

First Universalist Church Board of Trustees
February 18, 2021
Board Packet

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First Universalist Church of Minneapolis
Board of Trustees Meeting
Thursday, February 18, 2021 6:30pm ~¹ 9:00pm
Zoom²: <https://stthomas.zoom.us/j/830886549>
Facilitator: Bryana; Process Observer: Julica, 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. Executive Session: Anti-Oppression Board Team Building (Yahanna and Julica) (6:30 ~7:00)

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

- a. *Approval* of January meeting minutes
- b. *Monitoring*: Acceptance of attendance and membership numbers and trends
- c. *Monitoring*: Acceptance of staff and significant volunteer changes

IV. Informational Items (7:05 ~ 7:10)

- a. Reminder: State of the Church Next Sunday - February 21 11:30am

V. Future Thinking (7:10 ~ 7:50)

- a. Ministerial Transition
- b. Initial hopes for 2021 budget

10 MINUTE BREAK

VI. Fiduciary Responsibilities (8:00 ~ 8:35) (Keven and Jen)

- a. Financial Plan 2nd Quarter
- b. CARES Act Resolution
- c. Capital Campaign and Construction Update

VII. Shared Governance (8:35 ~ 8:50)

- a. Review Annual Work Plan
- b. Change Team Update (Sarah and Ben)
- c. [Racial Justice Resolution](#) (Julica)

VIII. Process Observation (8:50 ~ 9:00) (Julica)

¹ Agenda item lengths are approximate

² 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

February 2021 Co-Senior Minister Board Report
Prepared February 15, 2021
By Revs. Jen Crow & Justin Schroeder

Staff and Volunteer Changes

Rev. Justin Schroeder, Co-Sr. Minister, has shared that he will be leaving his position on June 6th, after the annual meeting.

Seth Anderson-Matz's hours at First Universalist are changing in mid-February, when he will move from his current 32 hour/week position to working with us only on Sundays. This shift may not be very noticeable to families, as Seth will continue to co-lead K-7th grade Religious Education and contribute stories for the multigenerational worship service about once a month. The good news that Seth is returning to school, with plans to complete his undergraduate degree in 2021 and head to seminary in 2022.

Finance

Second Quarter Review

At the end of December 2020, we continue to see our largest source of revenue, annual giving, coming in above budget. The majority of our other revenue accounts are coming in under budget, including: unrestricted donations, offering plate contribution for the church, and miscellaneous fundraising. Notably, the revenue expected from consulting/coaching is projected to exceed expectations by nearly 50%..

Expenses are coming in under budget across all departments. Decreased spending for personnel, office, and building related expenses are notable. Overall, we're showing a \$25,000 surplus as of December 31st, and our year end projections predict we will end the church year with a balanced budget.

We are grateful to have received a bequest in the amount of \$10,000 from Dr. Karen Warren. Per our financial policies, bequests of \$10,000 and under are directed to support our annual operating budget.

Capital Campaign

We continue to show a projected total budget of \$6.6 million for all phases of our capital campaign renovations. To date, \$4.6 million in gifts are committed to the project, roughly \$3.9 million in gifts have been received, with roughly \$700,000 in committed gifts remaining to be received. We plan to secure a construction loan to bridge the difference between the total cost of the project and the total gifts received in April of 2021. Planning for Phase 2 remains on track, with construction expected to be completed by September 2021.

PPP Round 2

Conversations with our bank indicate that First Universalist qualifies for round two of the Paycheck Protection Program, with a forgivable loan in the amount of \$130,000. All terms remain the same as the initial PPP loans:

- PPP loans have an interest rate of 1%.
- Loans issued prior to June 5, 2020 have a maturity of two years. Loans issued after June 5, 2020 have a maturity of five years.
- Loan payments will be deferred for borrowers who apply for loan forgiveness until SBA remits the borrower's loan forgiveness amount to the lender. If a borrower does not apply for loan forgiveness, payments are deferred 10 months after the end of the covered period for the borrower's loan forgiveness (either 8 weeks or 24 weeks).
- No collateral or personal guarantees are required.
- Neither the government nor lenders will charge small businesses any fees.
- For most borrowers, the maximum loan amount of a Second Draw PPP Loan is 2.5x average monthly 2019 or 2020 payroll costs up to \$2 million.
- A borrower is generally eligible for a Second Draw PPP Loan if the borrower: previously received a First Draw PPP Loan and will or has used the full amount only for authorized uses, Has no more than 300 employees; and, can demonstrate at least a 25% reduction in gross receipts between comparable quarters in 2019 and 2020

As with the first round of the PPP, I recommend that we apply for and receive the loan amount that the church qualifies for, and that we comply with all terms that lead to loan forgiveness.

2021-22 Budget Assumptions

Our operating budget is a tangible expression of our values, our vision, and our mission. How we spend our money is one of the most important tools we have as we strive to align our institutional practices, our resources, and our outcomes with our visionary goals. Responsible financial stewardship, caring for our congregation and our community, and continuing progress toward our visionary goals, especially our third Visionary Goal which states that **First Universalist Church 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** - will guide our planning.

In the year ahead, we plan to focus our attention on:

- Safely re-opening our building and in-person ministries while maintaining and increasing accessibility and inclusion for those who continue to participate in our church community from a distance.
 - This will include re-staffing and re-funding the facility & front office, staffing and expenses for hybrid worship, small groups, and membership.
- Anti-racism and anti-oppression coaching, training, and support for staff & lay leaders - embedding our anti-racism and anti-oppression commitments in all levels of the institution and increasing the capacity of all staff and lay leaders to embody these ways of being and leading.

- This will include a full-time Director of Anti-Racism and Anti-Oppression Ministries with an institutional focus on internal coaching, training, and consulting for lay leaders and staff, as well as an external focus on coaching, training and consulting for the larger movement.
- Consulting/training/coaching funds set aside to support the 2022-2027 revisioning process and development of new visionary Goals.
- Staffing for multi-racial, multi-cultural, intergenerational worship, community building, and faith development.
 - Move our one-year artist in residency experiment to a permanent part-time staff position.
 - With Rev. Justin's departure, bring on new ministry/program staff with the skills to help us live more deeply into our visionary goals.
- Continuing to align our institutional practices of hiring and staff compensation with our visionary goals.

