

First Universalist Church Board of Trustees  
August 15, 2019  
Board Packet

Table of Contents

August Meeting Agenda.....	1-2
July Board Meeting Minutes.....	3-4
July Attendance.....	5
July Statistical Report .....	6
Group Agreements .....	7-8
Financial Report (Capital Campaign Breakdown) .....	9
Congregational Survey Results Summary .....	10-23
Co-Location Steering Committee Update (placeholder).....	24
POCI Caucus Response .....	25-26
Healthy Congregation Covenant .....	27
Letter re: Sacred Solidarity Network .....	28

# **First Universalist Church of Minneapolis**

Board of Trustees Meeting August 15, 2019

6:30-9:30 Cummins Room

## **Agenda**

### **I. Call to Order and Agenda Approval (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.
- Spiritual Reflection
  - Before the meeting, please take some time to listen to Rev. Ashley Horan's sermon from August 4: "[Yes, And: A Theology of Improv](#)", if you haven't already.

### **II. Consent Agenda (6:45)**

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

### **III. Group Processes (6:50 – 7:10)**

- Group Agreements
- Process Observer
- Snack Schedule

### **IV. Financial Report (7:10 – 7:25)**

Rev. Jen Crow's monthly update on capital campaign and yearly rhythm of budget

### **V. Membership Survey (7:25 – 7:45)**

Discuss results of latest congregational membership survey

### **VI. Co-Location Update (7:45 – 8:00)**

Kristin will provide an update from co-location steering committee

### **BREAK (8:00 – 8:15)**

**VII. POCI Caucus Response (8:15 – 8:35)**

Review POCI Caucus letter to the Board and identify response writers

**VIII. Healthy Congregation Task Force (8:35 – 8:55)**

Continued discussion of the development of a congregational covenant and Board appointed task force to discuss the development of a congregational covenant, policies for addressing congregant disputes, and related issues

**IX. Sacred Solidarity Network Lab (8:55 – 9:05)**

Consider continuing participation in SSN for 2019-2020 year.

**X. Executive Session (9:05 – 9:15)**

**XI. Process Observing (9:15 – 9:30)**

Process observer will share their observations of the meeting, our dynamics and interactions.

**XII. Adjournment (9:30)**

## **Item II**

### **Consent Agenda**

#### **July BOT Meeting Minutes**

#### **First Universalist Church of Minneapolis**

#### **Board of Trustees Meeting Summary**

July 18, 2019

#### **I. Call to Order**

*Trustees and Ministers present: Eric Cooperstein, Bryana French, Christa Anders, Kristin Siegesmund, Keven Ambrus, Dan Moriarty, Ben Miles, Daryn Woodson*

*With Special Guest = Karin Wille*

#### **II. Reflection and Relationship Building**

##### **II. Consent Agenda**

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

**APPROVED.**

#### **III. Quick Update about Co-Location**

Kristin Siegesmund is the new liaison from the Board to the co-location efforts (since Cindy Marsh is no longer on the Board). Kristin gave a quick update about co-location. There is a conference call every Monday morning in which she participates. Nancy Gaschott is trying to nail down a realistic number re money that would be available to build a building so that we could take that to the architects. Everyone agreed to go with conservative numbers so that we don't get in over our respective heads. Also agreed to have funds available for contingency planning and maintenance. Goal is to have something to review sometimes this fall. There is a strong feeling that we want to stay within our means.

The group is also continuing to talk about the ongoing racial justice concerns, particularly about whether co-location is a diversion of attention and resources as well as whether Shir Tikvah is a good fit.

There was some discussion about sending people to Ann Arbor to talk to the Genesis group about how they are doing, models, best practices and recommendations.

The Board agreed to focus on next steps at our August meeting (as well as throughout the year).

#### **IV. Board Orientation**

Keven Ambrus and Karin Wille shared their expertise about Governance!!

Keven shared resources from the Minnesota Office of the Attorney General and from Propel. Keven is offering to do a "finance 101" with the Board so that everyone is on the same page. Propel has many

resources that they provide to nonprofits at no cost. You can check out opportunities at:

<https://www.propelnonprofits.org>.

Keven is proposing that we report out the capital campaign project separately from the operations of the church. We need to understand what our vision is for the church: with co-location as well as without co-location.

Karin shared a handout. Karin has a long history with the church, including serving on the Board for the first time back in 1984. John Carver wrote a book about Policy Governance and it became a very popular way of operating nonprofits. We had an interim minister, Charlotte Cowtan, who really helped move the church to Policy Governance. This happened in 2009. It just happened to also coincide when Reverend Justin Schroeder came to First Universalist. Policy Governance really provides clarity.

Under Policy Governance, the role of the Board is to develop end statements – the reason for being. We call our ends statements: Visionary Goals. Our book is called the Governance Policy Handbook (GPH). The Board then delegates implementation to the staff. The things that the Board does NOT want to delegate to the staff should be included in the limitations policy. When things are going well, it is easy to not pay attention to Policy Governance. It becomes really important when things are not going well. The Board's other responsibility under Policy Governance is to evaluate the staff (the Ministers). It is important to pay attention so that you can see if things are really getting done. The Board does this through monthly monitoring and the annual review.

The Middle Bucket (MB) is where the Board and the staff come together. It is where the Board will do its most strategic and generative work.

The stakeholders are defined as the current AND future members. "It is for today and for times we shall never see...". The congregation participates in many different ways and help govern the church as well as do just about everything else. The Board needs to figure out how to listen to the congregation and discern what their hopes and concerns are.

Karen recommended that folks read Dan Hotchkiss's book, [Governance and Ministry](#). Bryana is also reading [Nested Bowls](#) by Laura Park (a Policy Governance guru) as well as [Emergent Strategies](#) re social justice leadership by Adrienne Maree Brown.

Shir Tikvah co-location is both a strategic AS WELL as an operational issue so it falls into that Middle Bucket area.

#### **V. Dinner and Getting To Know Each Other with Intention**

#### **VII. Adjournment**

The meeting was adjourned by the Board Chair around 9:05.

<b>July 2019 Attendance</b>							
			<b>2019</b>				<b>2018</b>
<b>Adults</b>		<b>10:00</b>				<b>10:00</b>	
1st week		236				166	
2nd week		203				234	
3rd week		268				279	
4th week		203				231	
5th week						209	
Monthly Total		910				1119	
<b>Average for July</b>		<b>227.5</b>				223.8	
<b>RE</b>							
1st week		19				29	
2nd week		37				32	
3rd week		34				30	
4th week		42				45	
5th week						24	
Monthly Total		132				160	
<b>Average for July</b>		<b>33</b>				32	
<b>Combined Average</b>		<b>260.5</b>				255.8	

**2019 Statistical Report  
July 2019  
Board Meeting August 15, 2019**

**MEMORIAL SERVICES: 0**

**MARRIAGES/SERVICES OF COMMITMENT: 0**

**MEMBERS FOR APPROVAL: 0**

**MEMBERS REINSTATED: 0**

**MEMBERS FOR REMOVAL: 6**

Lynn Meyer - status: moved to "friend" from member

Lois Hamilton - "

Joan Hummel - "

Jennifer Pierce - "

Lucy Swift, deceased 7/23/19

Steven Grove - moving to Iowa

**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
<b>TOTAL MEMBERS:</b>	<b>1058*</b>	1049	1,011	934	920

**Total members as of the last meeting: 1061 revised to match ACS system**

To be added: 0

To be removed : 6

**TOTAL MEMBERS: 1058 to match ACS system**

## Item III

### Group Processes

#### Group Agreements

Building on the Board Covenant, these group agreements help guide how we want to interact and be in relationship with one another, while taking into account our positionality and intersecting identities.

