

## First UU Austin Board of Trustees Covenant

As servant leaders of the congregation, we the Board covenant with one another to:

- ~ Frame all of our activities with mindful regard for the church's mission and vision.
- ~ Respect our time together by being focused, prepared and timely.
- ~ Engage with one another and our work by
  - being present and participating,
  - listening to one another,
  - and supporting one another's leadership.
- ~ Communicate clearly by,
  - seeking to understand one another,
  - addressing concerns directly with one another,
  - and, at the end of our discussion, speaking with one voice.
- ~ Encourage our personal and collective health by
  - showing compassion and support to one another,
  - respecting boundaries and limits,
  - and enjoying each other's good humor,
- ~ Conduct ourselves openly and respectfully in times of agreement and disagreement,
  - keeping confidentiality when it is requested,
  - and agreeing to be called back into covenant.

**First Unitarian Universalist Church of Austin  
Board of Trustees Meeting  
Agenda of Meeting  
Tuesday March 16, 2010, 6:30 P.M.**

I.	Call to Order	Nell Newton	3 minutes	6:30
II.	Adopt Agenda (Úage 2	All	2 minutes	6:33
III.	Reading – Board Covenant Read In Unison (Packet Cover)	All	5 minutes	6:35
IV.	Visitors Forum		10 minutes	6:40
V.	Adopt Consent Agenda – New Procedures (Pages 3 – 32, and 37 - 42 see Page 3 for contents)	Nell Newton	5 Minutes	6:50
VI.	Discussion and Action Items			
	A. Discussion with Rev. Kathleen Ellis, District Ministerial Settlement Representative	Janet Newman	20 Minutes	6:55
	B. Nominations Committee	Sandra Ries	10 Minutes	7:15
	C. Review of New Financial Statement Format (Úages 18-23)	Sean Hale	15 Minutes	7:25
	D. Dates, Times and Locations for 2010 Board Retreat and Values/Mission/Ends Retreat - Retreat – May 22 at ubaru - Values/Mission/Ends Session – June 12 from 9 a.m. to 4 p.m. in Austin	Eric Stimmel	5 Minutes	7:40
	E. Executive Session	Eric Stimmel	10 Minutes	7:45
	<b>Break and Snacks</b>		15 Minutes	7:55
VII.	Governance			
	A. Nested Bowls (Pages 33 – 34)	Chris Jimmerson	10 Minutes	8:10
	B. Why Policy Governance and how we get there.	Brendan Sterne	20 Minutes	8:20
	C. A Policy Agenda Exercise (Page 35)	Eric Stimmel	15 Minutes	8:40
	D. Linkage (Page 36)	Chris Jimmerson	20 Minutes	8:55
	<b>Adjourn</b>			9:15

March 2010 First UU Church of Austin Board of Trustees  
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## **March 2010 new Members and Resignations Report**

Three new members joining on February 28:

Andrea Klaas

Charley Evans

Wes Gandy

One Member resigned:

Elaine Carpenter

**First Unitarian Universalist Church of Austin, Board of Trustees Meeting Minutes**  
**Tuesday, February 16, 2010 at 6:30 p.m.**  
**First UU Church of Austin, 4700 Grover, Austin, TX 78756 in Room 13**

**In Attendance:**

Trustees: 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; Brendan Sterne; Michael West; Laura Wood.

Executive Team: Janet Newman, Interim Minister (Ex-Officio); Sean Hale, Executive Director (Ex-Officio);

Visitors Present: Phil Hastings, Dale Bulla, Pat Bulla

**Call to Order**

The President called the meeting to order at 6:35 p.m.

**Adoption of Agenda**

The Trustees present adopted the agenda (Appendix A).

**Motion:** Luther Elmore – Adopt the agenda.  
**Second:** Michael West  
**Discussion:** None  
**Vote:** All affirmative

**Reading and Lighting of the Chalice**

The Interim Minister read the opening words and the President lit the chalice. The President noted that, based upon conversations she had experienced with a board member from another church, our church is often willing to take on challenges that many might shy away from.

**Visitor's Forum**

There were no visitors present when the board reached the agenda item for visitors, so the trustees began the consent agenda items discussion outlined below; however, when visitors arrived, the trustees returned to the following presentations.

Dale Bulla presented data on the church electricity bill (Appendix B) that demonstrated that despite the record heat in the summer of 2009, the solar panels appear to have reduced electrical usage and costs compared to previous years. He discussed the rates that the church pays for electricity, depending upon the amount of electricity used. He noted that our current contract expires in 2011 and we will need to establish a new one to avoid a substantial increase in rates.

Phil Hastings noted some suggestions regarding Sunday services and agreed to meet with the Interim Minister to talk over the ideas. He thanked the minister for wonderful services.

The Trustees thanked Dale and Phil for their presentations.

## **Consent Agenda Items**

**Minutes from Prior Meetings:** The trustees had reviewed the minutes from the December 2009 and January 2010 meetings and had no additions or corrections.

**New Members and Resignations:** The following new members had joined since the last meeting: Gail Sutherland, Susan Mestier, Jynne Rivera, Joy Nelson, Bart Farar. No members had resigned.

**Reports:** The Trustees had reviewed the consent agenda items prior to the meeting. These included:

Interim Minister (Appendix C)

Executive Director: Sean Hale (Appendix D)

Director of Religious Education: Lara Douglass (Appendix E)

Director of Music Programs: Brent Baldwin (Appendix F)

Treasurer: Luther Elmore (Appendix G)

The Interim Minister noted that the Meet and Eat that was occurring the next evening would be to welcome new members. She also reported that Gini Courter, Chief Governance Officer and UUA Moderator, would be visiting the church on Wednesday March 10 and that the church would have a special Meet and Eat that evening at which Ms. Courter would be speaking. The trustees noted that the visit from Stephan Jonasson, Director for Large Congregations for the UUA, had been extremely informative and helpful.

The Treasurer and Executive Director agreed to work together to determine how many network stations are needed for the accounting software and therefore how many licenses need to be paid.

The Treasurer noted the information contained in the fund balances handout (last page of Appendix G) and discussed the difficulty and confusion that had resulted from the difficulties created by wording in the Financial Assets Management Policy (FAMP) and provisions of the FAMP that do not meet current best practices. This has led to various funds owing other funds and special notations needed to track "due to and due from" among these funds. The Treasurer and Executive Director are working to correct some of this moving forward.

**Motion:** Michael West – accept the Consent Agenda Item Reports.  
**Second:** Derek Howard  
**Discussion:** None  
**Vote:** All Affirmative

## **Discussion and Action Items**

**Reminders on Upcoming Activity Dates and Circulation of Board Calendar:** The Secretary reminded the trustees of the upcoming training session on Policy Governance on February 26 and 27 as well as several other important functions over the next two months. He circulated the board calendar for signing up to read the special notes during services and great visitors and members before and after services. He noted that all of the upcoming dates of note were listed

on this calendar and available at <http://www.austinuu.org/wp/category/board-docs/board-calendar/>.

Interim Minister Search Process: Michael West reviewed the process for the next Interim Minister search process, which will be very much like the previous year's search, though the work to be completed in the second transition year will be different and will be focused on "turning" – largely working towards furthering the great progress we have made so far and implementing much of what we are just beginning now. The trustees discussed the following key issues:

- The search committee will need to be established and begin work by the next board meeting so please suggest candidates to Michael. We will need about 6 members.
- Persons with some experience with the church community are needed and persons interested in serving on the board might be excellent candidates.
- The current minister is an important window to the world of ministers.

Settled Minister Search Process: Michael West then presented the process for the settled minister search as outlined in Appendix H. This process will need to begin soon also. He noted some key steps. The trustees discussed the following:

- We will need to establish a budget for the search committee.
- The bylaws specify 9 members appointed by the board; however, a process involving congregational input may be desirable and would be possible.
- Kathleen Ellis, Ministerial Settlement Representative, will give the sermon at the church on March 14 and meet with the board on March 16.
- The compensation for the settled minister will need to be determined in the next budgeting process.

District Compensation Representative: The President introduced Walter Pearson, District Compensation Representative (DCR). Mr. Pearson explained that DCRs are trained volunteers appointed by the district boards who work on behalf of the church board. He outlined the following services he can provide:

- Use of a Fair Compensation Questionnaire to establish fair salaries for all church staff.
- Establishing functioning personnel committees.
- Assistance with personnel policies and procedures.
- Assistance with a detailed and specific process on how to structure the minister salary and housing compensation using a set of rules that will allow us to be advantaged in the settled minister search process.

He noted that we would not appear in the best list within the UUA settlement system unless our salary and housing meet minimum standards.

He outlined the following standards:

- Compensation is based upon salary plus housing.
- Ministers have to pay both sides of the social security payroll tax for the housing portion of their compensation. Offer additional salary to offset this.
- Pay ten percent of salary into the pension plan.
- Budget a professional expenses allowance equal to 10% of salary and housing.
- Pay individual health insurance premium equal to 80% of the costs for the UUA health insurance plan.
- Pay for disability insurance (through UUA it is about 1% of salary and housing).

The minimum standard for our church would be an annual salary of \$66,500 for salary and \$89,865 for the salary and housing total compensation. Mid-point for our church would be \$87,900 salary and \$117,560 for total salary and housing compensation. The highest total compensation in our category would be \$145,000.

He noted to be mindful of what is on the church webpage, as some potential ministers will begin by looking at it soon.

The trustees asked several questions. Those questions (Q) and Mr. Pearson's answers (A) to them are outlined below:

Q: Should we post a specific salary and housing amount or post a range?

A: Post the salary and housing you can offer, not a range

Q: Can you also help with the process of establishing the Interim Ministry compensation?

