

**Board of Trustees Meeting  
August 20, 2009**

**Agenda**

- 6:30 Gather
  - Opening words - Justin
- 6:45 Meeting Preparation
  - Confirm meeting objectives and agenda
- 6:48 Consent Agenda
  - Approve June minutes
  - Approve Sr. Minister's housing allowance allocation
- 6:50 Review the Past
  - Sr. Minister report
  - Financial monitoring report
  - Unity Leadership committee update
- 7:15 Create the Future
  - Leadership development
    - Action: Comments or direction to Nominating Committee
  - Future Board agenda structure
    - Action: Comments or direction on future structure
  - Board retreat planning update
    - Action: Comments or direction on retreat agenda
- 8:15 Meeting Summary: Decisions review, action items & assignments
- 8:20 Meeting Evaluation: Process Evaluation & Assessment
- 8:25 Adjourn

Next meeting: Thursday, September 17

Upcoming Events:

Aug. 23, Lake Harriet Service & All Church Picnic

Sept. 11-12, Board Retreat

**President's Report  
August 20, 2009**

Fellow Trustees:

Attached is a draft Board agenda for next week's meeting. It's fairly light but contains quite a few suggested changes from our old agenda format. The changes are intended to do a few things but all are hoping to make the meetings even more effective.

The suggestions start right with the opening where I am wondering if we could be handle this differently as a way to get us more focused on what we are there to do and the spiritual basis for our work. Our intent is that for the first few meetings this year Justin will be responsible for how we handle this part of the agenda. As you can see a check-in is not part of this opening.

The suggested agenda generally follows a format presented by Unity Consulting at the GA session on governance that Justin and I attended. It is intended to facilitate a focus on policy governance and using 80% of our time on creating the future. This agenda doesn't quite get there but it's a start.

The consent agenda item about Justin's housing allowance is on there because the employment agreement seems to require Board approval. He is putting 45% of his salary and housing into the housing allowance. This seems to be generally consistent with past practice at the church and in the denomination. In any case if there is an issue, it is between him and the IRS.

Most of the agenda is fairly self-explanatory. The item about leadership development comes from some thinking I've done and a conversation I had with Ginny McAninch of the Nominating Committee at GA. As we formalize our governance system more I think it would be good to talk about having a more intentional approach to how we develop and prepare people for leadership positions. From time to time this has been talked about in the past but nothing has really come of it. The Nominating Committee does not now have this formally as part of their charge but I think some members have an interest in getting into this. Right now I am scheduled to go to their Sept. 3 meeting to talk about this and I wanted to see if the Board is open to this first or has concerns I should transmit to the committee. There are a number of questions we could consider about this such as whether we need this at all, or whether the Nominating Committee is the best group to do it. One concern I have is that the Nominating Committee needs to work closely with staff on this for a variety of reasons but fundamentally because staff has the responsibility for the successful functioning of committees and if those committees are the training grounds for leaders then anything the Nominating Committee would propose to do has to fit with staff's needs/responsibilities. Ginny has already had a conversation with Justin about this.

At the end of the agenda I have included a few minutes for us to reflect on how the meeting went. I think there are three things we should use to evaluate the meeting. First, did we stay focused on our roles of focusing on our vision and mission, monitoring compliance with our policies and linking with our moral ownership. Second, did we operate according to our Leadership Covenant and, finally, did we in a more general sense operate effectively.

The item on Board agenda structure is intended to get a first reaction to some of the changes at this meeting. We could also discuss this at the retreat but if we are pressed for time at the retreat this gives us an alternative. We should also discuss it again at a future meeting once we have had more experience with the changes.

One change that will be apparent to you is that I have eliminated a break in the middle. I don't think these meetings are so long that people can't skip out when they need to. I think it will help us maintain our flow. Treats will still be provided. I have also eliminated the executive session at the end. My thinking is that we can always have one if we need it. The downside may be that it

will require us to be more thoughtful about the need and to consciously call for one at those times. This may make us less likely to do it even if one is needed. I just thought it was a very unusual part of the old agenda and one that was not often used.

