

First Universalist Church Board of Trustees  
June 21, 2018  
Board Packet

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# **First Universalist Church of Minneapolis**

Board of Trustees Meeting

June 21, 2018

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 SM report)
- Spiritual reflection question (see SM report)

## **II. Consent Agenda (6:50)**

- Approval of minutes from May Board of Trustees meeting and Annual Meeting.
- Monitoring: Acceptance of attendance and membership numbers
- Monitoring: Acceptance of staff and significant volunteer changes

## **III. Budget**

- a. Rev. Crow is out on her summer sabbatical and vacation. Brad will try to pull some May numbers together for us before the meeting.

**<<Move into Executive Session for Remainder of Meeting>>**

## **IV. Minister Evaluations**

- a. Review of survey results and discussion.
- b. Approval of salary increase from budgeted salary pool.

## **V. Board Self-Survey and Review of 2018-19 Board year**

## **VI. Adjournment (8:00)**

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**First Universalist Church of Minneapolis**  
**Board of Trustees Meeting**  
**May 24, 2018**

Trustees and Ministers present: Bryana French, Caitlin Rogers, Karin Wille, Jen Crow, Eric Cooperstein, Jen Crow, Lillie Pang, Justin Schroeder, Dick Niemiec

Missing: Cindy Marsh and Richard Spratt

**I. Call to Order**

- a. Lighting of the Chalice
- b. Reading and reflection

**II. Consent Agenda**

- a. Approval of Minutes from April 2018 Board of Trustees meeting
- b. Monitoring: Acceptance of attendance and membership numbers
- c. Monitoring: Acceptance of staff and significant volunteer changes
- d. Monitoring: Acceptance of annual staff survey results

**APPROVED**

**III. Administrative (Calendaring events)**

- Bylaws meeting May 30, 2018, 6:30 – Eric and Cindy will attend
- Annual meeting and Board brunch – June 3, 2018 11:30 to 2:30 – Café Ena

**IV. Financial**

- a. Final Budget review

Budget is slightly adjusted from what we saw in April. The UUA health insurance is a big jump of almost \$20,000. The health insurance we currently have is excellent coverage for employees and we cover the full premium. It is not as strong for spouses and dependents. Rev. Crow is recommending that we stick with the current BCBS and go with a 2% raise pool. That will project a budget deficit of \$48,000.

There were two budget meetings that were sparsely attended. They went well. Third quarter projections are in and Jen is projecting receiving \$1,080,000 in pledges and ending with a \$9,000 surplus. For 2018-19, 91% of pledges are in, totalling \$1,050,000. Justin, the pledge team, and other volunteers followed up with the calls right after the campaign and people seemed very willing to pledge. There are 85 units outstanding. Emails went out yesterday to

families in religious education, new members and others who have not yet made a pledge. Justin feels like we are track. Note: the budget includes about \$20,000 for new member pledges.

Eric requested a link in the annual report to the full line item budget.

**MOTION** to approve the budget for 2018-2019 made and seconded.

**APPROVED.**

b. Discussion of waiver of one-year reserve replenishment policy

There is a Board policy that we replenish the reserve within one year if we tap into the reserves. We are currently doing this for this budget this year and planning on doing it for the upcoming fiscal year.

**MOTION** to waive the one year replenishment policy for the current fiscal year as well as the upcoming year.

**APPROVED.**

The Board also agreed that we need to go back and revisit this policy, as well as other reserve policies, and decide when and how we are going to pay back reserves. It is important that we are transparent about how we are operating.

c. Capital project update.

Building Team has been meeting with the architects and the numbers are significantly higher than our budget (\$3 million over). Rev. Crow and the architects and the team have been going back to the drawing board and also attempting to understand about how we got so far off track. The architects have acknowledged that they did not read Jen's spreadsheet as closely as they should have. They also acknowledge that they should have brought us in earlier from our dreaming than they did. We need an additional 2,000 square feet and the whole third floor gave us 6,400. We know that the building can support a third floor. It could happen later and it could be different from how it is currently drawn.

Agreed that we will tell the congregation about this latest update at the annual meeting. Jen is working on right-sizing the relationship and starting over.

