

All Church Forum January 26, 2025

First Unitarian Church of
Portland



Agenda

- Intro & Covenant – Leslie – 12:00-12:05
- Presentation – Rev. Alison & Roger Robinson – 12:05-12:45
- Introductions to Proposed Bylaws Changes
 - Change Board Size from 12 to 9
Mindy Clark – 12:45-1:00
 - Membership List & Member Privacy
John Bishop – 1:00-1:05
- Q&A – Rev. Alison – 1:05-1:25
- Closing – Leslie – 1:25-1:30

In accordance with our Unitarian Universalist values and intentions, I promise to:

- Listen to understand rather than to judge or prove a point.
- Express appreciation of others' efforts.
- Talk with rather than about others.
- Be mindful and considerate in my communications and interactions.
- Respond to anger with gentleness.



Congregational Life Update with Rev. Alison





Church Budget Priorities Presentation

By the Executive Team &
Board Finance Committee

Agenda



Welcome!

Annual Fund Drive Update

Review of Budgeting Process

Review of FY 2024/2025 Budget Year

Review of Church's Financials

Congregant Conversation:

Questions & Answers



Annual Fund Drive Update

We have received \$1,274,000, which is 91% of our \$1.4 million goal. Thank you!

Great News!

Double Your Pledges!

Double Your Gifts!

Thank you all who have given
to create this match!

And thank you for all who have already
given to the match!

The Executive Team* members and the Board's Finance Committee** work with each other to “read” the needs of the church.



*** Executive Team:**

Reverends Alison Miller and Tom Disrud,
Kathryn Estey, Church Administrator

**** Finance Committee:**

- Board: Roger Robinson (Treas.),
Linda Craig and Bob Bonner
- Accounting Advisory Team:
Linda Craig, Jo Ann Foor
- Congregation: Dev Dion, Ed McClaran,
Karen Shawcross, Tony Obst

Budgeting Process



Budgeting at First Unitarian is led by the Executive Team (ET) with input from the Board and congregants.

Step 1: The Executive Team presents a draft budget to the Board's Finance Committee at their February meeting.

This budget is typically not in balance but points to work and decision-making that yet needs to be done.

Budgeting Process

Step 2: Discuss the draft budget in detail at this meeting, and the Executive Team takes the budget back for revision as needed. Schedule an informational meeting on the budget for congregants in March to receive congregant input.

Step 3: The ET presents a final balanced annual budget proposal to the Finance Committee in March, then congregant meeting in March.



