

First Universalist Church Board of Trustees
February 27, 2019
Board Packet

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First Universalist Church of Minneapolis

Board of Trustees Meeting

February 27, 2019

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

II. Consent Agenda (6:50)

- Approval of minutes from January meeting.
- Monitoring: Acceptance of attendance and membership numbers
- Monitoring: Acceptance of staff and significant volunteer changes
- Monitoring:

III. Finance (7:00 – 7:20) (Jen)

- A. Six-month financial review
- B. Preliminary budget assumptions for 2019-20.

IV. Co-Location (7:20 -

- A. Legal and Financial Foundations (LAFF) (Cindy) 7:20 – 8:15

BREAK

- B. Communications and Engagement Update (Cindy) (8:25 – 8:35)
- C. Change Team update (*a copy of the minutes from the recent Change Team meeting is included in the packet*) (8:35 – 9:00)

V. Adjournment (9:00)

First Universalist Church of Minneapolis

Board of Trustees Meeting

January 17, 2019

6:30 p.m. Cummins Room

I. Call to Order

- Lighting of the Chalice
- Reading
- Spiritual reflection question

II. Consent Agenda

- Approval of minutes from December meeting
- Monitoring: Acceptance of attendance and membership numbers
- Monitoring: Acceptance of staff and significant volunteer changes [none to report]
- Monitoring: Review of Physical Plant for Capital Improvements (Deferred maintenance) (see Co-Senior Minister report).
- Monitoring: Financial Review (see Co-Senior Minister report).
- Monitoring: Staff salary and benefits (see Co-Senior Minister report and attached UUA 2019-20 guidelines).

MOTION TO APPROVE. APPROVED.

III. Administrative

- A. Approval of Justin's sabbatical for January – June 2020 (dates approximate)

The Board revisited Reverend Schroeder's request to take a six-month sabbatical next year. Accrual of sabbatical leave is part of each Co-Senior Minister's contract. Although Justin has taken a couple of shorter sabbaticals he has not yet taken a longer one. His current plan is to travel with his family to a Spanish-speaking country and immerse themselves in the culture. There may be an operational impact as we look to compensate some staff for taking on additional work.

MOTION TO APPROVE Reverend Schroeder's sabbatical. APPROVED.

- B. Retreat Planning. Eric is working on a plan for the retreat, which will include a learning opportunity for the Board and time to delve into the co-locating proposal with Shir Tikvah. It will be held at the Minnesota Landscape Arboretum on February 2 from 9 a.m. to 1 p.m.
- C. We agreed to change the February Board meeting to Wednesday Feb. 27.

IV. Shir-Tikvah

- A. Vision for co-locating with Shir Tikvah From the Senior Co-Ministers:

Answering the “Why?”: The Vision Behind Co-Locating at 3400 Dupont Ave

As people of faith, we are called to live and act out of a prophetic imagination about what is possible as we strive to heal the world and build the Beloved Community. Given our current political climate, to even consider co-locating is a defiant act, an act that disrupts the dominant the narratives of fear, division, and hyper-individualism, and dreams about new ways to model what we want to see and be in the world.

As we consider co-locating, the follow vision drives us:

Earth Stewardship Impact: We are in a climate-crisis. One way we can respond as faith communities is by being good stewards of the earth, by sharing the building at 3400 Dupont, and reducing our environmental footprint.

Healing Justice Impact: There is a long history of anti-Semitism in the Twin Cities, and co-locating, in a historic Synagogue, invites us to name and revisit this history, to identify anti-Semitism and white supremacy as it exists currently in Minneapolis, and to create a new story about how we (Unitarian Universalists and Jews) support and enliven each other’s mission, ministry, and grow in our own unique religious identities, as we collectively and collaboratively work toward the dismantling of white supremacy culture, that harms us, our siblings, and the planet.

Financial Impact: By sharing the costs of the facility and some staff, we anticipate additional financial resources for stronger and deeper impact as it relates to mission, justice work, and ministry efforts, including racial justice efforts.

Incubator Impact: As a shared house of worship, 3400 Dupont becomes a new space, a learning incubator for the kind of “brave space,” partnering, collaboration, and communication that is needed to meet the challenges we face in the 21st Century.

Disrupting white supremacy also underlies all of this work. There may be some opportunities for social justice alignment – joint day of action, social justice projects together.

There will be a retreat for the Boards, staff, and other leaders of both congregations on Sunday, January 20, 2019. The anticipated agenda will cover:

- Dream, High Level Vision – from Rabbi Latz, Rev. Schroeder, Rev. Crow
- Working Groups and conversation
- Facilitator on the cultural traditions of Jewish and UU faiths. Beth Zimke. Building understanding of each other.

B. Communications Plan – Cindy Marsh and George Dow

Cindy and George presented their plans for information and listening sessions. In addition to what they presented, it was agreed that:

- We would get the information to folks as soon as possible
- We would seek ways for people to respond in ways other than the listening sessions (like a survey)
- Have a FAQ document
- Set dates for the sessions as soon as possible

V. Financial

Reverend Crow reviewed the results through November 2018. Everything is as expected. She anticipates that once we get December numbers we can look at the first half year and see what adjustments are needed.

The mortgage has been retired and they are going to look at how to best invest the \$1.6 million sitting in the bank. A number of congregants have paid off their gifts early.

Dick Niemiec is working to set up a meeting with Accredited Investors and Ross Levin.

VI. Planning for Co-Senior Minister Evaluation Process

- A. Should we resurrect the Congregational Survey? *A copy of the previous congregational survey was included in the Board packet.* The last Congregational Survey was done in 2016. It was a long survey and participation was down. There were also a few other surveys done in that year – membership survey and Rainbow Research – and then we also did some focus groups for the Capitol Campaign.
- B. Board evaluation of co-ministers. *A copy of the questions that the Board answered last year is included in the Board packet. What should the co-minister evaluation look like?*

A Congregational Survey with open-ended comments and a staff survey are all tools we have used in the past. We agreed that we need some way to gather feedback on the visionary goals. A targeted 360 review would be more on working relationships and executive competencies of the co-ministers. We should have some conversations with the Change Team as well.

