

First Universalist Church Board of Trustees

June 18, 2015

Board Packet

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Date: June 14, 2015

To: First Universalist Board of Trustees

From: David Bach, President

Re: June 18 Board Meeting

I was amazed, as our June meeting agenda came together, how full it is. We will spend some time reflecting on this year – our board and committee goals, the Annual Meeting, Congregational Survey – and take a longer look at membership and church attendance trends. We will also continue our discussions with Justin on a capital campaign and a new partnership opportunity with the Loyola Project. We will also have a glimpse ahead at the work for our board committees.

You will find an information item from Bill Elwood and Stan Sattinger who are leaders in our Environmental Justice work. They have provided us with an update of their work with Community Solar Gardens. Jen will be referring to this update during our meeting.

It has been a busy year but a good year. We want to celebrate the year and our work together in proper style. Make sure your calendars have our Board Party down for Monday, June 29, 6 p.m., at Karin's home.

But first, see you all on June 18 for another great Board Meeting.

First Universalist Church of Minneapolis
Board of Trustees Meeting
June 18, 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 – Cindy Marsh

6:50 Consent Agenda

- Approval of minutes from May 21 Board Meeting
- Approval of the minutes from the May 31 Annual Meeting
- Acceptance of attendance and membership numbers
- Acceptance of staff and significant volunteer changes

6:55 Approval of amended minutes from the November 20, 2014 Board Meeting

- Approval of October 16 meeting minutes and ministerial housing allowances

7:00 Approval of revised housing allowance for Rev. Elaine Aron Tenbrink

7:05 Items from the Senior Minister – Justin Schroeder

- Capital Campaign discussion
- Loyola Project
- Holiday Giving Project
- Racial Justice discussion

7:45 Items from Monitoring Schedule

- Membership and attendance trends – Jen Crow

8:15 Committee Reports

- Finance Committee – Dick Niemiec
 - Evaluation of the year
- Governance Committee – Lark Weller
 - Evaluation of goals
 - Plans for next year
 - Board self-evaluation
 - Congregational survey
 - Next steps with the Covenant of Right Relations

8:45 Items from the President – Dave Bach

- Annual Meeting debriefing
- Evaluation of Board Goals for FY 15
- Plans for conversations on board tenure discussion
- New board member orientation
- August board meeting
- June 29 Board Party

9:10 Executive Session

9:30 Adjournment

5/21 First Universalist Church Board of Trustees Meeting

Thursday, May 21, 2015

12:45 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:

Opening Words and Chalice Lighting

Reading from "Kitchen Table Wisdom"

Consent Agenda

- Approval of minutes from April 21 meeting
- Acceptance of attendance and membership numbers- math error in attendance records- corrected version will be posted to church website
 - Consent agenda approved.

Items from the Senior Minister

- Capital Campaign discussion
 - Dick, Cindy, Dave, Karin and ministers met with a capital campaign consultant last week. This company does the campaign as a package and usually runs the annual pledge drive at the same time. Several UU ministers and congregations have given great recommendations-- he raises at least five times the operating budget. There was a discussion of the timeline suggested by Justin, that the feasibility study begin this fall. The board is concerned about timing given Jen's assuming new responsibilities and Justin's planned time off. Cost of the consulting firm is high, and needs to be considered either as a budget item or come out of reserves. There is not enough time to modify next year's budget.
 - Perhaps plan to bring the consultant back in August to discuss prep work, process, how to decide.
- Racial Justice discussion
 - Discussion of article Justin sent out, and sharing of experiences.
- Acceptance of staff and significant volunteer changes
 - Heidi Johnson has resigned and accepted another position. She will end June 15. Hiring process has started for a 3/4 time communications manager, and 1/2 time membership coordinator.
- Budget to present at the Annual Meeting-
 - A motion was made and carried to approve the budget as presented, to be presented to the congregation for approval at the annual meeting.
- **Items from the Monitoring Schedule**
- Membership and attendance trends (moved to June meeting)

