 Payroll Expenses	
6110 Salaries & Wages	61,704.47
6140 Employer Portion of Benefits	-773.07
6150 Employer Portion of Taxes	2,597.29
6180 Other Labor Related Expense	1,254.97
Total 6100 Payroll Expenses	\$ 64,783.66
6210 Charitable Giving	
6212 Member Support	1,500.00
Total 6210 Charitable Giving	\$ 1,500.00
6220 Program Expenses	
6221 Meeting Costs	205.32
6223 Supplies	1,805.56
6224 Guest Speaker / Musician	1,000.00
6226 Professional Development	5,749.16
6229 Other Program Expenses	98.11
Total 6220 Program Expenses	\$ 8,858.15
6400 Occupancy Costs	
6410 Building Upkeep	420.00
6420 Grounds Upkeep	1,087.08
6430 Security	29.99
6440 Utilities, Phone, & Internet	3,597.06
6460 Repairs & Maintenance	5,403.76

6490 Other Facility Expenses		190.00
Total 6400 Occupancy Costs	\$	10,727.89
6610 Office Supplies & Postage		174.92
6670 Software Subscriptions		969.99
6710 Legal & Professional Fees		2,658.57
6740 Property & Liability Insurance		1,229.17
6750 Bank Service Charges		1,147.12
6760 Merchant Processing Fees		583.31
6820 Depreciation Expense		10,670.90
6830 Interest Expense		5,621.16
Total Expenses	\$	108,924.84
Net Operating Income	-\$	41,764.60
Other Income		
4160 Interest and Dividends		71.14
Total Other Income	\$	71.14
Net Other Income	\$	71.14
Net Income	-\$	41,693.46
Non Operational Expenses	\$	16,292.06
Operational Cash Flow Increase or Decrease	\$	(25,401.40)

Tuesday, Sep 14, 2021 12:59:14 PM GMT-7 - Accrual Basis

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

	Total	
	Jan - Jul, 2021	Jan - Jul, 2020 (PY)
Income		
4100 Earned Revenue		-389.65
4110 Event Revenue		55.97
4120 Admissions/Ticket Revenue		3,260.10
4130 Rentals Revenue	34,302.53	39,190.55
4150 Merchandise Sales		42.00
Total 4100 Earned Revenue	\$ 34,302.53	\$ 42,158.97
4200 Contributed Revenue		
4210 Unrestricted Contributions		40,000.00
4211 Pledge	394,420.93	379,304.81
4212 Sunday Plate	5,538.58	18,569.23
4213 Other Gifts	21,787.28	106,483.97
Total 4210 Unrestricted Contributions	\$ 421,746.79	\$ 544,358.01
4220 Restricted Contributions	16,254.44	113,147.22
4221 Special Plate	8,901.37	1,219.76
Total 4220 Restricted Contributions	\$ 25,155.81	\$ 114,366.98
Total 4200 Contributed Revenue	\$ 446,902.60	\$ 658,724.99
Total Income	\$ 481,205.13	\$ 700,883.96
Gross Profit	\$ 481,205.13	\$ 700,883.96
Expenses		
6100 Payroll Expenses		
6110 Salaries & Wages	340,832.13	303,632.89
6140 Employer Portion of Benefits	67,537.12	59,081.41
6150 Employer Portion of Taxes	13,965.30	13,308.19
6180 Other Labor Related Expense	7,143.60	5,011.73
Total 6100 Payroll Expenses	\$ 429,478.15	\$ 381,034.22
6210 Charitable Giving	18.17	
6211 UUA	4,026.37	1,400.00
6212 Member Support	3,000.00	
6213 Community Support	9,024.28	14,399.96
6219 Other Charitable Giving		1,400.00
Total 6210 Charitable Giving	\$ 16,068.82	\$ 17,199.96
6220 Program Expenses		
6221 Meeting Costs	897.93	3,711.99
6223 Supplies	8,595.98	4,465.28
6224 Guest Speaker / Musician	8,035.00	5,455.00
6225 Travel (Parking, Tolls, and Mileage)	5.72	9,480.83
6226 Professional Development	10,751.51	400.00
6228 Literature & Printed Materials	433.87	3,835.03

