

First Universalist Church Board of Trustees

February 18, 2016

Board Packet

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Date: February 15, 2016

To: First Universalist Board of Trustees

From: Cindy Marsh, President

Re: February 18, 2016 Meeting

Thanks for attending our State of the Church Meeting on February 7. It was a successful meeting and well attended. Our congregation appears to want and appreciate a mid term meeting so we should plan on it in future years.

We have two focus topics for our February meeting. First, the Finance Committee will provide a review of the second quarter and year to date financial results. Secondly, we expect to have a decision about selecting a consultant to help us with our visionary goals refresh. A sub team consisting of Justin, Dave, Richard, and Eric has been chartered to make a clear recommendation after evaluating both Unity Consulting and Rainbow Research. Once we have a decision, we will need to start planning for the next steps and implementation. We also plan to provide an update on next steps with the comprehensive stewardship campaign and the resource development planning committee.

Eric, Dave, Justin, Jen, and I attended Trustee Day on January 16 at Unity Unitarian; it was a most productive learning experience and a great opportunity to share with other local UU church boards. I followed up with Mark Foster, board chair at Unity, to see how their board has leaned in to their racial justice work. Since they have had a antiracist focus longer than First Universalist, I thought they might have some good ideas that could help us as a board. I had a good conversation with Mark; we discussed the possibility of sub teams from each board getting together to share our learning's and challenges. I'd like to know who might be interested in attending a meeting with a few members of Unity's Board on this topic.

I am glad to be back with you in February after missing our January meeting due to my wrist surgery; thank you for your messages of encouragement and support! I look forward to being together on the 18th.

First Universalist Church of Minneapolis
Board of Trustees Meeting
February 18, 2016
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/Reflection question

6:50 Consent Agenda

- Approval of minutes from January 21 meeting
- Acceptance of attendance and membership numbers
- January meeting evaluation report

7:00 Senior Minister and President update items (see written reports; opportunity for clarification)

7:15 Finance Committee Report

- Includes review of the second quarter and year to date financial results (monitoring schedule)

7:55 Break

8:00 Visionary Goals Refresh

- Recommendation/decision from sub team assigned to evaluate consulting resources
- Board role in the refresh process
- Timing and next steps

8:45 Governance Report

- Monitoring Schedule: review of annual work plan (updated in January Senior Minister report) and staff survey

9:00 Adjournment

First Universalist Church of Minneapolis

Board of Trustees Meeting

Minutes

January 21, 2016

I. Attendance.

Trustees Present: Dave Bach, Marion Bauer, Jill Braithwaite, Eric Cooperstein, , Christina Nicholson, Dick Niemiec, Richard Spratt.

Trustee Absent: Cindy Marsh, Karin Wille

Staff Present: Rev. Jen Crow, Rev. Justin Schroeder

The meeting convened at 6:35 with the call to order and chalice lighting. Because the President was unable to attend and the Vice President could not attend the beginning of the meeting, Secretary Eric Cooperstein chaired the meeting. And took the minutes.

The Trustees discussed, as reading and spiritual reflection, “A Prayer for Those Who Pray and Those Who Don’t” by Susan Manker-Seale.

II. Consent Agenda – moved and approved.

- Approval of minutes from December 17 meeting
- Acceptance of attendance and membership numbers
- December meeting evaluation report
- Acceptance of Andrea Johnson Congregational Sponsorship

III. Items from the Senior Minister

Reverend Schroeder reported on the great progress that has been made to date on the Staff Workplan. Our church has been invited to attend the Mosaic Makers Conference at Unity Church from August 26-28, 2016. Reverend Crow reported that work is underway on the communications plan and that she is supervising the communications manager. Reverend Crow expects that work will begin soon on the church logo and branding efforts; it would be helpful if we could fund an increase in the communications manager’s hours above 30 hours a week.

The office is continuing to receive gifts for the holiday giving project and staff expects we will reach the goal of \$70,000. A check will be presented to Beacon at beginning of the pledge drive.

IV. Planned Giving Presentation

Velma Wagner presented information to the Board from the Heritage Circle. If Trustees include the Church in their estate plans, it would aid the marketing efforts of the Heritage Circle.

V. Follow-up from Jan 9 Working Session

Laura Park, Director of Unity Consulting, led a discussion of how we might approach refreshing our visionary goals. While congregants may not be able to recite the language of the ends statements from memory, it is likely that when they tell stories about their relationship to the church and its role in their lives, the language of the ends statements will come out in their stories.

The process of refreshing the visionary goals could be a form of re-covenanting between congregants and the church community. Laura led the Trustees in a brainstorming session around what powerful question we might want to ask congregants during group meetings.

After Ms. Park completed her presentation and discussion, the Trustees considered the decision of hiring a consultant for this process through the Choice Points framework.

After a motion made and seconded, the Trustees approved the following:

Reverend Schroeder will first search for other consultants who provide similar services as Unity Consulting but may have more diverse staff. Reverend Schroeder will report back to the Board regarding other consultants and if none would further advance racial equity, then the Board approves hiring Unity Consulting and spending up to \$2,000 on Maureen Michael (Hackman Consulting Group) or others to help consult or facilitate groups discussion during the refresh process. In addition, if we hire Laura Park, we will communicate the message that we were concerned that Unity Consulting does not have a diverse staff.

VI. Budget Assumptions

Reverend Crow reported regarding some of the early budget assumptions, which were in the Board agenda packet.

VII. Finance Committee Report

Dick Niemiec noted that under current policy, it appears that the first congregational budget meeting should be seven weeks before the Annual Meeting, which is before the April Board of Trustees meeting and thus unworkable. Mr. Niemiec moved that we adjust the timing of the first congregational budget meeting before the annual meeting, so that it could occur at least 5 weeks before annual meeting, subject to review by Karin Wille & Cindy Marsh regarding whether this is a Board policy change or a bylaws change. The motion was seconded and approved on a voice vote.

Under the new configuration, the first congregational budget meeting would be Sunday, May 1, 2016.

VIII. Governance Committee Report

Richard Spratt referred the Trustees to the governance committee report in packet.

Staff will develop vendor policy similar to that of Unity Church to apply a racial justice lens to vendor selection.

Reverend Crow provided several monitoring reports for the Trustees' review, including Staff Salary and Benefits review.

IX. Additional Follow-up from Jan. 9 Working Session

The Trustees discussed the next steps with the Comprehensive Campaign, in particular working with the committee to dovetail with the visionary goals refresh and the plans for the State of the Church meeting on February 7, 2016.

The meeting adjourned at 9:28 p.m.

