

First Universalist Church Board of Trustees
May 16, 2019
Board Packet

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First Universalist Church of Minneapolis

Board of Trustees Meeting

May 16, 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 SM report)
- Spiritual reflection question (see SM report)

II. Consent Agenda (6:50)

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

III. Approval of Nominating Committee Slate of Candidates (7:00 – 7:05)

A memo from the Nominating Committee is in the packet.

IV. Financial Report and Approval of 2019-2020 budget (7:05 – 7:35).

V. Co-Location (7:35 – 8:05).

- A. Congregant feedback from listening sessions.
- B. Progress report and committee updates.
- C. Agenda item for annual meeting.

BREAK (8:05 – 8:15)

VI. Healthy Congregation Task Force (8:15 – 8:30)

We will take some time to discuss the development of a congregational covenant, policies for addressing congregant disputes, and related issues that might be appropriate for Board-designated task force.

VII. Co-Senior Minister Evaluation Process (8:30 – 8:45)

The latest draft of the congregational survey is in the Board packet.

VIII. Executive Session (8:45 – 9:00)

IX. Adjournment (9:00)

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Co Sr. Ministers Report to the Board of Trustees, May, 2019

Opening Reading/Reflection:

“Here,” by Rev. Karen Hering (full poem here:
<http://karenhering.com/a-poem-for-living-through-change/>)

Here,
on the threshold
you balance
on a comma
between the no longer
and the not yet.

Now,
may you pause,
breathing in,
breathing out,
on the cusp
in between.

Notice
where fullness gives way
to emptying
as the full moon
each month
sloughs
in its waning
and makes way
for new waxing.

Now,
may you discover
what you’ve carried within
all along
but not known, named or needed—
ancestors’ whisperings,
newborn powers,
the hope of the young,
the resilience of Earth and her beings.

Now,

look around you
at the others
waiting with you
on the curl of this comma.
You will need them.
They will need you.

Together
we will round this bend,
cross over
into the not yet,
where,
having let go,
we might finally learn—
anything
is possible

Now,
Here,

Reflection Questions: What thresholds are you on the edge of? What comma are you on the curl of? Who is there with you? How are you resting between the no longer and the not yet?

Monitoring Items:

Staff and Volunteer Transitions: No staff transitions to report.

Staff Grievances: No staff grievances to report.

Staff Survey: (SHARE INFO)

First Universalist Church of Minneapolis

Board of Trustees Meeting

April 18, 2019

Minutes

I. Call to Order

Trustees and Ministers present: Eric Cooperstein, Bryanna French, Lillie Pang, Dick Niemiec, Richard Spratt, Christa Anders, Kristin Siegesmund, Justin Schroeder, Jen Crow, Keven Ambrus, Cindy Marsh (by phone).

- Lighting of the Chalice
- Reading
- Spiritual reflection question

II. Consent Agenda

Approval of minutes from March meeting.

Monitoring: Acceptance of attendance and membership numbers

Monitoring: Acceptance of staff and significant volunteer changes

Acceptance of Co-Senior Minister report.

Acceptance of Change Team minutes from April 6, 2019.

APPROVED.

III. Budget

A reminder that there will be congregational budget meetings on **Sunday, April 28, and Tuesday, April 30.**

Reverend Crow provided an update. She reported that things are tracking as they have been throughout the year. There will be a major push by staff to get the amounts pledged in to the church by the end of the church year. Staff are working to pull back expenses in all areas possible. There will be a Close the Gap collection in May.

Jen Crow, Brad Schmidt (Finance Manager) and Dick Niemiec (Board Treasurer) met with Accredited Investment Wealth Management to talk about the church's investments. They continue to provide advice and services without charge for which the church is very grateful.

2019-20 Budget. The operating budget of First Universalist represents our commitments as a congregation. It is a significant way that we practice spiritual. In that spirit, Rev. Crow intends for our operating budget to reflect our congregation's commitment to racial justice, our role as a fair and just employer, and our covenant with the UUA.