A: Yes.

Q: How is it to our advantage to post one level of compensation that is pre-decided rather than post a range and then base actual compensation on the experience skills, etc. of the person actually hired?

A: You want the decision to call a minister to be based upon a relationship you build and you do not want to begin that relationship based on conversations about money. I can assist you with establishing what compensation amount will be expected based upon what you are looking for in the minister.

Q. What would be the negative consequence of posting a range?

A. You put an element into the negotiations that is not to your advantage. Most ministers will negotiate how compensation is divided and other issues, not the total amount. Why put questions into the relationship from the start? Take money off the table.

Q. What is the distribution of minister compensation for churches similar to ours?

A. They tend to be clustered around the midpoint with none at the highest level and a few between the minimum and the midpoint.

Q. How are the compensation guidelines established?

A. The UUA looks at your geographic region and factors related to it. For instance, housing costs are high in Austin. They also look at compensation for ministers of similar size churches, as well as similar positions in non-profits and such in the region.

Mr. Pearson noted that a lot of good information related to this is available on the UUA website.

The President thanked Mr. Pearson for attending and providing such good information.

New Financial Reports: The Executive Director suggested delaying this discussion until the next meeting when there would be more time to dedicate to it.

Reserve Calculations: The Treasurer provided more detail on the calculations used to determine the amount transferred into the Memorial Savings fund, noting several sections of the FAMP that had lead to confusion. The Treasurer highlighted a provision of the FAMP that requires that the balance of the operating checking account be held to between one quarter to three quarters of average monthly expenditures. The secretary stated that this does not match current best



practices for non-profits that generally call for from 4 to 6 months of operating liquidity. The Treasurer stated that he believed that there were still enough in funds that could be accessed in an emergency to be ample.

Interim Ministry Appraisal Recap: The Secretary and Interim Minister reported that they had met and compared their notes from the in person appraisal meeting and found that they were very much in agreement. The UUA system requires that both a representative from the church enter the appraisal information into online system and that the Interim Minister do so also. The Secretary stated that entering the information made him more fully aware of how much progress the church has made. He noted that the UUA sent an acknowledgment stating that it appeared that great things are happening at our church.

The Interim Minister noted that she had not been able to share all of hers thoughts on the various questions during the in person appraisal meeting but that she would put them into a Word document and send them out. She reminded the group that we will do another appraisal in June.

Rental Contract Exception Requests: The President outlined an issue that had come up with new rental contracts wherein several of the 12 steps groups that meet at the church would be paying a much higher rate per meeting than they had been even with non-profit and other discounts factored in (see Appendix I). The Trustees discussed the following issues:

- There are a range of types of non-profits that rent at the church. The 12 steps programs are self-supported by their members.
- This may be a ministry decision rather than a policy issue.
- Many other churches in the area provide meeting space for these groups but we do not know what they charge them for the space or if they do charge them.
- Some of the smaller groups might be forced to leave, as they might not be able to afford the new rates.
- Space is tight in the church and some of these groups meet during some of the busiest times.
- It might be possible, if we offer a discounted rate to steer them toward meeting in less high usage time periods.
- Most of the groups have not specifically said that the increased rate would be a hardship but two have asked for the lower rate. Overeaters Anonymous did say it would be a hardship.
- There is competition for space. Equity between these groups and other non-profits may be a policy issue.
- There is an expectation in recovery groups of taking responsibility. Would offering them a lower rate than everyone else be denying that responsibility?

A trustee called for a vote on the first issue, which was whether the board should offer an additional discount rate beyond what is already in the rental contract for non-profits.

**Vote:** 4 affirmative, 3 Negative, 1 abstain (Laura Wood)

The Trustees then discussed how such an additional discount should be implemented. The trustees discussed how many such exceptions should be made and how much of a discount might be offered.

**Motion:** Brendan Sterne -- The First UU board of trustees hereby authorizes the Executive Team to negotiate and grant special rental rates above and beyond

the standard discounts as described in the FUUCA rental policy, up to a 75% total discount. They may extend the special rates to 12 step groups and other non-profit groups based on hardship or their alignment with the First UU mission, vision, and values

**Second:** Michael West  
**Discussion:** There was no further discussion  
**Vote:** Affirmative – 7, Negative – 1

Potential Parking Lot Rental: The President informed the trustees that the Executive Committee had authorized Stephan Windsor to negotiate with a restaurant developer who was interested in a long-term parking lease with the church and paving the grassy area of the parking lot. She assured the group that Stephan was aware of all of the potential advantages, disadvantages and issues involved. A real estate attorney would be consulted if the negotiations were to reach a point where a draft contract was developed.

**Motion:** Chris Jimmerson – extend the meeting for 15 minutes.  
**Second:** Jeff Hutchens  
**Discussion:** None  
**Vote:** Affirmative – 6, Abstain – 2 (Laura Wood and Derek Howard)

Executive Session: The President called the meeting into Executive Session to discuss a personnel matter.

Following the Executive Session and with no further business, the President adjourned the meeting at 9:45 p.m.

Respectfully Submitted,



Chris Jimmerson  
 Secretary

## Executive Director's Report to FUUCA Board of Trustees February 13 - March 12, 2010

Work will begin shortly on our next major project, the set up and implementation of our new church management system, ChurchDB. By mid-summer we hope to have it operational and to have things running smoothly before summer's end.

### Office & Staff

- Kitchen Manager – Kami Cornell has begun work as our new Kitchen Manager. Kami will continue to work as an RE teacher on Sundays, which she has done for several years.
- Weekday Volunteers – Ann Edwards, Nancy Groblewski, Joseph Hunt, and Mary Jane Ford continue helping us regularly during the week. Deidre Madres, a new member, has begun assisting Natalie with some projects as well. We're very grateful for their help. Other individuals continue to play important volunteer roles as well outside of the office.
- Main office configuration – we have begun reviewing, again, the configuration of the main office (room 5) with an eye towards making the best use of our limited space and arranging it in a way that maximizes staff efficiency.

### Finances & Data

- New Financial Reports – the new financial reports will debut at the February BoT meeting. Although I will continue to monitor and make corrections as we all learn the ins and outs of the new system, I believe we have left the biggest challenges behind us. Our bookkeeper, Sandra King, reports that the new system has already increased her efficiency.
- Bridge Builder Action Team Fund (Account 3406) – the balance sheet now shows a discrete restricted fund for the "A-Team" per the designation of these funds at the October 2009 board meeting. This fund allows us to recognize and easily track the related expenses and remaining balance.
- 2009 Statesman Ad – Live Oak's treasurer, Sharon Fitzpatrick, confirmed that they will reimburse us for their share of last year's *Statesman* ad. This payment will wrap up this issue.
- Fund Accounting – Sandra has found another way to use fund accounting to save time. With the changes she has made, all standard payroll items will get charged automatically to the staff person's department.

### Facility & Hardware

- Sanctuary Garden – work continues on the Sanctuary Garden, with the next work day scheduled for March 13<sup>th</sup> under the leadership of Paige Hill and Elizabeth Gray.
- Grounds Budget – thanks to careful research by Elizabeth Gray and Barbara Denny, we have a new lawn maintenance (aka "mow and blow") contract for 2010 within the parameters of our budget. The new service provider, Clean Air, is owner operated,

makes almost no noise, and seems to have a lower environmental impact (based on the use of electrical rather than gas powered equipment).

- Facility Upkeep – this month John Payne and Dave Parker have worked on upkeep throughout the facility. This includes repairs on the foyer toilets, repairs to sinks in room 13, new feet on tables and chairs, fixing the NW RE door so it closes properly, updating room numbers around the building, replacing the exterior light bulb on post on the SW side of the building, and fixing the west yard electrical outlet.
- Playground Safety – Joseph Hunt plans to continue the safety improvements this month by working on the sand on the back playground, ensuring that it is loose and deep enough. Lara Douglass and John Payne have begun making plans to fully rebuild the A-Frame.
- Wireless Microphones – An FCC regulation goes into place on June 12 prohibiting the use of wireless microphones on certain frequencies, impacting some of our equipment. John Franks and Tom Martin have begun addressing this issue. Although they have found some rebates, the expense could use a large portion of available media funds.
- Sanctuary Heating – we had two different problems with Sanctuary heating the last week in February. ACS has come out and seems to have restored all to good, working order.
- Rats! – They’re back! They seem to have found or made a few new entrances for themselves, and they have also found food lying around. Natalie is working with Orkin to address extermination and with groups that use the facility to see that they do not engage in behaviors that exacerbate the problem (like leaving food around and propping doors open).
- Parking & Smoking – we’ve had some challenges over the last few weeks with contractors who are working next door at TSBVI parking in our lot. We’ve also had many coming onto our grounds to smoke, then leaving their butts on the ground. Despite repeated efforts by us and John Daude (TSBVI’s facility manager), the problem has tended to ebb and flow. Daude seems to have now taken an aggressive stance with the contractors and they are responding differently. John Payne and I spoke with the superintendent of Harvey Cleary (one of two contractors), who will install signs at the entrance to the church to make things painfully clear, in English and Spanish, regarding parking. I have begun looking into towing options as well.
- Northwest Parking Lot – we may soon have to begin making decisions about the trade offs between rental income and wear and tear. Our weekday rental of the NW unpaved parking lot brings in needed revenue to the church. However, another long dry spell, mixed with wear and tear, could wipe out the grass and turn the lot into a mud pit on a rainy day. John Payne believes that regular watering would mitigate the wear and tear, but we do not have the budget to ensure that happens on a regular basis. I’ve begun looking for ways for us to work around this without losing revenue.