January Attendance

	2016				2015		
	9:30 AM	11:15			9:30 AM	11:15	
Adults							
1st week	222	277	499		226	270	496
2nd week	244	272	516		254	290	544
3rd week	239	211	450		310	293	603
4th week	286	289	575		283	293	576
5th week	259	350	609				
Monthly Total	1250	1399	2649		1073	1146	2219
Average for January	250	280	530		268	287	555
RE							
1st week	156	130	286		168	150	318
2nd week	182	149	331		196	156	352
3rd week	93	76	169	*	111	85	196
4th week	218	190	408		195	157	352
5th week	186	186	372				
Monthly Total	835	731	1566		670	548	1218
Average for January	167	146	313		168	137	305
Combined Average	417	426	843		436	424	860

*Youth-friendly service, no 6th-12th gr
RE

**First Universalist Church
JANUARY 2016 Statistical Report
FEBRUARY 18, 2016**

MEMORIAL SERVICES: 1

Ann McCully's father – Rev. Elaine Aron Tenbrink

MARRIAGES/SERVICES OF COMMITMENT: 0**MEMBERS FOR APPROVAL: 0****MEMBERS REINSTATED: 0****MEMBERS FOR REMOVAL: 4**

Sheryl Lockwood – died January 10

Bethany Malley Wijesinghe – moved away with her family

Jim and Celia Gust – moving to Portland, OR

CHILDREN DEDICATED: 0

	To Date	End of Year Totals			
MEMBERS	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012
(Fiscal Year)	24	58	46	110	76
TOTAL MEMBERS:	931	920	921	1030	953

TOTAL MEMBERS AS OF THE LAST MEETING: 935

To be added: 0

To be removed : 4

TOTAL MEMBERS: 931

Sr. Minister Board Report, Feb, 2016

Opening Reading/Reflection - Medicine, by Alice Walker

Grandma sleeps with my sick grandpa so she can get him during the night medicine to stop the pain

In the morning clumsily I wake them

Her eyes look at me from underneath his withered arm

The medicine is all in her long unbraided hair.

Reflection: What “medicine” heals you? What “medicine” do you share that helps heal others?

Staff Updates:

Lauren Wyeth, Director of Children, Family and Youth Ministry, has been invited to participate in the Innovation in Faith Development Roundtable. This invitation is a recognition of her innovative work with our Children, Youth, and Family Programming, including the ways she has incorporated our racial justice commitment into much of our programming.

Here's a summary of the roundtable:

The Innovation in Faith Development Roundtable is an opportunity for the office of Faith Development at the UUA to connect with religious professionals in the field who are bringing creative change to their work in UU congregations and communities. Every participant, whether religious educator or minister, has tried something new or is dreaming of bringing new ways of faith development to children, youth and/or adult UUs. Our hope is that by sharing our stories of change we can support each other and distinguish some commonalities of successful implementation that will be useful information to share with the wider UU world.

Updates:

Membership Survey:

Rev. Elaine Aron Tenbrink is working with a group of congregants to explore and better understand what church membership means to current members, what the barriers to

membership are, and what prevents people from joining the church. This survey is the first step in a multi-year process. You can take the survey here: <https://docs.google.com/a/firstuniv.org/forms/d/1ni1CNT0D6LoBbTbwV2SChkuWv86-6Qibj1ur5n5WcYc/viewform?c=0&w=1>.

As a reminder, this Membership work is tied to the working session that we (Board, Jen, and I) had nearly a year ago, as we lifted up a “membership” as an area of focus and exploration, given the changing nature of membership, belonging, etc. in institutions everywhere. Further direction came from the Governance Committee. This Team is co-chair by Rev. Elaine Aron Tenbrink and Ginny McAninch.

Monitoring Updates: Attendance and Staff Survey

Attendance Trends:

Note: The records we have aren’t perfect, but based on the data, in 2008 and 2009, average attendance was in the 425-450 range, and Religious Education attendance was in the low 200’s. In 2010 and 2011, average attendance jumped to the 525-550 range, and Religious Education hovered around 225-250 or so. In 2012 and 2013, average attendance was 550-600 with around 300 kids in Religious Education (during the regular church year.) In 2014 and 2015, average worship attendance was 525-550 and religious education was in the low 300’s (note: in the fall of 2015, we had between 375-400 children/youth per Sunday.)

Influencing events on attendance: Rev. Kate Tucker retired in June of 2012 (we had high attendance during this time) , Rev. Jen Crow began her ministry in the fall of 2012 (higher attendance because of a new minister), We began our racial justice efforts in the fall of 2013, with the first 24 Hour Training. We hired Lauren Wyeth in the Spring of 2012; her hard work and dedication is paying off and we’re seeing that reflected in our Religious Education attendance.

Staff Survey:

We will asking staff to take the annual Staff Survey in March or April (as we’ve done the past two years.)

First Universalist Church Finance Committee Minutes
Thursday, February 12, 2016
Cummins Room

Attendance: Present – Nate Ahlberg, Eric Cooperstein, Christina Nicholson, Dick Niemiec, Karin Wille, Rev. Jen Crow

Dick Niemiec convened the meeting at 6:05 pm.

The committee approved the January 14, 2016 minutes.

Jen presented her financial report for the quarter ending December 31, the accompanying financial statements and an analysis of year-end projections. Overall, income and expenses are tracking as expected with a few significant variances. Projected variances in income and expenses roughly equal one another. Jen projects we will end the year with a surplus of approximately \$8,000.

Expenses for salaries, consultants, childcare and racial justice are slightly above budget but are offset by higher income. Jen is continuing to work with department managers to balance their respective budgets.

The committee discussed funding for deferred maintenance and agreed with Jen that it has been historically underfunded. The committee felt future income surpluses might be directed to immediate maintenance items such as those identified by Paul Kloth, the chair of BAG, in conjunction with SPIFF and an outside facilities consultant in late 2014. The committee asked Jen if she would include more deferred maintenance in the 2016-7 budget. She said she would make it a priority and will work creatively to secure funding for the \$28,000 of critical repairs needed.

The committee and Jen agreed that a budget variance policy needs to be established in the next couple of months so the committee, the board and the congregation are satisfied that on-going spending is consistent with the overall policy priorities of the board and the congregation.

Jen gave a progress report on capital budget spending. Repairing the parking lot, estimated at least \$100,000, is the largest item in the approximately \$180,000 that was set aside for capital projects in 2013 by refinancing the mortgage. The Church has requested a grant from the Watershed District to rebuild the parking lot in a more environmentally-friendly manner with pavers rather than simply resurfacing with asphalt. If the grant is not funded the committee discussed the option of a smaller scale project. The committee also discussed potential sewer repairs that have not been fully anticipated in the capital budget. Jen was asked to work with BAG to reorder priorities and bring the capital budget back to the finance committee.

