

First Universalist Church Board of Trustees
December 14, 2017
Board Packet

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First Universalist Church of Minneapolis

Board of Trustees Meeting

December 14, 2017

6:30 p.m. Cummins Room

Agenda

I. Call to Order (6:30).

- 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 (see Ministers' report)
- Spiritual reflection question (see Ministers' report)

II. Consent Agenda (6:50)

- Approval of minutes from November meeting.
- Monitoring: Acceptance of attendance and membership numbers
- Monitoring: Acceptance of staff and significant volunteer changes
- [NB: There are no other monitoring items this month].

III. Financial (20 minutes)

- A. Review of budget numbers
- B. Use of Cummins Fund (see Ministers' Report).

IV. Co-Ministry Sub-Team update (15 minutes)

A brief update into the team's work / plans regarding moving to a co-ministry arrangement.

V. Change Team update (15 minutes).

Richard will report on some recent discussions conducted by the Change Team (the minutes of the Nov. 18, 2017 Change Team meeting are included in the packet).

VI. Adjournment

First Universalist Church of Minneapolis
Board of Trustees Meeting
November 16, 2017

Trustees present: Richard Spratt, Bryana French, Dick Niemiec, Caitlin Rodgers, Karin Wille, Jen Crow, Eric Cooperstein, Christa Anders, Lillie Pang, Justin Schroeder with Cindy Marsh connecting remotely.

I. Call to Order

- a. Lighting of the Chalice
- b. Reading “Blessing for the Broken Hearted” by Jan Richardson

II. Consent Agenda

- a. Approval of Minutes from October meeting
- b. Monitoring: Acceptance of attendance and membership numbers
- c. Monitoring: Acceptance of staff and significant volunteer changes
- d. Monitoring: Staff/Volunteer grievances

III. December Meeting

It was agreed to move the December board meeting to December 14, 2017. Same time. Same place. Someone will bring cake to celebrate Karin Wille’s birthday.

IV. Budget

Rev. Crow went over the budget. Pledge base is turning out to be \$1,080,000 (hoped for income from pledges was \$1,115,775). The tenant has been late with payments a few times. Karin has been working with them as well and reviewing the lease terms. Staff have been doing a great job of keeping expenses down. As we move into second quarter, she is expecting to see more balance in the budget. They have instituted all of the cuts and changes that were approved by the Board at the last meeting. Year-end assessment was reported on by our consultant and we will review in December.

We had hoped to get \$45,000 in “captured” pledges and we are at about \$20,000 so we may need to make additional adjustments.

V. Capital Campaign

Eric is ex-officio on the Building Team and Christa has agreed to replace Cindy Marsh as the Board liaison. The Board reviewed the most recent drafts of the potential plans and

discussed several options. The congregational meetings have been postponed until January because of some time-consuming structural investigation. The plans so far have been put together on the assumption that the mortgage will not be paid off. Building Team has recommended that the congregation would prefer a more complete build out than a paid off mortgage with which the Board agreed.

VI. Sub-Team Planning

The Board moved into sub-group planning for the Ministerial Team Development and Bylaws Review.

VII. Executive Session

The Board moved into Executive Session and invited Reverend Schroeder and Crow to stay.

VIII. Adjournment

The meeting was adjourned by the Chair at 9:32.

**First Universalist Church
November 2017 Statistical Report
December 21, 2017**

MEMORIAL SERVICES: 0

MARRIAGES/SERVICES OF COMMITMENT: 0

MEMBERS FOR APPROVAL:

MEMBERS REINSTATED: 0

MEMBERS FOR REMOVAL: 1

Candace McClenahan moving to “friend of 1st Universalist while joining Minnesota Valley UU, closer to her home.

CHILDREN DEDICATED:

	To Date 2017-2018	End of Year Totals			
MEMBERS (Fiscal Year)	28	2016-2017 109	2015-2016 54	2014-2015 58	2013-2014 46
TOTAL MEMBERS:	1,029	1,011	934	920	921

TOTAL MEMBERS AS OF THE LAST MEETING: 1029

To be added:

To be removed :

TOTAL MEMBERS:

November Attendance							
			2017				2016
Adults	9:30	11:15			9:30	11:15	
1st week	386	367	753		264	332	596
2nd week	314	326	640		636	399	1035
3rd week	248	286	534		320	349	669
4th week	232	262	494		288	320	608
5th week							
Monthly Total	1180	1241	2421		1508	1400	2908
Average for November	295	310.25	605.25		377	350	727
RE							
1st week	210	161	371		213	194	407
2nd week	210	177	387		238	205	443
3rd week	148	147	295		221	186	407
4th week	16	11	27*		23	12	35*
5th week							
Monthly Total	584	496	1080		695	597	1292
Average for November	146	124	270		173.75	149.25	323
Combined Average	441	434.25	875.25		550.75	499.25	1050
	*Multi-gen service				*4th Sunday, multi-gen service		

Sr. Minister and Executive Minister Report to the Board of Trustees, Dec 14, 2017

Opening Reading and Reflection: "What is hope?"