The biggest financial investment we make with our annual budget is in our staff, and we work toward our racial justice goals through our staff in many ways, including but not limited to:

- Hiring a full-time minister of color

- Re-writing our religious education curriculum with a racial justice lens
- Quarterly staff retreats focused on naming and dismantling white supremacy within our congregation
- Staff time, support, and collaboration with our Racial Justice Education Team and the Change Team
- Programming specifically for POCI children, youth, families, and adults

With this budget, the racial justice initiatives are funded, salaries and benefits approach UUA recommendations, we are working toward fulfillment of our covenantal commitment to the UUA, and mission and visionary goals are receiving adequate funding for their success.

The ministers would like an additional \$2500 for racial justice programming, \$4000 for sabbatical support, and a \$9000 pool for staff salary increases.

The budget as presented includes the following items:

Income

- Annual giving set at \$1,150,000 with a 4% loss
- Fundraising set at \$15,000
- Major rentals to include an extension of our contract with Southside through June of 2020 - with a renegotiation to include an increase of \$5000
- Miscellaneous rental increase of \$6500

Expenses

Included in the budget presentation:

- Fund all expected non-negotiable expenses at a reasonable level (utilities, building, program and administrative expenses)
- Hiring/retaining the equivalent of a full-time minister of color.
- Move to UUA Health Insurance - this change allows employees access to much cheaper family rates. This does not address the UUA recommendation of paying 80% of employee premiums and 50% of family premiums, but it does considerably reduce the burden of family premiums for employees. This change requires us to pay a pro-rated portion of health insurance premiums for employees who work 20 hrs/wk or more.
- 3% increase to UUA/MidAmerican dues (\$1500)
- Salary adjustments for two key positions that are significantly below recommended salary ranges. These adjustments do not bring these salaries into range. In this annual operating budget, we make strides toward meeting our goals, and we fall short in several areas:
 - The Racial Justice Education Team asked for a \$10,000 line item and receives \$7,500
 - Several salaries are not within the ranges established by the UUA.
 - We will hire our new 3/4 time minister significantly below minimum UUA salary

Recommendations (but consistent with Rev. Elaine Tenebrink's salary).

- Moving to UUA health insurance provides some relief for employees who wish to provide health insurance for family members, but we do not include any percentage of health insurance premiums to be paid by First Universalist for dependents or spouses (UUA recommends 50% premium payment)
- The UUA has requested \$88,500 as our Annual Program Fund Dues, we are providing \$46,558
- This budget includes a reduction in support staff and facility staff hours. This budget does not include a 1% pool for salary adjustments (roughly \$9000).
- This budget does not include the \$4000 requested for sabbatical support.

For information

- No salaries or benefits are being paid from Capital Campaign Funds. Last year's budget included \$25,000 for salaries and benefits from CC Funds.
- The Board approved a deficit budget last year in order to fund racial justice initiatives.
- Total cost of 1/4 time adjunct minister position in this budget is \$18,000.

3-year Budget

- 2020-2021 budget assumes construction that year
- 2021-2022 budget assumes co-location with Shir Tikvah and a 50/50 sharing of all building related expenses, including facility and some administrative staff.

A motion was made and seconded to ask Reverend Crow to continue to work on a balanced budget that has no deficit and that could have some legitimate staff time allocated to the capital campaign.

APPROVED.

IV. Co-Location

The Joint Steering Committee of First Universalist and Shir Tikvah has developed a statement of principles to guide their work together. The Joint Steering Committee has asked the Boards of the respective congregations to approve the statement of principles. Joint Steering Committee members include Rev. Jen Crow, Nancy Gaschott, Rabbi Michael Latz, Bruce Manning, Cindy Marsh, Jeremy Pierotti. The Shir Tikvah Board approved these on April 4, 2019. The draft Statement of Principles:

The Joint Steering Committee, made up equally of representatives from First Universalist and Shir Tikvah, adopts the following statement of principles to guide and govern its meetings and the work its members do in support of the co-location exploration project. Members of the Joint Steering Committee intend to ask their boards to approve these principles of engagement.

