

First Universalist Church Board of Trustees
May 16, 2024
Board Packet

Table of Contents

May Board Meeting Agenda..... 1
Senior Minister’s Report 2-4
2024-25 Budget Narrative 5-6
2024-25 Proposed Operating Budget 7
Supporting Financial Documents 8-12
April Board Meeting Minutes 13
April Statistical Report 14
April Attendance 15

First Universalist Church of Minneapolis
Board of Trustees Meeting
May 16, 2024
6:30 - 9:00 pm
First Universalist Church
Cummins Room & [Zoom](#) (multiplatform)

Start	Duration	Topic	Lead
6:30 PM	5	Call to Order	Jeff
		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.</i>	All
6:35 PM	5	Agenda Approval	Jeff
6:40 PM	20	Executive Session - Somatic Grounding - Spiritual Community Building	? Jen/Arif
7:00 PM	10	Stewardship - Pledge Drive Update	Emily/Arif
7:10 PM	20	Finance - 2023-24 Budget Status - 2024-25 Budget Proposal: Review & Vote	Marc
7:30 PM	15	Board Visibility - Discuss Matt/Emily's list	Emily All
7:45 PM	10	Break	All
7:55 PM	30	IDI - Small Group Check-ins - Follow-up on April board discussion	All
8:25 PM	10	Ministerial Evaluation Process	Jeff/All
8:35 PM	15	Annual Meeting - Themes - Board Attendance	Jeff/All
8:50 PM	5	Consent Agenda - Approval of April meeting minutes - Monitoring: Acceptance of attendance and membership numbers & trends - Monitoring: Acceptance of staff and significant volunteer changes - Monitoring: Congregant grievances - Monitoring: Staff & Volunteer grievance - Monitoring: Staff Survey	All
8:55 PM	5	Gratitudes	All
8:55 PM		Adjourn	All

Roles, responsibilities, and resources for Board Members

JOB DESCRIPTION: First Universalist Board of Trustees

[Church Bylaws](#)

[Governing Policies Handbook](#)

[2023-24 Monitoring Schedule](#)

Senior Minister Board Report
Prepared by Rev. Jen Crow
May 14, 2024

Spiritual Grounding

Change comes from collective action. Yes, individual effort and will matter, and when our individual will and effort are gathered in accountable community in service to a vision - we are transformed individually and collectively. Or, as we say here at church,

Individual and collective transformation arise out of regular spiritual practice + accountable community + vision.

In the spirit of digging deeper into the sources that can support us in our individual and collective transformation, I offer us Five Questions from Charlene Carruthers, presented in her book, *Unapologetic: A Black, Queer, and Feminist Mandate for Radical Movements*.

The Five Questions:

- Who am I?
 - What is at stake for you in this church? With your faith?

- Who are my people?
 - “Who are your people?” is a question meant to agitate. It is meant to help us become clear about who we identify with and push us to make connections where they aren’t obvious or comfortable.”
Carruthers, Charlene A. . *Unapologetic* (p. 96). Beacon Press. Kindle Edition.

- What do we want?
 - “Working together for transformative change means shared vision, and it means that there will be moments of discomfort. As an organizer I need to be clear about what I know well but also about what I do not know. I must recognize when I am out of my depth on issues, ideas, and strategies.”
Carruthers, Charlene A. . *Unapologetic* (p. 100). Beacon Press. Kindle Edition.

- What are we building?
 - “Each generation of struggle lays the groundwork for the next.”
Carruthers, Charlene A. . *Unapologetic* (p. 104). Beacon Press. Kindle Edition.

 - “Whether we are building institutions or running experiments, we have to decide what exactly we’re doing. If you enter the room expecting to work on a thirty-year strategy while I am expecting to craft short-term experiments, how do we work together? I’m not asking that we find a middle ground—both approaches are necessary—but how do we connect those strategies for a larger purpose? Our movement must be flexible enough to deploy multiple tactics and disciplined enough to carry out strategies that move us toward collective liberation.”
Carruthers, Charlene A. . *Unapologetic* (p. 108). Beacon Press. Kindle Edition.

