

## MEETING AGENDA - First UU Austin Board of Trustees

### Meeting

<b>Meeting Date</b>	Tuesday, March 21, 2023
<b>Start Time</b>	6:30 PM
<b>End Time</b>	8:30 PM (CST)
<b>Location</b>	Zoom - <a href="https://zoom.us/my/firstuuaustin">https://zoom.us/my/firstuuaustin</a> (password = 512452) Zoom ID: 940 671 9275 Dial in number: (346) 248-7799 or (669) 900-6833
<b>Purpose</b>	Regular scheduled meeting

### RSVP

<b>Accepted:</b>	Nesan Lawrence
<b>No response:</b>	Donna Carpenter, Vic Cornell, Suzette Emberton, Rob Hirschfeld, Russell Holley-Hurt, Joseph Hunt, Chris Jimmerson, Jonalu Johnstone, Jonalu Johnstone, Mateo Kresha, Sasha Lorenzo, Shannon Posern, Kelly Raley, Dave Riehl, Kelly Stokes, Erin Walter, Nathan Walther

### Agenda

## 1. Coming Back into Covenant

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

- Treat our time together and board commitments as spiritual practice
  - Work collaboratively to clarify, assess and further our mission.
  - Respect our time together by being focused, prepared and timely.
  - Keep confidentiality when it is requested.
  - Listen actively, address concerns directly with each other in a timely manner, and encourage others to do the same.
  - Presume good faith in all our interactions acknowledging the importance of both intention and impact.
  - Conduct ourselves openly, show compassion, respect boundaries, and enjoy each other's good humor in times of agreement and disagreement.
  - Publicly support one another's decisions and leadership by speaking with one voice at the end of our deliberations.
  - Agree to be called back into covenant.
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1.3. Confirm Timekeeper and Process Evaluator	Nesan Lawrence / 2 min. (6:34 PM - 6:36 PM)
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- Timekeeper - Joseph
  - Process Evaluator - Nathan
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1.4. Approve Agenda and Consent Agenda	Nesan Lawrence / 2 min. (6:36 PM - 6:38 PM)
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- February Board meeting minutes
- Interpretation of End 1.4.1
- Monitoring - 2.3 Financial Planning/Budgeting
- Monitoring - 2.5 Continuous Operations Plan



#### Documents

- Minutes-2023-02-21-v1.pdf 4-7
- 1.4.1 2022.docx 8-10
- 2.3 Financial Planning rev 03-2023.pdf 11-13
- 2.5 Continuous Operations rev 03-2023 vs.pdf 14-20

## 2. Connecting with our Moral Ownership

### 2.1. Visitor's Forum

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

Tomas Medina will join us to discuss the nominating committee process this year.

### 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 / 15 min. (6:53 PM - 7:08 PM)

### 2.4. Moment with Rev. Jonalu

Jonalu Johnstone / 15 min. (7:08 PM - 7:23 PM)

## 3. Monitoring our Progress

### 3.1. FUUCA Financials Update

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

#### Documents

- 2022financialstatements.pdf 21-25
- Jan2023financialstatements.pdf 26-31

### 3.2. Monitoring of Interim OKR.2

Chris Jimmerson / 10 min. (7:33 PM - 7:43 PM)

**March 2023** – (OKR.2) Ministry team provides board a draft of a revised staffing plan sufficient to support the mission of the church with budget implications.

#### Documents

- RevisedStaffingPlan.pdf 32-33

### 3.3. Transitions Committee Update

Kelly Raley / 10 min. (7:43 PM - 7:53 PM)

#### Documents

- AnnounceSearchCommitteeCandidates.docx 34
- SearchCommitteeBallot.pdf 35-39

### 3.4. Interim Search Committee Update

Vic Cornell / 5 min. (7:53 PM - 7:58 PM)

## 4. Learning & Creating the Future

### 4.1. Board Book Discussion

Mateo Kresha / 15 min. (7:58 PM - 8:13 PM)

## 5. Adjourn

### 5.1. Action Items and Announcements

Nesan Lawrence / 2 min. (8:13 PM - 8:15 PM)

Let's review the action items from this meeting:



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## 5.2. Assign Roles for Next Meeting

Nesan Lawrence / 2 min. (8:15 PM - 8:17 PM)

Assign roles for:

- Readings
- Timekeeper
- Process Evaluator
- Snacks

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## 5.3. Process Evaluation

Dave Riehl / 2 min. (8:17 PM - 8:19 PM)

Documents

- Board process review form.docx 40

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## 5.4. Extinguishing the Chalice and Closing Words

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Donna Carpenter / 2 min. (8:19 PM - 8:21 PM)



## MEETING MINUTES - First UU Austin Board of Trustees

### Meeting

<b>Date</b>	Tuesday, February 21, 2023
<b>Started</b>	6:30 PM
<b>Ended</b>	8:30 PM (CST)
<b>Location</b>	Zoom - <a href="https://zoom.us/j/firstuuaustin">https://zoom.us/j/firstuuaustin</a> (password = 512452) Zoom ID: 940 671 9275 Dial in number: (346) 248-7799 or (669) 900-6833
<b>Purpose</b>	Regular scheduled meeting
<b>Chaired by</b>	Nesan Lawrence
<b>Recorder</b>	Vic Cornell

### Attendance

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

### Minutes

## 1. Coming Back into Covenant

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### 1.1. Chalice Lighting and Opening Words

Joseph read (Never Let Go of Hope - Jancari Campi) while Nesan lit the chalice

**Status:** Completed

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### 1.2. Reading of Board Covenant

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

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

All present read the board covenant aloud together

**Status:** Completed

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### 1.3. Confirm Timekeeper and Process Evaluator

Timekeeper: Nathan

Process evaluator: Dave

Timekeeper - Nathan

Process Evaluator - Dave

**Status:** Completed

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#### 1.3.1. Approve Agenda and Consent Agenda

- January Board meeting minutes
- Monitoring - End 1.4.4
- Monitoring - End 1.4.5

The agenda and consent agenda were approved unanimously

**Status:** Completed

#### Documents

- Minutes-2023-01-17-v1.pdf
  - 1.4.4 monitoring Report 02-2023.pdf
  - 1.4.5 monitoring 2-2023.pdf
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## 2. Connecting with our Moral Ownership

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### 2.1. Visitor's Forum

Linkage Committee has invited Richard and Beki Halpern. Please watch this Ted Talk ahead of time.



[https://www.ted.com/talks/katharine\\_hayhoe\\_the\\_most\\_important\\_thing\\_you\\_can\\_do\\_to\\_fight\\_climate\\_change\\_talk\\_about\\_source=tedcomshare&utm\\_medium=email&utm\\_campaign=tedspread](https://www.ted.com/talks/katharine_hayhoe_the_most_important_thing_you_can_do_to_fight_climate_change_talk_about_source=tedcomshare&utm_medium=email&utm_campaign=tedspread)

Richard & Beki Halpin presented to the board on the Green Sanctuary Ministry

- First UU was the first church in Austin to have a solar array
- They are the current co-chairs of the Green Sanctuary Ministry
- The Inside Books Project and the Homeless Care Packages fall into the purview of the Green Sanctuary
- We don't want to continue minimizing this crisis, which is better understood as 'global climate justice'
- The Green Sanctuary Ministry now has a third Sunday table set up in Howson Hall
- They request that we talk about the climate, as Katherine Hayhoe suggests in her presentations

<https://www.youtube.com/watch?v=25ZJWcqf8LE>

[https://www.ted.com/talks/katharine\\_hayhoe\\_the\\_most\\_important\\_thing\\_you\\_can\\_do\\_to\\_fight\\_climate\\_change\\_talk\\_about\\_it](https://www.ted.com/talks/katharine_hayhoe_the_most_important_thing_you_can_do_to_fight_climate_change_talk_about_it)

- They request that we think about ways for the various committees to participate in Earth Day; treat Earth Day as a sacred event
- They presented on the Inflation Reduction Act; they are hoping to spread the word to the congregation about the bill so that people can use it for rebates, etc.
- We are a Green Sanctuary Congregation, part of the National Green Sanctuary Ministry
- Around 25 people are on the mailing list for Green Sanctuary and they're working on pulling together a meeting of everyone

**Status:** Completed

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## 2.2. Recognition of Church Volunteers and Staff

Donna passed around cards for signatures

New suggestions are:

- OWL teachers for K-3 grade
- The people doing the vespers services
- Michael Kersey for his testimonial about the search committee

**Status:** Completed

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## 2.3. Moment with Rev. Chris

Rev. Chris presented on the state of the church

- We don't have any \$ in the budget to give Shannon a raise along with her promotion. Rev. Chris is donating money to give her a one-time bonus.
- In Rev. Chris' contract with Rev. Meg, he was due for a sabbatical (6 months). It kept getting put off (Covid, Meg's illness, interim ministry). He would like for the church to make sure that happens, no matter what happens in the future of the ministry.
- Someone has approached Rev. Chris about being on the sex offender list. We don't currently have a policy regarding this, and the person was asked to watch services and events online, but to not come to the premises. The staff is crafting a new policy concerning sex offender limited access.
- As mentioned in Rev. Jonalu's report, the congregation is seriously going through much grief.
- The animal blessing service was very well attended, including online.
- We're bringing back Spring Into Action, which will start up again in April. This year we will focus it on the climate crisis.
- Just had a path to membership class, with 10 new members. Including others, we should have about 20 new members total for the month.
- The KUT spots are running again. They still seem to be having a positive effect.

