

First Universalist Church Board of Trustees
September 15, 2022
Board Packet

Table of Contents

September Board Meeting Agenda..... 1
Senior Minister’s Report 2-4
September ‘22 Board Meeting Minutes 5-8
September Worship and RE Attendance 9
September Statistical Report 10
Income Statement 11-12
Balance Sheet13
Capital Campaign Summary 14

First Universalist Church of Minneapolis
Board of Trustees Meeting
October 20, 2022
6:30-9:00
First Universalist Church
Cummins Room & [Zoom](#) (multiplatform)

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. Consent Agenda

- a. *Approval* of September meeting minutes
- b. *Monitoring*: Acceptance of attendance and membership numbers and trends
- c. *Monitoring*: Acceptance of staff and significant volunteer changes
- d. *Monitoring*: Staff Work Plan
- e. *Monitoring*: Investment and Financial Policies

III. Executive Session (6:35 -7:15)

- a. Somatic Grounding - Daryn
- b. Spiritual Community Building - Rev. Jen

IV. Fundraising Updates (7:15 ~ 7:20)

- a. Reminder on Dates
- b. Questions & Sign-Up

V. Change Team Updates (7:20 ~ 7:25)

VI. Financial Updates (7:25 ~ 7:45)

- a. Preliminary Year End Review
- b. July Financials
- c. Financial Conditions

V. Staff Work Plan Feedback (7:45 ~ 8:00)

- a. Somatic Reflection
 - i. What did you notice?
 - ii. What did you parts of the staff work plan bring ease or expansion into your body?
 - iii. What parts of the staff work plan bring tension or constriction into your body?
- b. Mindful Reflection
 - i. What thoughts or opinions would you like Rev Jen to consider or hold in regards to the 22-23 Staff Work Plan

VI. Break (8:00 ~ 8:05)

VII. Powerful Question, Visionary Goals Next Steps (8:05 ~ 8:50)

- a. Affirm the Powerful Question
- b. Board Covenant for Visionary Goals Process
- c. Precise Language: Ends vs Means
 - i. Visionary Goal and Staff Work Plan
- d. Identifying the Shepherding Team

VIII. Open Position on the Board (8:50-8:55)

- a. Capacity to Fill It
 - i. If so, how and by when

VII. Gratitudes (8:55-9:00)

Adjourn - 9:00

Senior Minister Board Report
Prepared by Rev. Jen Crow
October 16, 2022

Spiritual Grounding

As we approach our Visionary Goals process, imagining the future of our congregation, and as we navigate increased conflict following the departure of our Choir Director, I am grateful to the UUA and this congregation's lay leaders for their steadfast, clear, and mission-focused guidance. Conversations with lay leaders have reminded me that it is not only a covenant of how we will be together that we need as a congregation, but a shared understanding of the spiritual characteristics we will need to foster in ourselves and our community if we are to grow into being a Beloved Community. We have already begun to foster the spiritual practices of:

- Listening deeply to where love is calling us next
- Courage, humility, and compassion
- Welcoming, affirming and protecting the light in each human heart
- Calming our nervous systems and bodies
- Listening to multiple voices and perspectives
- Expanding our sense of who "we" means
- Sitting with discomfort
- And committing to ending oppression in all of its forms.

What other characteristics and spiritual practices might we need to learn and grow in our community to become the Beloved Community we long for? What spiritual characteristics or practices have been helpful to you when you hope to deepen relationships or grow in accountability and connection in your own life? What do you need from the people and the community around you?

As we learn and grow together, I invite you to explore a few of the resources I've been turning to as internal conversation partners and guides this past month:

Practicing accountability [Dreaming Accountability | Leaving Evidence](#)

[White Women doing White Supremacy in Nonprofit Culture - Equity in the Center](#)

We are still in a liminal space and time: [Hoping for a Robust Return - Susan Beaumont and Associates](#)

Right Relationship Teams and the UUA <https://www.uua.org/leaderlab/rr-teams>

Monitoring Items

Attendance and Membership Trends

Please see attached information.

Congregant Grievances

Several choir members shared a letter with the Board and Revs. Jen and Arif and Dr. Glen Thomas Rideout. The text of the letter can be found here:

[W A Choir Response \(1\).docx](#) . Rev. Jen has invited Rev. David Pyle, MidAmerica Regional Lead Staff from the UUA to facilitate a conversation with her, several board members, and the Choir on Wednesday, 10/19/22 from 7-8:30pm as a first step in restoring relationships and mutual accountability.

Staff and Volunteer Grievances

There have been no staff or volunteer grievances.

Staff and Volunteer Transitions: Hiring is under way for an Audio Visual Coordinator who will oversee livestreaming of all worship services and events.

Staff Workplan can be found here: [2022-2023 Draft Staff Work Plan](#)

Investment and Financial Policies: The church's investment and financial policies can be found here <https://firstuniversalistchurch.org/church-finances/>. Ben Miles (Treasurer) and other Board officers, Rev. Jen, and Brad Schmidt (Finance Manager), will be meeting with our investment team Accredited Investors Wealth Management in November to review our portfolio.

Financial Summary

Year-End Financials

While we await the confirmation of our consultant's review, we can share preliminarily that we anticipate deficit of roughly \$76,000 for the 2021-22 church year. While expenses remained within or below budget, we did not meet our hoped for income projections in annual giving and donations. We look forward to presenting final numbers to you with a deeper analysis as soon as our consultant is able to review the year end numbers.

August 2022 Income and Expenses

As of August 31st, income is exceeding expenses by roughly \$6,000. Equal and offsetting amounts in income (Revenue Released from Restriction) and expense (Building Expenses) to cover ongoing capital improvements. We will continue to pay

close attention to our actual income and expenses throughout the year, making adjustments as needed to reduce the likelihood of a year-end deficit.

Capital Campaign Project

The vast majority of our capital project renovations are complete. New air conditioning units were installed at the beginning of October, and all remaining renovations/improvements are punch list items. We are almost across the finish line! As you will see in the Actual Budget column, we expect to end the project having spent \$800,000 more than we expect to receive in donations. Prior to the November Board meeting, Brad Schmidt and I will meet with our Project Management team from Watershed to understand what invoices/expenses remain outstanding, and to create our plan for converting our current construction loan into long-term debt.

**First Universalist Church of Minneapolis
Board of Trustees Meeting
September 15, 2022
6:30-9:00**

**First Universalist Church
Cummins Room & Zoom (*multiplatform*)**

<https://us02web.zoom.us/j/88658646974?pwd=M2FIMVpYRm5uUHRIL3I1c0hjTkRMdz09>

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. Consent Agenda

- a. *Approval* of May, June, August and Annual meeting minutes
- b. *Monitoring*: Acceptance of attendance and membership numbers and trends
- c. *Monitoring*: Acceptance of staff and significant volunteer changes
- d. *Monitoring*: Financial Condition
- e. *Monitoring*: Protection of Assets
- f. *Monitoring*: Staff Workplan

We will remove Financial Condition from consent agenda as materials won't be available until next week. (unanimous approval)

Consent Agenda was approved (unanimous)

Proposed to add Change Team on the agenda after the Fundraising Overview. Approved (unanimous)

III. Executive Session (6:35 -7:15)

- a. Somatic Grounding - Daryn
- b. Spiritual Community Building - Rev. Jen

IV. Fundraising Overview (7:15 ~ 7:30)

- a. What is in the Annual Budget
- b. Board Involvement
- c. Questions & Sign-Up

Arif to present

Relationship is central to the work.