- Are we ready to win?
 - “Gopal Dayaneni of Movement Generation says that “if we are not ready to govern, then we are not ready to win.” He goes further to say that if we aren’t ready to govern, then we don’t even deserve to win. Governing is not

synonymous with becoming part of the governments we live under—or duplicating them.... Governing is the process of making decisions that impact groups of people. How are we governing in our organizations and communities? Decision-making in these sites of public government impacts the private decision-making in our families and relationships. Governing impacts every domain of our lives. Our movements must and can work toward a decision-making culture that produces different terrains in which we live our lives. The time is now to experiment and implement practices that match the type of world we want to create.”
Carruthers, Charlene A. . Unapologetic (pp. 108-109). Beacon Press. Kindle Edition.

I invite us to answer these questions, first by spending some time writing and reflecting on one question, then by sharing with the group your reflection on the question.

Monitoring Items

Attendance and Membership Trends

Please see attached information.

Staff and Volunteer Transitions:

There are no major staff or volunteer transitions to report.

Congregant Grievances

There have been no congregant grievances.

Staff & Volunteer Grievances

There have been no staff or volunteer grievances.

Staff Survey

The Staff Survey results are [here](#) (linked doc).

Information Items

BLUU Sharing Office Space at First Universalist

We're excited to welcome a new tenant - and co-conspirators in our collective liberation - as Black Lives of Unitarian Universalism (BLUU) joins us in our office space. We expect BLUU to move in this summer, utilizing two of our empty office cubicles and occasional meeting space. Thank you to church member and BLUU Executive Director, Lena K. Gardner, for imagining this synergistic possibility. We're thrilled to be welcoming BLUU to First Universalist.

Where You Go I Will Go - Summary

Following a meeting open to the congregation on Sunday, April 21 at 1pm, and an invitation for feedback and thoughts over email, Dr. Glen Thomas Rideout, Director of Worship Arts Ministries, offers this summary.

Dear Ones,

After thoughtful reflection and listening to your voices, I have decided to gradually phase out 'Where You Go I Will Go' from our worship services, with plans to introduce a new

traditional song by January 2025. This decision was reached through deep engagement with your insights and our shared values, not in isolation.

For those interested, I've compiled my reflections and the ethical and spiritual questions raised by this issue into a detailed document. I engaged this deliberate process to honor and hear what we've shared, and meet it with my best attention. To honor the openness of the process we have created together, I am making it available to you.

While a decision is made, the conversation about our shared traditions remains open. If you would like to continue in dialogue, please reach out; I would be happy to share time and thoughts together.

As we move forward, I warmly invite each of you to help shape the new musical expressions that will resonate with our community's spirit. Thank you for your trust, your understanding, and your deep engagement as we navigate this change together.

Peace, Glen Thomas Rideout

Ministerial Internship(s) 2024-25

We interviewed two candidates for ministerial internships, and selected one candidate, Elliott Nassif, to complete a part-time, 2-year internship with us beginning in August. This internship will be fully funded by the Cummins Ministerial Internship Fund.

2024-25 Budget Assumptions

Our operating budget is a tangible expression of our values, our vision, and our mission. How we spend our money is one of the most important tools we have as we strive to align our institutional practices, our resources, and our outcomes with our visionary goals. Responsible financial stewardship, caring for our congregation and our community, and progress toward our newly adopted visionary goals guide our planning. We also continue to analyze and review of our current ministry and program offerings and what is needed for the present and the future of our church and Unitarian Universalism.

Mission:

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

Visionary Goals:

The people of First Universalist practice Beloved Community among and beyond us. To do this we...

- Honor the richness of our Unitarian Universalist faith and embody its love within the walls of our church and beyond.
- Foster our connection with, care for, and action on behalf of Earth's environment and all of life.
- Pursue our individual and collective work for justice, in relationship with those most affected by systems of oppression.
- Widen the opportunities for leadership participation and engagement in the many facets of how our church functions and thrives.
- Provide meaningful presence to one another in times of joy, grief, and change.

As we prepare our annual budget for 2024-25:

- We will present a balanced budget, with a realistic income # based on past performance and planned fundraising efforts
- Meet annual health insurance cost increases and other necessary expense increases impacted by inflation
- Bring staff salaries which are below UUA salary recommendations up to minimum recommendations within 2 years
- Include a 3% cost of living increase for all staff
- Plan for the costs of sabbatical coverage
- Increase giving to the UUA annual fund as possible

Rev. Jen consulted with the Finance Committee to create 3 possible 2024-25 budget scenarios for review.

Worst Case Scenario

- Realistic, planned for projections in fundraising and income (\$1,282,000 in annual giving)
- Partial restoration of facilities hours (35 hrs/wk, and 30 hrs/wk) - both benefits eligible
- Some salaries adjusted to meet UUA minimum guidelines
- No increase to UUA Annual Fund giving
- \$5000 for sabbatical coverage

- Worship/Music staffing at 1.25 FTE

Expected Case Scenario

- Realistic, planned for projections in fundraising and income (\$1,314,000 in annual giving)
- Partial restoration of facilities hours (38 hrs/wk and at 30 hrs/wk) both benefits eligible
- All positions at UUA minimum salary guidelines
- 3% cost of living increase for some staff
- 3% increase to UUA Annual Fund giving
- \$5000 for sabbatical coverage
- Worship/Music staffing at 1.25 FTE

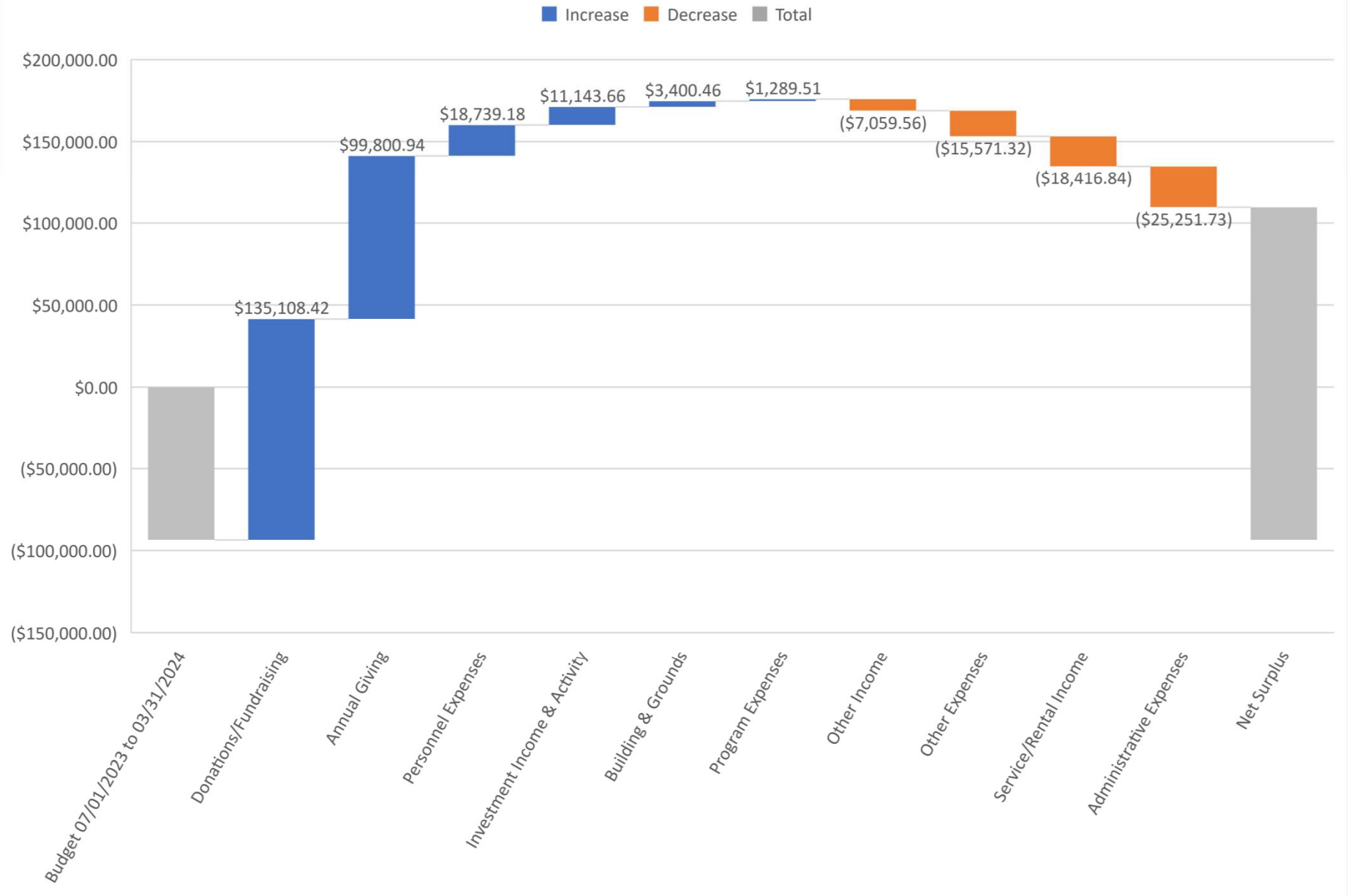
Best Case Scenario

- Realistic, planned for projections in fundraising and income (\$1,330,000 in annual giving)
- Full restoration of facilities staffing and hours
- Salaries for all positions meet minimum UUA guidelines
- 3% cost of living increase for most staff
- 5 hrs/wk of administrative support
- 5% increase to UUA Annual Fund giving
- \$5,000 for sabbatical coverage
- Worship/Music staffing at 1.25 FTE

