

First Universalist Church Board of Trustees

September 16, 2021

Board Packet

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First Universalist Church of Minneapolis
Board of Trustees Meeting
September 16, 2021
6:30-9:00
First Universalist Church
Cummins Room & [Google Meet](#) (Hybrid model)

I. Welcome (6:30-6:35)

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

May this flame that burns before us light our way, informed by the wisdom of leaders gone before, and inspired by the trust that we have been given as stewards of this Church. May we have vision, compassion, and courage as we serve this congregation now and for the generations to come.

II. Executive Session (6:40 ~ 7:15)

- a. [Community Building/Restorative Practices Activity](#)
- b. Recognize [Theory of Change Shift](#) (slide 6)

III. Consent Agenda

- a. *Approval* of August meeting minutes
- b. *Approval* of Dates for Annual Meeting, State of Church, Congregational Budget Meetings
- c. *Monitoring*: Acceptance of attendance and membership numbers and trends
- d. *Monitoring*: Acceptance of staff and significant volunteer changes
- e. *Monitoring*: Acceptance of staff and volunteer treatment and grievances

IV. Change Team Charge - Discussion and Approval (7:15 ~ 7:35)

- a. [September 2020 Charge](#) - shared by Karin Wille
- b. [Discussion Protocols](#)
- c. [Parking Lot](#)

BREAK - 10 mins

V. Fiduciary Responsibilities (7:45 ~ 8:00)

- a. Capital Campaign Update
- b. End of Year Financial Review Update

VI. Final Draft and Approval of Staff Work Plan (8:00 – 8:30)

- a. [Discussion Protocols](#)
- b. [Parking Lot](#)

VII. Board Members Resignations and Replacement Process (8:35 ~ 8:50)

- a. Suzan Klein - Foundation Director
- b. Yahanna Mackbee - Board of Trustees Youth Member

i. Current Bylaw Policy

1. *Directors unable to carry out their responsibilities as determined by the Foundation shall be replaced by appointment by the Trustees from among nominees presented by the Nominating Committee to the Trustees, following notification of the Members as specified in Article III, Section 3. Persons so appointed shall serve until the next Annual Meeting, at which time they or replacements shall be elected in accordance with Article II, Section 5, to serve out the remaining terms.*
2. *The church may elect two Youth Trustees of the church to serve on the Board, in addition to the 9 Trustees elected under Paragraph a. Youth include those who are between the ages of 16-24 years of age, to align with the developmental periods of older adolescence and emerging adulthood. Youth Trustees may be elected for one-year terms, renewable for up to three times/years. There should be two Youth members serving at a given time to reduce isolation and tokenization of youth on an otherwise adult Board. Youth Trustees shall be voting members of the church and are full voting members of the Board. Youth members are recruited and selected by the Director of Youth Ministries and other youth in consultation with the Nominating Committee and approved by the Board.*

ii. Collaboration with Nomination Committee

1. Foundation Directors would like to pass on filling the open position until next church year

VII. Process Observation and Gratitudes (8:50-9:00)

Adjourn - 9:00

Senior Minister Board Report
Prepared by Rev. Jen Crow
September 13, 2021

Monitoring Items

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

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

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

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

Proposed Dates for the Year: Annual Meeting June 5, 2022; State of the Church February 13, 2022; still to be scheduled - Congregational Budget Meetings

Financial Summary

Year-End Financials

While we await the confirmation of our consultant's review, we anticipate a significant surplus of roughly \$50,000 for the 2020-21 church year. We look forward to presenting final numbers to you as soon as our consultant is able to review the year end numbers.

July 2021 Income and Expenses

Revenue

- Annual giving revenue is meeting the budgeted amount in July, and we are aware that if we do not increase the total commitments made for the year, we will slowly start to see the annual giving revenue fall well under budget for the year (roughly \$100,000). Plans are coming together for a fall/re-gathering mini-annual giving campaign.

- Service/Rental Income is currently showing zero income. We will start to see recorded income as Grace Neighborhood Nursery School starts paying rent in August.

Expenses

- Personnel Expenses are under budget due to our new hires coming on board in August.

- All other expense categories are on or under budget. At this point in time there are no surprises in our business operations and we expect expenses to continue to be on or under budget for the remainder of the year.

Capital Campaign Project

The vast majority of our capital project renovations will be substantially complete by September 17th, with the atrium, main entry storefront and signage, and terrazzo refinishing taking place between September 26-October 8. The playground, sanctuary building roof, and the exterior tuckpointing of the education building will take place this fall, or more likely in the spring/summer of 2022, to accommodate the reality of Minnesota weather. The project is expected to come in on budget, and capital gifts continue to come in on schedule thanks to the generosity of so many people. We continue to have about \$700,000 to raise to end the project without a mortgage. The construction loan closing took place during the week of September 5th with Sunrise Bank.