**V. Co-Ministry**

- a. Discussion of resolution for presentation to congregation
- b. Letter to congregation

We discussed the FAQs that Eric prepared. Agreed to add the question of what happens if the co-ministers disagree. We all thought the resolution looked good.

**MOTION** to adopt the resolution for presentation to the congregation.

**APPROVED.**

## **VI. Final Review of Bylaws**

We made some small edits and adjustment to the bylaws. Agreed to make the nominating committee, trustees and the foundation board language parallel in construction.

**MOTION** to recommend the bylaws as amended at the meeting for approval by the congregation.

**APPROVED.**

## **VII. Planning for Annual Meeting**

- a. Discussion of rules of debate and script

Ben Jaeger is available to serve as a parliamentarian.

- b. Managing bylaws discussion and procedure for handling small typos and wording changes raised at meeting

Agreed that we will have two to three board members available to review and potentially accept typos and small wording changes. We will need to post on the website and make copies of the FAQ, Resolution and Bylaws. We will have these documents available in the social hall on the Sundays prior.

We will need people to help check-in. Eric will check in with staff and Elaine about all the logistical details.

## **VIII. Adjournment**

The meeting was adjourned by the Chair at 9:00.

**159<sup>th</sup> Annual Meeting of the Members**  
**First Universalist Church of Minneapolis**  
**Sunday, June 3, 2018**

**Call to Order**

President of the Church, Eric Cooperstein, called the church to order at 12:36 p.m.

**Chalice Lighting and Opening Words**

Reverend Justin Schroeder lit the chalice and shared opening words.

**Authorization of Board of Trustees to Approve the Minutes of the Meeting**

**MOTION:** Authorization to have the Board of Trustees approve the minutes of this meeting at a subsequent Board meeting.

**SECONDED. APPROVED.**

**Ministry Team Report**

This was a year of moving into greater alignment between our values (of equity, inclusion, love and justice) and our actual practices. To that end:

- We offered our building to groups and community organizations aligned with our values.
- We raised \$5.6 in our Capital Campaign, to create a building that better serves our needs and the needs of the community.
- The Board of Trustees appointed a Racial Justice Change Team, charged with the task of making recommendations that would further our racial justice commitment in concrete ways.
- We have doubled down on the importance of cultivating life-giving/life-saving spiritual practices, offering Soul Matters Groups, Wellspring, Spiritual Deepening Circles, and more. Over 400 people participating in small groups.

**Building Project Update**

- \$5.6 million pledged to the campaign. Thanks to all!
- Priorities – increasing hospitality, accessibility, education and small group spaces
- Trying now to align the scope of our project to the scope of the budget
- Major update in the fall about where we are going
- Beginning work on the exterior of the building to prevent water damage – this work will begin this summer
- Very talented team of congregants working on the building team

## **Treasurer's Report and Presentation of Recommended Budget for 2018 - 2019**

This year the Board operated as a committee of the whole and did not use a Finance committee. There is a good rhythm between the Board and Reverend Crow.

Administrative staff do a good job. We have an independent financial consultant to ensure financial integrity. We have a commitment to make our budget transparent and understandable.

We are coordinating between the Capital Campaign Building Project and the 2018 – 2019 Budget.

This is a deficit budget that contains an alignment of our values and progress to our visionary goals.

The budget is a deficit budget (\$48,000). Unlike in years past, this budget includes the payment of the principal of the mortgage and line of credit (\$42,000) in the operating budget. This deficit budget is therefore similar to the balanced budget of previous years.

In this budget, we continue the elimination of RE fees, our commitment to a minimum rate of \$15/hr for all adult employees, and the funding of a Racial Justice line item.

This budget includes expense increases that provide the balance needed to ensure continued alignment of our employment practices with our values while also allowing us to make strides toward the realization of specific visionary goals.

**MOTION: To present the 2018 - 2019 Budget for approval.**

**SUBSIDIARY MOTION: Each person who wants to speak to the motion, is limited to 2:00 minutes and the total of the discussion to 20 minutes.**

Seconded. After a vote, the motion to limit debate was approved.