Jen presented an update of the 2016-7 budget assumptions that were first considered by the committee in January. The largest open issue is finding a new tenant to replace the \$80,000 that the Church is receiving from Temple Israel this year. If a new tenant is

not secured by early April significant revisions to the budget will need to be considered. Jen will present a preliminary budget to the finance committee and the board in March with further consideration in April before the budget meeting with the congregation on May 3.

The committee briefly reviewed the next steps in determining a divestment recommendation to the board and the congregation. Eric will discuss the ESG (Environmental, Social and Corporate Governance) alternative with the Faithful Action Leadership Council and Dick with the Foundation. The committee expects to bring a divestment recommendation to the congregation at the annual meeting in June.

The committee considered how to apply the Racial Justice lens using the Choice Points model to its work. Jen was asked to bring back choice point examples in March relative to the 2016-7 budget assumptions.

Due to the length of the meeting discussion of the monitoring policy and the staff fiscal policies and procedures was deferred until the March meeting. The committee was asked to review the drafts that were distributed at the January meeting and give comments to Jen.

The meeting adjourned at 7:40 pm.

Submitted by Dick Niemiec, committee chair

**Quarterly Financial Review
February 9, 2016
Executive Summary
from Rev. Jen Crow to the Finance Committee**

Summary

This summary provides an overview of actual 2nd quarter finances, as well as an analysis of year-end projections, compared to our budget for the 2015-16 church year. The “actual” numbers provided represent the income received and the expenses paid by the end of December, which marks the close of our second fiscal quarter. The “year-end projection” numbers represent an analysis of our actual second quarter numbers, as well as input from conversations with all directors about anticipated income, expenses, and any changes to programming or plans that have a budgetary impact. The final column represents the 2015-16 budget approved by the Board and passed by the congregation.

Overall, income and expenses are tracking as expected, with a few significant variances. Projected variances in income and expenses roughly equal one another, resulting in no significant net impact. At the close of the 2nd quarter, we project that we will end the year with a surplus of \$7900.

Income

Projected Total Income: 1,561,403.48

Budgeted Total Income: 1,543,426.53

- We anticipate that our actual income from pledges will meet our budget expectations. We arrived at our projection number by doubling the pledges received through the first half of the year, and then anticipating a 5% loss. This projection lines up with Brad’s multiple years of experience tracking our pledges.
- Contributions Unrestricted is tracking higher than anticipated, and we project that this line will come in \$10,000 higher than originally budgeted. This line is largely made up of contributions from individuals who do not have a pledge on record, or who choose to donate through other organizations or donor-advised funds.
- We have adjusted our projected income – both to the church and to the community - from the offering plate to reflect the actual income received thus far. We have also adjusted expenses (offering plate for community, TRUST) to reflect this projected change in income.
- Our fundraising for Families Moving Forward is meeting expectations. Our fundraising for the Holiday Giving project exceeded our expectations.
- YCE income and expenses, and Youth Trips income and expenses were all higher than anticipated, but these numbers are a one-to-one match and have no overall impact on the budget.
- Room rentals - projected income for our large tenant is higher than budgeted because the fee for our real estate agent was accounted for in our

“Consultants” expense line and was not represented as a decrease in income. We expect that Miscellaneous Room Rentals will come in significantly under budget, and that our Antennae Lease will come in slightly over budget. The total Rental Income projected is \$2000 less than budgeted.

- We are projecting a slightly higher income in Dividends and Interest, reflecting actual income thus far.

Expenses

Projected Total Expenses: 1,525,159.63

Budgeted Total Expenses: 1,513,410.62

- The largest projected variances to note come in the salaries & wages, payroll taxes, medical insurance, child care, program expense, software expense, and consultant lines.
- Salaries & Wages - projected at \$726,000, budgeted at \$718,000. This projection includes adjustments to increase custodial hours to meet needs resulting from our tenant, as well as a move from 30 hr/wk to 40 hr/wk for our Communications Manager for the remainder of the year.
- Payroll taxes - in the first quarter, the 7.65% paid to ministers in lieu of FICA was being tracked in the salaries and wages line. This has been corrected in Q2, but results in a slightly higher salary & wages line and a slightly lower overall payroll taxes amount in our year end projections.
- Medical insurance – we are projecting that this expense will come in roughly \$9,000 under budget.
- Our projected childcare expenses (\$15,000) are significantly higher than the budgeted \$7000 amount. This reflects a shift to staffing each Sunday morning RE classroom, most often with youth employees. This Sunday morning classroom staffing is currently included in the “Childcare” line.
- Program expenses - the largest increase here comes in youth trips, as described above in the income summary. We’ve also noted greater than budgeted expenses for classroom supplies and our 7th grade experience.
- Temporary Labor – projected at \$2500, budgeted at \$4500. We do not anticipate using much of these expenses, but this line exists as back-up should any staff leave unexpectedly or should additional staffing or skills be needed to complete a project.
- Guest Speakers – projected at \$1250, budgeted at \$600. This anticipated increase reflects our commitment to have one minister of color per month in the pulpit.
- Musicians – projected at \$8000, budgeted at \$11,000. We anticipate spending less on guest musicians, and more in music purchases.
- Music Purchases – projected at \$5000, budgeted at \$3500.
- Piano tuning – projected at \$2000, budgeted at \$1420. In addition to tuning the piano, we are slowly rebuilding and repairing it, one string at a time. This expense line may increase further throughout the year.

- Telephone - projected at \$4325, budgeted at \$3500. We've switched from Comcast to US Internet for improved service, and the monthly bill is greater than before.
- Software Expense - projected at \$7200, budgeted at \$5500. Purchasing additional software has allowed us to cross-train our operations team on creation of the Order of Service, and has allowed the full staff to begin working on a shared platform.
- Financial Review/Audit – projected at \$0, budgeted at \$1500. This projection reflects the Board's decision not to have a financial review this year, but to rely on our MAP consulting services for appropriate checks and balances.
- Consultants - projected at \$20,500, budgeted at \$32,500. This projection includes continued use of MAP for financial consultation, Geek Appeal for tech consultation, the real estate agent rental fee, and \$5000 set aside for Board use for the Visionary Goals refresh.
- Racial Justice - projected at \$14,500, budgeted at \$7500. The increase here represents the addition of a second 24-hour training to capture the participation of board members and key lay leaders. Attendance at the additional training has been our highest yet. We are collecting donations from participants to offset the cost.

