

First Unitarian Church of Portland
Board of Trustees Meeting October 3, 2024

Buchan Reception (Dinner discussion 6-7pm Board only)

Board meeting 7-9pm

Leslie Pohl-Kosbau, Moderator

John Bishop, First Vice Moderator and Governance chair

Julia Griffiths, Second Vice Moderator and Communications chair

David Livermore, Secretary

Roger Robinson, Treasurer and Finance

Bob Bonner, Linda Craig, Harriet Shacklee.

Agenda

7:00 Convene

- Chalice Lighting/Opening Words –
- Determine Quorum
- Review Agenda

7:05 Congregant Comment Period

7:15 Covenant (all) reading

Consent Agenda

Recognition of Adam, Caitlin and Marilyn's Board tenures

7:25 Board updates

Committee updates for new members to Governance, Finance, and Communications. Appoint and confirm committee members (vote)

7:35 Executive Team report

7:50 Report on Organizing Team, petitions

Report on Board letters and actions re: Organizing Team

Action items, correspondence to and by congregants

8:10 Right Relations Team charge to Governance Committee (discussion and vote)

8:25 Board Goals three year (submitted by committees)
(Discussion and vote)

8:45 HR Committee report from John Bishop

- Closing comments, items for future agendas
- Communications and process check
- Closing Words –

Dates to Calendar

- October 13th is the organ recital in honor of the 100th Anniversary of our Eliot Building

October 20th is the start of the Annual Fund Drive

October 27th is the Finance Forum and the minister's Q&A

November 3rd is the program on Jamieson Parker, architect of the Eliot Building, with George Crandall, Roger Robinson, and Cindy Cumfer.

Our Mission: The mission of First Unitarian Portland is to create a welcoming community of diverse individuals; to promote love, reason, and freedom in religion; to foster lifelong spiritual growth; and to act for social justice.

Our Vision: First Unitarian Portland is a beacon of hope for us and for our community, a spiritual center in the heart of our city that helps each of us to find our moral compass, calling and challenging us to build the beloved community with an ever-deepening sense of spirit, diversity, and inclusion.

Church Goals 2021-2024

As we work to embrace our call as a justice-seeking community in the emerging post-pandemic era, we recognize the unique value First Unitarian Church and liberal religion bring to Portland and the larger community. We will:

1. Continue, and enhance as we are able, our vibrant ministries in worship, music, adult and young people's spiritual education, and social justice.
2. Successfully complete the ministerial transition and establish covenantal relationships among the new minister, the congregation, staff, and Board.

3. Take the next steps toward living into the 8th Principle by examining all parts of the church structure to ensure we are accountably creating a multicultural and anti-racist environment where each person is welcomed and finds connection.
4. Create a long-term plan for development and sustainability of the church campus given congregational needs and resources, community needs, and the evolving dynamics of downtown Portland.
5. Enhance and promote an ever-growing culture of generosity and financial sustainability.

Board Goals for 2021/24

1. Take action to improve our practices and model antiracist behavior as called for in the 8th principle. Continue to educate ourselves on the issues so that we can support the development of this work within the congregation.
2. Holding the mission of the church, engage in ongoing, generative conversations with the Executive Team and the congregation to:
 - a) Develop an understanding of the post-pandemic church that's emerging, as well as the pastoral needs and continuing connections among congregants.
 - b) Approve a revenue plan to sustain the mission of the church during this evolving period.
 - c) Consider viable options for maintenance of our current physical plant and future development of the campus as is feasible.
3. Continue to support ~~the Ministerial Search Committee and the~~ transition to a new Senior Minister.
4. Develop and nurture a covenantal relationship with the new Senior Minister.
5. Consider the appropriate size for the board and, if a change is decided upon, refer a recommendation to the congregation for a vote.

BOARD COVENANT OF LEADERSHIP 4/2023

We covenant to

1. uphold the spiritual nature of our work by regularly engaging in spiritual deepening.
2. demonstrate our leadership and commitment to the church by our example.
3. listen with an open, nonjudgmental mind and heart.
4. treat our time on the board as an opportunity to make an important gift to our church.
5. communicate openly and appreciate others enthusiastically.
6. practice respect and care for each other.
7. work toward repair when harm is done.
8. act for the good of the church and the community.
9. acknowledge and understand the true history of the church we inherit, and together build a future that embodies our Unitarian Universalist values.
10. cultivate relationships within the congregation.
11. discuss and disagree with curiosity, expressing ourselves as clearly, honestly, and lovingly as possible to further the goal of building understanding.
12. speak openly with the congregation, respecting the confidentiality of board conversations

We pledge to observe these promises, to do our best to trust that others are also observing them, and to be forgiving when we inevitably make mistakes. We accept the accountability implied in these promises.