1. **Listen actively** -- respect others when they are talking.
2. **Speak from your own experience instead of generalizing** ("I" instead of "they," "we," and "you").
3. **Do not be afraid to respectfully challenge one another** by asking questions, but refrain from personal attacks -- focus on ideas.
4. **Participate to the fullest of your ability** -- community growth depends on the inclusion of every individual voice. For White participants and others with privilege, check in with yourself to make sure your silence is not perpetuating the status quo
5. **Share the air** - Notice if your voice is dominating the space, if so, step back, all other voices, particularly those from more marginalized communities to speak
6. **Instead of invalidating** somebody else's story with your own spin on her, their, and/or his experience, share your own story and experience.
7. **The goal is not to agree** -- it is to **gain a deeper understanding**.
8. **Be conscious of body language and nonverbal responses** -- they can be as disrespectful as words

\*From the Society of Counseling Psychology Executive Board

#### 3.4.3. Board Covenant

Seeking to embody our religious principles and to create a culture in which all are encouraged to participate fully, we as Board members covenant to:

3.4.3.1. Promote and maintain a trusting, safe and engaging environment in which we all are empowered to utilize our strengths and speak our truths, including hard truths, in the service of the congregation's mission and end statements.

3.4.3.2. Seek out, encourage, celebrate and welcome diversity among Board members.

3.4.3.3. Welcome and build relationships with all Board members, actively including all new Board members.

3.4.3.4. Actively participate in the Board's and congregation's decision making process, respecting the outcome when appropriate process has been followed.



- 3.4.3.5. Communicate Board decisions with one voice once a decision has been made, maintaining appropriate confidentiality regarding individual positions and comments on issues.
- 3.4.3.6. Follow all appropriate policies and procedures when in disagreement with a decision of the Board.
- 3.4.3.7. Remain in community through conflict and the work towards resolution.
- 3.4.3.8. Hold ourselves and each other accountable to our commitments.
- 3.4.3.9. Express genuine appreciation to all Board members for their commitment of time, energy and effort.
- 3.4.3.10. Be supportive of Board members' needs for self-care and step up, when possible, to take on responsibilities to balance the load.
- 3.4.3.11. Be open to new ideas and to new ways of doing things, including a commitment to change our position on issues.
- 3.4.3.12. Be knowledgeable about the congregation's bylaws, policies and procedures and actively seek means to align the congregation's governance with its mission and visionary goals.
- 3.4.3.13. Remember, always, that no one is perfect, that everyone makes mistakes.
- 3.4.3.14. Honor the sacred nature of our time together, our covenant and our shared purpose by illuminating and promoting the hopeful, helpful and enjoyable ways we can engage in the work of this Church together.

## Process Observer

In order to ensure we hold true to these group agreements, I'd like to begin having a rotating role of "Process Observer". See description below, from [Renee Ruchotzke of the UUA](#):

- The **process observer** is a participant in the meeting, but also pays attention to how the group as a whole functions in relationship to the group's covenant and agreed-upon group norms. They share their observations at the end of the meeting, then the members of the group are invited to reflect on their own functioning in the meeting, based on these (and their own) observations.

## Snacks Sign Up (to be distributed at meeting)

# Item IV Financial Report

## Capital Campaign Budget Breakdown (As of 06/30/2019)

Division	Budget	\$	Remaining Budget
<b>Revenue</b>			
Donations	\$ 4,450,946.07	\$ 2,548,921.46	\$ (1,902,024.61)
<b>Expense</b>			
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
<b>Total Budget</b>	<b>\$ 295,000.00</b>	<b>\$ 291,719.09</b>	

**Remaining Budget** \$ 3,280.91

### Projects

Architect Fee	\$ 110,926.91
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
Handicap Door for North Entrance	\$ 667.50
Masonry Repairs	\$ 7,390.00
Misc. Fees	\$ 2,912.32
Mixing Console	\$ 2,650.00
Owner Representative	\$ 1,950.00
Staff Salaries	\$ 64,783.53
Tuckpointing	\$ 122,000.00
	<b>\$ 975,141.06</b>

**Loan from Legacy Fund** \$ -

**Net Income** \$ 1,282,061.31

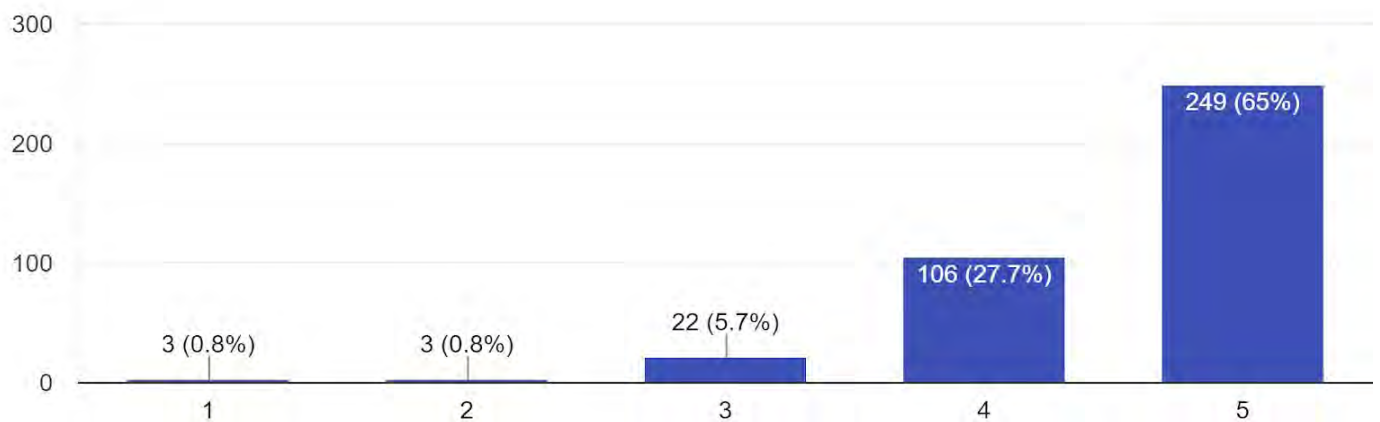
Item V  
Congregational Survey Results

## Congregational Survey 2019 - Final Responses (383) on July 31

### Visionary Goal #1

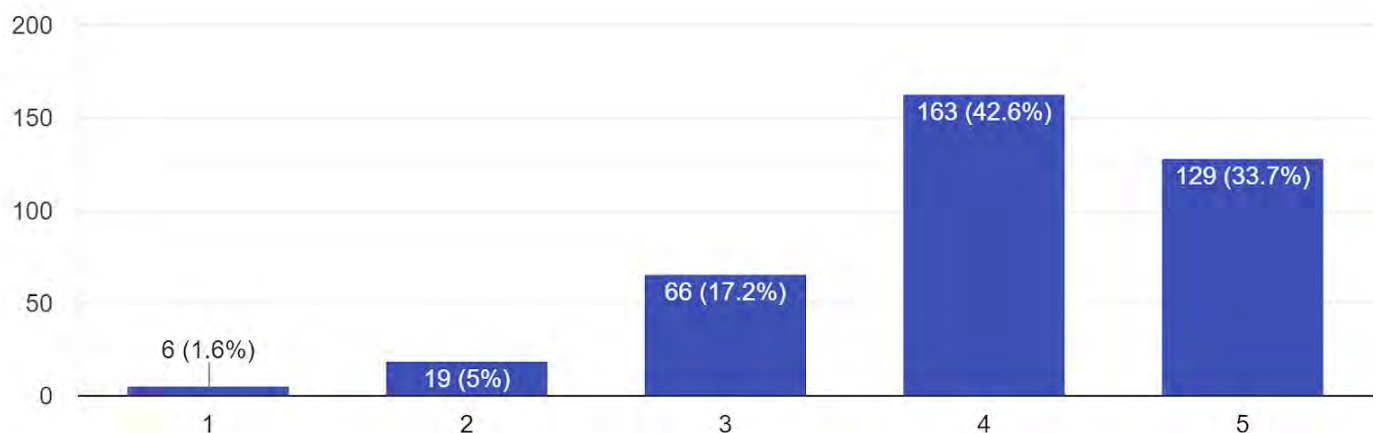
1. First Universalist Church affirms the Seven Principles of Unitarian Universalism.

