

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

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First Universalist Church of Minneapolis  
**Board of Trustees Meeting**  
**Thursday, March 18, 2021 6:30pm ~<sup>1</sup> 8:30pm**  
Zoom<sup>2</sup>: <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 (Julica) (6:35 ~7:05)**

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

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

**IV. Fiduciary Responsibilities (7:05 ~ 7:45) (Keven and Jen)**

- a. *Discuss* Annual Budget Draft
- b. *Discuss* 3-Year Financial Plan

**10 MINUTE BREAK**

**V. Fiduciary Responsibilities (7:55 ~ 8:05) (continued)**

- c. Capital Campaign and Construction Update

**VI. Shared Governance (8:05 ~ 8:25)**

- a. Change Team Update (Sarah and Ben)
- b. [Racial Justice Resolution](#) (Julica)
- c. Proposed Bylaws Change re: Electronic Membership Signatures

**VII. Process Observation (8:25 ~ 8:30) (Julica)**

<sup>1</sup> Agenda item lengths are approximate

<sup>2</sup> 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

**Co-Senior Minister Board Report**  
**Prepared by Rev. Jen Crow**  
**March 14, 2021**

**I. Monitoring Items**

**A. Staff and Volunteer Changes**

Brad Schmidt, (our Finance Manager) and his wife, Amanda, had their babies! Welcome Kendall and Raegan! Brad will be out for 12 weeks of paternity leave, starting 3/8/21. Chelsea Bertsch (Finance Assistant), Kurt Hochfeld (financial consultant), and Rev. Jen Crow will ensure continued financial operations until Brad's return. There have been no staff or volunteer changes.

**B. Financial Condition, January 2021**

At the end of January 2021, expenses exceed income by \$68,000. Annual giving continues to exceed expectations, and the majority of our expenses (personnel, administration, building) continue to come in under budget. This summary does not include the budgeted for release of PPP funds (\$133,000) into our income, as we were waiting to receive word of the loan's full forgiveness before releasing it onto our books. With the recent receipt of the news that our PPP loan was fully forgiven, we will show a surplus of income exceeding expenses.

**C. PPP Loan Updates**

- a. The full amount of our first PPP loan, received in 2020, has been forgiven.
- b. Our second PPP loan for \$102,200, has been approved and funds will be disbursed within the next month.

**D. Capital Campaign**

Phase 2 of building renovations have begun! While we continue to finalize construction plans, demolition of the social hall has begun. This early demolition will allow us to discover any surprises that may be waiting for us behind those 1927 walls and allow us to budget accordingly.

Rev. Crow has met with our newly formed Accessibility and Inclusion Group to hear feedback and suggestions about how to make our building more accessible.

Planning has begun for a mini-capital campaign to help bridge the gap between funds that have already been raised and our anticipated budget. We anticipate developing campaign materials and beginning to talk with donors within the next month.

**E. Annual Budget and 3-Year Financial Plan**

We are in a transitional time. With Rev. Justin's departure, the continued impact and unpredictability of the Covid-19 pandemic on our lives and our ministries, and the continued

impact of oppression and our collective awakening and empowerment for liberation and justice - so much is in flux. While transitional times can be challenging and full of anxiety, they can also offer opportunities. My hope is that in this transitional time for the congregation and our larger community, we will grasp hold of the possibilities before us while continuing to care for each other with generosity and steadiness.

As we prepare to imagine our shared future through the creation of new visionary goals, return to in-person offerings and hire a new minister and new staff, now is the time to double-down on our commitment to spiritually grounded racial justice and collective liberation. Fear could lead us to slow down, but now is not the time to pump the brakes on the momentum we are experiencing. We need each other, and we need continued intensive support as a congregation if we are going to do what few other Unitarian Universalist churches have been able to do and live into our vision of becoming a multiracial, multicultural, intergenerational faith community of mutual caring and support where people bring all of who they are and welcome each other with joy. A church where our sense of who we are as a community of faith is ever-expanding. All of the budget scenarios I am proposing include necessary and bold support for the inclusive future we collectively long for.

Over the next 3 years, we will continue to diversify our income streams through building rentals, coaching and consulting that supports individual and institutional anti-racism and anti-oppression goals, and launching a family spiritual resource center. All of these efforts will support not only our church community, but our larger community. We will continue to transform our focus so that our building and our ministries are truly *Not for Ourselves Alone*. Recognizing that two income streams (PPP loans and capital campaign operating budget support) will end at the conclusion of the 2021-22 church year, we intend to use the 2021-22 fiscal year as a runway to help us build the needed infrastructure and staffing to successfully grow our income through consulting, coaching, rentals, and our new family spiritual resource center.

Now, for the details.

## **2021-22 Operating Budget**

Due to the continued unpredictable circumstances we find ourselves in, we have prepared 3 budget scenarios for our 2021-22 Operating Budget this year. Attached you will find budgets that reflect our Best, Expected, and Worst Case Scenarios.

As is always the case, giving to the congregation is our main source of income and the main driver of our budget. The Annual Giving Campaign will launch on March 21st and run through April 18th. The campaign will focus on our plans to re-open to in-person ministries in September, move toward our visionary goal of becoming a multi-racial, multicultural, intergenerational community of faith where our sense of who we are is ever-expanding, and increase accessibility and inclusion. We expect to close the spring portion of the Annual Giving Campaign by mid-May, and re-open it again for a mini-campaign in the fall.

Our operating budget is a tangible expression of our values, our vision, and our mission. The budgets presented continue to focus on:

- Responsible financial stewardship
- Maintaining the staffing levels needed to care for our congregation and our community
- Continuing progress toward our visionary goals, especially our third Visionary Goal which states that **First Universalist Church is a multi-racial, multicultural, and intergenerational faith community of mutual caring and support where people bring all of who they are and welcome each other with joy. Our sense of who we are as a community of faith is ever-expanding.**

In all budget scenarios, there are significant increases in expenses to meet our basic operating needs. As we re-open to in-person gatherings while maintaining our on-line presence and accessibility, we will incur significant new costs in staffing.

#### **All Budget Scenarios include:**

- Additional staffing for Facilities and Office Management (\$65,000), while maintaining current tech and membership support staffing.
- A full-time Director of Liberation and Transformation Ministries (previously known as our half-time Director of Anti-Racism and Anti-Oppression Ministries, see job summary below).
- An increase in Rev. Karen Hutt's time with us from .25 to .33 FTE.
- Increased health insurance costs.
- Increased building related costs.
- Receipt of a second forgivable PPP loan in the amount of \$102,200.
- Increased revenue for coaching and consulting services.
- Staff continue to allocate hours to the capital campaign budget for all work done to prepare for and accomplish building renovation projects (\$20,000).