First Unitarian Church of Portland Board of Trustees Meeting Minutes
Thursday, September 5, 2024

Board Attendees: Leslie Pohl-Kosbau, Julia Griffiths, Marilyn Mays, Linda Craig, Roger Robinson, Bob Bonner, Harriet Shaklee (via Zoom), David Livermore, Ryan Deibert (ex-officio).

ET Attendees: Alison Miller, Tom Disrud, Kathryn Esty.

Board/ET members absent: John Bishop

Non-board/ET attendees: Alyssa Eldridge, Jamie D, one other unidentified in person, Barbara Walden, Amy Norcom, Aameena Amdahl-Mason, Sarah Ruhl, Lynn Edwards, Karen Shawcross, Stephanie Kaza, Chris Jakel, Jennifer O'Donnell, Devon, Esther Mae, Alison Jakel, Claudia.

Board roles: Timekeeper – Harriet; Process Observer – Marilyn

7:01 pm Chalice Lighting/Opening Words

From as the Sky begins to Change, Kim Stafford

Quorum determination

A quorum was present

Review Agenda

Linda wants us to approve the 6/30/23 financial statement

7:05 Congregant Comment Period

Statements from Amy Norcom, Alyssa Eldridge, Karen Shawcross.

7:15 pm ET Update

Updates from Reverend Alison.

Staff working on healing the fractures, bringing down silos, and are about to move toward the covenanting process. Staff have spoken out about transparency. Alison said it feels like a positive trajectory for staff relations.

We are heading into homecoming Sunday.

Listening circles continue. We are hearing from a broad range of congregants about the last two years and beyond that timeframe.

Music transition is ongoing. We are looking toward interviewing candidates in person. Will also be looking to reach out to the choirs and the congregation about what the desires are for music in the future. This month is open house for choirs.

We are expanding adult program offerings. Will be able to hire another staff member 20 hrs. per week because of Easter Seals program.

Isabella Utrecht in the office is doing database and other work. Becoming integrated quickly.

The Shower Project is off for September.

Insurance update from Katherine. The premium is in the Board packet (\$42k). We are still waiting for some documentation to provide to Gladfelter (new insurer). The previous insurer had \$28 million of insured value for the buildings on the block. Gladfelter's has determined that a new value of \$41 million is more appropriate and that will be the new insured property value. We do have directors and officers insurance. Fire, wind, flooding are covered. The policy does not include earthquake.

Safety issues around the buildings are a rising issue and staff are concerned. The mix of people experiencing homelessness has changed since Alison arrived. Our sextons and volunteers do a large part of the cleanup around the block.

Listening circle notes will be collected and then there will be discernment. There was a question of whether more listening circles are needed? The Board will be involved in the discernment.

7:34 Board updates

Committee chairs report

- Governance committee report—John is not present. Leslie will be joining the committee but feels that we really need to bring policies up to date and we have at least one bylaw that we will be asking the congregation to approve—changing the number of Board members from 12 to 9 members.
- Communications committee report—Julia stated that the first meeting will be on 9/10. Immediate tasks include website, Google Drive updates, help with forums, and finding other ways to communicate other than Front Steps.
- Finance—Roger, said we will be working on policies, relations with the Foundation Board, and will also be doing Task Forces to work on transparency, defining reserve accounts, quarterly presentations to the congregation, calendar mismatch issues, and church financial literacy.
- Board Liberation—Marilyn reported that no meetings have been scheduled yet. The BLC hopes to work with Governance which is probably the best opportunity to affect change.
- Leslie would like to get long-range planning going again. Leslie, Harriert, Bob, David, and Roger signed up to be on the ad hoc LTP committee.

- Bob and Roger will be the Board representatives to the Church Foundation.

7:41 pm Business Agenda

NomCom meeting is coming up sometime in the fall.

