

First Universalist Church Board of Trustees

April 17, 2014

Board Packet

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Date: April 11, 2014
To: First Universalist Board of Trustees
From: David Bach
Re: April 17, 2014 Meeting

We have another full agenda for our meeting this month. The Pledge Team will give us some insights into their experiences with this year's pledge drive and we will have a discussion with them about how we can continue to make this a successful part of our stewardship strategies. Moving financial discussions to next year, we will spend significant time in Executive Session with Jen and Diane going through the draft budget for FY 2015 which will be sent to you before the meeting along with some budget notes.

It was recently brought to our attention that the UUA is putting in place some changes in its pension plan that will require our approval by June for First Universalist to participate in the program. It includes over 13 pages of information which staff and the executive committee are processing. We will be providing you with an overview of the changes at this meeting but we will not vote on them until our May meeting to give you plenty of time to understand the changes. They will also be discussed in detail by the Governance and Finance Committees.

At a time when the affairs of the church are at a peak with the budget and annual meeting ahead, we will take time to send our support to our dear colleague, Paul, as he prepares for a tribute to the life of his father. Whether Paul can be at our meeting or not, we will be reaching out to him in support.

I am looking forward to seeing you all on the 17th.

First Universalist Church of Minneapolis
Board of Trustees Meeting April 17, 2014
6:30 p.m. Cummins Room
Agenda

6:30 Call to Order

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

6:50 Consent Agenda

- Approval of Minutes from March 20 Meeting

6:55 Items from the Acting Senior Minister – Jen Crow

- Attendance and Membership numbers and trends
- Staff and significant volunteer changes

7:15 Report and Discussion with the First Universalist Pledge Team – David Potyondy, Marcia Wattson and Richard Jaeger

7:45 Changes to the UUA Pension Plan – Diane Gavere and Karin Wille

8:00 Governance Committee Report – Karin Wille

- Congregational Survey
- Board Evaluation

8:15 Finance Committee Report – Dick Niemiec or Paul Robinson

- Update on ongoing work and timelines

8:20 Items from the President

- Budget Meeting and Annual Meeting
- Communications with the congregation
- May 10 Working Session

8:30 Executive Session

- FY 2015 Draft Budget

9:30 Adjournment

March 2014 Board of Trustees Minutes-Present: Dan Berg, David Bach, Lark Weller, Cindy Marsh, Paul Robinson, Dick Niemiec, Karin Wille, Jill Braithwaite, Jen Crow

Others present: Bob Friedman

Chalice Lighting—words by Dan Berg

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.

Opening Words- Karin Wille- from “The Book of Awakening” by Mark Nepo

Check Ins/reflections on opening words

Consent agenda:

- Approval of Minutes from February meeting- under financial report—should read ‘appears...’
Action: suggested changes from Paul Robinson made, minutes accepted with changes

Items from the Senior Minister (refer to Senior Minister Report for details)

- **Approval of Members**- see packet for list of all members added since July. Discussion of whether all members listed have made a pledge- will provide additional information next month. Current bylaws call for board approval of members following receipt of a pledge.
- **Great Gathering Update**
20K now, could go to 26K if remaining mini- gathering seats are sold

Comments:

Notice of April 27 meeting to review budget needs to be posted by March 27.

Board will approve budget at the May board meeting.

Discussion of hiring/selection teamwork begun for hiring FIA director- team has not been formed yet. Plan to hire in June, with start date Aug 1.

Discussion of staff requirement to attend racial justice training—goal is to make staff aware of the lens we are using, and the fact that racial justice is such a large initiative of the church. Staff is undergoing training to support the congregation’s work.

Discussion of pledge drive- changing wording, process? More emphasis from pulpit? Historically, pledges come in late, and there is a lot of follow up work. Might be helpful to have board provide feedback to pledge team on how the process went.

What is board's role in resource/development? -

Items from Monitoring Schedule

Attendance and Membership numbers and trends- Jen

Reviewed membership- about 150 people who have not pledged. Will have staff contact those who haven't pledged; they could be removed from membership or moved to 'lifetime member'- expect this to be done by end of year. Karin did some similar research, and had 215 people- will cross reference with staff findings. Total number of new members is down from this point at last year. Drop in attendance likely due to parking and winter weather.

- Staff and significant volunteer changes- Jen- no significant changes.
- Financial condition- Paul Robinson

- o Annual budget for FY2015- moved to April

- o Three Year financial plan- moved to May

Paul reported that while financial condition relates to a monthly report, the information Diane has been providing to the FMT have been shareable. What does the board want to see? Monthly or quarterly reports? Action: FMT will report monthly to board, but present full financial report quarterly.