As we begin to prepare our annual budget for 2021-22, I suggest the following assumptions as points of discussion and possible mutual agreement.

Income

- Increase annual giving to exceed 2020-21 budget by 5% (\$1,134,000 total)
- Increase in rental income (\$50,000)
- Increase in consulting income (\$25,000)
- Increase in Legacy Fund contribution (\$5,000)
- PPP Round 2 (\$130,000)

Expenses

- \$5,000 to reserves
- 5-10% Increase to UUA annual fund (\$2500-5000)
- Increase in utilities, supplies, office & building expenses to meet the need of re-opening the building
- Increase staffing to safely re-open the building
- Full-time staff position supporting institutional anti-racism and anti-oppression change
- Convert Artist in Residency position to permanent part-time worship staff position
- Consulting funds to support development of new Visionary Goals
- Bring staff salaries below UUA salary recommendations up to minimum recommendations (\$50,000)
- Pool of 3% for salary increases for staff already within salary recommendations
- Meet annual health insurance cost increase
- Move toward meeting UUA recommendations for health insurance benefits
- Salaries to capital campaign- \$20,000 (facilities hours, all prep & moving hours for all staff)

Review of Staff Workplan

The announcement of Justin's leaving, as well as the ongoing pandemic, changes some of the work plan for the rest of the church year. While many elements of the work plan remain the same, other pieces have newly elevated priority, including figuring out the staffing structure and staffing configuration moving forward, exploring what hybrid worship will look like when we return to the building (we won't just return to in person worship; we anticipate doing in person and virtual worship), and when and how the building will reopen safely.

One of the goals of the work plan uses the Community of Communities model (as developed by Paula Cole Jones) to help move the church toward the creation of the Beloved Community, where the thriving and surviving of all communities is central to our health and wellbeing. Currently, several "Community of Communities" groups have launched or are exploring the possibility of launching, including a multi-generational disabilities group, a multi-racial families group, a neuro-atypical group, a UUs in 12-Step Recovery Group, a Rainbow Families Group, Single/Only Parents Group, Parents of Young Children, a Grief Group, and a GBLTQ group. Additional preaching and writing about the Community of Communities model will help the congregation understand how this is connected to our visionary goals.

As far as meeting the spiritual needs of the moment, our worship life continues to offer a space to gather, reflect, center, and re-ground in our shared values. Both prior to the election, and after the election, our worship space held the moment. Again, when a Trump incited mob attacked the capital, we held worship space for the anger, grief, and worry of the moment. We have learned how to create meaningful, grounded, online worship. Our Care Companions are available after Wednesday and Sunday services and are being utilized on a regular basis. Rev. Arif Mamdani, with support from Rev. Karen Hutt, continues to grow our "We Care" ministries, offering grief support, care, and programming to hold people in these difficult times.

We continue to discern the most effective way to shape the role and responsibilities of our new staff position, Director of Anti-Racism and Anti-Oppression Ministries. In conversation with Julica, we've come to understand that by looking to the Director to lead this work/transformation in our church, we were unintentionally signalling a move away from the practice of having all staff and all leaders holding responsibility for our anti-racism and anti-oppression efforts. This learning, combined with a growing awareness of Julica's strength in coaching, training, and facilitation have led us to begin shifting the job description for this position. We are coming to see her ministry as institutional, as she coaches/trains/facilitates and empowers the leaders of the church - while also serving as a coach/trainer/consultant outside the church. One example of this is Julica's role in helping to recharge and jump start the Change Team, 2.0 (in partnership with congregants, of course!) Practically, this means Julica will not be in worship as much, as she focuses her time on coaching and supporting institutional change.

One of our work plan goals was to continue to build a trustworthy institution. We have completed the conversion of our financial database, brought Phase 1 of the Capital Campaign

renovations in on time and on budget, and anticipate a balanced operating budget. Our finances are transparent and trustworthy. An added dimension of this goal is ensuring a “good goodbye” with Rev. Justin’s leaving. This will be the first time in recent memory that a Sr. Minister will have a good, clean, transparent ending. Doing this well matters!

First Universalist Church of Minneapolis
Board of Trustees Meeting
Thursday, January 21, 2021
By Zoom

Participants: Dan Moriarty, Christa Anders, Sarah Hedge, Zoe Mulvihill, Daryn Woodson, Yahanna Mackbee, Bryana French, Keven Ambrus, Ben Miles, Jen Crow, Justin Schroeder and Julica Hermann de la Fuente.

I. Welcome!

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

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. Executive Session: Anti-Oppression/Board Relationship Building

Daryn led the group through a grounding exercise inspired by Resmaa Menakem from his book, *My Grandmother's Hands*.

III. Consent Agenda

- a. *Approval* of December meeting minutes
- b. *Monitoring*: Acceptance of attendance and membership numbers
- c. *Monitoring*: Acceptance of staff and significant volunteer changes
- d. *Monitoring*: Congregational sponsor of Mark Caswell

APPROVED.

IV. Reflection, Recognition & Focused Directions

The Board is committed to working toward being an anti-racist church. Bryana shared some words from a colleague who said that there are two ways to do anti-racism work:

- Messily and poorly, or
- Not at all

So the Board wants to dig into the mess and keep working on creating a church community where Black, Indigenous and people of color truly feel that they are in their spiritual home.

The Board is doing some high-level work in many areas and making progress even if it is sometimes hard to see. The Racial Justice work, the Healthy Congregations work, the Change Team conversations are all important and moving forward.

V. Governance: Short Term Appointment

We have six months left in the church year. Per the bylaws the Board can appoint someone to a vacancy. We have some work to build relationships with the Nominating Committee and it has been hard to find a time that works for everyone to meet. Given the short time left – six months – and the challenges perpetuated by the pandemic, the Chair and Vice Chair are recommending that we appoint Zoe Mulvihill, who has been serving as Yahanna's youth back-up/alternate during this church year, to fill the vacant slot.

We acknowledge that it is hard for one youth to be the sole spokesperson in a room of adults. It puts that one youth in a tough and awkward spot. How can we better support youth participation? It is perhaps unfair to expect youth, who are in different development spaces, to be able to do this alone without a peer that they can bounce ideas off of and look to for support.

White comfort is too often put at the center of the church. How much are people willing to sacrifice white comfort to gain something else?

