

MEETING AGENDA - First UU Austin Board of Trustees

Meeting

Meeting Date	Tuesday, November 16, 2021
Start Time	6:30 PM
End Time	8:30 PM (CST)
Location	Zoom - https://zoom.us/my/firstuuaustin (password = 512452) Zoom ID: 940 671 9275 Dial in number: (346) 248-7799 or (669) 900-6833
Purpose	Regular scheduled meeting

RSVP

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

Agenda

1. Coming Back into Covenant

1.1. Chalice Lighting and Opening Words	Leo Collas / 2 min. (6:30 PM - 6:32 PM)
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1.2. Reading of Board Covenant	/ 2 min. (6:32 PM - 6:34 PM)
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With the Values, Mission and Ends of First UU Austin foremost in mind, we the leadership do covenant to:

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

1.3. Confirm Timekeeper and Process Evaluator	/ 2 min. (6:34 PM - 6:36 PM)
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Timekeeper - Nesan

Process evaluator - Russell

1.4. Approve Agenda and Consent Agenda	/ 2 min. (6:36 PM - 6:38 PM)
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Consent agenda includes minutes from the October meeting, program development report, September financials, and committee reports (Monitoring, Linkage).

Documents

- Monitoring Committee Report_November 2021.docx
- September 2021 Financial Statements.pdf
- Program Development Report Oct 2021.pdf
- Minutes-2021-10-19-v1.pdf
- Linkage Committee Update for November.docx

2. Connecting with our Moral Ownership

2.1. Visitor's Forum Nathan Walther / 10 min. (6:38 PM - 6:48 PM)

Shannon Posern, church administrator, has been invited by the Linkage Committee to meet with us.

2.2. Recognition of Church Volunteers and Staff / 5 min. (6:48 PM - 6:53 PM)

2.3. Moment with Rev. Meg Meg Barnhouse / 10 min. (6:53 PM - 7:03 PM)

2.4. Budget for Congregational Meeting Chris Jimmerson / 15 min. (7:03 PM - 7:18 PM)

- Pre-congregational meeting November 21 1:30-3:00 p.m.
- Congregational meeting December 19 1:30-3:00 p.m.
- Zoom pilot volunteers

Documents

- 2022DraftBudgetSummary.pdf

3. Monitoring our Progress

3.1. Discussion of Ends / 10 min. (7:18 PM - 7:28 PM)

Discussion of End 1.4.3: We engage with one another to care for the Earth and the interdependent web.

Documents

- End 1.4.3 and interpretation for board discussion.docx

3.2. Monitoring Reports (Ends and/or Executive Limitations) / 10 min. (7:28 PM - 7:38 PM)

End 1.4.2: We support and challenge one another in worship, spiritual growth and lifelong learning to practice a rich spiritual life.

Documents

- 1.4.2 interpretation 2021.pdf

3.3. Committee Follow Up Toni Wegner / 10 min. (7:38 PM - 7:48 PM)

The Board Engagement Committee has highlighted in yellow several items that need immediate attention (see attached).

In committee updates in the consent agenda, the Linkage Committee and Monitoring Committee are each planning to solicit information from congregants in January/February. Participants, questions, and formats are different, but we should briefly discuss to minimize overlap between these projects.



Documents

- Board Engagement Committee Report - November Board meeting.docx

4. Learning & Creating the Future

4.1. Board Book Discussion

Dave Riehl / 15 min. (7:48 PM - 8:03 PM)

The Sum of Us Chapter 5 No One Fights Alone

5. Adjourn

5.1. Action Items and Announcements

/ 2 min. (8:03 PM - 8:05 PM)

Let's review the action items from this meeting:

5.2. Assign Roles for Next Meeting

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

Assign roles for:

- Readings
 - Timekeeper
 - Process Evaluator
 - Book Discussion
 - Snacks!
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5.3. Process Evaluation

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

Documents

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

Leo Collas / 2 min. (8:09 PM - 8:11 PM)



MEETING MINUTES - First UU Austin Board of Trustees

Meeting

Date	Tuesday, October 19, 2021
Started	6:30 PM
Ended	8:30 PM (CST)
Location	Zoom - https://zoom.us/my/firstuuaustin (password = 512452) Zoom ID: 940 671 9275 Dial in number: (346) 248-7799 or (669) 900-6833
Purpose	Regular scheduled meeting
Chaired by	Toni Wegner
Recorder	Nesan Lawrence

Attendance

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

Minutes

1. Coming Back into Covenant

1.1. Chalice Lighting and Opening Words

Toni lit the chalice and Rob read the opening words from 'Jokepedia'

Status: Completed

1.2. Reading of Board Covenant

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

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

Russell read the Board Covenant

Status: Completed

1.3. Confirm Timekeeper and Process Evaluator

Timekeeper - Sadie

Process evaluator - Dave

Timekeeper and Process Evaluator were confirmed.

Status: Completed

1.4. Approve Agenda and Consent Agenda

Consent agenda includes minutes from September meeting, program development report, August financials, and committee reports for the linkage, monitoring and board engagement committees.

Agenda items have been included for upcoming board homework for the board engagement and monitoring committees.

Kelly moved to approve the agenda and consent agenda. Nesan seconded the motion. There were no objections from the Board.