## Other

- Musicians for Memorial Services – we’d encountered some confusion and conflicting understandings regarding in-house musicians for memorial services (e.g., John Sanders, Brent Baldwin). After discussion with all involved parties, we determined that in the future, musicians will act as independent contractors for all memorial services, regardless of whether the deceased was a member.

- General Assembly – I will attend GA this year! Ann Edwards has already generously donated frequent flyer miles to get me to Minneapolis. We have begun looking, separately, for funding to cover my expenses and those of other potential FUUCA representatives given that our budget provides none this year. Separately, we have begun developing a strategy and goals for General Assembly, an announcement for which should go out shortly (or may have already gone out by the time you read this).
- Cell Tower – we have received notice from the City of Austin that plans have begun to install a cell phone tower next door, on the back side of Pit Barbeque. I have begun seeking additional information to determine whether or not the church should have any cause for concern and whether, if concern exists, whether we could do anything about it.

#### **No Update this month**

- Keys & Alarms
- Cry Room Repair
- Security Task Force
- Webteam
- Church Management System
- The Big Loud Speakers (formerly stored in Howson Hall)
- Memorials & Staff

#### **Some of my other regular activities** (Reports for these usually appear elsewhere)

- Finance Committee Meetings
- Board of Trustees
- Board Executive Committee
- Stewardship Committee Meetings
- Bridge Builder Action Team (A-Team)
- Volunteer recruiting and coordination
- Management Team Meetings
- Church Council & Congregational Meetings
- Office Staff Meetings

Respectfully submitted by Sean Hale. March 12, 2010.

## Religious Education Report to the Board February 2010 Lara Douglass, Director of Religious Education First Unitarian Universalist Church of Austin

The following are examples of how our Religious Education programs for children, youth, and adults have carried out the mission and vision of our congregation in the month of February.

### Vision Statement

As an inclusive religious and spiritual community, we support each individual's search for meaning and purpose and join together to help create a world filled with compassion and love.

### Inclusiveness:

The RE Department again hosted the "*All Ages: Make Your Own Valentine Party*" on the Sunday before Valentine's Day. This annual event provided all the supplies for the children and adults to make their own Valentines. The congregants, as well as the children and youth enjoyed cake, homemade cookies, and punch. We had a marvelous time being creative and socializing. The congregation responded most positively by bringing lot of goodies to share with all.

### Building community:

The Surprise Pals Program began recruiting child and adult pals in February. This beloved program matches carefully screened Adult Pals to "anonymously" correspond with children in grades Kindergarten to Five. The parents of the children know the identity of their child's Pal, but the identity of the Adult Pal is concealed from the children. The Adults and Children will correspond for approximately six weeks through the Howson Hall Mailbox System. A "reveal" party is planned for April 11, when the child and adult pals meet face-to-face. Cake is shared, pictures taken and many lasting friendships result from this program.

### Teaching compassions and love:

The RE children spontaneously organized and conducted a bake sale to raise money for Haiti. The youth are discussing the impact that this kind of disaster has on the people, the economy and the future of Haiti.

### Mission Statement

- **Create and sustain a joyful, caring, involved church community.**

The Children's, Youth, and Adult RE programs are actively involved in this mission. The children's story on Sunday morning, the collecting by the children of the food donations to Caritas, and the accommodation in the RE wing of the Children's Choir practices, highlight our commitment to this mission.

The Adult RE Classes, which include covenant groups, endeavor to continuously support our mission.

February attendance for February illustrates the contribution of RE to sustaining our church community. An attendance breakdown is attached to this report.

- **Promote intimacy, support and fellowship to foster the individual spiritual and emotional growth of our members.**

Children's and Youth groups continue to engage in curricula and group activity (YRUU and the Young Adults) to support this mission. The Adult RE Classes and Groups, especially the book groups and Covenant groups promote individual and spiritual growth, as well as support and fellowship.

As noted earlier, the annual Valentine making party and the Surprise Pals program provide fellowship and intimacy.

- **Offer inspirational and challenging worship services**

The High School youth, along with Rev. Newman are already working on presenting an innovative and absorbing youth service in May. The children's moment almost every Sunday offers inspiration during the worship service.

- **Provide ritual and ceremony for rites of passage**

In February, there were no specific rituals or rites of passage.

**Religious Education Report to the Board  
February 2010  
Lara Douglass, Director of Religious Education  
First Unitarian Universalist Church of Austin**

- **Provide progressive religious education for all ages**

In February, the children's curriculum focuses on our Unitarian Universalist Identity. The Youth, are exploring other faiths and our own, through the Neighboring Faith's curriculum. This month, the Youth visited Promise Land, an evangelical, nondenominational Christian mega church. It was a very enlightening visit, which provoked much critical thinking.

- **Enrich our community through music, drama, and the arts**

In February, our monthly Spiritual Movie Night presented several short films exploring relationships in honor of Valentine's Day.

- **Empower and encourage members toward social and civic leadership.**

The Crop Walk concept and event were extensively examined in February. Corinna Whitetaker-Lewis and Eric Hartman made presentations, which touched the RE folks and ignited our responsibility to participate in the Walk. RE supports the walk and encourages families to walk together along with the larger church family.

- **Share our values and gifts with the larger community.**

The class offerings this month in the adult RE program continue to attract members of the wider community. Ongoing classes such as Yoga and Tai Chi, make it possible to share our values and talents with the larger community. New classes, such as UU History have shared our story, not only with congregants, but also with the larger community.

In February, there were many first time visitors in the Sunday morning RE programs.

- **Strive to create a more diverse church community.**

Walking by our toddler playground on Sunday morning will illustrate RE's contribution to the diversity of the church. I often think, as I see the children engaged in Sunday morning programming that the children look like a wildflower garden, with colors, ethnicities, abilities, and diverse religious backgrounds. The families of our children also reflect the diversity of sexual orientation, political beliefs, and faith traditions. All are welcomed and loved for what they bring to our programs.

#### **Contact Information**

If you would like to know more about our Religious Education Programs or to discuss Religious Education in our church, please contact me (Lara Douglass, DRE) or any of the RE staff or committees. You may contact me at (512) 452-6168, ext. 305 or email, [lara@austinuu.org](mailto:lara@austinuu.org).

We invite you to contact a committee member or attend a meeting of the Religious Education Committees.

**Children's Program Committee:** This committee meets on the last Sunday of each month, from 12:45 to 2. Vicky Bailey Miller is the Chair. Cyndi Stein is the Children's RE Assistant, [cyndi@austinuu.org](mailto:cyndi@austinuu.org)

**Adult Religious Education Committee:** Meets the second Thursday, every other month in room 9 from 7pm to 9pm. Michael LeBurkien is the Chair. Scott Butki is the Adult RE Assistant. [scott@austinuu.org](mailto:scott@austinuu.org).

Respectfully submitted by:

Lara Douglass  
Lara Douglass  
Director of Religious Education  
First UU Church of Austin  
March 12, 2010

## February 2010 Attendance Summary

February Monthly Totals				February Weekly Totals ALL			
CLASS	9:45	11:30	TOT	DATE	9:45	11:30	TOT
Nursery	42	25	67	7-Feb	12	16	28
PRE-K	20	18	38	14-Feb	15	31	46
K-2	40	19	59	21-Feb	45	39	84
3rd - 5th	20	22	42	28-Feb	50	38	88
Middle School		25	25	<b>Monthly Total</b>			<b>246</b>
High School		7	7				
YRUU		8	8				
Choir	14	5	19				
<b>TOT</b>	<b>122</b>	<b>124</b>	<b>246</b>				

### Breakdown by RE Class

Nursery	9:45	11:30	TOT	3-5 Grade	9:45	11:30	TOT
7-Feb	12	10	22	7-Feb			
14-Feb	6	5	11	14-Feb	0	8	8
21-Feb	14	2	16	21-Feb	10	8	18
28-Feb	10	8	18	28-Feb	10	6	16

Pre-K	9:45	11:30	TOT	6-8 Grade		11:30	
7-Feb			N/A*	7-Feb			4
14-Feb	2	3	5	14-Feb			6
21-Feb	6	9	15	21-Feb			9
28-Feb	12	6	18	28-Feb			6

K-2	9:45	11:30	TOT	High School	11:30	YRUU	TOT
7-Feb			N/A	7-Feb	2	0	2
14-Feb	7	8	15	14-Feb	1	0	1
21-Feb	15	6	21	21-Feb	1	4	5
28-Feb	18	5	23	28-Feb	3	4	7

Choir	1st	2nd	TOT
7-Feb			N/A
14-Feb	9	1	0
21-Feb	13	2	15
28-Feb	14	5	19

**\*February 7 was the Valentine Making Party. Attendance not taken on this day.**



**Report to the Board – Director of Music**  
**3/16/10**

**Adult Choir**

The FUUCA Adult Choir celebrated Black History Month in February, featuring a gospel choral work in collaboration with Children's Choir Director Kelan Latimer, a solo spiritual by guest Conspirare vocalist Gitanjali Mathur and an anthem by Duke Ellington. The Choir continues to rehearse for all upcoming anthems for March-June culminating in a special musical offering for chorus and percussion on 6/6.

**Children's Choirs**

The FUUCA Children's Choirs completed its first session with several musical offerings on 3/7. Upcoming musical offerings include works on 4/4, 4/25, and 5/9, some of which will be in collaboration with the Adult Choir. We currently have enough funding to run the program through the spring, after which we will determine if money can be found to continue the program into the fall.

**Intergenerational Choir**

The FUUCA Intergenerational Choir will sing for Easter services on 4/4. The Intergenerational Choir consists of the church's Adult and Children's Choirs, plus anyone else who would like to jump in for the anthems on those particular Sundays. We've begun the practice of inviting choir parents sing with the group, deepening further the intergenerational feel of the experience.

Respectfully submitted,  
Brent Baldwin



First Unitarian Universalist Church of Austin  
**Balance Sheet**  
As of February 28, 2010

	<u>Feb 28, 10</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Cash & Investments	
1100 · Bank	
1140 · THCU CDs	5,000.00
1130 · THCU Money Market	99,000.00
1110 · THCU Checking	29,807.98
1120 · THCU Savings	4,058.37
Total 1100 · Bank	<u>137,866.35</u>
1200 · Schwab Accounts	
1210 · Permanent Endowment Account	103,054.96
1220 · Memorial Savings Account	351,386.37
1230 · Murr Music Account	35,631.60
Total 1200 · Schwab Accounts	<u>490,072.93</u>
1300 · Annuity 2014	11,007.73
Total 1000 · Cash & Investments	<u>638,947.01</u>
Total Checking/Savings	<u>638,947.01</u>
Total Current Assets	638,947.01
<b>Fixed Assets</b>	
1500 · Fixed Assets	
1510 · Building	672,232.75
1530 · Land	1,508,930.00
1540 · Furniture & Equipment	92,631.86
Total 1500 · Fixed Assets	<u>2,273,794.61</u>
Total Fixed Assets	<u>2,273,794.61</u>
<b>TOTAL ASSETS</b>	<u><u>2,912,741.62</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2000 · Liabilities	
2400 · Payroll Liabilities	1,348.26
2200 · Security Deposits	50.00
Total 2000 · Liabilities	<u>1,398.26</u>
Total Other Current Liabilities	<u>1,398.26</u>
Total Current Liabilities	<u>1,398.26</u>
Total Liabilities	1,398.26

First Unitarian Universalist Church of Austin  
**Balance Sheet**  
As of February 28, 2010

	<u>Feb 28, 10</u>
<b>Equity</b>	
<b>3100 · Restricted Funds</b>	
<b>3200 · Cong. Restricted Funds</b>	
3220 · Permanent Endowment Fund	103,054.96
3240 · Memorial Savings Fund	237,870.74
3260 · Murr Music Fund	35,831.60
<b>Total 3200 · Cong. Restricted Funds</b>	<u>376,757.30</u>
<b>3400 · Board Restricted Funds</b>	
3406 · Bridge Builder Action Team Fund	15,000.00
3405 · Long Range Fund	41,282.73
3410 · Capital Campaign Fund	10,000.00
3415 · Paradox Players Fund	16,524.77
3420 · Religious Education Fund	
3422 · CampUU/Hogwarts Fund	5,068.90
3424 · Junior High Fund	3,386.56
3426 · Senior High Fund	5,087.29
3427 · Lecture Series Fund	330.43
3428 · Adult RE Fund	8,498.02
3429 · Children's RE Fund	3,525.12
<b>Total 3420 · Religious Education Fund</b>	<u>25,896.32</u>
3440 · Caring Fund	6,088.20
3450 · Music Fund	
3452 · Children's Choir Fund	3,282.52
3456 · Music Other Fund	2,381.06
<b>Total 3450 · Music Fund</b>	<u>5,663.58</u>
3460 · Bookstore Fund	2,400.40
3465 · Denominational Affairs Fund	70.02
3470 · Facility Fund	
3472 · Emergency Fund	2,923.63
3474 · Green Sanctuary Fund	1,586.55
3476 · Recycling Program Fund	778.71
<b>Total 3470 · Facility Fund</b>	<u>5,288.89</u>
3480 · Flowers Fund	329.34
3490 · Technology Fund	
3492 · Internet Ministries Fund	2,797.67
3494 · Media Team Fund	2,253.61
<b>Total 3490 · Technology Fund</b>	<u>5,051.28</u>
3505 · Mid-Week Gathering Fund	677.97
3515 · Social Action Fund	717.95
3525 · Voyagers Fund	211.39
3530 · YARN Fund	208.24
3535 · Yew Grove Fund	147.53
3540 · Library Fund	339.36
3545 · Special Plate Fund	20.00
<b>Total 3400 · Board Restricted Funds</b>	<u>135,917.97</u>

**First Unitarian Universalist Church of Austin**  
**Balance Sheet**  
As of February 28, 2010

	<u>Feb 28, 10</u>
Total 3100 · Restricted Funds	512,675.27
3600 · Unrestricted Net Assets	2,387,563.35
Net Income	<u>11,104.74</u>
Total Equity	<u>2,911,343.36</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>2,912,741.62</u></u></b>

**First Unitarian Universalist Church of Austin**  
**Profit & Loss Budget vs. Actual**  
January through February 2010

	Total Committees		Facility & Grounds (Departments)		Ministry (Departments)		Music Dept (Departments)		Program Support (Departments)	
	Jan - Feb 10	Budget	Jan - Feb 10	Budget	Jan - Feb 10	Budget	Jan - Feb 10	Budget	Jan - Feb 10	Budget
<b>Ordinary Income/Expense</b>										
<b>Income</b>										
4000 · Unrestricted Income										
4100 · Contributions										
4140 · Forum	0.00		0.00		0.00		0.00		0.00	
4110 · Pledge	0.00		0.00		0.00		0.00		0.00	
4120 · Sunday Plate	0.00		0.00		0.00		0.00		0.00	
4130 · Sunday Coffee Service	0.00		0.00		0.00		0.00		0.00	
4190 · Other	0.00		0.00		0.00		0.00		0.00	
<b>Total 4100 · Contributions</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
4200 · Rental	0.00		0.00		0.00		0.00		0.00	
4400 · Misc Income	0.00		0.00		0.00		0.00		0.00	
<b>Total 4000 · Unrestricted Income</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
4300 · Interest & Dividends	0.00		0.00		0.00		0.00		0.00	
<b>Total Income</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
<b>Expense</b>										
6000 · General Expenses	0.00	7,925.00	0.00		0.00		0.00	6,500.00	0.00	
<b>Total 6100 · Ministry Support</b>	<b>0.00</b>		<b>0.00</b>		<b>1,000.00</b>	<b>7,200.00</b>	<b>275.00</b>		<b>0.00</b>	
<b>Total 6200 · Supplies &amp; Materials</b>	<b>564.93</b>		<b>0.00</b>		<b>43.19</b>		<b>0.00</b>	<b>0.00</b>	<b>445.08</b>	<b>4,500.00</b>
<b>Total 6300 · Repairs and Upkeep</b>	<b>0.00</b>		<b>10,187.11</b>	<b>74,760.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
<b>Total 6400 · In house services</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>3,148.58</b>	<b>30,300.00</b>
<b>Total 6500 · Miscellaneous</b>	<b>75.37</b>		<b>0.00</b>		<b>0.00</b>	<b>7,500.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>36.50</b>	<b>4,300.00</b>
<b>Total 6600 · Employee Expenses</b>	<b>-4.04</b>		<b>3,461.01</b>	<b>19,765.00</b>	<b>14,730.08</b>	<b>89,592.00</b>	<b>12,103.70</b>	<b>72,931.00</b>	<b>22,877.83</b>	<b>151,104.00</b>
<b>Total 6700 · Charitable Contributions</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	
<b>Total Expense</b>	<b>636.26</b>	<b>7,925.00</b>	<b>13,648.12</b>	<b>94,525.00</b>	<b>15,773.27</b>	<b>104,292.00</b>	<b>12,378.70</b>	<b>80,431.00</b>	<b>26,507.99</b>	<b>190,204.00</b>
<b>Net Ordinary Income</b>	<b>-636.26</b>	<b>-7,925.00</b>	<b>-13,648.12</b>	<b>-94,525.00</b>	<b>-15,773.27</b>	<b>-104,292.00</b>	<b>-12,378.70</b>	<b>-80,431.00</b>	<b>-26,507.99</b>	<b>-190,204.00</b>
<b>Net Income</b>	<b>-636.26</b>	<b>-7,925.00</b>	<b>-13,648.12</b>	<b>-94,525.00</b>	<b>-15,773.27</b>	<b>-104,292.00</b>	<b>-12,378.70</b>	<b>-80,431.00</b>	<b>-26,507.99</b>	<b>-190,204.00</b>

**First Unitarian Universalist Church of Austin**  
**Profit & Loss Budget vs. Actual**  
January through February 2010

	Religious Ed Dept (Departments)		Other Operating Fund		TOTAL			
	Jan - Feb 10	Budget	Jan - Feb 10	Budget	Jan - Feb 10	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
4000 · Unrestricted Income								
4100 · Contributions								
4140 · Forum	0.00		349.64		349.64	0.00	349.64	100.0%
4110 · Pledge	0.00		82,321.83	450,000.00	82,321.83	450,000.00	-367,678.17	18.29%
4120 · Sunday Plate	0.00		4,281.00	65,000.00	4,281.00	65,000.00	-60,719.00	6.59%
4130 · Sunday Coffee Service	0.00		546.31	4,000.00	546.31	4,000.00	-3,453.69	13.66%
4190 · Other	0.00		285.00	5,000.00	285.00	5,000.00	-4,715.00	5.7%
<b>Total 4100 · Contributions</b>	<b>0.00</b>		<b>87,783.78</b>	<b>524,000.00</b>	<b>87,783.78</b>	<b>524,000.00</b>	<b>-436,216.22</b>	<b>16.75%</b>
4200 · Rental	0.00		9,441.00	50,000.00	9,441.00	50,000.00	-40,559.00	18.88%
4400 · Misc Income	0.00		1,334.27	2,000.00	1,334.27	2,000.00	-665.73	66.71%
<b>Total 4000 · Unrestricted Income</b>	<b>0.00</b>		<b>98,559.05</b>	<b>576,000.00</b>	<b>98,559.05</b>	<b>576,000.00</b>	<b>-477,440.95</b>	<b>17.11%</b>
4300 · Interest & Dividends	0.00		67.74	72.00	67.74	72.00	-4.26	94.08%
<b>Total Income</b>	<b>0.00</b>		<b>98,626.79</b>	<b>576,072.00</b>	<b>98,626.79</b>	<b>576,072.00</b>	<b>-477,445.21</b>	<b>17.12%</b>
<b>Expense</b>								
6000 · General Expenses	0.00	1,150.00	0.00		0.00	15,575.00	-15,575.00	0.0%
<b>Total 6100 · Ministry Support</b>	<b>0.00</b>		<b>0.00</b>		<b>1,275.00</b>	<b>7,200.00</b>	<b>-5,925.00</b>	<b>17.71%</b>
<b>Total 6200 · Supplies &amp; Materials</b>	<b>0.00</b>		<b>558.05</b>	<b>5,000.00</b>	<b>1,611.25</b>	<b>9,500.00</b>	<b>-7,888.75</b>	<b>16.96%</b>
<b>Total 6300 · Repairs and Upkeep</b>	<b>0.00</b>		<b>0.00</b>		<b>10,187.11</b>	<b>74,760.00</b>	<b>-64,572.89</b>	<b>13.63%</b>
<b>Total 6400 · In house services</b>	<b>0.00</b>		<b>0.00</b>		<b>3,148.58</b>	<b>30,300.00</b>	<b>-27,151.42</b>	<b>10.39%</b>
<b>Total 6500 · Miscellaneous</b>	<b>0.00</b>		<b>931.56</b>		<b>1,043.43</b>	<b>12,800.00</b>	<b>-11,756.57</b>	<b>8.15%</b>
<b>Total 6600 · Employee Expenses</b>	<b>14,739.88</b>	<b>106,837.00</b>	<b>848.22</b>	<b>4,692.00</b>	<b>68,756.68</b>	<b>444,921.00</b>	<b>-376,164.32</b>	<b>15.45%</b>
<b>Total 6700 · Charitable Contributions</b>	<b>0.00</b>		<b>1,500.00</b>	<b>12,350.00</b>	<b>1,500.00</b>	<b>12,350.00</b>	<b>-10,850.00</b>	<b>12.15%</b>
<b>Total Expense</b>	<b>14,739.88</b>	<b>107,987.00</b>	<b>3,837.83</b>	<b>22,042.00</b>	<b>87,522.05</b>	<b>607,406.00</b>	<b>-519,883.95</b>	<b>14.41%</b>
<b>Net Ordinary Income</b>	<b>-14,739.88</b>	<b>-107,987.00</b>	<b>94,788.96</b>	<b>554,030.00</b>	<b>11,104.74</b>	<b>-31,334.00</b>	<b>42,438.74</b>	<b>-35.44%</b>
<b>Net Income</b>	<b>-14,739.88</b>	<b>-107,987.00</b>	<b>94,788.96</b>	<b>554,030.00</b>	<b>11,104.74</b>	<b>-31,334.00</b>	<b>42,438.74</b>	<b>-35.44%</b>

**FIRST UU CHURCH – AUSTIN, TEXAS  
TREASURER’S REPORT  
FEBRUARY 2010**

**Income and Expenditures:**

Income for 2010 continues to exceed expenses. As of the end of February all income equaled \$98,626.79 and all expenses totaled \$87,522.05 – a surplus of \$11,104.74 for the year. That is in spite of a \$4,686.23 deficit for the month of February with income for the month of \$41,375.93 and expenses of \$46,062.16. Pledge contributions for the first two months of the year are 11.6% greater than the same time last year; rental income is 10.8% higher, but plate collections are down 32.3%. It appears that the reason for the reduction in plate contributions is due to the shift in our Split-the-Plate collections. Individuals appear to be purposefully contributing to the new once a month Special Sunday Collection. In Sunday collections we have collected \$2,865.85 for two organizations plus an additional \$4,180.09 for Haitian Earthquake Relief. In 2009 we collected \$2,522.81 during our first two months for Split-the-Plate organizations. So, we are collecting essentially the same amount of money during one Sunday that we collected in two Sundays last year; of course, it is going to only organization, instead of two.

**Special Monthly Collection:**

American Gateways - \$1,595.85

**Endowment Accounts:**

As of 2-28-10 the amount held in the all Schwab accounts was \$490,072.93. In addition, the balance in the Hartford annuity was \$11,007.73. For the month the four accounts posted net gains of \$8,374.03.

As recommended by our Finance Committee – and in compliance with the recommendations of our investment advisor – we transferred \$104,000.00 from the Schwab accounts to an interest bearing money market account at Texas Health Credit Union. A one year CD for \$5,000.00 was purchased from these funds. Each month we will purchase an additional \$5,000.00 one year CD. This will allow additional revenue to be generated for the church through an insured account and continue to cushion any sharp downturns in the markets or Schwab accounts.

**New Church Books:**

The new reports generated by Quick Books are going well. While minor adjustments might continue to be made, it appears that the new information is providing accurate and more complete information than previously. Part of this process has been an effort by the Treasurer and Executive Director to independently balance the THCU checking account with Quick Books information. For February the accounts balanced.

Luther Elmore  
Treasurer



First Unitarian Universalist Church of Austin  
**Balance Sheet**  
As of February 28, 2010

	<u>Feb 28, 10</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>1000 · Cash &amp; Investments</b>	
<b>1100 · Bank</b>	
1140 · THCU CDs	5,000.00
1130 · THCU Money Market	99,000.00
1110 · THCU Checking	29,451.80
1120 · THCU Savings	<u>4,058.37</u>
<b>Total 1100 · Bank</b>	137,510.17
<b>1200 · Schwab Accounts</b>	
1210 · Permanent Endowment Account	103,054.96
1220 · Memorial Savings Account	351,386.37
1230 · Murr Music Account	<u>35,631.60</u>
<b>Total 1200 · Schwab Accounts</b>	490,072.93
<b>1300 · Annuity 2014</b>	<u>11,007.73</u>
<b>Total 1000 · Cash &amp; Investments</b>	<u>638,590.83</u>
<b>Total Checking/Savings</b>	<u>638,590.83</u>
<b>Total Current Assets</b>	638,590.83
<b>Fixed Assets</b>	
<b>1500 · Fixed Assets</b>	
1510 · Building	672,232.75
1530 · Land	1,508,930.00
1540 · Furniture & Equipment	<u>92,631.86</u>
<b>Total 1500 · Fixed Assets</b>	<u>2,273,794.61</u>
<b>Total Fixed Assets</b>	<u>2,273,794.61</u>
<b>TOTAL ASSETS</b>	<u><u>2,912,385.44</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
<b>2000 · Liabilities</b>	
2400 · Payroll Liabilities	1,348.26
2200 · Security Deposits	<u>50.00</u>
<b>Total 2000 · Liabilities</b>	<u>1,398.26</u>
<b>Total Other Current Liabilities</b>	<u>1,398.26</u>
<b>Total Current Liabilities</b>	<u>1,398.26</u>
<b>Total Liabilities</b>	1,398.26

First Unitarian Universalist Church of Austin  
**Balance Sheet**  
As of February 28, 2010

Feb 28, 10

Equity

3100 · Restricted Funds

3200 · Cong. Restricted Funds

3220 · Permanent Endowment Fund	103,054.96
3240 · Memorial Savings Fund	237,870.74
3260 · Murr Music Fund	<u>35,831.60</u>

Total 3200 · Cong. Restricted Funds 376,757.30

3400 · Board Restricted Funds

3406 · Bridge Builder Action Team Fund	15,000.00
3405 · Long Range Fund	41,282.73
3410 · Capital Campaign Fund	10,000.00
3415 · Paradox Players Fund	16,517.85
3420 · Religious Education Fund	
3422 · CampUU/Hogwarts Fund	5,068.90
3424 · Junior High Fund	3,386.56
3426 · Senior High Fund	5,087.29
3427 · Lecture Series Fund	330.43
3428 · Adult RE Fund	8,498.02
3429 · Children's RE Fund	<u>3,525.12</u>

Total 3420 · Religious Education Fund 25,896.32

3440 · Caring Fund 6,088.20

3450 · Music Fund

3452 · Children's Choir Fund	3,282.52
3456 · Music Other Fund	<u>2,381.06</u>

Total 3450 · Music Fund 5,663.58

3460 · Bookstore Fund 2,400.40

3465 · Denominational Affairs Fund 70.02

3470 · Facility Fund

3472 · Emergency Fund	2,923.63
3474 · Green Sanctuary Fund	1,586.55
3476 · Recycling Program Fund	<u>778.71</u>

Total 3470 · Facility Fund 5,288.89

3480 · Flowers Fund 329.34

3490 · Technology Fund

3492 · Internet Ministries Fund	2,797.67
3494 · Media Team Fund	<u>2,253.61</u>

Total 3490 · Technology Fund 5,051.28

3505 · Mid-Week Gathering Fund 677.97

3515 · Social Action Fund 717.95

3525 · Voyagers Fund 211.39

3530 · YARN Fund 208.24

3535 · Yew Grove Fund 147.53

3540 · Library Fund 339.36

3545 · Special Plate Fund 20.00

Total 3400 · Board Restricted Funds 135,911.05

**First Unitarian Universalist Church of Austin**  
**Balance Sheet**  
As of February 28, 2010

	<u>Feb 28, 10</u>
Total 3100 · Restricted Funds	512,668.35
3600 · Unrestricted Net Assets	2,387,214.09
Net Income	<u>11,104.74</u>
Total Equity	<u>2,910,987.18</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>2,912,385.44</u></u></b>

