

First Universalist Church Board of Trustees  
May 26, 2022  
Board Packet

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**First Universalist Church of Minneapolis**  
**Board of Trustees Meeting**  
**May 26, 2022**  
**6:30-8:30**  
**First Universalist Church**  
[Zoom](#) and Cummins Room

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

- a. Call to Order and Agenda Approval
- b. Lighting the Chalice
  - i. *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 ~ 7:00)**

- a. Somatic Practice - Grounding
- b. Executive Committee Discussion Follow-Up

**III. Consent Agenda**

- a. *Approval* of April meeting minutes
- b. *Monitoring*: Acceptance of staff and significant volunteer changes
- c. *Monitoring*: Attendance and Membership Numbers and Trends
- d. *Monitoring*: Report on Financial Condition and Capital Project
- e. *Monitoring*: Staff-volunteer grievances
- f. *Monitoring*: Congregant grievances
- g. *Approval*: Congregational Sponsorship

**V. Fiduciary Responsibilities (7:05 ~ 8:00)**

- a. Board's [Theory of Change Shift](#)
- b. Review third quarter financials
- c. Feedback from Budget Meeting
- d. Discuss and Approve 2022-23 Operating Budget

**BREAK - 5 mins**

**VI. Preparation for Annual Meeting (8:05 ~ 8:25)**

- a. Review and Ground in the [Emergent Strategy Principles](#)
- b. Approval for Slate of Nominees
- c. Year-end review gathering
- d. Pulse check of Board's [Theory of Change Shift](#)

**VII. Gratitudes (8:25-8:30)**

**VIII. Adjourn - 8:30**

**Senior Minister Board Report**  
**Prepared by Rev. Jen Crow**  
**May 22, 2022**

**I. Monitoring Items**

**A. Staff and Volunteer Changes**

This month has brought several staffing changes. Rev. Karen Hutt will be away from her work at the church on an unpaid leave until September 1, 2022.

Chelsea Bertsch, Finance Assistant, left her position at the end of April for a full-time position at the Hennepin Theatre Trust. The main reasons noted for her departure were the “non-profit discount” on wages, i.e. low pay at church, and that this was a 30 hr/wk position with no room for advancement or increased hours. An exit interview was conducted by her supervisor, Brad Schmidt, Finance Manager, and Chelsea noted how much she appreciated the mission and vision of the church and that she liked being a part of it and our staff team. She also noted that our racial justice commitment helped her to learn and grow. A new Bookkeeper position will be posted soon - we look forward to utilizing our draft hiring policy to ensure a diverse pool of applicants and a more equitable hiring process.

Dr. Glen Thomas Rideout has returned to work half-time as of May 22nd, and we look forward to his full return on August 1st.

**B. Membership and attendance trends**

Ever changing Covid-19 trends have been impacting our worship and religious education attendance for the last 2 years - with clear patterns emerging. At the beginning of the Covid-19 pandemic, in March of 2020, attendance numbers surged as people searched for and found community at church online. May 2020 attendance was higher than ever, as people around the Twin Cities and the world joined us as we mourned and raged at the murder of George Floyd and offered spiritual care to our community. As the pandemic wore on past the one-year mark in March of 2021, online attendance dropped as zoom fatigue affected us all. We reopened the building for in-person youth RE attendance in September of 2021, and for in person and online worship in November of 2021. December 2021 and January 2022 brought another Covid surge and attendance numbers decreased during that time. As Covid #s have dropped this spring, worship attendance has increased significantly, and we are experiencing participation at levels equal or greater to pre-pandemic. The feeling that church is coming alive again after the second year pandemic lull is supported by the data, and it is a joy to adjust to being together in person and online - with opportunities for everyone to connect in ways that feel comfortable and possible.

**Average Weekly Worship Attendance**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
22	322	461	490	510								
21	366	407	292	247	284	256	113	196	318	317	440	220
20	428	392	460	668	702	429	308	367	360	514	400	414
19	550	461	383	539	387	214	228	217	438	449	468	493

**Children & Youth Religious Education Attendance**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
22	243	518	609	458								
21									322	319	511	307
20	1149	1167	1298	751	309							
19	1245	1237	1182	797	632	187	137	90	1311	1249	1514	715

- C. **Staff-volunteer grievances:** There have been no staff or volunteer grievances.
- D. **Congregant grievances:** There have been no congregant grievances.
- E. **Staff Survey:** the annual staff survey will be conducted and reported upon, for the June board meeting.
- F. **Ends outcomes review:** moved to June board meeting.

