



Annual Meeting

May 21, 2017

Unitarian Universalists of Central Oregon:
seeking meaning, celebrating life,
and serving the spirit of love and justice in our world.

TABLE OF CONTENTS

- Agenda: Annual Meeting, May 21, 2017
- Minutes of Annual Meeting, May 22, 2016
- Annual Reports
 - Treasurer
 - Minister
 - President
 - Congregational Life Facilitator
 - Music Director
 - Director of Religious Exploration (Children and Youth)
 - Adult Religious Exploration
 - Art Resource Team
 - Care Committee
 - Chalice Lighters
 - Communications Team
 - Facility Systems
 - Good Times Coordinator
 - Governance Task Force
 - Healthy Congregations Team
 - Leadership Development Committee
 - Library Committee
 - Membership Team
 - Men's Groups
 - Safety and Security Committee
 - Social Justice Committee
 - Social Justice: Community Outreach
 - Stewardship Committee
 - Sunday Volunteer Committee
 - Worship Committee
- Board of Trustees Nominees for FY 2017-18
- Endowment Committee Nominees
- Draft Budget FY 2017-18

AGENDA

Call to Order, Establish a Quorum, Appoint Timekeeper – Max Merrill, Vice President	12:00 – 12:03
Welcome – Rev. Antonia Won, Minister	12:03 – 12:06
Opening Remarks – Max Merrill, VP	12:06 – 12:09
Approval of 2016 Minutes	12:09 – 12:12
Treasurer’s FY2016-17 Report – Dick Barber, Treasurer	12:12 – 12:15
Stewardship Report – Dick Barber, Treasurer	12:15 – 12:18
Present Proposed FY 2017-18 Budget – Dick Barber, Treasurer	12:18 – 12:27
Present Nominations for Endowment Committee – Max Merrill, VP	12:27 – 12:30
Present Nominees for Open Board Positions – Leslie Koc, Chair, Leadership Development Committee	12:30 – 12:33
Members Mark Ballots	12:33 – 12:36
Ballots Collected and Counted – Sue Clarke, Secretary and Jennifer Egan, Administrator	12:36 – 12:41
Results of Voting: – Max Merrill, VP	12:41 – 12:43
Q & A (as time permits)	12:43 – 1:00
Adjournment	1:00

UUFCA ANNUAL MEETING MINUTES
May 22, 2016

Call to Order: Wendy Howard, Board President, 12:08 PM

Minutes recorded by: Sue Clarke, Time Keeper: Marty Rudolph, Quorum confirmed: Mark Hickman

Developmental Minister's Report: Rev Antonia Won

Welcome

Accomplishments: Adult RE programming, staffing increases, attendance = 200, Program Council and Leadership Development Committee established, on-going work with Board of Trustees, Sunday Volunteer Program

Work Remaining: Adjustments to developmental ministry plan for remaining time based on congregational needs and new learning of minister and board based on past mistakes, increased communication with congregation in shared ministry

President's Report: Wendy Howard

Breakthrough Congregation status including feature article in UU World, summer 2016

Formation of Program Council and Leadership Development Committee, Governance Committee with
Board support

Recognition of Board—out-going and continuing Board members

Approval of last year's annual meeting minutes:

Move to approve, Joan Landsberg; second, Carol Storm; approved with show of hands

Treasurer's Report: Dick Barber

Small deficit, but no need to use \$250,000 set aside

Auction delayed and rental down, but contributions up

Stewardship: Larry Price for Max Merrill

Ambitious goal of \$330,000 set, not realized

Amount revised to \$285,000, now at \$270,000

On-going need for leaders and congregation to become more comfortable discussing spiritual aspects of
money

Endowment Fund: Christine Boyer

Overview of meaning of endowment fund = legacy gifts. We now have an Endowment Governing Document.

More information will be forthcoming for congregants on how to leave a gift for UUFCA.

Upcoming Budget 2016-17: Dick Barber

\$35,000 more than last year

Explanation of most important facets of new budget, questions. We are prepared for this with our reserves.

Mission Statement: Marean Jordan

Shared Ministry sponsored three congregational workshops centered on theme "Building Our Future"

Vote today on one of two versions

Slate of Candidates: Mark Hickman

Max Merrill, Vice-president

Amy Falkenrath, Member at Large

Paul Bennett, Member at Large

Greg Byrne, Member at Large

Musical Interlude: Nancy Stevens

Q and A: Wendy Howard and others

Solar panels? Being studied, no plans currently

Two Sunday services? Discussion left for settled minister

Slate of nominees, how chosen? Role of new Leadership Development Committee explained

Parking issues? Not now because of lengthy, complicated city permit requirements, aesthetics and money, but more handicapped parking will be added soon

Board representation? Request for more diversity of age, gender, length of membership

Vote Results:

Mission Statement #2 selected:

UUFCO: seeking meaning, celebrating life, and serving the spirit of love and justice in our world

New board candidates approved

Budget 2016-17 approved

Adjourn: Wendy Howard, 1:08 PM

Annual Meeting followed by presentation by Rev. Amy Rowland on Preparing for a Settled Minister Search.

TREASURERS'S ANNUAL REPORT 2016-17

Submitted by Dick Barber, Treasurer

A monthly and year-to-date financial status was reviewed and reported to the Board of Trustees each month. For the first time we will use part of our \$225,000 reserve for operating purposes. At this time this amount is predicted to be about \$45,000 with the usual cautionary note that three months remain in the fiscal year. While this is the first time we are using the reserve it was always intended to cover operating expenses for five years. The Finance Committee is maintaining a five-year budget that results in coming close to the original intention.

Some budget items were quickly overcome by our winter – snow plowing and utilities. Maintenance needs for the building also required a budget addition from the Board. The settled minister search costs and moving expenses were an unbudgeted item adding to our volatile year.

We have made procedural changes to increase the control of funds. The signer on all checks must be the President or Treasurer and a part-time staff member now completes the dual control of the Sunday offering. We will be contacting all committees and groups that produce income to offer depositing methods complying with normal audit standards. This policy is only for accounting purposes and not intended to decide the use of these funds.

MINISTER'S ANNUAL REPORT 2016-17

Submitted by Rev. Antonia Won, Minister

This third year of our ministry has been one of transformation for UUFCO. In the pragmatic fashion characteristic of this congregation, the challenges and confusion of a year ago were taken in hand, addressed through healthy pursuits and processes, and leveraged for learning how to 'be' a larger congregation. The word 'healthy' has been a mantra, an encouragement to honesty and transparency and a commitment to compassionate, respectful communication.

The year has been the turning of a page of UUFCO as a congregation, an evolution of sorts, in the following ways:

- maturity of communal spirit and deepened commitment to the relational covenant
- greater respect for professional ministry
- a shift towards understanding leadership based in positional authority, e.g. committees different from staff different from Board, as part of an organization versus relying on personal influence amongst a group of individuals
- recognition of the necessity of good and intentional process as a form of communication itself and a means of consensus building in a congregation of this size
- creation of efficient, clear and sufficiently flexible structures of responsibility and accountability, and integration of the minister into those structures. The intention of these structure is to foster appropriate, synchronized empowerment while minimizing conflict.

Defining who is responsible for what and what their limits are in a congregation clarifies and frees leaders, lay or staff. The existence of organizational groups like a Program Council and even a Board is to provide obvious pathways for the conversations needed to avoid confusions and surprises. As such it opens doors to more trust and creativity, and keeps attention and energy free to focus on fulfilling the mission.

In March 2016, I warned the Board of overconfidence. In the months since, a new willingness to listen and to learn from consultants, from one another, and from the vast resources available through the Unitarian Universalist Association has grown. The Board benefitted from opportunities for real dialogue and recognized its fundamental importance for meaningful leadership, both internally and with the membership. In doing so, the Board turned away from a dangerous path for the future of the congregation, and accepted the challenge to find a new way forward. The congregation and I are deeply grateful for the leadership of President Mark Hickman who dedicated himself to reconciliation with the congregation and with the minister, in courageous and prophetic ways.

As your Developmental Minister, I feel immensely gratified in our ministry as we close this chapter of UUFCO's history. Our first year was a scramble as we wrestled with the chaos of our growth and new responsibilities. By the second year, leadership and resources were overwhelmed and discord ensued. Our third year together has been the very definition of "redemptive" as leadership successfully gave itself to the demands of a larger, healthy congregation – the demands for good process, policy, and intentions, and a discipline of compassionate communication. I leave knowing I gave you my best and that I received yours, too. We have done well. Thank you.

I extend my gratitude to staff, whom I have watched expand in size and grow in wisdom and expertise. You have become a uniquely well-functioning team, grounded in covenant. You have the potential to serve this congregation together for a long time.

Blessings on your journey, all.

Rev. Antonia Won

PRESIDENT'S ANNUAL REPORT 2016-17

Submitted by Mark Hickman, Board President

The work of the Board this past year has been largely about laying a solid foundation for our future, during another year of significant transitions. We took on many initiatives and actions where we expect to see results in future years, but I believe we did this while also keeping things moving in a positive direction this year. I hope and expect that we will see the fruits of this work as we start to develop a relationship with our incoming settled Minister next fall.

Our key initiatives this year included:

- Passing a new set of Bylaws
- Creating the policies, resolutions and rules required by these new Bylaws
- Creating a Policy Book that is complete and current
- Supporting the Minister Search Committee in their efforts to find a settled Minister
- Working on communication methods and practices that will help us to stay in covenant with each other even while addressing issues where different people are focusing on different needs (Cat Cox has been our key consultant, and the Healthy Congregations team and Adult RE are helping us to consider where we might go with this approach next year).

I want to thank those people whose terms on the Board are ending this year:

- Dick Barber, whose has been our Treasurer for four years (!!)
- Wendy Howard, who is ending her three years of service as Past President.
- Sue Clarke, who has served as our Board Secretary for the last two years.

Although I feel good about the work that we were able to do, we clearly had to prioritize this year, and there are several important things that we were unable to spend time on.

Some examples in this category include:

- What to do about adding solar energy?
- How are we going to restart a Shared Ministries Team?
- When and how are we going to get clarity on building use policy details?
- What are we going to do to allow for further growth in membership and attendance?
- (I am sure you can think of others!!)

For those of you whose important issues went unaddressed this year, I encourage you to stay active and involved, and raise your issues to the Board for future work. There is still much to do and to learn, and this is a great place to do both.

In connection and openness,

Mark Hickman

CONGREGATIONAL LIFE FACILITATOR ANNUAL REPORT 2016-17

Submitted by Chela Sloper, Congregational Life Facilitator

Accomplishments

- Assisted the Membership Committee in presenting three quarterly membership orientation classes, teaching the segments on UU history, the foundation of the Seven Principles, and stewardship. 26 new members were added to our rolls during this Fellowship Year.
- With the assistance of Mark Hickman, who was single-handedly responsible for making our transition to the Breeze data base system possible, I've become conversant in Breeze for communications, directory outputs, member profile fields, etc.
- Co-facilitated two UU identity classes this year with Kathleen Harrington: "Spirit of Life" (available through UUA curriculum), and "Leaning into Our Seven Principles" (created by

Kathleen with a view to prompting discussion on how our lives are actually reflecting the principles we espouse).

- Soul Matters distribution list rose to 193 participants.

Future Goals

- Provide opportunities to foster greater familiarity and warmth among congregants
- Continue to support development of UU identity among members and newcomers
- Provide support to existing affinity groups at UUFCO, and support the formation of new groups

MUSIC DIRECTOR ANNUAL REPORT 2016-17

Submitted by Virlene Arnold, Music Director

Purpose: To provide an overview of the Sunday services music program.

