

MEETING OF THE BOARD OF TRUSTEES OCTOBER 17, 2024 TABLE OF CONTENTS

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October 17, 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
		<i>Lighting the Chalice</i> <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	Jeff Ashley
7:00 PM	55	IDI Development	Ashley, Sarah
7:55 PM	5	Consent Agenda Approval of September meeting minutes Monitoring: Acceptance of attendance and membership numbers & trends Monitoring: Acceptance of staff and significant volunteer changes Monitoring: Congregant grievances Monitoring: Staff & Volunteer grievances	All
8:00 PM	10	Break	
8:10 PM	10	Finance Committee Report	Marc
8:20 PM	10	Governance Committee Report	Lou, Sarah
8:20 PM	10	Stewardship Committee Report	Emily, Emily
8:40 PM	10	Board Involvement	Matt, Emily
8:50 PM	10	Gratitudes	All
9:00 PM		Adjourn	

Roles, Responsibilities, and Resources for Board Members

[Job Description: First Universalist Board of Trustees](#)

[Church Bylaws](#)

[Governing Policies Handbook](#)

[2023-24 Monitoring Schedule](#)

[First Universalist Church Web Site](#)

Senior Minister Board Report
Prepared by Rev. Jen Crow
October 15, 2024

Spiritual Grounding - provided by Rev. Ashley Harness-Jiminez

Monitoring Items

Attendance and Membership Trends

Please see attached information.

Congregant Grievances

There have been no congregant grievances.

Staff and Volunteer Grievances

There have been no staff or volunteer grievances.

Staff and Volunteer Transitions: There have been no staff or volunteer transitions.

Information Sharing

As Election Day draws nearer, we will be offering short videos of somatic spiritual practices to help us find and keep our balance during these stressful times. We will also be hosting a Post-Election Vigil on Wednesday, November 6th, at 7pm. This service will be open to the public and we will be inviting neighboring congregations and the whole community to attend.

There's a Place for You

Wednesday, November 6, 2024, 7pm

On this day after the elections, there's a place for you at First Universalist. Join us for a soft place to land, a community to care for you and each other, and the practices to help us hold it all. In song, in silence, in solidarity across difference, we'll make space to simply be together, opening wide the doors of the church to the Twin Cities and beyond as we ground ourselves in mutual care and remember our commitments for the long haul.

While this service is oriented towards children, youth, and adults 12 and older—children of all ages are welcome and so is the sound and joy and tears and play that comes with them. There will be no childcare provided for this event.

In our efforts to increase our shared responsibility for our collective safety, staff and Board members recently participated in a De-escalation Training provided by [Sequeerity](#). A future training to include ushers, greeters, and members of the forming Safety Team will be held soon. We also plan to hire Sequeerity team members to be present at the service on 11/6 to help hold a safe space for the gathered community. As we continue to build our own internal capacity to care for each other, we will also be contracting with Sequeerity to support our church members, on the Sunday mornings before and after the election, and likely through December.

Personal & Organizational Cultural Values and Beliefs Exercise

Personal & organizational cultures are difficult to identify. We are often like fish swimming in the sea of “this is just the way we do things around here” without even knowing we are wet. We are often only aware of our personal or organizational cultures, and the overt and covert rules that maintain these systems, when:

1. We are new to the system
2. We are instructed in the overt and covert rules of the systems (this hardly ever happens!)
3. We inadvertently violate one of the rules and get our hand slapped
4. There is a crisis that impacts organizational functioning.

Because we do not often think about the invisible, yet powerful, aspects of culture, identifying personal and organizational cultural values or beliefs may seem like a strange or even difficult task. Yet, before we can see, understand, and even value other ways for us or our organizations to operate, we must first see and understand what our personal and organizational cultures currently are.

The goal of this exercise is to help you increase your self-awareness of your own culture(s), increase your understanding of your organization’s culture, and examine how your organization’s cultural attributes may be impacting your diversity, inclusion, and equity goals.

