First Unitarian Church of Portland  
~ Board of Trustees ~

AGENDA  
May 5, 2016

6:00  **Board Dinner**
6:25  Informal Check-in
6:40  Deepening
6:55  Break

**Board Meeting**
7:00 pm  Convene Meeting
Opening Words: Andy  
Review Agenda
Announcements
- Board Retreat – June 3 (evening) and June 4 (day)
- End of year Board social gathering – May 22 (evening)
- Annual Voting Dates
  - April 29 - Ballot mailing deadline
  - May 22 - Ballots Due
- Finance Committee Quarterly meeting – May 8 after both services

7:02  Timekeeper: Laura
7:03  Open mic for congregants (2-3 minutes per congregant)

**Updates**
7:13  ET Update
7:18  Finance Committee Update
7:23  Communications Committee Update
7:28  Policy Evaluation Committee Update

**Consent Agenda**
7:32  Approve five year church goals
As of 4/27, there is still Board online discussion taking place. Goals will be sent under separate cover and posted on the Board website as an addendum to the Board packet.

7:35  Break

**Action Items**
7:45  Vote to close Board meeting to hear report on organizational development from David Keyes
(This is provided for in our Bylaws in Article VI Meetings, Section 4 “(c) Church members may attend any meeting of the Board, except that the Board may elect to close all or a portion of a meeting in order to discuss personnel matters, to protect the privacy rights of an individual, or to protect the financial or legal interests of the church.”)

7:50  Report from David Keyes
Board Goals 2015-2016

• In order to make policy-based governance more accessible, the Board will continue working on a document describing and delineating norms, roles, and processes.
• The Policy Evaluation Committee and the Board will perform a comprehensive review of policies and by-laws, and make recommendations for policy revision.
• The Finance Committee and Board will present a meaningful budget, which allows congregants to understand the programmatic results of their giving and cultivate a culture of deeper generosity.
• The Board will use the vision statement to develop five-year goals.

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Vision Statement

First Unitarian Church is a beacon of hope for us and for our community, a spiritual center in the heart of our city that helps each of us to find our moral compass, calling and challenging us to build the beloved community with an ever deepening sense of spirit, diversity and inclusion.
First Unitarian Church of Portland
Board of Trustees Meeting - April 7, 2016
Draft Minutes

Attending: Ameena Amdahl-Mason, Randy Russell, Alan Comnes, Maryann Roulier, Evie Zaic, John Thompson, Andy Parker, Michael Cunningham, Darin Stewart, Laura Milne, Rev Bill Sinkford, Rev Tom Disrud, Kathryn Estey, Terri Burnor, Kathy Ludlow
Absent: John Hutzler
Guests: Pat Malone, Teri Martin, Stan Jewett

Ameena opened the meeting at 5:00pm.

Opening words were shared by Laura.

Ameena reviewed announcements and the agenda.

Minutes from March Board Meeting were approved as amended: Under goals discussion “We’re good at programmatic content and NOT AS GOOD AT helping people make connections to community”, and January not June was a good month financially. Motion made by John T and seconded by Darin.

Open Mic:
Pat Malone and Teri Martin from Leadership Development Committee will share their comments during updates.

Updates:

Executive Team -
• We’re wrapping up the church year.
• Creating Connections Auction moving along well.
• Sewell Lecture is tonight
• Processing the learnings from Sunday Soul services. We’ll have some technology improvements in Sanctuary as a result.
• 150th Anniversary concludes with a celebration after one service on Sunday June 12.
• Mark Slegers’ ‘roast’ will be June 10.
• Budget has been submitted (and will be reviewed tonight)
• Planning calendar for next church year is well set with preaching and events.
• Summer services will include our called ministers with guest preachers, no summer minister.
• Music Transition - DeReau Farrar will visit First Church April 17 weekend and be introduced from the pulpit.
• Dr David Keyes’ report will be shared with the Board at our May meeting.

Finance Committee -
February was a good month, second in a row, with $22,000 over budget. End of month surplus is $29,000 and Year to Date is $151,000 to the good. Operation costs are well contained.
Communication Committee -
• Annual Survey had 450 responses - great success. Let CommComm know if there are segmentations board members would like to see.
• Preliminary info has gone to the Music Search Comm and to David Keyes.

Policy Evaluation Committee -
Learning curve this year. Reviewing policy changes has brought up a variety of views. Will bring proposed changes to board.

Communication Management Sub-committee -
John T has agreed to be mediator. Discussions have agreed on goals and process to help Finance Committee function more smoothly, and bring closure to the process.

Leadership Development Committee -
• Pat and Teri shared the history of the committee, where they are now, and goals going forward. They are now sub-committee of Nominating Committee, with two members of NomComm be on Leadership Development.
• They shared long term and short term goals from their report, and would like to hear areas of focus from the Board. See Report in April board packet.

Consent Agenda -
Randy moved and Maryann seconded we approve all three consent agenda items: Mark Slegers Minister Emeritus of Music, Support Rev Pupke’s petition for UUA President, and The 2016 Slate of Candidates:

Board of Trustees

Alan Comnes – Appointed in 2015 to complete a term ending in 2017
Matt Swafford – 1st full term
John Thompson – 2nd full term
Leila Wrathall – 1st full term
Evie Zaic – 2nd full term

Nominating Committee

Linda Craig – 1st full term
Linda Hunter – 1st full term
Bethany Small – 1st full term

Discussion: Support of Rev Pupke’s petition is not an endorsement.
All voted in favor of the items.

Break -
Auction donations from the board will be Karaoke June 2, and Beer, Brats & Bocce on September 10.

**Action Items:**

**Discussion and Approval of Budget** - Michael

- Referred to the Resources to Fulfill Mission sheet with budget broken out by mission elements.
- Pleased the budget reflects items from the Board and Finance Comm including - specific young adult involvement, auction as part of the budget, increasing dues for the larger association.
- Noted and welcomed the 1/2 time Congregational Life position. Q on funding - it will start with seed money. This reflects a direction for highlighting a pressing need and adds clarity to the budget. Position would start mid-church year 2016-2017.
- Board would like to address ministers salary increase. Will receive copies of minister’s contracts. Although Ministerial Relations Comm is charged with recommending increased salaries, the Board sees it as our role. Comes as part of 3 year review. Best timing is in the fall so recommendation can be part of budget cycle.
- Motion by Maryann, second by Evie to approve the budget. All in favor.
- Michael shared a public thank-you to Kathryn Estey and Zaida Cooper for their incredible responsiveness to timeline needs.

**Five Year Church Goals** -

Building on prior board meeting discussion and on-line comments, write-ups from Rev Sinkford and Laura - 4 categories for goals were expanded on and discussed.

**Congregational Life**

- Bringing in new members - integrate them using pathways for engagement across age/experience spectrum.
- Support cultural transition from an overgrown ‘program’ church to mission-driven ‘corporate church’.
- We’re all together to live out mission of church not individual programs
- Intentional decision that new members be part of a UU class - place for community, covenant groups, path for personal growth
- Some focus on structure for young adults
- All programs remain
- Look for one-time ways for busy folks to contribute to church.
- More coordination for volunteer efforts as part of pathways for engagement
- Board needs to not be so programmatic too.
- Intro to UU and Pathway for Membership classes need to happen closer together to keep momentum for new folks.

Summary: More developed programmatically, want to welcome and integrate newcomers related to like age & life circumstance in addition to programmatic core related to mission of church.

**Governance Revisions**

- Shift policy approach to board focus on generative, mission-central conversations in partnership with ET.
- Recognize principles brought to our governance policies - collaboration, transparency, democratic process, generative discussion
- Reduce number of policies - simplify and clarify.
- Change monitoring expectations.
- Lack of understanding by congregation of relationship between ET and Board - regular meetings with congregants to improve understanding of this and the linkage between Board and congregation.
• Understand central function of PBG
Summary: short term simplify policies, long term continued education around linkage & PBG.

Financial Sustainability and Growth
• Invigorate stewardship efforts.
• Dual efforts - culture of generosity and building connections to inspire congregational support.
• Communicate strategy around stewardship including curriculum around spirituality of giving, gratitude and celebration
• Foster collaboration throughout congregation - volunteer base, ownership of fundraising with board, pull together with Foundation. Staff these needs
• Plan to pay off Buchan mortgage before 10 year mark. (Capital Facil discussion as well)

Capital Facilities
No time for additional discussion by Board.
Highlights from written comments include:
• Complete Major Equipment & Maintenance Plan - work for adequate funding
• Look at refurbishment of existing structures, parking and long term replacement of SW corner offices and possible sanctuary.

Big thanks to Laura Milne for her outstanding long-term work on stewardship of our church.

• Discussion of goals will go back to BOC for more detail. Other board members are encouraged to join them April 20, 4:30, if interested.
• Would like 5 year goals as consent agenda item in May.

Communications Check -
CommComm will continue synthesizing the survey and cafe conversations into reports and sharing with congregation and staff.

Process Observer - Alan
Stayed on time, even with early start time.
Really had generative discussion tonight.

Closing words from Laura.

Adjourned 6:55pm.
Respectfully submitted,
Kathy Ludlow
First Unitarian Church of Portland  
Board Officers Committee Meeting  
April 20, 2016

Attending:  Rev Bill Sinkford, Rev Tom Disrud, Ameena Amdahl-Mason, Randy Russell, Michael Cunningham, Maryann Roulier, Darin Stewart, Kathy Ludlow

Maryann shared opening words on authority, followed by brief check-in by all.

All were in favor of adopting the March BOC minutes as written.

Quick review of upcoming dates. The new board candidates will be invited to the May board meeting. We’ll have a team building event after dinner at our June 3 board retreat.

ET Update:
DeReau Farrar is here meeting with music staff and choirs. All is going well.
June 12 is the end-of-year party celebrating our 150th year.
June 10 is a roast for Mark Slegers. Fundraising is happening for honoring Mark into the future.
Dr David Keyes will attend our May board meeting and share his report.

Discussion Items:
Nominating Committee wants to share a social event with Board - something informal and after the Ballot Sunday. Randy is helping coordinate.