**Status:** Completed

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## 2.4. Moment with Rev. Jonalu

Rev. Jonalu presented on the interim ministry

- The history wall is going to stay up until the end of March. Leo is going to pull important information from it.
- The Caring Team has been learning from some other churches. 3/12 (in-person) & 3/16 (remote) are sessions to discuss those ideas and ways to implement them.
- She wants to add an addendum to the Interim Report. It will include something about the financial health of the church (both challenges and successes). It will also have a section about worship style. We also need to add information about potential conflict points that will be coming up during the search process (especially considering how conflict avoidant the congregation is). We also need to add information about social justice in action and communication.
- Search Committee processes need to be super clear & transparent so that people are trusting them.
- The Caring Team is working on a way for members to know when other members are going through something.
- They also completed the Interim Ministry Appraisal.
- Both Rev. Jonalu and Rev. Erin are planning on leaving at the ends of their contracts. Hopefully they will be replaced by a full-time interim minister.

**Status:** Completed

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## 3. Monitoring our Progress

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### 3.1. FUUCA Financials Update

The accountants have not yet closed out 2022. I will forward financial reports as soon as they do.

Rev. Chris presented on the financials

- Just closed out the 2022 books with the accountants.
- We should have a positive cash flow for the year of ~\$20K.
- Good lesson - pay attention to the balance sheets.
- Our pledge payments for 2022 only came in ~4% under what was budgeted, which is remarkable considering everything that went on in the past year.
- February numbers will be great because we received the \$50K check from the Franks. Don't expect a lot from the January numbers.

**Status:** Completed

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### 3.2. Interim OKR.3



**February 2023** – (OKR.3) interim ministry team has provided congregation a report of their findings and is giving the congregation a chance to provide feedback.

Interim OKR.3 was covered in the Moment with Rev. Jonalu

**Status:** Completed

Documents

- Interim Report of the Interim Ministers.pdf

### 3.3. Transition Committee Update

Donna summarized the report that Kelly Raley submitted.

- We closed nominations on Sun 2/19.
- About 50 people made nominations.
- We're going to start by contacting the people that were nominated by 3+ people. The Transition Committee will be asking for other board members' assistance in contacting those people.
- We have our template for the ranked voting once we have a slate of candidates.
- Kelly R has been in touch with the UUA about getting us an interim minister. In theory, we already have one person who has expressed interest.
- April 30th is the date of the election for the search committee.
- Board members will be needed to assist people with tech issues for the election.
- Kelly R is working on the details around the voting processes. We will be limiting voting somehow to ensure it's only members. We will have multiple days of voting, starting with email.
- Current rules for membership are:

Full voting membership in this church is open to any person 14 years or older who accepts the general purpose and programs of this church. There shall be no creedal requirements for membership. Signature in the membership book and a contribution of record are the basic requirements. The date of membership is the date of signature in the membership book; membership becomes official when acknowledged by the Board of Trustees.

**Status:** Completed

Documents

- Board Transitions Team February Report.docx

## 4. Learning & Creating the Future

### 4.1. Board Book Discussion

Mateo led the book discussion, chapters 10-12

- Good concepts from the book:
  - "Spiritual Bypassing"
  - "Wealth & Hellness"
- The topic of cultural appropriation is thorny. The line she draws in the book about it seems to be a good one. She gives simple guidelines to follow.
- The car accident metaphor of intent/impact is a good metaphor for microaggressions.
- Trauma can be intersectional.
- The apology process she gives is useful.
- One of the themes of the book is to get out of your comfort zone, and have the awkward/difficult/uncomfortable conversations. It's personally challenging.
- Kinsey from RE is asking people to share their religious heritage traditions and holidays, so that we can lift up what is actually in our congregation.

**Status:** Completed

## 5. Adjourn

### 5.1. Action Items and Announcements

Let's review the action items from this meeting:

Nesan will take the lead on establishing an interim search committee (besides the transitions committee)

**Status:** Completed

Documents

- Who to Contact.pdf

### 5.2. Assign Roles for Next Meeting

Assign roles for:

- Readings
- Timekeeper
- Process Evaluator
- Readings - Donna
- Timekeeper - Joseph
- Process Evaluator - Nathan
- Book Discussion - Matt

**Status:** Completed

### 5.3. Process Evaluation

Dave found the board satisfactory and productive on all counts

**Status:** Completed

Documents



- Board process review form.docx

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

Joseph read (Holy & Generous Love - Elena Westborough) while Nesan extinguished the chalice

The board went into Executive Session after adjournment.

**Status:** Completed

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

*By this we mean that we attend to Right Relationship within our congregation and in our larger community. The values of this congregation are:*

***Transcendence*** – To connect with wonder and awe of the unity of life

***Community*** – To connect with joy, sorrow, and service with those whose lives we touch

***Compassion*** – To treat ourselves and others with love

***Courage*** – To live lives of honesty, vulnerability, and beauty

***Transformation*** – To pursue the growth that changes our lives and heals our world

*In sermons, music, faith development, justice work and fellowship, we will speak about the oneness of all things and create moments where that unity might be experienced and savored. We will grow in depth of spirit so that we may be good companions and allies to those who are in joyful times or in sorrow. Service is the law of this community, and service is what love looks like in action. In sermons, music, faith development, justice work and fellowship, we will encourage one another to treat ourselves and those whose lives we touch with love, and to have the courage to live with as much honesty, vulnerability and beauty as we can. Through sermons, music, faith development, justice work and fellowship, we will inspire and nourish one another as we grow and change. Beginning in our homes, our hearts, and on the streets of our town, we will invite healing change, and in this way as well as in others, we will help make the world more whole.*

*Our children, youth and adults will learn about Unitarian and Universalist beliefs, history, and about women and men of our faith whose lives can teach and inspire us. We will pay particular attention to lifting up men and women of color in our history.*

*One of the ways we live out community, courage and compassion is to lift up an anti-racism lens as we preach and teach about these values, to all members of our congregation, including our children.*

**Measures:** Social action projects, protests, accompaniments, support of our guest in Sanctuary, faith development classes and get-togethers. We will have a Covenant of Healthy Relations and encourage people to live it at church functions and in their homes. Our Faith Development curricula will reflect this end. We will fill our classrooms and our services with stories about multi-racial community, not only pointing out injustices perpetrated against Black and Brown communities, but also celebrating the joy and accomplishments of People of the Global Majority. This dovetails with End #6.

Monitoring Report:

We report progress.



**2022 Social Action Projects** have included protests at the Capitol decrying legislation harming trans people, especially trans youth. Carrie Holley-Hurt and several of our other members have been faithfully showing up for this work. “UU the Vote” is active during most election cycles, encouraging folks to turn out to vote. There have been numerous actions for immigrants’ rights at which our Austin Sanctuary Network members have been involved. Several families in our RE department took their children to the anti-hate rally at the Capitol (photo attached.)

We have continued our **“moment for Beloved Community.”** In this moment, we give a bit of information, history, reflection or art that will invite the congregation to understand more about White Supremacy Culture. Lifting the veil of ignorance for our folks who identify as white is part of living our faith and showing those among us who are people of color that, in this congregation, the truth of our culture will not be willfully glossed over or ignored. **We do this during the service so the broadest possible section of our congregation will be present.**

**2022 The Board** has led conversations on anti-racism, and helped with the discussion on the Eighth Principle, on which we will **vote at our annual meeting.**

2021 The Change Team has been unable to do their work due to remote worship and meetings and loss of membership of the committee.

**RE** A broader variety of **children’s books** has been added to our RE library featuring people of color, and not just in books about injustice and history, but in books about everyday life.

**See attached RE report for a more detailed description of this work.**

**2022** We have continued to have a **“Faith Connections” letter** that comes out on Mondays from the RE department. Kelly Stokes and Carrie Reed, our RE staff, provide the content for this letter, drawing from our UU “Soul Matters” curriculum. Sections usually include an activity or good question for families with young children, a section for Youth, and a section for adults. The purpose of this letter is to continue Faith Development within the families (defined broadly) in our congregation, so values are lifted up, questions are asked, and our people are encouraged.