Grace and peace,  
Barry

## Ministry report of the Sr. Minister, August 2009

\*On August 8, we held a worship associates retreat. There are four new worship associates, Michael Dotson, James Schanen, Erin Dajka, and Bill Howard. We had a very lively discussion about how we might move from "good" worship to "great worship." Kate and I have been having this conversation as well, and we are planning to implement several changes to the worship service, including adding more silence, re-examining how we do the cycle of life, exploring where and how the "welcome" happens in the service, asking guests not to stand during the welcome, and striving to create a more fully integrated service (making sure that music, readings, and sermon all fit together.) We will experiment with these changes in the fall.

\*We also be implementing monthly themes in the fall. Each month, through worship and ARC Groups, we will explore a different theme in depth. September's theme is "Listening," October is "Money," November is "Gratitude," and December is "God." I believe that following this monthly theme based model will allow the worshipping community to engage these themes in greater depth.

\*Launching Small Group Ministry: Action, Reflection, Connection (ARC) Groups. After a very successful pilot program last year, we are ready to launch six new groups this October. *ARC Groups* will meet through early December, for a total of 6 meetings. Each meeting is an hour and half long. *ARC Groups* are made up of 10 people from the church. Each group uses the same content which is based on the monthly themes.

\*On Tuesday, August 11, we held a full day staff retreat. This retreat included talking about staff working relationships, staff covenant, our strengths and weaknesses, and the gifts we bring to this work.

\*It's been challenging having Patti out on medical leave, but she should be back in the office in a week (Aug 24).

\*We've hired two new staff people: Marsha Partington (the new Children's Program Coordinator), and Lily Franz, (the new Program Assistant.) They both begin on August 24. Please welcome them aboard!

**First Universalist Church  
Statistical Report  
July 16, 2009**

**MEMORIAL SERVICES: 0**

**MARRIAGES/SERVICES OF COMMITMENT: 0**

**MEMBERS FOR APPROVAL:**

**MEMBERS REINSTATED: 0**

**MEMBERS FOR REMOVAL: 2**

Bonnie Szeto and Stephen Olson – wished to drop their membership end of fiscal year.

	To Date	End of Year Totals			
MEMBERS	2008-09	2007-08	2006-07	2005-06	2004-05
(Fiscal Year)	72	41	63	92	82
<b>TOTAL MEMBERS:</b>	<b>840</b>	<b>824</b>	<b>845</b>	<b>885</b>	<b>821</b>

**TOTAL MEMBERS AS OF THE LAST MEETING: 840**

**To be added:**

**To be removed: 2**

**TOTAL MEMBERS: 838**

**First Universalist Church  
Statistical Report  
August 20, 2009**

**MEMORIAL SERVICES: 0**

**MARRIAGES/SERVICES OF COMMITMENT: 0**

**MEMBERS FOR APPROVAL:**

**MEMBERS REINSTATED: 0**

**MEMBERS FOR REMOVAL: 2**

Chip TenBensel – Relationship change  
June Blanchard - deceased

	To Date	End of Year Totals			
MEMBERS (Fiscal Year)	2009-10	2008-09	2007-08	2006-07	2005-06
TOTAL MEMBERS:	836	840	824	845	885
1					

