

## MEETING AGENDA - First UU Austin Board of Trustees

### Meeting

<b>Meeting Date</b>	Tuesday, April 16, 2024
<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

<b>Accepted:</b>	Russell Holley-Hurt, Chris Jimmerson, Rev. Michelle LaGrave, Dave Riehl, Tomas Rodriguez, Nathan Walther
<b>Regrets:</b>	Evan Mahony they/them, Kelly Raley
<b>No response:</b>	Donna Carpenter, Suzette Emberton, Pam Knight, Mateo Kresha, Sasha Lorenzo, Shannon Posern, Gretchen Riehl, Kelly Stokes

**Invited guests:** Margaret Borden, Tomas Medina, Karen Neeley, Julie Paasche

### 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)

Suzette agreed to bring readings for this meeting

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1.2. Reading of Board Covenant Gretchen Riehl / 2 min. (6:32 PM - 6:34 PM)

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 Gretchen Riehl / 2 min. (6:34 PM - 6:36 PM)

Nathan agreed to be timekeeper and Donna agreed to be the process evaluator.

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

Approve agenda and consent agenda items.

## Documents

- Minutes-2024-03-19-v1.pdf Pages 4-7
- February Financial Report 2024.pdf 8-13

## 2. Connecting with our Moral Ownership

### 2.1. Visitor's Forum Gretchen Riehl / 10 min. (6:38 PM - 6:48 PM)

Tomas Medina will be present to discuss the nominations for the board and nominating committee to be voted on at the congregational meeting.

### 2.2. General Assembly delegate and Article II discussion Gretchen Riehl / 10 min. (6:48 PM - 6:58 PM)

Members of the healthy relations team may be present to discuss the upcoming General Assembly, and how we may want to engage the congregation on the Article II discussion. In addition we may want to discuss the selection of delegates to GA.

### 2.3. Vote on investing capital campaign funds Chris Jimmerson / 10 min. (6:58 PM - 7:08 PM)

Karen Neeley will join us as we discuss and vote on opening CDs to invest the capital campaign funds until we are ready to renegotiate the loan. We will also need to appoint signatories. Chris and I propose the signatories be Chris, Karen and me.

### 2.4. Recognition of Church Volunteers and Staff Gretchen Riehl / 5 min. (7:08 PM - 7:13 PM)

Evan will not be at the meeting. We will need to make suggestions for May.

### 2.5. Moment with Rev. Michelle Rev. Michelle LaGrave / 10 min. (7:13 PM - 7:23 PM)

### 2.6. Moment with Rev. Chris Chris Jimmerson / 10 min. (7:23 PM - 7:33 PM)

### 2.7. President's Update Gretchen Riehl / 5 min. (7:33 PM - 7:38 PM)

## 3. Monitoring our Progress

### 3.1. Monitoring Reports (Ends and/or Executive Limitations) Rev. Michelle LaGrave / 10 min. (7:38 PM - 7:48 PM)

## Documents

- 1.4.1 monitoring Report 04 - 2024 (1).docx Pages 14-16
- 2.2 Treatment of Staff rev 04-11-2024.docx 17-20

### 3.2. Committee Reports Gretchen Riehl / 10 min. (7:48 PM - 7:58 PM)

## Documents

- Transitions Committee Report April 2024.docx Page 21
- Report on the 2023-24 Congregational Survey.pdf 22-24

### 3.3. Finalize Ministerial Search Committee Gretchen Riehl / 10 min. (7:58 PM - 8:08 PM)

We need to finalize the ballot for the MSC and discuss processes.

### 3.4. Congregational Meeting Gretchen Riehl / 10 min. (8:08 PM - 8:18 PM)

The current agenda for the congregational meeting is as follows:

- Ministers' reports
  - MSC election
  - Board election
  - Nominating committee elections
  - Need moderator for pre-congregational meeting. Gretchen will be out of town
  - Anything else?
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## 4. Learning & Creating the Future

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### 4.1. Board Book Discussion

Gretchen Riehl / 10 min. (8:18 PM - 8:28 PM)

Discussion on reading from Widening the Circle of Concern. We'll skip to the [chapter on Education for Liberation](#).