Status: Completed

Documents

- Program Development Report Sept 2021.pdf
 - Aug2021financialstatements.pdf
 - Linkage Committee October 2021 Meeting Update.docx
 - Monitoring Committee Report_October 2021.doc
 - Board Engagement Committee Report - October Board meeting.docx.pdf
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2. Connecting with our Moral Ownership

2.1. Visitor's Forum

We welcome Liz Nielsen, chair of the Stewardship Council.

Liz Nielsen, the current chair of the Stewardship Council, participated in the Visitor's Forum. She started by sharing that its her 2nd year in the committee that includes 2 of the current Board members (Toni and Leo).

With regards to adapting to pandemic....

- Everything had to be done virtually including the Legacy Leader event this year
- We have had speakers participate in events, which has been a positive in this virtual world

With regards to challenges and opportunities...

- Being able to pledge online has made this process much easier for donors
- Celebration Sunday was planned this year that had to be cancelled due to Delta surge; pivoted to canvassing approach
- Pledge drive going very well so far - achieved 3/4th of our goal till date
- Phone Banks have been an effective way to manage the outreach process; combined with Online Pledging (with the Sustaining Pledge option), the drive has been very effective so far

How can we continue to engage people in new ways and how can the Board help...

- Multi-channel approach to reaching out to donors has been effective and will need to continue with that approach
- Board volunteering with the pledge drive is always appreciated; attending the annual events is always very helpful. Joining the council is always an option

Question on sustaining pledges

- We are currently still collecting data on sustaining pledges

Question about pledges from remote participants

- Still in the process of collecting that data

Status: Completed

2.2. Recognition of Church Volunteers and Staff

- Liz Nielsen for her work with the Pledge Drive
- Bear for his services to the church
- Frank for his time helping Sunday school
- Nesan, Michael and Sadie for their testimonials during Sunday Service in support of the pledge drive

Status: Completed

2.3. Moment with Rev. Meg

- Re-opening went well. Debrief with the staff did not reveal any major issues.
- With Stage 3, children can come back inside the church as long as they wear masks. Name tag requirements will continue to stay. People don't have to wear masks outside.
- We may need an additional sound person to attend to livestream vs in-house sound systems.
- In parallel, also figuring out the future of Communications role (Bear's former position). Calvin has volunteered to help with video editing in the interim - he is also our sound guy. Bear can continue to help with newsletter long distance. Meg has a person in mind for Website updates - Nathan could help this person depending on time commitments.
- Chris shared that the church qualifies for a refund on payroll taxes under President Biden's Cares Act in a situation where the revenue for a particular quarter this year has been 20% lesser compared to the corresponding quarter in 2020 (thanks to Rob for bringing this to the church's attention!). ADP who does payroll can handle this - the amount of savings is TBC (to be confirmed). More to come as the details are confirmed.

Status: Completed

3. Monitoring our Progress

3.1. Discussion of Ends

Discussion of End 1.4.2: We support and challenge one another in worship, spiritual growth and lifelong learning to practice a rich spiritual life.

1.4.2 We support and challenge one another in worship, spiritual growth and life long learnings to practice a rich spiritual life

- Its not all about comforting one another; supporting each other is not the same. Curiosity about each other is another component that is important
- Acknowledgement for the structures currently in place to help congregants/members achieve spiritual growth (e.g., Chalice circle, wellspring, etc.). Board's efforts to read a book and discuss together as a group is part of an effort to achieve spiritual growth as well



- Moment for Beloved Community helps with challenging our congregation
- We don't always challenge each other as congregants necessarily
- With the pandemic, the congregants are going through a lot already - challenging each other spiritually might be a bit too much to take on
- Being curious is one way we can challenge each other

Status: Completed

Documents

- End 1.4.2 and interpretation for board discussion.docx

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

End 1.4.7: We provide leadership to and collaborate with the greater Unitarian Universalist community to expand the reach of our movement

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

1.4.7 We provide leadership to and collaborate with the greater UU community to expand the reach of our movement

- How can we as a congregation help amplify the activities of the broader UU movement?
- What does engaging with the broader community look like? Do we have specific project or issues with specific points of contacts? Will we have designated people within the congregation for these projects or issues?
- Rev. Meg referenced the 'UU the Vote' initiative that the congregation was involved with.
- Re. Chris mentioned a taskforce of UU Ministers to help provide opportunities to stay in touch with colleagues; association of UU administrators that have asked for a committee of ministers to advise them.
- Overall the pandemic has generally slowed things down in this regard; as an example, UUA has decided to discontinue the work of their columnist; cross UU youth programs have also suffered during the pandemic.
- The measures against the end have dropped off as a result; Rev. Meg/Chris feel it will be a slow process of building back the momentum with regards to this end. A retreat with local ministers might not be a bad idea (to help with deliberate thinking and idea generation).