It was agreed that we would do:

- A shorter version of the Congregational Survey (David Leppik had done previous surveys) – e.g. the “what”. There should be an emphasis on the racial justice/multicultural church goal. Need someone else to take a look at the survey.
- Some kind of 360 review that is short of interviews. There are commercial tools available – the “how” – but we could just do our own that we put out to 10 to 20 important constituents
- Staff survey
- Board survey (could be the same as the 360 tool)
- Co-Minister self-evaluation

Jen and Justin agreed to have their self-evaluation to the Board by May 15. We will look at the volunteer data base and see who does surveys. We need someone to aggregate the results as well. Kristin will take a look at the survey and refine it. Eric will reach out to David Leppik.

VII. Adjournment

The meeting was adjourned at 9:06.

January Attendance									
		2019				2018			
Adults		9:30 AM	11:15			9:30 AM	10:00	11:15	
1st week		273	272	545			158		158
2nd week		308	262	570		270		323	593
3rd week		221	243	464		287		276	563
4th week		285	335	620		343		359	702
5th week						320		383	703
Monthly Total		1087	1112	2199		1220	158	1341	2561
Average for January		271.75	278	549.75		305	158	335.25	640.25
RE									
1st week		150	149	299			12		12
2nd week		224	176	400 *		167		152	319
3rd week		91	56	147		118		67	185
4th week		225	174	399		195		162	357
5th week						199		157	356
Monthly Total		690	555	946		679	12	538	1217
Average for January		172.5	138.75	236.5		169.75	12	134.5	304.25
Combined Average		444.25	416.75	786.25		474.75		469.75	944.5
		*Youth friendly service, no 6th-12th gr RE							

**2019 Statistical Report
January 2019
Board Meeting February 21, 2019**

MEMORIAL SERVICES: 2

Susan Showalter, service Jan. 31 - Rev. Jen Crow

MEMORIAL RECEPTION: For mother of staff member Richard Thomas, Jan. 23 -
Rev. Ruth McKenzie

MARRIAGES/SERVICES OF COMMITMENT: 0

MEMBERS FOR APPROVAL: 0

MEMBERS REINSTATED: 0

MEMBERS FOR REMOVAL: 2

Jane Bechtel, marrying and moving to another church

Susan Showalter, deceased

CHILDREN DEDICATED: 0

	To Date	End of Year Totals			
MEMBERS	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015
(Fiscal Year)	51	66	109	54	58
TOTAL MEMBERS:	1079	1049	1,011	934	920

Total members as of the last meeting: 1081

To be added: 0

To be removed : 2

TOTAL MEMBERS: 1079

Opening Reading/Reflection:

“We are living in impossible times. if it were fiction it would be critiqued as hyperbolic. if it were nightmares we would never sleep. we are living in times created by our own species...our visions are ropes through the devastation. look further ahead, like our ancestors did, look further. extend, hold on, pull, evolve.”

- adrienne maree brown

Reflection question: In these impossible times, what visions are you holding on to? What do you see when you look “further ahead?” Was there an impossible time that your ancestors experienced?

Monitoring Report: No significant staff or volunteer transitions to report. No staff grievances have been filled.

Information Sharing:

- **Staff Work about Dismantling White Supremacy Culture:** We continue to meet quarterly, doing work around dismantling white supremacy culture. As a part of this process, we are rewriting our staff covenant, embedding practices that help us dismantle white supremacy culture.
- **Sponsoring an Asylum Seeker:** Justin continues to meet with several congregants who are interested in sponsoring/hosting a transgender asylum seeker. This would be a “congregational sponsorship” model, i.e., while a single family would host, dozens of others in the congregation would provide additional support to the host family and the asylum seeker, including medical, legal, language, and transportation need. (To learn more about asylum seekers, listen to the sermon from February, 2019: <https://firstuniv.podbean.com/e/february-17-2019-1550694481/>)
- **On March 31, Me’lea Connelly, founder of Village Financial (<https://villagefinancial.org/>), a black owned credit union, will be speaking at First Universalist during our Sunday services.** The intention, following this services, and continuing until the opening of the credit union in June, is to invite First Universalist members and friends to consider doing some of their banking/saving through this credit union.
- **Annual Giving Campaign:** We are in the middle of our Annual Giving Campaign. We may need to extend the timeline on this campaign, as the winter weather has impacted attendance and response rates.

Financial Summary
February 2019
Prepared by Rev. Jen Crow

Second Quarter Review

Summary

At the end of the second quarter, expenses (\$925,600) exceed income (\$839,000) by approximately \$86,000. At the end of December in 2017, we had collected \$90,000 more in annual gifts than at the end of December of 2018. In December of 2018, while we saw some increase in gifts received that month, we did not see the typical year-end increase in gifts that we have experienced in years passed. For instance, in December alone, we received \$70,000 more in annual gift income in 2017 than we did in 2018. We surmise that this change is the result of recent tax reform, and that many donors no longer see a benefit in timing their gifts so that they come in prior to the end of the calendar year. This change has had a significant impact on the timing of gifts received to the church. Second quarter income also reflects that rental income from our major tenant was one month behind as of December 31st.

It is also important to note that there are several income and expense items that line up directly with one another, and therefore have no net impact on our overall financial health. Some of these items vary significantly from the original budget. These line items include:

- Capital Campaign - the line that accounts for projects related to approved capital improvements
- Offering Plate for the Community
- Families Moving Forward
- Habitat for Humanity
- Minister's Discretionary Fund
- Sanctuary and Resistance Immigrant Fund
- Simpson Housing
- YCE
- Boston Youth Trips
- Senior High Youth Trips

Other significant changes in the year's income and expenses include:

- Payoff of the mortgage and line of credit, resulting in \$15,000 in savings
- Increased utility and building use costs of \$19,000 (Facilities staffing \$8000, Utilities \$6,000, Groundskeeping \$3000, Janitorial supplies \$2000)
- Annual giving commitments total \$1,111,000 rather than the \$1,174,500 that was budgeted.
- We plan to include a \$25,000 Close the Gap effort. \$15,000 in matching funds have already been secured. This will replace the budgeted \$10,000 for miscellaneous fundraising.