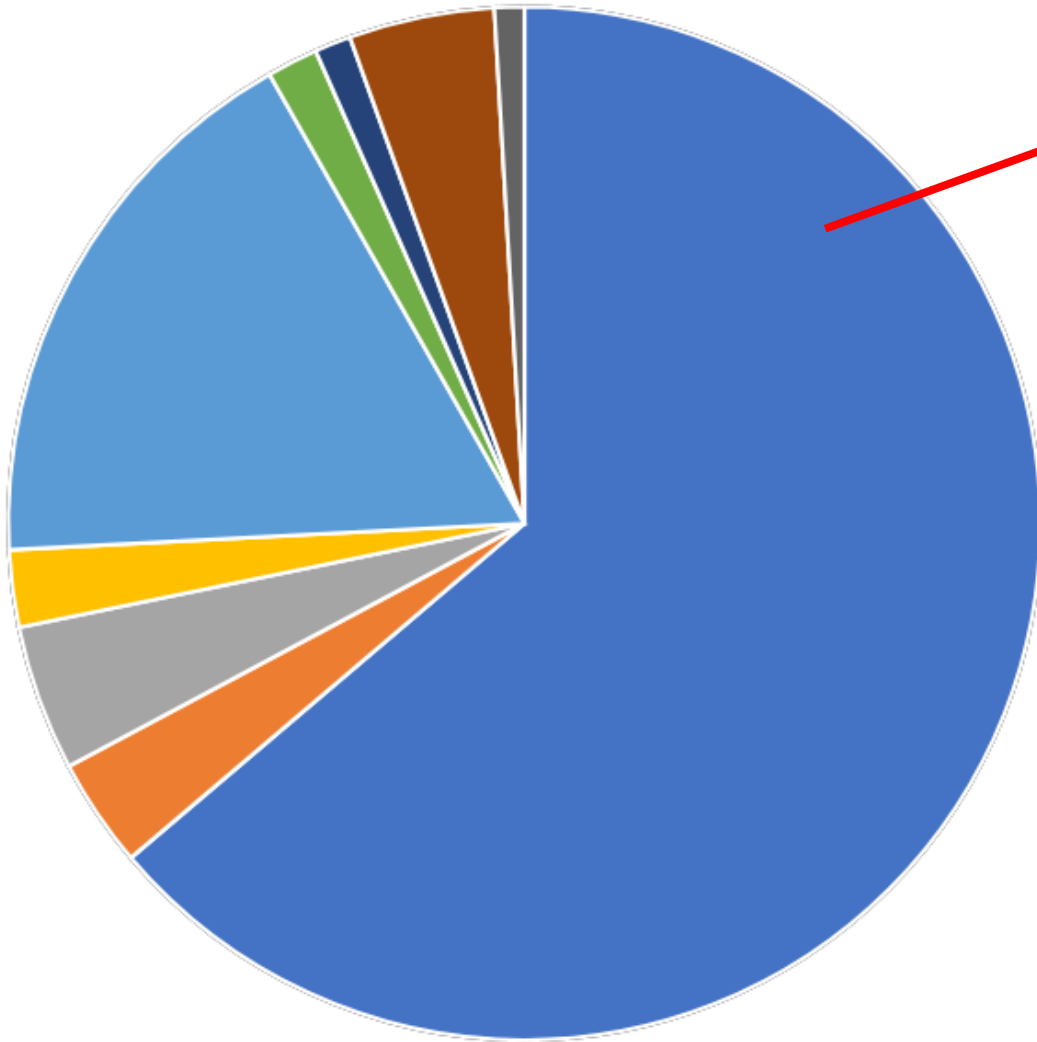
Budgeting Process

Step 4: The Finance Committee presents the budget to the Board for approval at the Board's April meeting. The Board has a congregant informational session in May.

Step 5: In May, as part of the mail-in voting for new officers of the church, the congregation also votes on approval of the budget and other Church matters.

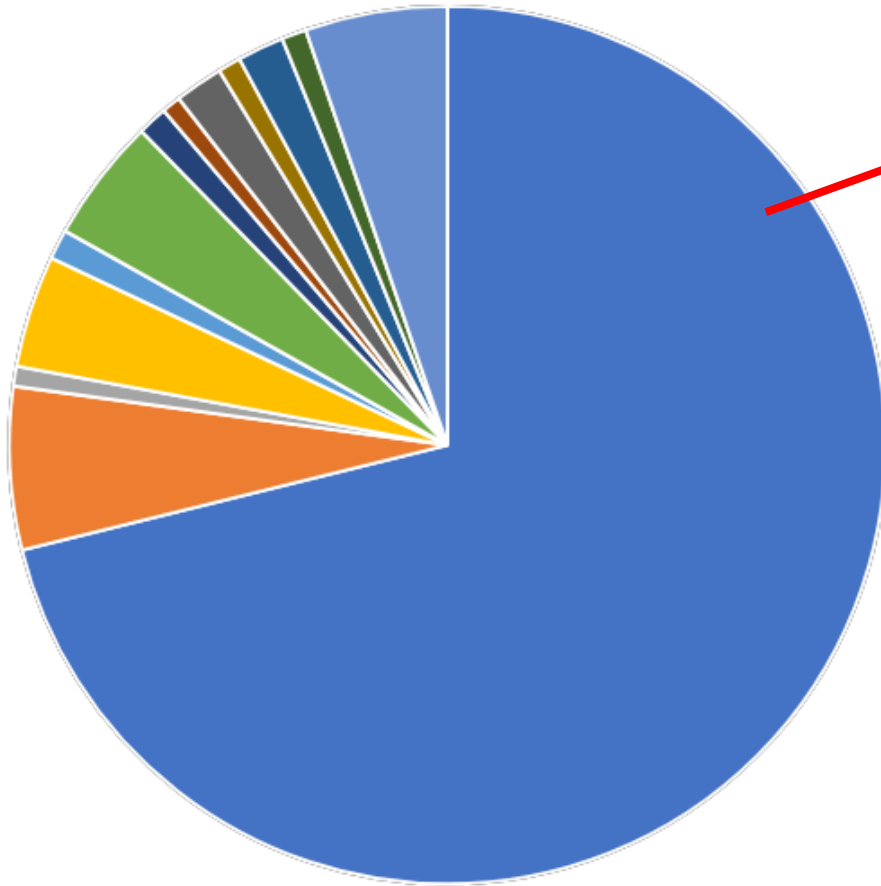


CHURCH'S 2024/2025 PROJECTED REVENUE



Pledge	\$1.4 million	64%
Non-Pledge	\$75,000	3%
Foundation	\$100,000	4%
Plate	\$53,000	2%
Tenant Rental	\$385,840	18%
Programs	\$35,000	2%
Event Rental	\$25,000	2%
Reserve & Fund 49	\$100,000	4%
Program and Merch.	<u>\$20,500</u>	1%
Total Revenue	\$2,194,340	

CHURCH'S 2024/2025 PROJECTED EXPENSES



Payroll	\$1.6 million	71%
Professional Serv.	\$135,000	6%
Guest Ministers	\$16,500	1%
Utilities	\$92,575	4%
Web Services	\$24,750	1%
Programs	\$102,645	5%
Retirements/Wrkshps.	\$24,700	1%
Computers/Furn.	\$15,800	1%
Bldg. Repairs	\$40,000	1%
Bank Charges	\$19,000	1%
UUA Dues	\$38,500	2%
Insurance	\$20,500	1%
Other	<u>\$117,614</u>	5%
Total	\$2,243,553	

Budget Priorities



1. Enhance our website, social media and online communications to reach new people and engage all in our many programs
2. Grow membership/Friendship
3. Increase resources we possess to fulfill our mission

Budget Priorities



4. Lifelong Learning

5. Spiritual Growth

6. Collaborative Justice-Making

7. Shared Ministries

Points of Interest



- Recognition of the importance of stability as we begin creating of our five-year plan.
- Hold steady with expenses and do very few cuts in the budget.
- Thank you to the Foundation for their annual contribution.
- Use income from the Employee Retention Tax Credit Program.

What Are the Roles of Boards?



- ***Fiduciary*** (tending to the stewardship of tangible assets)
- ***Strategic*** (working to set the congregation's priorities and seeing that resources are being deployed in accordance with those priorities)
- ***Generative*** (problem framing and sense making about the shifting environment of the congregation)

How Does Board Focus Change with Size?



- ***Small churches*** (200 members or fewer) Board and the congregation together run the church. Few or no staff.
- ***Medium churches*** (200 to 500 members) Board takes on more of the work of running the church with support from the congregation. Some staff.
- ***Large churches*** (500+ members) Senior Minister and staff run day-to-day operations of the church. Board role becomes more focused on oversight and vision.

What Is the Right Board Size



Two critical considerations

- Management of communication among board members.
- Decision making accuracy.

What's the impact of size?

- More people in a group increases likelihood that someone will have the information needed to make the decision and that someone will propose a correct choice or solution.
- However, more people produce more opinions that must be communicated and discussed.
- Managing the communication process among members of larger groups is more difficult, which ultimately ends up reducing decision making effectiveness

What Is the Right Board Size



- Research and best practices suggest that as a congregation grows, the number of board members should decrease.
- General recommendations for congregations our size are 7-9 board members.
- A survey of the other large churches in the UUA showed that the majority of them have 7-9 members with 9 being the most common number.

First Unitarian Portland - Board



- First Unitarian Portland consists of 12 Trustees: 5 officers and 7 members
- Primary Board roles in collaboration with the Executive Team (ET):
 - Conduct strategic/long-range planning and goal setting on behalf of the congregation.
 - Address how the church is meeting its mission, vision, and goals.
 - Evaluate the effectiveness of the church ministry.
 - Assemble a balanced and sustainable budget and monitor budget implementation.

The Board is exploring ways to create efficiencies in its work, make better, more informed decisions, and increase the opportunity to involve interested congregants in Board work.

First Unitarian Portland - Board



Board Officers:

- Moderator
- Vice Moderator
- Second Vice Moderator
- Secretary
- Treasurer

Board Committees:

- Finance Committee
- Governance Committee
- Communication Committee
- Board Liberation Team
- Board Task Force:
- Right Relations Formation Task Force (under Governance Committee)

Board members lead the Committees and Taskforce.

Concerns With Board Size Change



- Concern – The Board will have the same responsibilities with fewer members.
 - Solution – Board committees, in communication with ET will develop informed proposals for Board review/approval. Shifting policy development to the committees allows the Board to better focus on broader, generative work.
- Concern – Board will be less representative, and congregants will have less opportunity to participate in the Board’s work.
 - Solution - Congregants are invited to become members of Board Committees and Taskforces. Including congregants at the committee level broadens participation and increases congregant impact on the governance of the church.

Reducing Board size can increase the efficiency of Board operations without sacrificing connection to the congregation or church staff and ministers.

Rationale for Board Size Change



- A smaller Board has fewer lines of communication among members and is more effective at making timely, informed decisions.
- A smaller Board is more representative than a large Board as all Board members are responsible for the good of the entire congregation, not for individual programs.
- The addition of congregants to Board Committees and Task Forces increases congregant participation and transparency.
- A Board of 7-9 members is the best practice in governance for a church of our size.