Committee Reports

Finance Committee

- Third quarter financials

Governance Committee

- "All voices heard" discussion
 - See materials in Governance Committee report.
- Process for review of Senior Minister
 - Materials have been completed: Justin's self report, update on staff work plan, and his personal goals. Board survey Finance committee and Governance committee reviewed limitations policy, All materials have been forwarded to the Board President to use in preparing the review of the Senior Minister.-- see governance committee minutes.
- Board Self Evaluation
 - Will be shorter evaluation than last year, focusing mainly on our growth areas. Jill will be sending out. June 3 deadline.
- Congregational Survey
 - Due June 1. Dave Leppik will tabulate it. Going forward, the board should take more ownership of the survey. Survey probably needs to be shorter, will need full board input to modify it.

Items from the President

- Discussion of follow-up and next steps from Board Tenure Working Session
 - Dave and Cindy shared summary of the working session with Justin and Jen. There will be some follow up sessions, beginning in August, with the whole board and Justin and Jen.
- Annual Meeting
 - Report on resolution signatures-- 56 signatures.
 - Proposed wording changes and process to amend- will ask either Ben or Kayci to make a motion to amend the wording at the annual meeting.
 - Discussion of putting the resolution into action
- Conversations with the Congregation
- Other items
- Goals for FY 15

Moved to executive session at 9:09 pm

Returned to regular session at 9:25

Motion to adjourn-- moved and carried. Adjourned at 9:26 pm

Annual meeting of the congregation of First Universalist Church May 31, 2015

The meeting was called to order by President, Dave Bach at 11:47 am

The required quorum to conduct the meeting was established.

Appointment of Parliamentarian- Eric Cooperstein

A motion made and carried for the Board of Trustees to approve the minutes of this meeting at its next board meeting on June 18, 2015.

Presentation of Senior Minister's report.—Rev. Justin Schroeder

Presentation of President's Report--- Dave Bach

Presentation of the Treasure's Report – Dick Niemiec

Current projections are to end the year with slight deficit, but staff and board plan to do everything possible to close this gap. We are presenting a balanced budget for next year, but some pledge income still outstanding,

Presentation of Budget for 2015-16 FY—Rev. Jen Crow.

Highlights:

562 pledges received out of expected 625

Fully eliminating RE fees

Increase funding for UUA/Mid America dues (\$5000) increase

Mortgage principal is included in the budget

Tenant for 1 yr lease (Temple Israel's Early Childhood Learning Center)- first floor.

Increase to staff salaries to bring them into compliance with the Board's compensation policy

Restored the cuts to Sr. Minister salary that were made a few years ago

Increase in custodial support to support the needs of the tenant.

Hiring a new half time congregational support position

Holiday Giving is listed at 70,000, retaining 10% to cover administration expenses.

A motion made to approve budget- by Dick Niemiec.

A motion from the Board to limit discussion—2 minutes for and against and any subsidiary motions, with total time to be limited to 30 minutes. Motion carries.

Discussion on the budget: Harlan Limpert—completely supports budget, especially contributions to larger association.

Budget is approved.

Vote to call Rev Jen Crow—we are short of the quorum—we need 239 and 225 congregants are present.

Postponing vote until later in the meeting, in hopes of achieving the necessary quorum to call a minister.

Covenant of Right Relations- Introduced by Richard Spratt.

A motion was made from the Board to limit discussion- 2 minutes for and against and any subsidiary motions, with total time to be limited to 20 minutes. The motion was carried.

Comments on Covenant:

David Lauth speaking against, because of process, with no congregational input to covenant.

Geoff Lenox= speaking against. Opposes the idea of a covenant-the Seven Principles should be guidelines.

Laura Cooper speaking against-opposes due to process. Urges board to ensure that staff are treated properly and they have authorization to deal with congregants accordingly

A motion was made to table voting on the Covenant

Mark Lutterman- speaking in favor of the covenant, especially with regard to racial justice,

Motion to table covenant passes.

Comments from the congregation:

Polly Talen- please don't wait until next annual meeting.

Karen Wills- echoes not waiting until next meeting, but pay attention to process.

Hellen Ellenbecker- does not think we should wait until the next meeting

The Board will seek congregation advice on process.