Committee reports

- **Governance committee- Karin Wille**
 - o Surveys
 - o Policy reviews
 - o Approval of changes to the GPH

goal was to review non financial GPH-Pam Vincent reviewed and made suggestions to the governance committee for changes-

3.1.2.1- language change to "current and potential members and friends"

3.3.3.8- ascertaining the eligibility of those who wish to vote- as in church bylaws—addition

In board covenant- recommend changing 'fun' to 'engaging'

Correct numbering errors

Page 15- senior minister disciplinary- 'separate communication'

Remove section regarding failure to establish committees'

Shall not fail to integrate members into leadership, and members and friends into service.

Correct numbering and table of contents

Action: moved and carried to accept recommended changes. Governance committee will distribute revised GPH to Board, with these changes.

- o Review changes to monitoring schedule- changes were previously approved

- o Approval of pilot staff survey- recommendation that staff would administer survey and board would get the aggregate. Part of evaluation of senior minister depends on supervision of staff, and ensuring GPH is met. Are there other items that Justin may wish to include? How the results are captured, who has access to the results? (Staff should be aware who sees results) Suggestion that this is a middle bucket item- staff and board provide input to survey items, with board getting aggregate data only- Jen sees as helpful tool, interested in seeing feedback, but would like to see it administered by staff, not board. **Action:** Motion: Senior minister undertake a survey using draft prepared by governance committee. Staff survey to be completed after Justin's return from sabbatical- carried.

- o Approval of pilot volunteer survey- draft in board packet. Useful as a linkage item. Pilot two groups this year- community circle leaders and RE teachers. **Action:** Moved and approved.

- o Recommendation to do same congregational survey as last year to measure VG progress-- does not need approval- but recommend that we look carefully at value after this year.

- o Gov committee has also reviewed letters of agreement for ministers, but not ready to present findings and/or recommendations.

- **Finance Committee- Paul Robinson**

- Second quarter – year end update. Refer to projections in board packet. Projecting \$25k deficit, \$7K above budgeted deficit of \$18K. Goal is still to have a balanced budget. Discussion of anticipate pledges vs current state. Might be worthwhile looking at unrestricted funds, to see if any of those were intended as pledges. Overall, still on track this year. Budgeted 36K for the auction, project 26K from great gatherings, budget 2k for valentines dance and 14k for other fundraisers. Suggest that if planning contingency budget, note that. Mortgage payments have not been budget items (due to accounting issues for principle and interest)- suggest putting mortgage info as line under the budget - if the new budget shows the \$20K mortgage payment it will show as an additional 20K deficit, raising entire deficit on paper to 38K. Board agrees to show this in the budget. **Motion:** Direct staff to work to bring year end results no worse than budgeted \$18k deficit. (exclusive of the mortgage amount)- motion carried.
- Discussion of RE fees- staff will review options and make recommendations to the board
- Reserve Policy- see documents attached. Formalizing contingency reserves (used to sit in cash). Recommending 3 months of operating expense as total reserve. Will undertake a formal reserve study next year. **Action:** FMT will present final version of reserve policy for board approval in April.

Items from the President

- Check in on Board Goals and activities

- Communications with the congregation

Conversation with long term member who is participating in several events, but still feels disconnected.

Communications with congregants reflecting how other churches handle budgeting, ideas for future state of the church meetings.

Discussion of requested adoption of declaration of human rights and global citizenship. – falls under Section 6 of the bylaws, resolution on public issues. Dave will communicate with the congregant.

- March 22 Working Session- draft agenda sent by Lark, and distributed. Focused on leadership and linkage, especially communications.

- Treats and readings for the remainder of the year-

- Racial justice journey as a board and as board members

- Resolution to accept an estate gift from Jean Roberts- **Motion:** moved and carried to accept the estate gift.

Plan on sending board packets Monday prior to board meeting, rather than Friday, to allow for more complete board packets (information from committees) prior to the meeting.

Moved to executive session at 9:44 pm.

Returned to regular session at 9:46 pm

Adjourned at 9:47 pm

Acting Sr. Minister Report for the Board of Trustees, April 17, 2014

Inform/ Consult/ Approve	Item	Relevant Policy and Comments
Inform/ Update	Staff and Significant Volunteer Changes	<p>This month has brought news of John Jensen's upcoming retirement. John's last official Sunday with us as Music Director will be on June 1st. John will likely continue to do occasional work for us on a contract basis - as Director of the Jazz Band and as a special musician. May 18th will be a celebratory service - spotlighting John's talent and collaborators. A reception will be held to celebrate John after both services. On June 1, I recommend that we formally recognize John's service at the beginning of the Annual Meeting. Given the length of his service (22 years), John will receive one month of salary upon his retirement. We plan to present him with this check, as well as any gifts from the congregation, at the Annual Meeting. Ruth is working with members of the congregation on the celebrations for John and is also working to secure accompanists for the summer worship services. We plan to have an interim time - where no permanent hiring decisions are made - so that we might explore a variety of options to serve our needs. Ruth will head up this effort.</p> <p>A hiring team has not yet been formed for the Director of Faith in Action position. Once more information on the budget for 14-15, and the resulting parameters for the position are available, a team will be formed.</p>
Inform/ Update	Pledge Drive	<p>Given our best information and projections, the pledge drive will result in roughly \$1,078,000 in income for the 14-15 church year. This is a significant decrease from the 13-14 pledge projection, and a small decrease from the anticipated actualized 13-14 pledge income. The pledge team will be present at the Board meeting and along with the Finance Committee will be available to answer questions and provide information.</p>

Inform	Management Team and Staff continuing to work with Donna DiMenna	<p>Having the office closed on Fridays has made a significant positive impact for our staff. Staff have been granted increased flexibility with their schedules and are benefiting from focused “project” time on Fridays when they are in the office. We are pleased that this change has been possible with relatively little negative impact for the congregation.</p> <p>Diane and Jen continue to meet with our management consultant during Justin’s sabbatical. We have found her guidance to be valuable, and there has been a marked change in staff morale, communication, and team work over the past several months. The staff will have their second retreat, facilitated by Donna, on May 28th.</p>
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March Attendance

	2014			2013		
Adults	9:30	11:15		9:30	11:15	
1st week	200	242	442	292	300	592
2nd week	220	223	443	258	358	616
3rd week	306	297	603	260	296	556
4th week	233	300	533	276	318	594
5th week	192	255	447	354	387	741
Monthly Total	1151	1317	2468	1440	1659	3099
Average for March	230.2	263.4	493.6	288	331.8	619.8
RE						
1st week	167	149	316	162	149	311
2nd week	143	148	291	133	146	279
3rd week	181	156	337	160	157	317
4th week	167	143	310	154	130	284
5th week	42	37	79	18	5	23
Monthly Total	700	633	1333	605	587	1192
Average for March	140	126.6	266.6	121	117.4	238.4
Combined Average	370.2	390	760.2	409	449.2	858.2

Notes Lower RE attendance numbers are due to Spring Break during the last week of March.

**First Universalist Church
March, 2014 Statistical Report
April 17, 2014**

MEMORIAL SERVICES: 1

Sharon Quast – March 2 – Rev. Justin Schroeder

MARRIAGES/SERVICES OF COMMITMENT: 0

MEMBERS FOR APPROVAL: 5

Alyson Ash and Geoffrey Brown, Minneapolis
Allison Boldt, Minneapolis
Benjamin Miles, Minneapolis
Judy Eitland, Robbinsdale

MEMBERS REINSTATED: 0

MEMBERS FOR REMOVAL: 5

Kimberly and Morgan Berkus – change in family need for together time
Sharon Quast – deceased
Elle Sachs - deceased
Ruby Bollinger – declining health, move to a cooperative community

CHILDREN DEDICATED: 0

	To Date:	Year End Totals:			
Fiscal Year	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010
Members	27	110	76	98	75
Total Members	1026	1030	953	927	849

TOTAL MEMBERS AS OF THE LAST MEETING: 1026

To be added: 5

To be removed: 5

TOTAL MEMBERS: 1026

First Universalist Board of Trustees Evaluation

2013-2014

24 March 2014

Rating process

Within each section, each statement will be rated on a 5-point scale:

Strongly agree/Agree/Neutral/Somewhat disagree/Strongly disagree

An opportunity for open-end comments will be provided after each section.

Two open-end thought questions complete the survey.

A. Board Mission and Functions (GPH 3.1 and 3.2)

The Board of Trustees effectively:

- Provides leadership and direction for the church's work in long-range planning, mission and visionary goals.
- Develops policies and practices that ensure accountability in achieving the mission and visionary goals.
- Provides fiduciary oversight to ensure the financial health of the church and to ensure adequate risk management
- Links with its moral ownership (past, present, and future members and friends; UUA tradition) to discern the hopes and dreams of the congregation.
- Attends to the Church's relationships with its internal stakeholders – current and potential members and friends of all ages; ministers and other staff; programs, and committees.
- Attends to the Church's relationships with its external stakeholders – affiliates of the Church, The UUA and our district; and the neighborhood and wider community.
- Monitors and annually evaluates the Senior Minister's performance against Senior Minister responsibilities and compliance with limitations policies.
- Monitors and annually evaluates the Board's own process and performance to systematically insure continuity of Board improvements.