Year end projections show that without any significant adjustments, we would end the year with a \$41,000 deficit. Currently, we have \$18,000 set aside in funds that we can use to offset this deficit, leaving us with \$23,000 still to account for if we wish to end the year with a balanced budget. The weeks ahead will include conversations with program directors and the full staff to determine where we can best pull back on expenses with the least possible impact on programming, with the intention of closing the year without a deficit.

Income

Looking in detail at income projections for the 2018-19 church year, we see:

- Annual giving income projected to result in \$1,090,000 in gifts, nearly \$26,000 less than budgeted
- Unrestricted donations are expected to total \$60,000 rather than \$65,000
- Room rentals & weddings outside of our large contracts are expected to be down \$5500
- Legacy fund contribution expected to be \$2500 above budget
- Miscellaneous Fundraising budgeted at \$10,000 will be met by a Close the Gap effort expected to total a minimum of \$25,000. \$15,000 in matching funds has already been secured.

Expenses

Looking in detail at expense projections for the 2018-19 church year, we see:

- Salaries \$4000 above budget
- Total employee benefits predicted \$2000 above budget
- Increase in temporary labor costs (\$4000)
- Program expenses above budget (8th grade OWL \$1600, COA \$500)
- Program expenses under budget (Teacher workshops \$1500)
- Membership program expenses savings (\$2400)
- Total of \$4000 expected in excess of budget for Administrative Expenses
 - Administrative expenses above budget (Credit card discount fees \$2000, Employee Appreciation \$1000, Office Supplies \$2000, Printing and Copying \$1000, Software Expenses \$2000)
 - Administrative expenses below budget (Consultants \$1000, Payroll fees \$1500)
- Utilities expected \$6000 above budget

Capital Campaign/Building Project

Campaign commitments continue to come in as scheduled. Tuckpointing work has been completed. Roof repairs for the Religious Education wing and installment of an automatic door opener to make the north entrance handicap accessible are planned for the spring. We are utilizing far less of our capital campaign income for staff salaries related to our building project than anticipated thus far. At the end of December 2018, we had in excess of \$1 million in hand.

First Universalist Church of Minneapolis
Balance Sheet
December 2018

Headings and Account

Current Balance (This Year)

Assets		
Current Assets		
Cash & Cash Equivalents		
Cash	\$	490,440.40
Total Cash & Cash Equivalents	\$	490,440.40
Investments		
Schwab- Church Operating	\$	642,816.54
Schwab - Church Reserve	\$	310,281.48
Schwab - Don Carter & Mary Carter	\$	73,320.71
Schwab- Legacy Fund	\$	776,299.40
Schwab - Temporarily Restricted	\$	114,234.31
Thrivent Mutual Funds	\$	9,668.59
Total Investments	\$	1,926,621.03
Cash & Cash Equiv - Foundation		
Sunrise Bank - Foundation	\$	11,247.94
Total Cash & Cash Equiv - Foundation	\$	11,247.94
Investments - Foundation		
Schwab - Foundation	\$	1,527,821.36
Total Investments - Foundation	\$	1,527,821.36
Total Current Assets		\$ 3,956,130.73
Other Current Assets		
Other Current Assets		
Prepaid Expenses	\$	8,160.48
Prepaid Loan Expenses	\$	3,730.90
Prepaid Medical Insurance	\$	10,018.18
Total Other Current Assets	\$	21,909.56
Total Other Current Assets		\$ 21,909.56
Fixed Assets		
Fixed Assets		
Fixed Assets	\$	1,686,049.52
Total Fixed Assets	\$	1,686,049.52
Total Fixed Assets		\$ 1,686,049.52
Total Assets		\$ 5,664,089.81

Liabilities & Equity

Current Liabilities		
Accounts Payable		
Accounts Payable	\$	87,761.50
Total Accounts Payable	\$	87,761.50
Total Current Liabilities		\$ 87,761.50
Other Current Liabilities/Long-Term Liabilities		
Benefits Payable	\$	431.16
Accrued Expenses	\$	18,764.29
Deferred Revenue	\$	18,306.48
Misc Other Liabilities	\$	13,000.00
Total Other Current/Long-Term Liabilities	\$	50,501.93
Total Other Current/Long-Term Liabilities		\$ 50,501.93
Total Liabilities & Equity		\$ 138,263.43
Fund Principal and Excess Cash Received		
Fund Principal		
Undesignated Net Assets/Equity		
Church Equity	\$	3,318,710.36
Total Undesignated Net Assets/Equity	\$	3,318,710.36
Board Restricted Net Assets		
Contingency Reserve	\$	271,109.21
Legacy Fund	\$	842,617.82
Memorials	\$	6,781.88
Operating Reserve	\$	31,084.19
Total Board Restricted Net Assets	\$	1,151,593.10
Temp Restricted Net Assets		
Capital Campaign Fund (Current)	\$	675,409.68
Cummins Ministerial Fund	\$	211,697.69
Miscellaneous Funds	\$	117,402.94
Total Temp Restricted Net Assets	\$	1,004,510.31
Permanently Restricted		
Don Carter Endowment	\$	56,677.87
M E Carter Endowment	\$	15,043.48
Total Permanently Restricted	\$	71,721.35
Total Fund Principal	\$	5,546,535.12
Excess Cash Received		
Excess Cash Received	\$	(20,708.74)
Total Excess Cash Received	\$	(20,708.74)
Total Fund Principal and Excess Cash Received		\$ 5,525,826.38
Total Liabilities & Equity, Fund Principal, & Restricted Funds		\$ 5,664,089.81