End of Board term celebration for Aimee Santos-Lyons, John Hutzler and Michael Cunningham. Kathy will collect comments from other board members for pages in our board book. Due to Kathryn E by 5/10.

Board Planning - short discussion of timing for appointing committee members. Suggested after board committee chairs are chosen. Finance Committee needs their committee by July for their work. Ameena will ask board members of their committee preferences.

Five Year Church Goals:
We reviewed discussion from last board meeting on 5-year goals, the on-line discussion prior to the board meeting, and input from Bill and Laura. Key points for each category were highlighted and a BOC member will draft a goal to share with rest of BOC, then consolidated by Ameena and sent to whole board for review. Hope to have as a consent item on May board agenda.
Congregational Life - Randy, Governance Revisions - Ameena, Financial Sustainability & Growth - Michael, Capital Facilities - Kathy

May Board Meeting:
Most of the meeting will be with David Keyes, sharing his report. Discussion and recommendation to close this portion of the meeting since current jobs and employees may be discussed as part of the report. Intention is to share with entire board prior to May meeting, and follow-up sharing with congregation.

Meeting adjourned at 6:00pm.
Respectfully submitted, Kathy Ludlow, Secretary
First Unitarian Church

Communications Committee Meeting

April 25, 2016

Draft Minutes

Attending: Kathy Ludlow, Alan Comnes, Maryann Roulier, Evie Zaic

Absent: Ameena Amdahl-Mason

Café Conversations were deemed a great success. A total of 38 congregant participated in the two sessions. A listing of the responses to the 3 questions discussed is appended, along with a summary of the “take away points”. Both will be sent to participants in the discussions. Primarily what is wanted is more information about what is going on within the church and an opportunity to provide input to decisions. Our thanks go to Evie and Kathy for compiling all of the data.

Potential next steps were discussed. Some possibilities include: an expanded annual report, which is apparently being put together by church staff, a booklet describing “how to navigate” the church, e.g. where to find information. It is apparent that the Board is expected to be a link between the ET and the congregation. Toward that end, Communications Committee might be well advised to sponsor at 2 – 3 listening sessions for the congregation per church year on topics of interest at those times.

It was agreed that we would share the comments of the sessions as well as the summary with the Board and the ET (attached).

The 2016 congregational survey is completed. We are pleased that there were 450 responses to the questionnaire. The final results of the music director portion of the survey has been sent to Chris Tanner. It is already being used in the search process. The balance of the survey was divided up among Comm Comm members for tabulation and analysis: Evie and Kathy are looking at questions 1 – 3, what congregants would like more of and what ought to be improved.

Alan will consider the questions about our mission and provide a comparison with last year’s results. Maryann will look at the final comments and attempt to analyze the comments from the 32 congregants who wish to be contacted. Our thanks go to Alan for all of his work on the survey.

A draft response to Arnie Pickar’s letter about parking was reviewed. A second draft will be reviewed by the committee, forwarded to the ET for its thoughts, then sent to Arnie over Ameena’s signature.

The meeting was adjourned at 5:37 p.m.

Submitted by Maryann Roulier
Draft

Café Conversation Conclusions

What does Transparency mean to you?

Trust

Information should be available.

All deliberations would be shared openly.

Clear consequences for decisions would be available,

Decision making would be participatory

What decisions are being made and who is making them?

How can I influence decisions before they are made?

All budget line items are available

What would transparency look like at our church?

The Board and the ET need to embrace transparency.

Earlier and clearer communication about decisions.

Electronic communication would be timely.

Congregation needs to fully understand the role of the Board and its limitations

Letters and suggestions would receive responses.

Take the steps outlined above in meaning of transparency, e.g.

- provide information about decisions to be made
- invite input into decisions to be made,

What is my role in Transparency at First Church?

Show up.

Pay attention.

Ask questions.
Take the initiative to examine information.

Voice my needs constructively.

**Question 1: What does Transparency mean to You?**

Transparency grows out of a relationship where the ET, Board, staff, and congregants [elements on a circle] all work toward a common mission ["mission" in the center]

- no secrets

- Financial detail is visible

- Watching how policies are made

- Required trust
  - Congregants - Board / staff [is] primary
  - Open communication - goes both ways
  - Genuine concern no personal agendas
  - Staff and Board acting in the best interest of congregants
  - Not concealing
    - Mission level
      - Policy
        - Tactical - Accountability
  - Concise communications
    - Annual Report - QUUF example
    - Annual Meeting
      - People who are making the decisions gather info from all sources.
      - Anybody knows where to go to get all the answers. Ombudsman - One source to direct questions and concerns.
    - Executive Team and Board would be willing to share all deliberations openly.

**Trust** - transparency is not there because the trust isn’t there. These go hand in hand.

Information should be available even if not every congregant is interested

Programs visibly available - website and elsewhere. Action by board: create a membership booklet on how to navigate the church

- Clear lines of decision-making
- Knowing what to ask for
- Clear descriptions of consequences for decisions
- Participatory decision making, when possible
- Need for democracy. Action by board: Explain our process clearly and share Annual Report in meeting setting.

- What happened to the annual meeting

- Transparency is needed in a large organization. Characteristics
  - Desired information is easy to get - electronic and not
  - Avenues are needed for those who want it when they want it
  - Deliberate [conscientious ] execution of policy based governance.

  Transparency = policy based governance (if done well)

- Five (5) "W's" [who what where when why (?)]
• How do I find out the Board's Agenda - Action by board: Advertise in various ways the Board meetings and agenda, currently found on board web-page.
  • Take part
• What decisions are being made, who is making them, what criteria are being used. How do I interact?
• How do I influence decisions before they are made (or afterwards via appeal process)? Examples:
  • Sextons and union (Why was this a surprise?)
  • Choir fees
• What is policy based governance (PBG), what is relationship of Board, Congregation, and Ministers (Executive Team, ET).
  Sure I am being heard - Board and ET are listening. Action by board: Create more times to meet and share with congregants.
  • Opposite of secret. Not understanding why decisions are made
  • Response to letters
  • Have info about all Board & ET decisions. e.g.: policy, budget admin issues
  • All budget line items
  • ET reports to Board/Board reports to congregation
  • More information should be given when major changes happen at church. This applies to MAJOR and BIG decisions should be the focus union issues, Buchan BLG debt  Another issue – new choir director earlier sharing of approach etc. Seems info came rather late
  • Transparency= quantity of info want input early. Messaging needs to be thoughtful and informative-feel inclusive. Don’t avoid hard issues: Example-AFD feels like we avoid making important connections- our mission requires money
  • Accountability for our pledging
  • Using modern technology to get the word out. Multiple ways to get info to congregants.
  • Transparency- sense of ownership in my church. Feeling your opinion is valid
  • What is the structure for us to give input and whom do you contact.
  • User-friendly info web that is easily accessible
  • Transparency means I’m trusted to handle details I don’t feel trusted now.
  • Transparency means being included on the journey.
  • How is money applied to mission? Are all programs in sync with our mission?
  • Transparency= feeling connected and valued
  • Transparency would be more exact numbers on the pie chart
  • Transparency= total and congregants decide

Question 2: What would transparency look like in our church?

• Membership coordinator would lead to transparency (new people get to know organization)
• Improved culture and behaviors of trust
• [Inform congregation] what’s under consideration in advance of agendas
  • Respond consistently to congregants letters/ Issues
  • Bring congregants in on discussion issues at an early stage.
• Make [information] easier [to access] -- more available.
• Trade-offs of quantity and quality of information
  • [Example:] Annual reports--
    • No longer comprehensive
    • Budget presentation no longer detailed
• Undertake a Cultural Shift
  • Board and ET need to embrace transparency.
    • [Shift needed because there is now a] disconnect between Sunday services and rest of Church's life
• Published booklet on organization of Church
  • Social justice
  • Membership committee
• Training for Board and Congregants on PBG yearly (basis for transparency)
  • What is transparency? See Church Transparency Project [website].
• Salaries of key staff
  • Comply with IRS Form 990
    Balance of information available and effort required to find it:
    Prioritization
    Understandable--multiple levels of detail [provided]
    Access issues
    Measure outcomes
    Congregation fully understands the role of the Board and limitation of the Board's authority and ability
    [within PBG] to act
    What does it mean that the congregation is the church? What rights and responsibilities do I have?
Expectations, especially for unchurched.
  An understanding of decisions
  electronic communication - timely
  contact information available
  app (like GA app - to know what's happening)
  how are decisions made
  who provides input
  who is the final decision-maker
  tech committee?
  user documentation
  phone number for tech support
  Bill's blog is a big plus in this area
  social justice opportunities in a timely manner
  text updates for time sensitive issues
  Minutes available - more info about where / inboxes in narthex
  Language important e.g.: 'voting' for board = 'ratification'
  Procedure for nominating known
  Democratic = How participate? What vote on?
  Understand PBG - not democratic
Delegation to ET loses transparency
Present minutes in story form
On joining the church some information on governance and guidance on navigation church organizational structure would be useful.
   Having a mentor for new members or visitors with asset of topics to review
   Is there a connection between transparency and welcoming?
Two-way communication on our website places to make comments and ask questions. Could write needs and congregants to look at those to help and respond
   Continued use of multiple media what is “OK” to be broadly transmitted need to decide ahead of time
Clear boundaries
   Expectations example, if asked for money how is it used.
   Clearer and earlier communication about issues
Timeliness is an issue would think this would be important
   Budget would include salaries benefits of all ministers and staff and rational for the job along with description of the jobs they do.
   Want to know what ministers are doing accountability related to job description
   What are fees for all programs?
   Want to know what ministers are doing ex monthly report Want to be linked

Question 3: What is your role in Transparency at First Church?

• How do questions that come up get answered?
  • What is the process - I know the process.
• If you are concerned about an issue, how do you interact, find information, guide others?
• Connecting various communities to the larger whole - see the big picture
• Perceive the ET not want to help not using committees work
• Asking questions when concerned
• What should committees be asked to do, frequent lack of follow through
• Be an enthusiastic supporter of all in church (but you need transparency to do that)
• Own responsibility [take initiative] to examine information released and communicate [views / reactions] to the Board
• Be present / not give up. [Role expressed after summary of a recent frustrating experience with Church staff and leadership regarding the new choir fees charged to non-pledging participants
• Participate in governance
  • Share in ways where we can contribute [be effective]: skills, talents, gifts
• Endeavor to understand Policy Based Governance
  Trust is built on transparency; transparency breeds trusts
  Decisions made don’t surprise people
  Ask questions
  Pay attention
  Figure out what you need to know.
Communicate clearly concisely as leaders; willing to take criticism & be accountable
Know your role
Human connection
Speak your truth
How do humanists become visible in the church?
Groups’ ability to connect with the congregation
Come to annual meeting and ask questions. (Not worry about quorum) They will come. Give them lunch. This is possible with large congregation.
Ask for well publicized meetings by Board for input. Show up!
Don’t require that my ideas be implemented.
Participate in discussion re: mission and will be reflected in budget annually/zero based budget
Bring to light best, or alternative, practices
Insist on follow up / follow through
Become knowledgeable re: church. "HowdoI.com" (wisdom)
Become mentor-engage
Balance transparency with holding / honoring confidences
Designated opportunities to discuss sensitive issues
Transparency is a stand in for disenchantment
[response] Move from infatuation to love

[Darin provided the metaphor that the Church is a lot like a vacuum cleaner without a bag: we are really good at sucking in new congregants but we have nothing to keep them inside]
Not complaining but voice our needs constructively
Put more time into being informed if issues come up we need be responsible on sharing information
Principles of UU apply to all sizes of churches
Be responsible if hear gossip...verify
Appreciate volunteers and their work
Culture of the church and what are your responsibilities work together to find problems and help fix them
Congregants could step up and help fix needs if know via transparency what they are.
Dealing responsibly with information. Modeling responsible communication
Avoid triangulation of issues be more direct and respectful (don’t gossip)
We all take on role of transparency to support the beloved community share and ask questions
Ask yourself how you’re supporting the Beloved Community when difficult issues arise
We would like members of the executive com. be a part of these types of conversations and we should advocate for that
PEC Meeting Notes 2016-04-14

Discussion of the Principles and Processes to Bring to the Board of Trustees for Modifying Our Governing Policies: We had a lengthy discussion of the attached draft of the principles and processes to suggest to the Board of Trustees for modifying our Governing Policies. We agreed to have Cindy Cumfer synthesize our discussion and combine it with the proposal she had made previously. After review by the PEC, we will forward this on for the Board to consider, either at a Board meeting, or at our retreat.

Board Self Review: John Thompson will send out the Board self review form we have used in previous years, and collate the result
Democratic Process and Transparency: An important element of our mission is to use democratic processes and transparency in decision making. All meetings of the Board of Trustees and associated committees will be open to the congregation, unless legal requirements for confidentiality are present. After approval, minutes of all meetings will be readily available subject to requirements for confidentiality. Major decisions having substantial impact on how the church is run will be made in collaboration with the Board of Trustees and congregation, in keeping with our covenantal relationships with one another. When the significance of a decision is in doubt, the Board Officer’s Committee or full Board of Trustees should be consulted.

Covenantal Relationships and Collaboration: Our relationships with one another are covenantal and collaborative. The relationships themselves are of major significance and are based on deep caring for each other, and are determined by mutual agreements on how we wish to be together. In covenantal governance, these agreements focus on how decisions are made, and what types of communication and support need to take place for them to be implemented effectively. The process employed is critical in maintaining the relationships.

Delegation of Management: Delegation of management of the church is made to the Senior Minister and secondarily to an “Executive Team”. The final authority to make a decision rests with the Senior Minister or his or her designee.

Accountability: The Board of Trustees, Ministers, staff, and congregation are all accountable to the mission of the church and to each other. As expressed in the vision and 5 and 1 year goals, progress will be assessed in formal executive team reports twice each church year, in monthly updates at each board meeting, and in specific discussions of the Board of Trustees and its committees.

Oversight: After any change in the composition of the Executive Team, the ability of that group to manage the church will be assessed by the Board of Trustees, or by an outside consultant with the appropriate credentials to make such a determination. Ongoing oversight of the Board of Trustees and Executive Team will consist of:

- bi-yearly executive team reports covering the elements of our mission and progress toward our 5 and 1 year goals,
- yearly financial reviews or audits,
- the Board of Trustees self review.

Every third year, in collaboration with the Executive Team, an outside review of church management, or if desired, some aspect of it, will be made.
# First Unitarian Church
## Year-To-Date Operating Summary
### 3/31/2016

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<th>ACTUAL OPERATIONS YEAR TO DATE</th>
<th>ACTUAL OPERATIONS YEAR TO DATE</th>
<th>ACTUAL VARIANCE</th>
<th>BUDGET VARIANCE</th>
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<td>1,001,333</td>
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<td>1,454,512</td>
</tr>
<tr>
<td>Justice Begins At Home</td>
<td>65,972</td>
<td>-</td>
<td>(65,972)</td>
<td>84,000</td>
<td>18,028</td>
<td>-</td>
</tr>
<tr>
<td>Occupancy Expense</td>
<td>202,844</td>
<td>186,789</td>
<td>(16,056)</td>
<td>199,477</td>
<td>(3,368)</td>
<td>264,831</td>
</tr>
<tr>
<td>Program Expense</td>
<td>245,289</td>
<td>226,199</td>
<td>(19,090)</td>
<td>233,940</td>
<td>(11,349)</td>
<td>324,083</td>
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<td>Rental Expense</td>
<td>13,709</td>
<td>16,457</td>
<td>2,748</td>
<td>15,965</td>
<td>2,256</td>
<td>20,220</td>
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<td>Administration Expense</td>
<td>27,263</td>
<td>36,120</td>
<td>8,857</td>
<td>47,355</td>
<td>20,092</td>
<td>67,443</td>
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<td>Interest Expense</td>
<td>49,664</td>
<td>50,759</td>
<td>1,095</td>
<td>51,000</td>
<td>1,336</td>
<td>62,336</td>
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<tr>
<td>Other Expense</td>
<td>6,994</td>
<td>1,356</td>
<td>(5,638)</td>
<td>3,300</td>
<td>(8,694)</td>
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<tr>
<td>Buchan Principal Payment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>Total Operating Costs</strong></td>
<td>1,622,004</td>
<td>1,548,551</td>
<td>(73,453)</td>
<td>1,636,370</td>
<td>14,365</td>
<td>2,200,219</td>
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<td><strong>Net Church Operations</strong></td>
<td>165,357</td>
<td>162,675</td>
<td>2,682</td>
<td>193,421</td>
<td>(28,064)</td>
<td>101,025</td>
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<td><strong>Reserve Account Deposits</strong></td>
<td></td>
<td></td>
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<tr>
<td>Annual Operating Reserve</td>
<td>34,519</td>
<td>32,570</td>
<td>(1,949)</td>
<td>34,519</td>
<td>-</td>
<td>46,025</td>
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<tr>
<td>Major Repair &amp; Equipment Reserve</td>
<td>1,417</td>
<td>12,750</td>
<td>11,333</td>
<td>12,750</td>
<td>11,333</td>
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<tr>
<td><strong>Total Reserve Deposits</strong></td>
<td>35,935</td>
<td>45,320</td>
<td>9,385</td>
<td>47,269</td>
<td>11,333</td>
<td>63,025</td>
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<tr>
<td><strong>Net Church Operations After Reserve Deposits</strong></td>
<td>129,422</td>
<td>117,355</td>
<td>12,067</td>
<td>146,152</td>
<td>(16,730)</td>
<td>38,000</td>
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<tr>
<td><strong>Investment Income</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Dividend &amp; Interest Income</td>
<td>948</td>
<td>419</td>
<td>529</td>
<td>-</td>
<td>948</td>
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<td>Realized Stock Gain (Loss)</td>
<td>(157)</td>
<td>(628)</td>
<td>471</td>
<td>-</td>
<td>(157)</td>
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<td>Unrealized Stock Gain (Loss)</td>
<td>(575)</td>
<td>(622)</td>
<td>46</td>
<td>-</td>
<td>(575)</td>
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<td><strong>Net Investment Income (Loss)</strong></td>
<td>216</td>
<td>(831)</td>
<td>1,046</td>
<td>-</td>
<td>216</td>
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<td><strong>Operating Surplus (Deficit)</strong></td>
<td>129,638</td>
<td>116,524</td>
<td>13,113</td>
<td>146,152</td>
<td>(16,514)</td>
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<td>Buchan Principal Payment</td>
<td>23,481</td>
<td>-</td>
<td>-</td>
<td>28,500</td>
<td>(5,019)</td>
<td>38,000</td>
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<td><strong>Net Cash Effect</strong></td>
<td>106,157</td>
<td>117,652</td>
<td>(11,495)</td>
<td>-</td>
<td>-</td>
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</table>
| First Unitarian Church  
| Monthly Operating Summary  
| 3/31/2016  
<p>|</p>
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<th><strong>ACTUAL OPERATIONS</strong></th>
<th><strong>ACTUAL OPERATIONS</strong></th>
<th><strong>OPERATIONS MO to MO VARIANCE</strong></th>
<th><strong>BUDGET CURRENT MONTH</strong></th>
<th><strong>BUDGET VARIANCE</strong></th>
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<td><strong>CURRENT MONTH</strong></td>
<td><strong>PREVIOUS</strong></td>
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<td><strong>OPERATIONS</strong></td>
<td><strong>MONTH</strong></td>
<td><strong>VARIANCE</strong></td>
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<tr>
<td><strong>Church Operations</strong></td>
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<tr>
<td><strong>Operating Income</strong></td>
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<tr>
<td>Pledge Income</td>
<td>101,334</td>
<td>151,015</td>
<td>(49,681)</td>
<td>119,018</td>
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<td>Contributions</td>
<td>5,289</td>
<td>5,909</td>
<td>(619)</td>
<td>13,198</td>
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<td>Program Income</td>
<td>8,351</td>
<td>31,480</td>
<td>(23,129)</td>
<td>12,142</td>
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<td>Rental Income</td>
<td>32,255</td>
<td>33,300</td>
<td>(1,045)</td>
<td>27,396</td>
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<td>Other Income</td>
<td>1,888</td>
<td>1,844</td>
<td>43</td>
<td>2,160</td>
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<td>Justice Begins At Home</td>
<td>67</td>
<td>2,358</td>
<td>(2,291)</td>
<td>-</td>
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<td>Transfer In</td>
<td>-</td>
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<td>-</td>
<td>9,450</td>
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<tr>
<td><strong>Total Operating Income</strong></td>
<td>149,184</td>
<td>225,906</td>
<td>(76,722)</td>
<td>183,364</td>
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<td><strong>Operating Costs</strong></td>
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<tr>
<td>Payroll Expenses</td>
<td>111,086</td>
<td>112,300</td>
<td>1,214</td>
<td>111,312</td>
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<tr>
<td>Justice Begins At Home</td>
<td>8,068</td>
<td>9,331</td>
<td>1,263</td>
<td>12,000</td>
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<td>Occupancy Expense</td>
<td>17,983</td>
<td>26,956</td>
<td>8,973</td>
<td>23,018</td>
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<td>Program Expense</td>
<td>41,773</td>
<td>31,764</td>
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<td>25,390</td>
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<td>1,600</td>
<td>1,069</td>
<td>1,552</td>
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<td>Administration Expense</td>
<td>2,597</td>
<td>2,274</td>
<td>(323)</td>
<td>4,007</td>
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<td>Interest Expense</td>
<td>5,210</td>
<td>5,583</td>
<td>373</td>
<td>5,667</td>
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<td>Other Expense</td>
<td>245</td>
<td>-</td>
<td>(245)</td>
<td>367</td>
</tr>
<tr>
<td>Buchan Principal Payment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>Total Operating Costs</strong></td>
<td>187,494</td>
<td>189,809</td>
<td>2,314</td>
<td>183,312</td>
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<tr>
<td><strong>Net Church Operations</strong></td>
<td>(38,311)</td>
<td>36,097</td>
<td>(74,408)</td>
<td>52</td>
</tr>
<tr>
<td><strong>Reserve Account Deposits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Annual Operating Reserve</td>
<td>3,835</td>
<td>3,835</td>
<td>-</td>
<td>3,835</td>
</tr>
<tr>
<td>Major Repair &amp; Equipment Reserve</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,417</td>
</tr>
<tr>
<td><strong>Total Reserve Deposits</strong></td>
<td>3,835</td>
<td>3,835</td>
<td>-</td>
<td>5,252</td>
</tr>
<tr>
<td><strong>Net Church Operations After Reserve Deposits</strong></td>
<td>(42,146)</td>
<td>32,262</td>
<td>(74,408)</td>
<td>(5,200)</td>
</tr>
<tr>
<td><strong>Investment Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dividend &amp; Interest Income</td>
<td>108</td>
<td>103</td>
<td>(5)</td>
<td>-</td>
</tr>
<tr>
<td>Realized Stock Gain (Loss)</td>
<td>-</td>
<td>(105)</td>
<td>(105)</td>
<td>-</td>
</tr>
<tr>
<td><strong>Net Investment Income (Loss)</strong></td>
<td>108</td>
<td>(2)</td>
<td>(110)</td>
<td>-</td>
</tr>
<tr>
<td><strong>Operating Surplus (Deficit)</strong></td>
<td>(42,038)</td>
<td>32,260</td>
<td>(74,518)</td>
<td>(5,200)</td>
</tr>
<tr>
<td>Buchan Principal Payment</td>
<td>3,677</td>
<td>3,304</td>
<td>373</td>
<td>3,167</td>
</tr>
<tr>
<td><strong>Net Cash Effect</strong></td>
<td>(45,715)</td>
<td>28,956</td>
<td>(74,671)</td>
<td>(8,367)</td>
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## CAMPAIGN MONTHLY TRACKING

### Pledge Drive Statistics

<table>
<thead>
<tr>
<th></th>
<th>2016 Campaign</th>
<th>2015 Campaign</th>
<th>2014 Campaign</th>
<th>2013 Campaign</th>
</tr>
</thead>
<tbody>
<tr>
<td>As Of</td>
<td>03/31/16</td>
<td>03/31/15</td>
<td>03/31/14</td>
<td>03/31/13</td>
</tr>
<tr>
<td>Pledge Goal</td>
<td>1,500,000</td>
<td>1,425,000</td>
<td>1,430,532</td>
<td>1,419,000</td>
</tr>
<tr>
<td>Pledges Received</td>
<td>1,495,558</td>
<td>1,417,236</td>
<td>1,353,802</td>
<td>1,316,495</td>
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<tr>
<td>Justice Begins At Home</td>
<td></td>
<td></td>
<td>115,250</td>
<td></td>
</tr>
<tr>
<td>Match Challenge</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Percent of Goal</td>
<td>99.70%</td>
<td>99.46%</td>
<td>94.64%</td>
<td>92.78%</td>
</tr>
<tr>
<td>Pledging Households</td>
<td>954</td>
<td>1,035</td>
<td>966</td>
<td>999</td>
</tr>
<tr>
<td>Average Pledge</td>
<td>1,568</td>
<td>1,369</td>
<td>1,401</td>
<td>1,311</td>
</tr>
<tr>
<td>Payments Received</td>
<td>509,160</td>
<td>494,896</td>
<td>485,996</td>
<td>449,565</td>
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<tr>
<td>Match Payments</td>
<td>7,377</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percent of Pledge</td>
<td>34.0%</td>
<td>34.9%</td>
<td>35.9%</td>
<td>34.1%</td>
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</table>

### Attendance

<table>
<thead>
<tr>
<th></th>
<th>‘March’16</th>
<th>March ’15</th>
<th>March ’14</th>
<th>March ’13</th>
</tr>
</thead>
<tbody>
<tr>
<td>For the month</td>
<td>2,999</td>
<td>3,488</td>
<td>3,495</td>
<td>4,292</td>
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<tr>
<td>Total LiveStream</td>
<td>245</td>
<td></td>
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<tr>
<td>Total for the Church Year</td>
<td>22,869</td>
<td>24,038</td>
<td>24,085</td>
<td>25,682</td>
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<tr>
<td>Average per Sunday for month</td>
<td>750</td>
<td>872</td>
<td>699</td>
<td>858</td>
</tr>
<tr>
<td>Average per Sunday YTD</td>
<td>762</td>
<td>829</td>
<td>777</td>
<td>828</td>
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</table>

** = 5-Sunday month

### New Members

<table>
<thead>
<tr>
<th></th>
<th>Sep ’15 - Mar ’16</th>
<th>Sep ’14 - Mar ’15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>35</td>
<td>65</td>
</tr>
<tr>
<td>Number of Pledges</td>
<td>27</td>
<td>42</td>
</tr>
<tr>
<td>Total Amount of Pledges Received</td>
<td>21,506</td>
<td>26,719</td>
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<tr>
<td>Average Pledge</td>
<td>797</td>
<td>25.21%</td>
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### Plate Contributions

<table>
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<th></th>
<th>FY15</th>
<th>Recipient(s)</th>
<th>FY15</th>
<th>Recipient(s)</th>
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</thead>
<tbody>
<tr>
<td>Jul</td>
<td>3,401</td>
<td>Reentry Trans Proj; Rebuild Churches</td>
<td>Jan</td>
<td>4,153</td>
</tr>
<tr>
<td>Aug</td>
<td>2,880</td>
<td>LUMMI Tribe</td>
<td>Feb</td>
<td>2,672</td>
</tr>
<tr>
<td>Sep</td>
<td>2,548</td>
<td>Northstar Clubhouse</td>
<td>Mar</td>
<td>4,531</td>
</tr>
<tr>
<td>Oct</td>
<td>3,572</td>
<td>Wisdom of Elders; UUUNO</td>
<td>Apr</td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td>3,700</td>
<td>Western Farm Workers Assn</td>
<td>May</td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td>7,499</td>
<td>FirstU Emergency Fund</td>
<td>Jun</td>
<td></td>
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Fiscal YTD: 34,956
### First Unitarian Church of Portland

**Cash/Securities Balances**

**March 31, 2016**

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<tr>
<th>Dept</th>
<th>Fund Name</th>
<th>General Ledger Fund Balance</th>
<th>Change from Prior Month</th>
<th>General Ledger Fund Balance</th>
<th>1010 WF Business Checking</th>
<th>1011 WF Money Market</th>
<th>1020 URS Investment</th>
<th>1035-10 WF SUI Deposit</th>
<th>1060 Federated &amp; Franklin</th>
<th>1012-10 Wells Fargo HYS</th>
<th>1060-42 Chas Schwab (MJS Lecture)</th>
<th>1014-10 Wells Fargo Tax Refund</th>
<th>On Point Anniversary</th>
<th>1015-10 Justice Begins At Home</th>
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</thead>
<tbody>
<tr>
<td>10</td>
<td>Cash for Operation</td>
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</tr>
<tr>
<td></td>
<td><strong>Sub-Total Operating Fund</strong></td>
<td>169,929.80</td>
<td>(41,241.34)</td>
<td>128,688.46</td>
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<td></td>
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<tr>
<td>3412</td>
<td>Annual Operating Reserve</td>
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<td>3,835.42</td>
<td>34,518.78</td>
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<td>3415</td>
<td>Sabbatical Reserve</td>
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<td>1,000.00</td>
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<td>Special Projects Reserve</td>
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<tr>
<td>3430</td>
<td>Major Repairs &amp; Equipment Reserve</td>
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<td>3413</td>
<td>Safety Reserve</td>
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<tr>
<td>1012-10</td>
<td>Required Loan Reserve</td>
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<td>18.94</td>
<td>111,506.62</td>
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<tr>
<td>1015-10</td>
<td>Justice Begins at Home</td>
<td>58,151.68</td>
<td>(6,970.55)</td>
<td>51,181.13</td>
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<tr>
<td>1010-49</td>
<td>Program Designated</td>
<td>234,468.43</td>
<td>(9,933.37)</td>
<td>224,535.06</td>
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<tr>
<td></td>
<td><strong>Sub-Total Reserve Funds</strong></td>
<td>868,114.46</td>
<td>(13,047.06)</td>
<td>855,067.40</td>
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<tr>
<td>30</td>
<td>General Capital</td>
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<tr>
<td>34</td>
<td>Buchan Bldg Capital</td>
<td>5,300.23</td>
<td>460.00</td>
<td>5,760.23</td>
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<td></td>
<td><strong>Sub-Total Capital Funds</strong></td>
<td>5,300.23</td>
<td>460.00</td>
<td>5,760.23</td>
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<td>1011-40</td>
<td>Commemoration</td>
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<td>-</td>
<td>17,194.89</td>
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<td>41</td>
<td>Choaney (Intern Minister)</td>
<td>39,471.01</td>
<td>266.85</td>
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<td>MIS Lecture Series</td>
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<td>4,556.54</td>
<td>105,339.26</td>
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<td>43</td>
<td>Hessler-Deale (Women in Ministry)</td>
<td>24,999.77</td>
<td>322.33</td>
<td>25,322.10</td>
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<td>Anniversary</td>
<td>17,818.32</td>
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<td>17,855.93</td>
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<td>47</td>
<td>Steiner</td>
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<tr>
<td>48</td>
<td>Tatum-Bellville</td>
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<td>390</td>
<td>Rabi Domini Trust</td>
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<td>State Unemployment Insurance</td>
<td>20,350.12</td>
<td>3.24</td>
<td>20,353.36</td>
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<td><strong>Sub-Total Restricted Funds</strong></td>
<td>220,616.83</td>
<td>5,186.57</td>
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<tr>
<td></td>
<td><strong>Total All Funds</strong></td>
<td>1,263,961.32</td>
<td>(48,641.83)</td>
<td>1,215,319.49</td>
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<tr>
<td></td>
<td><strong>Per Bank Rec.</strong></td>
<td>1,263,961.32</td>
<td>(48,641.83)</td>
<td>$1,215,319.49</td>
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<td></td>
<td><strong>Lines of Credit</strong></td>
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<tr>
<td></td>
<td><strong>Operating</strong></td>
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<tr>
<td>2120-10</td>
<td>Wells Fargo Buchan Loan</td>
<td>Ending Balance</td>
<td>Payments</td>
<td>Ending Balance</td>
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</tr>
</tbody>
</table>

1. **Total**
2. **Change**
3. **Difference**
4. **Final Amount**
5. **Currency**
6. **Date**
7. **Units**
# First Unitarian Church

**Statement of Cash Flows**

**For the Month Ending 3/31/2016**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Cash &amp; Equivalents Balance</strong></td>
<td>1,264,461.32</td>
</tr>
<tr>
<td><strong>Receipts</strong></td>
<td></td>
</tr>
<tr>
<td>Pledges &amp; Contributions Received</td>
<td>106,623.79</td>
</tr>
<tr>
<td>Events/Weddings/Memorials</td>
<td>1,310.00</td>
</tr>
<tr>
<td>Rents Received</td>
<td>30,944.99</td>
</tr>
<tr>
<td>Program Receipts</td>
<td>19,482.92</td>
</tr>
<tr>
<td>Special Events</td>
<td>415.00</td>
</tr>
<tr>
<td>Miscellaneous Receipts</td>
<td>1,702.47</td>
</tr>
<tr>
<td>Interest/Gain-Loss on Investments</td>
<td>5,459.15</td>
</tr>
<tr>
<td>Increase/Decrease Accounts Receivable</td>
<td>(20,109.50)</td>
</tr>
<tr>
<td>Special Fundraising</td>
<td>66.71</td>
</tr>
<tr>
<td>Restricted Fund Receipts</td>
<td>84.00</td>
</tr>
<tr>
<td>Operating Receipts</td>
<td>145,979.53</td>
</tr>
<tr>
<td>Buchan Building Receipts</td>
<td>175.00</td>
</tr>
<tr>
<td><strong>Total Receipts</strong></td>
<td>146,154.53</td>
</tr>
<tr>
<td><strong>Payments</strong></td>
<td></td>
</tr>
<tr>
<td>Payroll/Taxes/Benefits</td>
<td>(111,086.05)</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>(42,726.70)</td>
</tr>
<tr>
<td>Program Expenses</td>
<td>(34,197.25)</td>
</tr>
<tr>
<td>Justice Begins At Home</td>
<td>(8,067.95)</td>
</tr>
<tr>
<td>Special Events</td>
<td>(950.00)</td>
</tr>
<tr>
<td>Increase/Decrease Prepaid Expenses</td>
<td>(2,264.94)</td>
</tr>
<tr>
<td>Acquisition of Property &amp; Equipment</td>
<td>380.00</td>
</tr>
<tr>
<td>Increase/Decrease Accounts Payable</td>
<td>19,564.11</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>(11,771.02)</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>(191,119.80)</td>
</tr>
<tr>
<td>Wells Fargo Buchan Building Loan</td>
<td>(3,676.86)</td>
</tr>
<tr>
<td><strong>Total Payments</strong></td>
<td>(194,796.66)</td>
</tr>
<tr>
<td><strong>Net Cash In/(Out)</strong></td>
<td>(48,642.13)</td>
</tr>
<tr>
<td><strong>Ending Cash &amp; Equivalents Balance</strong></td>
<td>1,215,819.19</td>
</tr>
</tbody>
</table>
Notes to Financials

February 2016

Operating Income

1. Pledge income under budget for month and YTD.
2. Contributions below budget for month and YTD.
3. Program Income:
   a. Scrip 2,565
   b. Music and Worship 1,440
   c. Adult Programs (Classes) 2,325
4. Rental Income includes:
   a. Events 4,643
   b. Tenants Rent 26,302
5. Other Income –
   a. Sexton fees from rental events 1,415
6. Justice Begins At Home:
   a. Mar collection 61
   (to be transferred to account in Apr)

Operating Costs

1. Monthly payroll under budget for the month 266
   (based on FY15 budget; FY16 budget pending due to labor negotiation)
   Justice Begins At Home – includes Mar salary/pension/FICA adjustments for hourly
   Employees.
2. Occupancy –
   a. Utilities 7,905
   b. Equipment Repairs 1,093
3. Program Expenses
   a. Musicians for M&W/Easter 3,295
   b. Guest Preacher 2,000
   c. Adult Program Guest Facilitators 2,450
   d. Professional Expenses – Music 2,956
   e. Professional Expenses – Ministry 1,407
   f. Program Expenses – Music 1,220
   g. Program Expenses – Social Justice 2,341
   h. Scrip 4,311
   i. Sunday Soul- Equipment and Participants 9,456
   (Expenses to be reclassified in April to Special Worship Account)
Dashboard

1. Feb New members = 5, 4 pledges received
2. Plate recipient = Oregon UU Voices for Justice, American Red Cross Int’l Trauma; Imanji Proj.

Cash/Securities Balances

1. Major Donor Reserve Fund – $6K for donor’s 2016 pledge; $6K for Sunday Soul; Remainder - TBD

2. Buchan Bldg Loan Payment – ($3,304) taken out from Operating account.
3. Justice Begins At Home - change shows net between Feb deposits and withdrawal for payroll
First Unitarian Church

DRAFT Finance Committee Minutes

April 26, 2016


Call to Order: 4:30 PM, Buchan Room B310.

Reading: Darin shared some words from “Choosing our Religion”.

Check-in:

Minutes: The minutes of the March meeting were reviewed and approved.

Review Date and Time for Next Regular Meeting: Tuesday, May 24, 4:30-6:00 PM, B310.

Announcements and Reports:
Kathryn reported that the Church and Northwest Academy have signed an initial agreement which extends the current lease for an additional 10 years.
The Board approved the budget as recommended by the Finance Committee.

Review Action Items from Prior Meetings: None.

March Financial Summary

<table>
<thead>
<tr>
<th></th>
<th>Month</th>
<th>YTD</th>
<th>Budget Month</th>
<th>Budget YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Income</td>
<td>$149,184</td>
<td>$1,787,362</td>
<td>$183,364</td>
<td>$1,829,791</td>
</tr>
<tr>
<td>Operating Costs</td>
<td>-$187,494</td>
<td>-$1,622,004</td>
<td>-$183,312</td>
<td>-$1,636,370</td>
</tr>
<tr>
<td>Reserve Deposits</td>
<td>-$3,835</td>
<td>-$35,935</td>
<td>-$5,252</td>
<td>-$47,269</td>
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<tr>
<td>Investment</td>
<td>$107</td>
<td>$216</td>
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<tr>
<td>Buchan Principal</td>
<td>-$3,677</td>
<td>-$23,481</td>
<td>-$3,167</td>
<td>-$28,500</td>
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<tr>
<td>Surplus / Deficit</td>
<td>-$45,715</td>
<td>$106,157</td>
<td>-$8,367</td>
<td>$117,652</td>
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</table>

The Church has an operating surplus of $106,157 through March. This is $11,495 below the projected budget of $117,652.
March pledges and contributions are $32,970 below budget. Year to date pledges and contributions are $25,590 below budget. Total income is $42,429 below budget (2.3% of projected). Rental income continues to be strong.

Operating costs through March are $14,365 below budget, primarily driven by lower than expected administration and payroll expenses. Overall expense control continues to be good. The Justice Begins at Home expenses include retroactive wage increases to July 1 as negotiated in the new labor contract.

Our income exceeds expenses by $106,157 through March. Our budget goal was $117,652.

Reserves are very strong with several accounts above target funding. The major repair reserve is fully funded and we are not contributing to this reserve every month. This has freed up money for ongoing operating expenses.

The Dashboard Report shows both online and in-person attendance to better track attendance trends. Ed McClaren reported that new member totals are down from last year.

**Old Business:** None

**New Business:**

The committee discussed the upcoming congregant budget meeting scheduled after both services on May 8th. Kathryn will bring both nine month financials and the Board approved budget as we suspect both items will be discussed during the meeting. The meeting will follow the same format as previous meetings with notes being sent to all participants, the Board, the Finance Committee and the Executive Team.