Racial Justice Resolution- introduced by Cindy Marsh

A motion made to approve the resolution

A motion was made from the Board to limit discussion- 2 minutes for and against and any subsidiary motions, with total time to be limited to 30 minutes. The motion was carried.

Discussion of Resolution

Kayci Rush—moves to amend the word ‘systemic’ to structural. In the third, seventh and last bullets. Seconded.

Peg Mitchell—change “shapes” to “shape”.

Catherine Doerr- questions the author of the amendment for clarification of changes

The amendment passes.

Discussion:

Susie Messteril(spelling?)- speaking in favor of the resolution

The resolution is passed.

The required quorum has been reached to Call Jen Crow.

A motion made to call the Rev. Jen Crow as a called minister of First Universalist Church.

The motion passes.

Report of the Nominating Committee—Ginny McAninch

Candidates for the Board of Trustees:

Marion Dane Bauer, Karin Wille and Christina Nicholson(first terms) Karin Wille (second term). There were no nominations from the floor. The motion was made, seconded and carried.

Candidates for the Executive Committee:

Cincy Marsh President, Richard Spratt Vice President, Dick Niemiec Treasurer, Eric Cooperstein Secretary. The motion was made, seconded and carried.

Candidates for the Foundation Board:

Jill Anderson and Dennis Haskins (first terms). Pam Berry, Victoria Schanen and Kristin Siegesmund(second terms). Kristin Siegesmund for Chair. There were no nominations from the floor. The motion made, seconded and carried.

Candidates for Nominating Committee:

Pamela Vincent, Sharon Ramirez. There were no nominations from the floor. The motion was made, seconded and carried.

Delegates to General Assembly

David Lauth, Dick Huebner, Ralph Wyman. There were no nominations from the floor. The motion made, seconded and carried.

Karin Wills is committing to \$300 to subsidize expenses particularly for a new member or youth member

Kelli Clement- it is possible to be a delegate via streaming.

Recognition of out-going elected leaders

Pam Vincent and Lark Weller, leaving Board of Trustees

Welcome Jerde- leaving Foundation Board

Ginny McAninch and Bob Albrecht, leaving the Nominating Committee

Dave Bach- stepping down as President, but remaining on the Board.

Closing words and banner blessing—Rev. Justin Schroeder

The meeting was adjourned at 1:01 pm

May Attendance

2015

Adults	9:30	11:15	
1st week	391	314	705
2nd week	267	228	498
3rd week	254	264	518
4th week	203*		
5th week	385*		
Monthly Total	912	806	1721
Average for May	304	268.6667	573.6667

RE

RE numbers not available

1st week			
2nd week			
3rd week			
4th week			
5th week			
Monthly Total			
Average for May			

Combined Average

*One 10:00 AM service the 4th and 5th week. Those numbers are not included in totals or averages.

Notes

2014

	9:30	11:15	
	263	231	494
	279	259	538
	261	295	556
	803	785	1588
	267.7	261.7	529.3
	147	133	280
	119	106	225
	137	93	230
	37	0	37
	440	332	772
	110	83	193
	377.7	344.7	722.3

**First Universalist Church
MAY 2015 Statistical Report
June 18, 2015**

MEMORIAL SERVICES: 0

MARRIAGES/SERVICES OF COMMITMENT: 0

MEMBERS FOR APPROVAL: 1

Katie Johnson, Minneapolis

MEMBERS REINSTATED: 3

Laurie and Jeffrey Willhite, Minneapolis

Colleen McCann, moved back to Minneapolis

MEMBERS FOR REMOVAL: 12

Elsa Carpenter – changed status to “Friend of the Church”

Heather and Mooraly Baradan – changed status to “Friend of the Church”

Marie Nordberg – joining a church in Park Rapids

Paul Densmore – moved away

Carol Flint-Kaliebe – changed status to “Friend of the Church”

Patricia Francisco

Dennis Oberg

Karen Seal Grafe

Judy Eitland

Joseph and Mary Ann O’Hagan

CHILDREN DEDICATED:

	To Date	End of Year Totals			
MEMBERS	2014-2015	2013-2014	2012-2013	2011-2012	2010-11
(Fiscal Year)	58	46	110	76	98
TOTAL MEMBERS:	953	921	1030	953	927

TOTAL MEMBERS AS OF THE LAST MEETING: 961

To be added: 4

To be removed : 12

TOTAL MEMBERS: 953

Sr. Minister Report the Board of Trustees, June, 2015

Looking back at the Annual Meeting, “partnership” and “leadership” are the two words that come to mind. And “faithful” might be a good adjective to add to those two words. “Faithful leadership” was on display at the Annual Meeting and the Meeting was as successful as it was because of the intentional, proactive work we did this past year, Board and staff working together. I’m thrilled that Rev. Jen has been called as a minister of the church. Our “We Believe that Black Lives Matter” banner firmly places our religious values in the public square. The Annual Meeting felt like a celebration of the year of good work that we’ve done together.

Racial Justice Reflections:

Before watching the video clip below, think about what you’ve heard about Baltimore in the past few weeks, as charges have been brought against 6 police officers in the death of Freddie Grey. What do you know about Baltimore and its history? Jot down a few notes and reflections and then please watch “How Policy Built Segregation in Baltimore.” <http://www.msnbc.com/melissa-harris-perry/watch/how-policy-built-segregation-in-baltimore-442618947579>.

We’ll share reflections and learnings at our Board meeting.

Staff and Volunteer Changes: We’re hoping to hire our new Communications Manager and Congregational Support Staff person by the end of June/Early July. We’ve had a number of applicants, and are excited about the candidate pool.

Emma Stout, Youth Programs Assistant, is working full time for June, and then 30 hrs a week after that. Previously, Emma had been working mostly on Sundays with our youth, and supporting Ruth with administrative details for the Coming of Age Program. Emma grew up UU and we’re thrilled she’s with us!

Vacation and Paternity Leave: Just as reminder, I took two weeks of paternity leave right after Jesse Patrick was born. I’ll take three weeks of vacation in July, and when Juliana returns to work in the second week of August, I’ll take another five weeks of paternity leave. I am grateful for such generous paternity leave.

Faithful Action Updates:

- Update on Faithful Action Council: <http://firstuniversalistchurch.org/faithful-action-leadership-council/>. (Jen)

- Update on Holiday Giving Project and recommendation from Ad-hoc Faithful Action Leadership Team (Jen)
- Update on Community Solar Garden Project

Housing Allowance:

Rev. Elaine Aron Tenbrink would like to adjust her housing allowance to \$55,000 per year beginning on July 1, 2015, and then reset it to \$20,000 per year, beginning on January 1, 2016.

Capital Campaign Considerations?

On Monday, May 10th, Cindy Marsh, Dave Bach, Justin Schroeder, Jen Crow, Karin Wille, and Dick Niemiec met with Jim Klote, a Capital Campaign consultant that has been recommended to me by a number of Unitarian Universalist congregations. Jim helped raised \$10 million for All Souls DC (annual pledge base of \$1.2 million); he raised \$2.3 million for Morristown Unitarian Universalist Fellowship (annual pledge base of about \$500,000); he raised \$3 million for First Unitarian Houston (annual pledge base of approximately \$500,000). Jim Klote has been doing this for 26 years and has a formula that works for capital campaigns.

As we learned at our May 10th meeting, any campaign would begin with a 4-week feasibility study led by Jim Klote or one of his associates. The feasibility study would include short focus groups after each service, mid week focus groups, etc., so that as many people as possible can participate. These focus groups ensure buy in from the whole congregation, inform the congregation of what is happening, surface potential campaign projects, identify potential leaders and build support for the campaign (whether it's retiring the debt, enhancing the building, funding the Cummins Fund, building a capital reserve fund, or something else.)

Following the Feasibility Study, assuming we moved forward, Jim Klote or one of his associates would join us onsite for the duration of the Campaign. They would coach 60 individuals to do the asks for the campaign and each household would receive a personal, confidential, visit. The Campaign would probably last 6 months or so. Ideally, it'd be great to run the campaign parallel with the annual pledge drive.