#### **Best Case Scenario**

- Expenses are equal to income - a balanced budget.
- Annual Giving total of \$1,250,000.
- Rentals resume at a higher rate (\$70,000).
- A very generous Close the Gap effort (\$40,000), and some fundraising (\$10,000).
- Coaching and consulting income increases to \$40,000.
- A 10% increase in our commitment to the UUA. (\$5,000)
- Salary & benefit costs increase to accommodate:
  - A new full-time minister (\$110,000)
  - Increased staffing for Children, Youth, and Family Ministries (\$27,000)
  - All positions meet minimum compensation guidelines (\$45,000)
  - Funds to support cost of living increases for all staff not receiving salary adjustments (\$10,000)

#### **Expected Case Scenario**

- Expenses exceed income, resulting in a deficit of roughly \$44,000.

- Annual Giving total of \$1,200,000.
- Rentals resume at a modest rate. (\$50,000).
- A Close the Gap effort (\$25,000), and limited fundraising (\$5,000).
- We continue to grow coaching and consulting income (\$25,000)
- A 5% increase in our commitment to the UUA. (\$3,000)
- Salary & benefit costs increase to accommodate:
  - an additional .75 FTE minister (\$90,000),
  - increased staffing for Children, Youth and Families Ministries (\$27,000),
  - steps toward meeting minimum compensation guidelines for 4 positions (25,000),
  - funds to support cost of living salary increases to staff not receiving salary adjustments (\$10,000).

### **Worst Case Scenario**

- A deficit of \$150,000+.
- Annual Giving of \$1,100,000.
- A small Close the Gap effort (\$10,000) and no additional fundraising.
- No rentals.
- Consulting and coaching brings in roughly the same revenue as the previous year.
- Salary & benefit costs increase to accommodate:
  - A new half-time minister.
  - No increase to Children, Youth and Family Ministry staffing.
  - No salary increases, several positions remain well-below minimum compensation guidelines, no cost of living increases.

### **Director of Liberation and Transformation Ministries Job Summary**

The Director of Liberation and Transformation Ministries serves as an internal coach and trainer to the various ministries and groups at First Universalist Church to achieve its anti-racist and anti-oppressive goals and vision. Focusing on both individual growth for staff and key lay leaders, as well as institutional practices that sustain and advance anti-racism and anti-oppression, the Director will support both individuals and teams involved in these efforts. As a coach to the entire system, the Director will help drive institutional change and challenge staff and leaders at First Universalist to invest in growing their own capacity, establishing systems of accountability and support.

In addition to the internal work at First Universalist, the Director of Liberation and Transformation Ministries will also serve the larger UU faith as a coach and consultant. As the teams within First Universalist gain competency and momentum, more time will be directed to serving other congregations, religious professionals and lay leaders. In the long run, the Director will remain available as needed to the teams at First Universalist as their first and most important client, and will continue to grow the external coaching and consulting services.

### **3-year Financial Plan**

- Elimination of PPP income - decrease of \$100,000

- Elimination of any amount of staff salaries allocated to capital campaign work - decrease of \$20,000
- Increase in rentals - up to \$110,000
- Increase in consulting/coaching income - up to \$50,000
- New revenue stream associated with family spiritual resource center- (up to \$20,000 in year 2)
- Increase in annual giving - 3-5% per year (\$30-50,000)

**First Universalist Church of Minneapolis**  
**Board of Trustees Meeting**  
**Thursday, February 18, 2021**  
**By Zoom**

Participants: 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.

Guest: Bob Friedman

**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**

**III. Consent Agenda**

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

**APPROVED.**

**IV. Informational Items**

State of the Church is this Sunday, February 18, 2021 at 11:30 am – we will focus on Justin’s departure, the building, the budget, a light review of visionary goals and progress toward them. It would be helpful if Board members are there. We are not expecting anything to be brought forward for voting. It is a communication point between Board, staff and congregants.

**V. Future Thinking**

- a. Ministerial Transition

Equity Questions to Center Discussion:

- Who is being centered (name the racial identity)? How do you know?
- How will this action move forward our racial liberation values and vision?
- What are assumptions that I am making that feel really true but should be questioned?



We spent time considering whether, per the bylaws, we wanted to change the Leadership Structure given the upcoming the departure of Justin. We broke into small groups to allow for more discussion.

Daryn shared the work of BLUU. The UUA has some requirements that include traditional notions of hierarchy and power. BLUU has done some interesting work where they have more of a shared power structure. Check out their bylaws at: <https://blacklivesuu.org/bylaws>. They have an Elders Council – where they have people who are elders, with experience, and stories to tell. We could have a Youth Council too! There could also be a Freedom and Liberation Advisory Council to recognize that freedom is individual and liberation is collective.

Jen shared that she is all in for that journey – and – she wants to do it thoughtfully and deliberately and do it together.

Yahanna is all about love and living into love. In connection to the work that we are doing – what does love mean to you? What does leaning into love mean? We are living on a floating rock! We can do whatever we want to do!!! We can flow and be flexible. How can we put love into the work that we are doing?

It was agreed that we want to keep what we have for now AND we will move into what could be. So, after Rev. Schroeder leaves in June, Rev. Crow will be our senior leadership.

#### b. Initial hopes for the 2021 budget

Rev. Crow went over her budget thoughts for next year. This is for the church year starting July 1, 2021. The congregation will need to approve this budget at the annual meeting. We need to make our final budget decisions in May. Jen's operating assumption is that we will have a hybrid approach to worship starting around September 1 – so some of us will be back in the building and some will participate remotely. Jen wants to keep offering online ministry because it fosters access and inclusion. Thinking about being back in the building has a number of budgetary implications. There are a couple of areas that she is thinking needs to have some more attention in the coming year.

We need to move the antiracism work from being held by one person (Julica) to embedding it across multiple people and places. Julica will move back from parish ministry functions (e.g. worship) and more into coaching and support. Some of this work will be internal and some will be external.

Worship remains the most important place for community building. And we need to support this as well as for Children and Youth. The administrative stuff feels like it is pretty covered.

Rev. Crow suggested 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)

The Board had specific questions about insurance, building, consultants to help our generative work. The Board agreed to take more time to think about the proposed items and share thoughts with Rev. Crow.