**Financial Condition**

**A. Third Quarter Financial Review and Year End Projections**

Review of our actual income and expenses through March of 2022, and informed estimates of year-end giving and expenses lead us to expect that we will end our fiscal year with a deficit of roughly \$40,000. The main drivers for this projected deficit include:

- Annual giving is coming in significantly below our initial expectations. See the attached graph for annual giving trends over the past 3 years. We are currently expecting to come in \$100,000 below our budget.
- Earned Revenue, anticipated income from coaching and consulting services, is also expected to come in significantly under budget. (-20,000)
- These projections include income from last year's surplus (45,000), capital campaign funds to offset salaries (25,000), and forgiveness of our PPP loan (102,000).
- Expenses are coming in on track, with significant savings in personnel expenses this year.
- Staff will communicate this gap to the congregation, and invite increased support with year-end giving.

- Note: We continue to sell BLM signs, and then donate all funds collected to selected organizations - this result in increased funds in the Donations line of the budget summary, and corresponding increased expenses in the Program Expenses line.

## **B. Capital Project Update**

Our capital project is nearing completion, and expenses and income continue to come in as expected. This summer, a new sanctuary piano will be purchased, new condensing units will be installed for the social hall and sanctuary, and we will begin the process of renovating our website.

## **C. Proposed Operating Budget for 2022-23**

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, 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** - guides our planning.

In the year ahead, we will focus our attention on:

- Creating sustainable systems of support and care for
  - our increasingly multicultural, multiracial, intergenerational congregation and staff
  - our building
  - our ministries
  - our planet
  - and the broader community.
- 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.
- Worship and programming that supports multi-racial, multicultural, intergenerational community building and faith development.
- Aligning our institutional practices of hiring and staff compensation with our values.

Attached you will find 3 budget scenarios labeled: Best, Expected, and Worst. The Expected Scenario is the balanced budget that is being presented to the board for

approval, and that - with any board adjustments - will be presented to the congregation for approval at the annual meeting on June 5th.

Some things to note for this expected budget:

- Annual giving is significantly higher, an increase of \$100,000 over the prior year's budget
- Income from the Cummins Fund and a UUA grant to fully support the cost of our ministerial internship that begins 8/15
- Significantly reduced income from coaching/consulting
- Fundraising income to include a concert series and event (auction/talent show)
- Elimination of income from the Paycheck Protection Program
- Increases in expenses to cover costs of a fully open building, increased health insurance costs, cost of living and targeted salary increases for some staff.
- Interest expense costs for our projected \$750,000 mortgage
- Staffing costs in this budget reflect decreases in director level staffing, a small increase in administrative support, and continued efforts to meet minimum salary ranges for all positions.

April Attendance	2022						2021		
	Wed. 7p	Sun. 9a	Sun. 11a	Sun. 11a Webinar	YouTube	Total	Wed.	10:00 AM	
1st week	29	65	105	102	176	477	60	259	319
2nd week	18	97	134	103	131	483	?	261	261
3rd week	21	117	176	91	147	552	?	273	273
4th week	*	184	135	83	125	527	78	306	384
5th week									0
Monthly Total	68	463	550	379	579	2039	138	1099	1237
<b>Average for April</b>	<b>23</b>	<b>116</b>	<b>138</b>	<b>95</b>	<b>145</b>	<b>510</b>	<b>28</b>	<b>275</b>	<b>247</b>
<b>RE</b>									
1st week		5	8			13			0
2nd week		77	46			123			0
3rd week		60	47			107			0
4th week		105	87			87			0
5th week									0
Monthly Total		247	188			317			0
<b>Average for April</b>		<b>62</b>	<b>47</b>			<b>79</b>			<b>0</b>
<b>Combined Average</b>		<b>178</b>	<b>185</b>			<b>589</b>			<b>247</b>

Notes- \* Wednesday evening worship discontinued  
 YouTube views recorded 5/12/22 at 2 p.m.

**Statistical Report for April 2022**

**Board Meeting May 26, 2022**

**MEMORIAL SERVICES: 0**

**MARRIAGES/SERVICES OF COMMITMENT: 0**

**MEMBERS FOR APPROVAL: 3**

**Angela DeFiacco**

**Robin MacKenzie-Taris**

**Stuart Holland**

**MEMBERS REINSTATED: 0**

**MEMBERS FOR REMOVAL: 0**

**CHILDREN DEDICATED: 0**

**Total members as of the last meeting: 1055**

**To be added: 3**

**To be removed: 0**

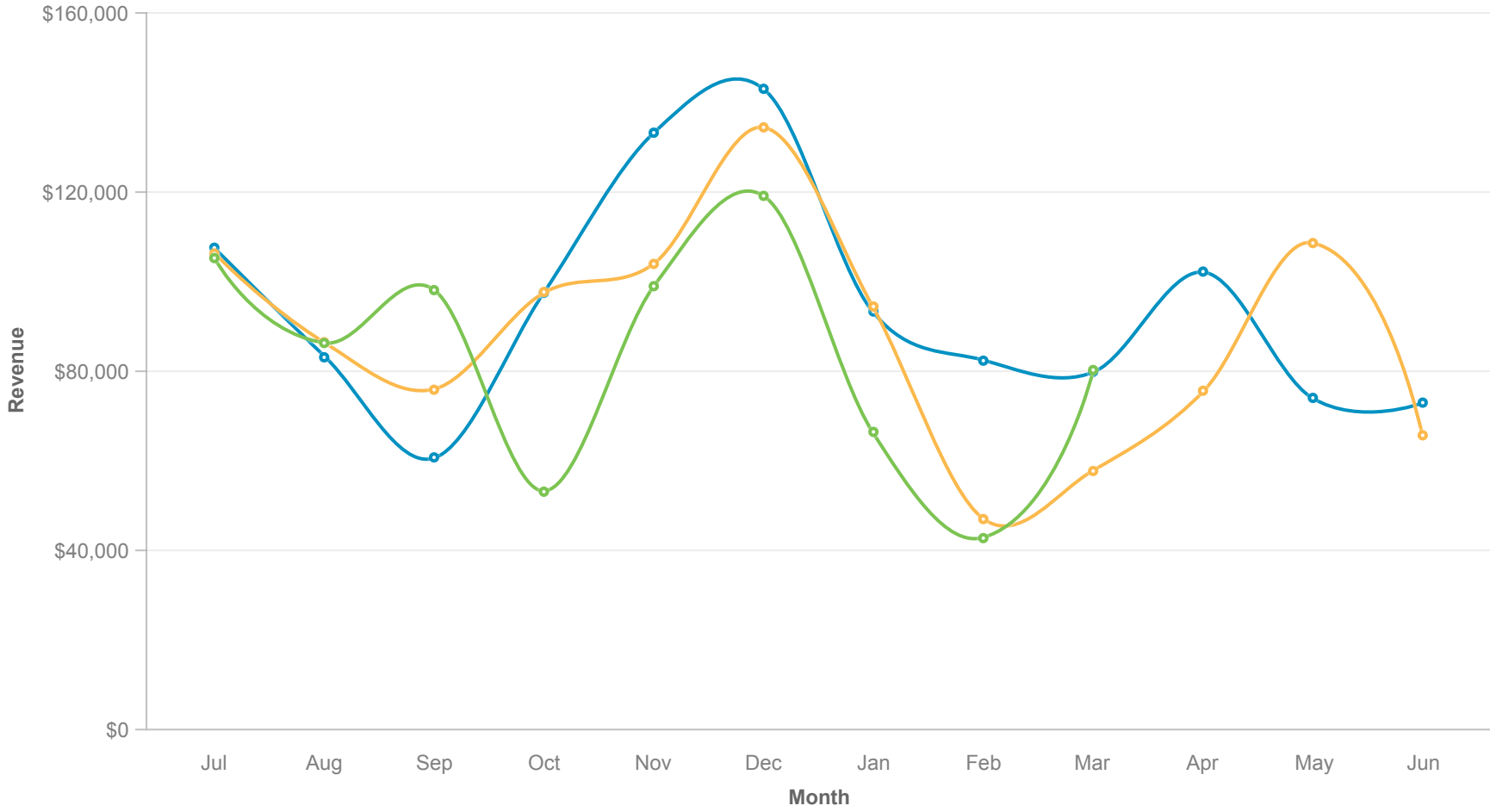
**TOTAL MEMBERS: 1058**

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



## First Universalist Church of Minneapolis Income Statement

	Actual	Budget	YTD	Annual Budget	End of Year Projection		
	07/01/2021 to 03/31/2021	07/01/2021 to 03/31/2021		07/01/2021 to 06/30/2022	Best	Expected	Worse
<b>Revenues</b>							
<b>Support</b>							
Annual Giving	\$745,588.88	\$891,797.52	(\$146,208.64)	\$1,140,000.00	\$1,073,088.88	\$1,040,588.88	\$1,008,088.88
Donations/Fundraising	\$150,985.92	\$144,896.43	\$6,089.49	\$205,300.00	\$193,762.21	\$177,855.27	\$159,148.34
Revenue Released from Restriction	\$86,879.10	\$14,999.99	\$71,879.11	\$20,000.00	\$88,894.50	\$88,894.50	\$88,894.50
<b>Total Support</b>	<b>\$983,453.90</b>	<b>\$1,051,693.94</b>	<b>(\$68,240.04)</b>	<b>\$1,365,300.00</b>	<b>\$1,355,745.59</b>	<b>\$1,307,338.65</b>	<b>\$1,256,131.72</b>
<b>Earned Revenue</b>							
Service/Rental Income	\$89,328.88	\$106,874.94	(\$17,546.06)	\$142,500.00	\$123,097.50	\$117,597.50	\$112,597.50
Investment Income	\$23.53	\$0.00	\$23.53	\$0.00	\$23.53	\$23.53	\$23.53
Other Income	\$1,168.81	\$102,200.00	(\$101,031.19)	\$102,200.00	\$148,368.81	\$148,368.81	\$148,368.81
<b>Total Earned Revenue</b>	<b>\$90,521.22</b>	<b>\$209,074.94</b>	<b>(\$118,553.72)</b>	<b>\$244,700.00</b>	<b>\$271,489.84</b>	<b>\$265,989.84</b>	<b>\$260,989.84</b>