Approval of Meeting Minutes—June 6 Board meeting minutes (Moved: Roger, Seconded: Marilyn) unanimous approval; June 7 Board meeting minutes (Moved: Roger, Seconded: Julia) unanimous approval; August 1st Board Meeting minutes, one correction: Change Rev. Susan to Reverend Sarah Millspaugh (Moved: Bob, Seconded: Linda) unanimous approval. Minutes for retreat are accepted but not official minutes so no vote for the record.

We discussed listening circles and leadership and listening.

Linda led a presentation/discussion about reading church financial statements.

A motion was made by Marilyn to approve the 6/30/2023 reviewed financial statements by Kern Thompson. Bob seconded the motion. Unanimous approval.

Dates for the calendar: homecoming this weekend. Church picnic on 9/14.

There was a discussion about Board goals. **Action item: Each committee will meet in the next month and be prepared to present three-year Board goals.**

There was a discussion about what the Board size should be this church year with the two members who have recently resigned (Adam and Caitlynn). Ryan said the Bylaws say that the Board may fill the vacancy for the church year. There was discussion about the future and bringing diverse voices to church leadership (and the Board) in other ways. Roger wants to refer this issue to the Governance committee to come back with a recommendation as to whether they recommend that we stay with a nine-person Board this year. Leslie also wants to bring this issue to the congregation at a future Church forum. **Action item: Governance committee to provide a recommendation to the Board at the next meeting on whether the Board remains at nine-people for the church year.**

8:54 pm Meeting Wrap-up

- Closing comments, items for future agendas—None identified
- Process Observations—Marilyn said it feels bad when we say that 10-minutes are up at the end of the public comment period. Are there other ways to allow for congregant comments? Ryan has a written statement that he will share. **Action item: Ryan will share the statement he uses to open the congregant sharing portion of the Board meeting.**
- Closing Words—Julia from the Book of Quality by J. Ruth Gendler. Re commitment.

8:59 pm meeting adjourned.

Communications Committee Agenda - September 10, 2024

- Opening words and chalice lighting - Julia
- Check-in
- Retreat - identify board goals related to communication
 - Suggested goal: Every quarter, find/create opportunities within the congregation to work together and make connections across existing groups.
 - Forums
 - Buchan discussions around topics
 - How to connect in the city, esp. downtown churches
 - How to connect to other UU congregations
 - Report back on listening circles?
 - Input on board work and budgets
 - Suggested goal: Increase communication channels from Board to congregation
 - At board table, have monthly planned topic, complete with handouts.
 - Promote board table topic in slides before service.
 - Consider replaying the slides after the service.
 - Use board's webpage as communication channel.
 - Create schedule to regularly update board's webpage.
 - Use links and QR codes to drive traffic to webpage.
 - Develop response plan for congregant emails to board.
 - Develop response plan for congregant comments at board meetings.
 - Consider using time before board meetings for mini Listening Circles with congregants, maybe quarterly?
- Review calendars
 - Regular meeting time:
 - 2nd Tuesday of each month. 6:30-8:00.
 - Zoom.
 - Julia to update board calendar.

- Bob reports that Finance Committee anticipates hosting an October forum.
 - Julia to contact Roger and offer support with publicity.
- Website updates - need team to review and recommend - Julia
 - Julia to contact Kathryn for training.
 - Julia to review webpage and email suggested updates to Communications Committee for review.
 - Also, board@firstunitarian email recipients?
 - Due date for board letter?
- Social Hour Table - Bob to wrangle sign-ups
 - Julia created sign-up sheet, sent link to Bob
 - Sign-up method
 - Materials - what print-outs or links do we want to make available?
- Board Letter - Marilyn to wrangle sign-ups
 - September edition submitted by Julia following review by committee and Leslie.
 - Marilyn to create and distribute sign-up sheet.
- Need volunteer to take meeting minutes. - Marilyn to take minutes next meeting.
- Need volunteer for opening/closing reading next month. - David
- Closing words - Julia
- Next meeting: 10/8 6:30-8:00 zoom

Other Goal Topics

- Unified system of record keeping and archiving
 - Google Suite?
 - Boardable?
- Staff and volunteer working relationship (with HR)
- Committee on Committees (with Long Range Planning)

Respectfully submitted, Julia Lee Griffiths

Board Officers Meeting September 19, 2024 4pm

Agenda

Board installation and ET report

The Board Installation is September 29th (after the Spirit of Life)

The Music Transition team is interviewing 3 final candidates (confidential)

September 29th after worship, is the Eliot Chapel remembrances program

October 1st Rev. Wendy Fish will lead a staff covenanting session

October 20th is the start of the Annual Fund Drive, perhaps \$1.4 million goal

Staff is working on the AFD, looking for a congregant to help.