Keven walked everyone through the budget for the capital project.

c. Approval of Resolution in Support of PPP loan

Motion made to approve the PPP loan and supporting resolution. See attached.

**APPROVED.**

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



## **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

**First Universalist Church  
State of the Church Meeting  
February 21, 2021  
By ZOOM**

**I. Welcome**

Presenters: Reverend Jen Crow, Reverend Justin Schroeder, Board President Bryana French, Board Treasurer Bryana French.

Reverend Crow and Bryana French welcomed everyone and lit the chalice with words for the lighting of the chalice. Approximately 93 people were on the Zoom at the beginning of the meeting.

**II. Saying a Good Goodbye to Reverend Justin**

Ginny McAnich has agreed to chair the Good Goodbye team and develop opportunities over the next four months for people to say goodbye and share their appreciation for the years of service of Reverend Schroeder.

Bryana shared that it is going to be OK – and it is going to be hard – we need time to grieve and to do something to mark the transition. Justin hopes that we may be able to have some kind of outside event so that people can be in person. The Board is going through the process for deciding whether we are going to go back into co-ministry or something else. The process for co-ministry was to get out of the traditional hierarchical, white supremacy culture model. We will continue to lean into our values and see what will work best for First Universalist.

**III. Progress on our Visionary Goals**

*“We come to church...to find out where we are in relation to the actualization of our dream.” James Cone*

Visionary Goals are our way to set the direction of the church. We have a five year process for setting the goals and then we review them and either revise or adopt new ones. We are currently in year 4 of 5 of our current visionary goal so the next church year will be one of really delving into them and working with the congregation.

**Visionary Goal One:** 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.

*Worship and Spiritual Practice:* Online church, higher attendance, improved accessibility and inclusion, now planning for hybrid (in-person and on-line) options. Planning to continue this model – we will, of course, want to be together in person but also want to continue to be accessible and offer online/virtual options.

*Providing comfort and community:* small groups and pastoral care, Community of Communities model and more.

We are currently planning (as much as we can!) to return to in-person worship, Religious Education, and small groups in September. And we are also planning to also offer online offerings.

**Visionary Goal Two:** 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 building meaningful relationships and community.

Leaning into this and building a multigenerational congregation where kids and youth are part of every worship. Increasing support for children, youth and families. Looking at whether we can add some support for middle school children as well as support for families (loss of pet, divorce, how do you make meaning out of a pandemic)

Working to build meaningful relationships and focusing on Healthy Congregations. This work is being chaired by Dan Moriarty and Eric Cooperstein. They did a survey of congregants and working to build a covenant. There will be virtual focus groups this spring and we will integrate with our racial justice resolution.

**Visionary Goal Three:** 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 community of faith is ever expanding.

The Board is leaning into this model using Adrienne Maree Brown's "fractal leadership" – how we are at a small scale is how we are at the large scale. Hoping this can spread out more broadly in the congregation. The Board has added two young BIPOC Board members this year: Yahanna Mackbee and Zoe Mulvihill. They bring amazing and helpful perspective. They are filling these slots until the end of the church year. We will need to replace several Board positions at the end of this church year. We are trying to figure out how we can sustain youth leadership in other ways as well.

The Change Team has gone through a re-boot. How are we doing things? How could we do things better? We will be adding some new members and looking forward to continuing this important work.

And very exciting news! We have been invited by the UUA President, Rev. Susan Frederick Gray, to lead the worship at General Assembly this year. This is a big honor. Rev. Susan Frederick Gray wants to recognize our multicultural, multigenerational worship team. This will be in June of 2021.

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

We have so many dynamic efforts in play. We have a new Director of Anti-Racism and Anti-Oppression Ministries. This is an unusual position – we are not aware of any other UU church that has this capacity. This year we have learned a lot from having Julica with us.

We have learned that there is a danger with having just one person as solely responsible for anti-racism efforts. We have been re-imagining what this position would look like and

practicing what it could look like. We are moving into a model where this position is about both internal and external coaching and practice. We will build capacity in ALL of us. She will start with coaching staff and key leadership positions – Board, RJET, Change Team. Next will work on the Faithful Action Teams. She is a coach and consultant and First U is her primary client and she is also working with other faith communities (which will be a source of revenue for us.)

We are working on a revised Racial Justice Resolution that will center BIPOC liberation. We will be having focused conversations to get feedback and thoughts on the resolution. Faithful Action Partnerships are going strong.

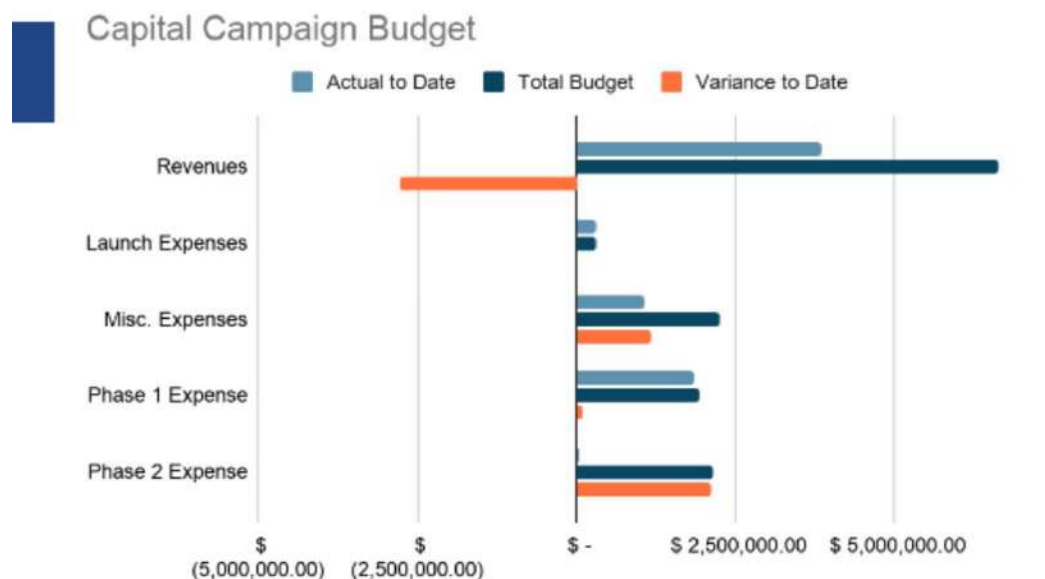
#### IV. Financial Outlook

Board Treasurer Keven Ambrus walked us through the church's financial. We ended the 2019-2020 church year with a small surplus and looking like this church year will be the same way. Keven Ambrus shared how remarkable this is given all the uncertainties of the year. We have a conservative budget and the Board is doing its responsibility in monitoring and giving feedback to staff. We are in a strong and steady financial position.