Darin Stewart will begin his transition to Board Treasurer next month. He will chair the meetings for the balance of the year and work with Michael on year-end reports and graphs.

The committee spent the majority of the meeting reviewing the draft financial policies generated by the Policy Evaluation Committee (PEC). Michael, Darin and Stan had previously vetted the changes and the majority of their suggestion were adopted by the committee. The Finance Committee recommendations included a commitment to fund Fair Share dues to the UUA, maintaining an equipment reserve and raising Temporary Excess Spending, Bid and Contract amounts that require Board or Finance Committee approval. Michael will forward the recommendations to the PEC. Ameena is a member of the PEC and advised us that it may be next year before proposed changes are finalized and presented to the Board.

Michael will bring a reading to the May meeting.

**Adjourned:** The meeting adjourned at 6:00.

**Submitted by:** Michael Cunningham
COLLECTIVE BARGAINING AGREEMENT

between

FIRST UNITARIAN CHURCH

and

COMMUNICATIONS WORKERS OF AMERICA
LOCAL 7901

Representing Bargaining Unit Local 1034

July 1, 2015
<table>
<thead>
<tr>
<th>Topic</th>
<th>Article</th>
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<td>Amendments</td>
<td>Article 28</td>
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<tr>
<td>Bereavement Leave</td>
<td>Article 19</td>
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<td>Disciplinary procedure</td>
<td>Article 13</td>
</tr>
<tr>
<td>Dues Authorization</td>
<td>Article 4</td>
</tr>
<tr>
<td>Federal, State, and Local Laws</td>
<td>Article 27</td>
</tr>
<tr>
<td>Gratuity</td>
<td>Article 22</td>
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<td>Grievance procedure</td>
<td>Article 14</td>
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<td>Holidays</td>
<td>Article 17</td>
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<td>Inclement Weather</td>
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<td>Insurance</td>
<td>Article 24</td>
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<td>Jury Duty or When Summoned as a Witness</td>
<td>Article 20</td>
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<td>Labor Management Committee</td>
<td>Article 7</td>
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<td>Layoffs</td>
<td>Article 15</td>
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<td>Leave of Absence</td>
<td>Article 21</td>
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<td>Management Rights</td>
<td>Article 6</td>
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<tr>
<td>No Strike/No Lockout</td>
<td>Article 5</td>
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<td>Pay Draw</td>
<td>Article 23</td>
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<td>Pension/Retirement</td>
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<td>Position Descriptions</td>
<td>Article 8</td>
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<td>Recognition</td>
<td>Article 1</td>
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<td>Safety Committee</td>
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<td>Article 18</td>
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<td>Article 29</td>
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<td>Training for Emergencies</td>
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<td>Union Representation</td>
<td>Article 3</td>
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<td>Union Security</td>
<td>Article 2</td>
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<td>Vacation</td>
<td>Article 16</td>
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<td>Workers’ Compensation</td>
<td>Article 25</td>
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<td>Memorandum of Understanding on wages</td>
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<tr>
<td>Memorandum of Understanding on front office support</td>
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</table>
Article 1 Recognition

The Church and the Union recognize that:

a. The Church is a nonprofit, faith-based organization with managers, ministers, employees and volunteers, that is governed by a Board of Trustees;
b. The Church is dependent upon the dedication of its employees to achieve its mission;
c. The Union is the exclusive representative of the bargaining unit, which includes all regular full-time and part-time, non-exempt sextons, the facilities manager (to sunset when the incumbent leaves employment with the church), and employees who: maintain the physical care of the grounds and buildings; provide audio visual services, including local and broadcasting; provide security (excluding contracted security personnel); maintain and input data; provide front office support; provide support for the social justice minister; provide support for the rentals department; and provide support for children, youth, and adult programs, with no additions.
d. Excluded from the bargaining unit are all categories of employees not expressly included in this Agreement as well as confidential employees, managers and supervisors.
e. It is in the best interest of the congregation and the wider community that all dealings between the Church and the Union are characterized by mutual responsibility and respect.

Article 2 Union Security

It shall be a condition of employment that all employees of the Church covered by this Agreement, who are members of the Union in good standing on the effective date of this Agreement, shall remain members in good standing. It shall also be a condition of employment that all employees covered by this Agreement and hired on or after its effective date shall, not later than the 30th day following the beginning of such employment, become and remain members in good standing in the Union by payment of the regular monthly fees.

Article 3 Union Representation

Steward System
A steward system shall be established with no more than two stewards and one alternate to serve as the first line of Union representation.

Identification of Stewards
The Union shall notify the Church of the names of stewards and officers of the local.

New Employees
As part of each bargaining unit employee's orientation, the Church will advise the employee of the identity of the designated Union stewards.

Steward Functions
A steward will be on paid time when attending meetings with management of the Church when such meetings are necessary to present a grievance. Stewards will be given a reasonable amount of unpaid time on the job to investigate a pre-grievance, a grievance, or
arbitration issue after notice is given and as long as it does not interfere with daily operations of the Church.

**Article 4 Dues Authorization**

The Union provides new employees with a union dues authorization form in a thirty (30) minute paid orientation with a union steward.

The Church agrees upon receipt of a union dues deduction authorization card signed voluntarily by an employee, and notification by the Union of acceptance of said employee into membership, to deduct the amount of union dues certified to the Church by the Union. Deductions shall continue until written cancellation is provided to the Church. The Union indemnifies the Church from any liability for following its direction in this regard.

The Church will make deductions in such manner as is most convenient to the established payroll system and pay to the Union the amount of these deductions once per month.

The Church will supply the Union with an updated list of the employees in the bargained-for unit as requested but no more often than once a month. The list will include the employee's name, home address, and date of hire.

The Church shall notify the Union of an employee who terminates employment with the Church.

An employee's dues authorization shall be automatically canceled upon termination of employment. An employee's authorization shall be suspended upon a leave of absence in excess of thirty (30) calendar days. The employee's authorization shall be reinstated after a return from a leave of absence.

Any change in the amount of monthly union dues will be certified for the Church by the Union. A certification which changes the dues shall become effective the first day of the pay period following the date the Church receives such notification.

**Article 5 No Strike/No Lockout**

**Section 1**
During the term of this Agreement, neither the Union nor any employee will take part in a strike, work slowdown, sick-out, refusal to work, or any such similar activity which interferes with the Church's operations. The Church will not engage in a lockout during the term of the Agreement.

**Section 2**
An employee who engages in any activity prohibited by the previous section will be subject to discipline, up to and including discharge.

**Section 3**
If the Union learns of the occurrence of an activity described in Section 1, above, it shall immediately tell the employees that the activity is prohibited by the Agreement and they must cease immediately.
Article 6  Management Rights

Section 1
Except as expressly and specifically limited and restricted by a written provision of this Agreement, the Church has and shall retain the full right of management and of the direction of the facility and its operations. Such rights of management include, among other things, but are not limited to: the right of the Church in its sole discretion to plan, direct, control, increase, decrease, or diminish staffing in whole or in part; to subcontract work; to change methods, strategies, techniques, and the locations where Employees work; to introduce new methods, strategies, techniques, and locations where Employees work; to change or discontinue any procedure used in connection with quality of or scope of legal representation offered; to hire, to reward, transfer, promote, demote and discharge at will subject only to process expressly articulated in this Agreement; to determine hours/production to be worked; to assign work to Employees; to lay off Employees for lack of work; to add or to reduce the production expectations, the work schedule and method of work, and number of Employees that it shall employ at any one time and the qualifications necessary to any of the jobs it shall have; in its discretion, assign or reassign work to Employees within the bargaining unit; to rescind, or change reasonable Church work rules and regulations, or policies, provided that such rights shall not be exercised so as to violate any of the specific provisions of this Agreement.

Section 2
The failure of management to exercise any rights shall not constitute a waiver of same.

Section 3
It is further agreed that the rights specified herein may not be impaired by an arbitrator or arbitration even though the parties may agree to arbitrate the issue involved as provided hereafter.

Section 4
Church programs which are not provided for in this contract (example: holiday gifts, or a wellness program) may be implemented, modified or eliminated without violation of this contract or negotiations with the Union.

Section 5
To the extent that the Church has and retains the preceding rights, Management agrees to engage in good faith discussions on matters affecting substantial changes to the terms and conditions of employment of Union members.

Article 7  Labor Management Committee

Section 1
To facilitate communication between the parties, a joint Labor Management Committee shall be established.
Section 2
The Labor Management Committee shall be composed of up to three (3) Employee members appointed by the Union and up to three (3) members of management appointed by the Church, unless mutually agreed otherwise.

Section 3
The Committee shall meet when necessary, but not more than two (2) hours per meeting or more than once per calendar quarter. The first meeting shall be within ninety (90) days after the parties have executed a labor Agreement. Subsequent meetings shall be established by mutual agreement of the parties.

Section 4
The Committee shall prepare a written agenda five (5) days in advance of any scheduled meeting. Preparation of the agenda and taking of meeting minutes will alternate equally between the Union and Church appointed members. Meeting minutes will be transcribed and agreed upon no later than 15 calendar days following the meeting.

Section 5
Employees appointed to the Committee shall be paid during time spent in Committee meetings.

Section 6
The Committee shall meet and confer on issues relating to the operations of the Church. The Committee shall not have the authority to negotiate on mandatory subjects of bargaining. The Committee shall have no power to contravene any provision of this Agreement or to create any amendments binding on the parties to this Agreement.

Article 8 Position Descriptions
All employees shall have an accurate position description. Individual position descriptions shall be written and delineate the duties and responsibilities regularly assigned to an employee's position. A signed copy of the position description shall be given to the employee upon assuming the position and when the position description is amended. Management retains the right to assign work.

Article 9 Training for Emergencies
All employees are expected to be active in rendering aid during a crisis. As such, the Church will provide training in the following areas:

First Aid
Standard First Aid, CPR, and use of the defibrillator, in addition to Hazmat, especially regarding bodily fluid disposal.