**2022 Sanctuary** work continues, both with supporting our guest as he endures his third year in sanctuary, in supporting others who are in sanctuary, and in supporting and accompanying asylum seekers who are not yet having to be in sanctuary as they go to their government appointments. **They have all been granted further stays of removal!**

2021 Alirio and Hilda have been granted a one-year stay of removal! Kudos to the Austin Sanctuary Network and all of their allies.

2021 RE classes continue, including activities, play, lessons, questions, fellowship, music, and play. On the first Sundays, families gather to have lunch together by the playground so the parents can get to know one another, and the children can just hang out in unstructured time. As Sr. Minister, I try to go to these lunches to get to know the children and their parents.

2021 All classes have been virtual this year. Attendance is down, but the teachers have been kind, energetic and faithful, and those children who do come are there often, and get a lot out of their classes.

**2022 Healthy Relations Team has been on hiatus this year. Since there has been so little interaction among members, there has been little to write about.**

2021 HRT continues to write a column for the Friday electronic newsletter about once a month, and stands ready to step in when there are conflicts between or among congregants.

**2022 Music** continues to be an enormous part of First UU culture and worship. The RE classes begin and end (often) with song. Brent Baldwin continues to broaden the musical offerings to include music from many cultures, when we have access to folks who can present that music in an authentic way, avoiding misappropriation. Most of our music has been solo or duet, as the choir has been on hiatus due to the Pandemic.

**2022 Fellowship** Celeste Padilla and her Fellowship Team have helped with several gatherings, the most recent of which was the reception for church member Kiya Heartwood's ordination.

2021 Worship is recorded and played on Sunday morning on the church Facebook page. During the week there are times every day where members can gather on Zoom to be with the ministers, to have coffee with Kami, to learn about gardening with Shannon, and the Young Adults have a Happy Hour hangout on Friday evenings.

**2022 Worship** has been presented live, either with or without a congregation, according to the Health Department's recommendations.

**Pandemic** This report is being written mostly about activities during the pandemic shutdown of 2020-22. We are working hard to continue connection with one another. RE classes happen on the Zoom platform, thanks to Kelly Stokes and our talented RE team of teachers. The Youth and Middle Schoolers also meet by Zoom with their advisors. **2022 youth are meeting in person again!**

Updated May 2022 Meg Barnhouse

## Limitations Report 2.3 – Financial Planning/Budgeting

### First UU Church of Austin

### March 16, 2023

2.3 Financial planning for any fiscal year or remaining part of any fiscal year shall not deviate materially from the Board's Ends priorities or risk fiscal jeopardy.

#### Interpretation:

This limitation refers to the proposed operating budget, which the executive presents to the board and congregation in December prior to the fiscal year to which it applies.

The church's fiscal year is the calendar year, January through December.

The budget shall be based on the church's ends.

For the purposes of this limitation, a material deviation shall be 5% of the overall budget.

"Risk fiscal jeopardy" refers to any financial practices that deviate significantly from best practices and which have an unacceptable likelihood of creating significant financial problems for the church. Such practices include non-payment of bills, non-payment of taxes, incurring debt without appropriate approvals, and the like.

#### Measures:

1. A comparison of the budget to the ends priorities.
2. Review of budget for activities likely to risk financial jeopardy.

#### Rationale for the Measures:

1. The comparison of the budget to the ends provides direct confirmation of compliance.
2. A review of the budget will reveal if the budget includes activities likely to risk financial jeopardy.

#### Evidence of Acceptable Progress – The Data

I report compliance.

The 2023 budget calls for taxes, bills, and other financial obligations to be paid in a timely way. It does not depend on financial practices that risk fiscal jeopardy.

We track expenses across four major program areas: Ministry, Music, Faith Development and Administration.

We estimated what percentages of their time each of our staff spends on each of these programs and then allocated these salaries and benefits costs accordingly to each program area. For the FTE formula, we calculated how many FTEs we dedicate to each program area and then divided it by the total FTE's we have at the church as a whole. The resulting percentage for each program area is then how we allocated costs such as utilities, janitorial services, etc. (as is standard practice for non-profits).

Accordingly, the Senior Minister shall not allow budgeting that:

- 2.3.1 Fails to communicate a reasonably accurate projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.

Interpretation:

The budget proposal shall use moderately conservative projections of revenue and expenses, grounded on the analysis of recent trends and current data. We shall present capital expenses (such as the construction of a new building), during any year that we anticipate them, separately from the operating budget.

The budget will include a narrative that explains the budget priorities.

Depending on the level of detail, planning assumptions shall be disclosed either as part of the narrative or on request. An assumption, like the discounting of pledge income by 3.5% for likely non-payment, would appear in the written proposal. Detailed line items, salaries and such on the other hand would be available by request.

Measures:

1. A comparison of the budget proposal to the previous year's budget.
2. A review of budget assumptions to confirm whether they are reasonable.

Rationale for Measures:

1. The comparison of the proposal and the previous year's budget would reveal any significant variations. Any significant variation (e.g., a 25% increase in overall revenue) would certainly merit further inquiry and explanation.
2. Budget assumptions constitute the root of specific budget numbers. Straightforward ones, such as a photocopier expense with little or no annual variation, require little effort to verify. Pledge figures, and pledge discounting, will require multiple calculations to demonstrate.

Evidence of Acceptable Progress – The Data

I report compliance.

The 2023 budget is slightly higher than the 2022 budget in terms of both expenses and revenue, because we anticipated are back to in person worship and programs for the year and anticipate growth.

To calculate expenses for 2023, we looked at actual expenses for 2022 and extrapolated year-end numbers, adjusted due to anticipated changes in church needs and to make a board and congregation approved staffing change to better reduce our risk of financial and operational jeopardy.

We believe the 2023 budget to be a moderately conservative projection based upon the best available information at the time it was presented to the congregation and the board.

- 2.3.2 Provides less for Board prerogatives during the year than is set forth in the Cost of Governance Policy.

Interpretation:

Cost of Governance is the church's investment in our board of trustees in order to ensure it has the skills, knowledge, and dispositions necessary to effectively fulfill its role.

The executive will ensure the availability of funds for this purpose either through the operating fund (preferably) or through restricted funds that can be legitimately accessed for this purpose.

Measures:

1. The inclusion, or lack thereof, of such funds in the operating budget.

Rationale for Measures:

1. Either the budget includes such funds or it doesn't.

Evidence of Acceptable Progress – The Data

I report compliance.

The executive is making available funds, through the budget, to cover the cost of governance in 2023.

- 2.3.3 Plans the expenditure in any fiscal year of more funds than are reasonably projected to be available in that period.

Interpretation:

The executive shall not present an operating budget that exceeds available operating funds.

Measures:

1. A review of the budget proposal to confirm whether or not it has a deficit.

Rationale for Measures:

1. A simple review of the bottom line of the budget proposal suffices to determine whether or not it shows a deficit.

Evidence of Acceptable Progress – The Data

I report partial compliance.

The 2023 budget projects revenue less than expenses to allow for recovery from the pandemic and to make the aforementioned staffing change to better avoid fiscal and operational jeopardy.

*[Last updated 03/16/2023]*

## Limitations Report - 2.5 Continuous Operations Plan

First UU Church of Austin

March 16, 2023

In order to protect the church and Board from sudden loss of the Senior Minister, the Senior Minister shall not fail to maintain a continuous operations plan.

### Interpretation:

We shall have a contingency plan that directs staff in the case of a significant unplanned absence of the senior minister. Circumstances could include death, serious illness or accident. The plan shall seek to mitigate the damage to the church and congregation that such an absence may cause. Likewise, it shall address questions of authority and responsibility so as to minimize disruption to day-to-day operations.

Although the plan will seek to minimize disruption to the board and its appropriate policy-based governance role, the sorts of circumstances that a continuous operations plan responds to require, by necessity, some action by the board. However, the senior minister may not prescribe board action. Therefore, the plan will include recommendations to the board so that its actions might also protect the congregation and mitigate any harm that the sudden loss of the senior minister could cause.

### Measures:

The existence of said plan.

### Rationale for the Measures:

This is a straightforward policy. Either we can demonstrate that it exists, or we cannot.

### Evidence of Acceptable Progress – The Data:

I report compliance.

Because we are in an interim period, the attached plan is not currently applicable. However, it is reasonable to believe that once a new senior minister is called that such a plan protects the church by laying out a clear plan of action in the case of a sudden loss of the senior minister. Day-to-day operations will continue with minimal disruptions, lines of authority and responsibility remain clear, and it provides clear recommendations to the board so that they might respond to such a situation in the most effective manner.

