

**First Universalist Church of Minneapolis
Board of Trustees Meeting
April 19, 2013**

Agenda

In the Universalist spirit of love and hope, we give, receive, and grow.
First Universalist Church

Treats provided by David Leppik

6:30 Call to Order

-Chalice lighting and centering meditation – David Leppik

6:40 Consent Agenda:

-Approve February minutes

-Approve new members

6:45 Proposed Executive Session

7:15 Governance Committee Update

7:45 Annual Budget

8:05 Conversation w/Sr. Minister

-Sr. Minister Report

8:25 Meeting Review

8:30 Meeting adjourned

Attachments:

President's Report (Craig)

March 2013 Board Minutes (Dan)

Sr. Minister's Report (Justin)

Governance Committee Report

Board Schedule (Craig)

Annual Budget Summary (Paul)

President's Report
April 2013

Dear Board:

Out of exasperation please note my introductory comments from last month's report have been amended:

~~Heading from my office to my car yesterday, I noticed a twinge of balmy air. I've actually enjoyed this winter a lot, but those signs of Spring can be intoxicating.~~

The board will have wrapped up its final exit interview for staff by the time it convenes next week. It's important that we discern any actionable information together as one board ahead of a larger staff survey and the ongoing hiring processes. We will go into executive session and have each interview team present their report and allow for questions/clarifications. The board will then determine next steps using our policies as a guide.

The Governance Committee has submitted a monitoring plan/schedule within the packet and will seek board approval so it can be formally appended to the GPH. It will include specific timing around items and activities that will help the board govern its policies.

April is the month for the board to affirm the annual budget. The FMT team will include a five page budget summary in the packet along with detailed pages (individual department level detail will be sent separately Monday).

For the Sr. Minister Report, there is one matter that will require consultation with the board and that is the timing and structure of Justin's sabbatical. Justin will frame up some options and provide a rationale that the board can discern. It's important for us to ensure we have clear lines of accountability from a strictly governance and monitoring perspective, as well as ensuring the church is going to be in good hands.

(this is an informational update ahead of the May board meeting)

As an outcome of the two Ad Hoc Committee meetings that I chaired (minutes of our last meeting are in the packet) Ralph Wyman and Victoria Schanen will attend in May to talk about how they and the staff are planning to pilot some communication and relationship activities that aim to create greater alignment with the church. A specific set of action items are listed at the end of the minutes.

I look forward to seeing you all.

In Faith,
Craig Bierbaum

First Universalist Church of Minneapolis Board of Trustees Meeting

Thursday, March 21, 2013, 6:30 p.m.

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

Clergy present: Justin Schroeder

Others present: Bob Albrecht, Cindy Marsh

<u>Agenda Item</u>	<u>Presenter</u>	<u>Discussion</u>	<u>Action, if any</u>
Opening Words/ Meeting Preparation	Lark Weller	The meeting was called to order at 6:30 p.m. Lark Weller read opening words by Rumi.	
Consent agenda	Craig Bierbaum	Consent Agenda: Approve February minutes. Approve new members. (An updated Statistical Report dated March 21, 2013 was distributed.) Action: Motion to approve Consent Agenda. Affirm Mary Bohman ordination. Action: Motion to affirm the ordination of Mary Bohman and authorize the President to call a Special Meeting of the Members to vote upon the ordination.	 Passed Passed
Board of Trustees Recruitment Update from Nominating Committee	Cindy Marsh	Cindy reported that there are three openings on the Board of Trustees. She explained the process of selecting candidates and inviting self-nominations and described this year's expanded collaboration with the Board of Trustees in the recruitment and screening process. She thanked David Bach for being the Board's representative on the Nominating Committee. The Committee has invited two very strong candidates and they have accepted nomination. For the third position, the nominating committee has encouraged Cindy to stand for election herself. Cindy has been on the Committee for four years and would like to serve on the Board at some point. There were no self-nominations this year, so this decision to forward a member of the current Nominating Committee would not be taking the place of a volunteer. The Board discussed their comfort with this option. There was strong support for Cindy's nomination and consensus that there was no Board objection to the Nominating Committee considering this option. Craig Bierbaum thanked Cindy for presenting this personally and in such a thoughtful manner.	
Conversation with the Senior Minister	Justin Schroeder	Justin referred the Board to his written report in the Board Packet , and proceeded to share updated information. Susan Claeys has submitted her resignation. Based on his conversation with her today, she will continue in the position through the end of April or until mid-May. Justin speculated that there might be anxiety and questions in the congregation about this transition and encouraged the board to listen and communicate honestly about the various reasons for three pending departures (including Trish Greene and Katie Heaton, which were announced previously). David Bach recalled some of the conversations that took place following the January meeting and encouraged Justin to consider structural options in this period of change. Paul Robinson called out the reality that five employees have left the church over the past thirteen months and we should be careful to not gloss over the departures or dismiss concerns of the congregation. David Bach	

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		<p>suggested that Justin and Craig Bierbaum prepare some talking points for the Board. David Bach suggested that we have some informational sessions following upcoming Sunday services to field questions and take the temperature of the congregation. Considering the impact of employee compensation as a contributing factor in the recent departures, a secondary benefit of such transparency might be that some people will reconsider (increase) their financial commitment to the church. David Leppik suggested that congregational Q&As could be a healthy routine beyond the current need.</p> <p>Justin reported that our top candidate for the Minister of Membership and Adult Ministries position was in town this past weekend for a series of interviews. The position has been offered and she has accepted. Her name is Rev. Elaine Aron Tenbrink. She is from Kansas City and will be starting August 1.</p>	
Finance Committee Report	Paul Robinson	<p>Paul had several action items for the Board to consider, either as motions or expressions of support. The Finance Committee has recommended that the bequests received and anticipated for this year be distributed according to the Gift Acceptance Policy that was approved by the Board last month. (See Attachment B of February minutes in the March Board Packet.) Specifically, that 10% of the receipts be retained for the operation budget with the balance going to the Legacy Fund.</p> <p>Action: Motion to retain 10% of the anticipated bequests received this fiscal year for the operating fund.</p> <p>Paul provided some context for the budget challenges that we are facing. Although the congregation is growing dramatically, he is concerned that this growth is outpacing our revenue. The first draft budget shows a deficit of \$35-40,000 without addressing any of the significant needs that have been identified previously. Justin understands his charge is to present a balanced budget, and the Board reaffirmed that this is the expectation.</p> <p>Paul presented the Finance Committee's suggestion that the church have a "financial review" instead of an audit of the current 2012-13 church year. The financial review will be considerably less expensive. There was discussion about the pluses and minuses of each option. Lark asked whether the audit would be required to refinance our mortgage. The answer from our current lender, U.S. Bank, is "no." Following thorough discussion, the board consensus was that a financial review will be a more prudent financial decision at this time. Paul suggested and the board concurred that the cost of this review be paid out of reserves rather than operations.</p> <p>Our commitment to denominational connections through support of the Unitarian Universalist Association and the Prairie Star District was discussed at length. David Leppik spoke in favor of increasing our financial commitment and moving toward fair share, citing the value and benefit that we have received from these associations. Lark pointed out that we proudly speak of our membership in each organization as we bring in new members to the congregation. David Bach argued for opening our minds to other revenue sources to cover this obligation. Justin clarified that fair share for our church would be \$70,000+ and we currently pay \$26,000. Dan suggested that a series of Sunday plate collections—perhaps for two months—be designated specifically for these commitments, with compelling marketing around the benefits that we enjoy.</p>	Passed

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		<p>Justin made the point that he is not proud of our level of support for the UUA and PSD, but he is weighing this against many other financial needs of the church. He appreciates the Board's insights and guidance. Following considerable discussion, the Board achieved consensus that we should continue to budget at the same level for this purpose as last year.</p> <p>Paul raised the issue of seeking or at least being open to finding a tenant. There was good discussion about this option and about past experiences and efforts.</p> <p>With time running short, Paul introduced one more issue: the need for a membership database system, which was not included in last fall's conversion to Quik Books. There was consensus that this is an important investment in capacity, and that we should consider using reserves for this one-time expense.</p>	
Governance Committee Report	Pam Vincent	<p>Pam Vincent explained that the committee created a matrix to organize its recommendations regarding policy changes and a proposed monitoring scheme. In addition to recommendations for expanded monitoring, the matrix affirms that some existing reports from Justin are sufficient for monitoring purposes. The committee noted that we are out of compliance with our Governing Policies Handbook (GPH) in at least two regards: production of an up-to-date staff handbook and in the Board's own goal to establish a monitoring discipline by the end of 2012. Pam explained the proposed schedule for the committee going forward. Dan Berg said that he has been collecting suggested and required changes to the GPH, and he will forward these to Pam.</p> <p>Discussion topics included the engagement of youth in the church and the need for a targeted youth survey/feedback process (the question was raised about whether this is a priority for board monitoring at this time), the need for a staff survey and our plans for exit interviews of departing employees, and a question about policy violation related to the Church's \$60,000 commitment to Habitat for Humanity. Regarding this last item, Justin reported that there is no contractual obligation with Habitat, but it would be a great disappointment if we could not meet this goal. The policy issue is related to any commitment by the Senior Minister to raise money from church members that may be in competition with our budgeted and strategic financial goals. Justin and the board agreed that this was a violation and that lessons were learned.</p>	
Meeting Review/ Wrap Up		David Bach complimented both committees—finance and governance—on their very thorough preparation for this meeting and the quality of the materials distributed in advance in the Board Packet.	
Adjourn		The meeting was adjourned at 8:42.	

Important Dates:

Next meeting: April 13, 2013

Treats for Next Meeting: David Leppik

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Attachment A

First Universalist Church Statistical Report March 21, 2013

MEMORIAL SERVICES: 0

MARRIAGES/SERVICES OF COMMITMENT: 0

MEMBERS FOR APPROVAL: 23

Jim Wallace and Ann Dargent-Wallace, Minneapolis
David and Lindsay Walz, Minneapolis
Alison and Ed Cerier, Plymouth
Sarah Deziel, Minneapolis
Guy and Jean Johnson, Minneapolis
Kim Kindler and Jim Poulter, St. Louis Park
Ellen Kluz, Minneapolis
Margaret Manderfeld, Minneapolis
Carrie McNeil and Ellen Miller, Minneapolis
Linda Muehlbauer, Minneapolis
Clemma and Sacha Muller, Minneapolis
Eric and Jennifer Schaefer, Minneapolis
Melody Werner, St. Paul
Karen and Peter May, St. Louis Park

MEMBERS REINSTATED: 0

MEMBERS FOR REMOVAL:

CHILDREN DEDICATED: 0

	To Date	End of Year Totals			
	2012-2013	2011-2012	2010-11	2009-10	2008-09
MEMBERS					
(Fiscal Year)	68	76	98	75	72
TOTAL MEMBERS:	993	953	927	849	840

TOTAL MEMBERS AS OF THE LAST MEETING: 970

To be added: 23

To be removed: 0

TOTAL MEMBERS: 993

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Attachment B

Existing Policy	Recommended revision	Monitoring recommendation	Monitoring type and frequency	Identified policy gap or other notes
<p>All the Visionary Goals, also GPH Sect. III.A, Intro (page 5)</p> <p>“It is the board’s responsibility to...develop policies and practices that ensure accountability in achieving those ends [mission and visionary goals statements]”</p>		<p>Staff “milestone” report to board about how the goals and timeline outlined by the Strat Plan are/not being met</p>	<p>Direct</p> <p>Semi-annual</p>	<p>Strategic Plan was developed to provide strategic direction for achieving our VGs. We need to track how we’re doing.</p>
<p>GPH Sect. IV.A., Intro General Constraint (page 13)</p> <p>“The Senior Minister shall not cause or allow any practice, activity, decision, or organizational circumstance that is illegal, imprudent or in violation of commonly accepted business and professional ethics”</p>		<p>Monitoring and review of compliance with committee member and staff handbooks.</p>	<p>Internal</p> <p>As-needed</p>	<p>We believe we’re currently out of compliance with having both a current committee member and staff handbook.</p>
<p>GPH Sect. IV.B. Intro, Sect. 3, and Sect. 7 (pages 13-14)</p> <p>“Much of the work of First Universalist Church is accomplished by and through volunteer committees....</p> <p>“Accordingly, the Senior Minister shall not fail to... “(3). Ensure that committees understand their roles, objectives, and lines of authority...</p>				<p>We believe we’re currently out of compliance with having a committee member handbook.</p> <p><i>The committee recommends directing staff to develop a volunteer handbook (“church committee</i></p>

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<p>"7). Maintain a church committee member handbook that clarifies the lines of authority and support within the church; general committee member expectations...."</p>				<p><i>member handbook"). This type of handbook is required in order to track committee member expectations, roles, lines of authority, etc.</i></p>
<p>GPH Sect. IV.B.5 through 7, and intro language, Integration of Volunteer (page 14)</p> <p>Senior Minister shall not fail to:</p> <p>"5). Coordinate the work of compensated staff and church committees to facilitate communications, efficiency, and effectiveness.</p> <p>"6). Integrate members and friends into church leadership and service.</p> <p>"7). Maintain a church committee member handbook that clarifies the lines of authority and support...."</p>		<p>Monthly report on staff changes and high-level volunteers (those who perform "staff-like" functions) how many volunteers are involved</p>	<p>Internal</p> <p>Monthly</p>	<p>The idea was here to help track/estimate the number of volunteers and to track significant personnel (professional and volunteer) changes</p>
<p>GPH Sect. IV.C.3, Treatment of Staff and Volunteers (page 14)</p> <p>Senior Minister shall not:</p> <p>"Withhold from staff or volunteers a due-process grievance procedure, able to be used without bias.</p>		<p>Minister's report to board about formal staff grievances—if someone files a formal grievance, board should receive reports of formal grievances semi-annual basis.</p>	<p>Internal (minister's report)</p> <p>Semi-annual</p>	
<p>GPH Sect. IV.C.4, Treatment of Staff and Volunteers (page 14)</p> <p>Senior Minister shall not:</p> <p>"Prevent staff or volunteers</p>		<p>Minister's report to board about formal staff grievances—if someone files a formal grievance, board should receive</p>	<p>Internal (minister's report)</p> <p>Semi-annual</p>	

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from grieving to the board when: a) Internal grievance procedures have been exhausted and b) The individual alleges either that board policy has been violated to his/her detriment or board policy does not adequately protect his/her human rights.		reports of formal grievances semi-annual basis.		
GPH Sect. IV.C.6, Treatment of Staff and Volunteers (page 14) Senior Minister shall not: “Fail to ensure that staff are provided and comply with updated employment policies.		Board assess compliance with staff handbook and written policy Having an updated and actively used staff handbook would allow the board to identify monitoring activities to ensure staff treatment, grievance, and other policies are being followed.	Direct Annually	We believe we’re currently out of compliance with having an updated staff handbook. <i>Committee recommends directing staff to complete a staff handbook.</i>
GPH Sect. IV. D.1 (page 14) “Minister shall not fail to inform board in timely manner of relevant trends, issues, or events affecting health of organization”	“The Senior Minister must inform the board in a timely manner of material external or internal changes, staffing decisions, and anticipated adverse media coverage.” <i>(Taken from Rochester’s Board and Church Governance, Sect.</i>	Monthly membership and attendance numbers that we currently receive. These help us monitor/evaluate “internal changes” and. Monthly staff changes report (to monitor internal changes) Quarterly volunteer changes report (to monitor internal changes) Monthly membership report of numbers (to monitor internal	Internal Monthly Internal Monthly Internal Quarterly	

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	2.4.2, page 8)	changes) Annual staff/volunteer treatment report Annual staff grievance report (if someone files a formal grievance, board should receive reports of formal grievances once/year).	Internal Monthly Internal Annually Internal Annually	
GPH Sect. IV.D.6, Communication to the Board and Congregation (page 14) “The senior minister shall not fail to ensure that a complete and current set of all church operating policies is readily accessible to all church member at all times”		Inspect Staff Policy Handbook	Internal Annual (Semi-annual?)	
GPH Sect. IV.F.2 , Compensation and Benefits (page 15) Senior Minister may not “Establish current compensation and benefits that: a). Deviate materially from the nonprofit or geographic market for the skills employed. b). Create obligations over a term longer than revenues can be safely projected, in no event longer than one year and in all events subject to losses of revenue. c). Fail to align compensation with accurate measures of employee performance.”		Sr. Minister to provide annual staff compensation/benefits review of actuals and goals.	Internal Annual	

**First Universalist Church
March 2013 Statistical Report
Board Meeting - April 18, 2013**

MEMORIAL SERVICES: 0

MARRIAGES/SERVICES OF COMMITMENT: 0

MEMBERS FOR APPROVAL: 0

MEMBERS REINSTATED: 0

MEMBERS FOR REMOVAL: 1
James Mickman - deceased

CHILDREN DEDICATED: 0

	To Date 2012-2013	End of Year Totals			
MEMBERS (Fiscal Year)		2011-2012	2010-11	2009-10	2008-09
TOTAL MEMBERS:	991	953	927	849	840

TOTAL MEMBERS AS OF THE LAST MEETING: 992

To be added: 0

To be removed: 1

TOTAL MEMBERS: 991

March Attendance

	2013			2012			2011			2010			2009			2008			2007		
Adults	9:30 AM	11:15 AM		9:30 AM	11:15 AM		9:30 AM	11:15 AM		9:00 AM	11:00 AM		9:00 AM	11:00 AM		One service			9:00 AM	11:00 AM	
1st Week	292	300	592	317	411	728	254	301	555	204	365	569	83	281	364		430	430	140	277	417
2nd Week	258	358	616 *	233	317	550 *	197	242	439	118	350	468	76	219	295		396	396	119	326	445
3rd Week	260	296	556	304	311	615	229	299	528 *	207	409	616	186	404	590		548	548	184	481	665
4th Week	276	318	594	263	272	535	265	334	599	153	376	529	109	245	354		374	374	131	272	403
5th Week	354	387	741			0	0	0	0	0	0	0	110	168	278		0	0	0	0	0
Monthly Total	1440	1659	3099.00	1117	1311	2428.00	945	1176	2121.00	682	1500	2182	564	1317	1881		1748	1748	574	1356	1930
Avg for March	288.00	331.80	619.80	223.25	327.75	607.00	236.25	294.00	530.25	170.50	375	545.5	112.80	263.4	376.20		437	437	143.50	339	482.50
Church School																					
1st Week	162	149	311	149	146	295 *	143	102	245 *	83	181	264 *	69	204	273		198	198	71	113	184
2nd Week	133	146	279 *	110	114	224 *	110	94	204	65	148	213 *	83	233	316		98	98	80	149	229
3rd Week	160	157	317	139	161	300 *	110	85	195	88	203	291	75	169	244		187	187	69	120	189
4th Week	154	130	284	129	158	287 *	107	103	210	72	165	237	58	190	248		180	180	73	120	193
5th Week	0	0	0			0	0	0	0	0	0	0	63	173	236		0	0	0	0	0
Monthly Total	609	582	1191	527	579	1106	470	384	854	308	697	1005	348	969	1317		663	663	293	502	795
Avg for March	121.80	116.40	238.20	131.75	144.75	276.50	117.50	96.00	213.50	77.00	174.25	251.25	69.6	193.80	263.40		165.75	165.75	73.25	125.50	198.75
Combined Avg	409.80	448.20	858.00	411.00	472.50	883.50	353.75	390.00	743.75	247.50	549.25	796.75	182.40	457.20	639.60		602.75	602.75	216.75	464.50	681.25
Notes:				Notes:			Notes:			Notes:			Notes:								
Services:				Services:			Services:			Services:			Services:								
Week 1:				Week 1:			Week 1:			Week 1:			Week 1:								
Week 2: Sharing Sunday				Week 2: (Meg preached)			Week 2:			Week 2: Justin Schroeder			Week 2: Justin Schroeder								
Week 3:				Week 3:			Week 3: Sharing Sunday			Week 3: Kate Tucker			Week 3: Kate Tucker								
Week 4:				Week 4:			Week 4:			Week 4: Justin Schroeder			Week 4: Justin Schroeder								
Week 5:				Week 5:			Week 5:			Week 5:			Week 5:								
Church School:				Church School: Reporting omissions			Church School:			Church School:			Church School:								
Week 1:				Week 1: 9:30-missing 6th gr			Week 1:			Week 1: No COA			Week 1: No COA								
Week 2: Sharing Sunday				Week 1: 11:15-missing sr. high			Week 2:			Week 2: No SH class/Booksale			Week 2: No SH class/Booksale								
Week 3:				Week 2: 9:30-missing 3rd+6th gr			Week 3:			Week 3:			Week 3:								
Week 4:				Week 2: 11:15-missing sr high			Week 4:			Week 4:			Week 4:								
Week 5: No RE Nursery care only				Week 3: 9:30-missing 6th gr			Week 5:			Week 5:			Week 5:								
				Week 3: 11:15-missing 2nd gr																	
				Week 4: 9:30-missing 7th gr + 4/5 yr olds																	
				Week 4: 11:15-missing 7th gr																	
				Week 5:																	

Governance Committee

4/6/2013

10:00 AM to 12:00 PM

Cummins Room

Facilitator: Pam, Karin

Note taker: Lark

Timekeeper: All

Attendees: David Leppik, Karin Wille, Lark Weller, Pam Vincent

Please bring: GP Handbook, Monitoring Matrix, Staff Survey/Exit interview

Agenda topics

15

Congregational Survey Survey

David

Discussion:

- David still open to comments, opinions, but he'll be wrapping up collating revisions that have been discussed over the past year, other updates soon.
- Changing #34 (to "how do you ID *household members'* racial, ethnic backgrounds," rather than "how do you ID your own racial/ethnic background"). Church's diversity is largely represented in children.
- Survey's ethnic groups come from US Census and don't make much sense for MN. This will be revised.
- Still going to use "your values" rather than "church's values."
- Want cover letter to state that we use survey to measure progress toward VG and that last year's was to provide baseline status against which we'll monitor into the future. David will add this language to the cover letter.
- Additional content changes can come in future as we come to greater clarity on policy language, desired monitoring tools, etc.
- David asking Jen Crow to review/update list of church activities included in the survey. This will be done annually.
- Communications about the survey will be via website, *Liberal*, e Communication. We'd like a pulpit announcement to be made.
- Survey will be administered in May.

Action items:

David Leppik will make final survey revisions, revise cover letter, create *Liberal* content.

Board members who wish to suggest revisions to survey questions should submit them to David Leppik before the April board meeting.

15	Staff Survey	David
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Discussion:

- Committee would like additional clarity/board guidance about what the Committee is supposed to do with exit interview information gleaned.
- Committee discussed concerns that have been raised about lines of communication and management. Seems to be need for clarifying and tightening how communication and who is working with whom—the involvement of more people than are in individuals’ direct “chain of command” has come up a couple times.
- Committee needs board discussion on how communication issues relate to its monitoring responsibilities. Clear and advance communication from the Senior Minister to board is important to make sure board is speaking with same voice, in addition to providing the board the opportunity to ask questions and make sure policies are being followed.
- Committee recommends that some group be appointed to deal with staff survey feedback, and make recommendation to board about what steps (if any) need to be taken to address issues.
- Committee recommends that something change about communication between the Senior Minister and the board: either a change in policy language to make what we need clearer or something else. There have been a few recent cases that have led to need for questions.
- Committee wonders whether board meeting minutes could be sent out earlier for committees’ reference between full board meetings.
- Committee agrees that requesting something like a business plan is important to make sure meeting VGs is being approached in disciplined and informed manner that will not result in policy violations.

20	Monitoring Matrix	Pam
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Discussion:

- Committee's understanding is that Strategic Plan was meant as way to achieve VGs.
- Strategic Plan is meant as a linkage document, to link congregational vision to VGs via staff action. Because the staff has been *directed* to perform certain activities, the Committee suggests the Strategic Plan is our "annual workplan" that should be monitored.
- However, the Strategic Plan activities didn't go through any exercise linked to something like a business plan (at what cost, etc.), so as we become more disciplined along these lines, changes will likely be required.
- Committee would like Strategic Plan year-to-year activities to be printed and each board member be given to add to their board binders. (Board members' binders currently do not include this portion of the Strategic Plan.)
- ***Committee will conduct a year-end review on implementation of the Strategic Plan (measured against the timeline set forth in Appendix A) for current church year.***
- Committee recommends that board direct staff to prepare an integrated work and staffing plan for achievement of Strategic Plan (including timeline set forth in Appendix A of the Strategic Plan) for 2014-15 year. We'd like this workplan by the July Governance Committee meeting. This workplan will be a primary piece that the board will monitor next year. Rochester church uses its Strategic Plan as an integrated work plan for the church year; we can connect with them and other churches for guidance, specific questions, etc.
- Committee appreciates FMT's move toward providing monthly treasurer's report that gives big picture assessment of "how are we doing, are there deviations and if so, why? What's the deviation indicate?"
- Committee developed monitoring schedule/calendar and recommends its approval by the board. See attached.
- Committee is considering whether/how an annual volunteer survey makes sense. It will revisit this issue in May.

Action items:	Person responsible:	Deadline:
Revisit idea of conducting an annual volunteer survey.	Gov Committee	May mtg.

20	"At What Cost"	All
Discussion:		
<ul style="list-style-type: none"> • None of the churches Karin looked to have "at what cost" language in their policies. Best she's seen is the new UUA policy re: "justifiable cost that doesn't undermine long-term sustainability." We'd have to reword our VGs to make something like this work. Karin will draft VG language. Committee agrees that this concept is important to include in our VG and policies. • David proposed this language: "We remain a vibrant community across years and generations. Our present actions support our present and future material and financial health." 		
Action items:	Person responsible:	Deadline:
Karin agreed to draft language on this for us.		

5	Review and Next Steps	All
<p>Discussion:</p> <p>Lark will send today's notes to Gov Cttee.</p> <p>Karin will share with Craig and discuss explicit recommendations for board attention.</p> <p>Committee is considering whether/how an annual volunteer survey makes sense. It will revisit this issue in May.</p> <p>Future meeting schedule: Tuesday, May 7 (6:30-8:30p) and subsequent 1st Tuesday evenings.</p> <p>Karin will chair Gov Committee.</p>		

First Universalist – Finance Committee

April 10, 2013 – Minutes (DRAFT)

Attendance: Riley Owens, Dan Berg, Bill Elwood, Paul Robinson, Craig Bishop, Justin Schroder, Susan Claeys.

2013–14 Budget

The committee spent a majority of the meeting addressing items related to the 2013–14 budget.

Susan and Justin emphasized that the revenue and expenditure assumptions were based on realistic if not conservative assumptions across all areas of the budget; fundraising, auction, rental, write offs for pledges (5%).

Justin reviewed the major items that were adjusted to propose a balanced budget

- UUA and PSD dues same level, funded more from operating budget. (8 offerings only)
- No big miracle Sundays; two small new pledge captures (spring and the fall) \$25,000
- Some realistic, creative thinking about revenue, – Parents Night Out, Chalice Camp, art auction, concerts.
- All staff have looked at their budgets, made significant cuts wherever possible, including cutting \$ for scholarship for GA/PSD, including guest speaker costs, and much more.
- In addition the following staffing adjustments will be made beginning July 1st:
 - Cut Sunday morning front desk support (no staff person)
 - Reducing custodial hours (no custodial help in the kitchen on Sundays – church members will need to help with dishes, etc.)
 - Youth Ministry Coordinator – will be 30 hrs, but at reduced rate.
 - Reducing Sr. Minister salary and professional expenses – pending Board approval. (with intent to restore.)
 - Maintaining our commitment to faith in action – ministers and other staff carry some of these initiatives (Racial Justice, Great Good, YCE) –thus, Dir. Of Faith in Action position will return to 20 hrs. a week, starting July 1.
 - We’ve also made across the board cuts on prof. expenses (with the intent to restore in 2013–2014)
 - There are no across the board raises, or cost of living increases for a 3rd year in a row.
 - We are making adjustments on the greatest compensation disparities. We are increasing Director of Worship Arts hours by 4.
 - The Board has approved \$26,000 from reserves for budget financial review/audit, new database, implementation, and review.
 - In 2013–2014 we’re continuing to focus on worship and the best Sunday morning experience possible, including prep for 3rd service; we’re continuing to strengthen and build out faith formation in adult ministries.