6229 Other Program Expenses	2,488.98	1,630.73
Total 6220 Program Expenses	\$ 31,208.99	\$ 28,978.86
6300 Outreach Costs		
6310 Advertising		1,405.14
6311 Printing	7,239.16	6,188.62
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	\$ 8,092.76
6400 Occupancy Costs		
6410 Building Upkeep	1,966.67	892.78
6420 Grounds Upkeep	6,522.48	7,609.56
6430 Security	384.93	209.93
6440 Utilities, Phone, & Internet	25,032.65	25,339.59
6450 Equipment	1,180.55	951.88
6460 Repairs & Maintenance	11,997.30	10,455.94
6490 Other Facility Expenses	785.00	
Total 6400 Occupancy Costs	\$ 47,869.58	\$ 45,459.68
6610 Office Supplies & Postage	1,369.74	9,912.84
6620 Dues & Membership Fees	238.60	2,011.97
6670 Software Subscriptions	9,569.72	5,854.83
6710 Legal & Professional Fees	17,859.48	22,025.65
6730 Permits, Licenses, and Other Fees	278.31	
6740 Property & Liability Insurance	7,725.02	20,225.00
6750 Bank Service Charges	7,708.94	6,798.57
6760 Merchant Processing Fees	3,968.89	4,819.15
6820 Depreciation Expense	74,696.30	13,071.17
6830 Interest Expense	40,082.55	41,216.10
Suspense (deleted)		0.00
Uncategorized Expense		428.92
Total Expenses	\$ 695,515.68	\$ 607,129.68
Net Operating Income	-\$ 214,310.55	\$ 93,754.28
Other Income		
4160 Interest and Dividends	614.59	833.72
Total Other Income	\$ 614.59	\$ 833.72
Other Expenses		
Reconciliation Discrepancies	5,820.21	
Total Other Expenses	\$ 5,820.21	\$ 0.00
Net Other Income	-\$ 5,205.62	\$ 833.72
Net Income	-\$ 219,516.17	\$ 94,588.00
Non Operational Expenses	\$ 114,778.85	\$ 54,287.27
Annual Unrestriction from Savings	\$ 23,000.00	\$ 23,000.00
Operational Cash Flow Increase or Decrease	\$ (81,737.32)	\$ 171,875.27

End 1.4.7 and Interpretation for Board Discussion

End 1.4.7 -- 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.

End 1.4.8 and Interpretation for Board Discussion

End 1.4.8 -- We are generous with time, talent, and treasure to realize our mission

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.

Limitations Report 2.4 - Financial Conditions & Activities

First UU Church of Austin

September 14, 2021

- 2.4 With respect to the congregation's actual, ongoing financial condition and activities, the Executive shall not cause or allow the development of financial jeopardy or deviation from priorities established in Ends policies.

Interpretation:

The executive has responsibility for the church's day-to-day financial management.

In the course of exercising that responsibility, she shall avoid any financial practices that deviate significantly from best practices and which have an unacceptable likelihood of creating significant financial problems for the church. Such practices include non-payment of bills, non-payment of taxes, incurring debt without appropriate approvals, and the like.

The day-to-day operating expenses will follow the outlines of the operating budget, which, per limitation 2.3, shall be based on the church's ends.

Measures:

1. Regular financial reports, particularly the Profit & Loss Budget vs Actuals report.

Rationale for the Measures:

1. The regular financial reports demonstrate compliance with the congregationally approved operating budget, or lack thereof.

Evidence of Acceptable Progress – The Data

I report compliance.

1. We have provided monthly financial reports to the board. The Profit & Loss report demonstrates that we are so far over budget as total expenses. We have had a few unexpected expenses such as building repairs due to the freeze and snowstorm, but these are likely to level out over the next months, as we had anticipated being back in the building and therefore having greater expenses such as for staffing and utilities. Thus, we believe we will come back into budget over the coming months.

We are closely tracking church revenue and expenses, including pledge payments, as being closed because of Covid 19 and having to operate very differently make projecting these even short-term very difficult.

Accordingly, the Senior Minister shall not:

2.4.1 Allow actual allocation to deviate materially from congregationally approved budget priorities, unless authorized by the Board.

Interpretation:

Absent authorization from the board, the actual operating expenses shall not deviate materially from the categories in the congregationally approved budget.

For the purposes of this limitation, “material deviation” means 10% of the total budget.

In exceptional circumstances which might make projecting revenue and expenses difficult even in the short-term, the Executive will engage in ongoing discussion with the board.

