

	K. Recycling Issues (page 51)	Sean Hale	5 Minutes	8:40
	L. Executive Session	Nell Newton	15 Minutes	8:45
VII.	Adjourn			9:00

**First Unitarian Universalist Church of Austin, Board of Trustees Meeting Minutes
Tuesday, June 16, 2009 at 6:30 P.M.,
First UU Church of Austin, 4700 Grover, Austin, TX 78756 in the Gallery**

Members Present: Nell Newton, President; Eric Stimmel, Vice-President; Luther Elmore, Treasurer; Chris Jimmerson, Secretary; Sheila Gladstone, Immediate Past President, Ex-Officio; Margaret Borden; Derek Howard; Jeff Hutchens; Aaron Osmer, Youth Trustee; Brendan Sterne; Michael West; Laura Wood.

Staff Present: Sean Hale, Executive Director; Lara Douglass, Director of Religious Education; Brent Baldwin, Music Director

Visitors Present: Rev. Janet Newman, future Interim Minister, Ron Turner. Henry Hug and Stephan Windsor appeared later during the meeting.

Call to Order and Introductions

The President called the meeting to order with all trustees present. Trustees, staff and visitors briefly introduced themselves to the church's new Interim Minister, who will be joining the church in mid-August.

Adoption of Agenda

Motion: Derek Howard – Adopt the agenda as presented
Second: Luther Elmore

The agenda was adopted as presented.

Opening Words

The Treasurer read the selection "We need one another" from the church hymnal, and the President lit the chalice.

Visitor's Forum

Ron Turner expressed the profound, positive opportunity this Board of Trustees will have working with Interim Minister, Janet Newman and wished the group well.

Consent Agenda Items

The trustees had reviewed the consent agenda items prior to the meeting. These included:

Appendix A: Director of Religious Education Report
Appendix B: Treasurer's Report
Appendix C: Direct of Music Report
Appendix D: Executive Directors Report

The President reported that three new members had joined the church since the last meeting, Margaret S. Nott, Douglas Manger, and Pat Whalen. No members had resigned. The trustees present also discussed the following items related to the content of the consent agenda items:

A Trustee asked if there were any major items left to be completed related to the installation of the solar panels. The Executive Director (ED) reported that major work had been completed. A trustee also asked for an update on the timeline for installation of the large speakers stored in Howsen Hall that had been donated. Staff reported that this was on a timeline for October.

The Chair of the Stewardship Committee gave a verbal presentation and reported that over 100 church members had attended the Stewardship Committee's meeting to establish a "stretch goal" to motivate increased giving for the Fall Campaign and that Elizabeth Grey had provided outstanding facilitation for the meeting. The members attending the meeting had established balancing the budget as their top priority, followed by a "face lift" for the building interior and then by updating the church kitchen. The Stewardship will get with the Finance Committee and then the Board to establish goals for the campaign. He reported that the committee had a great meeting with Rev. Newman and that she has much experience in this area.

The Treasurer presented on several ways in which he is working to streamline and simplify the financial statements and to make them more specific and organized, with a goal of completing these changes within three months. He answered several questions from Trustees on how the different reports related to one another. Several trustees suggested that setting up a separate time to do a "financials 101" for trustees would be very helpful.

Motion: Michael West – Accept the consent agenda items.
Second: Derek Howard
Discussion: There was no further discussion.
Vote: All affirmative

Discussion and Action Items

Bridge Builders Report: The Action Planning Team (APT) reported that no changes had yet been made to the report since the recent Board of Trustees retreat. The APT had met with Rev. Newman and will be refining the report further as related to target dates and responsibilities.

The trustees discussed whether this report was an APT report or a Board of Trustees report and that it would need to become a board responsibility at some point.

Motion: Brendan Sterne – Ask the APT to review and revise it as needed to ensure that timelines are reasonable and consistent and appropriate accountability is assigned and then bring it back to the board.
Second: Chris Jimmerson
Discussion: There was no further discussion.
Vote: All affirmative.

Committee Liaisons: The President asked that each Trustee serve as a liaison to at least one church committee and noted that liaisons did not have to attend all the meetings of their committees but would serve as the primary contact for that committee. The Trustees discussed the following in relation to committee liaisons:

- Have liaisons engage in meaningful interactions with their committees, know their purpose and association with the church and any know metrics used to measure progress / success.
- Develop liaison job descriptions to provide them with greater guidance and accountability.
- There will be liaisons for church committees but not groups.

- Some administrative and operational committees are working with the Executive Director and in these cases (for example I.T.) it might be more efficient not to have a Trustee as a liaison or at the very least have the liaison work through the Executive Director.
- Charge liaisons with being the Trustee who knows the most about their committees.

The trustees signed a list for which committees they would serve as a liaison (Appendix E).

Convening of Nominating Committee: The President reported that the Nominating Committee must be convened by the President and that she was hereby doing so. She also reported on two other items related to the committee:

- The President proposed that the Trustees also charge the committee with leadership development in addition to their role in screening and nominating leadership.
- There are more persons interested in serving on the nominating committee than open slots; however, the bylaws do not allow for expanding the membership of the committee. Having non-members participate in screening activities is not possible due to confidentiality concerns. The committee could consult with outside expertise for items such as developing leadership materials.

Motion: Margaret Borden – charge the nominating committee with preparing a leadership development program and drafting any language changes to the bylaws and policies and procedures that this new charge might necessitate, ensuring that such language is consistent with the Bridge Builders Report. Present this draft by the September 2009 Board of Trustees meeting.

Second: Eric Stimmel

Discussion: There was no further discussion.

Vote: All affirmative.

Rental Policy/Contracts/Rates: The ED presented a proposed revision to the Facilities Rental Contract and Policies (Appendix F) and reviewed the major changes. Of special note was that asking for donations for alcoholic beverages is considered the same as selling them. This will need to be applied to church groups also.

A trustee recommended a slight change to the language of the document so that it would be internally consistent regarding refunds of deposits and payments.

Motion: Derek Howard – Approve the contract with the change recommended above.

Second: Margaret Borden

Discussion: There was no further discussion.

Vote: All affirmative.

Committee/Sub-Committee on Investments: The Treasurer presented a lack of clarity on the appropriate structure for the committee that had been managing investments for the church. The question before the trustees was whether this committee is more appropriately a stand-alone committee or a sub-committee of the finance committee.

The Chair of the Finance Committee presented his recommendation that investments fall under the responsibilities of the Finance Committee and gave the following discussion points:

- The Chair of the Committee on Investments has done a lot of good work and this work could continue with the committee functioning under the Finance Committee.

- Members of the finance committee have expertise that could inform investment decisions.
- Putting all fiscal activities under one committee allows for finances to be reviewed in a more comprehensive manner.
- The current system in which investments are managed independently of the finance committee has led to instances wherein investments were not maintained efficiently.
- Placing investments within the Finance Committee would allow for housekeeping related to them, allow us to look comprehensively at finances and avoid overburdening the Treasurer.

He presented a recommended change to the language related to this in the policies and procedures (Appendix G).

The Chair of the Committee/Sub-Committee on Investments presented his recommendation that the committee be a separate committee from the Finance Committee and gave the following discussion points:

- After the FAMP was adopted, the Committee on Investments was created to invest in the stock market on behalf of the church. About 5 years ago the committee requested of the Board of Trustees that the committee be made a committee of the board and the request was approved; however, the policy change was never made in the manual.
- If investments were done under the Finance Committee it would involve 8 or more people which would be unwieldy.
- Not all Finance Committee members have investment experience.
- The current policy says that having a Committee on Investments that is a sub-committee of the Finance Committee is a “suggestion”.

He presented the current policy and leadership lists that listed the committee as a stand alone in the prior year but a sub-committee this year (Appendix H).

The trustees discussed the following issues related to these presentations:

- The question was raised of why it would matter if some finance committee members did not have investment experience given that we have a professional investments advisor. The Chair of the Committee/Sub-Committee on investments expressed his belief in a need to be able to speak the language of investments.
- Concerns were raised over whether this committee/sub-committee had been subject to normal Nominating Committee process and proper periodic reviews of its membership, the investment advisor, etc.
- It was noted that given the above, the church had been fortunate to have competent, honest people on the committee/sub-committee, as the lack of clarity and review of the proper structure and role for it could have failed to protect the church without such honesty and competence; thus, no matter what action might be taken we owe them a debt of gratitude and any action taken would not be a vote of no confidence.
- The investment accounts have outperformed the market in general.
- As a part of the move toward policy governance, the Finance Committee had been visualized as the single point of contact for all financial information.

Motion: Jeff Hutchens – Reaffirm that investment work is a responsibility of the Finance Committee.

Second: Margaret Borden

Discussion: There was no further discussion.

Vote: Affirmative – 10, Negative – 0, Abstain – 1 (Luther Elmore)

Change to Check Signing Authority Policy: The ED and Treasurer presented a proposed revision to the policy regarding check signing authority (Appendix I).

Motion: Margaret Borden – Approve the revisions to the policy regarding check signing authority as presented.
Second: Michael West
Discussion: There was no further discussion.
Vote: All affirmative.

Resolution on New Checking Signatories: The Secretary presented a resolution that the bank would need to institute the policy above, “Resolved that the following persons be authorized as checking account signatories for First Unitarian Universalist Church of Austin – Nell Newton, Luther Elmore and Sean Hale.

Motion: Derek Howard – approve the resolution.
Second: Brendan Sterne
Discussion: There was no further discussion.
Vote: All affirmative

Snack Schedule: The Secretary had forwarded a schedule for when which Trustee would provide snacks at board meetings (Appendix J). The President asked that Trustees notify the Secretary if they switch schedules with one another.

Executive Director's Goals through 2009: The Trustees resumed discussion of the ED goals (Appendix K) that had begun at the retreat and discussed the need to counter balance respecting the work the Vice-President and ED had done in establishing the prioritization of goals and the need to support the new Interim Minister, as the success of the interim ministry is paramount to the church. The ED suggested that as the Stewardship Committee is functioning very well, his top priority goals in support of Stewardship could be moved to secondary priorities and that this would allow him time to work with and support the Interim Minister (moving this goal to the top priority list).

Motion: Laura Wood -- Endorse and support the ED goals with the changes suggested above.
Second: Jeff Hutchens
Discussion: There was no further discussion.
Vote: All affirmative.

Holiday Policy Change: The ED presented a proposed revision to the Holidays policy.

Motion: Derek Howard – adopt the revised Holidays Policy as presented.
Second: Laura Wood
Discussion: There was no further discussion.
Vote: All affirmative.

Executive Session: The Trustees entered Executive Session to discuss personnel issues and persons who were not trustees left the room.

After confidential discussion, the Trustees came out of Executive Session.

Motion: Derek Howard – Extend the length of the meeting by five minutes to allow business to be completed.

Second: Jeff Hutchens

Discussion: There was no further discussion.

Vote: Affirmative – 10, Negative – 1, Abstain – 0

Motion: Derek Howard – Adopt the proposed letters of agreement with the Director of Religious Education and the Music Director as presented and amended.

