

MEETING AGENDA - First UU Austin Board of Trustees

Meeting

Meeting Date	Tuesday, July 19, 2022
Start Time	6:30 PM
End Time	8:30 PM (CST)
Location	Zoom - https://zoom.us/j/firstuuaustin (password = 512452) Zoom ID: 940 671 9275 Dial in number: (346) 248-7799 or (669) 900-6833
Purpose	Regular scheduled meeting

RSVP

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

Agenda

1. Coming Back into Covenant

1.1. Chalice Lighting and Opening Words	Dave Riehl / 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.

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

Process Evaluator – Kelly

Book Discussion - Nesan

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

- Minutes from the June board meeting

- May 2021 Financials

Documents

- Minutes-2022-06-21-v1.pdf 4-9
- MAy2022financialreports.pdf 10-14

2. Connecting with our Moral Ownership

2.1. Visitor's Forum

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

Sponsorship of ministerial fellowship for Nancy Mohn Barnard

2.2. Recognition of Church Volunteers and Staff

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

2.3. Moment with Rev. Chris

Chris Jimmerson / 20 min. (6:53 PM - 7:13 PM)

Documents

- 2023budget.xlsx 15-19
- 2023budget.jonaluhalfyear.xlsx 20-24

3. Monitoring our Progress

3.1. Board discussion of end 1.4.6

Nesan Lawrence / 10 min. (7:13 PM - 7:23 PM)

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

Documents

- End 1.4.6 and interpretation for board discussion.docx 25-26

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

/ 10 min. (7:23 PM - 7:33 PM)

2.1 Treatment of Congregants, Friends and Visitors

Monitoring report this month is on the Executive Limitation about "2.1 Treatment of congregants, friends and visitors". We need to affirm that the Board is finding compliance on this Executive Limitation.

Documents

- 2.1 Treatment of Congregants, Friends and Visitors rev 7-2022.pdf 27-30

3.3. Transition Committee report - pages 31-32

Nesan Lawrence / 10 min. (7:33 PM - 7:43 PM)

3.4. Linkage Committee

Russell Holley-Hurt / 10 min. (7:43 PM - 7:53 PM)

3.5. Monitoring Committee

Dave Riehl / 10 min. (7:53 PM - 8:03 PM)

3.6. Engagement Committee

Nesan Lawrence / 5 min. (8:03 PM - 8:08 PM)

4. Learning & Creating the Future

4.1. Board Book Discussion

Nesan Lawrence / 15 min. (8:08 PM - 8:23 PM)

Congregational Leadership In Anxious Times: Part 1 and Part 2



5. Adjourn

5.1. Action Items and Announcements

Nesan Lawrence / 2 min. (8:23 PM - 8:25 PM)

Let's review the action items from this meeting:

5.2. Assign Roles for Next Meeting

Nesan Lawrence / 2 min. (8:25 PM - 8:27 PM)

Assign roles for:

- Readings
 - Timekeeper
 - Process Evaluator
 - Snacks
-

5.3. Process Evaluation Form page 33

Kelly Raley / 2 min. (8:27 PM - 8:29 PM)

5.4. Extinguishing the Chalice and Closing Words

Dave Riehl / 2 min. (8:29 PM - 8:31 PM)



MEETING MINUTES - First UU Austin Board of Trustees

Meeting

Date	Tuesday, June 21, 2022
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	First Board meeting of the new Board year
Chaired by	Nesan Lawrence
Recorder	Vic Cornell

Attendance

Present:	Donna Carpenter, Vic Cornell, Rob Hirschfeld, Joseph Hunt, Chris Jimmerson, Nesan Lawrence, Kelly Raley, Dave Riehl, Nathan Walther
Regrets:	Suzette Emberton, Russell Holley-Hurt, Mateo Kresha
Absent:	Martha Arrendando, Shannon Posern, Kelly Stokes

Minutes

1. Coming Back into Covenant

1.1. Chalice Lighting and Opening Words

Kelly to read the opening words

Nesan lit the chalice as Kelly read the opening words

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.
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- 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.

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
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- Respect our time together by being focused, prepared and timely.
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- Agree to be called back into covenant.