It is a presentiment that imagination is more real
and reality less real
than it looks.

It is a hunch that the overwhelming brutality of facts
that oppress and repress
is not the last word.

It is a suspicion that reality is more complex
than realism wants us to believe
and that the frontiers of the possible are not determined
by the limits of the actual
and that in a miraculous and unexpected way
life is preparing the creative events
which will open the way to freedom and resurrection . . .

The two, suffering and hope, live from each other.
Suffering without hope produces resentment and despair,
hope without suffering creates illusions, naiveté, and drunkenness . . .

Let us plant dates
even though those who plant them will never eat them.

We must live by the love of what we will never see.
This is the secret discipline.
It is a refusal to let the creative act be dissolved
in immediate sense experience
and a stubborn commitment to the future of our grandchildren.

Such disciplined love is what has given
prophets, revolutionaries and saints
the courage to die for the future they envisaged.
They make their own bodies the seed of their highest hope.

- Rubem Alves, Brazilian Liberation Theologian

Reflection Questions: What seeds are you planting right now? What stubborn commitments do you carry? How have suffering and hope shape your life? As always, if this poem stirs something else in you that these questions don't point to, please speak to that.

Monitoring Items:

Staff and Volunteer Grievances: No formal grievances have been filed or reported.

Transitions in Staff and Volunteer Positions: Jerrod Wendland, our pianist, left at the end of November. An exit interview has been conducted with him.

Franco Holder began on December 1st as our new pianist.

Cummins Fund Request:

Given the racial justice journey we are, we believe that First Universalist is uniquely positioned to offer a meaningful internship to Unitarian Universalists of color. There are several reasons for this: 1) because of our People of Color Circle, and local UU leaders of color, we have a built in support system for an intern of color, where they can bring all of who they are, including the dynamics of serving a majority white institution; 2) because the majority of church leadership has gone through some form of racial justice training, the wider community of First Universalist Church is better equipped to support an intern of color; and finally, 3), because we would be able to put together an internship committee that would include people of color, and ensure that all committee members had engaged in some form of racial justice education, the committee would be able to attend to the intern's ministerial formation, as well as the racial dynamics at play in their ministry.

Currently, the Cummins Fund has just under \$250,000 in it.

We are asking permission for two things: 1) To do additional fundraising for the Cummins Fund, and 2) to engage with donors who have made a gift to the Cummins Fund to ask them if we can use their gifts now to support an internship for a minister of color, beginning in the fall of 2018. In essence, we would begin to utilize the Cummins Fund before we reach our \$500,000 goal.

We believe the time is right to use these funds for an internship that will help us move toward our visionary goal of being a multi-racial and multicultural church. An ministerial intern of color (and on ongoing commitment to having interns of color) would strongly signal our deep commitment to our racial justice efforts. We believe this commitment would inspire further generosity and help usher in even more changes in our racial justice efforts. We believe that in consultation with BLUU (Black Lives of Unitarian Universalism), with DRUUM (Diverse Revolutionary Unitarian Universalist Ministries), and others, we could collectively think through how best to support a Unitarian Universalist Internship for People at First Universalist.

Financial Update:

You'll find in your packet a summary of Revenues and Expenses from October 2017, the October balance sheet, and an update on income and expenses for our Capital Campaign. A completed review of our finances and policies and procedures from the 2016-17 fiscal year completed by our financial consultant, Kurt Hochfeld, will also be provided at the Board Meeting.

Income

As the year progresses, we continue to see a lag in pledges. This lag remains true not only when you consider our budget of \$1,174,500 in pledges, but also when you adjust the total pledge number to what we have recorded (\$1,080,000) and look at where we should be at year to date (roughly \$360,000). We do typically see an increase in pledges coming in as the end of the calendar year approaches. We also continue to see a lag in rent payment from our major tenant, Southside Child Development Center. We are in close communication with the center's director, and given the center's challenges in receiving payment from the county for several of its students, I believe it is fair to assume that while rent will ultimately be paid to us for each month, it is unlikely that it will arrive on the previously agreed to schedule stated in our lease. While I wish this were different for them and for us, I don't see any reason for major concern at this point, and we continue to find this to be a mutually beneficial relationship.