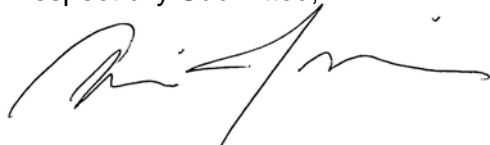
Second: Luther Elmore

Discussion: There was no further discussion.

Vote: Affirmative – 10, Negative – 0, Abstain – 1 (Aaron Osmer)

Adjourn: With no further business, the President adjourned the meeting at 9:35 p.m.

Respectfully Submitted,



Chris Jimmerson
Secretary

DRE Board Report for JUNE 2009
Lara Douglass, Director of Religious Education
First Unitarian Universalist Church of Austin

Religious Education Events in JUNE

The fourth Spiritual Movie Night of the year was held on Friday, JUNE 19. About 20 adults and 6 children attended. The adult movie was The King of California and the children's movie was The Wizard of OZ.

Children's Programming:

The Summer Curricula began this month,

Pre-K:	Story Time
K-Grade 2:	UU Kid's Book
Grades 3-5	UU Kid's Book
Middle School:	What do I Stand For?

The Middle School and High School youth are continuing to meet on Sunday at 11:30am for Religious Education classes.

Scott Butki has taken over the lead teacher responsibility for the Middle School class and the attendance is increasing each week.

Ron Phares continues to lead the Sunday morning High School Class and Scott Butki, in addition to teaching middle school continues as the YRUU advisor on Sunday afternoons.

The High School Youth are working on a project to benefit Darfur through the UU Service Community. The High School Youth will be offering bracelets in the gallery on Social Action Sunday, July 19, 2009.

The Children's Programming Committee (CPC) did not meet in June, because of the retreat scheduled for July.

Adult Religious Education (ARE): Adult RE included the following classes:

- Mind & Meaning Book Club
- Sunday Morning Book Club
- Spiritual Exploration & Philosophical Inquiry
- Voyagers Discussion & Moveable Feast
- Tai Chi
- Yoga

DRE Board Report for JUNE 2009

Lara Douglass, Director of Religious Education

First Unitarian Universalist Church of Austin

Scandinavian Dance

International Village Dance

English Country Dance

The Covenant Groups, under the guidance of Sharon Moore continue to flourish.

Director Of Religious Education Meetings Update

- 2 Management Team Meeting
- 3 RE Staff Meeting
- 9 Management Team Meeting
- 16 Meeting with Rev. Janet Newman
- 16 Management Team Meeting
- 16 Board Meeting
- 17 RE Staff Meeting
- 16 Meet and Eat with Rev. Newman
- 19 Spiritual Movie Night
- 20 All Council Meeting
- 23 Management Team Meeting
- 24 RE Staff Meeting
- 27 Teacher Training and Retreat
- 30 Management Team Meeting

Attendance Update:

These totals include Children's RE Programs, the Nursery, Middle School and High School attendance figures. Attached is the spreadsheet, which breaks down the attendance in a Sunday-by-Sunday, time by time format.

<u>Month</u>	<u>Attendees</u>
JUNE 09	347

Respectfully submitted by:

Lara Douglass

Director of Religious Education

First UU Church of Austin

June 30, 2009

June 2009 Attendance Summary							
June Monthly Totals				June Weekly Totals ALL			
CLASS	9:45	###	TOT	DATE	9:45	###	TOT
Nursery	28	31	59	7-Jun	25	52	77
PRE-K	24	24	48	14-Jun	24	51	75
K-2	17	39	56	21-Jun	15	44	59
3rd - 5th	18	16	34	28-Jun	23	31	54
Middle School		26	26	Monthly Total 265			
High School		20	20				
YRUU		22	22				
Choir	0	0	0				
TOT	87	178	265				

Breakdown by RE Class							
Nursery	9:45	###	TOT	3-5 Grade	9:45	###	TOT
7-Jun	8	12	20	7-Jun	7	5	12
14-Jun	7	4	11	14-Jun	5	6	11
21-Jun	5	7	12	21-Jun	1	2	3
28-Jun	8	8	16	28-Jun	5	3	8

Pre-K	9:45	###	TOT	6-8 Grade			11:30
7-Jun	6	10	16	7-Jun			7
14-Jun	8	6	14	14-Jun			10
21-Jun	4	3	7	21-Jun			5
28-Jun	6	5	11	28-Jun			4

K-2	9:45	###	TOT	High Schoo	11:30	YRUU	TOT
7-Jun	4	8	12	7-Jun	5	5	10
14-Jun	4	15	19	14-Jun	5	5	10
21-Jun	5	9	14	21-Jun	6	12	18
28-Jun	4	7	11	28-Jun	4	0	4

Choir	1st	2nd	TOT
7-Jun			0
14-Jun			0
21-Jun			0
28-Jun			0

**FIRST UU CHURCH – AUSTIN, TEXAS
TREASURER’S REPORT
JUNE 30, 2009**

Income and Expenditures:

Total income for June was \$41,803.29 and total expenses were \$51,098.82, a shortfall for the month of \$9,295.53. Pledge collections for the month totaled \$35,406.96 and Sunday plate collections totaled \$1,672.61. Rental income for the month fell to \$2,971.00, reflecting the normal decrease during the summer months when some of our renters do not need the space.

For the first six months of the year, total income has been \$350,293.48 and total expenses were \$324,476.12, a surplus of \$25,817.36. This surplus is due to the Spring Canvas, transfer of funds from old restricted accounts, and the booking of yearly donations when they are received and not amortizing them on a month-by-month basis. This income is not expected to be duplicated during the second half of the year.

We closed the Bank of America checking account.

Split the Plate Recipients for June:

Equal Justice Center/Immigrant Workers’ Rights Project (6-7-09) \$365.44
Volunteer Health Center (6-21-09) \$352.50

Endowment Accounts:

As of 6-30-09 the amount held in the four endowment funds was \$548,862.10, reflecting a gain for the month of \$652.17. Three of the four accounts fell in share value, but dividends and interest helped the cumulative value of the accounts avoid a monthly loss for the month. In addition, we have a \$10,702.31 balance in the Hartford Annuity.

Stewardship Committee:

The June 15 Stewardship Dinner went extremely well, with over 100 attendees voicing their opinions about the 2010 Canvas and Budget. The top priority as voted by the attendees was to balance the budget for the year. Our new Interim Minister, Janet Newman, attended.

The Stewardship Committee has also begun preliminary planning for the Fall Stewardship Campaign. They have begun selecting team leaders and plan to kick off the fall campaign with a dinner on Saturday night, October 10, and formally begin the campaign on Sunday, October 11.

Finance Committee:

The Finance Committee has revised check signing and investment account authorization for presentation to the Board on July 21.

In addition, they have finalized the proposal for an independent Internal Audit Committee that will report directly to the Board and will also present those recommendations on July 21.

Luther Elmore, Treasurer

First Unitarian Universalist Church of Austin
Balance Sheet
As of June 30, 2009

07/17/09

	Jun 30, 09
ASSETS	
Current Assets	
Checking/Savings	
Savings	
THCU Savings	4,052.73
Total Savings	4,052.73
Credit Union Checking	30,421.32
Bank of America Checking	(116.26)
Total Checking/Savings	34,357.79
Other Current Assets	
Petty Cash Office	7.35
Petty Cash Kitchen	175.00
Due (To)/From Schwab Accts	
Due from LRF - Capital Campaign	
Due from LRF-Architects, fees	1,182.92
Due from LRF - Capital Campaign - Other	10,000.00
Total Due from LRF - Capital Campaign	11,182.92
LRF Equity	66,088.42
Due from Memorial/Endowment	56,608.67
Due (To)/From Schwab Accts - Other	46,139.15
Total Due (To)/From Schwab Accts	180,019.16
Undeposited Funds	345.00
Total Other Current Assets	180,546.51
Total Current Assets	214,904.30
Fixed Assets	
Furniture and Fixtures	19,111.42
Organ	36,062.04
Church Building	
Old Building Cost	119,160.00
New Building Cost	553,072.75
Total Church Building	672,232.75
Accumulated Depr'n	(396,606.00)
Total Fixed Assets	330,800.21
TOTAL ASSETS	545,704.51

First Unitarian Universalist Church of Austin
Balance Sheet
As of June 30, 2009

07/17/09

	Jun 30, 09
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,657.96
Total Accounts Payable	2,657.96
Other Current Liabilities	
Direct Deposit Liabilities	508.20
Rental Deposits	40.00
Payroll Liabilities	8,061.93
Total Other Current Liabilities	8,610.13
Total Current Liabilities	11,268.09
Total Liabilities	11,268.09
Equity	
Capital Campaign Donation	10,000.00
Transfer from M/E	7,790.42
Retained Earnings	67,153.44
BoT Designated LR Fund	66,088.42
Fund Balances	
Mid-Week Gathering	557.02
Religious Education Fund	
Other Income	918.67
Recycling Project	778.71
Camp UU	5,994.81
Religious Education Fund - Other	3,408.13
Total Religious Education Fund	11,100.32
Adult RE Fund	
Adult RE Owl	495.00
Facilities Rental	5,109.41
Distinguished Lecture Series	330.43
Adult RE Fund - Other	2,387.95
Total Adult RE Fund	8,322.79
Bookstore Fund	2,180.06
Caring Fund	5,981.22
Denominational Affairs Fund	70.02
Facilities Emergency Fund	2,923.63
Flowers Fund	389.37
Green Sanctuary	1,586.55
Internet Ministries	2,797.67
Junior High Fund	3,707.72
Library Fund	350.59

First Unitarian Universalist Church of Austin
Balance Sheet
As of June 30, 2009

07/17/09

	Jun 30, 09
Media Team	1,377.06
Paradox Players	26,691.53
Music Fund	
Children's Choir	3,017.52
Music Fund - Other	518.19
Total Music Fund	3,535.71
Senior High Fund	5,125.24
Voyager	211.39
YARN	208.24
Yew Grove Pagan Interfaith	251.08
Fund Balances - Other	50.00
Total Fund Balances	77,417.21
Opening Balance Equity	280,169.57
Net Income	25,817.36
Total Equity	534,436.42
TOTAL LIABILITIES & EQUITY	545,704.51

9:12 AM
 07/17/09
 Cash Basis

First Unitarian Universalist Church of Austin Profit & Loss Budget vs. Actual

	<u>Jan - Jun 09</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Pledge Income			
Spring Canvass	49,789.00		
Pledge Income 2009	220,086.27	525,000.00	41.9%
Pledge Income 2008	5,542.50		
Credit Card Fees	(2,295.05)		
Total Pledge Income	<u>273,122.72</u>	<u>525,000.00</u>	<u>52.0%</u>
Contributions Income			
Unrestricted Contributions	17,379.86	60,000.00	29.0%
Restricted Contributions			
Split the Plate Rec'd	5,819.11		
Split the Plate Paid	(5,819.11)		
Total Restricted Contributions	<u>0.00</u>		
Total Contributions Income	17,379.86	60,000.00	29.0%
Transfer from ME Fund	7,790.46	15,581.00	50.0%
Transfer from Restricted	16,953.73	500.00	3,390.7%
Rental Income	26,054.39	35,000.00	74.4%
Special Event Income	210.23		
Paradox Players (net)	4,162.95	3,500.00	118.9%
Unrest. Invst Income			
Interest Income	44.01		
Total Unrest. Invst Income	<u>44.01</u>		
Misc Income			
Sunday Kitchen Donations	1,590.54	4,000.00	39.8%
HEB Scrip Income	(834.90)	1,500.00	(55.7)%
Misc Income - Other	3,819.49	1,400.00	272.8%
Total Misc Income	<u>4,575.13</u>	<u>6,900.00</u>	<u>66.3%</u>
Total Income	350,293.48	646,481.00	54.2%
Expense			
Reconciliation Discrepancies	0.00		
Ministry, Outreach, Pastoral Care			
Ministerial Consultants	3,303.94		