What else could we do to have more opportunities for youth voice? We should be creative. How about a Youth Council? What could that look like? We should consider always having two youth spots on the board. We would have to work through some of the details – would the Youth Council be advisory in nature or how do they get their input conveyed? We do have expectations that are held collectively by the church – we are proposing something uncomfortable and trying to fit something round into a square hole. Is what we are trying to uphold defaulted from whiteness? Or is there something else we could create together?

Church Board meetings are heavy and hard – it is a big responsibility to take ownership for the fiduciary health of the church and so much more. They will be hard – but they should not be traumatic and make people feel harmed. We need to hold the impacts that our white supremacy practices have on people. In our leadership body, we bump up against profound pain and discomfort. The ministers reminded us to lean into our visionary goals, while holding pain, and also that if someone of color has suggested something that would help, we should do that. Just do that. It was suggested that we move from the best part of ourselves with integrity – that is the best we can do.

Where is the accountability for the harm we are doing to people of color? This is something that the White caucus could do – to look back, respond and figure out how not to replicate harm going forward. This would prevent the people of color from having to explain and do the emotional labor. Discomfort is expected, harm is not.

MOTION: To nominate church member Zoe Mulvihill to fill the vacant seat for the remainder of this church year.

PASSED. The motion passed with one abstention.

VI. Governance: Change Team Update

Sarah Hedge gave an update from the most recent Change Team meeting. The Change Team reviewed the notes from the Board meeting and developed some next steps:

- They want to interview all four applicants (hoping to add three new members)
- They are using the workbook “[Dismantling Racism](#)” – a seminal text on Change Teams as grounding and to help them moving forward
- They want to draft something for the Board to consider based on that work

NOTE: You can download the Dismantling Racism tool here:

<https://www.resource-sharing-project.org/dismantling-racism-resource-book-social-change-groups>

Karin Wille, Ben Miles and Sarah Hedge are all willing to stay on the Change Team. They are recommending sharing leadership and having a Board member as a co-chair along with a non-Board member. Karin and Sarah are willing to serve as the co-chairs.

MOTION: To appoint Karin Wille, Ben Miles and Sarah Hedge to the Change Team with Karin and Sarah serving as co-chairs.

PASSED.

VII. Finances

Keven reported on the finances. Things are on-track. We continue to be in a solid financial position with our operating budget as of the end of November. We currently are showing a slight deficit with expenses exceeding revenues by \$34,710.36 but we expected this to happen and projected November to experience a deficit of nearly \$50,000. Overall, we are still experiencing positive variability in regard to our budget and expect revenues to far exceed expenses as we move into the end of the calendar year.

There is a different format for the capital campaign finances– Keven worked with Brad to break things into Phase I and Phase II. Phase I is complete but not all of the invoices have cleared so the next month’s numbers will be more precise. Keven said that, not to worry, we will end up spending all of the money raised.

Jen encouraged people to check out the Phase II meeting summary – you can see the plans, meet the architects etc. Our Vendor Policy has been used to meet our target of 15% vendors – we hit 23% for BIPOC-owned and 20% women-owned for 43%. Jen is ready to set the target at 50% for Phase II.

VIII. Process Observation

Julica shared process observations with a specific call-out for Keven's financial ministry. And we all welcomed Zoe as an official member.

IX. Adjourn – The meeting was adjourned at 8:43 p.m.

Change Team (CT) Meeting Notes

February 4, 2021 ~ 6:30-8:30pm

Attendees: Jen Crow, Sarah Hedge, Julica Hermann de la Fuente, Ben Miles, Justin Schroeder, Karin Wille

Reading/Chalice Lighting

"Sometimes we are blessed with being able to choose the time, and the arena, and the manner of our revolution, but more usually we must do battle where we are standing." -- Audre Lorde

Shared Joys and Concerns From Our Lives

Pursuits for the Meeting:

1. Board Meeting Update (Ben, Sarah)
 - a. Set up regular standing agenda items between the Change Team and the Board (as part of the regular agendas).
 - b. Formalized the current membership of the Change Team and approved Karin Wille as the congregant co-chair and Sarah Hedge as the board co-chair.
 - c. Zoe Mulvihill (a BIPOC youth) was approved as a new board member to fill the remainder of Greg's term, approximately 6 months.
2. Action Steps in Progress
 - a. Reaching out to Ben to follow up and complete healing (Julica, Ben)
 - Julica and Ben met, and all went smoothly. Ben is all caught up!
 - b. Connecting with applicants about Change Team interviews (Justin)
 - Justin has followed up with the applicants 3 times and told them that we will be in touch with them soon.
 - c. Drafting [interview questions](#) (Sarah)

- Sarah drafted interview questions based on the “Dismantling Racism” workbook explanations of a change team’s roles. The team reviewed the questions and decided to keep them with a few changes: applicants will be provided the questions ahead of time, the first question will be what questions they have for us, and we will let them answer the questions that they choose to answer in more of a conversational interview.

d. Scheduling interviews (Julica)

- Congregants on the change team (Ben, Karin, Sarah) will be interviewing candidates to prevent an evaluative feeling from ministers to congregants. Julica will reach out to all 4 candidates to schedule interviews in 30-minute blocks of time: Sunday 2/7 @ 12-3pm & Sunday 2/14 @ 12-3pm. Ben, Karin, and Sarah will connect after the interviews to determine which candidate(s) best fit to add to the current Change Team.

3. Considered Karin’s question: **Is the Change Team a “recommending body” or a “leading body”?** After reviewing the “Dismantling Racism” workbook that Julica shared with Karin, this question came up, because the original idea of a change team is that of a “leading body”, yet in practice thus far, our change team has been more of a “recommending body”.
4. Defined the charge of the Change Team. The team took a few minutes to review [the original 2017 & proposed 2020 Change Team charges](#), and the [“Dismantling Racism” workbook \(2 sections: ‘The Job of a Change Team’ & ‘Change Team Action Steps’\)](#), especially focusing on the “Dismantling Racism” workbook sections, before responding to the following questions.