The titles within the plan and some specifics may well need to be altered depending upon the ministerial staffing structure that may be in place once a new senior minister is called and is in place.

During the interim ministry period, the church is operating with a co-lead minister structure, so should one co-lead minister be unavailable to perform their duties for a short-term period, the other would be able to temporarily cover such an absence, perhaps with the aid of contracting for periodic guest worship leaders. In the case of a longer-term absence, it might become

necessary for the Board of Trustees to arrange for a contract or other form of temporary ministerial assistance.

*[Last updated on March 16, 2023.]*

## **Continuous Operations Plan**

### **First Unitarian Universalist Church of Austin**

This Continuous Operations Plan (COP) outlines operational contingencies in the unplanned absence of the Senior Minister.

Unplanned absence covers any circumstance when the Senior Minister cannot perform her scheduled duties and is not in a capacity to formally delegate authority on a temporary basis. A scheduled vacation or study leave does not qualify as unplanned. Circumstances such as incapacitation (e.g., medical emergency), amnesia, sudden resignation or dismissal qualify as unplanned.

A situation where the senior minister remains of sound mind plus is willing and able to engage in at least high-level decision-making shall be considered an unplanned partial absence. This might be, for example, serious medical condition that restricts the minister to a healthcare facility and limits the number of hours available for phone and face-to-face consultation. This COP does not apply to such a circumstance; any delegation of authority and responsibility in this scenario would be done by the minister herself.

#### **Unplanned absence on Sunday morning & worship services**

Should the person scheduled for the pulpit on any given Sunday fail to appear, whether the Senior Minister or otherwise, then the lay leader shall take on that role. There are many sermons on the First UU website that can be downloaded and read in such an emergency.

#### **Unplanned absence, short-term**

An unplanned absence will be considered short-term if:

- It can be reasonably determined by at least one staff minister that it will last less than four weeks; or
- If the length of the likely absence remains undetermined and has not yet exceeded four weeks.

During a short-term unplanned absence, the Minister for Program Development shall exercise day-to-day executive authority for routine operations (signing time sheets, authorizing expenses, and the like) and any staff Ministers will perform routine ministerial functions.

Inasmuch as possible, non-routine executive decisions should be deferred during a short-term unplanned absence. Should it be necessary to make any such decisions during this time (e.g., creating new policies, changing existing policies, making major personnel changes, and the like), then such decisions will require the approval of the staff ministers.

The Minister for Program Development shall have the responsibility for determining whether or not circumstances merit reviewing the minister's office and securing any potentially confidential documents and following through as necessary.

#### **Unplanned absence, long-term**

An unplanned absence will be considered long-term if:



- It can be reasonably determined, by both at least one staff Minister, that it will last more than four weeks; or
- If the length of the absence has exceeded four weeks.

## NEW POLICY SUGGESTIONS UNDERLINED

2021

The long-term absence would likely pass through these phases

- 1) The Minister For Program Development, Chris Jimmerson, would take over as Acting Senior Minister.
- 2) An Interim Minister for Program Development would be hired to cover the duties formerly in the remit of the Minister for Program Development.
- 3) The UUA Trauma Team would be called in to help in case the Senior Minister's absence happened suddenly or in a traumatic way.

This policy will be revisited in case of normal changes in the ministry and ministerial staff of First UU. These are recommendations to the Board.

The long-term absence would likely pass through three phases in terms of operating authority.

- 1) Staff minister(s) as executive(s)
- 2) Temporary Interim Minister and Minister of Program Development as co-executives (executive team)
- 3) Regular Interim Minister as executive

The first phase is prescribed by this policy. Phases 2 and 3 constitute recommendations to the Board of Trustees ( as the Continuous Operations Policy cannot prescribe actions to the board).

Concurrent with phases 1 and 2, the Board of Trustees should move with all due haste to hire both a temporary interim minister and regular interim minister (described below).

### **Phase 1: Minister of Program Support as the executive**

Phase 1 covers the time between the declaration (de facto or de jure) of a long-term unplanned absence and the hiring by the board of a temporary interim minister. Depending on a variety of factors, phase 1 could last days or months, or circumstances might allow the church to skip this phase altogether. Important factors include when the board initiates the search process for a temporary interim minister, how long that search process takes, and the availability of good candidates.

During phase 1, the **Minister of Program Support** will exercise full executive authority as the Executive, with the same rights, limitations, and responsibilities as the Senior Minister. This includes, but is not limited to, creating new policies, changing existing policies, making major personnel changes, and the like. This does not include responsibility for the direct participation in non-executive activities that are specific to the minister's skill set such as giving sermons, providing pastoral care, presiding over rites of passage, and the like, though the Executive Team will have responsibility for ensuring that those activities continue to happen.

A long-term, unplanned absence would have a risk of creating damage and instability within the church. This would be an emergency situation, not a time for business as usual or making progress towards our important goals. Therefore, the Executive's principal responsibility shall be to mitigate the negative impact to the church. In order to faithfully execute the critical functions of the senior minister in addition to the Executives already demanding responsibilities, all non-essential functions shall be suspended or heavily curtailed. These include audits and most written reports to the board. Nonetheless, the Executive shall continue to inform the board, either in writing or orally, of all critical information in a timely way (e.g., general financial picture, general state of the church, and the like).

In order to appropriately compensate according to responsibilities and role, and minimize the possibility of losing additional critical staff members, the Executive shall receive bonus compensation, above and beyond their regular pay, equivalent to  $\frac{1}{4}$  of the Senior Minister's salary and housing (retroactive to the first day of the unplanned absence and lasting until the senior minister returns or interim minister arrives and begins work).

In order to minimize the possibility of losing other critical staff during a time of emergency, and in recognition of the additional responsibilities and stress that such a time create, other full-time staff shall receive 10% bonus compensation (retroactive to the first day of the unplanned absence and lasting until the senior minister returns or the regular interim minister arrives and begins work).

The **Minister of Program Support** shall have the responsibility of reviewing the minister's office and securing any potentially confidential documents.

## **2021 proposed changes**

**Phase 2: Acting Senior Minister continues as executive. Interim Minister of Program Support is hired and is the Assistant Minister. If needed, a temporary administrator may be hired so the search for the right Assistant Minister could be conducted peacefully without urgency.**

### **Phase 2: Temporary Interim Minister and Minister of Program Support as co-executives (executive team)**

Phase 2 constitutes a recommendation to the Board of Trustees as the executive cannot create policy that binds the board.

Phase 2 covers the time from the arrival of the temporary interim minister (TIM) until the arrival of the regular interim minister. Depending on a variety of factors, phase 2 could last up to 8 months. Important factors include when the board initiates the search process for a regular interim minister, how long that search process takes (including how close it is to the UUA's regular cycles), and the availability of good candidates.

During phase 2, the Board of Trustees would do well to direct the Minister of Program Support and TIM to share executive authority as an executive team, with the same rights, limitations, and responsibilities as the Senior Minister. This includes, but is not limited to, creating new policies, changing existing policies, making major personnel changes, and the like.

A long-term, unplanned absence would have a high risk of creating serious damage and instability within the church. This would be an emergency situation, not a time for business as usual or making progress towards our important goals. Therefore, the executive team's principal responsibility shall be to mitigate the negative impact to the church. In order to faithfully execute the critical functions of two demanding, full-time professional positions, all non-essential functions shall be suspended or heavily curtailed. These include audits and most written reports to the board. Nonetheless, the executive team shall continue to inform the board, either in writing or orally, of all critical information in a timely way (e.g., general financial picture, general state of the church, and the like).

### **Phase 3: Regular Interim Minister as Executive**

Phase 3 constitutes a recommendation to the Regular Interim Minister (RIM) and Board of Trustees as the executive cannot create policy that binds her successor.

Phase 3 covers the time of the regular interim ministry, which typically lasts one to three years.

During phase 3, the board would do well to hire the regular interim minister to serve as sole executive, with the same rights, limitations, and responsibilities as the Senior Minister. This includes, but is not limited to, creating new policies, changing existing policies, making major personnel changes, and the like. All staff would report to the regular interim minister. The levels of work hours and stress will likely remain high throughout the regular interim ministry period.

### **Other recommendations to the Board of Trustees**

The COP does not have the authority to implement the following. However, should the Senior Minister's absence be permanent, it recommends to the board the following additional actions to increase stability and mitigate damage to the church:

- To move with all due haste to hire a regular interim minister or a developmental minister, following the UUA's regular process.
- Because the arrival of a regular interim minister could take from one to eight months after beginning a search, to move with all due haste to hire a temporary interim minister, from available local candidates (the area has a number of under-employed and retired UU ministers who would likely be willing to work with us under these circumstances). Such a temporary minister's duties would include Sunday services, pastoral care, and helping the congregation and leaders to manage difficult circumstances appropriately. Unless the temporary minister had good credentials and experience in an executive role, that person should serve as co-executive with the Minister of Program Support, with both reporting to the board of trustees (as described above in phase 2).
- To provide strong public and private support to the staff (particularly the executive or executives). Holding the church together during a time of transition, trauma, and without its most important staff person is stressful and difficult. The board's public and private

support can prove critical for the staff's success and for keeping the congregation's expectations appropriate (mitigating negative impact during the time of transition, but not that there won't be any).

- Provide serious incentives to all senior staff to remain committed and engaged with the church rather than seeking employment elsewhere due to the stress and uncertainty that transition can cause. Such incentives could include bonus compensation (not a permanent raise, but rather a temporary increase during extraordinary times), additional paid leave, and/or other types of support.

*Rev, Meg Barnhouse, March 2022*

*Changes proposed 2021*

### December 2022 and Fiscal Year 2022 Financial Statements

We completed the year with a little under \$26,000 in net positive cash flow. This was due primarily to lower than expected expenses. The effects of economic inflation we had projected earlier in the year did not become reality!

I did not include specific line item notes this time they would not change from prior reports. We continued to experience unbudgeted building repairs expenses, and this bears watching going forward.

Our current cash reserve stands at about four months.

**FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN**

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**Budget vs. Actuals: 2022 Budget  
January - December 2022**

	Dec 2022			Total		
	Actual	Budget	over/under	Actual	Budget	over/under
<b>Income</b>						
<b>4100 Earned Revenue</b>			0	0	0	0
4110 Event Revenue		0	0	0	10,000	-10,000
4130 Rentals Revenue	9,345	11,500	-2,155	109,667	125,000	-15,333
4199 Discounts/Refunds Given			0	-1,675	0	-1,675
<b>Total 4100 Earned Revenue</b>	<b>\$ 9,345</b>	<b>\$ 11,500</b>	<b>-\$ 2,155</b>	<b>\$ 107,992</b>	<b>\$ 135,000</b>	<b>-\$ 27,008</b>
<b>4200 Contributed Revenue</b>			0	0	0	0
4210 Unrestricted Contributions			0	0	0	0
4211 Pledge	67,282	57,268	10,014	623,657	650,929	-27,272
4212 Sunday Plate	1,541	2,500	-959	22,098	30,000	-7,902
4213 Other Gifts	8,330	3,337	4,993	121,769	40,000	81,769
<b>Contributions</b>	<b>\$ 77,153</b>	<b>\$ 63,105</b>	<b>\$ 14,048</b>	<b>\$ 767,523</b>	<b>\$ 720,929</b>	<b>\$ 46,594</b>
4220 Restricted Contributions	2,166		2,166	16,947	0	16,947
4221 Special Plate	3,058	837	2,221	17,151	10,000	7,151
<b>Total 4220 Restricted Contributions</b>	<b>\$ 5,223</b>	<b>\$ 837</b>	<b>\$ 4,386</b>	<b>\$ 34,098</b>	<b>\$ 10,000</b>	<b>\$ 24,098</b>
4230 Grants		0	0	142,079	247,141	-105,062
4290 Other Contributed Revenue	-329	3,000	-3,329	10,122	29,000	-18,878
<b>Total 4200 Contributed Revenue</b>	<b>\$ 82,047</b>	<b>\$ 66,942</b>	<b>\$ 15,105</b>	<b>\$ 953,822</b>	<b>\$ 1,007,070</b>	<b>-\$ 53,248</b>
<b>Total Income</b>	<b>\$ 91,392</b>	<b>\$ 78,442</b>	<b>\$ 12,950</b>	<b>\$1,061,814</b>	<b>\$ 1,142,070</b>	<b>-\$ 80,256</b>
<b>Expenses</b>						
<b>Total 6100 Payroll Expenses</b>	<b>\$ 60,961</b>	<b>\$ 82,103</b>	<b>-\$ 21,142</b>	<b>\$ 646,019</b>	<b>\$ 755,702</b>	<b>-\$ 109,683</b>
<b>Total 6210 Charitable Giving</b>	<b>-\$ 217</b>	<b>\$ 3,460</b>	<b>-\$ 3,677</b>	<b>\$ 42,558</b>	<b>\$ 41,574</b>	<b>\$ 984</b>
<b>Total 6220 Program Expenses</b>	<b>\$ 9,855</b>	<b>\$ 9,904</b>	<b>-\$ 49</b>	<b>\$ 95,892</b>	<b>\$ 123,759</b>	<b>-\$ 27,867</b>
<b>Total 6300 Outreach Costs</b>	<b>\$ 450</b>	<b>\$ 1,286</b>	<b>-\$ 836</b>	<b>\$ 39,704</b>	<b>\$ 15,751</b>	<b>\$ 23,953</b>
<b>Total 6400 Occupancy Costs</b>	<b>\$ 13,205</b>	<b>\$ 6,595</b>	<b>\$ 6,610</b>	<b>\$ 100,955</b>	<b>\$ 79,388</b>	<b>\$ 21,567</b>
<b>Total 6600 Subscription's and Fees</b>	<b>\$ 1,630</b>	<b>\$ 1,020</b>	<b>\$ 610</b>	<b>\$ 17,077</b>	<b>\$ 12,300</b>	<b>\$ 4,777</b>
<b>Total 6700 Business Expenses</b>	<b>\$ 4,952</b>	<b>\$ 3,927</b>	<b>\$ 1,025</b>	<b>\$ 65,782</b>	<b>\$ 64,183</b>	<b>\$ 1,599</b>
6820 Depreciation Expense	10,993	10,667	326	130,631	128,051	2,580
6830 Interest Expense	4,496	5,742	-1,246	56,025	68,957	-12,932
<b>Total Expenses</b>	<b>\$106,325</b>	<b>\$ 124,704</b>	<b>-\$ 18,379</b>	<b>\$1,214,435</b>	<b>\$ 1,289,665</b>	<b>-\$ 75,230</b>
<b>Total Other Income</b>	<b>\$ 50</b>	<b>\$ 0</b>	<b>\$ 50</b>	<b>\$ 8,868</b>	<b>\$ 0</b>	<b>\$ 8,868</b>
<b>Net Income</b>	<b>-\$14,883</b>	<b>-\$46,262</b>	<b>\$31,379</b>	<b>-\$143,752</b>	<b>-\$147,595</b>	<b>\$3,843</b>
<b>Non-Operational Expense</b>	<b>\$15,489</b>	<b>\$16,409</b>	<b>-\$920</b>	<b>\$186,656</b>	<b>\$197,008</b>	<b>-\$10,352</b>
<b>Non-Operational Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,947</b>	<b>\$0</b>	<b>-\$16,947</b>
<b>Net Operational Income</b>	<b>\$606</b>	<b>-\$29,853</b>	<b>\$30,459</b>	<b>\$25,957</b>	<b>\$49,413</b>	<b>-\$23,456</b>

# FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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## Balance Sheet As of December 31, 2022

	OCT 2022	NOV 2022	DEC 2022
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1072 Bill.com Money Out Clearing	1,900	1,876	2,126
1110 8009-THCU Checking	531,125	511,395	512,516
1120 RBank Debt Service 676	59,169	59,171	59,184
1130 RBank Construction 668	126,881	117,979	109,076
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.	252,924	266,682	260,843
1720 UUCEF Mixed Investment Account	313,978	331,057	323,809
1730 UUCEF Murr Music Account	71,322	75,202	73,555
1740 UUCEF Education	640,591	675,437	660,649
<b>Total Bank Accounts</b>	<b>\$1,998,128</b>	<b>\$2,039,037</b>	<b>\$2,001,995</b>
Accounts Receivable			
1210 Accounts Receivable	0	0	0
<b>Total Accounts Receivable</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Other Current Assets			
1199 Undeposited Funds	0	0	0
1220 VANCO - Payment Reconciliation	0	0	0
1230 Cash/Checks	-41	7,497	0
1240 VANCO - ACH/MS	0	0	0
1250 VANCO - ACH	0	0	0
1260 Stripe	1,189	8,015	8,227
1310 Prepaid Expenses	5,170	3,757	3,539
1490 Other Current Assets	0	0	0
<b>Total Other Current Assets</b>	<b>\$6,319</b>	<b>\$19,269</b>	<b>\$11,766</b>
<b>Total Current Assets</b>	<b>\$2,004,447</b>	<b>\$2,058,305</b>	<b>\$2,013,761</b>

# FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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## Balance Sheet As of December 31, 2022