November 17th is the rededication of Eliot Chapel and Celebration Sunday

Right relations committees

This will be an independent committee, apart from the Board or the ET to work with issues brought by individuals or groups within the Church. Work needs to be done to give a charge for it, investigate other congregations, and how they set it up. It is of immediate importance. Suggested members: Kathy Ludlow, Kristin Guest, Lauren McNeil and others. The Board will set up the charge.

Committees and members of the congregation

Reports from Governance, Finance and Communications are due, with Board Goals.

Send them to John Rosette. Send the Goals to Leslie before Wednesday September

A Q&A session and forum for Finance will be held on October 27th. Communications will help to advertise it.

Sign up for the Board table needed.

Marilyn Mays resigned on September 18th from the Board of Trustees. We will fill the vacancy in consultation with the Nominating Committee and the Moderator will appoint a new Board member to bring the total of Board members up to 9, with more addition of congregants to the Board Committees. The Long-Range Planning Committee will focus on programming and program council.

Organizing group handing out information to children at church

The Ombuds group is John, Leslie, Roger, Julia and Ryan. It was agreed that Leslie will write a cease and desist letter invoking the "Safe Church Policy" draft, and send it to the BOC before sending it to the Organizing Committee to stop leafleting and protesting inside the church property. Continued actions will result in temporary exclusion from the church. Roger is writing a letter to the whole congregation, draft. More security will be hired for this Sunday and further Sundays to assist the ushers.

HR committee report to the Board

John will bring a report to the October Board meeting

Jen will be invited to the dinner section of the Board meeting

The meeting was adjourned by Leslie at 6:30pm

Notes by Leslie Pohl-Kosbau

Minutes from Governance Committee
9/18/2024 4 pm

Attending: John Bishop, chair. Bob Bonner, Leslie Pohl-Kosbau, Cathy Tortorici, Linda Craig. (In person, B310)

I. We reviewed the Retreat notes and our charge from the Board to propose one to three committee goals as goals to be adopted by the entire Board for the year.

The goals we adopted to present to the Board for this year's priorities are as follows:

- 1) Prepare a plan for conducting a Congressional vote on a Bylaws change to reduce the size of the Board to 9 members. (Note. The Governance Committee would take on the procedural steps of bringing the vote to the Congregation. We would anticipate that the Communications Committee would take the lead in preparing messaging to the Congregation.)
- 2) Identify and follow Bylaws and Board policies on evaluation processes, grievance procedures, and right relations among congregants, ministers and staff to advance them and, if they have lapsed, to reinstate them.
- 3) Study and plan for how policy governance should be practiced at First Unitarian.

II. The Board at the September meeting asked the Governance Committee to bring a recommendation to the October meeting on whether and how to fill Board vacancies. At that time, there were three Board vacancies. Since then, Marilyn May resigned, so now there are four vacancies. It is within the Board's discretion, per the Bylaws (Article IV, Section 2) to fill vacancies by election of the Board until the next annual meeting. After discussion, we approved the following:

Because we wish to practice operating as Board of nine, we move that we fill just one vacant position, that of Andy Wilson, at this time. Andy's term is chosen because it expires in 2025 so his successor will serve a full term instead of a partial term.

Other discussion items:

- a) Article III, Section 5, Review of the Ministry. This is to be done annually. It was not done last year and should happen this year. This is a Board responsibility that has typically been given to the Governance Committee. We need to plan compliance. Cathy suggested that we look at the extensive survey used by Unity Church- Unitarian in St. Paul, MN.
- b) Working as a Board of 9 suggests that we need to involve more congregants in committee work. Each committee, including Governance, should add congregants who have experience and interest in our work.

