

First Universalist Church Board of Trustees  
October 17, 2019  
Board Packet

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**First Universalist Board of Trustees Meeting**  
**October 17, 2019**  
**6:30-9:00pm Cummins Room**

**AGENDA**

- I. **Call to Order** (Bryana)  
Bryana – Facilitator, Richard – Process Observer, Volunteer – Time Keeper
  - II. **Grounding**
    - A. Chalice Lighting (volunteer)  
*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.*
    - B. Group Agreements (All)
    - C. Grounding-In (Justin)
  - III. **Approval: Consent Agenda**
    - A. Monitoring: September Minutes Approval
    - B. Monitoring: Acceptance of Membership Numbers and Attendance
    - C. Monitoring: Staff and Significant Volunteer Changes
    - D. Monitoring: Protection of Assets
    - E. Monitoring: Investment and Financial Policies
  - IV. **Information: Announcements** (Bryana)
    - A. Meeting dates (State of the Church 2/9, Annual Meeting 5/31)
    - B. Staff and Board Relationship Building
    - C. BOT Social
  - V. **Education/Oversight: Finance Training 101** (Keven)  
How to meet our fiscal responsibility
- BREAK (~ 730)** Physical, Spiritual, and Psychological Re-Set
- VI. **Approval: Owners Representative for Capital Campaign**
  - VII. **Middle Bucket/Strategy:** Change Team Clarity (All, Ben and Richard)  
Connected to visionary goals; Determining term limits and leadership rotation; Board collaboration with Racial Justice evaluation
  - VIII. **Middle Bucket/Discernment:** Healthy Congregations Work Team  
Connected to visionary goals and congregational survey; Discussion of charge and potential members for team
  - IX. **Relationship Building: Process Observation** (Richard)

**ADJOURN/HARD STOP** (9:00)

Next meeting: November 21; Dan will bring snacks and serve as process observer

### **First Universalist's Mission**

In the Universalist spirit of love and hope, we give, receive, and grow.

### **First Universalist's Visionary Goals**

1. First Universalist is a faith community committed to a transformational spiritual path guided by Unitarian Universalism's theology and Seven Principles. Our worship, spiritual practices, and rituals unify us, challenge our assumptions, provide comfort, and connect us to the holy.
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 and community.
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.
4. First Universalist is a faith community that acts with humility, bravery, and compassion to create a racially just and sustainable world.

### **GPH Board Responsibilities**

The Board has the ultimate fiduciary and policy-making authority for the Church with the exception of calling ministers and approving the annual budget, which are reserved to the congregation.

It is the Board's responsibility to articulate and develop the visionary goals statements, and to develop policies and practices that ensure accountability in achieving those ends

### **Group Agreements**

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. We seek to **achieve resolution through deeper understanding** of each other's position, move forward and walk out of the room being able to speak in one voice.
8. **Be conscious of body language and nonverbal responses** -- they can be as disrespectful as words
9. **Confidentiality** -- maintain appropriate confidentiality, respecting individual privacy and positions and comments on issues

## Opening Reading and Reflection, Oct 17, 2019 Board Meeting

### *Reading*

For nothing is fixed,  
Forever, forever, forever,  
It is not fixed;  
The earth is always shifting,  
The light is always changing,  
The sea does not cease to grind down rock.  
Generations do not cease to be born,  
And we are responsible to them  
Because we are the only witnesses they have.  
The sea rises, the light fails,  
Lovers cling to each other,  
And children cling to us.  
The moment we cease to hold each other,  
The moment we break faith with one another,  
The sea engulfs us and the light goes out. -

- **James Baldwin** from *Nothing Personal*, a collaboration with the photographer Richard Avedon

### *Silence*

*Grounding in to this space and time* - Mediation/reflection lead by Justin

*Setting Intentions for our time together* - How are you hoping to be and show up in the next two hours that we are together?

**Informational Update:** The Holiday Giving Team, co-chaired by Justin Schroeder and Isabel Quast, has selected BLUU (Black Lives of Unitarian Universalism) to be our Holiday Giving Recipient. Early on in this process, the team decided to support black lead organizations. After meeting with several local black organizers and leaders, the team selected BLUU. BLUU is working locally on a black owned housing cooperative in North Minneapolis, and the Holiday Giving Team intends to support BLUU (and this effort) for the next 5-8 years. Also, this year, the team wants to reground our Holiday Giving in the deep invitation to reconsider the meaning and purpose of the holidays (hint: it's not consumerism) and to reflect on what it is that actually brings us joy during the holidays. As we roll this out this year, we will lovingly push back against a culture that invites us to over-consume, destroy the environment, and not see ourselves as connected to the whole. Holiday Giving will be launched on November 17th.