2015-16 Second Quarter Report

	2015-16	2015-16	2015-16	2015-16						
	Q2 Actuals	Q1 Actuals	YE projections	Budget						
Income										
Pledges										
4015 · Pledges	574957.69	277637.74	1149915.38	1155000						
4025 · Est Unpaid Pledges Releases	0	0	-57495.769	-57750						
Total Pledges	574957.69	277637.74	1092419.61	1097250						
Contributions Unrestricted										
4110 · Contributions Unrestricted	48066.25	4192.66	60000	50000						
RE Donations	315	65	315	0						
4113 · Contributions Hospitality	279.99	137.12	500	500						
Memorials Designated	485	315	500	0						
4140 · Offering Plate for Church	13780.32	6094.58	28000	36000						
Total Unrestricted	62926.56	10804.36	89315	86500						
Contributions Temp Restricted										
4291 · Cummins Contr Temp Restr	0	0	0	0						
Total contributions Temp Rest	0	0	0	0						
Contributions Released from Rest										
4310 · Misc Contr Releases	0	0	9500	9500						
4320 · Offering Plate for Comm Release	7758.55	0	39500	54000						
Grant from Foundation	5000	5000	5000	5000						
4380 · Legacy Fund Releases	0	0	21299.2	21299.2						
Total Contrib Released from Restricted	12758.55	5000	75299.2	89799.2						
Fundraisers										
Families Moving Forward	6640.7	5976.73	5400	9000						
Families Moving Forward, 10% retained	664.07	664	664.07	1000						
Holiday Giving, 10% goes to church for admin. e	7200	0	7200	7000						
Holiday Giving	67725.12	0	67725.12	63000						
4540 · Misc Fundraisers	0	0	35000	35000						
4550 · YCE	21756.54	17605.05	28253.65	11000						
4560 · Youth Trips	23414.68	8381.95	24000	10000						
Total Fundraisers	127401.11	32627.73	168242.84	136000						
Program Fees/Donations										
4601 · RE Basic	0	0	0	0						
4602 · RE 7th Grade Donation	980	0	2500	500						
4603 · RE 8th Grade Donation	0	0	0	1000						
4604 · RE COA Donation	3300	2900	3300	2500						
Senior High Donation	430	0	500	500						
4609 · RE Summer	0	0	0	0						
4610 · Re 5th Grade OWL Donation	0	0	200	1000						
4620 · Summer Camp Fees	5040	5040	6600	6600						
Total Program Fees	9750	7940	13100	12100						
	2015-16	2015-16	2015-16	2015-16						
	Q2 Actuals	Q1 Actuals	YE projections	Budget						
Large Tenant	36458.5	14583.4	80208.7	77000						
4711 · Misc Room Rentals	1935	1715	3500	9000						
4712 · Weight Watchers	2500	1300	4800	4800						
4713 · ShirTikvah	0	0	4000	4000						
4714 · 12 Step Groups	0	0	0	500						
4770 · Antennae Lease	6582.06	3261.39	13232	12144						
4781 · Weddings & Commitments	200	200	1000	1000						
Total Rental Income	47675.56	21059.79	106740.7	108444						
Dividends & Interest										
4801 · Div & Int Unrestricted	11286.13	1289.81	11286.13	10000						
Total Dividends & Interest	11286.13	1289.81	11286.13	10000						
Other Income										
4951 · Misc Income	3198.38	2077.38	5000	3333.33						
Total Other Income	3198.38	2077.38	5000	3333.33						
Total Income	849953.98	358436.81	1561403.48	1543426.5						
Gross Profit	849953.98	358436.81	1561403.48	1543426.5						
Expenses:										

2015-16 Second Quarter Report

Salaries & Wages									
5001 & 5003- Salaries & Wages	363266.4	173756.53	726000	718432					
Total Salaries & Wages	363266.4	173756.53	726000	718432					
Employee Benefits									
Payroll Taxes	20184.1	7724.07	42000	54830					
5021 - Medical Insurance	34518.08	17468.57	75000	84017					
5022 - LTD	262.5	131.25	525	1940					
5026 - Life Insurance	1014.32	307.8	2100	2378					
5028 - 401K	28277.3	13681.28	57000	56925					
Total Employee Benefits	84256.3	39312.97	176625	200090					
Professional Expenses									
5031 - Professional Expenses	10005.43	5114.02	15990	16990					
5035 - Senior Minister Prof Expenses	3310.52	2110.53	8000	8000					
Total Prof Exp	13315.95	7224.55	23990	24990					
Temporary Labor									
5041 - Temp Labor	0	0	2500	4500					
5042 - Childcare	7365.52	2318.28	15000	7000					
5043 - Guest Speakers	500	500	1250	600					
5045 - Musicians	3535	1210	8000	11000					
5047 - Sound Technicians	1752.75	1119.75	3500	3300					
Total Temp Labor	13153.27	5148.03	30250	26400					
	2015-16	2015-16	2015-16	2015-16					
	Q2 Actuals	Q1 Actuals	YE projections	Budget					
Program Expenses									
5103 - Classroom Supplies	10510.83	5518.65	14000	10000					
5121 - Teacher Workshops	0	0	1300	1300					
5123 - Grade 7	2527.55	1329.15	2527.55	800					
5124 - Grade 8	542.26	108.26	1500	1500					
5125 - Grade 9 COA	2743.5	171.96	3300	2500					
5126 - Grade 10 11 12	83.65	0	700	700					
5127 - Summer Programs (Camps)	6238.5	6066.54	8500	10739					
5128 - Youth Social Activities	0	0	400	400					
5129 - Senior High Trips	23414.68	8381.95	24000	10000					
5129 - Grade 5 OWL	1954.61	0	1954.61	0					
5131 - Adult Ed	425.98	0	750	1200					
5132 - Circles (formerly Small Groups)	1112.3	226	1400	1200					
5134 - Multigenerational Music	27.83	0	50	500					
5135 - Music Purchases	1203.23	1039.33	3500	3000					
5136 - Piano Tuning	575	320	1800	1420					
5137 - Worship Items Misc	478.74	89.91	500	500					
5140 - Memorials Expense	447.68	358.87	500	400					
5199 - Other Program Expense	5365.85	1435.57	8300	8300					
Total Program Expenses	57652.19	25046.19	74982.16	54459					
Other Expenses									
5201 - Winter Solstice	0	0	0	250					
5202 - Labyrinth	-10	0	0	0					
5203 - Library	0	0	500	500					
5209 - Action Groups	0	0	500	500					
5210 - Friendship Caring Corner	0	0	100	250					
5231 - YCE Supplies	4502.89	610	11000	11000					
5232 - YCE Travel & Related	17253.65	16995.05	17253.65	0					
5233 - YCE Other	0	0	0	0					
Families Moving Forward	6640.7	2,777.25	6,640.70	9,000.00					
Total Other	28387.24	20382.3	35994.35	21500					
Membership Expenses									
5251 - Hospitality	4269.65	1721.42	7500	7500					
5252 - Visitor Welcoming	75.84	50.84	600	600					
5254 - New Member Programs	400.41	274.7	600	600					
Total Membership Expenses	4745.9	2046.96	8700	8700					