We are beginning the process of developing the budget for next year. Anticipating a shift to in-person and online church in September. We will need to re-staff the building, continuing our focus on the Visionary Goals, particularly Visionary Goal number three.

We did receive one PPP loan and met the terms for forgiveness and now will be apply for a second federal PPP loan.

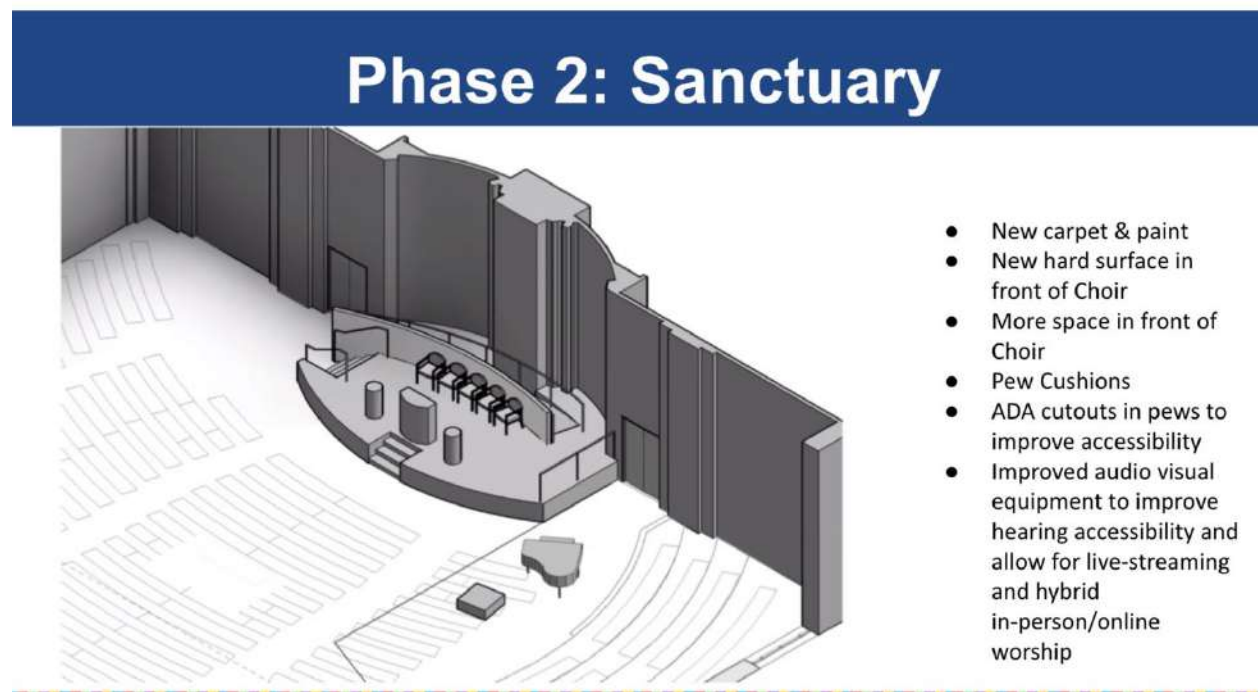
The Capital Campaign budget is solely focused on the building renovation. The campaign, *Not for Ourselves Alone: Building an Inclusive Future*, is well underway. We will be securing a \$2 million bridge loan in order to proceed with the full scope of the project.



We have spent \$3,350,000 on Phase I. We have really leaned into our Vendor Policy that has a goal of 15% of our contracts going to BIPOC or women-led vendors. We hit 43% in Phase I!

Phase 2 scope will include a warm and welcoming central entrance and atrium, some external repairs, updated sanctuary (improved accessibility, more space, A/V, carpet, paint, lighting, audiovisual). We will also be making improvements to the social hall including new audio visual. Also working on welcoming and accessible spaces.

Total costs for Phase 2 is \$2.15 million – which is about \$1 million over what we have budgeted. The cost increase is due to HVAC improvements and live streaming technology, replacing the roof, solar panels on RE wing, additional exteriors and atrium costs. We are moving toward a net zero building.



We will even be adding pew cushions!!!

Atrium and entry designs are still underway. We have to get approval from the Historic Preservation Committee for anything we want to do. The principal goals are creating an accessible, comfortable and welcoming entrance.

## V. Questions and Answers

Q: Will music be part of the General Assembly worship?

A: We are not sure. Just beginning the process and discussions with the UUA. We hope the Choir will be able to participate in some way.

Q: How do we help congregants deepen their religious practices?

A: We will be offering Wellspring (Wellspring is a uniquely Unitarian Universalist program of spiritual deepening that offers the opportunity to learn more about ourselves and our faith through a year-long small group experience), small group programs and circles.

Q: Will there be a platform for a stage if needed?

A: We are looking at portable solutions.

Q: Will we have a Welcome Desk?

A: Yes – we will have a Welcome Center in the atrium.

Q: Are the barriers in the Social Hall moveable?

A: They are not meant to be barriers – just some sort of leftover in the pictures!

Q: Are there plans for who we will rent to?

A: Having preliminary conversations about an early care and education program (small). We want to capture revenue but also be partners to community organizations that align with our vision and mission. Send ideas to Jen!

Q: What was the size of the construction loan we took out in September 2020?

A: We have not taken out one yet – the plan is to take one out in the future. As part of the original scope, we were not going to pay off the mortgage but the Board decided to do that and reduce the operating costs while the construction process was happening. We will likely have a mortgage in the future (unless we can raise \$1 million).

Q: What are the plans for fundraising for the next steps?

A: We will need to raise a million dollars. We will begin the process of inviting people to make additional gifts for the campaign. This will be done as part of the annual stewardship campaign. Specifically, of course, we welcome new gifts at any time! Whatever we are not able to raise, we will convert to a mortgage at the end of the campaign.

Q: Are there plans for a pipe organ?

A: No. They are very expensive!

Q: Will the storage space be elevated like the stage?

A: No – it will be ground level so that it will be accessible.

Q: Will the archives still be in the inaccessible basement?

A: Have not thought about that but open to conversations. Let Jen know if you have ideas.

Q: What about the bathrooms?