## **Monitoring**

### **Financial Condition**

A summary of expenses and income, the monthly balance sheet, and a summary of capital campaign income and expenses are included in your board packet. Capital Campaign expenses and income are tracking as expected, as are our Operating Budget income and expenses. Next month, we will review first quarter financials. Also, a summary of our year-end review by our financial consultant, Kurt Hochfeld, will be available next week for review at the board meeting.

### **Protection of Assets**

All appropriate insurance policies are in place and up to date.

### **Investment Policies and Practices**

Currently, our investments are held by Accredited Investors Wealth Management in Edina, MN. In the spring of 2019, we reviewed options for investing our capital campaign funds (staggered Treasury bills), and options for increasing our commitment to socially responsible investing. Since that time, we have been notified by Accredited that they will no longer be able to serve us fee-free, and if we wish to continue having them hold and invest our money, we will need to pay their standard fees. While we are grateful for the years of generous service that Accredited has provided, we believe it is now time to look at other investment firms that could provide good returns at reasonable fees and better meet our desire to contract with businesses led by underrepresented groups in the industry. A recommendation of next steps will come to the board by the December board meeting.

**First Universalist Church of Minneapolis**  
**Board of Trustees Meeting**  
**September 18, 2019**

Trustees present: Richard Spratt, Bryana French, Eric Cooperstein, Dan Moriarty, Ben Miles, Daryn Woodson, Kristin Siegesmund, Christa Anders

Ministers: Jen Crow, Justin Schroeder

Observers and Guests: Michael Dotson, Cindy Marsh

**I. Call to Order**

- a. Lighting of the Chalice
- b. Spiritual Reflection

**II. Consent Agenda**

- a. Approval of Minutes from August Meeting
- b. Monitoring: Acceptance of attendance and membership numbers
- c. Monitoring: Acceptance of staff and significant volunteer changes. Note to add: Sandi DiNanni has decided to retire at the end of October. She would like to celebrate by having a potluck Luau. The Ministers will work on coordinating a goodbye celebration. Working on having a “good goodbye.”
- d. Monitoring: Acceptance of staff and volunteer treatment and grievances

**APPROVED.**

**III. Co-Location**

Cindy Marsh and Rev. Crow met with the Building Team and collected learnings from that. Ministers have heard a little bit of disappointment, a few people checking in on Jen knowing that she has invested a lot, people wanting to know how much money we spent. Some people feeling disappointed, some relieved, some thought the process was good and that church members were involved in the conversations.

The Board has some concern that the architects have now twice come to us with wildly unrealistic numbers. We will want to understand how to not have this happen a third time. Having an owners representative was invaluable – we had one who volunteered to work with us on the second time through. Now we know that we don’t have firm numbers until we have a contractor AND a contract. Costs have gone up, tariffs are impacting things and that was challenging.

There were plenty of concerns at the end of last church year – is this pulling us away from our mission; concerns about our focus on racial justice, concerns about co-owning the building; concerns about parking; concerns about space and more.

How do we share details with the congregation? We could consider some timeline, decision points, money spent, what happened etc. Suggested that we do this with a moderate level of detail. We understand and appreciate that the people involved were changing over time and new people were being added as the project progressed. As we move forward, we could be more clear about middle bucket issues. A narrative creates accountability about what we are doing with the congregation's money. The audience would be church leadership as well as the congregation. We could use this to really crystalize lessons learned and also have congregants weigh in. What do we know now about ourselves and our congregation and how we work? Jen has a narrative already started. She also suggested that we have the owners rep come in and do a short presentation about how these things work. We were not aligned with Shir Tikvah on some pretty key issues: timing, fundraising, they were set on co-location as being their best option while we were just exploring whether co-location would work for us.

The architects and builders rep were in agreement that the way we did this – start with the dream – is the way that these projects go best.

Justin acknowledged all the hard work that people have done: Cindy, Jen, Tom MacLeod, Nancy Gashott and so many others. He concludes that we have a hunger for doing things differently, sharing ownership, opening up to possibilities. Important to have a vision that does not get too far out in front of the congregation.

There still is a building committee that Jen leads. There are two architects as well as an interior designer on it. Cindy will stay on but is no longer a Board member. Keven will stay on it as well. We should have two Board members. It will meet every other week for the next several months. Probably meets at 7:30 AM for 90 minutes. The Board should rekindle the vision and our strategic plan should align it. Where do we want to be in the future?

One question: how much does socioeconomic class matter when we think about who we want to partner with? If we don't know about how much money people can bring to the table, does that limit us?