Proposal: Reduce the Board to Nine Members



- Proposed change:
 - By-law change to reduce the number of Trustees from 12 to 9.
- Benefits:
 - Improve communication among Board members.
 - Deeper discussion of critical decisions.
 - More effective and timely decision making.
 - Increased transparency and broader input into church governance by including congregants on Board Committees and Task Forces.

The proposed change is consistent with the Board sizes of other Unitarian Universalist churches ranging in size from 500-1,000 members.

Bylaw Amendments (currently suggested)*

Article IV Board of Trustees

Section 1. Board established. The governing body of this church shall consist of a Board of Trustees composed of ~~twelve~~ nine voting members and the Senior and Associate Ministers, who serve ex officio as non-voting members. If the immediate past Moderator is not a current member of the Board, the immediate past Moderator shall serve ex officio as a non-voting member. At each annual meeting, ~~four~~ three trustees shall be elected for terms of three years, or until their successors are elected and take office. The term of a trustee begins on July 1 immediately following the trustee's election.

*Board approval required for final proposed amendment language

Section 4. Officers. The Board of Trustees shall elect from its own membership at its first meeting after June 1 of each year the following officers: a Moderator, ~~two~~ Vice-Moderators, a Secretary and a Treasurer. The Board shall fill vacancies occurring in any office.

Section 5. Powers and duties of officers.

(a) **Moderator.** The Moderator shall act as the Chair of the Board. The Moderator shall have any other powers and duties as may be prescribed by these Bylaws and the Board of Trustees.

(b) **First Vice Moderator.** The First Vice Moderator shall have the powers of and perform the duties of Moderator if the Moderator is unwilling or unable to act as Moderator and shall have any other powers and duties as may be prescribed by the Board of Trustees.

~~(c) **Second Vice Moderator.** The Second Vice Moderator shall have the powers of and perform the duties of Moderator if the Moderator and First Vice Moderator are unwilling or unable to act as Moderator and shall have any other powers and duties as may be prescribed by the Board of Trustees.~~

(d) **Secretary.** The Secretary shall have overall responsibility for all recordkeeping. The Secretary shall perform, or cause to be performed, the following duties: (1) official recording of the minutes of all proceedings of the Board of Trustees and voting members' meetings and actions; (2) provision for notice of all meetings of the Board of Trustees and voting members; (3) authentication of the records of the corporation; (4) maintenance of current and accurate membership lists; and (5) any other duties as may be prescribed by the Board of Trustees.

(e) **Treasurer.** The Treasurer shall have the overall responsibility for all corporate funds. The Treasurer shall perform, or cause to be performed, the following duties: (1) maintenance of full and accurate accounts of all financial records of the corporation; (2) deposit of all monies and other valuable effects in the name and to the credit of the corporation in such depositories as may be designated by the Board of Trustees; (3) disbursement of all funds when proper to do so; (4) presentation of financial reports as to the financial condition of the corporation to the Board of Trustees; and (5) any other duties as may be prescribed by the Board of Trustees.

Proposed Bylaw Change: Membership List Requests & Member Privacy

Background:

- Fall 2024 request to inspect and copy the Church's membership list, including members' names and contact information.
- Many members complained to Church leadership, objecting to the release of their private information.
- Original request has not been pursued further.
- Members have urged the Board to change our bylaws to protect their privacy against future requests, since the law permits this.

Relevant Oregon statutory language

Chapter 65 of the Oregon Revised Statutes governs Nonprofit corporations. Our church is a nonprofit corporation.

ORS 65.774(1). Subject to subsection (5) of this section . . . a member may inspect and copy, at a reasonable time and location specified by the corporation, any of the records of the corporation described in ORS 65.771 . . . if the member gives the corporation written notice of the member's demand at least five business days before the date on which the member wishes to inspect and copy.

[ORS 65.771(3) includes the requirement that a corporation will maintain a list of the names and contact information of its voting members]

ORS 65.774(5)(a). The articles of incorporation or bylaws of a religious corporation may limit or abolish the right of a member under this section to inspect and copy any corporate record

Bylaws Amendment (currently suggested)*

Article II Membership

Section 1. Membership defined. A member of this church is a person who considers this church the person's place of worship, agrees to support the purpose of the church as set out in Article I, Section 2 of these Bylaws and signs the membership book. ***The members of the church wish to protect their private information. Accordingly, pursuant to ORS 65.774(5), the membership declares that no member shall have the right to inspect or copy any membership records maintained by the church pursuant to ORS 65.771 (3).***

*Board approval required for final proposed amendment language

Q & A – Rev. Alison



Closing – Leslie Pohl-Kosbau



Thank you!