A: We have replaced all the bathrooms in the RE wing and the other ones will be fully functional (no leaking) with a light refresh (paint, new dividers etc.).

Q: What size mortgage?

A: Depends on how much we can raise from the congregation. People will be invited to continue their gifts beyond the end of the current campaign or make new pledges.

Q: Will we borrow from the foundation for interim financing?



A: No – we will borrow from a bank.

Q: What about replacing Justin?

A: He is irreplaceable! Jen is working through the budget. The consideration is for an interim position, FT or PT, to help out. Not sure how we will structure the leadership structure of the church. The Board will discern that over time.

Q: Any plans to shrink the parking and build a garden?

A: No. Too many congregants have expressed concerns about needing MORE parking so we are not getting rid of any parking spaces.

Q: What about all the feedback about NOT widening the stairs? Did you listen to that?

A: Yes, we did. The chief complaints were about sound and storage for coats. We have added a fully accessible coat closet and there will still be two coat closets by the sanctuary. We have added sound mitigation in a number of places. We have also increased the amount of wall space. We took the concerns and hopefully addressed them all.

Q: Will there be other rooms, besides the sanctuary, which will have looping to help the hard of hearing?

A: The best technology we are learning about is Bluetooth. We are looking to using that for the sanctuary and then we can use that in the Cummins room and the Social Hall as well. Bluetooth in an old building can be challenging but we will be getting all new wiring so it should work.

Q: Any work planned for the kitchen?

A: Not really. The facilities manager has been cleaning and painting kitchen. As anyone who has done home construction knows, bathrooms and kitchens are very expensive and trigger code reviews and challenges. We have decided we do not have the funds to touch the kitchen.

Q: What new art do we need? What will happen with art?

A: The visual arts committee is involved about all of these decisions. Shout out to the Visual Arts team.

Q: What will happen with Arches room since it will not be accessible? There is no elevator space.

A: We don't really know. We are trying not to schedule space which is not accessible to everyone.

Q: Do we have an IT department?

A: Jenn Stromberg, our communications person is a rock star on this work. We have added a new part time position to help Jenn so she can do more of the IT. John Stietz is also helping out behind the scenes – he is our Audio Engineer and Worship Tech Associate. We have shifted positions to help with our new online format.

Q: Any plans for energy conservation and sustainability?

A: Some of it is already in place but we are using it for construction as we go forward. We have a lens of conservation and sustainability. Our facilities manager keeps an eye on this.

Q: Where is GA? Can anyone attend?

A: Yes – it is virtual and anyone can attend. We will send official delegates (to be voted on at the annual meeting) but others can attend in addition to the delegates.

Q: Do we really need new carpet?

A: We will run all things through a sustainability lens. Also working with an Acoustician to make sure that the sound is as good as it could be.

Meeting was adjourned at 12:35.

<b>February Attendance</b>									
	<b>2021</b>						<b>2020</b>		
<b>Adults</b>	<b>Sun. 10a</b>	<b>Wed. 7p</b>	<b>Zoom Total</b>	<b>YouTube (Sun. only)</b>	<b>Grand Total</b>		<b>9:30 AM</b>	<b>11:15</b>	
1st week	339	71	410	177	587		202	239	441
2nd week	371	68	439	201	640		148	207	355
3rd week	330	76	406	171	577		192	136	328
4th week	289	85	374	126	500		265	179	444
5th week									
Monthly Total	1329	300	1629	675	2304		807	761	1568
<b>Average for February</b>	<b>332</b>	<b>75</b>	<b>407</b>	<b>169</b>	<b>576</b>		<b>201.75</b>	<b>190.25</b>	<b>392</b>
<b>RE</b>									
1st week			0				182	182	364
2nd week			0				154	132	286
3rd week			0				49	37	86
4th week			0				226	194	420
5th week									
Monthly Total	0	0	0				611	545	792
<b>Average for February</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>152.75</b>	<b>136.25</b>	<b>198</b>
<b>Combined Average</b>	<b>332</b>	<b>75</b>	<b>407</b>	<b>169</b>	<b>576</b>		<b>354.5</b>	<b>326.5</b>	<b>590</b>

- YouTube views reflect totals at the time of Board Packet publication

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

**MEMORIAL SERVICES: 0**

**MARRIAGES/SERVICES OF COMMITMENT: 0**

**MEMBERS FOR APPROVAL: 0**

**MEMBERS REINSTATED: 0**

**MEMBERS FOR REMOVAL: 3**

Paul Brady, moved away

Linday Brady, moved away

Allan Steinhauer

**CHILDREN DEDICATED: 0**

**Total members as of the last meeting: 1062**

To be added: 0

To be removed: 3

**TOTAL MEMBERS: 1059**

	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
<b>TOTAL MEMBERS:</b>	<b>1061</b>	<b>1058</b>	<b>1049</b>	<b>1,011</b>	<b>934</b>