9:12 AM
07/17/09
Cash Basis

First Unitarian Universalist Church of Austin Profit & Loss Budget vs. Actual

	<u>Jan - Jun 09</u>	<u>Budget</u>	<u>% of Budget</u>
Settled Minister-Sal/Housing			
Salary	22,333.30	48,000.00	46.5%
Housing	13,500.00	27,000.00	50.0%
Total Settled Minister-Sal/Housing	35,833.30	75,000.00	47.8%
Settled Minister--Other			
Health Insurance	2,880.60	3,700.00	77.9%
Pension-UUA	658.33	7,500.00	8.8%
Disability Insurance	406.60	900.00	45.2%
Professional Expenses	0.00	14,000.00	0.0%
Total Settled Minister--Other	3,945.53	26,100.00	15.1%
Intern Minister			
Salary	9,600.00	14,031.00	68.4%
Payroll Tax	734.40	1,073.00	68.4%
Professional Expenses	0.00	300.00	0.0%
Health Insurance	3,411.94	5,497.00	62.1%
Moving Expense	0.00	1,000.00	0.0%
Total Intern Minister	13,746.34	21,901.00	62.8%
Other Ministers			
Pulpit Honoraria	3,500.00	1,000.00	350.0%
Total Other Ministers	3,500.00	1,000.00	350.0%
Advertising	1,607.53	2,500.00	64.3%
Social Action/Social Service			
Austin Area Interreligious Min.	0.00	1,000.00	0.0%
Hands on Housing	500.00		
Other Social Action	139.83		
Helping Hands	0.00	100.00	0.0%
Social Action/Social Service - Other	600.64	2,000.00	30.0%
Total Social Action/Social Service	1,240.47	3,100.00	40.0%
Total Ministry, Outreach, Pastoral Care	63,177.11	129,601.00	48.7%
Worship Services			
Music Salaries			
Children's Choir Directors	4,200.00	5,000.00	84.0%
Music Salaries - Other	27,063.48	54,426.00	49.7%
Total Music Salaries	31,263.48	59,426.00	52.6%

9:12 AM
07/17/09
Cash Basis

First Unitarian Universalist Church of Austin Profit & Loss Budget vs. Actual

	Jan - Jun 09	Budget	% of Budget
Music P/R Taxes	2,391.74	4,546.00	52.6%
Pension-UUA	1,887.45	4,641.00	40.7%
Music Professional Expenses	437.51	1,000.00	43.8%
Medical Insurance	2,322.96	5,016.00	46.3%
Music Program Expenses	4,430.56	8,000.00	55.4%
Worship Supplies	17.28	150.00	11.5%
Total Worship Services	42,750.98	82,779.00	51.6%
Religious Educ. and Programs			
RE Teachers Wages	2,061.85	6,240.00	33.0%
Administrative Expense	0.00	550.00	0.0%
RE Assistant	17,830.11	34,644.00	51.5%
RE Salaries	23,450.04	46,900.00	50.0%
RE Payroll Taxes	3,313.71	6,716.00	49.3%
Pension-UUA	1,954.20	4,690.00	41.7%
Professional Expenses	1,003.85	2,500.00	40.2%
Nursery/Childcare Wages			
Nursery Supplies	71.80	100.00	71.8%
Nursery/Childcare Wages - Other	5,132.39	11,460.00	44.8%
Total Nursery/Childcare Wages	5,204.19	11,560.00	45.0%
Nursery/Childcare P/R Taxes	428.47	877.00	48.9%
Programs & Supplies			
Children Program Expenses	394.24	1,000.00	39.4%
Youth Program Expenses	36.63	1,000.00	3.7%
Adult Religious Education	107.50	500.00	21.5%
YRUU	0.00	500.00	0.0%
Total Programs & Supplies	538.37	3,000.00	17.9%
Religious Educ. and Programs - Other	120.00		
Total Religious Educ. and Programs	55,904.79	117,677.00	47.5%
General Operations			
Administrator's Salary	30,000.00	60,000.00	50.0%
Transfer Operations	0.00		
Wages (Office)	33,128.43	70,600.00	46.9%
Pension-UUA	1,404.90	7,830.00	17.9%
Payroll Taxes (Office)	4,844.59	9,991.00	48.5%
Professional Expenses	152.50	500.00	30.5%
Medical Insurance	7,711.74	18,245.00	42.3%
Worker's Comp Insurance	2,280.50	4,700.00	48.5%

9:12 AM

07/17/09

Cash Basis

First Unitarian Universalist Church of Austin Profit & Loss Budget vs. Actual

	Jan - Jun 09	Budget	% of Budget
Computer Expenses	3,495.77	7,500.00	46.6%
Newsletter	2,305.34	5,500.00	41.9%
Telephone	2,424.33	3,500.00	69.3%
Office Equip Lease	9,437.55	15,000.00	62.9%
Office Supplies	1,877.99	5,000.00	37.6%
Postage and Bulk Mail	2,017.69	4,500.00	44.8%
Miscellaneous Expense			
Safety Deposit Box Rental	0.00	50.00	0.0%
Other Fees/Dues	1,081.32	2,000.00	54.1%
Bank Fees	216.44	1,980.00	10.9%
Miscellaneous Expense - Other	459.78	1,470.00	31.3%
Total Miscellaneous Expense	1,757.54	5,500.00	32.0%
Total General Operations	102,838.87	218,366.00	47.1%
Facility and Grounds			
Security Program	2,693.52	5,549.00	48.5%
Janitorial Contract	8,082.00	15,000.00	53.9%
Event Team	7,075.99	15,000.00	47.2%
Pension-UUA	277.50	555.00	50.0%
P/R Taxes (Events Tm, Security)	720.26	1,572.00	45.8%
Custodial Benevolence	1,560.00	3,120.00	50.0%
Custodial Supplies	482.00	550.00	87.6%
Building Maint/Repairs			
House Repairs	4,403.29	30,000.00	14.7%
Grounds	3,761.00	5,000.00	75.2%
Total Building Maint/Repairs	8,164.29	35,000.00	23.3%
Utilities			
Utility Drainage Fee	1,431.36	2,863.00	50.0%
Electricity and Water	6,684.28	13,422.00	49.8%
Gas	977.54	1,415.00	69.1%
Utilities - Other	686.52	1,300.00	52.8%
Total Utilities	9,779.70	19,000.00	51.5%
Insurance	4,200.00	8,400.00	50.0%
Total Facility and Grounds	43,035.26	103,746.00	41.5%
Denominational Affairs			
U.U.A. Dues	6,250.00	12,000.00	52.1%
S.W.U.U.C. Dues	4,834.60	11,000.00	44.0%

9:12 AM
 07/17/09
 Cash Basis

**First Unitarian Universalist Church of Austin
 Profit & Loss Budget vs. Actual**

	<u>Jan - Jun 09</u>	<u>Budget</u>	<u>% of Budget</u>
Other Programs			
Leadership school	0.00	500.00	0.0%
Partner Church	300.00	150.00	200.0%
Total Other Programs	<u>300.00</u>	<u>650.00</u>	<u>46.2%</u>
Total Denominational Affairs	11,384.60	23,650.00	48.1%
Memb. Support and Programs			
Fellowship	41.74	2,000.00	2.1%
Board/Council	394.70		
Pamphlets	0.00	200.00	0.0%
Sunday Kitchen Costs	1,923.89	5,000.00	38.5%
Canvass and Finance	2,059.48	4,500.00	45.8%
Media Committee	324.94	1,250.00	26.0%
Forum	0.00	500.00	0.0%
Membership Committee	639.76	1,000.00	64.0%
Total Memb. Support and Programs	<u>5,384.51</u>	<u>14,450.00</u>	<u>37.3%</u>
Payroll Expenses			
Payroll Expenses Other	0.00		
Payroll - Salary	0.00		
Payroll - Hourly	0.00		
Payroll Taxes	0.00		
Payroll Expenses - Other	0.00		
Total Payroll Expenses	<u>0.00</u>		
Total Expense	<u>324,476.12</u>	<u>690,269.00</u>	<u>47.0%</u>
Net Ordinary Income	<u>25,817.36</u>	<u>(43,788.00)</u>	<u>(59.0)%</u>
Net Income	<u><u>25,817.36</u></u>	<u><u>(43,788.00)</u></u>	<u><u>(59.0)%</u></u>

Fund Balances - Schwab Accounts As Of 6-30-09

Long Range Fund (LRF)

Schwab Account Balance	\$104,457.17
Due from MSF - Loss in LFR Fair Value/Int., Div.	10,071.24
Due to Operating Fund--Held for Capital Campaign	(10,000.00)
Due to Operating Fund--Architects, Fees	(46,139.15)

LRF Balance	\$58,389.26
	=====

Murr Fund

Schwab Account Balance	\$34,131.36

Murr Fund Balance	\$34,131.36
	=====

**Memorial Savings Fund (MSF)
(Formerly Memorial Endowment)**

Schwab Account Balance	\$323,243.47
Due to LRF-Loss in LRF Fair Value+Interest, Dividends	(10,071.24)
Due to Operating Fund - Stock donations	(49,785.65)
Due to Operating Fund - Memorial Sculpture (1)	(16,097.64)

MSF Schwab Account Balance	\$247,288.94

Add Annuity Balance	
Hartford Ins. Annuity, formerly London Pacific	10,702.31

MSF Balance	\$257,991.25
	=====

Permanent Endowment Fund (PEF)

Schwab Account Balance	87,030.10
	=====

Total Value, 5 Funds	<u>\$437,541.97</u>
----------------------	---------------------

Change from last month	\$690.75
------------------------	----------

Change from this time last year	(\$133,791.89)
---------------------------------	----------------

Footnote (1):

Contributions Received for Memorial Butterflies	\$5,100.00
Percentage of Cost of Sculpture	31.68%