Co-location is a religious and spiritual project.

For Shir Tikvah, this project is a lived commitment to perhaps the most sacred of commandments, *b'tzelim elohim* (to see all as made in God's image). For First Universalist, this project embodies the First and Seventh Principles: the inherent worth and dignity of all and a profound recognition of our interconnectedness. For both congregations, co-location is a unique

opportunity to remain independent but also to stand strongly and lovingly with one another. Thus, while initial equity ownership of the co-located facility likely will not be equal, the congregations agree to make decisions by consensus, with careful and respectful deliberation, both in the process of determining how to structure and finance co-location, and in the governance and management of a shared facility. The Joint Steering Committee will model this commitment to consensus decision-making.

Co-location will be pursued in a manner that is fiscally responsible for both First Universalist and Shir Tikvah as they seek to improve the ways in which their facilities support their missions. In making co-location decisions, each congregation will recognize and thoughtfully consider the financial and other implications of these decisions on the other party.

We will pursue co-location conversations in the spirit of promoting hope, curiosity, integrity, and joy.

The religious leaders of both congregations have jointly identified four driving ideas for co-location, as follows, and these ideas will guide our purpose and decisions:

Healing Justice Impact: Co-locating in a historic Synagogue invites us both 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. We will stand in stark contrast to the painful history of anti-semitism in the Twin Cities and against those who seek to divide progressive forces with hurtful rhetoric. Collectively and collaboratively, we will work toward dismantling white supremacy culture that harms us, our siblings, and the planet. For both First Universalist and Shir Tikvah, racial justice work has been a core, Board-adopted focus of their work, inside their congregations and out in the world. It is intended that collaboration through co-location can strengthen the commitments both congregations have made.

Incubator Impact: As a shared house of worship, 3400 Dupont becomes a new space, a learning incubator for the kind of "brave space," partnership, collaboration, and communication that is needed to meet the challenges we face today.

Earth Stewardship Impact: We are in a climate crisis. As responsible stewards of the earth, sharing the building at 3400 Dupont reduces our environmental footprint.

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, including racial justice efforts, and our pastoral work and community building efforts.

In the light of these commitments, the Joint Steering Committee hereby agrees to the following principles to guide the work and discernment it does:

1. We will be driven by the ideas set forward above.
2. We will be inclusive and transparent with each other, sharing what we can, cognizant of the obligations we have to our own organizations.
3. We will listen to and learn from each other.
4. We acknowledge that we are making decisions under uncertainty and we will be patient with ourselves and be patient as information is developed.

5. We will be flexible, accommodating of changing issues and data needs, sensitive to the congregational political environment, and aware of constraints coming from our programmatic commitments to our own organizations' ongoing work.

A motion was made and seconded to approve the statement of principles. **APPROVED.**

V. Congregational Survey

Cindy and Kristen developed a framework for approaching a congregational survey in connection with the co-senior minister evaluation process. Kristin will send out a word document so that people can make edits and suggestions. Comments due back to her by Wednesday April 24. Eric suggested that we look back at the survey questions that Rainbow Research used. Bryana will send the Rainbow Research results out to the Board. Cindy requested that folks think about ways to incorporate questions about children and families. We will include at a church service and put in the Liberal.

VI. Congregant Grievance Policy

Board Policy on Congregant Grievances Against Staff

Introduction. In 2008, the Board of Trustees adopted a model of Board and Church governance called Policy Governance (a variation of Carver non-profit governance principles). In short, Policy Governance flows from the concept that the Board of Trustees and Staff have separate roles and responsibilities and that the Church operates best when the Board and Staff respect each other's boundaries. The Board is responsible for fiduciary oversight of the Church, strategic decisions and direction, and supervision of the staff through monitoring and evaluation of the Co-Senior Ministers (CSMs). The CSMs are responsible for carrying out programs and policies that serve the execution of the Church's four visionary goals regarding worship, welcoming, racial and social justice, and education.