First Unitarian Universalist Church of Austin  
**Profit & Loss**  
January through February 2010

	<u>Jan - Feb 10</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>4000 · Unrestricted Income</b>	
<b>4100 · Contributions</b>	
4140 · Forum	349.64
4110 · Pledge	82,321.83
4120 · Sunday Plate	4,281.00
4130 · Sunday Coffee Service	546.31
4190 · Other	<u>1,302.45</u>
<b>Total 4100 · Contributions</b>	<b>88,801.23</b>
4200 · Rental	9,441.00
4400 · Misc Income	<u>316.82</u>
<b>Total 4000 · Unrestricted Income</b>	<b>98,559.05</b>
4300 · Interest & Dividends	<u>67.74</u>
<b>Total Income</b>	<b>98,626.79</b>
<b>Expense</b>	
<b>6100 · Ministry Support</b>	
6110 · Guest Speaker / Musician	275.00
6130 · Publications	<u>1,000.00</u>
<b>Total 6100 · Ministry Support</b>	<b>1,275.00</b>
<b>6200 · Supplies &amp; Materials</b>	
6210 · Office supplies	152.58
6220 · Worship Supplies	43.19
6230 · Kitchen Supplies	292.50
6240 · Sunday Coffee Service	558.05
6290 · Other supplies	<u>564.93</u>
<b>Total 6200 · Supplies &amp; Materials</b>	<b>1,611.25</b>
<b>6300 · Repairs and Upkeep</b>	
6310 · Custodial Services	3,027.00
6320 · Grounds	475.00
6330 · Building upkeep	
6336 · Repairs & Maintenance	391.35
6334 · Pest Control	<u>299.85</u>
<b>Total 6330 · Building upkeep</b>	<b>691.20</b>
6340 · Property & Liability Insurance	2,332.25
<b>6350 · Utilities</b>	
6352 · Electric & Water	2,108.49
6354 · Gas	918.79
6357 · Trash Removal	117.22
6358 · Drainage	<u>517.16</u>
<b>Total 6350 · Utilities</b>	<b>3,661.66</b>
<b>Total 6300 · Repairs and Upkeep</b>	<b>10,187.11</b>

First Unitarian Universalist Church of Austin  
**Profit & Loss**  
January through February 2010

	<u>Jan - Feb 10</u>
<b>6400 · In house services</b>	
<b>6410 · Printing</b>	
6412 · Copier Lease	2,200.00
<b>Total 6410 · Printing</b>	<u>2,200.00</u>
<b>6420 · Communications, Data &amp; Tech</b>	
6422 · Internet service	231.90
6424 · Data System Fees	78.84
6430 · Postage	94.10
6432 · Telephone	543.74
<b>Total 6420 · Communications, Data &amp; Tech</b>	<u>948.58</u>
<b>Total 6400 · In house services</b>	3,148.58
<b>6500 · Miscellaneous</b>	
<b>6510 · Banking expenses</b>	
6516 · Credit Card Fees	931.56
<b>Total 6510 · Banking expenses</b>	<u>931.56</u>
6520 · Committees & Member Support	46.56
6570 · Outside Services	36.50
6580 · Professional Expenses	28.81
<b>Total 6500 · Miscellaneous</b>	<u>1,043.43</u>
<b>6600 · Employee Expenses</b>	
6610 · Payroll	57,544.85
6630 · Payroll Taxes	3,528.25
6650 · Benefits	7,290.89
6600 · Employee Expenses - Other	392.69
<b>Total 6600 · Employee Expenses</b>	<u>68,756.68</u>
<b>6700 · Charitable Contributions</b>	
6710 · UUA	1,500.00
<b>Total 6700 · Charitable Contributions</b>	<u>1,500.00</u>
<b>Total Expense</b>	<u>87,522.05</u>
<b>Net Ordinary Income</b>	<u>11,104.74</u>
<b>Net Income</b>	<u><u>11,104.74</u></u>

## FIRST UU CHURCH FUNDS BALANCES –02-28-10

### Memorial Savings Fund Account (MSF – 1220)

Balance 1-31-10	\$ 450,561.76
Interest	0.78
Dividends	287.95
Transfer to THCU	(104,000.00)
Monthly gain/loss	<u>4,535.88</u>
<b>Balance 2-28-10</b>	<b>\$351,386.37</b>

### Restricted Funds Account Balances:

Long Range Fund	\$ 41,282.73
(\$15,000.00 to Bridge Builders Restricted Fund)	
Due to Operating Fund (architect fees)	\$ 46,139.15
Due to Operating Fund (capital campaign)	\$ 10,000.00
Due to Operating Fund (stock donations)	\$ 19,477.84
Due to Operating Fund (Butterflies-\$16,097.64)	\$ 9,147.64

### Memorial Savings Fund Balance:

Memorial Savings Fund Account (Schwab)	\$226,863.01
Hartford Annuity	<u>11,007.73</u>
Balance Memorial Savings Fund	\$237,870.74

### Permanent Endowment Fund (PEF – 1210)

Balance 1-31-10	\$100,143.27
Reinvested Dividends	(200.99)
Monthly gain/loss	<u>3,112.68</u>
<b>Balance 2-28-10</b>	<b>\$103,054.96</b>

### Murr Music Fund (1230)

Balance 1-31-10	\$ 35,039.24
Dividend	57.78
Monthly gain/loss	<u>534.58</u>
<b>Balance 2-28-10</b>	<b>\$ 35,631.60</b>

### Annuity Balance (Hartford – 1300)

Balance 1-31-10	\$ 10,962.36
Interest	<u>45.37</u>
<b>Balance 2-28-10</b>	<b>\$ 11,007.73</b>

**TOTAL BALANCE ALL FUNDS 2-28-10      \$501,080.66**

Balance all funds 1-31-10	\$596,706.63
Increase/Decrease for Month	(\$ 95,625.97)
Increase/Decrease Since 1-1-10	(\$123,484.67)
Increase/Decrease Last Twelve Months	(\$ 1,227.25)

<b>THCU CHECKING ACCOUNT (1110):</b>	
01-31-10 Balance at THCU	\$42,646.20
Outstanding Checks	-12,838.22
Outstanding Deposits	<u>0</u>
Adjusted Bank Balance 2-28-10	\$29,807.98
<b>THCU SAVINGS ACCOUNT (1120):</b>	\$ 4,058.37
<b>THCU MONEY MARKET ACCOUNT (1130):</b>	\$99,000.00
<b>THCU CERTIFICATES OF DEPOSIT (1140):</b>	\$ 5,000.00

Interim Task Force Report to Board of Trustees 031610 from Michael West Trustee

Interim Minister Task Force is Meeting and the Search is Underway

The Interim Minister Search process is underway and will seek input from the Board and the Congregation. Five capable and energetic volunteers have been gathered to assemble our church's application for an interim minister for the second of a planned two-year interim period.

The volunteers on the Interim Task Force reflect a wide variety of experience at First UU and in their professional lives. Nancy Bene served as a member of the Interim search team last year and is a member of Rev. Janet Newman's Interim Transition Team. Gillian Redfearn was elected by the group as its chair. She is a parent, long time member and former Religious Education teacher. Kae McLaughlin is one of the most visible members of the group. She's a former congregational (temple) administrator, active with several current First UU committees and has hands' experience with Policy Style Governance. Ken Pfluger and Brian Miller are both parents and members of the Men's Fellowship Breakfast. Ken participated in Bridgebuilders and Brian has worked with the Finance Committee. Michael West, Board Trustee is the Board's liaison to the Task Force.

The Task Force has held their first full meeting and received an overview of the Interim Search process as conducted within the framework of the UUA Transitions program. The Task Force will seek some input from the congregation in order to communicate the considerable progress we at First UU have made over the past year. As part of the UUA guidelines, the chosen Interim minister will not be a candidate for our called minister. The Task Force understands that while this task is not the same as that of selecting a candidate for a called minister, it is extremely important in the life and transition of this church.