Although we may experience minimal deviation between budget categories, total expenses shall not exceed the congregationally approved budget total without prior approval.

Measures:

1. Regular financial reports, particularly the Profit & Loss Budget vs Actuals report.

Rationale for the Measures:

1. The financial report that compares the budget to actual expenses demonstrates clearly, by its nature, any deviation from the budget.

Evidence of Acceptable Progress – The Data

I report compliance.

Although we have experienced some deviation from the categories, they did not constitute a material deviation. Due to changes in our accounting to meet generally accepted accounting principles, some new expenses such as depreciation and interest on the construction loan have been added to our profit and loss statements. However, these are not cash expenses, but rather accounting entries. We are accounting for this in the financial reports to provide a better reflection of actual operational cash flow. With the fluidity of the Covid 19 situation, projecting ahead for both revenue and expenses continues to be challenging.

2.4.2 Borrow any amounts without prior Board approval.

Interpretation:

The executive must gain the approval of the board before taking out any loans, mortgages, lines of credit, or the like.

This limitation does not apply to the credit cards, provided that the credit cards are paid off before interest accrues and always within two weeks of receiving the bill. However, carrying a balance on a credit card that either incurs interest charges and/or would extend beyond two-weeks of receiving the bill would require board approval.

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 Acceptable Progress – The Data

I report compliance.

We have not taken out any loans, mortgages, lines of credit, or the like without prior approval.

We were able to renegotiate more favorable interest terms for our construction loan.

- 2.4.3 Fail to establish, maintain, and communicate an appropriate gift acceptance policy for both unrestricted and restricted gifts that includes provisions for donor-designated purposes and allows for the acceptance or rejection of gifts.

Interpretation:

The executive shall develop and keep an up-to-date gift acceptance policy. Said policy shall cover all likely kinds of gifts, including those that do and do not include donor designations.

Although we welcome the vast majority of gifts, both financial and in kind, we can not accept all gifts. Some gifts have unacceptable restrictions. Others, such as the in kind gift of an old couch, may not have a useful purpose at the church. So, the policy will include provisions for rejecting such gifts.

Said policy will be publicly available and actively communicated as appropriate.

Measures:

1. The gift acceptance policy.

Rationale for the Measures:

1. Existence of the policy, and comparison with this limitation, demonstrate compliance or lack thereof.

Evidence of Acceptable Progress – The Data

I report compliance.

The most recent version appears on the church website here:

<http://austinuu.org/wp2013/governance/church-policy/>

2.4.4 Accept or disburse gift income that is contrary to the church's Mission, Values, and Ends and Unitarian Universalist Principles.

Interpretation:

The executive cannot, on behalf of the church, accept charitable contributions from organizations or individuals who actively work against our mission, values, ends or principles. Examples include white-supremacist, anti-women's rights groups or other hate groups..

It is possible that we could learn of such a tainted gift only after having received it. In such a case, we would not spend any portion that remained at the time of discovery.

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 Acceptable Progress – The Data

I report compliance.

We are not aware of having received any gift income contrary to the church's mission, values, ends, or UU principles. Likewise, we are not aware of having disbursed any such income.

2.4.5 Designate funds in a manner inconsistent with the donor's intentions or in a manner inconsistent with best accounting practices.

Interpretation:

When we accept a restricted gift of money, we shall manage the accounting in such a way so as to insure that it gets used only for the intended purpose.

The financial records shall not deviate from reasonable and accurate accounting practices. In practical terms, we should be able to answer reasonable questions about the books within a reasonable time based on accurate and up-to-date records.

From time to time a donor-restricted fund becomes dormant or outlives its purpose. For example, we could no longer comply, to the letter, with a gift made (200 years ago) for the perpetual maintenance of the minister's horse and buggy. We would make every effort to work with the donor to repurpose such a fund or, if we could not communicate with the donor, we would follow the law and best practices to best repurpose or otherwise handle it.

Likewise, from time to time, in-house designated funds become dormant. Several funds that had been on the balance sheet for many years were no longer in use and have been moved to the

general profit and loss statement (P&L). Other funds more appropriately accounted for as either a program fund or restricted fund on the P&L have been moved as such.

Measures:

1. The regular financial reports, including notes in the narrative report regarding the creation or closure of balance sheet funds

Rationale for Measures:

1. The financial reports, and the proper accounting that supports them, represent the primary and most common way of tracking such gifts and ensuring that restricted funds do not get spent for inappropriate purposes.

Evidence of Acceptable Progress – The Data

I report compliance.

To the best of our knowledge, every restricted gift has been accounted for appropriately. Our financial records, paper and electronic, allow us to promptly provide documentation for audit purposes, generate standard reports, and provide answers to most questions. The change in accounting for some funds as outlined in the section above was reported to the board.

- 2.4.6 Expend any endowment or designated funds other than for the purposes determined at time of receipt or designation.

Interpretation:

As in limitation 2.4.5, when we accept a restricted gift of money, we shall manage the accounting in such a way so as to insure that it gets used only for the intended purpose.

Additionally, we shall faithfully observe any limitations placed by the congregation upon the use of its funds.

Measures:

1. The regular financial reports, including notes in the narrative report regarding the creation or closure of balance sheet funds

Rationale for Measures:

1. The financial reports, and the proper accounting that supports them, represent the primary and most common way of tracking such gifts and ensuring that restricted funds do not get spent for inappropriate purposes.

Evidence of Acceptable Progress – The Data

I report compliance.

To the best of our knowledge, each expenditure of restricted funds has been accounted for appropriately.

- 2.4.7 Fail to maintain current, accurate, auditable financial records or to make such records available to the Board, authorized auditors or other appropriate persons as requested.

Interpretation:

As in limitation 2.4.5, the financial records shall not deviate from reasonable and accurate accounting practices. In practical terms, we should be able to answer reasonable questions about the books within a reasonable time based on accurate and up-to-date records.

The Board may have full access to the records at any time and may authorize the same access to auditors and others.

Measures:

1. The regular financial reports, including notes in the narrative report regarding the creation or closure of balance sheet funds
2. Timely and full compliance with records requests by the board, auditors, or other authorized by the board.

Rationale for Measures:

1. The financial reports, and the proper accounting that supports them, represent the primary and most common way of complying.
2. The only way to test whether we comply with records requests is for those requests to be made.

Evidence of Acceptable Progress – The Data

I report compliance.

We continue to report fiscally to the board and include a narrative that explains any highlights or potential deviations. Our bookkeeping firm has reviewed and improved procedures. Our bookkeeping/accounting firm says that our financial procedures are now in line with Generally Accepted Accounting Procedures (GAAP).

- 2.4.8 Fail to settle payroll and other obligations in a timely manner.

Interpretation:

Bills will get paid on time.

Measures:

1. Self reporting in this limitations report.
2. The absence of complaints by staff or vendors.

Rationale for Measures:

1. The quickest and most direct form of confirmation is the direct report.
2. Any serious failure to comply with this limitation would rapidly create staff distress. In a church/family system, it would be impossible to hide such distress from church

leadership. Likewise, vendors would draw attention to any significant outstanding bill.

Evidence of Acceptable Progress – The Data

I report compliance.

We have paid our vendors and processed payroll in a timely manner. We have not received any complaints by staff or vendors.

- 2.4.9 Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.

Interpretation:

Our bills to the government will get paid on time. Our filings to the government will happen in a timely and accurate way.

Measures:

1. Self reporting in this limitations report.
2. The absence of complaints by government.

Rationale for Measures:

1. The quickest and most direct form of confirmation is the direct report.
2. Any serious failure to comply with this limitation would draw visible attention from the government authorities.

Evidence of Acceptable Progress – The Data

I report compliance.

All government-related reports and/or payments have happened in a timely way.

- 2.4.10 Commit the church to any contract outside of approved budget authority.

Interpretation:

The executive, or her designee, may not sign contracts or make other financial commitments of operating funds that would exceed the authority granted by the congregation in the annual budget.

We often deal with multi-year contracts or contracts that extend beyond the end of the budgeted fiscal year. In those cases, the executive shall not make commitments of operating funds that exceed a moderately-conservative estimate of likely future budgets based on recent financial trends. A renewal of our multi-year photocopier contract, for example, is permitted. A long-term contract with a balloon payment at the end, such that we can afford it this year but may not be able to next year when the balloon comes due, would not be permitted.

Non-budgetary funds (e.g. restricted or designated funds), may be used to satisfy contractual

obligations, always provided that said use conforms with the appropriate restriction or designation.

Measures:

1. Self reporting in this limitations report.
2. Review of contracts by auditor.

Rationale for Measures:

1. The quickest and most direct form of confirmation is the direct report.
2. An auditor can provide third party confirmation of compliance or the lack thereof.

Evidence of Acceptable Progress – The Data

I report compliance.

All commitments of operating funds, by contract or otherwise, have occurred within the budget parameters.

[Last updated on 09/14/2021.]

Limitations Interpretation 2.7 - Compensation & Benefits

September 14, 2021

With respect to employment, compensation and benefits to employees, consultants, and contract workers, the Senior Minister shall not cause or allow jeopardy to fiscal integrity and shall not fail to strive for fair compensation.

Accordingly, the Senior Minister shall not:

- 2.7.1. Change his or her own compensation, benefits, or allocated professional expenses as established by the Board.

Interpretation:

Only the board of trustees may set or change the senior minister's compensation, benefits, or professional expenses. Any change would require formal approval (via vote, recorded in the minutes) by the board.

Measures:

1. Self-reporting by the executive.
2. Direct observation by the board of compliance (e.g., review of financial reports).
3. Confirmation by audit (internal or external).

Rationale for the Measures:

These measures are easy to track, inexpensive in time and other resources, and provide a high level of accuracy.

Evidence of Acceptable Progress – The Data

I report compliance.

The minister has not changed her compensation, benefits, or professional expenses from what the board established. All such changes have occurred only by board vote.

- 2.7.2. Promise or imply permanent or guaranteed employment.

Interpretation:

All staff members shall understand that they serve according to established criteria for performance and the financial ability of the church to provide compensation and benefits annually. Should conditions exist where staff positions cannot be maintained, the senior minister will make decisions to terminate staff in accordance to the fiscal reality of the situation. The senior minister will make changes in staff positions as needed to fulfill the priorities set by the Board in accordance with the church's ends.

Measures:

1. Self-reporting by the executive.
2. Confirmation by audit (internal or external).

Rationale for the Measures:

These measures are easy to track, inexpensive in time and other resources, and provide a high level of accuracy.

Evidence of Acceptable Progress – The Data

I report compliance.

The minister has not promised or implied permanent or guaranteed employment.

2.7.3. Establish current compensation and benefits that:

- a. deviate materially from the geographic market for the skills employed
- b. create contractual obligations over a term longer than revenues can be safely projected and in all events subject to losses of revenue.

Interpretation:

The senior minister will establish and maintain a compensation and benefits program that has integrity, fairness, internal consistency between staff levels, reflects the market conditions for the skill set for each position, and is consistent with the most current compensation guidelines published by the UUA. I further interpret this to mean that the senior minister must create salary levels that are equivalent to UUA salary levels for similar positions.

In the case of staff with contracts, should any contract extend beyond 12 months, it will include clauses that allow for modification or cancelation in the case of loss of revenue.

The minister could not create a permanent commitment to any current or former staff person (e.g., direct, multi-year payments to a retired former staff person).

Measures:

1. Self-reporting by the executive.
2. Confirmation by audit (internal or external).

Rationale for the Measures:

These measures are easy to track, inexpensive in time and other resources, and provide a high level of accuracy.

Evidence of Acceptable Progress – The Data

I report compliance.

In 2021, we are paying all staff positions at least at the UUA recommended level for their

position for a church our size and in our geographical region. This is true of the 2022 budget also.

2.7.4. Establish compensation and benefits so as to cause unpredictable or inequitable situations.

Interpretation:

The church will provide benefits (paid leave, health care insurance, etc.) to staff in a way that is objective, uniform, and transparent. Staff will accrue benefits according to a written personnel policy. Two employees with the same level of skill, seniority, and responsibility should typically expect to receive similar benefits.

Measures:

1. Self-reporting by the executive.
2. Direct observation by the board of compliance (e.g., review of personnel manual).
3. Confirmation by audit (internal or external).

Rationale for the Measures:

These measures are easy to track, inexpensive in time and other resources, and provide a high level of accuracy.

Evidence of Acceptable Progress – The Data

I report compliance.

Employees of similar skill level, seniority, and responsibility receive similar benefits. All full-time staff uniformly receive benefits within the parameters of the UUA's recommendations. The benefits, and who qualifies for them, are documented in the personnel manual, which all employees receive.

[Last updated 9/14/2021.]

Monitoring Report
September 16, 2021

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.

Measures:

We will note the organizations with whom we have partnered in the past year.

This has been a Pandemic year, when the church building has been closed, and many of our normal activities have been curtailed.

We continue to partner with Texas UU Justice Ministry, with Austin Tan Cerca de la Frontera, with the National Sanctuary Network and the Austin Sanctuary Network. Our White Allies group partners with the Austin Justice Coalition and TXUUM.

We also partner with Hands on Housing, CROP Walk, and ARCH, but we have done little since the building closed and people are not encouraged to gather.

The Board of Trustees conducted an interview with kYmberly Keeton, an archivist and genealogist at the Austin History Museum. In the video were book suggestions for further reading about Austin's history, as Dr. Keeton urged us to learn the history of our own families, their involvement with enslaving Black people, and then to find the descendants of those people to begin building relationships.

Our Change Team has moved to being involved with other First UU ministry teams, but their work has largely faded, as many of the members of the team have stepped back from the church

We will list the learning opportunities the congregation has offered as we seek to understand how best to free ourselves and our world from the continuing trauma of this entrenched system.

After we say our mission, on most Sundays, we have continue to have a brief moment of awareness of white supremacy culture. This way no one has to sign up for a workshop or come to anything other than a Sunday morning service to be invited to give some thought to what is normally not thought about. That "not thinking about it" is a privilege of those who identify as white, and we give up that privilege just a little each Sunday morning.

We will embody a culture of appreciation and gratitude.

The board signs thank you notes to volunteers who work on behalf of the congregation. Some members of the congregation is “vocal” about thanking those who put services together in the comments as we watch together Sunday mornings.

We will teach that mistakes sometimes lead to learning and can show creative ways to think about challenges.

Addressed in sermons, staff meetings, and classes with some frequency.

We will have reasonable work schedules and give things the time they need to happen. We will plan far enough ahead so a sense of urgency does not distract us from doing important work.

This is difficult, and we are trying to make progress. The Pandemic has had unintended consequences in that all staff are looking at the different work we must do now as services and religious education classes now are remote. The work is more intense, but with less running around, as most of us are working from our homes.

We will pay attention to our own defensiveness and the defensiveness in the system, and we will think creatively about how to approach defensiveness with curiosity and love in order to further the congregation’s mission.

This will be addressed in sermons, classes and staff meetings.

We will have a staff covenant which articulates the way we want to work with each other and with the congregation.

We have a staff covenant which changes with the addition of each new staff member.

We will understand that there is more than one way to do things, and more than one solution to most problems.

This is addressed in sermons, classes and staff meetings.

We will notice either/or thinking, name it, breathe, and see all options and choices more clearly.

We think about this a lot, and we are making progress.

We will model shared ministry in the leadership and with congregants.

This has been difficult with the remote services, as those who participate must understand how to make and send recordings. The Sr. Minister is signed up for a seminar on creating multi-

cultural worship, as that is one bit of feedback we receive from POC members and friends, that our services are heavily white-Protestant- “old school.”

We are asking people to consider writing chalice lightings as a way to involve them in the worship.

We will have ways to approach conflict within the congregation.

The Healthy Relations Team helps with conflict within the congregation. They write a helpful “Covenant Corner” article for the Friday electronic news. They also meet with congregants who are having difficulties with one another. They did this once in an ongoing conflict, with mixed results. We also have a complaint procedure lined out on the church web site.

We will value a work style which is team oriented, and gently discourage people who are trying to do everything themselves.

We try, and we support one another as a team.

We will not only be open to different points of view, but we will invite and encourage differing points of view.

When we have discussions, we try to elicit many points of view. The formal process is to make lists: “What is the best that could happen?”

“What is the worst that could happen?” That way, those who are habitually looking for the downside don’t have to do that important work alone.

We acknowledge that, in order to live into our mission, most of us will have to sit with discomfort from time to time. We will notice and resist the tendency to scapegoat those among us who cause discomfort in service of furthering the mission.

From time to time, some congregants complain about the discomfort. Phrased as “white bashing,” they don’t like it and they are staying away from church because of it. This is only two people that I know of, but there may be more who have just been quiet about it.

Monitoring Report
September 9, 2020

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.

Measures:

We will note the organizations with whom we have partnered in the past year.

We continue to partner with Texas UU Justice Ministry, with Austin Tan Cerca de la Frontera, with the National Sanctuary Network and the Austin Sanctuary Network. Our White Allies group partners with the Austin Justice Coalition and TXUJMJ. We partner from time to time with BLM Austin. This election year, our Social Action Team has partnered with UU the Vote, Vote Forward, the NAACP, and Reclaim Our Vote to write

6, 230 postcards to voters in NC to remind them to vote early, and 3,830 of the cards went to Latina/Latino Texans who have been purged from the voter rolls. At this writing the letters and phone calls continue on the get out the vote projects.

We also partner with Hands on Housing, CROP Walk, and ARCH, doing 2 Freeze Nights last January.

We invited Revolutionary Love founder Jacqui Lewis to come last October to do a training for the staff, board, change team, and heads of all committees.

We have a Change Team tasked in part with assisting the leadership in seeing the ways in which white supremacy culture manifests in this congregation.

Our Change Team has become involved with several teams in the congregation in order to view the work they are doing through an anti-racism lens. They continued to meet until the Pandemic, and now will be starting again as the church year gets underway.

We will list the learning opportunities the congregation has offered as we seek to understand how best to free ourselves and our world from the continuing trauma of this entrenched system.

After we say our mission, on most Sundays, we have continue to have a brief moment of awareness of white supremacy culture. This way no one has to sign up for a workshop or come to anything other than a Sunday morning service to be invited to give some thought to what is normally not thought about. That “not thinking about it” is a privilege of those who identify as white, and we give up that privilege just a little each Sunday morning. We offer “Unlearning Racism” circles, and we have a White Allies group where folks shine a light on the dominant culture and talk about our part in it and how to weaken its hold on all of us and our institutions.

We will embody a culture of appreciation and gratitude.

The board signs thank you notes to volunteers who work on behalf of the congregation.

The ministers try to thank the musicians and others who have made the services happen.

We will teach that mistakes sometimes lead to learning and can show creative ways to think about challenges.

Addressed in sermons, staff meetings, and classes with some frequency.

We will have reasonable work schedules and give things the time they need to happen. We will plan far enough ahead so a sense of urgency does not distract us from doing important work.

This is difficult, and we are trying to make progress. The Pandemic has had unintended consequences in that all staff are looking at the different work we must do now as services and religious education classes now are remote. The work is more intense, but with less running around, as most of us are working from our homes.

We will pay attention to our own defensiveness and the defensiveness in the system, and we will think creatively about how to approach defensiveness with curiosity and love in order to further the congregation's mission.

This will be addressed in sermons, classes and staff meetings.

We will have a staff covenant which articulates the way we want to work with each other and with the congregation.

We have a staff covenant which changes with the addition of each new staff member.

We will understand that there is more than one way to do things, and more than one solution to most problems.

This is addressed in sermons, classes and staff meetings.

We will notice either/or thinking, name it, breathe, and see all options and choices more clearly.

We think about this a lot, and we are making progress.

We will model shared ministry in the leadership and with congregants.

This has been difficult with the remote services, as those who participate must understand how to make and send recordings. The Sr. Minister is signed up for a seminar on creating multi-cultural worship, as that is one bit of feedback we receive from POC members and friends, that our services are heavily white-Protestant- "old school." We continue to add to our roster of Lay Leaders. We are beginning to invite families and individuals to video themselves doing the chalice lighting and extinguishing, so we can put those into the service as we receive them.

We will have ways to approach conflict within the congregation.

The Healthy Relations Team helps with conflict within the congregation. They write a helpful "Covenant Corner" article for the Friday electronic news. They also meet with congregants who are having difficulties with one another. They did this once in an

ongoing conflict, with mixed results. We also have a complaint procedure lined out on the church web site.

We will value a work style which is team oriented, and gently discourage people who are trying to do everything themselves.

We try, in fact my last sermon mentioned this.

We will not only be open to different points of view, but we will invite and encourage differing points of view.

When we have discussions, we try to elicit many points of view. The formal process is to make lists: "What is the best that could happen?"

"What is the worst that could happen?" That way, those who are habitually looking for the downside don't have to do that important work alone.

We acknowledge that, in order to live into our mission, most of us will have to sit with discomfort from time to time. We will notice and resist the tendency to scapegoat those among us who cause discomfort in service of furthering the mission.

From time to time, some congregants complain about the discomfort. Phrased as "white bashing," they don't like it and they are staying away from church because of it. This is only two people that I know of, but there may be more who have just been quiet about it.

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

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: