

First Universalist Church Board of Trustees

April 21, 2015

Board Packet

<u>Table of Contents</u>	<u>Page</u>
Letter from the President	1
Agenda	2
March Board Minutes	3-4
March Attendance	5
March Membership Report	6
Draft Budget Assumptions	7-8
'15-'16 Summary Budget	9-14
Sr. Minister's Report	15-25
Monitoring Schedule	26-28
March Finance Minutes	29-30
March Governance Minutes	31-32
Board Goals 2014-15	33

Date: April 14, 2015
To: First Universalist Board of Trustees
From: David Bach, President
Re: April 21 Board Meeting

All signs are that spring is here. What a difference the weather can make to our dispositions. Even the cat is happier. I hope you are reading this from your deck or patio.

We have a lot going on in the next six weeks with two budget meetings on April 29 and May 3 and the Annual Meeting on May 31 plus our regular monthly meetings and committee meetings. Our Working Session on board tenure served as an excellent opportunity to look closely at what we enjoy and what we find frustrating about serving on this board. And lots of meetings over a short amount of time definitely show up as frustrations as we also try to juggle family and work at this busy time of the year. I deeply appreciate the sacrifices you all make to serve this church. We all agreed that spending time with each other and really getting to know some people we may not have had the occasion to spend time with otherwise is one of the greatest rewards of being on the board.

The agenda is very clear. No explanation needed. The outdoors is calling me.

See you April 21.

First Universalist Church of Minneapolis
Board of Trustees Meeting
April 21, 2015
6:30 p.m. Chalice Room
Agenda

6:30 Call to Order

- Lighting of the Chalice
May this flame that burns before us light our way, informed by the wisdom of leaders gone before, and inspired by the trust that we have been given as stewards of this Church. May we have vision, compassion, and courage as we serve this congregation now and for the generations to come.
- Reading and check-in – Jill Braithwaite

6:50 Consent Agenda

- Approval of minutes from March 19 meeting
- Acceptance of attendance and membership numbers
- Acceptance of staff and significant volunteer changes
- Acceptance of Ends Outcomes

6:55 Action Items

- Review of revised staff structure
- FY 15 Budget – Approval of draft for review by Congregation at budget meetings

7:35 Items from the Senior Minister – Justin Schroeder

- Racial Justice discussion
- Other items

8:20 Items from Monitoring Schedule

- Protection of assets
- Financial review
- Congregational survey

8:30 Committee Reports

- Finance Committee – Dick Niemiec
- Governance Committee – Lark Weller

8:50 Items from the President – Dave Bach

- Follow-up from Working Session
- Upcoming meetings with the Congregation
- Conversations with the Congregation
- Goals for FY 15

9:00 Executive Session

9:15 Adjournment

3/19 Minutes

Thursday, March 19, 2015

6:27 PM

3/19 First Universalist Church Board of Trustees Meeting

Thursday, February 19, 2015

3:37 PM

Attendees:

- Dave Bach, Pamela Vincent, Karin Wille, Dick Niemiec, Lark Weller, Jill Braithwaite, Eric Cooperstein, Richard Spratt, Cindy Marsh, Rev. Justin Schroeder, Rev. Jen Crow
- Guests present: Bob Friedman

Opening Words and Chalice Lighting

Reading from Galeano-- "Children of the Days" Lark Weller

Check Ins

Consent Agenda

- Approval of minutes from Feb 19
 - Moved and seconded for approval.
- Acceptance of attendance and membership numbers

Moved to executive session at 6:47

Returned to regular session at 7:36 pm

Executive Session-

Items from the Senior Minister

- Report on the trip to Selma
 - Conference was deeply affirming of the work we are doing on racial justice.
 - Eric: Mark Morrison Reed's talk-- UUs went in 1965 because they knew MLK (had been seminary students together-- relationships are key. The work we are doing on racial justice helps to build the framework for the congregation work. Important for UUs to remain in that space-- we need to call in other religious groups to do this work too.
- Report on the Pledge Drive
 - 450 pledges are in, approx 900,000 in pledges/goal is 1.2M
 - Final email push, phone calls, pulpit announcements to wrap up pledge drive.
- Potential tenant-- agreed to counter offer-- awaiting signature of lease. Early Childhood Learning Center from Temple Israel (1 yr lease)

Items from the Monitoring Schedule

- Staff and significant volunteer changes
 - Nothing new to report
- Annual budget
 - Meeting early next week to begin laying out numbers. FMT meeting April 8 to discuss draft budget. Board is invited to attend.
 - April 29 evening, and May 3 12:45 to present budget discussion to congregation

Committee Reports

Governance Committee

Shared drive-- add to GPH; Pam to post recommendation document to shared drive. Feb 2014 guidance on salary from Gov committee should be added to the shared drive.

Covenant-- keep in Liberal a few more times.

Finance Committee

- Minutes are in board packet.
- Proposal to move to modified cash basis-- decision should be completed soon . Motion made for Board to approve FMT recommendation, Motion carried.

Items from the President

- Articles for the Liberal--Keep covenant article running again. Move to top of page next time.
- Conversations with congregants:
 - Karen had conversation with Jessie Hennessey-- relating to young adult programming. Karen will share those with staff.
 - Some conversation with someone who thought choir was 'told' they were doing dinner for pledge day
 - Discussion on Girl Scout cookie sales in social hall-- how are decisions made about who can sell what in the social hall, Concerns over placement of tables interfering with information.
 - Staff does not see this as a huge priority- falls under an existing policy regarding checking in with staff and being assigned a table
 - Great conversations with congregants about Pledge day
 - Feedback on Daytime Connections groups. Impressive attendance.
- Working session on board member tenure-- April 4. 8:30 at Eric's home- Pam will bring granola.
- Treats and readings
 - April- Pam
 - May-- Eric
 - June- Cindy
- Moved to executive session at 8:34 pm

March Attendance

	2015			2014		
	9:30	11:15		9:30	11:15	
Adults						
1st week	291	308	599	200	242	442
2nd week	185	256	441	220	223	443
3rd week	283	344	627	306	297	603
4th week	274	299	573	233	300	533
5th week	190	241	431	192	255	447
Monthly Total	1223	1448	2671	1151	1317	2468
Average for March	244.6	289.6	534.2	230.2	263.4	493.6
RE						
1st week	182	164	346	167	149	316
2nd week	138	158	296	143	148	291
3rd week	182	154	336	181	156	337
4th week	177	147	324	167	143	310
5th week	43	45	88	42	37	79
Monthly Total	722	668	1390	700	633	1333
Average for March	144.4	133.6	278	140	126.6	266.6
Combined Average	389	423.2	812.2	370.2	390	760.2

**First Universalist Church
March 2015 Statistical Report
April 16, 2015**

MEMORIAL SERVICES: 2

**Jerry Machalek – March 27, conducted by The Rev. Justin Schroeder
Eric Brown – March 28, conducted by The Rev. Jen Crow**

MARRIAGES/SERVICES OF COMMITMENT: 0

MEMBERS FOR APPROVAL: 11

Roger Ballou, Minneapolis
Eric and Lisa Berglund, Maple Grove
Ian Cook and Colleen Schaeffe, Lauderdale
Victoria Huit, Minneapolis
Kelsey Kelley and Jason Steck, Minneapolis
Diane Rose, St. Louis Park
Dick Reuter and Ray Dillon, Minneapolis

MEMBERS REINSTATED: 0

MEMBERS FOR REMOVAL: 1

Eric Brown - deceased

CHILDREN DEDICATED: 0

	To Date	End of Year Totals			
MEMBERS	2014-2015	2013-2014	2012-2013	2011-2012	2010-11
(Fiscal Year)	32	46	110	76	98
TOTAL MEMBERS:	941	921	1030	953	927

TOTAL MEMBERS AS OF THE LAST MEETING: 931

To be added: 11

To be removed: 1

TOTAL MEMBERS: 941

Draft Budget Assumptions, 2015-16

Narrative

This draft 2015-16 budget reflects several significant changes, many of which are outlined below. The major changes include a large tenant, the elimination of Religious Education fees, and a restructuring of staff responsibilities.

We are excited to welcome Temple Israel's Early Childhood Learning Center to First Universalist for a one-year lease beginning on August 1, 2015.

One of our main goals of the pledge drive was to eliminate basic RE fees. With this budget, we do one step better, eliminating all RE fees except for those associated with our Coming of Age class.

We do not plan to re-hire the Director of Operations position in 2015-16. Including benefits and associated expenses, this position required roughly \$85,000 per year. We anticipate using roughly \$60,000 of those funds to hire additional administrative staff and elevate the responsibilities and compensation of current employees. We will use roughly \$25,000 of those funds to hire consultants to support our accounting and information technology needs. This restructure will allow us to build on the creativity, dedication, and talents of our current staff, while also tending to some of our previously unfunded needs, such as IT support and compensation levels that meet church policies.

Income

- Includes a 3% increase in pledges, expected pledges that will come in from new members and friends throughout the fiscal year, and a 5% allowance for uncollectable pledges
- All RE fees are eliminated.
- New \$5000 grant from the First Universalist Foundation to support Racial Justice Jam Camp is included.
- Our every other year Holiday Giving effort will occur in December 2015, with a goal set at \$70,000, and a new retention of 10% for administrative expenses.

Expenses

- Includes \$5200 increase in UUA and MidAmerica Region Dues
- Principal and interest of the building mortgage is included in the budget
- Senior minister salary and professional expenses are largely restored from previous cuts. Prior to cuts in past years, the Senior Minister's professional expenses were set at \$9,000/year. In this budget, the Senior Minister professional expenses have been increased to \$8,000, and the Minister of Program Life professional expenses have been increased by \$1,000.
- In the previous year, the Senior Minister's salary line included FICA reimbursement of \$7,000+, this year the Senior Minister's FICA reimbursement is included in the payroll tax line, which is consistent with how salary and FICA reimbursement is tracked for all ministers.

- A small amount of sabbatical coverage is included (roughly \$1500) to help cover Jen's sabbatical time April-June of 2016.
- A pool of money has been set aside for staff salary increases. The pool is large enough to cover a 3% increase in salaries, and a few targeted increases to bring employees who are below the policy of 85% of midpoint up and into the appropriate salary range. This pool is included in the draft budget.
- This budget includes a 3% increase for the Senior Minister. The Board requested that we set aside (3-5%).
- Includes \$17,000 for MAP consulting (proposal was for \$14,400), and \$6000 for IT consulting, continues \$6500 for additional consulting (accounting, coaching, legal)
- This budget includes an increase of 30 hr/week of custodial support.
- This budget includes a new part-time administrative assistant.
- This budget does not include any funds for capital improvements.

Future

Looking ahead, we know that we will need to keep several things in mind for the 2016-17 budget. We are signing a one-year lease with a major tenant, and that increases our income significantly. Our Holiday Giving program happens every other year, so we know that we should not count on that income or expense in the next year. We also plan to hire a new administrative staff person in the 2015-16 year, and we will want to plan for that person's retirement contribution from the church beginning in the 2016-17 budget. We will also be taking a look at our health insurance benefits policies, and possibly selecting an alternate insurer and/or changing what health insurance benefits we offer to employees and their families. All of these things will impact our budget moving forward.

	<u>2015-16</u>	<u>2014-2015</u>	<u>2014-15</u>
	<u>Budget</u>	YE projections	<u>Budget</u>
<u>Income</u>			
Pledges			
4015 · Pledges	1,170,000.00	1,126,240.05	1,131,525.93
4025 · Est Unpaid Pledges Releases	-58,273.59	55,470.00	-55,470.00
Total Pleges	1,111,726.41	1,046,651.05	1,076,055.93
Contributions Unrestricted			
4110 · Contributions Unrestricted	50,000.00	55,000.00	48,333.34
4113 · Contributions Hospitality	500.00	500.00	500.00
4140 · Offering Plate for Church	36000	30,000.00	40,000.00
Total Unrestricted	86,500.00	85,500.00	88,833.34
Contributions Temp Restricted			
4291 · Cummins Contr Temp Restr	0.00	0.00	0.00
Total contributions Temp Rest	0.00	0.00	0.00
Contributions Released from Rest			
4310 · Misc Contr Releases	9500	20,000.00	9,500.00
4320 · Offering Plate for Comm Release	54,000.00	60,000.00	60,000.00
Grant from Foundation	5,000.00		
4380 · Legacy Fund Releases	21299.2	13,061.88	13,061.88
Total Contrib Released from Restricted	89,799.20	93,061.88	82,561.88
Fundraisers			
Holiday Giving, 10% goes to church for admin. e	7,000.00		
Holiday Giving	63,000.00		
4540 · Misc Fundraisers	25,000.00	25,071.00	37,000.00
4550 · YCE	11,000.00	11,000.00	11,000.00
4560 · Youth Trips	10,000.00	10,000.00	10,000.00
Total Fundraisers	116,000.00	46,071.00	58,000.00
Program Fees/Donations			
4601 · RE Basic	0.00	31,639.00	32,760.00
4602 · RE 7th Grade Donations	500.00	750.00	750.00
4603 · RE 8th Grade Donations	1,000.00	1,500.00	1,500.00
4604 · RE COA Donations	2,500.00	4,800.00	2,500.00
Senior High Donations	500.00		
4609 · RE Summer	0.00	1,200.00	1,200.00
4610 · Re 5th Grade OWL Donations	1,000.00	1,600.00	1,600.00
4620 · Summer Camp Fees	2,000.00	4,950.00	2,000.00
Total Program Fees	7,500.00	46,439.00	42,310.00
Rental Income			

Large Tenant	77,000.00		0.00
4711 · Misc Room Rentals	9,000.00	8,333.33	10,333.33
4712 · Weight Watchers	4,800.00	4,800.00	4,800.00
4713 · ShirTikvah	3,800.00	3,800.00	3,800.00
	2015-16		2014-15
	Budget		Budget
4714 · 12 Step Groups	500.00	500.00	500.00
4770 · Antennae Lease	12,144.00	12,144.00	12,144.00
4781 · Weddings & Commitments	1,500.00	3,500.00	500.00
Total Rental Income	108,744.00	29,277.33	32,077.33
Dividends & Interest			
4801 · Div & Int Unrestricted	10,000.00	10,000.00	10,000.00
Total Dividends & Interest	10,000.00	10,000.00	10,000.00
Other Income			
4951 · Misc Income	3,333.33	3,500.00	3,333.33
Total Other Income	3,333.33	3,500.00	3,333.33
Total Income	1,533,602.94	1,360,500.26	1,393,171.81
Gross Profit	1,533,602.94	1,360,500.26	1,393,171.81
<u>Expenses:</u>			
Salaries & Wages			
5001 · Salaries & Wages	625,296.00	625,038.19	635,237.00
5003 · Senior Ministers Salary	107,120.00	109,803.00	109,803.00
Total Salaries & Wages	732,416.00	734,841.19	745,040.00
Payroll Taxes	56,030.00	33,297.39	34,244.50
Employee Benefits			
5021 · Medical Insurance	92276	79,708.78	83,054.00
5022 · LTD	1940	1,586.24	1,940.00
5026 · Life Insurance	2378	2,076.32	2,378.00
5028 · 401K	60138	60,663.88	62,531.00
Total Employee Benefits	156,732.00	144,035.22	149,903.00
Professional Expenses			
5031 · Professional Expenses	16,190.00	15,995.00	15,995.00
5035 · Senior Minister Prof Expenses	8,000.00	6,000.00	6,000.00
Total Prof Exp	24,190.00	21,995.00	21,995.00
Temporary Labor			
5041 · Temp Labor	4,500.00	4,500.00	4,500.00
5042 · Childcare	7,000.00	7,000.00	0.00

5045 · Musicians	10,500.00	10,500.00	10,500.00
5047 · Sound Technicians	3,300.00	2,300.00	3,300.00
Total Temp Labor	25,300.00	24,300.00	18,300.00

	2015-16		2014-15
	Budget		Budget

Program Expenses

5103 · Classroom Supplies	9,000.00	9,000.00	9,000.00
5121 · Teacher Workshops	1,300.00	1,300.00	1,300.00
5123 · Grade 7	800.00	800.00	800.00
5124 · Grade 8	1,800.00	1,800.00	1,800.00
5125 · Grade 9 COA	2,500.00	2,500.00	2,500.00
5126 · Grade 10 11 12	700.00	700.00	700.00
5127 · Summer Programs	600.00	600.00	600.00
5128 · Youth Social Activities	400.00	400.00	400.00
5129 · Senior High Trips	10,000.00	10,000.00	10,000.00
5131 · Adult Ed	200.00	200.00	200.00
5132 · Circles (formerly Small Groups)	1,600.00	1,600.00	1,600.00
5799 Racial Justice	7,500.00	7,500.00	7,500.00
5134 · Multigenerational Music	500.00	500.00	500.00
5135 · Music Purchases	3,000.00	3,000.00	3,000.00
5136 · Piano Tuning	1,420.00	1,420.00	1,420.00
5137 · Worship Items Misc	500.00	1,000.00	500.00
5140 · Memorials Expense	400.00	400.00	400.00
5199 · Other Program Expense	8,000.00	7,000.00	9,248.00
Total Program Expenses	50,220.00	49,720.00	51,468.00

Other Expenses

5201 · Winter Solstice	250.00	250.00	0.00
5202 · Labyrinth	0.00		0.00
5203 · Library	250.00	77.50	0.00
5209 · Action Groups	500.00	500.00	500.00
5210 · Friendship Caring Corner	250.00	400.00	400.00
5231 · YCE Supplies	11,000.00	5,040.00	11,000.00
5232 · YCE Travel & Related	0.00	5,960.00	0.00
5233 · YCE Other	0.00		0.00
Total Other	12,250.00	12,227.50	11,900.00

Membership Expenses

5251 · Hospitality	7,500.00	7,500.00	8,500.00
5252 · Visitor Welcoming	600.00	600.00	600.00
5254 · New Member Programs	1,200.00	1,200.00	1,200.00
Total Membership Expenses	9,300.00	9,300.00	10,300.00

	2015-16	2014-15	
	Budget	Budget	
Fundraising Expenses			
5301 · Pledge Drive	5,000.00	5,000.00	5,000.00
5302 · Planned Giving	2,000.00	1,250.00	3,000.00
5303 · Misc Fundraisers	3,500.00	3,606.30	0.00
5390 · Racial Justice			0.00
5808 · The Greater Good	500.00		0.00
Total fundraising Expenses	11,000.00	9,856.30	8,000.00
Office Expenses			
5401 · General Office Supplies	6,100.00	6,100.00	6,100.00
5402 · Paper	2,000.00	2,000.00	2,000.00
Total 5400 · Office Supplies	8,100.00	8,100.00	8,100.00
5410 · Small Furnishings Purchases (SPIFF)	2,000.00	2,000.00	2,000.00
5412 · Visual Arts	4,200.00	4,200.00	4,200.00
5414 · Printing & Copying	18,000.00	18,000.00	15,000.00
5416 · Postage & Shipping	4,000.00	3,000.00	5,960.00
5418 · Telephone	2,900.00	2,900.00	2,900.00
5420 · Internet Expense	1,800.00	2,400.00	1,800.00
5422 · Website	1,500.00	1,500.00	1,500.00
5424 · Software Expense	5,500.00	5,500.00	6,650.00
5426 · Equipment Leases	175.00	150.00	175.00
5432 · Sound System	3,000.00	1,500.00	3,000.00
Total 5430	43,075.00	41,150.00	43,185.00
5440 · Insurance			
5441 · Workers Comp	4,800.00	4,800.00	5,800.00
5442 · Liability Insurance	15,000.00	14,000.00	17,000.00
Total Insurance	19,800.00	18,800.00	22,800.00
Denominational Expenses			
5451 · Dues & Memberships UUA	31,400.00	27,600.00	27,600.00
5452 · Dues & Memberships PSD	9,600.00	8,400.00	8,400.00
5453 · Dues & Memberships Other	1,460.00	1,460.00	1,460.00
Total 5450 · Dues & Memberships	42,460.00	37,460.00	37,460.00

	<u>2015-16</u>	<u>2014-15</u>	
	<u>Budget</u>	<u>Budget</u>	
5475 · Financial Review/Audit	1,500.00	1,300.00	1,700.00
5480 · Consultants	27,500.00	6,500.00	6,500.00
5490 · Employee Appreciation	1,650.00	1,500.00	1,500.00
5510 · Volunteer Appreciation	1,620.00	1,620.00	1,620.00
5530 · Board Expenses	1,000.00	1,000.00	1,000.00
5540 · Leadership Development	0.00		0.00
5560 · Interest Expense	38,976.62	41,908.81	41908.81
5571 · Payroll Processing Fees	2,800.00	2,800.00	2,800.00
5572 · Bank Service Charges	1,500.00	1,500.00	1,500.00
5573 · Credit Card Discount Fees	13,000.00	13,000.00	13,000.00
Total 5570	89,546.62	71,128.81	71,528.81
5580 · Mileage	2,200.00	2,200.00	2,200.00
5590 · Utilities			
5591 · Utilities Electric	27,000.00	27,000.00	27,000.00
5592 · Utilities Gas	14,000.00	14,000.00	14,000.00
5593 · Utilities Water & Sewer	7,000.00	7,000.00	7,000.00
Total Utilities	48,000.00	48,000.00	48,000.00
Repairs & Maintenance			
5601 · Repairs & Maintenance General	17,200.00	16,000.00	17,200.00
5602 · HVAC Repairs & Maintenance	10,000.00	10,000.00	10,000.00
5603 · Elevator Maintenance	3,300.00	3,300.00	3,300.00
5604 · Alarm Maintenance	1,500.00	1,500.00	1,500.00
Total 5600 · Repairs & Maintenance	32,000.00	30,800.00	32,000.00
Miscellaneous Other Expenses			
5620 · Janitorial Supplies	6,000.00	5,500.00	6,000.00
5630 · Trash & Recycling	3,000.00	3,000.00	3,000.00
5640 · Groundskeeping	11,700.00	11,700.00	11,700.00
5650 · Pest Control	600.00	600.00	600.00
5660 · Other Expense	4,199.00	3,900.00	4,199.00
5701 · Offering Plate for Community	45,500.00	49,000.00	49,000.00
5704 · TRUST	4,000.00	4,000.00	4,000.00
Holiday Giving Gift	63,000.00		

Total 5700	137,999.00	77,700.00	78,499.00
-------------------	------------	-----------	-----------

	2015-16		2014-15
	Budget		Budget
Total Expenses	1,500,618.62	1,374,911.41	1,394,923.31
Net Income	32,984.32	-14,411.15	-1,751.50
Loan Principal	-28,306.10	-25,374.11	-25,374.11
Adjusted Net Income	4,678.22	-39,785.26	-27,125.61

Racial Justice Reflections:

In Tim Wise's book, *White Like Me*, he notes that white folks often do not know the names of other white folks who have been allies to people of color and have actively fought against slavery, Jim Crow, and racial oppression. White people often do not know the names of other faithful white men and women who have stood up to other whites and demanded justice for all people.

Wise writes,

“Imagine how different it would feel to a white student in the class (Wise is talking about a classroom setting, but this is applicable in a variety of settings) if the lesson spent time on white allies who stood in solidarity with people of color and opposed racism, rather than merely mentioning the white folks who clubbed protesters, shot civil rights leaders, or blocked schoolhouse doors.

By beginning with resistance and allyship, both the students of color and the white students get a message that they have choices to make. The students of color do not have to be passive recipients of other people's mistreatment; they are not inevitable victims to whom things are simply done and who have no agency to exercise in the matter. And the white students are more likely to see that they needn't be either active oppressors of others or passive observers, standing on the sidelines while people of color have to go it alone; they too have agency to exercise, and they can exercise it in an anti-oppressive way. By focusing on resistance and allyship, both the fear and the guilt that comes with the victimization and oppression lens can be largely avoided. So too with discussions about sexism, heterosexism, classism, or any other form of oppression.”

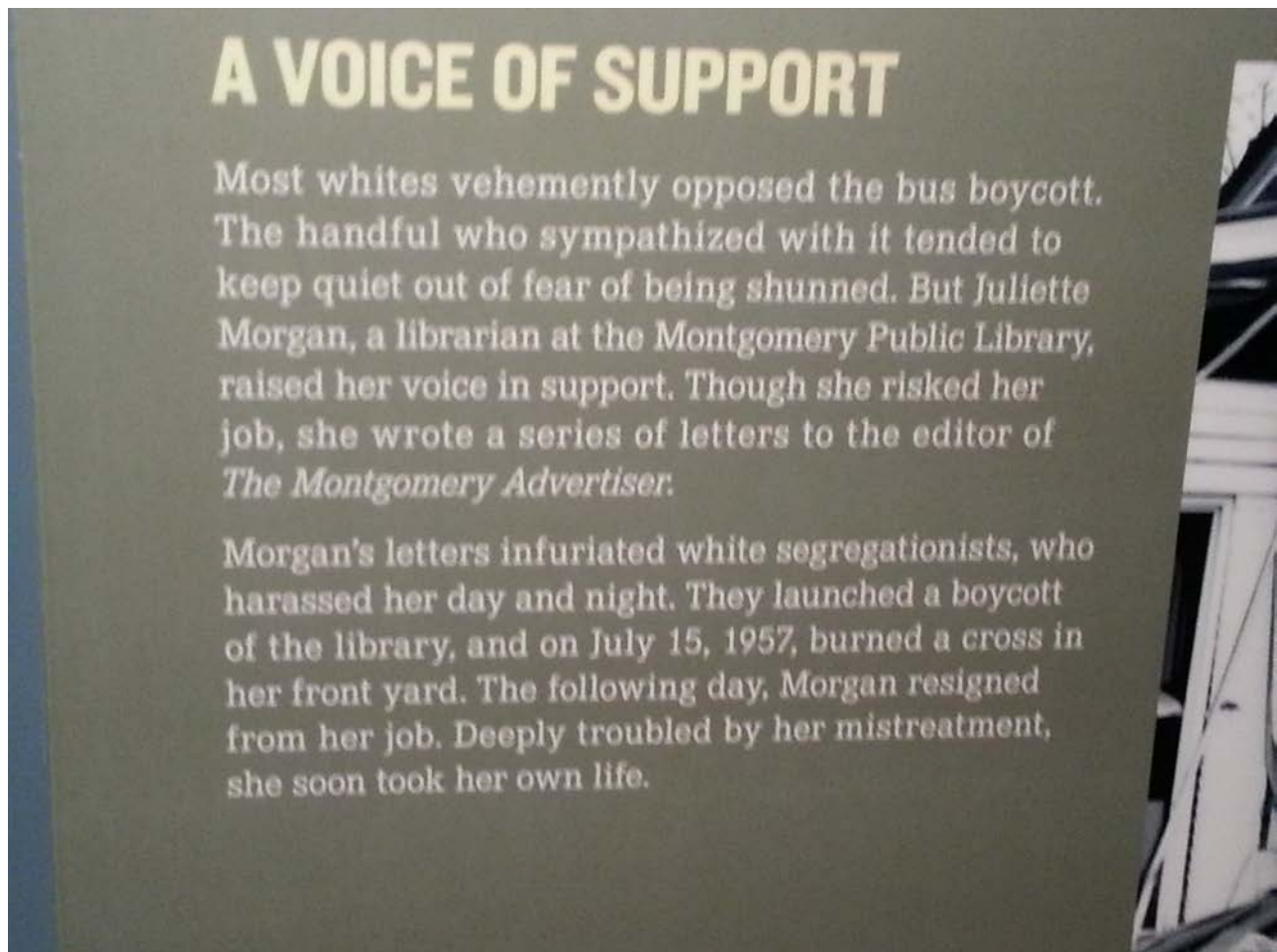
At the end of *White Like Me*, Wise shares the names of some of the white men and women throughout history who have fought against racial oppression (and clearly, there are hundreds of people of color to add to this list, too):

Thomas Shreve Bailey, Robert Flournoy, Anne Braden, Bob Zellner, and Mab Segrest. (Other names, among hundreds: Mary White Ovington, Eleanor Roosevelt, Sarah Grimke, Gerrit Smith, John Brown, and Laura Spelman Rockefeller.)

Wise concludes, “That we are familiar with few of these names, if any, leaves our ability to resist compromised, and limits us to playing the role of oppressor, or at least

quiet collaborator with that process. It is always harder to stand up for what's right if you think you're the only one doing it. But if we understood that there is a movement in history of which we might be a part, as allies to people of color, how much easier might it be to begin and sustain that process of resistance? For me, I know that such knowledge has been indispensable. And what I know also is this: the withholding of that knowledge from the American people, and especially white folks, has been nothing if not deliberate.”

At the Civil Rights Museum in Memphis, I learned the name and story of Juliette Morgan:



(And I have subsequently done more research on her:
[http://en.wikipedia.org/wiki/Juliette Hampton Morgan.](http://en.wikipedia.org/wiki/Juliette_Hampton_Morgan))

For our time of reflection, if you identify as white, please find and research a white resister or ally – someone previously unknown to you - someone who stood against racism and racial oppression. If you identify as a person of color, please find and

research a person of color who actively fought against white supremacy and racial oppression. We'll briefly share the stories of the people we research.

Black Lives Matter Banner? I have been approached by several congregants about the church putting up a "Black Lives Matter" banner. I would like to spend a few minutes in the "middle bucket" with the Board discussing this.

Direction Action Training - Update: On Sunday, April 26, from 1:30 to 4pm, we'll be holding a "Direct Action Training" at First Universalist. Community organizers, and folks involved with Black Lives Matter will be leading this training. The purpose of the training is to ground participants in the principles and practices of non-violent, peaceful, discipline direct action. We held a similar training prior to the Mall of America action last December. We anticipate participating in some kind of direct action with Black Lives Matter on May 1st. On May 5, we'll gather at church to debrief this action. We're following a "Prepare, Act, Reflect" model.

Development Plan for Next Year: The Program Team and I are planning to meet with a number of Development Professionals to help us map out our fundraising strategy for next year (so we can balance holiday giving, crowd sourced fundraising, pledge drive, etc.). Also, in the Governing Policy Handbook, in the Senior Minister Limitation Policies, in the "Financial Condition" section, it says:

6. **<The Sr. Minister shall>** Perform the following only with the explicit prior approval of the Board of Trustees:

1. Borrow funds
2. Make unbudgeted transfers or "loans" between the general funds and the Legacy funds
3. **Solicit funds for non-budgeted purposes**

Given that we are looking at "out of the box" fundraising plans for next year, I'd like to discuss section three of this policy so that Jen, I, and the staff have the approval of the Board to explore out of the box fundraising, including some fundraising that may not be for budgeted purposes (ie, fundraising outside the budget for specific projects.)

Volunteer/Staff Changes:

Rich Jaeger will be completing his three year term on the Pledge Team at the end of the year. Marcia Wattson and Zack Steven will remain on the Pledge Team. We are looking for a new Pledge Team Member.

Tom Saterstrom and Marjie Smith will be completing their terms on the Planned Giving Team. They are actively recruiting new team members.

Ends Outcomes: [Note: This is not a comprehensive list of all church activities that are related to the fulfillment of our Visionary Goals. It's a snapshot of the past few months. Some activities fall under multiple Visionary Goals.]

Mission Statement: In the Universal Spirit of love and hope, we give, receive, and grow.

Visionary Goals (Shorthand: "We are all Love's people, held by a Love that will not let us go. As Love's people, we do holy work: we welcome, affirm, and protect the light in each human heart; we act outside our walls for justice and equality; we listen with our whole being to where Love is calling us next.")

The people of First Universalist Church grow in their UU faith: we are equipped to live out our values and experience worship, spiritual practices, and rituals that challenge, comfort, celebrate, and heal.

*Our Worship themes for January, February, and March, 2015, were "The Arc of Change. "We Are the Ones We've Been Waiting For," and "Grace." In word, music, and prayer, we explored the many facets of these themes. Additionally, guest preachers, including Bishop Carlton Pearson, and Pastor Danny Givens, Jr., preached on these themes, bringing their unique perspective to our worship service. Our choir, orchestra and other musicians and artists have been a critical part of our Sunday morning experience:

The **Children's Choir** has been reestablished under the direction of Colleen Schaeffe.

The **Folk Band** came out swinging for the fences with new compositions, and lively instrumentals under the direction of the multi-instrumentalist, Dick Hensold. They will be gracing our sanctuary on May 10th, Mother's Day.

Our **community of musicians** is growing from within: First Universalist Jazz Band opened our Pledge Drive and we reconnected with our beloved John Jensen. David and Lisa Carnes performed on March 8th with their band. Ellis Delaney is performing on Earth Day, April 19. And our beloved Universal Rock Band will rock it on March 22nd.

And we are continuing to invite the broader community of artists and performers into our music making community, making our worship life even richer: Tenor Dom Wooten performed on Feb 15, and Kendra Wheeler (saxophonist) and

Frank Sentwali (spoken word artist), from the Black Lives Matter Vigil, will grace our sanctuary on April 12.

*In January, we had our sign up period for Circles. Circles have taken deep root at First Universalist, and we now offer dozens of different ways for people to connect with one another and to engage in the **spiritual practice** of presence and deep listening.

Our **Community Circles** offer an opportunity to reflect more deeply on our Sunday services and monthly worship themes.

Our **Spiritual Deepening Circles** gather for in-depth study of a particular topic or spiritual practice, such as UU History: Our American Roots, Listening to the Soul Through Poetry and Examining Whiteness.

Our **Newcomer Circles** offer an opportunity to learn more about our liberal faith tradition and connect with others who are getting to know First Universalist.

Our **Care Circles** offer participants support and encouragement during a particularly challenging period of their lives.

I led a Circle this winter/spring, called, "Listening to the Soul Through Poetry," which met every other Tuesday at 7:30 a.m. in the morning.

In addition to this, our Racial Justice Leaders, working with Lauren Wyeth, created 3 Circles for parents who want to talk to their kids about race, racism, and whiteness.

Hundreds of people participate in our Circles and they are part of the life blood of the church, helping all of us connect with our deepest values, to grow our souls, and to find comfort, challenge, and healing.

*This year, we created an online "**Generosity Calculator**," meant to help congregants connect with their values of generosity and help them discern what kind of pledge they'd like to make.

*Once again, we offered an Annual State of the Church Meeting, a place to reflect on the mission and ministry of the church, and to celebrate the ways we are growing in our UU faith.

*Pledge Day was a ritual that helped us connect to our values and our faith. We celebrate our church; we played together, ate together, and pledged together, as we eliminated Religious Education Fee. I believe that Pledge Day will be a powerful ritual that will only grow stronger as we move into the future.

First Universalist Church is a home for ageless wisdom. People of all ages find opportunities to engage in an intellectual and spiritual search for deeper meaning and understanding in the UU tradition, both as individuals and in community. We know our roots, find our wings, and apply our knowledge and wisdom to all our endeavors.

*Thanks the work of Rev. Elaine Aron Tenbrink and the **Daytime Connections Leadership Team**, we have been offering outstanding programming for our Daytime Connections Group.

January 15: Listening to the Soul Through Poetry with Rev. Justin Schroeder
February 19: Weathering the Storm: A Futurist's Look at Our Climate Challenges
March 19: Being Mortal book discussion.
April 16: Selma, Then and Now.

*Rev. Jen Crow offered a mid-winter retreat, a "Feast for the Soul," on Saturday, February 21. This retreat focused on the enriching experience of claiming, re-imagining, and practicing the living tradition of Unitarian Universalist spirituality.

*Our Religious Education Program is touching and transforming lives, grounding our children and youth in our faith tradition.

From Dr. Martin Luther King, Jr. weekend through Spring Break, Religious Education classes from grades K-4th grade **focused on racial and social justice and family diversity.**

For many years, our Kindergarteners and 1st graders have spent several weeks each winter with the Families All Matter curriculum, which introduces the rich diversity of families through beautiful picture books. This year, our kids in 2nd-4th grades will have the same opportunity, using more advanced books and nuanced discussions. Themes include racial and ethnic diversity, socioeconomic diversity, immigration, adoption, disabilities, and LGBT family members.

This Winter, First Universalist will offer special circles for parents and Religious Education teachers. We will come together as parents and teachers seeking to build our capacity for talking with our children and youth about race, racism, whiteness and racial justice in ways that are supportive, grounded in the realities of the world, and hopeful.

For many years OWL has been offered as a year-long class for 8th graders at First Universalist. And for the second year now, we are offering 5th graders the eight weeks of curriculum that have been developed for their age group. OWL gives our young people a chance to explore their values, gain accurate information about topics that are often not easily accessible, and develop skills

that will benefit their health and relationships throughout their lives. In all OWL classes for children and youth, parents and guardians are recognized as the primary sexuality educators. As a covenantal religious community, we recognize "we need not think alike to love alike," and so parents are actively encouraged to use OWL as a chance to engage in deeper discussions about the topics addressed on Sunday mornings. In 5th grade, adults at home actually do weekly reading homework to keep them, literally and figuratively, on the same page with their kids.

First Universalist Church is an intergenerational community of mutual caring and support. We build this community by actively welcoming all and encouraging each other to discover, develop and share their gifts.

*The Winter Warm-Up Dance on Saturday, January 31st, was a fabulous evening of fellowship, laughter, and gifts being shared (The Rock band played two great sets of music.)

*The Pledge Day was a great day of gift sharing – meals were cooked by church members, there were art projects and activities for children, and we changed the “narrative” around pledging – together, we discovered that pledging, through pledge day, could be fun, meaningful, and a way to celebrate our church community. Pledge Day was designed for people of all ages, and it was a resounding success.

*A few months ago, we commissioned several new members of the Pastoral Care Team; this team continues to grow and serve our church members in a variety of capacities.

*In February, we rolled out our New Online Membership Database & Directory: ACS. While we are still in the early stages of this, this database will allow us to better track, connect with, and serve our membership; they, in turn, will be better able to share their gifts and passions with us, as well.

*In early February, we placed signage around the church bathrooms, indicating that many of the bathrooms in the building were “All Gender Restrooms.” Doing this ensures that our church is a safe and welcoming space for everyone who comes through our doors. The current signs are temporary as we research best options for permanent signage.

*We continue to offer congregants a variety of ways to share music as a part of their ministry:

The **Children's Choir** has been reestablished under the direction of Colleen Schaeffe.

The Folk Band came out swinging for the fences with new compositions, and lively instrumentals under the direction of the multi-instrumentalist, Dick Hensold. They will be gracing our sanctuary on May 10th, Mother's Day.

Our **community of musicians** is growing from within: First Universalist Jazz Band opened our Pledge Drive and we reconnected with our beloved John Jensen. David and Lisa Carnes performed on March 8th with their band. Ellis Delaney is performing on Earth Day, April 19. And our beloved Universal Rock Band will rocked it on March 22nd.

And we are continuing to invite the broader community of artists and performers into our music making community, making our worship life even richer: Tenor Dom Wooten performed on Feb 15, and Kendra Wheeler (saxophonist) and Frank Sentwali (spoken word artist), from the Black Lives Matter Vigil, will grace our sanctuary on April 12.

*Good communication is essential if we are going to create opportunities for congregants to know and where to share their gifts and talents. Our Communications Manager, Heidi Johnson, just recently completed a Communications Audit, and we are digesting the information.

The people of First Universalist Church work to build a just, loving and sustainable world. We are a visible, influential voice, and we act to shape the larger community into a more just and equitable society.

*Bishop Carlton Pearson to spoke at First U February 6. This was an event sponsored by United Theological Seminary of the Twin Cities' Multicultural Program, and we were honored to host it. Hundreds of people from the wider community participated.

*We continued to offer monthly opportunities to deepen our understanding of Race, Racism and Whiteness.

In January, February, and March, we offered multiple opportunities to view and discuss, **Race: The Power of An Illusion**. (We showed chapters 1, 2, and 3.)

In April, I and other Racial Justice leaders lead a book discussion of *What Does Justice Look Like? The Struggle for Liberation in Dakota Homeland* by Waziyatawin (Here's the write up: During the past 150 years, the majority of Minnesotans have not acknowledged the immense and ongoing harms suffered by the Dakota People ever since their homelands were invaded over 200 years ago. Many Dakota people say that the wounds incurred have never healed, and it

is clear that the injustices: genocide, ethnic cleansing, mass executions, death marches, broken treaties, and land theft; have not been made right. The Dakota People paid and continue to pay the ultimate price for Minnesota's statehood. What can we do to reverse the patterns of genocide and oppression, and instead to do justice with a depth of good faith, commitment, and action that would be genuinely new for Native and non-Native relations?)

*After preaching on “Unseen Change Agents,” and talking about the history and legacy of Dr. Martin Luther King, and the many unseen change agents of his time, dozens of First Universalist church members participated in the #ReclaimMLK Day march in St. Paul, and we offered a meeting at church to debrief this experience.

*On Wednesday, January 14th, and again on Sunday, January 19th, I was a guest on WCCO Radio. I have also been interviewed and quoted by the Star Tribune as it relates to Racial Justice issues, Black Lives Matter, and the charges against the Mall of America 11. Additionally, Ruth, Elaine, and Jen, have been in the paper as well, and we all signed a letter, along with hundreds of other faith leaders, asking Bloomington City Attorney, Sandra Johnson, to drop the charges against the Mall of America 11.

*Our Racial Justice Trainers continue to offer regular 4 hours trainings, which are a condensed version of the training that Dr. Heather Hackman does. This training has been offered January 17th, March 14, Saturdays, April 18 and 25, and will be offered on Saturday, May 16.

*The Racial Justice leadership team released its “Mapping Racism” executive summary, which was shared with various church groups and leaders, in order to shape their thinking about the particular work and ministry they’re doing and how it can be done with a racial justice lens.

*We are currently in the middle of a **second “Train the Trainers” training**, led by Dr. Heather Hackman. When this training is complete, we’ll have 24 church members trained to lead workshops, book discussions, and the 4 hour condensed trainings. This trainers are involved in every aspect of church life; thus, the racial justice lens in being woven into every dimension of church life.

*We continue to support Augsburg Fairview Academy; we raised enough money to make sure that every student at Augsburg had a Target gift card.

*Our housing advocacy continues to grow and deepen, as we work with Habitat for Affordable Housing, and plan to host families this fall with Families Moving Forward, a program of the Beacon Interfaith Housing Collaborative.

*Church members were involved with “Second Chance Coalition Day” on Thursday, January 29th, as we worked to restore the vote to 46,000 citizens living in the community, holding jobs, and paying taxes but denied the right to vote due to a felony conviction. The church also hosted a “Restore the Vote” workshop on March 15, which was hosted by Association of Universalist Women (AUW), Minnesota Unitarian Universalist Social Justice Alliance (MUUSJA), and League of Women Voters Minnesota (LWVMN).

*We formally ended the “Day of Service,” and re-imagined it as “Engaging in Year-Round Service, Learning and Advocacy.”

*First Universalist hosted the 2015 Minnesota UU Justice Forum on Saturday, February 28, from 1:00-5:00 PM. The centerpiece of the first-annual 2015 Minnesota UU Justice Forum was an interactive workshop by author, educator and movement organizer Chris Crass.

*Our Environmental Ministry Team began to more fully reflect our racial justice commitment. Dr. Heather Hackman met with the Environmental Ministry Team, the Board of Trustees, and the Racial Justice Leadership Team to remind us of how critical it is to do our Environmental Justice work with a racial justice lens. Our Environmental Ministry team is acting on this learning, and our partnerships are beginning to reflect it.

On Friday, March 20, we held an “Indigenous Feast” fundraiser at church (which featured local native foods in pre-colonial recipes, themed to the current moon of the Dakota lunar calendar and celebrating the cuisine of the people indigenous to this region. All proceeds to support campaigns to protect Native people’s land, water, and health in the face of extreme energy extraction.)

On Saturday, March 21, we held “A Teach-In on Fossil Fuel Infrastructure,” which was co-sponsored by MN350 and the International Forum on Globalization. Winona LaDuke, Representative Frank Hornstein, and others were part of this teach in to stop frac-sand mining, bomb trains, and oil pipelines.

*Nine members of First Universalist Church (including Rev. Justin and Rev. Ruth) attended the “Marching in the Arc of Justice” conference in Birmingham, Alabama. Part of this conference was a bridge crossing re-enactment. This conference was a powerful experience and deeply reaffirmed the racial justice work we’re doing.

*On Tuesday, March 24th, at 6:30 in the Social Hall, we screened ‘Hands Up Don’t Shoot Our Youth Movement’. After the viewing, we had a lively Q and A session with the filmmaker.

*We eliminated our Religious Education Fees, for the 2015-2016 church. We created a Taskforce to examine the practice of charging fees and to make a recommendation about how we might move forward. The decision to eliminate fees is move toward greater equity in the church; it's a decision that reflects our deepest values. And the congregation has responded positively to this decision.

*Thanks to the leadership of Rev. Jen Crow and Faithful Action Leadership Team, we now have a working model for how new partnership are formed, how our Holiday Giving Project will be chosen, and how the Faithful Action Council will function.

*Our Ministry of Generosity continues to have an impact in our community. We regularly give away \$1000 per Sunday to a non-profit organization in our community. In May, the Community Investment Team will a comprehensive report with the congregation about the impact of our generosity.

MONTH	POLICY	METHOD	FREQUENCY
July	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Ends outcomes	Internal	Quarterly
	Archive Board's shared drive	Internal	Annually
August	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Financial plan (fourth quarter financials) (FMT)	Internal	Quarterly
	Strategic plan (annual work plan) (GMT)	Internal	Semiannual
September	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Prior year financial condition;review/audit (FMT)	Internal	Annual
	Treatment of staff - job descriptions and position criteria	Direct inspection	Annual
	Staff grievance procedure (GMT)	Direct inspection	Annual
	Treatment of volunteers*	Internal report; direct inspection	Annual
October	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Ends outcomes	Internal	Quarterly
	Protection of assets (note FMT monitoring schedule is annual only) (FMT)	Direct inspection	Semiannual
	Investment and financial policies (FMT)	Direct inspection	Annual
November	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Financial plan (first quarter financials) (FMT)	Internal	Quarterly
	Staff-volunteer grievances (GMT)	Internal	Semiannual
	Exit interviews	Internal report	Annual
December	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
January	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Ends outcomes	Internal	Quarterly
	Review physical plant for capital improvements (FMT)		Annual
	RFP for audit/review (FMT)		Annual
	Treatment of staff - salary ranges aligned to market and job descriptions	Internal report	Annual
	Financial obligations - deferred, long term comp and benefits	Internal report	Annual
February	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Financial plan(second quarter financials) (FMT)	Internal	Quarterly
	Review of annual workplan (strategic workplan) (GMT)	Internal	Semiannual
	Membership and attendance trends	Internal	Semiannual

MONTH	POLICY	METHOD	FREQUENCY
	Staff compensation/benefits (GMT)	Internal	Annual
	Staff survey (GMT)	Internal	Annual
March	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	3-year financial plan/budget (FMT- NEW)	Direct inspection	Annual
	Annual budget (FMT)	Internal	Annual
April	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Ends outcomes	Internal	Quarterly
	Protection of assets (note FMT monitoring schedule is annual only)	Direct inspection	Semiannual
	Financial review (audit/review)	Internal	Annual
	Congregational survey	Internal	Annual
May	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Financial plan (third quarter financials) (FMT)	Internal	Quarterly
	Staff-volunteer grievances (GMT)	Internal	Semiannual
	Membership and attendance trends	Internal	Semiannual
	Ends outcomes review	Internal	Annual
	Congregant grievances	Internal (report)	Annual
	2014 only: Staff job descriptions	Direct inspection	2014 only
	Staff survey	Internal (report)	Annual
	<i>Note: The Board needs to approve budget in May. Is that a "monitoring" issue?</i>		
June	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Staff performance reviews completed; format and process	Report on completion; direct inspection of format	Annual
	Senior minister evaluation	Internal (report)	Annual
Other	Other policies monitored	As appropriate	Semiannual

Notes:

Financial condition = treasurer's report balance sheet

Staff and significant volunteer changes = additions, eliminations, or changes (including staff changes in hours, duties, compensation and/or benefits)

Ends outcomes = progress toward Ends

Financial plan = budget status/quarterly financials

Strategic plan = integrated work plan for church year (annual work plan)

Membership = increase or decrease in membership

Staff and volunteer treatment = personnel and volunteer manuals; written grievance procedures

Grievance = number of filed grievances by staff or volunteers

Protection of physical and legal assets = review of all insurance policies, intellectual property, corporate status, etc..

Staff compensation and benefits = review of actual and goals

Three-year budget = three-year plan for income and expenditures

Audit/review = prepared by outside professional auditors

Other policies = policy document in total reviewed, board evaluation, etc.

Treatment of volunteers = provision of general team and committee member

MONTH POLICY

expectations, relevant policies and procedures, guidance on how teams, committees, and volunteers should relate with staff

METHOD

FREQUENCY

Approved date _____

First Universalist Church – Finance Committee Minutes
Wednesday, April 8, 2015
Cummins Room

Attendance:

Present – Eric Cooperstein, Lianne Knych, Cindy Marsh, Dick Niemiec, Karin Wille, Rev. Justin Schroeder

Board Members Present – David Bach, Richard Spratt, Pam Vincent

Dick Niemiec convened the meeting at 6:00 pm.

The committee approved the March 11, 2015 minutes.

Dick thanked the board members that joined the meeting to preview the 2015-6 budget.

Justin described the work Rev. Jen Crow and he were doing to handle the Church's financial affairs since the resignation of Diane Gavere. They are meeting with Barbara Clare, the CFO of MAP, to review the financial affairs and operations of the Church. MAP will provide high-level consulting as the new roles of Justin and Jen evolve.

Justin indicated Jen attend future finance committee meetings.

Due to Diane's departure there are no February financial statements and balance sheets for the committee to review. Justin indicated Jen is working with Barbara Clare to present March statements at the next committee meeting.

Based on Barbara Clare's projections for the end of the June 30 fiscal year Justin expects net income to be positive.

Justin reviewed the draft 2015-6 budget and its underlying assumptions. Some of the key revenue assumptions are:

- Projected pledge income of \$1,170,000
- A new tenant
- Elimination of most religious education fees
- The Biennial Holiday Giving program

The major expense assumptions are:

- An increase in UUA and MidAmerica Region dues
- Including the mortgage principal and interest payments
- Increases to the compensation of the ministers and staff
- Financial, IT and other consulting services as well as administrative support to accommodate the elimination of the director of operations position

The committee asked Justin about the some of the preliminary budget items:

- Whether reverting to the 70%-30% Sunday offering split could increase contributions
- Whether the tenant revenue is sustainable in future budget years
- Whether all religious education fees could be eliminated

Justin indicated a revised budget will be presented to the board at its meeting on April 21 based on updated pledge income projections.

Justin shared his thoughts on how the finance committee could contribute to the shared work of racial justice. He cited the choice points in selecting equipment and consulting vendors from a more diverse set of firms. The committee agreed that it would continue to be supportive of the racial justice work.

The meeting adjourned at 7:35 pm.

Submitted by Dick Niemiec, committee chair

Governance Committee

Date: Monday, April 13, 2015

Time: 6:30-8:00 p.m.

Call in number: 1-877-921-1977

Participant passcode: 1372119#

Attendees: Lark Weller, David Leppik, Cindy Marsh, Karin Wille, Richard Spratt, Jill Braithwaite

Reading + check in

Housekeeping and monitoring schedule items

- April: Congregational survey is on the schedule for April; David agreed to conduct the congregational survey in May.

David reports that the survey is proceeding and will be much like last year. He asks that others help with handing out flyers and otherwise gathering volunteers to take the survey after services.

- May: Staff/volunteer grievances; membership/attendance trends; ends outcomes review; congregant grievances; staff survey

Many of these require checking in with staff, and Lark offered to email this list of monitoring schedule items to Justin as a reminder.

- Add “archive Board’s shared drive” to annual monitoring schedule (GC to verify completion by July)

Jill has added this item to the monitoring schedule, and we will submit the updated document for approval at the April Board meeting.

We also noted that we’re not yet up and running with using Google drive.

Consultants’ benefits review analysis

Cindy updated us on her and David Bach’s meeting with Justin and Jen, which was productive.

Senior Minister annual review

Cindy asked Justin to get his written package to us by May 1. His package includes his review of his performance on: the visionary goals, staff work plan (portion of strategic plan to be completed this year) and his own goals (development and church-wide goals).

We need to have the elements of Justin’s review prepared by May 1 or very shortly after, in time to review them before the next GC meeting on May 11.

Elements we plan to include are:

Board survey as last year – Jill will coordinate this, as last year. (It has two components: How we Work Together and Evaluation of Senior Minister Competencies.)

Staff survey. We have not asked Justin for this by May 1 but would like to include it in the items for consideration for the Senior Minister review. Cindy will ask Justin when he’s planning to do the staff survey and let him know we’d like to have themes and trends from it prior to his review.

Justin’s development and substantive goals – Dave Bach will assess these, and Governance Committee will give input to Dave.

Review of the visionary goals – Dave Bach, as central part of writing the review. Governance Committee may have input.

Policy compliance – Lark will do this, as last year.

Staff workplan – the GC will review what Justin provides and determine next steps for our review of it then.

Between May 1 and our May 11 meeting, the Governance Committee should expect a fair amount of outside committee work in prepping for that GC meeting.

Board self-evaluation:

We'd like to recommend that we do a short version of the Board self-evaluation, with the idea that we're doing a comprehensive self-evaluation *every other* year. Cindy volunteered to draft this shorter version.

GC goals (5 minutes)

- Congregational covenant:

Cindy has received some feedback from a few congregants. We discussed a few alterations to the covenant language. Cindy will have a final version ready for the Board to look at and approve at the April 21 Board meeting.

- Guidelines to ensure all voices are heard in committee and Board meetings:

We were going to ask Dave to put this on the Board agenda on a quarterly basis, and Lark will ask him to include it on April or May.

- Leadership development:

No new updates on this. Cindy would like to recommend Deborah Talen and Lou Quast to be part of that team. Lark will follow up with Elaine on that.

- Long-range, strategic thinking and leadership: The Board has not yet spent time on Visionary Goals at its meetings this year. Any updates to this recommendation/discussion? Other thoughts on operationalizing strategic attention with the Board?

We're not seeing as much potential here as we had thought for using the VGs as a way into more strategic discussion and work. We did have a goal of having a bigger picture topic each meeting and spending 30-45 minutes on it each. Since April and May and June BOT meetings will be taken up with other deadline-driven issues, we should concentrate on this goal for next year. One idea might be to connect a big-picture or deep issue to a visionary goal for an agenda item. We will keep this top of mind for planning for next year.

Next meeting: Monday, May 11, 2015 from 6:30-8:00 p.m.

**First Universalist Church of Minneapolis
Board and Board Committee Goals for 2014-15**

Board of Trustees Goals:

1. Determine what constitutes faithfulness to our mission and covenant, then monitor those elements.
2. Continue to refine and implement excellence in leadership as a policy governance board, including shared leadership with the Senior Minister and more discernment on “big picture” issues of the church.
3. Complete a comprehensive review and update of our current Strategic Plan.
4. Further define and refine Board linkage with the congregation, through meaningful opportunities to listen closely to needs and aspirations.
5. Create and implement a system to collect and make readily accessible policies of the Board not included in the Governing Policies Handbook.
6. Continue developing our spiritual connection to each other and as a Board “circle” through readings, reflection and deep listening.

Finance Committee Goals:

1. Create and maintain a meaningful dashboard to monitor issues such as pledges, pledge units, net worth, membership and other church statistics/activities.
2. Resolve divestment policy issue.
3. Verify that draft reserve policy is manageable prior to formal Board adoption.
4. Determine a goal for UUA and Mid-America dues, then develop a plan for attaining the goal.
5. Develop simpler and more transparent financial reporting for the Finance Committee, the Board and the congregation.

Governance Committee Goals:

1. Review use of congregational survey to determine how issues such as participation and communication of results can be improved.
2. Develop a simple congregational covenant to guide how we behave with one another as congregants.
3. Support Board efforts to focus better on big-picture and long-range thinking and leadership, mission and vision (e.g., are we monitoring the right things, are we doing our work with a racial justice lens). Create practices to regularly evaluate progress .
4. Create guidelines and practices to insure all Trustee and Committee voices are heard in discussions and decision making.
5. Work with Nominating Committee to coordinate with work of the Board, especially regarding leadership development needs.
6. Develop document management system (keeping records of Board actions, policies, documents, templates, etc.).
7. Work with staff on hiring a benefits consultant to review employee benefits; complete review of whole compensation system and determine next steps.