Limited Grievance Policy. Addressing disputes between congregants or between congregants and staff falls squarely within the authority and discretion of the CSMs. As a general rule, the Board of Trustees will not intercede or evaluate the decisions of the CSMs regarding congregant disputes with other congregants, the administration of Church programs, or the conduct of staff and volunteers. The Board of Trustees will consider congregant grievances about such issues only when:

- There is clear evidence that a CSM has engaged in an inappropriate romantic or financial relationship with a congregant;
- There is clear evidence that a CSM has engaged in serious criminal conduct (defined as gross misdemeanor or felony), except for civil disobedience;
- There is clear evidence that a CSM has misused Church funds for his or her own benefit or for the benefit of a third party; or
- There is clear evidence that a CSM has unfairly discriminated against a congregant on the basis of race, color, creed, religion, national origin, sex, marital status, familial status, disability, public assistance status, age, or sexual orientation.

A congregant may provide information about misconduct in any one of these categories to any currently-serving member of the Board of Trustees. The Board shall then undertake such evaluation or investigation as it deems appropriate. The Board may choose to conduct any evaluation or investigation in confidence and take such actions, if any, that it deems appropriate. The Board shall exercise discretion in deciding whether to share the results of its evaluation or investigation with the congregant who raised the complaint, balancing the congregant's interest in resolution against the confidentiality that may be necessary in addressing co-senior minister employment issues.

All other grievances or complaints identified by Congregants and brought to the Board's attention that lie outside of the categories set forth above will be referred back to the CSMs for consideration.

Motion was made and seconded to approve the grievance policy. APPROVED.

VII. Adjournment

The meeting was adjourned by the Board Chair at 9:30 pm.

April Attendance									
				2019				2018	
Adults		9:30 AM	11:15			9:30 AM	11:15		
1st week		196	244	440		329	288	617	
2nd week		254	209	463		212	247	459	
3rd week		287	231	518				*	
4th week		336	399	735		253	259	512	
5th week						288	290	578	
Monthly Total		1073	1083	2156		1082	1084	2166	
Average for April		268.25	270.75	539		270.5	271	541.5	
RE									
1st week		57	52	109		18	8	26	*
2nd week		209	128	337		49	55	104	*
3rd week		22	2	24				*	
4th week		203	124	327		232	149	381	
5th week						162	149	311	
Monthly Total		491	306	688		299	212	822	
Average for April		123	77	172		115	90	206	
Combined Average		391	347.25	711		330.3	313.4	705.9	

3rd Week: Easter service, childcare only

*Worship and RE canceled due to weather

1st Week: Easter service, childcare only

2nd Week: Spring Break, childcare only

**2019 Statistical Report
April 2019
Board Meeting May 16, 2019**

MEMORIAL SERVICES: 0

MARRIAGES/SERVICES OF COMMITMENT: 0

MEMBERS FOR APPROVAL: 14

Dylan and Emily Bijnagte, Minneapolis
David Buck, Minneapolis
Mara Hennen, Minneapolis
Chad Allen Johnson, Minneapolis
Katie Kosseff, Minneapolis
George Pappajohn and Sarah Kesler, Minneapolis
Justin Ward, St. Louis Park
Monique Wentzel, Minneapolis
Daryn Woodson, W. St. Paul
Patrick Stephenson and Nola Grzadzielewski, Minneapolis
Mike Estomba, Hopkins

MEMBERS REINSTATED: 0

MEMBERS FOR REMOVAL: 4

Nik and Natalie Sell - moved away
Virgil and Vicki Stachura - moved away

CHILDREN DEDICATED: 0

	To Date	End of Year Totals			
MEMBERS	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015
(Fiscal Year)	81	66	109	54	58
TOTAL MEMBERS:	1078*	1049	1,011	934	920

Total members as of the last meeting: 1078 revised to match ACS system

To be added: 14
To be removed : 4

TOTAL MEMBERS: 1078

TO: First Universalist Church Board of Trustees
FROM: First Universalist Church Nominating Committee
DATE: May 1, 2019
SUBJECT: Slate of Candidates for Review by Board of Trustees Prior to the Annual Meeting

According to the church bylaws (excerpts):

The purpose of the Annual Meeting shall be...To elect Board Trustees and Officers, the Chair and Directors of the First Universalist Foundation, Members of the Nominating Committee, and Delegates to the General Assembly of the Unitarian Universalist Association;

The Church shall have a Nominating Committee charged with recommending for approval by the members at the annual meeting, candidates for appointment to open seats on the Board of Trustees, the First Universalist Foundation, and for the Nominating Committee itself.

The **Nominating Committee** shall submit its slate of candidates to the Board of Trustees for review 30 days before the annual meeting. The Board of Trustees shall submit the Nominating Committee's recommendations to the membership at the Annual Meeting of the Church. Additional nominations may be submitted from the floor of the annual meeting by voting members. The President, with the approval of the Board of Trustees, shall appoint the chair of the Nominating Committee from among the elected members of the Nominating Committee after July 1 each year.

The **Board of Trustees** shall consist of nine (9) members. There shall be four officers: President, Vice-President, Secretary, and Treasurer. The officers shall be elected from amongst the Trustees to one-year terms by the members at the Annual Meeting.

The **Foundation** shall have a Chair, who shall preside at all meetings of the Foundation. The Foundation Chair shall be nominated by the Nominating Committee and elected by the Members at the Annual Meeting from among the Directors of the Foundation. The term of office of the Chair of the Foundation shall be one year.

See below slate of candidates:

Board of Trustees				
Board Officers		Notes		
Bryana French	President	1 year term		
Kristin Siegesmund	Vice President	1 year term		
Keven Ambrus	Treasurer	1 year term		
Christa Anders	Secretary	1 year term		

Trustees (9)	Status	Began	Term Ends	Notes
Eric Cooperstein		July 2014	June 2020	Second term
Richard Spratt		July 2014	June 2020	Second term
Christa Anders		July 2016	June 2021	Second term
Bryana French		July 2017	June 2020	First term
Keven Ambrus		July 2018	June 2021	First term
Kristin Siegesmund		July 2018	June 2021	First term
Daryn Woodson	New	July 2019	June 2022	First term
Ben Miles	New	July 2019	June 2022	First term
Dan Moriarty	New	July 2019	June 2022	First term
Foundation Officers		Notes		
Suzan Klein	Chair	1 year term		
Foundation (9)	Status	Began	Term Ends	Notes
Jill Anderson		July 2015	June 2021	Second term
Suzan Klein		July 2017	June 2020	First term
Anne McBean		July 2017	June 2020	First term
John Bringewatte		July 2018	June 2021	First term
Ginny Halloran		July 2018	June 2021	First term
Rochelle Hammer		July 2018	June 2021	First term
Roberta Haskin	New	July 2019	June 2022	First term
Jared Cruz	New	July 2019	June 2022	First term
Leila Ambrus	New	July 2019	June 2022	First term

NomCom Officers		Notes		
Selected by BOT	Chair	1 year term		
NomCom Members (6)	Status	Began	Term Ends	Notes
Greg Hoelzer		July 2014	June 2020	Second term
Sharon Ramirez		July 2015	June 2021	Second term
Pat Gottschalk		July 2016	June 2022	Second term
Jim Ramnaraine		July 2017	June 2020	First term

Janet Avery	New	July 2019	June 2022	First term
Cathy Manning	New	July 2019	June 2022	First term
General Assembly Delegates				
Margaret Easter-Wells				
Janell Hill				
Ralph Wyman				

To: Board Members
From: Kristin Siegesmund
Re: 2nd Rough Draft of survey
Date May 12, 2019

This is a revised version of survey I sent out on April 24 which has been revised to reflect the comments that I received from Bryana and Cindy.

Under policy governance, the chief executive's performance (in our case, Senior Co -Minsters) is based primarily on progress towards the end statements/visionary goals. The task is drafting a very brief organizational survey to evaluate progress on visionary goals as part of the Senior Co-Ministers evaluation and for the Board to understand how congregation evaluates progress against our goals. So, specifically, drafting no more than 5 items per visionary goal to get congregational input. We have had congregational survey in the past that was simply too long. We cannot address every question.

Board agreed our objective this time around was to have a simple survey that could be administered through survey monkey or a similar tool.

We can decide later what demographics are needed - we had lots of demographics in the previous surveys and this is in part what made it so long. We can recommend what we think are the critical items.

I had asked for your input on the draft survey that I put together especially a focus on what we should be trying to measure in relation to each visionary goal. What are the short term outcomes we'd expect, what kind of new behaviors or attitudes or learning or self-awareness would we expect to have occurred if we are making progress on that VG? I think the current version of the survey teases out answers as to whether congregants are engaged and feel the church is meeting its goals. I suggest a two year look back.

We will discuss at the next board meeting and also discuss how to get this out. Be prepared to discuss what demographics we might want to include.

Visionary Goal #1

First Universalist is a faith community committed to a transformational spiritual path guided by Unitarian Universalism's theology and [Seven Principles](#)¹. Our worship, spiritual practices and rituals unify us, challenge our assumptions, provide comfort, and connect us to the holy.

Commented [FBH1]: I think it would help to list the seven principle. If we are using Survey Monkey, we can hyperlink it (I did that here).

In the past two years

1. First Universalist affirms the [Seven Principles](#) of Unitarian Universalism
2. My experience at First Universalist has helped me feel more unified with others.
3. My experience at First Universalist helped challenge some of my assumptions.
4. My experience at First Universalist has provided comfort to me.
5. My experience at First Universalist has helped connect me to what I find holy.

Commented [FBH2]: This is not an ideal type of question since someone could agree with a few but not all of the ways First U promotes the 7 principles, but to keep it short this might be the easiest way to do it. And people can comment below. I think it's important to ask/assess folks perspective on this as a core part of the visionary goal, though

Space to provide explanation

Visionary Goal #2

First Universalist is a multi-generational congregation where we connect to ageless wisdom, our ever-evolving religious tradition, listen for the call of love, and build meaningful relationships in community.

In the past two years

1. My experience at First Universalist has helped me understand UU religious traditions.
2. My experience with First Universalist has provided me with wisdom from many sources
3. My experience with first Universalist helps call me to act with love.
4. My experience with First Universalist has helped me build meaningful relationships.

¹ [1st Principle](#): The inherent worth and dignity of every person;

[2nd Principle](#): Justice, equity and compassion in human relations;

[3rd Principle](#): Acceptance of one another and encouragement to spiritual growth in our congregations;

[4th Principle](#): A free and responsible search for truth and meaning;

[5th Principle](#): The right of conscience and the use of the democratic process within our congregations and in society at large;

[6th Principle](#): The goal of world community with peace, liberty, and justice for all;

[7th Principle](#): Respect for the interdependent web of all existence of which we are a part.

Space to provide explanation

Visionary Goal #3

First Universalist is a multi-racial, multi-cultural, and intergenerational faith community of mutual caring and support where people bring all of who they are and welcome each other with joy. Our sense of who we are as a community of faith is ever expanding.

In the past two years

1. I feel welcomed at First Universalist.
2. I feel that First Universalist is **racially** inclusive.
3. I feel that First Universalist is **culturally** inclusive.
4. I feel that First Universalist is an intergenerational community.
5. I take opportunities at church to interact with people I do not know well.

Commented [FBH3]: I would want to know how inclusive it feels now – regardless of whether it feels more or less than before

Has anything happened in the last 12 months that has made you or your family feel unwelcome?

Space to provide explanation

Visionary Goal #4

First Universalist is a faith community that acts with humility, bravery and compassion to create a racially just and sustainable world.

In the past two years

- 1 First Universalist is actively working to create a racially just world.
- 2 First Universalist is actively working to create a more sustainable world.
- 3 Because of my involvement with First Universalist, I have been more active in improving the world in the last 2 years.
- 4 I believe that other members of First Universalist act to improve the world.
- 5 I believe the Church's racial justice-based work has a positive impact on my community.
- 6

Space to provide explanation