Accomplishments

- The choir rehearses once a week on Wednesday evenings and sings at least twice a month for Sunday services. It continues to be an important worship element. Two fine pianists assist the weekly music offerings. In addition, there are other instrumentalists who provide music on occasion. The choir members number around 25, more or less.
- The Music Director attended the annual UU Musicians' conference in Madison, Wisconsin in July of 2016.
- The Music Advisory Committee, which is not really functioning at the present time due to lack of leadership, has helped to sponsor several concerts this past year and there are several more on the calendar.

Future Goals

- To get acquainted with the new minister and establish a good working relationship so that our worship services are a source of inspiration and strength.
- Continue to provide new music opportunities for our UUFCO musicians and bring new music to the choir.
- Start planning for the next Music Director.

Challenges

- Finding leadership for the Music Advisory Committee.
- As always, scheduling choir anthems around the singers' flexible schedules.

CHILDREN AND YOUTH RELIGIOUS EXPLORATION COMMITTEE ANNUAL REPORT 2016-17

Submitted by Ayla Halberstadt, Director of Religious Exploration

Members: Erika Beard-Irvine, Chair; Megan Michell, Chad Leonard, Amy Foster Wexler, Shannon Adams, Ayla Halberstadt (DRE)

Purpose: to support the health and growth of the Children and Youth RE Program

Accomplishments

- The RE program hired a second lead RE teacher for the 3-5th grade classroom.
- Ran successful youth programming for 6-9th graders outside of Sunday morning service.
- Partnered with other committees to hold events: Family Art Adventure and one monthly Bethlehem Inn dinner.

Future Goals

- More offerings for non-Sunday family events
- Start the “spirit jam” model of RE on Sundays, changing from age breakdown to activity and theme-based RE
- Continue to support and nurture the youth programming from 7-12th grade

Challenges

- One of the largest challenges is engaging consistent volunteer support on Sunday mornings. Worship seems to be a larger draw than wanting to be in classroom with kids and youth. Many volunteers are excited to work with children, just in a different way than on Sunday mornings.

ADULT RELIGIOUS EXPLORATION COMMITTEE ANNUAL REPORT 2016-17

Submitted by Jan Lindeman and Kathleen Harrington, Co-Chairs

Committee Members: Jan Lindeman continued as Chair. Kathleen Harrington and Robin Slocum joined the committee in 2016. Elaine Wierman and Jan Lawton continued on the committee. In March 2017 Kathleen Harrington agreed to chair meetings while Jan was absent in the spring and summer. Rev. Antonia Won attended most meetings in a consultative manner.

Purpose: to meet the needs for adult religious education classes and groups for our expanding congregation.

Accomplishments

- Soul Matters groups continued with Antonia and Chela facilitating their organization and lay leadership
- Yoga and qigong classes continued with some lessening enrollment in the spring of 2017. This led to committee discussions on how to better recruit teachers and handle fees for these classes.
- The Women's Spirituality monthly group was temporarily suspended.
- The Spiritual Book Club, led by Robin and Joe Slocum was well attended and continues monthly on Tuesday evenings.
- In the fall of 2016 Chela Sloper and Kathleen Harrington offered a "Spirit of Life" class. It received positive feedback from participants although attendance was small.
- Spring 2017 Chela and Kathleen are offering a well-attended class studying and discussing the UU Seven Principles in a series on Wednesday nights
- The Adult RE Committee continued to support Wednesday evening NUUrishment Night activities with a monthly pot luck followed by classes offered by the Adult RE Committee or the Social Justice Committee.
- The winter UU History Video series was facilitated by Joan Landsberg and Gail Kamna. It went well and Gail has offered to take leadership for the class next year. New members were especially invited to attend.
- The 9-9:50 am Sunday Mindfulness Meditation group continues, has been well-attended and is led by Chandra and other volunteers whom she recruits.
- We used our class evaluation form for the Fall Tapestry of Faith class and feedback was returned.
- Spring 2017 we worked on establishing a fee schedule to use starting in the fall for embodiment classes and non-UUA Curriculum classes sponsored by our committee.
- We welcome our new minister starting in the fall and cooperating with his consultations.

Future Goals

- Continue to recruit effective teachers and facilitators & committee members.
- Work effectively with board president and board to establish class fee policies.
- Work effectively with the new minister.

Challenge: Work effectively with the Program Council and other related committees to provide timely and coordinated classes and activities to the congregation.

ART RESOURCE TEAM* ANNUAL REPORT 2016-17

Submitted by Karen Maier, Chair

** formerly Art Integration*

Members: Karen Maier, Chair; Sue Wilhelm, Virleene Arnold, Paul Bennett, Susan Carr, Grace Kennedy, Elizabeth Burger

Purpose: To make decisions regarding the purchase of permanent art for the building. To produce a rotating art show that will feature artists both from the congregation and the community.

Accomplishments

- The committee has successfully produced several rotating art shows throughout the year featuring artists from the community and the congregation. Along with the shows we had art receptions that were mostly held after services on Sundays. We are using a production format that Sue Wilhelm developed to decide if it will help us with production issues.
- Held a Family Art Adventure that included a guided art experience for all involved and coordination with Ayla Halberstadt.
- We purchased one permanent piece of art, Paul Bennett's "Shadow Girl", which is hanging in the hallway leading up to the Gathering Hall.

Future Goals

- Produce a rotating art show every two months. Get comfortable with being chair and/or co-chair of the show being produced. Determine if all the shows will need to be 2D, due to exhibition space.
- Come to a clearer understanding of our role in purchasing permanent art and how we might make that more inclusive.

Challenges: Working with others beyond the committee to accomplish our goals.

CARE COMMITTEE ANNUAL REPORT 2016-17

Submitted by Virginia Sponsler, Co-Chair

Care Committee Members: Andrea Barss and Virginia Sponsler, Co- Chairs; Andrea Hopkins

Purpose: Respond to care requests from congregants

Accomplishments

- Clarified further what type of care requests UUFCO can respond to and established an efficient pathway for requests to get to Care Coordinator for triage and action
- Increased participation of congregants not formally on the Care Team by having direct communication in the Fresh Sheet about the care requests for the week. Initiated process for direct communication between the person making the request, and the person wanting to help.
- Strengthened relationships with community resources that provide programing and services often requested by congregants; collaborated with Central Oregon Area on Aging (COCOA) to hold their weekly Family Caregiver Support Group at UUFCO with Care Committee Chairman, Virginia Sponsler, co-facilitating the group

Future Goals

- Continue to define purpose of Care Committee and define role in larger congregation. Work with minister, Adult RE, Social Justice and Congregational Life Facilitator to define overlapping concerns and ways to co-sponsor various activities.
- To increase participation of all congregation, not just Care Team, in responding to care requests. Identify ways to each Sunday communicate with congregation about the care needs of the week.
- Use a Care Committee column in the newsletter to provide short articles with information and education about care issues and resources.

Challenge: Finding a way to communicate directly with the congregation about care needs.

CHALICE LIGHTERS ANNUAL REPORT 2016-17
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

- Periodic articles have spotlighted Chalice Lighters' "calls" for funds. These were published in the UUFCO "ACE" (All Congregation Email) and newsletter. New Chalice Lighter forms are available at the Kiosk. Staff continues to provide excellent support.
- A good working relationship with the PNW Chalice Lighter Coordinator, Dave Cauffman, continues. Annis has "cleaned up" our rolls, updating them to be accurate. Members who have moved or otherwise are no longer part of UUFCO will not be receiving electronic call notices or reminders. And, new CL members are receiving notices.
- Annis gratefully acknowledges Dale Clark's assistance in creating super Chalice Lighter notices for the kiosk. She also inserted CL information in this year's pledge drive materials. Thank you!

Future Goals

- Increase education and appreciation about the program within our congregation.
- Continue to follow CL contributions and inform the congregation about UUFCO members' regular contributions in support of thrice yearly grant requests for selected PNW congregations.
- Re-establish and reach the expected goal for 30% of UUFCO members becoming active contributing Chalice Lighters. So far, we do reach this percentage and this is celebrated!

Challenges: The current Ambassador needs a co-chair/co-Ambassador to better meet these goals in a creative, effective manner. Frequent travel and other commitments limit time available for this current work. She has requested (through the Leadership Development Committee) that a co-ambassador be recruited.

COMMUNICATIONS TEAM ANNUAL REPORT 2016-17

Submitted by Dale Clark, Acting Chair

Communications Committee Members: Susie Hickman (interim co-leader until February 2017 and media liaison), Dale Clark (graphic designer and new website developer), Toni Morris (photo archivist), Jerrie Lee Jones (acting webmaster in absentia), John Marvin (webmaster 2016), Alison Wells (website content collaborator for new website), Jameson O'Neal (ad hoc writer/editor/press advisor), Marty Rudolph (ad hoc advisor), Jenn Egan and Chela Sloper (staff)

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

Highlights/Accomplishments of 2016-2017

- We designed, developed, and produced a triad of UUFCO brochures: "The Unitarian Fellowship of Central Oregon" for visitors and the public, providing an introduction to our congregation; "Opportunities for Getting Involved" for members and friends, including descriptions of 35 UUFCO committees and activities; "Religious Exploration for Children & Youth" for parents and visitors, describing the goals and curricula for childcare, elementary, and middle school programs. We supported other committees, such as Stewardship, in the graphic design and production of brochures and posters for the pledge campaign, and the Ministerial Search Committee in its Search Packet website. On a smaller scale, we kept the kiosk supplied with basic information about our congregation, timely fliers and announcements of UUFCO activities, including quarterly Adult RE Classes, monthly Good Times Activities, and an assortment of forms and sign-ups.
- We set up a photo archive of images taken by congregants and professional photographers, so that they can be accessed easily when needed for UUFCO publications and other uses.
- We continued to meet with members of the press, providing information and tours of the building. An article appeared in the winter issue of Bend Magazine about the vision and design of our building and how that affects our relationship with the greater Bend community.

Future Goals

- We are working on changing platforms and revising the UUFCO website, with the intention of simplifying updating for staff and volunteers.
- We are collaborating with staff to develop a manual on "How to Get the Word Out" to clarify how, where, when, and to whom to submit information, with the goal of coordinating, simplifying, and increasing effectiveness of UUFCO communications vehicles. In support of this, we are developing a UUFCO Style Guide to ease production by staff and

volunteers. We also want to clarify responsibilities and explore the ongoing and future role of the communications committee.

- We would like to determine whether to get more involved with social media and, if so, to recruit young enthusiastic members to be responsible for keeping information current.
- Our current challenge is to find willing people with energy, time, and enthusiasm to serve as committee members—and someone to serve as communications chair.

FACILITY SYSTEMS ANNUAL REPORT 2016-17

Submitted by John Lawton, Chair

Members: John Lawton, Chair; Greg Holmberg, Kris Rosvold, Lou Schmerber, Lewis McFarland

Purpose: Maintain the buildings, heating, cooling, electrical, plumbing systems and building structure in good working order.

Accomplishments

- Re-stained the light wood on south side of the building and removed the water stain.
- Added additional heating to the green room behind the stage in the sanctuary.
- Added additional capacity to the snow-melt system outside of the maintenance entry on the north side of the building.

Future Goals

- Work through the list of minor problems to the building making it more usable.
- Add outside receptacles for additional outside festive lighting.
- In regard to the lights turning off in the Pete Seeger Gathering Hall when the doors to the sanctuary are closed, occupancy sensors need to be installed so lighting in the room can be used independently from the sanctuary.
- Add additional heating capacity to the building to be used as backup when the heat pumps are not adequate during extreme cold weather.
- Devise a plan to keep up with the maintenance of the outside of the building.

Challenges

- Having enough money in the yearly budget to maintain the building on an annual basis.
- To help with anticipated cost of major component replacement (i.e. HVAC, roof, parking lot), the budget needs to include an ongoing allotment for emergency repairs and replacement that is carried over year-to-year as a building monetary reserve.

GOOD TIMES COMMITTEE ANNUAL REPORT 2016-17

Submitted by Karen Maier, Chair

Members: Karen Maier, chair; Duncan Brown, Judy Hurlburt, Jim Dobrowski, Karen Maier, Joe Maier, Pam and John Horwich, Virlene Arnold, Judy Paulsmeyer

Purpose: To facilitate opportunities for congregants and friends to meet and interact together within activities that are fun and nurturing.

Accomplishments: Hiking, kayaking, cross country skiing, book clubs, game night, card night, camping, quilting; all groups going strong.

Future Goal: Develop a better method of communication between group leaders and committee chair.

GOVERNANCE TASK FORCE ANNUAL REPORT 2016-17

Submitted by Wendy Howard, Co-Chair

Members: Wendy Howard and John Rhetts, Co-Chairs; Jan Lindeman, Judy Hurlburt

Purpose: the GTF was charged with working with the Board of Directors to support the development of policies guided by the policy by governance model (written about by Rev. Dan Hotchkiss)

Accomplishments

- Reviewed and commented on emerging policy topics and specific draft policies; participated in shaping topics and content of Board conversations. Developed graphics to further understanding of how policy by governance could be developed in the context of UUFCO's mission and organization.
- Consulted with Dan Hotchkiss to clarify the GTF's role as one of support and feedback. Produced video interviews with Dan Hotchkiss re: implementation of "governance by partnership, conversation and policy." Held meetings with congregation groups, showing these videos. Embedded videos in monthly newsletter to expand availability to congregation at large. At GTF recommendation the library committee purchased 10 Governance and Ministry books by Dan Hotchkiss for congregational reading.

- Provided information to the congregation through newsletter articles. Invited fellowship members to meetings and personal conversation.

Future Goal: Terminate formal activities except as requested by the Board through June 30, 2017. During the GTF's existence the Board of Trustees revised old policies and created new ones. The updated policy manual will be "lived into" with our new settled minister. The current GTF will be disbanded and the 2017-18 Board can determine future needs for such a Task Force.

Challenge: Defining concrete goals and range of responsibilities.

HEALTHY CONGREGATIONS TEAM ANNUAL REPORT 2016-17

Submitted by Ellen Mercer, Chair

Members: Ellen Mercer, Chair; Don Hartsough, Susie Hickman, Nancy Hodge, Tom Machala, James Simmons-Cox, Nancy Stevens, Judy Trask, Pam Wilson

Purpose: Promoting and facilitating open, respectful, productive communication and addressing conflicts in our congregation in the spirit of our Mission and Relational Covenant

Accomplishments

- Throughout the year, a talented Healthy Congregations Team has emerged representing a variety of skills and experiences and is equipped to address the diverse responsibilities of the team.
- HCT members participated in the series, "Creating a Culture of Right Relationship: The Power of Covenant" based Collaboration and Conflict Resolution and follow-up practice sessions as well as the February workshop with Rev. Cat Cox. Some members also participated in the Spiritual Book Club exploration of Marshall B. Rosenberg's *Nonviolent Communication: A Language of Life*.
- HCT has endorsed Nonviolent Communication (NVC/CC- Compassionate Communication) as an introductory and practice program to promote and maintain a commitment for healthy communication both within and outside UUFCO. Plans are being made to introduce a variety of NVC activities in the fall.

Future Goals

- With our new minister joining us for next year we look forward to incorporating the experience and ideas he brings both in moving forward with plans we have in place and in creating new ideas. Our primary goal is to protect and promote the culture of covenantal relationship that we enjoy today.
- HCT will focus on coordinating and supporting healthy communication in multiple ways.
 - Providing a concentrated compassionate communication workshop open to all.
 - Sponsoring a variety of activities including a multi-week class series to learn and apply compassionate communication in real life situations.
 - Providing opportunities to engage with NVC practices in alternative situations such as creating positional opposition scenarios or dramatizations.
- HCT will reach out to brainstorm and collaborate with other programs and focus groups to promote healthy communication both within UUFCO and the greater community.

Challenges

- Widespread participation in a congregational initiative or commitment can be a challenge especially when the need is not so transparent - the "why fix what's not broken" argument. However we've elected to commit ourselves to "not broken" issues before and come out stronger and better for it. We committed to the task of renewing our mission statement last year even though we "already had one." We committed to building our new home even though we could have stayed put – and look where we are now. Nevertheless committing to invest in building stronger communication skills might be challenging even though we witness the need in our personal relationships and in today's political rhetoric. Even so the persuasion is: to maintain health and strength, one needs to exercise and that applies to effective communication as well.

LEADERSHIP DEVELOPMENT COMMITTEE ANNUAL REPORT 2016-17

Submitted by Leslie Koc, Chair

Members: Leslie Koc, Chair; Amy Falkenrath, Michael Carr, Jim Morris, Marty Rudolph, Rev. Antonia Won (advisory member)

Purpose: The LDC is just completing its first year of existence and was formally approved in the November 2016 UUFCO Bylaws. The LDC's purpose is to identify resources that will nourish and grow the long term health and vitality of our volunteers who take on all levels of responsibility in order to fulfill our mission as a congregation. In accordance with the UUFCO Bylaws, the LDC nominates members to open Board positions.

Accomplishments

- Introduced and implemented a Committee Profile to gather uniform information about active UUFCO committees. Conducted Face to Face Meetings with Chairs/Committee persons to introduce the role of LDC and identify specific committee needs and concerns.
- Interviewed and recruited candidates for the three open Board positions to be presented to the congregation for vote at the May 2017 annual member meeting.
- Hosted a reception for new members welcomed in Spring 2016.

Future Goals

- Develop an ongoing process to identify members for open Board positions.
- Launch a Breeze campaign to populate member and committee information and update photos to enhance congregation communication.
- Sponsor leadership education for committee chairs with the focus on the qualities of good leadership and healthy committees.

Challenges

- Getting to know members to best match member talents and interests to Board and committee needs.
- The need for succession planning within committees to carry on the mission and goals of committees.

LIBRARY COMMITTEE ANNUAL REPORT 2016-17

Submitted by Mayme Trumble, Chair

Members: Mayme Trumble, Chair; Jan Lawton, Suellen Adams, Jan Lindeman, Lynn Funk, Diana Pond, Pam Horwich, Carolyn Herb

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

Accomplishments

- The library has continued to have many people use and check out our collection.

Future Goals

- Hold a book sale this summer.
- Find a new chair for the committee.

Challenges: The chair has over committed to other projects and is in need of someone new to chair the committee. The committee has difficulty in find a convenient time for everyone to meet.

MEMBERSHIP TEAM ANNUAL REPORT 2016-17

Submitted by Mayme Trumble

Members: Mayme Trumble, Chair; Marty Rudolph, Janet Lee Newcombe, Jennifer Seitz, Pam Horwich, Kip Petit, Trisha Bell; Chela Sloper, Congregational Life Facilitator

Purpose: Education of potential new members about Unitarian Universalism and integrating new members into the congregation.

Accomplishments

- The number of committee members has been increased to a total of 8 members, giving the committee more flexibility in our scheduling of classes. With new members added to the committee, it is operating very well.
- Welcomed 26 new members since July 1, 2016. We revised some of the materials that are provided in the orientation packets.
- Built a relationship with the Leadership Committee to aid integration of new members into the congregation.

Future goals: We will continue to bring new members into the congregation.

MEN'S GROUPS ANNUAL REPORT 2016-17

Submitted by Jim Morris, Coordinator

Members: Membership is open pending a preliminary meeting with representatives of the group.

Purpose: UUFCO men's groups give men an opportunity to advance their own spiritual and personal journeys within a supportive, empathetic group of peers. The seven principles of Universalism inform and underpin our confidential discussions.

Accomplishments

- The Second Sunday Men's Group started in April of 2016 and is open to new members provided they first attend an orientation session and/or meet with some of the members of the existing group to learn how the group works and to share the group's operating agreements for participation. The group meets at UUFCO on the second Sunday of every month.
- The 2017 orientation sessions for new are scheduled for:
 - March 30th
 - July 27th
 - November 30th

Jim Morris is the contact for men who wish to join a group, or start one of their own.

Membership in UUFCO is not required or expected to start or join a group and men of all (or no) faiths are welcome.

Future Goals: Men's groups offer interested men a chance to meet with other men, all on their own spiritual, personal and even professional journeys in a confidential and safe environment. There are at least three other men's groups that were started by UUFCO men, testimony to the strong interest of UUFCO men to develop and deepen covenantal relationships with other men. Attendance at the open group generally varies between 8 -12 men.

Challenges: Having the group stay open while also wanting to provide confidentiality and safety to the men of the group is a challenge. To increase the likelihood of creating a fit between new, prospective group members and the group, periodic orientation sessions increase everyone's comfort with the format and members of the group before joining.

SAFETY AND SECURITY COMMITTEE ANNUAL REPORT 2016-17

Submitted by Don Hartsough, Chair

Members: Don Hartsough, Chair; Herb Blank, Dick Herb, Judy Hurlburt, Vernon Threlkeld

Purpose: To ensure and enhance the safety and security of the UUFCO facility and grounds, and their occupants.

Accomplishments

- Directives to the congregation during Sunday service regarding the possibility of an active shooter during a Sunday service. Although the action was well received, there were some concerns that the announcement was made while children were still in the sanctuary.
- Transferred responsibilities for assignment of facility keys to Jenn Egan, facilities manager. This was a natural move in keeping with the increased use of the building by outside groups.
- Far fewer utility related (but not serious) alarms occurred this year. East Cascades Security has been cooperative in this accomplishment.

Future Goals

- To sponsor a training session for using the defibrillator – perhaps combined with first aid and/or CPR training. Some in the Fellowship already know how to use the defibrillator.
- To evaluate the desirability of creating a critical incident team for use in case of traumatic incidents within the church, or for use with community personnel in case of a community event, e.g., a disaster.

Challenge: Regarding the defibrillator training, there appear to be no local resources for such a training. The nearest Red Cross trainer lives in Portland.

SOCIAL JUSTICE COMMITTEE ANNUAL REPORT 2016-17

Submitted by John Horwich

Members: John Horwich and Christine Walsh, Co-Chairs; Alison Wells, Larry Price, Martha Lussenhop, Jan Lawton, Jane Kopriva, Pam Horwich, Mark Steinberg, Sylvia McFarland

Purpose: To provide UUFCCO members and friends opportunities to put their values into action to further social justice, equity and compassion.

Accomplishments

- The primary focus of Project GRACE (Giving Respect And Choosing Equality) this year has been advancing the work of our Early Learning Team (ELT), which is working to enhance the opportunities for affordable, high-quality early learning in Oregon. The ELT launched FIREFLIES: Lighting Sparks in Young Learners, as the umbrella organization for our early learning efforts. The first program in spring 2017 is working with Juniper Elementary School in Bend to provide books and learning tools for 200 students for summer reading. The ELT held another 10 meetings this year with leaders in early learning in Central Oregon as we look to develop additional programs. The ELT also sponsored a series of Sunday screenings and discussions of "The Raising of America" PBS documentary on early learning. Project GRACE also sponsored several discussion sessions around "changing the narrative" led by Charles Campbell.
- Our Wildcat Wizards 3rd grade tutoring program at Juniper Elementary completed its second year. The program served 20 students each Wednesday throughout the school year, with a focus this year on improving communication between tutors and substitutes through notations in student files; improved ties to curriculum through tutor and substitute training, reinstated access to library books, and weekly math worksheets.
- Other accomplishments of our Social Justice Committee included: continuing the monthly dinner provided and served by UUFCCO at Bethlehem Inn in Bend; continuing the monthly dinner provided and served by UUFCCO (led by the Redmond Covenant Group) at Jericho Table in Redmond; continuing the bi-monthly social justice film series, which this year included two screenings with special guest speakers attracting a community-wide audience; promotion of the Women's March in Bend in January and the People's Climate March in Bend in April.

Future Goals

- The FIREFLIES Team is working to develop a summer program to be located at UUFCCO beginning in the summer of 2018 to serve young learners at low or no cost. The FIREFLIES Team is also continuing to work with leaders in early learning in Central Oregon to establish an affordable, high-quality pre-school program at UUFCCO.

- The Wildcat Wizards program hopes to expand to serve at least 22 students in the 2017-18 school year, including at least 2 English language learners; and to develop a larger substitute group and further enhance ties to the curriculum.
- On a broader scope, we hope to restructure the Social Justice Committee to incorporate additional leadership and congregational involvement. We hope to maintain the existing programs while expanding UUFCO's involvement in environmental issues. We hope 2017-2018 sees the establishment of a vigorous and engaged group working on issues of climate change and expanded cooperation and coordination with other environmental groups in Central Oregon and statewide.

Challenges: The major challenge currently facing our Social Justice Committee is the need for additional leadership. In order to effectively manage our programs, expand our efforts, communicate effectively with the congregation and engage with others outside the congregation, we need additional, committed members and friends to step up. The individuals who are currently managing the Committee are also leading the program efforts, which places a burden on them that limits what the committee can accomplish.

SOCIAL JUSTICE ANNUAL REPORT 2016-17

Community Outreach

Submitted by Leslie Koc

Members: Monthly Volunteers

Purpose: With the involvement of 20-26 monthly volunteers, prepare and serve a home-cooked meal each month at Central Oregon's homeless shelter, Bethlehem Inn.

Accomplishments

- The UUFCO youth group filled all of the server and cupcake preparation volunteer positions at the July dinner.
- Volunteers who were trained in the Shadow Food Coordinator position began taking on the Food Coordinator to rotate the responsibility. Eight of the twelve dinners were managed by new Food Coordinators.

Future Goals

- Facilitate sign-ups two-three months in advance.
- Annualize a UUFCO youth volunteer month.

Challenge: Keeping the Sunday hand-written sign-ups in sync with the online sign-ups.

STEWARDSHIP COMMITTEE ANNUAL REPORT 2016-17

Submitted by Max Merrill, Co-Chair

Members: Max Merrill and Michael Carr, Co-Chairs; Richard Barber

Purpose: To support the financial and budgetary needs of the congregation

Accomplishments

- After all of the new member pledges for 2016-17 we made our goal of \$285,000.
- We have set a goal of \$300,000 for this year's campaign entitled "Sustaining Our Covenant". We began campaign on January 29, 2017 and after less than two months we have pledges of \$254,230 or 84.7% of our goal. We have high hopes that we will meet our goal. Thanks to all donors.

Future Goals

- I have asked that Michael Carr be chair of the Stewardship Committee next year.
- We believe we have a good foundation format for future pledge campaigns and hope to streamline the system more this next year.

Challenge: One of the challenges we face is the fact that though it is wonderful that we are getting many new younger members with children (long a goal at UUFCO), we find that those new members are usually not in a position to make large contributions but do require expanded staff to service family needs. It is simply a reality that we need to deal with.

SUNDAY VOLUNTEER COMMITTEE ANNUAL REPORT 2016-17

Submitted by Judy Hurlburt, Chair

Members/Team Captains: Judy Hurlburt, Mayme Trumble, Diana Pond, Jan Lawton, Jim Willson, Becky Dobroski, Nancy Stevens, Lynn Funk

Purpose: To make volunteering on Sunday easy and an integral part of what UUFCO member behavior and practice.

Accomplishments

- Sunday Volunteer process was moved from being a beta test to a reality. Judy Hurlburt took over responsibility for overseeing the process, recruited new Team Captains, re-energized remaining Team Captains and trained new ones.

- Mark Hickman added team lists onto Breeze and designed the system so Team Captains could easily use Breeze to send recruiting emails to team members. Sunday volunteer team lists were updated and new members added to various teams. Judy learned how to add new team members to the lists on Breeze as they join the fellowship, and also how to change or add Team Captains. All current Team Captains are using Breeze for sending recruiting, reminder and thank you emails volunteers. In addition, Chela Sloper, Congregational Life Facilitator, learned how to add new positions to the Sign-Up website for special services such as Christmas Eve and Easter.
- Several new members began volunteering with guidance from older congregants. Old and new members began taking ownership of certain jobs, and trained new volunteers especially in the kitchen and for coffee-making.

Future Goals

- Review team lists with Mark Hickman, Team Captains, Congregational Life Facilitator, and new minister and reconfigure teams to more efficiently cover all needed volunteer spots.
- Review and revise all Sunday volunteer positions In consultation with worship committee, Mark, the new minister, Chela, and people who have volunteered repeatedly for specific jobs,
- In early summer do a public acknowledgement during a Sunday service of all those who have volunteered this past year.
- In fall, work with new minister to highlight the need for volunteers during at least 3 Sunday services so members are re-motivated to serve on Sundays.

Challenges: There are many Sunday volunteer positions. No team has enough active volunteering members to cover all the volunteer positions even if the active volunteers serve twice during their month. Some teams appear to be shorter on active/willing volunteers than other teams. All team captains recruit the best they can with reminder emails and phone calls, and most Sunday services are short from 1-4 volunteers. Hospitality cleanup and dishwasher responsibilities often go unfilled.

WORSHIP COMMITTEE ANNUAL REPORT 2016-17

Submitted by Noreen Halberstadt

Members: Noreen Halberstadt, Chair; Chandra Smith, Virleene Arnold, Kristel Masterson, Susan Kinney, James Simmons-Cox, Aaron Coe, Rev. Antonia Won

Purpose: This committee is responsible for Sunday morning service, including hosts, elements of the service, music and guest speakers for the Sundays Rev. Antonia isn't preaching, including all summer services.

Accomplishments

- The worship committee has put into place "Rules for in-person announcements" for Sunday services. It is presently being updated. This has been very helpful.
- Our services are presented with a professional quality, with attention to detail. We help folks feel welcome, and taken care of as guest speakers.
- Our committee has grown in size. We would benefit from a co-chair, to help spread the responsibilities.

Future Goals

- We will be working on trust, and the creative process with our new minister.
- The committee will assess our strengths and weaknesses, and have constructive ideas on how to support and improve the worship team and the Sunday services in collaboration with our new minister.
- At some point in the future, we need to revisit the idea of offering two services on Sunday mornings.

Challenges

- With all the positive energy in having a settled minister, I see us having oh so many good ideas to talk about and implement. We need to remember to be patient and be good listeners.
- The future move to two services will have many challenges as we navigate the nuts and bolts of this transition.

Board of Trustees Nominees for Fellowship Year (“FY”) 2017-18

The UUFCO Leadership Development Committee (LDC) is pleased to announce the nominees for open board positions for our new Fellowship Year beginning on July 1, 2017. These nominees bring a wide range of experience and a deep commitment to UUFCO. We feel very fortunate that they are willing to serve on the Board of Trustees.

Marty Rudolph is our nominee for **Vice President**. This is a three-year commitment. Marty will be President in FY 2018-19 and Immediate Past President in FY 2019-20.

Marty Rudolph moved to Bend in 2013. Prior to that, Marty managed an art gallery in Hood River, taught marketing at the regional art centers for the Oregon Arts Commission and served as President of the Columbia Gorge Ecology Institute. A pioneer in sports marketing, Marty worked for Levi Strauss on the '80 and '84 Olympic Games and for the '88 U.S. Biathlon Team. She served as Vice-President of the Women's Sports Foundation and upon moving to Portland helped found the Portland Sports Authority. A Unitarian since age 26, Marty has volunteered as a tutor, member of the Communications Committee, the Membership Committee, the Leadership Development Committee, the choir, and a regular Bethlehem Inn cupcake volunteer. She volunteers for the Central Oregon Symphony Marketing Committee and serves on the board of Amistad International.

With the new UUFCO Bylaws approval in November 2016, all Board positions are a three-year commitment. **Sylvia McFarland** is our nominee for **Treasurer** and **Erika Beard-Irvine** is our nominee for **Secretary**.

Sylvia McFarland has served on the Finance Committee, the Facilities Management Committee, and the Project Grace Committee. In addition, she and her husband work the sound board and slides, and are Sunday volunteers at UUFCO. She also volunteers with the Red Cross. She and her husband (Lew) moved to Bend in late 2014, after living in Goldendale, WA for eight years and in Portland for over 30 years. She is retired from her career as a commercial real estate appraiser. In addition to volunteering, Sylvia enjoys walking/hiking and reading.

Erika Beard-Irvine moved to Bend with her family in May 2014. Before leaving the Navy after 16 years, she lived outside Washington DC, in Florida, and in Okinawa, Japan. She also did earthquake relief in Haiti in 2010 on the hospital ship Comfort, which accounts for most of her sea stories. She is a pediatrician at the Oregon Youth Challenge High School and at a small private practice in Bend. She is also homeschooling her kids George and Stephanie. She enjoys knitting, sewing, reading, training in karate, and gardening. At UUFCO, she has been a worship host, helped prepare and serve dinner at Bethlehem Inn, tutored at Juniper Elementary School, and chairs the Children's RE Committee.

UUFCA members will have an opportunity to vote for the nominees at the May 21 annual meeting. As per the Bylaws, nominations will be taken from the floor for accepting nominees.

The continuing Board members for FY2017-18 are:

Max Merrill, President

Mark Hickman, Immediate Past President

Paul Bennett, At Large

Amy Falkenrath, At Large

Greg Byrne, At Large

Thank you to all those who worked with the LDC in our first UUFCA Board nomination process. And our deepest thank you to Marty, Sylvia and Erika.

Nominees for Endowment Committee

Members of the Endowment Committee seeking affirmation of the membership of UUFCA to carry out the responsibilities of their governing document, with terms beginning effective July 1, 2017 are:

John Coltman, Chair

Herb Blank

Linda Crouse

Ed Funk

Greg Byrne, Board Liaison

Proposed Budget FY 2017-18

Unitarian Universalist Fellowship of Central Oregon

May 3 2017

Account #	Account Name	Projected Actual FY16/17	Board Approved Annual Budget FY17/18
Income			
4.100.100	Cash Collection	12,694	13,500
4.100.110	Misc. Contributions	16,334	15,000
4.100.210	Recycle, Coupons, etc	406	500
4.100.300	Current Year Pledge Receipts	281,588	291,000
4.100.401	Auction Income	10,445	10,500
4.200.200	Rent Income	22,908	30,000
Total Op Income		345,517.09	360,500
previous year carryover		22,814	0
spending from reserve fund		35,013	86,206
Total Money spent to cover expenses		403,344	446,706
Expenses			
Subtotal Minister Salary & Benefits		119,034	125,660
Subtotal Employee Comp & Benefits		140,354	174,901
Subtotal Sunday Exps		9,522.04	8,650
Subtotal Dues		14,530.41	16,040
Subtotal Facility/Office		27,931.84	31,500
Subtotal Oprtns & Mntnce		78,618.77	69,140
Subtotal Adv/Outreach		4,434.28	8,500
Subtotal Board/Com		8,918.98	12,315
Total Operating Expense		403,344	446,706