

# First Universalist Church Board of Trustees

March 19, 2015

## Board Packet

<u>Table of Contents</u>	<u>Page</u>
Letter from the President	1
Agenda	2
February Board Minutes	3-5
Sr. Minister's Report	6-7
February Attendance	8
February Membership Report	9
Finance Committee Minutes	10-11
Jan. Governance Minutes	12
Board Goals 2014-15	13

Date: March 15, 2015  
To: First Universalist Board of Trustees  
From: David Bach, President  
Re: March 19 Board Meeting

I am sure a lot of you join me in appreciation for the early positive results from the pledge drive. We are not done yet, of course, but the energy at dinner the evening of our Pledge Day was electric and this morning in the service, when Justin mentioned the results so far, I saw two people reach for the orange pledge card in the pews and start filling one out. If you haven't already shared your appreciation to members of the pledge team for their great work on this, please do so.

This month's board meeting will provide an opportunity for Justin, as well as Eric, who went on the trip to Selma, to provide us with an overview of that experience. What an opportunity this was for all those from our congregation who participated in this 50<sup>th</sup> year anniversary of one of the landmark events in this country's racial justice journey. Justin sent all of us an email with a video of Rev. William Barber, one of the speakers at the UUA Conference in Birmingham, to view before our meeting. This is an opportunity for the rest of us, who were not on this trip, to capture some of the energy it generated.

We will have two executive sessions at this meeting. The first is with Justin and Jen and the second is just the board. You will receive some information from Cindy in preparation for the second session.

We are entering a busy time of the year. Here is a listing of upcoming board events. Make sure you have them all on your calendar:

- Working session on board members' tenure – April 4, 8 – 10 a.m. Eric's home
- Budget meeting with the congregation, April 29, 7 – 8 p.m. at the church
- Budget meeting with the congregation, May 3, 12:45 – 1:45 p.m. at the church
- Annual Meeting, May 31, 11:30 to 1 p.m. at the church

Thank you all for your love of and dedication to this church. We are all on an exciting journey together. See you Thursday.

First Universalist Church of Minneapolis  
Board of Trustees Meeting  
March 19, 2015  
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 and check-in – Jill Braithwaite

6:50 Consent Agenda

- Approval of minutes from February 19 meeting
- Acceptance of attendance and membership numbers

6:55 Executive Session

7:25 Items from the Senior Minister – Justin Schroeder

- Report on the trip to Selma
- Report on the Pledge Drive

8:00 Items from Monitoring Schedule

- Staff and significant volunteer changes
- Annual budget

8:30 Committee Reports

- Finance Committee – Karin Wille
  - Summary of M.A.P. Report
- Governance Committee – Lark Weller

8:50 Items from the President – Dave Bach

- Articles for the Liberal
- Reading and treats for April – June
- Conversations with the Congregation
- Goals for FY 15

9:00 Executive Session

9:30 Adjournment

## **2/19 First Universalist Church Board of Trustees Meeting**

Thursday, February 19, 2015

6:37 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: Dr. Heather Hackman, consultant, Phil Lowery, congregant, Harlan Limpert- UUA.

### **Opening Words and Chalice Lighting**

Reading from Mark Nepo-- Karin Wille

### **Check Ins**

### **Consent Agenda**

The minutes of the previous meeting were unanimously approved as distributed.

Consent agenda as presented was unanimously approved.

### **Racial Justice and Environmental Ministry-- Dr. Heather Hackman**

Heather has been instrumental part of our racial justice journey, thinking how we move this racial justice conversation into many areas of ministry in this church. Now is the time to move environmental ministry into racial justice lens. Earth Day will be a shared sermon with Heather and Jen-- April 19. - followed by a 2 hr workshop.

Heather met with the environmental justice group earlier, meeting with board tonight, and will meet with the racial justice team again in March. Heather presented a summary overview of what she presented to the environmental group.