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

- Question about the trends with average monthly plate collection - contributions with pledges are starting to go back up a bit but Sunday plate collection has not (probably because donors are just choosing a different option in the dropdown while making online contributions).
- Rev. Meg feels this is another area where engagement has gone down due to the pandemic; it certainly is a cause for worry. A number of churches and non-profits are in the similar situation.
- How do we gain momentum when things start to open back up and get closer to normal? (i.e. Stage 2 and beyond)
- Its important to acknowledge that small contributions (however small) is much appreciated, especially as we open things back up
- Board can help in any small way possible; example, serve as unofficial greeters on Sundays

Status: Completed

Documents

- 1.4.7 monitoring report 2021.pdf
- 1.4.8 Monitoring Report 2021.pdf

3.3. Upcoming Work/Deadlines for Board Committees

Board engagement committee - Sadie

Congregational survey - Rob

Congregational Survey

- Request to the Board to review the Survey questions before it goes out to the congregation on Nov 1st; Rob will share a PDF format with the Board

Engagement Committee

- Board members to share a favorite holiday recipe and a related story to Sadie by Nov 7

Status: Completed

4. Learning & Creating the Future

4.1. Board Book Discussion

Chapter 4 Ignoring the Canary

Nathan led the discussion with the following question.

McGhee writes “I saw how money can obscure even the most obvious of truths. I learned that in order to exploit others for your own gain, you have to first sever the tie between yourself and them in your mind—and racist stereotypes are an ever-ready tool for such a task.”

How do we, as Unitarian Universalists, maintain ties between ourselves all other humans such that we do not exploit anyone, even unintentionally?

Status: Completed

5. Adjourn

5.1. Action Items and Announcements

Let's review the action items from this meeting:

- Rob will distribute a PDF of the congregational survey seeking input
- Sadie will send a reminder regarding the recipe book with a deadline
- All Board members to sign-up for a timeslot to help with pledge drive this month

Status: Completed

5.2. Assign Roles for Next Meeting

Assign roles for:

- Readings
- Timekeeper
- Process Evaluator
- Book Discussion (Chapter 5)

Leo will do the readings

Nesan will be timekeeper

Russell will be process evaluator

Dave will lead book discussion

Status: Completed



5.3. Process Evaluation

Satisfactory on all fronts

Status: Completed

Documents

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

Rod did the closing reading as Toni extinguished the chalice

Status: Completed

September 2021 Financial Reports

We had operational expenses over income of \$32,637 in September due mostly to a drop off in pledge and plate contributions. This brings us to expenses over income year to date that is greater than what was budgeted.

We have been reminding our folks during services to please catch up on their pledge contributions, and a cover letter addressing this will also go out with quarterly pledge statements soon.

In past years, the last three months of the year have been some of the higher pledge contributions months, so we will hope to make up ground as we close out the year.

FIRST UNITARIAN UNIVERSALIST CHUR

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Balance Sheet As of September 30, 2021

	JUL 2021	AUG 2021	SEP 2021
ASSETS			
Current Assets			
Bank Accounts			
1072 Bill.com Money Out Clearing	0.00	0.00	0.00
1110 8009-THCU Checking	468,230.26	463,393.34	427,072.84
1120 RBank Debt Service 676	59,127.98	59,139.72	59,146.04
1130 RBank Construction 668	246,364.99	240,732.88	231,850.63
1140 THCU Money Market	0.00	0.00	0.00
1150 THCU Savings	30.00	30.00	37.67
1160 UFCU Savings	0.00	0.00	0.00
1170 THCU CDs	0.00	0.00	0.00
1189 Petty Cash	200.00	200.00	200.00
1710 UUCEF Permanent Endowment Acct.	309,201.83	314,869.05	306,273.42
1720 UUCEF Mixed Investment Account	401,112.67	408,464.48	397,313.79
1730 UUCEF Murr Music Account	87,192.05	88,790.15	86,366.27
1740 UUCEF Education	621,774.80	633,171.03	615,886.06
1790 Unrealized (Gain)/Loss on Investments	-391,334.41	-418,508.49	-380,134.28
Total Bank Accounts	\$1,801,900.17	\$1,790,282.16	\$1,744,012.44
Accounts Receivable			
1210 Accounts Receivable	0.00	0.00	0.00
Total Accounts Receivable	\$0.00	\$0.00	\$0.00

FIRST UNITARIAN UNIVERSALIST CHUR

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Balance Sheet As of September 30, 2021

	JUL 2021	AUG 2021	SEP 2021
Other Current Assets			
1199 Undeposited Funds	0.00	0.00	244.32
1220 VANCO - Payment Reconciliation	0.00	0.00	0.00
1230 Cash/Checks	0.00	0.00	0.00
1240 VANCO - ACH/MS	0.00	0.00	0.00
1250 VANCO - ACH	0.00	0.00	0.00
1260 Stripe	1,498.25	8,172.75	2,202.75
1310 Prepaid Expenses	12,407.92	11,437.21	9,443.18
1490 Other Current Assets	0.00	0.00	0.00
Total Other Current Assets	\$13,906.17	\$19,609.96	\$11,890.25
Total Current Assets	\$1,815,806.34	\$1,809,892.12	\$1,755,902.69
Fixed Assets			
1500 Fixed Assets			
1510 Building	3,810,161.57	3,810,161.57	3,810,161.57
1520 Land	3,772,325.00	3,772,325.00	3,772,325.00
1530 Furniture & Equipment	132,994.25	132,994.25	132,994.25
1590 Accumulated Depreciation	-553,982.09	-564,652.99	-575,323.89
Total 1500 Fixed Assets	7,161,498.73	7,150,827.83	7,140,156.93
Total Fixed Assets	\$7,161,498.73	\$7,150,827.83	\$7,140,156.93
TOTAL ASSETS	\$8,977,305.07	\$8,960,719.95	\$8,896,059.62