#### **IV. Change Team Update**

Richard and Ben shared the update from the Change Team and went over the minutes provided to the Board. The Change Team is reading the book: How to Be an Anti-Racist by Ibram Kendi. They meet next on October 3.

We clarified that the Change Team will continue to identify racist practices in our church and that evaluating the ministers and the work of the church on dismantling these practices is more properly in the purview of the Board.

We discussed the connection between the Change Team and RJET. From the Change Team they want to see more living out of the racial justice vision not just having some programming. How do we mobilize the congregation to live out racial justice vision? Structural pieces of our church need to be pushed by the Change Team so that we can make progress and make big changes. The Change Team is wanting to do something now! Agreed that we will come back to this next month to talk through what we want.

## **V. Year End Financial Review**

Keven and Jen met on Monday and went over everything. They are working on how to reformat the presentation of financials so that Board members can look at things easily and quickly.

As expected, 2018-19 was a challenging year financially. We experienced a significant loss in our pledge base and because we were exploring co-location with Shir Tikvah, we did not draw the expected \$25,000 from capital campaign funds to offset salaries related to our building project. These two items significantly impacted our income. At the same time, we benefited from retiring our mortgage and line of credit and we had a very successful Close the Gap effort. We stretched ourselves this past fiscal year, expanding our ministerial team to include a 1/4 time minister of color. We also experienced an unusually cold and snowy winter, resulting in increased snow removal, utilities and maintenance costs. When planning for the 2018-19 fiscal year, staff acknowledged and the board agreed that we had trimmed all areas that typically helped us account for unanticipated expenses that come up during the church year, which could result in a larger than expected deficit. This has come to pass, and expenses exceeded income by \$71,000 this year. Additionally, another \$17,400 was spent on principal payments on the mortgage and line of credit, bringing the overall deficit to \$88,600. The budgeted deficit for 2018-19, including principal payments to the mortgage and line of credit, was \$47,000. The actual deficit exceeded the budgeted deficit by \$41,000.

### **Income**

There are a few significant income items to note:

- Pledge income came in 6% under budget (roughly \$70,000),
- Unrestricted donations came in 41% under budget (roughly \$27,000),
- Offering plate for the community up 34% over budget (\$10,000)



- Close the Gap - which replaced Miscellaneous Fundraisers budgeted for \$12,000, came in at \$52,500.

Overall, income exceeded expectations by 1%.

## **Expenses**

There are a few significant expense items to note:

- Total salary and benefit expenses - the largest expenditure of our budget - came in on target, with only a 1% variance
- Temporary labor, including guest speakers, Sunday morning childcare, musicians, substitute sound techs, etc. came in 23% over budget (\$7000)
- Program expenses significantly exceeded expectations, with a variance of 84% (\$24,000). This is the area most impacted by the removal of all funding for unanticipated expenses from the budget.
- Total administrative expenses came in 11% over budget (\$9,000), again as a result of the removal of all funding for unanticipated expenses or overages
- Utilities came in 9% over budget (\$4800)
- Repairs and maintenance came in 20% over budget (\$4500)

Overall, expenses exceeded expectations by 5% (\$76,000).

Keven will be doing a Finance 101 for the Board next meeting. Our quarterly reviews are important opportunities for the Board to work with the ministers to do course corrections and come up with a budget with which we can live. The ministers are always trying to minimize impacts on people not hurt our staff. Ben will email Keven to ask for balance sheets.

## **VI. Staff Work Plan**

Justin walked through the proposed Staff Workplan. Primary themes of work include:

- Shoring up our systems/information/staffing
- Racial Justice Work
- Creating a multicultural, multiracial, intergenerational community
- Building Project

It was suggested that maybe this work be made into a table and assign some sense of prioritization and likelihood of getting done. What are stretch goals? What are critical goals? We are putting this workplan against the stress of the building project and Justin's sabbatical.

We also talked about how the Board can support this work given that this will be a hard year. The ministers will revise and bring back to the Board.

## **VII. Healthy Congregation Task Force**

We will come back to this next month as we ran out of time. We will need to write a charge, recruit volunteers and more.

## **VIII. Process Observing**

Ben served as process observer this month. Maybe more clarity about what is expected for each agenda item. Did we accomplish what we meant to do? Are we following the GPH? Dan and Christa were more quiet. Are we building our system to take on difficult issues? What are the top three take aways? Maybe there is too much on the agenda. How do we prioritize? Maybe have some kind of a “parking lot” space or use Slack.

The meeting was adjourned by the Chair at 9:34.