No one should receive a money ask

Key Priorities

Move to one database

One to one meetings with major donors and prospects

Larger listening sessions to build connection, relationship

There will be an ask. A traditional giving campaign. Start early in the new year. (in person, email, calls)

By Spring, we can make budget adjustments and ask again

In April there will be a first draft budget for 23/24 Church Year

Goal for this year \$1,282,500 (Last year was \$1,018,383) from donations

Last year, the \$1M raised was from 628 giving units. Year before was 550 giving units on a goal of 600.

Our list of members, friends, sustaining friends is 1300-1500

Each current giving unit would increase by \$400.00 or so

This year's goal is 650 giving units. Room to grow at the top and in the middle.

Use the Fair Share giving guide. Outlines income levels and giving percentages. A way to think about giving levels relative to income.

Best to ask one on one.

Invite the Board to have individual conversations and to ask. We will be equipped and do role playing to practice. Desire to have support groups because of our relationship with money.

A commitment form was handed out to complete for the Board

V. Change Team (7:30 -7:35)

Sarah and Bry presented

What do the Change Team Chairs need from the Board

Margarita needs to step down for personal reasons. Willing to participate in the rubric rollout

Charmaine can't co-chair but happy to make the rubric rollout happen

No chair at this time

Sarah and Bry will co-chair the Change Team.

Limit the Change Team to rolling out the rubric process. Revisit next steps after that. Won't add new members until after the rollout

Train the trainers by (?). A challenging session in a way.

V. **Visionary Goals (7:35 ~ 8:00) - In Racialized Caucus**

Laura Parks, Unity Consulting

Helps congregations understand their purpose and how to enact it.

Laura will give us framing.

The powerful question wasn't quite fitting. Didn't feel that the Board owned it.

That question needs to be investigated/interrogated more

Racialized Caucus Space

What's alive in the congregation right now. Noticing, feeling, enlivening, talking about, struggling with. The question may come out of this conversation.

Each group coming back with up to 5 key insights/questions shared back in writing

Why reviewing the powerful question now

BIPOC as co-facilitator/why center around BIPOC joy and deliberation if the congregation is vast majority white

Environmental Justice is alive in the congregation. Important piece of racial justice. Impacting communities of color. 7th principle and "all of life". How to show up and its impact on environmental justice

How are we together because of the last 2 years. How to communicate anew

How to be an active ally as a white person that I can feel good about

How do white board members understand the context and our contributions

White caucus needs to meet and increase our awareness of ourselves and context with others

Work with the kids is super strong

Both groups will email out insights/takeaways

- a. Precise Language: Theological Questions
 - i. Who Do We Want to Become (Not What Will We Do)
 - ii. No One Gets Harm (especially radicalized BIPOC people)
- b. Framework and Co-Created by the Board
 - i. Imagine a Process for BIPOC congregations (who do we want to become and be served)

VI. **Break (8:00 ~ 8:05)**

VII. **Visionary Goals Continued (8:05 ~ 8:35) - In Racialized Caucus**

- a. Precise Language: Theological Questions
 - i. Who Do We Want to Become (Not What Will We Do)
 - ii. No One Gets Harm (especially racialized BIPOC people)
- b. Framework and Co-Created by the Board
 - i. Imagine a Process for BIPOC congregations (who do we want to become and be served)

VIII. Open Position on the Board (8:35-8:45)

Kevin's position needs to be filled. Board will continue this conversation to figure out. Typically, the nominating committee would fill this but the timing makes it the Boards role. We appoint someone until the next annual meeting or, we can leave the position open until Spring for a shortened term.

Also need to fill a youth position. Lauren Wyeth will work with us

IX. Update on Randy's Departure (8:45-8:55)

No plan for a next choir meeting.

Met with Glenn Thomas on what needs to happen with music and repair work with the choir (Jen).

Ben brought up about repair for Jen as well. An outside person to help run the process with the choir so Jen can be there in a different way

Who is answering emails from the congregation on the choir issue. Check the President email. Need to determine the follow up to comments from the congregation.

Exec team can figure out how to respond. "Thank you and I'll forward"

Jen's 10 year celebration is this Sunday. (with cake)

VII. Gratitudes (8:55-9:00)

Adjourn - 9:00

September Attendance	2022					2021			
	Sun. 9a Sanctuary	Sun. 11a* Sanctuary	Sun. 11a Livestream	YouTube Views	Totals	Wed.	10:00 AM	YouTube	Totals
1st week		94	57	101	252				-
2nd week	101	116	46	103	366	47	257	192	496
3rd week	134	224	50	182	590	49	250	150	449
4th week	115	150	46	103	414	35	153	95	283
5th week						42			42
Monthly Total	350	584	199	489	1622	173	660	437	1270
Average for September	117	146	50	122	406	43	220	146	318
RE									
1st week					-				-
2nd week					-				-
3rd week					170				210
4th week					161				112
5th week					-				-
Monthly Total					331				322
Average for September					166				161
Combined Average	117				572				479

Notes:

- 2022 1st week at 10 a.m. only- Labor Day Sunday
- 2022 YouTube views recorded at 10:30 a.m. 10/17/22
- 1st day of RE was the third week of September

Statistical Report for September 2022

Board Meeting October 20, 2022

MEMORIAL SERVICES: 0

MARRIAGES/SERVICES OF COMMITMENT: 0

MEMBERS FOR APPROVAL: 4

Stacy Cutinella, Minneapolis
Mary Margaret Magee, Burnsville
Jim Murphy, Burnsville
John Staudt, Minneapolis

MEMBERS REINSTATED: 0

MEMBERS FOR REMOVAL: 6

Patricia Ryan
Willard Steinberg
Alan Land
Jean Ramlow
Amy Kerr
Joy Throm

CHILDREN DEDICATED: 0

Total members as of the last meeting: 1069

To be added: 4

To be removed: 6

TOTAL MEMBERS: 1067

End of Year Totals

Fiscal Year	2021-22	2020-21	2019-20	2018-19	2017-18
New Members Joined	15	18	21	81	66
Total Membership	1060	1058	1061	1058	1049

First Universalist Church of Minneapolis

Income Statement

	Actual 07/01/2022 to 08/31/2022	Budget 07/01/2022 to 08/31/2022	Variance	Annual Budget 07/01/2022 to 06/30/2023
Revenues				
Support				
Annual Giving	\$238,659.94	\$224,460.00	\$14,199.94	\$1,282,500.00
Donations/Fundraising	\$23,942.30	\$23,398.96	\$543.34	\$230,800.00
Revenue Released from Restriction	\$287,772.54	\$7,000.00	\$280,772.54	\$42,000.00
Total Support	\$550,374.78	\$254,858.96	\$295,515.82	\$1,555,300.00
Earned Revenue				
Service/Rental Income	\$8,346.08	\$19,499.96	(\$11,153.88)	\$117,000.00
Investment Income	\$5.46	\$0.00	\$5.46	\$0.00
Other Income	\$0.00	\$1,916.66	(\$1,916.66)	\$11,500.00
Total Earned Revenue	\$8,351.54	\$21,416.62	(\$13,065.08)	\$128,500.00
Total Revenues	\$558,726.32	\$276,275.58	\$282,450.74	\$1,683,800.00
Expenses				
Personnel Expenses	\$207,154.28	\$219,454.86	\$12,300.58	\$1,316,730.00
Administrative Expenses	\$14,197.79	\$21,416.00	\$7,218.21	\$128,696.77
Program Expenses	\$12,756.34	\$13,766.74	\$1,010.40	\$82,000.00
Building & Grounds	\$293,319.99	\$21,053.39	(\$272,266.60)	\$123,350.00
Other Expenses	\$24,764.67	\$1,249.98	(\$23,514.69)	\$7,500.00
Total Expenses	\$552,193.07	\$276,940.97	(\$275,252.10)	\$1,658,276.77
Investment Activity				
Unrealized Losses	\$0.00	(\$4,416.68)	\$4,416.68	(\$26,500.00)
Dividends & Interest	\$128.91	\$416.66	(\$287.75)	\$2,500.00
Realized Gains	\$62.45	\$0.00	\$62.45	\$0.00
Unrealized Gains	\$4.24	\$0.00	\$4.24	\$0.00
Total Investment Activity	\$195.60	(\$4,000.02)	\$4,195.62	(\$24,000.00)