I've attached a much more detailed Proposal from Jim for our review.

Update: I believe it would be best to delay the capital campaign until next year. Waiting a year will allow us to do solid due diligence, engage key constituents, and lay

the groundwork for a success campaign. I'll provide a more in depth update and ideas for next steps at the Board meeting.

Informational Item:

**PROPOSAL FOR PARTNERSHIP BETWEEN FIRST UNIVERSALIST CHURCH AND
LOYOLA SPIRITUALITY CENTER**

Submitted by Karin Wille, Board VP, June, 2015

[Note: Justin will serve as point person for this partnership. We'll try it this year and see how it goes. I'll coordinate with Elaine and other Program Team members regarding opportunities for Loyola Spiritual Directors to interface with the congregation or/and Wellspring Participants.]

Background for Partnership: In January of 2015 the Board and Justin and Jen held a Saturday morning working session to explore trends affecting churches and to think about new ways of engaging congregants in meaningful and sustainable ways. A number of possibilities were generated at the meeting; Justin and Jen were asked to identify 3 ideas to pursue in the short term and bring their recommendations back to the Board.

Justin and Jen chose partnering with other organizations, non-traditional fundraising, and the definition and meaning of membership. This proposal, submitted at Justin's request, combines partnering with other organizations and non-traditional fundraising.

Background on Loyola Spirituality Center (LSC): LSC is a spirituality center staffed by 10 certified and highly experienced spiritual directors. The directors provide spiritual direction and offer workshops and retreats to further LSC's mission of transforming and healing the world, one person at a time, through care of the soul.

LSC provides around 1,500 spiritual direction sessions to over 300 people in a year; another several hundred people are served through workshops and retreats. Spiritual directees come from at least 20 different faith traditions, including "spiritual but not religious," Quaker, Hindu and "none." Over 25% are religious professionals.

LSC was founded nearly 40 years ago as a resource for spiritual renewal in the tradition of Ignatius of Loyola, who founded the Jesuits. Nearly all the directors are trained in the Ignatian spiritual exercises, which emphasize the importance of daily reflection about one's lived experience in order to see where the holy is at work in one's daily life. Like the spiritual exercises, spiritual direction provides an opportunity to reflect, in the presence of an experienced spiritual guide, on finding the holy in the ordinary, seeing where God is at work in one's life. This reflection enables directees to be more centered, purposeful and effective in their daily experiences and actions.

Financial Information: LSC's current fee for a spiritual direction session will increase from \$80 to \$85 in July of 2015. The reason for that increase is that since its inception, LSC has always provided services to all spiritual seekers, regardless of their ability to pay. LSC's overhead and salary structure are remarkably low, but due in part to its willingness to serve everyone, LSC always operates at a deficit.

Since 2008, LSC's "endowment" (originally a \$400,000 bequest given nearly 20 years ago, plus annual fundraising contributions) has diminished to the point where it can no longer support the historic deficits indefinitely. During that same time frame, ongoing fundraising to support the mission of LSC has become more difficult. The Board and staff are committed to closing the deficit in a variety of ways, including expense reductions, a revised compensation structure, increasing the number of directees and increasing direction/workshop/retreat charges for those who can afford it.

Partnership Concept: Numerous connections already exist between Unitarian Universalism, First Universalist and LSC. The Ignatian practice of integrating experience, reflection and action is consistent with the UU belief that revelation is not sealed and that our lived experience continues to inform our concept of the holy as well as our work in the world. Seven percent of LSC's directees identify as UUs; several First Universalist members (and some staff) do spiritual direction at LSC. Two church members, Karin Wille and Paige Winebarger, serve on LSC's 7 member Board; Karin is the current Board chair.

As stated in our visionary goals, First Universalist is committed to being a place where people live out our values, experience spiritual practices, engage in a spiritual search for deeper meaning and act to shape the larger community into a more just and equitable society. First Universalist's Wellspring program, now in its third year, is the only spiritual deepening program I am aware of in any denomination where spiritual direction is a required feature of program participation. LSC's spiritual direction and other program offerings support not only Wellspring participants but help other church members live into our visionary goals.