<b>Total Revenues</b>	<b>\$1,073,975.12</b>	<b>\$1,260,768.88</b>	<b>(\$186,793.76)</b>	<b>\$1,610,000.00</b>	<b>\$1,627,235.43</b>	<b>\$1,573,328.49</b>	<b>\$1,517,121.56</b>
<b>Expenses</b>							
Personnel Expenses	\$910,818.37	\$951,123.96	\$40,305.59	\$1,267,275.00	\$1,208,268.35	\$1,183,768.35	\$1,210,943.35
Administrative Expenses	\$117,020.85	\$108,975.98	(\$8,044.87)	\$145,430.26	\$147,451.14	\$155,750.79	\$168,923.16
Program Expenses	\$106,635.51	\$59,920.11	(\$46,715.40)	\$78,100.00	\$129,523.79	\$138,326.88	\$143,216.99
Building & Grounds	\$111,325.54	\$102,901.50	(\$8,424.04)	\$124,600.00	\$141,818.28	\$143,438.71	\$166,669.51
Other Expenses	\$389.45	\$3,374.98	\$2,985.53	\$4,500.00	\$389.45	\$389.45	\$4,500.00
<b>Total Expenses</b>	<b>\$1,246,189.72</b>	<b>\$1,226,296.53</b>	<b>(\$19,893.19)</b>	<b>\$1,619,905.26</b>	<b>\$1,627,451.01</b>	<b>\$1,621,674.18</b>	<b>\$1,694,253.01</b>
<b>Investment Activity</b>							
Realized Losses	(\$747.90)	\$0.00	(\$747.90)	\$0.00	(\$747.90)	(\$747.90)	(\$747.90)
Unrealized Losses	(\$919.96)	\$0.00	(\$919.96)	\$0.00	(\$919.96)	(\$919.96)	(\$919.96)
Dividends & Interest	\$3,374.94	\$6,374.98	(\$3,000.04)	\$8,500.00	\$5,374.94	\$5,374.94	\$5,374.94
Realized Gains	\$1,072.07	\$0.00	\$1,072.07	\$0.00	\$1,072.07	\$1,072.07	\$1,072.07
Unrealized Gains	\$105.29	\$0.00	\$105.29	\$0.00	\$105.29	\$105.29	\$105.29
<b>Total Investment Activity</b>	<b>\$2,884.44</b>	<b>\$6,374.98</b>	<b>(\$3,490.54)</b>	<b>\$8,500.00</b>	<b>\$4,884.44</b>	<b>\$4,884.44</b>	<b>\$4,884.44</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$169,330.16)</b>	<b>\$40,847.33</b>	<b>(\$210,177.49)</b>	<b>(\$1,405.26)</b>	<b>\$4,668.86</b>	<b>(\$43,461.25)</b>	<b>(\$172,247.01)</b>