383 responses



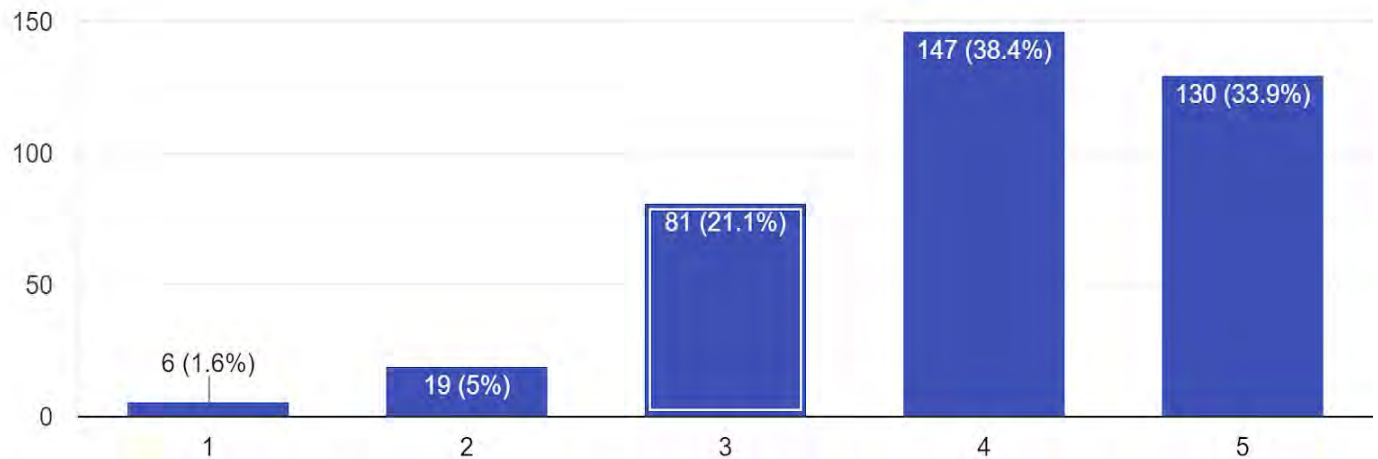
2. My experience at First Universalist has helped me feel more unified with others.

383 responses



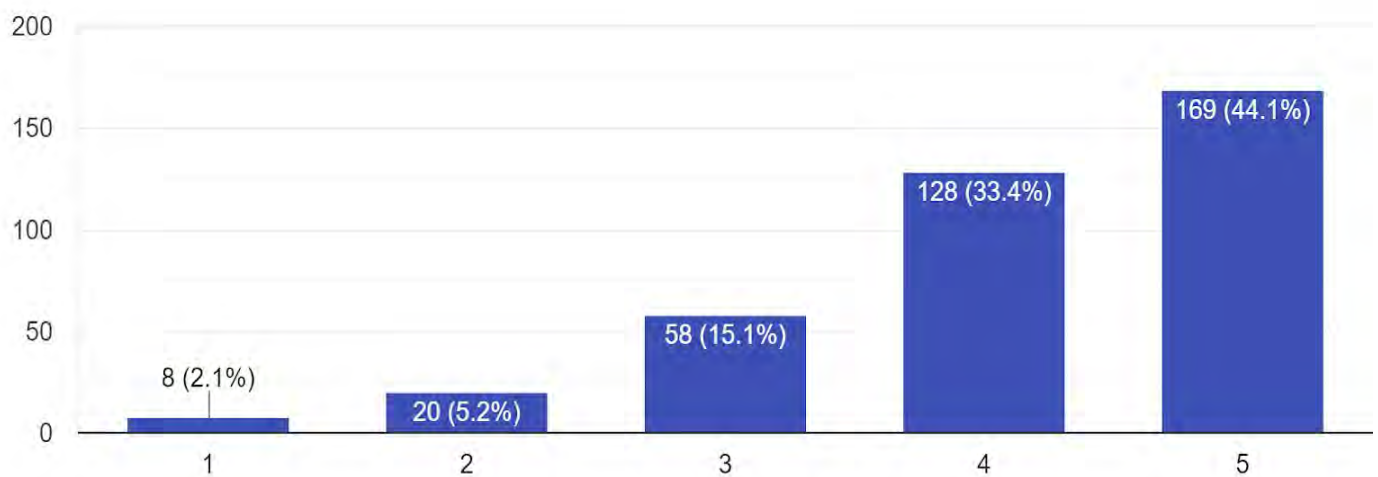
### 3. My experience at First Universalist has helped challenge some of my assumptions.

383 responses



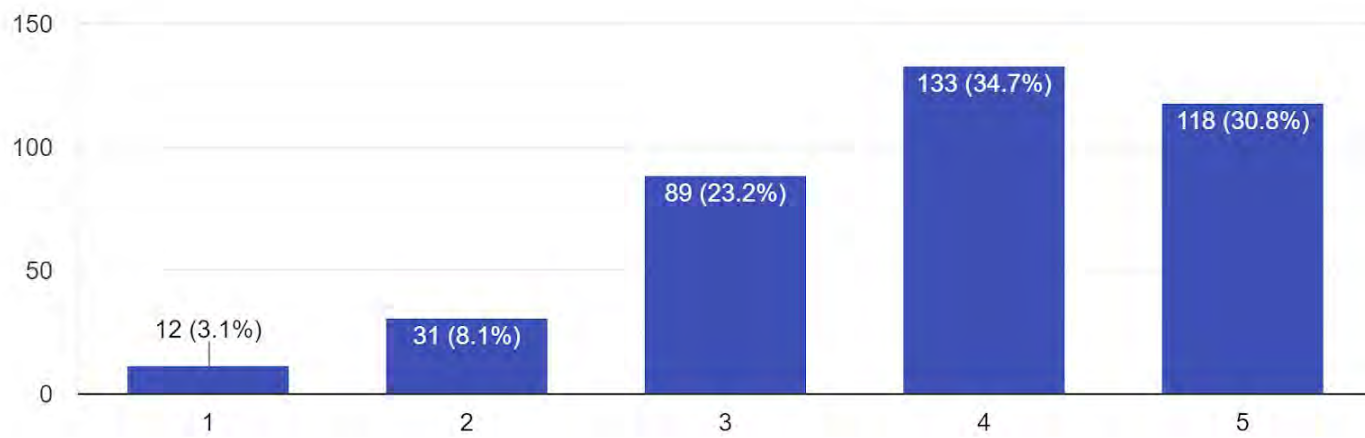
### 4. My experience at First Universalist has provided comfort to me.

