

First Unitarian Church of Portland

Board of Trustees Meeting – September 7, 2023 – Agenda

Board (only) Deepening 6:00-7:00 pm, Board Meeting – 7:00-9:00 pm

Buchan Reception

Join Zoom Meeting:

<https://us02web.zoom.us/j/82930223125?pwd=TDdrckx1T0lSTG1KT3BFWGx5MmQyZz09>

Meeting ID: 829 3022 3125 One tap mobile

Passcode: 398649 +12532158782,82930223125# US (Tacoma) **Board Meeting**

6:00 Board Deepening/Check-in (Board only)

7:00 **Convene**

- Chalice Lighting/Opening Words – Leslie
- Determine Quorum
- Process Observer Review
- Review Agenda

7:05 **Congregant Comment Period**

7:15 **ET Update**

7: 45 **Board updates**

- Committee updates – Chairs and members

Board Roles

Timekeeper – Harriet

Process Observer – Marilyn

- Sign-ups: Words for upcoming meeting ([sign-up](#)), Sunday social hour tabling ([sign up](#))
- Early-year, small group meeting with NomCom
- Approve June, Board minutes and public minutes from August special board meeting and the Retreat
- Listening Circles
- How to read our budget reports- Linda Craig

Dates to Calendar

- Homecoming Sunday: Sun, Sept 8
- All Church Picnic September 14th at Wilshire Park in NE Portland at 4116 NE 33rd Ave

8:00 Business Agenda

8:00 Generative Conversation

- Develop 2024 -2025 Board Goals and Calendar

8:40 Member vacancies discussion

8:45 Meeting Wrap-up

- Closing comments, items for future agendas
- Communications Check
- Process Observations
- Closing Words – Julia

9:00 Adjourn

Board Members present:

X	Mindy Clark	X	Theo Harper	X	Barbara Morrison
	John Bishop	X	Caitlynn Hill	X	Leslie Pohl-Kosbau
X	Ryan Deibert	X	Adam House	X	Roger Robinson
X	Julia Griffiths	X	Marilyn Mays		

Ministers and Staff present:

X	Alison Miller, Sr. Minister
X	Tom Disrud, Assoc. Minister
X	Kathryn Estey, Church Administrator
X	Danielle Garrett, Intern Minister

The following individuals were also in attendance when the meeting commenced:

Online guests: Ruth Lewellen-Dix, Teri Martin, Kathy Birch, Susie Duncan, Gilda Lorensen, Linda Craig, Julie Grice, Esther Mae, Michael Wesson, Kym, Sandra Shotwell, Ellen Bailey, Sophia Douglas, Alison Jakel, Karen Shawcross, Sierra S, Nancy Harrison.

In person guests: David Livermore, Holly Stern, Amy Freeman, Stephanie Kaza, Devon Mitchell, Lynn Feadler, Barbara Walden, Georgia Wier, Cynthia Boelling, Kathy Ludlow, Julia Spence, Elizabeth Gere, Alyssa Eldridge, Julie Earnest, Jane Manthei.

Convening

The meeting convened at 7:03pm.

Chalice Lighting/Opening Words – Adam House presented reading from James Baldwin.

Determine Quorum – Ryan determined there were sufficient Board members present to constitute a quorum.

Incoming board members in attendance, Linda Craig and David Livermore, were welcomed.

The Board members took turns reading aloud the board covenant.

Process Observer Review

Julia – some board members and attendees are hard of hearing so please speak to be heard.

Review Agenda – Ryan reviewed the agenda.

Congregant Comment Period

Amy Freeman read statement in support of DeReau.

Ruth Lewellen-Dix read statement. Have lay leadership on Annual Fund Drive, restart annual meeting in person.

Alyssa Eldridge read a statement in support of DeReau.

Teri Martin read a statement in support of the board.

Stephanie Kaza read questions for the board regarding DeReau.

Kathy Ludlow gave perspective as a former board member. Issues presently in front of us started more than 2 years ago.

ET Update

Letter sent to choirs on Tuesday and the larger congregation on Wednesday regarding the end of DeReau Farrar's time as Music Director. Have received a variety of responses – some will leave the congregation and suspend pledges, others welcome changes; majority express care for church and support.

On Sunday, will have listening session. As a personnel matter, will be limited in how forthcoming we can be.

Summer service time will shift to 15 minutes earlier to accommodate youngest children, starting 6/23 when we broadcast GA service.

This Sunday: flower communion plus bridging for 8th graders and 12th graders.

Starting June 16, pick-up choirs conducted by Mark Slegers, John Boelling, Garrett Bond.

Grateful for participation and caring from so many.