The initial partnership proposal has 3 components: to educate more people at First Universalist about what spiritual direction is and how it could enrich their lives, with the goal of increasing the number of congregants who engage in spiritual direction; to explore the possibility of LSC directors offering spiritual direction sessions at First Universalist; and to raise money to enable leaders of Black Lives Matter to receive spiritual direction from LSC directors at church.

The first component, educating more people about spiritual direction, would take the form of a half-day workshop in the fall offered by Tom Allen, one of the LSC SDs. The workshop would be open to incoming Wellspring participants first and to either an invitation list (people in leadership, or people that have completed the racial justice training, for example) or the congregation at large thereafter. The new cost for a half-day workshop is \$500.

The second component of the partnership would be to explore having one or more LSC SDs provide direction sessions at church. Doing so would provide congregants with a familiar, presumably convenient place to do spiritual direction. Sessions could be held in rooms that are used little during the week, such as the Meditation Room, and with little or no staff involvement. The component merits exploration because offering sessions could also raise issues about whether other spiritual directors (some of whom may be affiliated with our congregation) should be given similar privileges. In addition, driving from LSC in St. Paul to First Universalist could create scheduling difficulties for LSC SDs.

The third component of the partnership would be to ascertain if leaders of Black Lives Matter would be interested in spiritual direction as a way to help ground their work in their personal spirituality, and be supported and cared for in their demanding and exhausting leadership work to build a more racially just and equitable world. If there is interest, First Universalist would raise the money to pay for ongoing spiritual direction with LSC directors. The financial support could be generated through Sunday morning offerings, non-traditional fundraising, or a combination thereof.

LSC does not currently have a person of color on staff; neither Justin nor I am aware of any trained spiritual directors of color. As part of this partnership, the LSC Board and staff would commit to exploring whether there is a trained spiritual director of color in the Twin Cities who would be an appropriate addition to LSC when a hiring opportunity occurs.

Conclusion: One of the thoughts expressed at the January working session is that in order for churches to be relevant and meaningful for their congregants, leadership needs to be willing to occasionally experiment and take risks. The proposed partnership with LSC is a low risk, simple experiment that is easily implemented with minimal staff time. If successful, it could strengthen and support both LSC and First Universalist, and open the door to further opportunities for both spiritual communities.

	A	B	C	D	E	F	G	H	I	J	K	L
1	MONTH	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005
2	JAN.	555	523	640	577	529	565	375	450	469	479	545
3	FEB.	583	530	602	654	525	548	469	437	376	455	457
4	MAR.	534	494	620	607	530	546	376	483	483	541	551
5	APR	576	571	646	644	633	592	469	523	511	505	471
6	MAY	480	529	451	655	518	410	380	309	367	460	384
7	JUNE	385	277	308	332	248	252	235	154	203	missing	256
8	JULY		250	288	293	245	282	162	159	152	195	173
9	AUG.		253	348	295	405	192	197	252	229	252	278
10	SEPT		553	600	599	512	480	437	417	376	345	386
11	OCT.		553	590	617	661	589	508	393	425	488	495
12	NOV.		502	685	704	621	533	530	430	437	574	525
13	DEC.		663	473	548	613	363	435	415	494	610	502
14												
15	NEW MEMBERS	58	46	110	76	98	74	31	41	63	92	82
16												
17	MEMBERSHIP	962	921	1030	953	927	828	815	824	845	885	821
18												
19												
20	files not culled for inactive members											

First Universalist Church – Finance Committee Minutes
Wednesday, June 10, 2015
Cummins Room

Attendance: Present – Eric Cooperstein, Lianne Knych, Cindy Marsh, Dick Niemiec, Karin Wille, Rev. Jen Crow

Dick Niemiec convened the meeting at 6:00 pm.

The committee approved the May 13, 2015 minutes.

Jen reviewed the revised June 30 year-end projections that show close to break-even. Expenses are projected to be under budget but revenues also appear to be short of budget due mainly to lagging collection of outstanding pledges.