2015-16 Second Quarter Report

	2015-16	2015-16	2015-16	2015-16						
	Q2 Actuals	Q1 Actuals	YE projections	Budget						
Fundraising Expenses										
5301 · Pledge Drive	0	0	5000	5000						
5302 · Planned Giving	12.2	12.2	2000	2000						
5303 · Misc Fundraisers	68.33	0	3500	3500						
5808 · The Greater Good	0	0	0	300						
Total fundraising Expenses	80.53	12.2	10500	10800						
Office Expenses										
5401 · General Office Supplies	2459.73	1454.44	6100	6100						
5402 · Paper	723.19	349.2	1600	2000						
Total 5400 · Office Supplies	3182.92	1803.64	7700	8100						
5410 · Small Furnishings Purchases (SPIFF)	262.78	200	2000	2000						
5412 · Visual Arts	1175.12	-83.11	4200	4200						
5414 · Printing & Copying	8865	4044.94	18000	18000						
5416 · Postage & Shipping	3050.69	898.4	5500	4000						
5418 · Telephone	2092.75	876.69	4325	3500	3500 admin, 825 Facilities (Elevator Phone)					
5420 · Internet Expense	913.58	412.68	1600	1500						
5422 · Website	915.65	390.85	1800	1500						
5424 · Software Expense	3937.83	1398.66	7200	5500	2750 admin budget, project spending 4900/2750 membership budg					
5426 · Equipment Leases	0	0	50	175						
5432 · Sound System	2260.03	0	3000	3000						
Total 5430	23473.43	8139.11	47675	43375						
5440 · Insurance										
5441 · Workers Comp	3052.54	1994.61	7008	7008						
5442 · Liability Insurance	6745.14	4021.67	14250	14250						
Total Insurance	9797.68	6016.28	21258	21258						
Denominational Expenses										
5451 · Dues & Memberships UUA	7850	7850	31400	31400						
5452 · Dues & Memberships PSD	0	0	9600	9600						
5453 · Dues & Memberships Other	550	0	1460	1460						
Total 5450 · Dues & Memberships	8400	7850	42460	42460						

2015-16 Second Quarter Report

	2015-16	2015-16	2015-16	2015-16						
	Q2 Actuals	Q1 Actuals	YE projections	Budget						
5475 · Financial Review/Audit	0	0	0	1500						
5480 · Consultants	7438.66	6773.66	20500	32500	\$15,500 includes Kurt and Kiwana, \$5000 for board consultation					
5490 · Employee Appreciation	575.23	557.62	1650	1650						
5510 · Volunteer Appreciation	77.45	0	1620	1620						
5530 · Board Expenses	0	0	1000	1000						
5540 · Leadership Development	0	0	0	0						
5560 · Interest Expense	19606.93	9916.48	39000	38976.62						
5571 · Payroll Processing Fees	1151.62	425.29	2800	2800						
5572 · Bank Service Charges	587.85	370.35	1200	1500						
5573 · Credit Card Discount Fees	6126.44	2592.46	13000	13000						
Total 5570	35564.18	20635.86	80770	94546.62						
5580 · Mileage	744.46	744.46	2000	2000	no admin so far, budgeted \$1000				CYFM - 1000 budgeted,	
5590 · Utilities										
5591 · Utilities Electric	13298.57	8014.41	27000	27000						
5592 · Utilities Gas	2607.29	225.91	20000	20000						
5593 · Utilities Water & Sewer	3545.69	1616.23	8000	9000						
Total Utilities	19451.55	9856.55	55000	56000						
Repairs & Maintenance										
5601 · Repairs & Maintenance General	8268.91	4967.86	17200	17200						
5602 · HVAC Repairs & Maintenance	3373.5	1600	10000	10000						
5603 · Elevator Maintenance	1461.46	730.73	3300	3300						
5604 · Alarm Maintenance	163.36	81.68	800	1500						
Total 5600 · Repairs & Maintenance	13267.23	7380.27	31300	32000						
Miscellaneous Other Expenses										
5620 · Janitorial Supplies	4740.86	3015.7	8500	8000						
5630 · Trash & Recycling	1754.93	975.03	3500	5000						
5640 · Groundskeeping	2009.65	0	12700	11700						
5650 · Pest Control	176.24	44.06	530	600						
5660 · Other Expense	441.99	876.99	3000	3000						
5701 · Offering Plate for Community	7758.55	0	38000	45500						
5704 · TRUST	0	0	1500	4000						
5799 · Racial Justice	10547.3	3525	14500	7500						
Holiday Giving Gift	67725.12	0	67725.12	63000						
Total 5700	95154.64	8436.78	149955.12	148300						

2015-16 Second Quarter Report

	2015-16	2015-16	2015-16	2015-16						
	Q2 Actuals	Q1 Actuals	YE projections	Budget						
Total Expenses	773893.87	343792.68	1525159.63	1513410.6						
Net Income	76060.11	14644.13	36243.851	30015.91						
Loan Principal			-28306.1	-28306.1						
Adjusted Net Income			7937.751	1709.81						

First Universalist Church of Minneapolis
Balance Sheet
December 2015

Assets		
Current Assets		
Cash & Cash Equivalents		
Sunrise Bank - Checking	\$	90,524.10
U S Bank - Checking	\$	(854.72)
U S Bank - Savings	\$	416.65
Total Cash & Cash Equivalents	\$	90,086.03
Investments		
Schwab- Church Operating	\$	21,119.28
Schwab - Church Reserve	\$	273,991.37
Schwab - Don Carter & Mary Carter	\$	62,834.28
Schwab- Legacy Fund	\$	708,477.21
Schwab - Temporarily Restricted	\$	100,065.60
Sunrise - Church Reserve	\$	180,421.69
Total Investments	\$	1,346,909.43
Cash & Cash Equiv - Foundation		
University Bank - Foundation	\$	11,138.34
Total Cash & Cash Equiv - Foundation	\$	11,138.34
Investments - Foundation		
Schwab - Foundation	\$	1,513,550.51
Total Investments - Foundation	\$	1,513,550.51
Total Current Assets		\$ 2,961,684.31
Other Current Assets		
Other Current Assets		
Prepaid Loan Expenses	\$	8,285.83
Total Other Current Assets	\$	8,285.83
Total Other Current Assets		\$ 8,285.83
Fixed Assets		
Fixed Assets		
Accum Depr - Bldg & Impr	\$	(1,897,982.26)
Accum Depr - F&F	\$	(150,880.87)
Building & improvements	\$	3,291,358.34
Furniture & Fixtures	\$	222,883.60
Land	\$	250,000.00
Total Fixed Assets	\$	1,715,378.81
Total Fixed Assets		\$ 1,715,378.81
Total Assets		\$ 4,685,348.95

Liabilities & Equity		
Current Liabilities		
Accounts Payable		
Accounts Payable	\$	13,000.81
Total Accounts Payable	\$	13,000.81
Total Current Liabilities		\$ 13,000.81
Other Current Liabilities		
Benefits Payable		
401K Payable	\$	7,639.00

Employee Flex Spending	\$	852.42	
Insurance Payable	\$	6,069.42	
Total Benefits Payable	\$	14,560.84	
Accrued Expenses			
Accrued Vacation	\$	8,003.24	
Total Accrued Expenses	\$	8,003.24	
Deferred Revenue			
Deferred Revenue - COA Youth Trip	\$	(1,423.94)	
Deferred Revenue - YCE	\$	21,745.42	
Deferred Revenue - Youth Trips	\$	28.71	
Total Deferred Revenue	\$	20,350.19	
Misc Other Liabilities			
Damage Deposits	\$	7,291.70	
T-Mobile Taxes Escrow	\$	(3,965.20)	
Wellspring (National)	\$	12,070.61	
Total Misc Other Liabilities	\$	15,397.11	
Long-term Liabilities			
Mortgage Payable - Long Term	\$	608,382.18	
Mortgage LOC Advance Payble	\$	160,214.19	
Total Long-term Liabilities	\$	768,596.37	
Total Other Current Liabilities			\$ 826,907.75
Total Liabilities & Equity			\$ 839,908.56
Fund Principal and Excess Cash Received			
Fund Principal			
Undesignated Net Assets/Equity			
Church Equity	\$	1,809,890.09	
Total Undesignated Net Assets/Equity	\$	1,809,890.09	
Designated Net Assets			
Bd Des - Undesignated Bequests	\$	65,332.22	
Board Designated - Contingency	\$	271,109.21	
Board Designated - Future Debt	\$	51,627.96	
Board Designated - Legacy Additions	\$	438,219.16	
Board Designated - Memorials	\$	3,361.88	
Total Designated Net Assets	\$	829,650.43	
Unrestricted Net Assets			
Unrestricted Net Assets	\$	662,660.73	
Total Unrestricted Net Assets	\$	662,660.73	
Temp Restricted Net Assets			
Augsburg Fairview Academy - Coats	\$	18.15	
Augsburg Fairview Academy - Other	\$	1,853.87	
C&M Olson Fund	\$	23,806.75	
Captial Campaign Fund	\$	6,624.04	
Children's Offering Fund	\$	3,377.65	
Event Salaries	\$	2,454.19	
Families Moving Forward	\$	3,769.91	
Gain/Loss on Temp Restr Funds	\$	(597.73)	
History Hounds Fund	\$	3,568.31	
Holiday Giving Fund	\$	63,938.15	
Library Fund	\$	7,132.52	
Minister's Discretionary Fund	\$	5,078.35	
Miscellaneous Funds	\$	14,255.04	

Miscellaneous Offering Plate	\$	45,157.36	
Music Fund	\$	4,945.89	
Offering Plate - Habitat	\$	1,398.73	
Offering Plate - Racial Justice	\$	1,780.85	
Offering Plate - Simpson Meals	\$	1,720.86	
RE Music Fund	\$	(154.57)	
Rev. Jen Crow Wellspring Fund	\$	600.00	
Total Temp Restricted Net Assets	\$	190,728.32	
Other Temp Restr Net Assets			
Temp Restr - Legacy Fund	\$	91,026.06	
Temp Restr Cummins Ministerial Fund	\$	179,503.71	
Total Other Temp Restr Net Assets	\$	270,529.77	
Permanently Restricted			
Don Carter Endowment	\$	48,959.50	
M E Carter Endowment	\$	13,346.54	
Total Permanently Restricted	\$	62,306.04	
Total Fund Principal	\$	3,825,765.38	
Excess Cash Received			
Excess Cash Received - 1. General Operating	\$	63,157.04	
Excess Cash Received - Temporarily Restricted	\$	72,105.38	
Excess Cash Received - Non-Operating	\$	(49,230.02)	
Excess Cash Received - 3. Legacy/Cummins/Endowment	\$	-	
Excess Cash Received - 2. Foundation	\$	(66,357.39)	
Total Excess Cash Received	\$	19,675.01	
Total Fund Principal and Excess Cash Received			\$ 3,845,440.39
Restricted Funds			
Total Temporarily Restricted	\$	-	
Total Permanently Restricted	\$	-	
Total Restricted Funds			\$ -
Total Liabilities, Fund Principal, & Restricted Funds			<u>\$ 4,685,348.95</u>

Critical Repairs & Improvements - 2016+

1/26/2016

Paul Kloth

<u>Class</u>	<u>BAG Priority</u>	<u>Component</u>	<u>Estimated Cost</u>	<u>Notes</u>
Interior				
	2	Balcony structural study	\$ 2,000	This was highly recommended by the consultant since he experienced a failure and our drawings didn't have enough details.
Exterior				
	1	Replace alley door	\$ 3,000	We have quotes, but need to determine best solution.
Electrical				
	1	Professional evaluation of panels, wiring and receptacles	\$ 2,000	Create prioritized list.
	2	Panels, wiring and receptacles repairs	\$ 15,000	Address the highest priorities.
Mechanical				
	1	Condensing unit for Sanctuary	\$ 24,000	Includes evaporator and piping.
	3	Upgrade controls for Sanctuary and Social Hall	\$ 15,000	Includes variable drive motor.
Plumbing				
	1	Sanctuary sewer leak	\$ 20,000	May be open from Tracy's Office to Dupont. Need to have a Plumber evaluate, but we know we have standing water in the pipe.
Roofing				
	1	Replace Atrium entrance roof	\$ 11,000	The Education Wing is also problematic, but Tracy thinks he can keep patching it.
Infrastructure				
	1	Parking Lot	\$ 90,000	Replacement only. No upgrades.
	2	Replace main entrance uneven concrete landing	\$ 8,000	Safety Issue - could be \$4,000-\$8,000
	3	Repair main entrance stair sidewall	\$ 8,000	Safety Issue - could be \$2,000-\$8,000
Security				
	1	Exterior lighting	\$ 4,000	Repair existing, add more and photocell controls.
	2	Upgrade security cameras	\$ 12,000	Add to exterior and replacement of existing system. Could be reduced if less cameras.
Projects				
	2	Parking Lot water retention (addition to replacement above)	\$ 85,000	May get up to \$50K from Water District. And water bill discount.
Totals			<u>\$ 299,000</u>	
Available Loan Advance (estimate)			<u>\$ 125,000</u>	
Balance of Loan to be used for adjustments in plan			\$ (174,000)	