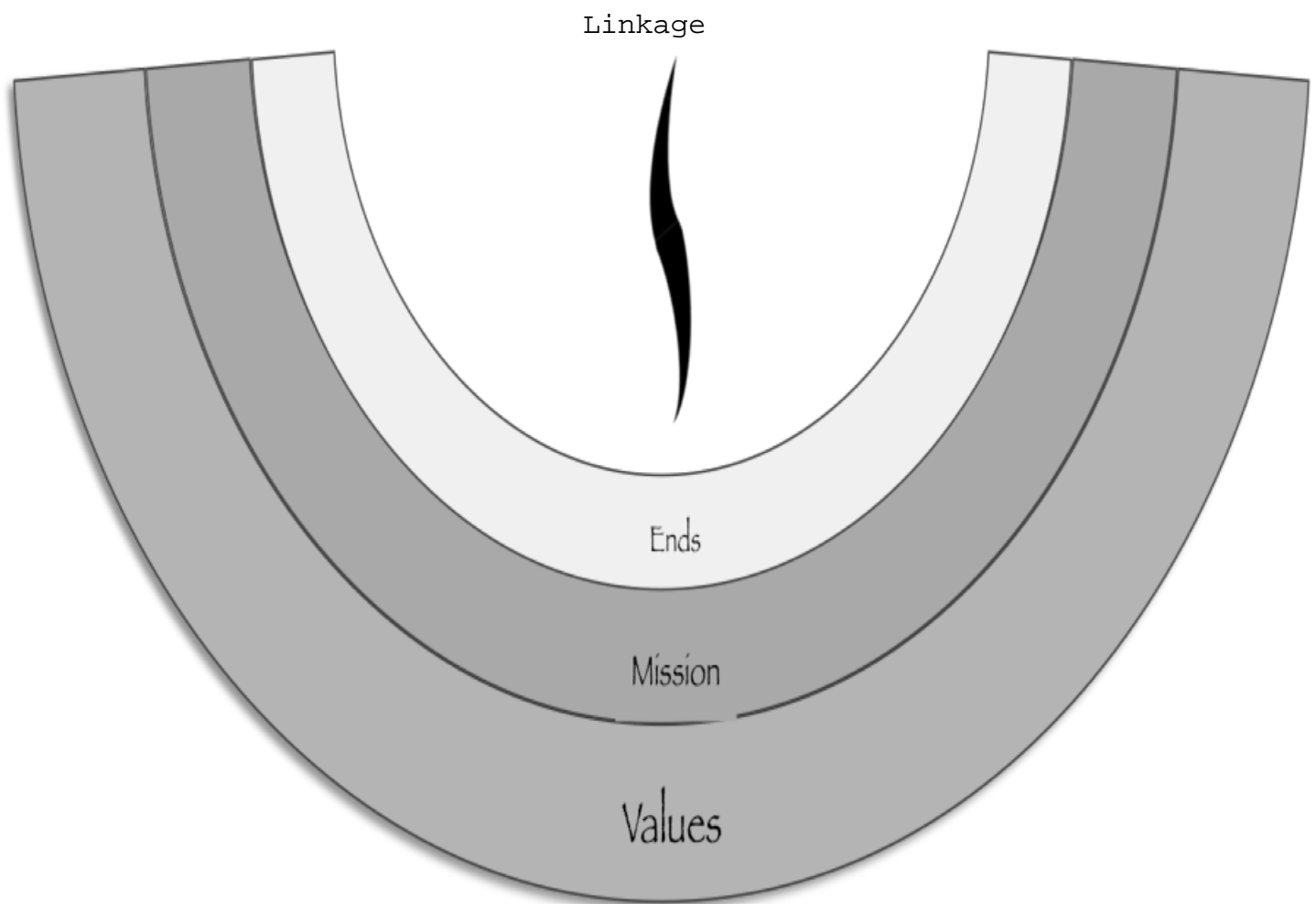
The Task Force has also requested that the Board Executive Committee provide the compensation package for the Interim before April 1.

In terms of timing, the Task Force is working on the Interim Application and plans to submit it on time to the UUA Transitions Office. The Transitions office is the clearinghouse for congregations seeking an Interim Minister and for ministers seeking an Interim position. The Task Force will complete the Congregational Record online before April 15 and begin to review the available candidates as soon as late April according to John Weston of the Office. The Task Force will review the qualifications and references of the candidates and make a recommendation of their choice to the Board. The Board of Trustees will contract with the selected candidate to begin at the church around September 1<sup>st</sup>. A wide variety of resources on the transition process are available on the UUA.org website.

The Task Force looks forward to their work and the successful completion of a second year of interim ministry.



## The Nested Bowls



**Values:** What qualities of our religious community will we carry forward into our future?

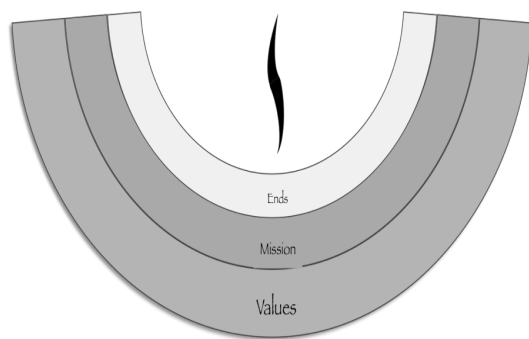
**Mission:** What overarching difference are we here to make and for whom?

**Ends:** What specific, measurable differences will we make and for whom?

**The flame that lights the chalice:** Close connection to your sources of authority and accountability, including, but not limited to, your members.

## Assigning Governance Leadership: Two Types

<p><b>Visionary Leadership:</b> Lights the flame of ownership connection and fills the nested bowls. Represented by the nested bowls icon below.</p>	<p><b>Executive Leadership:</b> Makes sure the outcomes in the nested bowls become reality. Represented by the chalice photograph.</p>
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**Who?**

Board

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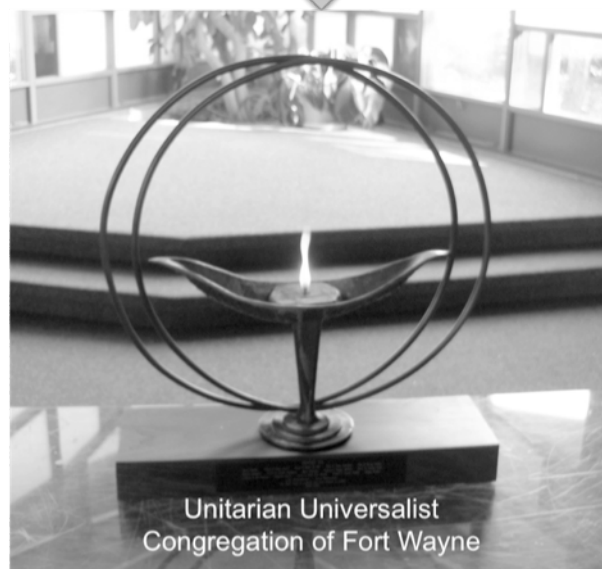
- Policies:
- Ends
- Executive Limitations
- Governance Process
- Board - Executive Relationship

**Who?**

Executive

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Policies -- all but the above



**First Unitarian Universalist Church of Austin  
Board of Trustees Meeting  
Agenda of Meeting  
Tuesday August 18, 2009, 6:30 P.M.**

I.	Call to Order	Nell Newton	5 minutes	6:30
II.	Adopt Agenda	All	5 minutes	6:35
III.	Reading	Rev. Janet Newman	5 minutes	6:40
IV.	Visitors Forum		10 minutes	6:45
V.	Consent Agenda Items (& Relevant Discussion)		10 Minutes	6:55
	A. Approval of New Members/Resignations			
	B. Approval of July Meeting Minutes (Page 2)			
	C. Approval of Reports:			
	i. Director of Religious Education: Lara Douglass (Page 39)			
	ii. Treasurer: Luther Elmore (Page 8 and page 30 for balance sheet, P&L and fund balances)			
	iii. Director of Music Programs: Brent Baldwin (will be sent later)			
	iv. Executive Director: Sean Hale (Page 12)			
	v. Bridge Builders Action Plan Update and Policy Governance Team Update (Page 16)			
	vi. Nominating Committee Update (Page 21)			
VI.	Discussion and Action Items			
	A. Proposal for Alana Rosshirt Memorial	Rose Ann Reaser	15 Minutes	7:05
	B. Board of Trustees Budget Proposal Discussion (Page 22)	Luther Elmore	30 Minutes	7:20
			15 Minutes	7:50
	C. Internal Audit Committee Proposal (Page 24)	Luther Elmore	5 Minutes	8:05
	D. Policy on Personal Days (Page 25)	Sean Hale	5 Minutes	8:10
	E. Policy on Pay Periods (Page 28)	Sean Hale	5 Minutes	8:15
	F. Rental Policy (Page 29)	Sean Hale	10 Minutes	8:25
	G. Executive Session	Nell Newton and Luther Elmore	20 Minutes	8:35
VII.	<b>Adjourn</b>			8:55

**Linkage:**

If the board's primary responsibility is to write high-level policies on behalf of its moral ownership, the board needs a way to connect with its owners, to hear what they have to say and to represent them effectively. This process of connecting and listening to the organization's moral owners is called linkage.

**Moral Ownership:**

The people not at the board table on whose behalf the board governs and to whom the board is accountable. Determining who your organization's ownership is, who gives the board authority and accountability, isn't always easy. Often, you'll have owners that aren't legal owners. For this reason, policy-based governance uses the term "moral ownership" to include all owners, in both a moral and a legal sense. Another term for this is "sources of accountability and authority."

**Linkage Dates:**

March 27 9 am to 4 pm training with continuing and new Trustees learning linkage and current Trustees in their last term learning facilitation.

Sat Apr 10th	10am-1pm	Saturday Morning Session
Sat Apr 10th	10am-1pm	Mens Group Retreat, @ U-Bar-U
Wed Apr 21st	6pm-9pm	Wed Eat and Meet Session
Thu Apr 22nd	7pm-10pm	Young Adults Group Session
Sun Apr 25th	2pm- 5pm	Sunday Afternoon Session

First UU Austin Interim Ministry Appraisal – Minister Submission

City-State: Austin TX

Name-Interim-Minister: Janet E. Newman

Date-Ministry-Began: Aug. 15, 2009

Appraisal-Date: Jan. 19, 2010

Involved-Eval-Process:

Eval-Description:

Evaluation-By: Interim-Minister

Eval-Stage: After-6-Months

Shared-Appraisal: Yes

1a-Claimed-Honored-Past: On-Track

1a-Claimed-Honored-Past-Comments: I believe that the congregation has been highly responsive to my guidance in claiming and honoring its past. On the congregational time-line they expressed much pride in their accomplishments over the years. The Transition Team picked up on these themes in the homilies on Jan. 17. There were more notes of pride than of disappointment in the congregation's activities throughout its life. Well on track.