Members appreciated that hard work that staff had given to the but to cut \$60,000 +- from the budget.

A number of questions on smaller items in the budget were discussed.

While this balanced the budget for 2013-14 there are still a number of items that were not fully funded that would need to be in future years. A few of these that were discussed included UUA and PSD dues, funding 401K's for new hires, COL increases and deciding where to increase salaries to be competitive in the market.

We briefly discussed the Capital Improvement Budget. Only the most important items were left in the budget. These included safety items, fixing a leaking roof, and dividing spaces to increase office and classroom space.

The committee discussed funding some of these items with any undesignated bequests that may come in during 2013-14 fiscal year.

There was some discussion about the need to increase pledge revenue to fund increasing costs. While we did not have the exact number at the meeting we recognized that pledge revenue had increased from somewhere around \$ 750,000 in Justin's first year (2009-10) to over \$ 1,100,000 for 2013-14.

Generally it was recognized that this was a difficult budget for all. That expenses to important items were cut and some programming and other operations we scaled back to make the budget work. This was a year to consolidate the gains we have made in growth in programming. It was recognized that this work may continue into the 2014-15 budget as well.

There was some discussion about the need to start work on a capital campaign and that this needs to be an item brought to the board at some point soon. This would be for funding the capital needs as shown in the capital improvement budget and other improvements to the space.

There was significant discussion about how we communicate this year's budget to the congregation. There was a consensus view that, while we do not want to convey a sky is falling attitude, we need to let the congregation know that we are falling short on fully funding the current staffing and infrastructure needs of the church. Lots of good things are happening, the church is growing, but in order to continue with the same momentum we will need to have revenue catch up with the current costs.

The finance committee recommended that the board approved the budget as proposed.

The finance committee needs some direction from board on the priorities for the future. This may not need to occur at this time. But as listed above there are several competing unfunded priorities.

Pledge Revenue

The committee briefly discussed pledge revenue. There was some discussion about what information would be useful to track to get a better understanding of the dynamics of the pledging. There was a concern that we do not create or waste time creating report without a need. Susan thought it would be helpful to flush out the information needed before updating the membership data base.

Robinson mentioned being able to sort pledge data by families, singles, and couples, by age, by length of membership. There was no consensus if these were the most important factors.

This lead into a discussion that we need to coordinate all our fund raising efforts (stewardship, capital campaign, legacy, etc.) . We also talked about needing to think out of the box and to look at new models. Justin mentioned that some are looking at a year round model vs. one time a year stewardship campaign. He also mentioned that Tulsa recently experimented with hiring a development director position and that this significantly increase their fund raising by far more than the position cost. (food for thought)

A number of other ideas and concepts were discussed.

Other

Financial Review – Paul had spoken with MAP for non-profits, they thought a financial review would cost between \$1,500 and \$3,000. Next step is to set up a meeting with them to clarify the scope of work.

Reserve Policy – Since there is not a request to spent significant reserves. This policy work was postponed.

Upcoming Meetings – Long range schedule/summary

- **May** – Pledge Income – Fact and Figures, Reserve Policy, Communication of the 2013–14 Budget. Financial Review, Other Monitoring Activities of the Finance Committee (review Justin’s GPH Interpretation, and other examples) – 3rd Qtr Report
- **June** – Breath In, Breath Out – Annual Meeting
- **July** – Loan Start Refinancing Discussions, Annual Work Plan
- **August** – Review Audit Outcome (may happen in Sept)
- **September** – Cash Flow Analysis

Budget FY13-14

SEE FOOTNOTES FOR WHAT'S INCLUDED AND NOT INCLUDED IN FY13-14 BUDGET			FY12-13					FY13-14	
			ACTUALS thru 12/31/12		FYE Projection Based on Q2 Actuals	2012-13	FYE Proj vs Budget	Budget FY13-14	
			Unrestricted	Temporarily Restricted	Unrestricted	Budget	Variance Pos (Neg)	Explanation of Variance	Unrestricted
OPERATING INCOME									
OPERATING CONTRIBUTIONS									
	Pledges		1,126,463	(1,086,573)	1,136,163	1,183,500	(47,337)	Pledges \$32,000 less than budget; est. write offs \$31,000 more (6%).	1,182,503
	Contingency for Unpaid Pledges		(30,000)	30,000	(51,654)	(35,500)	(16,154)	See above.	(59,125)
	Pledges - Prior Year		9,036		9,036	-	9,036	Write offs recouped.	-
	Contributions		31,450		41,460	40,000	1,460		44,000
	Offering Plate for Church		13,303		30,000	30,000	0		30,000
	Contributions Temporarily Restricted			23,582		-	-		-
	Release of Restrictions		39,464	(39,464)	46,288	9,000	37,288	See Offering Plate for Comm.	2,000
TOTAL OPERATING CONTRIBUTIONS			1,189,717	(1,072,455)	1,211,294	1,227,000	(15,706)		1,199,378
FUNDRAISERS									
	Auction		36,210		36,210	26,000	10,210	Big success!	36,000
	Other fundraisers		14,166		15,166	27,000	(11,834)	Didn't do other fundraisers as planned.	14,000
TOTAL FUNDRAISERS			50,375		51,375	53,000	(1,625)		50,000
DIVIDENDS & INTEREST and REALIZED GAIN/LOSS									
	Reserve Account Div & Int		26,116		26,116	10,000	16,116	Error--too high.	10,000
	Realized Gain & Loss		(108)		(108)	-	(108)		-
	Don Carter Fund Div & Int		1,933		1,933	-	1,933		-
TOTAL DIV & INT and REALIZED G/L			27,940		27,940	10,000	17,940		10,000
BUILDING USE									
	Antenna Lease		6,024		12,096	11,450	646		12,144
	Rental Income		9,953		13,601	28,600	(15,000)	Not staffed to ramp up so quickly.	11,600
TOTAL BUILDING USE			15,976		25,696	40,050	(14,354)		23,744
MISCELLANEOUS									
	Offering Plate for Community Releases		-	-	-	-	-		70,000
	Offering Plate for Community		20,362	-	60,000	70,000	(10,000)	Shown in Releases above.	-
	From Foundation		-		1,000	1,000	-		1,000
	Legacy Fund Distribution		-	-	4,000	4,000	-		4,000
	Misc Funds and Other Donations		711	-	711	1,000	(289)		-
	Hospitality		582		1,500	1,500	0		700
	Bequests Unrestricted		-		-	-	-		-
TOTAL MISCELLANEOUS			21,656	-	67,212	77,500	(10,288)		75,700
RELIGIOUS EDUCATION									
	Contributions		700	957	700	-	700		500
	Program Fees		45,346		44,996	54,875	(9,879)	Offset in Program Exp.	55,075
TOTAL RELIGIOUS EDUCATION			46,046	957	45,696	54,875	(9,179)		55,575
INTEREST TEMPORARILY RESTRICTED									
	Dividends & Interest Library			512			-		
	Unrealized Gain/Loss Library			498			-		
TOTAL INTEREST TEMP RESTRICTED			-	1,010	-	-	-		-
MISC TEMPORARILY RESTRICTED									
	Cummins Fund		-	5,198		-	-		-
TOTAL MISC TEMP RESTRICTED			-	5,198	-	-	-		-
TOTAL OPERATING INCOME			1,351,710	(1,065,290)	1,429,213	1,462,425	(33,212)		1,414,397