Expenses

Staff continue to implement significant reductions in expenses, and these cuts are helping us to close the gap in the budget. We also continue to track the staff hours spent on our capital project, and shift those expenses to the capital budget.

Capital Campaign Update:

Expenses continue to be on track with our capital campaign and capital budget. This past month shows the first major payment to our architectural team, and also shows the completion of the capital campaign within the originally approved expense budget.

The Building Team continues to meet regularly with our architectural team, taking in information and making decisions about how to proceed. The team continues to be most excited about the possibility of adding a third floor to the RE/Administration building, rather than constructing a new addition. In order to determine if building up is possible, our architects are leading us through a process of investigating the current building foundation and structure.

Thus far, we have discovered that the plans we have for the education wing do not match up with the reality of the education wing. Pilings and columns are not where the plans indicate, and while we were originally heartened by the note on the plans that reads, "Provisioned for a third floor," we have yet to fully confirm this reality.

Using our vendor policy and the guidance of our architects and the building team, we hired Watson-Forsberg to do some investigatory drilling and structural discovery at the end of November. Unfortunately, this drilling did not give us the information we needed. Given our continued excitement about the possibility of adding a third floor, and the questions about the true nature of our building's foundation and structure, the Building Team decided to continue exploration of the building's foundation and structure. Watson-Forsberg is currently putting together a proposal and a schedule that would allow us to excavate a tunnel under the building so that structural engineers can visually inspect the pilings and pile caps that support the RE

building. We are hoping to complete this work before the end of the year, but much depends on the availability of a particular vacuum excavating machine and the team to operate it.

This investigatory work has significantly slowed our timeline for development of plans and will also shape our timeline for construction and renovation. The architects are currently pausing in their preparation of plans since we don't yet know if we will be pursuing a third floor option or an addition to the building. Congregational meetings are tentatively scheduled for mid-to-late January. Given this slow-down in the process, we do not anticipate that any major construction/renovation will begin before summer of 2019.

As our architectural planning continues, so do our conversations with Shir Tikvah. Rev. Jen recently met with our lead architect, Paul May, and John Humelker, the executive director of Shir Tikvah, to walk through the building and discuss their potential needs. Increased seating for the High Holy Days and office space for staff continue to be the primary building use concerns from Shir Tikvah. We discussed several ways to increase seating (re-opening the swinging windows in the Arches room, putting windows in the two rooms on either side of the sanctuary, and the possibility of live streaming to the social hall). The Rabbis from Shir Tikvah will be meeting with the ministers from First Universalist prior to the board meeting to discuss theological and symbolic needs for each congregation, and to begin thinking through how we might address those needs in a shared space.

Annual Approval of Ministerial Housing Allowances

The ministers request that the Board of Trustees approve the following housing allowance amounts for the year 2018:

Justin Schroeder	\$35,000
Ruth MacKenzie	\$22,000
Elaine Tenbrink	\$22,800
Jennifer Crow	\$36,000

Faithful Action Update:

On Monday, December 4, Hal Schroer and Rev. Justin, on behalf of First Universalist Church, received their "Outstanding Community Service Award for an Organizational Partner." EMERGE is one of our formal Faithful Action Partners and our Relationship with EMERGE has deepened and grown over the years. Congratulations to Hal and all of our church members who have served this partnership.



First Universalist Church of Minneapolis
Analysis of Revenues & Expenses - Summary
July to October 2017