First Universalist Church of Minneapolis

Income Statement

	Actual 07/01/2022 to 08/31/2022	Budget 07/01/2022 to 08/31/2022	Variance	Annual Budget 07/01/2022 to 06/30/2023
NET SURPLUS/(DEFICIT)	<u>\$6,728.85</u>	<u>(\$4,665.41)</u>	<u>\$11,394.26</u>	<u>\$1,523.23</u>

First Universalist Church of Minneapolis

Balance Sheet

	Actual As of <u>08/31/2022</u>
Assets	
Current Assets	
Cash	\$224,926.10
Investments	\$3,486,304.37
Accounts Receivable	\$19,572.52
Other Current Assets	\$40,837.72
Total Current Assets	<u>\$3,771,640.71</u>
Non-Current Assets	
Fixed Assets	\$3,775,948.78
Total Non- Current Assets	<u>\$3,775,948.78</u>
Total Assets	<u><u>\$7,547,589.49</u></u>
 Liabilities and Fund Balance	
Liabilities	
Current Liabilities	
Accounts Payable	\$28,163.83
Benefits Payable	\$55,705.35
Other Current Liabilities	\$22,344.22
Total Current Liabilities	<u>\$106,213.40</u>
Long Term Liabilities	
Loan Payable	\$1,606,994.59
Interfund Transfer	(\$28,924.81)
Total Long Term Liabilities	<u>\$1,578,069.78</u>
Total Liabilities	<u>\$1,684,283.18</u>
 Fund Balance	
Unrestricted Net Assets	\$3,625,608.45
Donor Restricted Net Assets	\$2,237,697.86
Total Fund Balance	<u>\$5,863,306.31</u>
Total Liabilities and Fund Balance	<u><u>\$7,547,589.49</u></u>

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

	Project to Date Actual	Total Budget	Project to Date Variance
Revenues			
Revenues			
Donations	\$ 4,793,621.53	\$ 5,158,077.07	\$ (364,455.54)
Construction Loan	\$ 1,606,994.59	\$ 2,000,000.00	\$ (393,005.41)
Total Revenues	\$ 6,400,616.12	\$ 7,158,077.07	\$ (757,460.95)
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	\$ 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	\$ 24,112.79	\$ 120,000.00	\$ 95,887.21
Contingency	\$ -	\$ -	\$ -
Total Miscellaneous Projects Expenses	\$ 1,125,108.60	\$ 3,237,503.00	\$ 2,112,394.40
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	\$ 134,775.04	\$ -	\$ (134,775.04)
Flannery	\$ 1,688,869.37	\$ 1,750,000.00	\$ 61,130.63
Flannery Permits	\$ -	\$ -	\$ -
Misc. Construction	\$ 55,871.45	\$ -	\$ (55,871.45)
Misc. Consultants	\$ 43,938.75	\$ 265,000.00	\$ 221,061.25
Owner Representative	\$ 94,630.00	\$ -	\$ (94,630.00)
Owner Supplied Systems	\$ 152,400.43	\$ 140,000.00	\$ (12,400.43)
Solar Panels	\$ 44,500.00	\$ 105,000.00	\$ 60,500.00
Contingency	\$ 74,850.00	\$ 240,000.00	\$ 165,150.00
Total Phase 2 Project Expenses	\$ 2,289,835.04	\$ 2,500,000.00	\$ 210,164.96
Total Expenses	\$ 5,616,106.72	\$ 7,961,000.00	\$ 2,344,893.28
Net Total	\$ 784,509.40	\$ (802,922.93)	