- Big risk for organizations is when they add another justice initiative, it can detract from the racial justice initiative-- from those who are 'tired of it-- become distracted.
- In order to do real environment work, it needs to be done through racial, economic, gender justice lens.- history of how we got to this climate moment is grounded in gender, economic, and racial injustice.
- Can't get to solutions of climate while leaving whiteness intact.
- Take home: there is no climate justice except thru the lens of racial justice
- Take home; be careful not to get distracted from hard parts of racial justice work when adding on environmental ministry.
- How do you know when you are getting drawn away-- there is no discussion of racial work during the conversation.
- Mainstream organizations 'played it safe' in their approach and leadership--

- Environmental justice groups needs to look at who we partner with-- work more with communities of color who are doing environmental justice work. Ask--how do they deal with white privelege and race, racism, and whiteness. Many organizations are anti-racism, but not really racial justice.
- Role of the board is to keep the quesiton/statement at the forefront: everything we do is through the racial justice lens. Various teams should meet regularly with racial justice team.
- I justice team. Meet with the train the trainers--build in-house infrastructure to continue this work.
- Where does theology come in-- those moments when we feel things will never change-- fundamental reality that we are linked to one another-

#### **Discussion from Harlan Limpert, COO of UUA**

Expressed gratitude to the board for serving.

#### **Items from the Senior Minister**

Three points brought forward from our last working session-- staff discussed following that meeting.

- Partnering with other organizations to add value, potential revenue, and expand reach and ministry
  - Loyola Spiritual Center. Ten spiritual directors-- mostly part time. If there were more opportunities for directees, Loyola could be more financially stable. Wellspring requires spiritual direction--Could we create an opportunity for Loyola to do spiritual direction here in our space (would not necessarily work as revenue generator)--Perhaps open space to other spiritual directors. Phil Lund is leading a year-long training in group spiritual direction. Could also broaden reach to racial justice.
  - May be able to be source of training on racial justice for groups outside the church

Moved into Executive session at 8:00 PM

Returned to regular session at 8:35 PM

- Explore 'out of the box' fundraising, such as Faithify
  - Email to people who went through 24 hr training-- raised \$3000 for racial justice work. Some negative comments were heard by board members. (mostly related to surprise, and thoughts that we didn't do specialized fundraising)
  - Looking at rolling out app for on line donations through smartphones.
- Better define membership, and our expectations of membership-- possible by laws changes-- 1-2 years.

## **Items from the Monitoring Schedule**

Summarize the discussion for new issues, state the next steps and assign any action item. See agenda for bullet items-- no additional discussion

## **Committee Reports**

### **Governance Committee**

Cindy will do Liberal article on congregational covenant- concept was introduced at the state of the church meeting.

### **Finance Committee**

Budget meetings with congregation

April 29-6pm

First- May 3 12:45

- Recommendation to have witness when counting offering plate.
- See committee minutes for details .Will re visit recommendation to move to modified cash basis for accounting

## **Items from the President**

- Report on state of the church-- four board members present. Meeting very different tone and demeanor than last year. Some staff presentations. No concerns expressed.
- Articles for the Liberal-- Eric started some questions for board profiles. Next article recapping state of church, upcoming budget meetings.
- Conversations with congregants:
- Working session on board member tenure-- April 4.
- Goals for FY 15

Moved to executive session at 9:06

Returned to regular session at 9:30. Adjourned at 9:35pm.

Sr. Minister Report, March 17, 2015

The trip to Selma was a profound and moving experience. From the 16<sup>th</sup> St. Baptist Church, to the Edmund Pettis Bridge, to the Civil Rights Museum in Memphis, Tennessee, each stop on this pilgrimage left an imprint, as past, present, and future blended together.

During the “Matching in the Arc of Justice Conference,” in Birmingham, we were reminded that “Selma is Now,” especially as it relates to voting rights, the Black Lives Matter movement, and the New Jim Crow.

I return from this trip even more clear about First Universalist’s commitment to racial justice, economic justice, and the democratic process. At the Board meeting, I’ll share highlights from the experience.