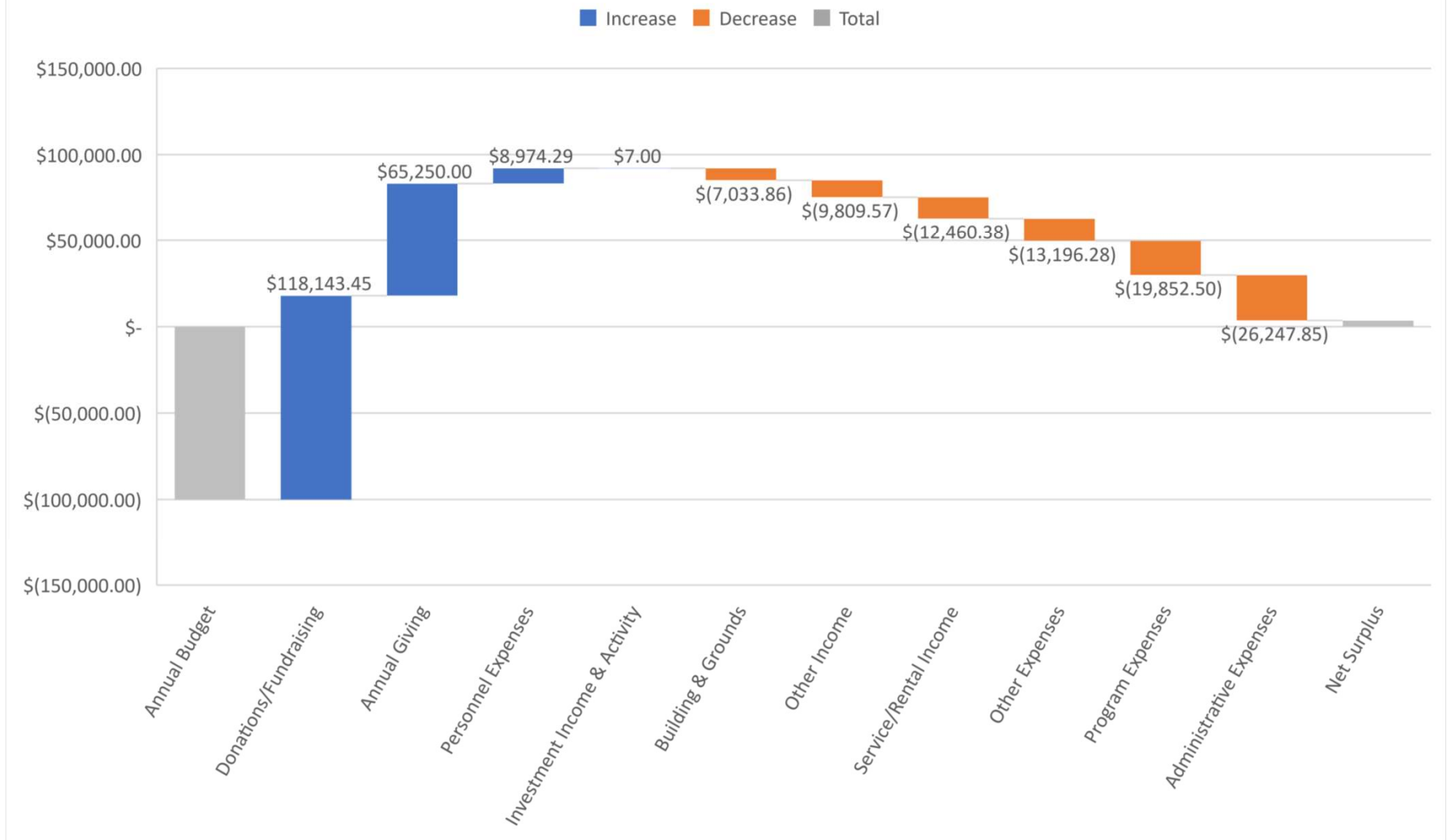
**First Universalist Church of Minneapolis
Proposed Operating Budget, 2024-2025**

	<u>2023-24</u> <u>Operating Budget</u>	<u>2023-24</u> <u>Year-End Projections</u>	<u>2024-2025</u> <u>Proposed Budget</u>
Revenues			
Support			
Annual Giving	\$ 1,049,750.00	\$ 1,115,000.00	\$ 1,314,350.00
Donations/Fundraising	\$ 293,750.00	\$ 411,893.45	\$ 206,000.00
Building/Capital Fund	\$ 155,500.00	\$ 155,500.00	\$ 155,500.00
Revenue Released from Restriction	\$ -	\$ -	\$ -
Total Support	\$ 1,499,000.00	\$ 1,682,393.45	\$ 1,675,850.00
Earned Revenue			
Service/Rental Income	\$ 103,000.00	\$ 90,539.62	\$ 114,000.00
Investment Income	\$ -	\$ 7.00	\$ -
Other Income	\$ 11,000.00	\$ 1,190.43	\$ 2,000.00
Total Earned Revenue	\$ 114,000.00	\$ 91,737.05	\$ 116,000.00
Total Revenues	\$ 1,613,000.00	\$ 1,774,130.50	\$ 1,791,850.00
Expenses			
Personnel Expenses	\$ 1,205,500.00	\$ 1,196,489.71	\$ 1,291,000.00
Administrative Expenses	\$ 145,600.00	\$ 172,147.85	\$ 139,870.00
Program Expenses	\$ 84,500.00	\$ 120,143.46	\$ 88,100.00
Building & Grounds	\$ 139,300.00	\$ 146,333.86	\$ 139,300.00
Construction Loan	\$ 133,000.00	\$ 133,000.00	\$ 133,000.00
Other Expenses	\$ 5,000.00	\$ 2,405.22	\$ 500.00
Total Expenses	\$ 1,712,900.00	\$ 1,770,520.10	\$ 1,791,770.00
Investment Activity			
Realized Losses			\$ -
Unrealized Losses			\$ -
Dividends & Interest			\$ -
Unrealized Gains			\$ -
Total Investment Activity			\$ -
NET SURPLUS/(DEFICIT)	\$ (99,900.00)	\$ 3,610.40	\$ 80.00

2023-2024 Year to Date Net Income Actual vs Budget



2023-2024 Projected Year-End Net Income vs Annual Budget



First Universalist Church of Minneapolis

Balance Sheet

	Actual As of <u>03/31/2024</u>
Assets	
Current Assets	
Cash	\$112,232.00
Investments	\$3,367,281.01
Other Current Assets	\$23,942.44
Total Current Assets	<u>\$3,503,455.45</u>
Non-Current Assets	
Fixed Assets	\$5,676,570.35
Total Non- Current Assets	<u>\$5,676,570.35</u>
Total Assets	<u><u>\$9,180,025.80</u></u>
 Liabilities and Fund Balance	
Liabilities	
Current Liabilities	
Accounts Payable	\$67,785.32
Benefits Payable	\$16,536.77
Other Current Liabilities	\$13,963.94
Total Current Liabilities	<u>\$98,286.03</u>
Long Term Liabilities	
Loan Payable	\$1,481,290.13
Interfund Transfer	\$0.00
Total Long Term Liabilities	<u>\$1,481,290.13</u>
Total Liabilities	<u>\$1,579,576.16</u>
 Fund Balance	
Unrestricted Net Assets	\$4,353,309.17
Donor Restricted Net Assets	\$3,247,140.47
Total Fund Balance	<u>\$7,600,449.64</u>
Total Liabilities and Fund Balance	<u><u>\$9,180,025.80</u></u>

First Universalist Church of Minneapolis

Income Statement

Operating Budget

	Actual	Budget	Annual Budget		Fiscal Year End Projection		
	07/01/2023 to 03/31/2024	07/01/2023 to 03/31/2024	Variance	to 06/30/2024	Best	Expected	Worst
Revenues							
Support							
Annual Giving	\$887,334.42	\$787,533.48	\$99,800.94	\$1,049,750.00	\$1,170,750.00	\$1,115,000.00	\$1,065,000.00
Donations/Fundraising	\$345,618.32	\$210,509.90	\$135,108.42	\$293,750.00	\$417,893.45	\$411,893.45	\$404,502.76
Total Support	\$1,232,952.74	\$998,043.38	\$234,909.36	\$1,343,500.00	\$1,588,643.45	\$1,526,893.45	\$1,469,502.76
Earned Revenue							
Service/Rental Income	\$58,833.11	\$77,249.95	(\$18,416.84)	\$103,000.00	\$97,591.79	\$90,539.62	\$90,539.62
Investment Income	\$3.64	\$0.00	\$3.64	\$0.00	\$7.00	\$7.00	\$7.00
Other Income	\$1,190.43	\$8,249.99	(\$7,059.56)	\$11,000.00	\$5,515.00	\$1,190.43	\$1,190.43
Total Earned Revenue	\$60,027.18	\$85,499.94	(\$25,472.76)	\$114,000.00	\$103,113.79	\$91,737.05	\$91,737.05
Total Revenues	\$1,292,979.92	\$1,083,543.32	\$209,436.60	\$1,457,500.00	\$1,691,757.24	\$1,618,630.50	\$1,561,239.81
Expenses							
Personnel Expenses	\$888,124.77	\$906,863.95	\$18,739.18	\$1,205,464.00	\$1,193,329.71	\$1,196,489.71	\$1,200,829.71
Administrative Expenses	\$134,676.57	\$109,424.84	(\$25,251.73)	\$145,900.00	\$167,329.83	\$172,147.85	\$179,997.85
Program Expenses	\$58,710.29	\$59,999.80	\$1,289.51	\$80,000.00	\$77,663.07	\$99,852.50	\$107,352.50
Building & Grounds	\$90,301.22	\$93,701.68	\$3,400.46	\$116,800.00	\$116,833.86	\$123,833.86	\$130,833.86
Other Expenses	\$22,696.28	\$7,124.96	(\$15,571.32)	\$9,500.00	\$22,696.28	\$22,696.28	\$22,696.28
Total Expenses	\$1,194,509.13	\$1,177,115.23	(\$17,393.90)	\$1,557,664.00	\$1,577,852.75	\$1,615,020.20	\$1,641,710.20
Investment Activity							
Realized Losses	(\$148.23)	\$0.00	(\$148.23)	\$0.00	\$0.00	\$0.00	\$0.00
Unrealized Losses	(\$2,845.50)	\$0.00	(\$2,845.50)	\$0.00	\$0.00	\$0.00	\$0.00
Dividends & Interest	\$1,281.11	\$0.00	\$1,281.11	\$0.00	\$0.00	\$0.00	\$0.00
Realized Gains	\$63.89	\$0.00	\$63.89	\$0.00	\$0.00	\$0.00	\$0.00
Unrealized Gains	\$12,788.75	\$0.00	\$12,788.75	\$0.00	\$0.00	\$0.00	\$0.00
Total Investment Activity	\$11,140.02	\$0.00	\$11,140.02	\$0.00	\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)	\$109,610.81	(\$93,571.91)	\$203,182.72	(\$100,164.00)	\$113,904.49	\$3,610.30	(\$80,470.39)

First Universalist Church of Minneapolis

Income Statement

Building & Capital Reserve Budget

	Actual 07/01/2023 to 03/31/2024	Budget 07/01/2023 to 03/31/2024	Variance	Annual Budget 07/01/2023 to 06/30/2024
Revenues				
Support				
Donations/Fundraising	\$13,955.00	\$116,624.98	(\$102,669.98)	\$155,500.00
Total Support	\$13,955.00	\$116,624.98	(\$102,669.98)	\$155,500.00
Total Revenues	\$13,955.00	\$116,624.98	(\$102,669.98)	\$155,500.00
Expenses				
Administrative Expenses	\$3.40	\$0.00	(\$3.40)	\$0.00
Building & Grounds	\$126,150.44	\$116,624.92	(\$9,525.52)	\$155,500.00
Total Expenses	\$126,153.84	\$116,624.92	(\$9,528.92)	\$155,500.00
NET SURPLUS/(DEFICIT)	(\$112,198.84)	\$0.06	(\$112,198.90)	\$0.00

First Universalist Church of Minneapolis
Board of Trustees Meeting
April 18, 2024

Start	Duration	Topic	Lead
6:30 PM	5	Call to Order Board Members in Attendance: Jeff Snyder, Sarah Hedge, Marc Gorelic, Cathy Geist, Emily Bijnagte, Emily Wallace, Lou Quast Board Members Absent: Matt Keller, Ilo Leppik Ministers in Attendance: Jen Crow, Arif Mamdani, Ashley Harness- Jimenez Youth Leaders in Attendance; Rasana Mamdani, Max Roseille	Jeff
		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.</i>	All
6:35 PM	5	Agenda Approval Unanimously Approved	Jeff
6:40 PM	20	Executive Session - Somatic Grounding - Spiritual Community Building	? Jen/Arif
7:00 PM	5	Visionary Goals - How do we live into our visionary goals as a board when considering a budget proposal?	
7:05 PM	10	Stewardship - Pledge Drive Update Pledge drive results as of April 11 are available in the Finance Team minutes included in the April Bord Packet. A number of members of the congregation are involved in reaching out to congregants who have not yet indicated their pledging intentions for the 2024-25 fiscal year. Max & Rasana discussed the outlines of a May 18 fundraising event currently developed by the youth leadership team. As envisioned the event would include food, music, an auction, and more....	Emily/Arif
7:15 PM	45	Finance - 2023-24 Budget Status - 2024-25 Budget Proposal Latest available budget data at the time of the meeting is in the Board packet	Marc
8:00 PM	10	Break	All
8:10 PM	10	Governance - Updates & approval on proposed committee members Unanimously Approved addition of Karen Wille & Eric Cooperstein to the Governance Team	Lou/Sarah All
8:20 PM	30	IDI - Reflections on the unfinished "visibility" discussion in the March meeting. Martha Moriarity led a discussion on understanding the church's organizational culture through the lens of the Intercultural Development Inventory (IDI). She explained that the board and congregation are likely operating in the "minimization" stage. The major focus was on deepening the board's understanding of congregational culture, minimization, racism and how to develop the skills to address it within themselves and the congregation. Tensions around board visibility and roles were also surfaced. - Small Group Check-ins Skipped	All
8:50 PM	10	Board Visibility - Discuss Matt/Emily's List. Will move to May Board Meeting	Emily All
9:00 PM	5	Consent Agenda Unanimously Approved - Approval of March meeting minutes - Monitoring: Acceptance of attendance and membership numbers & trends - Monitoring: Acceptance of staff and significant volunteer changes - Monitoring: Congregant grievances - Monitoring: Staff & Volunteer grievance - Monitoring: Protection of assets	All
9:05 PM	5	Gratitudes	All
9:05 PM		Adjourn	All

Statistical Report for April 2024

Board Meeting May 16, 2024

MEMBER MEMORIAL SERVICES: 0

MARRIAGES/SERVICES OF COMMITMENT: 0

MEMBERS FOR APPROVAL: 4

**Bee Harrison
Caitlin Jones
Lloyd Vogel
Nicole Salonek Schladt**

MEMBERS REINSTATED: 0

MEMBERS FOR REMOVAL: 4

**Tassi Bisers
Lisa Illig
Kurt Illig
Diane Lindgren**

CHILDREN DEDICATED: 0

Total members as of the last meeting: 993

To be added: 4

To be removed: 4

TOTAL MEMBERS: 993

End of Year Totals

Fiscal/Program Year	2023-24	2022-23	2021-22	2020-21	2019-20
New Members Joined	20	41	15	18	21
Total Membership	993	1061	1060	1058	1061

April Attendance

	2024						2023				
Adults	Sun. 9a Sanctuary	Sun. 10a Sanctuary	Sun. 11a Sanctuary	Sun. 11a Webinar	YouTube Views	Totals	Sun. 9a Sanctuary	Sun. 11a Sanctuary	Sun. 11a Webinar	YouTube Views	Totals
1st week		172		28	82	282	82	59	56	120	317
2nd week	161		147	22	146	454	112	116	54	126	354
3rd week	131		194	41	212	578	96	125	54	75	350
4th week	99		118	30	74	291	113	189	50	95	397
5th week						0	104	127	53	55	339
Monthly Total	391		459	121	514	1605	507	616	267	416	1757
Average for April	130		153	30	129	401	101	123	53	83	351
RE						9 & 11 RE					9 & 11 RE
1st week						16					47
2nd week						138					41
3rd week						108					197
4th week						115					196
5th week											221
Monthly Total						377					702
Average for April						94					176
Combined Average						496					527