Accounts	Current Balance (This Year)	YTD Budget (This Year)	Annual Budget (This Year)	Last Year YTD Actual
Revenues				
Pledges	\$326,968.18	\$371,925.00	\$1,115,775.00	\$351,502.96
Contributions Unrestricted	\$23,351.91	\$31,353.93	\$141,700.00	\$36,788.07
Contributions Temp Restricted	\$0.00	\$0.00	\$0.00	\$0.00
Contrib Released from Restr	\$54,082.93	\$23,481.96	\$115,445.89	\$58,919.67
Fundraisers	\$14,040.41	\$13,833.36	\$46,500.00	\$22,061.71
Program Fees	\$414.00	\$2,200.00	\$6,600.00	\$135.00
Dividends & Interest	\$1,167.46	\$5,000.00	\$15,000.00	\$1,294.18
Rental Income	\$40,390.30	\$45,914.00	\$137,742.00	\$31,349.38
Realized Gains & Losses	(\$491.72)	\$0.00	\$0.00	(\$385.74)
Unrealized Gains & Losses	\$3,257.02	\$0.00	\$0.00	(\$142.08)
Other Income	\$23.00	\$1,111.12	\$3,333.33	\$2,803.50
Total Revenues	\$463,203.49	\$494,819.37	\$1,582,096.22	\$504,326.65
Expenses				
Salaries & Wages	\$254,320.97	\$269,786.96	\$809,361.00	\$241,504.95
Payroll Taxes	\$19,796.63	\$20,595.08	\$61,785.00	\$18,167.52
Employee Benefits				
Medical Insurance	\$24,891.78	\$23,333.64	\$70,001.00	\$20,492.42
Long Term Disability Insurance	\$0.00	\$0.00	\$0.00	(\$0.04)
Life Insurance	\$434.80	\$792.64	\$2,378.00	\$410.40
403(b)	\$21,995.85	\$22,029.32	\$66,088.00	\$20,768.68
Total Employee Benefits	\$47,322.43	\$46,155.60	\$138,467.00	\$41,671.46
Professional Expenses	\$5,849.80	\$8,300.04	\$24,900.00	\$4,636.50
Temporary Labor	\$9,577.75	\$11,199.96	\$33,600.00	\$5,416.50
Program Expenses	\$12,202.30	\$14,499.92	\$43,500.00	\$6,999.82
Miscellaneous Program Expenses	\$14,545.46	\$10,366.68	\$31,100.00	\$37,136.61
Membership Program Expenses	\$3,353.15	\$3,833.32	\$11,500.00	\$2,019.41
Fundraising Expenses	\$0.00	\$2,666.64	\$8,000.00	\$105.00
Administrative Expenses	\$4,446.37	\$26,766.60	\$80,300.00	\$46,124.85
Miscellaneous Expenses	\$2,029.82	\$2,066.68	\$6,200.00	\$600.55
Insurance	\$6,841.03	\$7,995.84	\$23,987.50	\$6,693.97
Dues & Memberships	\$22,601.26	\$15,334.20	\$46,002.50	\$575.00
Utilities	\$16,138.73	\$16,999.96	\$51,000.00	\$14,458.04
Repairs & Maintenance	\$5,585.66	\$10,266.64	\$30,800.00	\$5,713.07
Other Building Related Expense	\$28,934.25	\$24,025.00	\$72,075.00	\$45,455.14
Offering Plate for Community	\$13,281.85	\$13,333.36	\$40,000.00	\$13,539.01
Other Charitable Contributions	\$30,637.34	\$25,148.64	\$75,445.89	\$3,890.19
Total Expenses	\$497,464.80	\$529,341.12	\$1,588,023.89	\$494,707.59
Net Total	(\$34,261.31)	(\$34,521.75)	(\$5,927.67)	\$9,619.06

First Universalist Church of Minneapolis
Balance Sheet
October 2017

Headings and Account

Current Balance (This Year)

Assets		
Current Assets		
Cash & Cash Equivalents		
Cash	\$	471,248.53
Total Cash & Cash Equivalents	\$	471,248.53
Investments		
Schwab- Church Operating	\$	302,719.47
Schwab - Church Reserve	\$	326,309.58
Schwab - Don Carter & Mary Carter	\$	76,629.18
Schwab- Legacy Fund	\$	810,868.67
Schwab - Temporarily Restricted	\$	120,542.44
Total Investments	\$	1,637,069.34
Cash & Cash Equiv - Foundation		
Sunrise Bank - Foundation	\$	11,220.46
Total Cash & Cash Equiv - Foundation	\$	11,220.46
Investments - Foundation		
Schwab - Foundation	\$	1,723,132.44
Total Investments - Foundation	\$	1,723,132.44
Total Current Assets		\$ 3,842,670.77
Other Current Assets		
Other Current Assets		
Mortgage Escrow Deposits	\$	1,959.84
Prepaid Expenses	\$	16,320.96
Prepaid Loan Expenses	\$	5,224.66
Prepaid Medical Insurance	\$	9,320.36
Total Other Current Assets	\$	32,825.82
Total Other Current Assets		\$ 32,825.82
Fixed Assets		
Fixed Assets		
Fixed Assets	\$	1,652,877.57
Total Fixed Assets	\$	1,652,877.57
Total Fixed Assets		\$ 1,652,877.57
Total Assets		\$ 5,528,374.16