FIRST UNITARIAN UNIVERSALIST CHUR

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Balance Sheet As of September 30, 2021

	JUL 2021	AUG 2021	SEP 2021
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2110 Accounts Payable	1,998.01	613.90	-10,127.74
Total Accounts Payable	\$1,998.01	\$613.90	\$ -10,127.74
Credit Cards			
2150 Chase Credit Card 3081	10,038.93	5,372.40	3,729.10
Total Credit Cards	\$10,038.93	\$5,372.40	\$3,729.10
Other Current Liabilities			
2320 Security Deposits	0.00	0.00	0.00
2410 Payroll Liabilities	0.00	0.00	0.00
2450 Sales Tax Payable	0.00	0.00	0.00
2500 Accrued Interest	0.00	0.00	0.00
2610 PPP Loan	0.00	0.00	0.00
Sales Tax Agency Payable	0.00	0.00	0.00
Total Other Current Liabilities	\$0.00	\$0.00	\$0.00
Total Current Liabilities	\$12,036.94	\$5,986.30	\$ -6,398.64
Long-Term Liabilities			
2620 Construction Loan	1,282,189.24	1,278,489.21	1,272,960.27
Total Long-Term Liabilities	\$1,282,189.24	\$1,278,489.21	\$1,272,960.27
Total Liabilities	\$1,294,226.18	\$1,284,475.51	\$1,266,561.63
Equity			
3110 Unrestricted Net Assets	473,080.93	473,080.93	473,080.93
3120 Restricted Funds	7,429,514.13	7,429,514.13	7,429,514.13
Opening Balance Equity	0.00	0.00	0.00
Net Income	-219,516.17	-226,350.62	-273,097.07
Total Equity	\$7,683,078.89	\$7,676,244.44	\$7,629,497.99
TOTAL LIABILITIES AND EQUITY	\$8,977,305.07	\$8,960,719.95	\$8,896,059.62

FIRST UNITARIAN UNIVERSALIST CHUR

Profit and Loss

September 2021

	Total
Income	
4100 Earned Revenue	
4130 Rentals Revenue	5,543.71
Total 4100 Earned Revenue	\$ 5,543.71
4200 Contributed Revenue	
4210 Unrestricted Contributions	
4211 Pledge	36,619.22
4212 Sunday Plate	579.00
4213 Other Gifts	4,521.60
Total 4210 Unrestricted Contributions	\$ 41,719.82
4220 Restricted Contributions	150.00
4221 Special Plate	563.13
Total 4220 Restricted Contributions	\$ 713.13
Total 4200 Contributed Revenue	\$ 42,432.95
Total Income	\$ 47,976.66
Gross Profit	\$ 47,976.66
Expenses	
6100 Payroll Expenses	
6110 Salaries & Wages	41,190.53
6140 Employer Portion of Benefits	8,794.20
6150 Employer Portion of Taxes	1,732.29
6180 Other Labor Related Expense	971.29
Total 6100 Payroll Expenses	\$ 52,688.31
6210 Charitable Giving	
6211 UUA	7,000.00
6212 Member Support	400.63
Total 6210 Charitable Giving	\$ 7,400.63
6220 Program Expenses	
6221 Meeting Costs	4.08
6222 Event Costs	454.93
6223 Supplies	788.24
6224 Guest Speaker / Musician	1,000.00
6226 Professional Development	2,380.70
6228 Literature & Printed Materials	69.28
6229 Other Program Expenses	8.63
Total 6220 Program Expenses	\$ 4,705.86
6300 Outreach Costs	
6320 Recognition	109.90
Total 6300 Outreach Costs	\$ 109.90
6400 Occupancy Costs	

6410 Building Upkeep		420.00
6420 Grounds Upkeep		1,130.08
6430 Security		29.99
6440 Utilities, Phone, & Internet		4,306.43
6450 Equipment		1,135.72
6460 Repairs & Maintenance		3,169.58
Total 6400 Occupancy Costs	\$	10,191.80
6610 Office Supplies & Postage		206.17
6670 Software Subscriptions		383.53
6710 Legal & Professional Fees		2,085.80
6740 Property & Liability Insurance		1,229.17
6750 Bank Service Charges		1,120.96
6760 Merchant Processing Fees		550.45
6820 Depreciation Expense		10,670.90
6830 Interest Expense		3,438.26
Total Expenses	\$	94,781.74
Net Operating Income	-\$	46,805.08
Other Income		
4160 Interest and Dividends		58.63
Total Other Income	\$	58.63
Net Other Income	\$	58.63
Net Income	-\$	46,746.45
Non-Operational Expenses	\$	14,109.16
Annual Transfer from Savings	\$	-
Net Cash Flow Increase/Decrease	\$	(32,637.29)

Monday, Nov 08, 2021 07:39:59 AM GMT-8 - Accrual Basis

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

	Total	
	Jan - Sep, 2021	Jan - Sep, 2020 (PY)
Income		
4100 Earned Revenue		-389.65
4110 Event Revenue		55.97
4120 Admissions/Ticket Revenue		3,260.10
4130 Rentals Revenue	50,169.94	47,156.63
4150 Merchandise Sales		42.00
Total 4100 Earned Revenue	\$ 50,169.94	\$ 50,125.05
4200 Contributed Revenue		
4210 Unrestricted Contributions		40,000.00
4211 Pledge	486,897.97	529,697.99
4212 Sunday Plate	7,035.29	17,708.04
4213 Other Gifts	29,814.53	135,299.07
Total 4210 Unrestricted Contributions	\$ 523,747.79	\$ 722,705.10
4220 Restricted Contributions	26,927.73	174,900.89
4221 Special Plate	9,703.61	5,580.95
Total 4220 Restricted Contributions	\$ 36,631.34	\$ 180,481.84
Total 4200 Contributed Revenue	\$ 560,379.13	\$ 903,186.94
Total Income	\$ 610,549.07	\$ 953,311.99
Gross Profit	\$ 610,549.07	\$ 953,311.99
Expenses		
6100 Payroll Expenses		
6110 Salaries & Wages	424,094.90	382,423.37
6140 Employer Portion of Benefits	85,996.79	62,390.57
6150 Employer Portion of Taxes	17,497.31	16,678.50
6180 Other Labor Related Expense	9,079.03	6,030.78
Total 6100 Payroll Expenses	\$ 536,668.03	\$ 467,523.22
6210 Charitable Giving	18.17	
6211 UUA	11,026.37	1,400.00
6212 Member Support	3,400.63	
6213 Community Support	9,024.28	14,399.96
6219 Other Charitable Giving		1,400.00
Total 6210 Charitable Giving	\$ 23,469.45	\$ 17,199.96
6220 Program Expenses		
6221 Meeting Costs	927.20	3,872.83
6222 Event Costs	475.92	
6223 Supplies	9,681.72	5,210.49
6224 Guest Speaker / Musician	10,035.00	6,080.00
6225 Travel (Parking, Tolls, and Mileage)	5.72	10,079.83
6226 Professional Development	15,353.41	3,800.00

6228 Literature & Printed Materials	503.15	4,168.77
6229 Other Program Expenses	2,506.40	7,541.05
Total 6220 Program Expenses	\$ 39,488.52	\$ 40,752.97
6300 Outreach Costs		
6310 Advertising		1,405.14
6311 Printing	7,239.16	8,044.78
6320 Recognition	390.74	
6330 Member Cultivation	20.00	10.81
6390 Other Outreach Expenses	0.00	2,040.88
Total 6300 Outreach Costs	\$ 7,649.90	\$ 11,501.61
6400 Occupancy Costs		
6410 Building Upkeep	2,630.98	892.78
6420 Grounds Upkeep	8,739.64	9,783.72
6430 Security	554.91	379.91
6440 Utilities, Phone, & Internet	32,892.51	30,929.14
6450 Equipment	3,235.07	951.88
6460 Repairs & Maintenance	16,086.50	25,780.82
6490 Other Facility Expenses	880.00	
Total 6400 Occupancy Costs	\$ 65,019.61	\$ 68,718.25
6610 Office Supplies & Postage	1,752.98	13,756.73
6620 Dues & Membership Fees	238.60	2,086.95
6670 Software Subscriptions	10,648.56	8,950.76
6710 Legal & Professional Fees	22,655.91	26,320.69
6730 Permits, Licenses, and Other Fees	278.31	869.00
6740 Property & Liability Insurance	10,183.36	20,225.00
6750 Bank Service Charges	9,990.62	8,693.05
6760 Merchant Processing Fees	5,157.17	6,712.05
6820 Depreciation Expense	96,038.10	95,428.26
6830 Interest Expense	49,314.55	56,636.94
Suspense (deleted)		0.00
Uncategorized Expense		0.00
Total Expenses	\$ 878,553.67	\$ 845,375.44
Net Operating Income	-\$ 268,004.60	\$ 107,936.55
Other Income		
4160 Interest and Dividends	727.74	1,115.33
Total Other Income	\$ 727.74	\$ 1,115.33
Other Expenses		
2021 Clean Up	5,820.21	
Total Other Expenses	\$ 5,820.21	\$ 0.00
Net Other Income	-\$ 5,092.47	\$ 1,115.33
Net Income	-\$ 273,097.07	\$ 109,051.88
Non-Operational Expenses	\$ 145,352.65	\$ 152,065.20
Annual Transfer from Savings	\$ 23,000.00	\$ 23,000.00
Net Cash Flow Increase/Decrease	\$ (104,744.42)	\$ 284,117.08

Monitoring Committee Update

11/4/2021

- Congregational Survey: After incorporating feedback from the Trustees, the survey was finalized and rolled out to the congregation earlier this month. We hope to start consolidating the survey data by the end of this month (post-Thanksgiving)
- Inspection of Executive Limitation: We will be developing a proposal related to the inspection of Executive Limitation "2.3 Financial Planning / Budgeting" that should not require time from the accounting firm. We'll have more information early in 2022.
- Story Corps: We are planning to kick-off this initiative in Jan/Feb timeframe next year. We will look to source participants via the Congregational Survey and fall back on other recruiting options as needed. A concise proposal is in the process of being developed. Below are the sample questions to be used during the interviews:
 - How is the church helping you as an individual?
 - How is the church empowering members to move toward the ends?
 - What has the church inspired you to do differently (towards advancing the ends)?
 - How has church changed your life? In what way?

Linkage Committee Update

The Linkage Committee has created a brief survey to gather preliminary information on our theme of Welcoming. We plan to start soliciting answers to this in January. Please review and provide comments directly to the Linkage Committee: Russell, Nathan, Suzette, Kelly.

Here are the questions:

When have you felt most welcome at First UU Austin?

When have you felt least welcome at First UU Austin?

What do you do to make other people feel welcome at First UU Austin?

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

Worship Services and Gatherings

We returned to offering in person services in October, first for folks who were fully vaccinated, and then, after our area returned to Stage 3 of the public health risk guidelines, to all folks. We are requiring people to always wear masks while inside the building and are not singing hymns for now. We are serving coffee out in the courtyard.

It was wonderful to see the younger children return, for whom all activities are outdoors for now. Vaccinations for children ages 5 to 11 have begun in our area.

Our RE folks organized a wonderful outdoor Halloween party.

Building Closure

We are beginning to reopen the building to church groups and rentals, again with masking required. Some staff have begun working at the building at least some of the time and more will begin to do so soon also.

Church Operations

As we begin to reopen the building, we are trying to offer our folks the options of joining in person or over Zoom, so that we are sensitive to differing levels of comfort with in person meetings.

Finances

Please the separate financial reports attached.

Stewardship

Stewardship did a wonderful job with the canvass, especially giving the unprecedented challenges they faced. Please take a moment to thank the members of our stewardship team as you get the chance!

Warmly,

Chris

The attached summary budget represents our best estimate for income and expenses next year, given the caveat that it is based upon there being no resurgence of Covid-19 requiring the building to close again

Our Stewardship Team secured 95.26% of the goal for pledges, which is amazing given the unprecedented challenges we faced for this stewardship campaign. This included having to change the entire canvassing model because the surge of Covid-19 due to the Delta variant meant we could not go back to in person services as early as we had hoped.

We budgeted a large amount of revenue from a federal program under the CARES Act, a federal program designed in part to help employers retain employees. We qualified for one provision of the CARES ACT in the first three quarters of 2021. Called Employee Retention Credits, our payroll processing company, ADP, a large, experienced national company, filed for \$172,036 of these funds on our behalf. We believe we will also qualify again at the end of the fourth quarter of this year for an estimated additional \$50,000.

We were fairly conservative in our estimates for some revenue items, such as new member pledges and plate collections, to allow us time to rebuild attendance and move to two services.

We do anticipate greater opportunities to secure building rentals, and the school that rents from us is back on campus full-time.

Also, part of an estate that was left to the church is still outstanding and is included in the estimate for "other gifts". Some of our online worship service visitors have also been contributing to "other gifts".

As far as expenses, the congregation has committed to raising our annual contribution to the Unitarian Universalist Association (UUA) by 10% over the prior year. This brought our budget for contributing to the UUA to \$26,574 for 2022.

The expense budget for the Ministry Department fell slightly compared to the prior year. With Bear Qolezcua's move to Michigan, the way in which staffing for this department is now structured resulted in a reduction in personnel costs.

The budgets for all other departments rose, as we prepare for in person activities and restaff toward prior, in person church, levels.

This includes some increases in administration costs to support the building being in fuller use; however, the administration department remains below 10% of the overall budget.

We followed UUA recommendations for staff salaries.

While it does not change anything for the 2022 budget because we will still be paying the note on the construction loan from capital campaign funds, we renegotiated the loan to lower the

interest rate. This will extend the period of time before we will have to pay the note out of the operating budget.

It lowered our monthly note by almost \$600 and will save over \$122,000 over the life of the loan.

Sincerely,

Rev. Meg and Rev. Chris

Draft 2020 Budget
Pending the End of the Stewardship Drive

Budget Year	2020	2021	2022
INCOME	Budget	Budget	Proposed
Contributions			
Pledges			
Pledge	\$ 690,000	\$ 670,000	\$ 638,268
attrition	\$ (20,700)	\$ (23,450)	\$ (22,339)
New Member Giving	\$ 42,300	\$ 35,000	\$ 35,000
Sunday Plate	\$ 41,000	\$ 35,000	\$ 30,000
Other Gifts	\$ 28,000	\$ 75,000	\$ 40,000
Rental	\$ 125,000	\$ 71,000	\$ 125,000
Activities			
Fundraiser	\$ 11,750	\$ 11,750	\$ 10,000
Misc. - Committees, Interest, special plate, etc.	\$ 38,497	\$ 28,050	\$ 39,000
Wake Now Our Vision	\$ 40,000		
Released from Restricted (Murr)	\$ -	\$ 1,500	
Restricted Funds Offset	\$ 2,033	\$ 3,391	
Annual Transfer from Savings	\$ 20,580	\$ 23,000	\$ 25,105
CARES act Employee Retention			\$ 222,036
Total Income	\$ 1,018,460	\$ 930,241	\$ 1,142,070
EXPENSES			
Ministry	\$ 392,288	\$ 364,088	\$ 362,385
Religious Education	\$ 278,055	\$ 266,876	\$ 324,653
Music	\$ 269,194	\$ 258,425	\$ 300,113
Administration	\$ 78,923	\$ 81,663	\$ 105,500
Total Expenses	\$ 1,018,460	\$ 971,052	\$ 1,092,651
Net Revenue or expense	\$ -	\$ (40,811)	\$ 49,419

End 1.4.3: We engage with one another to care for the Earth and the interdependent web.

Interpretation: I take this to mean that the church is committed to caring for the Earth by being as green as possible in big and small ways. This would include recycling, green construction, supporting our green sanctuary team, and using native plants in any new landscaping. We commit to learning more about how to care for the Earth and to teaching our children how to be loving and responsible members of the interdependent web. We will hold in our minds the interconnectivity of all living beings and the planet that is our home.

In this report, I have left the evidence of progress from 2019, and added the report from 2020, so you will have a way to compare year to year.

1.4.2 We support and challenge one another in worship, spiritual growth and lifelong learning to practice a rich spiritual life.

Interpretation:

By this we mean that our worship, our spiritual growth, and our learning will not always be comfortable and comforting. Sometimes we will be required to have the stamina to be challenged, to sit with the revelation that we may not have known as much as we thought or understood as clearly as we believed.

It is our spiritual life (whatever causes our compassion, understanding, RESILIENCE, love, sense of connection, our joy and kindness to develop) which gives us the rootedness and strength to support and be supported and to challenge and be challenged.

We cannot always promise to create a safe space. Sometimes we are called to be in a brave space.

(Added 2021) We support one another by listening to one another with curiosity and respect.

Measures:

- We will create some Executive Linkage sessions to complement the anecdotal evidence we gather in order to hear from the congregants about times they've felt supported and times they have felt challenged by sermons, readings, music, faith development classes and team projects within and outside the walls of the church.
- We will tell about the conversations we've had with congregants about the necessity of being uncomfortable with the music and

sermon content at least a quarter of the time in order to ensure that we are being welcoming to a wide variety of people.

Evidence of Progress:

I report progress.

Spiritual Growth:

2021

As the pandemic continued, we kept Chalice Circles going over zoom. There were 6 of them. Wellspring also continued. The “Soul Matters” curriculum supported the chalice circles, and we also use it for our Monday spirituality newsletter and as theme suggestions for Sundays, a different theme every month.

Learning: *As our RE intern, Sage, went on to college, we added Carrie Reed to the RE staff to be a partner in the program with our half time RE director, Kelly. Now the two part time leaders create the program. As we come back in person, we started with about 12 children coming back to RE outside.*

The book discussion groups still meet, along with three women’s groups who have been meeting in people’s homes or in the courtyard of the church.

This year, in the midst of the Pandemic, we have 7 chalice circles and two Wellspring groups. The Chalice Circles are now using the curriculum from the UU subscription service, *Soul Matters*. The Wellspring groups use the Wellspring curriculum, also a UU effort, where the expectations are more rigorous and more focused on spiritual practice than the Chalice Circles. Spiritual exercises are part of both curricula.

We have an RE intern this year, Sage Hirschfeld, who is leading a “listening circle” for Young Adults and is creating worship services for Young Adults as well.

We have two book discussion groups that still meet, a women’s spirituality groups that’s meeting remotely, and several Adult Education classes where members and friends can support and challenge one another.

Worship: With music and sermons, we still aim to strike the balance between support and challenge. Our music varies widely, appealing to different groups of worshippers. The sermons and the Moment for Beloved Community aim to comfort, teach, support and challenge those who listen.

2020

Learning: The RE program continues remotely, with a committed 25 hour per week director, lively and committed teachers, and a small group of students for whom the meeting times and conversations are important. The Middle School group is solid and is working well. We are in one of those cycles where there aren't very many Sr. High folks. Two of the people who come most regularly to the remote meetings are from out of town, and they attend with the blessing of their ministers and their parents.

Worship: Sermons continue to find a balance between comfort and challenge. We are committed to becoming an anti-racist church, and we are moving at a pace that is too fast for some and too slow for others. Most of our members are able to tolerate whatever discomfort they feel. Several POC members, however, have become quite uncomfortable with what they perceive as the too-slow pace of our anti-racism work, and a few beloveds have left the church.

(2019)

We have 12 Chalice Circles this fall. Bear Qolezcua is providing the content for the lessons, This is up from 3 or 4 last year. We continue to have spiritual exercises as part of the worship service: silence, the metta meditation, and the song we use to sing the children out are all things that people can use during the week as well. Sermons address issues of spiritual growth, as do our WellSpring groups and other Adult RE offerings like the Job Bible study, the Death and Dying class, and the UU Welcome Circles.

Learning: We have redesigned the RE program. Now there is a half-time RE director, a youth coordinator, an OWL coordinator, and an RE chaplain who provides content for the weekly Faith Connections email and for the Chalice Circle Lessons. He and Kelly, the RE director, coordinate and

sometimes teach adult RE classes. They also choose the Story for All Ages. There is an RE support team to help us think about best ways to do things. We are hoping they will also serve as the RE Interim work support team when we start the RE interim work.