Jen suggested Kurt Hochfeld from MAP and Brad Schmidt come to the August finance meeting to discuss how to achieve simplified and more transparent financial statements. In the meantime Brad will work on more readable financial reporting formats.

The committee and Jen recapped the May 31 annual meeting budget approval. Jen indicated pledges from current members are still about \$25,000 short of the goal built into the pledge revenue of \$1,155,000. In addition \$20,000 is expected from new members during 2015-6.

Jen discussed progress on her reorganization plans for finance and operations. She feels Brad and MAP are successfully working together and coordinating well with her. Jen expects to hire the half-time finance support person by July 1.

Jen expects MAP to complete most recommendations on accounting improvements by July 31. This will include moving to a “modified cash” accounting basis, reviewing and updating our internal financial policies and procedures, and providing cash flow statements. Documenting retention processes will occur later in the fall. A full report will be given at the August committee meeting.

The committee evaluated its work during the year. The successes were:

- The early work on the 2015-6 budget including establishing assumptions and major changes.
- No surprises during the budget process.
- Full involvement of the committee, the board and the congregation in the development of the budget.
- Increasing UUA/MidAmerica dues in the 2015-6 budget.
- Review of project needs with the Building and Grounds (BAG) committee.
- Development of the Reserves policy to maintain contingency reserves.

Several 2014-5 committee goals were not completed:

- Recommending a divestment policy to the board.
- Creating a meaningful dashboard to monitor church activities.
- Developing simpler and more transparent financial reporting.
- Establishing a multi-year budget.

The committee expects to revisit these goals and develop a complete list of 2015-6 goals at the August meeting.

The executive committee of the board will recommend board members to populate the finance committee for 2015-6. Dick will also reach out to the pledge team and other church members to recruit additional non-board members to the committee for 2015-6.

The meeting adjourned at 7:10 pm.

Submitted by Dick Niemiec, committee chair

Governance Committee

Monday, June 8, 2015 — 6:30-8:00 p.m.

Attendees: Richard Spratt, Karin Wille, Cindy Marsh, David Leppik, Jill Braithwaite, Lark Weller, Rev. Jen Crow, Rev. Elaine Tenbrink

Reading + check in

June monitoring schedule items

- Staff performance reviews completed (report on completion; direct inspection of format and process). These have been completed.
- Senior Minister evaluation. A draft of this is complete, and we will offer feedback on it to Board president this week.

Congregational engagement/development (Jen and Elaine): Jen and Elaine joined us for a discussion this goal, ways to achieve it, and roles and responsibilities around it.

Karin and Lark had met with Elaine in December, and she and Jen have discussed the process of developing this goal, which is shared among staff and the GC, and how staff should proceed on it. Staff have been working on increasing shared ministry in all areas of church, so they are looking at what else needs to happen in this area.

Jen clarified that conversations like this should go through her or Justin, so we don't have staff feeling like they are being expected to take direction from the Board.

We discussed this initiative for some time, including its goals, origins, and various aspects. Elaine talked about there being opportunity to be more intentional about planting seeds about leadership, with touch points in the year or two after people join. Also, there is lots of information about people and their gifts in the database. We considered ways to get that sort of information in the database for long-time members. Concern was expressed about focusing on new members and not making sure longer- and intermediate-term members have pathways to leadership as their needs and interests for engagement change and develop.

Elaine and Jen have solid ideas for how to proceed on these issues. They are considering the idea of pulling together a small group of staff and lay leaders who would partner on this. It could possibly include someone on the GC, since it's a goal of the GC too. We might think of it as a shared goal for the 15-16 church year.

Congregational survey results: We discussed the survey and Dave's excellent summary analysis of themes and trends. We identified themes to share with Dave Bach as part of feedback on the draft Senior Minister performance review.

Covenant: We discussed how to proceed, given the discussion at the annual meeting and the decision to table the vote on it, given the feedback there that the congregation wants to be involved in the process of creating the covenant.

The GC recommends that the Board hold congregational listening sessions around the covenant in the fall, and consider asking David Lauth and Laura Cooper to co-lead the sessions and process. We might also involve Lucy Swift and David Leppik.