August Attendance								
				2021				2020
Adults	Wed.	10:00 AM	YouTube			Wed.	10:00 AM	
1st week	22	156	89	178		67	257	324
2nd week	28	125	119	153		72	314	386
3rd week	29	350	204	379 *		51	309	360
4th week	23	123	102	146		91	329	420
5th week		125	81	125			343	343
Monthly Total	102	879	514	981		281	1552	1833
Average for August	26	220	119	196		70	310	367
RE								
1st week				0				0
2nd week				0				0
3rd week				0				0
4th week				0				0
5th week				0				0
Monthly Total				0				0
Average for August				0				0
Combined Average				196				367

* 10 a.m. service in-person at Lake Harriet- rough count
 YouTube views recorded Sept. 7 at 5 p.m.

**Statistical Report
August 2021
Board Meeting September 16, 2021**

MEMORIAL SERVICES: 0

MARRIAGES/SERVICES OF COMMITMENT: 0

MEMBERS FOR APPROVAL: 0

MEMBERS REINSTATED: 0

MEMBERS FOR REMOVAL: 0

CHILDREN DEDICATED: 0

Total members as of the last meeting: 1053

To be added: 0

To be removed: 0

TOTAL MEMBERS: 1053

	To Date	End of Year Totals			
MEMBERS JOINED	2020-2021	2019-2020	2018-2019	2017-2018	2016-2017
(Fiscal Year)	18	21	81	66	109
TOTAL MEMBERS:	1058	1061	1058	1049	1,011

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

	Project to Date Actual	Total Budget	Project to Date Variance
Revenues			
Revenues			
Donations	\$ 4,156,147.50	\$ 5,158,077.07	\$ (1,001,929.57)
Construction Loan	\$ -	\$ 2,000,000.00	\$ (2,000,000.00)
Total Revenues	\$ 4,156,147.50	\$ 7,158,077.07	\$ (3,001,929.57)
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	\$ 78,050.87	\$ 79,555.75	\$ 1,504.88
Staff Salaries	\$ 54,100.43	\$ 95,000.00	\$ 40,899.57
Tuckpointing	\$ 122,000.00	\$ 122,000.00	\$ -
Loan Principal	\$ -	\$ 2,000,000.00	\$ 2,000,000.00
Loan Interest	\$ -	\$ 120,000.00	\$ 120,000.00
Contingency	\$ -	\$ -	\$ -
Total Miscellaneous Projects Expenses	\$ 1,074,207.51	\$ 3,237,503.00	\$ 2,163,295.49
Phase 1			
Architect Fee	\$ 134,872.70	\$ 134,372.00	\$ (500.70)
Flannery	\$ 1,459,726.11	\$ 1,521,669.00	\$ 61,942.89
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	\$ 151,936.45	\$ 97,248.00	\$ (54,688.45)
Total Phase 1 Project Expenses	\$ 1,909,443.99	\$ 1,928,497.00	\$ 19,053.01
Phase 2			
Architect Fee	\$ 106,012.16	\$ -	\$ (106,012.16)
Flannery	\$ 95,127.66	\$ 1,750,000.00	\$ 1,654,872.34
Flannery Permits	\$ -	\$ -	\$ -
Misc. Consultants	\$ 42,438.75	\$ 265,000.00	\$ 222,561.25
Misc. Construction	\$ 33,671.45	\$ -	\$ (33,671.45)
Owner Representative	\$ 68,630.00	\$ -	\$ (68,630.00)
Owner Supplied Systems	\$ 41,386.95	\$ 140,000.00	\$ 98,613.05
Solar Panels	\$ -	\$ 105,000.00	\$ 105,000.00
Contingency	\$ -	\$ 190,000.00	\$ 190,000.00
Total Phase 2 Project Expenses	\$ 387,266.97	\$ 2,450,000.00	\$ 2,062,733.03
Total Expenses	\$ 3,662,637.56	\$ 7,911,000.00	\$ 4,248,362.44

First Universalist Church of Minneapolis

Balance Sheet

	Actual As of 07/31/2021
Assets	
Current Assets	
Cash	\$100,980.57
Investments	\$4,405,398.80
Other Current Assets	\$19,609.99
Total Current Assets	\$4,525,989.36
Non-Current Assets	
Fixed Assets	\$1,870,210.10
Total Non- Current Assets	\$1,870,210.10
Total Assets	\$6,396,199.46
Liabilities and Fund Balance	
Liabilities	
Current Liabilities	
Accounts Payable	\$134,630.63
Benefits Payable	\$14,821.93
Other Current Liabilities	\$124,082.46
Total Current Liabilities	\$273,535.02
Total Liabilities	\$273,535.02
Fund Balance	
Unrestricted Net Assets	\$2,509,133.61
Donor Restricted Net Assets	\$3,613,530.83
Total Fund Balance	\$6,122,664.44
Total Liabilities and Fund Balance	\$6,396,199.46