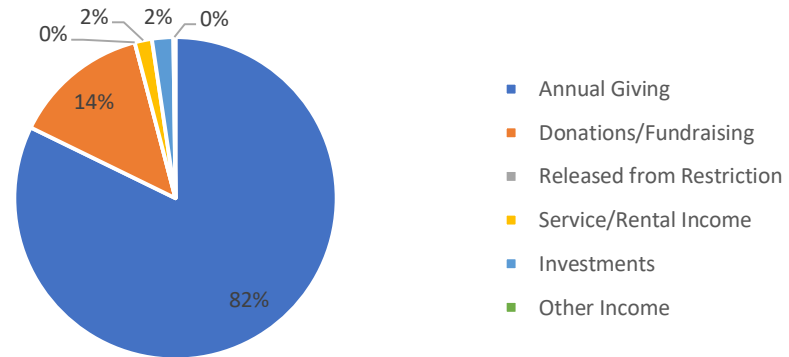
First Universalist Church of Minneapolis								
Budget Planning Tool 2021-2022								
Headings and Ac	Actual	Budget			Best Case	Expected Case	Worst Case	
<b>Revenue</b>								
<b>Support</b>								
Annual Giving	\$ 615,174.96	\$ 1,005,400.00			\$ 1,187,500.00	\$ 1,140,000.00	\$ 1,045,000.00	
Donations/Fun	\$ 43,053.06	\$ 350,100.00			\$ 323,700.00	\$ 292,500.00	\$ 254,250.00	
Released from	\$ 1,778,222.71	\$ 166,866.80			\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	
<b>Support</b>	<b>\$ 2,436,450.73</b>	<b>\$ 1,522,366.80</b>			<b>\$ 1,531,200.00</b>	<b>\$ 1,452,500.00</b>	<b>\$ 1,319,250.00</b>	
<b>Earned Revenue</b>								
Rental Income	\$ 7,384.56	\$ 15,400.00			\$ 88,500.00	\$ 67,500.00	\$ 16,500.00	
Investments	\$ 17,306.54	\$ 9,125.00			\$ 11,500.00	\$ 10,000.00	\$ 6,500.00	
Other Income	\$ 7,871.07	\$ 12,333.00			\$ 40,000.00	\$ 25,000.00	\$ 20,000.00	
<b>Earned Revenue</b>	<b>\$ 32,562.17</b>	<b>\$ 36,858.00</b>			<b>\$ 140,000.00</b>	<b>\$ 102,500.00</b>	<b>\$ 43,000.00</b>	
<b>Revenue</b>	<b>\$ 2,469,012.90</b>	<b>\$ 1,559,224.80</b>			<b>\$ 1,671,200.00</b>	<b>\$ 1,555,000.00</b>	<b>\$ 1,362,250.00</b>	
<b>Expenses</b>								
Personnel Expe	\$ 534,560.68	\$ 1,132,050.00			\$ 1,314,717.50	\$ 1,261,657.50	\$ 1,200,215.00	
Program Expen	\$ 16,743.07	\$ 71,350.00			\$ 65,100.00	\$ 56,150.00	\$ 49,300.00	
Administrative	\$ 90,207.15	\$ 179,737.96			\$ 185,876.56	\$ 176,732.26	\$ 168,287.96	
Building & Gro	\$ 1,685,095.66	\$ 113,150.00			\$ 104,600.00	\$ 104,600.00	\$ 102,600.00	
Other Expense	\$ 116,638.32	\$ 57,000.00			\$ -			
<b>Expenses</b>	<b>\$ 2,443,244.88</b>	<b>\$ 1,553,287.96</b>			<b>\$ 1,670,294.06</b>	<b>\$ 1,599,139.76</b>	<b>\$ 1,520,402.96</b>	
<b>Net Total</b>	<b>\$ 25,768.02</b>	<b>\$ 5,936.84</b>			<b>\$ 905.94</b>	<b>\$ (44,139.76)</b>	<b>\$ (158,152.96)</b>	

**First Universalist Church of Minneapolis**  
**Year to Date Performance**  
**July to January 2021**

**Revenue Summary**

Annual Giving	Actual	\$704,209.54
Donations/Fundraising		\$117,282.26
Released from Restriction		\$0.00
Service/Rental Income		\$14,762.74
Investments		\$18,292.36
Other Income		\$1,837.28
<b>Total Revenue</b>	<b>\$</b>	<b>856,384.18</b>

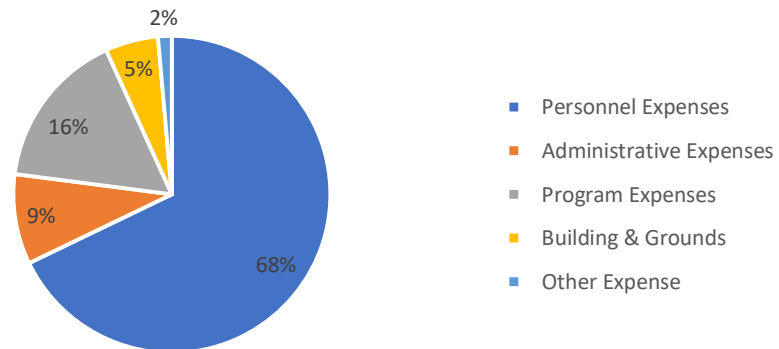
July 2020 to January 2021 Revenue



**Expense Summary**

Personnel Expenses	Actual	\$627,747.62
Administrative Expenses		\$85,059.03
Program Expenses		\$149,394.88
Building & Grounds		\$49,911.23
Other Expense		\$13,020.28
<b>Total Expense</b>	<b>\$</b>	<b>925,133.04</b>
<b>Net Total</b>	<b>\$</b>	<b>(68,748.86)</b>

July 2020 to January 2021 Expenses



# First Universalist Church of Minneapolis

## Income Statement

Analysis of Revenues and Expenses

	Actual 7/1/2020 to 1/31/2021	Budget 7/1/2020 to 1/31/2021	Variance	Annual Budget 7/1/2020 to 6/30/2021
<b>Revenues</b>				
<b>Support</b>				
Annual Giving	\$704,209.54	\$640,338.13	\$63,871.41	\$1,005,400.00
Donations/Fundraising	\$117,282.26	\$138,647.53	(\$21,365.27)	\$217,100.00
Revenue Released from Restriction	\$0.00	\$97,338.99	(\$97,338.99)	\$166,866.80
<b>Total Support</b>	<b>\$821,491.80</b>	<b>\$876,324.65</b>	<b>(\$54,832.85)</b>	<b>\$1,389,366.80</b>
<b>Earned Revenue</b>				
Service/Rental Income	\$14,762.74	\$14,233.38	\$529.36	\$24,400.00
Investment Income	\$18,292.36	(\$5,322.94)	\$23,615.30	(\$9,125.00)
Other Income	\$1,837.28	\$1,944.25	(\$106.97)	\$136,333.00
<b>Total Earned Revenue</b>	<b>\$34,892.38</b>	<b>\$10,854.69</b>	<b>\$24,037.69</b>	<b>\$151,608.00</b>
<b>Total Revenues</b>	<b>\$856,384.18</b>	<b>\$887,179.34</b>	<b>(\$30,795.16)</b>	<b>\$1,540,974.80</b>
<b>Expenses</b>				
Personnel Expenses	\$627,747.62	\$651,616.69	\$23,869.07	\$1,116,550.00
Administrative Expenses	\$85,059.03	\$94,762.29	\$9,703.26	\$159,685.96
Program Expenses	\$149,394.88	\$101,866.74	(\$47,528.14)	\$137,850.00
Building & Grounds	\$49,911.23	\$74,887.81	\$24,976.58	\$113,202.00
Other Expenses	\$13,020.28	\$583.38	(\$12,436.90)	\$1,000.00
<b>Total Expenses</b>	<b>\$925,133.04</b>	<b>\$923,716.91</b>	<b>(\$1,416.13)</b>	<b>\$1,528,287.96</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$68,748.86)</b>	<b>(\$36,537.57)</b>	<b>(\$29,379.03)</b>	<b>\$12,686.84</b>