1b-Engaged-Grievs-Conflicts: Satisfactory

1b-Engaged-Grievs-Conflicts-Comments: I believe that again the congregation has been very responsive and thoughtful. The timeline demonstrated that there remains a clear gap in how congregants view the dismissal of the former called minister, and many persons acknowledge that pain was widespread throughout the congregation. This recognition is very important as the church continues to heal, although it is a harder task than acknowledging their accomplishments.

2-Recognizes-Identity: On-Track

2-Recognizes-Identity-Comments: I am very much impressed by the work of the Bridge-Builders and other leaders in their efforts to help the congregation recognize its unique identity and strengths, as well as its needs and challenges. Soon there will be open forums for congregants to engage in facilitated conversations that will lead to the creation of a clear identity of today's church. Included in this new identity will be a covenant of healthy relations for all in the church. Also included will be the development of a clear mission based on the congregation's purpose and values as they are now. Both of these creations will enable the church to engage inwardly and outwardly in a constructive way.

3a-Understands-Leadership: On-Track

3a-Understands-Leadership-Comments: It seems to me that the congregation has made significant progress in understanding the leadership roles of the minister, church staff, and lay

leaders. The inclusion of an excellent Executive Director is a very positive move.

### 3b-Navigated-Lead-Shifts: On-Track

3b-Navigated-Lead-Shifts-Comments: The congregation is doing very well in navigating the shifts in leadership that may accompany times of transition. I was very grateful to learn, well before I arrived on site, that the Board was working through the Nominating Committee to develop new lay leadership to share in the work of the church. They didn't wait around for a minister to initiate leadership development, but they recognized a need and began to fill it.

### 4-Uses-Resources: Satisfactory

4-Uses-Resources-Comments: There have been misunderstandings and missteps between the congregation and the Southwest Conference and the UUA, but in time with good will those fences can be mended. Of all the times in the life of a congregation the need for such resources is greatest during its period of transition, and many recognize this. Attendance at G.A., district conferences, and annual meetings is improving, which is a good sign that relations are improving.

### 5-Vision-Stewardship: Satisfactory

5-Vision-Stewardship-Comments: As the church is still in the first year of Interim Ministry, it is too soon to expect the people to be prepared for new growth and new professional leadership. I am confident that by this time next year, they will be. That is the ultimate reason I am here as the Interim Minister.

6-Capably-Ministering: I believe that I have been ministering here and attending to the positive side-effects as well as the negative ones that resulted from the dismissal of the former minister. The only constraints I can think of are those times when congregants make it clear that they do not need my ministry, and those occasions are far fewer than they were last year, so things are looking up!

7-Self-Care: I am pretty good about taking my sabbath day and not doing church work then. This year I have not been challenged when I took a 2 days or a week (during the holidays) to attend to things at my base camp or to be with a dying colleague.

8-Needful-Issues: I hope so. One of the issues that required courage was to address the concept of grief and loss in regard to the ordeal they have been through. Some resented my suggestion that healing had not been completed as soon as the former minister left. I invited these persons to sit down with me and explain their point of view. No minds were changed, but I think we came to a more positive place in our relationship.

9-Gaining-Cooperation: Some of them, yes. As I stated above, the ones who resented my assertions were more vocal.

10-Requested-Assistance: The Board asked me to work with them to practice policy governance and to work with the Executive Director and be half of the Executive team. It has been successful as far as I can tell. I am also on the Bridge-Builders Action Plan team, and that enables me to

carry thru with the work toward congregational covenant of healthy relations. That, too, is continuing and seems productive. I am doing my best to communicate with committee chairs who seem ambivalent about their roles.

11-Multicultural-Progress: The congregation is attending to community social service very well, in both volunteers and financing, in my opinion. Additional discussion of social justice matters and the need for congregational "heft" has not always fallen on receptive ears. I have managed to do little things: the opening welcome statement in each service is now very inclusive. Also, I have initiated a unison reading of the words for chalice-lighting in Spanish as well as English. Management staff and I have discussed the unique situation of Austin, a liberal oasis in conservative Texas, so I'm finally seeing that my efforts to encourage the congregation to reach out beyond the dominant culture will not be productive here, much as I would like it to be otherwise.

12-Informed-Congregation: As always, some will never be prepared and will never understand. However, there were a number of columns in the newsletter before and after I was offered the job, and a well-prepared series of events for me to attend when I was here in June, 09. I showed the DVD on the Interim Opportunity to several groups of congregants after I arrived.

13-Interim-Program: The leadership, especially the Board and senior staff, has been very committed to making the ministry a "success." I feel that they have been extremely supportive and helpful for me and for the program.

14-Remaining-Time: I would like to be helpful in building bridges between the District leadership and the leadership of the congregation. I feel very badly that there is such a rift. I also would like to work more closely with the membership committee in helping them understand what might be beneficial for new members and guests.

15-Your-Leading-Role: Mostly I find my role in this shared undertaking to be satisfying. The things that bother me have to do with the financial lethargy among some congregants and the subsequent starving of the church. This will take additional time and effort to counter.

### Board Submission

City-State: Austin, TX

Name-Interim-Minister: Janet Newman

Date-Ministry-Began: 08/15/2009

Appraisal-Date: 01/19/2010

Evaluation-By: Governing-Board-Designee

Evaluation-Convener: Chris Jimmerson

Convener-Phone: 512-279-0879

Convener-Email: [chris\\_jimmerson@mac.com](mailto:chris_jimmerson@mac.com)

Involved-Eval-Process:  
The Transition Team

Eval-Description:

The Interim Minister went over the form a month before the appraisal date, as well as the instructions in the interim ministry manual. Board members and transition team members had time to think over the questions before sitting down for an honest discussion with the interim minister. The appraisal was then discussed question by question (some were taken out of order) and the Interim Minister and I both took detailed notes on the discussion. The Interim Minister and I then met and found that our notes and impressions of the discussion matched very well.

Eval-Stage: After-6-Months

Shared-Appraisal: Yes

1a-Claimed-Honored-Past: On-Track

1a-Claimed-Honored-Past-Comments: The timeline exercise lead by the Interim Minister and the Transition Team and the Transition Team's reflections on it were very helpful with this. People expressed a need to have better written, historical records.

1b-Engaged-Grievs-Conflicts: On-Track

1b-Engaged-Grievs-Conflicts-Comments: Some congregants are conflict avoidant. As people return to the RE program, the congregation needs to acknowledge their return and welcome them. They return but they have not had the advantage of recent work - Bridge Builders, the timeline, covenant building.

2-Recognizes-Identity: On-Track

2-Recognizes-Identity-Comments: We are in a great process with this. We have identity but it is changing and growing through the transition. Our Bridge Builders Action Plan establishes a timeline and process to work by.

3a-Understands-Leadership: On-Track

3a-Understands-Leadership-Comments: A few felt this was satisfactory rather than well on track as there is still a need educate the congregation even more on leadership roles and to build trust. Most felt the leadership development training



our nominating committee had been offering was encouraging far better understanding and engagement. Several people noted that the Executive director has shown good leadership.

3b-Navigated-Lead-Shifts: On-Track

3b-Navigated-Lead-Shifts-Comments: There is new leadership emerging and the Interim Minister and the membership committee are encouraging others to explore leadership.

4-Uses-Resources: Satisfactory

4-Uses-Resources-Comments: One person felt we were lagging as we could take better advantage of district trainings. The Interim Minister brought many UUA resources to us and even before this the leadership had reached out -- Peter Steinke for our Bridge Builders process, David Jones from Presbyterian Theological Seminary worked with staff. Our attendance has been better at district conferences and General Assembly.

5-Vision-Stewardship: On-Track

5-Vision-Stewardship-Comments: We are headed in the right direction and doing well considering where we are in our transition.

6-Capably-Ministering: Yes. The Interim Minister jumped right in with all of the things a minister is supposed to do. The Transition Team is great. There were no constraints except when people deny they need a minister's leadership.

7-Self-Care:

Yes. This is hard for us to know exactly. Janet Newman established a Sabbath day and kept to it and in initial negotiations made clear her self-care needs. She will travel home during the holiday.

8-Needful-Issues: Yes. The Interim Minister did this through the timeline and through standing in the pulpit and telling the congregation it is her job to talk about the need to grieve.

9-Gaining-Cooperation: Yes. The Interim Minister is gaining the confidence of the board as we talk now and has done so from the beginning. We are grateful for her skills and talents.

10-Requested-Assistance: We asked her to volunteer for the Policy Governance Task Force. She agreed and has been very helpful with our move toward it. The Director of RE bounces ideas of her and calls her a "great advisor". The Executive Director told a of an ill congregation member coming to the church and the Interim Minister stepping in, taking charge and taking care of the congregant.

She also visited with bereaved youth. She has been adaptive and responsive.

11-Multicultural-Progress: We are now doing the chalice lighting in English and in Spanish. The Interim Minister helped us make our welcoming words focus on being inclusive.

12-Informed-Congregation: The Interim Minister showed a video about the interim ministry twice and we featured articles about it our newsletter. This education is an ongoing process though.

13-Interim-Program: The materials provided by the UUA on the Interim Ministry are very helpful but we could have used smaller, "newsletter sized" items to help with educating the congregation. The search process is very intense, so it is hard to find lay leaders who can abandon their lives and commit to the search.

14-Remaining-Time: The next months will involve implementing what we have started.

15-Your-Leading-Role: Trust building in the congregation is necessary but the Interim Minister has helped us start on the right path. It was the Interim Minister's idea to have board members read special notes from the pulpit at the end of services each Sunday, which has helped make them more known to the congregation. Since Janet Newman came, the feeling in our church is much more welcoming and warm.

submit: Submit to Transitions Office

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