GO AROUND ALOUD - *What’s one thing that stood out to you in these documents?*

- Ben - rooted in community organizing, moving toward collective action, lead a process to get to the anti-racist vision
- Jen - feel really excited about this, opportunity for shared leadership in this together, looks a lot like Julica’s job description, but it’s all of our work together
- Julica - so enthusiastic about this work, offering and reviewing it, why do I keep trying to re-invent the wheel, let me support YOU in doing these things, want to support the congregation in this, really excited, my lane is coaching - a coach is not playing but helping the team to make better plays

- Karin - community organizing/middle bucket work is messy because no one person/group is in charge, but involves more people; can help congregants individually and collectively to be more anti-racist
- Justin - in total agreement, board uses “middle bucket” language, change team doesn’t come up with vision, but sharpens and refines it, policies that actually force new habits toward equity
- Sarah - exciting, actionable blueprint

BREAKOUT GROUPS PAIR SHARE - *Justin/Sarah, Julica/Karin, Jen/Ben*

<i>What opportunities do you see in the Change Team being a leading body using this “Dismantling Racism” framework?</i>	<i>What concerns do you have about the Change Team being a leading body using this “Dismantling Racism” framework?</i>
<ul style="list-style-type: none"> • Co-creation of the newest iteration of the visionary goals and mission - dismantling supremacy culture and build beloved community - wholeness of who people are is welcomed, equity and access are built into framework • Involve the congregation in the work and harness the energy • This is “the moment”, both in the community and the congregation. The congregational team is assembled, with a willing and supportive majority-Black board. We are ready for this work. • Shared leadership - staff and lay leaders to work together with a shared roadmap • Potential shared method for assessment • Opportunity to involve the community, shared anti-racist vision of the congregation • If we work to liberate this space, then the relationship to accountability strengthens us 	<ul style="list-style-type: none"> • Role Confusion → Helping Change Team live in the middle space (coordinating with staff to drive programmatic change and with board to drive policy change) - a difficult place to occupy • Clarifying roles and relationships of RJET and Faithful Action Council with Change Team • Racial justice has been staff-led, and needs to be more shared leadership • Can we really get organized to make something happen? • Pandemic gives us limited capacity - energy, work is hard (especially online) • Lingering mistrust on this team - important to make sure that this gets cleared (staff and congregants) • Larger lingering effects from previous ministerial misconduct - impacting trust and capacity to work together and share power and decision-making • Building trust between staff and board members and lay leaders - much is bigger than the individuals, how it works in an institution under the

	<p>influence of White supremacy culture</p> <ul style="list-style-type: none"> ● Really want to come in non-defensive about where we are, also wanting to present the most positive view - trusting to be honest - we're actually all accountable to this work ● How are we entering the Change Team space? Are we open to one another? Closed? Defensive? Culture needs some healing work. Culture trumps strategy, even within the CT culture. Culture is given attention and not just strategy.
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WHOLE GROUP SHARE - *What are the next steps with the development of a Change Team charge?*

- Karin - no personal investment in either previous charge, feeling good and a bit overwhelmed with what a change team and what THIS change team is supposed to do. Do we even need a charge? Maybe a job description? Don't want to stay in murkiness or keep applicants on hold forever, but is there work that the 6 of need to do first together? Healing and generative work is very important and needed to move the work forward.
- Julica - wondering if the charge is the result of the visioning process that the board and Change Team has together, start creating it first, then describe it. Is it possible to invite new CT team members, onboarding with DR workbook, co-creating with the board, then write charge organically, more in the community organizing mode, what will create momentum, creating fractals, need clarity and sharing of power and responsibility, more trust, RJ Resolution
- Jen - challenge to find a moment where we have been pointed together in the same direction in the past (Change Team & staff), an assessment that's not about shame/hiding/putting your best foot forward, actual humility, start with the rubric - being open and honest about where we are, I currently have a high level of trust with everyone in this circle, we're going to need to re-start with new members, want to keep this feeling of being partners in this work together
- Justin - this work being about healing, this being the liberatory space, joy and freedom in making mistakes but still being accountable
- Ben - have other change team members here before we land on something, what is the goal of the charge? Trying to be more and more free, Jen and Justin as

both spiritual leaders and in this work together with us, need culture and trust building

- Sarah - I like Julica's idea to co-create the charge or some other accountability document and to harness our ideas in a similar direction as a congregation

Through our discussion, the team collectively determined the following next steps to take:

1. Interviewing candidates
2. Deciding on new Change Team members
3. Telling the Story of the Change Team's Past, Present & Future (for healing and in preparation for on-boarding new members)
4. On-boarding new CT member(s)
5. Co-visioning with the Board
6. Organically creating some sort of accountability document for the Change Team

5. Decision - Summary of Action Steps

DATE	WHAT	WHO	NOTES
Sunday, 2/7 @ 12:00-3:00pm	Change Team candidate interviews	Julica schedules candidates Ben, Karin, and Sarah interview	Interview Format and Questions
Sunday, 2/14 @ 12:00-3:00pm	Change Team candidate interviews (continued) & decisions made on best fit(s) for current CT	Julica schedules candidates Ben, Karin, and Sarah interview & make decisions	Interview Format and Questions
Thursday, 2/18 @ 6:30-8:30pm	Board Meeting CT update	Ben and Sarah	*Include CT meeting minutes in board packet *Vote on new CT member(s) *Proposed next steps for CT development & get feedback
Thursday, 2/25 @ 6:30-	Telling the Story of the Change Team	Julica will facilitate the	There are two main goals for this: collective healing and preparing to

8:30pm	- Past, Present, Future	current 6 members of the Change Team	on-board new CT members.
Thursday, 3/4 @ 6:30-8:30pm	Change Team Meeting	Current CT members and new CT member(s)	<p>*Board update</p> <p>*On-boarding new CT member(s) by telling the story of the CT, reviewing the “Dismantling Racism” workbook</p> <p>*Additional on-boarding may be needed at this time or in the future: other mandatory RJ training, and clarifying working definitions/terms for common understanding (Liberation for all, White Supremacy, etc.)</p>
After 3/4, but exact date/time TBD	Change Team Co-visions with the Board	Change Team & Board	<p>*Maybe CT develops agenda and Julica facilitates?</p> <p>*Shared equity vision</p> <p>*Define the roles within the CT (board, congregant, staff)</p> <p>*Define the relationships between the CT, the Board, RJET, Faithful Action Council, and other relevant groups (and how to build deeper trust among the groups)</p> <p>*How does one develop a “plan” for dismantling White Supremacy (WS); liberating BIPOC? Figure out how to develop a work plan/goals that are specific and achievable. Use the racial justice rubric.</p> <p>*Can we name liberation for all? (how do we hold that vision that Julica often lifts up of racial justice as healing work, for BIPOC and white folks?)</p>
After Co-Visioning	Organically create an accountability document for the	Change Team & Board	A committee charge? A job description? Something else?