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First Universalist Church of Minneapolis

Income Statement

	Actual 07/01/2021 to 07/31/2021	Budget 07/01/2021 to 07/31/2021	Variance	Annual Budget 07/01/2021 to 06/30/2022
Revenues				
Support				
Annual Giving	\$107,424.82	\$110,114.09	(\$2,689.27)	\$1,140,000.00
Donations/Fundraising	\$9,773.62	\$13,053.66	(\$3,280.04)	\$204,800.00
Revenue Released from Restriction	\$11,975.54	\$1,666.66	\$10,308.88	\$20,000.00
Total Support	\$129,173.98	\$124,834.41	\$4,339.57	\$1,364,800.00
Earned Revenue				
Service/Rental Income	\$0.00	\$11,874.98	(\$11,874.98)	\$142,500.00
Other Income	\$105.77	\$0.00	\$105.77	\$102,200.00
Total Earned Revenue	\$105.77	\$11,874.98	(\$11,769.21)	\$244,700.00
Total Revenues	\$129,279.75	\$136,709.39	(\$7,429.64)	\$1,609,500.00
Expenses				
Personnel Expenses	\$80,407.59	\$105,839.19	\$25,431.60	\$1,267,275.00
Administrative Expenses	\$13,290.05	\$11,935.84	(\$1,354.21)	\$145,430.26
Program Expenses	\$6,350.23	\$6,196.33	(\$153.90)	\$73,100.00
Building & Grounds	\$3,292.62	\$9,804.73	\$6,512.11	\$124,600.00
Other Expenses	\$129.45	\$374.99	\$245.54	\$4,500.00
Total Expenses	\$103,469.94	\$134,151.08	\$30,681.14	\$1,614,905.26
Investment Activity				
Realized Losses	(\$157.70)	\$0.00	(\$157.70)	\$0.00
Unrealized Losses	(\$655.94)	\$0.00	(\$655.94)	\$0.00
Dividends & Interest	\$40.43	\$708.33	(\$667.90)	\$8,500.00
Realized Gains	\$237.33	\$0.00	\$237.33	\$0.00
Unrealized Gains	\$69.24	\$0.00	\$69.24	\$0.00
Total Investment Activity	(\$466.64)	\$708.33	(\$1,174.97)	\$8,500.00

First Universalist Church of Minneapolis

Income Statement

	Actual 07/01/2021 to 07/31/2021	Budget 07/01/2021 to 07/31/2021	Variance	Annual Budget 07/01/2021 to 06/30/2022
NET SURPLUS/(DEFICIT)	\$25,343.17	\$3,266.64	\$22,076.53	\$3,094.74

2021-22 Staff Workplan September 13, 2021

Guided by the church's **Mission**:

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

And directed by the **Visionary Goals, 2017-2022**

1. First Universalist is a faith community committed to a transformational spiritual path guided by Unitarian Universalism's theology and Seven Principles. Our worship, spiritual practices, and rituals unify us, challenge our assumptions, provide comfort, and connect us to the holy.
2. First Universalist is a multi-generational congregation where we connect to ageless wisdom, our ever-evolving religious tradition, listen for the call of love, and build meaningful relationships and community.
3. First Universalist is a multi-racial, 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.
4. First Universalist is a faith community that acts with humility, bravery, and compassion to create a racially just and sustainable world.

The staff of the church will focus on the theme, **Building a New Way**, for the 2021-22 church year:

As we continue to live within the wider context of racism and oppression in its many forms, the COVID 19 pandemic, and the climate crisis - your church staff are focused on proactive, faithful, sustainable, inspirational, and joyful ways of being. **Building A New Way** will be our theological theme for the 2021-22 church year. We approach our work with a spirit of yes, and we acknowledge that new understandings and experiences will change and add to our course throughout the year. As our Transcendentalist ancestors said, "revelation is not sealed."

Our individual and team work will support four main goals:

- Building a multicultural, multi-racial, intergenerational 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.
- Actively developing sustainable practices (environmentally, spiritually, as an employer, financially, for our building, etc.).
- Designing and living into being a multiplatform church.
- Collaborating with the Board to clarify the role, purpose, and vision of the church.