Capital Budget - Progress Report February 2016

Total Funding Available	175,000
<u>Completed Projects</u>	
Building Audit/Reserve Study	\$5000
Balcony Railing	\$2495
Carpeting for stage stairs (social hall)	\$325
New Lighting sanctuary	\$1790
Freezer - reach-in	\$3200
Total Completed	12,810
<u>Projects in progress</u>	<u>Estimated Cost</u>
Computers & AV needs	\$28,300
<i>(13000 so far, includes computers, google for nonprofits and installation, wireless site surveys, firewall, switch, cabling)</i>	
Parking lot	\$100,000
<i>(3750 so far for plans)</i>	
New Lighting (Sanctuary) - remaining- led lighting in chandeliers	\$2000
Total in progress	130,300
<u>Remaining Projects</u>	<u>Estimated Cost</u>
Vinyl Asbestos Tile (Arches) seal and carpet	\$100
AC Split System (serves sanctuary) 1976	\$25,000-30,000
Front Landing Replacement	\$5000
Repair Main Entrance Stairwell	\$8000
Total Remaining	38,100-43,100
Total Estimated Costs of Proposed Projects	181,210-186,210
<u>Projects not happening</u>	
Carpet (library, balcony, chancel stairs)	\$4000
<u>Projects paid through operating budget</u>	
Pipe repairs	\$3000

In order to stay within our total loan amount, it is likely that not all projects will be completed. The Buildings and Grounds Committee, working with Tracy Van Epps, our facilities manager, and Rev. Jen Crow, will determine which projects will go forward.

First Universalist Church
Racial Justice Resolution
Approved by the Congregation at the
May 31, 2015 Annual Meeting of the Members

Whereas:

- We are witnesses to a crisis in our nation regarding systemic racism and oppression in education, employment, government and our justice system;
- Systemic racism has been highlighted in the news media because of the pervasive mistreatment, including recurring killings, of African Americans and other people of color by law enforcement officers in communities throughout the nation;
- We are guided by the following definitions: Racial Justice is the systematic fair treatment of people of all races, resulting in equitable opportunities and outcomes for all; a Racial Justice Lens focuses on ways in which race, racism, and whiteness shapes experiences with institutional and cultural power, access to opportunity, treatment and outcomes, both today and historically;
- The impacts of systemic racism are fundamentally at odds with our Unitarian Universalist beliefs, and confronting racial inequity and oppression is essential for our humanity and spiritual life;
- First Universalist Church has made a commitment to Racial Justice through intensive education and training of our congregation on the historical and current impacts of systemic racism and white privilege on society and the environment;
- We have created a Racial Justice Leadership Team and a Faithful Action Leadership Team to provide guidance for our Racial Justice work;
- First Universalist Church has undergone an extensive Racial Justice mapping process to define the most strategic areas for change, within our church structure, that will have the most impact on eliminating structural racism within our church;
- We have made a commitment to looking at our worship services, religious education curricula, board meetings, committees, and all our programming with a Racial Justice Lens; and
- Members of our congregation and clergy are standing next to our brothers and sisters in public protests, on social media, and in our communities to support efforts to address racial injustice;

Therefore, be it resolved that:

First Universalist Church of Minneapolis publicly declares its commitment to:

- Continuing the fight for Racial Justice through ongoing changes to the processes of the church, education, advocacy, self-reflection, and relationship-building; and
- Addressing structural racism and whiteness in First Universalist Church through intentional efforts in every area of our ministry and work.



Using Choice Points to Advance Equity

1. **Identify a Choice Point:** What is one of your points of opportunity to make or influence a decision that may affect equitable outcomes?

2. **Assess Impacts:** What are the impacts of current decisions and actions that may be unintentionally reinforcing bias, barriers or inequities?

3. **Generate Options:** What are some alternative action options that could produce different outcomes? (Try to generate several of them.)

4. **Decide Action:** Which option will generate the most leverage, momentum or gain towards advancing equity and inclusion?

5. **Change Habits:** What reminders or “equity primes” can be structured into you routine practices and protocols to make equity an ongoing priority and habit? What relationships, supports, incentives or accountability measures could help?

First Universalist Church of Minneapolis
Board and Board Committee Goals for 2015-16
Adopted 19 November 2015

Board of Trustees Goals:

- 1) Continue leading on racial justice, using the groundwork established through the passage of the Racial Justice resolution; specifically we will:
 - Continue educating ourselves about race, racism, and whiteness.
 - Consistently apply the *Race Forward* Choice Points model to achieve inclusion and equity as we identify opportunities and make decisions.
- 2) Create, review, and revise policies to ensure they reflect our racial justice work and commitment.
- 3) Review the current and future financial needs, strategic goals, and aspirations of First Universalist Church and develop a financial and strategic plan to address them, incorporating congregant input.
- 4) Work with Nominating Committee and through our own efforts to increase equity and inclusion among leaders in our senior leadership roles: Board of Trustees, Foundation Board, and Nominating Committee (e.g., increase diversity based on age, gender, tenure with church, race, point of view, and other demographics).
- 5) Continue Board linkage with the congregation through meaningful opportunities to listen closely to needs and aspirations.
- 6) Implement the shared leadership model and best practices developed by the Board and Senior Minister Team in order to build a trusting and effective partnership; periodically evaluate our progress in implementing these practices. Complete analysis on Board operations (use of committees, meeting times, selection of officers, and so on) and implement needed improvements.

Governance Committee
<p>Monday, February 1, 2016 — 6:30-8:00 p.m.</p> <p>Narthex Room, First Universalist Church</p> <p>Attendees: Marion Dane Bauer, David Leppik, Richard Spratt, Jill Braithwaite, Lark Weller (first half hour)</p>

Reading + reflection

February, March, April monitoring schedule items

- February:
 - Review of annual workplan (tied to strategic plan). This was included in the January Board packet.
 - Membership and attendance trends
 - Staff compensation/benefits
 - Staff survey
- March: No GC-specific monitoring items
- April: Congregational survey

Congregational survey

Notes on the upcoming congregational survey:

- The purpose of the congregational survey is to measure how well the church is living up to the Visionary Goals. *It's not intended to be the only measure. It is a large part of the Board's annual evaluation of the Senior Minister.*
- The Board directed the GC to use the existing Visionary Goals to guide this year's congregational survey; a revision of the Visionary Goals will happen in the future, but not in time to inform this year's survey.
- The congregational survey is offered to all congregants, member or non-member. In practice, participation is highest among the Cyber Coffee Hour demographic (since they are easy to reach), and by people who attend the live Coffee Hour in the Social Hall throughout May.

Discussion notes:

- We reviewed the survey that has been used in the past and discussed possible changes. We considered whether changes should be made to any questions and whether any could be cut, with the goal of making it shorter and more user-friendly. We decided on the following changes:
 - Condense the first two pages of context and instructions into something much shorter.
 - Remove income and pledge questions.
 - Ask intergenerational questions every other year (skipping this year).
- Dave will submit a list of these and any other minor changes, so the GC will have a record of what changed and why.
- We also considered ways to gain wider participation. We discussed asking staff to send an eblast with a survey link, and we noted that staff plans to eblast membership survey soon. Another survey a couple months later stands a good chance of being confusing and/or annoying to recipients.

Informational / discussion item: staff's "membership and engagement survey"

- On 1/27/16, the Racial Justice Leadership Team (RJLT) received an email from Rev. Elaine Tenbrink asking for input into a draft “membership and engagement survey.” That email request is attached below.
- Staff plans to conduct this survey with congregants *separately* from the *congregational* survey.
- It appears that the survey is intended to collect info on how to more meaningfully connect with members, help members participate in leadership positions, and to collect insights that may be helpful as the church revises the Visionary Goals in the future.

Discussion notes:

- We believe the membership survey has been thoughtfully created, with well-founded goals in mind. We note that there is a fair amount of overlap in the questions in the membership survey and the congregational survey.
- We believe it’s likely to have a negative impact on the congregational survey, in that people will think that they “just” filled out a survey or this survey and be less inclined to do the congregational survey.
- It’s unfortunate that this wasn’t coordinated or planned with the congregational survey in mind. We also recognize that if the membership survey is “slowed down,” it will be even closer to the time for the congregational survey, which could increase the negative impact.
- We do not plan to raise objections to the membership survey. Dave will provide some input to staff, based on our experience with surveying the congregation.

Racial justice (RJ) lens and decision points

- The staff and Board appear to be continuing to struggle to authentically practice using the choice points consistently, resulting in continued “business as usual” in many regards. When attempts are made to use the choice points process, discussion mostly moves away from engaging fully with the questions and doing the work of asking and answering them.
- We note that most of the times that the Board has attempted to engage with the choice points, it has been *after* a decision has been made or *after* a single option has been put forward. (E.g., the hiring of Unity Consulting and the hiring of a capital campaign consultant.) In those cases, the choice points may be seen as something that keeps us from making progress on a certain initiative. The goal of increasing racial equity in the church and in the world is set aside.
- A fresh discussion on the intent of using choice points (asking questions, examining assumptions) might be helpful to get us all on the same page again. Choice points are not intended to steer us toward particular, pre-determined outcomes like interviewing/hiring people of color. They are intended to help us question how each decision will be made in the most equitable way.
- Our concern is whether we’re being handed decisions to approve or disapprove that have actually de facto already been decided. Regarding Unity, was the decision to hire Unity a result of using choice points, and we’re simply not aware of that?
- The GC recommends we more carefully apply the choice points process to actual, upcoming decisions that are to be made, and that this take place more regularly among staff and the Board, as has been stated as an intention of both the Board and staff.
- This begs the question of how exactly a racial justice lens is being deployed in the operation of the church. We recall the mapping process in which teams evaluated aspects of the church through a racial justice lens, with the goal of transforming the church to operate in ways that advance racial equity. Has that intention to transform our structures and systems been implemented? What is needed for this transformation to become part of church operations?
- The GC agreed to consider how to more effectively communicate its concerns with the struggle to implement a choice points approach (e.g., with more specific recommendations, etc.). We agree to try to strengthen our communication to the Board in the future, and recognize we may want to ground our communications to ensure the type of “real conversations” we discussed in tonight’s opening reading and reflection.

GC goals for this year

- Racial justice lens and decision points.
- Guidelines to ensure all voices are heard in committee and Board meetings: Update on discussion with the Board in May.
- Congregational survey (evaluate what we are getting from this tool or what we might get from other tools)
- Visionary Goals, and mission evaluation.
- Strategic Plan's upcoming "expiration" (6 years after the VGs were adopted).

Next meeting: March 7, 6:30-8:00p.

From: Rev. Elaine Tenbrink [<mailto:elaine@firstuniv.org>]
Sent: Wednesday, January 27, 2016 4:50 PM
To: Kristen Mengelkoch <kmengelkoch1@msn.com>
Cc: ginnymc1947 <ginny.mc1947@gmail.com>
Subject: Membership and engagement survey and a racial justice lens

Dear Kristen,

I hope that this email finds you well and enjoying January! I'm writing to you as a leader on the RJLT. I'm writing to let you know about an upcoming survey and to solicit the feedback of the Racial Justice Leadership Team.

Some background: Ginny McAninch and I are co-chairing a small working group that is looking into the meaning of membership at First Universalist -- a project that grew out of a January 2015 working session of the board. Our first step in this project is a congregation-wide survey, which will then be followed up with in-person conversations. We're hoping to glean information that will be helpful in determining how First Universalist can better welcome people into deeper engagement with the church. Our workgroup charter is attached if that is helpful.

We are hoping that the members of the RJLT would be willing to look this survey over, particularly with an eye to racial equity. Does the survey make sense? What is helpful? What can be improved?

Here's a link to the survey: <http://goo.gl/forms/Jb299nzXdb>

Just so you know, we had the good fortune to work with RJLT member Bryana French in creating the survey -- her skills and know-how as a social scientist were very helpful to us. Our team has run through the choice-points model.

If there's any way you could offer feedback by Sunday, that would be wonderful. That way, we can integrate the feedback and send out the final survey on February 7.

Thank you for considering this, Kristen, and sharing it with the RJLT. We are grateful for your help!

Warmly,
Elaine