	Change Team		
On-Going	Systematize tools and team process	Change Team	<p>Clarify roles, trust, agenda, holding space for CT and board in meetings; de-centering White Supremacy and focusing on liberation, etc.</p> <p>Identify the different tools that we can use and when and where we use them (rubric, Choice Points, White Supremacy characteristics and antidotes) - how do we BUILD THESE INTO THE AGENDA?</p>

Shared Joys and Concerns From This Meeting

Closing Words:

"Sometimes we are blessed with being able to choose the time, and the arena, and the manner of our revolution, but more usually we must do battle where we are standing." -- Audre Lorde

Extinguished the Chalice

January Attendance									
	2021						2020		
Adults	Sun. 10a	Wed. 7p	Zoom Total	YouTube	Total		9:30 AM	11:15	
1st week	305	126	431	149	580		187	237	424
2nd week	299	78	377	197	574		221	174	395
3rd week	291	61	352	174	526		198	228	426
4th week	296	64	360	181	541		263	204	467
5th week	310		310	193	503				
Monthly Total	1501	329	1830	894	2724		869	843	1712
Average for January	300	82	366	179	545		217	211	428
RE									
1st week							95	94	189
2nd week							183	152	335
3rd week							88	69	157
4th week							168	151	319
5th week									
Monthly Total							534	466	811
Average for January							133.5	116.5	202.75
Combined Average							350.75	327.25	630.75

Notes:

1. Have not yet received RE numbers for January
2. YouTube views are accurate as of 9 a.m. Feb. 15.

**Statistical Report
January 2021
Board Meeting February 18, 2021**

MEMORIAL SERVICES: 0

MARRIAGES/SERVICES OF COMMITMENT: 0

MEMBERS FOR APPROVAL: 0

MEMBERS REINSTATED: 2

Parvaneh Trobec

Greg Trobec

MEMBERS FOR REMOVAL: 3

Richard Ziegler, passed away Nov. 2020

Karen Ziegler, passed away March 2020

Karen Warren, passed away August 2020

CHILDREN DEDICATED: 0

Total members as of the last meeting: 1063

To be added: 2

To be removed: 3

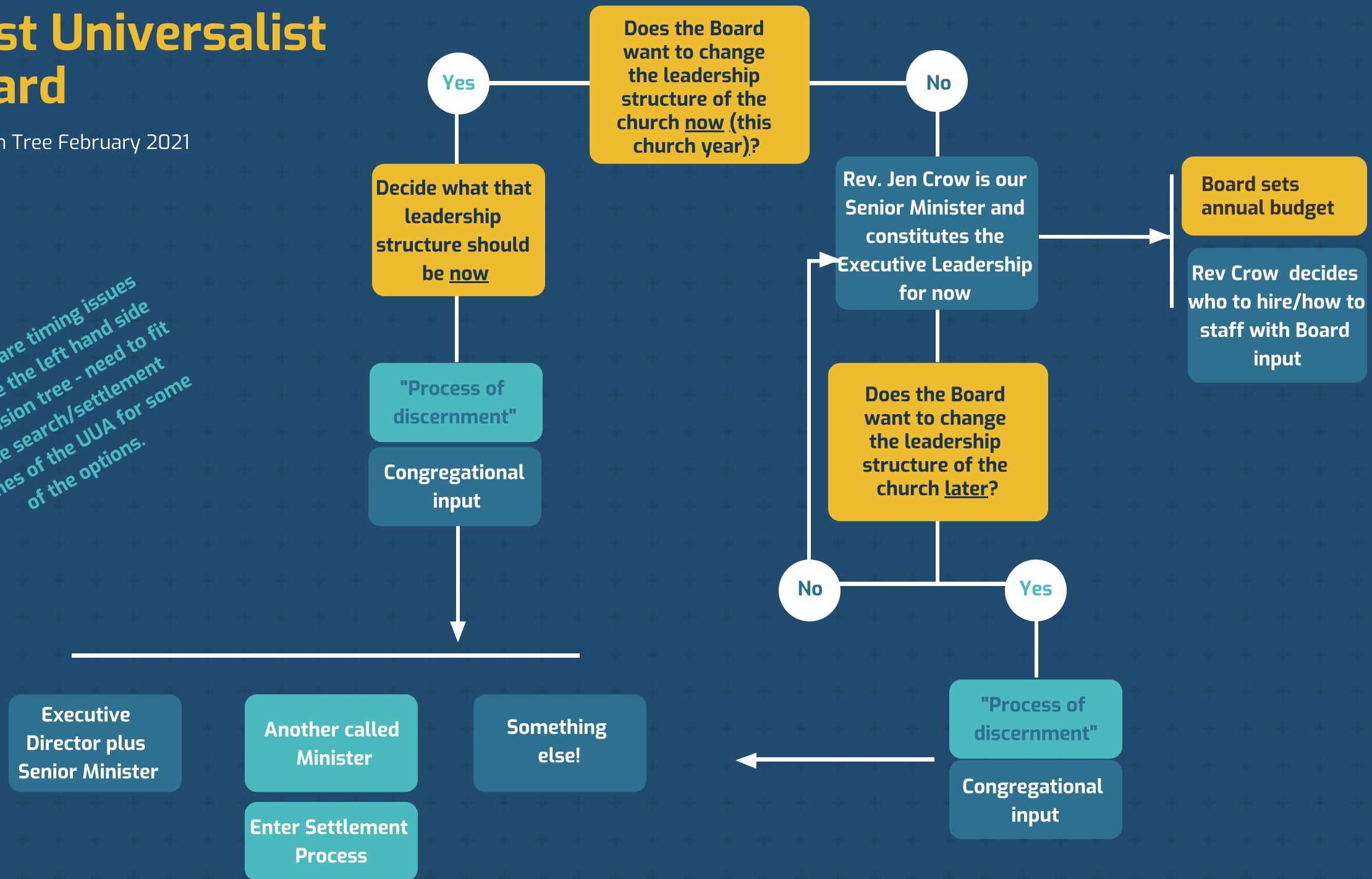
TOTAL MEMBERS: 1062

	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:	1061	1058	1049	1,011	934

First Universalist Board

Decision Tree February 2021

NOTE: There are timing issues if we pursue the left hand side of the decision tree - need to fit into the search/settlement timelines of the UUA for some of the options.