DRAFT

4/22/2013

Budget FY13-14

SEE FOOTNOTES FOR WHAT'S INCLUDED AND NOT INCLUDED IN FY13-14 BUDGET			FY12-13					FY13-14	
			ACTUALS thru 12/31/12		FYE Projection Based on Q2 Actuals	2012-13	FYE Proj vs Budget		Budget FY13-14
			Unrestricted	Temporarily Restricted	Unrestricted	Budget	Variance Pos (Neg)	Explanation of Variance	Unrestricted
COMMUNICATIONS									
	Salaries and Benefits		14,266		38,583	36,519	(2,064)	Increased hours and rate.	50,621
	Program Expenses		2,746		8,598	11,100	2,502	Higher printing.	7,100
	TOTAL COMMUNICATIONS		17,012	-	47,181	47,619	438		57,721
FUNDRAISING									
	Salaries and Benefits		-			-	-		-
	Program Expenses		8,543		49,280	58,600	9,320	Offering shown in other Programs.	62,600
	TOTAL FUNDRAISING		8,543	-	49,280	58,600	9,320		62,600
FINANCE/ADMINISTRATION									
	Salaries and Benefits		79,684		163,971	230,479	66,508	Staffed by temp.	219,664
	Finance/Administration Expenses		86,510		185,350	100,988	(84,362)	Temp Fin Assistant; Front Desk temps.	95,571
	TOTAL FINANCE/ADMINISTRATION		166,194	-	349,321	331,467	(17,854)		315,236
FACILITIES									
	Salaries and Benefits		46,131		93,023	95,172	2,149	More hours.	87,010
	Properties Expenses		63,942		160,657	173,788	13,131	Less repairs; less gas & electric.	162,495
	TOTAL FACILITIES		110,073	-	253,680	268,960	15,280		249,505
	TOTAL OPERATING EXPENSE		684,755	-	1,466,567	1,462,425	(4,142)		1,414,397
	NET OPERATING INCOME (LOSS)		666,955	(1,065,290)	(37,354)	-	(37,354)	Not including \$28,000 bequests.	(0)

Budget FY13-14

SEE FOOTNOTES FOR WHAT'S INCLUDED AND NOT INCLUDED IN FY13-14 BUDGET			FY12-13					FY13-14	
			ACTUALS thru 12/31/12		FYE Projection Based on Q2 Actuals	2012-13	FYE Proj vs Budget		Budget FY13-14
			Unrestricted	Temporarily Restricted	Unrestricted	Budget	Variance Pos (Neg)	Explanation of Variance	Unrestricted
NON-OPERATING									
INCOME									
	Unrealized Gains & Losses	18,009					-		
	Dividends & Interest	4,208					-		
	Capital Campaign			-			-		
	Capital Campaign Releases	18,204	(18,204)				-		
	Bequests Unrestricted	91,889					-		
TOTAL NON-OPERATING INCOME			132,310	(18,204)	-	-	-		-
EXPENSE									
	Depreciation	-					-		
TOTAL NON-OPERATING EXPENSE			-	-	-	-	-		-
NON-OPERATING INCOME-EXPENSE			132,310	(18,204)	-	-	-		-
FOUNDATION									
INCOME									
	Unrealized Gains & Losses	52,499					-		
	Dividends & Interest	39,716					-		
	Grants Received	9,781			9,781		9,781		
TOTAL FOUNDATION INCOME			101,997	-	9,781	-	9,781		-
EXPENSE									
	Salary / Admin	-					-		
	Grants Made	-					-		
TOTAL FOUNDATION EXPENSE			-	-	-	-	-		-
FOUNDATION NET INCOME (LOSS)			101,997	-	9,781	-	9,781		-
TOTAL ABOVE THE LINE NET INCOME (LOSS)			666,955	(1,065,290)	(37,354)	-	(37,354)		(0)
TOTAL BELOW THE LINE NET INCOME (LOSS)			234,306	(18,204)	9,781	-	9,781		-
NET INCOME (LOSS)			901,261	(1,083,494)	(27,573)	-	(27,573)		(0)

Budget FY13-14

SEE FOOTNOTES FOR WHAT'S INCLUDED AND NOT INCLUDED IN FY13-14 BUDGET		FY12-13					FY13-14	
		ACTUALS thru 12/31/12		FYE Projection Based on Q2 Actuals	2012-13	FYE Proj vs Budget	Budget FY13-14	
		Unrestricted	Temporarily Restricted	Unrestricted	Budget	Variance Pos (Neg)	Explanation of Variance	Unrestricted
FOOTNOTES--WHAT'S INCLUDED AND NOT INCLUDED IN FY13-14 BUDGET								
Bottom line impact POSITIVE (NEGATIVE)								
INCLUDED		Revenue		NOT INCLUDED		Expenses		
Pledge write offs at 5% vs. 6%		11,800		Adds to staff		TBD		
Art Auction		3,000		Staff salary increases/Cost of living increases		TBD		
Concerts		5,000		Funding for Racial Justice work		(10,000)		
Parents Night Out		4,000		No new outside rentals included		-		
Chalice Camp		2,000		TOTAL NOT INCLUDED		(10,000)		
Valentines Dance increase from \$1K to \$2K		1,000						
TOTAL REVENUE		26,800						
Expense Cuts (Increases)		Expenses						
Min. of Worship Arts at 25 hours per week		(7,300)		NOT INCLUDED BUT WILL BE COVERED BY RESERVES, PER BOARD APPR				
Prof. expense increase for Min. of Worship Arts		(1,500)				Expenses		
Targeted Salary Increases/Benefits		(8,200)		Financial Review		(8,000)		
Cont. FY12-13 hrs and increase for Communication Ma		(15,000)		Temp staff for Financial Review prep		(3,000)		
Sr. Min. sabbatical costs (pending Board approval)		(2,000)		Member Database implementation		(15,000)		
Youth Coordinator at lower rate for 30 hours		7,000						
Custodian hours reduction		4,000		TOTAL TO BE COVERED BY RESERVES		(26,000)		
Sunday Front Desk staff cut		3,000						
Pay cut for Justin (pending Board approval)		2,000						
Prof. exp. cut for Justin (pending Brd approval)		3,000						
Staff professional expense cut net of increases		1,650		(INCREASE) DECREASE COST WHEN ANNUALIZED				
Mortgage interest rate reduction (6 mos)		7,000		Annualized salary & benefits (not Prof Exp)		(26,582)		
Numerous line item reductions		various		Restored Prof Expenses cuts		(8,250)		
UUA and PSD Dues at FY12-13 rates		-		Mortgage interest savings for full year		14,000		
TOTAL EXPENSES		(6,350)		TOTAL (INCREASE) DECREASE ANNUAL:		(20,832)		
(Red indicates cut for FY13-14 only--restore in FY14-15)				(All staff full year; full year 401K; restored pay cut; restored Prof Exp)				

Sr. Minister Report for the Board of Trustees, April 2013

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

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 associates continue to report how meaningful this role is to them. And the congregation has responded positively to our worship associates, as well. We’re now offering separate podcasts of the “Call to Worship.” (<http://firstuniv.org/pastservices>)
- Our Sunday morning worship continues to be the “heartbeat” of this community; thanks to a stellar group of worship leaders, musicians, and lay leaders who create a deep and moving experience, we have nearly 600 people in worship every Sunday.
- On April 7th, we launched our “Living into the Promise” sermon series. The sermon “Love is the Spirit of this Church...” gave a deeper context for the “Love’s People” language that we’ve been using. You can listen to that sermon here: <http://firstuniv.podbean.com/2013/04/09/2013-04-07-rev-justin-schroederlove-is-the-spirit-of-this-church/>
- Our Small Group program continues to deepen, and the model of 8-10 people listening, reflecting, and sharing their faith journey with one another is being replicated in other areas of the church and other program areas. This model has taken hold within the church, and has deepened our capacity for the spiritual practice of deep listening.
- We held a Passover Seder this year for the first time in a long time. About 80 adults and children participated in it.

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.

- Our Elder Programming (and adult programming, in general) is strong. Over 20 people attended the recent, “Dementia: What do look for and when to worry?”

class, and 20 people participated in the “Skeletons in oUUr Closest,” UU history class that explored our UU history in regards to race and class.

- The program guide continues to be the “go-to” place to discover how our Mission comes alive, as it highlights a variety of ways to give, receive, and grow.

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.

- Nearly 80 adults and children participated in our Easter egg hunt on March 30.
- We held a Passover Seder this year for the first time in many years. About 80 adults and children participated in it.
- In June, we anticipate welcoming our 1000th member to the church! We’re paying attention to how we welcome these new members, how we help them discover the gifts they have to share with this faith community and with the world, and how they take meaningful next steps a First Universalist.

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.

- We are continuing our Racial Justice commitment with a variety of programming, including “Mirrors of Privilege: Making Whiteness Visible,” on April 14, and “Cracking the Codes: the System of Racial Inequality,” on April 30th.
- In August, members and staff from White Bear Unitarian, Unity Unitarian, and First Universalist, will meet for a day to create a “learning table” in regards to our respective racial justice initiatives. The goal is to share learnings, resources, and deepen our congregational connections with one another. This also connects with our Strategic Plan goal of deepening the relationships between the Twin Cities Churches.
- We’re in the process of exploring how to put together a racial justice leadership team comprised of both staff and lay leaders (we have a lot of expertise and wisdom in the congregation).
- On September 29th, Dr. Heather Hackman and I will be leading a dialogue sermon about race, faith, and why this work matters for us as a faith community. Following the service, at 1pm, Heather Hackman will lead a workshop, so we can introduce her to the congregation. (Heather Hackman is a well regarded racial justice educator in the Twin Cities. You can learn more about her here: <http://www.hackmanconsultinggroup.org/about/>.)
- In the Fall of 2013, we’ll be offering a Racial Justice Training for 40 people, led by Heather Hackman. This initial group of people will be most likely be staff, Board Members, and other key lay leaders. We’re holding this training on Saturday, Oct. 5, Saturday, Nov. 2, and Saturday, Nov 23 (8:30 to 4pm each

day). I've attached a general overview of this training, as well. In the winter, on Sat. January 25th, February 8, and March 1, 2014, we'll be offering a "Training for Trainers" in Racial Justice work, so that we'll be building our internal capacity to continue and deepen this work, and not rely on an outside consultant.

- **Reminder:** This racial justice work is not a one year project. This is a multi-year, multi-decade project that we're beginning this year. It is important and urgent work, but there is no set end point. I hope that several Board members will consider attending the training.

Updates:

Inform/Consult/Approve	Item	Relevant Policy and Comments
Inform	Pledge Drive Update	<p>Policy D. Communication to the Board and Congregation. <i>Inform the board in a timely manner of any relevant trends, issues, or events affecting the health of the organization.</i></p> <p>We are wrapping up the pledge drive; the pledge team made calls to folks who pledged in 2012-2013, but who we haven't yet heard from yet. As the pledge team prepares for 2013-2014, we'll be meeting this spring to prepare for a larger scale canvassing effort next year.</p>
Inform	Personnel Updates:	<p>Policy D. Communication to the Board and Congregation. <i>Inform the board in a timely manner of any relevant trends, issues, or events affecting the health of the organization.</i></p>
Inform	Office Manager	<p>Julie Frederickson is our new Temporary Office Manager. She can be reached at officemanager@firstuniv.org.</p>

<p>Inform</p>	<p>Director of Finance and Administration</p>	<p>As I mentioned last month, Susan Claeys, our Director of Finance and Administration, has resigned, effective April 30th. Although she submitted her resignation in mid-March, Susan has graciously agreed to stay through the end of April, in order to put together the budget, wrap up the pledge drive, and get things in order for her replacement.</p> <p>With the help of colleagues, and various Board members, we've re-imagined what the "Director of Operations" position looks like and what the needs are for this position.</p> <p>By the time the Board reads this, I hope we'll have begun our interviewing process. The interview/hiring team is comprised of Nancy Gaschott, Paul Robinson, Jen Crow, Justin Schroeder, and Laura Smidzik. Under our Policy Governance model, I am ultimately responsible for making the hire, but clearly need additional wisdom and input.</p>
<p>Inform</p>	<p>Minister of Membership and Adult Ministries</p>	<p>We are delighted to announce that we have selected our new Minister of Membership and Adult Ministries, the Rev. Elaine Tenbrink. A hiring advisory team, made up of Sara Smalley (Interim Director of Membership and Adult Ministries), Arif Mamdani, Ginny McAninch, and Jeff Sylvestre - working alongside Rev. Jen Crow and Rev. Justin Schroeder - interviewed candidates and unanimously recommended Elaine. Her warmth, approachability, spiritual depth, and dedication to building and supporting faith communities that offer genuine opportunities for connection and spiritual development drew us to her. We also</p>

