



# Annual Meeting

May 22, 2016

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## AGENDA

Call to Order, Establish a Quorum, Appoint Timekeeper – Wendy Howard, President (20% of eligible voting members—20% of 202 = 41)	12:00 – 12:03
Welcome – Rev. Antonia Won, Minister	12:03 – 12:06
Opening Remarks – Wendy Howard, President	12:06 – 12:09
Approval of 2015 Minutes	12:09 – 12:12
Treasurer’s FY2015 -16 Report – Dick Barber, Treasurer	12:12 – 12:15
Stewardship Report – Larry Price, Past President	12:15 – 12:18
Present Proposed FY2016-17 Budget – Dick Barber, President	12:18 – 12:27
Present Proposed Options for Mission Statement – Marean Jordan	12:27 – 12:30
Present Nominees for Open Board Positions – Mark Hickman, VP	12:30 – 12:33
Members Mark Ballots	12:33 – 12:36
Ballots Collected and Counted Judy Hurlburt, Secretary and Jennifer Egan, Administrator	12:36 – 12:41
Results of Voting: Board, Budget, Mission Statement – Wendy Howard, President	12:41 – 12:43
Q & A (as time permits)	12:43 – 1:00
Adjournment	1:00

## ANNUAL MEETING MINUTES

May 17 2015

Call to Order 11:57 am

Time Keeper **Leslie Koc**

Quorum Counters - **Vernon Threlkeld & Sylvia McFarland**

Quorum counted and over the 77 necessary

### Welcome – Rev. Antonia Won

#### Opening remarks – Larry Price, President

- It's been a pleasure and honor to serve. It was a lot of work with an intense year with lots of accomplishments. Month and ½ before the end of the year
- Introduction of board members
- Synopsis of year – Welcoming our new developmental minister, Rev. Antonia Won; we went head to head with the Immigration Service, with help from Oregon senators and representative, especially Ron Wyden.
- We got to know more officials at UUA, as they were very helpful and they were there when we needed them.
- We took possession of our new home. Credit given to the New Home Steering committee and all the other committees.
- We have since established many committees to operate our new home.
- We hosted a gala celebration of dedication with Rev. Morales and other UUA guests and community members.
- A council on committee was established and is headed by the vice president.
- Much more has happened and can be read about it in the annual report.
- It has been a real pleasure working with the fellowship. Thank you for volunteering and helping out, as it makes this congregation an amazing group. Thanks you all.

**Kathy Day** moved we approve the minutes for the 2014 Annual Meeting. **Herb Blank** seconded the motion and it was passed unanimously.

#### Dick Barber -Treasurer's FY 14-15 Report

- We are near the end of a \$20,000 carry over. It resulted from several non-recurring items. An audit was performed and will be repeated yearly. We are making progress with understanding the costs needed for running our facility.
- There two areas of concern –
  1. need to enlarge the finance committee, hold quarterly meetings and to update the five year plans and distribute to members
  2. Realign accounts to better reflect goals and to provide improved reporting
- Thanked the finance committee, especially Eileen Andrewson, our bookkeeper.

- Annual Reports are available for your review.

**Stewardship Report – by Amy Falkenrath, for Max Merrill, chair of committee.**

- We asked for a 25% increase in pledges and were pleased to report we are only about \$8000 short of that number. We are on track to meet that goal and exceed it. Thank you who pledged and took advantage of the waiver process. They were big goal and we made it again. You always respond positively.
- Going forward – 4<sup>th</sup> program of UUA Strength is a culture of gratitude. Matter of donation and timing of volunteering.
- Amy thanked Max Merrill for stepping into stewardship chair position. Huge thank you to Debby Leonard for 2 years of leading the stewardship committee.

Questions called for concerning the present proposed FY 2015-16 Budget – **Dick Barber**, Treasurer, answered.

**Herb Blank** helped with FAQ concerning budget.

We have a more challenging budget with the new building and not having past data as to the cost to run and maintain the building.

**Dick** stated this budget will have further changes as our costs change and utilities costs are realized.

**Wendy Howard, Vice President**

- Thanked two people on the board that are finished – **Amy Falkenrath**, for three years of service as Vice President, President and Past President and **Becky Dobrowski**, as recording secretary for the past one and a half years.
- Nominees for new Board:
  - **Dick Barber** will continue as treasurer
  - **Sue Clarke** – recording secretary, Sue has been active in UU congregations for over 25 years.
  - **Mark Hickman** - nominee for vice-president, which is a 3 year commitment. Mark retired from Hewlett Packard, Technology and is a people person, and is interested in finances.
- Continuing Board Members
  - **Larry Price** – Immediate past president
  - **Kathy Day**
  - **Judy Hurlburt**
  - **Christine Walsh**

- Nominees for Endowment Committee
  - **Ed Funk**
  - **Herb Blank**
- Continuing members
  - **Christine Boyer and John Coltman**
- Requests for nominations from the floor – None nominated

**Larry Price, President - Proposed changes to UUFCO Bylaws**

- With the call for an annual meeting, there were additional by-law changes, other than those covered today. They concerned a shared ministries committee. There were relevant questions asked about the wording and provisions. That particular by-law has been withdrawn.
- By-laws have come piecemeal over time. It is not the intention to change fundamental things but to get them to hang together. We have a committee being put together to review and suggest revisions. They will consider how the shared ministries committee will be a part of the by-laws.
- Changes to bylaws to delete the committee on ministries wording and changing the designation of Board positions and terms. Changing the by-laws requires a 2/3 vote.

**Balloting**

- Members marked 81 ballots, 79 voted yes; in two cases individual lines not marked
- There were no “no” votes
- All nominees elected, and Bylaw changes passed.

**BYLAWS  
UNITARIAN UNIVERSALIST FELLOWSHIP OF CENTRAL OREGON**

*Amendments recommended by the Board of Trustees to the May 17, 2015, Annual Meeting are indicated by ~~crossing out~~ text to be deleted and underlining text to be inserted.*

ARTICLE VI – TRUSTEES

6.01 The Board of Trustees shall consist of at least five but not more than eight voting members, who shall be active members of the Fellowship. The Board of Trustees of the Fellowship shall consist of a President, Vice President, Immediate Past President, Recording Secretary, ~~Corresponding Secretary~~, Treasurer, and ~~two~~ up to three Members at Large. The President, Vice President, Treasurer, Recording Secretary, ~~Corresponding Secretary~~, and Members at Large shall be elected in accordance with Article V. The Board may identify a specific responsibility or portfolio for each of the Members at Large. The Board may identify a specific responsibility or portfolio for each of the Members at Large.

## ARTICLE IX - COMMITTEES

~~9.01 The Board of Trustees shall establish a Committee on Ministry composed of members of the congregation in good standing who are not Board members. The Committee on Ministry shall be composed of one member selected by the Board, one member selected by the minister, and one or more members selected by the other committee members.~~

~~9.02 In addition to the duties set forth in Section 4.04, the Committee on Ministry shall appoint chairs of committees of the congregation, other than committees which report directly to the Board. All committee chair appointments shall be approved by a majority vote of the Board.~~

~~9.03 The Committee on Ministry, in consultation with the Board, shall establish committees of the congregation as it deems necessary. The Committee on Ministry shall approve the charge to each committee and determine its tenure and method of composition.~~

9.04~~1~~ The Board shall establish committees of the Board as it deems necessary to fulfill the legal and financial responsibilities of the Board of Trustees. These committees, which shall report to the Board of Trustees, will include but not be limited to, the Stewardship Committee, the Personnel Committee and the ad hoc Search Committee for purposes of hiring a minister. All committee chair appointments shall be approved by a majority vote of the Board.

## ARTICLE XII - AMENDMENT OF BYLAWS

12.01 Amendments to these Bylaws may be proposed by the Board of Trustees or by petition to the Board by ten members of the congregation qualified to vote.

12.02 Notice of such proposed change or changes shall be mailed or emailed to all voting members at least ten days prior to a regular or a special meeting. These Bylaws may be amended by two-thirds vote of those members present and voting at a membership meeting of the Fellowship, at which a quorum (twenty percent (20%) of voting members) has been determined as present, except as higher limits are stipulated by the clause being amended. As per Article 5.06, on occasions determined by the Board of Trustees voting may be conducted by proxy, absentee ballot, mail, email or a combination thereof in accordance with the quorum required above.

Ballots Collected and Counted by Vernon Threlkeld and Sylvia McFarland

### Remarks During Counting

- Another month and ½ in this year then at the beginning of July will be the turnover in the board.
- **Amy Falkenrath** and **Becky** leaving and **Larry** out to pasture, although it may not be quite as restful as he hopes.
- During **Amy Falkenrath's** year as president - **Rev. Antonia Won** was selected as our development minister; **Ayla Halberstat** started as Director of Religious Education. A new

finance committee started with improvements in budgeting.

- **Becky** joined the board when **Ayla** took a staff position, for a year and ½. Her mandate has expanded to head the committee that includes all the landscape area.
- Special notes to thank **Chela Sloper** from **Joan Worrell** for the behind the scenes and last minute fixes.
- **Virlene Arnold** commended **Larry** for being the steadfast helm for when we needed it throughout the year.
- **Larry Price, President** - Results of Voting: Board, Budget, & Bylaw Changes

#### Q & A

- **Mark Hickman** - Is there any estimate of gifts from new members?
- We do not try to estimate what we will get in the future, but undoubtedly we will get some.
- For the current year we budgeted an \$8000 draw on the reserve and we ended up with a significant carry over; some of which came from new members. That will likely happen again.

Adjourned at 12:53

Submitted by Becky Dobrowski, Recording Secretary



## **TREASURERS' ANNUAL REPORT 2015-16**

*Submitted by Dick Barber, Treasurer*

A monthly and year-to-date financial status was reviewed and reported to the Board of Trustees each month. We project to end the fiscal year (July 1, 2015 – June 30, 2016) with a small to moderate cash balance. For a second year we will not have to use part of our \$225,000 reserve for operating purposes. A cautionary note must be made: the date that this report is required leaves three months remaining of this budget year but I do not see major difficulties.

New Home accounting was concluded and placed in two accounts. One account continues to receive pledges due through 2016 and a second account for Building Contingency funds was placed in a money market with a balance \$384,509. This account may only be used for projects connected to the building and disbursements must be approved by the Board of Trustees.

Our income this fiscal year has been excellent with the exception of estimated rental income. This program was delayed to ensure we were properly prepared but shows great promise and in a short time has produced over \$11,000 in revenue. A very bright spot is our Sunday offerings for both UUFCO and selected monthly community partners. We have distributed over \$9,000 to outside parties and our many visitors have more than doubled the amounts of Sunday collections.

We are still trying to improve access to financial data for committees and any interested congregant. In the budget process we have tried to allocate expenses that support certain efforts and improve our ability to research questioned items. The Finance Committee prepares the budget and two new members of the committee, Sylvia McFarland and Herb Blank, have provided new insight.

We can feel comfortable the congregation has established a sound financial base while still managing multiple new programs and member growth. And as always, I thank Eileen Andrewson for her accounting knowledge and a lot of hard work!

**MINISTER'S ANNUAL REPORT 2015-16**  
*Submitted by Rev. Antonia Won, Minister*

Purpose

My role with UUFCO is as a 'developmental minister,' whose purpose is to address needs for change in a congregation. The goals for this ministry, established by a previous Board, are:

- Managing the complexities of congregational growth
- Becoming a greater presence in our community
- Reaching out to younger audiences
- Creating high quality and varied education offerings for children, youth and adult members consistent with our UU values
- 5. Nurturing new lay leadership

I have a 3-year contract that completes in summer 2017.

Accomplishments

- Work with Shared Ministries Committee in planning and executing a new mission statement process with a view to being welcoming of new people. Participation grew through the three workshops
- Implementation and establishment of a Sunday Volunteer system, organized to integrate new people into the congregation
- Re-establishment of adult religious exploration programming, newly identified as 'NUUishment Nights,' and introduction of weeknight potluck dinners in association with programming
- Increase in general membership from 170 to 200
- Increase in Sunday attendance of approximately 80%, consistently over 200 people during winter months (UUFCO's peak time)
- Increase in average Sunday attendance of children to 24 (from recent history of 4-6), and all classrooms being used
- Strengthening of worship practices, development of new hosts, improved planning of lay led services, technical skills and usher support, introduction of 'hymn of the month' and strengthening overall impact of music in worship
- First and successful use of 'Our Whole Lives' sexuality program, led by Ayla Halberstadt and Melissa Adams for middle school group
- Design and implementation of new staff plan and contribution toward 5-year planning
- Oversight of shift to building rentals and support of staff in the transition
- Creation of newly formed Leadership Development Committee

- Creation of newly formed Program Council
- Planning for next year initiated i.e. adding a second service and bringing on a ministerial intern (both now delayed)
- Improved support of committees in transition with increased staff presence
- Integration of a new software system for our database and membership communications
- Renewal of Soul Matters groups established last year

### Challenges

In the midst of all these fast- or forward-moving realities or initiatives, questions of authority and roles at the level of the Board, the Minister and lay leadership emerged. Lack of clarity about these created misunderstandings, miscommunications and mistakes. Without a structure, process or culture of covenantal conflict resolution yet in place, the partnership of shared ministry ceased to function effectively. Recognizing this and with the Board's agreement, I've determined that next year will be my last year as minister of this congregation. The contract will not be extended. This was a hard decision but it is the right decision, and the Board will move forward with a search for a settled minister for fall 2017.

### Future Goals

In recent weeks, a number of signs give me hope for the year ahead and the spiritual rewards it may hold, both for me and for the congregation in its 'pastoral to program' transition. My goals for the year ahead are to:

- work with the Shared Ministries Committee in deepening our partnership and understanding of shared ministry at UUFCO
- support the effort of becoming a 'healthy congregation' in
  - working with the leadership to address issues of transparency
  - fostering covenant-based communications across the congregation
- stabilize programs and new structures that were initiated this year such as the Program Council, NUUrishment Nights and Leadership Development Committee
- prioritize communications with the congregation and lay leaders as we navigate many transitions

This may be a chaotic time in the life of UUFCO, however I see us all 'leaning in' to the challenges to find the lessons within. It's a gratifying thing to see as a minister and though the year ahead holds a lot of uncertainties, I sincerely look forward to the journey.

**PRESIDENT'S ANNUAL REPORT 2015-16**  
*Submitted by Wendy Howard, Board President*

This year UUFCO was nominated by the UUA as a “Breakthrough Congregation” a designation awarded to us due to the significant amount of growth that we have been experiencing. Our growth, both in membership and at worship has significantly informed the need for changes organizationally, financially and with our staffing. This fiscal year saw the first year of full occupancy in our New Home.

“Breakthrough” can also be used to describe the big shift that the Board has undergone as it has come to understand what moving from a pastoral to a program-size church really means. We are still making this adjustment. Some structural recommendations presented by Rev. Antonia in the form of a Leadership Development Team and Program Council were endorsed in the winter and early spring. We will see how these structures begin to function and relate to increasing member engagement as leaders and how the council relates to the program committees for fiscal year 2016-17. The Board also recognized that progress toward developing governance by policy structure was necessary. Thus a Governance Task Force (GTD) was formed in April and it will be working toward creating a general governance statement as well as general policies of delegation and oversight and accountability. Moreover, the policy manual needs to be reviewed and updated. This sets an important priority for next year.

The Board was challenged in the spring with the ministerial contract options. We learned that we need to develop better processes to communicate with our congregants and our minister. UUA resources were accessed during this time, and there are plans to continue to get support from the Western Region Staff. Healthy Congregations Team and additional training in communication are commitments that the Board has made for next year. As a Board we agreed to have legal documents, like contracts and bylaws, reviewed by an outside attorney as a necessary step before final approval.

The bylaws committee made a major revision to the bylaws. They are almost in final form and are beginning to be shared with the congregation. A vote on the bylaws is expected to happen in September 2016.

An Endowment Governing Document was written (Thank you, Endowment Committee!) and adopted by the Board. New software was approved and is being utilized now for better management of information about our people. We thank Mark Hickman for his time and attention to this important technological change.

The Board approved the process to begin a national search for a settled minister. We expect to form our search committee in the first part of June after a visit from a UUA ministerial transitions minister.

Financially the Board has appreciated the hard work of the Finance Committee. We now have a five-year planning budget. We will end up using very little from our reserves by the end of this fiscal year and financially UUFCO is in a strong and stable situation going into 2016-17.

We have increased staff and hours, we now have an Administrator/Events Manager and a Congregational Life Coordinator, as well as adding more hours in our Children's RE staff. In the area of personnel, additional policies were adopted to conform to new state and federal laws.

The building received four architectural wards this year and most recently UUFCO was the first church certified by Earth Advantage at the platinum level. Congregants have learned about running and taking care of our New Home. During this year 60 warranty claims that were identified were professionally taken care of by our builder, KNCC.

We are blessed to have a very committed Board who have worked overtime to make this challenging year positive and full of growth. At the beginning of my term we said farewell to Christine Walsh who so capably led the facilities cluster for a year. Greg Holmberg stepped up to fill the one-year vacancy and he continued with exceptional leadership with building completion tasks. In addition to Greg we will say good-bye to Judy Hurlburt, helping with special projects; Kathy Day, liaison and chair of Personnel; and Larry Price, Immediate Past President who spearheaded bylaw revisions, worked on the nominating committee and so ably contributed to the Finance Committee. Continuing members, Mark Hickman, who served as VP, Sue Clarke as recording secretary and Dick Barber as our treasurer have all worked incredibly hard to make our year successful. And we could not have accomplished all that we have without the dedication of our minister, lay leadership, committee members, and staff. I am deeply grateful for everyone at UUFCO.

## CONGREGATIONAL LIFE FACILITATOR ANNUAL REPORT 2015-16

*Submitted by Chela Sloper, Congregational Life Facilitator*

As this is a new position – and a new role for me at UUFCO – I’m excited about what horizons we may explore together in congregational life.

**Purpose:** The Congregational Life Facilitator position was created to provide support in the areas of membership, administration of certain programs and initiatives (e.g., Soul Matters), and to provide assistance to the Minister in serving pastoral needs.

### **Accomplishments:**

- Assisted the Membership Committee in presenting the membership orientation classes, teaching the segments on UU history, the foundation of the Seven Principles, and stewardship.
- Attendance at the Stewardship Committee meetings, tasked to remind members, in particular, that a financial pledge of any amount is an ongoing requirement of membership in UUFCO. Proposed a process to follow up with non-pledging members, to inquire about their ongoing interest in our congregation.
- In conversation with the Care Committee and have begun to provide support to individuals in the congregation navigating Life’s challenges.
- Ongoing communications tasks of preparing Sunday morning slides and host scripts remain in my weekly responsibilities.
- Helped identify members in archived photos of UUFCO.

### **Future Goals:**

- Develop tools and congregational partnerships to integrate newcomers and new members into volunteerism at UUFCO.
- Learn new ways to support development of UU identity among members and newcomers.
- Provide support to affinity groups at UUFCO wanting to draw on congregational connections.

### **Challenges:**

- Building a larger volunteer base to support our growing community.
- Mastering new data base software (Breeze) for generating directories with and without photos.

## CHILDREN AND YOUTH RELIGIOUS EXPLORATION ANNUAL REPORT 2015-16

*Submitted by Ayla Halberstadt, Director of Religious Exploration*

**Purpose:** to provide religious exploration for children and youth 0-18 and support family ministries at UUFCO

### **Accomplishments:**

- Attendance has steadied to an average of 25 a week.
- Our Whole Lives curriculum ran for 7-9th graders and we had 10 youth participants.
- Moved to three classrooms on Sunday mornings.
- Had our first RE sleepover.

### **Future Goals:**

- Create more activities and events geared to families.
- Hold monthly middle school youth group meetings.
- Run the “coming of age” program
- Offer OWL yearly for differing age groups
- Hold more intergenerational services

### **Challenges**

- Having enough volunteer support
- Having enough attendance for activities outside of Sunday morning
- Having enough time on Sunday mornings to complete a full lesson

## **MUSIC DIRECTOR ANNUAL REPORT 2015-16**

*Submitted by Virlene Arnold, Music Director*

### **SUNDAY WORSHIP SERVICE MUSIC:**

This past year has been one of growth for the UUFCO music program. The choir increased its participation to twice a month and welcomed several new members. A number of instrumentalists have contributed to the Sunday morning musical offerings. The “House Band”, a recent addition, plays on many Sundays to complement the congregational singing, in addition to providing special music. Thanks and appreciation go to Chela Sloper, Aaron Coe, Judy Trask, Nancy Stevens, Greg Byrne and Sonia Carlson for the guitar, drums and flute accompaniment. And to Sandi Swanlund for her harp contributions. Dick Falxa and Phil Miscovich are currently sharing the piano duties on alternate Sundays. The commitment and musical expertise that you all bring are true gifts!

New to Sunday mornings has been the addition of the “Hymn of the Month”. This has allowed us to become familiar with some of the more challenging songs in our “Singing the Journey” hymnal as we devote a month of Sundays to one particular hymn. This seems to be meeting with enthusiasm, giving folks a chance to become more comfortable with musical material which can then be sung with confidence.

And to the members of the choir who participate by attending Wednesday night rehearsals and Sunday services, please know that your contributions add so much to the worship experience! Your music ministry continues to add to the life of the congregation.

### **MUSIC ADVISORY COMMITTEE:**

The Music Advisory Committee supports the Music Director, advocates for the music program, and works with the Music Director, Minister and church leadership to enhance and develop the music ministry of the church as it deepens and enriches congregational life.

Specific tasks include: Planning for music on non-choir Sundays, helping with special event planning, making decisions as to how the Music Discretionary Funds will be allocated, brainstorming solutions for UU music/choir-related problems or issues, and coordinating community music events at UUFCO that are consistent with our UU principles. The following individuals are currently serving on this committee:

Mark Hickman, Susie Hickman, Aaron Coe, Amy Falkenrath, Nancy Stevens, Chela Sloper, Debbie Leonard and Virlene Arnold.



## **MUSIC CONCERTS:**

We held our first concert shortly after moving into our building. Michael Mandrell, guitar, and Ruth Beck, harp, were our first performers. They were followed by Acoustic Eidolon in October. On April 23rd David Roth, singer-songwriter and long-time friend to UU's, held forth and in August HiroyaTsukamoto, a Japanese guitarist, is booked. Then in October well-known folksinger, Bill Staines, will be with us. The Music Advisory Committee has recommended that sponsored concerts be held approximately once every quarter for the remainder of 2016.

I am truly grateful for the opportunity to serve as Music/Choir Director and for all the love and support that is given to our music-makers.

## ADULT EXPLORATION COMMITTEE ANNUAL REPORT 2015-16

*Submitted by Jan Lindeman, Chair*

**Committee Members:** Jan Lindeman became Chair for this period and is continuing into 2016. Gail Kamma left the committee to spend a year in Portland. Brenda Burton and Yvonne Lyles served briefly and then resigned. Jane Kopriva and Kathy Shaker served for several months and then moved to serve in other areas. Jan Lawton and Elaine Wierman served through this whole period and are continuing on into 2016.

**Purpose:** Now that we are in our own building, to expand our program to meet the growing needs for adult religious exploration classes and groups for the expanding congregation.

### **Accomplishments:**

- The Social Justice Committee expanded its offerings to focus on Income Inequality issues and the “Move to Amend” project to restore democracy to our national political process. Adult RE supported them indirectly.
- The Women’s Spirituality monthly groups continued under Noreen Halberstadt’s leadership and we supported her indirectly. We also supported Rev. Antonia’s work with Bob Barber to organize the development of new men’s groups.
- Rev. Antonia organized new “Soul Matters” groups, trained facilitators and saw that monthly packets were emailed in coordination with monthly congregational study themes.
- Our committee developed a paper application process for proposals for new Adult RE classes. We reviewed all applications, recruited some teachers, started working on our group evaluation procedures and on updating our committee mission statement. We agreed on four categories of classes:
  - Embodiment classes such as yoga and qigong which we started offering weekly
  - Philosophy, Theology and UU History classes, which we started offering
  - Spirituality and Meditation groups which we started offering Sundays 9-10 am and some Tuesday evenings
  - Life Transition and Psychological Growth classes, which we started offering on “NUUrishment Nights” Wednesdays, along with some UUA “Tapestry of Faith” classes
- As chair, Jan started a new Adult RE Committee notebook and is keeping a record of all class and group applications along with their status.

### **Future Goals:**

- to continue to recruit effective teachers and facilitators,

- to complete a class and group evaluation process,
- to complete our committee profile as requested by the Council on Committees
- to recruit 1-2 new committee members

**Challenges:**

- to learn to work effectively with a new Program Council and Leadership Development Team
- to work more effectively with other related committees to sponsor timely and coordinated classes and activities

## ART INTEGRATION COMMITTEE ANNUAL REPORT 2015-16

*Submitted by Karen Maier, Chair*

1. **Purpose:** To coordinate rotating art shows in the building, to acquire permanent art, to be responsible for the display of art both permanent and temporary. To use art as a way to engage the greater community and have it be reflective of our values as a congregation.
2. **Accomplishments:**
  - a. We produced two shows last year; our First Annual Member and Friends Art Show and a Fiber Arts Show.
  - b. We had a reception and worked with the Special Events committee to coordinate that.
  - c. We also had a Family Arts Night that resulted in the creation of a mural that was been hanging in the Linus Pauling room.
  - d. The outdoor sculptures of the cranes were installed and also the hanging of one permanent piece in the Pete Seeger Gathering Hall.
3. **Future Goals:**
  - a. To establish a regular schedule of art shows throughout the year and to engage the community in participation.
4. **Challenges:** Making the art available to the public for viewing outside Sunday mornings.

## **CARE COMMITTEE ANNUAL REPORT 2015-16**

*Submitted by Andrea Barss and Virginia Sponsler, Co-Chairs*

**Care Committee Members:** Co- Chairs: Andrea Barss and Virginia Sponsler, Andrea Hopkins, Jim Henson, Nancy Stevens, Maggie Miller, Max Beason

### **Purpose:**

- Respond to care requests for assistance with food, transportation, and daily living tasks at times of short-term need. Visitation on referral from Minister, Congregational Life Facilitator, or Pastoral Care
- Cards to congregants as needs made known through Joys and Sorrows or by suggestion of a congregant or family member
- Education - resources and referrals; care/caregiver topics and issues

### **Accomplishments:**

- UUFCO Care Committee e-mail address established
- Updated Care Team Roster organized by category and onto a group email
- Fresh Sheet check box requesting contact by Care Committee
- Coordination with families of long-term recipients of Care Team assistance to find other resources and congregational support for long term needs
- Participation in Wednesday NUUrishment Night session on Family Caregiving
- Newsletter and ACE articles
- Visitations (in-person or phone), cards, and direct care responses (24)
- Collaboration with Central Oregon Council on Aging Family Caregiver Support Group

### **Future Goals:**

- Add two committee members: computer skills, and young adult representative
- Coordinate with Minister, Congregational Life Coordinator, Pastoral Care Team, and Healthy Congregations Committee re roles and responsibilities
- Develop education, resource information/ materials; coordinate with RE and Communications Committee
- “Thank” and disband Resource Team and establish new method for connecting congregants to those in congregation with special expertise
- Sunday service related to Care Committee and caring as a form of stewardship

### **Challenges:**

- Defining role in a growing, welcoming, Caring Congregation. Initiating vs. privacy. Communication with congregation.

**CHALICE LIGHTERS ANNUAL REPORT 2015-16**  
*Submitted by Annis Henson, Volunteer Ambassador*

**Purpose:**

Congregational education, promotion, and coordination for the Chalice Lighters program. It is a voluntary fundraising opportunity that assists congregations in the Pacific Northwest UUA region.

**Accomplishments:**

- Amy Falkenrath completed many years as UUFCO's Chalice Lighters Ambassador.
- Annis Henson assumed this volunteer role.
- Several articles spotlighting Chalice Lighters' "calls" for funds were published in the UUFCO newsletter and ACE. New Chalice Lighter sign-up forms are available.
- A working relationship with the new PNW Chalice Lighter Coordinator, Dave Cauffman, was established.

**Challenges**

- Educate and promote Chalice Lighters creatively and effectively within the context of the UUFCO community.

**Future Goals**

- Increase education and appreciation about the program within our congregation.
- Re-establish and reach the expected goal for 30% of UUFCO members becoming actively contributing Chalice Lighters.
- Follow Chalice Lighter UUFCO contributions and inform the congregation about UUFCO Chalice Lighters' regular contributions in support of thrice yearly grant requests for the region's selected congregations.

## COMMUNICATIONS TEAM ANNUAL REPORT 2015-16

*Submitted by Susie Hickman, Facilitator*

**Communications Committee Members:** **Sonia Carlson** – Adviser; **Dale Clark** - Graphic Designer; **Jenn Egan** - Staff, Events and Newsletter Communication; **Ayla Halberstadt** - Staff, Family Outreach and Social Media; **Jerrie Lee Jones** - Outgoing Webmaster, Emeritus Chair and Adviser; **John Marvin** - Incoming Webmaster; **Toni Morris** - Photographer and Photo Archivist; **Jameson O'Neal** - Writer-Editor, Press and Publicity Adviser; **Beth Patterson** - Social Media Lead, Writer and Web Adviser; **Marty Rudolph** - Mentorship & Marketing Adviser; **Chela Sloper** - Staff and Congregational Life Facilitator/Communicator; **Alison Wells** - Website Content/Oversight Lead and Writer.

We call this group the Communications Dream Team because of its exceptionally gifted members who have come together to share UUFCO's message in words, images and actions. UUFCO is fortunate to have such capable, experienced and caring people serving the Fellowship to help meet its communication needs. Thank you all for sharing your time, your life and your special talents.

### **Purpose:**

- To manage, facilitate and coordinate communication within the congregation as well as reaching out to the greater Central Oregon community.

### **Highlights/Accomplishments of 2015-2016:**

- **Congregational/Visitor Communications**
  - Monthly UUFCO Newsletter - (Redesigned)
  - Weekly All Congregation Newsletter (ACE) - (Redesigned)
  - Sunday Fresh Sheets
  - Digital Touch Screen (Updated)
  - Communication/Info Kiosk (New-Completed)
  - Community Bulletin Board (New-Completed)
  - Office Bulletin Board
  - Website Update, Maintenance, Training, Documentation
  - Outdoor Environmental Education Signs
- **Print Materials**
  - Brochures, Info Sheets and Cards
  - Centrally located on the Communication Kiosk
  - Print materials updated, revised and redesigned to reflect a cohesive and consistent UUFCO style.

- **Publicity & Awards - 2015/2016**

- **Ongoing**

- Print and online media outreach with Sunday service, holiday and special event announcements/advertisements in the Bulletin, The Source, Visitors Guides and Central Oregon Community Calendars

- **Chronological**

- **2/22/15 - The Bulletin** front-page and feature articles w/photos

- Front Page: Visa Issues Make for a Minister Via Video

- Community Life: A Sacred Space Built on Principles

- **4/2015 - Dedication** publicity in local media and UU World

- **8/2015 - Award/Press:**

- *UUA Breakthrough Congregations Award for 2015*

- UU World article pending June 2016

- *Faith & Form/IFRAA International Award for Religious Art & Architecture*

- Faith & Forum Magazine article, January 2016 issue

- Daily Journal of Commerce article

- **9/2015 - Award/Press:**

- *NW Pacific Regional Design Award*

- UUFCA Sculpture Installation of Soaring Cranes

- Cascade A & E article

- **10/2015 - Cascade Business News** article

- **1/2016 - Faith & Forum Magazine** photos and article

- **2/2016 - Award/Press:**

- *Woodworks Wood Design Award*

- Gray Magazine article

- **Pending**

- Breakthrough Congregation Publicity

- UU World article (end June)

- UUA/UUFCA Webinar Video

- UUA Social Media Blog

- Church Designer Magazine article (Pending)

- *Architectural Review & Faith Award (Pending)*

- *Architizer A+ Design Award (Pending)*

- *American Architecture Award (Pending)*

## Challenges/Goals

- **Connecting the People of Our Fellowship**

- Information about UUFCA members and friends has been incomplete, scattered and disconnected. We've taken and posted photos of new members but lack current photos of longtime members. With the introduction of an online information management tool, Breeze, we will soon realize the vision of a digital photo directory. The directory will include activities, interests and areas of contribution.



- **Central Photo Archive**  
Like member information, UUFCO photos are all over the place - on thumb drives, discs, laptops, websites, and so on. Many of these photos are exceptional and provide a visual history of the fellowship. We are at risk of losing those memories if we don't carefully gather and preserve in them. This recently launched project is underway.
- **“How To” at UUFCO - Communications Handbook**  
One of the important objectives of our Communications Team has been to document instructions and compile important information (policies, procedures, etc.) in central, readily accessible locations. This summer, work will begin on a collaborative UUFCO Communications Manual that will include information such as: How to Get the Word Out, How to Get It Done, Communications Guidelines, and Contacts/Resources.
- **Social Media**  
UUFCO has both public and private Facebook pages. A sub-team is developing a comprehensive social media plan to facilitate networking, interaction and outreach.
- **Direct Connect**  
The committee is creating UUFCO Direct Connect cards - business-size cards that members and friends can hand out when they greet newcomers. The cards will give newcomers convenient access to our website, phone number, street and email addresses as well as a direct connection to a UUFCO member or friend.

As so well-articulated in the Building Our Future Together workshops ... *We, on the Communications Team, care about the future and look for opportunities to reach out and serve the greater community. We strive to practice intentional integrity and to embody our UU principles - to walk our talk.*

## COUNCIL OF COMMITTEES ANNUAL REPORT 2015-16

*Submitted by Mark Hickman*

### **I. Council of Committees Facilitator in 2016: Mark Hickman**

Current program committees represented: Special Events, Stewardship, RE, Art Integration, Communications, Good Times, Care Team, Sanctuary Services, Music, Social Justice, Library, Membership, and staff

**II. Purpose:** to identify interconnections between congregational programs, and find ways to provide mutual support for the leaders of these programs

### **III. Accomplishments**

- Monthly discussions provided unifying context as we lived with all the changes of this past year
- Coordination of major transitions in how we do things (e.g., Sunday volunteers, beginning to rent facility, communications kiosk) was made easier by regular opportunities to talk together
- Started to talk about how the upcoming Program Council and COC will interact in the upcoming fiscal year

### **IV. Future Goals**

- Coordinate COC and Program Council schedule and agendas
- As new bylaws and policies and governing structures are created, continue to evolve the best ways to connect with and empower lay leadership
- Empower lay leadership with better information and clearer descriptions of roles and responsibilities for all involved in our leadership

## FACILITY COMMITTEE ANNUAL REPORT 2015-16

*Submitted by Greg Holmberg, Chair*

### I. **Facility Systems Committee Chair, Greg Holmberg**

Current committee members and Subject Matter Experts (SME's): Lew McFarland, Lou Schmerber, Kris Rosvold, John Lawton, Chris Atkin, Tom Wykes

- II. **Purpose:** Apply the technical capability of the members to identify, analyze and assist in resolving construction and operational issues with the facility. Collaborate with UUFCO members, architects, engineers and constructors in the implementation of field operations at the New Home.

### III. **Accomplishments:**

- a. Successfully navigated 58 Warranty Claims on the new construction during the first year warranty period ending March 3, 2016.
- b. Archived as-built drawings, equipment manuals and maintenance programs in physical and digital formats.
- c. Succeeded in having Kirby Nagelhout rerecord all of the construction discipline training videos, i.e., electrical, mechanical, etc., fully scripted into a understandable and effective presentation.
- d. Strong contribution by the SME's was the fabric of the committee's success.
- e. Fielded facility related inputs from the congregation, quickly taking action if appropriate.
- f. Consistently learning the subtle nuances of the buildings equipment and operations (not to mention the peckers). On-going, really.
- g. Certified EARTH ADVANTAGE PLATINUM - with thanks to Tom Wykes and Sustainability Committee.

### IV. **The Future:**

- a. Transition the day-to-day Facility Systems responsibility to UUFCO's Administrative and Sexton functions.
- b. Recruit new members to the team.
- c. Welcome John Lawton as the new Facility Systems Chair.

## GOOD TIMES COMMITTEE ANNUAL REPORT 2015-16

*Submitted by Karen Maier, Chair*

Good Times Committee, Karen Maier, chair.

- I. **Purpose:** facilitate opportunities for congregants, their friends and families to meet together in a variety of contexts that foster friendship, understanding and knowledge of the wider world and our place in it.
- II. **Accomplishments:**
  - a. Additional groups were formed: cross-country skiing, kayaking, movie night (alternating with a social justice movie), knitting and painting. We added a cooking group that is re-forming this spring.
  - b. We have maintained all of our previous groups: card night, writing group, Book Clubs I, II and III, Circle Suppers, hiking group. Game night was suspended in the winter and the hiking group has met sporadically in response to the weather.
- III. **Future Goals**
  - a. Continue to facilitate the development and execution of new activities by engaging interested parties who wish to be involved.
  - b. Provide regular communication via email to the people who lead the various activities.