Please watch this video clip before our Board meeting: <https://www.youtube.com/watch?v=HBfZoWHjo2k&t=2062> . The Rev. William Barber is the organizer behind the Moral Monday movement in North Carolina, and was a keynote speaker at our conference.

### **Pledge Drive Update**

By the end of pledge day, we had 361 pledges and had raised \$830,000.

### **Rental Update**

We have a potential tenant that is very interested in this space. We’re working to secure a lease. The lease would be for one year, August 1, 2015 to August 1, 2016.

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

Diane Gavere has moved on from her position as our Director of Operations.

### **Informational Item: Paternity leave, vacation and study leave for 2015-2016**

First Universalist’s Employee Handbook offers each employee up to 12 weeks paternity/maternity leave, 7 of which are paid. My Letter of Agreement outlines that each year I receive 4 weeks of vacation and 4 weeks of study leave. While I don’t always take all of this time, I do want to share with the Board my intentions for taking paternity, study, and vacation time in the coming months. (I’ve been in conversation with Jen Crow, and Church President, Dave Bach, about the dates below, and how that impacts church work.)

a. Paternity leave from May 20th (or birthdate of our baby) to June 3rd (2 weeks paternity leave). I’m planning to be here for the Annual Meeting.

- b. Vacation and study leave 2nd half of July – July 13th-31st. (2 weeks of vacation, 1 week study leave).
- c. Paternity leave August 20 - Sept 25th (5 weeks.)
- d. Study leave: Nov 16-20 (1 week)
- e. Vacation/Study Leave: Dec 28, 2015 - Jan 8, 2016. (1 week vacation, 1 week study leave)
- f. Vacation: March 28-April 1. (1 week)
- g. Study leave June 13-17 (1 week)

## March Attendance

	2015			2014		
<b>Adults</b>	<b>9:30</b>	<b>11:15</b>		<b>9:30</b>	<b>11:15</b>	
1st week	243	331	574	240	290	530
2nd week	295	443	738	298	318	616
3rd week	298	277	575	231	244	475
4th week	228	190	445	261	239	500
5th week						
Monthly Total	1064	1241	2332	1030	1091	2121
<b>Average for February</b>	<b>266</b>	<b>310.25</b>	<b>583</b>	<b>257.5</b>	<b>272.75</b>	<b>530.25</b>
<b>RE</b>						
1st week	191	178	369	182	162	344
2nd week	181	168	349	186	164	350
3rd week	110	88	198	94	73	247
4th week	161	153	314	153	154	307
5th week						
Monthly Total	643	587	1230	615	553	1248
<b>Average for January</b>	<b>160.75</b>	<b>146.75</b>	<b>307.5</b>	<b>153.75</b>	<b>138.25</b>	<b>312</b>
<b>Combined Average</b>	<b>426.75</b>	<b>457</b>	<b>890.5</b>	<b>411.25</b>	<b>411</b>	<b>842.25</b>

**First Universalist Church February 2015 Statistical Report  
March 19, 2015**

**MEMORIAL SERVICES: 1**

**Carol Anderson – Feb. 21 – Rev. Justin Schroeder**

**MARRIAGES/SERVICES OF COMMITMENT: 0**

**MEMBERS FOR APPROVAL: 6**

Eric and Lisa Berglund, Maple Grove  
Dick Rueter and Ray Dillon, Minneapolis  
Victoria Lea Huitt, Minneapolis  
Diane Rose, St. Louis Park

**MEMBERS REINSTATED: 0**

**MEMBERS FOR REMOVAL: 4**

**Carol P. Anderson – deceased 2/8/15**  
**Jerry Machalek – deceased 2/20/15**  
**Kristine Hoffwomyn – moving to California**  
**Jessy Hennessy – moving to Colorado**

**CHILDREN DEDICATED: 0**

	To Date	End of Year Totals			
MEMBERS	2014-2015	2013-2014	2012-2013	2011-2012	2010-11
(Fiscal Year)	27	46	110	76	98
<b>TOTAL MEMBERS:</b>	<b>933</b>	<b>921</b>	<b>1030</b>	<b>953</b>	<b>927</b>

**TOTAL MEMBERS AS OF THE LAST MEETING: 931**

**To be added: 6**

**To be removed: 4**

**TOTAL MEMBERS: 933**

## **First Universalist Church – Finance Committee Minutes**

**Wednesday, March 11, 2015**

**Cummins Room**

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

Dick Niemiec convened the meeting at 6:35 pm.