FUUCA

PLEDGE INCOME

1999 to present	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
BUDGET	\$310,000	\$350,000	\$355,000	\$355,000	\$390,000	\$430,000	\$437,368	\$480,000	\$450,000	\$530,000	
MonthCollected											
January	\$25,046	\$47,751	\$38,522	\$28,685	\$29,641	\$33,993	\$43,232	\$46,540	\$22,909	\$53,384	\$38,528
% of year	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%
% of budget	8.08%	13.64%	10.85%	8.08%	7.60%	7.91%	9.88%	9.70%	5.09%	10.10%	7.34%
February	\$39,754	\$73,846	\$56,735	\$54,265	\$60,416	\$71,860	\$78,844	\$95,687	\$63,295	\$91,325	\$73,742
% of year	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%	16.67%
% of budget	12.82%	21.10%	15.98%	15.29%	15.49%	16.71%	18.03%	19.94%	14.07%	17.20%	14.04%
March	\$78,720	\$108,071	\$89,902	\$89,208	\$89,028	\$105,592	\$128,300	\$145,372	\$104,250	\$140,146	\$123,373
% of year	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%
% of budget	25.39%	30.88%	25.32%	25.13%	22.83%	24.56%	29.33%	30.29%	23.17%	26.44%	23.50%
April	\$115,053	\$150,775	\$128,307	\$128,093	\$131,194	\$137,877	\$161,288	\$183,250	\$153,694	\$179,565	\$200,775
% of year	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%
% of budget	37.11%	43.08%	36.14%	36.08%	33.64%	32.06%	36.88%	38.18%	34.15%	33.88%	38.24%
May	\$132,222	\$181,298	\$165,059	\$151,360	\$165,861	\$169,320	\$198,313	\$224,980	\$192,022	\$210,628	\$237,974
% of year	41.67%	41.67%	41.67%	41.67%	41.67%	41.67%	41.67%	41.67%	41.67%	41.67%	41.67%
% of budget	42.65%	51.80%	46.50%	42.64%	42.53%	39.38%	45.34%	46.87%	42.67%	39.74%	45.33%
June	\$157,123	\$204,732	\$192,275	\$173,722	\$196,640	\$196,306	\$235,285	\$261,778	\$226,928	\$249,393	\$273,123
% of year	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%
% of budget	50.68%	58.49%	54.16%	48.94%	50.42%	45.65%	53.80%	54.50%	50.43%	47.10%	52.00%
July	\$175,519	\$226,490	\$218,376	\$203,761	\$223,155	\$221,874	\$269,968	\$294,974	\$260,330	\$283,449	
% of year	58.33%	58.33%	58.33%	58.33%	58.33%	58.33%	58.33%	58.33%	58.33%	58.33%	
% of budget	56.62%	64.71%	61.51%	57.40%	57.22%	51.60%	61.73%	61.50%	57.85%	53.48%	
August	\$195,148	\$248,130	\$242,323	\$224,531	\$266,350	\$260,826	\$310,675	\$329,938	\$294,279	\$329,823	
% of year	66.67%	66.67%	66.67%	66.67%	66.67%	66.67%	66.67%	66.67%	66.67%	66.67%	
% of budget	62.95%	70.89%	68.26%	63.25%	68.29%	60.66%	71.03%	68.74%	65.40%	62.23%	
September	\$216,387	\$289,417	\$272,522	\$249,957	\$290,168	\$294,452	\$349,719	\$365,330	\$332,405	\$371,039	
% of year	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	
% of budget	69.80%	82.69%	76.77%	70.41%	74.40%	68.48%	79.96%	76.10%	73.87%	70.00%	
October	\$234,373	\$321,182	\$302,103	\$276,629	\$311,486	\$341,447	\$383,682	\$414,898	\$361,890	\$409,433	
% of year	83.33%	83.33%	83.33%	83.33%	83.33%	83.33%	83.33%	83.33%	83.33%	83.33%	
% of budget	75.60%	91.77%	85.10%	77.92%	79.87%	79.41%	87.70%	86.44%	80.42%	77.25%	
November	\$256,345	\$338,947	\$329,705	\$307,203	\$340,864	\$374,639	\$410,313	\$446,710	\$394,175	\$444,912	
% of year	91.67%	91.67%	91.67%	91.67%	91.67%	91.67%	91.67%	91.67%	91.67%	91.67%	
% of budget	82.69%	96.84%	92.87%	86.54%	87.40%	87.13%	93.81%	93.10%	87.60%	83.95%	
December	\$279,732	\$361,972	\$367,711	\$342,584	\$371,787	\$422,460	\$468,866	\$502,453	\$430,683	\$489,319	
% of year	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	
% of budget	90.24%	103.42%	103.58%	96.50%	95.33%	98.25%	107.20%	104.70%	95.71%	92.32%	

FUUCA

Contribution Income

Budget vs. Actual

1999 to present 1999 2000 2001 2002 2003 2004 2005 2006 2007 2008 2009

BUDGET \$20,000 \$18,000 \$18,000 \$32,800 \$53,000 \$60,000 \$50,000 \$55,500 \$62,178 \$65,000 \$60,000

Collected as of:

January \$1,145 \$1,461 \$2,188 \$4,795 \$4,793 \$5,611 \$3,062 \$7,506 \$4,092 \$5,661 \$4,851

% of year 8.33% 8.33% 8.33% 8.33% 8.33% 8.33% 8.33% 8.33% 8.33% 8.33% 8.33%

% of budget 5.72% 8.12% 12.16% 14.62% 9.04% 9.35% 6.12% 13.52% 6.58% 8.7% 8.09%

February \$4,200 \$2,963 \$4,232 \$8,777 \$11,786 \$9,627 \$7,768 \$12,918 \$8,096 \$11,856 8,006

% of year 16.67% 16.67% 16.67% 16.67% 16.67% 16.67% 16.67% 16.67% 16.67% 16.67% 16.67%

% of budget 21.00% 16.46% 23.51% 26.76% 22.24% 16.04% 15.54% 23.54% 13.00% 18.20% 13.34%

March \$5,703 \$4,120 \$5,995 \$14,425 \$15,965 \$14,265 \$12,476 \$18,217 \$11,404 \$16,579 \$10,059

% of year 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00% 25.00%

% of budget 28.52% 22.89% 33.31% 43.98% 30.12% 23.77% 24.95% 32.82% 18.34% 25.50% 16.76%

April \$6,892 \$5,369 \$8,359 \$17,321 \$20,049 \$18,313 \$21,381 \$24,725 \$17,124 \$20,178 \$12,868

% of year 33.33% 33.33% 33.33% 33.33% 33.33% 33.33% 33.33% 33.33% 33.33% 33.33% 33.33%

% of budget 34.46% 29.83% 46.44% 52.81% 37.83% 30.52% 42.76% 44.55% 27.54% 31.04% 21.45%

May \$7,909 \$7,074 \$13,058 \$21,561 \$24,542 \$23,006 \$25,608 \$29,323 \$21,423 \$23,284 \$15,707.25

% of year 41.67% 41.67% 41.67% 41.67% 41.67% 41.67% 41.67% 41.67% 41.67% 41.67% 41.67%

% of budget 39.55% 39.30% 72.54% 65.73% 46.31% 38.34% 51.22% 52.84% 34.45% 35.82% 26.18%

June \$8,997 \$8,135 \$14,809 \$25,922 \$32,494 \$26,506 \$31,304 \$33,256 \$27,804 \$28,012 \$17,380

% of year 50.00% 50.00% 50.00% 50.00% 50.00% 50.00% 50.00% 50.00% 50.00% 50.00% 50.00%

% of budget 44.99% 45.19% 82.27% 79.03% 61.31% 44.18% 62.61% 59.92% 44.72% 43.10%

July \$10,019 \$9,325 \$16,795 \$28,809 \$34,233 \$28,910 \$33,756 \$38,142 \$32,714 \$31,588

% of year 58.33% 58.33% 58.33% 58.33% 58.33% 58.33% 58.33% 58.33% 58.33% 58.33%

% of budget 50.09% 51.81% 93.31% 87.83% 64.59% 48.18% 67.51% 68.70% 52.61% 48.60%

August \$11,201 \$10,590 \$18,666 \$31,568 \$38,502 \$33,778 \$37,638 \$41,452 \$36,397 \$36,320

% of year 66.67% 66.67% 66.67% 66.67% 66.67% 66.67% 66.67% 66.67% 66.67% 66.67%

% of budget 56.00% 58.83% 103.70% 96.24% 72.64% 56.30% 75.28% 74.69% 58.54% 55.88%

September \$12,582 \$11,915 \$21,394 \$39,649 \$45,614 \$38,362 \$45,788 \$45,579 \$42,958 41,015

% of year 75.00% 75.00% 75.00% 75.00% 75.00% 75.00% 75.00% 75.00% 75.00% 75.00%

% of budget 62.91% 66.20% 118.86% 120.88% 86.06% 63.94% 91.58% 82.10% 69.09% 63.09%

October \$14,248 \$13,838 \$25,304 \$43,731 \$49,310 \$44,542 \$51,985 \$51,078 \$48,092 44,228

% of year 83.33% 83.33% 83.33% 83.33% 83.33% 83.33% 83.33% 83.33% 83.33% 83.33%

% of budget 71.24% 76.88% 140.58% 133.33% 93.04% 74.24% 104.00% 92.03% 77.35% 68.80%

November \$15,740 \$20,634 \$28,629 \$48,386 \$54,111 \$49,926 \$59,880 \$53,395 \$52,510 \$49,401

% of year 91.67% 91.67% 91.67% 91.67% 91.67% 91.67% 91.67% 91.67% 91.67% 91.67%

% of budget 78.70% 114.63% 159.05% 147.52% 102.10% 83.21% 119.80% 96.20% 84.50% 76.77%

December \$17,128 \$23,860 \$35,477 \$55,899 \$66,415 \$56,053 \$66,698 \$64,349 \$63,497 56,492

% of year 100.00% 100.00% 100.00% 100.00% 100.00% 100.00% 100.00% 100.00% 100.00% 100.00%

% of budget 85.64% 132.56% 197.10% 170.42% 125.31% 93.42% 133.40% 115.90% 102.12% 86.91%