## LIBRARY COMMITTEE ANNUAL REPORT 2015-16

*Submitted by Mayme Trumble, Chair*

### I. Library Committee

- Mayme Trumble, chair
- Jan Lindeman
- Bill Morris
- Gail Kamna

Library Workers: Jan Lawton, Joanne Willson, Lynn Funk, Suellen Adams, Bill Morris, Jan Lindeman, Pam Horwich, Mayme Trumble

II. **Purpose:** to support the congregation by providing resources focused on our principles, sources, and spiritual traditions and values.

### III. Accomplishments

- added about 160 new books, for a total of about 560 adult books and 200 children's books.
- purchased the 6-DVD series called "Long Strange Trip": a history of UU thought by Ron Cordes. It is being used in an adult RE class.

### IV. Challenges

- return of books
- purchase decisions
- members needed
- limited shelf space with easy access
- signage for topical sections of book shelves

### V. Future Goals

- increase number of DVDs relevant to our purpose
- purchase audio books
- hold fundraising book sale
- increase visibility of the library
- increase borrower use of our Library Thing online catalog
- oversee starting the organization of UUFCO/UU archives
- increase number of books and media specifically about UU or written by UU authors
- obtain user feedback and suggestions

## MEMBERSHIP TEAM ANNUAL REPORT 2015-16

*Submitted by Nancy Stevens*

### **Current members**

- Nancy Stevens, Chair - I will be resigning as chair June 30 2016. I have very much enjoyed serving on this team, and getting to know our newest members.
- Other members: Mayme Trumble, Marty Rudolph, Chela Sloper (Congregational Life Facilitator). Two new team members will be Janet Newcombe and Jennifer Seitz.

### **Accomplishments**

- We had help from Bill Morris, Elaine Wierman and Marty Rudolf who shopped for our lunches and did the set up and clean up -- much bigger task now that our numbers are growing for the sessions.
- In this fiscal year we will have conducted three series of orientations. The class in March 2016 had 18 participants: our largest group to date.
- We revised some of the materials that are provided in the orientation packets.
- Work was done to make the materials more visually pleasing.
- We have added 20 new members since July 2015. Twelve individuals signed the book after our March orientation.
- New members have commented that it has been helpful having board members present at the second orientation. We have been placing new member bios in the newsletters in an effort to facilitate people learning about our newest congregants.
- Many new members have already participated in volunteering for Sunday services, and they are being added to the volunteer teams.
- There was a New Member Ceremony in October 2015; we will hold another one in June 2016.

### **Future goals**

- We would like to revisit the idea of having buddies for our new members.
- We welcome anyone who would like to join the Membership Team assist in welcoming new members to this congregation.

## SHARED MINISTRIES COMMITTEE ANNUAL REPORT 2015-16

*Submitted by Marean Jordan, Chair*

- I. **Purpose:** to support the health, mission, and ministries of the congregation through feedback, assessment and appreciations; to develop resources for effective congregational communication and conflict/resolution.
- II. **Accomplishments:**
  - a. Met with the board at their annual retreat to discuss the dynamics of growth and leadership in the move from a pastoral to a program-size church
  - b. Planned a seminar on facilitation and Appreciative Inquiry for small group facilitators in preparation for the mission renewal process
  - c. Planned, documented, and followed up on three all-congregation mission renewal sessions on September 26, October 18 and January 31
  - d. Based on the congregational work in the three mission renewal sessions, developed the first draft of a mission statement
  - e. Reviewed the mission renewal process and shared the mission statement with committees at their March committee meeting and in two congregation meetings in April to gather their ideas and suggestions; the goal of the process is to present a final version of the mission statement for congregational vote at the Annual Meeting in May
  - f. Facilitated a ministerial assessment process involving responses from committee chairs, the board and staff
  - g. Sponsored a presentation on Healthy Congregations and Communication by Rev. Carol McKinley on March 19 in preparation for developing a Healthy Congregations Team to support communication and conflict/resolution at UUFCO
- III. **Future Goals:**
  - a. Support program committees in aligning their goals with the new congregational mission statement
  - b. Provide feedback to and assessment of the ministries of the congregation
  - c. Create a plan for a Healthy Congregations Team and support its creation and development
  - d. In collaboration with the Healthy Congregations Team, Adult RE and Communications committees, and Leadership Development Team, sponsor congregational learning opportunities on effective communication
  - e. Work with the board and minister to understand and manage the transition from a pastoral- to program-size congregation
- IV. **Challenges:**
  - a. Clarify the role of the Shared Ministries Committee in relation to new structures and initiatives
  - b. Offer a balanced view of congregational dynamics and ministries (the “view from the balcony”)

## **SOCIAL JUSTICE ANNUAL REPORT 2015-16**

*Submitted by Aldine Thornton, Facilitator*

- I. **Social Justice Facilitators:** Charles and Wilma Campbell and Aldine Thornton
- II. **Purpose:** to affirm and promote the goal of world community with peace, liberty and justice for an, and respect for the interdependent web of all existence. (6th and 7th. principles of UU)
- III. **Accomplishments:**
  - a. Creation of three new Social Justice Teams:
    - i. Project GRACE by John Horwich, has enhanced our understanding of the roots and realities of escalating inequality of income, wealth and opportunity in the U.S.
    - ii. Wildcats Wizards by Christine Walsh and Sue Clarke, has provided 1062 hours of one-on-one, once a week volunteer tutoring at Juniper Elementary School.
    - iii. Jericho Table by Pam Horwich, has served 280 meals to homeless population in Redmond. (80 hours of volunteered time and \$720.00 worth of donated pizza)
  - b. Greater Community Collection, facilitated by Ken Wilhelm, Anita and Carl Elliot, is responsible for vetting and distribution of \$11,951.00 donated by our Fellowship for various non-profit organizations/programs (this is only a 9-month total)
  - c. Bethlehem Inn Dinners, facilitated by Leslie Koc and Tom O'Brien, has served around 100 meals per month, hours of service 804, and \$4,242.00 of donated food.
  - d. Health Care for all Oregon, facilitated by Charles Campbell, has kept us informed of legislative actions on Health Care and is educating us on "single payer" health care.
  - e. Move to Amend, facilitated by Chela Sloper and Wilma Campbell, works to amend the US Constitution, terminating (or narrowly defining) corporate personhood and ending constitutional protections on money as a form of free speech.
  - f. Liaison Team, facilitated by Joe Maier, has started a process to keep S.J. members informed on activities occurring throughout Oregon and the Pacific Northwest.
  - g. Environmental Sustainability--S. J. members participated in marches in downtown Bend, against the occupation of the Malheur Reserve.
  - h. Annual Reports from all Social Justice Teams, facilitated by Joe Maier and Aldine Thornton.
- IV. **Future Goals**
  - a. Celebrate accomplishments



- b. Larger presence for S.J. within Sunday Service to keep Fellowship informed of all S.J. events, educational programs and legislation actions.
- c. Move to action by "Project GRACE"
- d. Re-organize the framework/structure of S.J. Committee create new mission statement
- e. Incorporate youth into S.J .activities
- f. Expand Wildcats Wizards team to 25 tutors
- g. New Facilitator for Environmental Sustainability
- h. Interface more effectively with UUFCO leadership and co-ordinate scheduling of meeting times and spaces with other committees
- i. Work on S.J. web site
- j. Engage new members through "Gather In's"
- k. Find volunteer to update information on cart and bulletin board
- l. Coordinator for ACE, Newsletter and Fresh sheet

**V. Challenges**

- a. To keep our teams healthy, productive and enthusiastic

## SOCIAL JUSTICE ANNUAL REPORT 2015-16

### Project GRACE

*Submitted by John Horwich, Facilitator*

- I. **Project GRACE Facilitator:** John Horwich
- II. **Purpose:** Project GRACE, Giving Respect and Choosing Equality
  - a. Enhance our understanding of the roots and realities of escalating inequality of income, wealth and opportunity in the U.S.
  - b. Encourage individual and congregational reflection nurturing gratitude for our blessings and empathy for those less fortunate
  - c. Support individual and collective action to balance the scales of inequality
- III. **Accomplishments**
  - a. Committee formed in summer 2015: set goals and objectives and adopted a general approach to the study/action issue of escalating inequality
  - b. Held four educational sessions in the fall of 2015 as part of inaugural NUUrishment Night program
  - c. Developed and conducted the Sunday Service on November 15, 2015. Held four educational sessions monthly from January through April 2016 and facilitated a workshop on action ideas in May 2016.
  - d. Sponsored a forum on affordable housing in Central Oregon in March 2016.
- IV. **Future Goals**
  - a. Assemble ideas for actions addressing inequality identified at the May 2016 workshop
  - b. Establish working groups to study, assess, and develop implementation plans for the action ideas (summer/fall 2016)
  - c. Begin implementation of actions (fall 2016/ winter and spring 2017)
- V. **Challenges**
  - a. Engaging a sufficient number of members/friends to undertake the work of studying, assessing, and developing implementation plans for action.
  - b. Developing and sustaining enthusiasm and commitment for the work of Project GRACE

## **SOCIAL JUSTICE ANNUAL REPORT 2015-16**

### **Wildcats Wizards Tutoring**

*Submitted by Christine Walsh and Sue Clarke, Facilitators*

- I. **Tutoring Program Volunteer Facilitators:** Christine Walsh and Sue Clarke
  
- II. **Purpose:** to work with teacher-referred students at Juniper Elementary School in a one-on-one, once a week , after school tutoring program to support their self-confidence and academic growth.
  
- III. **Accomplishments:**
  - a. Initiated in the spring of 2015 involving the vice principal and a school liaison, tutoring began in September 2015
  - b. We began with 12 tutor-student matches in the fall and expanded to 16 pairs in the winter term. 13 tutors are from UUFCO and three are members of the community.
  - c. A willing group of 9 substitutes cover for tutors who need to be away.
  - d. Orientation and training for the tutors and substitutes has been provided by the School contacts and Volunteer Coordinators.
  - e. The School is happy with the noticeable progress the students are making in both self-confidence and academic progress.
  
- IV. **Future Goals:**
  - a. Expand program to 25 student-tutor pairs in school year 2016-2017 as teachers, students and parents have all expressed interest in expanding the program.
  - b. Strengthen information flow between tutors and substitutes to enhance the contributions of substitutes.
  - c. Provide more training to tutors and substitutes to better support their work with students.
  
- V. **Challenges:**
  - a. Maintain the enthusiasm of the current tutors and increase the number of volunteers to meet the goal of 25 student-tutor pairs

## **SOCIAL JUSTICE ANNUAL REPORT 2015-16**

### **Jericho Table**

*Submitted by Pam Horwich, Facilitator*

- I. **Jericho Table Monthly Pizza Party Facilitator:** Pam Horwich
- II. **Purpose:** To serve the homeless population in Redmond with needed food assistance.
- III. **Accomplishments**
  - a. Established August 2015 serving pizza on the third Saturday of each month.
  - b. Served 280 pizza meals and contributed more than \$720.
  - c. Composed of four workers performing two hours each to set-up, serve and clean up.
- IV. **Future Goals**
  - a. continued commitment to assist Jericho Road Service Group to serve meals once a month
  - b. allocation of funds for pizzas, beverages and desserts
  - c. successful recruitment of more volunteers to serve
- V. **Challenges**
  - a. Sustaining the limited number of volunteers' commitment without burn-out

**SOCIAL JUSTICE ANNUAL REPORT 2015-16**  
**Greater Community Collection (GCC)**  
*Submitted by Ken Wilhelm*

- I. **Greater Community Collection Facilitator:** Ken Wilhelm, Anita and Carl Elliot, members
- II. **Purpose:** to vet and select nonprofit organizations and programs that align with the seven UUFCO principles as beneficiaries of monthly greater community collection funds.
- III. **Accomplishments**

**2015-16 Recipients to date**

<b>2015</b>	<b>Organization</b>	<b>Theme</b>	<b>Collection</b>
July	C.O. Veterans Ranch		\$1138
August	FAM		\$1013
September	Refugee Crisis Fund		\$1815
October	C.O. Social Justice		\$1147
November	Guest at Your Table		\$594
December	Bethlehem Inn		\$2920
<b>2016</b>			
January	OR Youth ChalleNGe	Integrity	\$919
February	SALC	Faith	\$1006
March	Mosaic Medical	Resilience	\$1399.20
April	Read It! Read It!	Revelation	\$848.47
May	ONDA	Tradition	
June	COPY	Revelry	

**IV. Future Goals**

- a. Increase the number of organizations nominated by UUFCO members to receive GCC
- b. Increase communication regarding the impact of GCC donations
- c. Recruit additional members to serve on GCC committee

**V. Challenges**

- a. Finding organizations that align with UUFCO principles that would also receive significant benefit from donations of \$1,000 +/-
- b. Meeting the timeline for getting information about upcoming GCC recipient agencies into the monthly newsletter.

## SOCIAL JUSTICE ANNUAL REPORT 2015-16

### Community Outreach

*Submitted by Leslie Koc*

- I. **Bethlehem Inn Dinner:** Coordinators - Leslie Koc and Tom O'Brien
- II. **Purpose:** With the involvement of 20-26 UUFCO volunteers, prepare and serve a home cooked meal each month at Central Oregon's homeless shelter, Bethlehem Inn
- III. **Accomplishments**
  - a. Completed UUFCO's eighth year of monthly dinners
  - b. Served 1,002 dinners
  - c. Conducted an ideas session to brainstorm ways to share the coordinating responsibilities as Leslie and Tom begin the transition to retire as coordinators
  - d. Added the roles of Shadow Food Coordinators each month to train volunteers as Food Coordinator
- IV. **Challenges**
  - a. Interest new volunteers each month
  - b. Keep the balance of the right amount of volunteer recruiting messaging without becoming an invisible message
  - c. Updating the hand written volunteer sign-ups with the online Volunteer Spot application
- V. **Future Goals**
  - a. Train enough Food Coordinators to cover eight monthly dinners next year
  - b. Solicit interest in a group cooking afternoon in the UUFCO kitchen for a Bethlehem Inn dinner
  - c. Organize a UUFCO Youth volunteer dinner night

## **SOCIAL JUSTICE ANNUAL REPORT 2015-16**

### **Health Care for all Oregon**

*Submitted by Charles Campbell*

- I. **Social Justice Issue Team:** Health Care for all Oregon facilitator: Charles Campbell
- II. **Purpose:** To create a comprehensive, equitable, publicly funded, high quality, universal health care system serving everyone in Oregon.
  - a. Accomplishments
  - b. Legislation introduced in the 2015 Oregon State Legislature to implement single payer healthcare in Oregon
  - c. a hearing was held but it did not come up for a vote
  - d. A study to determine the best health care system for Oregon was funded.
- III. **Future Goals**
  - a. Legislation will probably be introduced in the 2017
  - b. Legislature to again address single payer health care.
  - c. Efforts to familiarize Oregonians about single payer health care are continuing.
- IV. **Challenges**
  - a. Overcome the misinformation about single payer health care

**SOCIAL JUSTICE ANNUAL REPORT 2015-16**  
**Annual Report 2016 Move to Amend**  
*Submitted by Chela Sloper and Wilma Campbell*

- I. **Social Justice Issue Team:** Move to Amend. Co-facilitators: Chela Sloper and Wilma Campbell
- II. **Purpose:** Ultimately to amend the US Constitution, terminating (or narrowly defining) corporate personhood and ending constitutional protections on money as a form of free speech, to educate our congregation, as well as the public, on this issue, particularly on the anti-democratic influence of "big money" in our politics, regulations, tax code advantages, etc.
- III. **Accomplishments**
  - a. Members of UUFCO participated in a seven-session education course presented by the national organization, and in partnership with the Central Oregon Move to Amend affiliate.
  - b. UUFCO's voice was registered for a statewide coalition of UU congregations to address this issue; this issue was one of two selected by the Oregon Unitarian Universalist Voices for Justice
- IV. **Future Goals**
  - a. Continued opportunities to educate congregants and the public about grassroots democracy
  - b. Participation in statewide or national efforts to move the constitutional amendment forward
- V. **Challenges**
  - a. We have recently learned that neither the local (county) or statewide efforts to move the Oregon legislature toward calling for an amendment (or constitutional convention) are possible. This leaves education as the main focus for this effort.



## SOCIAL JUSTICE ANNUAL REPORT 2015-16

### Liaison

*Submitted by Joe Maier*

- I. **UUFCA Social Justice Liaison with Oregon UU Voices for Justice and NWUUSJ Facilitator:**  
Joe Maier
- II. **Purpose:** to inform UUFCA-SJ members of ongoing social justice activities and events occurring throughout Oregon and the Pacific Northwest
- III. **Accomplishments**
  - a. Established 2014-15 with individual memberships rather than congregational
  - b. Attended Annual Oregon UU Voices organizational meetings representing UUFCA
  - c. Video conference with Oregon UU Voices Board of Directors
- IV. **Future Goals**
  - a. Clarify membership requirements for NWUUSJ and Oregon UU Voices
  - b. Identify monthly deadlines for publication dates
  - c. Establish protocols and mailing lists for various S.J. categories to UUFCA members
- V. **Challenges**
  - a. Maintain consistent and periodical contact for communication of events
  - b. Timely reporting of future events keeping them brief and succinct
  - c. Continually updating contact lists with new addresses
  - d. Reaching out to new contacts

**SOCIAL JUSTICE ANNUAL REPORT 2015-16**  
**Environmental Sustainability**

- I. **Environmental Sustainability Facilitator:** Vacant
- II. **Purpose:** to coordinate overall congregational programs in efforts towards saving the planet.
- III. **Accomplishments**
  - a. Organized local downtown Bend rallies and marches throughout the year
  - b. Participated in Crop Walk transportation from Madras to Bend
- IV. **Future Goals**
  - a. Identify new facilitator(s)
  - b. Coordinate activities with local and regional events
- V. **Challenges**
  - a. Maintain balance, avoid burn-out
  - b. Make sure we're not leaving people out (current members and newcomers)
  - c. Timely communications to the congregation and community about events and activities

## STEWARDSHIP COMMITTEE ANNUAL REPORT 2015-16

*Submitted by Max Merrill, Chair*

- **Purpose:** to raise funds from congregation to pay our operating budget each year.
- **Accomplishments:** last year we exceeded our goal of \$260,000. This year's budget is \$330,000. So far, we have pledges of just over \$260,000. We are hopeful of reaching our goal by time of the annual meeting.
- **Challenges:** Because of the past economy some pledges are down from last year for individual members. We do not know if increased membership will overcome that deficit.
- **Goals for next year should be:**
  - Set a schedule of what needs to be done by what date so that we don't invent the wheel each year. We need to impress upon the congregation the need to support our operating budget and develop a culture of giving. This takes time and effort.

## SUNDAY VOLUNTEER COMMITTEE ANNUAL REPORT 2015-16

*Submitted by Kathy Day, Chair*

**I. Sunday Volunteer Committee Chair: Kathy Day.** Members: Bob Barber, Jenn Egan, Mark Hickman, Judy Hurlburt, Rev. Antonia Won

**II. Purpose:** Create a system for congregants to volunteer on Sunday mornings to set up tables for coffee, brew coffee, welcome/greet/help visitors, usher, run dishwasher, clean up and put things away after coffee

### **III. Accomplishments**

- Committee formed in June 2015 and organized the congregation (members, friends, spouses) into six teams of approximately 45-50 volunteers each; each team covered the Sunday volunteer spots for a month twice a year: Jan-Jul Team, Feb-Aug Team, Mar-Sep Team, Apr-Oct Team, May-Nov Team, and Jun-Dec Team.
- Each Sunday Volunteer Committee member was a “captain”, organizing one or more teams—explaining the purpose of the teams, the procedures for volunteering, and following up to be sure all 11 to 13 volunteer spots were covered on a Sunday.
- Some of the captains recruited team members as co-captains to help with organizing.
- This project is run entirely by congregants; taking turns volunteering on a Sunday is becoming a tradition at UUFCO as more and more people step up to take their turn.

### **IV. Future Goals**

- Make a concerted ongoing effort to inform every congregant of this project; give congregants lists of their teams; make all the lists available at the kiosk, along with a brief explanatory paragraph about the project
- Recruit captains and co-captains for each team who will contact the “on deck” team members and remind them to volunteer
- With the assistance of the Congregational Life Facilitator ensure the integration of new and returning members and friends into the teams, as well as updating team lists for departures and other revised information; arrange for training team members as necessary
- Captains and co-captains will meet twice a year with the Congregational Life Facilitator to share ideas and make improvements in the process to keep it fresh and vital

### **V. Challenges**

- Keeping this important activity in the forefront of everyone’s attention
- Making sure up-to-date team lists are in the hands of congregants
- Recruiting captains/co-captains and providing for the organized and orderly periodic rotation of captains/co-captains

## **WOMEN'S SPIRIT CIRCLE ANNUAL REPORT 2015-16**

*Submitted by Noreen Halberstadt*

- A monthly topic is chosen by the facilitator. It is what we talk about in our small circle of trust. We also have a pot luck lunch to begin the meeting.
- There were a few months with only one or two women. It's picked up a little from that lull.
- Future goals are to explore this type of group in the evening, facilitated by others.
- If we keep the noon circle, to try and get a few more participants.

## **WORSHIP COMMITTEE ANNUAL REPORT 2015-16**

*Submitted by Noreen Halberstadt*

We are responsible for the worship part of our services. This includes the hosts, the host script, logistics, music, arranging the guest and lay-led services during the church year, scheduling and organizing all of the services during the summer, recruiting and training new hosts, collaborating and reviewing the services with Rev. Antonia on all levels.

### **Highlights**

- Host training in September 2015 was well attended with about nine new hosts who have now hosted.
- We have had Ministers and a Rabbi ("professionals"), for mostly all the services during the church year in which Rev. Antonia has off.
- The music has grown to include drums, guitars, and others, and a variety of small singing groups rounds out the talents.
- Easter brunch was updated for two services with success.

### **Challenges**

- Our committee has shrunk -- presently on the team: Marean Jordan, Chandra Smith, Virlene Arnold, Rev. Antonia, Noreen Halberstadt.
- Marean has indicated she would like to resign soon with her leadership needed elsewhere.
- There is one new member interested in possibly joining our team.
- Services in the summertime
- Growing our number of service coordinators
- Sanctuary is almost full on many Sundays - time to think about two services.

### **Goals**

- Grow our committee in members ASAP
- Expand our list of service coordinators ASAP
- Continue to explore music in a variety of ways
- Explore (short range) and implement (long range) having two services on Sunday mornings

## SAFETY AND SECURITY ANNUAL REPORT 2015-16

*Submitted by Don Hartsough, Chair*

The Safety and Security Committee works closely with East Cascade Security, who installed and now monitors our security systems. The relationship is cooperative and fully functional. Law enforcement has also been helpful as we learn and adapt to our new facility and the responsibilities that go with it.

The issuing of keycards, metal keys and instructions for using keypads occupied much of the early months of this church year. That is now completed. A special effort was made to insure the security of staff offices. We have had a few false alarms, some because of equipment failures, some accidental, but these have diminished recently. There have been no break-ins or unwelcome intrusions during the occupation of our new church building. There was one incident in the parking lot which, fortunately, resulted in no serious consequences. An *Incident Report* form has been generated to make a record of future incidents should they occur. A fire drill was successfully conducted, demonstrating that the sanctuary can be effectively evacuated in a timely manner.

The committee is formulating procedures and protocols to respond to a situation involving a medical emergency, an intrusive person or an active shooter. This is a work in progress. A protocol for ushers regarding these situations has been created, with orientation and training to follow. Of special concern is the protection of children and adults in the Religious Exploration wing during a Sunday service. The congregation can expect more detailed instructions from the committee in the coming year. We also plan to offer training in use of the defibrillator.

**Committee:** Don Hartsough, Chair. **Members:** Herb Blank, Judy Hurlburt, Vernon Threlkeld.

## BOARD OF TRUSTEES NOMINATIONS FOR FY2016-17

The UUFCO Board is pleased to announce the nominees for open board positions for our new Fellowship year beginning on July 1, 2016. These nominees bring a wide range of experience and deep commitment to UUFCO. We feel very fortunate that they are willing to serve on the Board of Trustees.

**Max Merrill** is our nominee for Vice President. This is a three-year commitment. Max will be President in FY 2017-18 and Past President in FY 2018-19.

Max was born in Hermosa, Beach, California; grew up in Southern California and John Day, Oregon. Graduated from Willamette University in 1963 with B.S. degree in economics; graduated from Willamette University Law School in 1965 with J.D. degree. Practiced law in Colorado Springs, Colorado from 1965-1970 and in Bend, Oregon from 1970 to the present. Max has a strong history of leadership with UUFCO which includes 3 years on the Board and currently is our Stewardship Chair.

### **Nominees for Board members-at-large. This is a two-year commitment:**

**Paul Bennett** has been a part of UU since junior high school in Colorado Springs. In Baltimore, he was part of UU and Quaker communities. In Portland OR he sang in the UU choir, and Virlene was part of this choir as well!! Paul started to attend UUFCO over 20 years ago, and has recently been part of the design committee. Paul teaches watercolor at COCC, has a Master's degree in Greek history, and a Bachelor's in fine arts. Paul is currently part of the art committee. Paul lives in Sisters, and is active in the Sisters chalice group.

**Greg Byrne** has lived in Bend for about four years, coming here after retirement. His hobbies include sailing, woodworking, hiking, and guitar. He has discovered that seven-day weekends are fairly easy to adapt to. His work background was heavily centered in government service: community development and environmental issues; Air Force and Navy special intelligence; downtown redevelopment. He spent four years on the *Dark Side* of the permit counter developing industrial real estate in Arizona. Greg began life as an Air Force brat and traveled widely, including high school years in Japan. His military service included an all-expenses-paid year in Vietnam. His son, Sam, lives in Seattle and works at the Cancer Care Alliance as a chemical technician.

**Amy Falkenrath** has been a member of UUFCO since 2008 and has since served the congregation in many ways, including Board President in 2013, chair of the Music Advisory Council, chair of the Stewardship committee, co-chair of the Special Events committee, choir member, Finance committee member, Annual Auction co-coordinator, Facilities Management committee member, Chalice Lighters Ambassador, Adult RE class facilitator, and represented UUFCO as a delegate at the 2015 General Assembly. Amy spent 10 years working as an administrative supervisor in retail management handling all areas of human resource management. She received her AAS in Business Administration in 2014 and currently works at Moda Health as a medical claims support



specialist. Amy and her husband Aaron moved to Bend in 2007 and both sing in multiple choral groups around Bend, including the professional chamber group, Bend Camerata.

**Our continuing Board members for FY 2016-17 are:**

- Mark Hickman, President
- Wendy Howard, Immediate Past President
- Dick Barber, Treasurer
- Sue Clarke, Recording Secretary

## **NEW MISSION STATEMENT VOTE FY2016-17**

Powerful mission statements are brief, memorable, and inspiring. The brevity of the statement and the global scope of its language – spirit, love, justice, world – encourage ongoing dialogue about its meaning and our purpose as a congregation.

The two statements below will be presented to the congregation for a vote at the annual meeting on May 22, 2016.

### **Unitarian Universalists of Central Oregon:**

**seeking, celebrating, and serving**

**the spirit of love and justice**

**in our world.**

### **Unitarian Universalists of Central Oregon:**

**seeking meaning, celebrating life,**

**and serving the spirit of love and justice**

**in our world.**

**DRAFT BUDGET FY2016-17**

Unitarian Universalist Fellowship of Central Oregon - Bend OR			
Presentation Budget Report		Last Year	
		FY15/16	FY 16/17
Account #	Account Name		
<b>Income</b>			
4.100.100	Cash Collection	4,500	12,000
4.100.110	Misc. Contributions	8,000	10,000
4.100.210	Recycle, Coupons, Bumper Stickers &	600	1,000
4.100.300	Current Year Pledge Receipts	260,000	285,000
4.100.401	Auction Income	9,500	10,500
4.100.415	From Contingency if Needed	16,862	58,636
4.200.200	Rent Income	20,000	20,000
	<b>Total Operating Income</b>	<b>319,462</b>	<b>397,136</b>
<b>Designated Income</b>			
4.100.402	Easter Brunch	1,580	
4.900.910	Collection for Community	6,000	
	UUA Reimbursement	10,504	-
	Carry over	47,091	32,000
4.900.990	Reserve for Unfulfilled Pledges	(9,100)	(9,975)
	<b>Total Income</b>	<b>\$375,537</b>	<b>\$419,161</b>
<b>Expense</b>			
<b>Total Compensation Expenses</b>			
	Staff Salary	96,934	141,906
	Staff Benefits	12,838	18,176
	Professional Development		1,000
5.100.200	Minister Salary	57,577	59,191
5.100.210	Minister Housing	21,600	21,600
5.100.220	Minister Travel & Expense	7,355	7,505
5.100.230	Minister Healthcare	8,918	10,258
5.100.235	Minister Retirement	7,355	7,505
5.100.300	Employer Payroll Taxes	13,560	10,000
5.100.320	Background Checks	200	200
	<b>Subtotal Compensation Expenses</b>	<b>243,141</b>	<b>277,341</b>
<b>Sunday Program Expenses</b>			
5.100.340	Speaker Expense	5,700	5,000
5.150.100	Program-Coffee	1,200	1,400
5.150.120	Program Copis	200	
5.150.130	Worship Service Supplies	850	850
5.150.140	Music Supplies, Workshops	1,500	1,500
5.150.150	RE Supplies, Workshops	2,400	2,800
	<b>Subtotal Sunday Program Expenses</b>	<b>11,850</b>	<b>11,550</b>

<b>Dues</b>			
5.200.100	Dues-PNWD	4,030	4,420
5.200.101	PNWD Library Fee	56	
5.200.110	Dues-UUA	9,300	10,370
5.200.120	Dues-State of Oregon	53	50
5.200.130	Dues-Other Organizations	130	350
5.200.135	Real Estate Taxes		110
	<b>Subtotal Dues</b>	<b>13,569</b>	<b>15,300</b>
<b>Facility/Office Expense</b>			
5.250.110	Office Expense-Supplies	1,430	1,000
5.250.112	Office Expense - Copies		2,500
5.250.115	Office Expense-Tech Support	3,818	3,650
5.250.120	Bank Service Charges	360	360
5.250.125	Postage	412	500
5.250.126	Post Office Box Rent	165	
5.250.130	Telephone	3,420	2,300
5.250.131	Internet	1,308	1,400
5.250.132	Equipment Purchases	1,000	1,500
5.250.133	Event Rental Expenses		2,000
5.250.135	Insurance Expense	14,969	15,000
5.700.100	Legal Fees		2,000
	<b>Subtotal Facility/Office Expense</b>	<b>26,882</b>	<b>32,210</b>
<b>Operations &amp; Maintenance</b>			
5.270.100	Utilities	23,727	24,000
5.270.102	Security Service	1,800	1,800
5.270.110	Maintenance & Repairs	10,000	3,000
5.270.120	Janitorial Service	11,088	11,100
5.270.125	Window Cleaning	3,000	3,000
5.270.130	Landscape & Snow Removal	3,050	3,050
5.270.140	Custodial Supplies	3,000	2,000
	Maintenance Contracts		3,290
	Asphalt Maintenance		3,000
	Safety & Security		2,000
5.270.150	Capital Replacement	5,000	10,000
	<b>Subtotal Operations &amp; Maintenance</b>	<b>60,665</b>	<b>66,240</b>
<b>Advertising/Outreach</b>			
5.300.110	Advertising-Bend Bulletin	2,650	2,000
5.300.125	Outreach/Public Relations	1,500	1,000
5.350.200	Newsletter	300	500
5.400.265	Website Expenses	200	300
	<b>Subtotal Advertising/Outreach</b>	<b>4,650</b>	<b>3,800</b>

<b>Board/Committee Expense</b>			
5.400.100	Board Expenses	309	1,000
5.400.110	PNWD & UUA Meetings	515	515
5.400.120	UUFCO Annual Meeting	77	100
5.400.200	Adult RE Committee	1,000	1,000
5.400.210	Caring Committee	206	300
5.400.230	Shared Ministry Healthy Congregati	400	600
5.400.235	Leadership Development Committe	52	72
5.400.245	Good Times Committee	103	104
5.400.246	Kitchen Equipment & Supplies	750	750
5.400.250	Membership Team	618	755
5.400.252	UUFCO Annual Picnic	124	124
5.400.253	Newcomer Packets	309	1,000
5.400.270	Social Action Committee	300	1,000
5.400.280	Stewardship Committee	450	700
5.400.300	Worship (Program) Committee	52	200
5.400.320	Art Committee	500	800
5.400.350	Library Committee	285	200
5.400.400	Consulting - Board and Leadship Dev.		3,500
	New Committee	500	
	Fundraising	650	
	<b>Subtotal Board/Committee Expense</b>	<b>7,200</b>	<b>12,720</b>
	Easter Brunch	1,580	
	Disburse Collection for Community	6,000	
	<b>Total Operating Expense</b>	<b>\$375,537</b>	<b>\$419,161</b>

## BUDGET FAQ

*Submitted by Dick Barber, Treasurer*

### Income Questions

***Our pledge receipts appear to be significantly less than earlier projected. What happened?***

The first projection was an excess of enthusiasm on the part of the Finance Committee (an unusual state). The current goal of \$285,000 is 94% attained with a possibility of exceeding it in the next months. This represents a \$20,000 gain over 2015/16 pledges.

***How many pledging households do we have now, what is our net increase over last year?***

We now have 142 pledging units (households) this year and 133 in 2015/16, an increase of nine. We have eighteen non-member pledges this year vs. eight last year; many who will become members.

***How did we end up with so much carryover (\$32,000)?***

This represents funds budgeted but not used in the present fiscal year. An example is a \$10,000 budgeted amount for building maintenance which proved to be excessive – there is a \$3,000 amount in this year's budget.

***It looks like our rental program is picking up. What is the status of the rental program?***

The program continues to accelerate and our marketing efforts appear to be well received. The limiting factor may be how much time we are willing to allocate for rental purposes.

***The income figure includes over \$58,000 "From Contingency if Needed". Does the contingency come from the Operations and Maintenance reserve account? How large is this account and will it continue into the future?***

The account has the original \$225,000 from New Home funds which is intended to cover deficits we might incur as we managed the building. To this point, we have not needed to use the fund but it appears it will be necessary in 2016/17. For information purposes the costs for the building are in the range of \$75,000. without any staff cost allocations.

## Staffing Questions

### ***Staffing salaries have increased significantly. Can you explain the changes?***

Rev. Antonia presented a complete staffing plan to the Board who concurred with all of the ideas presented. The final results were three staff members whose hours were increased to 75% FTE or 30 hours per week.

They are the Administrator, Congregational Life Facilitator and RE Director. In addition, other staff had increased hours and UUFCO has made it a practice to use a fair pay structure as suggested by the UUA. These changes have recently started but their positive impact on members is already evident in many areas. At the present time the Event Coordinators position is handled by the Administrator.

### ***Can you explain briefly the duties of the Congregational Life Facilitator?***

From the very complete job description I'll present the core of the position:

- To function as ambassador and guide to the Congregation and Unitarian Universalism in support of people's participation, engagement, and faith formation as part of UUFCO.
- To administer select programs and initiatives, and provide support in related communications.
- To assist Ministerial staff in serving pastoral needs.
- And don't forget the House Band!

## Other Expenses

### ***Our Utilities expenses are a big item, can we do more to save on these expenses?***

So far, utilities have been within budgets we estimated and the building itself is rated as very efficient by all standards. There is ongoing work with the systems to achieve the best balance. In my opinion, this is not an area where we can achieve substantial cuts; especially with suppliers all seeking rate increases.

### ***What is the Capital Replacement for? When do we expect to replace major capital items?***

This budget item is part of a long-range plan to provide funds to help future congregations handle capital replacements such as roofs, siding, etc. This year will give us \$15,000, 2017/18 will give us \$30,000, and should grow each year. It is probable that many years from now the congregation may decide to have a capital drive to assist in these replacements. Our facilities group has much information on the various components for those who wish to explore this in more detail.

***Several committees have significantly increased budgets - can you explain? Also, there is a large item for Consulting, what is this for?***

Committee budgets were increased in some areas to encourage the work and activities being implemented by those groups. In addition, some committees had budget increases to cover budget shortages from all their work this fiscal year. The Finance Committee (no budget!) is working to enable better budget input from the committees in future budgets.

The consultant amount will be used to pay non UUFCO consultants to assist in preparing the congregation for many changes because of our growth. An example would be the UUA consultants that worked with us on the mission statement. You will hear of different workshops, congregational meetings, etc. as these develop.