The committee approved the February 11, 2015 minutes.

Justin briefed the committee on the departure of Diane Gavere and how he intends to restructure the position. He is talking to staff to understand the dynamics of the Church operations and the financial component of it. Justin is also reaching out to other churches to see what models are used to handle their administrative affairs. He will discuss his plans in more detail at the upcoming board meeting.

In the meantime, Justin is relying on Brad Schmidt, assistant finance administrator, with assistance from MAP or other outside financial consulting firms to handle the 2015-6 budget development and day-to-day financial affairs.

Due to Diane's departure there are no January financial statements and balance sheets for the committee to review. Justin indicated February statements will be presented at the April meeting.

With Diane's departure several key assumptions in the 2015-6 budget will be adjusted. Thus, Justin was not in a position to brief the committee on the proposed budget at this meeting as planned. He will have a good estimate of 2015-6 pledge revenue by April 1. In addition, he expects to have a firm commitment from a tenant by early April. Since the first budget meeting with the Congregation is April 29 and the April board meeting is April 16 the committee wants to see a complete draft at their April 8 meeting. Justin indicated he would be prepared to present the budget at that time. Dick suggested the entire board be invited to that meeting so they can consider the budget and its ramifications in advance of the April board meeting.

The committee discussed potential actions based on the MAP Financial Assessment that was presented at the February meeting. The committee agreed MAP's suggestions should be implemented in a timeframe to be determined by Justin and the new operations/finance team. The main actions are:

- Consider moving to a modified cash basis for accounting purposes
- Cease reporting pledge receivables on the financial statements
- Implement the automated fund tracking module in the ACS software
- Develop and implement a document retention policy
- Develop and implement a depreciation policy
- Review financial tracking and reporting systems to ensure increased efficiencies

Justin agreed that one suggestion, to require two people to count offering money, would be implemented immediately.

The meeting adjourned at 7:05 pm.

Submitted by Dick Niemiec, committee chair

Governance Committee
Date: Monday, March 9, 2015 Time: 6:30-8:00 p.m. Attendees: Richard Spratt, Cindy Marsh, David Leppik, Karin Wille, Jill Braithwaite, Lark Weller

**Housekeeping and monitoring items:**

Jessy Hennessy request to meet with the board. Karin is willing to meet with her; David is willing to be there as well. This will not be an exit interview, since she was not an employee, but will instead be a congregant meeting with a Board member.

Brief discussion of the departure of Diane Gavere. **We will check on whether she was offered an exit interview with the Board.**

No March monitoring items.

April monitoring item: ends outcomes (internal inspection; quarterly).

We should add “archive Board’s shared drive” to annual monitoring schedule, per our new document management system. **We will recommend that to the Board as an added monitoring item to be done annually in July.**

**Consultants’ benefits review analysis:**

Cindy provided a summary of the consultants’ benefits benchmarking study and Justin’s request that the Board endorse a total rewards philosophy, and we discussed these. Cindy will summarize the discussion and some ideas for recommendations that we will discuss with the Board in executive session at the next Board meeting.

**The guidance document that the GC prepared for staff last year regarding implementing salary ranges (dated February 2014) should be loaded to the Board archive drive.**

**Senior Minister annual review**

We need to have our materials ready by the May GC meeting. We will look to Justin to create integrated summary reports, not collections of documents, for his pieces and have them finished by May 1.

We’ll conduct Board surveys between April 11 and May 1 in support of the Senior Minister annual review. Dave will conduct the congregational survey in May.

**Next meeting: Monday, April 13, 2015 from 6:30-8:00 p.m.  
(Richard will facilitate April meeting)**

**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.