FUUCA Draft Cash Flow Projection FY 2009

December 2008	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	July Projection	August Projection	September Projection	October Projection	November Projection	December Projection	Total 2009
Expected Unrestricted Income													
Spring Canvas				\$39,910	\$7,720	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$47,630
Pledge Income	\$38,526	\$36,765	47,362	37,396	30,195	34,363	31,867	43,394	38,567	35,926	33,199	41,553	\$449,114
Contribution Income	\$4,851	\$3,255	\$2,112	\$2,809	\$2,679	\$1,622	\$2,492	\$3,297	\$3,271	\$2,239	\$3,604	\$4,941	\$37,172
Rental Income	\$7,860	\$7,893	\$4,754	\$6,906	\$1,641	\$592	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$47,145
Other Income	\$1,783	\$2,084	\$2,809	\$24,546	\$1,435	\$1,753	\$908	\$908	\$908	\$908	\$908	\$908	\$39,861
Total Income	\$53,020	\$49,997	\$57,038	\$111,567	\$43,671	\$38,329	\$38,184	\$50,516	\$45,663	\$41,990	\$40,628	\$50,319	\$620,923
Expenses													
Ministry, Outreach, Pastoral Care													
Davidson Severance							\$6,258	\$6,258					
Interim Minister									\$8,333	\$8,333	\$8,333	\$8,333	
Guest Ministers													
Summer Minister							\$1,938	\$1,938					
Ministerial Consultant													
Budgeted Ministerial Expenses							\$550	\$550	\$550	\$550	\$550	\$550	
Music, Worship Services	\$5,599	\$7,141	\$6,446	\$9,088	\$6,750	\$7,728	\$6,898	\$6,898	\$6,898	\$6,898	\$6,898	\$6,898	\$84,141
Religious Education and Programs	\$9,178	\$9,105	\$9,165	\$9,773	\$8,808	\$9,756	\$9,806	\$9,806	\$9,806	\$9,806	\$9,806	\$9,806	\$114,623
General Operations	\$27,601	\$18,389	\$5,048	\$18,128	\$15,408	\$15,639	\$18,197	\$18,197	\$18,197	\$18,197	\$18,197	\$18,197	\$209,395
Facilities and Grounds	\$5,683	-\$765	\$6,359	\$16,692	\$8,087	\$6,803	\$8,645	\$8,645	\$8,645	\$8,645	\$8,645	\$8,645	\$94,732
Denominational Affairs	\$2,217	\$2,217	\$1,250	\$2,217	\$3,184	\$150	\$1,971	\$1,971	\$1,971	\$1,971	\$1,971	\$1,971	\$23,060
Membership Support/Programs	-\$267	\$1,097	\$692	\$995	\$1,076	\$2,123	\$1,204	\$1,204	\$1,204	\$1,204	\$1,204	\$1,204	\$12,941
Other		-\$128	-\$11	\$11	\$128								-\$1
Total Expenditures	\$61,074	\$47,457	\$40,834	\$69,063	\$51,675	\$51,405	\$55,468	\$55,468	\$55,606	\$55,606	\$55,606	\$55,606	\$654,866
Net Cash Flow From Operations	-\$8,054	\$2,541	\$16,205	\$42,503	-\$8,004	-\$13,075	-\$17,285	-\$4,953	-\$9,942	-\$13,616	-\$14,977	-\$5,287	-\$33,944

Last updated: 7/8/09 by Sean Hale

Executive Director's Report to FUUCA Board of Trustees June 12 – July 10, 2009

Progress remains slow but steady on key projects.

Positive energy continues to build at the church, so I feel that we can make real progress this fall on the challenges that we intend to take on as a community. Janet's visit, the Bridge Builder work, the election of new trustees, and the successful spring canvass have all contributed to this spirit of optimism and excitement, at least among most people in leadership.

Office & Staff

- Jim Scott's resignation – On Monday, June 22, Jim Scott, our bookkeeper of four years, presented his resignation, effective immediately.
- Bookkeeping Interim – Fortunately, I have a friend with bookkeeping experience, Diana Parker, who was available the next day to start working for us on a temporary basis. To date, our key short-term bookkeeping functions have happened on time (bills, payroll, etc.). Data entry into our COMS membership database has been put on hold, though Joseph Hunt has offered to come and work on some of it.
- Bookkeeper Search – I have received around 70 applications for the open position and have interviewed six strong candidates by phone. I will conduct three face-to-face interviews when I return from vacation. We are on track to have a new permanent bookkeeper selected by August 1st.
- Bookkeeping Irregularities – Immediately preceding, and particularly following, Jim's resignation, we have encountered a series of irregularities in our books and records. Diana has begun straightening some things out, though much work will remain for the permanent hire. I will work with Luther Elmore, treasurer, to prioritize tasks in the clean up effort. There is no cause for panic: we have detected nothing criminal or that significantly jeopardizes the church's overall well-being.
- Weekday Volunteers – Ann Edwards, Kathryn Govier, and Mary Jane Ford continue helping us regularly during the week as well, and Jeanette Swenson has also lent a hand. We're very grateful for their help. Other individuals continue to play important volunteer roles as well outside of the office.
- Sunday Volunteers – Barbara Denny, Mary Jane Ford, Betty Howard, Susan Bethke, and Ruth Marie continue volunteering in the office on Sunday morning. Once our makeover of room 8 is complete, this may reduce or eliminate the need for Sunday office volunteers (since people will be able to access supplies, the copier, and their mailboxes without entering the office).
- Rental Income – our rental income has risen significantly from previous years despite not having big cash cows like movies. It has grown 65% versus this time last year, and 7% versus this time in 2007. It's hard to know exactly what to attribute this too, but I do know that Natalie has been very conscientious about following up with all potential renters. She surely deserves some credit for this.
- Room Use – in addition to more renters like new coops, we also have many new in-house groups using the facility, particularly the new covenant groups. In order to accommodate this growth, Natalie has subdivided rooms 13, 15, and 17 as a default (leaving the sliding

wall closed), so now small to medium sized groups might use 13a instead of both 13a and 13b.

- Newsletter – we have stopped producing the newsletter in house. Linda Taylor proposed this change a few months ago. She will continue to produce (design, layout, etc.) the newsletter, but she will do so as an independent contractor. Sheila Gladstone and Mark Kilpatrick helped us to develop the contract and think through the logistics and details. The August newsletter will be the first one with her as an independent contractor. I don't expect that we'll see much change in the finished product (beyond the continuing improvements that we've seen every month this year). This is just a new arrangement that, behind the scenes, is mutually beneficial.
- Summer Vacation -- I'll be out of the office from July 14-20 for a little R & R in the Denver area. I have confidence in our people in the office; Lara Douglass has agreed to handle any urgent matters that may come up that they cannot handle, in case I cannot be reached over the phone (or if they require a physical presence). I may not have email access during this week – so if you have an urgent matter that cannot await my return, and nobody else can handle, please alert Natalie and she will contact me.

Finances & Data

- Cash Flow Projection – We're looking much better. If current trends hold, we'll end the year with a \$33k deficit (\$10k less than the original budget). This is certainly a major improvement from the beginning of the year, when projections showed that we could find ourselves in a \$150k hole by December! (Thank goodness for the Spring Canvass.) It would not surprise me, at this point, if we ended the year with an even smaller deficit given that positive momentum continues to build and that Janet's arrival will likely reinforce that trend.
- Electronic Pledge Statements – Joseph Hunt is very close to finishing a special COMS report that should, at least theoretically, allow us to begin sending pledge statements by email and to include a personalized note (not just the raw giving data).
- Uncollected 2009 pledges – I continue seeking resources in order for us to develop processes to handle incomplete pledges. I have begun contacting colleagues at large UU churches.
- Pledge Data Flow – Sean Ramsey and I continue to study our data flow from last fall's canvass and seek ways to make this fall more efficient.
- Bank of America Account – Luther Elmore has closed our checking account at Bank of America, ending a process that began many months ago. Texas Health Credit Union, next door, now exclusively hosts our checking and savings accounts.
- Check Signing Authority – Per board resolution last month, I have now been added as an authorized check signer on our THCU account (together with the president and treasurer). Luther will remain, however, our primary and preferred check signer.

Facility & Hardware

- Laptop Donation – Derek Howard has identified (and delivered) two Dell laptops for donation to the church. We already have some important projects and uses we can dedicate them to.
- Office Makeover – Bob Bethke and his team have completed the partitioning of room 8, Stephan Windsor brought in a professional to tape and texture the wall, and now Bob has

painted it. Some trim work remains, and then we can start setting up and using rooms 8a and 8b.

- Recycling – limbo on recycling at First UU has continued for another month. I will present a proposal to the BoT at their July meeting to resolve the question of authority and responsibility for this matter.
- Cry Room Repair – the audio system in the cry room don't work right. It is on the top of Tom Martin's summer to-do list. This project will likely overlap with the laying of a phone line to the choir room.
- Howson Hall Speaker – Tom also reports that one of the HH audio speakers hanging from the ceiling has died. He's working on its repair.
- The Big Speakers stored in Howson Hall – we have a breakthrough! Adult RE will sponsor an opera night on August 22nd in the Sanctuary. This will let us get a real feel for the speakers and determine whether we want to install them in the Sanctuary on a permanent basis.

Other

- Janet Newman's June Visit – our two public events to meet Janet, on June 15 and 17, had outstanding turnout – over 100 people each. During her visit, senior staff and I got to spend some quality time with Janet to begin getting a sense of her priorities and work style (this is in addition to her meetings with committees and other lay leaders). I look forward to her arrival in the fall and working with her.
- Top Priority Goals for Sean Hale – at the June board meeting, the board approved the following top priority goals for me through December: define responsibilities of direct reports, system follow up on incomplete pledges, review and improve room rental/reservation systems, review and improve data systems, develop permanent solution for bounced credit cards, and support the incoming minister.
- Stewardship – the June 15th event, expertly facilitated by Elizabeth Gray, ended with the identification by more than 100 participants of goals that would inspire them to pledge generously in the fall. They gave top priority to balancing the budget, an interior facelift, and a kitchen remodel. Work is now underway to put precise figures to those priorities so the stewardship committee can articulate specific fundraising goals in the fall.
- Security Task Force – the Security Task Force has completed a first draft of its phase 1 report and Nell is working on polishing it. The report might be ready for presentation to the BoT at the August meeting. Dwayne Windham has joined the STF.
- Photos of Trustees –Volunteers Carol Ginn and Jane Parsons will soon add photos of the incoming trustees and senior staff to the display in the foyer.
- Bridge Builder Action Planning Team – the action plan is receiving what will (hopefully) be a final polishing job. Brendan Sterne has developed a visual timeline to aid in implementation.
- Howson Hall Closet Cleanup – I will work with Monty Newton and Natalie Freeburg to figure out how we keep the closet clean and orderly in the future.
- BoT Retreat – The Board had a very productive day-long retreat at the Edwards Family ranch (thank you Ann & Bill). We made meaningful progress in setting goals and priorities for the coming 12 months. We also saw that in the future, an overnight retreat would produce even better results.

- Church Council Orientation – Natalie Freeburg represented office staff at the Church Council Orientation. All reports are that she did an effective job of helping church leadership understand how to interface most effectively with the office and otherwise navigate through our systems.
- Davidson's books – room 8b will soon be ready for its new uses, adding urgency to how we dispose of our boxes of Davidson's books stored there. I continue to seek a way to get at least part of our investment back out of them.

No Update this month

- Financial Reports
- Credit Card Bounces
- Foyer HVAC
- Main Building HVAC
- Butterfly Memorial
- Sale of old phone system
- Energy Generation by Solar Panels
- Keys & Alarms
- Data Systems Integration
- Room Reservation Software

Respectfully submitted by Sean Hale. July 13, 2009.

Background and Motivation:

As FUUCA grows in membership, we need to adopt some institutional safeguards, checks and balances with respect to who and how money can go out of the church. At the June 2009 Board meeting, a policy for writing checks was approved that used an hierarchical chain of authority – two signatures if more than \$2,000, three if more than \$10,000. At that time, we in the Finance Committee were not sure how best to use a similar safeguard strategy with respect to the church's investment accounts, i.e. Schwab accounts.

For checks written on the Texas Health Credit Union account, we can order business style checks that say on the front of each check, "Two signatures required if more than \$2,000", "Three signatures required if more than \$10,000" (as well as "Not valid after more than 90 days"). This gives us some help in enforcing our policy with respect checks written from the Operating Account.

