**First Unitarian Church of Portland**  
~ Board of Trustees ~  
**A G E N D A**  
**Thursday, January 8, 2015**

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
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<tbody>
<tr>
<td>6:15</td>
<td>Informal check-in</td>
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<tr>
<td>6:40</td>
<td>Deepening</td>
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<tr>
<td>7:00</td>
<td>Break</td>
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<td>Convene meeting</td>
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<td>Opening words - Michael</td>
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<td><strong>Open “mic” for congregants</strong></td>
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<tr>
<td>6:15</td>
<td>30 mins.</td>
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<tr>
<td>8:00</td>
<td>Break</td>
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**Announcements/Updates**  
- ET Update
- Finance Committee
- Communications Committee
- Policy Evaluation Committee
- 150th Anniversary Report

**Consent Items**  
- Receive the audit
- Confirm Date of Record – 4/6/15
- Maintenance Schedule

**Action Items**  
- What are the next step for Paths for Membership (as a part of our ongoing vision)?
- What does it mean to speak with “one voice”?

**Executive Session**

**Communications Check**

- Process Observer – John H.

**Closing Words**

Adjourn
December
1. Joint NomCom/Board/ET meeting regarding potential nominations for spring election
2. Board Meeting:
   • Holiday party

January
1. Set in process: Annual PEC review of Ministry of Church by ET, Sr. Minister and Board (Bylaws requirement).
2. Board Meeting:
   • Determine Date of Record for Annual Meeting voter eligibility. (Board Sec’y to publish date in Front Steps, Sunday Bulletin, weekly e-News): 4/6/15 (to be confirmed by the Board)
   • Annual Meeting (Ballot) Date: 5/17/15
   • Process Observers and Words assignments

Key dates related to the Annual Meeting
02/17/2015 NomCom earliest date for slates of candidates
03/19/2015 NomCom deadline for slates of candidates
04/06/2015 Date of record - to be confirmed by Board*
04/17/2015 Candidates by petition due
04/23/2015 Deadline: ballots must be in the mail
05/17/2015 Annual Ballot Day

*First Sundays of the month are “new member” Sundays. We choose the Monday after the first Sunday in April in order to include our newest members, while still giving staff adequate time to produce the list of voting members for our ballot mailing.

Board Goals 2014-2015
1. The Board will devote significant time at each Board meeting to generative thinking, focusing on how First Unitarian Church is living out our mission.
2. The Board and Board Officers’ Committee will support and engage with the congregation in the ongoing visioning process, and approve a vision statement by the end of 2014-2015 church year.
3. The Board committees and officers will create a working document outlining the norms and roles of Board work, including the role and function of Board Committees and the relationship of the Board to the Executive Team and Nominating Committee.
4. The Board will be informed and participate as a linkage to the congregation for the Fund Drive, 150th Anniversary of First Church, and the 2015 General Assembly.
First Unitarian Church of Portland  
~ Board of Trustees ~  
Meeting Minutes  
Thursday, December 4, 2014

Deepening - Sharing our prayer or spiritual practice  
6:40

Convene meeting  
7:00


Opening words from John Thompson

Open “mic” for congregants

Stan Jewett—on behalf of the UU Outreach group, Denominational Affairs, General Assembly

Here to talk about GA.

Registration will open on March 1st.

Delegate applications being accepted currently

Church member’s opportunity to represent the church. Applications are available here tonight. You would get an orientation from the UU Outreach Group and choose a church group to represent.

Liz Scully to observe

Alan Combs here to observe

Announcements/Updates

Edit to agenda: After break Executive session then on to action items as there is time.

ET Update:

AFD Update - Kathryn Estey

Running neck and neck with last year. This is a great result because we’ve saved a lot of time.

813 pledges - we usually have right around a 1000

Goal of $1,425,000 - we are at about 85% of goal

Follow-up

○ Personalized email to 400 households that had pledged last year and haven’t this year.

○ In early January we will do a phone-a-thon

○ Then we will declare victory

– Excellent Job by the Stewardship Committee, Laura, and staff!

Bill shared his Blog

– Complicated holiday with the national attention on police accountability. Lots of folks have been protesting and some continue. Bill has focused his blog on this for two weeks. We will be hanging a banner on the building reading, “Black Lives Matter”.

Seminary for a Day January 24

– See Handout.

– Rebecca Parker recently retired Starr King President will be our Keynote

Holiday Season Begins
– Alliance Green’s Sale begins this week
– World AIDS day is this weekend in Daisy Bingham
– Christmas Pageant rehearsal
New Ministerial Intern
– Beginning in January Mary Gear in addition to Slim at halftime
– She met with the committee today

Finance Committee - Michael:
– Tax credit purchased
– we have a surplus and expect it will continue.
– Expect maintenance items for this year at next Board Meeting.
– We do not have our Audit yet but they are working on details.
– Operating Costs: Salaries are slightly over budget due to sexton fees. What does that mean? When there are rentals the sexton fees are assessed if it’s not in the House and Grounds budget it is made up in Rentals line item

Communications Committee - Roger:
Submitted to the ET a draft for what will be 4 weekly updates on the visioning process in the ENews. OK given by ET.

PEC Committee - John T:
– PEC Report
  • He has added a quick summary of what each committee does.
  • Met on the 20th and tried to plan out the tasks needed for the year. Would like some feedback from the Board on the congregational survey. How this will be used in the future so it can be more precisely written. Feedback will be helpful.
  • Board Self-review has usually been done at the end of the year and they are open to other ways to do this.
  • Compliance Review—take a look at areas that have risk or high priority. John and Randy will try to come up with thoughts on how to do that and bring to Board at later date.
  • Move appointment of liaison to Nomination Committee to an easier to see location - now in calendar. Clarify duties of liaison since they can’t attend NomCom meetings.
  • Prior to the January meeting and using PEC new elements drafted last year, they will look at what changes were improvements and those that need more change. Approve at the end of this year.

Consent Items - There were no items

Break

Board and ET moved into Executive Session

Meeting adjourn at 9:30
Submitted by: Kathy Ludlow, Secretary

**Opening:**
Kathy shared a prayer by Marion Wright-Edelman for Children & Christmas.
Short check-in by all.
Quorum was met.
November minutes adopted as written.

**Announcements/Updates/ Discussion:**

**ET Update**
The all-staff holiday party went well - good attendance and interaction.
Holiday events are going well.

**Candidate’s Meeting Recap -**
ET & Board reps to the Nomination Committee Candidates Meeting were pleased with the candidates brought forward.
Number of candidates were thin, made up for by quality names put forth.
Committee is encouraging candidates to attend a Board Meeting, and they have until January to decide if they are willing to run.
We will have one opening on the Board and we believe there are two on the Nominating Committee.

**January 8 Board Agenda -**
Audit will be ready.
December 30 is due date for items to the Board Packet.
Current Restricted Gifts Policy is okay according to the auditors. Kathryn will follow up with a protocol for the office.
Randy will update us on the 150th Anniversary.
Action items from December meeting will be discussed.
Additional action item: consensus/speaking with “one voice” topic brought up by John H through emails. There will be background in the Board Packet.
Action item on Paths for Membership. Do we need to work up questions, or have BOC review next month, then take to Board? Ameena will look at the material and decide.
Add short Executive Session to the January Board Meeting. Ameena will decide either at end or beginning of meeting.

Protocol for concerns brought to the board. Ameena will write-up a three-step approach for the next BOC meeting.

**Scheduling Listening Project -**
February through mid-March are good months to have these events. CommComm schedule with church calendar beginning in February through mid-March. Avoid February 15 holiday and Oregon Spring Break (last week of March). Foundation Sunday is February 22. Ideally, we will schedule a Sunday and two week nights.

Meeting adjourned 5:15pm.
To be sent separately with audit information.
Speaking with “one voice”

- What does it mean to speak with “one voice”?
- What is the best way to address the existence of diverse viewpoints after a decision has been made?
- How should we address that a decision is difficult while still being supportive of the decision?
- How do we make final decisions clear when they have been reached by consensus rather than by a vote of the Board?

Our Governing Policies describe this policy in section 4.2, subpoint I, as well as in the Covenant of Leadership:

Speak with one voice to support Board decisions after subjects have been discussed and decided. Trustees’ interactions with public, press or other entities must recognize the inability of any Board member to speak for the Board except to repeat explicitly stated Board decisions. The Moderator has the authority to speak to the press in the event that the Board needs to communicate more than its Board decisions. (p. 16).