### **Question and Answer regarding the Budget:**

Q: Approximately 67% of our church is salaries. Do you compare this to other churches?

A: Yes. We look at the salary guidelines put out by the UUA.

Q: Is there an assumption that maintenance is being absorbed by the capital campaign?

A: Yes.

Q: I thought our bylaws required the presentation of a balanced budget.

A: No. The bylaws just require us to present a budget at the annual meeting.

Q: On the Legacy Fund release, what are the restrictions and what was the thinking?

A: We can take between 4 and 7% of the Legacy Fund.

Q: I don't have a problem with a deficit budget. I think we have to just put the money forward. This budget does reflect our values.

Q: I would be more comfortable with this budget if I knew more about how expenses are going to be controlled. In other words how would we have to adjust \$40,000 or \$50,000?

A: We make adjustments every month about how we are going to spend. There is a pretty robust system between the Board and the staff for review. As an example, this year the Board asked us to have a plan to reduce expenses by \$80,000. Rev. Crow was able to do this.

Q: Can you talk about retiring the debt?

A (Rev. Crow): Huge proponent of retiring the mortgage. I believe we really need to get rid of it. We are looking at other ways to retire the mortgage. As new legacy funds are received, maybe we could do a split where 50% of the legacy funds go to paying off the mortgage. The mortgage balance is \$680,000.

Q: Why do we have such a low rate of returns on our investments?

A: Yes – we have an annual meeting with Accredited and Ross Levin and will be reviewing. Agreed that the numbers in the annual report only tell part of the story. Kristin Siegesmund pointed out that the investments are doing quite well - the Foundation's portfolio went up \$160,000 this year and they gave away \$130,000.

Alan Steinhauer added that the church has due diligence about how much risk they can take with the church's investment. Ross does a great job with spreading out the funds and managing it.

After a vote, the **MOTION** was APPROVED.

### **Remarks of Gratitude**

Kristin Siegesmund shared her gratitude for the work of Pam Berry and Victoria Shannon. They have served for 6 years on the Foundation Board. They have served with passion and good humor. Kristin has been the Chair for two years and is also stepping down.

Eric Cooperstein shared his gratitude for outgoing Board members. Stepping up for leadership at the church is a big deal! Caitlin Rodgers is a natural gatherer of people and we are so grateful for her energy and perspective. Karin Wille is just finishing her second six year stint on the board. Every Board should have someone like Karin on the Board! She has a wealth of history, expertise on policy governance, and her commitment to racial justice



of this church is huge. She takes her faith and her spirituality and her commitment to it with such depth. She has shown me grace. Thanks to both of you for your service.

### **Resolution on Co-Ministry of Rev. Jen Crow and Rev. Justin Schroeder**

**MOTION:** To approve the resolution on co-ministry.

Seconded.

**SUBSIDIARY MOTION:** Each person who wants to speak to the motion, is limited to 2:00 minutes and the total of the discussion to 20 minutes.

Seconded. After a vote, the motion to limit debate was approved.

### **Question and Answer regarding the resolution:**

Q: What are the practical impacts of this?

A: Under our current model, Senior Minister reports to the Board. Senior minister is responsible for all staff, the work and the progress toward the visionary goals. The Board will need to change our evaluation process and make changes to the Governing Policies Handbook. Because Justin and Jen have been living into co-ministry for the past year, the congregation may not notice much of a difference.

Q: These types of relationships in business fall into trouble because things fall into the cracks or they pull in different directions. How does the Board of Trustees work different?

A: This is very unique to these two people. They took their own professional development money and hired a coach to help them work together. The Board is not concerned about things falling through the cracks. We have monitoring schedules and pretty tight systems. They will be evaluated as a team and will also be evaluated individually.

Q: What happens if one of them leaves? Would we revert back to the Senior pastor?

A: The answer is that it depends. As provided in the bylaws we are amending today, the Board would enter into a period of discernment to make recommendations.

Q: It is actions like this that make me want to join this church. The hierarchical model has not worked out so well for our nation and I think it is awesome.

After a vote, the resolution was **APPROVED**.

### **Consideration and Vote on Revisions of the Bylaws**

**MOTION:** To approve the amended bylaws.

Seconded.

**SUBSIDIARY MOTION:** Each person who wants to speak to the motion, is limited to 2:00 minutes and the total of the discussion to 20 minutes.

Seconded. After a vote, the motion to limit debate was approved.

### **Question and Answer regarding the amended bylaws:**

The Bylaws changes are to align with practices, with the move to co-ministry and to align with Policy Governance. There are no changes to the provisions regarding the Nominating Committee, the Legacy Fund, or to the Foundation.

Q: I would like there to be a red-lined version next time?

A: Yes, that would be the typical practice. The changes to the bylaws this time were extensive and the Board felt that a redline draft would not be helpful.

Q: Do these bylaws keep all of the language and intentions with regard to the Foundation?

A: Yes, with the exception of coordinating the language for all 3 Boards to deal with the total consecutive terms that a person may serve when they begin by filling an unexpired term.

Q: **MOTION** to add “voting” to Article 6, 2 and Article 7, 2(a)(1) before each of the word “member.”

The motion was seconded. There was no additional discussion. After a vote, the **MOTION** to amend the two referenced sections was approved.

Q: Question about why we have two classes of members: voting members and non-voting members?

A: To clarify that anyone can be a member and make distinctions for the voting members.

After a vote, the motion to amend the bylaws was **APPROVED**.

### **Report of the Nominating Committee**

Suzann Willhite, Chair of the Nominating Committee, presented the following slates of candidates for the Boards or committees as listed below..

#### **BOARD OF TRUSTEES**

-Kevin Ambrose

-Kristin Siegesmund

-Christa Anders (returning for a second term)

There were no nominations from the floor. After a vote, the motion to appoint the above-named individuals was approved.

-Nominated for Board of Trustees Officers:

-Eric Cooperstein, President

-Richard Spratt, Vice President

-Dick Niemiec, Treasurer

-Christa Anders, Secretary

There were no nominations from the floor. After a vote, the motion to appoint the above-named individuals was approved.

#### FOUNDATION BOARD

-Suzan Klein, Chair

-John Bringewatt

-Ginny Halloran

-Rochelle Hammer

There were no nominations from the floor. After a vote, the motion to appoint the above-named individuals was approved.

#### NOMINATING COMMITTEE

-Sharon Ramirez – second term

There were no nominations from the floor. After a vote, the motion to appoint the above-named individuals was approved.

#### 2018 UU GENERAL ASSEMBLY (in Kansas City this year, beginning June 19)

-Martha Easter-Wells

-Janell Hill

-Kim Lund

-Ralph Wyman

There were no nominations from the floor. After a vote, the motion to appoint the above-named individuals was approved.

**MOTION:** To authorize the Board of Trustees or Senior Co-Ministers to authorize additional delegates.

## **APPROVED.**

### **President's Remarks**

There is a high level of trust in our congregation and we feel like we are growing in the same direction with ministers and staff and leadership and congregation. We are all in this together. He is not sure when the relationship between the church and the ministers has been this strong. We can do things that seem impossible! Thanks to all the great constituents. It is an honor to serve this church.

### **Closing Words**

Jen – Prayer for living in tension. Bold enough to step into our discomfort, clumsy, love, So bold so brave so loving!

PRAYER FOR LIVING IN TENSION by Joseph M. Cherry

If we have any hope of transforming the world and changing ourselves,  
we must be bold enough to step into our discomfort,  
brave enough to be clumsy there,  
loving enough to forgive ourselves and others.  
May we, as a people of faith, be granted the strength to be  
so bold, so brave, and so loving.

*The meeting was adjourned at 1:02.*

<b>May Attendance</b>									
				<b>2018</b>					<b>2017</b>
<b>Adults</b>	<b>9:30 AM</b>	<b>10:00</b>	<b>11:15</b>			<b>9:30 AM</b>	<b>10:00</b>	<b>11:15</b>	
1st week	252		180	432		278		287	565
2nd week	285		210	495		232		206	438
3rd week	230		236	466		284		268	552
4th week		205		205			220		220
5th week									
Monthly Total	767	205	626	1598		794	220	761	1775
<b>Average for May</b>	<b>255.67</b>	<b>205</b>	<b>208.67</b>	<b>399.5</b>		<b>264.67</b>	<b>220</b>	<b>253.67</b>	<b>443.75</b>
<b>RE</b>									
1st week	176		83	259		132		112	244
2nd week	107		50	157		83		38	121*
3rd week	96		55	151*		125		70	195*
4th week		38		38*			30		30*
5th week									
Monthly Total	379	38	188	605		340	30	220	590
<b>Average for May</b>	<b>126.33</b>	<b>38</b>	<b>62.67</b>	<b>151.25</b>		<b>113.33</b>	<b>30</b>	<b>73.33</b>	<b>147.5</b>
<b>Combined Average</b>	<b>382</b>	<b>243</b>	<b>271.33</b>	<b>550.75</b>		<b>378</b>	<b>250</b>	<b>327</b>	<b>591.25</b>
<b>Notes</b>	* Youth Sunday; no RE for 6th-12th gr.					*COA recognition Sunday; no RE for 6th-12th gr.			
	*Memorial Day weekend					*Youth Sunday; no RE for 6th-12th gr.			
						*Memorial Day weekend; no RE; childcare only, Nursery-5th gr.			

**2018 Statistical Report  
May, 2018  
Board Meeting June 21, 2018**

**MEMORIAL SERVICES: 0**

**MARRIAGES/SERVICES OF COMMITMENT: 0**

**MEMBERS FOR APPROVAL: 15**

Jeanine Barnell, Minneapolis  
Ronald Dauner, Minneapolis  
Peter Elwell, Minneapolis  
Alex Galt, Minneapolis  
Lourdes Harris and Elizabeth  
Mulvihill, Minneapolis  
Mike Healey, Richfield  
Jessica Lyons, Minneapolis

Polly Bjornson Stephany, Edina  
Allison Stratton, Minneapolis  
Susan "Suzy" Travis, Edina  
Cora Walsh, Minneapolis  
H. Lyn Wayne and Emily Taylor,  
Minneapolis  
Kriss Wells, Minneapolis

**MEMBERS REINSTATED: 0**

**MEMBERS FOR REMOVAL: 10**

Jason and Jean Bay Wiley – moving away  
Jacoby Daniels – moved to Atlanta, GA  
Doug Hubred and Susan Walto, asked to be removed  
Brian McCullough - taking a year off from First U  
Jessica Wicks is moving to Shir Tikvah Congregation  
Barbara and Tom Greenspon, moving to another congregation  
Margaret Reid, asked to be removed

**CHILDREN DEDICATED:**

Charles Adam Strand  
Thaddeus James Tralle  
Martha Annie Warner-Richter

Mabel Joyce Warner-Richter  
Vivian Joy Acosta  
Josephine Ruth Acosta

	<b>To Date</b>	<b>End of Year Totals</b>			
<b>MEMBERS</b>	<b>2017-2018</b>	<b>2016-2017</b>	<b>2015-2016</b>	<b>2014-2015</b>	<b>2013-2014</b>
<b>(Fiscal Year)</b>	<b>66</b>	<b>109</b>	<b>54</b>	<b>58</b>	<b>46</b>
<b>TOTAL MEMBERS: 1040</b>		<b>1,011</b>	<b>934</b>	<b>920</b>	<b>921</b>

**TOTAL MEMBERS AS OF THE LAST MEETING: 1040**

**To be added: 15**

**To be removed : 10**

**TOTAL MEMBERS: 1045**

**Co-Sr. Minister Report to the Board of Trustees, June 21, 2018**

**Opening Reading:** *Fluent*, by John O'Donohue

I would love to live  
Like a river flows,  
Carried by the surprise  
Of its own unfolding.

**Reflection Questions:** In the midst of your life and all that is happening in the world around us (both the beauty and the heartbreak), what is unfolding in your own life? What is surprising you? How are you living like a river flows?

**Monitoring Items:** No staff transitions to report. No grievances to report.