Liabilities & Equity		
Current Liabilities		
Accounts Payable		
Accounts Payable	\$	47,083.79
Total Accounts Payable	\$	47,083.79
Total Current Liabilities		\$ 47,083.79
Other Current/Long-Term Liabilities		
Benefits Payable	\$	3,805.09
Accrued Expenses	\$	15,735.31
Deferred Revenue	\$	18,092.89
Misc Other Liabilities	\$	13,000.00
Line of Credit Advance Payble	\$	125,889.20
Mortgage Payable	\$	568,725.28
Total Other Current/Long-Term Liabilities	\$	745,247.77
Total Other Current/Long-Term Liabilities		\$ 745,247.77
Total Liabilities & Equity		\$ 792,331.56
Fund Principal		
Undesignated Net Assets/Equity		
Church Equity	\$	1,904,116.21
Total Undesignated Net Assets/Equity	\$	1,904,116.21
Board Restricted Net Assets		
Board Designated Net Assets	\$	1,009,972.25
Total Board Restricted Net Assets	\$	1,009,972.25
Temp Restricted Net Assets		
Temp Restricted Net Assets	\$	1,183,310.39
Total Temp Restricted Net Assets	\$	1,183,310.39
Permanently Restricted		
Don Carter Endowment	\$	59,292.46
M E Carter Endowment	\$	15,737.36
Total Permanently Restricted	\$	75,029.82
Excess Cash Received	\$	563,613.93
Total Fund Principal and Excess Cash Received		\$ 4,736,042.60
Total Liabilities & Equity, Fund Principal, & Restricted Funds		\$ 5,528,374.16

Capital Campaign 2016-2017 Budget Breakdown (As of 11/30/2017)

Division	Budget	\$	Remaining Budget
Revenue			
Donations/Legacy Fund Transfer	\$ 6,400,000.00	\$ 1,112,943.02	\$ (5,287,056.98)
Expense			
Consultants	\$ 230,000.00	\$ 229,030.00	\$ 970.00
Printing/Supplies	\$ 8,000.00	\$ 8,000.00	\$ -
Launch Event	\$ 30,000.00	\$ 52,688.65	\$ (22,688.65)
Architectural Pre-Work	\$ 27,000.00	\$ 2,000.00	\$ 25,000.00
Total Budget	\$ 295,000.00	\$ 291,718.65	
Remaining Budget	\$ 3,281.35		
Projects			
Full Compass Hearing Assist	\$ 3,664.34		
Architect Fee	\$ 39,600.00		
Staff Salaries	\$ 7,269.52		
	\$ 50,533.86		
Total Loan from Legacy Fund	\$ -		
Net Income	\$ 770,690.51		

First Universalist Church
Minutes of Change Team (Board Committee) Meeting
November 18, 2017
8 am - 11:30 am

Background: The Change Team (CT) was established as a Committee of the Board of Trustees (BOT) in September, following conversations with the Racial Justice Leadership Team (RJLT) in the spring (see notes of RJLT Change Team recommendations attached to the April 2017 BOT minutes). CT members were recruited from the Board, the (former) RJLT and from congregational applicants. The team had an initial organizing meeting in October to establish an agenda for its first meeting in November.

Present: Kayci Rush, Sarah Hedge, Ben Miles, Richard Spratt and Karin Wille (co-chairs), Rev. Justin. Richard ran the meeting; Karin took notes.

Richard called the meeting to order at 8:05 am. Rev. Justin opened the meeting by asking everyone to center themselves in their bodies. Members then shared what their image of a racially just church would look like.

Rev. Justin next reviewed the relationship between the charge to the CT and the church's third Visionary Goal (VG). Updated VGs were approved by the Board in May after review and input by staff. The third goal was changed, in part, from "an intergenerational community of mutual caring and support" to "a multi-racial, multi-cultural, and intergenerational community of mutual caring and support where people of all backgrounds feel a sense of welcoming and belonging."

The following charge to the CT supports the church's aspiration to become a multi-racial, multi-cultural community: The Change Team is charged with a high level review of the institutional policies, practices and culture of First Universalist, as it relates to creating a more racially just institution and community. Based on that review, the Change Team makes recommendations to the Board and staff.

Rev. Justin then reviewed the history of First Universalist as a culturally white church. The team felt that up until the Racial Justice (RJ) work that started in 2012, the church's historic social/racial justice orientation had been primary one of "charity" or "helping."

Kayci then reviewed the work of several cities who have undertaken CT work, including Madison, Seattle, Portland, OR, and San Francisco. All of these cities have determined that investing in People of Color and Indigenous (POCI) leadership is more important than POCI programming, because it has a more lasting effect. Community listening groups were also used by several cities.

All of the cities have lists of tools on their websites for maintaining process accountability. Common elements include work plans with accountability that are posted online, open meetings, general updates posted online, and clear avenues for community input. Staff as well as programs are evaluated on racial equity goals.

Minneapolis belongs to a group of municipalities called the Governance Alliance for Racial Equity. There is a wide disparity among members in defining and progressing toward racial equity; Minneapolis appears to be near the bottom.

The next item on the agenda was CT norms. The team established the following norms, in no particular order of importance:

TEAM NORMS

Transparency is a key value. As a Board committee, all meetings are open to the congregation. Minutes will be posted as part of the monthly Board packet and on the RJ website page.

Meeting dates will be posted on the church calendar.

The Committee charge will be included at the beginning of each agenda.

The responsibility for the opening grounding in/reflection will be shared among committee members.

The CT's work will be guided by input from POCl youth and adults and will be focused on racial equity.

Members will share openly, recognizing that process is sometimes more important than results, and be willing to disrupt "business as usual."

Decision points will be viewed through the choice points racial equity lens, including an analysis of who benefits and who doesn't.

Members are expected to attend meetings, respond promptly to emails and work on CT tasks between meetings. Emails that require action by a certain date will be so noted in the subject line.

Members will hold each other accountable, embrace discomfort, AND give ourselves and each other the grace to make mistakes and begin again in love.

Members view this work as central to who we are as a UU community of faith, acknowledging that as we build a church for the future our task is to identify and dismantle the habits, conditioning, and practices of whiteness (and white supremacy culture), so that our faith claims are aligned with our practices, as we strive to become 'a multi-racial, multi-cultural, and intergenerational community of mutual caring and support where people of all backgrounds feel a sense of welcoming and belonging.'

The Team then moved to developing a work plan in the following areas: priorities, goals, communication and evaluation.

PRIORITIES

Nourish relationships with and invest in leadership of POCIs in congregation.

Focus on resource allocation, especially the annual budget.

Use choice points in setting priorities, making decisions, etc.

GOALS

Build system of regular feedback with POCI Caucus.

Create quarterly (at a minimum) opportunities to hear voices of POCI youth and adults.

Review processes for developing and identifying leaders, including Nominating Committee (bylaws and process/procedures)

Assess systems for evaluating outcomes from RJ perspective (e.g., staff work plan; Board goals; Sr. minister evaluation process; Board and staff job descriptions)

Assess volunteer training from RJ perspective, especially Religious Education (RE) teacher training.

Assess process for developing RE curriculum

Develop a system of accountability for measuring CT progress.

Develop CT succession and membership rotation plan.

CONGREGATIONAL COMMUNICATION

Post CT minutes on web site - Board packet and RJ page (Note: Karin will get minutes to Bree after approval by CT members)

Put CT dates on church calendar; note meetings are open to congregants (Note: Karin will communicate dates to Bree)

Share meeting notes with POCI email list (Note: Richard will do this)

Run Liberal article after each meeting with location of minutes, summary of meeting and next meeting date. (NOTE: Ben will write the Liberal articles).

Suggestions: hold monthly listening sessions between services; find a way to nurture relationships with POCI youth

EVALUATION

Convert prose goals (and priorities?) to SMART goals (Note: Kayci will do initial conversion draft).

Review SMART goals, which will contain deadlines, at every meeting.

Future Meeting Dates:

Saturday, December 16 - 8 to 10:30 am

Saturday, January 27 - 8 to 11:30 am

Saturday, March 10 - 8 to 11:30 am

Saturday, April 21 - 8 to 11:30

In order to move forward on the CT's priorities and goals, the POIs who Richard has email addresses for (a larger group than the POI Circle) will be invited to meet with the CT at its Dec. 16 meeting, or at another convenient time. Youth in our congregation who identify as POI will also be invited through Lauren (for youth RE staff) and Emma (for Senior High youth). Sarah will follow up with Lauren and Emma to forward the invite.

The Team spent some time discussing what information the email should contain; Karin will create a draft for the Team's review.

The Team also discussed the agenda for its Dec. meeting. The POI group will be invited to join the meeting at 9. The team will also review Kayci's draft of the SMART goals, prioritize goals and assign accountability.

The meeting was adjourned at 11:30 am.