Exercise Instructions:

1. Place an “X” on the continuum to identify your own personal values and beliefs
2. Reflect: From where did this value or belief come? What about your culture(s), family, community, faith background, educational/professional background or experience led you to hold this value or belief?
3. What systems of power (cultural, institutional, or structural) might have impacted your expression or suppression of this value or belief?
4. Place a “Y” on each continuum to identify your organization’s values and beliefs related to this item
5. How does your organization’s expression of these values or beliefs impact those who might feel like they matter or those who are marginalized in your organization?
6. How might these aspects of your organizational culture impact the achievement of your diversity, inclusion, and equity goals?

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Value Change	Value tradition
Directness	Indirectness/ "Saving face"
Analytical, linear problem solving	Intuitive, circular problem solving
Emphasis on individual performance	Emphasis on group performance
Communication primarily verbal	Communication primarily non-verbal
Emphasis on task and product	Emphasis on relationship and process
Surface different views	Seek harmony not difference
Comfortable engaging in conflict	Prefer to avoid conflict
Informal tone	Formal tone
Competition	Cooperation
Rigid adherence to time	Flexible adherence to time
Future orientation	Past orientation
Efficiency	Process focused
Practicality		Idealism
"I control my destiny"	"My destiny is controlled by fate"
Emotionally restrained	Emotionally expressive
Flat/Matrix/Horizontal Structure	Hierarchy/Rank/Status
Nuclear family focused	Extended family focused
Individualism/Privacy	Group Welfare/Collectivism
Data/Expert Knowledge	Experiential Knowledge

Sources: Michigan Cooperative Extension Service, 1989; Lee Gardenswartz and Anita Rowe, 1993. Adapted by Beth Zemsky

First Universalist Church of Minneapolis
Board of Trustees Meeting
September 19, 2024
6:30 - 9:00 pm
First Universalist Church
Cummins Room & Zoom (multiplatform)

Start	Duration	Topic	Lead
6:30 PM	5	Call to Order. All in attendance	Jeff
		<i>Lighting the Chalice</i> <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	Sarah? Jen/Arif
7:00 PM	5	Consent Agenda Approved Approval of August meeting minutes Approval of the following Congregational Dates: - Mid-year Meeting: February 2, 2025 - Annual Meeting: June 8, 2025 Monitoring: Acceptance of attendance and membership numbers & trends Monitoring: Acceptance of staff and significant volunteer changes Monitoring: Congregant grievances Monitoring: Staff & Volunteer grievances Monitoring: Protection of assets	All
7:05 PM	10	Staff Work Plan. (Arif) Discussion on how the staff is feeling overworked. More to come on how the work plan will unfold with a review in February 2025. Could a staff member become a volunteer coordinator if their work is given to others. Estimated that there are 150+ volunteers.	Jen
7:15 PM	10	Congregational Safety/Harrasment Restraining Order. Two trainings coming up for staff and ushers/greeters for de-escalation training.	Jen
7:25 PM	20	Finance Committee Report. Fiscal 2023/2024 was \$64,000 better than budgeted. We want a minimum of 20% dedicated to environmentally responsible investments. The Finance Committee is pursuing a plan found in the Finance Committee Report around ESG investment strategies.	Marc
7:45 PM	10	Stewardship Committee Report. Looking for more to be involved in the Stewardship team. Sub teams on planning a fund raiser, long range planning etc. Building a new culture in the congregation for proactive stewardship and more volunteers.	Emily, Emily
7:55 PM	10	Break	
8:05 PM	10	Governance Committee Report. Gathering interviews from the Board members for Jen's annual review. Want completed by end of September.	Lou, Sarah
8:15 PM	15	<u>2025 Restated UU Org Retirement Plan Document. Approved</u> - Discussion - Vote on Adoption Motion	Jeff/All
8:30 PM	10	Board Visibility - Next Steps and Goals Provide a framework for the board to get connected to all parts of the congregation Goal of Board Involvement To stay connected and visible to all groups and demographics at First U. The Board will come to a greater understanding of our entire congregation and the congregation will come to a greater understanding of the role of the Board as well as the members of the Board. Next Steps working on a discussion guide and groups to start with.	Matt, Emily
8:40 PM	10	MidAmerica Lay Leader Training for Fall 2024. Reviewed the scheduled meetings and talked about interest in attending. Maybe put these meetings in the Board agenda and people can self select.	Jeff, All
8:50 PM	10	Gratitudes	All
9:00 PM		Adjourn	