FY2020 FY2021 FY2022

# First Universalist Church of Minneapolis

## Balance Sheet

	Actual As of <u>03/31/2022</u>
<b>Assets</b>	
<b>Current Assets</b>	
Cash	\$339,871.38
Investments	\$3,893,926.18
Accounts Receivable	\$10,402.30
Other Current Assets	\$44,278.52
<b>Total Current Assets</b>	<b><u>\$4,288,478.38</u></b>
<b>Non-Current Assets</b>	
Fixed Assets	\$3,773,088.84
<b>Total Non- Current Assets</b>	<b><u>\$3,773,088.84</u></b>
<b>Total Assets</b>	<b><u><u>\$8,061,567.22</u></u></b>
<b>Liabilities and Fund Balance</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	\$33,245.65
Benefits Payable	\$36,918.60
Other Current Liabilities	\$124,544.22
<b>Total Current Liabilities</b>	<b><u>\$194,708.47</u></b>
<b>Long Term Liabilities</b>	
Loan Payable	\$1,103,286.77
Interfund Transfer	(\$28,924.81)
<b>Total Long Term Liabilities</b>	<b><u>\$1,074,361.96</u></b>
<b>Total Liabilities</b>	<b><u>\$1,269,070.43</u></b>
<b>Fund Balance</b>	
<b>Unrestricted Net Assets</b>	<b>\$4,185,384.55</b>
<b>Donor Restricted Net Assets</b>	<b>\$2,607,112.24</b>
<b>Total Fund Balance</b>	<b><u>\$6,792,496.79</u></b>
<b>Total Liabilities and Fund Balance</b>	<b><u><u>\$8,061,567.22</u></u></b>

**First Universalist Church of Minneapolis**  
**Analysis of Revenues & Expenses - Capital Campaign**  
**March 2022**

	Project to Date Actual	Total Budget	Project to Date Variance
<b>Revenues</b>			
<b>Revenues</b>			
Donations	\$ 4,707,340.74	\$ 5,158,077.07	\$ (450,736.33)
Construction Loan	\$ 1,103,286.77	\$ 2,000,000.00	\$ (896,713.23)
<b>Total Revenues</b>	<b>\$ 5,810,627.51</b>	<b>\$ 7,158,077.07</b>	<b>\$ (1,347,449.56)</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	\$ -
Debt Retirement	\$ 649,151.38	\$ 649,151.38	\$ -
Merchant Services	\$ 4,108.96	\$ 5,000.00	\$ 891.04
Misc. Capital Expenditures	\$ 104,839.17	\$ 79,555.75	\$ (25,283.42)
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	\$ 4,636.15	\$ 120,000.00	\$ 115,363.85
Contingency	\$ -	\$ -	\$ -
<b>Total Miscellaneous Projects Expenses</b>	<b>\$ 1,105,631.96</b>	<b>\$ 3,237,503.00</b>	<b>\$ 2,131,871.04</b>
<b>Phase 1</b>			
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)
<b>Total Phase 1 Project Expenses</b>	<b>\$ 1,909,443.99</b>	<b>\$ 1,928,497.00</b>	<b>\$ 19,053.01</b>
<b>Phase 2</b>			
Architect Fee	\$ 133,125.04	\$ -	\$ (133,125.04)
Flannery	\$ 1,185,161.55	\$ 1,750,000.00	\$ 564,838.45
Flannery Permits	\$ -	\$ -	\$ -
Misc. Construction	\$ 55,871.45	\$ -	\$ (55,871.45)
Misc. Consultants	\$ 43,938.75	\$ 265,000.00	\$ 221,061.25
Owner Representative	\$ 85,630.00	\$ -	\$ (85,630.00)
Owner Supplied Systems	\$ 89,584.41	\$ 140,000.00	\$ 50,415.59
Solar Panels	\$ 44,500.00	\$ 105,000.00	\$ 60,500.00
Contingency	\$ -	\$ 240,000.00	\$ 240,000.00
<b>Total Phase 2 Project Expenses</b>	<b>\$ 1,637,811.20</b>	<b>\$ 2,500,000.00</b>	<b>\$ 862,188.80</b>
<b>Total Expenses</b>	<b>\$ 4,944,606.24</b>	<b>\$ 7,961,000.00</b>	<b>\$ 3,016,393.76</b>
<b>Net Total</b>	<b>\$ 866,021.27</b>	<b>\$ (802,922.93)</b>	