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## 5. Adjourn

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### 5.1. Action Items and Announcements

Gretchen Riehl / 2 min. (8:28 PM - 8:30 PM)

Let's review the action items from this meeting:

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### 5.2. Assign Roles for Next Meeting

Gretchen Riehl / 2 min. (8:30 PM - 8:32 PM)

Assign roles for:

- Readings
  - Timekeeper
  - Process Evaluator
  - Book discussion
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### 5.3. Process Evaluation

Donna Carpenter / 2 min. (8:32 PM - 8:34 PM)

Documents

- Board process review form.docx Page 25
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### 5.4. Extinguishing the Chalice and Closing Words

Suzette Emberton / 2 min. (8:34 PM - 8:36 PM)

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## MEETING MINUTES - First UU Austin Board of Trustees

### Meeting

<b>Date</b>	Tuesday, March 19, 2024
<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>	Gretchen Riehl
<b>Recorder</b>	Dave Riehl

### Attendance

<b>Present:</b>	Donna Carpenter, Suzette Emberton, Russell Holley-Hurt, Chris Jimmerson, Evan Mahony they/them, Shannon Posern, Kelly Raley, Dave Riehl, Gretchen Riehl, Tomas Rodriguez, Nathan Walther
<b>Late:</b>	Pam Knight, Mateo Kresha
<b>Regrets:</b>	Rev. Michelle LaGrave, Sasha Lorenzo, Kelly Stokes

### Meeting documents

- 2023 December EOY Financial report.pdf
- 2024 January Financial report.pdf

### Minutes

## 1. Coming Back into Covenant

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### 1.1. Chalice Lighting and Opening Words

Evan volunteered to bring readings

**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.

**Status:** Completed

### 1.3. Confirm Timekeeper and Process Evaluator

Donna agreed to be timekeeper.

Russell volunteered to be the process evaluator.

**Status:** Completed

### 1.4. Approve Agenda and Consent Agenda

Approve agenda and minutes

**Status:** Completed

#### Documents

- 2.5 Continuous Operations rev 03-2024.pdf
- 2.3 Financial Planning rev 03-2024.pdf
- 2024 January Financial report.pdf
- 2023 December EOY Financial report.pdf
- Minutes-2024-02-20-v1.pdf

## 2. Executive Session

**Status:** Completed

## 3. Ministerial search discussion

1. Naming the search committee
2. Chris' role in the search
3. Michelle's role in the search
4. Chris' sabbatical timing and preparations
5. Other considerations

The search will be for a Settled Co-Lead Minister. The volunteer pool for the Search Committee is 35 people, and we expect to finalize on 7 members. The vote will be held during the Congregational Meeting at the end of May.

Rev Chris's role in the search includes helping define the needs, especially in Faith Development and Congregational Life, and working with the Search Committee on the survey and search packet. He will also be involved in feedback to the Committee on the candidates.

Chris will be on leave in July and on sabbatical in November/December. He expects to be "on call" for a lot of that time.

Michelle's role will be as Interim, the same as she had in the prior search.

Chris also announced more progress on the Continuing Capital Campaign, which now has pledges for \$854K. We are well on our way!

**Status:** Completed

#### Documents

- UUA\_settled\_search\_calendar\_2025.pdf

## 4. Connecting with our Moral Ownership

### 4.1. Visitor's Forum

There is no visitor's forum this month.

**Status:** Completed

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#### 4.2. Recognition of Church Volunteers and Staff

**Status:** Completed

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#### 4.3. President's report

1. No reports from the ministers this month
2. Michelle's continuing contract
3. Sabbatical coverage for Chris

**Status:** Completed

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### 5. Monitoring our Progress

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#### 5.1. Monitoring reports

Chris was able to complete the monitoring reports after all.

**Status:** Completed

##### Documents

- 2.5 Continuous Operations rev 03-2024.pdf
  - 2.3 Financial Planning rev 03-2024.pdf
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#### 5.2. Committee Reports

1. Board Transitions Committee
2. Linkage Committee
3. Monitoring Committee
4. Policy Committee
5. Other?

The Board Transitions Committee report was handled as part of the Search discussion above.

There was no report from Linkage this month.

The Monitoring Committee has analyzed the Congregational Survey, but does not have the full report yet.

The Policy Committee has an open issue on amending the written version of the Bylaws to reflect the changes approved in the last Congregational Meeting. David will work with Shannon to start with the latest "official" version of the document.

**Status:** Completed

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### 6. Learning & Creating the Future

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#### 6.1. Board Book Discussion

Discussion on the chapter on Living Our Values in the World from Widening the Circle of Concern. [Here](#) is the link to this chapter.

**Status:** Completed

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### 7. Adjourn



### 7.1. Action Items and Announcements

Let's review the action items from this meeting:

Gretchen will work on the contract with Michelle.

David will meet with Shannon on the latest official version of the Bylaws.

Mateo announced that he and his family will be leaving the area at the end of May. So, we have another Board vacancy to fill for next year.

**Status:** Completed

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### 7.2. Assign Roles for Next Meeting

Assign roles for:

- Readings
- Timekeeper
- Process Evaluator
- Snacks

Readings - Suzette

Timekeeper - Nathan

Process Eval - Donna

**Status:** Completed

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### 7.3. Process Evaluation

**Status:** Completed

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### 7.4. Extinguishing the Chalice and Closing Words

**Status:** Completed

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## February 2024 Financial Reviews

January revenue was significantly over budget. This is likely because of large payments by members to cover all or the majority of their 2024 pledge.

Expenses were over budget for February. This is largely due to increased property insurance fees.

Our cash reserves are at about 4.5 months.



**FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN**  
**Budget vs. Actuals: 2024 by Class - February 2024**

	Feb 2024			Total			Notes
	Actual	Budget	over Budget	Actual	Budget	over Budget	
<b>Income</b>							
<b>4100 Earned Revenue</b>			0	0	0	0	
4110 Event Revenue	575	1,250	-675	2,130	2,500	-370	
4120 Admissions/Ticket Revenue		0	0	0	0	0	
4130 Rentals Revenue	12,190	11,667	524	21,261	23,333	-2,072	
<b>Total 4100 Earned Revenue</b>	<b>\$ 12,765</b>	<b>\$ 12,917</b>	<b>-\$ 151</b>	<b>\$ 23,392</b>	<b>\$ 25,833</b>	<b>-\$ 2,442</b>	
<b>4200 Contributed Revenue</b>			0	0	0	0	
4210 Unrestricted Contributions			0	0	0	0	
4211 Pledge	87,919	65,083	22,836	207,757	130,167	77,590	1
4212 Sunday Plate	1,546	2,500	-954	2,831	5,000	-2,169	
4213 Other Gifts	9,481	10,000	-519	17,472	20,000	-2,528	
7200 Transfer from Restricted Funds to Construction Loan	8,907	8,907	0	17,815	17,815	0	
7210 Transfer from Education Fund		0	0	20,000	20,000	0	
<b>Total 4210 Unrestricted Contributions</b>	<b>\$ 107,854</b>	<b>\$ 86,491</b>	<b>\$ 21,364</b>	<b>\$ 265,875</b>	<b>\$ 192,981</b>	<b>\$ 72,894</b>	
4220 Restricted Contributions		0	0	0	0	0	
4221 Special Plate	1,990	1,500	490	4,881	3,000	1,881	
<b>Total 4220 Restricted Contributions</b>	<b>\$ 1,990</b>	<b>\$ 1,500</b>	<b>\$ 490</b>	<b>\$ 4,881</b>	<b>\$ 3,000</b>	<b>\$ 1,881</b>	
4290 Other Contributed Revenue		0	0	0	0	0	
<b>Total 4200 Contributed Revenue</b>	<b>\$ 109,844</b>	<b>\$ 87,991</b>	<b>\$ 21,853</b>	<b>\$ 270,756</b>	<b>\$ 195,981</b>	<b>\$ 74,775</b>	
<b>Total Income</b>	<b>\$ 122,609</b>	<b>\$ 100,907</b>	<b>\$ 21,702</b>	<b>\$ 294,148</b>	<b>\$ 221,815</b>	<b>\$ 72,333</b>	
<b>Gross Profit</b>	<b>\$ 122,609</b>	<b>\$ 100,907</b>	<b>\$ 21,702</b>	<b>\$ 294,148</b>	<b>\$ 221,815</b>	<b>\$ 72,333</b>	
<b>Expenses</b>							
<b>Total 6100 Payroll Expenses</b>	<b>\$ 55,784</b>	<b>\$ 72,478</b>	<b>-\$ 16,694</b>	<b>\$ 139,222</b>	<b>\$ 144,952</b>	<b>-\$ 5,729</b>	2
<b>Total 6210 Charitable Giving</b>	<b>\$ 1,168</b>	<b>\$ 3,096</b>	<b>-\$ 1,928</b>	<b>\$ 23,710</b>	<b>\$ 26,336</b>	<b>-\$ 2,626</b>	
<b>Total 6220 Program Expenses</b>	<b>\$ 7,793</b>	<b>\$ 7,689</b>	<b>\$ 105</b>	<b>\$ 15,201</b>	<b>\$ 15,364</b>	<b>-\$ 164</b>	
<b>Total 6300 Outreach Costs</b>	<b>\$ 2,931</b>	<b>\$ 1,000</b>	<b>\$ 1,931</b>	<b>\$ 6,345</b>	<b>\$ 2,799</b>	<b>\$ 3,546</b>	
<b>Total 6400 Occupancy Costs</b>	<b>\$ 19,779</b>	<b>\$ 17,470</b>	<b>\$ 2,309</b>	<b>\$ 36,743</b>	<b>\$ 34,941</b>	<b>\$ 1,802</b>	
<b>Total 6600 Subscription's and Fees</b>	<b>\$ 1,158</b>	<b>\$ 1,417</b>	<b>-\$ 258</b>	<b>\$ 2,069</b>	<b>\$ 2,833</b>	<b>-\$ 764</b>	
<b>Total 6700 Business Expenses</b>	<b>\$ 12,413</b>	<b>\$ 4,805</b>	<b>\$ 7,608</b>	<b>\$ 17,167</b>	<b>\$ 9,613</b>	<b>\$ 7,554</b>	3
<b>Total Expenses</b>	<b>\$ 101,028</b>	<b>\$ 107,955</b>	<b>-\$ 6,927</b>	<b>\$ 240,458</b>	<b>\$ 236,839</b>	<b>\$ 3,619</b>	
<b>Net Operating Income</b>	<b>\$ 21,581</b>	<b>-\$ 7,048</b>	<b>\$ 28,629</b>	<b>\$ 53,690</b>	<b>-\$ 15,024</b>	<b>\$ 68,714</b>	
<b>Total Other Income</b>	<b>\$ 80</b>	<b>\$ 0</b>	<b>\$ 80</b>	<b>\$ 139</b>	<b>\$ 0</b>	<b>\$ 139</b>	
<b>Total Other Expenses</b>	<b>\$ 3,833</b>	<b>\$ 0</b>	<b>\$ 3,833</b>	<b>\$ 7,666</b>	<b>\$ 0</b>	<b>\$ 7,666</b>	
<b>Net Other Income</b>	<b>-\$ 3,753</b>	<b>\$ 0</b>	<b>-\$ 3,753</b>	<b>-\$ 7,527</b>	<b>\$ 0</b>	<b>-\$ 7,527</b>	
<b>Net Income</b>	<b>\$ 17,828</b>	<b>-\$ 7,048</b>	<b>\$ 24,876</b>	<b>\$ 46,163</b>	<b>-\$ 15,024</b>	<b>\$ 61,187</b>	
<b>Non-Operational Expenses</b>	<b>14,827</b>	<b>0</b>	<b>14,827</b>	<b>29,653</b>	<b>0</b>	<b>29,653</b>	
<b>Net Operational income</b>	<b>32,654.45</b>	<b>-7,047.74</b>	<b>39,702.19</b>	<b>75,815.45</b>	<b>-15,024.48</b>	<b>90,839.93</b>	

## Notes to February 2024 to Budget

1. Pledge income was significantly over budget due to large gifts and stock distributions from members.
2. Problems with our payroll company continue to cause payroll expenses to exceed budget for February. We are hoping the error will be corrected and adjusted by the end of March.
3. Business expenses are high due to increased insurance fees.

# FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

## Balance Sheet As of February 29, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1072 Bill.com Money Out Clearing	0.00
1110 8009-THCU Checking	633,526.51
1120 RBank Debt Service 676	59,217.43
1130 RBank Construction 668	193,166.89
1140 THCU Money Market	0.00
1150 THCU Savings	37.67
1160 UFCU Savings	0.00
1170 THCU CDs	0.00
1189 Petty Cash	200.00
1710 UUCEF Permanent Endowment Acct.	295,933.05
1720 UUCEF Mixed Investment Account	238,346.28
1730 UUCEF Murr Music Account	83,450.38
1740 UUCEF Education	715,810.49
<b>Total Bank Accounts</b>	<b>\$2,219,688.70</b>
Accounts Receivable	
1210 Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
1199 Undeposited Funds	0.00
1220 VANCO - Payment Reconciliation	0.00
1240 VANCO - ACH/MS	0.00
1250 VANCO - ACH	0.00
<b>Total 1220 VANCO - Payment Reconciliation</b>	<b>0.00</b>
1230 Cash/Checks	0.00
1260 Stripe	313.95
1310 Prepaid Expenses	0.00
1490 Other Current Assets	12,019.43
<b>Total Other Current Assets</b>	<b>\$12,333.38</b>
<b>Total Current Assets</b>	<b>\$2,232,022.08</b>

# FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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## Balance Sheet As of February 29, 2024

	TOTAL
Fixed Assets	
1500 Fixed Assets	
1510 Building	3,810,161.57
1520 Land	3,772,325.00
1530 Furniture & Equipment	132,994.25
1540 Exterior Structures & Improvements	19,350.00
1590 Accumulated Depreciation	-891,874.96
<b>Total 1500 Fixed Assets</b>	<b>6,842,955.86</b>
<b>Total Fixed Assets</b>	<b>\$6,842,955.86</b>
<b>TOTAL ASSETS</b>	<b>\$9,074,977.94</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2110 Accounts Payable	3,632.02
<b>Total Accounts Payable</b>	<b>\$3,632.02</b>
Credit Cards	
2120 Credit card (3081)	959.65
2121 Credit Card (8872)	918.39
2122 Credit card (1319)	717.65
2123 Credit card (2900)	3,185.90
2124 Credit card (3030)	3,965.09
2125 Credit card (3081)	-134,498.97
2126 Credit card (3115)	72.16
2127 Credit card (3123)	1,108.79
2129 Credit card (4070)	90,250.77
2130 Credit card (8572)	34,222.87
2131 Credit card (9450)	21,990.17
2132 Credit card (1263)	6,377.70
<b>Total 2120 Credit card (3081)</b>	<b>29,270.17</b>
<b>Total Credit Cards</b>	<b>\$29,270.17</b>
Other Current Liabilities	
2210 Accrued Expenses	10,839.90
2320 Security Deposits	0.00
2410 Payroll Liabilities	18,856.58
2450 Sales Tax Payable	0.00
2500 Accrued Interest	0.00
2610 PPP Loan	0.00
Sales Tax Agency Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$29,696.48</b>
<b>Total Current Liabilities</b>	<b>\$62,598.67</b>

# FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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## Balance Sheet As of February 29, 2024

	TOTAL
Long-Term Liabilities	
2620 Construction Loan	984,646.66
<b>Total Long-Term Liabilities</b>	<b>\$984,646.66</b>
<b>Total Liabilities</b>	<b>\$1,047,245.33</b>
Equity	
3110 Unrestricted Net Assets	394,147.96
3120 Restricted Funds	7,429,514.13
3130 Unrealized Gain/Loss on Investments	-2,986.81
Opening Balance Equity	0.00
Net Income	207,057.33
<b>Total Equity</b>	<b>\$8,027,732.61</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$9,074,977.94</b>

- **Monitoring Report 1.4.1: We live our Unitarian Universalist faith and values, teach them to our children, and act on them in the world.**

First UU Church of Austin  
April 2024

- **Monitoring Report 1.4.1: We live our Unitarian Universalist faith and values, teach them to our children, and act on them in the world.**

Interpretation:

1. The values of this Unitarian Universalist congregation are Transcendence, Community, Compassion, Courage, and Transformation. We teach and practice these values in and through worship, religious education, social justice, congregational, and community-based activities.
2. The values of our wider Unitarian Universalist faith, in this interim year between General Assembly 2023 and General Assembly 2024, currently are Interdependence, Equity, Transformation, Pluralism, Generosity, Justice, and Love. As part of our Association's democratic process, we are living with and teaching these values in preparation for the final vote on the Article II revision at the upcoming GA 2024.

Measures:

1. We will provide examples of quality worship, religious education, social justice, congregational, and community-based events and practices that are rooted in First UU's values.
2. We will report on congregational activities related to living with and teaching the newly proposed Article II values.

Evidence of Progress:

1. First UU Values
  - a. A recent worship service focused on the upcoming total solar eclipse and its potential for transcendent experiences. (Transcendence)
  - b. The congregation went through a process of revising the language of the Healthy Relations Covenant to better reflect its anti-racist/anti-oppressive intent, which easily and successfully passed at a recent congregational meeting. (Community)
  - c. A more robust Pastoral Care Associates program is currently being developed. Eighteen people have completed Part 1 of the UU Institute training and have moved on to Part II. (Compassion)

- d. The Reproductive Justice pillar group of 48 persons (around 20 very active) meet twice per month. They led a worship service and are planning another one for July. This group has formed partnerships with several local reproductive rights groups and participated in rallies. They have done a congregational priorities and resources assessment. About 10 have done the Side with Love training. We partnered with the Bridge Collective to be a pickup location for free reproductive kits, which each contain: pregnancy kits, Plan B (emergency contraception), condoms and literature with vital information on reproductive health. (Courage)
- e. The congregation recently went through a process of exploring co-lead ministry with two different interim co-lead ministers, discussions from the pulpit during at least two services, linkage work with the congregation from the Board, and the support of the Congregational Transition Team in holding small group listening circles. This process culminated in the Board's decision to go into search for a called and settled co-lead minister during the next search cycle. (Transformation)
- f. An All Souls worship service was held in which participants were invited to inscribe the names of their biological and/or spiritual ancestors on stars and paste them on a nighttime sky. This creation remains in Howson Hall. (Transcendence)
- g. The congregation has supported a monthly LGBTQ+ Heart Circle gathering which is open to and well-attended by members of the greater Austin community. (Community)
- h. Religious Education has recently begun a new monthly parent support group for parents of neurodivergent children. (Compassion)
- i. The congregation supports multiple monthly small group ministries, including Heart and Chalice Circles (Soul Matters), Wellspring, Grief Support, and Parent Support which encourage people to share deeply from the heart. (Courage)
- j. The congregation gathered a search committee, engaged in related congregational surveys and listening circles, identified its evolving needs for a settled minister, and called and settled a Lead Minister. (Transformation)

## 2. Article II Values

- a. Rev. Michelle and Rev. Chris have each preached at least once on the proposed Article II with accompanying flower graphic display
- b. We have used the Soul Matters worship themes and materials at least once a month. These monthly themes are based on the proposed values.
- c. Chalice Circles have used the Soul Matters small group themes and materials once a month. These are the same monthly themes as the worship materials and are based on the proposed values.

- d. Ministers and Board Members have engaged in discussions about congregants' concerns about the proposed values.
- e. Ministers and Board Members have engaged in discussions about how to best choose delegates for the upcoming General Assembly given added interest in voting on Article II.
- f. Rev. Chris led a session on Article II for approximately 20 people. All seemed generally favorable toward it. In one exercise, participants identifies where they saw the current principles in the proposed values and the group saw all of the principles reflected, plus more. Links were given for where people could participate in national discussions of Article II and where they could comment on the proposal.

**[Last Updated 04/11/2024] Rev. Michelle LaGrave**



## Executive Limitation 2.2: Treatment of Staff

### April 11, 2024

With respect to the treatment of paid staff, the **Co-Lead Ministers** shall not cause or allow conditions or practices that are unsafe, unclear, disrespectful or unprofessional.

Accordingly, the **Co-Lead Ministers** shall not:

- 2.2.1. Operate without written personnel policies that provide for effective handling of employee evaluation and grievances, and protect against wrongful conditions such as harassment and preferential treatment.

Interpretation:

We will have a personnel policy manual. It will include policies such as those described in 2.2.1, in addition to others as appropriate.

Note: the manual, as a whole and by its nature, will address preferential treatment as it makes clear the set of policies that apply to staff. However, it may not address it specifically.

Measures:

Documentation of the personnel policy manual (providing a copy to the board), and that it includes the policies described in 2.2.1.

Rationale for the Measures:

Documentation provides direct evidence of the existence of procedures.

Evidence of Compliance – The Data

We report compliance.

The personnel manual is available online, by email request, and in hardcopy at the church offices.

- 2.2.2. Fail to make available to staff a written copy of the personnel policies.

Interpretation:

We will distribute the personnel policy manual to staff.

Measures:

1. Reporting, in this limitations report or otherwise, by the executive.
2. The regular audit as performed by the board of trustees (e.g., review of the receipt acknowledgement forms by staff or direct interviews of staff).

Rationale for the Measures:

The executive will report compliance or non-compliance. We will document receipt and distribution of the manual, which the board or its appointee may review at any time. The board may also interview staff directly to confirm compliance. These measures should make it possible to confirm compliance beyond any reasonable doubt.

Evidence of Compliance – The Data

We report compliance.

It continues to be our practice to give the manual to all new hires. We document that they have received it and read it by having them sign a declaration that that they have done so.

Additionally, the manual and other church policies are available to all staff online.

Staff is notified whenever any changes are made to the personnel manual.

2.2.3. Prevent staff from approaching the Board when internal grievance procedures have been exhausted and the employee alleges either that:

- a. Board policy has been violated to the employee's detriment, or
- b. Board policy does not adequately protect the employee's rights.

Interpretation:

Staff have the right to notify the board of trustees regarding matters of board policy when it has a negative impact on them plus they have exhausted internal grievance procedures. Except in unusual circumstances such as potential misconduct, the executive(s) shall be present for such conversations between staff and the board.

Measures:

1. Reporting, in this limitations report or otherwise, by the executive.
2. Direct interviews of staff by audit team or other board appointees.
3. The absence of reports to the contrary.

Rationale for the Measures:

1. The executive's regular report of compliance or non-compliance gives an important safeguard. An executive with a pattern of inaccurately reporting compliance would lose credibility (and eventually their job).
2. An interview of staff would likely reveal any failure to comply.
3. In many if not most cases, an aggrieved employee would seek redress of an extreme grievance by appealing it to the board. Thus, the absence of reports to the contrary provides an additional measure.

Evidence of Compliance – The Data

We report compliance.

No employee has been prevented from speaking to the board in the case of a grievance where their first avenues of redress have failed. We have also created a complaint/conflict procedure and made it available to staff on our server and church members on the church website, along with related policies, such as the Disruptive Behaviors policy and Serious Breach of Covenant Policy.

2.2.4 Discriminate among existing or potential staff/volunteers on a basis other than clearly job-related criteria, individual performance, or individual qualifications.

Interpretation:

With both current and prospective staff, we will only use professional, legal criteria to evaluate their fitness for employment, continued employment, promotions, demotions, assignment of responsibilities, performance raises, and the like.

Measures:

1. Reporting, in this limitations report or otherwise, by the executive.
2. Direct interviews of staff by audit team or other board appointees.
3. The review of written personnel evaluations and similar documentation.
4. The absence of reports to the contrary.

Rationale for the Measures:

1. The executive's regular report of compliance or non-compliance gives an important safeguard. An executive with a pattern of inaccurately reporting compliance would lose credibility (and eventually her job).
2. An interview of staff would likely reveal any failure to comply.
3. As a general rule, documentation in an employee's file will provide justification for special privileges and disciplinary action.
4. In many cases an aggrieved employee or potential employee would seek redress against discrimination by appealing it to the board. Thus, the absence of reports to the contrary provide an additional measure.

Evidence of Compliance – The Data

We report compliance.

We do not discriminate among existing or potential staff or volunteers.

For hiring and for evaluation, we use clearly job-related criteria, individual performance, and qualifications. When we give staff evaluations or have important talks with them, those are documented.

[Last updated on April 11, 2024]

## **Board Transitions Committee (BTC) Report for April 2024**

The BTC had its regular monthly meeting on April 2, 2024. It was attended by Kelly Raley, Russell Holley-Hurt, Gretchen Riehl and Rev. Michelle LeGrave.

### **1. Ministerial Search Committee Nominations and Election.**

We discussed the nominating process for the search committee that will be charged with selecting the second settled minister. The search committee will comprise seven persons, five of whom will be selected by congregational vote and two of whom will be appointed by the board. Ten nominees will be presented to the congregation in late April and the election will be held at the Congregational Meeting on May 19, 2024. Congregants will be given the opportunity to vote in-person or virtually at the Congregational Meeting. **Congregants must be present at the meeting to vote.** This will be emphasized in the announcements about the nominees and voting process.

As of April 20, 2024, a slate of ten candidates has been identified. These candidates have submitted their photos and biographies to the BTC. The BTC will begin publicizing the list of candidates prior to the Pre-Congregational Meeting to be held on April 21, 2024. The candidate biographies and photographs will be available in paper form at the Pre-Congregational Meeting and will be circulated via a Special Announcement and a link in the weekly newsletter prior to the Pre-Congregational Meeting. Candidates who were not selected for the nominations process will be notified by e-mail.

### **2. Search Timeline.**

- a. Once the members of the second Ministerial Search Committee (MSC2) have been identified, the committee will start work in the summer of 2024.
- b. The timeline for this committee's work will be the usual UUA timeline that has the church submitting its materials for candidates' consideration in December 2024, with the possibility of a candidate being presented to the congregation in the spring of 2025.
- c. If a candidate is identified and called by the congregation, he/she/they would start in August 2025.

### **3. Responsibilities of Board and Ministers**

- a. The Board will be responsible for giving the Search Committee its charge and ensuring that the committee is adhering to the UUA timelines and processes. The Board will oversee and promote the transparency of the Search Committee's processes but will have no direct involvement in the selection of the candidate.
- b. Rev. Chris will consult with the search committee in preparing the Search packet for candidates' consideration and advise on the suitability and compatibility of applicants.
- c. Rev. Michelle will be an ongoing and active resource for the MSC2, with particular emphasis on adherence to the UUA timeline and procedures and fostering healthy team processes.

Submitted by Donna Carpenter, 4/15/24

## Report on the 2023-24 Congregational Survey

At First UU Church of Austin the Board of Trustees conducts an annual survey to learn the congregation's assessment of how well the church is doing to achieve our Mission and Ends. The Board uses your feedback to monitor the performance of the executive team.

Because we were in the middle of a search for a lead minister, this year we conducted the survey in January, slightly later than usual. We had 151 individuals respond to the survey this year, which is 50% greater than the number that responded last year. The survey asked respondents to give an overall rating of their satisfaction with First UU Austin by asking how likely they were to recommend the church to others. In addition, we asked about the importance of each of our ends and the amount of progress the church is making towards our ends.

[The Ends](#) (as presented in the survey) are:

- Acting on and Living our UU values
- Supporting Each other
- Caring for the Earth
- Being Generous with Time, Talent, Treasure
- Dismantling a Culture of White Supremacy
- Practicing a Rich Spiritual Life
- Teaching UU Values to our Kids
- Intergenerational Fun and Fellowship
- Inviting others to make a spiritual home with us
- Collaborating with a Greater UU Movement

**Overall**, congregants rated the church highly. The mean response on a 10 point scale, where higher values indicate more satisfaction, was 8.8 (see [Table 1](#)). This value is up slightly from last year's already-high score of 8.6. By far the most common response to the question of how likely respondents were to recommend the church was "Extremely Likely". Some who gave a low response explained in the open comments that they wouldn't likely recommend the church to anyone else because they'd already recommended it to all their friends. A small number of respondents were less enthusiastic because they did not feel welcomed or had other concerns about the church.

Respondents' reports on **importance and progress of each of the ends** is provided in [Table 2](#). This table is organized so that the ends rated as more important appear higher on the list. All of the ends perform well, with none averaging less than 3.6 on a 1-5 scale. Yet there is some variation in how dearly congregants hold each end. The highest ranking ends are "Supporting one another", "Caring for the Earth", and "Acting on and Living Our Values". Also ranking high are "Being generous with our time, talent, and treasure" and "Dismantling a culture of white supremacy and other systems of oppression."

Looking at the progress column, we see that again all ends are performing much better than the midpoint on a 1-5 scale, but there's some interesting variation. The three ends that congregants rate us as making the least progress on are "Dismantling a culture of white supremacy and other systems of oppression", "Collaborating with the greater UUA community" and "Inviting others to find a spiritual home with us."

Note that "Dismantling a culture of white supremacy" appears on both lists. This might be an area where the church leadership might focus more energy. Caring for the earth could be another area of investment because of its high importance and middling progress.

Our policy documents state that our moral ownership extends beyond our current church membership. Specifically they state, "The moral owners of First Unitarian Universalist Church of Austin are the past, present and future congregation and those with whom we work to co-create the Beloved Community." For this reason, we collected information on where our members come from—how they **found us**. Nearly a third of the people who answered this question said that they found FUUCA through friends and family. This shows us how important it is to share our community with those whom we think might benefit.

Because one of our ends is **being generous with our time, talent, and treasure**, we asked two questions about giving money and many questions about how people spent time with the church. We also offered respondents an opportunity to learn more about how they could offer their time and talent to the church. When asked about why they give to the church, 92% said that they are motivated by their values. Of these, almost half (47%) mentioned the importance of making a difference in the world. An additional 49% mentioned the value of the church community to their lives and wanting to do their part to support this community. When asked about how they determine how much to give, about half said that they determine how much to give by what fits within their budget. Twenty percent say that they give a percentage of their income and another 8% base their giving on how it feels. Many are balancing their contributions with donations to other meaningful causes. Note that the percentages add up to more than 100% because some people gave more than one answer.

Most people, about two-thirds, reported attending church every Sunday (see [Table 3](#)). In addition, three out of every four respondents reported engaging in other church activities. When asked about how they like to engage with the church, in person or online, about one-third prefer that *no* activities take place solely online. Many answers expressed having "Zoom burnout." The most common activity that people liked to have online was small group discussions or committee meetings. Some respondents mentioned specific activities such as Chalice Circles, book clubs, Senior Social Hour, and Readers Theater. Several respondents mentioned reasons for preferring online options, including not living in the Austin area, avoiding traffic, avoiding driving after dark, and being COVID-conscious.

Just under one-third of respondents prefer Sunday Services to be hybrid. Several respondents mentioned that they are glad to have the option to attend in-person or online depending on factors such as travel time or illness/disability. Just under one-third of respondents prefer small group meetings to be hybrid. Some respondents mentioned specific group meetings such as Chalice Circles, Wellspring, and Social Action Committee meetings. Slightly more respondents said they prefer all activities to be hybrid versus respondents who said they prefer no activities to be hybrid. Several respondents who prefer all activities to be hybrid mentioned accessibility as the reason for this preference.

**What are we going to do with this information?** The Board is working to develop stronger ways of monitoring the Executive Leadership. We are asking the ministers to provide plans for the coming year on how they plan to make progress on our ends. We will ask the ministers to explain how they are responding to the feedback offered in the congregational survey.

Thank you for providing your valuable feedback.



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

Date: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_

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

<b>1. Preparation</b>			
The board was prepared for this meeting.	S	NI	UNS
<b>2. Action Items - Previous</b>			
Last month's action items were completed.	S	NI	UNS
<b>3. Timing</b>			
Appropriate time was allocated and spent on agenda items.	S	NI	UNA
<b>4. Policy Governance</b>			
Policy governance was observed.	S	NI	UNS
<b>5. Covenant</b>			
The board covenant was observed.	S	NI	UNS
<b>6. Participation</b>			
All board members had the opportunity to participate in discussions and decision-making.	S	NI	UNS
<b>7. Action Items - Current</b>			
Clear action items were identified from this meeting.	S	NI	UNS
<b>8. Overall</b>	S	NI	UNS

**Comments:**