Outcomes will include:

Building a multicultural, multi-racial, intergenerational 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.

- Continuing to embody adrienne maree brown's fractal theory of change (how we are on the small scale is how we are on the large scale), we will build multicultural, multi-racial, intergenerational communities of mutual caring and support where we can bring all of who we are and welcome each other in joy, ever expanding our sense of we are:
 - In the choir
 - On the Leadership Team
 - On the Staff Team
 - In our community of communities, focusing our energy and attention on those most impacted by the triad of oppression, pandemic, and climate crisis.
- In music and worship, we will expand our understanding of how a culturally white congregation and choir can engage with Blackness and respectfully sing and lead from a variety of cultural perspectives.
- We will learn how our history informs our present - Rev. Karen preaching and teaching
- In our faithful action, we will support coordinated efforts among various committees and teams committed to our anti-racism and anti-oppression work, with a focus on breaking down internal silos and harnessing our collective energy.

Actively developing sustainable practices (environmentally, spiritually, as an employer, financially, for our building, etc.).

- Spiritual Sustainability
 - We will teach and offer opportunities to grow our spiritual practices of joy, lament, noticing, and being with discomfort.
 - We will teach and offer spiritual practices through music - meditation, singing.
 - We will create opportunities for shared experiences of the holy
 - We will create opportunities to experience a gracious welcome for all
 - We will foster Mental Health and Wellness in the congregation
- Environmental Practices
 - We will continue our journey to become a net zero congregation for electricity, as evidenced by managing and maintaining our new solar panels and by exploring opportunities to join solar gardens so that all of the electrical energy our congregation uses is produced in environmentally sustainable ways.
 - We will continue to use environmentally sustainable materials and supplies in maintaining our buildings and grounds, and in our office.
 - We will support opportunities for environmental education, faith formation, and action for all ages.
- Actively developing sustainable practices for both staff and volunteers - as evidenced by
 - increased satisfaction, communication, and sense of purpose as measured in the annual staff survey.
 - use of the new hiring policy in all hiring opportunities.
 - Use of new financial software to track budgeting and expenses

- Clear policies and procedures about how to use our building and our collective power (calls to action, financial resources, voice in the public square) to further our racial justice, environmental justice, and faithful action commitments.
- Creating healthy expectations and support for a diverse team, recognizing and supporting different work styles, practices for in-person vs. at home, and the different impact of ongoing pandemics/crises
- Sharing knowledge and information
- Building shared leadership and team capacity
- Continuing to implement and test hiring and vendor policies
- Financial Practices
 - Model methods of sustainable giving and gratitude
 - Complete transition to new financial software
 - Transition to new giving platform
 - Practices of gratitude and communication with givers

Designing and living into a multiplatform church.

- Discover, assess, collect what we have learned so far about what works and what doesn't, and for whom in all areas of church life. Make new decisions and offer programming in new ways as new information comes in. In particular, we will be assessing the continuation and form of Wednesday evening worship, and how to lead worship in ways that include on-line and in-person participants.
- Plan proactively for the re-opening of our building and our return to in-person activities.
- Install, learn, teach, and utilize new technology to support online and in-person experiences.
- Carefully monitor current conditions, and make responsive decisions with care.

Collaborating with the Board to clarify the role, purpose, and vision of the church.

- Every five years, the Board and staff work together to imagine the future of the church. Engaging the congregation through a variety of opportunities and formats (worship services, listening sessions, State of the Church and Annual Meeting), staff and the board listen carefully to where love is calling us next as a community. From this listening, Visionary Goals emerge that will guide our congregation's transformation for the next five years.
- The last major re-visioning took place 10 years ago.
- In the fall of 2016, the Board reviewed the Visionary Goals based on the results of the annual congregational survey and the Rainbow Research report on racial justice work at First Universalist from the prior year. At its October 2016 meeting, the Board approved draft revisions to the Visionary Goals, to be made available to the congregation for consideration and comment. The Board received comments from the congregation, and the revised goals were approved at the State of the Church meeting in February 2017. In this revision, only Visionary Goal #3 was substantially changed.
- As the Board and staff work together to develop a process for re-visioning that includes multiple voices and communities within our congregation and the creation of a bold

future that meets the challenges of our times, the staff suggests and is eager to work toward the following:

- Collaboration between Julica and Laura Park of Unity Consulting (experts in Policy Governance) to develop a process of creating new Visionary Goals that centers our anti-oppression commitments, and in doing so furthers the tools that both Unity Consulting and First Universalist offers the wider Unitarian Universalist Association
- Collaboration with the Change Team - assessing the congregation using the Racial Justice rubric, and ensuring that lay leaders have input into and alignment with the new visionary goals.