Security
Emergency response, standard security training, including conflict resolution related to security, legal options regarding the use of physical force, handling mental health challenges that arise in a security setting.
The Church will host training(s) to cover these areas as soon as practicable after the signing of this Agreement. The cost of the training(s) will be free to employees. The Safety Committee will determine how to train new employees, as needed.

This article pertains only to training for emergencies. The parties recognize that determining the scope, length and content of work-related trainings remains a basic management right.

**Article 10 Safe Workplace**

**Section 1**
The Church and the Union agree that all Employees have a right to a safe workplace that is free from physical violence, discrimination, and illegal harassment by anyone. Neither the Church nor the Union shall discriminate against any Employee because of such Employee’s gender, race, religion, sexual orientation, gender identity, gender expression, marital status, family structure, age, national origin or other status protected by applicable non-discrimination laws. No Employee will be adversely affected by the Church as a result of bringing forth complaints of unsafe working conditions.

**Section 2**
Neither the Church nor the Union shall interfere with, restrain, coerce, intimidate, or otherwise discriminate against any Employee because of that Employee’s status as a union or non-union member of the church staff.

**Article 11 Safety Committee**
The Church will maintain a Safety Committee in accordance with state law.

**Article 12 Inclement Weather**

Employees will be notified by their supervisors of decisions to close some or all of the operations of the Church. The Church will make every effort to notify employees in a timely manner to avoid the dangers of unnecessary travel in inclement weather. In the event of inclement weather that does not necessitate closures but is believed by an employee to present unsafe traveling conditions, employees should use their own best judgment as to the best course of action. Employees may elect to use available vacation time or make up lost time within the same workweek. In the event of late arrivals due to inclement weather, employees are asked to call the office with an expected time of arrival and to proceed to work in a safe manner.

**Closures and Employee Compensation**
When closures occur due to inclement weather at any point during the week, employees scheduled to work that day will be paid for their regularly scheduled work day. If employees are required to work by a supervisor, employees who were scheduled to work that day will receive regular pay for those hours worked in addition to a premium equivalent to what would have been their regularly scheduled hours that day.
Article 13  Discipline

Section 1
Just Cause: No employee who has successfully completed the trial service period shall be disciplined or discharged without just cause. In determining appropriate disciplinary action, the Church will consider the severity of the offense and/or shortcoming and the employee's work record. All discipline will be administered in a fair and consistent fashion following progressive discipline (see 1a).

Section 1a
Progressive Discipline: Discipline will be administered progressively in the following way, unless in the Church's judgment the severity of the offense or shortcoming warrants otherwise:

* Informal counseling
* Verbal reprimand
* Written reprimand
* Termination

Section 2
Representation: If a meeting is held to question a unionized employee who could, depending on the outcome of the interview be subject to discipline, that employee shall be so advised of their right to have a Union representative present. When discipline is imposed, the Church shall notify the Union within seven (7) business days of the person who was disciplined and the date of the discipline. Upon the written request of an employee, the Church will furnish the Union representative with a copy of that employee's disciplinary record within four (4) business days of receipt of the employee's request.

Section 3
Documented Discipline: All discipline beyond informal coaching/counseling which is not considered to be discipline and which is not grievable, will be placed in the employee's personnel file. An employee who has been disciplined shall be given a written statement outlining the charges and causes of the discipline. In the case of a written reprimand, the employee shall have the right to comment in writing, which will be included in the employee's personnel file. Employees shall be allowed to provide a written response to any discipline they are given within thirty (30) days of the discipline.

Section 4
Disclaimer: The employee shall be required to sign all material that reflects negatively on the employee that is to be placed in the personnel file provided that the following disclaimer or language substantially similar is included on the written material: "The employee's signature confirms only that a person in authority has discussed and given a copy of the material to the employee. The employee's signature does not indicate agreement with the contents of this material."
Section 5
Removal of Discipline from Personnel Records: Three (3) years after placement into a personnel file and at the request of the employee, records of disciplinary action, warnings, admonishments or reprimands related to minor infractions of work rules may be permanently removed from an employee’s personnel file provided no subsequent, related entries have been made into the file. Minor infractions are defined as ones that do not compromise professional ethics, or the financial or legal accountabilities and responsibilities of the organization. Infractions of work rules that are not minor but have been corrected to the satisfaction of the Church will, at the request of the employee, have a signed and dated letter of resolve from the employee’s supervisor attached to the document.

Article 14 Grievance Procedure

Grievance Defined
A grievance is defined as any dispute over the interpretation or application of specific provisions this Agreement, including discipline or discharge of an employee (other than probationary employees in their initial service period who may not challenge discipline or discharge actions under this Agreement) between an employee and a person in authority. A person in authority is defined as the manager, supervisor, minister, or other individual with whom direct authority over the employee was invested when the incident took place.

The Church and the Union agree that most disputes are best resolved through informal discussion between an employee and the person in authority. As such, an attempted informal resolution is a prerequisite to an employee proceeding with the formal grievance procedure set forth below. An employee may have a union representative present during any such informal discussion, if the employee so desires. If informal resolution fails, the procedure outlined below may be initiated.

Failure of the Church to respond within the timelines specified herein shall allow the Union to submit the grievance to the next level. Failure of the employee and/or the Union representative to submit the grievance to the next level within the timelines specified herein shall constitute withdrawal of the grievance. Timelines may, however, be mutually extended in writing by the parties.

Both parties will exercise their best efforts to handle issues arising under this Agreement through this grievance process and not by involving Congregants in employment-related issues. The Executive Team may inform the Board of Trustees during Executive Session about the status of ongoing grievances.

Step 1:
An employee and their union representative may submit a grievance in writing to the person in authority to request a formal meeting to resolve the grievance no later than thirty (30) business days after the action or decision. The written grievance must identify the particular article(s) in the Agreement that are alleged to have been violated. The person in authority (or designee) will respond to the request by scheduling a meeting with the grievant and their union representative. This meeting shall occur within fourteen (14) business days of the grievance request. The person in authority or designee must provide a written response to the grievance delivered to the grievant and the union representative no later than ten (10) business days after the meeting.
Step 2
If the grievance has not been settled at Step 1, the Union may present it to the Church Administrator (or designee) with a requested remedy. This must be done within fourteen (14) business days of receiving the Step 1 response. The Church Administrator (or designee) shall meet with the grievant (and union representative if requested by grievant) and shall respond in writing within fourteen (14) business days of the date the Step 2 response was filed.

Step 3
If the grievance has not been resolved in Step 2, the Union may present it to the Church Executive Team with a requested remedy. This must be done within fourteen (14) business days of receiving the Step 2 response. The Executive Team (or designee) shall meet with the grievant (and union representative if requested by grievant) and shall respond in writing within fourteen (14) business days of the date the Step 2 response was filed.

Step 4: Arbitration: If the grievance remains unresolved, the Church or the Union may notify the other party, in writing, of the intent to submit the issue for arbitration within twenty-one (21) business days.

If the Union and the Church fail to agree on an arbitrator within fourteen (14) days, a list of seven (7) arbitrators from Oregon or Washington shall be requested from the Federal Mediation and Conciliation Service. The parties shall thereupon alternate in striking a name from the panel until one name remains. The person whose name remains shall be the arbitrator. The arbitrator’s decision shall be issued in writing within 30 business days of the close of the hearing and shall be final and binding on all parties. The arbitrator shall have no authority to add to, subtract from, or otherwise change or modify the provisions of this Agreement, but shall be authorized only to interpret existing provisions of this Agreement as they may apply to the specific facts of the issue in dispute.

The parties to this Agreement have a joint interest in following arbitration procedures that guarantee due process but are also time efficient and cost effective. To accomplish these goals, the parties agree to make all reasonable efforts prior to the hearing to decide whether transcripts of the hearing will be required, to stipulate the facts that are not in dispute and to stipulate the issue(s) to be presented to the arbitrator. If both sides wish to have access to the transcript, then that cost will be shared.

The parties require that the arbitrator avoid recitation of contract language and facts presented by the parties but instead limit the focus of the arbitration decision to the arguments presented by each party and an explanation for the arbitrator’s decision and award. Briefs will be used judiciously by the parties, recognizing their impact on the timing and cost of receiving a decision and award.

Arbitrator fees and costs will be equally split by the parties. All other costs of arbitration, including representation costs, will be paid by the party that incurred them. The grievant and Union representative, if needed as a witness or to present the case shall be granted time to participate in arbitration hearings. The Church shall facilitate release from work for witnesses.
Article 15 Layoffs

Layoff Defined
A layoff is defined as a separation of an employee from service due to downsizing or reorganization.

Layoff Notification
The Church shall notify the Union and all employees at least thirty (30) days in advance, in writing, of potential or pending layoff of one or more employees and the reason for such actions. The Union shall have one week from receipt of notification to request a meeting to discuss the reasons for the layoff and give input to problem solving.

Layoff Process
In the event of a reduction in Church staff, the Church has discretion to determine which work areas will be affected. Should no other resolution have been agreed to by the Church as a result of the previous meeting, the employee(s) shall be laid off in order of reverse seniority in affected work areas. Seniority notwithstanding, the Church may retain less senior employees with have specialized skills needed. The Church and the Union shall meet to discuss the effects of each layoff, including redistribution of position duties.

Return from Layoff List
Prior to the effective date of a layoff, the employee(s) may choose to be placed on a return from layoff list. An employee on the list shall provide the Church with a resume which may be updated while in layoff status if additional skills are attained through training, education, or work experience. Laid off employees will be provided, in writing, with the method of updating contact information before their layoff date. It is also the responsibility of the employee on the list to provide the Church with any changes in contact information.

Recall
Qualified employees on the return from layoff list will be recalled by seniority at the time of layoff for vacant positions for which they are qualified, until the available appropriate vacancies have been filled. Employees may be removed from the list if they decline two (2) recall offers or they do not respond to a recall contact within one week. The Church will not be required to maintain an employee on the return from layoff list for longer than twelve (12) months from the date of layoff.

Change of Status
If the Church determines that a significant loss of hours (e.g. 20% or more over a period of 45 days) or any other change that undermines the financial security of an employee is necessary, the Church agrees to provide advance written notice to the Union and allow the Union to provide input.