However, in a Schwab account, any designated "Agent" for that account can write checks for any amount. Under current policy, one person could liquidate and withdraw more than half a million dollars of the church's money from Schwab accounts. We need institutional safeguards that should be adopted when there is no immediate emergency or crisis that provokes a precipitous response. The same policy as described above needs to be implemented with the Schwab accounts.

This is done using Letters of Authorization. Instead of checks, paper or electronic, we fax Schwab a Letter of Authorization. Schwab checks the signatures against the most recent change in Board Officers they've been notified about, and sends a check, or transfers money, according to the instructions. The Letter of Authorization is one page, fill in a few blanks, and fax it. Once the church's Schwab accounts are set up with this feature, faxing a LoA is as easy as writing a check. But the LoA must have the right signatures according to what Schwab has on file, or Schwab won't send the check.

Stephan Windsor

Amendments to FUUCA Policies and Procedures

Operating Fund Check Signing Authority

Date of Board Approval: July 2009 (?)

Purpose & Rationale: Usual monthly expenses are paid from the Operating Fund’s checking account. In order to facilitate timely payment of the church’s bills, this policy authorizes the Executive Director to sign checks on this Operating Account only. Check signing authority for other church accounts is covered in the Investment Account Access policy.

Officer	Authority
Treasurer	Primary
Executive Director	Secondary
President	Backup & Large Checks
Vice-President	Backup & Large Checks

Checks for under \$2,000 may be signed by any one of the four Officers designated above.

Checks for \$2,000 or more must be signed by any two Officers named above.

Checks for \$10,000 or more must be signed by any three Officers named above.

Any check payable to the Treasurer, Executive Director, President, or Vice-President (with the exception of regularly recurring payments as described below) requires two signatures, unless it is over \$2,000 in which case it requires three.

No checks shall be made payable to cash.

Regularly recurring payments (e.g. payroll, regular contracted services, etc.) shall be reviewed and authorized with signature by at least one check signer. For payments that are not recurring, the disbursement shall be reviewed and authorized with the same number of signatures required of checks of the same amount.

Investment Account Access

Date of Board Approval: July 2009 (?)

Purpose & Rationale: This policy covers investment accounts and similar non-bank account investment instruments (e.g., annuities and Schwab accounts). This policy does not address check signing authority for the Operating Fund checking account(s).

Officer	Authority
Treasurer	Agent
President	Agent
Vice-President	Agent
Finance Chair	Limited Power of Attorney

Withdrawals from an investment account for less than \$2,000 may be executed in a Letter of Authorization by any one Agent designated above.

Withdrawals for \$2,000 or more require signatures on a Letter of Authorization by any two Agents named above.

Withdrawals for \$10,000 or more require the signatures of all three Agents named above.

The Finance Committee Chair shall have Limited Power of Attorney, but not Agent designation for Investment Accounts. An “Agent” may access accounts, initiate transactions within an account, and transfer money out of the account. A person with “Limited Power of Attorney” may access accounts and initiate transactions within an account, but may not transfer money out of the account whether by signing paper checks, by electronic funds transfers, or by any other method. This allows the Finance Chair access to the accounts for management and maintenance, but not the ability to take any money out of any account.

Amendments to First UU Policies and Procedures

Check Signing Authority

Date of Original Board Approval: May, 1997

Date of Latest Revision Approval: June, 2009

Officer	Operating Checking Account	Endowment Accounts	Other Investments
Treasurer	Primary	Primary	Primary
Executive Director	Secondary	Secondary	Secondary
President	Backup & large checks	Backup & large checks	Backup and large checks

Either Treasurer or Executive Director shall sign all checks for under \$2,000.

Both Treasurer and Executive Director shall sign checks for more than \$2,000.

All three of Treasurer, Executive Director, and Board President shall sign any check for more than \$10,000.

Any check payable to the Treasurer, Executive Director, or President (with the exception of regularly recurring payments as described below) requires two signatures, unless it is over \$2,000 in which case it requires three.

No checks shall be made payable to cash.

Regularly recurring payments (e.g. payroll, regular contracted services, etc.) shall be reviewed and authorized with signature by at least one check signer. For payments that are not recurring, the disbursement shall be reviewed and authorized with the same number of signatures required of checks of the same amount.

Change of Church Account Signature
(page 35 of *Policies and Procedures Manual*)

Date of Original Board Approval: May, 1997

Date of Latest Revision Approval: 2008

For future changes in officers, authorizations are to be done annually in the May meeting using the following procedures:

Officer	Operating Checking Account	Endowment Accounts	Other Investments
Treasurer	Primary, other in case of absence	Primary, dual signatures required for payment other than to First UU	Primary
President	X	X	X
Vice-President	X	X	X
Secretary	X	X	X
Finance Chair		X	
Investment Committee Chair or designee		X	X

Proposal for the creation of an Internal Audit Committee (IAC)

Volunteer group of people with some experience in accounting

The purpose is to verify that the Church administrators comply with rules and regulations related to the Church's financial function. Rules and regulation could be internal or external.

The IAC group will report directly to the Board of Trustees.

The IAC will prepare an audit program that will have to be approved by the Board before any audit can be conducted.

The only job of the IAC is to conduct audits according to the approved program and present a report to the Board.

The IAC will not provide any advice about conducting administrative management of the church

The audit program would include items such as:

Verify that bank accounts are reconciled timely

Verify bills are approved and paid when due

Verify that Sunday collections are handled according to procedures

Verify cash receipts are deposited promptly and accounted for timely and accurately.

Verify that pledge receipts are credited to church members accurately

Verify that member list are maintained according to established procedures

The timing and scope of the audits will be a component of the audit program

Audits should be done in as unobtrusive way for office staff as possible.

Committee Description

Internal Audit Committee (IAC)

The purpose of the IAC is to review the financial records and activities of the Church, and report on their compliance with established internal procedures and with Generally Accepted Accounting Principles.

*The committee is composed of a Committee Chair appointed by the Trustees, and as many members as the Chair deems necessary to perform the audit function. **However, neither the Treasurer nor Executive Director may be members of the IAC.***

*The Committee Chair reports to the Board of Trustees (BoT). All audit reports are addressed to the BoT. **The Finance Committee will be informed of the audit results but will have no part in writing the audit report.***

All audit engagements of the IAC will start as a result of a BoT request. Before any audit is started the IAC Chair will present the BoT with an audit program for its approval.

If requested by the BoT the IAC may engage an external auditor to perform internal audits of the Church financial operations.

ACTION PLAN
FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN
BRIDGEBUILDER ACTION PLANNING TEAM – JUNE 29, 2009

[NOTE: The UUA, Alban Institute, Greenlights, and others have materials and consultants who can aid with many of the recommended actions below. First UU should make use of these resources and follow best practices, with few if any deviations.]

All tasks shall be accomplished in a manner consistent with policy governance.

COMMUNITY

We build community in our church in many ways: through formal and informal groups, worship, religious education, music, work, and play. For many members of our congregation, interaction with others in community is the focus of their church lives. Others are drawn by the Sunday services or forum and are less interested in social involvement. In developing community, we must be mindful of both groups.

TARGET DATE: IMMEDIATELY

1) Announcements from pulpit of fellowship activities:

- Who: worship services committee
- Community

2) Implement regular evaluations of executive staff with all due haste. Although the governance review task force will make long-term recommendations, some sort of evaluation can and should take place in the near term.

- Who: board of trustees
- Governance

TARGET DATE: JULY 1, 2009

3) Establish implementation team for board use of policy governance.

- Who: board of trustees and interim minister (on arrival)
- Governance

- 4) Task the nominating committee to identify ways to recruit, train, and sustain church leaders. Serving in elected leadership at First UU is an honor and privilege; we should always have more highly qualified people willing to serve than available positions (rather than the opposite, which is too often the case). **(see items #12 and #22)** Leadership development will:
 - Help identify, cultivate, and motivate new potential leaders and ensure that they have the skills to flourish.
 - Help the nominating committee identify the best candidates for elected leadership by, among other things, determining participants' strengths and weaknesses.
 - Include training in communication, running effective meetings, volunteer recruitment, delegation, visioning, etc.
 - Emphasize that all church members have a responsibility to participate.

- Create an influx of new leadership to help prevent burnout and combat the view that church power and authority are hoarded and monopolized by a small cabal, increasing leadership's credibility and strength.
- Who: board of trustees
- Governance

[NOTE: The above item has a notation regarding "bylaws changes if necessary" with the executive director responsible for proposing these changes at the December congregational meeting. I do not see anything mentioned above that requires a bylaws change.]

5) Establish a governance review task force to address the following issues and make recommendations as necessary:

- Determine ways to ensure our bylaws and other governing rules and processes are in concert with our renewed mission, vision, values, and covenant once they are complete.
- Determine whether our bylaws and other governing rules and processes have sufficient and appropriate transparency and accountability.
- Determine, in terms of transparency, whether church leadership provides an appropriate level of information to the congregation about decisions, information, staff performance, etc.
- Determine whether the church makes such information available in appropriate quantity, quality, and in ways that are sufficiently accessible.
- Determine what human resource issues can appropriately be shared with the congregation.
- Determine the appropriate role of the committee on ministries and of the board of trustees in supervising and evaluating the minister and their role in responding to member concerns. Determine to whom the minister should report.
- Determine the best evaluation method for the minister, staff, congregation, etc. (See the UUA ministerial and congregational assessment tools as a potential method.)
- Develop a process for periodic review, evaluation, and feedback for all church ministries to include those administered by ministerial, professional, and volunteer staff.
- Review current materials (e.g., brochures, organizational charts, process diagrams, etc.) and ways of educating congregants about church governance and member rights and responsibilities and determine if changes are needed.
- Determine an appropriate conflict management model including clearly defined third party roles (committees, UUA reps, etc.) and including lessons learned from the fall 2008 process.
- Determine who and when to develop a strategic plan that states goals for the church at every level (senior staff, leadership, board of trustees, congregation) for the next 3-5 years.
- Who: board of trustees
- Governance

TARGET DATE: AUGUST 1, 2009

6) Identify a professional consultant to inform and guide a church-wide process of updating our mission, vision and values. The consultant will report to the interim minister, executive director and a liaison from the board of trustees.

- Who: Margaret Borden, Sean Hale
- Mission

TARGET DATE: SEPTEMBER 1, 2009

7) Create a mission team comprised of the interim minister, executive director, and a board of trustees member (or their representatives). The team will provide oversight to all work on the mission, vision, values, and covenant. (*tighten accountability*)

- Who: Margaret Borden
- Mission

TARGET DATE: OCTOBER 1, 2009

8) Begin process to develop a covenant that defines how we create and maintain right relationship within our church community (including between members and minister).

Probable consultant: Janet Newman

- Who: Mission team & Janet Newman
- Mission

TARGET DATE: OCTOBER 11, 2009

9) Determine ways the church council can build community and fellowship at meetings to revitalize and inspire board and committees; present report at Oct 11 council meeting.

