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for the
September 2013 Board Packet

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First Universalist Church of Minneapolis
Board of Trustees Meeting
September 19, 2013
6:30 p.m. Cummins Room

Draft Agenda

6:30 Call to Order

- Lighting of Chalice and Reading

6:40 Consent agenda:

- Approval of minutes from June 20 meeting
- Approval of minutes from August 15 meeting

6:45 Items from Monitoring schedule:

- Financial condition/ prior year financial condition – Paul Robinson
 - Projected year-end bottom line
 - Refinancing of mortgage
 - Pledges unfulfilled
- Staff work plan – Justin Schroeder
- Staff and significant volunteer changes – Justin Schroeder

7: 10 Committee Reports:

- Governance Committee
 - Committee Goals for the year
- Finance Committee (covered in above Monitoring Report)

7:15 Report from First Universalist Foundation – Victoria Shannon

7:30 Set Working Session dates for the rest of the year (bring calendars)

7:40 Development of Board Goals (see attached notes from Retreat)

9:00 Adjournment

Attachments:

Letter from President

Minutes from June 20 and August 15

Senior Minister Report

Notes from Board Retreat

Date: September 10, 2013

To: Board of Trustees of First Universalist Church

From: David Bach, President

Re: September 19, 2013 Board Meeting

We accomplished a lot at our Board Retreat on September 7. We did some excellent thinking about our roles as Board Members and how we work together, with our Senior Minister and the Congregation to advance our mission, Visionary Goals, and Strategic Plan. I am including the notes from our meeting, which I sent out earlier, in the Board Packet. Jill and Dick will have their summaries to us in time to review for the meeting. A lot of great ideas flowed that day that we do not want to lose. I want us to use the majority of our meeting this month to complete our process of setting Board Goals for the year.

Some great work is going on in our committees. Our October meeting will emphasize reports and action items that are products of a productive summer and fall of committee work.

We have a report from the Foundation Board on the agenda for this month. There will be quarterly reports from the Foundation this year to help keep us both abreast of each other's work.

Please bring your calendars to the meeting as we will be setting dates for our Working Sessions. Also, we failed to determine who will bring treats and do a reading for our meeting. Any volunteers?

See you all on the 19th.

August Attendance

	Summer 2013		Summer 2012		Summer 2011		Summer 2010	Summer 2009	
Adults	Service		Service		Service		Service	Service	
1st Week	650	LH	193		326		179	159	161
2nd Week	232		380		731	LH	160	175	217
3rd Week	250		311		297		152	146	608
4th Week	258		297		264		204	309	139
5th Week			0		0		266	0	136
Monthly Total	1390		1181		1618		961	789	1261
Avg for August	463.33		393.67		539.33		192.20	197.25	315.25

**First Universalist Church
Statistical Report
September 19, 2013**

MEMORIAL SERVICES: 0

MARRIAGES/SERVICES OF COMMITMENT: 17

Elsabeth Oakley and Peter Marks Wedding – Aug. 10 – Jen Crow
 Brian Bailey and Daniel Grove – Aug. 11
 Susan Hoffman and Nancy Gossard
 Jen and Sharon Alton
 Manuel Medina and Lindsey Yturalde
 Carol Gilbert and Elizabeth Permar
 Peg and Myrna Tutante
 Susan Jack and Kim Kammeier
 Kath Ouska and Lori A. Sundelius
 Kris Hoffwomyn and Laura Pandle
 Melissa and Michele Boyer Conway
 Jerilyn Veldof and Anna Anderhagen
 Paula Gilbertson and Christina Nicholson
 Christopher Watson and Michael Eastman
 Courtney Muehlbauer and Linda Muehlbauer
 Karen Parson and Bill McTeer
 Meadow Muska and Bridget Doak

MEMBERS FOR APPROVAL: 0

MEMBERS REINSTATED: 0

MEMBERS FOR REMOVAL: 1

Don Beaton – Moved to east St. Paul

CHILDREN DEDICATED: 0

	To Date	End of Year Totals			
MEMBERS	2013-2014	2012-2013	2011-2012	2010-11	2009-10
(Fiscal Year)	0	110	76	98	75
TOTAL MEMBERS:	1028	1030	953	927	849

TOTAL MEMBERS AS OF THE LAST MEETING: 1029

To be added: 0

To be removed: 1

TOTAL MEMBERS: 1028

First Universalist Church of Minneapolis Board of Trustees Meeting

Thursday, June 20, 2013, 6:30 p.m.

Board Members present (absent): David Bach, Dan Berg, Craig Bierbaum, Craig Bishop, David Leppik, ~~Paul Robinson~~, Pam Vincent, Lark Weller, Karin Wille

Clergy present: Justin Schroeder

Others present: Victoria Schanen

<u>Agenda Item</u>	<u>Presenter</u>	<u>Discussion</u>	<u>Action, if any</u>
Opening Words/ Meeting Preparation	Craig Bishop	The meeting was called to order at 6:35. Craig Bishop shared reflections on his years of service and quoted from Mary Oliver's "The Summer Day."	
Consent agenda	Craig Bierbaum	<p>Approve May minutes. Approve Annual Meeting minutes as corrected.</p> <p>Action: Motion to approve May and Annual Meeting Minutes.</p> <p>Dan Berg questioned the absence of a Statistical Report for June, and a corresponding approval of new members. It was assumed that new members had been approved in advance at the May Board meeting.</p> <p>Approve Foundation Board appointment of John Borden for one year term. John will need to be nominated for election at next year's Annual Meeting for a two-year term.</p> <p>Action: Motion to approve appointment of John Borden to First Universalist Church Foundation Board of Directors.</p> <p>The order of the published agenda was changed.</p>	<p>Approved.</p> <p>Approved.</p>

First Universalist Church of Minneapolis Board of Trustees Meeting

<p>Conversation with the Senior Minister</p>	<p>Justin Schroeder</p>	<p>Reverend Schroeder had provided in advance a comprehensive document addressing concerns expressed by the Board regarding the racial justice work that has been proposed for the coming year. This document was also incorporated in the June Board Packet. These concerns revolved around how it is linked to the Strategic Plan and how congregational support has been expressed over the last six months. There was also concern about its impact on staff and program leadership. Justin walked the Board through his report which included annotated excerpts from the Strategic Plan. He highlighted several of the activities that are planned and how they constitute a renewal of our commitment to social justice. He also pointed out how all of our social justice programs will be seen through a racial justice lens in the future.</p> <p>The Strategic Plan refers to the Unity Center for Youth Leadership, (UC), which has effectively ended as a program of the Church. Justin pointed out how the racial justice focus of UC is being replaced, in a sense, by our commitment to this initiative. Justin sees this racial justice work requiring 70-100 hours of his time in the coming year [this is also a key component of Debra Rodgers' work; Jen Crow and Ruth MacKenzie will be also be involved; their time commitments will be less. He likens this to the time commitment last year to the search for Jen Crow, and the strategic planning activity of the previous year. Craig opened the floor for discussion and feedback.</p> <p>David Bach began his comments by saying that he is committed to participating in the three session training program this fall. He also suggested that at least an hour of our fall retreat be committed to a presentation of the program by consultant Heather Hackman. Lark Weller had questions about the total cost of the program beyond this year, and hopes that Deb Rodgers will share what she learned from her research about how other churches have approached this topic. Lark also pointed out how this training should teach us how to think how we are in relationship with our entire diverse community, not just through the racial lens. Lark plans to participate in the trainings this fall. Craig Bishop thanked Justin for the detailed presentation. He also expressed concern about the long-term cost in financial and human resource terms. Pam Vincent expressed excitement about the program and appreciates the presentation that Justin prepared with components typical of a business plan. She also will participate this fall. Karin Wille expressed resource concerns, and also a concern about staff commitment to the program. Her remaining questions were about the process of introducing this initiative, and she expressed her hope that lessons have been learned. Justin added that he or we should have called out the significance of the program earlier in the process. He agrees that lessons have been learned and that he will strive for better communication in the future. However, it is unpredictable when circumstances may compel him to respond with prophetic leadership, and he believes that this is part of his calling. David Leppik appreciates gravity with which we are assessing this issue, and suggests that we may need a revision of the Strategic Plan to recognize this work as a priority of the Church. There was brief discussion as to whether this was necessary and what process might be used to draft such a revision. Dan Berg expressed his appreciation for the detail and hard work that went into this presentation. He affirmed Justin's observation that this work picks up where the UC program left off in its focus on racial</p>	<p>Conversation with the Senior Minister</p>
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First Universalist Church of Minneapolis Board of Trustees Meeting