**2019 Statistical Report  
September 2019  
Board Meeting October 17, 2019**

**MEMORIAL SERVICES: 1**

Taylor Mork, son of Shelley Thron & Shelley des Islets - Sept. 28

**MARRIAGES/SERVICES OF COMMITMENT: 0**

**MEMBERS FOR APPROVAL: 4**

Simon Riordan, Minneapolis  
April Riordan, Minneapolis  
Jennifer Hains, St. Paul  
Colleen Herman-Franzen, Minneapolis

**MEMBERS REINSTATED: 0**

**MEMBERS FOR REMOVAL: 2**

Betty Wass - moving out of state  
Stephanie Payne Capecchi - moved out of state

**CHILDREN DEDICATED: 0**

	To Date	End of Year Totals			
MEMBERS	2019-2020	2018-2019	2017-2018	2016-2017	2015-2016
(Fiscal Year)	7	81	66	109	54
TOTAL MEMBERS:	1063	1058*	1049	1,011	934

Total members as of the last meeting: **1060**

To be added: 4

To be removed : 2

**TOTAL MEMBERS: 1063 (According to ACS)**

<b>September Attendance</b>										
				<b>2019</b>					<b>2018</b>	
<b>Adults</b>	<b>9:30</b>	<b>10:00</b>	<b>11:15</b>			<b>9:30</b>	<b>10:00</b>	<b>11:15</b>		
1st week		201		201			141		141	
2nd week	273		256	529		313		230	543	
3rd week	228		242	470		286		312	598	
4th week	279		241	520		300		254	554	
5th week	248		223	471		324		269	593	
Monthly Total	1028	201	962	2191		1223	141	1065	2429	
<b>Average for September</b>						305.7		266.2		
	257	201	240.5	438.2		5	141	5	485.8	
<b>RE</b>	<b>9:30</b>	<b>10:00</b>	<b>11:15</b>			<b>9:30</b>	<b>10:00</b>	<b>11:15</b>		
1st week		24		24 *			24		24 *	
2nd week	22		14	36 *		18		16	34 *	
3rd week	228		212	440		251		193	444	
4th week	223		205	428		246		256	502	
5th week	214		193	407		226		179	405	
Monthly Total	687	24	624	1335		741	24	644	1409	
<b>Average for September</b>						185.2				
	171.75	24	156	267		5	24	161	281.8	
<b>Combined Average</b>								427.2		
	428.75	225	396.5	705.2		491	165	5	767.6	

\*Labor Day weekend; no child care

\* Water Communion = multi-gen service

**First Universalist Church of Minneapolis**  
**Analysis of Revenues & Expenses - Summary**  
**July to August 2019**

Accounts	Current Balance (This Year)	YTD Budget (This Year)	Annual Budget (This Year)	Last Year YTD Actual
<b>Revenues</b>				
Annual Giving	\$189,635.20	\$193,956.92	\$1,118,400.00	\$177,229.76
Contributions Unrestricted	\$8,966.82	\$10,960.11	\$154,600.00	\$3,452.09
Released from Restriction	\$25,825.82	\$10,666.66	\$100,000.00	\$17,700.53
Fundraisers	\$0.00	\$2,516.66	\$19,100.00	\$0.00
Youth Groups Fundraising	\$1,847.50	\$3,583.34	\$21,500.00	\$298.89
Program Donations	\$675.00	\$0.00	\$1,000.00	\$481.60
Dividends & Interest	\$618.67	\$3,041.66	\$18,250.00	\$689.28
Rental Income	\$4,274.90	\$23,283.34	\$140,700.00	\$13,574.28
Realized Gains & Losses	(\$217.10)	\$0.00	\$0.00	\$604.47
Unrealized Gains & Losses	(\$2,827.25)	\$0.00	\$0.00	\$912.46
Other Income	\$150.00	\$555.50	\$3,333.00	\$105.00
<b>Total Revenues</b>	<b>\$228,949.56</b>	<b>\$248,564.19</b>	<b>\$1,576,883.00</b>	<b>\$215,048.36</b>
<b>Expenses</b>				
Salaries & Wages	\$132,443.94	\$142,797.46	\$856,784.76	\$137,254.32
Payroll Taxes	\$9,950.06	\$10,823.94	\$64,943.59	\$10,148.64
Employee Benefits				
Medical Insurance	\$17,631.09	\$16,333.30	\$98,000.00	\$14,507.52
Long Term Disability Insurance	\$0.00	\$166.66	\$1,000.00	\$0.00
Life Insurance	\$136.00	\$216.66	\$1,300.00	\$217.40
403(b)	\$10,892.35	\$10,665.08	\$63,990.50	\$12,125.55
<b>Total Employee Benefits</b>	<b>\$28,659.44</b>	<b>\$27,381.70</b>	<b>\$164,290.50</b>	<b>\$26,850.47</b>
Professional Expenses	\$3,607.34	\$4,333.34	\$26,500.00	\$1,332.42
Temporary Labor	\$1,946.50	\$3,828.60	\$35,000.00	\$3,574.00
Worship	\$463.75	\$1,000.00	\$6,000.00	\$333.30
Children, Youth & Family	\$614.29	\$4,043.98	\$20,300.00	\$8,544.34
Youth Groups	\$1,847.50	\$3,500.00	\$21,000.00	\$298.89
Adult Ed & Membership	\$1,959.51	\$1,958.34	\$11,750.00	\$992.99
Committee/Volunteer Groups	\$336.02	\$950.00	\$5,700.00	\$105.27
Miscellaneous Program Expenses	\$137.07	\$2,016.66	\$12,100.00	\$3,482.92
Fundraising	\$0.00	\$166.66	\$5,000.00	\$0.00
Administrative	\$9,074.85	\$13,075.00	\$78,850.00	\$13,097.75
Insurance	\$4,607.36	\$4,133.66	\$24,802.00	\$4,562.22
Dues & Memberships	\$0.00	\$7,843.02	\$47,058.06	\$0.00
Utilities	\$9,799.26	\$9,799.04	\$59,000.00	\$9,818.75
Repairs & Maintenance	\$25,908.00	\$11,330.17	\$79,900.00	\$19,338.41
Offering Plate for Community	\$0.00	\$3,333.34	\$20,000.00	\$6,428.41
Charitable Contributions	\$6,457.45	\$6,166.66	\$37,000.00	\$3,437.76
<b>Total Expenses</b>	<b>\$237,812.34</b>	<b>\$258,481.57</b>	<b>\$1,575,978.91</b>	<b>\$249,600.86</b>

First Universalist Church of Minneapolis  
Analysis of Revenues & Expenses - Summary  
July to August 2019

Accounts	Current Balance (This Year)	YTD Budget (This Year)	Annual Budget (This Year)	Last Year YTD Actual
Net Total	(\$8,862.78)	(\$9,917.38)	\$904.09	(\$34,552.50)

**First Universalist Church of Minneapolis**  
**Balance Sheet**  
**August 2019**

Headings and Account

Current Balance (This Year)

<b>Assets</b>		
<b>Current Assets</b>		
<b>Cash &amp; Cash Equivalents</b>		
Cash	\$	493,982.20
<b>Total Cash &amp; Cash Equivalents</b>	<b>\$</b>	<b>493,982.20</b>
<b>Investments</b>		
Schwab - Church Operating	\$	743,958.89
Schwab - Church Reserve	\$	339,523.06
Schwab - Don Carter & Mary Carter	\$	80,775.84
Schwab - Legacy Fund	\$	851,804.82
Schwab - Temporarily Restricted	\$	125,259.73
Thrivent Mutual Funds	\$	22,299.85
<b>Total Investments</b>	<b>\$</b>	<b>2,163,622.19</b>
<b>Cash &amp; Cash Equiv - Foundation</b>		
Sunrise Bank - Foundation	\$	11,275.50
<b>Total Cash &amp; Cash Equiv - Foundation</b>	<b>\$</b>	<b>11,275.50</b>
<b>Investments - Foundation</b>		
Schwab - Foundation	\$	1,576,262.48
<b>Total Investments - Foundation</b>	<b>\$</b>	<b>1,576,262.48</b>
<b>Total Current Assets</b>		<b>\$ 4,245,142.37</b>
<b>Other Current Assets</b>		
<b>Other Current Assets</b>		
Prepaid Expenses	\$	2,117.27
Prepaid Medical Insurance	\$	18,558.41
<b>Total Other Current Assets</b>	<b>\$</b>	<b>20,103.41</b>
<b>Total Other Current Assets</b>		<b>\$ 20,103.41</b>
<b>Fixed Assets</b>		
<b>Fixed Assets</b>		
Fixed Assets	\$	1,742,128.33
<b>Total Fixed Assets</b>	<b>\$</b>	<b>1,742,128.33</b>
<b>Total Fixed Assets</b>		<b>\$ 1,742,128.33</b>
<b>Total Assets</b>		<b>\$ 6,007,374.11</b>

## Liabilities & Equity

### Current Liabilities

#### Accounts Payable

Accounts Payable	\$	32,024.59
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<b>Total Accounts Payable</b>	<b>\$</b>	<b>32,024.59</b>
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<b>Total Current Liabilities</b>		<b>\$ 32,024.59</b>
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### Other Current/Long Term Liabilities

#### Accrued Expenses

Accrued Expenses	\$	16,649.47
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Deferred Revenue	\$	18,022.62
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Misc Other Liabilities	\$	13,000.00
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<b>Total Other Current/Long Term Liabilities</b>	<b>\$</b>	<b>47,672.09</b>
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<b>Total Other Current/Long Term Liabilities</b>		<b>\$ 47,672.09</b>
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<b>Total Liabilities &amp; Equity</b>		<b>\$ 79,696.68</b>
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### Fund Principal and Excess Cash Received

#### Fund Principal

#### Undesignated Net Assets/Equity

Church Equity	\$	1,541,131.98
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<b>Total Undesignated Net Assets/Equity</b>	<b>\$</b>	<b>1,541,131.98</b>
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#### Board Restricted Net Assets

Contingency Reserve	\$	271,109.21
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Legacy Fund	\$	852,138.05
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Memorials	\$	6,781.88
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<b>Total Board Restricted Net Assets</b>	<b>\$</b>	<b>1,130,029.14</b>
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#### Temp Restricted Net Assets

Capital Campaign Fund	\$	1,267,786.63
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Cummins Ministerial Fund	\$	227,088.11
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Foundation	\$	1,584,860.25
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Miscellaneous Funds	\$	109,363.64
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<b>Total Temp Restricted Net Assets</b>	<b>\$</b>	<b>3,189,098.63</b>
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#### Permanently Restricted

Don Carter Endowment	\$	49,163.26
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M E Carter Endowment	\$	13,765.32
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<b>Total Permanently Restricted</b>	<b>\$</b>	<b>62,928.58</b>
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<b>Total Fund Principal</b>	<b>\$</b>	<b>5,923,188.33</b>
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#### Excess Cash Received

Excess Cash Received	\$	4,489.10
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<b>Total Excess Cash Received</b>	<b>\$</b>	<b>4,489.10</b>
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<b>Total Fund Principal and Excess Cash Received</b>		<b>\$ 5,927,677.43</b>
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<b>Total Liabilities &amp; Equity, Fund Principal, &amp; Restricted Funds</b>		<b>\$ 6,007,374.11</b>
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**Capital Campaign Budget Breakdown (As of 08/31/2019)**

<b>Division</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Revenue</b>			
Donations	\$ 4,450,946.07	\$ 2,612,531.11	\$ 1,838,414.96
<b>Initial Project Expenses</b>			
<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 Initial Project Expenses</b>	<b>\$ 295,000.00</b>	<b>\$ 291,719.09</b>	<b>\$ 3,280.91</b>
<b>Remaining Budget</b>	<b>\$ 4,155,946.07</b>	<b>\$ 2,320,812.02</b>	<b>\$ 1,835,134.05</b>
<b>Project Expenses</b>			
Architect Fee	\$ 125,227.57	\$ 125,227.57	\$ -
Consultant	\$ 2,500.00	\$ 2,500.00	\$ -
Debt Retirement	\$ 649,151.38	\$ 649,151.38	\$ -
Donor Appreciation Event	\$ 545.08	\$ 545.08	\$ -
Fire Alarm Control Panel	\$ 6,000.00	\$ 6,000.00	\$ -
Full Compass Hearing Assist	\$ 3,664.34	\$ 3,664.34	\$ -
Handicap Door for North Entrance	\$ 667.50	\$ 667.50	\$ -
Masonry Repairs	\$ 7,390.00	\$ 7,390.00	\$ -
Misc. Fees	\$ 3,518.62	\$ 3,518.62	\$ -
Mixing Console	\$ 2,650.00	\$ 2,650.00	\$ -
North Entrance	\$ 4,367.72	\$ 4,367.72	\$ -
Owner Representative	\$ 1,950.00	\$ 1,950.00	\$ -
Staff Salaries	\$ 64,783.53	\$ 64,783.53	\$ -
Tuckpointing	\$ 122,000.00	\$ 122,000.00	\$ -
	<b>\$ 994,415.74</b>	<b>\$ 994,415.74</b>	<b>\$ -</b>
<b>Net Income</b>	<b>\$ 3,161,530.33</b>	<b>\$ 1,326,396.28</b>	<b>\$ 1,835,134.05</b>

October 9, 2019

Dear Board,

The purpose of this communication is to inform you about the first item, and then ask for your approval of the second item.

First, I am excited to be moving forward with plans for our building renovations, making real the vision of our 2016-17 Capital Campaign, *Not for Ourselves Alone: Building an Inclusive Future*. As we move into the next phase of this project, it is imperative that we bring an Owner's Representative on board. The basic scope of services assigned to the owner's representative is centered on project management, coordination, facilitation, oversight, and monitoring during the design, procurement, and construction phases of a project. In our case, the owner's representative will also assist with communication with all relevant parties (congregation, tenants, neighbors, staff).

After consulting with Lorelee Wederstrom, our experienced Owner's Representative from the Co-Location Feasibility Study, Rev. Justin, Cindy Marsh, and Keven Ambrus, I'd like to move forward quickly, contracting with Christina Nicholson (<https://columinate.coop/consultants/christina-nicholson/>) for this role. Christina is a member of First Universalist and a past Board member. She has been an active participant in our Building Team through all of its phases and is particularly well-qualified to take on this role. Christina served as our Owner's Representative with our tuck-pointing project and did an excellent job coordinating the project and ensuring a good result.

Christina brings a wealth of experience in construction, facilities management, and has served as an owner's representative for a variety of projects ranging in scope from \$40,000 to \$10,000,000. She is also deeply invested in our church, understands our needs, will advocate fiercely for us and our resources, and is well-poised to communicate with important stake-holders in our congregation. Christina's gender identity makes her a member of traditionally under-represented groups, especially in construction. Because Christina is uniquely well-suited to serve in the role of Owner's Representative and possesses a commitment to and linkages with the congregation that no other candidate could possess, I intend to move forward, initiating a contract with her as soon as possible.

Second, I am asking you to approve up to \$40,5000 in spending for the Owner's Representative position. This position will be compensated on an hourly basis, at a rate of \$75/hr, not to exceed 540 hours. Christina comes to us as a licensed, insured, and bonded Owner's Representative. This will be paid for by our capital campaign funds, and is a typical and important part of major capital projects.

In gratitude,  
Rev. Jen Crow

BOT CHANGE TEAM MEETING  
OCTOBER 3, 2019  
6:30-8:30

Present: Richard Spratt (chair), Sarah Hedge, Kayci Rush, Ben Miles, Karin Wille, Justin Schroeder, Jen Crow. Absent: Keven Ambrose

Richard called the meeting to order at 6:40, with a chalice lighting and Ram Dass reading about self compassion, kindness and interconnectedness. The minutes of the August CT meeting were approved as drafted.

Richard suggested having a conversation about what is the role of the CT, based on some communications that have been circulating. Richard noted that the overall question seemed to be who holds the RJ work at First Universalist.

Justin commented that his understanding of the role of the CT is to make recommendations to the Board (on policy) and the staff (on programming) on policies or procedures that may impede our RJ work, and that the CT has chosen to be guided in its work by building relationships with POCI at church.

Jen commented that the Board guides the vision and holds the ministers accountable for achieving the vision, which involves the entire congregation. Sarah noted that while that may be true, it might be helpful to have some coordination within the congregation, and noted a tension between “someone” needing to hold the RJ work and “everyone” needing to hold the work.

Kayci stated that policy governance is a very hierarchal, patriarchal system that is very top down. She questioned how the Board is pushing itself to be less white normative and where is the institutional push to be different.

Jen observed that it is well within the purview of the CT to be the place where the push to be different is held, and that the CT can make recommendations to the Board about those issues. Kayci suggested that learning more about BLUU’s model would be a good place to start.

Jen asked if the CT feels like it has power. Several members felt that it does but that it takes a long time for the Team to come to a conclusion on an issue. Jen raised the issue of the Team being self directed, as opposed to reactive; Justin pointed out that the Team has had situations where it decides on a direction but then pivots to another issue.

At the August meeting the CT decided to focus again on building relationships with and listening to the POCI Caucus and POCI congregants. Justin noted that could be a way to focus on the larger issues being discussed.

Since only 3 members (and Justin) were at the August meeting, Justin asked if others were supportive of the direction of deepening our relationship with the POCI Caucus, BLUU, and other POCI organizations/individuals who have relationships with First Universalist. Sarah

asked if this was something the Caucus was interested in. Richard noted the tension for the POCI Caucus of wanting to be a part of the church while also raising issues of concern to the Caucus.

With respect to the current effort to get the leaders of various RJ groups together, Kayci pointed out that all groups need to be behind the same goal of becoming an antiracist church and moving toward dismantling white supremacy. Jen noted that the program staff is ready to pick an accountability rubric for being an antiracist church that all groups could then use. They will do that at their next meeting in about 2 weeks.

The Team agreed to schedule a Marnita's Table-type meal between the CT and POCI, drawing on the expertise Ruth, Lauren and their team have. Kayci and Sarah volunteered to work with Ruth and Lauren on that project; it will come back to the Team at their November meeting.

Justin suggested it could be helpful for the CT to invite Karen Hutt (and Arif) to meet with the Team to talk about culture and other issues. The group was supportive of that, with some expressing that a clear goal for the conversation would be respectful of Karen and Arif, and more helpful to the Team. Jen noted that Karen posed a culture question at the end of her sermon last Sunday.

Ben will develop some draft questions for Karen and Arif, share them with the Team (with a deadline for the CT to respond), and extend the invitation on behalf of the Team. Everyone was in agreement that attending a CT meeting is optional on Karen's and Arif's part and that they can decide whether Jen and Justin should be in attendance for their part of the meeting.

Agenda items for November will include the dinner between CT and POCI and the conversation with Karen and Arif, if that happens. Richard will talk to Paige Ingram at BLUU about meeting with the CT in February.

**2019-20 Staff Workplan**  
**Prepared by Rev. Jen Crow and Rev. Justin Schroeder**  
**October, 2019**

**First Universalist's Visionary Goals, 2017-2022**

1. First Universalist is a faith community committed to a transformational spiritual path guided by Unitarian Universalism's theology and Seven Principles. Our worship, spiritual practices, and rituals unify us, challenge our assumptions, provide comfort, and connect us to the holy.
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 and community.
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.
4. First Universalist is a faith community that acts with humility, bravery, and compassion to create a racially just and sustainable world.

Grounded in our visionary goals, the staff of the church have worked together to outline the following major themes for the work of the 2019-20 church year:

**Shoring up our systems/information/staffing (which includes the following)**

**Sabbatical coverage/support** - Create a sabbatical coverage plan for January-June, 2020. Ensure ministry efforts of key teams and groups continue during sabbatical.

**Database** - Assess our needs and our current system. Upgrade or transition to a system that better supports our ministry, and ensure accountability to using the new system. - Arif, Jenn

**Staffing** - Assess staffing needs and current staffing patterns; make changes to meet current needs, improve efficiency, and maximize cost savings. - Jen & Justin, Jenn - with consultations

**Building Project** - Create and communicate building project narrative; plan our project, prioritize initiatives, coordinate with tenants/staff/programming, prepare for disruption as needed. Determine the need and feasibility of a second round of fundraising. - Jen and Justin, Jenn

**Communications** - Improve communication among staff, among groups in the congregation (rentals and church groups), and with the congregation as a whole.

- Facilitate communication between Faithful Action/RJET/Change Team/Board/Program Team/POCI Caucus/Holiday Giving- so we can effectively move toward our Visionary Goals - Justin, Arif, Jenn
- Ensure that rentals, groups and people meeting in the church have the information/resources they need; improve communication/feedback between First U and our tenants (Southside and Sioux Chef) - Lucia, Jenn
- Preparation and ready response for any public issues - Justin, Jen, Jenn

### **Racial Justice Work**

- In consultation with key teams and the Board agree on a rubric/common way to measure how we are doing and begin using it - maybe switch to adopt and evaluate a rubric - what if we work with one and experiment and learn - Justin, Jen
- Re-imagine Holiday Giving in light of our Racial Justice Commitments - Justin
- The Faithful Action Council will re-imagine the current portfolio of Faithful Action Partners, using a racial justice lens/frame - Justin
- Return to being a teaching congregation; post ministerial internship for BIPOC interns - Justin & Karen

### **Continue to Create a Multicultural, Multiracial, Intergenerational Community**

- Experiment with different options in our “Welcoming with Joy” time in worship. - all worship leaders
- Offer intergenerational worship 2x/month, teaching the congregation how to share space with all kinds of children - all worship leaders
- Continue to include a variety of voices and musical genres - all worship leaders
- Program Team work on being a microcosm of a healthy multicultural, multiracial community (fractal spiraling) - Jen and whole program team
- Wednesday dinners being a microcosm of a multicultural, multiracial, intergenerational space that intentionally builds community - Arif, Lauren & Ruth
- Engage with BIPOC congregants and youth to offer programming that meets their spiritual needs - Lauren & Arif & Ruth
- Lead a visioning and goal setting process for our youth ministry - Lauren & Emma
- Explore AIM (Accessibility and Inclusion Ministry) certification - Lauren

**Adult Programming** - Assess current adult programming, gaps, needs and community desires. Explore a variety of ways to help build meaningful relationships and a sense of community, exploring how we use Zoom to do this. - Arif and Justin/Jen