- Who: Vice President with support from trustees and committee chairs
- Community

10) Determine ways existing groups can build community and fellowship within their group and between their group and the congregation; present report at Oct 11 council meeting.

- Who: minister with support from committees and fellowship committee (*tighten accountability*)
- Community

TARGET DATE: DECEMBER 1, 2009

11) Identify leadership development curriculum to train and sustain church leaders (**see item #4**).

- Who: nominating committee
- Governance

TARGET DATE: December 2009 congregational meeting

12) Provide governance review task force draft report (**see item #5**).

- Who: task force
- Governance

13) Change by-laws to require orientation classes for prospective members before they become members. Classes are to educate them about church governance, member rights and responsibilities, and church ministries.

- Who: board of trustees
- Governance

[Think about: Do we want this as a bylaws change as opposed to “strongly encouraging” new members to attend orientation class before membership or simply presenting it as how things are done. “Requiring” attendance may be off-putting.]

14) Redefine membership requirements and develop new member education.

- Who: Membership Committee
- Community

TARGET DATE: January 1, 2010

15) Begin orientation classes for prospective members to include information about church governance, member rights and responsibilities, and church ministries (**see item #13**).

- Who: membership committee
- Governance

16) Begin leadership development classes to train and sustain church leaders (**see item #4**).

- Who: nominating committee
- Governance

17) Engage a professional consultant to inform and guide a church-wide process of updating our mission, vision and values. The consultant will report to the interim minister, executive director and a liaison from the board of trustees.

- Who: Margaret Borden w support from mission team
- Target date: begin following completion of covenant (est. Jan 1)
- Mission

18) Include the value of community in our mission building exercises.

- Who: Membership and Fellowship Committee Chairs
- Target Date: begin when mission building exercise begins (est. Jan 1)
- Community, Mission

19) Develop ways to use our mission, vision, values and covenant to inform, guide and evaluate all aspects of church life, including our ministries, activities, budget and, staff.

- Who: mission team (will task others as needed) (**tighten accountability**)
- Target date: begin following completion of covenant (est. Jan 1)
- Mission

20) Develop strategies to keep mission in the forefront of church decision-making. (This includes making known, reinforcing, and internalizing our mission, vision, values and

covenant at all levels of the congregation using all church ministries, e.g., worship, church publications, fellowship activities, religious education, social justice efforts.)

- Who: mission team (will task others as needed) (**tighten accountability**)
- Target date: begin following completion of covenant (est. Jan 1)
- Mission

TARGET DATE: MARCH 1, 2010

21) Create a clear ministerial job description for use by the ministerial search committee.

- Who: board with input from UUA, the interim minister, and committee chairs
- Clergy Roles & Responsibilities

TARGET DATE: MAY 2010 CONGREGATIONAL MEETING

22) Provide governance review task force final report (**see item #5**).

- Who: task force
- Governance

TARGET DATE: JUNE 1, 2010

23) Implement policy governance in all board activity.

- Who: board of trustees
- Governance

24) Communicate the ministerial job description to membership and candidates and use in ministerial evaluation. Minister(s) will develop annual measurable goals guided by the church's vision and mission and obtain approval from the board of trustees. Communicate these goals to the congregation, measure progress toward accomplishment semiannually, and provide feedback to congregation consistent with best practices.

- Who: board with input from UUA, the interim minister, and committee chairs
- Clergy Roles & Responsibilities

TARGET DATE: SEPTEMBER 1, 2010

25) If goals are not consistently and reliably met by minister(s), the board of trustees will engage in a process mediated by a neutral third party before bringing the matter before a congregational vote at a general or special church meeting.

- Who: board with input from UUA, the interim minister, and committee chairs
- Clergy Roles & Responsibilities

TARGET DATE: TO BE DETERMINED

26) Support the efforts of Fellowship Committee to create new opportunities for members to connect.

With additional funding:

- Who: congregation
- Target Date: TBD by board
- Community

27) Determine skills and abilities needed by a settled minister guided by new mission, vision, and values and working with a consulting minister provided by the district.

- Who: ministerial search committee
- Target Date: Dependent on whether interim ministry is one or two years
- Clergy Roles & Responsibilities

28) Within 5 years, hire/call a second minister whose focus will include community building and volunteer support.

- Who: TBD (too far away to address now)
- Target Date: TBD (too far away to address now)
- Community

PROPOSED ACTION PLAN
 FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN
 JUNE 3, 2009

Attachment A

**RATIONALE FOR A PROFESSIONAL CONSULTANT TO DEVELOP MISSION, VISION,
 VALUES, COVENANT**

- Dr. Peter Steinke noted that mission was, by far, the single most urgent issue for this church (and all churches he visits). Additionally, how we create a mission (the process) is as important as what we create (the result). If people are not engaged in the process, they will have no ownership of the result.
- For a task this important to the well being of the church community, we increase the likelihood of falling short of our goals unless we entrust the process to a professional consultant with the expertise to ensure the use of best practices.
- A professional consultant brings unique strengths, including:
 - the high level of experience, expertise, and familiarity with best practices that comes from daily use of pertinent skills;
 - objectivity as someone invested in the process, rather than a particular result;
 - credibility to speak discomfoting truths if needed;
 - the ability to train, lead, and guide in-house volunteers;
 - the detachment to put good process and good results over personal relationships;
 - full, professional accountability for an effective process.
- An effective process will:
 - engage more than 50% of membership;
 - make effective use of in-house talent (volunteers);
 - inform and guide a process that unites the congregation rather than dividing it;
 - focus efforts;
 - ensure results that are clear, specific, focused, concise;
 - include strategies for incorporating our results into our individual and church lives;
 - inspire us to internalize and live our mission as individuals and as a church community.

Respectfully submitted June 3, 2009
 Bridgebuilder Action Planning Team

Gary Bennett
 Margaret Borden
 Slade Cutter
 Sean Hale
 Michael Kersey
 Mina Loomis
 Kae McLaughlin
 Nell Newton (board of trustees)

Ken Pfluger (committee on ministries)
 Rose Ann Reeser
 Don Smith
 Jeanette Swenson
 Linda Taylor
 Lynda West
 Jacob Williamson

ACTION PLAN
 FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN
 BRIDGEBUILDER ACTION PLANNING TEAM – JUNE 6, 2009

[NOTE: The UUA, Alban Institute, Greenlights, and others have materials and consultants who can aid with many of the recommended actions below. First UU should make use of these resources and follow best practices, with few if any deviations.]

MISSION

1. Create a mission team comprised of the interim minister, executive director, and a board of trustees member (or their representatives). The team will provide oversight to all work on the mission, vision, values, and covenant. **(tighten accountability)**
 - Who: Margaret Borden
 - Target date: September 1

2. Engage a professional consultant to inform and guide a church-wide process of updating our mission, vision and values. The consultant will report to the interim minister, executive director and a liaison from the board of trustees.
 - Who: Margaret Borden w support from mission team
 - Target date (identify possible consultants): Sean Hale, Margaret Borden – Aug 1
 - Target date (begin process): October 1

3. Develop a covenant that defines how we create and maintain right relationship within our church community (including between members and minister). Probable consultant: Janet Newman
 - Who: Mission team & Janet Newman
 - Target date (begin process): October 1

4. Develop ways to use our mission, vision, values and covenant to inform, guide and evaluate all aspects of church life, including our ministries, activities, budget and, staff.
 - Who: mission team (will task others as needed) **(tighten accountability)**
 - Target date: begin following completion of first item (covenant?)

5. Develop strategies to keep mission in the forefront of church decision making. (This includes making known, reinforcing, and internalizing our mission, vision, values and covenant at all levels of the congregation using all church ministries, e.g., worship, church publications, fellowship activities, religious education, social justice efforts.)
 - Who: mission team (will task others as needed) **(tighten accountability)**
 - Target date: begin following completion of first item (covenant?)

GOVERNANCE

1. **Establish a governance review task force** to address the following issues and make recommendations as necessary:

- Determine ways to ensure our bylaws and other governing rules and processes are in concert with our renewed mission, vision, values, and covenant once they are complete.
 - Determine whether our bylaws and other governing rules and processes have sufficient and appropriate transparency and accountability.
 - Determine, in terms of transparency, whether church leadership provides an appropriate level of information to the congregation about decisions, information, staff performance, etc.
 - Determine whether the church makes such information available in appropriate quantity, quality, and in ways that are sufficiently accessible.
 - Determine what human resource issues can appropriately be shared with the congregation.
 - Determine the appropriate role of the committee on ministries and of the board of trustees in supervising and evaluating the minister and their role in responding to member concerns. Determine to whom the minister should report.
 - Determine the best evaluation method for the minister, staff, congregation, etc. (See the UUA ministerial and congregational assessment tools as a potential method.)
 - Develop a process for periodic review, evaluation, and feedback for all church ministries to include those administered by ministerial, professional, and volunteer staff.
 - Review current materials (e.g., brochures, organizational charts, process diagrams, etc.) and ways of educating congregants about church governance and member rights and responsibilities and determine if changes are needed.
 - Determine an appropriate conflict management model including clearly defined third party roles (committees, UUA reps, etc.) and including lessons learned from the fall 2008 process.
 - Determine who and when to develop a strategic plan that states goals for the church at every level (senior staff, leadership, board of trustees, congregation) for the next 3-5 years.
 - Target date (to establish task force): July 2009
 - Who: board of trustees
 - Target date (for governance report to the congregation): Draft at Dec 2009 congregational meeting. Final at June 2010 congregational meeting.
 - Who: task force
2. **Implement policy governance** with all due haste.
- Target date (to establish implementation team): July 2009.
 - Who: board of trustees and interim minister.
 - Target Date (for implementation): no later than June 2010.
 - Who: board of trustees
3. **Implement regular evaluations of executive staff** with all due haste.
- Although the governance review task force will make long-term recommendations, some sort of evaluation can and should take place in the near term.
 - Target Date: immediately

- Who: board of trustees
4. **Educate prospective congregants** about church governance, member rights and responsibilities, and church ministries.
 - Require orientation classes for prospective members before they become members.
 - Target Date (bylaws change regarding new member orientation requirement): December 2009 Congregational Meeting.
 - Who: board of trustees.
 - Target Date (for orientation classes to begin): January 2010.
Who: membership committee.
 5. **Develop ways to recruit, train, and sustain church leaders.** Serving in elected leadership at First UU is an honor and privilege; we should always have more highly qualified people willing to serve than available positions (rather than the opposite, which is too often the case). Leadership development will:
 - Help identify, cultivate, and motivate new potential leaders and ensure that they have the skills to flourish.
 - Help the nominating committee identify the best candidates for elected leadership by, among other things, determining participants' strengths and weaknesses.
 - Include training in communication, running effective meetings, volunteer recruitment, delegation, visioning, etc.
 - Emphasize that all church members have a responsibility to participate.
 - Create an influx of new leadership to help prevent burnout and combat the view that power and authority in the church are hoarded and monopolized by a small cabal, increasing leadership's credibility and strength.
 - Target Date (tasking nominating committee): July 2009
 - Who: board of trustees
 - Target Date (begin curriculum development): July 2009
 - Who: nominating committee
 - Target Date (first classes): by January 2010
 - Who: nominating committee
 - Target Date (bylaws changes if necessary): December Congregational Meeting
 - Who: executive director

CLERGY ROLES & RESPONSIBILITIES

All tasks shall be accomplished in a manner consistent with policy governance.

1. Determine skills and abilities needed by a settled minister guided by new mission, vision, and values and working with a consulting minister provided by the district.
 - Who: Ministerial search committee
 - Target Date: Dependent on whether interim ministry is one or two years
2. Create a clear ministerial job description for use by the ministerial search committee.
 - Who: Board with input from UUA, the interim minister, and committee chairs
 - Target Date: March 1, 2010.

3. Communicate the job description to membership and candidates and use in ministerial evaluation. Minister(s) will develop annual measurable goals guided by the church's vision and mission and obtain approval from the board of trustees. Communicate these goals to the congregation, measure progress toward accomplishment semiannually, and provide feedback to congregation consistent with best practices.
 - Who: Board with input from UUA, the interim minister, and committee chairs
 - Target Date: June 1, 2010
4. If goals are not consistently and reliably met by minister(s), the board of trustees will engage in a process mediated by a neutral third party before bringing the matter before a congregational vote at a general or special church meeting.
 - Who: Board with input from UUA, the interim minister, and committee chairs
 - Target Date: September 1, 2010

COMMUNITY

Community is built in this church in many ways. We build community through formal and informal groups, through worship, religious education, music, work and play. For many members of our congregation, interaction with others in community is the focus of their church lives. Others are drawn by the Sunday services or forum and are less interested in social involvement. In developing community, we must be mindful of both groups.

1. Within 5 years, hire/call a second minister whose focus will include community building and volunteer support.
 - Who: TBD (too far away to address now)
 - Target Date: TBD (too far away to address now)
2. Redefine membership requirements and develop new member education.
 - Who: Membership Committee
 - Target Date: December 2009 Congregational Meeting
3. Include the value of community in our mission building exercises.
 - Who: Membership and Fellowship Committee Chairs
 - Target Date: when mission building exercise begins
4. Support the efforts of Fellowship Committee to create new opportunities for members to connect.

With additional funding:

- Who: Congregation
- Target Date: TBD by board

Announcements from pulpit of fellowship activities:

- Who: Worship Services Committee

- Target Date: immediately
5. Determine ways existing groups can build community and fellowship within their group and between their group and the congregation.
 - Who: minister with support from committees and Fellowship Committee Chair ***(tighten accountability)***
 - Target Date: Task by August 1; report at Oct 11 Council meeting
 6. Determine ways the Church Council can build community and fellowship at meetings to revitalize and inspire board and committees.
 - Who: Vice President with support from trustees and committee chairs
 - Target Date: Task by August 1; report at Oct 11 Council meeting

PROPOSED ACTION PLAN
 FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN
 JUNE 2, 2009

Attachment A

**RATIONALE FOR A PROFESSIONAL CONSULTANT TO DEVELOP MISSION, VISION,
 VALUES, COVENANT**

- Dr. Peter Steinke noted that mission was, by far, the single most urgent issue for this church (and all churches he visits). Additionally, how we create a mission (the process) is as important as what we create (the result). If people are not engaged in the process, they will have no ownership of the result.
- For a task this important to the well being of the church community, we increase the likelihood of falling short of our goals unless we entrust the process to a professional consultant with the expertise to ensure the use of best practices.
- A professional consultant brings unique strengths, including:
 - the high level of experience, expertise, and familiarity with best practices that comes from daily use of pertinent skills;
 - objectivity as someone invested in the process, rather than a particular result;
 - credibility to speak discomfoting truths if needed;
 - the ability to train, lead, and guide in-house volunteers;
 - the detachment to put good process and good results over personal relationships;
 - full, professional accountability for an effective process.
- An effective process will:
 - engage more than 50% of membership;
 - make effective use of in-house talent (volunteers);
 - inform and guide a process that unites the congregation rather than dividing it;
 - focus efforts;
 - ensure results that are clear, specific, focused, concise;
 - include strategies for incorporating our results into our individual and church lives;
 - inspire us to internalize and live our mission as individuals and as a church community.

Respectfully submitted June 3, 2009
 Bridgebuilder Action Planning Team

Gary Bennett
 Margaret Borden
 Slade Cutter
 Sean Hale
 Michael Kersey
 Mina Loomis
 Kae McLaughlin
 Nell Newton (board of trustees)

Ken Pfluger (committee on ministries)
 Rose Ann Reeser
 Don Smith
 Jeanette Swenson
 Linda Taylor
 Lynda West
 Jacob Williamson

	2009						2010						2011																	
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Important Dates																														
Congregational Meetings																														
Mission, Vision, Values																														
Establish Team																														
Covenant of Relationship																														
Renew Mission, Vision																														
Sustaining Activities																														
Community																														
Fellowship Activities																														
Membership Class Development																														
Membership Class Required																														
Membership Class Offered																														
Governance																														
Executive Staff Reviews																														
Establish Policy Gov Team																														
Gradual Policy Gov Implement.																														
Establish Leadership Dev Team																														
Leadership Dev Plan																														
Leadership Dev Implementation																														
Governance Review by Task Force																														
Impl. Governance Changes																														
Clergy Roles & Resp.																														
First Interim																														
Second Interim Search																														
Second Interim																														
Clarify Perm Minister Role																														
Perm Minister Search																														
Perm Minister																														

First UU Vacation Leave Policy Changes

July 21, 2009

Current vacation policy voids large chunks of employee vacation every January 1st (anything in excess of what the employee can accrue in 6 months). This proposal changes policy to set a cap on accumulation (limited to what the employee can accrue in 18 months).

The large paragraph, added at the end, addresses an issue left in limbo for the last six months. Due to uneven implementation and enforcement of vacation policy (which had been somewhat ambiguous), some employees accumulated unusually large amounts of vacation leave, well in excess of what policy permits. This paragraph allows them a window of time to make use of at least some of the vacation leave which they believed they had earned.

RATIONALLE

1. Incentives to use vacation time rationally. Our current vacation policy provides an incentive for all staff to take large chunks of vacation in December, because each January 1st their accumulated vacation resets. This could prove very inconvenient for the church to have large numbers of staff taking leave at the same time.
2. Appropriate balance. While the church does have a legitimate interest in limiting the amount of vacation that staff can accumulate, it does not have an interest in voiding large chunks of employees' vacation or in allowing only short vacations at the beginning of the year (another side effect of current policy).
3. Easier Automation. Quickbooks, our accounting software, cannot automate current policy. This requires the bookkeeper to make manual calculations and adjustments of employee vacation time every year, at the busiest time of year. Quickbooks can automate the new policy, thus reducing workload and the opportunity for human error.
4. Fairness. Rather than harshly penalize those individuals who had accumulated unusually large amounts of vacation through no fault of their own, they have an opportunity to take what appears to be a well-deserved and long-overdue break before we fully implement the new policy.

Vacation Leave (p17-18 of Personnel Policy Manual)

Vacation time accrues from the first day of employment and is prorated according to the number of hours worked each week. (For example, an employee who works 40 hours per week is assumed to have an 8 hour work day and can earn up to eight, 8 hour days or 64 vacation hours in their first year at work. An employee who works 30 hours per week is assumed to have a 6 hour work day and can earn up to eight, 6 hour days or 48 vacation hours in their first year at work.) Vacation time accrues at the end of every pay period. Employees must work 6 months before they are eligible to take accrued vacation time.

Vacation time must be requested at least one week in advance and approved by the employee's supervisor. In the event of conflicting vacation requests, vacation will be granted by management based on the needs of the church and workload requirements.

Programming requirements of the church may make it necessary for certain days or weeks of the year to be blocked out as times during which vacations cannot be taken.

Employees can at any given time ~~carry over unused vacation time into the next year, not to exceed what they can accrue during the previous 6 months~~ accumulate up to, but no more than, the amount of vacation time that they can accrue during 18 months. Any excess unused vacation time, beyond what would accrue during 6-18 months, is forfeit and will not be recognized in either time off or cash equivalent.

An exception shall be made for those employees who accrued vacation time before January 1, 2009, in excess of what an employee can accumulate during 18 months. Those employees shall be allowed to carry over that accrued vacation, not to exceed what they can accumulate during 24 months, through December 31, 2009 (any excess unused vacation time, beyond what would accrue during 24 months, is immediately forfeit and will not be recognized in either time off or cash equivalent). As of January 1, 2010, those employees shall be fully subject to the regular policy limiting vacation accrual to what they can accrue during 18 months (any excess unused vacation time, beyond what would accrue during 18 months, is forfeit and will not be recognized in either time off or cash equivalent).
Carry over adjustments shall be made at the end of the calendar year for all employees. (Example 1: a first year, full-time employee Jane can earn 64 hours of paid vacation per year. She has 52 accumulated hours remaining as of December 31st. The adjustment on January 1 reduces her accumulated hours to 32.) (Example 2: a first year, full-time employee John can earn 64 hours of paid vacation per year. He has 8 accumulated hours remaining as of December 31st. Because he has fewer hours accumulated than what he can earn in 6 months, no adjustment is necessary.)

The church bookkeeper, or someone else assigned by the bookkeeper's supervisor, will have the responsibility for making the annual adjustments, as necessary, in a timely way.

This policy governs all vacation time accrued beginning January 1, 2009.

Recycling at First UU

July 21, 2009

Recycling programs at First UU seem to have followed the same ebb and flow pattern of so many other volunteer projects and initiatives. It has flourished and floundered as different individuals have taken interest then moved on. Most recently, this was an initiative of children's religious education, which over the summer of 2008 had bake sales to fund the initial months of operation.

Staff have not been officially tasked with recycling, and the project has not received an official line item in the budget. No group or individual received or was tasked with responsibility for the program's long-term functioning or success. Consequently, when recycling program's most recent iteration stopped functioning (the contractor no longer wanted to work with us, and we were happy to end what had been an unhappy relationship anyway), nobody had or wanted responsibility to figure out a long-term solution and provide the long-term maintenance it would require. Staff, by default, was left holding the bag for what has essentially become an unfunded mandate.

Programs have a much greater chance of long-term success if staff, and ultimately a church executive, has responsibility. As we work towards policy governance, every key church function should become the responsibility of a church executive (answering the question of who is ultimately accountable for it), even if volunteers generally handle its day-to-day execution.

A case can be made for recycling being a body of the church (executive director) or spirit of the church (minister) responsibility depending on whether we see it as primarily functional (just like taking out the trash) or if we see it primarily as an expression of our faith and values. Given our current ministry transitions, we have a compelling case for assigning responsibility to the executive director.

Proposed Motion

The First Unitarian Universalist Church of Austin Board of Trustees hereby assigns to the executive director responsibility for creating and maintaining a viable program to recycle the paper, plastic, glass, and cans generated by church activities. The Board of Trustees furthermore trusts the executive director to assign this responsibility the appropriate level of priority and attention it deserves relative to the other tasks and responsibilities assigned to him, even if this means that the recycling program becomes inactive in the short-term.