Comments:

B. Board of Trustee Responsibilities (position description and GPH).

Please rate Trustees collectively, as a whole Board. Trustees:

- Prepare for, attend, and actively participate in Board and committee meetings.
- Understand and respect the distinction between Board and staff roles.
- Focus on strategic leadership more than administrative detail.
- Focus on the future rather than the past.
- Adhere to the Board members' code of conduct (which speaks to Board standards for conflicts of interest, authority, and Board covenant).
- Participate in activities that link the Board with and strengthen its relationship with its stakeholders.
- Are willing to serve on ad hoc teams or act as a Board liaison to other church committees or groups.
- Model generosity as church leaders by willing to assist with fundraising and demonstrating generosity in their annual pledge.

Comments:

C. Board Covenant (GPH, 3.4.3)

Seeking to embody our religious principles and to create a culture in which all are encouraged to participate fully, we as Board members:

- Promote and maintain an inclusive and engaging environment in which we are all empowered to use our strengths.
- Promote and maintain a safe and trusting environment in which we are all empowered to speak truths, including hard truths, in the service of the congregation's mission and end statements.
- Seek out and welcome diversity among Board members.
- Welcome and build relationships with all members, actively including new Board members.
- Actively participate in the Board and congregation's decision-making process, respecting the outcome when process is followed.

Board Covenant, continued

- Communicate Board decisions with one voice once a decision has been made.
- Maintain appropriate confidentiality on Board matters.
- Follow all appropriate policies and procedures when in disagreement with a decision of the Board.
- Remain in community through conflict and the work towards resolution.
- Hold ourselves and each other accountable to our commitments.
- Express genuine appreciation to all Board members for their contributions.
- Are supportive of Board members' needs for self-care and help to balance the load.
- Are open to new ideas.
- Are knowledgeable about the congregation's bylaws, policies, and procedures.

Comments:

D. Enablers of Board Effectiveness

Good boards have a number of common-sense enablers in place to allow them to work effectively and productively. Please rate the extent to which these key enablers are in place.

- The Board size is appropriate.
- The Board has the right composition of Trustees with needed skills, expertise, and perspectives.
- The board has an effective process for developing and transitioning new Trustees.
- The Board has appropriate committees with clear charters.
- Committee members have the skills and expertise needed to accomplish their tasks.
- The right leaders are in place as Board chair and committee chairs.
- Board and committee meetings are run well; e.g., start/end on time, follow an agenda, and give members a chance to engage in issues.
- Board and committee meetings ensure all voices are heard.
- Board packets and materials are clear and communicated in a timely way.

E. Achievement of 2013-14 Goals

The Board has achieved the following 2013-14 goals:

- Begin an initiative to define, understand and live into excellence in leadership as a policy governance board.
- Conduct a comprehensive review of the Strategic Plan.
- Develop and implement a strong Communication Plan with the Congregation and other major stakeholders.
- Develop and implement a strong Linkage Program with the congregation (opportunities to listen closely to needs and aspirations).
- Become an intentional Community Circle as a Board, including developing and engaging in a regular spiritual practice.

Comments:

The Finance Committee has achieved the following 2013-14 goals:

- Determine the appropriate linkage and contribution level to the UUA and the Mid-America Region.
- Develop a financial reserve policy.
- Develop strategies for capital improvements.
- Refinance mortgage.
- Review the cost/benefit of the frequency of financial monitoring for staff and board.

Comments:

The Governance Committee has achieved the following 2013-14 goals:

- Review GPH non-financial policies and make recommendations to the Board.
- Evaluate implementation of monitoring schedule for timeliness and efficiency.
- Develop and implement a strong board evaluation process.
- Evaluate HR systems to determine policies required for appropriate monitoring including exit interview process.

Governance Committee goals, continued:

- Resolve 5.6 policy issue: Compensation and Benefits, and recommend a resolution to the Board.
- Standardize the process for Senior Minister evaluation.

- Review letter of agreement for Senior Minister and other ministerial contracts.

Comments:

F. Special areas of focus 2013-14

Please rate your agreement with the following statements about our special areas of focus (spiritual practice, check-ins and sharing, Saturday working sessions):

- Our shared Spiritual practices have deepened my understanding and commitment to leadership within a faith community.
- Our check-ins and other personal sharing activities are valuable.
- Our Saturday working sessions are productive and engaging.
- Our Saturday working sessions are necessary to explore critical topics in more depth.
- These activities/practices have helped us to better know each other and build a sense of teamwork.
- These activities/practices have helped the Board be more effective.
- These activities/practices have helped me be a more effective Trustee.

Comments:

G. Additional Comments

What does our Board do most effectively?

What are one or two things that are needed to move our Board to an even higher level of effectiveness?