- c) Board members, the ET and others have expressed the need for establishing a “Right Relations” or similar type committee within the Church organization to be prepared to address conflicts within the community. It was pointed out that creating such a committee and process would be consistent with our Bylaws.
Bylaws Article III, Section 6 calls for the Board to “establish or cause to be established, policies for the resolution of conflict within the church.” We discussed a plan of forming a task force to develop a proposal for a Right Relations Committee & Process. The task force would be composed of representatives on our Committee and congregant volunteers with experience/expertise in this subject area.
- d) Bob suggests we need to establish a "broader middle" like the All Souls (DC) Council which is all the congregant groups doing the "ministry"(Re: Hotchkiss) of the church. This brings those groups together to discuss the collective needs of shared ministry within the church.
- e) Policy 2.2 calls for an evaluation of the competency of the Executive Team when there are changes in personnel. This was not done when Alison was called as our Senior Minister. An ad hoc group was established last year for this purpose, but they didn't complete a plan. That group was Adam House, Roger Robinson, John Bishop and Mindy Clark.
- f) The Keyes Report was commissioned in or around 2016 when Rev. Bill Sinkford was our Senior Minister. We should review it because it offers some suggestions that might be pertinent now.
- g) Rev. Alison prepared a staff organizational chart when she arrived as Senior Minister and she has revised it since. It would be helpful to have this in our packets.
- h) Cathy sent her policy recommendations last year to the Governance Committee. We asked her to send them to our group.

To Do:

1. Cathy to send her policy recommendations to Governance Committee.
2. Cathy to ask Unity Church for a copy of their survey.
3. John to share a copy of the Keyes Report.
4. John will work to form a task force to develop a proposal for a Right Relations Committee & Process.
5. Linda will ask Alison to send us the Organizational Chart.
6. Next meeting: Having identified the pertinent policies, begin to plan steps for implanting them.

Meeting adjourned 6:30.

Notes by Linda Craig

Finance Committee Meeting Minutes
September 10, 2024

Attendance: Roger Robinson, Bob Bonner, Shelley Drew, Kathryn Estey, Rick Pope, Linda Craig, Ed McClaren, Jo Ann Foor and Karen Shawcross (joined late).

Check-ins were completed, the chalice was lit with the UU invocation and the meeting began at 4:30 PM.

There was no opening reading.

Roger mentioned the recent Listening Circles, and there was confirmation that the notes from those meetings will be shared with the Executive Team (ET) and the congregation. The Listening Circles are an ET & Board-led initiative.

Approving the June meeting minutes was discussed. The draft includes a list of follow-up topics. Roger will edit the minutes to remove those topics. The minutes were approved pending the edits.

ET Update: Kathryn mentioned the email that she sent just before the meeting that included how transfers from reserve accounts would be used to cover the deficit for the fiscal year. Additional discussion occurred later in the meeting. See below.

There was good attendance at church last Sunday. There is an all-church picnic planned for Saturday. Multiple staff are traveling now or are about to travel, including Erin, Daniele and Jen. Isabella, our new temp hired to assist with database and stewardship tasks, is helping to cover other areas during this time. Linda asked about the division of labor between Erin and Isabella. Kathryn noted that with Nikki leaving, her position needs to be reevaluated. Her role tended to be more administrative than anticipated. Nikki's tasks have been distributed between other staff during this period. At the present time, there is uncertainty about how the annual fund drive will go, in light of the recent controversy about the Music Ministry transition.

The current year budget includes the \$100,000 employer tax credit that may finally be received as the IRS has recently resumed payments, and Paychex was involved in filing for the credit.

At the Board retreat, Board members were given various tasks. Roger noted that Linda provided an effective presentation at the last board meeting about understanding the church's financial reports. Thank you, Linda!

Around eight years ago while Bill was the minister, a Real Estate Task Force was formed. There's a question now about whether the Finance Committee should create a new task force, or just participate in one. We should have a committee to help plan for future maintenance needs. We need to improve communication with the congregation. The Board is aware of the communication issues, and it would be helpful to find different ways of addressing them.

Ed mentioned there was a maintenance spreadsheet from years ago. Kathryn said that we allocate \$40,000 for maintenance needs each budget cycle, but we could use more specific information. Bob talked to Jason and Alison about this, and would like more information about repairs that are anticipated to be needed in the future. Linda mentioned the carbon footprint issue that was delayed because of the Real Estate Task Force's work. We also need an update on the church's property insurance.

There is a Board calendar. Julia is the Communications Committee lead. In September we need to prepare for the October budget forum. No date has yet been set. It has typically been combined with the Senior Minister Q&A. In October the ET's annual planning cycle is done. Karen and Bob are interested in this topic, and Joel Reitz's name was also mentioned as a possible addition.

Regarding the issue of transparency, Rick Pope is interested in helping to form a task force. For those not able to attend meetings in person about the budget planning and adoption processes there should be more information available. Josh (Engle?) is also interested, along with Roger and Kathryn.

Regarding the reserve accounts, Kathryn shared her email about covering the anticipated budget deficits as required under the Church's governing policies. She noted that the Annual Operating Reserve contains funds from prior years. The unexpected legal and investigation fees would be covered by the Special Project Reserve and the Loan Reserve that had been required by Wells Fargo for the Buchan Building. As that loan has been repaid, the reserve is no longer needed. The Rental income reserve relates to uncertainty about future revenue from our long-term tenants. Linda asked about the amount remaining in that account, which would be around \$23,000 under Kathryn's proposal. However, there is an issue about whether the agreement with the prior Music Minister should be reflected as a liability in the current financial statements under the accrual method of accounting. Roger suggested taking this topic offline. Ed suggested providing an update either via email or at the next meeting. Karen suggested that Rick might consider being involved in this discussion.

The reserve accounts are not really Board or ET designated. They are either designated or non-designated, or, as Linda noted, restricted or unrestricted is more accurate terminology. Jo Ann and Shelley are interested in working on this issue.

The FDIC issue relates to the Church having account balances that are not all insured under this program. We have received information from Beneficial Bank about their system for managing our accounts to provide coverage. Bob expressed a concern about reserve funds that are not anticipated to be used for a period of time. They should be invested at more than the rate of inflation. Linda and Bob will assist Kathryn on this topic.

There is a meeting of the Foundation Board the following evening, September 11th. Roger and Bob are the Board representatives for the Foundation, and Linda will also attend. The Foundation Board consists of five elected members along with the two Board members.

Quarterly presentations to the congregation will begin in October and will be continued quarterly (obviously!).

The issue of the Church's fiscal versus calendar year may be something to look into.

Regarding the property insurance, the Church plans to sign with a new company for approximately \$42,000 (much less than the initial proposal from another company), but the new company needs some loss run information from our old company before it can be finalized. Kathryn will follow up on this. The insurance may possibly be in place by the end of September.

Linda has some questions about the 6/30/24 financial statements, and at Roger's suggestion she will send the questions to Kathryn.

There was no closing reading. The meeting adjourned at 5:52 PM.

Minutes submitted by Jo Ann Foor, edited by Roger Robinson

Finance Committee Task Forces

Transparency

Roger, Rick, "Josh"?, Kathryn

Reserve Accounts

Linda, Shelly, Kathryn

October Presentation

Linda, Bob, Karen, Roger, Kathryn

FDIC Issue

Kathryn, Bob, Linda

FY/Calendar Issue

Karen, Shelly, Kathryn

Task Forces that may evolve into Standing Committees

Bldgs. & Grounds Maintenance

Roger, Bob, Jason (staff), congregants

Real Estate Task Force

?

First Unitarian Church of Portland					
Actual vs. Budget/pg. 1 of 2 - As of July 31, 2024					
Prepared by Susan Matlack Jones & Associates (unaudited)					
		YTD Actual	Annual Budget	Remaining Budget	Percent of Budget Realized Expected: 08%
Revenue:					
Pledge Contributions		104,556	1,400,000	1,295,444	7%
Adjust to Accrual Pledge Contributions		-	-	-	
Non-Pledge Contribution		28,591	75,000	46,410	38%
Foundation Gift to the Church		-	100,000	100,000	0%
Plate Contributions		4,897	53,000	48,103	9%
Program Contributions (charitable)		550	11,000	10,450	5%
Program Income (non-charitable)		-	35,000	35,000	0%
Tenants Rental Income		25,618	385,840	360,222	7%
Deferred Lease Income		-	-	-	
Event Rental Income		6,043	25,000	18,957	24%
Merchandise Income		429	9,500	9,071	5%
Miscellaneous Income		-	-	-	
Reserve & Fund 49 Income		-	100,000	100,000	0%
Total Revenue		170,683	2,194,340	2,023,657	8%
Expenses:					
Payroll		120,917	1,618,529	1,497,612	7%
HR Expenses		11,596	26,800	15,204	43%
Professional & Contract Services		8,651	106,650	97,999	8%
Professional Expenses		434	17,250	16,816	3%
Professional Expenses - Sr. Minister		-	8,500	8,500	0%
Professional Expenses - Associate Minister		105	6,000	5,895	2%
Professional Expenses - Intern		-	2,000	2,000	0%
Guest Ministers, Musicians, & Speakers		1,700	16,000	14,300	11%
Interest Expense		-	-	-	
Program or Office Expense		2,669	96,051	93,382	3%
Retreat/Workshop/Conference Expenses		830	39,610	38,780	2%
Event Expense		1,184	9,000	7,816	13%
Parking		2,109	25,450	23,342	8%
Utilities		3,837	115,000	111,163	3%
Custodial Supplies		-	10,000	10,000	0%
Software/Web/Comp. Program		3,734	37,200	33,466	10%
Computers, Furniture & Equipment		2,165	18,300	16,135	12%
(Cont'd on next page)					

First Unitarian Church of Portland				
Actual vs. Budget/pg. 2 of 2 - As of July 31, 2024				
Prepared by Susan Matlack Jones & Associates (unaudited)				
	YTD Actual	Annual Budget	Remaining Budget	Percent of Budget Realized Expected: 08%
Equipment Rental/Lease	1,862	17,050	15,188	11%
Bldg Repairs & Maintenance	939	40,000	39,062	2%
Equip Repairs & Maintenance	105	6,150	6,045	2%
Landscaping	-	1,500	1,500	0%
Outside Printing & Copying	-	14,900	14,900	0%
Postage & Shipping	-	5,200	5,200	0%
Bank Charges & Merchant Fees	1,049	15,500	14,451	7%
Cost of Goods Sold	31	2,000	1,969	2%
Licenses & Fees	943	7,000	6,057	13%
UUA Dues	3,208	38,500	35,292	8%
Insurance	918	27,000	26,082	3%
Credit Card Rebates	(54)	-	54	
Donations/Plate Share	2,549	32,200	29,651	8%
Uncollectibles	-	-	-	
Miscellaneous Expenses	-	1,000	1,000	0%
Total Expenses	171,480	2,360,340	2,188,860	7%
Transfers				
Transfers from Other Sources	-	(166,000)	(166,000)	
Transfer to Other Sources	-	-	-	
Total Transfers	-	(166,000)	(166,000)	
Change in Net Assets - Operating Fund	(797)	-		
GAAP Adjustments				
Depreciation Expense	(23,405)			
Amortization Expense	-			
Interest Income	931			
Gain (Loss) on Investments	2,075			
Other Fund Revenue	3,884			
Fund Transfers from Other Sources Offset	-			
Other Fund Expense	(51)			
Fund Transfers to Other Sources Offset	-			
Reserve & Fund 49 Income	3,779			
Reserve & Fund 49 Expenses	(23,561)			
Change in Net Assets GAAP	(37,145)			

First Unitarian Church of Portland				
Statement of Financial Position/Pg. 1 of 3				
<i>Prepared by Susan Matlack Jones & Associates (unaudited)</i>				
		7/31/2024	6/30/2024	Change
Assets:				
Petty Cash		500	500	-
BSB Checking 4673		407,004	455,254	(48,250)
BSB Checking 5591		23,782	23,766	16
BSB Checking 5601		998,163	993,754	4,410
BSB Checking 5614		104,082	104,011	71
OnPoint		17,202	17,102	101
Franklin Investments		15,935	15,935	-
Charles Schwab Investments		199,893	197,642	2,251
Federated Investments		9,460	9,460	-
UBS Investments		-	(0)	0
Accounts Receivable		6,893	7,393	(500)
Pledges Receivable - Operating Pledges		550,686	550,686	-
Pledges Receivable Allowance Uncollectable		(60,000)	(60,000)	-
Prepaid Expenses		21,141	19,843	1,297
Prepaid Insurance		1,204	1,355	(151)
Prepaid Power Purchase Agreement		18,083	18,083	-
Bookstore Inventory		16,343	16,343	-
Land		613,424	613,424	-
Buildings & Improvements		9,260,889	9,260,889	-
Furniture & Equipment		288,273	288,273	-
Accumulated Depreciation		(4,875,313)	(4,851,907)	(23,405)
Lease Origination Costs		15,000	15,000	-
Accumulated Amortization		(6,396)	(6,396)	-
Total Assets		7,626,247	7,690,408	(64,161)
Liabilities:				
Accounts Payable		17,313	47,938	(30,625)
Credit Card Payable		-	(0)	0
Accrued Wages		458	13	445
Accrued Vacation		80,344	80,344	-
Deferred Lease Revenue		335,250	332,085	3,165
Oregon Clean Power Note		20,177	20,177	-
Total Liabilities		453,541	480,557	(27,016)
(Cont'd. on next page)				

First Unitarian Church of Portland				
Statement of Financial Position/Pg. 2 of 3				
<i>Prepared by Susan Matlack Jones & Associates (unaudited)</i>				
		7/31/2024	6/30/2024	Change
Net Assets:				
Net Assets Without Donor Restrictions:				
Undesignated and Unrestricted Net Assets		6,119,429	6,119,429	-
Operating Fund		(128,887)	(105,616)	(23,271)
Capital Fund*		-	-	-
Annual Operating (Contingency) Reserve*		74,407	70,750	3,657
Safety Reserve*		140,235	140,235	-
Major Repair & Equipment Reserve*		165,855	165,855	-
Tax Rebate Reserve		48,935	48,935	-
Required Loan Reserve		30,718	30,718	-
Rental Income Reserve		61,336	61,736	(400)
Sabbatical Reserve		1,000	1,000	-
Special Projects Reserve		10,618	10,618	-
Major Donor Reserve		190,795	190,795	-
Total Net Assets Without Donor Restrictions		6,714,442	6,734,456	(20,014)
Net Assets With Donor Restrictions				
Commemoration Fund		12,212	12,212	-
Chesney-Deale Intern Minister Fund		76,469	76,444	25
Hessler-Deale Women in Ministry Fund		26,277	26,233	44
Sewell Lecture Series		200,375	198,124	2,251
Hollingsworth Anniversary Fund		22,031	21,931	100
Slegers Music Ministry Fund		31,804	31,804	-
Sinkford Scholarship - Inactive		-	-	-
Justice Begins at Home Fund		(0)	(0)	-
Fund 49 - 13 Salmon Shower Project		11,015	12,579	(1,564)
Fund 49 - Adult Programs		4,672	4,672	-
Fund 49 - Alliance		11,173	8,926	2,247
Fund 49 - Anti-Racism Curriculum		720	720	-
Fund 49 - Auction		60,081	58,901	1,180
Fund 49 - Campus Ministry		1,266	1,266	-
Fund 49 - Congregant Care Fund		11,644	11,644	-
Fund 49 - Contingency Minister - Disrud		3,148	3,148	-
Fund 49 - Contingency Minister - Miller		2,020	2,020	-
(Cont'd. on next page)				

First Unitarian Church of Portland				
Statement of Financial Position/Pg. 3 of 3				
<i>Prepared by Susan Matlack Jones & Associates (unaudited)</i>				
		7/31/2024	6/30/2024	Change
Fund 49 - Executive Team Contingency		(101,525)	(80,111)	(21,414)
Fund 49 - Family Ministries		18,982	18,982	-
Fund 49 - Family Ministries - Coming of Age		3,467	3,467	-
Fund 49 - Family Ministries - YRUU		34,128	34,128	-
Fund 49 - Lay Ministry		610	610	-
Fund 49 - Men's Group		2,003	2,003	-
Fund 49 - Mosaic Wall Maintenance		1,421	1,421	-
Fund 49 - Music		14,720	14,720	-
Fund 49 - Quilts of Love		1,619	1,619	-
Fund 49 - Social Justice		4,127	4,127	-
Fund 49 - UU-UNO		1,477	1,477	-
Fund 49 - Young Adults		1,423	1,423	-
Idaho Interfaith Fund		905	905	-
Employee Retention Tax Credit (ERTC)		-	-	-
Signe Lusk Gift Fund		-	-	-
Total Net Assets With Donor Restrictions		458,265	475,396	(17,131)
Total Net Assets		7,172,707	7,209,852	(37,145)
Total Liabilities and Net Assets		7,626,247	7,690,408	(64,161)