Board self-evaluation: Please complete by Friday, June 11.

Jill will send out results to GC committee and we'll present results at the Board. Results will be incorporated in goal setting in the fall. Jill will do the report at the Board meeting.

Heidi exit interview: Cindy conducted this and shared the results.

Senior Minister annual review

We discussed Dave Bach's draft evaluation. Overall, we think it is a fine, well-done reflection of SM's performance over this last year. We suggested a few tweaks that Cindy will capture and pass along to Dave. The Board will discuss the evaluation at the June Board meeting in executive session.

2015-16 GC Goals

At its May meeting, the GC began to develop a list of strategic issues for Board attention / consideration in the upcoming (2015-16) church year. We brainstormed the following strategic topics at that meeting, and welcome broader Board input and discussion.

Additional discussion of GC 2015-16 goals

- Guidelines to ensure all voices are heard in committee and Board meetings: Update on discussion with the Board in May.
- Congregational survey, Visionary Goals, and mission evaluation.
- Strategic Plan's upcoming "expiration" (6 years after the VGs were adopted). Incorporate potential Capital Campaign.
- Revisit the dashboard – revise into something that would help us do strategic work better.
- Digital ministry.
- Racial justice lens and decision points.

2015-16 Membership and meeting dates TBD.

Governance Committee Goals for the 2014-15 Year:

- Work with Nominating Committee to coordinate with work of the Board, especially regarding leadership development needs.
- Develop document management system (keeping records of Board actions, policies, documents, templates, etc.).
- Consider role of congregational survey: getting better participation, communicating its results, etc.
- Work with staff on hiring a benefits consultant to review employee benefits; complete review of whole compensation system and determine next steps.
- Continue last year's goal of reviewing the ministerial contracts.
- Develop a simple congregational covenant to guide how we behave with one another as congregants.
- Support Board efforts to focus better on big-picture and long-range thinking and leadership, mission and vision; asking whether we are monitoring the right things, whether we are doing our work with a racial justice lens. Create practices that help us evaluate regularly how we're doing on this.
- Improve Board's and Committee's practices regarding making sure all voices are heard (see Board self-evaluation low score in this area). Create guidelines, practices to ensure we do this.

Date: June 10, 2015

To: David Bach, President, First Universalist Board of Trustees

Subject: Environmental Justice Team Update

“People of Faith for Climate Action— *The Debate is Over: Moral Imperative.*” This was the rally on Saturday that drew 5000 activists, including 12 members of First U’s Environmental Justice (EJ) Team, in giving voice to our drive to protect our environment and our futures from harmful fossil fuel emissions. Accompanied by Rev. Jen Crow and her son Henry, the attendees shared a feeling of pride to have flown, and worn, the colors of First Universalist in a truly public way.

As you know, the EJ Team is also actively working with MUUSJA to bring remotely-located Community Solar Gardens (CSGs) to UU churches (and congregants) for monthly payments and no cash down. The results are *very* significant: lower electricity bills, reduced carbon emissions, and a chance for First Universalist and other UU churches to be part of a collective effort to promote renewable energy.

As part of this effort, a MUUSJA core leadership group is completing a review of CSG developers and subscriber agreement terms. Our goal is to identify and recommend a cost effective developer for our churches to work with. The project will involve our signing a non-binding letter of intent with this developer and making the CSG program available to all Twin City area UU churches. To help us reach this goal, we will be developing a comprehensive education and marketing plan for a fall 2015 launch to engage churches in learning about the benefits of subscribing to a MUUSJA Community Solar Garden.

Findings from the recent First Universalist event titled "Climate Conversations: Walking the Talk" are being reviewed and will be disseminated soon. Our expectation is that in the future, environmental justice and racial justice will become viewed as complementary goals for our church to seek out in our Faith in Action work.

We are proud and excited about the work we’re doing to promote a healthier climate and appreciate the support that we’ve received from our church and Rev. Jen Crow.

Please contact us if you have questions. And thank you for on behalf of our children’s future. We are making a difference!

Best regards,
Bill Elwood and Stan Sattinger
On behalf of the First U Environmental Justice Team

**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.