Board Updates

Dates to Calendar

- June 7: Board end of year celebration
- June 9: Community Sunday; flower communion, board treats at social hour! (Treats are covered.)
- June 12: Board tech orientation for incoming board members; 7-9 PM in-person at the church, bring your laptop!
- June 16: GA delegate meeting after church – during GA, Alison and Dana will participate in Side with Love activities, look for more info soon.
- August 23-24: Board retreat; West Hills Fellowship – thanks to Marilyn for arranging space!
- June 19: Governance Comm meeting to discuss Evaluation of Ministry and survey results. All board members invited to attend.

Consent Agenda

Items:

1. Accept results of 2024 congregational ballot. See details below.
2. Approve past board minutes as presented in board packet.

Moved: Theo.

Seconded: Leslie.

Passed unanimously.

Results of the 2024 congregational ballot. See eNews for details.

BOARD OF TRUSTEE CANDIDATES

- Robert Bonner – 451 votes
- Linda Craig – 453 votes
- David Livermore – 453 votes
- Harriet Shaklee – 454 votes

NOMINATING COMMITTEE CANDIDATES

- Christa Copeland - 452
- Ingrid Gjestvang - 454

- Alison Richter - 450

ANNUAL BUDGET PROPOSAL

- Yes – 433
- No – 9
- Abstain – 2

FOUNDATION BOARD

- Cindy Cumfer – 435
- Dev Dion – 431
- Discussion: Individual board member report-back and reflection on participation in meeting anti-racism board goals
 - Theo – Pacific West Region Meeting event and follow-up conversation. How it influences what we do on board and the church. Also, learning circle read 1619 Project, discussed weekly.
 - Mindy – individual reading How to be an Anti-racist, Caste
 - Adam – went to NY to attend Freedom Rising Conference to learn how white supremacy shows up in movements and churches.
 - Julia – Pacific West Regional meeting events, sociocratic changes
 - Roger – book groups (2), they read a lot of books including 1619 Project and Caste and There.
 - Marilyn – Regional meeting sponsor/host; learning circle for 1619 Project (felt she couldn't have read it alone); with her husband, read Say What You Mean book on how to disagree. Need more work on how to disagree in kind, curious, caring way, chair of BLT.
 - Caitlynn – lots of professional CEU work, UJME curriculum on antisemitism and collective liberation event next week.
 - Barbara – thought back to readings, incl Upton Sinclair and James Baldwin; that reading has continued; joined learning circles; most helpful was The Color of Law (great source citations). The Warmth of Other Suns, too.
 - Ryan – Participated in learning circle follow up to The Color of Law. Regional workshop. adrienne maree brown's – Facilitating Change.
 - Alison – Workshop and discussion at Marilyn's. Starr King workshop and curriculum around 8th principle – how are we creating the transformation in our congregations, and learning from that work?

- Tom – conversations with colleague of color to understand dynamics of church work.
- Danielle – Beloved Conversations within program through Meadville Lombard in learning pod with seminarians and ministers. Plus, Solidarity Circles to dismantle racial capitalism.
- Leslie – Workshop and discussion at Marilyn’s, plus 8th principle group, UU Pacific Group, read American Nations, reading Caste.
- Kathryn – read Waking up White, Caste, reading 1619 Project
- Appreciation to Board Liberation Team for creating space and providing support for ongoing work.
- Discussion/Decision: Board officer elections for 2024-25 church year
 - Ryan described roles and process for recruiting officers (individual conversations regarding desires/hopes plus reflections with ET about needs).
 - Ryan presented recommendations:
 - Moderator: Leslie Pohl-Kosbau
 - Treasurer: Roger Robinson
 - Communications Committee Chair and First Vice Moderator: Julia Griffiths
 - Governance Committee Chair and Second Vice Moderator: John Bishop
 - Secretary: not filled at this time; Ryan will discuss with new board members.
 - Moved to accept slate: Caitlynn
 - Second: Mindy.
 - Passed unanimously.
- Discussion: Board recommendations to GA delegates regarding Article II
 - Discussed the process of how our church congregation engages with delegates. Board gives our sense of the congregation; delegates vote their conscience.
 - Congregation has had multiple opportunities to consider it.
 - Leslie proposed that we sanction the adoption of Article II, and recommend that delegates vote to approve (and they can vote their conscience).
 - Roger seconded.
 - Eleven in favor, one opposed.
- Discussion/Decision: Form board retreat planning task force.

- Alison, Leslie, Marilyn, Roger, and Julia volunteered.
- Board retreat dates and locations. Times TBD.
 - Friday, August 23. Marilyn Mays' home.
 - Saturday, August 24. West Hills UU Fellowship.

8:17-8:23 Break

Board met in Executive Session, 8:23-9:29.

The planned generative conversation was postponed.

Meeting Wrap-up

Closing Words – Adam

Meeting adjourned at 9:30 pm.