Our promises to the ministers and to each other on the board of trustees

We promise to…
- discuss, debate, and disagree openly in board meetings, expressing ourselves as clearly, honestly, and courteously as possible so that we are certain that the board understands our point of view
- support the final decision of the board, whether it reflects our view or not (p. 34)

In Governance and Ministry, Dan Hotchkiss discusses this idea by noting:

At meetings, board members disagree sharply, but once a vote is taken, the duty of obedience requires every member to speak with respect of the decision and the board’s authority to make it. Some boards carry this obligation further, and forbid members to disclose their disagreement to others in the congregation. I think this practice goes too far and violates the basic principle of openness about board business. But at the very least, a board member should say something like, “It was the board’s responsibility to make this decision. I disagreed and said so, but we had a frank discussion and a vote, and now it is time to move ahead” (p. 89).
Re: White paper on paths to engagement for discussion on Dec. 4 [Jan. 8]

Please read this draft to discuss at our meeting. My hope is to begin to better articulate paths new members might follow to make connections in the church. I look forward to your thoughts.

Paths to engagement at First Unitarian Church

“From you I receive, to you I give, together we share and from this we live…” those words are from a song we often sing as the children and youth leave the worship service to go to their classes. They also nicely articulate our individual connection to the community, no matter what our age might be.

Membership in a Unitarian Universalist congregation is a decision to be in covenant with others and to be on a path together—to grow spiritually, to work for justice, to be in community. It also offers us both and invitation—and a challenge—to discern our own spiritual path. And indeed, as a religious body we have been reluctant to articulate requirements for what that path might look like. But sometimes for those who are new to this faith—and particularly for those seeing all the options available in a large church like this one—that path can feel like a big open road and a little overwhelming.

In January we are going to trying inviting people into a welcome circle immediately following the service in one of the galleries in the sanctuary. As soon as possible we want to offer a chance for someone to tell us their story. This circle would be led by the worship assistant and likely be 15 to 20 minutes long, depending upon how many people come.

For those on the journey to membership, we offer regular classes called Introduction to Unitarian Universalism and Path to Membership. And as you find your way as a member in this community we want to articulate some ways you might be connected. And then we hope to offer some parts for deepening your engagement.

Elements of membership

To begin we’d like to better articulate what it means to be a member and recommend ways for people to get connected.

Community
--new member connection group
--Classes and retreats
--pastoral support
--Good Times
--other small groups including covenant groups

Service
--in our community through ushering, helping in social hour,
--connecting the generations through teaching
--through our social justice program
Generosity
--making a financial commitment that is generous within your means

Paths to engagement

Once you are a member, some questions we might ask: What is your calling? How is it you hope to learn and grow as a member of this beloved community? Every person’s journey is unique but here are some possible paths to consider for how you might get more deeply connected and also grow spiritually. We want First Unitarian Church to be a place where that growth is nurtured and sustained.

On each path we hope to offer a class or group to get you started, opportunities for growth through classes and groups (Most of what is listed come from our fall 2014 adult programs) and finally opportunities to go deeper. All these are not fleshed out, but hopefully you can get a sense of how each path might progress.

Path: Spiritual engagement

Beginning

Threshold class or group on spiritual practice

Classes offered (in the fall term 2014)

--Day of mindfulness
--Bible study
--Way of the heart
--In Gratitude
--Life, Liberty, political philosophy

Small groups
--meditation groups
--contemplative prayer group

Going deeper
--Wellspring

Path: Creativity and the arts

Beginning

Threshold class or group

Classes offered
--Shakespeare retreat
--Poetry workshop
--Storytelling

Ongoing groups
--Book study
--quilting group

Going deeper

Path: Body and soul

Beginning

Threshold class or group

Classes
--yoga retreat
--Qigong
--T’ai Chi Chi
--Ecstatic dance

Ongoing group
--labyrinth

Going deeper

Path: Engagement through activism

Beginning

Threshold offerings

Classes
--Current events
--Systems of Oppression
--Multicultural Competency

Lectures and Films
--Economic Inequity
--Climate Change Solutions
--Famous Authors

Going Deeper
--Spiritual Retreats
--Community Organizing
--Collective Actions

There are still lots of questions:

- How many paths? Are there too many in this proposal?
- What would the threshold groups/classes for each?
- Is there some kind of new member class that covers them?
- Where is wellspring?