First Universalist Church of Minneapolis					
Analysis of Revenues & Expenses - Detail					
July to December 2018					
Headings and Account	Last Year YTD Actual	Current Balance (This Year)	YTD Budget (This Year)	Year End Projections (This Year)	Annual Budget (This Year)
Revenues					
Pledges					
Est Unpaid Pledge Donations	\$ -	\$ -	\$ (29,362.50)	\$ -	\$ (58,725.00)
Unrestricted Pledge Donations	\$ 600,313.66	\$ 510,696.82	\$ 672,492.50	\$ 1,090,000.00	\$ 1,174,500.00
Total Pledges	\$ 600,313.66	\$ 510,696.82	\$ 643,130.00	\$ 1,090,000.00	\$ 1,115,775.00
Contributions Unrestricted					
Close the Gap	\$ -	\$ 1,332.40	\$ -	\$ 27,000.00	\$ -
Hospitality Donations	\$ 300.44	\$ 385.77	\$ 300.00	\$ 700.00	\$ 600.00
Legacy Fund Contribution	\$ -	\$ -	\$ -	\$ 50,594.77	\$ 47,000.00
Memorials Designated	\$ 100.00	\$ 135.00	\$ -	\$ 135.00	\$ -
Offering Plate for Church	\$ 13,367.61	\$ 23,346.45	\$ 24,000.00	\$ 48,000.00	\$ 48,000.00
Unrestricted Donations	\$ 48,000.56	\$ 29,616.16	\$ 32,500.02	\$ 60,000.00	\$ 65,000.00
Unrestricted RE Donations	\$ 400.00	\$ 250.00	\$ 250.02	\$ 250.00	\$ 500.00
Total Contributions Unrestricted	\$ 62,168.61	\$ 55,065.78	\$ 57,050.04	\$ 186,679.77	\$ 161,100.00
Contrib Released from Restr					
Capital Campaign *	\$ -	\$ 140,419.55	\$ 34,999.98	\$ 140,419.55	\$ 70,000.00
Families Moving Forward *	\$ -	\$ 309.58	\$ 2,500.02	\$ 5,000.00	\$ 5,000.00
Habitat for Humanity *	\$ -	\$ 302.95	\$ -	\$ 302.95	\$ -
Ministers Discretionary Fund *	\$ 5,859.94	\$ 5,491.16	\$ -	\$ 5,491.16	\$ -
Miscellaneous *	\$ 86,213.30	\$ 10,482.91	\$ 4,000.02	\$ 10,482.91	\$ 8,000.00
Offering Plate for the Community *	\$ 23,965.88	\$ 7,823.69	\$ 15,000.00	\$ 7,823.69	\$ 30,000.00
RE Contributions *	\$ 1,106.09	\$ -	\$ -	\$ -	\$ -
S & R Immigrant Fund *	\$ -	\$ 213.62	\$ -	\$ 213.62	\$ -
Simpson Housing Services *	\$ -	\$ 1,819.48	\$ -	\$ 1,819.48	\$ -
Winter Solstice *	\$ -	\$ 850.00	\$ -	\$ 850.00	\$ -
Total Contrib Released from Restr	\$ 117,145.21	\$ 167,712.94	\$ 56,500.02	\$ 172,403.36	\$ 113,000.00
Fundraisers					
Boston Youth Trips	\$ 14,409.78	\$ 20,652.87	\$ 4,999.98	\$ 20,652.87	\$ 10,000.00
Families Moving Forward 10%	\$ -	\$ -	\$ 250.02	\$ 500.00	\$ 500.00
Miscellaneous Fundraisers	\$ -	\$ 9.79	\$ 6,000.00	\$ -	\$ 12,000.00
Senior High Youth Trips	\$ 226.90	\$ 714.21	\$ 250.02	\$ 714.21	\$ 500.00
YCE	\$ 6,346.90	\$ 10,001.80	\$ 5,500.02	\$ 10,001.80	\$ 11,000.00
Total Fundraisers	\$ 20,983.58	\$ 31,378.67	\$ 17,000.04	\$ 31,868.88	\$ 34,000.00
Program Fees					
8th Grade (OWL)	\$ -	\$ 4,131.60	\$ -	\$ 6,900.00	\$ -
Adult Ed Fees	\$ 7.00	\$ -	\$ -	\$ -	\$ -
Daytime Connections	\$ 935.00	\$ 525.00	\$ 499.98	\$ 1,000.00	\$ 1,000.00
Total Program Fees	\$ 942.00	\$ 4,656.60	\$ 499.98	\$ 7,900.00	\$ 1,000.00
Dividends & Interest					
Don Carter Fund Div & Int	\$ 1,737.31	\$ 1,872.80	\$ 1,624.98	\$ 3,750.00	\$ 3,250.00
Unrestricted Dividends & Interest	\$ 10,735.14	\$ 11,915.32	\$ 7,500.00	\$ 15,000.00	\$ 15,000.00