**First Universalist Church of Minneapolis  
Income Statement**

	Annual Budget		2022-23			
	07/01/2021 to 06/30/2022	Year end Expected	Best	Expected	Worst	
<b>Revenues</b>						
<b>Support</b>						
Annual Giving	\$1,140,000.00	\$1,040,588.88	\$1,235,000.00	\$1,235,000.00	\$1,140,000.00	
Donations/Fundraising	\$204,800.00	\$177,855.27	\$238,300.00	\$230,800.00	\$196,800.00	includes auction, concert series
Revenue Released from Restriction	\$20,000.00	\$88,894.50	\$42,000.00	\$42,000.00	\$42,000.00	Cummins Fund & UUA grant
<b>Total Support</b>	<b>\$1,364,800.00</b>	<b>\$1,307,338.65</b>	<b>\$1,515,300.00</b>	<b>\$1,507,800.00</b>	<b>\$1,378,800.00</b>	
<b>Earned Revenue</b>						
Service/Rental Income	\$142,500.00	\$117,597.50	\$117,000.00	\$117,000.00	\$113,000.00	
Investment Income	\$0.00	\$23.53				
Other Income	\$102,200.00	\$148,368.81	\$11,500.00	\$11,500.00	\$11,500.00	no more PPP forgivable loan
<b>Total Earned Revenue</b>	<b>\$244,700.00</b>	<b>\$265,989.84</b>	<b>\$128,500.00</b>	<b>\$128,500.00</b>	<b>\$124,500.00</b>	expected total income increase of \$60,000
<b>Total Revenues</b>	<b>\$1,609,500.00</b>	<b>\$1,573,328.49</b>	<b>\$1,643,800.00</b>	<b>\$1,636,300.00</b>	<b>\$1,503,300.00</b>	
<b>Expenses</b>						
Personnel Expenses	\$1,267,275.00	\$1,183,768.28	\$1,287,500.00	\$1,271,670.00	\$1,300,100.00	new ministerial intern, movement toward fair pay (5% cost of living increase for most employees, larger moves for those below salary range)
Administrative Expenses	\$145,430.26	\$155,750.81	\$126,196.77	\$128,696.77	\$136,696.77	
Program Expenses	\$73,100.00	\$138,326.88	\$77,000.00	\$84,500.00	\$86,000.00	
Building & Grounds	\$124,600.00	\$141,438.71	\$121,250.00	\$123,350.00	\$129,550.00	
Other Expenses	\$4,500.00	\$389.45	\$5,000.00	\$5,000.00	\$5,000.00	
<b>Total Expenses</b>	<b>\$1,614,905.26</b>	<b>\$1,619,674.13</b>	<b>\$1,616,946.77</b>	<b>\$1,613,216.77</b>	<b>\$1,657,346.77</b>	
<b>Investment Activity</b>						
Realized Losses	\$0.00	(\$747.90)				
Unrealized Losses	\$0.00	(\$919.96)				
Dividends & Interest	\$8,500.00	\$5,374.94	-\$22,500.00	-\$22,500.00	-\$22,500.00	interest expense on mortgage
Realized Gains	\$0.00	\$1,072.07				
Unrealized Gains	\$0.00	\$105.29				
<b>Total Investment Activity</b>	<b>\$8,500.00</b>	<b>\$4,884.44</b>	<b>-22500</b>	<b>-22500</b>	<b>-22500</b>	
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$3,094.74</b>	<b>(\$41,461.20)</b>	<b>\$4,353.23</b>	<b>\$583.23</b>	<b>-\$176,546.77</b>	