383 responses



## 5. My experience at First Universalist has helped connect me to what I find holy.

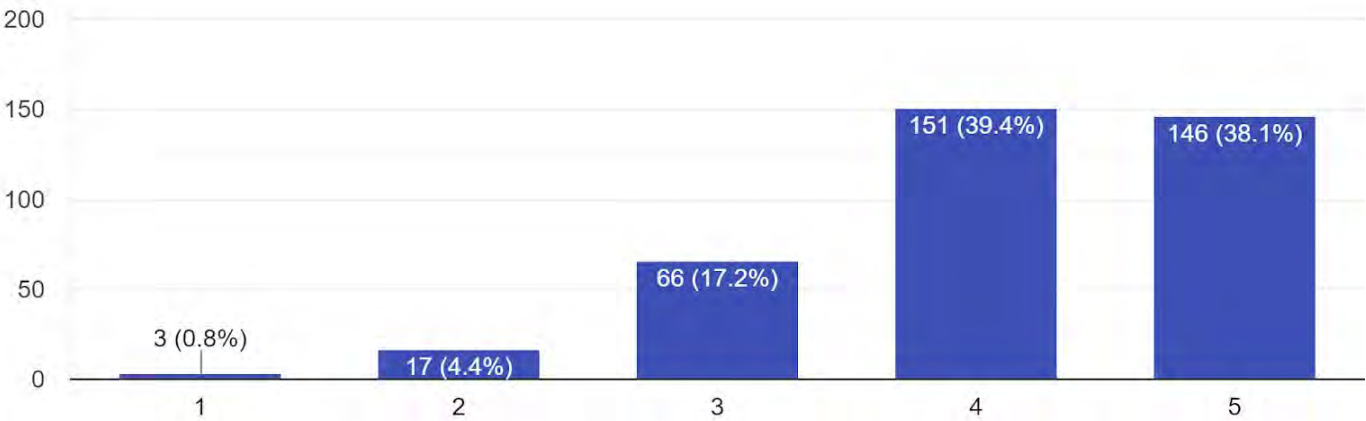
383 responses



**Visionary Goal #2**

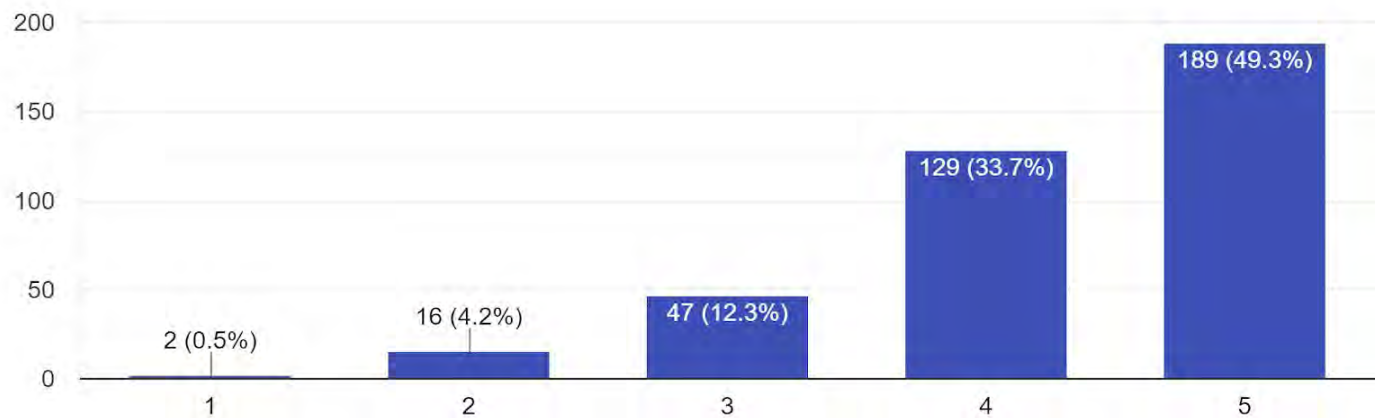
1. My experience at First Universalist has helped me understand UU religious traditions.

383 responses



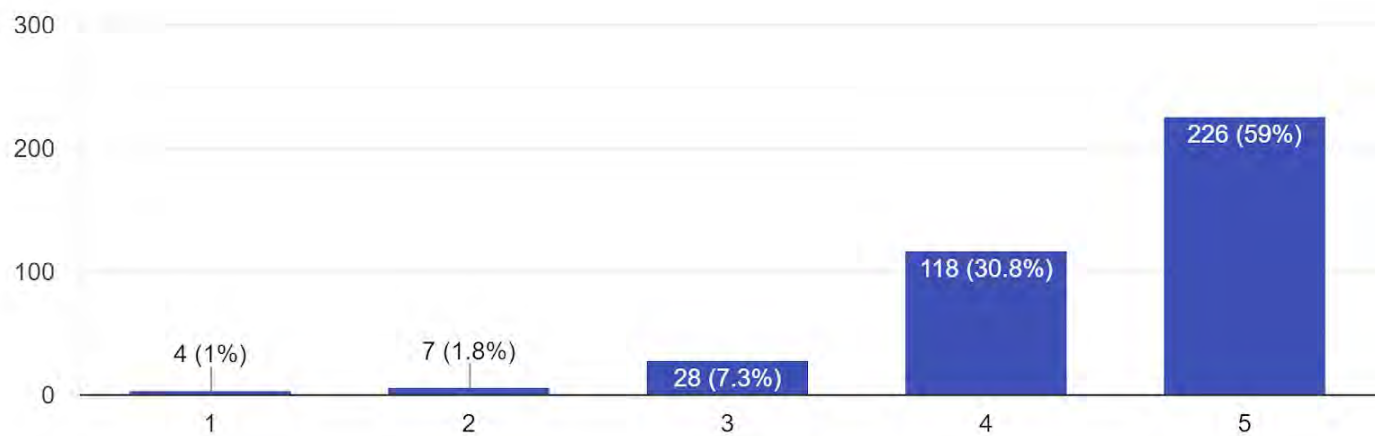
## 2. My experience with First Universalist has provided me with wisdom from many sources

383 responses



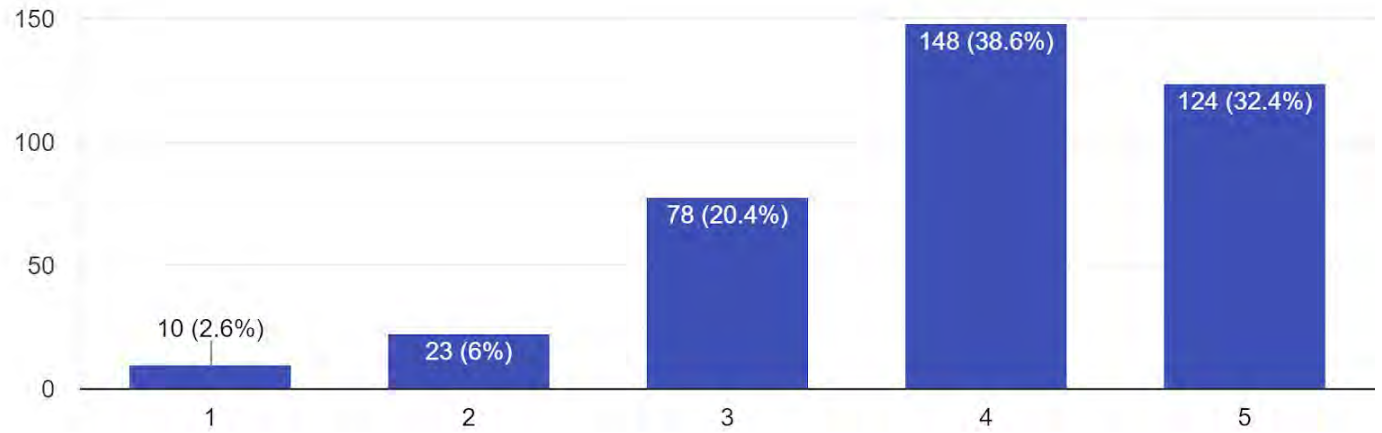
## 3. My experience with First Universalist helps call me to act with love.

383 responses



#### 4. My experience with First Universalist has helped me build meaningful relationships.

383 responses

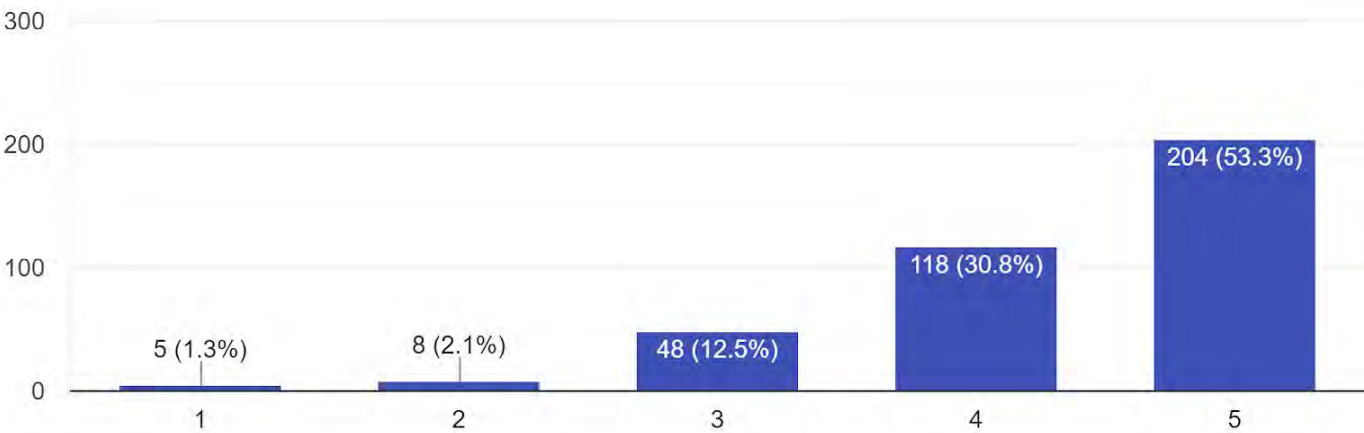




**Visionary Goal #3**

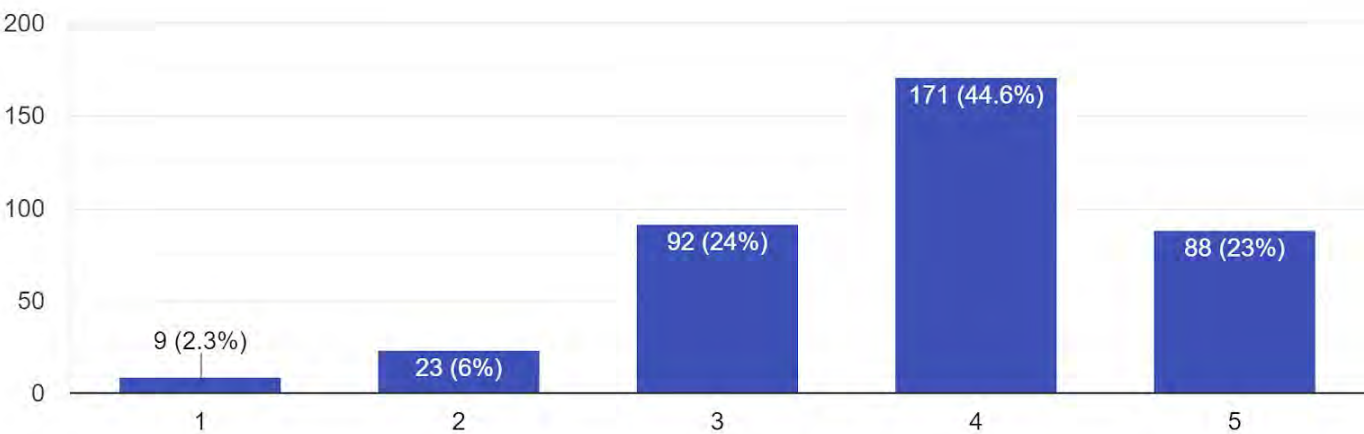
**1. I feel welcomed at First Universalist.**

383 responses



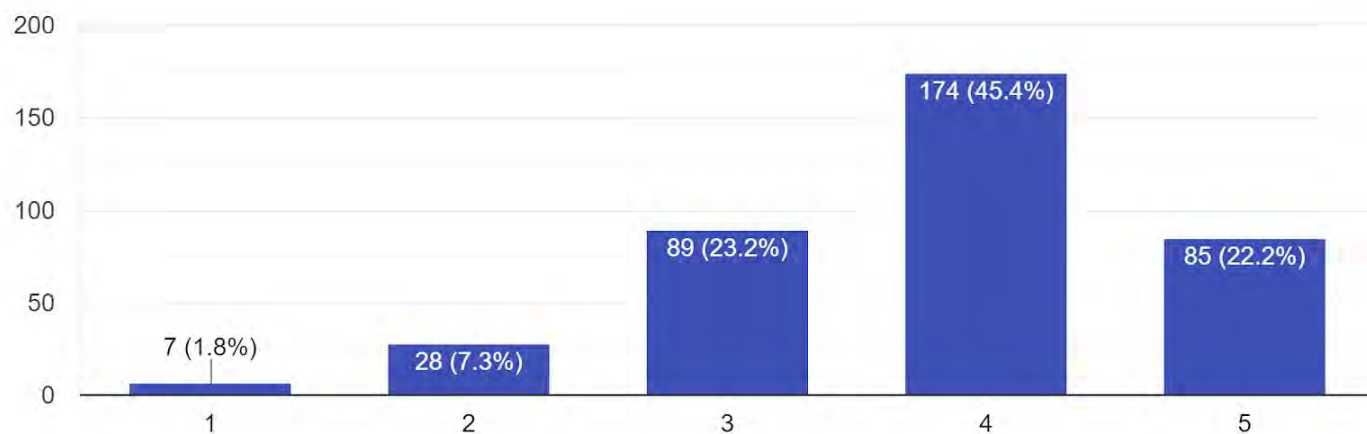
**2. I feel that First Universalist is racially inclusive.**

383 responses



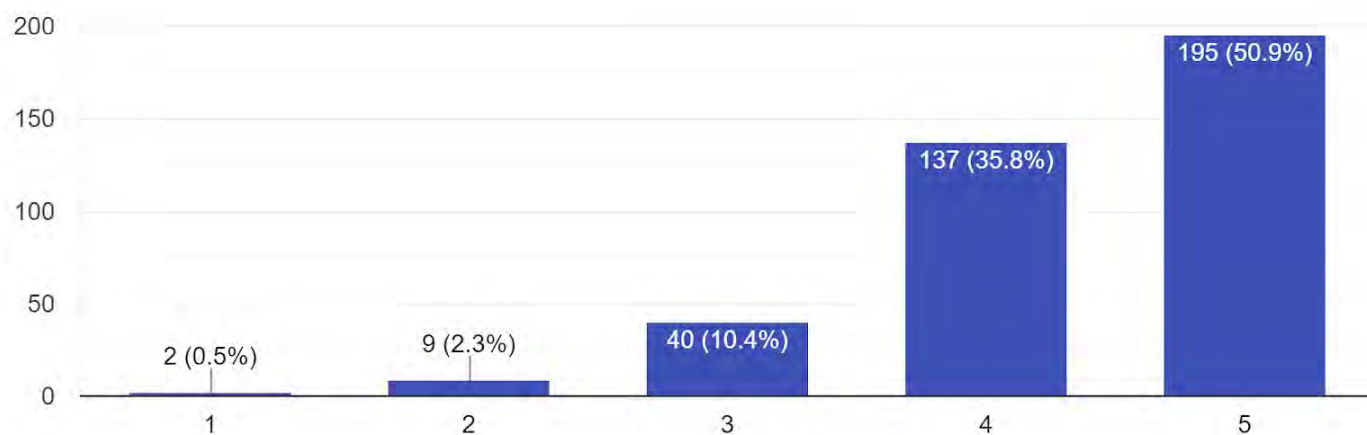
### 3. I feel that First Universalist is culturally inclusive.

383 responses



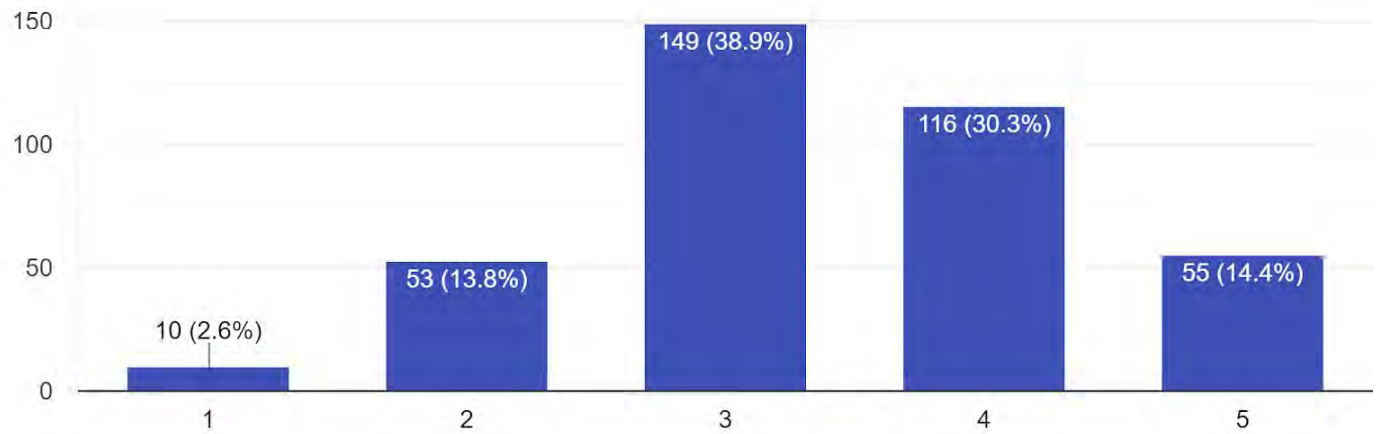
### 4. I feel that First Universalist is an intergenerational community.

383 responses



## 5. I take opportunities at church to interact with people I do not know well.

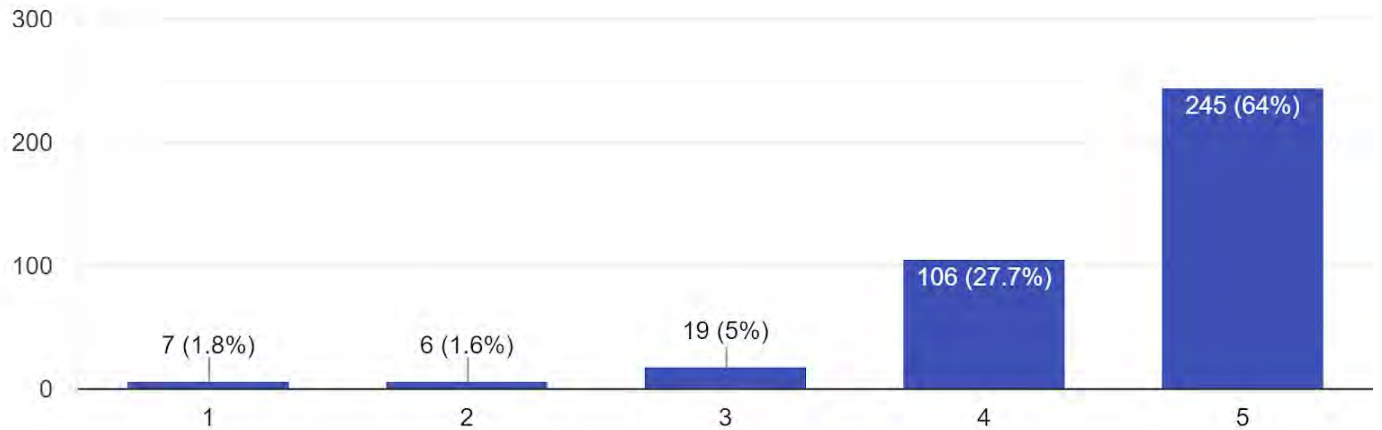
383 responses



## Visionary Goal #4

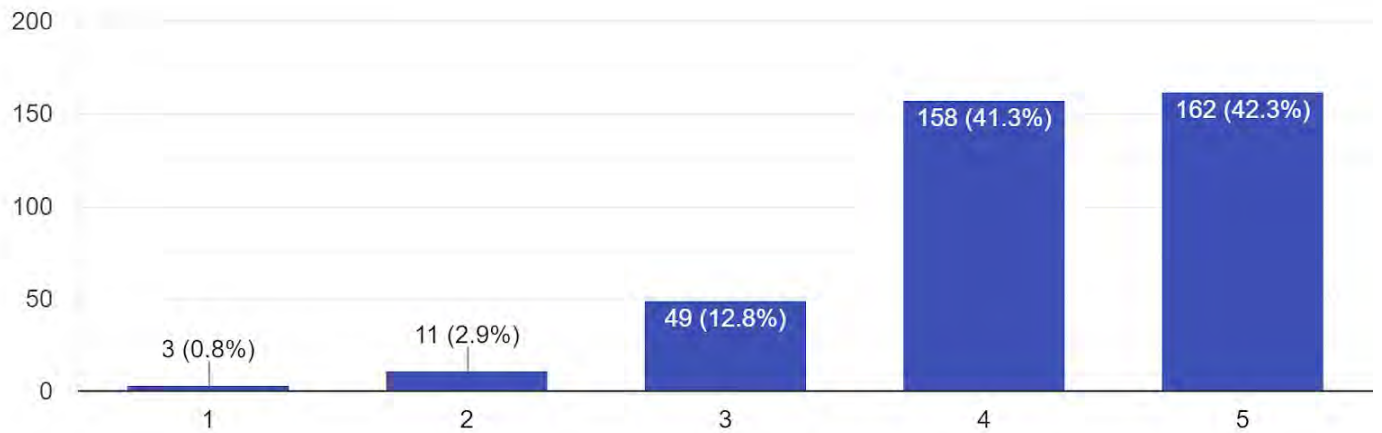
### 1. First Universalist is actively working to create a racially just world.

383 responses



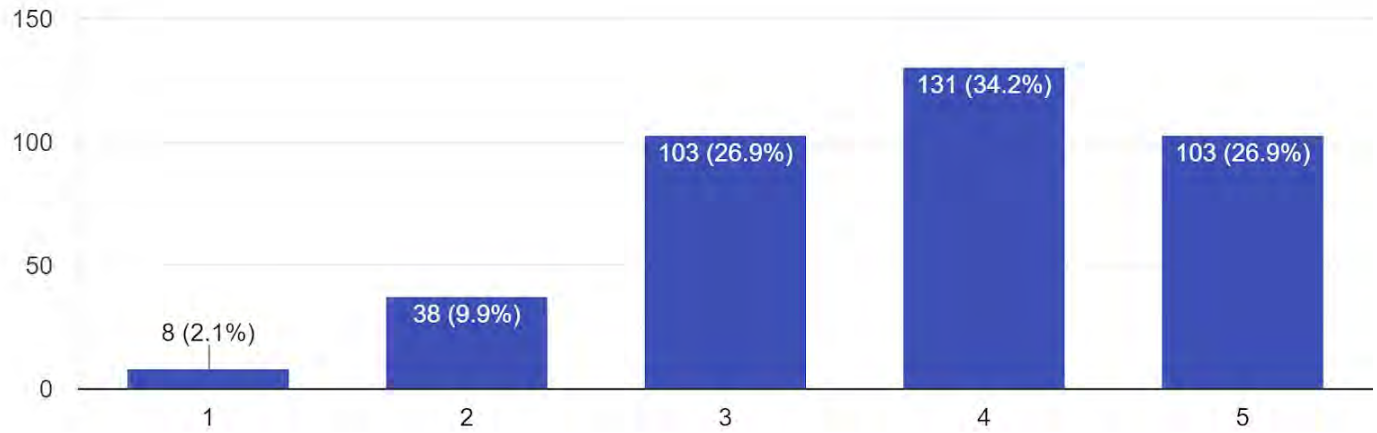
### 2. First Universalist is actively working to create a more sustainable world.

383 responses



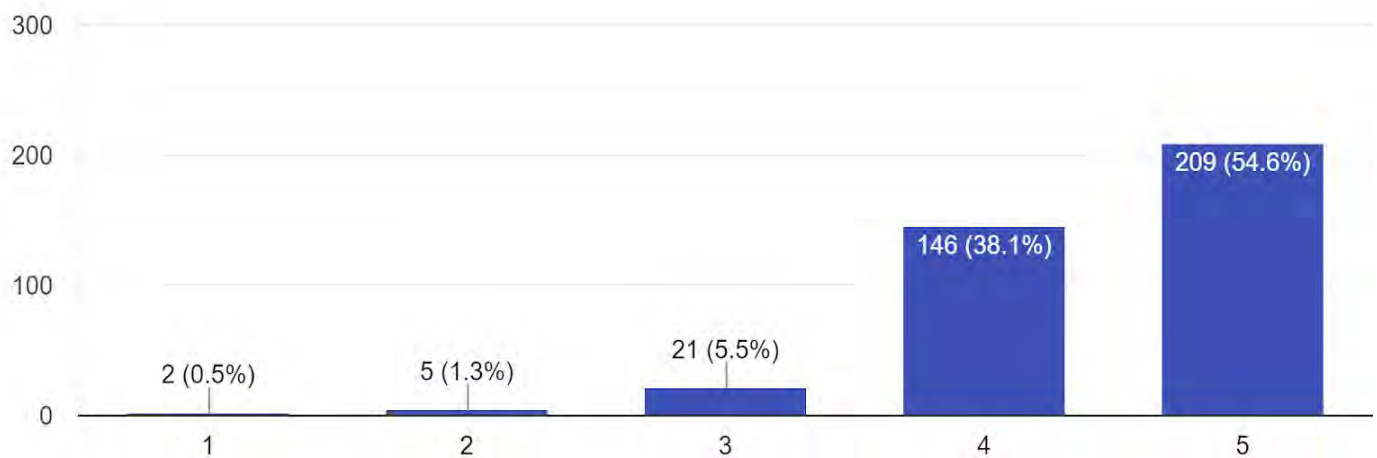
3. Because of my involvement with First Universalist, I have been more active in improving the world in the last 2 years.

383 responses



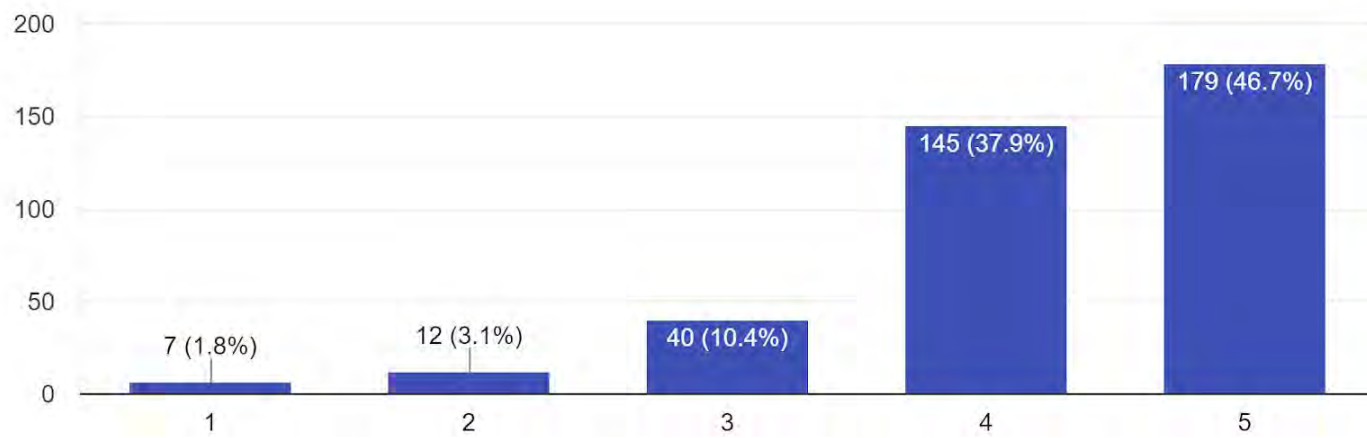
4. I believe that other members of First Universalist act to improve the world.

383 responses



## 5. I believe First Universalist's racial justice-based work has a positive impact on my community.

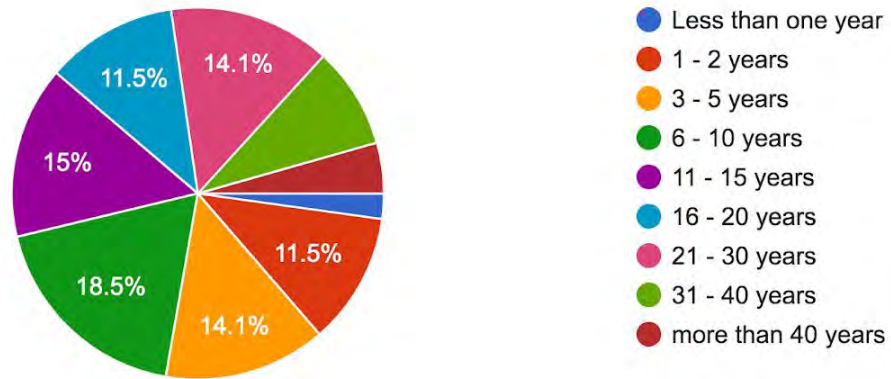
383 responses



## Respondent Data

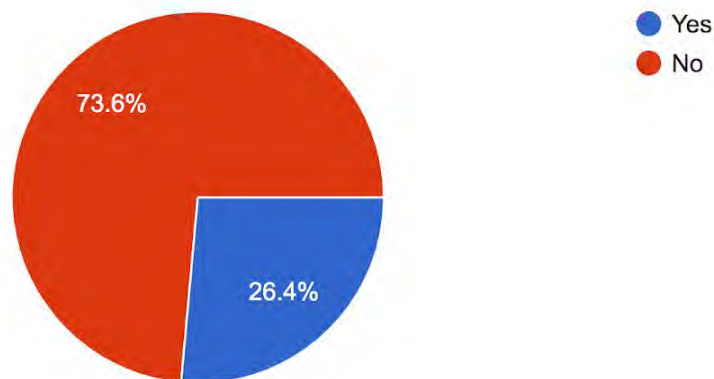
### How long have you been attending First Universalist?

227 responses



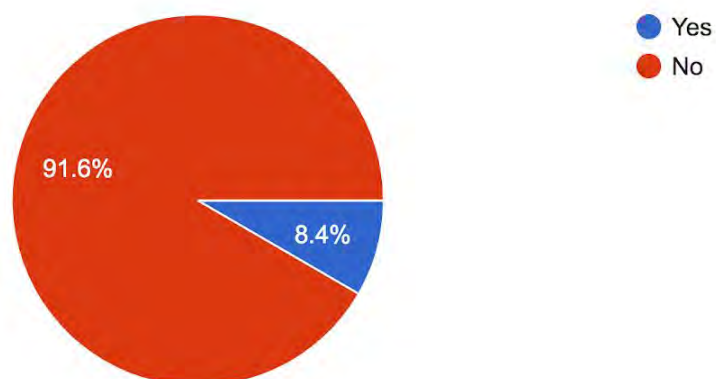
### Do you currently have children/youth in Religious Education?

227 responses



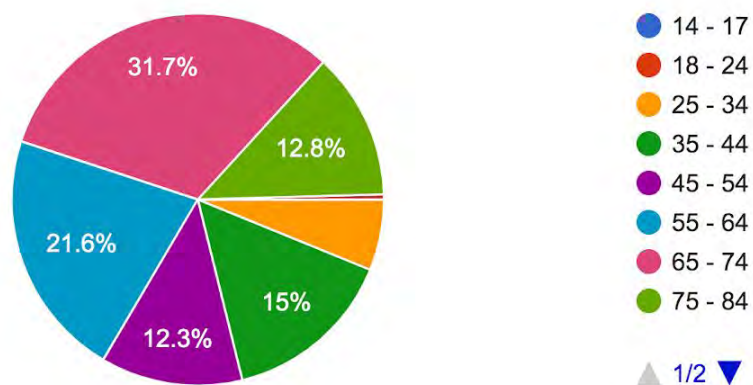
## Do you identify as a person with a disability?

227 responses



## What is your age?

227 responses





**Item VI**  
**Co-Location Steering Committee Update**

## **Item VII**

### **POCI Caucus Response**

The POCI Caucus has issued the following response to the BOT's invitation to meet:

To The Board at First Universalist Church Of Minneapolis,

We, the People of Color Indigenous (POCI) Caucus of First Universalist Church of Minneapolis, received your invitation to meet with board members to discuss the questions and concerns as we have written up and presented to you about the proposed co-joining with Shir Tikvah Synagogue. We request that you, please, write up responses to our questions and comments and return them to us for review; and at that point we can make a plan to meet and talk. Please send us your written response as soon as you're able. Thank you.

Sincerely,

POCI Caucus

See original POCI Caucus statement on Co-Location below"

### **POCI Caucus Sunday, April 14, 2019**

#### **Discussing Co-Location with Shir Tikvah (ST)**

**Attendance:** Keven Ambrus, Lillie Pang, Bryana French, Richard Spratt, Michael Dotson, Rebecca Slaby, Fawzia Khan, Daryn Woodson, Keith Washington, Sharon Mandel, visitor

#### **Concerns and Questions:**

- Are we coopting time for Racial Justice Issues? Co-location takes energy and commitment time away from Racial Justice work.
  - The congregation will need to take time to learn about another faith community, which takes energy and focus away from RJ work.
    - If we are sharing the building with a Jewish congregation, our focus is going to be and needs to be on Jewish issues because we cannot presume that we do not have anti-Semitism in our UU congregation.
  - Co-location may have a social justice focus in terms of supporting and building community with a Jewish community when anti-Semitism is on the rise, but it's not Racial Justice. RJ really needs to focus on anti-blackness specifically and larger POCI issues generally.
    - Black folks in the church have experienced some heavy racism from UUs; concerned that these issues will not be dealt with Shir Tikvah joins us (again - time, energy, resources)
  - Co-location efforts are derailing the work, hopes, and dreams of the Change Team, RJET, and POCI and the relationships that have been built and invested in for years.

- If it is true that this will free up more resources for doing RJ work, then what is the plan for that? What does this look/sound/feel like in the future? It is hard to trust that we'd have a stronger plan and more resources towards RJ work through co-location than we have currently.
- Shir Tikvah (ST) is a great community with similar values to First Universalist. But what is their racial justice lens and focus? How does their RJ lens and work fit with ours?
- How is true inclusivity of POCl possible when both congregations are rich and white? Why add another white congregation? What message are we sending to the few POCl congregants we have on what is important to the church by partnering with another white faith community? Why not co-locate with a mosque, which would use the building on Fridays?
- If RJ really is a key reason for co-location, then there should be a stronger focus on it in the Co-location Presentation and not buried so far down. It seems like RJ is an afterthought and justification. So, is co-location primarily for financial reasons and not racial justice-driven?
  - Rev. and Rabbi know each other and are friends. Is this a case of "who you know," which reinforces white supremacy.?
- What will happen to the Somali school program? Islamophobia is on the rise. Should we be sharing with the Muslim community?
- This plan for the third entity - How can we ensure that it is not rooted in whiteness? Example - Robert's Rules as a decision making process. We must have a plan for how this third entity will function and make decisions before we enter into a contract with Shir Tikvah.
  - Who will be the members of the third entity? How will this entity have a RJ lens and not just reinforcing whiteness in our institution?

## Item VII Healthy Congregation Covenant

Continued discussion of process to implement Healthy Congregation Covenant.

See Examples and resources from UUA website: <https://www.uua.org/safe/covenant>

“Developing a [Covenant of Right Relations](#) is an important step in clarifying expectations and creating a safe environment for congregations. "Covenant" is Latin for "come together" and means a "solemn agreement" or "promise from the heart" regarding a course of action between parties.

[Congregational Covenants](#) can take many forms and reflect the needs and best wishes of a variety of groups—from church committee members to staff groups to how members of an entire congregation agree to conduct themselves with one another. Creating and agreeing to a covenant can be an extremely effective tool for setting guidelines and building trust.

Developing a covenant can be a useful method for addressing [disruptive behavior](#). Sample covenants are provided to help guide and inspire you.”

From the BOT May Minutes:

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.

In other UU churches, the congregation takes responsibility for correcting counterproductive or destructive behavior. Should not be solely part of the ministers or the board’s responsibility. It may be helpful to have a task force to work on this. The focus is on the future and the expectations we have about how we work together. Jen and Justin have a process for dealing with domestic violence between congregants. We will talk further about whether there should be a more formal policy.

**Item IX**  
**Sacred Solidary Network Lab**

**From:** Dana Neuhauser <[dana.r.neuhauser@gmail.com](mailto:dana.r.neuhauser@gmail.com)>  
**Subject: Announcing: SSN Lab**  
**Date:** August 1, 2019 at 8:25:03 AM CDT  
**To:** [sacred-solidarity-network-2018-19@googlegroups.com](mailto:sacred-solidarity-network-2018-19@googlegroups.com)

Friends,

We are excited to announce **Sacred Solidarity Network Lab** for 2019-20. Many of you have been involved, to some degree or another, with the Sacred Solidarity Network over the past three years. Whether you were part of the cohort all three years or you attended one event, you and your congregational team are invited into the Lab this fall.

We will gather monthly for two hours to support each other in our racial justice work and experiment with what we've learned over the years. Congregations will have the opportunity to share what they've been up to as a case study and have access to the collective wisdom in the room to process and troubleshoot.

Please mark your calendars:

**Faith Leader/Clergy Gathering**

September 4 11:30am - 1:30pm at Springhouse Ministry Center

Faith Leaders are invited to lunch. Come hear more about SSN Lab and enjoy fellowship with other faith leaders committed to collective liberation. RSVP [here](#).

**SSN Lab**

6:30 - 8:30pm

September 17

October 21

November 19

December 16

More information will be coming soon!

In Solidarity,  
The Sacred Solidarity Network Team