

First Universalist Church Board of Trustees
September 17, 2020
Board Packet

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First Universalist Church of Minneapolis
Board of Trustees Meeting
Thursday, September 17, 2020 6:30pm - 8:30pm
Zoom¹: <https://stthomas.zoom.us/j/830886549>
Facilitator: Bryana; Process Observer/Time-Keeper: Dan

I. Welcome! (6:30)

- a. Call to Order and Agenda Approval
- b. Lighting the Chalice(s) (All)
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.

II. Team Building (6:35 ~² 7:00) (Bryana, Yahanna, Julica)

III. Consent Agenda (7:00 ~ 7:05)

- a. *Approval* of August meeting minutes
- b. *Monitoring*: Acceptance of attendance and membership numbers
- c. *Monitoring*: Acceptance of staff and significant volunteer changes
- d. *Monitoring*: Inspection treatment of staff, job descriptions and position criteria
- e. *Monitoring*: Inspection of staff grievance procedure
- f. *Monitoring*: Treatment of Volunteers
- g. *Date Setting*: State of the Church: February 21, Budget Meetings: April 25 and May 4th, Annual Meeting: June 6th

IV. Governance (7:05 ~ 7:35)

- a. Vacant Board Seat
- b. Nominating Committee Chair and Board Liaison (All)
- c. Change Team Charge, Formulize Membership process, Board Liaisons, and Chair (All w/ input from Ben & Sarah)

V. Fiduciary Responsibilities (7:35 ~ 7:45)

- a. July Fiscal Review (*prior year financial review postponed to October due to consultant's medical leave*)
- b. Capital Campaign Update

VI. Approval of Staff Work Plan (7:45 – 8:00)(to be presented at Board meeting)

VII. Approval of Racial Justice Resolution (8:00 ~ 8:20)

- a. See final Board [draft](#) (Bryana)

VIII. Process Observation (8:20 ~ 8:30)

- a. See these documents from [UUA](#) and [DRUMM](#) on process observations

IX. Adjourn no later than 8:30

¹ JOIN Zoom MEETING: <https://stthomas.zoom.us/j/830886549>
JOIN AUDIO BY TELEPHONE: +1 646 876 9923 US or 877 853 5247 US Toll-free
JOIN BY ENTERING THIS MEETING ID: 830 886 549

² Agenda item lengths are approximate

**First Universalist Church
Board Meeting Minutes
August 20, 2020 at 6:30 via Zoom**

Participating: Bryana French, Christa Anders, Daryn Woodson, Jen Crow, Benjamin Miles, Dan Moriarty, Justin Schroeder, Greg Hoelzer, Sarah Hedge, Yahanna Mackbee, Keven Ambrus

Guests: Janet Avery, Cathy Manning, Julia Hermann de la Fuente

I. Call to Order and Agenda Approval

Bryana lit the chalice and called the meeting to order at 6:30 pm.

From adrienne marie brown's Emergent Strategy: *We are in an imagination battle. Trayvon Martin and Mike Brown and Renisha McBride and so many others are dead because, in some white imagination, they were dangerous. And that imagination is so respected that those who kill, based on an imagined, radicalized fear of Black people, are rarely held accountable.*

Imagination has people thinking they can go from being poor to a millionaire as part of a shared American dream...Imagination gives us borders, gives us superiority, gives us race as an indicator of ability. I often feel I am trapped inside someone else's capability. I often feel I am trapped inside someone's imagination, and I must engage my own imagination in order to break free.

Questions: In what ways are you in an imagination battle? Who's imagination are you trapped in? How are you breaking free?

Engaged in small group discussion

II. Consent Agenda

- a. *Approval* of July and August meeting minutes (with correction to Sarah's name)
- b. *Approval* of Revised Annual Meeting minutes
- c. *Monitoring:* Acceptance of attendance and membership numbers
- d. *Monitoring:* Acceptance of staff and significant volunteer changes

APPROVED.