<p>Inform</p>	<p>Minister of Worship Arts</p>	<p>couldn't ignore the rave reviews she got from some of the leading lights in Unitarian Universalism. We feel lucky and excited to welcome Elaine to First Universalist beginning on August 1st.</p> <p>In her role as Minister of Membership and Adult Ministries, Elaine will take over the work and continue the vision that Sara Smalley, our Interim Director of Membership and Small Groups, has offered so ably this past year. Elaine will partner with church members to shepherd visitors, newcomers, and new members into our church community. She will support and guide our Small Group programs while also articulating the vision for and building out our adult ministry offerings. A focus on both the pathway to membership, and the pathway after membership will be her task.</p> <p>Elaine is an ordained Unitarian Universalist minister, a graduate of Meadville Lombard Theological School and Grinnell College, and a former Peace Corps volunteer. A lifelong Unitarian Universalist, Elaine brings a deep commitment to our faith and our congregations. Elaine and her husband, Jason (also a lifelong Unitarian Universalist), and their one-year-old daughter Sarah, are excited to join us in the shared ministry of this congregation.</p> <p>Ruth MacKenzie passed the Ministerial Fellowship Committee <i>and</i> her waiver request was granted as well. This means that she will be able to stay at First Universalist as our Minister of Worship Arts! We are in conversation about ordaining Ruth in the fall. Thanks to Craig Bierbaum for his letter of support for this</p>
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<p>Inform</p>	<p>Creation of Community Investment Team (Giving Away the Plate Team).</p>	<p>waiver request. Policy D. Communication to the Board and Congregation. <i>Inform the board in a timely manner of any relevant trends, issues, or events affecting the health of the organization.</i></p> <p>A “Community Investment Team” (the giving away the plate team) has been created. This group of church lay leaders will help recommend where the Sunday morning offering plate is going each month. I am thrilled that the congregation will now more formally own this “Community Investment” ministry.</p>
<p>Consult</p>	<p>Potential Sabbatical in 2014</p>	<p>Per my letter of Agreement</p> <p>Per my letter of agreement, any sabbatical time needs to be approved by the Board of Trustees a year in advance. Though this proposal is nine months out, in my December 2012 board report I informed the board of my interest in taking a three to four month sabbatical in 2014. Given that Ruth MacKenzie’s waiver was approved and that Rev. Elaine Aron Tenbrink will be joining the staff August 1, 2013, thus strengthening our ministerial team, I am now respectfully submitting this formal proposal for your thoughtful consideration.</p> <p><i>Request:</i> I would like the Board to approve a short sabbatical (3 months), in the winter of 2014 (January, February, and March.)</p> <p><i>Basic Logistics:</i> *Jen Crow would assume responsibility of meeting with the Board, liaisoning with</p>

		<p>the Pledge Team, and leading staff meetings.</p> <p>*I would do intensive work in the fall and early winter of 2013 with the pledge team, in order to ensure a successful pledge drive in 2014.</p> <p>*Preaching responsibilities would be covered by Ruth, Jen, Elaine, Terri Burnor (intern), and guest preachers.</p> <p>*Pastoral care duties would be covered by these ministers as well. In addition, we set aside money in the budget, pending approval, to hire guest preacher, and/or pastoral support.</p> <p><i>How is this a benefit to the church?</i> As opposed to a 6 month sabbatical, I'd be gone for only 3 months. This feels better for the church and better for me, at this point in time. I'd return with a renewed spirit, recharged and more grounded, ready to help take the church into the next chapter of our shared ministry.</p> <p><i>Options for the Board:</i></p> <ol style="list-style-type: none"> 1) Approve sabbatical request. Next steps: create a detailed coverage plan to present to the Board. Present sabbatical plans to the Board. 2) Deny sabbatical request. 3) Request additional information from Sr. Minister before denying or approving sabbatical request.
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Month	Policy	Method	Frequency
July	Financial condition Attendance and membership numbers Staff and significant volunteer changes Ends outcomes Financial plan Strategic plan (annual work plan)	Internal Internal Internal Internal Internal Internal	Monthly Monthly Monthly Quarterly Quarterly Semiannual
August	Financial condition Attendance and membership numbers Staff and significant volunteer changes	Internal Internal Internal	Monthly Monthly Monthly
September	Financial condition Attendance and membership numbers Staff and significant volunteer changes Staff and volunteer treatment Staff grievance procedure	Internal Internal Internal Direct inspection Direct inspection	Monthly Monthly Monthly Annual Annual
October	Financial condition Attendance and membership numbers Staff and significant volunteer changes Ends outcomes Financial plan Protection of assets	Internal Internal Internal Internal Internal Internal	Monthly Monthly Monthly Quarterly Quarterly Semiannual
November	Financial condition Attendance and membership numbers Staff and significant volunteer changes Staff-volunteer grievances	Internal Internal Internal Internal	Monthly Monthly Monthly Semiannual
December	Financial condition Attendance and membership numbers Staff and significant volunteer changes	Internal Internal Internal	Monthly Monthly Monthly
January	Financial condition Attendance and membership numbers Staff and significant volunteer changes Ends outcomes Financial plan Strategic workplan	Internal Internal Internal Internal Internal Internal	Monthly Monthly Monthly Quarterly Quarterly Semiannual
February	Financial condition Attendance and membership numbers Staff and significant volunteer changes Membership and attendance trends Staff compensation/benefits Staff survey	Internal Internal Internal Internal Internal Internal	Monthly Monthly Monthly Semiannual Annual Annual

March	Financial condition Attendance and membership numbers Staff and significant volunteer changes 3-year financial plan/budget	Internal Internal Internal Direct inspection	Monthly Monthly Monthly Annual
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April	Financial condition Attendance and membership numbers Staff and significant volunteer changes Ends outcomes Financial plan Protection of assets Financial review (audit/review) Congregational survey	Internal Internal Internal Internal Internal Internal Internal	Monthly Monthly Monthly Quarterly Quarterly Semiannual Annual Annual
May	Financial condition Attendance and membership numbers Staff and significant volunteer changes Staff-volunteer grievances Membership and attendance trends Ends outcomes review	Internal Internal Internal Internal Internal	Monthly Monthly Monthly Semiannual Semiannual Annual
June	Financial condition Attendance and membership numbers Staff and significant volunteer changes	Internal Internal	Monthly Monthly Monthly
	Other policies monitored	As appropriate	Semiannual
	Approved date		

Notes:

Financial condition = treasurer's report balance sheet

Staff and significant volunteer changes = additions, eliminations, or changes

Ends outcomes = progress toward Ends

Financial plan = budget status

Strategic plan = integrated work plan for church year

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 assets = review of all insurances, dates, amounts, 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.

Schedule of Board Activities for 2012-2013 :

Item	Jan	Feb	Mar	Apr	May	June	Future
Policy (All)	Complete Financial Policy Review/Interp.	Begin VG#2 Interp./Review Finance Policies	Complete VG#2 Interp./Review	Begin VG#3 Interp./Review	Complete VG#3 Interp./Review	Annual Meeting	
Finance (Finance Cmte/Staff)	Conversion Update	Review 2 nd Qtr Results (Susan to attend)			Review 3 rd Qtr Results		
Budget Planning (Finance Cmte/Staff)	2013-2014 Budget - Hear Justin's plans for future:	TBD	TBD	Affirm Annual Budget	Annual Budget Communication Plan		
Sr. Min. Evaluation (Karin)	Goal – apply learnings of this year's policy discussions to existing evaluation			Present scope and format of evaluation	Complete Eval		Present Eval
NomCom (David B/Pam)		David Bach to share Findings / recommendations					
Foundation (Craig)	Initial Plan and approach	Ad Hoc Cmte formed	Ad Hoc Cmte meetings	Share recommendations	FB to attend		TBD
Gov Cmte	Determine approach for utilizing staff	Address confidentiality / access issues	Confirm form/content of Survey	Submit Monitoring schedule	Issue 2013 Congregational Survey		
Governance Doc Updates (Dan)			GPH Updates: Volunteer Integration Financial Policies Gift Policy Gov Cmte Monitoring Schedule Letter of Agreement Binder Updates: Job Description VG Interpretations				