Roles, responsibilities, and resources for Board Members

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Statistical Report for September 2024

Board Meeting October 17, 2024

MEMBER MEMORIAL SERVICES: 0

MEMBER MARRIAGES/SERVICES OF COMMITMENT: 0

MEMBERS FOR APPROVAL: 0 - *Membership class in November, new member ritual
November 17*

MEMBERS REINSTATED: 0

MEMBERS FOR REMOVAL: 2

**Susan Schultz
Bridget Cerny**

CHILDREN DEDICATED:

Total members as of the last meeting: 991

To be added: 0

To be removed: 2

TOTAL MEMBERS: 989

September Attendance

	2024						2023					
Adults	Sun. 10a Sanctuary	Sun. 9a Sanctuary	Sun. 11a Sanctuary	Sun. Livestream	YouTube Views	Totals	Sun. 10a Sanctuary	Sun. 9a Sanctuary	Sun. 11a Sanctuary	Sun. Livestream	YouTube Views	Totals
1st week						n/a	94			31	85	210
2nd week	187			11	82	280	208			34	81	323
3rd week		125	93	33	64	315		131	162	38	70	401
4th week		no slip	100	35	71	206		115	146	33	72	366
5th week		104	80	30	50	264						
Monthly Total	187	229	273	109	217	1065	302	246	308	136	308	1300
Average for September	187	115	91	36	72	266	151	123	154	34	77	325
RE						9 & 11 RE						9 & 11 RE
1st week												
2nd week												
3rd week						144						143
4th week						117						140
5th week						123						
Monthly Total						384						283
Average for September						128						142
Combined Average						394.						467

First Universalist Church of Minneapolis
Finance Committee Meeting Minutes
6:00-7:30 pm

Members present: Dan Berg, Marc Gorelick, Cameron Smither

Staff present: Brad Schmidt

Stewardship liaison present: Will Hegeman

Meeting convened at 6:00 pm

1. Chalice Lighting
2. Minutes from the prior meeting were approved
3. YTD financial results were reviewed.

Through 8/31/24 (2 months of FY 2025-25), operating income is \$281,000, vs. a budgeted deficit at this point of approx. \$5,000. This positive variance is driven largely by annual giving being \$263k above budget, and other fundraising \$12K above budget. It was noted that much of this variance is due to the change from cash to accrual accounting: approximately \$100k of pledges for FY24-25 received in June were booked in the current year. In addition, expenses are approximately \$10k favorable to budget. No notable specific expense variances were identified.
4. Stewardship update.
 - a. The team is recruiting additional members (ideally 6-7), with a focus on “sub-teams” reflecting different demographics (e.g., RE families, Daytime Connections, younger members, etc.)
 - b. Areas of focus include planned giving, multiyear pledges, and planning for a fundraising event in spring. The Stewardship team requested clarification from the Board on whether the budgeted \$30k from fundraising events is a firm goal.
 - c. A subgroup is working on a gift acknowledgement process for the coming year. Stewardship has asked for guidance on criteria for specific ministerial acknowledgment of gifts. Consideration to be given for amount, trend over time, and length of gift commitment. Dan will bring this back to the subgroup.
5. Financial policies. We engaged in a review of financial policies at First Universalist.
 - a. Per the policy handbook, most financial policies are the responsibility of the Senior Minister and staff; Finance Committee role is to collaborate with staff in drafting, revising, and monitoring compliance. Brad reviewed the most recent version of these policies, noting that two (conflict of interest and whistleblower) are still in draft and undergoing leadership review. The Finance Committee found the policies as presented to be relevant, thorough, and clear. A question was raised about cybersecurity (including liability) for our financial software. No such policy exists; Brad will discuss with Jen and report back at a future meeting,
 - b. Board policies related to Finance include investment, gift acceptance, reserves, and audit. The first three were updated and approved last year; no needed revisions were noted. Dick Niemic is taking the lead on audit policy. Since he was unable to attend, this was deferred to a future meeting.

Meeting adjourned at 7:06 pm

Respectfully submitted,

Marc Gorelick, Treasurer

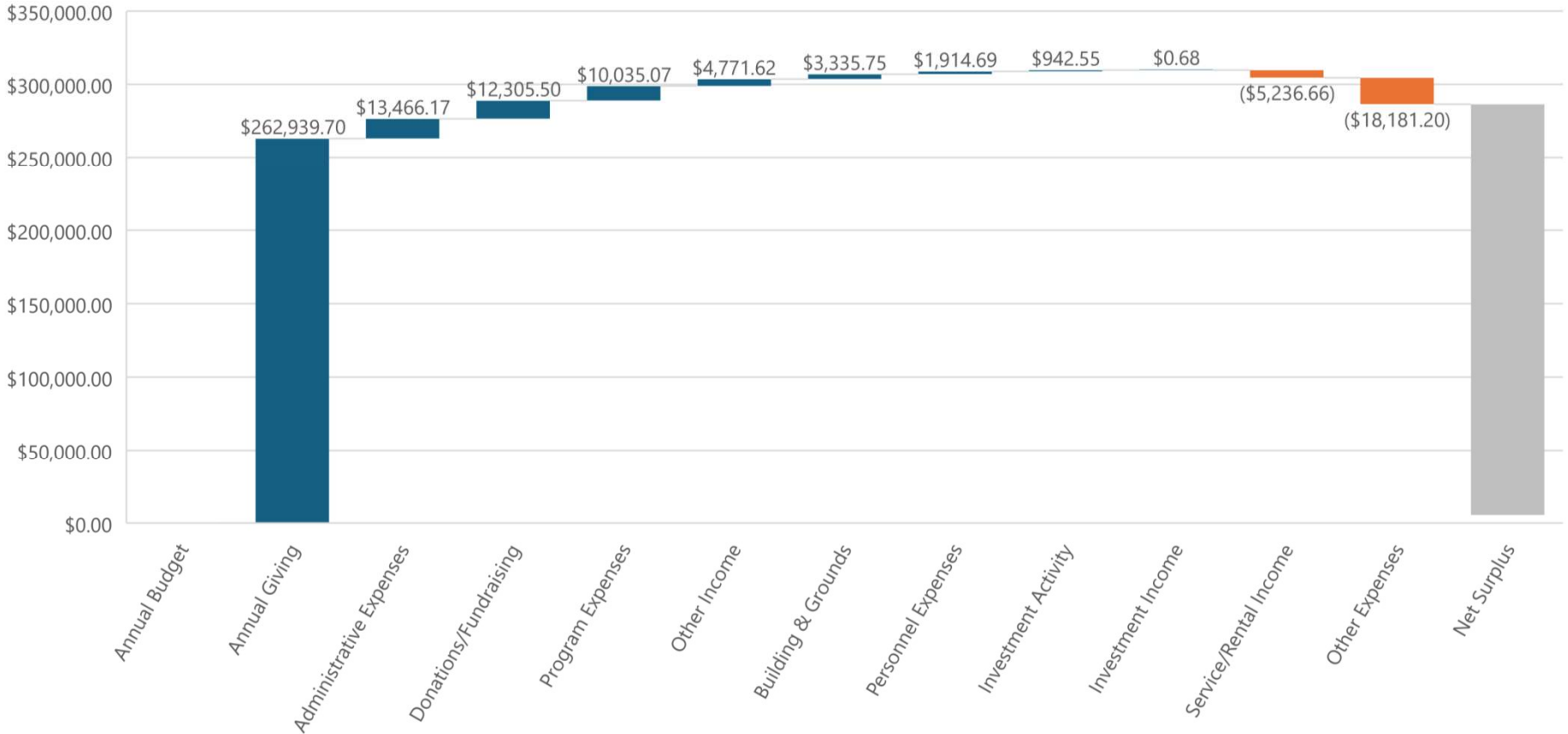
First Universalist Church of Minneapolis

Balance Sheet

	Actual As of <u>08/31/2024</u>
Assets	
Current Assets	
Cash	\$137,476.46
Investments	\$3,455,443.18
Other Current Assets	\$36,341.69
Total Current Assets	<u>\$3,629,261.33</u>
Non-Current Assets	
Fixed Assets	\$5,472,397.39
Total Non- Current Assets	<u>\$5,472,397.39</u>
Total Assets	<u><u>\$9,101,658.72</u></u>
Liabilities and Fund Balance	
Liabilities	
Current Liabilities	
Accounts Payable	\$47,903.93
Benefits Payable	\$55,364.49
Other Current Liabilities	\$6,938.11
Total Current Liabilities	<u>\$110,206.53</u>
Long Term Liabilities	
Loan Payable	\$1,496,741.57
Interfund Transfer	\$0.00
Total Long Term Liabilities	<u>\$1,496,741.57</u>
Total Liabilities	<u>\$1,606,948.10</u>
Fund Balance	
Unrestricted Net Assets	\$4,151,137.32
Donor Restricted Net Assets	\$3,343,573.30
Total Fund Balance	<u>\$7,494,710.62</u>
Total Liabilities and Fund Balance	<u><u>\$9,101,658.72</u></u>

2024-2025 Year-End Net Income vs Annual Budget

■ Increase ■ Decrease ■ Total



First Universalist Church of Minneapolis

Income Statement

Operating Budget

	Actual 07/01/2024 to 08/31/2024	Budget 07/01/2024 to 08/31/2024	Variance	Annual Budget 07/01/2024 to 06/30/2025
Revenues				
Support				
Annual Giving	\$492,425.19	\$229,485.49	\$262,939.70	\$1,314,350.00
Donations/Fundraising	\$29,083.14	\$16,777.64	\$12,305.50	\$206,000.00
Total Support	\$521,508.33	\$246,263.13	\$275,245.20	\$1,520,350.00
Earned Revenue				
Service/Rental Income	\$13,763.30	\$18,999.96	(\$5,236.66)	\$114,000.00
Investment Income	\$0.68	\$0.00	\$0.68	\$0.00
Other Income	\$5,104.94	\$333.32	\$4,771.62	\$2,000.00
Total Earned Revenue	\$18,868.92	\$19,333.28	(\$464.36)	\$116,000.00
Total Revenues	\$540,377.25	\$265,596.41	\$274,780.84	\$1,636,350.00
Expenses				
Personnel Expenses	\$214,085.23	\$215,999.92	\$1,914.69	\$1,296,000.00
Administrative Expenses	\$9,845.39	\$23,311.56	\$13,466.17	\$139,870.00
Program Expenses	\$2,814.83	\$12,849.90	\$10,035.07	\$77,100.00
Building & Grounds	\$14,297.49	\$17,633.24	\$3,335.75	\$116,800.00
Other Expenses	\$19,264.50	\$1,083.30	(\$18,181.20)	\$6,500.00
Total Expenses	\$260,307.44	\$270,877.92	\$10,570.48	\$1,636,270.00
Investment Activity				
Realized Losses	(\$100.54)	\$0.00	(\$100.54)	\$0.00
Unrealized Losses	(\$18.58)	\$0.00	(\$18.58)	\$0.00
Dividends & Interest	\$178.42	\$0.00	\$178.42	\$0.00
Unrealized Gains	\$883.25	\$0.00	\$883.25	\$0.00
Total Investment Activity	\$942.55	\$0.00	\$942.55	\$0.00

First Universalist Church of Minneapolis

Income Statement

Operating Budget

	Actual 07/01/2024 to 08/31/2024	Budget 07/01/2024 to 08/31/2024	Variance	Annual Budget 07/01/2024 to 06/30/2025
NET SURPLUS/(DEFICIT)	<u>\$281,012.36</u>	<u>(\$5,281.51)</u>	<u>\$286,293.87</u>	<u>\$80.00</u>