# First Universalist Church of Minneapolis

## Balance Sheet

### Jan-21

		Actual as of 1/31/2021
<b>Assets</b>		
<b>Current Assets</b>		
Cash		
1-1000-000	Sunrise Banks General Checking	\$261,992.35
1-1001-000	Sunrise Banks General Savings	\$50,078.51
1-1010-000	US Bank Cash Rewards	\$556.60
	Total Cash	<u>\$312,627.46</u>
Investments		
1-1100-000	Sunrise Banks Certificate of Deposit	\$11,320.80
1-1110-000	Charles Schwab Operating	\$164,108.81
1-1111-000	Charles Schwab Reserve	\$397,569.73
1-1115-000	Thrivent Mutual Funds	\$42,389.79
2-1113-000	Charles Schwab Temporarily Restricted	\$429,742.00
2-1114-000	Charles Schwab Foundation	\$1,826,607.83
2-1120-000	Charles Schwab Legacy	\$1,100,495.29
2-1121-000	Charles Schwab Don & Mary Carter	\$101,143.14
	Total Investments	<u>\$4,073,377.39</u>
Accounts Receivable		
1-1200-000	Accounts Receivable	\$2,170.00
	Total Accounts Receivable	<u>\$2,170.00</u>
Other Current Assets		
1-1290-000	Prepaid Expenses	\$10,576.10
	Total Other Current Assets	<u>\$10,576.10</u>
	<b>Total Current Assets</b>	<u><b>\$4,398,750.95</b></u>
<b>Non-Current Assets</b>		
Fixed Assets		
1-1510-000	Land	\$250,000.00
1-1540-000	Building Improvements	\$3,990,101.14
1-1550-000	Furnishings & Equipment	\$209,876.44
1-1600-000	Accumulated Depreciation	(\$2,581,174.13)
	Total Fixed Assets	<u>\$1,868,803.45</u>
	<b>Total Non- Current Assets</b>	<u><b>\$1,868,803.45</b></u>
	<b>Total Assets</b>	<u><b>\$6,267,554.40</b></u>

**Liabilities and Fund Balance**



## Liabilities

### Current Liabilities

#### Accounts Payable

1-2000-000	Accounts Payable	\$73,868.94
	Total Accounts Payable	<u>\$73,868.94</u>

#### Benefits Payable

Total Benefits Payable	<u>\$18,738.25</u>
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#### Other Current Liabilities

1-2200-000	Deposits Received	\$133,100.00
1-2210-000	Youth Cultural Exchange	\$13,963.94
1-2220-000	Youth Trips	(\$461.76)
	Total Other Current Liabilities	<u>\$146,602.18</u>

<b>Total Current Liabilities</b>	<b><u>\$239,209.37</u></b>
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### Long Term Liabilities

#### Interfund Transfer

1-2999-000	Interfund Transfer	\$59,203.64
2-2999-000	Interfund Transfer	(\$59,203.64)
	Total Interfund Transfer	<u>\$0.00</u>

<b>Total Long Term Liabilities</b>	<b><u>\$0.00</u></b>
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<b>Total Liabilities</b>	<b><u>\$239,209.37</u></b>
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## Fund Balance

### Unrestricted Net Assets

1-3000-000	Unrestricted Net Assets	\$2,510,653.13
1-3301-000	Operating Reserve	\$500.00
	Total Unrestricted Net Assets	<u>\$2,511,153.13</u>

<b>Total Fund Balance</b>	<b><u>\$6,028,345.03</u></b>
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<b>Total Liabilities and Fund Balance</b>	<b><u>\$6,267,554.40</u></b>
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**First Universalist Church of Minneapolis**  
**Analysis of Revenues & Expenses - Capital Campaign**  
**February 2021**

	<b>Project to Date Actual</b>	<b>Total Budget</b>	<b>Project to Date Variance</b>
<b>Revenues</b>			
<b>Revenues</b>			
Donations	\$ 3,856,734.01	\$ 4,611,000.00	\$ (754,265.99)
Construction Loan	\$ -	\$ 2,000,000.00	\$ (2,000,000.00)
<b>Total Revenues</b>	<b>\$ 3,856,734.01</b>	<b>\$ 6,611,000.00</b>	<b>\$ (2,754,265.99)</b>
<b>Expenses</b>			
<b>Initial Launch/Fundraising</b>			
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	\$ -
<b>Total Initial Launch/Fundraising Expenses</b>	<b>\$ 291,719.09</b>	<b>\$ 295,000.00</b>	<b>\$ 3,280.91</b>
<b>Miscellaneous Projects</b>			
Architect Fee	\$ 166,795.87	\$ 166,795.87	\$ -
<b>Debt Retirement</b>	\$ 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	\$ -	\$ -	\$ -
<b>Total Miscellaneous Projects Expenses</b>	<b>\$ 1,073,532.51</b>	<b>\$ 2,237,503.00</b>	<b>\$ 1,163,970.49</b>
<b>Phase 1</b>			
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)
<b>Total Phase 1 Project Expenses</b>	<b>\$ 1,838,823.41</b>	<b>\$ 1,928,497.00</b>	<b>\$ 89,673.59</b>
<b>Phase 2</b>			
General Contractor	\$ -	\$ 1,450,000.00	\$ 1,450,000.00
Consulting Fees	\$ 45,315.00	\$ 265,000.00	\$ 219,685.00
Owner Supplied Systems	\$ -	\$ 140,000.00	\$ 140,000.00
Solar Panels	\$ -	\$ 105,000.00	\$ 105,000.00
Contingency	\$ -	\$ 190,000.00	\$ 190,000.00
<b>Total Phase 2 Project Expenses</b>	<b>\$ 45,315.00</b>	<b>\$ 2,150,000.00</b>	<b>\$ 2,104,685.00</b>
<b>Total Expenses</b>	<b>\$ 3,249,390.01</b>	<b>\$ 6,611,000.00</b>	<b>\$ 3,361,609.99</b>

**First Universalist Church of Minneapolis**  
**Recommitment to Racial Justice Resolution**  
**[date goes here]**

Whereas:

- The state of Minnesota has some of the worst racial disparities in the country;
- The murder of George Floyd, an African American man, by a White police officer in Minneapolis, the violence inflicted upon Iyanna Dior, a Black trans woman, and full ICE detention centers in Minnesota and family separation policies confirm that White supremacy culture (e.g., White-body supremacy, White guilt, White savior complex, White fragility, and White rage), structural racism, race-based immigration policies, colonialism, misogyny, transphobia, ableism and other systemic oppression remain pervasive and insidious elements of our community;
- We continue to experience the violation of the rights, territories, and bodies of Minnesota's Indigenous People, as evidenced by the disappeared and murdered Indigenous women, and the approvals of crude-oil pipelines that destroy ancient lands and threatens water supplies;
- White-identified communities and religious organizations, including First Universalist Church, have benefited from White supremacist systems of oppression, capitalist structures and anti-Blackness practices including but not limited to those related to law enforcement, policing & incarceration, environmental extraction and destruction, housing, land use patterns, health care, voter suppression, education, access to community services and resources, and economic opportunity, and whereas these truths impact our ability to live into our values;
- First Universalist Church of Minneapolis publicly declared its commitment to continuing the fight for Racial Justice through ongoing changes to the processes of the church, leadership, education, advocacy, self-reflection, and relationship-building in a Resolution approved by the Congregation on May 31, 2015;
- In that same resolution, First Universalist Church committed to addressing structural racism and Whiteness in the church through intentional efforts in every area of our ministry and work;
- The third visionary goal of the church states that "First Universalist is a multiracial, multicultural, 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;"

- This third visionary goal has not yet been realized, as measured by the small percentage of current members that do not identify as White (1-2 percent), and by the fact that some of our Black, Indigenous, and People of Color (BIPOC) members report experiencing our practices and services as still culturally White;
- First Universalist Church has engaged in education, training and work to learn about systemic racism and the history of White supremacy culture in America;
- Despite this education, training and work, we acknowledge that we have a long way to go before BIPOC in our congregation feel a sense of fully belonging, support and love;
- First Universalist Church has experienced success in supporting transformational change in public opinion, policies and laws as most recently demonstrated by our collective work to ensure that same sex couples have the legal right to marry and our efforts led by our Lakota brothers to return the traditional name to Bde Ma Kaska;
- Dismantling White supremacy requires a re-allocation of resources, reconciliation, and reparations, and it requires individual, congregational and communal sacrifice and discomfort for those with privilege;
- Our faith demands that we continue to educate ourselves and move to action to create a more just, equitable, safe, and healthy community and environment for all;

Therefore, be it resolved that First Universalist Church of Minneapolis publicly declares its commitment toward BIPOC liberation and joy, as we dismantle White Supremacy, anti-Blackness, colonization, racism, environmental destruction, and other oppressions, both in ourselves and our institutions by:

- Journeying toward spiritual wholeness by building a diverse, anti-racist, Beloved Community, as envisioned by the Rev. Dr. Martin Luther King, Jr.;
- Ensuring and redefining safety in our communities for ALL BIPOC bodies and at-risk individuals and communities (especially Indigenous Women and Women of Color, immigrants, people with disabilities, gender expansive people, survivors of domestic and sexual abuse), without relying on police or prisons;
- Challenging and advocating for fundamental change in the criminal punishment system/prison industrial complex; unjust immigration policies and laws; voter suppression of all forms; disparities in health, education, housing, and economic policies and wherever racial disparities are present;
- Demanding fair access to the resources and healthy environments we all need and an end to violence, so that ALL people experience safety;

- Developing a deep understanding of the need for healing for ALL (both as individuals and as a collective);
- Investing in holistic strategies for addressing violence that speaks to the intersection of ALL forms of oppression through community-based initiatives/organizations;
- Humbly following the leadership of Black Minnesota leaders as well as other leaders of color and Indigenous leaders, and refraining from performative action;
- Supporting re-allocating resources, reconciliation and reparations, recognizing that the intersectionality of racial justice, economic justice, and environmental justice is central to our goals;
- Continuing to work with and through Community Partner organizations, whose work is at the intersection of racism and economic injustice, environmental injustice, housing injustice, immigration injustice and/or other oppressions impacting BIPOC communities;
- Holding each other and our local leaders accountable (both for their words and their actions) in compassionate (though not always comfortable) ways;
- Investing our time and treasure in ways that support these goals;
- Grounding our actions in Unitarian Universalist principles, especially the [8th Principle](#);
- Engaging in continuous intentional learning, especially as we willingly engage the discomfort and self-examination that is necessary to change the White supremacist culture present in our own congregation; and
- Staying in this struggle for now, and for generations to come, because this work for racial justice and planetary survival will never be done.

To: Arif Mandami  
From: Christa Anders, First Universalist Board of Trustees, Secretary  
Date: Feb 20, 2021  
Re: The "book" of membership

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### Issue and Background:

Article I, paragraph 1. of the Church Bylaws states:

*Any person fourteen years of age or older who subscribes to the mission and values of First Universalist Church (the "Church") and who desires to become a member of the Church may do so by signing **the book kept by the Church** for such purpose. The name will be added to the Register of Members.*

During the COVID-19 pandemic, due to the need for social distancing along with the closure of the church building, it has become problematic for new members to physically sign the book. You have been meeting people outside the church building until the weather got too cold and more recently have been having people sign a piece of paper that you keep on file with a plan to have them eventually physically sign the book. Given that this is cumbersome and that our experience with virtual church has allowed people who are not located in Minnesota to want to be members of the church, you have asked whether the current bylaws allow any flexibility vis a vis this requirement to physically sign the book in order to be a member of First Universalist.

### Thoughts:

Article III, paragraph 2 provides:

#### *2. Board Powers*

- 1. The business, property, and affairs of the Church, including the approval of the annual budget in the circumstance detailed in the paragraph below, shall be governed by the Board of Trustees, **which shall promulgate policies for the conduct of the affairs of the Church** consistent with the laws of the State of Minnesota, the Articles of Incorporation, and these Bylaws.*

These Bylaws, which were amended in 2018, clearly allow for certain technological advancements such as electronic notices and participation in Board of Trustee meetings by remote communication.

I think that the Board of Trustees could promulgate a policy which says that for the purposes of membership, that the "book" kept by the church could be an electronic book. Think of Quickbooks, Kindle books or electronic books of a business ("balancing the books" these days rarely means paper records but rather electronic records).

It would be good to have some electronic system that carries the feeling of gravitas that signing the old paper book has, along with a system of backup (electronic or paper) that would

preserve the names of members with some degree of certainty. In other words, don't just keep it on the hard drive of your computer because if that frizzles out, we don't want to lose the historic records.

If this makes sense to you, I will add it to the agenda of an upcoming Board meeting.



## 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?