Article 16 Vacation
The Church and the Union recognize that every employee should take paid vacation time off each year for rest and renewal. All use of accrued vacation time must be pre-approved by the employee’s supervisor.
Unused vacation will not be paid out at year end. Employees may accrue up to 1.5 times their annual vacation. For example, if an employee has two weeks of vacation annually, he or she may accrue up to three weeks time. After this, if the vacation is not used, the employee loses it.

Employees accrue vacation as follows:

- Employees accrue 1/12 of the annual vacation at the end of each pay period. The annual vacation for the employee's first year is pro-rated based on the date of hire.
- After working for the Church for six (6) months, a newly hired employee may begin to use accrued vacation time. Exceptions will be decided on a case-by-case basis by the Church.
- Every full-time employee in their first and second years of employment shall be given two weeks of paid vacation annually.
- Every full-time employee in their third through sixth years of employment shall be given three weeks of paid vacation annually.
- Every full-time employee in her/his seventh year of employment and for each year employed thereafter shall be given four weeks of paid vacation annually.
- Part-time employees accrue vacation time pro rata based on the number of hours the part-time employee is normally scheduled to work as compared to a 2080 hours full-time work year.
- Employees who change from full to part-time or vice versa do not lose vacation hours accrued to date.

All vacation hours accrued prior to the signing of this Agreement shall be applied to this current Agreement without interruption, change, or alteration subject to the 1.5 times accrual limitation above.

**Article 17 Holidays**

The Church recognizes the following holidays:

New Year's Day

Martin Luther King, Jr.'s Birthday

Presidents' Day

Memorial Day

July 4

Labor Day

Veterans Day

Thanksgiving Day and the day after

Christmas Eve and Christmas Day
When the holiday falls on an employee's regularly scheduled work day and an employee is not scheduled to work that day, the employee will receive a holiday premium equivalent to the employee's regular pay. When the holiday falls on a regularly scheduled day off, the holiday will be observed on a day of mutual convenience within the same month. For employees who are required by a supervisor to work on a holiday, the employee may either elect to take another day off with pay as approved by a supervisor, or receive regular pay for those hours worked in addition to the holiday premium for what would have been their regularly scheduled hours for that day.

**Article 18 Sick Leave**

Full-time employees shall accrue one sick day per month to a maximum of 30 days. Part-time employees shall accrue sick leave on a pro-rata basis based on their scheduled hours. Full-time employees may use up to 3 of their sick days in a calendar year as "well days." To use a well day, the employee calls in well. Employees are encouraged to use their well days on days when the business of the Church will not be adversely affected by their absence. Employees are encouraged, but not required, to schedule their well days in advance.

Employees may use their sick days to stay home and take care of other family members who are ill. Employees may leave during the day to care for themselves (e.g., dentist appointment), sick children, or other family members who require such care during the day or to take children or other family members who require such help to the doctor, dentist, orthodontist, counselor, etc. Sick day use will be pro-rated by the hour for hourly employees.

Employees may be required to produce evidence of personal illness or proof of need to care for the illness of a family member for any sick day used (unless it is taken as a well day) after 3 consecutive scheduled work days.

Any employee who is unable to be at work or unable to arrive on time due to illness should call in as early as possible to advise their supervisor and the Church office of that circumstance.

All hours accrued and unused prior to the signing of this Agreement shall be applied to this current Agreement without interruption, change, or alteration.

**Article 19 Bereavement Leave**

Employees are entitled to 3 days off with full pay upon the death of a significant person in their life. This leave is administered by the Associate Minister and may be extended depending on the circumstances.

Part-time employees are entitled to bereavement leave pay pro rata based on the number of hours the part-time employee is normally scheduled to work as compared to a 2080 hours full-time work year.
Article 20  Jury Duty or When Summoned as a Witness

The Church recognizes staff members’ civic and legal obligations to serve on a jury or when summoned as witnesses. Employees called to jury/witness duty must provide supervisors with a copy of the summons order or other confirmation of duty. An employee summoned or subpoenaed to jury duty must tell the supervisor immediately. To receive full pay equivalent, the employee must remit the jury compensation/allotment to the Church. Full pay beyond two weeks jury/witness duty in a calendar year may be granted at the discretion of the Associate Minister. If an employee is dismissed any day from jury duty and there are two hours or more left in that employee's normal work day at the office, the employee is expected to report to work for the remainder of the day. Situations outside these guidelines will be reviewed on a case-by-case basis.

Article 21  Leave of Absence

The Church will provide leaves of absence in accordance with prevailing state and federal law. In addition, an employee may apply in advance for unpaid personal leave on a discretionary basis subject to approval by the Associate Minister or designee. Employees must use accrued vacation time and may use accrued sick time while on an approved personal leave. Employees do not accrue sick or vacation days while on a leave of absence.

Article 22  Gratuity

Gratuity defined
A gratuity is any unsolicited financial or other compensation given to, or for, an employee and added to the cost of the rental or service provided as a supplement to the employee’s income.

Gratuity procedure
Should a gratuity be given with payment and earmarked specifically for the employees, the Church agrees to honor the request of the renter or individual and disperse the corresponding amount to the intended employee(s).

Article 23  Pay Draw

The Church agrees to provide automatic mid-month draws for Employees who choose to opt-in to such a pay schedule.

Article 24  Insurance

Employees who are scheduled to work half time or more may receive prorated medical and dental insurance benefits beginning on the first day of the month following eligibility.

Article 25  Workers’ Compensation

Every staff member is covered by Workers’ Compensation when engaged in performance of duties for the Church. Accidents or injuries sustained in the performance of duty, even
though they seem of minor nature at the time, should be reported immediately to the Church Administrator or designee. An incident report will be filed immediately and retained on file. Examination with or without subsequent treatment by a physician is required if the injury requires it.

Absences due to injuries occurring in the course of an employee’s work and that qualify for Workers’ Compensation coverage will not be deducted from the accrued paid sick leave of the employee. Employees do not accrue sick or vacation days while on Workers’ Compensation leave.

**Article 26 Pension/Retirement**

Employees whose work schedules provide for 1,000 hours of work or more annually shall receive contributions to the UUA Pension Fund according to the terms of the plan. Employees become eligible for the pension plan on the first day of the month that follows the first 12 months of employment.

All contributions earned prior to the signing of this Agreement shall be applied to this current Agreement without interruption, change, or alteration.

**Article 27 Federal, State, and Local Laws**

In the event any Federal, State or Local law conflicts with the provisions of this Agreement, the provision or provisions so affected shall no longer be operative or binding upon the parties, but the remaining portion of the Agreement shall continue in full force and effect. The parties are immediately relieved from any obligation to follow contract terms that conflict with controlling law.

**Article 28 Amendments**

All matters within the scope of bargaining have been negotiated and agreed upon. The terms and conditions set forth in this Agreement represent the sole and complete understanding and commitment between the Church and the Union for the duration of this Agreement. Both parties may agree to open negotiations on an Article before the expiration of this Agreement.

**Article 29 Term of Agreement**

This Agreement shall become effective on July 1, 2015 and shall remain in full force and effective for an initial period of two years. This Agreement shall be considered self-renewing for yearly periods thereafter, unless notice in writing is given by either party no more than ninety (90) or fewer than sixty (60) days prior to the expiration date that the party giving notice desires to terminate, change, modify or cancel (it being understood and agreed that a notice of change or modification shall not be construed as a notice of cancellations).

It is further agreed and understood that in the event of any change or modification of this Agreement such change or modification shall be reduced to writing and signed by the parties.
In the event notice in writing to terminate, change or modify this Agreement has been given by either party, and the parties are not able to reach agreement on or before the expiration date, then on the expiration date either party may cancel the Agreement by submitting a written notice.

Signed this ___________ day of ___________, 2015, by:

Rev. Bill Sinkford
First Unitarian Church

Nicole Bowmer

Jason Chapman
Nick Harrington
CWA 7901/Local 1034
MEMORANDUM OF UNDERSTANDING

WAGES

Hourly Sextons and Administrative Staff

Trial Period (first 6 months)
$12.00

Hourly Rate (7 – 35 months) Hourly Rate (36 months +)
$15.00 $15.25

Lead Sexton & Maintenance
Plus $1.00 per hour

[Salaried positions in separate document]

The parties hereby agree to the foregoing:

For the Church
William J. Smith
Dated: Feb 4, 2016

For the Union
Nicole Bowmer
February 4, 2016
MEMORANDUM OF UNDERSTANDING

The parties to this memorandum of agreement are the First Unitarian Church of Portland (Church) and Communication Workers of America, Local 1034 (Union). The Church and the Union are parties to a collective bargaining agreement which is effective from July 1, 2015 through June 30, 2017 (CBA). This memorandum of agreement relates to that CBA and will remain in effect during the life of that agreement. The parties hereby agree as follows:

1. The CBA includes a provision which describes the bargaining unit of employees represented by the Union. That provision is referred to hereinafter as the “Recognition Clause.”

2. The Recognition Clause specifies that the Union is the exclusive representative for bargaining of various Church employees including those who “provide front office support.”

3. The Church currently employs John Rosette (Rosette) to provide front office support. The Church currently also assigns to Rosette duties involving support for the Church’s Executive Team (ET). The parties recognize that the ET support duties Rosette performs make him a “confidential employee” within the meaning of that term under the CBA. The parties therefore agree that Rosette’s position is not included in the bargaining unit of employees represented by the Union.

4. If the Church decides it is necessary to assign the ET support duties currently performed by Rosette to an employee other than Rosette, the parties agree his position will revert to become a part of the Union’s bargaining unit as described in the Recognition Clause, because it involves providing front office support.

5. If the Church decides to assign ET support duties currently performed by Rosette to a different employee within the Union’s bargaining unit, that employee may be considered a confidential employee within the meaning of the CBA and may be excluded from the Union’s bargaining unit. The parties agree that the Church will discuss such a change in work assignment with the Union before implementing it.

The parties hereby agree to the foregoing:

[Signature]
For the Church
Dated: June 4, 2016

[Signature]
For the Union
Dated: February 4, 2016