July Activities	David Bach	<p>David Bach distributed a proposed agenda for a July meeting of the Board (Attachment A), which will also serve as an orientation for the three new members. The agenda will be focused on Board process and resources, the Board calendar for the year including items that are anticipated to be priority discussions/decisions, and an initial discussion of Board goals for the year. We will also use this meeting to set the agenda for and schedule a Board retreat in the fall.</p> <p>There was discussion about the format of the retreat, including whether there will be readings assigned in advance and whether we should schedule a speaker or moderator.</p> <p>Justin suggested that the Board might use the time of his sabbatical as an opportunity to set aside time for its own spiritual reflection and deepening.</p>	
Foundation Board Update	Victoria Schanen	<p>Craig Bierbaum teed up the presentation by Victoria Schanen, the recently elected chair of the First Universalist Church Foundation. Victoria explained her experience with the Foundation, which includes an earlier term 6-8 years ago. She characterized the Foundation as being in transition; they have just reinstated a bi-annual grant making schedule, which had been suspended for several years as the entire financial commitment of the Foundation had been applied to UC. They will announce the first application round with invitations to organizations focused on services to and leadership opportunities for youth, young adults and disadvantaged communities. Grants will be available to outside organizations but groups with a history of working with the Church will have an advantage. There will be \$60-70,000 available for grantmaking each year.</p> <p>The Foundation will present a report to the Board on a quarterly basis. The Board and Justin expressed great satisfaction at the evolution of this relationship and Victoria also confirmed that the Foundation Board is energized and excited. They recently had a joint meeting with the Faith in Action team of the Church. They are committed to improved and regular communication with the Church and the congregation, including collaboration with the “share the plate” program of the Church. They also intend to reach out to other foundations in the community.</p>	
Governance Committee Update	Karin Wille	<p>Karin Wille provided red-lined copies of the proposed Governing Policies Handbook (GPH) revision, which had been distributed by the Governance Committee (see Board Packet). There was discussion about the proposed changes and the questions that were embedded in the red-lined version. There were very few changes to the proposed version.</p> <p>Action: Motion to approve as amended.</p> <p>Craig Bierbaum asked about the work plan template that was also presented by the Committee in the Board Packet. Justin was asked to review the format, recommend changes if needed, and incorporate this as a method of reporting progress toward annual goals. Justin will present the template for discussion at a staff planning retreat.</p>	Approved.

First Universalist Church of Minneapolis Board of Trustees Meeting

Finance Committee Report	Craig Bishop	<p>Craig Bishop reported in Paul Robinson's absence, and referred the Board to the Finance Committee report in the Board Packet. The next committee meeting will be in August, when the proposed committee goals will be reviewed, refined and approved. The Committee considered "financial review" proposals from two vendors. The decision had been made earlier to undertake a financial review rather than a full audit of the 2012-13 church year. The Committee recommends that we engage MAP for Nonprofits for this task, at a cost of approximately \$2,000. They will begin the review after the close of the fiscal year, and present the report within 90 days</p> <p>Action: Motion to approve the recommendation of the Finance Committee and retain MAP for Nonprofits to do a financial review.</p>	Approved
Executive Session		<p>The Board voted to enter a Board-only executive session at 8:49 pm.</p> <p>The purpose of the executive session was (1) to approve the minutes of the May executive session, and (2) to discuss the Board's consolidated Senior Minister evaluation, which will be presented to Justin by Craig Bierbaum and David Bach.</p> <p>The executive session ended at 8:55 pm; Board meeting resumed.</p>	
Meeting Review/ Wrap Up		<p>There was discussion about record keeping protocols and best practices. The Secretary currently retains copies of executive session minutes and these will be passed to the incoming Secretary, Pam Vincent, along with other appropriate documents. There was agreement that a secure repository of Board documents should be established, either physically at the Church or by secure electronic means. This discussion also led to discussion of the way Board Packets are assembled and distributed, with hope for a new, improved system for the new year.</p> <p>Craig Bierbaum offered words of appreciation as his term as President and a member of the Board comes to an end, including acknowledgement of the contributions of the other departing trustees, David Leppik and Craig Bishop.</p>	
Adjourn		The meeting was adjourned at 9:12 pm.	

Important Dates:

Board of Trustees potluck: Thursday, June 27, 2013
 Next meeting: July 18, 2013; 6:30 pm
 Treats for Next Meeting: ?

Prepared and submitted by Dan Berg, Secretary.

First Universalist Church of Minneapolis Board of Trustees Meeting

Attachment A

First Universalist Church
Board of Trustees Board Meeting Agenda
July 18, 2013, 6:30 – 8:30 p.m.
Cummins Room

AGENDA

- Welcome and Introductions
- Lighting of the Chalice and Reading
- Board Orientation
 - Overview of Policy Governance
 - Review of Trustee Handbook
 - Review of Governance Policies Handbook
 - Review of Strategic Plan
 - Highlights of Budget for FY 14
 - Committees and Committee selection/assignments
- Board calendar for year – discussion and decisions
 - Full board meeting 3rd Thursday of each month
 - Executive Committee dates
 - Board Committees' meeting dates
 - Board retreat date
 - Additional intensive discussion meetings
- Discussion of Big Opportunities/Challenges ahead
- Setting of Board Goals for the year
 - What are we called to Be?
 - Review of FY 13 goals
 - Review of Board self-evaluation survey
 - Goals for FY 14
- Setting of agenda for Board Retreat
 - Preparation for areas that will require special attention this year
 - Readings in advance of retreat
 - Speakers/resources to increase our skills and knowledge
 - Team building activities and FUN
- Board procedures and practices
 - Process for compiling board packets and preferred format
 - Protocols for communication

First Universalist Church of Minneapolis Board of Trustees Meeting
 August 15, 2013 6:30 pm

Board Members Present(absent): David Bach, Dan Berg, Karin Wille, Pamela Vincent,
 Paul Robinson, Lark Weller, Jill Braithwaite, Dick Niemic, Cindy Marsh

Clergy Present: Justin Schroeder

Others Present:

Agenda Item	Presenter	Discussion	Action
Opening words and chalice lighting	Karin Wille	Reading from "Voices From the Margins"- 'On the Brink' "When Our Heart is in a Holy Place"	
Approval of Consent agenda		July 18 minutes approved	
Board monitoring schedule			
Attendance and membership	Justin	Continue strong attendance. RE numbers for summer not available; include in September packet	N/A
Staffing and volunteer report	Justin	Staff: Heidi Johnson started as new office manager. Brad Schmidt hired as financial support person. Volunteer: Racial Justice Leadership Team- Growing Together Discovery Team- new. Comprised of staff and congregants. Discussion of what board needs/should be informed of prior to new teams put in place	

Financial Report	Paul Robinson	<p>Finance Committee (FC) has met with Diane several times. Third quarter closed, info sent to FC. Year-end report given to FC yesterday. Preliminary view suggests ending year with balanced budget.</p> <p>Refinancing loan: still looking for new 25 yr term loan. Finance team considering if this is time to add additional money to this loan to cover outstanding structural improvements.</p> <p>Financial review scheduled for September</p> <p>Justin-asked if Board would be willing to make some calls to people who are outstanding in pledges, to close out the year.</p>	<p>N/A</p> <p>Board members agreed.</p>
Ends outcomes	Justin	<p>Asked governance committee to re configure timing on monitoring report- close following on annual report.</p> <p>New team: House that Love Build- liaison with Habitat for Humanity.</p> <p>Racial Justice Leadership team- met with Heather Hackman Aug 10; will meet in about 2 weeks with Unity and White Bear Lake teams.</p> <p>Big Wedding Party- was a significant event in life of the church.</p> <p>Thanks to Ruth MacKenzie for work as summer minister.</p>	
Orientation of board to Sr Minister Letter of Agreement	Justin	<p>Review of letter of agreement- move to governance committee for review.</p> <p>Church has not made policy decision to be fair compensation church according to UUA guidelines</p>	Governance Committee to review letter of agreement
Review of Minister/Board covenant	Justin	Review in the next couple of months- perhaps at retreat.	Dick will develop framework for this discussion

Appointment of Board liaison to Nominating Committee	David Bach	Confirm chair of Nominating committee: Ginny McAninch Lark Weller will be board member of the nominating committee for 2013-14	Board approved.
Planning for Board Retreat	David Bach	Goal of retreat is to plan goals for board- Sept 7. Keep time for dreaming/ visioning- start day with 'blue sky'- linked to visionary goals/ strategic plan. What are big opportunities/challenges or obstacles. Discuss norms of how board works/communication with congregation <ul style="list-style-type: none"> • Suggested reading for retreat: Hotchiss- "Governance and Ministry" • Durall: "The Almost Church Revitalised" • Handouts Spend some time grounding in policy governance- based on readings.	Dick and Jill will work with Dave Bach to plan agenda/ structure for retreat
Time for executive committee meeting	David B/Justin	5 pm first Thursday for hour and half.	
Executive session		The board moved into executive session at 8:25 pm	

Sr. Minister Report for the Board of Trustees, Sept 19, 2013

Inform/ Consult/ Approve	Item	Relevant Policy and Comments
<p>Inform</p>	<p>Workplan for the year (see attached grid, as well, which places the goals for this year within the framework of the Strategic Plan)</p>	<p>At our staff two retreats in August (Leadership Retreat and All Staff Retreat), the staff and I spent a great deal of time reviewing the Strategic Plan, the ministry we did last year, some of the challenges and successes that we had, and how best to move forward in alignment with the Strategic Plan in 2013-2014. We were in agreement that although we are growing as a congregation, we are still very much in a season of “consolidation” at this point in time. (And by consolidation, I mean that we must focus on creating systems and infrastructure that allow us to support the growth we’ve experienced.)</p> <p>Thus, our focus for next year, grounded in the Strategic Plan, became quite simple and straight forward:</p> <ol style="list-style-type: none"> 1) Ensure a successful launch of our Racial Justice Commitment. Indicators of success will be 1) a strong Racial Justice team that helps guide this work forward, well attended Racial Justice trainings (our first training is Oct 5, Nov 2, and Nov 23, and is full), and strong, clear communication about the theological and religious underpinnings of this work (Justin and Heather Hackman will co-lead the service on Sept. 29th outlining these dimensions and there are several articles in the Sept. Liberal, as well.) 2) Ensure a successful experience with the “House that Love Built.” Indicators of success include clear and strong communication, church wide participation, and the church raising the \$60,000 that we’ve committed to Habitat for Humanity. Jen Crow is the lead on this project and she and her team have a well thought out timeline and communication strategy in place. We’ve already secured nearly \$5000 in gifts.

		<p>3) Implement ACS (member database). Diane Gavere, our Director of Operations, has previous experience with database implementation and conversion. We are creating a timeline for this project this year. In mid to late fall, we'll convert the membership side of the database. On the first of the New Year, we'll be converting the contributions part of CMS.</p> <p>4) Begin to create a comprehensive adult ministry program and leadership/spiritual leadership development program. This involves re-naming and expanding the ways that our "Small Group" ministry program functions. Instead of Small Groups, we're re-naming them "Community Circles," and this year we will begin to roll out a variety of Circles that people can participate in, some that are linked with the sermon content, and some that are not. We'll have Community Circles (formerly known as Small Groups), that will be open to all, and some that will have a particular focus, like "Parents of Young Children." We'll have "Care Circles," such as "Grief Support Circle," and we'll have "Practice Circles," where the content is very much focused on deepening a particular spiritual practice, or content area. Making our big church feel like a small, close-knit community starts by joining one of these Circles. Participating in any one of these Circles is itself a form of spiritual practice - a practice of listening, learning, discernment, and open-heartedness. Each Circle of 8-10 people will gather with a trained facilitator as participants offer spiritual companionship to one another.</p> <p>This year, we will also begin to develop and train Circle leaders, and other leaders in the church, in intentional and spiritually grounded leadership.</p> <p>Creating a clear adult ministry and spiritual development program seems particularly important as we have over 1000 members, and without such structures, members and friends can get "lost" in the largeness of the church.</p> <p>Indicators of success will be a clear adult ministry program that involves a greater number of congregants, that both new and long time members</p>
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		<p>are plugged into our adult ministry program, and that are our leaders understand their leadership as “spiritual leadership.”</p> <p>5) Clarify procedures and practices and begin to focus on our core ministry areas this year. Given that we are understaffed in our administrative and facility departments, I believe that we can best support our staff and ministry by saying “no” to some things, for at least for this year. Specifically, this means that we will saying “no” to all new rental inquires. Though we’ve already secured \$10,000 more than budgeted in rental contracts, we are saying “no” to any further rental requests. Additionally, for this year, for <i>all new wedding requests</i> (not ones already booked), we’ve decided not to offer First Universalist as a wedding reception site. We’ll continue to do weddings for members and non-members alike. A reception is often on a Saturday evening and can go until 10 or 12 at night. Our facility crew is often in the building until 2 or 3 a.m. in the morning, and then needs to begin Sunday morning set up by 4 or 5 a.m.)</p> <p>We’re also looking at programming and activities that we can pull back on. As an example, we exploring the possibility of not offering the Global Gift Fair this December, as our primary focus will be on the “House that Love Built.” Timely communication and involvement of key lay leaders are a critical part of this process.</p> <p>We’re exploring what other programs and activities we might pull back on this year, so that we can focus on core ministry areas and initiatives.</p> <p>Finally, Heidi Johnson and Diane Gavere are doing a comprehensive review and update of all building usage policies. Currently, we do not have policies that clearly spell out what constitutes a church group, or what we charge church groups that charge for classes, etc. etc. There are a lot of grey areas in how the building gets used and by whom. This lack of clarity creates an incredible amount of confusion and extra work for our Administrative staff. Thus, in October, we will be alerting all of our</p>
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		<p>current building users about this review and the upcoming update of policy that will take effect Jan 1, 2014. We also be engaging with various groups to understand their needs and relationship to the church's ministry.</p>
Inform	Staff and Volunteer Updates	<p>Related to Policy D. Communication to the Board and Congregation. <i>Inform the board in a timely manner of any relevant trends, issues, or events affecting the health of the organization.</i>"</p>
	Youth Ministry Staff Position	<p>Abe (uh-bee)Levine has joined the First Universalist staff as our Youth Ministries Coordinator. Abe brings a wealth of experience working with young people, a deep grounding as a person of faith, and a keen awareness around issues of social justice. We'll thrilled that he's onboard!</p>
Inform	Children's Music Coordinator	<p>A team of congregants and staff is currently interviewing applicants for this position.</p>
Inform	Office Manager and Office Assistant and Volunteer Coordinator Position Changes	<p>While Heidi Johnson came to us to be our new Office Manager she found a very different work load then we had advertized in the position; she took responsibility for that workload, and immediately began to help us re-imagine how this position could look, rather than getting frustrated, burned out, and quitting.</p> <p>It was clear that the events/building use portion of the portfolio was a far bigger piece than previously realized. In an effort to better align duties in the department, the Director of Operations has realigned some pieces of the Office Manager and the Administrative Assistant Positions. This will allow the Office Manager to concentrate her efforts more effectively. For example, she has already written building use policies and pricing structures; she's improved our internal communication systems, and she's been integral in team building between the Program and</p>

		<p>Administrative Team. Ultimately, she is helping us become a more professional office.</p> <p>We have a new Director of Operations who has a different vision for how the Operations of the church can function. The allocation of resources made by the previous Director have been rethought, and where temporary workers have been used in the past couple of years, we believe that only a portion of that is necessary; consequently, we are reallocating some of these funds to support permanent staffing. We are not increasing the bottom line of the church budget, either this year, or next; we're simply re-allocating how these resources are spent.</p>
Inform	Practice Fire Drill on Oct. 20	<p>Related to Policy D. Communication to the Board and Congregation. <i>Inform the board in a timely manner of any relevant trends, issues, or events affecting the health of the organization.</i>"</p> <p>On Oct. 20th, during both worship services, we will have a practice fire drill, giving children, youth, and adults the opportunity to practice what we would do in the event of a real fire or other crisis.</p>
Inform	Visit from Rev. Gretchen Haley, Oct 17-22.	<p>The Rev. Gretchen Haley is a colleague from Foothills Unitarian Church in Fort Collins, CO. (That's my home church!). She's very interested in learning about large church ministry, Policy Governance, and more, and during her visit, she'll be attending staff meetings, Management Team meetings, the Board meeting, etc.</p>
Inform	Sabbatical Update	<p>I have begun to plan with Jen Crow about sabbatical coverage and how it will happen. In November, Jen will begin meeting with the pledge team, and I think it would make sense to invite her to our Nov. or Dec. Board</p>

		meeting. Ruth MacKenzie has agreed to step into a stronger pastoral care role during the sabbatical time (we'll use some of the sabbatical money for this purpose) to relieve Jen of this responsibility. At the November Board meeting, I anticipate being able to share with the Board a map of what will be covered and how during my sabbatical time.
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First Universalist
Annual Work Plan FY2014

Color Code:

Racial Justice Commitment/Launch

House that Love Build

Database

Community Circles/Faith Formation/Leadership Development

Clarify building usage/rental policies; clarify focus on key ministries.

Goal	Activities	Scheduled start	Revised start	Staff Lead	Resources	Budget Implications	Comments
1 Worship							
1.1.1. Expand range and diversity		Fall 2013	Fall 2014	Justin	staff time (Justin, Jen, Ruth, Lauren)	Potential impact on 14-15 budget	Pending outcomes from Growing Together Discovery Team
1.1.3 Expand staff and lay resources to strengthen and support worship		Fall 2013	Cont. in Fall 2014				Increased Ruth's hours in 13-14 budget
1.2.1 Third worship service and RE		Fall 2013	Fall 2014			Potential impact on 14-15 budget	Pending outcomes from Growing Together Discovery Team
1.2.2 2nd summer service and RE		Fall 2013	Fall 2014			Potential impact on 14-15 budget	Pending outcomes from Growing Together Discovery Team
1.3.2 Camera and audio recording equipment		Fall 2013					Cameras have been purchased
1.3.4 On line resources and services including online spiritual resources		Fall 2013	Fall 2014				As a beginning, Community Circle Content and Sermon Content are available online
2 Faith Formation							
2.1.2 Adult RE focused on UU identity	Wellspring Circles	Fall 2013		Jen Crow	leadership from Jen Crow	none	5 Wellspring Circles
2.2.1 Expand intergenerational worship		Fall 2013					
2.2.3 Documented UU practices at home		Fall 2013					Happening through Wellspring, Community Circles

First Universalist
Annual Work Plan FY2014

2.3.1 Group reflection on Faith in Action	House that Love Built	Summer 2013		Jen and Justin	staff time		This project is about a new relationship with the Christmas holidays and our spending. We'll do group reflections in sermons, Community Circles, and Liberal Articles.
2.3.2 Curricula linking FIA with faith formation	Racial Justice Commitment	Fall 2013		Justin		none	While a new curriculum won't be created, the Racial Justice trainings will be grounded in racial justice work as a spiritual imperative.
3 Supportive Community							
3.1.1 Lay leadership development program	Leadership Development as it relates to Circle Leaders and Wellspring Leaders	Fall 2013		Elaine Aron Tenbrink and Jen Crow	staff time for training, content creation	None this year, but as we deepen leadership training, we'll need to increase that line item for resources.	We're working on training all of our leaders (RE teachers, welcome team leaders, Community Circle Leaders, Worship Associates, etc.) as spiritual leaders, grounded in a spiritual practice, and the ability to be a spiritual leader in the church environment they serve in.
3.2.2 Aim for 100% connection in smaller comm.	Community Circles, Care Circles and Practice Circles	Fall 2013		Elaine Aron Tenbrink	staff time for training, content creation	no impact on 2013-2014 budget	
3.5.2 Digital partnerships		Fall 2013	Fall 2014				
3.6.3 online resources center for spiritual practices		Fall 2013	Fall 2014				Some things already in place; Community Circle and Sermon content online.
4 Faith in Action							
4.4.2 Est. strategic partnerships with Unity Center partners		Fall 2013					Unity Center has ended.

First Universalist
Annual Work Plan FY2014

Racial Justice Commitment (this fits in other areas of the plan, too)	Trainings for 100 people, 20 of which will be trained as trainers. Creation of Racial Justice Team. Sermons on Racial Justice work.	Fall 2013		Rev. Justin Schroeder with Debra Rodgers	Staff time and leadership (Justin will lead monthly Racial Justice team meetings.)	No additional impact beyond what's budgeted. Funding will come from offering plate collections, and Grants.	We are hoping the First Universalist Foundation will help fund this initiative.
House that Love Built (this fits in other areas of the plan, too. Links with multi-generational efforts, Faith in Action and Faith Formation efforts, multi-generational worship, etc.)	Oct 13 Launch of this project during Sunday worship. Collect \$60,000 by end of Dec. Build the house the following spring.	Fall 2013		Rev. Jen Crow and her "House that Love Built" team.	Staff time.	No impact beyond what's budgeted.	The House that Love Built Team has submitted a grant request to the First Universalist Foundation. We are hoping they will help fund this project.
5 Administrative/not directly tied to Strategic Goals (but ultimately tied to Strategic Goals, because without these changes, we'll be ineffective at implement Strategic Goals)							
New member database	Converting Data from CMS into ACS. Training staff in use of new database.	Fall 2013		Diane Gaver	Staff time, particularly Diane Gavere, but also Brad Schmidt and others.	No impact beyond what's budgeted for this year, nor in future years.	

First Universalist
Annual Work Plan FY2014

<p>Clarify building usage and rental policy.</p>	<p>Communicate with all external groups about upcoming changes (send out letter in Oct), and listen to ideas and feedback. Implement new changes beginning Jan 1, 2014.</p>	<p>Fall 2013</p>		<p>Heidi Johnson, Diane Gavere, Jen Crow, and Justin Schroeder</p>	<p>Staff time, primarily Heidi Johnson's time.</p>	<p>No impact. We're not pursuing further rentals this year; we're already secured \$10,000 more than budgeted in rentals for 13-14.</p>	
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First Universalist Church of Minneapolis
Board of Trustees

Notes from the September 7, 2013
Board Retreat Discussions

How do we as Board members act as spiritual leaders as we lead this diverse spiritual community?

Extension of our mission statement – Give, receive, and grow more fully into Love's people.

Our practices:

- Welcoming/affirming/protecting the light in each human heart
- Acting boldly in the world on our values
- Listening deeply to where Love is moving/calling us next

What are the norms for how we work together, with the Senior Minister and with the Congregation within our evolving policy governance model?

Board and Senior Minister:

- Our Board Covenant provides a great starting point (see Governance Policy Handbook (GPH))
- A spiritual practice we do as a board
- A place to co-create and lead together
- A space for all to participate
- Sharing information on important operational issues, even those outside of board governance responsibility
- No surprises
- Senior Minister sharing what excites him and staff (Things the Board will mostly “want to know”)
- All assume the best intentions
- Exercising?
- Confidentiality
- Future visioning
- Learning together

Board and Congregation:

- Monthly articles in the Liberal
- Regular reports to the congregation
- Dinners with the congregation

Jill and Dick will be summarizing our discussions on future challenges and opportunities and report them separately.

Board Goals from last year. Refer to handout at the Retreat

Staff Priorities for the Year

- Racial Justice
- House that Love Built
- Database
- Adult ministry and leadership development (Small Groups rebranded as Community Circles)
- Improved procedures and practices – more focus on core items

Board Goals Discussion and Draft Goals

Finance Committee Goals:

- Develop a financial reserve policy
- Develop strategies for capital improvements
- Determine the appropriate linkage and contribution level to the UUA/Mid-America Region
- Review the cost/benefit of the frequency of financial monitoring for staff and board

Governance Committee Goals:

- Review non-financial procedures and monitoring schedules
- Develop and implement a strong board evaluation process
- Review HR systems and develop needed policies
 - Determine responsibility for oversight of policies (GC/Personnel sub-committee of GC/separate Personnel Committee?)

Overarching Board Goals

- Create and implement a strong Linkage Plan (Communications Plan) with the Congregation (and other important stakeholders?)
 - Liberal articles and other updates
 - Sharing information and gathering aspirations of the congregation
 - Meet and greet/dinners with the Board
 - Post service opportunities
 - Links to constituents outside the church
 - UUA/Mid-America Region, community organizations
- Develop and engage in a regular spiritual practice as a board
- Support the ongoing development and conduct an annual evaluation of the Senior Minister
- Conduct a comprehensive review of the Strategic Plan
- Create a fun place to co-create and lead together in the challenging “middle bucket” between Governance and Ministry
- SET A BOLD GOAL for this year

Topics for Working Sessions/Board Meetings

- What is the Board’s leadership role in supporting fundraising/stewardship?

- How does volunteer engagement and development fit into our more staff-driven implementation model?
 - Work of the Nominating Committee on leadership development
- Overview of the Racial Justice program with the consultant working with the church