Article V - Ministers and Staff

1. Executive Leadership of the Church

a. The Board of Trustees shall establish an executive leadership structure for staff of the Church ("Executive Leadership"). Executive Leaders who report directly to the Board of Trustees shall include at least one Called Minister (defined as a minister who is called by and elected by the voting members of the Church as described in Article V(2) below), except during periods when no called minister serves the Church as described below, and may include one or more additional called or hired ministers or non-ministerial executives as determined by the Board of Trustees. The Executive Leadership structure established by the Board of Trustees may, but need not, include provision for an executive team that reports collectively to the Board of Trustees. The Board of Trustees is responsible for ensuring that Executive Leadership position(s) that report to the Board of Trustees are filled in a timely manner.



First Universalist Church of Minneapolis Board of Trustees' Resolution Authorizing Action During COVID-19 Pandemic in 2021

Whereas First Universalist Church of Minneapolis is a liberal religious community founded in Minneapolis over 150 years ago; and

Whereas, First Universalist Church of Minneapolis is a member congregation of the Unitarian Universalist Association; and

Whereas, First Universalist Church of Minneapolis is a domestic nonprofit corporation in good standing with the Minnesota Secretary of State; and

Whereas, First Universalist Church of Minneapolis is governed by an elected nine-member Board of Trustees that has the ultimate fiduciary and policy-making authority for the church; and

Whereas, the Bylaws of First Universalist Church grant powers to the Board of Trustees over the business, property and affairs of the church; and

Whereas, the COVID-19 pandemic has extended beyond what anyone had originally expected and is creating uncertainty with regard to finances of the church for 2021; and

Whereas, First Universalist Church of Minneapolis has 18 paid staff who are hardworking and dedicated assets of the church that the Board of Trustees desires to keep employed and working for the church during the course of the pandemic and beyond; and

Whereas, First Universalist Church of Minneapolis applied for and received an initial Payroll Protection Program (PPP) loan from the federal CARES Act in 2020; and

Whereas, the Board of Trustees approved the Senior Co-Minister of the church to apply for federal assistance available through the Second Draw PPP Loan; and

Whereas, the loan paperwork requires an executed Board resolution defining who has authority to enter into a borrowing agreement with a bank;

Therefore, be it resolved that we, the Board of Trustees of First Universalist Church of Minneapolis, authorize the proposed borrowing through the Second Draw PPP Loan and authorize the Board president, Bryana French, and/or the Senior Co-Minister, Reverend Jen Crow, to enter into a borrowing agreement with Sunrise Bank and sign loan documents on behalf of First Universalist Church of Minneapolis.

DATE: February 4, 2021

Approved by:

Bryana French, Board President
Daryn Woodsen, Board Vice President
Keven Ambrus, Board Treasurer
Christa Anders, Board Secretary
Sarah Hedge, Board member
Yahanna Mackbee, Board member
Benjamin Miles, Board member
Daniel Moriarty, Board member
Zoe Mulvihill, Board member

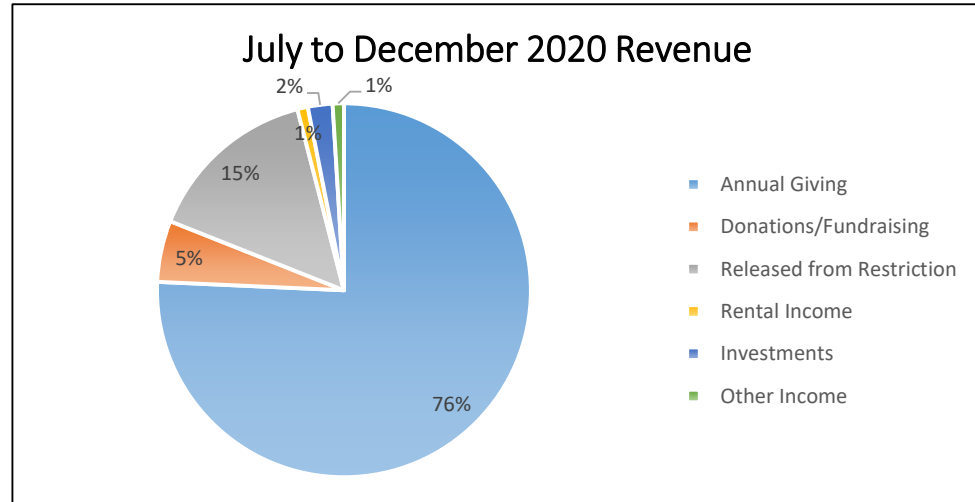
DRAFT

First Universalist Church of Minneapolis
Year to Date Performance
July to December 2020

Revenue Summary

Annual Giving	\$ 615,174.96
Donations/Fundraising	\$ 43,053.06
Released from Restriction	\$ 121,628.32
Rental Income	\$ 7,384.56
Investments	\$ 17,306.54
Other Income	\$ 7,871.07
Total Revenue Variance	\$ 812,418.51

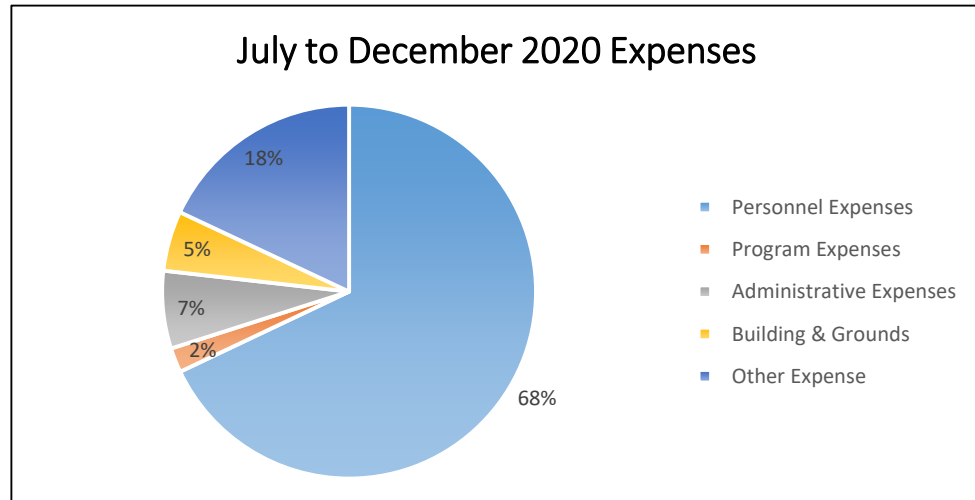
Actual



Expense Summary

Personnel Expenses	\$ 534,560.68
Program Expenses	\$ 16,713.08
Administrative Expenses	\$ 52,840.32
Building & Grounds	\$ 40,878.62
Other Expense	\$ 141,657.79
Total Expense Variance	\$ 786,650.49

Actual



Net Total

\$ 25,768.02

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

Headings and Account	Actual	Budget	Variance	Year End Projection			Annual Budget
				Best Case	Expected Case	Worst Case	
Revenue							
Support							
Annual Giving	\$ 615,174.96	\$ 566,912.48	\$ 48,262.48	\$ 1,074,574.96	\$ 1,028,574.96	\$ 982,574.96	\$ 1,005,400.00
Donations/Fundraising	\$ 43,053.06	\$ 72,483.31	\$ (29,430.25)	\$ 308,360.27	\$ 299,132.34	\$ 278,961.07	\$ 350,100.00
Released from Restriction	\$ 121,628.32	\$ 83,433.42	\$ 38,194.90	\$ 121,628.32	\$ 121,628.32	\$ 121,628.32	\$ 166,866.80
Support	\$ 779,856.34	\$ 722,829.21	\$ 57,027.13	\$ 1,504,563.55	\$ 1,449,335.62	\$ 1,383,164.35	\$ 1,522,366.80
Earned Revenue							
Rental Income	\$ 7,384.56	\$ 7,700.04	\$ (315.48)	\$ 15,083.64	\$ 15,083.64	\$ 15,083.64	\$ 15,400.00
Investments	\$ 17,306.54	\$ 4,562.52	\$ 12,744.02	\$ 17,306.54	\$ 17,306.54	\$ 17,306.54	\$ 9,125.00
Other Income	\$ 7,871.07	\$ 6,166.50	\$ 1,704.57	\$ 20,583.69	\$ 19,428.00	\$ 7,871.07	\$ 12,333.00
Earned Revenue	\$ 32,562.17	\$ 18,429.06	\$ 14,133.11	\$ 52,973.87	\$ 51,818.18	\$ 40,261.25	\$ 36,858.00
Revenue	\$ 812,418.51	\$ 741,258.27	\$ 71,160.24	\$ 1,557,537.42	\$ 1,501,153.80	\$ 1,423,425.60	\$ 1,559,224.80
Expenses							
Personnel Expenses	\$ 534,560.68	\$ 566,024.94	\$ 31,464.26	\$ 1,050,453.57	\$ 1,058,879.71	\$ 1,121,411.50	\$ 1,132,050.00
Program Expenses	\$ 16,713.08	\$ 44,884.70	\$ 28,171.62	\$ 32,332.21	\$ 41,132.21	\$ 55,537.78	\$ 67,150.00
Administrative Expenses	\$ 52,840.32	\$ 54,340.02	\$ 1,499.70	\$ 114,667.10	\$ 127,395.52	\$ 145,966.66	\$ 104,750.00
Building & Grounds	\$ 40,878.62	\$ 63,049.87	\$ 22,171.25	\$ 85,969.56	\$ 96,327.84	\$ 106,462.60	\$ 138,752.00
Other Expense	\$ 141,657.79	\$ 72,778.53	\$ (68,879.26)	\$ 170,434.28	\$ 170,934.28	\$ 171,434.28	\$ 110,585.96
Expenses	\$ 786,650.49	\$ 801,078.06	\$ 14,427.57	\$ 1,453,856.72	\$ 1,494,669.56	\$ 1,600,812.82	\$ 1,553,287.96
Net Total	\$ 25,768.02	\$ (59,819.79)	\$ 85,587.81	\$ 103,680.70	\$ 6,484.24	\$ (177,387.22)	\$ 5,936.84

First Universalist Church of Minneapolis
Balance Sheet
December 2020

Headings and Account	Current Balance (This Year)	Change In Balance
Assets		
Current Assets		
Cash & Cash Equivalents		
Cash	\$ 419,657.29	\$ (633,716.04)
Total Cash & Cash Equivalents	\$ 419,657.29	\$ (633,716.04)
Investments		
Schwab - Church Operating	\$ 160,623.79	\$ 50,544.98
Schwab - Church Reserve	\$ 396,308.40	\$ 11,847.30
Schwab - Don Carter & Mary Carter	\$ 100,675.15	\$ 3,964.39
Schwab - Legacy Fund	\$ 1,036,691.85	\$ 38,112.54
Schwab - Temporarily Restricted	\$ 428,519.37	\$ 16,820.28
Thrivent Mutual Funds	\$ 42,389.79	\$ 7,918.69
Total Investments	\$ 2,165,208.35	\$ 129,208.18
Cash & Cash Equip - Foundation		
Sunrise Bank - Foundation	\$ 11,320.80	\$ -
Total Cash & Cash Equip - Foundation	\$ 11,320.80	\$ -
Investments - Foundation		
Schwab - Foundation	\$ 1,822,002.37	\$ 72,137.77
Total Investments - Foundation	\$ 1,822,002.37	\$ 72,137.77
Total Current Assets	\$ 4,418,188.81	\$ (432,370.09)
Accounts Receivable		
Miscellaneous Receivables		
Accounts Receivable	\$ 3,995.00	\$ 470.00
Total Miscellaneous Receivables	\$ 3,995.00	\$ 470.00
Total Accounts Receivable	\$ 3,995.00	\$ 470.00
Other Current Assets		
Other Current Assets		
Prepaid Expenses	\$ 26,034.01	\$ 6,012.26
Total Other Current Assets	\$ 26,034.01	\$ 6,012.26
Fixed Assets		
Fixed Assets		
Accumulated Depreciation	\$ (2,581,174.13)	\$ -
Fixed Assets	\$ 4,449,977.58	\$ -
Total Fixed Assets	\$ 1,868,803.45	\$ -
Total Fixed Assets	\$ 1,868,803.45	\$ -
Total Assets	\$ 6,317,021.27	\$ (425,887.83)

Liabilities & Equity			
Current Liabilities			
Accounts Payable			
Accounts Payable	\$ 243,628.29		\$ (465,103.84)
Total Accounts Payable	<u>\$ 243,628.29</u>		<u>\$ (465,103.84)</u>
Total Current Liabilities		\$ 243,628.29	\$ (465,103.84)
Other Current Liabilities			
Other Current Liabilities			
Benefits Payable	\$ 2,932.44		\$ 343.05
Accrued Expenses	\$ 15,104.40		\$ -
Deferred Revenue	\$ 146,602.18		\$ (40,299.50)
Total Other Current Liabilities	<u>\$ 164,639.02</u>		<u>\$ (39,956.45)</u>
Total Other Current Liabilities		\$ 164,639.02	\$ (39,956.45)
Total Liabilities & Equity		<u>\$ 408,267.31</u>	<u>\$ (505,060.29)</u>
Fund Principal and Excess Cash Received			
Fund Principal			
Undesignated Net Assets/Equity			
Church Equity	\$ 3,408,137.85		\$ 429,803.63
Total Undesignated Net Assets/Equity	<u>\$ 3,408,137.85</u>		<u>\$ 429,803.63</u>
Board Restricted Net Assets			
Contingency Reserve	\$ 271,109.21		\$ -
Legacy Fund	\$ 837,033.89		\$ -
Total Board Restricted Net Assets	<u>\$ 1,108,143.10</u>		<u>\$ -</u>
Temp Restricted Net Assets			
Capital Campaign Fund (Current)	\$ 239,350.24		\$ (394,181.76)
Cummins Ministerial Fund	\$ 232,948.25		\$ -
Foundation	\$ 1,530,710.95		\$ -
Miscellaneous Funds	\$ 140,041.75		\$ (35,171.87)
Total Temp Restricted Net Assets	<u>\$ 2,143,051.19</u>		<u>\$ (429,353.63)</u>
Permanently Restricted			
Don Carter Endowment	\$ 50,000.00		\$ -
M E Carter Endowment	\$ 14,000.00		\$ -
Total Permanently Restricted	<u>\$ 64,000.00</u>		<u>\$ -</u>
Total Fund Principal	<u>\$ 6,723,332.14</u>		<u>\$ 450.00</u>
Excess Cash Received			
Excess Cash Received	\$ (814,578.18)		\$ 78,722.46
Total Excess Cash Received	<u>\$ (814,578.18)</u>		<u>\$ 78,722.46</u>
Total Fund Principal and Excess Cash Received		\$ 5,908,753.96	\$ 79,172.46
Total Liabilities & Equity, Fund Principal, & Restricted Funds		<u>\$ 6,317,021.27</u>	<u>\$ (425,887.83)</u>

First Universalist Church of Minneapolis
Analysis of Revenues & Expenses - Capital Campaign
January 2021

	Project to Date Actual	Total Budget	Project to Date Variance
Revenues			
Revenues			
Donations	\$ 3,849,836.39	\$ 4,611,000.00	\$ (761,163.61)
Construction Loan	\$ -	\$ 2,000,000.00	\$ (2,000,000.00)
Total Revenues	\$ 3,849,836.39	\$ 6,611,000.00	\$ (2,761,163.61)
Expenses			
Initial Launch/Fundraising			
Architectural Pre-Work	\$ 2,000.00	\$ 27,000.00	\$ 25,000.00
Consultants	\$ 229,030.00	\$ 230,000.00	\$ 970.00
Launch Event	\$ 52,689.09	\$ 30,000.00	\$ (22,689.09)
Printing/Supplies	\$ 8,000.00	\$ 8,000.00	\$ -
Total Initial Launch/Fundraising Expenses	\$ 291,719.09	\$ 295,000.00	\$ 3,280.91
Miscellaneous Projects			
Architect Fee	\$ 166,795.87	\$ 166,795.87	\$ -
Debt Retirement	\$ 649,151.38	\$ 649,151.38	\$ -
Merchant Services	\$ 4,108.96	\$ 5,000.00	\$ 891.04
Misc. Capital Expenditures	\$ 77,375.87	\$ 79,555.75	\$ 2,179.88
Staff Salaries	\$ 54,100.43	\$ 95,000.00	\$ 40,899.57
Tuckpointing	\$ 122,000.00	\$ 122,000.00	\$ -
Loan Principal	\$ -	\$ 1,000,000.00	\$ 1,000,000.00
Loan Interest	\$ -	\$ 120,000.00	\$ 120,000.00
Contingency	\$ -	\$ -	\$ -
Total Miscellaneous Projects Expenses	\$ 1,073,532.51	\$ 2,237,503.00	\$ 1,163,970.49
Phase 1			
Architect Fee	\$ 134,872.70	\$ 134,372.00	\$ (500.70)
Flannery	\$ 1,409,249.53	\$ 1,521,669.00	\$ 112,419.47
Flannery Permits	\$ 19,614.13	\$ 19,614.00	\$ (0.13)
Misc. Consultants	\$ 44,012.00	\$ 14,381.00	\$ (29,631.00)
Misc. Construction	\$ 11,628.50	\$ 53,559.00	\$ 41,930.50
Owners Representative	\$ 87,654.10	\$ 87,654.00	\$ (0.10)
Owner Supplied Systems	\$ 131,792.45	\$ 97,248.00	\$ (34,544.45)
Total Phase 1 Project Expenses	\$ 1,838,823.41	\$ 1,928,497.00	\$ 89,673.59
Phase 2			
General Contractor	\$ -	\$ 1,450,000.00	\$ 1,450,000.00
Consulting Fees	\$ 38,750.00	\$ 265,000.00	\$ 226,250.00
Owner Supplied Systems	\$ -	\$ 140,000.00	\$ 140,000.00
Solar Panels	\$ -	\$ 105,000.00	\$ 105,000.00
Contingency	\$ -	\$ 190,000.00	\$ 190,000.00
Total Phase 2 Project Expenses	\$ 38,750.00	\$ 2,150,000.00	\$ 2,111,250.00
Total Expenses	\$ 3,242,825.01	\$ 6,611,000.00	\$ 3,368,174.99



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?