**TOTAL MEMBERS AS OF THE LAST MEETING: 838**

**To be added: 0**

**To be removed: 2**

**TOTAL MEMBERS: 836**

<b>Attendance Report</b>										
<b>June 2009</b>										
<b>Corresponding Sunday in:</b>										
<b>Adults</b>	<b>10:00</b>	<b>2008</b>	<b>2007</b>	<b>2005</b>	<b>2004</b>	<b>2003</b>	<b>2002</b>	<b>2001</b>	<b>2000</b>	
<b>First Week</b>	358	164	245	328	345	386	218	219	422	
<b>Second Week</b>	251	153	217	228	290	230	202	313	209	
<b>Third Week</b>	179	183	200	326	169	221	212	187	270	
<b>Fourth Week</b>	153	115	148	140	168	182	204	127	170	
<b>Fifth Week</b>	0	0	0	0	0	0				
<b>Monthly Total</b>	941	615	810	1022	972	1019	836	846	1071	
<b>Avg. for Month</b>	<b>235</b>	<b>154</b>	<b>203</b>	<b>256</b>	<b>243</b>	<b>255</b>	<b>209</b>	<b>212</b>	<b>268</b>	
<b>Church School</b>										
<b>First Week</b>	4									
<b>Second Week</b>	29	39	33	52	52	47	66	75	74	
<b>Third Week</b>	17	23	13	52	53		53	62	75	
<b>Fourth Week</b>	25	44	24	37	43	42	60	60	80	
<b>Fifth Week</b>										
<b>Monthly Total</b>	75	106	70	141	0	89	179	197	229	
<b>Avg. for Month</b>	<b>19</b>	<b>35</b>	<b>23</b>	<b>47</b>	<b>0</b>	<b>45</b>	<b>60</b>	<b>66</b>	<b>76</b>	
<b>Total</b>										
<b>First Week</b>	362	164	245	328	345	386	218	219	422	
<b>Second Week</b>	280	192	250	280	342	277	202	313	209	
<b>Third Week</b>	196	206	213	378	222	221	278	262	344	
<b>Fourth Week</b>	178	159	172	177	211	224	257	189	245	
<b>Fifth Week</b>	0	0	0	0	0	0	0	0	0	
<b>Monthly Total</b>	1016	721	880	1163	1120	1108	955	983	1220	
<b>Avg. for Month</b>	<b>254</b>	<b>180</b>	<b>220</b>	<b>291</b>	<b>280</b>	<b>277</b>	<b>239</b>	<b>246</b>	<b>305</b>	

		Attendance								
<b>July 2009</b>							<b>Corresponding Sunday in:</b>			
<b>Adults</b>	<b>10:00</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>	<b>2004</b>	<b>2003</b>	<b>2002</b>	<b>2001</b>	
<b>First Week</b>	111	171	128	178	157	151	204	177	157	
<b>Second Week</b>	213	131	162	209	161	154	218	170	128	
<b>Third Week</b>	146	169	152	214	181	204	204	144	133	
<b>Fourth Week</b>	177	166	177	216	170	200	211	165	144	
<b>Fifth Week</b>			142	156	197	0	0	0	173	
<b>Monthly Total</b>	647	637	761	973	866	709	837	656	735	
<b>Avg. for Month</b>	<b>162</b>	<b>159</b>	<b>152</b>	<b>195</b>	<b>173</b>	<b>177</b>	<b>209</b>	<b>164</b>	<b>147</b>	
<b>Church School</b>										
<b>First Week</b>	0	0	0	0	0	0	0	36	32	
<b>Second Week</b>	16	24	21	58	36	38	46	40	28	
<b>Third Week</b>	19	30	14	19	0	44	46	31	37	
<b>Fourth Week</b>	27	31	22	52	30	36	42	38	31	
<b>Fifth Week</b>			19	25	38	0	0	0	36	
<b>Monthly Total</b>	62	85	76	154	104	118	134	145	164	
<b>Avg. for Month</b>	<b>21</b>	<b>28</b>	<b>25</b>	<b>51</b>	<b>35</b>	<b>39</b>	<b>45</b>	<b>36</b>	<b>33</b>	
<b>Total</b>										
<b>First Week</b>	111	171	128	178	157	151	204	213	189	
<b>Second Week</b>	229	155	183	267	197	154	264	210	156	
<b>Third Week</b>	165	199	166	233	181	204	250	175	170	
<b>Fourth Week</b>	204	197	199	268	200	200	253	203	175	
<b>Fifth Week</b>	0	0	161	181	235	0	0	0	209	
<b>Monthly Total</b>	709	722	837	1127	970	709	971	801	899	
<b>Avg. for Month</b>	<b>142</b>	<b>144</b>	<b>167</b>	<b>225</b>	<b>194</b>	<b>177</b>	<b>243</b>	<b>200</b>	<b>180</b>	