III. Board Covenant and Additional Group Agreement

- a. Review Board Covenant
- b. Discern additional group agreements

We agreed to use the Board Covenant and Additional Group Agreements from last year with the addition of "an equity pause." The purpose of the equity pause is to just stop,

think, reflect and discern and see if what we are talking about, making decisions about, recommending etc. is grounded in anti-racism and centering equity.

IV. Fiduciary Responsibilities

Treasurer extraordinaire, Keven Ambrus, walked the new (and old) Board members through the financial roles and responsibilities of the Board of Trustees.

In order to exercise fiduciary responsibilities, we need good information, need to know what to do with that information and need to know who does what with the information. Part of the Board's responsibilities to understand income sheets and financial statements.

We learned about:

- Cash accounting vs. accrual accounting
- Key Financial reports: Income statements (statement of activities), Balance Sheet (statement of financial position)
- An income statement is really simple math: how much income you have minus expenses equals change in net assets
- Balance Sheets

Every month the Board gets an analysis of revenues and expenses. The budget the congregation passes is just a snapshot in time. It will vary over the year but we do need to make sure that it balances in the end.

Jen feels confident that we will end the year on balance with approximately a \$7500 balance. We don't have a plan for rental income for 2021. We are in Phase One of the Capital Campaign and have received all of that income for Phase One and will be within budget.

V. Racial Justice Resolution:

Bryana gave a summary of this process: Throughout the summer, the Board was invited to a series of conversations on how First Universalist can respond following George Floyd's murder and the racial uprisings. This included RJET, Change Team, Ministers, members of POCI caucus, Sanctuary and Resistance, and Faithful Action Council. Through those meetings and discussions, it became clear that the focus would be on reimagining policing as both a short (e.g., Mpls charter amendment) and long term (e.g., increased housing, community safety etc.) strategy. It also was clear that people within that group specifically, the church more broadly, Black Mpls leadership, and beyond, had different opinions on what that might look like.

First Universalist leadership is choosing to follow Black leaders (e.g., BLVC, RTB) whose values fit with our theology. And it is consistent with our faith that policing in its current forms is not working for BIPOC folks, gender expansive folks, people in poverty, and people with disabilities.

The idea to engage the whole church in this effort arose, similarly (though distinct) to how First Universalist engaged with the marriage resolution that passed. This would require clearer direction and commitment from the church leadership

Based on these conversations, we considered passing a revised resolution at the annual meeting in June 2020 but it felt too rushed and not fully encompassing of what we'd truly hope to achieve.

So we paused and reconvened last week to revise the resolution.

- 1. At the same time, some folks (Biana Zick and Denise Konen) held a teach-in on defunding the police and are holding an ongoing circle conversation and discussion*
- 2. The ministers are beginning to preach about this vision for reimagining policing (see the August 16, 2020 sermon)*
- 3. The movement in our City is also moving along and there's an ask for people to show up. First Universalist is known and respected among Black Visions Collective and ReClaim the Block and could play a helpful role in this movement*

Tonight's resolution discussion is a space the Board to firm up our language but is not the final stop. We want to circle it back to that original RJ group that was convened for their feedback and continue the education with congregants. Denise and Bianca offered to hold more circles on reimagining policing to better educate the congregation on what defunding means.

Sarah Hedge and Ben Miles revised the resolution and presented that revised version for consideration. It is intended as a visionary statement rather than a “how-to” about how we are going to get there. We agreed we need to get clarity on the audience and what we want this resolution to do. Bryana will reach out to a few people to decide next steps.

VI. Appointments

- a. Nominating Committee Chair and Board Liaisons – postponed to a later meeting
- b. Change Team Members, Board Liaisons, and Chair – postponed to a later meeting

VII. Process Observation

Daryn shared her thoughts about how the meeting went and how we could improve including coming prepared so we can spend less time in review and paying attention to how much time we take when speaking.

MEETING adjourned at 8:40 p.m.