Worship: We have high quality sermons and music. Topics and styles of music cover a wide range. I've put together a new worship team which is looking for ways to make the worship more and more inviting, participatory, and multi-cultural. Two additions to worship have been giving the readings context, adding some information about the authors, and having a Moment for Beloved Community after the Affirmation of the Mission.

2021

Comfort and Discomfort

The Board continued the conversations, and is now planning some new conversations with congregants about what feels like welcome to them in this congregation. The "Hangouts with the Ministers" have been some Executive Monitoring efforts where conversations with members and friends are lively and wide-ranging. These would be a place where the questions could be asked about where they feel comfort and challenge in the church. I don't think we have lost any more members because of the anti-racist focus of the Moments for Beloved Community.

2020

Comfort and Discomfort

The board's linkage team has been hosting conversations for the congregation about being an anti-racist church. Perhaps it is the Pandemic, or people are "Zoomed out," but the congregational involvement in the talks has been a bit disappointing.

Because people who are uncomfortable talking about race elect not to come to smaller group discussions, we are continuing our "Moments for Beloved Community" in the service. We are trying not to have moments that will traumatize POC, but will also show those who identify as white examples of White Supremacy Culture. We also continue to give background on the authors of our readings, and we make efforts to include

many POC authors. The music department is also attempting to present music by POC composers.

(2019)The board is forming linkage plans to discuss the 8th principle, and I think some questions about when people have felt comforted, uncomfortable, challenged and supported in growing resiliency could be incorporated into those sessions.

We are presenting a “moment for Beloved Community” after each affirmation of our mission, to give people a glimpse of something to think about, a seed for further thought. These are presented intentionally during the service so all of our people are exposed to anti-racism/anti-oppression issues. They are intentionally brief so that no one really has time to shut down out of guilt, white fragility, or desire to maintain the privilege of not having to think about White Supremacy Culture.

We are providing context for readings used in the service that point out the culture and the race of the authors. In this way, it is not just the authors of color who are “racialized.” This in itself is somewhat jarring, in that it causes thought about why whiteness is the norm, or the default, in that if the race of a person isn’t mentioned in our culture, the assumption is that the person is white.

In terms of spiritual growth, my evolving understanding has led me to add the word (all in caps above) “resilience” to my definition.

FUUCA Board Engagement Committee Report

November 2021

“History of First UU” Video Project

We are in the process of compiling information for the History of First UU Video, which we will work on in earnest after the holidays.

Holiday Party

This year’s Board & Senior Staff holiday party will be a cookie exchange. Bring 18-24 of your favorite homemade holiday cookies. We will all sample from the Cookie Buffet, and you will leave with a variety plate of everyone’s creations.

Please help us identify a date, using this online poll:

https://doodle.com/poll/imfdb8k4f4dmzfxw?utm_source=poll&utm_medium=link

Fundraiser for Staff Holiday Gift

Once and Future Deadlines

The Board Engagement Committee **thanks the following prompt, punctual and expeditious trustees** for getting their recipes, stories and photos to Sadie by the **November 7** deadline:

- Toni
- Kelly
- Sadie
- Leo

- Nesan
- Meg

If you are not on this glorious and most excellent list, **the new deadline is ASAP!** Instructions can be found at the bottom of this report.

Language for the Recipe Book

Below is suggested language for the recipe book. **Please liberally wordsmith this language and provide any edits by 11/23.**

Title: Board to Table 2021: Holiday Reflections and Recipes from the First Unitarian Universalist Church of Austin's Board of Trustees

Season's Greetings from your 2021 Board of Trustees

No one can deny the poignancy of the December holiday season. Each season is rife with bitter winds and warm cable-knit sweaters, delights and disappointments, memories that are rosy or rocky. It's a time of duality, and how appropriate that it's a time we celebrate light on the darkest day.

During a season which is so busy and full of checklists for many, why not add a check box for a little self-care? We hope our memories and recipes will bring that to your home and heart.

Your Contribution

Thank you for your donation. There can be no greater joy than knowing that you made someone's day with this purchase. All donations go directly to First UU staff appreciation. We are blessed with a phenomenal staff at First UU. Thanks for remembering them this season.

Our Holiday Recipe Exchange

The stories and recipes in this book come from the Board of Trustees' annual holiday recipe exchange. The event offers trustees and senior staff the chance for fellowship and fun, and is one of the many reasons you should consider joining the Board of Trustees in the coming years.

If you are interested in a leadership position in the coming year, contact XXX@XXXX.com

Recipe Book Instructions (For the Fallen Behind)

1. Send along a favorite family holiday recipe
2. Include the recipe's story. This does not need to be well-written, as I can edit it. If you cannot

think of a good story to share, you can share a favorite holiday poem instead.

3. If you were part of the 2020 recipe exchange, send the story for that one too.

4. Send a photo to go with the recipe. Maybe a picture of your family.

View the current draft here:

https://www.canva.com/design/DAEp000t408/OvQLx9MPJ3UBVZokW0g8Tw/view?utm_content=DAEp000t408&utm_campaign=designshare&utm_medium=link&utm_source=sharebutton

**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: