

MEETING AGENDA - First UU Austin Board of Trustees

Meeting

Meeting Date	Tuesday, May 16, 2023
Start Time	6:30 PM
End Time	8:30 PM (CST)
Location	Zoom - https://zoom.us/my/firstuuaustin (password = 512452) Zoom ID: 940 671 9275 Dial in number: (346) 248-7799 or (669) 900-6833
Purpose	Regular scheduled meeting

RSVP

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

Agenda

1. Coming Back into Covenant

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

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

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 - Dave

1.4. Approve Agenda and Consent Agenda	Nesan Lawrence / 2 min. (6:36 PM - 6:38 PM)
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- Minutes of the April Board agenda
- Interpretations for 2.8 Communication and Support to the Board
- Monitoring of Exec Limitation 3.0 Governance Process
- Monitoring of Exec Limitation 4.0 Board-Executive Relationship



Documents

- Minutes-2023-04-18-v1.pdf 4-8
- 2.8 Communication and Support of the Board rev 06-2021.docx 9-14
- 3.0-Governance-Process - 2022-23 Monitoring Report.docx 15-29
- 4.0-Board-Executive Relationship - 2022-23 Monitoring Report.docx 30-36

2. Connecting with our Moral Ownership

2.1. Recognition of Church Volunteers and Staff	Donna Carpenter / 5 min. (6:38 PM - 6:43 PM)
2.2. Moment with Rev. Chris	Chris Jimmerson / 10 min. (6:43 PM - 6:53 PM)
2.3. Moment with Rev. Jonalu	Jonalu Johnstone / 10 min. (6:53 PM - 7:03 PM)

3. Monitoring our Progress

3.1. Discussion of FUUCA Financials	Chris Jimmerson / 10 min. (7:03 PM - 7:13 PM)
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Documents

- March 2023 Financial Report.pdf 37-42

3.2. Interim Search Update	Russell Holley-Hurt / 15 min. (7:13 PM - 7:28 PM)
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3.3. Congregational Meeting Agenda	Nesan Lawrence / 10 min. (7:28 PM - 7:38 PM)
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[Link to full meeting materials](#)

<https://austinuu.org/wp2013/wp-content/uploads/2023/04/Spring2023congregationalmtgmaterials-1.pdf>

[Securing our future presentation](#)

<https://austinuu.org/wp2013/wp-content/uploads/2023/04/Securing-Our-Churchs-Future-v6.0.pdf>

Documents

- Spring2023congregationalmtgagenda.pdf 43

3.4. Transitions Committee Year End Update	Kelly Raley / 10 min. (7:38 PM - 7:48 PM)
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Documents

- OKR Cadence.pdf 44
- Transisions_Final_Report.docx.pdf 45

3.5. Linkage Committee Year End Update	Russell Holley-Hurt / 10 min. (7:48 PM - 7:58 PM)
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3.6. Monitoring Committee Year End Update	Joseph Hunt / 10 min. (7:58 PM - 8:08 PM)
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Documents

- Monitoring Committee Final Report 2023.pdf 46

4. Learning & Creating the Future

4.1. Board Book Discussion	Russell Holley-Hurt / 15 min. (8:08 PM - 8:23 PM)
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Do Better, Chapters 18-19

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

Dave Riehl / 2 min. (8:27 PM - 8:29 PM)

Documents

- Board process review form.docx 47
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5.4. Extinguishing the Chalice and Closing Words

Suzette Emberton / 2 min. (8:29 PM - 8:31 PM)



MEETING MINUTES - First UU Austin Board of Trustees

Meeting

Date	Tuesday, April 18, 2023
Started	6:32 PM
Ended	8:12 PM (CST)
Location	Zoom - https://zoom.us/my/firstuuaustin (password = 512452) Zoom ID: 940 671 9275 Dial in number: (346) 248-7799 or (669) 900-6833
Purpose	Regular scheduled meeting
Chaired by	Nesan Lawrence
Recorder	Vic Cornell

Attendance

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

Minutes

1. Coming Back into Covenant

1.1. Chalice Lighting and Opening Words

Dave read the opening words (Chief Seattle - 1854 Treaty) while Nesan lit the chalice

Status: Completed

1.2. Reading of Board Covenant

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

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

All present read the Board Covenant together

Status: Completed

1.3. Confirm Timekeeper and Process Evaluator



Time keeper: Kelly Raley

Process evaluator: Joseph Hunt

Time keeper: Kelly R.

Process evaluator: Joseph

Status: Completed

1.4. Approve Agenda and Consent Agenda

- March Board meeting minutes
- Interpretation of Executive Limitation 3.0 and 4.0
- Monitoring of End 1.4.1

Rev. Chris will correct the incorrect dates and will change the policies to say "Executive Leadership" instead of the existing hodgepodge of words.

The agenda & consent agenda were approved unanimously.

Status: Completed

Documents

- Minutes-2023-03-21-v1.pdf
 - 3.0-Governance-Process-2021-2022_monitoring report.docx
 - 4.0-Board-Executive Relationship-2021-2022_monitoring report.docx
 - 1.4.1 2023.pdf
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2. Connecting with our Moral Ownership

2.1. Visitor's Forum

Mary Overton, the new chair of the Stewardship Committee

Mary Overton, new chair of the Stewardship Committee, 20+ years as a UU, involved in multiple congregations.

Mary discussed multiple changes being considered by the Stewardship Committee for the upcoming year.

The committee would like much more board participation, both year-round AND during stewardship season. Those present agreed that the participation asks were not egregious and we will do our parts.

Status: Completed

Documents

- Stewardship Analysis - 2023 Campaign 4 12 23.pdf
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2.2. Recognition of Church Volunteers and Staff

Thank you cards were passed around for board signatures.

Donna will follow-up with Shannon and Kelly S for the next round of cards.

Suggestions:

- Wayne Bockman, for last-minute lay leadership
- Donna Howard, for public forum
- Rev. Erin will send Donna contact information for NGO members that presented on Easter

Status: Completed

2.3. Moment with Rev. Chris

Rev. Chris presented

- Rev. Chris will be out Friday 4/21
- There are some updates to the staffing projections
- Had lunch with some senior members of church, who are feeling disconnected because of barriers to attendance
- Somewhere around 60-80 more members since our low point in May
- The mgmt team has discussed changing the system of 2nd Sunday Special Offerings. We might split that Sunday plate, or give the whole thing to the orgs. Will be experimenting with options over the summer. Also doing the pitch after the children leave. Also better explaining that the money doesn't go to the group that month directly
- Lyric will be our new Gallery Coordinator, and Lyric's partner works at Austin public access TV...
- We might be streaming our services on the Austin public access channel soon
- Rev. Chris thinks that things have gotten a little better for trans members; fewer complaints, more trans people coming back
- The peer grief support group started up last Sunday 4/16
- Next Path to Membership class will be on Saturday 4/22

Status: Completed

2.4. Moment with Rev. Jonalu

Rev. Jonalu presented

- Presented with Dave to the Senior Luncheon. She will send her notes from that to the board
- We are in a deep time of transformation and transition
- Made some changes to the regular worship script, including offering people the opportunity to speak their concerns during the candle lighting. These will also start being in the newsletter
- In May, when she's back in town, there will be a training about visiting
- The May service she's going to do will be about "religious language that we love to hate". People can send her words & phrases that fall into that category
- Making Meaning classes are increasing
- Starting to wind down as the end of the contract nears. May will be the end of her time with us

Status: Completed

3. Monitoring our Progress

3.1. FUUCA Financials Update

Rev. Chris presented

- The issue mentioned previously about QuickBooks has been figured out
- Next set of reports will come from Shannon
- Financially we look good right now, but need to bear in mind that those numbers will be going down

Shannon presented

- Some unexpected expenses
- The necessary roof repairs are going to cost \$100K. The insurance will cover the bulk of that, but we will have to cover some of it
- Compressor blew out in one of the RE wing HVAC systems, will need to do some rewiring. It will cost ~\$6K to repair
- All of these things might take us over budget, but we don't know for sure yet
- The congregation needs to hear about these issues, so that they know real costs



Status: Completed

Documents

- February2023financials.pdf

3.2. Monitoring of Interim OKR

OKR.3 - Search committee for next settled minister is formed (Transitions Committee)

OKR.4 - Ministry team provides a plan for organizing volunteer support to achieve OKR.4 goals (Interim Ministers)

OKR .3 - the election for the search committee will be before the end of this month, 4/30. Will hopefully be showing people some of the tech processes next Sunday 4/23

OKR .4 - nice report prepared and in packet. It's challenging to collect the data around volunteering and attendance. Kelly S has reported that getting RE volunteers is getting more difficult

Status: Completed

Documents

- OKR 4 Plan-Report.pdf

3.3. Interim Search Committee update

Russell presented

- Our application is mostly ready, a couple minor fixes, it's due by 4/20
- After we turn it in, Vic might email Christine about the person she has in mind
- The search will be a little better this year than it was last year, according to what we've heard
- We want someone right for this congregation, not just a match

Status: Completed

Documents

- 2023 Interim Application.docx.pdf

4. Learning & Creating the Future

4.1. Board Book Discussion

Do Better, Chapters 15-17

Chapters 15, 16, 17; "Do Better" by Rachel Ricketts

Mateo led the discussion

- Those present discussed experiences of and fears around thorny cross-cultural conversations
- Those present discussed experiences of interracial relationships
- Those present discussed workplace diversity

Final two chapters of the book will be read for next month's meeting

Status: Completed

5. Adjourn

5.1. Action Items and Announcements

Let's review the action items from this meeting:



- Rev Chris will change policy documents to say "Executive Leadership" instead of hodgepodge
- Rev Jonalu will send notes from Senior Luncheon to board
- Interim search committee will submit application to UUA
- Rev Erin will send info re: thank you cards to Donna

Status: Completed

5.2. Assign Roles for Next Meeting

Assign roles for:

- Readings
- Timekeeper
- Process Evaluator
- Snacks
- Readings - Suzette
- Timekeeper - Joseph
- Process Evaluator - Dave
- Snacks - Unassigned
- Book Discussion - Russell

Status: Completed

5.3. Process Evaluation

Joseph found the board satisfactory on all counts

Status: Completed

5.4. Extinguishing the Chalice and Closing Words

Dave read the closing words (excerpts from Native American prayer) while Nesan extinguished the chalice

The board went into executive session after the meeting closed

Status: Completed

Limitations Report 2.8 – Communication and Support of the Board

First UU Church of Austin

June 12, 2021

With respect to providing information and counsel to the Board, the Senior Minister shall not cause or allow the Board to be uninformed or unsupported in its work.

Accordingly, the Senior Minister shall not:

- 2.8.1 Fail to submit the monitoring data required by the Board in a timely, accurate, and understandable fashion, directly addressing provisions of the Board policies being monitored.

Interpretation:

Using the metrics agreed upon as the interpretations of the policies were approved, the Executive will gather and present that data to the Board seven days before the Board meeting at which that policy will be monitored. Both the metrics and the data gathered by those metrics will match the provisions in the agreed-upon interpretation of that policy, and they will be presented clearly.

Measures:

To be in compliance, the data will be provided seven days before the Board meeting, and the data will give the Board the information it needs to monitor each policy. The data will be understandable and accurate.

Rationale for the Measures:

These measures correspond directly to the concerns expressed in the limitation.

Evidence of Acceptable Progress – The Data

I report compliance, much of the time. This report, however, is quite late.

We have presented information that we consider to be thorough, understandable, and accurate. We have posted the report at least 7 days in advance.

- 2.8.2 Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the Board.

Interpretation:

Actual non-compliance with the Board's policies will be reported as the monitoring report for that policy is presented. If anticipated non-compliance will materially affect the budget (by 10 percent of total budget), or if anticipated non-compliance may result in significant loss of value in the church's reputation, or if anticipated non-compliance may

result in legal action of some sort, the Board will be notified with whatever speed the situation requires.

Measures:

1. Self-reporting by the executive.
2. Direct observation by the board of compliance.

Rationale for the Measures:

These measures are easy to track, inexpensive in time and other resources, and provide a high level of accuracy.

Evidence of Acceptable Progress – The Data

I report compliance.

We have reported to the board, in our monitoring reports, all instances of partial and non-compliance. We are unaware of any instances of partial or non-compliance of an emergency nature or that otherwise would have merited a special report outside of the monitoring report.

3. Fail to inform the Board in a timely manner of material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.

Interpretation:

The executive will share with the board, in a timely way, any information that impacts the assumptions inherent in board policy. This might include such things as the abolition of the FDIC (which would impact limitation 2.6.9), information that calls into doubt the UUA's Socially Responsible Investing guidelines (limitation 2.6.11), or that a series of town hall meetings with the congregation revealed that members have no interest in spiritual growth and feel hostility towards the word 'spiritual' (end #2).

Measures:

1. Self-reporting by the executive.
2. Direct observation by the board of compliance.

Rationale for the Measures:

These measures are easy to track, inexpensive in time and other resources, and provide a high level of accuracy.

Evidence of Acceptable Progress – The Data

I report compliance.

We are unaware of any information that impacts the assumptions inherent in board policy. The board created new ends and a new mission in 2018, and those have been interpreted. The congregation seems to be on board and excited about the direction in which the board is steering the church. Even while we have been unable to have in

person gatherings, we have continued to pursue the mission and ends established by the board. We are strategizing about re-opening, and should be ready by fall, should the data indicate that it is safe.

2.8.4 Fail to gather sufficient staff and external points of view, issues, and options as needed for fully informed Board decisions.

Interpretation:

Well-informed decision-making requires information from multiple sources. The Executive's reports to the board, whenever possible and appropriate, will draw on sources beyond the senior minister. This may include staff, moral owners, members, and third party professionals.

Measures:

1. Self-reporting by the executive.
2. Direct observation by the board of compliance.

Rationale for the Measures:

These measures are easy to track, inexpensive in time and other resources, and provide a high level of accuracy.

Evidence of Acceptable Progress – The Data

I report compliance.

We are unaware of any situation where the board lacked sufficient information to make fully informed decisions.

The senior minister meets with the minister for program development, the RE Coordinator, the RE Chaplain and the director of music weekly to gather their input, and they in turn meet with their staff. We hold monthly staff meetings to make sure both "big picture" and details are well covered. We have also hold numerous individual and small group meetings with church members and other stakeholders, as well as larger group sessions. This year the board held many "Town Hall" meetings as linkage with the congregation and got lots of information from those.

2.8.5 Fail to report to the Board behavior or conditions that are detrimental to the work relationship between Board and the Senior Minister.

Interpretation:

Harm to the Board's working relationship with the Senior minister would be anything that makes it difficult for them to discuss issues reasonably, anything that would cause one to hesitate to meet with the other, or create an impasse whereby hope of a collaborative relationship was diminished.

If there are other conditions harming the working relationship between the Senior Minister and the Board as a whole, such as health matters, resentments, unreasonable expectations, inappropriate behavior, or conflicts of interest, they will first be dealt with according to the covenant of healthy relations. If that does not resolve the matter, the Senior Minister will speak about it to the Board.

Measures:

1. Self-reporting by the executive.
2. Direct observation by the board of compliance.

Rationale for the Measures:

These measures are easy to track, inexpensive in time and other resources, and provide a high level of accuracy.

Evidence of Acceptable Progress – The Data

I report compliance.

We are unaware of board behavior and conditions that are detrimental to the work relationship between the board and senior minister.

- 2.8.6 Fail to advise the Board if, in the Senior Minister's opinion, the Board is not in compliance with its own policies.

Interpretation:

If the Senior Minister sees that the Board is deciding matters in a manner that takes the congregation farther from its Ends rather than moving it closer, s/he will bring that to the Board's attention. If the Board is making decisions that are counter to the policies it has set for itself, the Senior Minister will bring that to the Board's attention in a timely manner and in an attitude of mutual respect.

Measures:

1. Self-reporting by the executive.
2. Direct observation by the board of compliance.

Rationale for the Measures:

These measures are easy to track, inexpensive in time and other resources, and provide a high level of accuracy.

Evidence of Acceptable Progress – The Data

I report compliance.

We are unaware of any instances wherein the board is not in compliance with its own policies.

2.8.7 Fail to recommend changes in Board policies, as the need becomes known to the Senior Minister.

Interpretation:

If it becomes clear to the Senior Minister that any Ends Policy does not, in fact, reflect the spirit and desire of the congregation, she will recommend to the Board that that policy will be modified. If there is an issue upon which the congregation clearly wishes to focus time and money, and that issue is not reflected in the Ends Policies, the Senior Minister will recommend that a policy be created in order to reflect the congregation's forward motion. In addition, if the Senior Minister believes that limitations policies do not reflect the Board's intent or the church's best interests, she will recommend edits, additions, or deletions to correct the situation.

Measures:

1. Self-reporting by the executive.
2. Direct observation by the board of compliance.

Rationale for the Measures:

These measures are easy to track, inexpensive in time and other resources, and provide a high level of accuracy.

Evidence of Acceptable Progress – The Data

I report compliance.

Our recent survey indicates that the ends reflect the spirit of the congregation and our limitations policies continue to serve the church's best interests

2.8.8 Deal with the Board in a way that favors or privileges certain Board members over others.

Interpretation:

The Senior Minister will not make alliances with individual trustees.

The Senior Minister may meet regularly with the President or other officers of the Board as regarding their particular roles.

Measures:

1. Self-reporting by the executive.
2. Direct observation by the board of compliance.

Rationale for the Measures:

These measures are easy to track, inexpensive in time and other resources, and provide a high level of accuracy.

Evidence of Acceptable Progress – The Data
I report compliance.

The senior minister has not made alliances with individual trustees.

- 2.8.9 Make public statements about the position of the Church, if the official position is not formally adopted.

Interpretation:

The Senior Minister may take any position as an individual, identifying him/herself as the Senior Minister at First UU Austin.

S/he may not say “The First UU Church takes such-and-such a stand, or believes such-and-such a thing” unless the congregation has gone through a procedure to affirm that stand.

The congregation or the Senior Minister may also publicize positions taken by the UUA. The congregation is considering a process through which it might take a public stand on public issues.

Measures:

1. Self-reporting by the executive.
2. Direct observation by the board of compliance.

Rationale for the Measures:

These measures are easy to track, inexpensive in time and other resources, and provide a high level of accuracy.

Evidence of Acceptable Progress – The Data

I report compliance.

The senior minister has not made any public statements about the position of the church.

[Last updated June 2021.]

3.0 Governance Process Monitoring Report

The Board of Trustees of the First Unitarian Universalist Church of Austin governs on behalf of the church to realize its mission and uphold its values.

For next year, check the policy for clear and consistent use of Sr. Minister/Executive/CEO.

3.1. Governing Style

The Board will govern lawfully and ethically, with emphasis on:

- Outward vision rather than internal preoccupation,
- Encouragement of diversity in viewpoints,
- Spiritual and strategic leadership more than administrative detail,
- Clear distinction between the role of the Board and the role of the Executive Leadership,
- Collective rather than individual decisions,
- The future, rather than the past or present,
- Being proactive rather than reactive.

3.1.1 The Board shall cultivate a sense of group responsibility for excellence in governing. The Board will use the expertise of individual members to enhance the ability of the Board as a body. The Board will allow no officer, individual, or committee of the Board to hinder or be an excuse for not fulfilling Board commitments.

3.1.2 The Board will carefully establish broad written policies reflecting the congregation's values and the desired ends to be achieved and means to be avoided. The Board's major policy focus will be on the desired end effects, not on the administrative or programmatic means of attaining those ends. The Board will be the initiator of policy, not merely a reactor to Executive initiatives.

3.1.3 The Board will enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as training, attendance, preparation, policy-making principles, respect of roles, and ensuring continuance of governance capability. In accordance with this discipline, the Board will address a topic or issue only after it has answered these questions:

- a. Whose issue is this, Executive or Board? Is the issue about Ends or Means? If it is about Means, does the issue affect Ends in a significant way? If so, then the Board will determine the broadest way to address the issue so that it is still under existing Board policy.
- b. Has the Board dealt with this subject in a policy? If so, what has the Board already said on this subject? How is this specific issue related? If the Board has already addressed the matter, does the Board wish to change what it has already said?

3.1 Interpretation:

The board will work for the congregation to lead the church in a proactive, ethical manner. The board will lead the church as reflected in the First UU Austin Governing Policies document. This document will be a living document, and thus be updated as deemed necessary by the board.

The board will govern as a group – not as individuals.

The board will self-enforce the leadership by focusing on the values, mission, and ends (not the means to meet the ends).

Measures

Self-reporting - Review of Board Meeting Agendas as a checklist to verify that they focus on the board role (values, mission, and ends) and the role of the executive.

Self-reporting - Of non-compliance of the role of the board.

- Review of the meeting evaluation that is completed during each board meeting
- Self-reporting - Review of the First UU Austin Governing Policies document to ensure that it reflects the role of the board and the values of the church.

Rationale for the Measures:

The First UU Austin Governing Policies document represents the formal definition of the values, mission, and ends of the church. The Board Meeting Agendas and the meeting evaluations demonstrate that the board is focusing on its role within the life of the church.

Evidence of Compliance – 2021

The Board reported compliance.

- Board Meeting Agendas continue to have a focus on the Board role focusing on values, mission, and ends distinct from the role of the executive.
- Board reviewed the First UU Austin Governing Policies document in preparing this policy interpretation.
- Review of meeting evaluations demonstrates consistent adherence with and support for policy governance principles of decision making, and appropriate board/executive relationship

Evidence of Compliance – 2022

The Board reported compliance.

- Board Meeting Agendas continue to have a focus on the Board role focusing on values, mission, and ends distinct from the role of the executive.
- Board reviewed the First UU Austin Governing Policies document in preparing this policy interpretation.
- Review of meeting evaluations demonstrates consistent adherence with and support for policy governance principles of decision making, and appropriate board/executive relationship.

Evidence of Compliance – 2023

The board reports compliance.

- Board Meeting Agendas shifted focus from the Board role of monitoring values, mission, and ends, and moved towards more of a focus on transition work.
- Once First UU Austin has a settled minister in place, it is expected that the Board will go back to focusing on values, missions, and ends distinct from the role of the executive, as laid out in the UU Austin Governing Policies document.
- Review of meeting evaluations demonstrates consistent adherence with and support for policy governance principles of decision making, and appropriate board/executive relationship.
- The Executive checked the Governing Policies for clear and consistent use of Sr. Minister/Executive/CEO, and made the necessary changes.
- The Board still needs to implement a more meaningful process evaluation at the end of each Board meeting to better ensure compliance with Governing Policies.

3.2. Board Job Description

Specific job outputs of the Board, as an informed agent of the ownership, are those that ensure appropriate organizational performance. Accordingly, the Board will:

- Provide authoritative linkage between the church and the operational organization,
- Engage in long-term visioning through conversation with the congregation,
- Monitor the performance of the Executive Leadership,
- Monitor the performance of the Board,
- Provide assurance of successful organizational performance on Ends and Executive Limitations,
- Serve as legal representative of the Church.

3.2.1 The Board will produce written governing policies that address at the broadest levels each category of organizational decision. These policies shall include:

- a. Ends: The difference we make in the world.
- b. Executive Limitations: Constraints on executive authority that establish the prudence and ethics boundaries within which executive activity and decisions must take place.
- c. Governance Process: Specification of how the Board conceives, carries out, and monitors its own task.
- d. Board-Executive Linkage: How authority is delegated and its proper use monitored.

3.2.2 The Board will assure Executive performance in accordance with Board policies.

3.2 Interpretation:

The Board's job includes stakeholder linkage, policy review and development, and monitoring the performance of both the executive and the board in meeting its goals. The board is a legal representative of the church.

The First UU Austin Governing Policies document defines these roles at a high level.

Measures:

- Self-reporting - Verify that linkage activities have been held to gather the needs and ideas of the congregation, as needed.
- Self-reporting - Verify that the board executes the monitoring as defined in the First UU Austin Governing Policies document
- Self-reporting – Ongoing review and possible update of the First UU Austin Governing Policies document to ensure that the document defines the current vision, ends, executive limitations, and governance policies.
- Self-reporting - Verify that the board serves as the legal representative of the church, as necessary

Rationale for the Measures:

The First UU Austin Governing Policies document represents the formal definition of the values, mission, and ends of the church. This document also describes the monitoring to be performed by the board.

The executive performance is based on the executive's ability to meet the policies (given the limitations defined in the First UU Austin Governing Policies document).

Evidence of Compliance – 2021

The Board reported compliance.

- The Board conducted a survey to measure our congregation's assessment of how well First UU is living its mission.
- The Board performed linkage to gain insight into our community's understanding of Beloved Community and efforts to that end
- The Board continues monitoring as defined in the First UU Austin Governing Policies document and as documented in meeting agendas and minutes.
- The Board continues ongoing review and consideration of possible updates of the First UU Austin Governing Policies document to ensure that the document defines the current vision, ends, executive limitations, and governance policies. This year members of the Board proposed a change to the bylaws to provide for taking positions of public record. This was tabled from the Spring 2020 Congregational meeting; it was discussed and voted on but not adopted by the congregation in the Winter 2020 Congregational meeting. Further, we amended the Board Policies to remove references to appendices no longer present in the document. Finally, the Board proposed changes to the bylaws explicitly allowing virtual meetings and we are in the process of reviewing corresponding changes to the Board Policies.
- The Board continues to serve as the legal representative of the church, as necessary.
- Monitoring of executive limitations on the treatment of staff were conducted via staff interviews by the Monitoring committee

Evidence of Compliance – 2022

The Board reported compliance.

- The Board conducted a survey to measure our congregation's assessment of how well First UU is living its mission and Ends and distributed the results to the congregation.

- The Board performed linkage to gain insight into our community's understanding of "welcoming."
- The Board invited various staff and representatives of committees/groups within the church to the Visitor's Forum to increase linkage.
- The Board continues monitoring as defined in the First UU Austin Governing Policies document and as documented in meeting agendas and minutes.
- The Board gathered and shared stories from members of the congregation (Story Corps) to understand the impact of the Church and its ends on the congregation (monitoring).
- The Board reviewed and discussed each of the Ends prior to submission of the monitoring reports by the Executive, to reflect on and share how we view the Ends.
- The Board continues ongoing review and consideration of possible updates of the First UU Austin Governing Policies document to ensure that the document defines the current vision, ends, executive limitations, and governance policies. Although we did not have a formal Policy Committee, a proposed bylaw change related to the selection of a Sr. Minister is being presented for vote at the May 2022 Congregational Meeting.
- The Board continues to serve as the legal representative of the church, as necessary.

Evidence of Compliance – 2023

The board reports compliance.

- The Board conducted a survey to measure our congregation's assessment of how well First UU is living its mission and Ends and distributed the results to the congregation.
- The Board performed linkage to gain insight into our community's understanding of "welcoming."
- The Board invited various staff and representatives of committees/groups within the church to the Visitor's Forum to increase linkage.
- The Board shifted monitoring this year. It continued monitoring as defined in the First UU Austin Governing Policies document and as documented in meeting agendas and minutes, but it also monitored important goals related to the transition process. The board tried to monitor both areas simultaneously, with a cadence of combined goals.
- The Board reviewed each of the monitoring reports submitted by the Executive, to reflect on and share how we view the Ends.
- The Board continues ongoing review and consideration of possible updates of the First UU Austin Governing Policies document to ensure that the document defines the current vision, ends, executive limitations, and governance policies. The Board will be having its Annual Retreat this summer and will discuss, along with a facilitator from the UUA, a number of proposed changes to the bylaws.
- The Board continues to serve as the legal representative of the church, as necessary.

3.3. Agenda Planning

To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda that:

- Systematically monitors and reviews Board policies,
- Completes a re-exploration of Ends,

- Continually improves Board performance through Board education,
- Provides education and communication to enhance the congregation's understanding of policy-based governance.

3.3.1 In addition, the Board will ensure that the church engages in a cycle of Ends renewal at least every seven years.

3.3 Interpretation:

The board will define and follow an agenda to annually monitor the policies.

The board will review the church's Ends for necessary updates at least every 7 years.

The board policies and processes will be updated as needed.

The board will provide policy-based governance education to the congregation as needed.

Measures:

- Self-reporting - Verify that education/training is provided on an as needed basis to new board members and to current board members.
- Self-reporting - Verify that board policies and processes are updated when appropriate.
- Self-reporting - Verify that the Ends are reviewed at least every 7 years.
- Self-reporting - Verify that the congregation is provided with policy-based governance education, as needed.

Rationale for the Measures:

Policies and processes updates show that the board is changing as needed in order to provide continued excellence in governance.

Education or training is a means of providing an understanding of policy-based governance to both board members and the congregation.

Evidence of Compliance – 2022

The Board reported compliance.

- A three-part virtual Board member training and retreat was held in June 2021 using a Unity Consulting consultant.
- The Board annual calendar was updated with objectives for the 2021-2022 year; monitoring & linkage objectives were met. Two of three board engagement objectives were met. Monitoring of the Ends and Executive Limitations were included in the calendar and followed as scheduled.
- Articles on each of the Ends were included in the Friday email to educate the congregation about the Ends and policy-based governance.
- Board members went above and beyond with extra meetings to determine a path forward with regard to an Interim Minister.

Evidence of Compliance – 2023

The Board reports compliance.

- The Board will again be holding training on Policy Governance, let by a Unity Consulting consultant, in May 2023.
- The Board will be holding its annual retreat sometime in August, at which they will set goals for all committees and the Board as a whole, for the upcoming year.
- Board members again went above and beyond with extra meetings to determine a path forward with regard to an Interim Minister, as well as pending budgetary issues.

3.4 President's Role

The President ensures the integrity of the Board's process and represents the Board to congregants and occasionally to outside parties. Accordingly,

3.4.1 It is the responsibility of the President to ensure the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.

a. Meeting discussion content will be only those issues, which, according to Board policy, clearly belong to the Board to decide or to monitor.

b. Information that is for neither monitoring performance nor Board decisions will be avoided or minimized and always noted as such.

c. Deliberations will be fair, open, and thorough but also timely, orderly, and kept to the point.

3.4.2 The authority of the President consists in making decisions that fall within the policies in Board Governance and Board-Executive Linkage, except where the Board specifically delegates portions of this authority to others. The President is authorized to use any reasonable interpretation of the provisions in these policies.

a. The President shall preside at all business meetings of the congregation.

b. The President is empowered to chair Board meetings, with all the commonly accepted authority of that position.

c. The President, as an individual, has no authority to make decisions about policies created by the Board within Ends and Executive Limitations policy

areas. Therefore, the President, as an individual, has no authority to supervise or direct the Executive.

d. The President may represent the Board to outside parties in announcing Board-stated positions and in stating the President's own decisions and

interpretations within his or her authority.

e. The President may delegate this authority to another Board member, but remains accountable for its use.

3. 4 Interpretation:

Section 3.4.1 and 3.4.2 plainly state the duties and limitations of the Board President.

Board Meetings will be held in accordance with Robert's Rules and follow Policy Governance guidelines.

Measures:

Self-Reporting -- Board evaluates its meeting process at every board meeting.

Rationale for the Measures:

The Board is responsible for its own excellence. These measures are necessary to ensure excellence and good governance.

Evidence of Compliance – 2021

The Board reported compliance.

- Board meeting agendas and minutes document continued use of the meeting evaluation process to monitor that meetings are in compliance with these policies.
- In 2020 we adopted a new, simpler and more direct meeting evaluation template

Evidence of Compliance – 2022

The Board reported compliance.

- Board meeting agendas and minutes document continued use of the meeting evaluation process to monitor that meetings are in compliance with these policies.
- Meeting evaluation template remained in use, however, the 2022 board would like to consider a more robust evaluation process in the future.

Evidence of Compliance – 2023

The Board reports compliance.

- Board meeting agendas and minutes document continued use of the meeting evaluation process to monitor that meetings are in compliance with these policies.
- Meeting evaluation template remained in use, with the board more focused on interim issues. However, the Board would still like to consider a more robust evaluation process in the future.

3.5 Board Code of Conduct / Board Covenant

The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.

Accordingly, Board members shall:

3.5.1 Adhere to the Board Covenant

3.5.2 Disclose their involvement with other organizations, with vendors, or with any other associations that might produce a conflict of interest.

3.5.3 Be loyal to the interests of the congregation. When acting in the role of Board member, this loyalty should supersede all other loyalties in order to avoid conflicts of interest.

3.5.4 Not attempt to exercise individual authority over the organization, except as explicitly set forth in the Board policies. The Board will speak with one voice through its adopted policies and motions.

3.5.5 Respect the confidentiality appropriate to issues of a sensitive nature.

3.5 Interpretation:

The Board Covenant is the primary vehicle for ensuring commitment of all board members to good governance as exemplified by ethical, businesslike and lawful conduct, avoidance of conflicts of interest, and loyalty to the interests of the congregation over individual interests, speaking with one voice and respecting confidentiality. A review of the Board Covenant should occur annually to ensure that it is understood by board members and continues to reflect the Code of Conduct established in this policy.

Measures:

- Direct observation of the meeting agendas and minutes to ensure that the Board,
- Covenant is recited by board members at every meeting,
- Self-reporting of behaviors or actions that are out of covenant,
- Self-reporting of potential conflicts of interest, failure to speak with one voice and violation of confidentiality,
- A yearly review of the Board Covenant.

Rationale for the Measures:

The Board is responsible for its own excellence. These measures are necessary to ensure excellence and good governance.

Evidence of Compliance – 2021

The Board reported partial compliance.

- Board meeting agendas and minutes document that the Board Covenant were recited by board members at every meeting which was held in person. All were held via Zoom because of the pandemic requiring remote meetings, so the Board President or another Board member recited the Covenant on behalf of all members
- No instances of behaviors out of Covenant occurred
- No instances of potential conflicts of interest occurred
- No instances of a failure to speak with one voice occurred
- No instances of a violation of confidentiality occurred
- The Board did not review or update its current covenant in the 2020-2021 year

Evidence of Compliance – 2022

The Board reported compliance.

- Board meeting agendas and minutes document that the Board Covenant were recited by board members at every meeting which was held in person. All were held via Zoom because of the pandemic requiring remote meetings, so the Board President or another Board member recited the Covenant on behalf of all members
- No instances of behaviors out of Covenant occurred
- No instances of potential conflicts of interest occurred
- No instances of a failure to speak with one voice occurred
- No instances of a violation of confidentiality occurred

- The Board reviewed its current covenant at the September meeting. No changes were made.

Evidence of Compliance – 2023

The Board reports compliance.

- Board meeting agendas and minutes document that the Board Covenant was recited by board members at every meeting.
- No instances of behaviors out of Covenant occurred.
- No instances of potential conflicts of interest occurred.
- No instances of a failure to speak with one voice occurred.
- No instances of a violation of confidentiality occurred.
- The Board did not review or update its current covenant in the 2022-2023 year.

3.6. Board Committee Principles

The Board may establish committees to help carry out its responsibilities. Committees will be used sparingly to preserve the Board functioning as a whole, and will not interfere with delegation from Board to the Executive Leadership nor speak on behalf of the Board without prior Board authorization.

Interpretation:

Committees are occasionally necessary to carry out board responsibilities that cannot efficiently and effectively be handled during regular board meetings. The Internal Audit Committee is an example of a board committee established to assist with board monitoring of Executive Limitations.

Measures:

Direct observation

Rationale for the Measures

The Board is responsible for its own excellence. These measures are necessary to ensure excellence and good governance.

Evidence of Compliance – 2021

The Board reported compliance.

- The Board has used committees to preserve the Board functioning as a whole. Committees have not interfered with delegation from Board to the Executive Leadership nor spoken on behalf of the Board without the Board's knowledge and approval. In Linkage meetings, all intentions of the Board were in the script reviewed by the Board beforehand.
- This year there were four Board committees: Policy, Monitoring, Linkage and Board Engagement. Each committee had tasks which were delegated to it by the Board.

Evidence of Compliance – 2022

The Board reported compliance.

- The Board has used committees to preserve the Board functioning as a whole. Committees have not interfered with delegation from Board to the Executive Leadership nor spoken on behalf of the Board without the Board's knowledge and approval.

- This year there were three Board committees: Policy, Monitoring, Linkage and Board Engagement. Each committee had tasks which were delegated to it by the Board.

Evidence of Compliance – 2023

The Board reports compliance.

- The Board has used committees to preserve the Board functioning as a whole. Committees have not interfered with delegation from Board to the Executive Leadership nor spoken on behalf of the Board without the Board's knowledge and approval.
- This year there were three Board committees: Monitoring, Linkage, and Board Engagement. Each committee had tasks which were delegated by the Board.
- This year there were also some special subcommittees: Transitions, Stewardship, and Budget. Each committee had tasks which were delegated by the Board.
- The Board has not felt the need for a Policy Committee for the past two years. However, in the coming year, the Board plans to form a new Policy Committee, as they will be needed for some of the proposed policy changes.

3.7 Cost of Governance

Because poor governance costs more than learning to govern well, the Board will invest in its governance capacity. Accordingly,

3.7.1 Training will be used to orient new and prospective leaders, as well as to maintain and increase existing Board member skills and understandings.

3.7.2 Staff will make funding available for the hiring of outside assistance, at the Board's discretion. This enables the Board to exercise confident control over organizational performance.

3.7 Interpretation:

To fulfill the requirements of the above policy, the following expense items will be required within the annual budget for governance costs.

- An on-site consultation/training session on policy-based governance for trustees and/or potential trustees/other leadership with consulting and facilitation provided by persons with the appropriate professional expertise.
- Periodic one hour phone consultations on good governance with consultant and/or observation of a board meeting and written report by consultant.
- An annual board strategic planning and PBG retreat organized and facilitated by an outside consultant.
- Miscellaneous costs for training materials. These may include webinars, books, subscriptions, food for meetings, travel.
- The Board will provide details about the training needs to the Executive who will incorporate the costs of governance into the annual church budget.

Measures:

Direct observation of annual budget

Direct observation of consultation/training contract

Rationale for the Measures:

The Board is responsible for its own excellence. These measures are necessary to ensure excellence and good governance.

Evidence of Compliance – 2021

The Board reported compliance.

- A board retreat/training event was held virtually in June 2020 for all board members, led by a member of Unity Consulting. In addition to training on policy-based governance a strategic plan was laid out for the Board's year during that retreat/training event. Food was provided for all attendees at the event.
- During the year, the board discussed the book, *My Grandmother's Hands: Racialized Trauma and the Pathway to Mending Our Hearts and Bodies*. The book was provided to board members as needed by the church.

Evidence of Compliance – 2022

The Board reported compliance.

- A series of board retreat/training events was held virtually in August 2021 for all board members, led by a member of Unity Consulting. In addition to training on policy-based governance a strategic plan was laid out for the Board's year during one of the sessions.
- During the year, the board discussed the book *The Sum of Us: What Racism Costs Everyone and How We Can Prosper Together*.
- The language of 3.7.2 was changed from "Outside assistance will be arranged so that the Board can exercise confident control..." to "Staff will make funding available for the hiring of outside assistance, at the Board's discretion. This enables the Board to exercise confident control..."

Evidence of Compliance – 2023

The Board reports compliance.

- The Board will again be holding training on Policy Governance, let by a Unity Consulting consultant, in May 2023.
- The Board will be holding its annual retreat sometime in August 2023, at which they will set goals for all committees and the Board as a whole, for the upcoming year.
- During the year, the Board discussed the book *Do Better: Spiritual Activism for Fighting and Healing from White Supremacy* by Rachel Ricketts.

3.8. Complaint Processing Procedure

In a religious community conflict and disagreement are to be expected. Procedures spelled out below are guided by the following principles: We should listen carefully to those with whom we are in conflict, assume best motivations, and discuss differences frankly and honestly in a spirit of love, forgiveness and compassion. Furthermore, policy violations can occur for innocent reasons and can be quickly and easily rectified. Others, however, may be part of a pattern and in need of being addressed systematically. It is the intent of the Board to be accessible and responsible to the congregation and other stakeholders, but

it is not a function of the Board to resolve complaints or grievances that are not directly related to the Board's policy making and policy monitoring functions.

The Board requires that complaints be submitted in written form. At the next Board meeting, the Board assesses whether there has been a policy violation, and/or whether a policy update is needed. Written complaints on the Board's agenda will be distributed to Board members and Executive Leadership prior to the meeting. The Board may ask the Executive Leadership for their interpretation of the policy. The Board assesses whether interpretation / action is beyond "any reasonable interpretation of the policy". The Board makes a determination of one of the following:

A) No violation, no update needed: Board explains to complainant its determination and rationale.

B) No violation (including reasonable interpretation), but policy update needed: Board updates policies, and initiates Complaint Resolution Procedure, taking into account the fact that no existing policy was breached. Board explains to complainant its determination and rationale.

C) Policy violation: Board initiates Complaint Resolution Procedure. Board explains to complainant its determination and rationale.

In all cases the determination of a complaint (A, B or C) is recorded in a Board motion that identifies the policy at issue. Unless confidentiality is requested, and the Board decides to summarize the complaint, the complete written complaint will be attached to the Board meeting minutes.

Complainants may be invited to a formal or informal reconciliation process.

3.8 Interpretation:

The board is responsible for gathering all written complaints. After a written complaint has been received, the board will review and assess the validity of the complaint as to whether there is a policy violation. The board reviews the assessment with the complainant.

All written complaints are recorded in a Board motion.

Measures:

Self-reporting - Review that written complaints are assessed in the next Board Meeting after they are received.

Self-reporting - Verify that the board assesses the complaint as to whether or not its policy is violated.

Self-reporting - Verify that the board reviews its assessment with the complainant.

Rationale for the Measures:

It follows the steps that are written in the procedure.

Evidence of Compliance – 2021

The Board reported compliance.

- No event for compliance reporting.
- No formal complaint has been received requiring use of a complaint resolution procedure.

Evidence of Compliance – 2022

The Board reported compliance.

- No event for compliance reporting.
- No formal complaint has been received requiring use of a complaint resolution procedure.

Evidence of Compliance – 2023

The Board reports compliance.

- No event for compliance reporting. The Board reports compliance.
- No formal complaint has been received requiring use of a complaint resolution procedure.

3.9. Complaint Resolution Procedure

The Board initiates this process when, according to the Complaint Processing Procedure, there has been a violation of policy, or a complaint has resulted in policy updates designed to proscribe the situation described in the complaint.

The Board judges the degree and seriousness of the complaint, taking into account the following factors:

- The nature of the complaint
- Whether this was a violation of existing policy
- Whether there is a history or pattern of policy violation
- The Executive Leadership's past efforts to address policy violations

While allowing for exceptional circumstances, the following series of escalating actions will be normally be undertaken:

1. Asking the Executive Leadership to present to the Board at the next Board meeting a plan to adhere to the policy in question and address the issues raised in the complaint. The plan will be attached to the Board meeting minutes.
2. Issuing a documented warning.
3. Engaging in mediation, with an external mediator acceptable to both the Board and Executive Leadership.
4. Presenting to the congregation the public record of policy violations, and the efforts to address them.
5. Requesting the Executive Leadership's resignation.
6. Calling a congregational meeting in compliance with the bylaws regarding removal of the Executive Leadership.

3.9 Interpretation:

The board determines the best course of action to be followed when a complaint violates policy.

Measures:

Self-reporting - Verify that a complaint that violates policy is dealt in the most effective manner as determined by the board.

Self-reporting - Verify that the board documents the course of action in which these complaints are handled.

Rationale for the Measures:

If the board documents the course of action, then it can monitor whether the complaint had been fully addressed.

Evidence of Compliance – 2021

The Board reported compliance.

- No event for compliance reporting.
- No formal complaint has been received requiring use of a complaint resolution procedure.

Evidence of Compliance – 2022

The Board reported compliance.

- No event for compliance reporting.
- No formal complaint has been received requiring use of a complaint resolution procedure.

Evidence of Compliance – 2022

The Board reports compliance.

- No event for compliance reporting.
- No formal complaint has been received requiring use of a complaint resolution procedure.

4.0 Board-Executive Relationship

Monitoring Report

The Board's official connection to church operations, achievements, and conduct is solely through delegated authority to the Executive Leadership.

4.1 Unity of Control

Only decisions of the Board acting as a body are binding on the Executive Leadership.

Accordingly,

4.1.1. Decisions or instructions of individual Board members, officers, or committees are not binding on the Executive Leadership except in rare instances when the Board has specifically authorized such exercise of authority.

4.1.2 In the case of Board members or committees requesting information or assistance without Board authorization, the Executive Leadership can refuse such requests that require, in the Executive Leadership's opinion, a material amount of staff time or funds, or are disruptive.

4.1 Interpretation:

Unless authorized by the board, individual board members do not have the authority to make decisions or provide instructions to the minister.

Unless authorized by the board, board members or committees do not have the authority to request information or assistance from the minister. As appropriate, the minister can refuse such requests.

Measures:

Self-reporting - Review of Board Meeting minutes will determine whether or not the board has given authority to an individual board member or a committee to perform such activities.

Self-reporting by the board (i.e., we will report either compliance or non-compliance).

Within the board meeting, the minister should describe any such activities that have happened.

Rationale for the Measures:

The board can report compliance or not within the board meeting.

The minutes of the board meeting will document any board decisions.

The board meeting is the place where conflicts between the role of the board and the role of the minister should be expressed.

Evidence of Compliance – 2021

The Board reported compliance.

- For the period 6/1/2020– 5/15/2021, the board has received no reports of individual board members or board committees making decisions or providing instructions to the Executive Leadership without authorization of the board acting as a body.

Evidence of Compliance – 2022

The Board reported compliance.

- For the period of 5/15/2021 to 5/3/2022, the board has received no reports of individual board members or board committees making decisions or providing instructions to the Executive Leadership without authorization of the board acting as a body.
- During this period, the Executive Leadership did provide feedback on an individual board member request. The board member did reverse course after advice from the minister.

Evidence of Compliance – 2023

The Board reports compliance.

- For the period of 5/3/2022 to 5/14/2023, the board has received no reports of individual board members or board committees making decisions or providing instructions to the Executive Leadership without authorization of the board acting as a body.

4.2 Accountability of the Executive Leadership

The Executive Leadership is the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the Executive Leadership.

4.2.1. The Board shall refrain from giving instructions to persons who report directly or indirectly to the Executive Leadership.

4.2.2. The Board shall refrain from evaluating, either formally or informally, any staff other than the Executive Leadership.

4.2.3 The Board shall view the Executive Leadership's performance as identical to organizational performance, so that accomplishment of the Ends and avoidance of policy-proscribed means will be viewed as successful Executive Leadership performance.

4.2 Interpretation:

The minister has sole authority and accountability of the staff. The board cannot direct or evaluate the work of the staff.

The board evaluates performance of the minister based on the performance of the church in meeting the Ends and Policies.

Measures:

Self-reporting by the board (i.e., we will report either compliance or non-compliance).

Within the board meeting, the minister should describe any such activities that have happened.

Rationale for the Measures:

The board can report compliance or not within the board meeting.

The board meeting is where conflicts between the role of the board and the role of the minister should be expressed.

Evidence of Compliance – 2021

The Board reported compliance.

- For the period 6/1/2020 – 5/15/2021 the Board has received no reports of the board giving instructions to persons who report directly or indirectly to the Executive Leadership.
- For the period 6/1/2020 – 5/15/2021 the Board has refrained from evaluating, either formally or informally, any staff other than the Executive Leadership.
- For the period 6/1/2019 – 5/15/2020 the Board has considered the Executive Leadership's performance as identical to organizational performance. The accomplishment of Ends and avoidance of policy-proscribed means have been viewed as successful Executive Leadership performance.

Evidence of Compliance – 2022

The Board reported compliance.

- For the period 5/15/2021 to 5/3/2022 the Board has received no reports of the board giving instructions to persons who report directly or indirectly to the Executive Leadership.
- For the period 5/15/2021 to 5/3/2022 the Board has refrained from evaluating, either formally or informally, any staff other than the Executive Leadership.
- For the period 5/15/2021 to 5/3/2022 the Board has considered the Executive Leadership's performance as identical to organizational performance. The accomplishment of Ends and avoidance of policy-proscribed means have been viewed as successful Executive Leadership performance.

Evidence of Compliance – 2023

The Board reports compliance.

- For the period 5/3/2022 to 5/14/2023 the Board has received no reports of the board giving instructions to persons who report directly or indirectly to the Executive Leadership.
- For the period 5/3/2022 to 5/14/2023 the Board has refrained from evaluating, either formally or informally, any staff other than the Executive Leadership.
- For the period 5/3/2022 to 5/14/2023 the Board has considered the Executive Leadership's performance as identical to organizational performance. The accomplishment of Ends and avoidance of policy-proscribed means have been viewed as successful Executive Leadership performance.

4.3 Delegation to the Executive Leadership

The Board shall delegate authority to the Executive Leadership through written policies that prescribe the organizational Ends to be achieved and describe organizational situations and actions to be avoided, allowing the Executive Leadership to use any reasonable interpretation of these policies.

Accordingly, the Board shall:

4.3.1 Develop policies instructing the Executive Leadership to achieve specified results. These policies shall be developed systematically from the broadest, most general level to more defined levels, and shall be called Ends policies.

4.3.2 Develop policies that limit the latitude the Executive Leadership may exercise in choosing the organizational means. These limiting policies shall describe those practices, activities, decisions, and circumstances that would be unacceptable to the Board even if they were to be effective. These policies shall be developed systematically from the broadest, most general level to more defined levels, and they shall be called Executive Limitations policies.

4.3.3 Authorize the Executive Leadership to use any reasonable interpretation of the Board's Ends and Executive Limitations policies, to establish any further policies, make any decisions, take any actions, establish any practices, and develop any activities. Such decisions of the Executive Leadership shall have full force and authority as if decided by the Board.

4.3 Interpretation

The board develops policies to delegate authority to the minister – both Ends policies and Executive limitations policies. These are documented in the ‘First UU Austin Governing Policies’ document. The minister develops the interpretations of these policies.

Measures:

Self-reporting – The board meeting minutes document the development and changes to the policies as well as the development and changes to the interpretations.

Rationale for the Measures:

The policies have been developed and will be updated as necessary. The interpretations of these policies are reviewed in the board meetings.

Evidence of Compliance – 2021

The Board reported compliance.

- For the period 6/1/2020 –5/15/2020 the Board has delegated authority to the Executive Leadership through written policies that prescribe the organization Ends to be achieved and described organizational situations and actions to be avoided. The Board has written interpretations from the Executive Leadership regarding the Board’s written Ends, which were provided to a previous Board.
- The current Board of Trustees has utilized and monitored Executive Limitation policies developed by previous Boards that limit the latitude the Executive Leadership may exercise in choosing the organization means to achieve the Church’s Ends.

- The limiting policies describe those practices, activities, decisions, and circumstances that would be unacceptable to the Board even if they were to be effective.

The Board of Trustees has authorized the Executive Leadership to use any reasonable interpretation of the Board's Ends and Executive Limitations policies, to establish any further policies, make any decisions, take any actions, establish any practices, and develop any activities not specifically proscribed the Executive Limitations policies. Based on the delegation of authority set out in this policy, such decisions of the Executive Leadership have been considered to have the full force and authority as if decided by the Board.

Evidence of Compliance – 2022

The Board reported compliance.

- For the period 5/15/2021 to 5/3/2022 the Board has delegated authority to the Executive Leadership through written policies that prescribe the organization Ends to be achieved and described organizational situations and actions to be avoided. The Board has written interpretations from the Executive Leadership regarding the Board's written Ends, which were provided to a previous Board.
- The current Board of Trustees has utilized and monitored Executive Limitation policies developed by previous Boards that limit the latitude the Executive Leadership may exercise in choosing the organization means to achieve the Church's Ends.
- The limiting policies describe those practices, activities, decisions, and circumstances that would be unacceptable to the Board even if they were to be effective.
- The Board of Trustees has authorized the Executive Leadership to use any reasonable interpretation of the Board's Ends and Executive Limitations policies, to establish any further policies, make any decisions, take any actions, establish any practices, and develop any activities not specifically proscribed the Executive Limitations policies. Based on the delegation of authority set out in this policy, such decisions of the Executive Leadership have been considered to have the full force and authority as if decided by the Board.

Evidence of Compliance – 2023

The Board reports compliance.

- For the period 5/3/2022 to 5/14/2023 the Board has delegated authority to the Executive Leadership through written policies that prescribe the organization Ends to be achieved and described organizational situations and actions to be avoided. The Board has written interpretations from the Executive Leadership regarding the Board's written Ends, which were provided to a previous Board.
- The current Board of Trustees has utilized and monitored Executive Limitation policies developed by previous Boards that limit the latitude the Executive Leadership may exercise in choosing the organization means to achieve the Church's Ends.
- The limiting policies describe those practices, activities, decisions, and circumstances that would be unacceptable to the Board even if they were to be effective.
- The Board of Trustees has authorized the Executive Leadership to use any reasonable interpretation of the Board's Ends and Executive Limitations policies, to establish any further policies, make any decisions, take any actions, establish any practices, and develop any activities

not specifically proscribed the Executive Limitations policies. Based on the delegation of authority set out in this policy, such decisions of the Executive Leadership have been considered to have the full force and authority as if decided by the Board.

4.4. Monitoring Executive Leadership Performance

Regular and systematic monitoring of the Executive Leadership's job performance will be solely measured by accomplishment of Ends in accordance with Executive Limitations policies.

4.4.1 Monitoring determines the degree to which Board policies are being met. 4.4.2 The Board shall acquire monitoring data by one or more of the following methods:

- By internal report, in which the Executive Leadership discloses compliance information to the Board,
- By external report, in which an external, disinterested third party selected by the Board assesses compliance with Ends and Executive Limitations,
- By direct Board inspection, in which one or more Board members designated by the Board, or the Board as a whole, assess compliance with Board policy.

4.4.3 In every case, the standard for compliance shall be any reasonable interpretation by the Executive Leadership of the policy being monitored.

4.4.4 All policies that instruct the Executive Leadership will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on the attached schedule (Appendix A).

4.4 Interpretation:

The board regularly monitors the minister's job performance by determining how well the Ends and Policies are being met (as reflected in the interpretations of the policies). Although policies may be monitored at any time, the regular schedule for monitoring of the policies is documented in the policies document.

Measures:

Self-reporting - Verify that the board executes the monitoring as defined in the First UU Austin Governing Policies document. The monitoring will be documented in the board minutes.

Rationale for the Measures:

The policies are monitored by the board within the board meeting.

Evidence of Compliance – 2021

The Board reported compliance.

- The Board has used monitoring of the policies to determine the degree to which Board policies are being met.
- For the period 6/1/2020 –5/15/2021 the Board has acquired monitoring data by internal report, in which the Executive Leadership has disclosed compliance information to the Board and by direct inspection (Board committee conducted a survey of the congregation of achievement of Ends).

- The Board Monitoring committee conducted direct inspection of the executive limitation on treatment of staff via staff interviews, finding the executive to be in compliance with the limitations.
- The Board continues to follow a regular schedule of monitoring all policies that instruct the Executive Leadership. The Board is aware that while it is following a regular schedule of monitoring, it can at any time monitor any policy.

Evidence of Compliance – 2022

The Board reported compliance.

- The Board has used monitoring of the policies to determine the degree to which Board policies are being met.
- For the period 5/15/2021 to 5/3/2022 the Board has acquired monitoring data by internal report, in which the Executive Leadership has disclosed compliance information to the Board and by direct inspection (Board committee conducted a survey of the congregation of achievement of Ends).
- The Board Monitoring Committee has conducted its annual survey and compared survey data with the two previous years' surveys.
- The Board continues to follow a regular schedule of monitoring all policies that instruct the Executive Leadership. The Board is aware that while it is following a regular schedule of monitoring, it can at any time monitor any policy.

Evidence of Compliance – 2023

The Board reports compliance.

- The Board has used monitoring of the policies to determine the degree to which Board policies are being met.
- For the period 5/3/2022 to 5/14/2023 the Board has acquired monitoring data by internal report, in which the Executive Leadership has disclosed compliance information to the Board and by direct inspection (Board committee conducted a survey of the congregation of achievement of Ends).
- The Board Monitoring Committee has conducted its annual survey and compared survey data with the two previous years' surveys.
- This year, the Board monitored policies as well as specific goals related to the interim ministry.
- The Board continues to follow a regular schedule of monitoring all policies that instruct the Executive Leadership. The Board is aware that while it is following a regular schedule of monitoring, it can at any time monitor any policy.

March 2023 Financial Reviews

Expenses exceed the March 2023 budget. Increased maintenance and supply costs account for the increase in expenses. While March income was low due to a large anticipated gift arriving in February. Overall, in 2023 we are still showing positive income to expenses, but looking to cut costs to prepare for summer decrease in contributions.

Our cash reserves are at about 3.5 months.

It is too early to project year end numbers yet.

On the balance sheet, we are still working with the accountant to correct the credit card balances.

FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

Budget vs. Actuals: January - March 2023

	Mar 2023			Total			Notes
	Actual	Budget	over Budget	Actual	Budget	over Budget	
Income							
4100 Earned Revenue			0	0	0	0	
4110 Event Revenue	0		0	4,013	0	4,013	
4120 Admissions/Ticket Revenue		0	0	0	0	0	
4130 Rentals Revenue	9,785	10,417	-632	22,333	31,250	-8,917	1
Total 4100 Earned Revenue	\$ 9,785	\$ 10,417	-\$ 632	\$ 26,346	\$ 31,250	-\$ 4,904	
4200 Contributed Revenue			0	0	0	0	
4210 Unrestricted Contributions			0	0	0	0	
4211 Pledge	62,177	64,650	-2,473	205,449	199,300	6,149	
4212 Sunday Plate	1,734	2,000	-266	5,725	6,000	-275	
4213 Other Gifts	13,798	58,416	-44,618	75,678	70,248	5,430	2
Total 4210 Unrestricted Contributions	\$ 77,708	\$ 125,066	-\$ 47,358	\$ 286,852	\$ 275,548	\$ 11,304	
4220 Restricted Contributions	0	0	0	160	0	160	
4221 Special Plate	3,869	1,130	2,739	7,408	3,390	4,018	
Total 4220 Restricted Contributions	\$ 3,869	\$ 1,130	\$ 2,739	\$ 7,569	\$ 3,390	\$ 4,179	
4290 Other Contributed Revenue	-420	1,750	-2,170	28,145	5,250	22,895	
Total 4200 Contributed Revenue	\$ 81,158	\$ 127,946	-\$ 46,788	\$ 322,566	\$ 284,188	\$ 38,378	
Total Income	\$ 90,942	\$ 138,363	-\$ 47,421	\$ 348,912	\$ 315,438	\$ 33,474	
Expenses							
Total 6100 Payroll Expenses	\$ 55,832	\$ 61,008	-\$ 5,176	\$ 164,071	\$ 183,024	-\$ 18,953	
Total 6210 Charitable Giving	\$ 4,256	\$ 5,122	-\$ 866	\$ 29,161	\$ 27,866	\$ 1,295	
Total 6220 Program Expenses	\$ 6,929	\$ 6,506	\$ 423	\$ 26,187	\$ 19,492	\$ 6,695	3
Total 6300 Outreach Costs	\$ 902	\$ 1,333	-\$ 431	\$ 5,376	\$ 19,904	-\$ 14,528	4
Total 6400 Occupancy Costs	\$ 16,398	\$ 7,541	\$ 8,857	\$ 37,402	\$ 23,166	\$ 14,236	5
Total 6600 Subscription's and Fees	\$ 3,473	\$ 1,667	\$ 1,806	\$ 7,472	\$ 4,997	\$ 2,475	6
Total 6700 Business Expenses	\$ 5,165	\$ 6,272	-\$ 1,107	\$ 14,421	\$ 18,817	-\$ 4,396	
6820 Depreciation Expense	10,993	10,735	258	32,980	32,210	770	
6830 Interest Expense	4,160	4,695	-536	13,534	14,083	-549	
Total Expenses	\$ 108,108	\$ 104,879	\$ 3,229	\$ 330,604	\$ 343,559	-\$ 12,955	
Net Operating Income	-\$ 17,166	\$ 33,484	-\$ 50,650	\$ 18,308	-\$ 28,121	\$ 46,429	
Total Other Income	\$ 57	\$ 0	\$ 57	\$ 158	\$ 0	\$ 158	
Net Income	-\$ 17,109	\$ 33,484	-\$ 50,593	\$ 18,467	-\$ 28,121	\$ 46,588	
Non-Operational Expense	\$ 15,153	\$ 15,430	-\$ 277	\$ 46,514	\$ 46,293	\$ 221	
Net Operational Income	-\$ 1,956	\$ 48,914	-\$ 50,870	\$ 64,981	\$ 18,172	\$ 46,809	

Notes to March 2023 to Budget

1. Rental income is less than budgeted. Due to increased church activity and the fact that we are understaffed, we have had less availability for larger rentals. We are working on a solution to hopefully increase our rental revenue without adding an extra burden on staff.
2. Total unrestricted contributions are less than budgeted for March. We were expecting a large contribution that arrived in February.
3. Program expenses continued to be overbudget in March, but by much less than February. We are still catching up from not ordering in the pandemic and increased church ministry requests. We will continue to monitor and find ways to bring expenses down.
4. Outreach costs are under budget because we have not been fully billed for the KUT sponsorship.
5. Occupancy costs continue to be over budget due to unanticipated repairs and equipment expenses.
6. Updates to our streaming quality have increased our monthly software subscripsts costs.

FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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Balance Sheet As of March 31, 2023

	JAN 2023	FEB 2023	MAR 2023
ASSETS			
Current Assets			
Bank Accounts			
1072 Bill.com Money Out Clearing	2,376	1,186	0
1110 8009-THCU Checking	521,165	595,478	589,501
1120 RBank Debt Service 676	59,186	59,189	59,191
1130 RBank Construction 668	101,323	92,420	83,516
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.	276,482	268,509	273,044
1720 UUCEF Mixed Investment Account	343,223	310,395	345,072
1730 UUCEF Murr Music Account	77,965	75,717	76,996
1740 UUCEF Education	700,258	680,064	691,549
Total Bank Accounts	\$2,082,216	\$2,083,195	\$2,119,107
Accounts Receivable			
1210 Accounts Receivable	0	0	0
Total Accounts Receivable	\$0	\$0	\$0
Other Current Assets			
1199 Undeposited Funds	0	6,017	0
1220 VANCO - Payment Reconciliation	0	0	0
1230 Cash/Checks	0	0	0
1240 VANCO - ACH/MS	0	0	0
1250 VANCO - ACH	0	0	0
1260 Stripe	911	2,190	929
1310 Prepaid Expenses	18,002	16,377	14,753
1490 Other Current Assets	0	0	0
Total Other Current Assets	\$18,913	\$24,584	\$15,682
Total Current Assets	\$2,101,128	\$2,107,779	\$2,134,789

FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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Balance Sheet As of March 31, 2023

	JAN 2023	FEB 2023	MAR 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	-748,961	-759,954	-770,948
Total 1500 Fixed Assets	6,985,870	6,974,877	6,963,883
Total Fixed Assets	\$6,985,870	\$6,974,877	\$6,963,883
TOTAL ASSETS	\$9,086,998	\$9,082,656	\$9,098,673
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2110 Accounts Payable	29,992	18,181	-4,405
Total Accounts Payable	\$29,992	\$18,181	\$ -4,405
Credit Cards			
2150 Chase Credit Card 3081	215	215	215
Credit card (1319)	718	718	718
Credit card (2900)	1,069	1,208	1,348
Credit card (3030)	945	1,429	1,481
Credit card (3081)	-47,288	-62,603	-59,373
Credit card (3115)	72	72	72
Credit card (3123)	1,109	1,109	1,109
Credit card (4576)	28,580	32,413	37,596
Credit card (8572)	16,617	19,406	21,153
Credit card (9450)	6,573	8,657	9,912
Total 2150 Chase Credit Card 3081	8,609	2,624	14,231
Total Credit Cards	\$8,609	\$2,624	\$14,231
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	\$38,601	\$20,805	\$9,826

FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN

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Balance Sheet As of March 31, 2023

	JAN 2023	FEB 2023	MAR 2023
Long-Term Liabilities			
2620 Construction Loan	1,190,930	1,186,633	1,181,878
Total Long-Term Liabilities	\$1,190,930	\$1,186,633	\$1,181,878
Total Liabilities	\$1,229,530	\$1,207,439	\$1,191,704
Equity			
3110 Unrestricted Net Assets	615,282	615,282	615,282
3120 Restricted Funds	7,429,514	7,429,514	7,429,514
3130 Unrealized Gain/Loss on Investments	-161,636	-224,878	-172,902
Opening Balance Equity	0	0	0
Net Income	-25,693	55,299	35,074
Total Equity	\$7,857,468	\$7,875,217	\$7,906,969
TOTAL LIABILITIES AND EQUITY	\$9,086,998	\$9,082,656	\$9,098,673

Agenda – Congregational Meeting

First Unitarian Universalist Church of Austin

Sunday, May 21, 2023, 1:30 pm – 3:00pm in the Sanctuary and on Zoom:

<https://zoom.us/my/firstuuaustin>, Password is 512452

	Pp.	Min	Time
1. Welcome and Call to Order, Nesan Lawrence		10	1:30
a. Unison Reading of Covenant and Lighting of Chalice	2		
b. Adopt Consent Agenda	3-4		
• Rules of Procedure	5-22		
• Minutes of December 2022 congregational meeting			
c. Adopt Agenda			
2. Update: State of the Church, Rev. Chris Jimmerson and Jonalu Johnstone		15	1:40
3. Congregational Vote on Board of Trustees Nominations, Nominating Committee	23-25	15	1:55
4. Congregational Vote on Nominating Committee Member Nominations, Nominating Committee	23, 26-28	10	2:10
5. Securing Our Church's Future Report, Nesan Lawrence and David Riehl		20	2:20
6. Joys/Concerns/Intentions		10	2:40
7. Closing Reading and Extinguish Chalice		5	2:45
8. Adjourn			2:50

November 2022 – (OKR.2) pledged income meets at least 90% of budgeted expenses.

December 2022 – OKR.3) at least 20% of members have participated in at least one interim activity of reflection. BIPOC, disabled, LGBTQ+ participation is documented and robust.

January 2023 – (OKR.3) Transition team has developed a plan to contact everyone in the congregation to get input about who should be on the search committee. Implementing this plan will involve everyone on the board. The interim ministry team might give the board a preliminary version of the report that they will share with the congregation in February.

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.

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.

April -- (OKR.3 and OKR.4). Search committee for next settled minister is formed. **(Who is responsible? I think this is on the board)**. Ministry team provides a plan for organizing volunteer support to achieve OKR.4 goals.

May 2023 – (OKR.2) – staffing plan shared with congregation.

(usually the summer months are for training the board and August is focused on training the board in reading financial statements)

September 2023 – (OKR.1 and OKR.4) Ministry team provides board with metrics of member engagement and leadership.

Board Transition Committee Final report

Our major goals/accomplishments this year were to support interim ministers, develop “objectives and key results” for the year, and assemble a ministerial search committee. Our interim team started in late summer Rev. Erin Walter beginning her ministry in August and Rev. Jonalu Johnstone in October. Rev. John Buehrens came in-person in August and virtually in September.

Our work supporting the ministers involved being present at Listening Circles, reading and responding to early drafts of the interim ministers’ report on the state of the church, and organizing a session for the congregation to respond to the report in February.

In response to a suggestion by Rev. John, we developed a set of goals for the year. These goals were: 1. Growing congregational membership and engagement, 2. Encouraging a culture of stewardship and generosity to support the church and its mission, 3. Invite the congregation into the work of reflection on how to sustain its mission in an interim period and set the process for selecting a new Senior Minister, and 4. Cultivate Lay leadership. We also established a timeline for monitoring progress on these goals. And, we followed through to monitor the ministers’ and the board’s progress on these objectives according to the timeline.

We had many successes related to the goals we set for the year. Attendance at Sunday services and membership are clearly increasing. We set a high fundraising goal for the stewardship campaign and nearly met it, increasing the number of pledges and the amount of the average pledge substantially. We had good participation in the interim activities and lay leadership is better organized, especially for the caring team. We struggle to be able to measure member engagement.

Our third major goal was to establish a ministerial search committee. In January we requested that church members nominate people for the search committee and provided guidelines for what makes a good search committee member. Congregants could submit their nominations in person or online. More opted to use paper than the online tool. In all, over 60 candidates were nominated and the board transitions team selected 10 to run for the committee based on the number of times each person was nominated. We were disappointed not to have more representation of parents children currently in Religious Education, but we understand that parents have extra demands on their time and the search committee is a heavy commitment. We held our election on April 30th and selected Carolyn Gremminger, Tomas Medina, Peggy Morton, Celeste Padilla, Tom Shindell, Bis Thornton and Susan Thomson. Five of the members were selected by the congregation and two were appointed by the board. Similar to the nominations process, we offered congregants both online and in-person options for registering their votes. All votes were anonymous.

We discovered a few problems with our process. One is that our list of members was not complete. We should have posted a voting roster in the church so that we could have made corrections ahead of the election. Luckily, we had a process for congregants to register provisional ballots in person until their membership status could be determined. We also found that sending out ballots by email comes with some technical challenges. Many congregants had to look in junk mail to find their ballot. A few others had different sorts of technical problems, most of which (but not all) we were able to resolve. In all we had 176 congregants vote for the ministerial search committee.

Monitoring Committee 2022/2023 final report 05/11/2023

David Riehl, Rob Hirschfeld, Joseph Hunt

The Monitoring Committee had three goals for 2022/2023.

- Plan and conduct the congregational survey this Fall.
- Think through the co-ministry model during transition period and implications to Board monitoring.
- Conduct an independent Board audit of safety and security for the Church, its assets, and people, including Executive Limitations 2.6.1 and 2.6.4.

The 2022 FUUCA survey shows an engaged and committed spiritual community. In several areas, the sentiment expressed this year was less positive than in previous surveys as can be expected of a congregation rebuilding after a pandemic and after losing a beloved minister. This year's survey includes summaries derived from new open questions about giving motivation (community & spiritual) and participating via remote online (Sunday in person, others hybrid).

The Congregational Survey was conducted during the end of 2022 and had 30% fewer responses than previous years. We will look for ways to improve participation in the 2023 survey. A detailed report was submitted to the board including analysis of write in comments. The summary of the results was sent to the congregation. We are in the process of transitioning information and responsibility for the survey to Joseph Hunt.

We thought through the implications of the co-ministry model, and no actions were required. The monthly reviews took place as planned, with no problems noted.

The Board audit of Church safety and security was put on hold, due to other priorities. Board members were absorbed with other duties, especially in working financial issues for the 2022/2023 and 2023/2024 fiscal years. We also did not want to dilute the staff efforts supporting the interim ministry by making additional demands on staff time and attention during this delicate period. The safety and security concerns remain so we will resume focus on this in 2023/2024.

Executive limitation Asset Protection 2.6.1 and 2.6.4 were reviewed by the Board and found them in compliance in January.

**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: