

# First Universalist Church Board of Trustees

**June 19, 2014**

## **Board Packet**

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Date: June 10, 2014  
To: First Universalist Board of Trustees  
From: David Bach  
Re: June 19, 2014 Meeting

It has been a very busy spring. We now have the budget meetings and Annual Meeting behind us and the beginning of the new church year ahead of us. This is the last meeting for Dan and Paul, whom we will miss tremendously.

In spite of all we have accomplished this spring, we still have another full agenda for our meeting this month. This is the time of year when we do a lot of evaluation. We will take a close look at our board evaluation results and a look at the congregational survey. During executive session we will discuss the evaluation of our senior minister.

As we prepare to start another year we will be prepare to welcome Richard Spratt and Eric Cooperstein on the board and discuss board orientation which we will hold at our July 17 meeting. I would like to add a new committee to the board, Donor Stewardship and Development. I have discussed this with the executive committee and have their support for this addition, but I want to make sure we all see this as a positive addition to our work.

We have an evening of socializing and welcoming of our new board members while we say a final goodbye to Dan and Paul on Monday, June 23, at Karin's home. You will have received more information about this from Karin.

Thanks for all you do for First Universalist Church. See you on June 19.

First Universalist Church of Minneapolis  
Board of Trustees Meeting June 19, 2014  
6:30 p.m. Cummins 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 - Dan Berg
- Check-in

6:50 Consent Agenda

- Approval of Minutes from May 2014 meeting
- Approval of Minutes from June 2014 Annual meeting
- Board appointment of Ginny McAninch as Chair of Nominating Committee

6:55 Items from the Senior Minister

7:15 Items from Monitoring Schedule

- Attendance and Membership numbers and trends - Justin
  - Update on work to clean up membership list
- Staff and significant volunteer changes - Justin
- Staff performance reviews: Report on completion - Justin
  - Direct inspection- Governance committee (format and process)
- Financial condition - Paul Robinson

7:30 Committee Reports- not otherwise covered in Monitoring schedule

- Governance Committee - Karin Wille
  - Board evaluation results - Pam and Cindy
- Finance Committee - Paul Robinson

8:00 Congregational survey

8:30 Items from the President

- Recap of annual meeting and process
- Planning for July board meeting and new trustee orientation
- Racial Justice Mapping
- Communications from Congregation
- Donor Stewardship and Development Committee

9:00 Executive Session

Senior Minister Evaluation

First Universalist Church of Minneapolis  
Board of Trustees Meeting May 21, 2014  
6:30 PM Cummins Room  
Minutes

Present: Dave Bach, Karin Wille, Pam Vincent, Paul Robinson, Dick Niemic, Dan Berg, Lark Weller, Jill Braithwaite, Cindy Marsh, Rev. Justin Schroeder.

Call to Order

- Lighting of the Chalice
- Reading- Paul Robinson- from Shel Silverstein
- Check Ins

Items for Approval

- Minutes from April 17, 2014 Meeting
- Capital Improvement budget- reviewed document in board packet. List major categories for expenditures from the loan amount.
- 2014-15 Budget for Congregational approval- Paul Robinson
  - **Motion** made to add \$10K to UUA/Mid America dues(proportionately split) and find off-setting savings in the budget to be presented for the 2014-15 fiscal year- motion carried
  - **Motion** made to keep the mortgage principle payment below the line for the 2014-15 budget, but to amend budget in following years to fund the principle payment. Motion carried.
  - **Motion: approve budget as amended**
- UUA retirement plan changes- Karin Wille
  - Governance committee met May 5 to review proposed changes to UUA retirement plan, and made a recommendation to drop church's contribution to mandatory 5%, then offer 3% match to employee contribution. This recommendation is based on the premise that the 10% contribution, coupled with the rather rich benefit package we already offer, is not financially sustainable over time. GC had also recommended hiring an outside consultant to review the entire benefits/compensation package. Option would be to hold this recommendation until the 2015-16 church year. Timing of this change is troublesome at this time, given other budget impacts to staff. **Action: recommend waiting until FY 16, bring consultant on board in first quarter.**

Items from the Senior Minister- Justin Schroeder

- Report on sabbatical studies and activities- See Senior Minister's report for details. Justin shared some conversation he had with the senior minister of the Dallas UU church, in terms of long standing policy governance and fundraising options other than pledging.
- Other items—Justin will co-teach a preaching class with Rev. Victoria Safford at UTS in the fall. Interfaith Panel discussion June 9 at 7 pm at Breck.

Items from the Monitoring Schedule

- Attendance and Membership numbers and trends- Justin
  - Membership YTD, trends, clean up status- see memo from Rev. Elaine regarding membership clean up.
- Staff and significant volunteer changes- Justin

- Staff/volunteer grievances-Justin
- Job descriptions-Justin
- Congregant grievances- Governance Committee
- Financial condition- Third quarter report(Paul will email to board and update board packet): Paul- staff says budget will balance, but RE fees are not in line with projection, and this late in the year, unlikely that these amounts will come in. Need to clarify budget items for maintenance and repairs—plan for reserve fund rather than use these funds to balance the budget.

Committee Reports not covered above

- Governance Committee
  - High level results of board evaluation distributed. Full report at June meeting.
- Finance Committee
  - Recommend restructuring budget to accurately reflect mortgage principle payment as a capital expense and fund from the operating budget.
  - Continue to recommend increasing UUA dues by \$10k,

Items from the President

- Mapping Racism meetings- tabled
- Annual meeting
- Summer schedule/board orientation and retreat- use part of this time to bring staff and board together- have a more formal report from staff in the fall- related to what they do, in order to form better board/staff relationships.
  - Send communications to board members for July
- Communications from Congregants and others- tabled

Motion to adjourn at 9:39 pm.

## Annual Meeting Minutes

June 1, 2014

Meeting called to order at 11:36, quorum established. 123 members certified for voting

Chalice lighting – Justin Schroeder

Appointment of Carol Johnson as Parliamentarian

Senior Minister's report—see annual report –Justin Schroeder

President's report- see annual report—Dave Bach

Treasurer's report and Budget Presentation

Motion to approve the budget- and seconded.

Discussion:

**Janet Merrill-** expressed gratitude for work done, wants to approve, and then 'get out there and get the money in'= volunteered to make calls for remainder of pledges outstanding.

Point of order: time limit for discussion—not limited at this time.

**Christiana Olsen:** what is the process for priorities for addressing restoration-?

Justin: staff will review 'first to restore' list, focus on RE- child care and staffing. Next to restore WA minister to 12 months (currently 10 month). Discuss adding a tenant for revenue stream, looking at a good fit.

**Marion Bauer:** expressed appreciation for Ruth as Worship Arts minister.

**Allan Steinhauer:** concerns over split the plate- changed from 70/30 to 60/40 this year.

Worship expenses- concern over outside musicians versus member participation. Will there be amendments from the floor-Response from Chair: if the budget were not approved, would entertain amendments to present a budget that could be approved. - Response from Justin- budget includes support for choir, some additional musicians to support music and worship program.

**Denise Konen:** concern for young families, cutting child care expenses

**Ralph Wyman:** commends decision to increase UUA and regional dues. \$10k line item is separate from collections.

**Ann Kay:** suggestion for next year pledge drive- consistent pulpit announcement and statement of what it costs to run the church- messaging is important.

**Doug Smalley** is there more work being done on strategic planning? Board is evaluating SP and making some changes, continuing to revise and work toward the plan.

**Marcia Wattson-** summary of pledge team activity and work still to be done.

Call the question: 119 voting- quorum established

Motion passed- 4 no votes- 115 in favor

Point of order: amendments to the budget were not offered—Parliamentarian clarified the Chair's earlier response that amendments would be considered if the budget were not approved by a majority vote.

**Nominating Committee:** Presentation of slate of candidates for Board of Trustees, Foundation Board, and Nominating Committee.

Late notice of Mollie Darsow's resignation from Foundation Board: the process outlined in our bylaws will be followed.

Motion made to elect re elect Dave Bach to a second term, and to elect Richard Spratt and Eric Cooperstein to **Board of Trustees**. No further nominations. Motion passed unanimously

Motion made to elect the **Executive Committee** as follows: President: Dave Bach, Vice President: Karin Wille, Treasurer: Dick Niemic, Secretary: Pam Vincent. No further nominations. Motion passed unanimously.

Motion made to elect Victoria Schanen as chair of the **Foundation Board**. No further nominations. Motion passed unanimously.

Motion made to elect Charmagne Campbell-Patton and Julie Gottesleben to the **Foundation Board**. No further nominations. Motion passed unanimously.

Motion made to re-elect Doug Smalley to the **Nominating Committee**, and to elect new member Greg Holzer. No further nominations. Motion passed unanimously.

Motion made to elect Ralph Wyman and Bill Elwood as delegates to **General Assembly**. A nomination was made from the floor to elect Kim Lund as a delegated. Motion to elect these three as delegates passed unanimously.

Recognition of outgoing Board of Trustees:

Dan Berg

Paul Robinson

Outgoing Foundation Board members

Shelle Baker leaving

Nominating Committee

Julie Howard

Recognition to Dave Bach by Karin Wille

Closing words- Justin—Dan Berg- words for board chalice lighting.

Meeting adjourned at 12:58 PM

## **Sr. Minister Report, June, 2014**

### **Update on Staff/Congregation/Board Leadership dates:**

August 7: Sr. Management Team Retreat to outline key goals and focus areas for 2014-2015.

August 18: Sr. Management Team and Program Directors Retreat to refine and clarify goals and focus areas for 2014-2015.

August 25: All Staff Retreat to review and clarify goals for 2014-2015.

Sept 15: 7-9pm. First Annual Leadership Retreat. Goal: Board and Staff share goals for the year with key lay leaders, so we're aligned, and all moving in the same direction, on the same team, supporting each other and the ministry of the church.

### **Update on Working Session between Board Exec and Sr. Management Team:**

The Executive Committee and Sr. Management Team are working to find a date to do some work with Donna DiMenna. Goal: deepening and building our relationship with one another, working better together to serve this church. Donna, Dave, and I will work together to construct the agenda for that time.

### **Update on Pledge Numbers and Year End Numbers:**

I'll share up to date information at the Board meeting.

### **Staff and Significant Volunteer Changes:**

K.C. Bogdan, our Administrative Assistant, is leaving her position. Her last day is June 20<sup>th</sup>. We've posted the position on Minnesota Counsel of Non-Profits.

Kim Lund has agreed to help coordinate the initial stages of the Great Gathering Party.

Ann Kay has agreed to head up a rentals team, to help the staff find a secure a tenant for the 15-16 church year. This team, with clear direction and guidance from staff, will begin meeting in August.

### **Staff Survey Results:**

More detailed memo sent separately. I'll review at the Board meeting.

**Membership Update:**

On Tuesday, May 27, we mailed letters to non-pledging members who did not respond to our initial contacts. We let them know that if we did not receive a pledge or request for waiver or lifetime membership by June 1, they would not be able to participate in the annual meeting. If we do not hear from them by June 15, they will be removed from membership. However, if they should wish to return to membership at First Universalist in the future, we would be delighted to welcome them back.

As of Thursday, June 5, we have received the following responses from the 174 members who had not pledged for 13-14 or 14-15:

122 have not responded

21 have pledged and are in good standing

14 have asked to be removed from membership

8 have requested a one-year waiver

7 are still in the process of deciding

2 have accepted Lifetime Membership

After June 15, we removed from membership those from whom we haven't heard.

# May Attendance

## 2014

<b>Adults</b>	<b>9:30</b>	<b>11:15</b>	
1st week	263	231	494
2nd week	279	259	538
3rd week	261	295	556
4th week			
5th week			
Monthly Total	803	785	1588
<b>Average for May</b>	267.7	261.7	529.3

## RE

1st week	147	133	280
2nd week	119	106	225
3rd week	137	93	230
4th week	37	0	37
5th week			
Monthly Total	440	332	772
<b>Average for May</b>	110	83	193

**Combined Average**    377.7    344.7    722.3

## 2013

	<b>9:30</b>	<b>11:15</b>	
	352	299	651
	241	241	482
	219	236	455
			215
	812	776	1803
	<b>270.7</b>	<b>258.7</b>	<b>450.75</b>


**270.7    258.7    450.75**

Notes:

No numbers given week 4.

No RE numbers available.

**First Universalist Church  
May, 2014 Statistical Report  
June 19, 2014**

**MEMORIAL SERVICES: 0**

**MARRIAGES/SERVICES OF COMMITMENT: 0**

**MEMBERS FOR APPROVAL: 16**

Jared Cruz, Minneapolis	Ivy Hanson, Minneapolis
Kristina and Eric Roberts, Minneapolis	Allyssa and Tony Hughes, Minneapolis
Leslie Colerin, Richfield	Tom Kinn, Minneapolis
Susan Engberg, Minneapolis	Terry Krier, Minneapolis
Rachel Erickson, Minneapolis	Margaret Manderfeld, Minneapolis
Paula Gilbertson and Christina Nicholson, Minneapolis	Doris Sloan, Edina
	Stef Wilenchek, Minneapolis

**MEMBERS REINSTATED: 0**

**MEMBERS FOR REMOVAL: 4**

Kay Hawbaker – moved to Arizona  
Mary Samuels – resigned membership  
Blake and Molly Darsow – moved from the area

**CHILDREN DEDICATED: 15**

Hirut, Helen and Binyam Hedge  
Morgan Catherine Myre  
August Rikansrud  
Vincent Miles Buzzell-Smalley  
Calla Quinn Campbell-Burke  
Pearl Coral Gordon  
Eliza Novak-Nadeau  
Lillia, Anika and Juliette Yorkhall  
Finnley Korpi  
Eleanor Linnea Lynch  
Emilia Scheurer

	<b>To Date:</b>	<b>Year End Totals:</b>			
<b>Fiscal Year</b>	<b>2013-2014</b>	<b>2012-2013</b>	<b>2011-2012</b>	<b>2010-2011</b>	<b>2009-2010</b>
<b>Members</b>	46	110	76	98	75
<b>Total Members</b>	1038	1030	953	927	849

**TOTAL MEMBERS AS OF THE LAST MEETING: 1026**

**To be added: 16**

**To be removed: 4**

**TOTAL MEMBERS: 1038**