Headings and Account	Last Year YTD Actual	Current Balance (This Year)	YTD Budget (This Year)	Year End Projections (This Year)	Annual Budget (This Year)
Total Dividends & Interest	\$ 12,472.45	\$ 13,788.12	\$ 9,124.98	\$ 18,750.00	\$ 18,250.00
Rental Income					
Miscellaneous Room Rentals	\$ 3,050.00	\$ 4,450.00	\$ 6,750.00	\$ 9,000.00	\$ 13,500.00
Shir Tikvah	\$ 4,800.00	\$ -	\$ -	\$ -	\$ -
Southside Child Development Center	\$ 35,374.00	\$ 44,069.00	\$ 51,996.00	\$ 103,992.00	\$ 103,992.00
T-Mobile Antennae Lease	\$ 6,982.90	\$ 7,192.36	\$ 7,099.98	\$ 14,450.00	\$ 14,200.00
Weddings & Commitments	\$ 1,000.00	\$ -	\$ 499.98	\$ -	\$ 1,000.00
Weight Watchers	\$ 2,500.00	\$ 2,500.00	\$ 2,400.00	\$ 5,000.00	\$ 4,800.00
Total Rental Income	\$ 53,706.90	\$ 58,211.36	\$ 68,745.96	\$ 132,442.00	\$ 137,492.00
Realized Gains & Losses					
Realized Gains/Losses	\$ (231.37)	\$ (4,497.57)	\$ -	\$ (4,497.57)	\$ -
Total Realized Gains & Losses	\$ (231.37)	\$ (4,497.57)	\$ -	\$ (4,497.57)	\$ -
Unrealized Gains & Losses					
Unrlzd Gain/Loss Oper A/C	\$ 8,659.42	\$ 183.84	\$ -	\$ 183.84	\$ -
Total Unrealized Gains & Losses	\$ 8,659.42	\$ 183.84	\$ -	\$ 183.84	\$ -
Other Income					
Miscellaneous	\$ 1,481.90	\$ 1,822.00	\$ 1,666.50	\$ 3,646.00	\$ 3,333.00
Total Other Income	\$ 1,481.90	\$ 1,822.00	\$ 1,666.50	\$ 3,646.00	\$ 3,333.00
Total Revenues	\$ 877,642.36	\$ 839,018.56	\$ 853,717.52	\$ 1,639,376.28	\$ 1,583,950.00

Headings and Account	Last Year YTD Actual	Current Balance (This Year)	YTD Budget (This Year)	Year End Projections (This Year)	Annual Budget (This Year)
Expenses					
Salaries & Wages					
Salaries	\$ 392,376.20	\$ 418,901.13	\$ 428,796.00	\$ 838,188.38	\$ 834,290.00
Total Salaries & Wages	\$ 392,376.20	\$ 418,901.13	\$ 428,796.00	\$ 838,188.38	\$ 834,290.00
Payroll Taxes					
FICA	\$ 30,050.82	\$ 31,198.72	\$ 32,801.04	\$ 62,397.44	\$ 65,732.00
Total Payroll Taxes	\$ 30,050.82	\$ 31,198.72	\$ 32,801.04	\$ 62,397.44	\$ 65,732.00
Employee Benefits					
Medical Insurance					
Medical Insurance	\$ 39,071.04	\$ 41,253.30	\$ 44,775.54	\$ 82,220.00	\$ 84,210.00
Total Medical Insurance	\$ 39,071.04	\$ 41,253.30	\$ 44,775.54	\$ 82,220.00	\$ 84,210.00
Long Term Disability Insurance					
LTD	\$ -	\$ -	\$ 525.00	\$ 525.00	\$ -
Total Long Term Disability Insurance	\$ -	\$ -	\$ 525.00	\$ 525.00	\$ -
Life Insurance					
Life Insurance	\$ 1,158.20	\$ 641.92	\$ 1,188.96	\$ 2,403.00	\$ 2,378.00
Total Life Insurance	\$ 1,158.20	\$ 641.92	\$ 1,188.96	\$ 2,403.00	\$ 2,378.00
403(b)					
403(b)	\$ 32,886.80	\$ 35,054.56	\$ 37,473.54	\$ 71,525.00	\$ 68,117.00
Total 403(b)	\$ 32,886.80	\$ 35,054.56	\$ 37,473.54	\$ 71,525.00	\$ 68,117.00
Total Employee Benefits	\$ 73,116.04	\$ 76,949.78	\$ 83,963.04	\$ 156,673.00	\$ 154,705.00
Professional Expenses					
Prof Exp	\$ 10,009.47	\$ 14,341.01	\$ 13,499.94	\$ 27,100.50	\$ 26,900.00
Total Professional Expenses	\$ 10,009.47	\$ 14,341.01	\$ 13,499.94	\$ 27,100.50	\$ 26,900.00
Temporary Labor					
Childcare	\$ 9,554.00	\$ 8,610.00	\$ 7,725.09	\$ 17,000.00	\$ 16,000.00
Guest Speakers	\$ 1,050.00	\$ 1,450.00	\$ 250.02	\$ 3,000.00	\$ 500.00
Musicians	\$ 5,191.66	\$ 6,735.00	\$ 7,399.98	\$ 12,000.00	\$ 14,800.00
Substitute Sound Technicians	\$ 244.50	\$ 930.00	\$ 499.98	\$ 2,000.00	\$ 1,000.00
Miscellaneous Temporary Labor	\$ 555.00	\$ 1,308.75	\$ -	\$ 2,600.00	\$ -
Total Temporary Labor	\$ 16,595.16	\$ 19,033.75	\$ 15,875.07	\$ 36,600.00	\$ 32,300.00
Program Expenses					
5th Grade (OWL)	\$ -	\$ 36.53	\$ -	\$ 36.53	\$ -
7th Grade (NF)	\$ 200.00	\$ -	\$ 499.98	\$ 700.00	\$ 1,000.00
8th Grade (OWL)	\$ 407.13	\$ 9,181.99	\$ 499.98	\$ 9,500.00	\$ 1,000.00
9th & 10th Grade (COA)	\$ 4,326.63	\$ 3,384.87	\$ 2,250.00	\$ 5,000.00	\$ 4,500.00
Adult Ed	\$ 260.52	\$ -	\$ 499.98	\$ 500.00	\$ 1,000.00
Circles	\$ 503.26	\$ 690.58	\$ 499.98	\$ 1,000.00	\$ 1,000.00
Classroom Supplies	\$ 3,823.54	\$ 6,782.71	\$ 4,500.00	\$ 9,000.00	\$ 9,000.00
Daytime Connections	\$ -	\$ 426.85	\$ -	\$ 1,000.00	\$ -
Memorials Expense	\$ 393.88	\$ 20.53	\$ -	\$ 20.53	\$ -
Music Purchases	\$ 1,650.24	\$ 1,117.89	\$ 1,575.00	\$ 3,150.00	\$ 3,150.00
Other	\$ 1,721.84	\$ 477.66	\$ 1,374.96	\$ 2,256.50	\$ 2,750.00
Piano Tuning	\$ 275.00	\$ 280.00	\$ 1,000.02	\$ 2,000.00	\$ 2,000.00
Senior High	\$ 330.95	\$ 360.44	\$ 349.98	\$ 1,000.00	\$ 700.00
Teacher Workshops	\$ 1,234.55	\$ 186.44	\$ 1,000.02	\$ 500.00	\$ 2,000.00

Headings and Account	Last Year YTD Actual	Current Balance (This Year)	YTD Budget (This Year)	Year End Projections (This Year)	Annual Budget (This Year)
Worship Items Miscellaneous	\$ 331.92	\$ 422.04	\$ 250.02	\$ 750.00	\$ 500.00
Youth Social Activities	\$ -	\$ -	\$ 250.02	\$ 500.00	\$ 500.00
Total Program Expenses	\$ 15,459.46	\$ 23,368.53	\$ 14,549.94	\$ 36,913.56	\$ 29,100.00
Miscellaneous Program Expenses					
Action Groups	\$ -	\$ 1,055.18	\$ 250.02	\$ 500.00	\$ 500.00
Boston Youth Trips	\$ 14,409.78	\$ 20,652.87	\$ 4,999.98	\$ 20,652.87	\$ 10,000.00
Faithful Action Council	\$ -	\$ -	\$ 750.00	\$ 1,500.00	\$ 1,500.00
Friendship Caring Corner	\$ -	\$ -	\$ 49.98	\$ 100.00	\$ 100.00
Library	\$ -	\$ 34.00	\$ 124.98	\$ 250.00	\$ 250.00
Library *	\$ 164.85	\$ -	\$ -	\$ -	\$ -
Racial Justice	\$ 483.05	\$ 4,899.91	\$ 3,750.00	\$ 7,500.00	\$ 7,500.00
Racial Justice *	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -
Senior High Youth Trips	\$ 226.90	\$ 714.21	\$ -	\$ 714.21	\$ -
Winter Soltice *	\$ 350.00	\$ 850.00	\$ -	\$ 850.00	\$ -
YCE Supplies	\$ 4,528.90	\$ 4,057.37	\$ 5,500.02	\$ 4,057.37	\$ 11,000.00
YCE Travel	\$ 1,818.00	\$ 5,944.43	\$ -	\$ 5,944.43	\$ -
Total Miscellaneous Program Expenses	\$ 22,981.48	\$ 38,207.97	\$ 15,424.98	\$ 42,068.88	\$ 30,850.00
Membership Program Expenses					
Hospitality	\$ 3,842.73	\$ 2,904.29	\$ 4,200.00	\$ 6,000.00	\$ 8,400.00
New Member Programs	\$ 784.24	\$ 1,461.45	\$ 949.98	\$ 1,900.00	\$ 1,900.00
Visitor Wecoming	\$ -	\$ -	\$ 499.98	\$ 1,000.00	\$ 1,000.00
Total Membership Program Expenses	\$ 4,626.97	\$ 4,365.74	\$ 5,649.96	\$ 8,900.00	\$ 11,300.00
Fundraising Expenses					
Planned Giving	\$ -	\$ -	\$ 499.98	\$ 1,000.00	\$ 1,000.00
Pledge Drive	\$ -	\$ 152.87	\$ 1,999.98	\$ 4,000.00	\$ 4,000.00
Total Fundraising Expenses	\$ -	\$ 152.87	\$ 2,499.96	\$ 5,000.00	\$ 5,000.00
Administrative Expenses					
Bank Service Charges	\$ 270.00	\$ 360.12	\$ 375.00	\$ 750.00	\$ 750.00
Consultants	\$ 1,358.90	\$ 1,016.40	\$ 5,749.98	\$ 10,400.00	\$ 11,500.00
Credit Card Discount Fees	\$ 6,945.45	\$ 8,370.19	\$ 6,499.98	\$ 15,000.00	\$ 13,000.00
Employee Appreciation	\$ 498.14	\$ 1,023.23	\$ 499.98	\$ 2,000.00	\$ 1,000.00
Financial Review/Audit	\$ 292.50	\$ -	\$ 199.98	\$ 260.00	\$ 400.00
Internet	\$ 545.00	\$ 545.00	\$ 750.00	\$ 1,300.00	\$ 1,500.00
Mileage	\$ 246.16	\$ 89.64	\$ 250.02	\$ 500.00	\$ 500.00
Office Supplies	\$ 2,157.86	\$ 4,324.76	\$ 2,500.02	\$ 7,000.00	\$ 5,000.00
Paper	\$ 668.46	\$ 835.45	\$ 1,000.02	\$ 1,700.00	\$ 2,000.00
Payroll Fees	\$ 3,625.03	\$ 1,427.31	\$ 2,749.98	\$ 4,000.00	\$ 5,500.00
Postage & Shipping	\$ 2,403.20	\$ 2,985.54	\$ 2,749.98	\$ 5,500.00	\$ 5,500.00
Printing & Copying	\$ 10,980.12	\$ 9,876.77	\$ 10,500.00	\$ 22,000.00	\$ 21,000.00
Software	\$ 3,885.92	\$ 5,845.36	\$ 4,000.02	\$ 9,950.00	\$ 8,000.00
Telephone	\$ 2,678.67	\$ 2,720.94	\$ 2,749.98	\$ 5,500.00	\$ 5,500.00
Volunteer Appreciation	\$ 76.62	\$ 162.97	\$ 800.04	\$ 800.00	\$ 1,600.00
Website	\$ 663.80	\$ 659.80	\$ 750.00	\$ 1,350.00	\$ 1,500.00
Total Administrative Expenses	\$ 37,295.83	\$ 40,243.48	\$ 42,124.98	\$ 88,010.00	\$ 84,250.00
Miscellaneous Expenses					
Board Expenses	\$ 20.00	\$ -	\$ -	\$ -	\$ -

Headings and Account	Last Year YTD Actual	Current Balance (This Year)	YTD Budget (This Year)	Year End Projections (This Year)	Annual Budget (This Year)
SPIFF	\$ 443.19	\$ -	\$ 1,000.02	\$ 2,000.00	\$ 2,000.00
Visual Arts	\$ 2,056.09	\$ 1,087.05	\$ 2,100.00	\$ 4,200.00	\$ 4,200.00
Total Miscellaneous Expenses	\$ 2,519.28	\$ 1,087.05	\$ 3,100.02	\$ 6,200.00	\$ 6,200.00
Insurance					
Liability	\$ 7,128.03	\$ 7,883.36	\$ 7,750.02	\$ 15,750.00	\$ 15,500.00
Workers Compensation	\$ 3,154.02	\$ 3,925.57	\$ 3,499.98	\$ 7,000.00	\$ 7,000.00
Total Insurance	\$ 10,282.05	\$ 11,808.93	\$ 11,250.00	\$ 22,750.00	\$ 22,500.00
Dues & Memberships					
Mid America	\$ 5,292.00	\$ -	\$ 5,292.00	\$ 10,584.00	\$ 10,584.00
Other Membership Fees and Dues	\$ -	\$ 759.00	\$ -	\$ 759.00	\$ -
UUA	\$ 17,309.26	\$ 8,654.63	\$ 17,309.28	\$ 34,618.50	\$ 34,618.50
Total Dues & Memberships	\$ 22,601.26	\$ 9,413.63	\$ 22,601.28	\$ 45,961.50	\$ 45,202.50
Utilities					
Electricity	\$ 16,910.30	\$ 19,099.74	\$ 16,202.82	\$ 34,000.00	\$ 30,500.00
Gas	\$ 4,133.77	\$ 5,224.81	\$ 3,729.88	\$ 17,850.00	\$ 16,000.00
Water & Sewer	\$ 4,067.22	\$ 4,725.26	\$ 3,632.86	\$ 8,800.00	\$ 7,500.00
Total Utilities	\$ 25,111.29	\$ 29,049.81	\$ 23,565.56	\$ 60,650.00	\$ 54,000.00
Repairs & Maintenance					
Alarm System	\$ 163.36	\$ 1,324.02	\$ 250.02	\$ 1,675.00	\$ 500.00
Elevator Maintenance	\$ 1,508.29	\$ 1,379.58	\$ 1,650.00	\$ 3,300.00	\$ 3,300.00
General Repairs & Maintenance	\$ 5,490.84	\$ 5,097.98	\$ 5,500.02	\$ 10,000.00	\$ 11,000.00
HVAC	\$ 2,602.50	\$ 2,657.50	\$ 3,750.00	\$ 8,000.00	\$ 7,500.00
Total Repairs & Maintenance	\$ 9,764.99	\$ 10,459.08	\$ 11,150.04	\$ 22,975.00	\$ 22,300.00
Other Building Related Expense					
Capital Campaign Expenditures *	\$ 50,759.08	\$ 140,419.55	\$ 34,999.98	\$ 140,419.55	\$ 70,000.00
Groundskeeping	\$ 5,085.68	\$ 6,054.15	\$ 4,731.02	\$ 17,750.00	\$ 15,000.00
Interest Expense	\$ 17,693.99	\$ 14,237.36	\$ 14,772.00	\$ 14,237.36	\$ 29,544.00
Janitorial Supplies	\$ 4,239.87	\$ 6,423.31	\$ 4,249.98	\$ 10,250.00	\$ 8,500.00
Other Expense *	\$ 3,894.37	\$ 770.00	\$ -	\$ 770.00	\$ -
Other Expense	\$ 1.25	\$ 180.00	\$ -	\$ 180.00	\$ -
Pest Control	\$ 280.20	\$ 280.20	\$ 300.00	\$ 560.00	\$ 600.00
Sound System	\$ 465.62	\$ -	\$ 250.02	\$ 100.00	\$ 500.00
Trash & Recycling	\$ 2,410.86	\$ 3,006.37	\$ 2,500.02	\$ 5,700.00	\$ 5,000.00
Total Other Building Related Expense	\$ 84,830.92	\$ 171,370.94	\$ 61,803.02	\$ 189,966.91	\$ 129,144.00
Offering Plate for Community					
Habitat for Humanity *	\$ 1,553.82	\$ 302.95	\$ -	\$ 302.95	\$ -
Offering Plate for Community *	\$ 22,465.88	\$ 7,823.69	\$ 15,000.00	\$ 7,823.69	\$ 30,000.00
Simpson Housing Services *	\$ 889.78	\$ 1,819.48	\$ -	\$ 1,819.48	\$ -
Total Offering Plate for Community	\$ 24,909.48	\$ 9,946.12	\$ 15,000.00	\$ 9,946.12	\$ 30,000.00
Other Charitable Contributions					
Families Moving Forward *	\$ 1,527.98	\$ 309.58	\$ 2,500.02	\$ 5,000.00	\$ 5,000.00
Minister's Discretionary Fund *	\$ 5,859.94	\$ 5,491.16	\$ -	\$ 5,491.16	\$ -
Miscellaneous *	\$ 27,573.42	\$ 9,712.91	\$ -	\$ 9,712.91	\$ -
S & R Immigrant Fund *	\$ -	\$ 213.62	\$ -	\$ 213.62	\$ -
Total Other Charitable Contributions	\$ 34,961.34	\$ 15,722.27	\$ 2,500.02	\$ 20,417.69	\$ 5,000.00
Total Expenses	\$ 817,492.04	\$ 925,625.81	\$ 806,154.85	\$ 1,680,718.98	\$ 1,588,773.50

Headings and Account	Last Year YTD Actual	Current Balance (This Year)	YTD Budget (This Year)	Year End Projections (This Year)	Annual Budget (This Year)
Net Total	\$ 60,150.32	\$ (86,607.25)	\$ 47,562.67	\$ (41,342.70)	\$ (4,823.50)

Capital Campaign Budget Breakdown (As of 01/31/2019)

Division	Budget	\$	Remaining Budget
Revenue			
Donations/Legacy Fund Transfer	\$ 6,400,000.00	\$ 2,300,665.25	\$ (4,099,334.75)
Expense			
Consultants	\$ 230,000.00	\$ 229,030.00	\$ 970.00
Printing/Supplies	\$ 8,000.00	\$ 8,000.00	\$ -
Launch Event	\$ 30,000.00	\$ 52,689.09	\$ (22,689.09)
Architectural Pre-Work	\$ 27,000.00	\$ 2,000.00	\$ 25,000.00
Total Budget	\$ 295,000.00	\$ 291,719.09	
Remaining Budget	\$ 3,280.91		
Projects			
Architect Fee	\$ 95,302.57		
Consultant	\$ 2,500.00		
Debt Retirement	\$ 649,151.38		
Donor Appreciation Event	\$ 545.08		
Fire Alarm Control Panel	\$ 6,000.00		
Full Compass Hearing Assist	\$ 3,664.34		
Misc. Fees	\$ 2,912.32		
Owner Representative	\$ 1,950.00		
Staff Salaries	\$ 58,955.74		
Tuckpointing	\$ 122,000.00		
	\$ 942,981.43		
Loan from Legacy Fund	\$ -		
Net Income	\$ 1,065,964.73		

First Universalist Board Committee Change Team Meeting Minutes
Saturday, February 16, 2019 - 8:30 - 11am

Present: Richard Spratt (co-chair), Kayci Rush, Ben Miles, Sarah Hedge, Justin Schroeder, Karin Wille. Absent: Lillie Pang (co-chair)

Richard called the meeting to order at 8:35 and opened with chalice lighting and a reading by Rumi from the book Becoming.

The minutes of the January 12, 2019 CT meeting had been approved by the CT before submission to the Board last month, so they were not re-approved.

The first agenda item was to update the Change Team on the history of RJ at First Universalist. Justin shared a document he created titled A Brief Summary of RJ efforts at FU, Since 2012, which he noted is not exhaustive. The CT identified several additional items for the summary, which Kayci will incorporate into a new version.

The CT then reviewed the Praxis document created for use by Sacred Solidarity, which the Program Team (Justin, Jen, Elaine, Ruth, Lauren and Jenn Stromberg) had filled out together. After completing that exercise, the Program Team felt it would be helpful to meet with Ashley Horan, MUUSJA Executive Director who created the Praxis document for Sacred Solidarity, to unpack how the model was created and what might be missing from it.

The FU Sacred Solidarity team also reviewed the filled out Praxis document. Their comments on each area are on the document. Their overall takeaways were the need to institutionalize practices and patterns that we want to grow at church; the importance of communicating clearly to the congregation and keeping congregants in the loop about RJ work, and assessing what impact we're making (or not) outside the congregation, including responding better to community needs.

The Team then discussed where to go from here. There is a sense that identifying priority/ies for our RJ work is important, and discussed what the CT role should be in that. For example, as a Board committee the CT could recommend the need for RJ priorities to the Board, or it could recommend specific priorities. It was also noted that the CT lives primarily in column 2 of the Praxis document (how is a particular Praxis Area formally institutionalized into church practices, what is the process for doing that, and can the process be improved) and Praxis Area 8 (Institutional Transformation).

A discussion ensued about the Village Financial Cooperative, a black owned credit union that is being developed in North Minneapolis. This is one project under Praxis area 4 (Financial Partnership and Fundraising).

Although there was support for the project, the CT continued to express concern about the need to create an overarching visionary commitment to anti-racism as opposed to multiculturalism. Kayci pointed out that the framework for multiculturalism is IDENTITY (e.g., counting POCI in the pews), which allows systems of oppression to continue. The framework for anti-racism, which is about dismantling systems of oppression and dispersing power, is allocation of POWER and RESOURCES.

Justin noted his concern that the Praxis document also doesn't address providing internal support to POCI congregants as a multicultural, multiracial organization committed to anti-racism.

The CT recommended that the Praxis document be reviewed with Ashley plus Karen Hutt, to get her perspective as a minister of color, to see where it falls short. Sarah noted that perhaps the CT's focus is not in column 2 (what is already formally institutionalized into church practices) but instead on moving items from column 3 (new things we dream of doing in a particular Praxis area) into column 2, via column 4 (what kind of process would have to happen for the things listed in column 3 to become a reality). The need to prioritize new ideas in column 3, consistent with an umbrella vision of being an antiracist church, as well as prioritizing which Praxis areas to focus on, was also noted.

Richard noted that one group at the State of the Church meeting expressed a desire to elevate our commitment to anti-racism to the same level as the capital campaign - everyone on the same page, lots of one on one conversation, a celebration, etc. Justin wondered if the co-location could be a coalescing point, but also noted that POCI in the congregation had asked that co-location not be oversold in terms of its impact on our RJ work. Others noted that becoming an antiracist organization is a long road that requires a commitment to sustainability.

Justin further noted that the financial/legal team working on co-location has clarified that there will not be immediate additional financial resources generated by a co-location because Shir Tikvah's initial contribution will go primarily to building out the third floor. Justin and other CT members expressed it would be beneficial to review our co-location recommendation based on the new financial information.

Justin also encouraged the CT to consider budget recommendations at its next meeting, separate and apart from the co-location issue.

Kayci noted that co-location could build capacity in people. In that regard, leadership needs to find ways to make anti-racism work relevant to all congregants, including ways to be involved, whether or not the co-location moves forward.

In terms of follow up, Justin will work on scheduling a meeting with Ashley, Karen, the Program Team and the Change Team to review the Praxis document. The CT will defer recruiting additional CT members, including youth, to the fall. Adding youth will be treated as a youth leadership opportunity, with appropriate on-boarding and mentoring.

Richard closed the meeting with another reading, and adjourned at 11 am.

Karin Wille, Secretary