	OCT 2022	NOV 2022	DEC 2022
Fixed Assets			
1500 Fixed Assets			
1510 Building	3,810,162	3,810,162	3,810,162
1520 Land	3,772,325	3,772,325	3,772,325
1530 Furniture & Equipment	132,994	132,994	132,994
1540 Exterior Structures & Improvements	19,350	19,350	19,350
1590 Accumulated Depreciation	-715,981	-726,974	-737,967
<b>Total 1500 Fixed Assets</b>	<b>7,018,850</b>	<b>7,007,857</b>	<b>6,996,863</b>
<b>Total Fixed Assets</b>	<b>\$7,018,850</b>	<b>\$7,007,857</b>	<b>\$6,996,863</b>
<b>TOTAL ASSETS</b>	<b>\$9,023,297</b>	<b>\$9,066,162</b>	<b>\$9,010,625</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2110 Accounts Payable	2,159	12,155	5,319
<b>Total Accounts Payable</b>	<b>\$2,159</b>	<b>\$12,155</b>	<b>\$5,319</b>
Credit Cards			
2150 Chase Credit Card 3081	215	215	215
Credit card (1319)	456	456	456
Credit card (2900)	687	811	935
Credit card (3030)	61	827	916
Credit card (3081)	-33,337	-40,052	-43,869
Credit card (3115)	72	72	72
Credit card (3123)	1,109	1,109	1,109
Credit card (4576)	21,048	22,901	25,471
Credit card (8572)	15,385	15,165	15,468
Credit card (9450)	4,150	4,385	5,233
<b>Total 2150 Chase Credit Card 3081</b>	<b>9,846</b>	<b>5,889</b>	<b>6,005</b>
<b>Total Credit Cards</b>	<b>\$9,846</b>	<b>\$5,889</b>	<b>\$6,005</b>
Other Current Liabilities			
2320 Security Deposits	0	0	0
2410 Payroll Liabilities	0	0	0
2450 Sales Tax Payable	0	0	0
2500 Accrued Interest	0	0	0
2610 PPP Loan	0	0	0
Sales Tax Agency Payable	0	0	0
<b>Total Other Current Liabilities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Current Liabilities</b>	<b>\$12,005</b>	<b>\$18,044</b>	<b>\$11,324</b>



# FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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## Balance Sheet As of December 31, 2022

	OCT 2022	NOV 2022	DEC 2022
Long-Term Liabilities			
2620 Construction Loan	1,203,870	1,199,623	1,195,212
<b>Total Long-Term Liabilities</b>	<b>\$1,203,870</b>	<b>\$1,199,623</b>	<b>\$1,195,212</b>
<b>Total Liabilities</b>	<b>\$1,215,874</b>	<b>\$1,217,667</b>	<b>\$1,206,535</b>
Equity			
3110 Unrestricted Net Assets	784,140	784,140	784,140
3120 Restricted Funds	7,429,514	7,429,514	7,429,514
3130 Unrealized Gain/Loss on Investments	-280,748	-211,185	-240,707
Opening Balance Equity	0	0	0
Net Income	-125,484	-153,974	-168,857
<b>Total Equity</b>	<b>\$7,807,423</b>	<b>\$7,848,495</b>	<b>\$7,804,090</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$9,023,297</b>	<b>\$9,066,162</b>	<b>\$9,010,625</b>

### January 2023 Financial Statements

I have attached the above. We slightly exceeded budgeted revenue. We also slightly exceeded budgeted expenses, mostly due to paying the monthly special offering recipients earlier than anticipated.

It is too early to begin making year end projections yet, so this report will be included in later months.

I am estimating we hold just under 5 months in reserve funds; however, this includes having already received the \$50,000 pledge match payment and some pledge payments that are intended for the entire year. Thus, we can anticipate the reserve fund to begin to become smaller over time, as we expend these funds we have already received.

**FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN**

**Budget vs. Actuals: 2023 Budget - FY23 P&L**

**January 2023**

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	Jan 2023			Total		
	Actual	Budget	over Budget	Actual	Budget	over Budget
<b>Income</b>						
<b>4100 Earned Revenue</b>			0	0	0	0
4110 Event Revenue	3,200	0	3,200	3,200	0	3,200
4130 Rentals Revenue	8,942	10,416	-1,474	8,942	10,416	-1,474
<b>Total 4100 Earned Revenue</b>	<b>\$ 12,142</b>	<b>\$ 10,416</b>	<b>\$ 1,726</b>	<b>\$ 12,142</b>	<b>\$ 10,416</b>	<b>\$ 1,726</b>
<b>4200 Contributed Revenue</b>			0	0	0	0
4210 Unrestricted Contributions			0	0	0	0
4211 Pledge	74,259	70,000	4,259	74,259	70,000	4,259
4212 Sunday Plate	1,950	2,000	-50	1,950	2,000	-50
4213 Other Gifts	8,673	5,916	2,757	8,673	5,916	2,757
<b>Total 4210 Unrestricted Contributions</b>	<b>\$ 84,882</b>	<b>\$ 77,916</b>	<b>\$ 6,966</b>	<b>\$ 84,882</b>	<b>\$ 77,916</b>	<b>\$ 6,966</b>
4220 Restricted Contributions	121	0	121	121	0	121
4221 Special Plate	1,443	1,130	313	1,443	1,130	313
<b>Total 4220 Restricted Contributions</b>	<b>\$ 1,564</b>	<b>\$ 1,130</b>	<b>\$ 434</b>	<b>\$ 1,564</b>	<b>\$ 1,130</b>	<b>\$ 434</b>
4290 Other Contributed Revenue		1,750	-1,750	0	1,750	-1,750
<b>Total 4200 Contributed Revenue</b>	<b>\$ 86,446</b>	<b>\$ 80,796</b>	<b>\$ 5,650</b>	<b>\$ 86,446</b>	<b>\$ 80,796</b>	<b>\$ 5,650</b>
<b>Total Income</b>	<b>\$ 98,588</b>	<b>\$ 91,212</b>	<b>\$ 7,376</b>	<b>\$ 98,588</b>	<b>\$ 91,212</b>	<b>\$ 7,376</b>
<b>Expenses</b>						
<b>Total 6100 Payroll Expenses</b>	<b>\$ 51,357</b>	<b>\$ 61,008</b>	<b>-\$ 9,651</b>	<b>\$ 51,357</b>	<b>\$ 61,008</b>	<b>-\$ 9,651</b>
<b>Total 6210 Charitable Giving</b>	<b>\$ 26,872</b>	<b>\$ 6,122</b>	<b>\$ 20,750</b>	<b>\$ 26,872</b>	<b>\$ 6,122</b>	<b>\$ 20,750</b>
<b>Total 6220 Program Expenses</b>	<b>\$ 10,498</b>	<b>\$ 6,484</b>	<b>\$ 4,014</b>	<b>\$ 10,498</b>	<b>\$ 6,484</b>	<b>\$ 4,014</b>
<b>Total 6300 Outreach Costs</b>	<b>\$ 4,206</b>	<b>\$ 14,738</b>	<b>-\$10,532</b>	<b>\$ 4,206</b>	<b>\$ 14,738</b>	<b>-\$10,532</b>
<b>Total 6400 Occupancy Costs</b>	<b>\$ 9,952</b>	<b>\$ 8,084</b>	<b>\$ 1,868</b>	<b>\$ 9,952</b>	<b>\$ 8,084</b>	<b>\$ 1,868</b>
<b>Total 6600 Subscription's and Fees</b>	<b>\$ 739</b>	<b>\$ 1,663</b>	<b>-\$ 924</b>	<b>\$ 739</b>	<b>\$ 1,663</b>	<b>-\$ 924</b>
<b>Total 6700 Business Expenses</b>	<b>\$ 3,851</b>	<b>\$ 6,275</b>	<b>-\$ 2,424</b>	<b>\$ 3,851</b>	<b>\$ 6,275</b>	<b>-\$ 2,424</b>
6820 Depreciation Expense	\$10,993	\$10,740	\$253	\$10,993	\$10,740	\$253
6830 Interest Expense	\$4,625	\$4,693	-\$68	\$4,625	\$4,693	-\$68
<b>Total Expenses</b>	<b>\$ 123,094</b>	<b>\$119,807</b>	<b>\$ 3,287</b>	<b>\$123,094</b>	<b>\$ 119,807</b>	<b>\$ 3,287</b>
<b>Total Other Income</b>	<b>\$ 51</b>	<b>\$ 0</b>	<b>\$ 51</b>	<b>\$ 51</b>	<b>\$ 0</b>	<b>\$ 51</b>
<b>Net Income</b>	<b>-\$ 24,455</b>	<b>-\$ 28,595</b>	<b>\$ 4,140</b>	<b>-\$ 24,455</b>	<b>-\$ 28,595</b>	<b>\$ 4,140</b>
<b>Non-Operational Expenses</b>	<b>16,269</b>	<b>16,083</b>	<b>186</b>	<b>16,269</b>	<b>16,083</b>	<b>186</b>
<b>Non-Operational Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Operational Income</b>	<b>-8,186</b>	<b>-12,512</b>	<b>4,326</b>	<b>-8,186</b>	<b>-12,512</b>	<b>4,326</b>

1

2

3

4

5

Budget Versus Actual Notes:

1. Church portion of TXUUJM event
2. Delay in switch to new staffing structure
3. Over due to paying out monthly special offerings all at once earlier than anticipated.
4. Over due to early General Assembly registrations and travel registrations.
5. Under as billing for KUT sponsorship has been delayed

# FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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## Balance Sheet As of January 31, 2023

	NOV 2022	DEC 2022	JAN 2023
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1072 Bill.com Money Out Clearing	2,323	2,573	2,573
1110 8009-THCU Checking	511,395	512,516	521,165
1120 RBank Debt Service 676	59,171	59,184	59,186
1130 RBank Construction 668	117,979	109,076	101,323
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.	266,682	260,843	276,482
1720 UUCEF Mixed Investment Account	331,057	323,809	343,223
1730 UUCEF Murr Music Account	75,202	73,555	77,965
1740 UUCEF Education	675,437	660,649	700,258
<b>Total Bank Accounts</b>	<b>\$2,039,484</b>	<b>\$2,002,443</b>	<b>\$2,082,413</b>
Accounts Receivable			
1210 Accounts Receivable	0	0	0
<b>Total Accounts Receivable</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Other Current Assets			
1199 Undeposited Funds	0	0	0
1220 VANCO - Payment Reconciliation	0	0	0
1230 Cash/Checks	7,497	0	0
1240 VANCO - ACH/MS	0	0	0
1250 VANCO - ACH	0	0	0
1260 Stripe	8,015	8,227	911
1310 Prepaid Expenses	3,757	3,539	3,152
1490 Other Current Assets	0	0	0
<b>Total Other Current Assets</b>	<b>\$19,269</b>	<b>\$11,766</b>	<b>\$4,063</b>
<b>Total Current Assets</b>	<b>\$2,058,753</b>	<b>\$2,014,209</b>	<b>\$2,086,476</b>

# FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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## Balance Sheet As of January 31, 2023

	NOV 2022	DEC 2022	JAN 2023
Fixed Assets			
1500 Fixed Assets			
1510 Building	3,810,162	3,810,162	3,810,162
1520 Land	3,772,325	3,772,325	3,772,325
1530 Furniture & Equipment	132,994	132,994	132,994
1540 Exterior Structures & Improvements	19,350	19,350	19,350
1590 Accumulated Depreciation	-726,974	-737,967	-748,961
<b>Total 1500 Fixed Assets</b>	<b>7,007,857</b>	<b>6,996,863</b>	<b>6,985,870</b>
<b>Total Fixed Assets</b>	<b>\$7,007,857</b>	<b>\$6,996,863</b>	<b>\$6,985,870</b>
<b>TOTAL ASSETS</b>	<b>\$9,066,609</b>	<b>\$9,011,072</b>	<b>\$9,072,346</b>
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2110 Accounts Payable	12,602	5,766	14,102
<b>Total Accounts Payable</b>	<b>\$12,602</b>	<b>\$5,766</b>	<b>\$14,102</b>
Credit Cards			
2150 Chase Credit Card 3081	215	215	215
Credit card (1319)	456	456	718
Credit card (2900)	811	935	1,069
Credit card (3030)	827	916	945
Credit card (3081)	-40,052	-43,869	-47,288
Credit card (3115)	72	72	72
Credit card (3123)	1,109	1,109	1,109
Credit card (4576)	22,901	25,471	28,580
Credit card (8572)	15,165	15,468	16,617
Credit card (9450)	4,385	5,233	6,573
<b>Total 2150 Chase Credit Card 3081</b>	<b>5,889</b>	<b>6,005</b>	<b>8,609</b>
<b>Total Credit Cards</b>	<b>\$5,889</b>	<b>\$6,005</b>	<b>\$8,609</b>
Other Current Liabilities			
2320 Security Deposits	0	0	0
2410 Payroll Liabilities	0	0	0
2450 Sales Tax Payable	0	0	0
2500 Accrued Interest	0	0	0
2610 PPP Loan	0	0	0
Sales Tax Agency Payable	0	0	0
<b>Total Other Current Liabilities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Current Liabilities</b>	<b>\$18,491</b>	<b>\$11,771</b>	<b>\$22,711</b>

# FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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## Balance Sheet As of January 31, 2023

	NOV 2022	DEC 2022	JAN 2023
Long-Term Liabilities			
2620 Construction Loan	1,199,623	1,195,212	1,190,930
<b>Total Long-Term Liabilities</b>	<b>\$1,199,623</b>	<b>\$1,195,212</b>	<b>\$1,190,930</b>
<b>Total Liabilities</b>	<b>\$1,218,114</b>	<b>\$1,206,982</b>	<b>\$1,213,641</b>
Equity			
3110 Unrestricted Net Assets	784,140	784,140	615,282
3120 Restricted Funds	7,429,514	7,429,514	7,429,514
3130 Unrealized Gain/Loss on Investments	-211,185	-240,707	-161,636
Opening Balance Equity	0	0	0
Net Income	-153,974	-168,857	-24,455
<b>Total Equity</b>	<b>\$7,848,495</b>	<b>\$7,804,090</b>	<b>\$7,858,705</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$9,066,609</b>	<b>\$9,011,072</b>	<b>\$9,072,346</b>

## **Revised Staffing Plan**

The following is a staffing structure that would secure the future of our church.

### Ministry

One full-time (FT) minister and one FT interim minister (or equivalent) during the interim period.

After the interim period, FT senior minister and FT assistant minister if membership levels rise to 550 or more. Alternatively, two FT CO-Lead Ministers

### Religious Education

HT director of religious education

FT RE Coordinator

One HT Adult RE and Owl Coordinator (would grow to full-time as RE grows)

### Program Support

FT Executive Director (Budgeting, financial reports and oversight, supervising program support staff, helping with building access, etc., broad oversight of Facilities and grounds)

FT Office Manager (Room scheduling, rentals, front desk, administrative support to all programs, assisting with meeting, building access, etc., supplies ordering).

Facilities Manager at 10-15 hours per week

Technical Director (video, sound, livestream) at 5 to 10 hours per week

FT Congregational Life and Membership Coordinator (would handle church communications to start but might eventually need part-time help)

Fund-Raising Consultant for Stewardship (minimal hours except during canvass, during which they might work 10 or more hours per week during July through October)

Contract accounting bookkeeping

### Music

FT Director

HT Coordinator



## HT Assistant

(These are the major staffing positions. We would also have the much more PT positions we currently employ such as childcare workers, section leaders, etc.).

We estimate that achieving this staffing level would require an additional \$250,000 in expenses in the first year. Please note this is a “ballpark” estimate, as the UUA has recently revised how they recommend salary rates, which we have not yet had time to fully understand but seems likely to raise our recommended rates.

Our rates would also increase if our membership rose above 500.

The UUA may also change which geographical index in which they place us due to the high cost of living in Austin, which would also increase this estimate.

Additionally, in 2024, we will no longer have capital campaign funds left to pay the monthly note on the construction loan note. This will add another \$106,887 to operating expenses.

## **Your Candidates for Search Committee Membership**

Over 60 candidates were nominated for search committee membership and the Board Transitions Team contacted the top nominees (i.e. those nominated the most times) to determine who is able to serve. As a result, we have 10 candidates for the Search Committee that will work to bring to the congregation a candidate to be our next settled minister: Wendy Erisman, Ruth Friede-Cornell, Carolyn Gremminger, Tomas Medina, Peggy Morton, Celeste Padilla, Gillian Redfearn, Tom Shindell, Bis Thornton, and Susan Thomson. You can read about these candidates [here](#).

The search committee election will occur on April 30<sup>th</sup>. Individuals who are members of the church as of March 31<sup>st</sup> will be able to vote either in-person or on-line. The ballot will list all 10 candidates and voters will be asked to rank the candidates by preference. More details and a chance to practice are forthcoming.

After the search committee has identified a candidate, the congregation will vote on that candidate. Our [bylaws](#) require that a candidate get an affirmative vote of 90% of the members. The timeline depends on whether the search committee and Rev. Chris Jimmerson agree that he is the right candidate for the job.

## Search Committee Candidates

### Wendy Erisman

Wendy Erisman (she/her) has attended FUUCA since 2010 and prior to that was a member of River Road UU in Bethesda, MD. Since joining FUUCA, Wendy has served as Social Action Chair, coordinated three Spring into Action churchwide social action events, co-taught an adult RE class on UU history, and was a founding member and chair of the Transformation Connection Service ministry. She has also been an active participant in the Texas UU Justice Ministry, including serving on its board. Wendy has a bachelor's degree in sociology from Rice University and a PhD in cultural anthropology from UT Austin. Her consulting practice, Strix Research LLC, provides customized research, program evaluation, and strategic learning support to organizations working to increase college access and success for underserved students. She spends her free time reading, working on genealogy, and spoiling her cats, Tomten and Kobold.



### Ruth Friede-Cornell



Ruth (she/her) hates writing about herself in the third person—and generally is not a fan of formality when a more personal approach would do.

I've been attending FUUCA since 2018 when I fell in love with Vic (FUUCA Board President-Elect). Both our kids (Shanti, 22 & Liam, 14) attend(ed) RE and OWL here. Prior to joining FUUCA I was a member of several area Jewish Congregations. I haven't served on any committees or boards at FUUCA yet because I've mostly felt like a little bit of an outsider but I'm trying to take ownership

and serve where needed. Selecting a minister is something I think I'm qualified for.

I've taught Communication Studies at ACC for the past 15 years with a focus on Relational Communication. I also do communication coaching with couples/families/individuals in private practice and I've taught Emotional Intelligence, Conflict Resolution, and other relationship skills seminars to local businesses. I love interviewing and believe it would be rewarding to talk with members about your dreams/fears for FUUCA leadership—and to try to help us find a good ministerial "fit." I've also spent countless hours teaching public speaking and LOVE a good sermon so I both care deeply about and feel qualified to comment on, candidates' sermons.

### **Carolyn Gremminger**



Carolyn Gremminger (she/her) has been a member of First UU since 2002.

She enjoys the fellowship of this community that has become her spiritual home. She found First UU when she needed it most, and stays because she continues to find meaning, joy, and purpose here. She aspires to live our Church mission every day.

Throughout her years of membership at First UU, Carolyn has been involved in various committees and service efforts. These include being on the Board of Trustees and serving as Board President, lay leading services, cochairing the Public Affairs Forum committee, serving on the Transformation, Connection Service, Gallery and Stewardship committees.

Carolyn is originally from Weatherford Texas and has resided in Austin since 1981. She graduated from the University of Texas at Austin's School of Social Work. She recently retired from the Travis County Adult Probation Department after 25 years of service as an Adult Probation officer. Her spiritual practices include mediation, Yoga and Enneagram study.

### **Tomas Medina**

Tomas Medina (he/him) joined First UU Austin when he moved to Austin from NYC in January 2014. In the 9 years that Tomas has been a First UU member he has had many roles including ushering, being a lay leader, facilitating chalice circles, facilitating the LGBTQIA group, and serving as president of the board of trustees. Tomas has also participated in the BIPOC group and Wellspring, and did some legal work for our guests in sanctuary. Tomas has a BA in economics from Cal State University, Sacramento, a JD from the University of California at Berkeley, and a MFA in theater management from Columbia University in New



York. He works remotely as a business analyst for the legal IT department for a California based tech company. Outside of his day job, Tomas volunteers with American Gateways, providing free legal services to immigrants. His proudest achievement is helping a lesbian couple from Guatemala gain asylum in the United States. In his free time, Tomas loves walking the trails of Austin with his pup, Neko, and visiting with friends, many of whom he met at First UU. Tomas has found the interim period at First UU to be an exciting and invigorating time and would be honored to serve the church in helping it move to its next phase.

### **Peggy Morton**



Peggy (she/her), and husband Fred Higgins, have attended First UU since 1996. She grew up Catholic in Pasadena, TX, left that faith and explored others including Sufism until she found Unitarian Universalism. She retired as a public school journalism and ESL teacher in 2009, started coordinating the FUUCA Freeze Night Shelter and became Social Action Chair from 2012-2015. At Justice GA in 2012, she met activists and coordinated First UU congregants to house and feed riders on the “Undocumented and Unafraid” bus for three nights. She served as a founding Texas UU Justice Ministry board member from 2012-17. Peggy connected First UU congregants to immigrant rights groups with volunteer service and political advocacy opportunities, which led Sulma Franco to ask for sanctuary at First UU. When Alirio Gamez took sanctuary in 2017, Peggy left the TXUUJM board and helped found The

Austin Sanctuary Network, a multi-faith group of faithful congregations and independent activists. She’s also served as an usher, on stewardship and in the kitchen and will appreciate your vote.

### **Celeste Padilla**



Celeste Padilla (she/her) and her husband, Andrew Pyle, began attending FUUCA in 2017. Celeste got involved by becoming an usher, making lunches for the working homeless, and helping Alirio with groceries. For the last three years, Celeste has chaired the Fellowship Committee and helped plan events such as a Volunteer Appreciation Dinner, a virtual Variety Show, various holiday celebrations, Kiya’s ordination reception, and Meg’s retirement soiree. After participating in two Chalice Circles, Celeste was asked to facilitate one and has found each experience deeply rewarding.

Celeste, a Mexican American, has a bachelor’s degree in Communication Studies from NMSU and a master’s degree in Higher Education Administration from UT-Austin. She spent 29 years working at UT and in Texas state government. She is well-versed in the work of a selection committee. After retiring in 2019, Celeste became a volunteer ambassador for the Central Texas Food Bank and began substitute teaching for AISD in 2021.



## Gillian Redfearn

Gillian Redfearn (she/her) is a life-long Unitarian and has been attending FUUCA since 1989. Gillian's early involvement at FUUCA was in religious education, where she was a regular teacher, a youth group leader, a party planner and chair of a RE search committee. She took one group of teens to Boston for a UU history trip and has always wanted to replicate that trip with people her own age. It was actually years before Gillian could be regularly found in the sanctuary for Sunday services. But since then, she has largely been involved in coordinating celebratory events like the silent auction and celebration Sunday parties. Gillian also served on, at least, one interim minister search committee along with a host of other committees that no longer exist.



Gillian graduated from the Grady College of Journalism at the University of Georgia and has had a long career working in trade publishing and is one of the founding members of Austin's virtually based fitness company, Moxie Fit. Most dear to her is her son, Nathan, who will graduate from Austin College this spring with a major in finance and minor in philosophy. Gillian lives with her better half, Lyman, along with an old cat and an old dog.

## Tom Shindell



Tom Shindell (he/him), and his husband Art Carter, are new members of FUUCA who "signed the book" on February 18, 2023, after they first began attending FUUCA in August of 2022. Tom was previously a member of Unity Church of the Hills where he was a Prayer Chaplain. Prior to attending Unity, Tom was a member of the faith community of St. Ignatius Martyr Catholic Church for 32 years. During that time, he served in a variety of leadership roles including chair of the pastoral council, member of the school board, Stephen Minister, and many roles in the Knights of Columbus. Tom is the Director of Human Resources for the Magellan International School. Between them, Art and Tom have four children, three grandchildren, and one dog.

### Bis Thornton



Bis Thornton (he/him;she/her) began attending FUUCA in 2018 along with his spouse, Evan Mahony (they/them). She is currently in her final semester at Austin Presbyterian Theological Seminary as part of her path towards fellowshipping and ordination as a UU minister. As a volunteer and organizer with Gender Unbound, he has helped create local art events for transgender and intersex people in Austin since 2016. At FUUCA, she has served as an usher, a lay worship leader, and a facilitator for young adult worship services, and she is currently part of the Vespers team.

### Susan Thomson

Susan Thomson (she/her) and her husband Tom began attending First UU of Austin in 1996 when they moved here from Lubbock where they had been active at First UU of Lubbock for many years, a church they hold dear because that is where they met. Since that time Susan has taught children's RE and chaired the Adult RE committee. She chaired the Paradox Players Leadership Team. As a Board trustee, Susan served on the taskforce that planned the transition to Policy Based Governance. She was also Board President. Susan served on a ministerial internship committee and chaired a ministerial fellowshipping committee. She attended the UUA Leadership School in both the former Mountain Desert and Southwest Districts. Susan participated in and co-facilitated Wellspring and is currently facilitating a Chalice Circle. She is also currently a member of the Transition Connections Service Team. She co-chairs First UU Cares our caring ministries through which we reach out to each other in times of need. Susan tries to focus her service at our church around helping us live our mission. In so doing, she tries to "show up" at social justice events and rallies whenever possible. Susan has a master of science degree in social work. She spent most of her career at what is now the Texas Department of Family and Protective Services overseeing regional protective services programs. As Adult Protective Services Director of Field, her final job with DFPS, she directed all Texas investigations of elder abuse, neglect and exploitation as well as services to victims. Susan and Tom have an adult daughter and grandson.



**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:**