

## MEETING AGENDA - First UU Austin Board of Trustees

### Meeting

<b>Meeting Date</b>	Tuesday, January 17, 2023
<b>Start Time</b>	6:30 PM
<b>End Time</b>	8:30 PM (CST)
<b>Location</b>	Zoom - <a href="https://zoom.us/my/firstuuaustin">https://zoom.us/my/firstuuaustin</a> (password = 512452) Zoom ID: 940 671 9275 Dial in number: (346) 248-7799 or (669) 900-6833
<b>Purpose</b>	Regular scheduled meeting

### RSVP

**No response:** Martha Arrendando, Donna Carpenter, Vic Cornell, Suzette Emberton, Rob Hirschfeld, Russell Holley-Hurt, Joseph Hunt, Chris Jimmerson, Jonalu Johnstone, Jonalu Johnstone, Mateo Kresha, Nesan Lawrence, Shannon Posem, Kelly Raley, Dave Riehl, Kelly Stokes, Erin Walter, Nathan Walther

### Agenda

## 1. Coming Back into Covenant

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1.1. Chalice Lighting and Opening Words	Suzette Emberton / 2 min. (6:30 PM - 6:32 PM)
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1.2. Reading of Board Covenant	Nesan Lawrence / 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.
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1.3. Confirm Timekeeper and Process Evaluator	Nesan Lawrence / 2 min. (6:34 PM - 6:36 PM)
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- Timekeeper: Donna Carpenter
  - Process Evaluation: Kelly Raley
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1.4. Approve Agenda and Consent Agenda	Nesan Lawrence / 2 min. (6:36 PM - 6:38 PM)
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- December meeting minutes 4-9
- Monitoring of End 2.6 Asset Protection 10-17
- Interpretations: End 1.4.4 18
- Interpretations: End 1.4.5 19-21
- ...



#### Documents

- Minutes-2022-12-20-v1.pdf
- 2.6 Asset Protection rev -01-10-23monitor.pdf (see prior page for page #s)
- 1.4.4 Ends Interpretation intergenerationalFeb2022.pdf
- 1.4.5 interpretation.pdf

## 2. Connecting with our Moral Ownership

### 2.1. Visitor's Forum

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

Richard Halpern, Chair of Green Sanctuary

### 2.2. Recognition of Church Volunteers and Staff

Donna Carpenter / 2 min. (6:48 PM - 6:50 PM)

### 2.3. Moment with Rev. Chris

Chris Jimmerson / 10 min. (6:50 PM - 7:00 PM)

#### Documents

- Attendance.pdf 22-24

### 2.4. Moment with Rev. Jonalu

Jonalu Johnstone / 10 min. (7:00 PM - 7:10 PM)

## 3. Monitoring our Progress

### 3.1. FUUCA Financials

Chris Jimmerson / 10 min. (7:10 PM - 7:20 PM)

#### Documents

- November2022Financials.pdf 25-30

### 3.2. Monitoring of Interim OKR.3

Kelly Raley / 20 min. (7:20 PM - 7:40 PM)

*(OKR.3) Transition team has developed a plan to contact everyone in the congregation to get input about who should be on the search committee. Implementing this plan will involve everyone on the board. The interim ministry team might give the board a preliminary version of the report that they will share with the congregation in February.*

#### Documents

- Transitions Newsletter - Draft.pdf 33-36
- Board Transition Team's plans for selecting a Search Committee.pdf 31-32

### 3.3. Congregational Survey

Joseph Hunt / 10 min. (7:40 PM - 7:50 PM)

Overview of major themes from free form comments from congregants in the annual survey

#### Documents

- FUUCA Survey comments.docx 36

## 4. Learning & Creating the Future

### 4.1. Board Book Discussion

Russell Holley-Hurt / 15 min. (7:50 PM - 8:05 PM)

Do Better: Chapters 8, 9 and 10

## 5. Adjourn



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**5.1. Action Items and Announcements**

Nesan Lawrence / 2 min. (8:05 PM - 8:07 PM)

Let's review the action items from this meeting:

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**5.2. Assign Roles for Next Meeting**

Nesan Lawrence / 2 min. (8:07 PM - 8:09 PM)

Assign roles for:

- Readings
- Timekeeper
- Process Evaluator
- Snacks

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**5.3. Process Evaluation**

Nesan Lawrence / 2 min. (8:09 PM - 8:11 PM)

Documents

- Board process review form.docx 37

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**5.4. Extinguishing the Chalice and Closing Words**

Suzette Emberton / 2 min. (8:11 PM - 8:13 PM)



## MEETING MINUTES - First UU Austin Board of Trustees

### Meeting

<b>Date</b>	Tuesday, December 20, 2022
<b>Started</b>	6:30 PM
<b>Ended</b>	8:30 PM (CST)
<b>Location</b>	Zoom - <a href="https://zoom.us/my/firstuuaustin">https://zoom.us/my/firstuuaustin</a> (password = 512452) Zoom ID: 940 671 9275 Dial in number: (346) 248-7799 or (669) 900-6833
<b>Purpose</b>	Regular scheduled meeting
<b>Chaired by</b>	Nesan Lawrence
<b>Recorder</b>	Vic Cornell

### Attendance

<b>Present:</b>	Donna Carpenter, Suzette Emberton, Rob Hirschfeld, Russell Holley-Hurt, Joseph Hunt, Chris Jimmerson, Jonalu Johnstone, Mateo Kresha, Nesan Lawrence, Nathan Walther
<b>Regrets:</b>	Vic Cornell
<b>Absent:</b>	Martha Arrendando, Jonalu Johnstone, Shannon Posern, Kelly Raley, Dave Riehl, Kelly Stokes, Erin Walter
<b>Invited guests:</b>	Leo Collas

### Minutes

## 1. Coming Back into Covenant

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### 1.1. Chalice Lighting and Opening Words

Nathan Walther read opening words while Nesan Lawrence lit the chalice

**Status:** Completed

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### 1.2. Reading of Board Covenant

With the Values, Mission and Ends of First UU Austin foremost in mind, we the leadership do covenant to:

- Treat our time together and board commitments as spiritual practice
- Work collaboratively to clarify, assess and further our mission.
- Respect our time together by being focused, prepared and timely.
- Keep confidentiality when it is requested.
- Listen actively, address concerns directly with each other in a timely manner, and encourage others to do the same.
- Presume good faith in all our interactions acknowledging the importance of both intention and impact.
- Conduct ourselves openly, show compassion, respect boundaries, and enjoy each other's good humor in times of agreement and disagreement.
- Publicly support one another's decisions and leadership by speaking with one voice at the end of our deliberations.
- Agree to be called back into covenant.

All present read the board covenant together

**Status:** Completed

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### 1.3. Confirm Timekeeper and Process Evaluator

- Time Keeper: Joseph
- Process Evaluator: Russell

Joseph Hunt is timekeeper

Russell Holley-Hurt is process evaluator

**Status:** Completed

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### 1.4. Approve Agenda and Consent Agenda

- Minutes from November Board meeting
- Monitoring - End 1.4.3

Agenda & consent agenda were approved unanimously

**Status:** Completed

#### Documents

- Minutes-2022-11-15-v1.pdf
  - 1.4.3 monitoring 12-2022.pdf
  - 1.4.5 interpretation.pdf
  - 2.6 Asset Protection interpretations.pdf
  - 1.4.4 Ends Interpretation intergenerationalFeb2022.pdf
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## 2. Connecting with our Moral Ownership

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### 2.1. Visitor's Forum

Leo Collas will join us to discuss LGBTQ Heart Circle

Leo Collas presented about the LGBTQ Heart Circle for Visitor's Forum

- Has been officially affiliated with FUUCA now as one of our ministries
- Several people that have been members of the group have become members of the church
- Since the pandemic, there have been about a dozen attendees at meetings
- Meetings are 3rd Sundays
- Same format as Chalice Circles
- Coordinating with Social Action Team to try to bridge work with local PFLAG group that's also meeting at the church
- 10+ anti-LGBTQ bills have been pre-filed for the next legislative session
- PFLAG members are afraid of retaliation so they need people to testify on their behalf
- The only help needed from the board is to spread the word, try to increase attendance

**Status:** Completed

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### 2.2. Recognition of Church Volunteers and Staff

Donna Carpenter brought multiple cards for board signatures

Landscaping Committee has raised money and done work; they should be recognized

Kinsey (RE part-time worker) has really been helping quite a lot

Kelly Stokes & Shannon Posern have been providing Donna with names to be recognized

**Status:** Completed

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### 2.3. Moment with Rev. Chris

Rev. Chris just gave a pretty comprehensive presentation at the Congregational Meeting. See those notes for his comments.

- Giving is up
- Attendance is up
- Membership is up
- Looking like actual growth; combination of new members and returning members

**Status:** Completed

#### Documents

- 2022State of the Church.pdf
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### 2.4. Moment with Rev. Jonalu

Rev. Jonalu also just gave a pretty comprehensive presentation at the Congregational Meeting. See those notes for her comments.

- The music program is definitely something much loved by some of the congregation. That said, there is a definite under-current of people unhappy with it.
- This church has the right problems (understaffed, stretched thin) instead of the wrong problems (gossip, infighting)
- "Widening the Circle of Concern"; Rev. Chris & Rev. Jonalu will be dividing up chapters from the book and asking different groups to review them. There will also be chapters for the board to review.
- History Workshop on January 14th. Everyone is encouraged to attend. About 30 people registered so far

**Status:** Completed

#### Documents

- Report on Listening Circles.pdf
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## 3. Monitoring our Progress

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### 3.1. Church Financials

Rev. Chris presented on church financials

- Last October we actually exceeded our budget on revenue (it's been a while since that happened)!
- Projections are a little conservative
- November revenues look good
- We are definitely better off than we were, but we're still working with a deficit budget and it's underserving the church, as is
- The board subcommittee working on alternative revenue possibilities continues to meet
- Additions to the butterfly wall have started up again
- We are soon going to be actively trying to hire an office manager

**Status:** Completed

#### Documents

- October2022financialreports.pdf
  - 2023budgetrolledupOMFTnocc12-06-22.pdf
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### 3.2. Monitoring of OKRs

OKR.3) at least 20% of members have participated in at least one interim activity of reflection. BIPOC, disabled, LGBTQ+ participation is documented and robust.



Rev. Jonalu presented concerning participation in interim activities

- Listening Circles had a total of 116 participants. 13 BIPOC participants.
- Some were youth, some were not members. But we certainly met the goal, and exceeded it.
- Had adequate participation from people with disabilities.
- We could have done better with younger adults (they just had a difficult time getting to the circles). We had a few special meetings targetting them specifically.
- We had several people participate that were newly joined or not yet members.
- The different responses were more along generational lines than they were along church-membership-longevity lines.
- The BIPOC circle named things that were not mentioned in other circles.
- We'll continue to monitor participation, and diversity of participation. Next opportunity will be the history workshop on January 14. The invitations are supposed to be for people that are newer, as well as long-term members. People will be able to participate after the workshop, by marking things afterwards.
- There are no more "typical" trends; the pandemic broke all of the standards.
- There will be grief and healing sessions in March.

The board found the ministry team in compliance with this OKR unanimously.

**Status:** Completed

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### 3.3. Update on Congregational Survey

Rob Hirschfeld presented on the Congregational Survey

- The survey has been completed (ran through November), though it is technically still open.
- Haven't had the opportunity to work the numbers in detail yet.
- Fewer responses this year than in previous years. Still enough for good results, but noticable drop in participation.
- Lowest 'net promoter' score we've ever recorded. Still a positive number, but a definite downward trend. Rob will review the net promoter percentages to ensure that we're getting accurate information.
- The ad exercise was very useful.
- Lots of positive responses.
- The demographics of responders remained pretty typical, matching previous years.
- Joseph Hunt & Rev. Jonalu Johnstone volunteered to do the analysis on some of the text questions.
- Rob will be compiling the report to share with the entire congregation.
- Rob & Joseph will meet to discuss handing off the survey responsibilities for next year.

**Status:** Completed

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### 3.4. Update from Transitions Committee

Kelly Raley presented concerning the Transitions Committee

- See attached Board Transition Committee December Report
- The January focus will be on getting nominations for the search committee
- Board members cannot serve on the committee (unless they resign)
- We want people that can put aside personal desires and consider the needs of the whole church
- The congregation needs to feel that the slate of candidates was selected in response to hearing what the congregation says
- Will be presenting a slate of candidates, not individual competitive elections
- There's no minimum membership time for nominees
- Some of the OKRs measure engagement
  - Donna & Kelly R met with Shannon & Kelly S about tracking some of those numbers
- Refining the transition timeline (posted in Howson Hall)
- The special congregational meeting electing the search committee will be in April



**Status:** Completed

Documents

- Board Transition Committee December report.docx

### 3.5. Update from Board special committee on budget

Rev. Chris presented concerning the special committee on budget

- Met with real estate broker about selling piece of the property. They want more than we were planning on, but they valued it at \$4.5 million. We are going to continue sorting through those options
- Also thinking about silent auction, fundraiser concert, etc.
- Gillian Redfern has volunteered to coordinate an auction

**Status:** Completed

## 4. Learning & Creating the Future

### 4.1. Board Book Discussion

Chapters 5 and 6 from 'Do Better'

Kelly Raley led the board book discussion of "Do Better" by Rachel Ricketts

**Status:** Completed

## 5. Adjourn

### 5.1. Action Items and Announcements

Item requiring Board Motion:

- Ministerial Housing Allowance

Announcements:

- Candidates for next year's nominating committee
- Stewardship Committee Leadership

Let's review the action items from this meeting:

- Liz Nielson is going to be stepping down as chair of stewardship committee
- Board should be thinking of good folks to possibly take her place
- There will be nominating committee, search committee, and board slates; all up for elections at roughly the same time
- Richard Halperin has expressed interest in being guest next month
- Rob will be packaging the congregational survey report
- Board approved housing allotments for all three members of ministerial team, unanimously

**Status:** Completed

### 5.2. Assign Roles for Next Meeting

Assign roles for:

- Readings
- Timekeeper
- Process Evaluator





- Book Discussion
- Readings: Suzette Pemberton
- Timekeeper: Donna Carpenter
- Process Evaluation: Kelly Raley
- Book Discussion: Russell Holley-Hurt

**Status:** Completed

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### 5.3. Process Evaluation

Russell Holley-Hurt (process evaluator) found the board satisfactory in all measures

**Status:** Completed

Documents

- Board process review form.docx
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### 5.4. Extinguishing the Chalice and Closing Words

Nathan Walther read closing words while Nesan Lawrence extinguished the chalice

**Status:** Completed

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

First UU Church of Austin

January 10, 2023

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

### Interpretation:

The Co-Lead Ministers have primary responsibility for the safety of church assets. Those assets must receive adequate protection. Although we cannot eliminate risk completely, the assets shall not be exposed to undue risk.

### Measures (Indicators of Compliance):

Specific measures of this appear in the interpretations that follow.

### Rationale:

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

### Evidence of Compliance – The Data

Specific data appear in the interpretations that follow.

Accordingly, The Senior Minister Shall not:

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

### Interpretation:

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

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

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

### Measures (Indicators of Compliance):

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

### Rationale:

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

have such insurance.

Evidence of Compliance – The Data

I report compliance.

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

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

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

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

We also carry worker's compensation insurance.

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

Interpretation:

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

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

Measures (Indicators of Compliance):

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

Rationale:

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

Evidence of Compliance – The Data

I report compliance.

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

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

Interpretation:

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

Measures (Indicators of Compliance):

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

Rationale:

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

Evidence of Compliance – The Data

I report compliance.

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

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

Interpretation:

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

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

Measures (Indicators of Compliance):

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

Rationale:

The list plus the documentation of coverage confirm compliance.

Evidence of Compliance – The Data

I report compliance.

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

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

Interpretation:

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

Measures (Indicators of Compliance):

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

Rationale:

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

Evidence of Compliance – The Data

I report partial compliance.

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

We last had a safety inspection by Church Mutual in February 2020. We have complied with most of their recommendations.

We are limited in addressing some issues, such as the uneven concrete slabs in the courtyard due to a lack of funds to do so..

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

Interpretation:

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

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

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

Measures (Indicators of Compliance):

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

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

Rationale:

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

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

Evidence of Compliance – The Data

I report compliance.

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

## 2.6.7 Fail to seek competitive bids when appropriate.

Executive Operational Interpretation:

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

Measures (Indicators of Compliance):

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

Rationale:

1. The executive's regular report of compliance or non-compliance gives an important

safeguard.

2. Direct review of relevant records and documentation would confirm compliance.

Evidence of Compliance – The Data

I report compliance.

For every new expense and contract within the above parameters during the previous twelve months, we would have obtained and documented the required number of bids..

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

Executive Operational Interpretation:

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

Measures (Indicators of Compliance):

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

Rationale:

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

Evidence of Compliance – The Data

I report partial compliance .

We have controls in place, and a contract CPA has helped us consider further segregation of duties as soon as it becomes possible. For example:

- Every volunteer deposit supervisor receives a background check
- Staff who handle material amounts of money have received background checks
- Two family members cannot count the Sunday collection together
- The person who submits bills and makes deposits may not authorize online payments and must have a second signature for manual checks.

We have been limited in being able to fully implement segregation of duties to the degree we would like due to staffing and volunteer limitations. Once we add the office manager position, we will increase segregation of duties. We will update our segregation of duties written procedures at that time and make them available to the board.

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

Interpretation:

We anticipate that the church's liquid assets shall be kept in three ways, and in all cases with appropriate safeguards. In the case of banks, we shall use FDIC-insured accounts or the equivalent for credit unions. In the case of investments, they are kept within the UUA Common

Endowment, according to a written investment plan. Petty cash and undeposited funds shall be kept locked up. Undeposited funds will be deposited at least once weekly.

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

Measures (Indicators of Compliance):

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

Rationale:

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

Evidence of Compliance – The Data

I report compliance.

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

2.6.10 Endanger the organization's public image or credibility.

Executive Operational Interpretation:

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



Measures (Indicators of Compliance):

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

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

Rationale:

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

Evidence of Compliance – The Data

I report compliance.

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

Our online worship attendance continues to include folks from throughout the U.S. and even overseas. This indicates credibility.

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

Executive Operational Interpretation:

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

Measures (Indicators of Compliance):

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

Rationale:

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

Evidence of Compliance – The Data

I report compliance.

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

[Last updated 01/10/2023.]

- Ends Interpretation 1.4.4: We care for one another in intergenerational community and connect in fun and fellowship.

First UU Church of

Austin

February, 2022

- We care for one another in intergenerational community and connect in fun and fellowship.

Interpretation:

We take this to mean that all of us intentionally involve the children, youth, adults, and elders in as much church programming as possible. We teach the children and youth ways to care for others. We reach out to church members when they are ill or struggling.

We realize that connection with one another is richer when, in addition to Sunday morning connections, ministry team connections and social justice project connections, we make connections with one another in the context of parties and just-for-fun events.

Measures:

We have a Care Team who sends cards, arranges for meals, occasionally gives rides, and provides some connection for our elders who can no longer attend regularly.

The children wear nametags and the adults are encouraged to learn their names

We have a “caring fund” which can be used to support members who are in financial difficulties.

We mark special occasions with parties.

Narrative: The church adults and children speak to one another in the hall. The adults know the kids’ names. The children are considered in church plans as much as the adults are.

Families know one another, and they are engaged with one another. Those who are ill do not feel forgotten.

Ends Interpretation 1.4.5: We embody the principles of Unitarian Universalism and invite people of goodwill to find a spiritual home with us.

First UU Church of Austin

February 2022

Interpretation:

By this we mean that we as individuals will keep the seven Principles in mind and use them as a guide for living at home and at work as well as at church. As a congregation, as well, we will use the Principles as our guide for decisions made as we live into our Mission.

We will invite people to join this church through becoming more visible in the community, through ads and outreach, through livestreaming the services. We will encourage church members to speak about the church and invite friends to come visit.

We will have a staff member who is in charge of membership, who can guide people as they take steps to move from visiting to joining, and then to more meaningful involvement. Our new Transformation Through Service ( as of 2022, Transformation, Connection, Service) program will provide a more detailed and intentional path for members to find their calling in the church and, through involvement and experience, make it more and more their spiritual home.

We say “people of goodwill” because we have been tasked with making this a safe space, so if a person comes in whose behavior is disruptive, we will go through the steps outlined in the Disruptive Behavior Policy\* to keep the church safe.

\*attached

Measures:

How many of our members know the seven Principles?

Is our congregation growing in numbers? How many views do our livestreams have? How many ads have we run? Are our visitor numbers increasing?

How many people have been served by the TTS team?

Do we have a staff member whose job it is to run the Membership Team?

CHURCH *of* Austin



**Disruptive Behavior Policy**

revised: April 2019

## **I: Background**

First UU strives to be an inclusive community, embracing our differences in beliefs, opinions, and life experiences. So that our community remains strong and vibrant, we are committed to ensuring the safety and well-being of everyone attending our church or participating in a church-sponsored event. Toward this end, we recognize that the safety and well-being of our congregation as a whole must be given priority over the privileges and inclusion of an individual.

## **II: Definitions and Scope**

The policy applies to all adults while on the First UU campus or at an off-site First UU-sponsored event. We define disruptive behavior to be:

- perceived threats to the physical or emotional safety of any adult or child;
- sexual harassment;
- disruption of church activities;
- a pattern of smaller disruptions which, taken as a whole or cumulatively, can be considered a serious disruption; OR
- diminishment of the church's appeal to its potential or existing membership.

Criminal and violent behaviors are beyond the scope of this policy. In the case of such behaviors, all staff members and congregants have the authority and duty to contact the police immediately.

## **III: Confidentiality**

Silence empowers the aggressor and often engenders gossip. Due to the types of behaviors that trigger this policy, confidentiality cannot be assumed. Often the aggressor tells their own version of events. Leadership must feel free to speak the truth about these events to the extent that good judgment indicates.

## **IV: Actions**

A disruptive situation can be handled by the senior minister if they are available. However, all staff members and congregants have an interest and responsibility in the response to disruptive behavior. As such, any staff member or congregant who feels capable may handle a disruptive situation in a covenantal manner.

Usually a situation escalates from uncomfortable to disruptive. See Appendix A for examples of disruptive behavior. Make an attempt to diffuse the situation. If the situation continues to escalate, the recommended actions are:

1. Request that the offending party cease the behavior
2. Ask them to leave
3. Contact police or security to calm the situation or remove the offending person

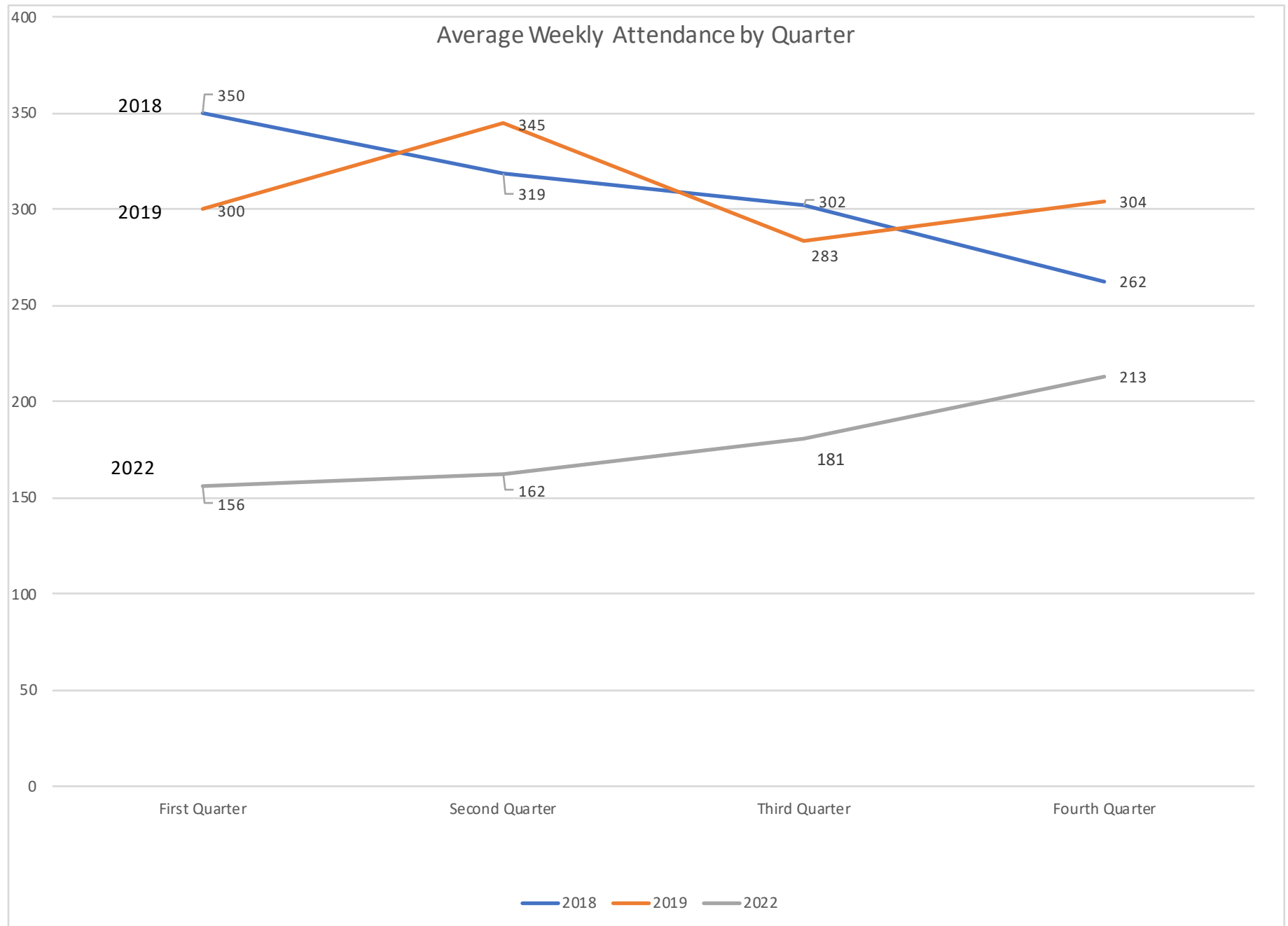
If the senior minister does not handle the situation, the person who did so shall leave the senior minister a message immediately, followed by a detailed report within 24 hours. The initial message can be email, text, or voice mail. The report may be written or sent by email.

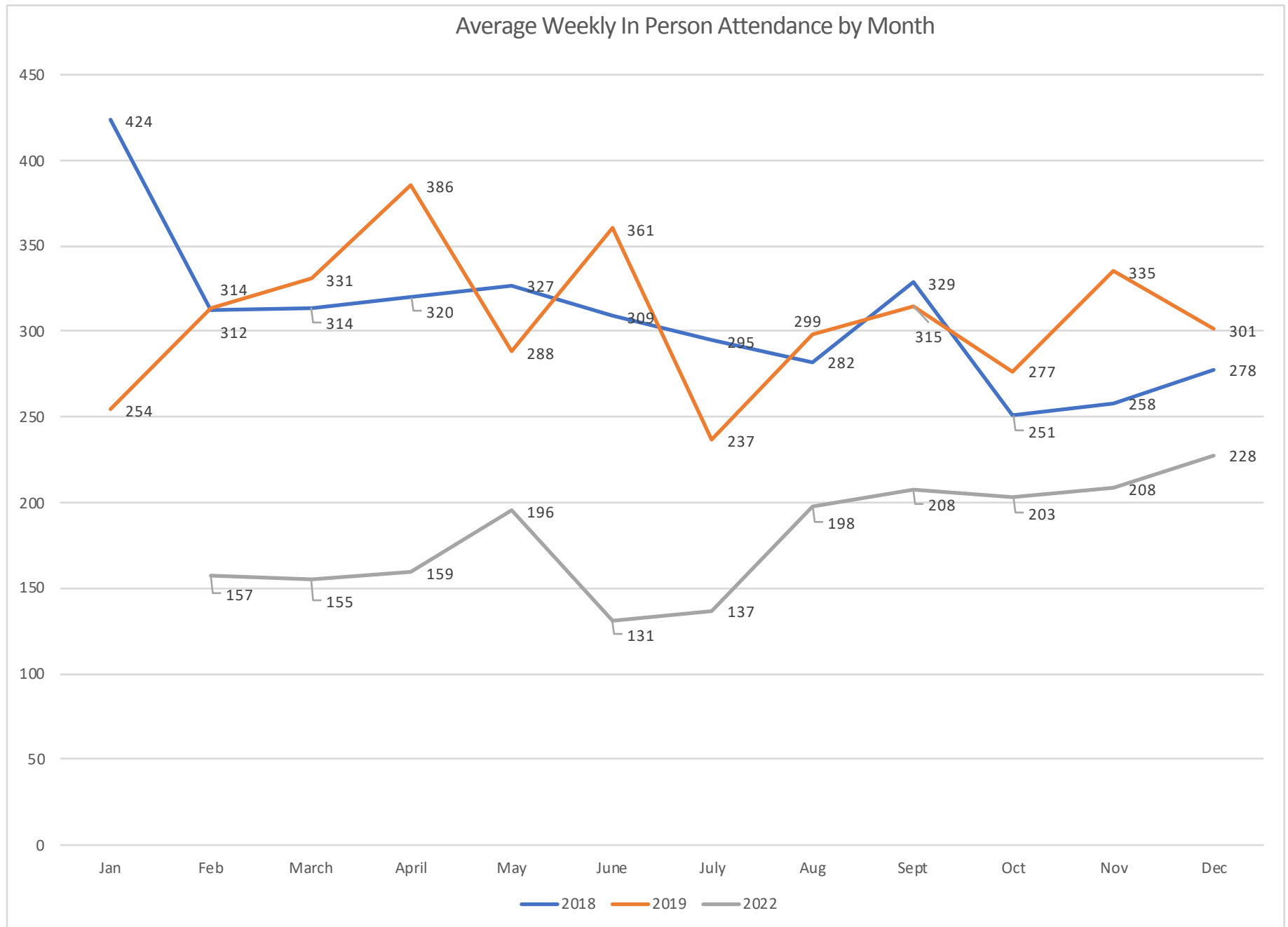
If the offending party is not a member or friend of our congregation, the matter is considered closed. If the offending party is a member or friend of our congregation, immediate action is taken per the Disruptive Behavior Policy. As follow-up, it is recommended that the senior minister and the board president follow the Serious Covenant Breach Policy.

## **Appendix A:**

Here are a few examples of disruptive behavior:

- perceived threats to safety: a rowdy drunk
- disruption of church activities: white person wanting to join the POC group
- diminishment of appeal: someone panhandling on the church campus
- disruption of church activities: someone on moratorium comes back to church and is asked to leave
- sexual harassment: sexual innuendos





### Average Weekly In Person Attendance

Month/Year	2018	2019	2022	
Jan	424	254		2018 huge animal blessing
Feb	312	314	157	
March	314	331	155	
April	320	386	159	2019 two weeks of data missing and huge Easter attendance
May	327	288	196	2022 May Included Meg's last service, which was highly attended
June	309	361	131	2019 Homecoming and dedication
July	295	237	137	
Aug	282	299	198	
Sept	329	315	208	
Oct	251	277	203	
Nov	258	335	208	
Dec	278	301	228	

Quarter/Year	2018	2019	2022
First Quarter	350	300	156
Second Quarter	319	345	162
Third Quarter	302	283	181
Fourth Quarter	262	304	213

2020 and 2021 excluded because they were almost entirely virtual services only.



## Financial Report – November 2022

We experienced some unusual, one-time expenses in November, which caused our expenses to exceed revenue, even though revenue was above budget for the month. Expenses are still well below budget for the year. Some of the one-time expenses will also be offset by additional contributed revenue.

We are now projecting only a very slight loss for 2022. Let us hope that projection becomes reality!

Our investments fund grew in value on November.

Our cash reserves remain at about 3 months.

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	Nov 2022			Total		
	Actual	Budget	over/under	Actual	Budget	over/under
Income						
4100 Earned Revenue			0	0	0	0
4110 Event Revenue		0	0	0	10,000	-10,000
4130 Rentals Revenue	8,000	11,500	-3,500	100,323	113,500	-13,177
4199 Discounts/Refunds			0	-1,675	0	-1,675
Total 4100 Earned Revenue	\$ 8,000	\$ 11,500	-\$ 3,500	\$ 98,648	\$ 123,500	-\$ 24,852
4200 Contributed Revenue			0	0	0	0
4210 Unrestr. Contr.			0	0	0	0
4211 Pledge	56,509	56,661	-152	556,375	593,661	-37,286
4212 Sunday Plate	1,998	2,500	-502	20,557	27,500	-6,943
4213 Other Gifts	15,261	3,333	11,928	113,439	36,663	76,776
Total 4210 Unrestr Contr	\$ 73,768	\$ 62,494	\$ 11,274	\$ 690,371	\$ 657,824	\$ 32,547
4220 Restr Contr			0	14,323	0	14,323
4221 Special Plate	1,696	833	863	14,094	9,163	4,931
Total 4220 Restr Contr	\$ 1,696	\$ 833	\$ 863	\$ 28,417	\$ 9,163	\$ 19,254
4230 Grants		0	0	142,079	247,141	-105,062
4290 Other Contr Rev	-159	1,000	-1,159	10,450	26,000	-15,550
Total 4200 Contr Revenue	\$ 75,305	\$ 64,327	\$ 10,978	\$ 871,316	\$ 940,128	-\$ 68,812
Total Income	\$ 83,305	\$ 75,827	\$ 7,478	\$ 969,964	\$1,063,628	-\$ 93,664
Expenses						
Total 6100 Payroll Expenses	\$ 57,423	\$ 58,671	-\$ 1,248	\$ 580,285	\$ 673,599	-\$ 93,314
Total 6210 Charitable Giving	\$ 0	\$ 3,464	-\$ 3,464	\$ 42,775	\$ 38,114	\$ 4,661
Total 6300 Outreach Costs	\$ 7,024	\$ 1,300	\$ 5,724	\$ 39,253	\$ 14,465	\$ 24,788
Total 6400 Occupancy Costs	\$ 22,484	\$ 6,606	\$ 15,878	\$ 87,749	\$ 72,793	\$ 14,956
Total 6600 Subsc and Fees	\$ 843	\$ 1,024	-\$ 181	\$ 15,446	\$ 11,280	\$ 4,166
Total 6700 Business Exp	\$ 4,080	\$ 3,928	\$ 152	\$ 65,603	\$ 60,256	\$ 5,347
6820 Depreciation Expense	10,993	10,671	322	119,637	117,384	2,253
6830 Interest Exp	4,667	5,746	-1,079	51,529	63,215	-11,686
Total Expenses	\$112,304	\$101,347	\$ 10,957	\$1,088,316	\$1,164,961	-\$ 76,645
Total Other Income	\$ 50	\$ 0	\$ 50	\$ 8,818	\$ 0	\$ 8,818
Net Income	-\$ 28,949	-\$ 25,520	-\$ 3,429	-\$ 109,533	-\$ 101,333	-\$ 8,200
Non-Operational Exp	\$15,661	\$16,417	-\$756	\$171,167	\$180,599	-\$9,432
Non-Operational Rev				\$14,323		
Net Operational Inc	-\$13,288	\$75,827	\$7,478	\$47,310	\$79,266	-\$31,956

1. Revenue exceeded budget in November
2. Over due to KUT sponsorships and gift to Meg
3. Over due to tree trimming and deadwood clean up and unexpected electrical repairs
4. Over due to increased software costs.
5. Over due to misclassified contract wages (would not change bottom line if moved)

**FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN**  
**Projected Year End**  
January - December 2022

	Total		
	Actual through Nov	Projected	Budget
<b>Income</b>			
4100 Earned Revenue	0		
4110 Event Revenue	0		10,000
4130 Rentals Revenue	100,323	108,323	125,000
4199 Discounts/Refunds Given	-1,675	-1,675	
<b>Total 4100 Earned Revenue</b>	<b>\$ 98,648</b>	<b>\$ 106,648</b>	<b>\$ 135,000</b>
4200 Contributed Revenue	0		
4210 Unrestricted Contributions	0		
4211 Pledge	556,375	612,000	650,929
4212 Sunday Plate	20,557	23,426	30,000
4213 Other Gifts	113,439	115,000	40,000
<b>Total 4210 Unrestricted Contributions</b>	<b>\$ 690,371</b>	<b>\$ 750,426</b>	<b>\$ 720,929</b>
4220 Restricted Contributions	14,323	14,500	
4221 Special Plate	14,094	15,375	10,000
<b>Total 4220 Restricted Contributions</b>	<b>\$ 28,417</b>	<b>\$ 29,875</b>	<b>\$ 10,000</b>
4230 Grants	142,079	142,079	247,141
4290 Other Contributed Revenue	10,450	11,400	29,000
<b>Total 4200 Contributed Revenue</b>	<b>\$ 871,316</b>	<b>\$ 933,780</b>	<b>\$ 1,007,070</b>
<b>Total Income</b>	<b>\$ 969,964</b>	<b>\$ 1,040,427</b>	<b>\$ 1,142,070</b>
<b>Total Expenses</b>	<b>\$ 1,088,316</b>	<b>\$ 1,222,254</b>	<b>\$ 1,289,665</b>
<b>Total Other Income</b>	<b>\$ 8,818</b>	<b>\$ 9,620</b>	<b>\$ -</b>
<b>Net Income</b>	<b>\$ (109,534)</b>	<b>\$ (172,207)</b>	<b>\$ (147,595)</b>
<b>Non-Operational Expenses</b>	<b>\$ 171,167</b>	<b>\$ 186,728</b>	<b>\$ 197,008</b>
<b>Non-Operational Income</b>	<b>\$ 14,323</b>	<b>\$ 16,000</b>	
<b>Net Operational Income</b>	<b>\$ 47,310</b>	<b>\$ (1,479)</b>	<b>\$ 49,413</b>

I will explain some of the assumptions in this report during the meeting.

# FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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## Balance Sheet As of November 30, 2022

	SEP 2022	OCT 2022	NOV 2022
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1072 Bill.com Money Out Clearing	2,234	1,900	1,900
1110 8009-THCU Checking	527,635	531,125	511,395
1120 RBank Debt Service 676	59,166	59,169	59,171
1130 RBank Construction 668	135,783	126,881	117,979
1140 THCU Money Market	0	0	0
1150 THCU Savings	38	38	38
1160 UFCU Savings	0	0	0
1170 THCU CDs	0	0	0
1189 Petty Cash	200	200	200
1710 UUCEF Permanent Endowment Acct.	245,369	252,924	266,682
1720 UUCEF Mixed Investment Account	304,599	313,978	331,057
1730 UUCEF Murr Music Account	69,192	71,322	75,202
1740 UUCEF Education	621,455	640,591	675,437
<b>Total Bank Accounts</b>	<b>\$1,965,670</b>	<b>\$1,998,128</b>	<b>\$2,039,061</b>
Accounts Receivable			
1210 Accounts Receivable	0	0	0
<b>Total Accounts Receivable</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Other Current Assets			
1199 Undeposited Funds	0	0	0
1220 VANCO - Payment Reconciliation	0	0	0
1230 Cash/Checks	-1,093	-41	7,497
1240 VANCO - ACH/MS	0	0	0
1250 VANCO - ACH	0	0	0
1260 Stripe	433	1,189	8,015
1310 Prepaid Expenses	10,381	5,170	3,757
1490 Other Current Assets	0	0	0
<b>Total Other Current Assets</b>	<b>\$9,721</b>	<b>\$6,319</b>	<b>\$19,269</b>
<b>Total Current Assets</b>	<b>\$1,975,391</b>	<b>\$2,004,447</b>	<b>\$2,058,330</b>

# FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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## Balance Sheet As of November 30, 2022

	SEP 2022	OCT 2022	NOV 2022
Fixed Assets			
1500 Fixed Assets			
1510 Building	3,810,162	3,810,162	3,810,162
1520 Land	3,772,325	3,772,325	3,772,325
1530 Furniture & Equipment	132,994	132,994	132,994
1540 Exterior Structures & Improvements	19,350	19,350	19,350
1590 Accumulated Depreciation	-704,987	-715,981	-726,974
<b>Total 1500 Fixed Assets</b>	<b>7,029,844</b>	<b>7,018,850</b>	<b>7,007,857</b>
<b>Total Fixed Assets</b>	<b>\$7,029,844</b>	<b>\$7,018,850</b>	<b>\$7,007,857</b>
<b>TOTAL ASSETS</b>	<b>\$9,005,235</b>	<b>\$9,023,297</b>	<b>\$9,066,186</b>
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2110 Accounts Payable	2,873	2,159	12,179
<b>Total Accounts Payable</b>	<b>\$2,873</b>	<b>\$2,159</b>	<b>\$12,179</b>
Credit Cards			
2150 Chase Credit Card 3081	215	215	215
Credit card (1319)		456	456
Credit card (2900)	563	687	811
Credit card (3030)		61	827
Credit card (3081)	-19,006	-33,337	-40,052
Credit card (3115)	72	72	72
Credit card (3123)	1,109	1,109	1,109
Credit card (4576)	16,109	21,048	22,901
Credit card (8572)	12,543	15,385	15,165
Credit card (9450)	3,674	4,150	4,385
<b>Total 2150 Chase Credit Card 3081</b>	<b>15,279</b>	<b>9,846</b>	<b>5,889</b>
<b>Total Credit Cards</b>	<b>\$15,279</b>	<b>\$9,846</b>	<b>\$5,889</b>
Other Current Liabilities			
2320 Security Deposits	0	0	0
2410 Payroll Liabilities	0	0	0
2450 Sales Tax Payable	0	0	0
2500 Accrued Interest	0	0	0
2610 PPP Loan	0	0	0
Sales Tax Agency Payable	0	0	0
<b>Total Other Current Liabilities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Current Liabilities</b>	<b>\$18,152</b>	<b>\$12,005</b>	<b>\$18,068</b>

# FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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## Balance Sheet As of November 30, 2022

	SEP 2022	OCT 2022	NOV 2022
Long-Term Liabilities			
2620 Construction Loan	1,208,252	1,203,870	1,199,623
<b>Total Long-Term Liabilities</b>	<b>\$1,208,252</b>	<b>\$1,203,870</b>	<b>\$1,199,623</b>
<b>Total Liabilities</b>	<b>\$1,226,403</b>	<b>\$1,215,874</b>	<b>\$1,217,691</b>
Equity			
3110 Unrestricted Net Assets	784,140	784,140	784,140
3120 Restricted Funds	7,429,514	7,429,514	7,429,514
3130 Unrealized Gain/Loss on Investments	-318,949	-280,748	-211,185
Opening Balance Equity	0	0	0
Net Income	-115,873	-125,484	-153,974
<b>Total Equity</b>	<b>\$7,778,832</b>	<b>\$7,807,423</b>	<b>\$7,848,495</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$9,005,235</b>	<b>\$9,023,297</b>	<b>\$9,066,186</b>

## Board Transition Team's plans for selecting a Search Committee

Our first step will be to seek nominations and other input about who should serve on Search Committee. The settlement handbook suggests that we should aim to have a search committee that represents the entire congregation, is trusted, in touch, and responsible. Representatives don't necessarily have to be demographically proportional to the composition of the church or the nearby area and members of the search committee should not view themselves as representing themselves or a group they represent. Each member of the search committee should have in mind the needs and desires of the whole church as they do their work.

### 1. Nominations process

We should provide congregants many venues for nominating themselves or others to serve on the committee. Our plan is to...

We will use Survey Monkey with an introductory page describing the sort of person we think would be good for the search committee. The survey itself will be simple, with an opportunity to nominate up to three people, an open (optional) box for people to provide their reasons for nomination, and a required field to enter name and contact information (Kelly).

We have [drafted a newsletter article](#) in which we will embed [a link to the survey](#). The article provides a high-level overview of the search process and explains what makes a good search committee member. Every member of the church will get an email with the same information and a link to the survey.

We will bring computers to Howson Hall after church [\[on what dates?\]](#) and during the event discussing the Interim Ministry Report [\(cake?\)](#) to facilitate responses to the nominations survey.

Finally, for those who would prefer analog, we will also prepare a nominations box and printed nomination cards (Donna). We will not accept anonymous nominations. The information from the nominations cards will be entered into the database.

The deadline for nominations is [February 20](#).

### 2. Selecting a 7 member search committee

- A. Once we have the nominations, we will identify the top 12-14 names of people nominated [and combine this list with people the board nominates to balance perspectives on the committee.](#)
- B. Board members will call all people on this list to determine their willingness and ability to serve. (see Settlement handbook for more).

- C. The Board will select a slate of candidates informed by the nominations process. We are committed to weighing heavily the congregation's input, but we will also aim to have a balanced slate with people who hold a variety of perspectives.
- D. All of those selected for the ballot will fill out an information sheet with photos for ballot.
- E. Board presents slate of candidates to congregation no later than 20 days before the special congregational meeting.
- F. Once the search committee is selected (at special congregational meeting in April), we should introduce the search committee the following Sunday with some fanfare.



## Now Seeking Nominations!

The First Unitarian Universalist Church of Austin is now seeking nominations for members to serve on our ministerial search committee!

### HOW

There will be multiple ways for you to make your nominations:

- You can click [on this link](#) to go to the survey and respond with your nomination(s).
- A survey will be sent out to the entire congregation on or around **XX/XX/2023**. Check your email inbox and respond to the survey.
- There will be a physical box in the foyer outside of the sanctuary, with instructions, pens, and cards, to be filled out and placed in the box.
- On **XX/XX/2023**, members of the board will be available after service, in Howson Hall, with phones, tablets, laptops, and cards, to assist you in making your nomination(s).

Or

- On **02/12/2023** there will be a meeting to discuss the interim ministry report, a resource for the search committee's work of putting together the search packet. The transitions team will be present to facilitate your nominations. There will also be cake!

Everyone can nominate up to three search committee members, including themselves. All nominations must include the named nominator, with contact information.

**The deadline for submitting your nominations is Friday, 2/17/2023! All nominations must be received before that date to be considered.**

### WHO

All nominees must be current members of the First UU congregation.

As you and your household are thinking about who you would like to nominate, please think about these questions:

- Who can represent and serve the whole congregation well and not just a piece or "faction" of the congregation?
- Who has been and/or is active in the congregation, including new members, and has demonstrated or expressed both responsible participation and responsible leadership?
- Who in the congregation works well with others?
- Who in the congregation has demonstrated a commitment to the [8th Principle](#), adopted by the congregation last year.
- Who do you trust to speak for multiple voices in the congregation, including those people that haven't yet found us?
- Who do you trust to speak for LGBTQ church members? Members of color? Young adults? Children?

- Who knows (or can learn) the history and culture of the congregation, whether a member of long standing or relatively new? Who can use this history proactively instead of reactively on behalf of the congregation?
- After a high salary, the most attractive quality a congregation can have is self awareness – awareness of strengths and weaknesses, what the congregation is like at its best and at its worst, as well as on an average day. Who would be able to know and relate all this to potential ministerial candidates?
- What are the good qualities needed for someone to serve on a ministerial search committee?
- After thinking about all of these questions, who would you trust to serve on the search committee on behalf of the congregation?

## **WHEN**

**The deadline for submitting your nominations is Friday, 2/17/2023! All nominations must be received on or before that date to be considered.**

The search committee will be made up of seven congregants, willing and able to serve throughout the process. The board will select those seven congregants from the nominations, after interviews and considering the diversity of the search committee. The board will have a full slate of those seven church members, to be voted on by the congregation at a special congregational meeting, to be called on or around 4/XX/2023.

The elected search committee will begin its work in May and will be committed to the process throughout the summer, fall, and possibly the following winter and spring.

## **WHAT**

The work of the search committee will be to prepare the ministerial search packet, describing First UU of Austin and what we want in our next settled minister. The preparation of that packet will be informed by...

- The interim ministry report from the current ministerial team, reflecting on information gathered during the listening circles, the church history workshop, and other interim activities.
- A full congregational survey, to go out during the summer.
- Multiple meetings with members.

This process will lead to the search committee and Rev. Chris Jimmerson mutually deciding if he is the right fit for the position. If all agree, there will be a congregational vote on Rev. Chris in September. If the committee and Rev. Chris agree that he is a good match for the position, the congregation will vote in October. If the committee and/or Rev. Chris decide, for any reasons, not to hold an inside candidate election or if we hold an election and Rev. Chris does not meet the threshold percentage of votes, then the search committee will finalize the search packet for distribution throughout the Unitarian Universalist Association (UUA) by 12/1/2023.

## **WHY**

Remember...

- The search committee should represent the entire congregation.
- The search committee should be trusted by the congregation.
- The search committee should be in touch with the changing nature of the congregation.
- The search committee should be responsible for developing a good process for itself, the congregation, and Unitarian Universalism.

Serving on the search committee is a serious time commitment, and it may be some of the most important work for the church that any of its members will ever do. Please seriously consider your nominations. This is a huge opportunity to serve the First Unitarian Universalist Church of Austin!

If you have any problems at all in making your nomination(s), or if you have any questions about the process, please speak to any [board member](#).

## Review of the Winter 2022 Survey Write-in comments – Joseph Hunt

I tried to classify the comments into groups. Below is a simplification of the 39 comments. I also included comments from the “Questions we didn’t ask.”

- Positive comment (10) – “new member loves church direction”, “returning member feels at home,” “Path to membership very positive,” “Brent, Katrina, Kelly – wonderful,” “ads on KUT,” “Love the interim ministers,” “As an Atheist – feeling good”
- Negative (9) – “website, etc,” “connect more with other UU churches,” “Should challenge us More in our beliefs,” “Not Welcoming,” “service too long,” “tiring keeping up with interim ministers,” “Erin is too active,” “Services too active,” “not crazy about current team,” “no one knows me”
- More Spirituality (3) – “more Contemplative Spiritual Practice,” “classes on spiritual life,” More spiritual, less active service”
- More Input (3) – “should have asked about what we want in new minister,” “involving interim ministers,” “Get the committee for new minister now.”
- Better communications (4) – “poor web site, database, Church Center, who to call” “with other UU Churches, in General,” “Connected with members directly,” “finding volunteer opportunities on website”
- More Activities (9) – “small groups like 4x4 dinners,” “More environmental activity,” “More RE for Teens,” “Classes on spirituality like the Wednesday night ones,” Forum and Wednesday night classes,” “need volunteer activities on website”
- Regarding Children (3) – “more teen activities,” Educate children about Elderly,” “Better playground.”
- Environment (2) – “be more Environmental – promote veganism,” “not enough environmental concern” “why is environment no longer important.”
- More Outreach (3) – “no one knows me – feel like an outsider” “Brent and Katrina are great but need to get involved with members,” “review the ministers’ attentiveness to congregants”
- More Social change (3) – “Need to afflict the comfortable,” “More broader issues relevant to the world,”
- Need expanded point of views (2) – “We need to also have alternative viewpoints.” “What about our Republican and Libertarian members”
- Accessibility (2) from Questions – we need to focus on accessibility.

Questions we didn’t ask. 36 suggestions These are generalized. Some were comments above.

- Several people (8) suggested questions about - what do we want in the next minister, what do we think of current minister, what do we think about the duration of the transition period,
- Suggestions on the Services – Do we want clapping, do we want to display more on the screens – like the children’s book, What do we want in sermons
- Ask us what is going well and what is not going well. How to attract new members.
- A couple of suggested questions of when we should open after Covid. When should we start up activities like forum, Can we start up volunteer activities again, when to start up caring activities again,
- What RE programs are you interested in?

**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:**