August Attendance								
			2020				2019	
Adults	Wed.	10:00 AM				10:00		
1st week	67	257	324			195		
2nd week	72	314	386			207		
3rd week	51	309	360			*		
4th week	91	329	420			249		
5th week		343	343					
Monthly Total	281	1552	1833			651		
Average for August	70	310	367			217		
RE								
1st week			0			41		
2nd week			0			41		
3rd week			0			*		
4th week			0			8		
5th week			0					
Monthly Total			0			90		
Average for August			0			30		
Combined Average			366.6			227		

Notes

*Lake Harriet Service, no attendance reported

4th week: Backpack Blessing, multi-gen service

All 2020 services represent virtual attendance on zoom

**2020 Statistical Report
August 2020
Board Meeting September 17, 2020**

MEMORIAL SERVICES: 0

MARRIAGES/SERVICES OF COMMITMENT: 0

MEMBERS FOR APPROVAL: 0

MEMBERS REINSTATED: 0

MEMBERS FOR REMOVAL: 1

Donald Ryburg, passed away July 31

CHILDREN DEDICATED: 0

Total members as of the last meeting: 1062

To be added: 0

To be removed: 1

TOTAL MEMBERS: 1061

	To Date	End of Year Totals			
MEMBERS JOINED	2019-2020	2018-2019	2017-2018	2016-2017	2015-2016
(Fiscal Year)	21	81	66	109	54
TOTAL MEMBERS:	1062	1058	1049	1,011	934

September 2020 Co-Senior Minister's Report
Prepared September 14, 2020
By Rev. Jen Crow

Monitoring Items

Staff and Volunteer Transitions: There have been no staff transitions in September. We did experience one significant volunteer transition with Board member, Greg Hoelzer's, departure.

Staff Grievance Procedure: The staff grievance procedure is outlined on pages 13-15 of the Employee Handbook. There have been no staff grievances this year.

Staff Job Descriptions and Position Criteria: All staff members have accurate job descriptions and position criteria in place.

Strategic Plan (Annual Work Plan): A draft workplan will be presented to the Board for approval and input during the September meeting.

Financial Summary

Year-End Financials

While not all numbers are yet final, we anticipate a \$7500 surplus for the 2019-2020 church year. We look forward to presenting final numbers to you as soon as our consultant returns to work following back surgery.

July 2020

At the end of July, income exceeds expenses by \$5600. We are happy to see that giving was slightly ahead of budget. You will note a large variance in the "Released from Restriction" number in income and the "Other Expenses" in expenses. These are much higher than budgeted - this reflects our position as financial sponsor of the Black Lives Matter lawn sign sales initiative and has no net impact on our budget. Also, in the "Other Expense" line, we paid our quarterly UUA dues earlier than usual, resulting in greater expenses one month earlier in the year. The Personnel Expense surplus is due to a number of factors, including: new employees starting in August, have yet to be billed for health insurance premiums for our newly eligible employees, as well as capital campaign salary reallocation.

Capital Campaign/Building Project

We continue to proceed with Phase 1 of our Building Renovation project, with a projected completion date of October 16th. We have already met our revenue goal for this phase of the project and expenses are coming in within budget.

Volunteers have been painting the offices and classrooms over the past week, saving the congregation over \$20,000 in expenses. We have used a large portion of our contingency to cover newly discovered water damage and waterproofing needs, and we continue to expect to complete the project on time and within budget.

Proposed Change Team Charge and Membership

We have to determine additional membership composition. I (Bryana French) recommend the following, in alignment with the other Board committee terms:

Each CT Member shall be a voting member of the Church and shall be elected for a term of three (3) years. Given that the CT is committee of the Board of Trustees, Board members will vote on and approve the slate of candidates. The terms shall be staggered so that no more than three (3) CT Members shall be elected for three-year terms at the same meeting.

A CT Member may be nominated to serve a second consecutive term. A CT Member who has served two consecutive terms may not be nominated to serve an additional term until the Member has been off the Change Team for at least three years.

Composition of the CT shall include 2 members of the congregation who are active in Church racial justice leadership, 2 members of the Board of Trustees, and 2 members of the congregation who are not active in RJ leadership. There shall be one staff representative on the CT as well.

I'd also recommend that the BOT co-create annual goals with the CT to work on, perhaps in alignment with the Staff Work Plan and our RJ goals that year, to help give the CT a bit more direction.

Here are relevant Notes from previous meetings:

The Racial Justice Leadership Team proposed the following when it split into RJET and Change Team in 2017:

6 members on the Change Team:

- 2 from RJLT,
- 2 BOT
- 2 members of the congregation not involved in either the RJLT or BOT

From April BOT 2017 Minutes

The charge of the Change Team is:

To develop, implement and monitor a process for addressing white privilege/white supremacy, whiteness and racism; setting clear standards for inclusion of racial justice at all levels of the organization; reviewing and ensuring accountability for the mission, vision, policies, procedures, budgets, board agreements, etc.; to ensure that the commitment to end racism is a consistent theme; to support First Universalist to live into its values and commitment to being a racially just community.

RJLT Comments regarding Change Team (May 2017 Packet)

After much discussion, the current RJLT is interested in simplifying this with the following recommendation:

- 1) Create a Board appointed Racial Justice Change Team as a committee of the Board. This would give the Church's racial justice work the structural authority RJLT has been lacking. This Racial Justice Change Team would be comprised of 2 members of the current RJLT, 2 Board members, and 2 at large members. Other church members would be invited to help with specific change work. Rev. Jen would be the staff person who served on this committee.
- 2) Create Racial Justice Education and Training team (called "R-JET") as a staff level team along the lines previously described. This team would meet regularly with the Program Team of the church to shape, influence, and deepen the Racial Justice Commitments. Rev. Elaine and Rev. Justin would be the primary liaisons with this team.
- 3) Ensure transparency about these changes through a Liberal article and allow congregants to surface their interest in being part of these two groups – by applying to serve on either team – at a minimum on a working group of either team
- 4) Expect the two committees to come together 2-4 times a year, to take the 30,000 view on RJ work at First Universalist, review goals and progress, and develop ongoing communication channels with the newly developing POCI Caucus to hear their feedback and perspective. Results of this feedback and review would be carried back to the Board level (policy work, driven by the change team), and to the staff (programmatic efforts, driven by the staff).
- 5) Treat this organizational redesign as a one-year experiment. The RJ Change Team, after a year, might make a recommendation to the Board that they appoint an ongoing Board RJ Committee that the Change Team would live under, but we don't recommend we to start from that place.

First Universalist Church of Minneapolis
Analysis of Revenues & Expenses
July 2020

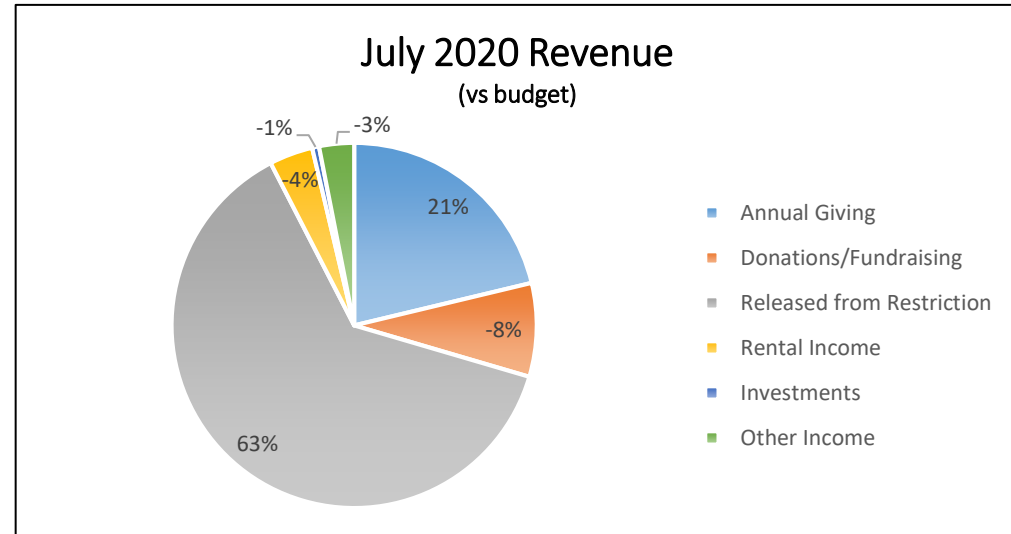
Headings and Account	Actual	Budget	Variance
Revenue			
Support			
Annual Giving	\$ 104,099.89	\$ 97,033.36	\$ 7,066.53
Donations/Fundraising	\$ 11,714.00	\$ 14,468.73	\$ (2,754.73)
Released from Restriction	\$ 34,817.38	\$ 13,905.57	\$ 20,911.81
Support	\$ 150,631.27	\$ 125,407.66	\$ 25,223.61
Earned Revenue			
Rental Income	\$ -	\$ 1,283.34	\$ (1,283.34)
Investments	\$ 557.46	\$ 760.42	\$ (202.96)
Other Income	\$ -	\$ 1,027.75	\$ (1,027.75)
Earned Revenue	\$ 557.46	\$ 3,071.51	\$ (2,514.05)
Revenue	\$ 151,188.73	\$ 128,479.17	\$ 22,709.56
Expenses			
Personnel Expenses	\$ 79,479.28	\$ 94,337.49	\$ 14,858.21
Program Expenses	\$ 5,387.95	\$ 3,624.85	\$ (1,763.10)
Administrative Expenses	\$ 7,962.80	\$ 9,273.44	\$ 1,310.64
Building & Grounds	\$ 5,766.38	\$ 11,484.05	\$ 5,717.67
Other Expense	\$ 46,957.12	\$ 2,140.34	\$ (44,816.78)
Expenses	\$ 145,553.53	\$ 120,860.17	\$ (24,693.36)
Net Total	\$ 5,635.20	\$ 7,619.00	\$ (1,983.80)

First Universalist Church of Minneapolis
Year to Date Performance
July 2020

Revenue Summary

Annual Giving	\$ 7,066.53
Donations/Fundraising	\$ (2,754.73)
Released from Restriction	\$ 20,911.81
Rental Income	\$ (1,283.34)
Investments	\$ (202.96)
Other Income	\$ (1,027.75)
Total Revenue Variance	\$ 22,709.56

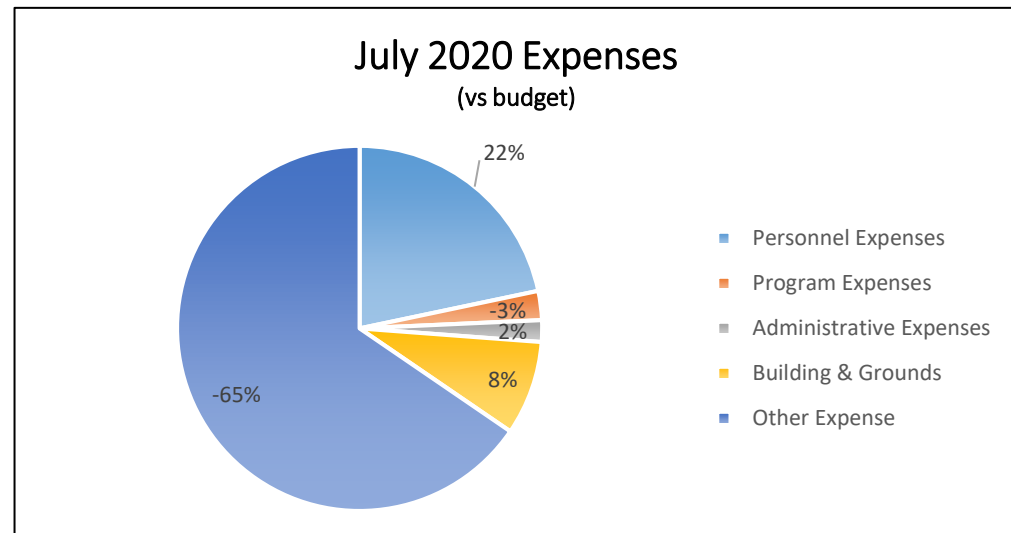
Variance



Expense Summary

Personnel Expenses	\$ 14,858.21
Program Expenses	\$ (1,763.10)
Administrative Expenses	\$ 1,310.64
Building & Grounds	\$ 5,717.67
Other Expense	\$ (44,816.78)
Total Expense Variance	\$ (24,693.36)

Variance



Net Total

\$ (1,983.80)

First Universalist Church of Minneapolis
Balance Sheet
July 2020

Headings and Account	Current Balance (This Year)	Change in Balance
Assets		
Current Assets		
Cash & Cash Equivalents		
Cash	\$ 1,107,317.69	\$ (14,346.01)
Total Cash & Cash Equivalents	\$ 1,107,317.69	\$ (14,346.01)
Investments		
Schwab - Church Operating	\$ 933,584.84	\$ 7,961.05
Schwab - Church Reserve	\$ 360,808.86	\$ 17,708.73
Schwab - Don Carter & Mary Carter	\$ 88,248.98	\$ 5,555.55
Schwab - Legacy Fund	\$ 919,366.05	\$ 52,532.95
Schwab - Temporarily Restricted	\$ 135,876.79	\$ 8,349.40
Thrivent Mutual Funds	\$ 24,955.42	\$ -
Total Investments	\$ 2,462,840.94	\$ 92,107.68
Cash & Cash Equiv - Foundation		
Sunrise Bank - Foundation	\$ 11,275.50	\$ -
Total Cash & Cash Equiv - Foundation	\$ 11,275.50	\$ -
Investments - Foundation		
Schwab - Foundation	\$ 1,598,739.53	\$ 2,628.46
Total Investments - Foundation	\$ 1,598,739.53	\$ 2,628.46
Total Current Assets	\$ 5,180,173.66	\$ 80,390.13
Other Current Assets		
Other Current Assets		
Prepaid Expenses	\$ 29,843.65	\$ 9,474.60
Total Other Current Assets	\$ 29,843.65	\$ 9,474.60
Total Other Current Assets	\$ 29,843.65	\$ 9,474.60
Fixed Assets		
Fixed Assets		
Accumulated Depreciation	\$ (2,581,174.13)	\$ (142,635.83)
Fixed Assets	\$ 4,247,373.73	\$ 64,497.10
Total Fixed Assets	\$ 1,744,338.33	\$ (78,138.73)
Total Fixed Assets	\$ 1,744,338.33	\$ (78,138.73)
Total Assets	\$ 6,954,355.64	\$ 11,726.00

Liabilities & Equity			
Current Liabilities			
Accounts Payable			
Accounts Payable	\$ 73,753.83		\$ (14,265.35)
Total Accounts Payable	\$ 73,753.83		\$ (14,265.35)
Total Current Liabilities		\$ 73,753.83	\$ (14,265.35)
Other Current Liabilities			
Other Current Liabilities			
Benefits Payable	\$ 3,410.15		\$ 1,208.32
Accrued Expenses	\$ 15,024.47		\$ -
Deferred Revenue	\$ 42,228.73		\$ (12,731.50)
Total Other Current Liabilities	\$ 60,663.35		\$ (11,523.18)
Total Other Current Liabilities		\$ 60,663.35	\$ (11,523.18)
Total Liabilities & Equity		\$ 134,417.18	\$ (25,788.53)
Fund Principal and Excess Cash Received			
Fund Principal			
Undesignated Net Assets/Equity			
Church Equity	\$ 1,826,760.42		\$ 847,153.93
Total Undesignated Net Assets/Equity	\$ 1,826,760.42		\$ 847,153.93
Board Restricted Net Assets			
Contingency Reserve	\$ 271,109.21		\$ -
Legacy Fund	\$ 837,023.89		\$ -
Memorials	\$ 6,881.88		\$ -
Total Board Restricted Net Assets	\$ 1,115,014.98		\$ -
Temp Restricted Net Assets			
Capital Campaign Fund (Current)	\$ 1,895,947.02		\$ 19,310.29
Cummins Ministerial Fund	\$ 236,718.48		\$ -
Foundation	\$ 1,587,470.88		\$ (20,000.00)
Miscellaneous Funds	\$ 5,657.93		\$ 4,587.78
Total Temp Restricted Net Assets	\$ 3,725,794.31		\$ 3,898.07
Permanently Restricted			
Don Carter Endowment	\$ 50,000.00		\$ -
M E Carter Endowment	\$ 14,000.00		\$ -
Total Permanently Restricted	\$ 64,000.00		\$ -
Total Fund Principal	\$ 6,731,569.71		\$ 851,052.00
Excess Cash Received			
Excess Cash Received	\$ 88,368.75		\$ (722,398.74)
Total Excess Cash Received	\$ 88,368.75		\$ (722,398.74)
Total Fund Principal and Excess Cash Received		\$ 6,819,938.46	\$ 128,653.26
Total Liabilities & Equity, Fund Principal, & Restricted Funds		\$ 6,954,355.64	\$ 102,864.73

First Universalist Church of Minneapolis
Analysis of Revenues & Expenses - Capital Campaign
August 2020

Division	YTD Budget	YTD Actual	Total Variance
Revenue			
Donations	\$ 3,349,519.45	\$ 3,528,622.12	\$ 179,102.67
Initial Project Expenses			
Expense			
Consultants	\$ 230,000.00	\$ 229,030.00	\$ 970.00
Printing/Supplies	\$ 8,000.00	\$ 8,000.00	\$ -
Launch Event	\$ 30,000.00	\$ 52,689.09	\$ (22,689.09)
Architectural Pre-Work	\$ 27,000.00	\$ 2,000.00	\$ 25,000.00
Total Initial Project Expenses	\$ 295,000.00	\$ 291,719.09	\$ 3,280.91
Remaining Budget	\$ 3,054,519.45	\$ 3,236,903.03	\$ 175,821.76
Project Expenses			
Debt Retirement	\$ 649,151.38	\$ 649,151.38	\$ -
Staff Salaries	\$ 79,783.53	\$ 79,783.53	\$ -
Tuckpointing	\$ 122,000.00	\$ 122,000.00	\$ -
Flannery	\$ 281,307.43	\$ 281,307.43	\$ -
Misc. Construction	\$ 44,707.00	\$ 97,846.57	\$ (53,139.57)
Owner Supplied Systems	\$ 41,171.00	\$ -	\$ 41,171.00
WPI	\$ 78,750.00	\$ 80,854.10	\$ (2,104.10)
Miller Dunwiddie	\$ 239,917.57	\$ 242,363.13	\$ (2,445.56)
Other Expenses	\$ 93,100.00	\$ 35,830.51	\$ -
	\$ 1,629,887.91	\$ 1,589,136.65	\$ (16,518.23)
Net Income	\$ 1,424,631.54	\$ 1,647,766.38	\$ 165,865.35

*Initial Forecasted Revenue for September 2020: \$3,405,095.26



Using Choice Points to Advance Equity

1. **Identify a Choice Point:** What is one of your points of opportunity to make or influence a decision that may affect equitable outcomes?

2. **Assess Impacts:** What are the impacts of current decisions and actions that may be unintentionally reinforcing bias, barriers or inequities?

3. **Generate Options:** What are some alternative action options that could produce different outcomes? (Try to generate several of them.)

4. **Decide Action:** Which option will generate the most leverage, momentum or gain towards advancing equity and inclusion?

5. **Change Habits:** What reminders or “equity primes” can be structured into you routine practices and protocols to make equity an ongoing priority and habit? What relationships, supports, incentives or accountability measures could help?