Respectfully submitted, Julia Griffiths

Board Members present:

X	Mindy Clark	X	Theo Harper	X	Barbara Morrison
	John Bishop		Caitlynn Hill	X	Leslie Pohl-Kosbau
X	Ryan Deibert		Adam House	X	Roger Robinson
X	Julia Griffiths		Marilyn Mays		

Ministers and Staff present:

X	Alison Miller, Sr. Minister
X	Tom Disrud, Assoc. Minister
X	Kathryn Estey, Church Administrator
	Danielle Garrett, Intern Minister

During the end-of-year dessert reception, a quorum was determined and a meeting was called to order to consider a proposal: approve Leslie Pohl-Kosbau to serve as board moderator while Ryan Deibert is out of the country beginning June 12, 2024.

Moved: Mindy Clark

Seconded: Barbara Morrison

Motion passed unanimously.

The meeting was adjourned.

Respectfully submitted, Julia Griffith

First Unitarian Church of Portland Board of Trustees Meeting Minutes

Thursday, August 1, 2024

Attendees: Leslie Pohl-Kosbau, Julia Griffiths, David Livermore, Roger Robinson, Marilyn Mays, Ryan Deibert (ex-officio), Alison Miller, Kathryn Esty, John Bishop, Adam House, Caitlynn Hill, Bob Bonner, Linda Craig, Harriet Shaklee, Tom Disrud. Non-board/ET attendees: Laurie Lester, Alyssa Eldridge, Susan Omura, Hannah, Alison Jakel, Chris Jakel, Devon, Sarah Ruhl.

7:07 Chalice Lighting/Opening Words

Leslie

Quorum determined

Agenda review-Linda would like to debrief about the UU meetings. We will address this item during Board issues portion of the meeting.

7:13 Congregant Comment Period

Laurie Lester was glad to see the limits for protesting in the Front Steps. Susan Omura feels the banning of peaceful protests reflects white supremacy culture. She said we are not allowed to exercise our constitutional rights. Hannah said that on July 21st one of the ushers pushed her over, Hannah sent an email to the ET and didn't receive a response. She is not feeling welcomed.

Kathryn noted that this meeting was special (added) and didn't make it to the church calendar.

7:19 Consent Agenda

Roger Robinson moved to authorize the Board Officers and Executive Team as check signers for the First Unitarian Church account for this church year (2024-2025). Board Officers include: Leslie Pohl-Kosbau, Julia Griffiths, Roger Robinson, Marilyn Mays, David Livermore, and John Bishop. Harriett Shaklee seconded the motion. The motion passed without any dissenting votes.

7:25 ET Update

The church is getting a lot of feedback from both protestors and congregants about disruptions to the service. The BOC met with the Executive Team in an effort to find the right balance. We are trying to figure this out as we go and what makes sense.

Update from music transition team (MTT). The job ad for the interim/acting music director has been posted for a couple of weeks. Approximately 10 candidates have submitted applications.

The FAQ that the Board has written will be shared at the Board table and people can request the FAQ by email as well.

UUA staff Revs. Sarah and Sunshine were here and made a presentation regarding conflict after last Sunday's service.

Plans are underway for the church year. The theme is Join the Journey. It will in part be about healing, reflecting on the work we have done on discerning the future, and also the upcoming 100th anniversary.

Nikki Beasley our acting communications coordinator is leaving. Staff have expressed gratitude and appreciation. Her duties will be distributed to staff and a web developer will be hired with the funds from her position.

Kathryn said that about 15 people have requested the FAQs.

BOC update

There is a general consensus from the BOC about the need for guidelines for protests at worship services. The guidelines follow the Safe Church policy. We spent time discussing finalizing the FAQs and how they would be distributed.

There were questions about the Safe Church policy and Tabling in Fuller Hall.

7:45 Board updates

UUA Visit. Linda asked whether we are waiting for a report from Revs. Susan and Sunshine. Notes taken by attendees of the meeting have been collected. Staff and other meetings this week have been informed by the Revs. Susan and Sunshine presentation. Rev. Tom noted that staffing at the regional level is also changing and we are waiting to hear about who our new UUA regional representative might be. Rev. Alison said that the next step is beginning the learning circles and also intake for Hope for Us. We are moving on what we have learned.

Settlement costs. Kathryn reported on various costs of the investigations and settlement. We have been working on this for a couple of years. The initial investigation was a little less than \$2,500. Then there was a professional consultant/mediator at a cost of ~\$2,400. There were also two different attorneys hired by the church: the cost was ~\$66,500 for one attorney, and ~\$43,000 for the other attorney, for a total of ~\$114,000. The settlement with DeReau Farrar is equivalent of

about 8 months of salary plus COBRA benefits. The severance package to DeReau was ~\$56,000. John noted that it was the Board's decision to incur the investigation and mediation costs, and the severance package was ETs negotiation. Leslie noted that Rev. Alison was not involved in the investigation, for a period of about 15-16 months. The reason we investigated was because DeReau asked for it.

7:59 Questions and New Board members

Board Retreat planning is ongoing. The first night is at Marilyn's home on Friday, August 23rd at 6:30-9:00 pm, with potluck. Saturday (8/24) will be from 9am-3:30pm at West Hills Unitarian Universalist Fellowship. Lunch will be pizza and salads brought by Board members. There will be work on Saturday on white supremacy culture.

8:04 Meeting Wrap-up

Julia still taking checks/Venmo for Board Karaoke

Leslie and Rev. Alison will be meeting with the Congregant Organizing Group (protesters)

Closing reading. Annie Leinhart. By Leslie.

8:06 meeting adjourned.

First Unitarian Church Board of Trustees Retreat Minutes/Notes
Saturday, August 24, 2024

Attendees: Leslie Pohl-K, Harriet Shaklee, Bob Bonner, Roger Robinson, Marilyn Mays, David Livermore, Julia Lee Griffiths, Linda Craig, Ryan Deibert, Tom Disrud, Alison Miller, John Bishop, Katherine Estey by zoom.

9:15 am White Supremacy/Dominant Culture Presentation/Exercise led by Jody Feldman

11:40 am Being a Good Board Member Discussion led by Roger

- New board members buddy system?
- Setting expectations for Board members—Who is showing up, who is doing the work, allowing for different demands of each Board member. Board leadership commitment is 8-10 hours a week. Other Board members is generally less than that.
- Discussion around committees. Missing versus existing. Healthy vs. Unhealthy. Leadership development. Building the middle (Dan Hotchkiss chart). Regular Board connection with committees. Board liaisons, what is the need and communication level? Setting standards for Board committees. Recognition that Board members wear other hats (Board vs. non-Board hats). Some work needed around clarifying committee connections to ET, staff, Board. Task forces in some cases instead of committees.
- Board members talking to congregants. Policy-based governance—Discerning and holding the vision versus creating the vision for the future. Think about what parts of policy-based governance that have served us well, and what elements have not served us well? More discussion about the Dan Hotchkiss book, Governance and Ministry, Second Edition. New Board members should read it. https://www.uuabookstore.org/Governance-and-Ministry-Second-Edition-P17796.aspx? gl=1*10zfyk2* ga*MTI2MzQ3OTg3Ny4xNzI0NTI2ODg1* ga CN7F7RET4F*MTcyNDUyNjg4NS4xLjAuMTcyNDUyNjg4NS4wLjAuMA..

1:32 pm Board Goal Setting Discussion led by Julia

- Marilyn read 2021-2024 Five-year plan. Linda read one-year goals (2023-24) in packet.
- Board Goals Brainstorming—
 - Church Google Suite? Boardable.

- Address Board size
- Deal with the building/block issues. Block real estate. Long-term planning. Capital projects
- Building repairs separate from long-range planning.
- Communication plan
- Healing-Board, ET, congregation, ET-staff, staff-staff.
- Institute Policies that are in Policy Statement
- Implement Article 2
- Roger's committee on committees
- Turning outward, what is our place and possibilities in the City and other UU churches other DT churches.
- Right relations-committee on shared ministries.
- Increase financial literacy on the Board.
- Stewardship—financial and other
- Examining our worship services
- Mission, vision, covenant
- Relationship with the Foundation
- Right sizing-resource development-funds, staff, volunteers
- Board development—recruitment and leadership development
- Collaboration/intersectionality with nominating committee
- Music transition
- Life span education—where are we and where do we want to go?
- Unified recordkeeping system—archiving, membership
- Unified way of cash, sales tracking—among art wall, bookstore, other groups
- Spiritual deepening as a Board
- By laws—packaging issues (Article 2, Board size, other)
- Celebration, appreciation and having fun
- Practice of Board healing
- How we use/practice policy-based governance
- Welcoming committee—Trans inclusiveness
- Finance committee—Chart of accounts
- Transportation—transitioning during a time of climate change.
- HR advisory issues—a collection of issues
- Creative tension around staff-congregation working relationships.

Grouping (these are approximate, some fell under multiple categories)

- Address Board size
- Deal with the building/block issues. Block real estate. Long-term planning. Capital projects
- Building repairs separate from long-range planning.
- Communication plan
- Church Google Suite? Boardable.
- De-siloing
- Creative tension around staff-congregation working relationships.
- Healing-Board, ET, congregation, ET-staff, staff-staff.
- Institute Policies that are in Policy Statement
- Implement Article 2
- Roger's committee on committees
- Turning outward, what is our place and possibilities in the City and other UU churches other DT churches.
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- By laws—packaging issues (Article 2, Board size, other)
- Celebration, appreciation and having fun
- Practice of Board healing
- How we use/practice policy-based governance
- Welcoming committee—Trans inclusiveness
- Trans team
- Finance committee—Chart of accounts
- Transportation—transitioning during a time of climate change.

- HR advisory issues—a collection of issues

Board related

HR

Governance

Money

Communication

Turning Outward

Long-range Planning

Transformation

Vote on Committees taking on issues

- Long-range planning: 8 [Collaboration between ET and Board, LRP task force]
- HR: 7 [Articulating the relationship between all the different parts of church; Roger's org chart; Big picture]
- Communication: 5 [Communications committee]
- Governance Board: 5 [Governance committee]
- Financial: 4 [Financial committee]
- Turning Outward: 3
- Transformation: 1
- Board-related: 1

HR advisory committee exists. Made up of congregants. Advised the ET on nuts-and-bolts, day-to-day policies, etcetera. The HR committee (above) would probably be ad-hoc and address higher level issues.

Standing committee assignments

Board Liberation Committee (BLT)—Started around 8-10 years ago. Ameena Amdahl-Mason started the committee. Works around anti-oppression work, helped with Board covenant. Members— Marilyn, Julia, Harriett

Finance Committee—Going to look at how we explain to the congregants how we collect and spend our money. Other tasks including public forum. Making finance fun and relatable to the congregation.

Members—Roger, Linda, Bob

Governance Committee—Primary focus has been how we evaluate the ministry of the church in the past year. Every year. Examining policy's, evaluating for change. For the coming year preparing discussions around the size of the Board, educating the congregation, and putting it to a vote.

Members—John, Linda, Leslie, Bob

Communication Committee-Main role is to communicate what the Board is doing to the congregation. Could include meeting with other committees. Organizing our documents. Also, innovating new ways of communicating with the congregation.

Members—Julia, Marilyn, Bob, David

Two other ad-hoc committees:

HR Committee—Members—Linda, John

Long-Range Planning Committee—Leslie, Harriett, Bob, David, Roger

Note: need to discuss whether adding BLT and Governance to the By-Laws not just part of the policies.

For all church events that the Board would like congregants to know about. Please email communications@firstunitarianportland.org

First Unitarian Church of Portland Board Officers Committee Meeting Minutes Tuesday, July 30, 2024, 4 pm

Attendees: Alison Miller, Tom Disrud, John Bishop, Roger Robinson, Julia Lee Griffiths, Leslie Pohl-Kosbau, David Livermore

Meeting Agenda

- FAQ
- How we respond to people writing to the Board
- Upcoming meeting on Friday with Hannah, Alyssa, Devon, and Rev. Miller
- Do we want boundaries on protests during worship?
- Is there consensus around communication?

There was discussion around protestors in the service and the use of signs. Some members are disturbed by the protestors. There was a suggestion to not allowing signs in the sanctuary. This is allowed according to ACLU standards. Another issue is misinformation. The protesters are telling a biased story and it is doing harm.

FAQ What do we need to do to get the FAQs out? Edits were made by Julia, mostly minor changes, which John has incorporated. Rev. Alison expressed concerns with the two-thirds of the Board approving which is misleading. John will correct that number to reflect the percentage approving (>80 percent).

Other text changes that were made.

“The Executive Team (ET) and Board acted after the conclusion of multiple investigations that the Board had initiated in response to personnel complaints. The investigations were conducted by outside investigators. Additionally, prior to and during these investigation processes, the Board attempted a facilitated mediation process and made other attempts to reach an amicable resolution to the conflicts that were occurring. These efforts added time to the investigation processes.”

“After investigations into the personnel complaints had fully concluded, the Board referred all remaining matters involving Mr. Farrar to the church Executive Team for resolution as a personnel matter. The decision that Mr. Farrar’s employment as Music Director should end was made by the Executive Team. The Executive Team sought the Board’s approval for this decision. After a difficult discussion the Board did approve the decision by a more than 80% majority before the ET implemented it.”

We need to circle back to the men's group. Information was provided last Sunday by Bob Bonner when he thought the FAQ was being released per our previous agreement. Need to be careful about changes made.

The document will be provided in a form that we are able to share and not be able to download or alter the document.

What's the plan if people email to faq@firstunitarianportland.org. For sending the link. We need a process for both FAQ@ and board@. A staff person can handle this.

John will send a .pdf to Roger to print for handouts. John will send John Rosette the link which can be shared when people ask for FAQs. Julia will write the text that John R will share when people are emailed the FAQ. At every BOC meeting we can review any questions that arise.

Boundaries in worship service

What is the expectation? Revisions to the letter prepared by Tom and Kathryn were made. There was agreement to distribute to the protest group and others before Sunday.

Roger brought up the idea of getting ideas from Nolan who used to be head of security at Portland Art Museum. General agreement in doing so.

Decisions Made

We are going to send the link to the FAQ

The FAQ will be printed and available at the Board table.

Printed copies of the letter re boundaries for the worship service will be available at the welcome desk.

Tom will also send to the protesters in advance of the service.

The protestor table will not be allowed in Fuller Hall. Ask Nolan how we do that.

Need to find someone to partner with Rev. Alison and the lay ministers to plan the listening circles.

Rev. Alison, John, and Leslie will also be meeting with Alyssa and other protestors on Friday morning.

First Unitarian Church of Portland Board Officers Committee Meeting Minutes

Thursday, August 15, 2024

Attendees: Julia Lee Griffith, David Livermore, Marilyn Mays, John Bishop, Tom Disrud, Leslie Pohl-Kosbau, Alison Miller, Roger Robinson, Ryan Deibert, Linda Craig

Welcome & Quorum

Quorum determined by Leslie.

5:03 Check-in

5:09 Opening Words – Leslie. Reading by Barbara Cooker, How to Love the World.

Adopt Minutes of July BOC Meeting—The meeting minutes are incomplete. David will finalize and they will be approved at the next Board meeting in September.

5:11 Announcements and Updates

- **Upcoming Dates:**

- August 23-24: Board retreat; West Hills Fellowship, See planning meeting notes.
- Homecoming September 8th
- Other dates:
 - Sept. 7 some training for teachers
 - September 14th all church picnic
 - September 15th the first church service with RE
 - Listening Circles are starting in late August to September. Each circle has a different start time. Leslie, Julia, Roger have signed up. Other Board members plan to attend. Board members will assist with taking down questions. The hope is to have several groups on each time slot. There was a request to include more Board members. Julia will resend the request email to the Board list.
 - Fundraising campaign and Celebration Sunday dates to be sent around by Tom.

5:20 ET Update

Isabella Utrecht is involved in database and financial and accounting. She was scheduled at 30 hours but is working 40 hours right now. She is doing a wonderful job.

Next Music Transition Meeting Is Sunday 8/18. Looking at timeline and opportunities for interviews. We are extending pick-up choir into September. The new choir director would be selected in September and would start in October. The choir retreat at Magruder date is scheduled for first weekend in October but the choir retreat is not certain. ET is also looking at different possibilities for using Magruder, which is a \$25,000 outlay.

Rev. Alison met with Garrett last week and he is willing to extend the summer music pick-up choirs into September.

The theme of the church year is Join the Journey. Will help to anchor healing. Also, 100 years of Eliot. Plate will be connected to immigration journeys.

UU The Vote efforts are underway. We are supporting a voter effort in Arizona. Kickoff on August 25th.

Financially, looking at the end of the year numbers. It looks like we may be about \$100k in the black. Also, trying to get some more information about the Employee Retention Tax Credit and its impact on the budget.

Alison feels like the FAQ is making a difference. Helps with understanding and depth of process. There was discussion around sharing the FAQ with staff. After some discussion, it was decided that the FAQ email address should be used for requests from staff and volunteers.

5:35 Committee Updates and Information Sharing

Roger is going to attend a training on September 7 for ushers with Reed Drew. It will allow ushers to provide referrals relative to RE. It's an attempt for there to be less siloing.

ET Evaluation Committee-Roger would like to bring it to the Board meeting. Caitlyn was leading this effort and is stepping down from Board work.

Further work with Hope for Us and other resources regarding conflict. Rev. Alison said that where we left it, we are putting in an inquiry for an intake with Hope for Us. Rev. Sunshine also made some recommendations of other options. Because of the money, we need to do our due diligence to see what the best path is and make a decision. Lauren McNeil and Christen Guest are church members (attendees?) who would also be good to consult because they have been involved in conflict resolution at other

churches. Rev. Alison can provide the information to a small group (BOC to start). We can discuss this more at the next Board meeting.

5:43 Discussion and Decision Items

Board size and latest resignation. We are at 10 Board members now. Roger suggested having the Governance committee consult on the best path forward regarding Board size given Caitlin's resignation and have them give us a recommendation.

September 5th Board Agenda Planning

- ET Update
- Brief updates from board goal accountability stewards
- Results of retreat and goals
- Consent agenda-minutes from July and August—BOC and Board. 63023 finance report.
- Approve past board minutes, see above
- Discussion/Business items
- Board member participation in strategic planning—Rev. Alison feels this is a time to covenant.
- Lay Ministry circles with Board participation
- Forum planning-Finance forum in the Fall. Rev Alison wants to have three ministerial forums—Fall, January and sometime before budget approval in the Spring.

5:56 Closing reading – Leslie –The Lesser Goldfinch

5:57 Meeting adjourned

PREMIUM SUMMARY

FIRST UNITARIAN CHURCH OF PORTLAND (OR) C92006

	<u>Premium</u>
Property	\$28,978
Crime.....	\$3,591
Auto	\$349
General Liability.....	\$4,990
Religious Organization Management Liability.....	\$957
Excess Liability	\$2,353
Total Estimated Annual Premium	\$41,218

First Unitarian Church of Portland					
Actual vs. Budget/Pg. 1 of 2 - As of June 30, 2024					
Prepared by Susan Matlack Jones & Associates (unaudited)					
		YTD Actual	Annual Budget	Remaining Budget	% of Budget Realized
Revenue:					
Pledge Contributions		1,350,531	1,450,000	99,469	93%
Adjust to Accrual Pledge Contributions		65,436	-	(65,436)	
Non-Pledge Contribution		62,217	65,000	2,783	96%
Foundation Gift to the Church		95,024	82,000	(13,024)	116%
Plate Contributions		69,839	45,000	(24,839)	155%
Program Contributions (charitable)		16,999	-	(16,999)	
Program Income (non-charitable)		24,935	38,000	13,065	66%
Tenants Rental Income		340,682	364,000	23,318	94%
Deferred Lease Income		9,500	-	(9,500)	
Event Rental Income		31,096	25,000	(6,096)	124%
Merchandise Income		10,177	11,500	1,323	88%
Miscellaneous Income		7,300	-	(7,300)	
Reserve & Fund 49 Income		-	26,000	26,000	0%
Total Revenue		2,083,736	2,106,500	22,764	99%
Expenses:					
Payroll		1,563,245	1,596,424	33,179	98%
HR, Recruiting & Relocation		24,007	2,200	(21,807)	1091%
Professional & Contract Services		87,957	101,045	13,088	87%
Professional Expenses		8,933	17,000	8,067	53%
Professional Expenses - Sr. Minister		5,828	8,500	2,672	69%
Professional Expenses - Associate Minister		5,507	6,000	493	92%
Professional Expenses - Intern		1,475	2,000	525	74%
Guest Ministers, Musicians, Speakers Exp.		13,015	16,500	3,485	79%
Interest Expense		1,094	-	(1,094)	
Program Expenses		35,311	102,645	67,334	34%
Retreat/Workshop/Conference Expenses		28,837	24,700	(4,137)	117%
Event Expense		10,263	5,500	(4,763)	187%
Parking		22,992	25,450	2,458	90%
Utilities		107,025	92,575	(14,450)	116%
Custodial Supplies		6,803	12,000	5,197	57%
Web Svc, Software, Computer Programs		29,940	24,750	(5,190)	121%
Computers, Furniture & Equipment		19,445	15,800	(3,645)	123%
(Cont'd on next page)					

First Unitarian Church of Portland				
Actual vs. Budget/Pg. 2 of 2 - As of June 30, 2024				
Prepared by Susan Matlack Jones & Associates (unaudited)				
	YTD Actual	Annual Budget	Remaining Budget	% of Budget Realized
(Expenses, cont'd.)				
Equipment Rental/Lease	16,711	14,400	(2,311)	116%
Bldg Repairs & Maintenance	18,590	40,000	21,410	46%
Equip Repairs & Maintenance	318	6,150	5,832	5%
Landscaping	91	1,500	1,409	6%
Outside Printing & Copying	4,215	14,750	10,535	29%
Postage & Shipping	1,018	4,900	3,882	21%
Bank Charges & Merchant Fees	16,185	19,000	2,815	85%
Cost of Goods Sold	2,183	-	(2,183)	
Licenses & Fees	2,607	9,000	6,393	29%
UUA Dues	38,500	38,500	(0)	100%
Insurance	19,393	20,500	1,107	95%
Donations/Plate Share	32,035	1,000	(31,035)	3204%
Uncollectibles	108,356	-	(108,356)	
Miscellaneous Expenses	786	1,000	214	79%
Total Expenses	2,232,668	2,223,789	(8,879)	100%
Transfers				
Transfers from Other Sources	47,250	(117,289)	(164,539)	
Transfer to Other Sources	-	-	-	
Total Transfers	47,250	(117,289)	(164,539)	
Change in Net Assets - Operating Fund	(101,682)	(0)		
GAAP Adjustments				
Depreciation Expense	(280,638)			
Amortization Expense	(3,083)			
Interest Income	10,450			
Gain (Loss) on Investments	25,275			
Other Fund Revenue	(43,511)			
Fund Transfers from Other Sources Offset	51,924			
Other Fund Expense	(123,972)			
Fund Transfers to Other Sources Offset	(48,250)			
Reserve & Fund 49 Income	153,370			
Reserve & Fund 49 Expenses	(86,531)			
Change in Net Assets GAAP	(446,650)			

First Unitarian Church of Portland				
Statement of Financial Position/Pg. 1 of 3				
<i>Prepared by Susan Matlack Jones & Associates (unaudited)</i>				
		6/30/2024	6/30/2023	Change
Assets:				
Petty Cash		500	500	-
BSB Checking 4673		455,254	650,599	(195,345)
BSB Checking 5591		23,766	23,652	113
BSB Checking 5601		993,754	941,822	51,931
BSB Checking 5614		104,011	103,236	775
OnPoint		17,102	15,893	1,208
Franklin Investments		15,935	15,800	135
Charles Schwab Investments		202,026	173,415	28,611
Federated Investments		9,460	9,433	27
UBS Investments		(0)	(0)	(0)
Accounts Receivable		7,393	-	7,393
Pledges Receivable - Operating Pledges		550,686	580,606	(29,920)
Pledges Receivable Allowance Uncollectable		(60,000)	(47,000)	(13,000)
Prepaid Expenses		19,843	10,540	9,303
Prepaid Insurance		1,355	5,215	(3,861)
Prepaid Power Purchase Agreement		18,083	20,667	(2,583)
Bookstore Inventory		16,343	16,224	120
Land		613,424	613,424	-
Buildings & Improvements		9,260,889	9,260,889	-
Furniture & Equipment		288,273	288,273	-
Accumulated Depreciation		(4,851,907)	(4,571,269)	(280,638)
Lease Origination Costs		15,000	15,000	-
Accumulated Amortization		(6,396)	(5,896)	(500)
Total Assets		7,694,792	8,121,023	(426,231)
Liabilities:				
Accounts Payable		47,938	21,962	25,976
Credit Card Payable		(0)	-	(0)
Accrued Wages		13	0	13
Accrued Vacation		80,344	79,169	1,175
Deferred Lease Revenue		332,085	336,456	(4,371)
Oregon Clean Power Note		20,177	22,551	(2,374)
Total Liabilities		480,557	460,138	20,418
(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>				
		6/30/2024	6/30/2023	Change
Net Assets:				
<i>Net Assets Without Donor Restrictions:</i>				
Undesignated and Unrestricted Net Assets		6,119,429	6,119,430	(0)
Operating Fund		(105,616)	269,117	(374,732)
Capital Fund		-	-	-
Annual Operating (Contingency) Reserve		70,750	70,750	-
Special Projects Reserve		10,618	13,052	(2,434)
Major Donor Reserve		190,795	190,795	-
Tax Rebate Reserve		48,935	48,935	-
Required Loan Reserve		30,718	30,718	-
Safety Reserve		140,235	140,235	-
Major Repair & Equipment Reserve		165,855	189,935	(24,080)
Rental Income Reserve		61,736	61,736	-
Sabbatical Reserve		1,000	1,000	-
Total Net Assets Without Donor Restrictions		6,734,456	7,135,702	(401,246)
<i>Net Assets With Donor Restrictions:</i>				
Commemoration Fund		12,212	11,982	230
Chesney-Deale Intern Minister Fund		76,444	75,446	998
Hessler-Deale Women in Ministry Fund		26,233	25,399	834
Sewell Lecture Series		202,507	173,415	29,092
Hollingsworth Anniversary Fund		21,931	15,731	6,200
Slegers Music Ministry Fund		31,804	32,599	(795)
Sinkford Scholarship - Inactive		-	-	-
Justice Begins at Home Fund		(0)	(0)	(0)
Fund 49 - 13 Salmon Shower Project		12,579	13,701	(1,122)
Fund 49 - Adult Programs		4,672	4,672	-
Fund 49 - Alliance		8,926	5,037	3,889
Fund 49 - Anti-Racism Curriculum		720	720	-
Fund 49 - Auction		58,901	46,904	11,998
Fund 49 - Campus Ministry		1,266	1,266	-
Fund 49 - Congregant Care Fund		11,644	12,548	(904)
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>				
		6/30/2024	6/30/2023	Change
	Fund 49 - Executive Team Contingency	(80,111)	17,300	(97,411)
	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	28,271	5,858
	Fund 49 - Lay Ministry	610	225	385
	Fund 49 - Men's Group	2,003	1,588	415
	Fund 49 - Mosaic Wall Maintenance	1,421	1,421	-
	Fund 49 - Music	14,720	12,314	2,406
	Fund 49 - Quilts of Love	1,619	745	874
	Fund 49 - Social Justice	4,127	4,127	-
	Fund 49 - UU-UNO	1,477	1,447	30
	Fund 49 - Young Adults	1,423	1,423	-
	Idaho Interfaith Fund	905	4,105	(3,200)
	Employee Retention Tax Credit (ERTC)	-	-	-
	Signe Lusk Gift Fund	-	5,180	(5,180)
	Total Net Assets With Donor Restrictions	479,779	525,183	(45,403)
	Total Net Assets	7,214,235	7,660,885	(446,650)
	Total Liabilities and Net Assets	7,694,792	8,121,023	(426,231)