Everyone read the covenant together

Status: Completed

1.3. Confirm Timekeeper and Process Evaluator

Timekeeper: Russell

Process Evaluator: Rob

Snacks: Dave

- Timekeeper - Nathan
- Process evaluator - Rob

Timekeeper and process evaluator were confirmed

Status: Completed

Documents

- Board process review form.doc
-

1.4. Approve Agenda and Consent Agenda

Items on the consent agenda include the minutes from the May meeting, April financials and monitoring report for Executive Limitation 2.8

Items on the consent agenda include the minutes from the May meeting, April financials, and monitoring report for Executive Limitation 2.8.

Motion to approve the consent agenda was made and seconded.

Status: Completed

Documents

- Minutes-2022-05-10-v1.pdf
 - 2.8 Communication and Support of the Board rev 06-2022.pdf
 - April2022 Financials.pdf
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2. Connecting with our Moral Ownership

2.1. Visitor's Forum



Christine Purcell, Transitions Program Manager , UUA

Christine Purcell, Transitions Program Manager, UUA

General Q&A

- Can the UUA help with candidates for contract minister positions? Have ministers nationwide expressed interest in contract minister roles this year?
- The UUA has set up a connection with one retired minister who might fit the bill. The UUA doesn't have a long list of people to call on and so we should seriously consider the person we have been connected to.
- What are the considerations with contract minister candidates who happen to be members of FUUCA?
- It is hard to say without knowing specifics. With candidates who are current or former members, we'd have to be careful of their family connections to current members.
- What special skills should we look for in contract minister candidates who are interested in helping the Board with the interim work that precedes the Settled Search process?
- Look for qualifications/credentials that fulfill what Rev. Chris needs.
- A quarter or half-time position where this person didn't supervise staff might work well.
- What typically is the work of the interim minister that goes beyond Sunday sermons and pastoral care related to the settled ministers' departure? How can we get this kind of support through contract ministry? Ideally this person would have had the UU interim minister training.
- We should ask tough questions during our conversation.
- Can we participate in the Interim Minister search next year? What are the implications to contract ministers?
- We could have an interim minister next year. It could be an exceptionally short term, but the person could move into a support position if our inside candidate is called.

Settled search process

- What does the accelerated Search timeline look like for FUUCA?
- It's not really that accelerated. Similar to the regular timeline, the search committee would be assembled in May, they'd do the search committee retreat on the regular timeline. They would need to get the congregational survey and search committee listening sessions started in the beginning of August and completed in time to have the congregation's decision on the inside candidate by December 1.
- Is the accelerated timeline primarily driven by the fact that we have an inside candidate?
- Yes
- What advice do you have for the Board should we embark on the process of putting together the Search packet ourselves? Do the activities involved here (such as facilitating listening circles for example) require ministerial type training?
- Right now, we should be doing the interim work and not yet looking forward to the search process. There is a lot of value in "staying in the transition period". It's a great time for self-reflection. Ask yourself the question "Who are we?"
- How would you characterize the relationship between the Search Committee and the Board? What about the Interim Minister and the Search Committee?
- There is a hard line separating the board from the search committee.

Communication

- It is important for the board to tell the congregation what they are doing. Right now, we are providing space to do the work to prepare for the next step. That work includes knowing who we are. We can provide ways for the congregation to be involved.



- We can grow while in an interim period. We can bring in a consultant for help growing membership or improving financial situation.

Status: Completed

2.2. Recognition of Church Volunteers and Staff

- Celeste Padilla, for Meg's party

(Kelly Raley will let Kelly Stokes know that Donna Carpenter now needs names of people for recognition, going forward)

- Mary Overton, for Meg's party
- Leo Collas, for Meg's party

Status: Completed

2.3. Moment with Rev. Chris

Financials discussions

- In April we received two large checks from the federal government. Those are one-time.
- Pledges are down significantly.
- John & Karen Franks gave money for faith development projects. It was decided to use that money for spiffing up the playgrounds. That's why the program expense line is high (spent the money over budget, but we'll have revenue to cover it).
- The investment accounts are shrinking because of the state of the economy. It's not an emergency because we don't use that money (for the most part) for our operating expenses

Covid19 levels

- Rev. Chris has been monitoring levels. We will only go back to fully virtual services as a last resort. Not sure the church could withstand it well if we did.

Social media

- Rev. Chris experimented with a low-cost Facebook ad. Mixed results.
- We will be program sponsor on KUT radio in the month of July.
- Staff is working on simplifying the website, austinuu.org
- Our website is now connected to Google analytics.

General

- Trying to make Howson Hall more welcoming, with signage and designated tables.
- Adding language in program to help people get more connected.
- Rev. Meg's office will become the Meg Barnhouse Library. Rev. Chris will remain in current office. Interim minister(s) will use Bear's former office.
- The congregation has been very supportive, despite high levels of anxiety re: transition.

Stopped recording to go into executive session

Status: Completed

3. Wrap-up Retreat Discussion

3.1. Board Committee Agendas

Transitions Committee

Kelly Raley, Vic Cornell, Donna Carpenter, Nesan Lawrence

- Continue the interim search process and piece together the interim ministerial team
- Setup transition related information table at Howson Hall (starting this weekend if possible)
- Develop communication plan for this Board year
- Support assembly of the Search Committee; leverage support from rest of the Board and other stakeholders (e.g. nominating committee) as needed

Linkage Committee

Russell Holley-Hurt, Nathan Walther, Siuzette Emberton, Mateo Kresha

- Facilitate monthly Visitor's Forum with a focus on engaging stakeholders involved with Social Justice issues
- Think about deeper engagement with our Moral Ownership as it relates to Social Justice causes
- Other functions?

Monitoring Committee

David Riehl, Rob Hirschfeld, Joseph Hunt

- Plan and conduct congregational survey in Fall
- Think through the co-ministry model during transition period and implications to Board monitoring
- Conduct an independent Board audit of a specific Executive Limitation

Engagement Committee

David Riehl, Nesan Lawrence

- Plan the monthly Board engagement activity
- Plan the holiday party for the Board
- Other functions?

Status: Completed

3.2. Learning & Creating the Future

Discuss plan for July and August.

Discuss Doodle poll to select Book/Podcast for rest of Board Year starting in September.

Rev. Chris has ordered copies of [Congregational Leadership in Anxious Times](#) by Peter Steinke

They will be available to members. Plan is to read first ½ in July, 2nd ½ in August

Included in board packet is [Special Care Congregations](#) by Interim Rev. Robert Latham

Members should read it. FUUCA most likely falls into the "Bereft" category

Status: Completed

Documents

- [specialcarecongs.pdf](#)
-

4. Adjourn

4.1. Action Items and Announcements

Announcements:

Let's review the action items from this meeting:



- Donna – connect with Kelly Stokes about thank you cards
- Rev. Chris – follow-up with bookkeeper about best practices for recording program expenses related to playground spiffing up
- Nesan – will follow-up with everyone about committees. Please make time in the coming weeks to meet at least once, establish committee chairs and one page proposals for each committee

Status: Completed

4.2. Assign Roles for Next Meeting

Assign roles for:

- Readings
- Timekeeper
- Process Evaluator
- Snacks
- Readings – Dave
- Timekeeper – Donna
- Process Evaluator – Kelly
- Snacks – Rob

Status: Completed

4.3. Process Evaluation

Board was “satisfactory” across all fronts.

Hybrid meeting went well.

Executive session was handled well.

Status: Completed

Documents

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

Kelly read the closing words while Nesan extinguished the chalice.

Status: Completed

May 2022 Financial Reports

I am getting concerned with a trend the last couple of months with revenue dropping off. We recently sent out second quarter contributions statements that included asking folks to remember the church over the summer. We figured out how to adjust for the playground and classrooms upgrades that are coming out of the Frank's Faith Development Fund rather than out of operational funds.

FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

Budget vs. Actuals: 2022 Budget - Jan - May

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	May 2022			Total YTD		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Income						
4100 Earned Revenue			0	0	0	0
4110 Event Revenue		5,000	-5,000	0	10,000	-10,000
4130 Rentals Revenue	9,214	11,500	-2,287	46,990	57,500	-10,510
4199 Discounts/Refunds Given			0	-1,675	0	-1,675
Total 4100 Earned Revenue	\$ 9,214	\$ 16,500	-\$ 7,287	\$ 45,315	\$ 67,500	-\$ 22,185
4200 Contributed Revenue			0	0	0	0
4210 Unrestricted Contributions			0	0	0	0
4211 Pledge	45,500	55,000	-9,500	273,349	282,000	-8,651
4212 Sunday Plate	2,718	2,500	218	6,326	12,500	-6,174
4213 Other Gifts	7,021	3,333	3,688	65,659	16,665	48,994
Total 4210 Unrestricted Contributions	\$ 55,239	\$ 60,833	-\$ 5,594	\$ 345,334	\$ 311,165	\$ 34,169
4220 Restricted Contributions	47		47	12,811	0	12,811
4221 Special Plate	717	833	-116	6,193	4,165	2,028
Total 4220 Restricted Contributions	\$ 764	\$ 833	-\$ 69	\$ 19,004	\$ 4,165	\$ 14,839
4230 Grants	1,664	57,414	-55,750	142,079	191,763	-49,684
4290 Other Contributed Revenue	850	1,000	-150	2,104	8,000	-5,896
Total 4200 Contributed Revenue	\$ 58,518	\$ 120,080	-\$ 61,562	\$ 508,520	\$ 515,093	-\$ 6,573
Total Income	\$ 67,731	\$ 136,580	-\$ 68,849	\$ 553,835	\$ 582,593	-\$ 28,758
Expenses						
Total 6100 Payroll Expenses	\$ 52,218	\$ 58,675	-\$ 6,457	\$ 268,127	\$ 293,385	-\$ 25,258
Total 6210 Charitable Giving	\$ 5,429	\$ 3,464	\$ 1,965	\$ 35,696	\$ 17,326	\$ 18,370
Total 6220 Program Expenses	\$ 12,215	\$ 11,424	\$ 791	\$ 32,231	\$ 53,531	-\$ 21,300
Total 6600 Software and Dues	\$ 668	\$ 1,024	\$ (356)	\$ 7,887	\$ 5,136	\$ 2,751
Total 6700 Fees and Insurance	\$ 6,010	\$ 6,963	\$ (953)	\$ 30,663	\$ 36,688	\$ (6,025)
6820 Depreciation Expense	\$ 10,993	\$ 10,671	\$ 322	\$ 53,677	\$ 53,358	\$ 319
6830 Interest Expense	\$ 4,586	\$ 5,746	\$ (1,160)	\$ 23,474	\$ 28,739	\$ (5,265)
Total Expenses	\$ 99,153	\$ 105,874	-\$ 6,721	\$ 497,927	\$ 527,969	-\$ 30,042
Net Operating Income	-\$ 31,422	\$ 30,706	-\$ 62,128	\$ 55,908	\$ 54,624	\$ 1,284
Total Other Income	\$ 2,107	\$ 0	\$ 2,107	\$ 6,850	\$ 0	\$ 6,850
Net Income	-\$ 29,315	\$ 30,706	-\$ 60,021	\$ 69,609	\$ 54,624	\$ 14,985
Non-Operational Expenses	\$ 15,579	\$ 16,417	\$ (838)	\$ 77,151	\$ 82,097	\$ (4,946)
Net Operational Cash Flow	-\$ 13,735	\$ 47,123	-\$ 60,858	\$ 146,760	\$ 136,721	\$ 10,039

\$59,224 in employee retention funds budgeted for this year came in at the end of last year. Carrying that forward would increase cash flow.

\$19,794 in occupancy costs funded through the Franks fund rather than operational funds were taken out of operational expenses.

FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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Balance Sheet As of May 31, 2022

	MAR 2022	APR 2022	MAY 2022
ASSETS			
Current Assets			
Bank Accounts			
1072 Bill.com Money Out Clearing	1,983	0	3,612
1110 8009-THCU Checking	511,065	584,408	572,290
1120 RBank Debt Service 676	59,161	59,164	59,166
1130 RBank Construction 668	186,245	178,237	171,387
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.	291,757	274,389	273,856
1720 UUCEF Mixed Investment Account	362,185	340,624	339,963
1730 UUCEF Murr Music Account	82,273	77,375	77,225
1740 UUCEF Education	779,445	733,046	731,622
Total Bank Accounts	\$2,274,352	\$2,247,480	\$2,229,358
Accounts Receivable			
1210 Accounts Receivable	0	0	0
Total Accounts Receivable	\$0	\$0	\$0

FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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Balance Sheet As of May 31, 2022

	MAR 2022	APR 2022	MAY 2022
Other Current Assets			
1199 Undeposited Funds	0	0	0
1220 VANCO - Payment Reconciliation	0	0	0
1230 Cash/Checks	-1,081	-1,091	1,783
1240 VANCO - ACH/MS	0	0	0
1250 VANCO - ACH	0	0	0
1260 Stripe	2,055	1,757	3,082
1310 Prepaid Expenses	18,700	25,418	18,230
1490 Other Current Assets	0	0	0
Total Other Current Assets	\$19,674	\$26,085	\$23,094
Total Current Assets	\$2,294,026	\$2,273,565	\$2,252,452
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		10,424	19,350
1590 Accumulated Depreciation	-639,349	-650,020	-661,014
Total 1500 Fixed Assets	7,076,132	7,075,884	7,073,817
Total Fixed Assets	\$7,076,132	\$7,075,884	\$7,073,817
TOTAL ASSETS	\$9,370,158	\$9,349,449	\$9,326,269

FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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Balance Sheet As of May 31, 2022

	MAR 2022	APR 2022	MAY 2022
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2110 Accounts Payable	-12,867	7,157	17,041
Total Accounts Payable	\$ -12,867	\$7,157	\$17,041
Credit Cards			
2150 Chase Credit Card 3081	5,658	1,002	425
Credit card (2900)			54
Credit card (3081)			1,787
Credit card (3115)			13
Credit card (3123)			572
Credit card (4576)			4,067
Credit card (8572)			3,380
Total 2150 Chase Credit Card 3081	5,658	1,002	10,299
Total Credit Cards	\$5,658	\$1,002	\$10,299
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
Total Other Current Liabilities	\$0	\$0	\$0
Total Current Liabilities	\$ -7,209	\$8,159	\$27,340
Long-Term Liabilities			
2620 Construction Loan	1,243,583	1,229,488	1,225,167
Total Long-Term Liabilities	\$1,243,583	\$1,229,488	\$1,225,167
Total Liabilities	\$1,236,374	\$1,237,647	\$1,252,506
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	-78,424	-168,820	-172,707
Opening Balance Equity	0	0	0
Net Income	-1,446	66,968	32,816
Total Equity	\$8,133,784	\$8,111,802	\$8,073,763
TOTAL LIABILITIES AND EQUITY	\$9,370,158	\$9,349,449	\$9,326,269

Draft 2023 Budget

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	\$ 2,022	2023	
Earned Revenue		with transition	
Earned Revenue:Event Revenue	\$ 10,000	\$ 10,000	?
Earned Revenue:Admissions/Ticket Revenue			
Earned Revenue:Rentals Revenue	\$ 125,000	\$ 125,000	
Contributed Revenue:Unrestricted Contributions:Pledge, existing members	\$ 638,268	\$ 645,000	?
Attrition	\$ (22,339)	\$ (22,575)	
New Member Pledge Giving	\$ 35,000	\$ 35,000	
Contributed Revenue:Unrestricted Contributions:Sunday Plate	\$ 30,000	\$ 30,000	?
Contributed Revenue:Unrestricted Contributions:Other Gifts	\$ 40,000	\$ 40,000	?
CARES Act Employee Retention Funds	\$ 222,036		Will not be available
Contributed Revenue:Restricted Contributions:Special Plate	\$ 10,000	\$ 10,000	
Revenue: Contributed Revenue: Chrstmas Eve Services Plate	\$ 2,500	\$ 2,500	
Contributed Revenue:Other Contributed Revenue	\$ 26,500	\$ 26,500	?
Unrestricted Income from Savings Fund	\$ 25,105	\$ 27,000	increased slightly

Draft 2023 Budget

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	\$ 2,022	2023	
Total Revenue	\$ 1,142,069	\$ 928,425	
Payroll Expenses			
Payroll Expenses:Salaries & Wages	\$ 747,700	\$ 760,638	see above
Labor Related Expense	\$ 8,000	\$ 8,000	
Total Payroll Expenses	\$ 755,700	\$ 768,638	
Charitable Giving			
Charitable Giving:UUA	\$ 26,574	\$ 29,231	
Charitable Giving:Member Support	\$ 2,500	\$ 2,500	left the same
Charitable Giving:Community Support	\$ 12,500	\$ 10,000	
Charitable Giving:Other Charitable Giving		\$ 3,000	
Total Charitable Giving	\$ 41,574	\$ 44,731	
Program Expenses			
Program Expenses:Meeting Costs	\$ 1,000	\$ 1,080	
Program Expenses:Event Costs	\$ 8,500	\$ 8,500	
Program Expenses:Supplies & Postage	\$ 18,250	\$ 15,000	
Program Expenses:Guest Speaker / Musician	\$ 15,000	\$ 20,000	
Program Expenses:Travel (Parking, Tolls, and Mileage)	\$ 250	\$ 271	

Draft 2023 Budget

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	\$ 2,022	2023	
Program Expenses:Professional Development	\$ 44,007	\$ 43,107	ministers, brent, shannon, kelly, kinsey+2000 extra
Program Expenses:Literature & Printed Materials	\$ 2,000	\$ 2,000	
Program Expenses:Other Program Expenses	\$ 32,000	\$ 34,720	Other ministry teams are here, in reality will get spread across other line items
Total Program Expenses	\$ 121,007	\$ 124,678	
Outreach Costs			
Outreach Costs:Advertising	\$ 500	\$ 2,500	
Outreach Costs:Printing	\$ 14,500	\$ 10,000	Some of this is now in equipment for the copiers
Outreach Costs:Recognition	\$ 500	\$ 799	
Outreach Costs:Member Cultivation	\$ 250	\$ 6,000	
Outreach Costs:Other Outreach Expenses		\$ 5,602	check this
Total Outreach	\$ 15,750	\$ 24,901	
Occupancy Costs			
Occupancy Costs:Building Upkeep	\$ 3,000	\$ 3,912	
Occupancy Costs:Grounds Upkeep	\$ 13,045	\$ 14,000	
Occupancy Costs:Security	\$ 360	\$ 360	
Occupancy Costs:Utilities, Phone, & Internet	\$ 43,482	\$ 46,000	
Occupancy Costs:Equipment	\$ 6,000	\$ 12,115	
Occupancy Costs:Repairs & Maintenance	\$ 13,000	\$ 14,105	

	\$ 2,022	2023	
Occupancy Costs:Other Facility Expenses	\$ 500	\$ 543	
Total Occupancy	\$ 79,387	\$ 91,035	
Uncatergorized, Non-Payroll Expenses			
Office Supplies & Postage	\$ 2,750	\$ -	got rid of this GL and put above
Dues & Membership Fees	\$ 2,300	\$ 3,000	
Software Subscriptions	\$ 10,000	\$ 13,500	
Legal & Professional Fees	\$ 27,000	\$ 32,868	
Permits, Licenses, and Other Fees	\$ 900	\$ 1,663	
Property & Liability Insurance	\$ 17,000	\$ 18,445	
Bank Service Charges	\$ 12,425	\$ 14,738	
Merchant Processing Fees	\$ 6,856	\$ 7,550	
Other Miscellaneous Expense	\$ -		
Amortization	\$ -		
Depreciation Expense	\$ 128,051	\$ 128,825	
Interest Expense	\$ 68,957	\$ 56,338	
Interest and Dividends	\$ -		
Sub-total Uncategorized, non-payroll expenses)	\$ 276,238	\$ 276,927	
Non-Cash Expenses Adjustment (Interest and depreciation)	\$ (197,007)	\$ (185,162)	
Net Uncatergorized, non-payroll expenses	\$ 79,231	\$ 91,765	
Total Non-Payroll Expenses	\$ 336,949	\$ 377,110	
Total Payroll Expenses	\$ 755,700	\$ 768,638	
Search Team		\$ 20,000	

Draft 2023 Budget

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	\$	2,022	2023	
Total Expenses	\$	1,092,649	\$ 1,165,748	
Total Revenue	\$	1,142,069	\$ 921,929	

Net Income/Loss \$ 49,420 \$ (243,819)

Draft 2023 Budget

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	\$ 2,022	2023	
Earned Revenue		with transition	
Earned Revenue:Event Revenue	\$ 10,000	\$ 10,000	?
Earned Revenue:Admissions/Ticket Revenue			
Earned Revenue:Rentals Revenue	\$ 125,000	\$ 125,000	
Contributed Revenue:Unrestricted Contributions:Pledge, existing members	\$ 638,268	\$ 645,000	?
Attrition	\$ (22,339)	\$ (22,575)	
New Member Pledge Giving	\$ 35,000	\$ 35,000	
Contributed Revenue:Unrestricted Contributions:Sunday Plate	\$ 30,000	\$ 30,000	?
Contributed Revenue:Unrestricted Contributions:Other Gifts	\$ 40,000	\$ 40,000	?
CARES Act Employee Retention Funds	\$ 222,036		Will not be available
Contributed Revenue:Restricted Contributions:Special Plate	\$ 10,000	\$ 10,000	
Revenue: Contributed Revenue: Chrstmas Eve Services Plate	\$ 2,500	\$ 2,500	
Contributed Revenue:Other Contributed Revenue	\$ 26,500	\$ 26,500	?
Unrestricted Income from Savings Fund	\$ 25,105	\$ 27,000	increased slightly

	\$	2,022	2023	
Total Revenue	\$	1,142,069	\$ 928,425	
Payroll Expenses				
Payroll Expenses:Salaries & Wages	\$	747,700	\$ 729,223	see above
Labor Related Expense	\$	8,000	\$ 8,000	
Total Payroll Expenses	\$	755,700	\$ 737,223	
Charitable Giving				
Charitable Giving:UUA	\$	26,574	\$ 29,231	
Charitable Giving:Member Support	\$	2,500	\$ 2,500	left the same
Charitable Giving:Community Support	\$	12,500	\$ 10,000	
Charitable Giving:Other Charitable Giving			\$ 3,000	
Total Charitable Giving	\$	41,574	\$ 44,731	
Program Expenses				
Program Expenses:Meeting Costs	\$	1,000	\$ 1,080	
Program Expenses:Event Costs	\$	8,500	\$ 8,500	
Program Expenses:Supplies & Postage	\$	18,250	\$ 15,000	
Program Expenses:Guest Speaker / Musician	\$	15,000	\$ 20,000	
Program Expenses:Travel (Parking, Tolls, and Mileage)	\$	250	\$ 3,000	

Draft 2023 Budget

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	\$	2,022	2023	
Program Expenses:Professional Development	\$	44,007	\$ 43,107	ministers, brent, shannon, kelly, kinsey+2000 extra
Program Expenses:Literature & Printed Materials	\$	2,000	\$ 2,000	
Program Expenses:Other Program Expenses	\$	32,000	\$ 34,720	Other ministry teams are here, in reality will get spread across other line items
Total Program Expenses	\$	121,007	\$ 127,407	
Outreach Costs				
Outreach Costs:Advertising	\$	500	\$ 2,500	
Outreach Costs:Printing	\$	14,500	\$ 10,000	Some of this is now in equipment for the copiers
Outreach Costs:Recognition	\$	500	\$ 799	
Outreach Costs:Member Cultivation	\$	250	\$ 271	
Outreach Costs:Other Outreach Expenses			\$ 5,602	check this
Total Outreach	\$	15,750	\$ 19,172	
Occupancy Costs				
Occupancy Costs:Building Upkeep	\$	3,000	\$ 3,912	
Occupancy Costs:Grounds Upkeep	\$	13,045	\$ 14,000	
Occupancy Costs:Security	\$	360	\$ 360	
Occupancy Costs:Utilities, Phone, & Internet	\$	43,482	\$ 46,000	
Occupancy Costs:Equipment	\$	6,000	\$ 12,115	
Occupancy Costs:Repairs & Maintenance	\$	13,000	\$ 14,105	

	\$ 2,022	2023	
Occupancy Costs:Other Facility Expenses	\$ 500	\$ 543	
Total Occupancy	\$ 79,387	\$ 91,035	
Uncatergorized, Non-Payroll Expenses			
Office Supplies & Postage	\$ 2,750	\$ -	got rid of this GL and put above
Dues & Membership Fees	\$ 2,300	\$ 3,000	
Software Subscriptions	\$ 10,000	\$ 13,500	
Legal & Professional Fees	\$ 27,000	\$ 32,868	
Permits, Licenses, and Other Fees	\$ 900	\$ 1,663	
Property & Liability Insurance	\$ 17,000	\$ 18,445	
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Total Payroll Expenses	\$ 755,700	\$ 737,223	
Search Team		\$ 20,000	

Draft 2023 Budget

24

	\$	2,022	2023	
Total Expenses	\$	1,092,649	\$ 1,131,333	
Total Revenue	\$	1,142,069	\$ 921,929	

Net Income/Loss \$ 49,420 \$ (209,404)

End 1.4.6 and Interpretation for Board Discussion

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

By “a culture of white supremacy” we mean:

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

Culture is the knowledge shared by a group of people.

Culture is communication, communication is culture.

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

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

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

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

[from Sharon Martinas and the Challenging White Supremacy Workshop]

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

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

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

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

Limitations Report 2.1 – Treatment of Congregants, Friends and Visitors

First UU Church of Austin
July 12, 2022

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

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

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

Interpretation:

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

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

Measures:

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

Rationale for the Measures:

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

Evidence of Compliance – The Data

I report compliance.

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

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

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

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

Interpretation:

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

Measures:

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

Rationale for the Measures:

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

Evidence of Compliance – The Data

I report compliance.

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

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

In early 2020, Church Mutual, our insurance company did a safety inspection, after which they gave us a few recommendations. We have taken action on the applicable recommendations.

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

Interpretation:

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

The policies will include enforcement procedures.

Measures:

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

Rationale for the Measures:

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

Evidence of Compliance – The Data

I report compliance.

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

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

Interpretation:

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

Measures:

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

Rationale for the Measures:

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

Evidence of Compliance – The Data

I report compliance.

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

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

Interpretation:

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

Measures:

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

Rationale for the Measures:

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

Evidence of Compliance – The Data

I report compliance.

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

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

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

Last Updated July 12, 2022

Transitions Committee Report for July 2022 Board Meeting

Members: Kelly Raley, Vic Cornell, Donna Carpenter, Nesan Lawrence

We identified four activities for the upcoming board year:

1. Continue the interim search process and piece together the interim ministerial team
2. Develop communication plan for this Board year
3. Welcome and orient transition ministers to FUUCA and monitor their ongoing work.
4. Support assembly of the Search Committee; leverage support from rest of the Board and other stakeholders (e.g. nominating committee) as needed

Significant progress has been made on item 1 and we have started 2.

1. The Team has made significant progress recruiting a strong and diverse Interim Ministerial Team. Details and contracts are still in progress, but it appears that by Sunday, July 17, Board President, Nesan Lawrence, may be in a position to announce the following:

- a. Reverend Jonalu Johnstone will serve as co-Lead Minister with Reverend Chris. She will start in mid-October and serve through the Ministerial year ending July 31, 2023. She will work half-time, and her responsibilities will include leading and overseeing interim activities, conducting pastoral care related to the departure of Reverend Meg and the transition process, and sermons. This contract is being finalized this week.
- b. Reverend Erin Walters will serve as “Minister of Joy and Justice”. Her responsibilities will include supporting the interim work lead by Rev. Jonalu, pastoral care, and sermons. She will report to Rev. Jonalu, serving half-time from August 1, 2022-July 31, 2023. This contract is expected to be finalized within the next week.
- c. Reverend John Behrens, a former UUA president, has agreed to come to FUUCA one weekend in mid-August to help orient the Board and the congregation to the purpose and activities of the Interim process. This will include a sermon (tentatively August 14), as well as ongoing consultation to the board and ministerial team on interim issues. He has also offered to provide a second sermon online in September. This contract is expected to be finalized as early as the end of next week.
- d. Ideas for welcoming and orienting the interim ministers were discussed. It was decided that more input is needed from Rev. Chris, the full board, and congregants to move forward on this.

2. We have begun strategizing on ways to communicate with the congregation about transition activities. Our design includes:

- a. Board transition table in Howson Hall on Sunday mornings after service. Once the transition minister team is formed, we will prepare printed bios for each minister of the team to have at the table for interested congregants.
- b. Brief announcements from the pulpit when we have major news, such as when the transition team is formed.
- c. Special announcements via email and newsletter, providing information to congregants who are not in Sunday service and regular updates on minor progress. (For example, we might print the bios discussed in “a” above in the newsletter).
- d. Large transition timeline poster in Howson Hall. We are planning to assemble a poster (or display) with information on the transition to be updated with more detail as we have it.

3. We are working on a plan to help orient and welcome the transition ministers. The transition team will also support the board’s work monitoring the work of Rev. Jonalu.

- a. Welcome cards to each of the transition ministers
- b. Providing Rev. Jonalu information on potential housing options in Austin.
- c. Preparing Rev. Jonalu and Rev. Erin an orientation packages with our policies, information on how our board meetings go, recent minutes, etc.

4. The assembly of the Search Committee will become a higher priority in spring of 2023.

**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: