

First Universalist Church of Minneapolis Board of Trustees Meeting

Thursday, May 21, 2009, 6:30 p.m.

Board Members present (absent): Jill Andersen, ~~Tim Balke~~, Dan Berg, Bill Elwood, Judy Goebel, Jane Johnson, Barry Johnson, Candace McClenahan, Jim Santelli, Sue Schiess, Doug Smalley, Kimon Swarts

Clergy present: Charlotte Cowtan, Kate Tucker

Others present : Patti Frazee, Steven Protzman, Ralph Wyman

Agenda Item	Presenter	Discussion	Action, if any
Opening Words/ Check-in of board and visitors			
Consent agenda		- 20 new members - April Board meeting minutes - May 3 special meeting minutes - May agenda	Approved
Management Report	Patti Frazee/Rev. Charlotte Cowtan	<p>The 2009-10 Budget has been presented to the congregation in three separate briefings. Staff has been re-budgeting spending for the current year based on actual income and expenses. At this time it appears that the 2008-09 fiscal year will end with a deficit which may be as much as \$10,000. Charlotte reported that other churches in the district are having much worse budgetary problems than we are. <i>Jill Andersen moved staff can take up to \$10,000 from church reserve accounts to cover deficit, if needed.</i> Board thanked staff, especially Patti Frazee, for its diligent management of finances in these hard times.</p> <p>Patti reported that reserve account investment values are slowly coming back. There is an unrealized loss of \$130,919 at this time, but this is considerably less than earlier. . Pledges for next year are continuing to come in.</p> <p>Raffle receipts are up to \$20,000 that has been turned in to the office with an unknown amount still with people who are selling tickets. Nine hundred more tickets need to be sold in order to break even.</p>	Motion passed
2009-10 Budget	Rev. Charlotte Cowtan	See Attachment A . Desired outcome: Staff and Trustees agree on a budget to present to membership at Annual Meeting. <i>Kimon Swarts moved that the board recommend the budget as presented by staff to the congregation for approval at the Annual Meeting.</i>	Motion passed
Work Plan Linkage to Strategic Outcomes	Rev. Charlotte Cowtan	See Attachment B . There was discussion of Work Plan that was presented at Budget sessions and to be used by Justin next year. Major areas of programming emphasis are membership increase, spiritual deepening and community connections.	
Finish Article IV, section B of Governing Policies	Doug Smalley	Desired outcome: Trustee approval of proposed wording to be substituted for what is currently in Article IV, Section B of Governing Policy Handbook. See Attachment C . <i>There was a motion to replace current Article IV, Section B with text in Attachment C and to also insert a row into the Monitoring Chart in the Governing Policies Handbook.</i>	Motion passed
Policy for handling violations of Limitations Policies	Sue Schiess, Doug, Bill	See Attachment D . Desired outcome: Board adoption of a policy for handling violations of Limitation Policies. Doug noted that there is redundant text in sections III and IV of the GPH. Judy will investigate whether an editing mistake has been made. The board discussed the proposed new text shown in Attachment D and made comments. Doug Smalley, Bill Elwood and Barry Johnson will revise the wording and the board will consider the	

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		revised text at its June meeting.	
Unity Leadership Special Task Force	Sue Schiess	<p>Desired outcome: Write and approve a Charge for the committee, approve a group structure, and nominate trustee/s to serve on the Task force.</p> <p>Unity Leadership is becoming very successful. We need to discern what is goal for Unity Leadership Should it be service to the world or service to the church? Sue proposed appointing a special Task Force of five people to look at these questions and to report back to the full board in the fall.</p> <p>Laura Cooper has agreed to be chair of the task force; Dan Berg was asked to serve by Sue and has agreed. There is the possibility that another trustee will be needed. The Foundation will nominate two people to the Task Force.</p> <p><i>It was moved that the Board charge the Task Force with the following: To discern and recommend to the Board by October 1, the optimal organizational form for Unity Leadership, considering the needs of both Unity Leadership and First Univ. Church,</i></p> <ol style="list-style-type: none"> 1. <i>Remain a program of First Universalist Church</i> 2. <i>Become a separate-but-related 501C3 corporation.</i> 	Motion passed (1 nay)
Schedule Board Retreat	Barry Johnson	Desired outcome: Determine a date that will allow as many trustees to attend as possible. Several tentative dates were discussed. Barry will send out an email when a final choice is made. The planning committee for the retreat will be Barry Johnson, Candace McClenahan and Judy Goebel.	
Executive Session		No minutes taken.	
Adjourned			Adjourned at 9:20 PM

Important Dates:

June 7, 11:15 AM	Annual Meeting (including raffle drawing)
June 11, 5:30 PM	Executive Committee Meeting
June 18, 6:30 PM	Board of Trustees Meeting
June 24-28	UUA General Assembly, Salt Lake City
June 30	End of fiscal year
July 1	New officers and trustees take over
August 1	Justin Schroeder starts as senior minister
September 10?	Board of Trustees Retreat (Tentative)
October 25 ?	Installation & Ordination of Justin Schroeder

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Attachment A - Proposed 2009-10 Budget

INCOME	08-09 Budget	08-09 Current Full-Year Forecast	Requested Budget for 09-10	If We Raise the \$ We'll Add:
OPR. CONTRIBUTIONS				
159 Operating Carryover	\$11,104.00	\$22,741.00	\$0.00	
179 New Member Pledges	\$20,000.00	\$11,328.00	\$25,000.00	
182 Contingency for Unpaid Pledges	-\$15,000.00	-\$35,000.00	-\$20,000.00	
48 Pledges-Current	\$775,000.00	\$750,024.00	\$753,000.00	
5 Pledges-Prior Year	\$15,000.00	\$5,468.92	\$10,000.00	
55 Contributions Rec'd	\$38,000.00	\$27,000.00	\$30,000.00	
56 Unidentified Cash Donations	\$23,500.00	\$23,250.00	\$23,500.00	
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	\$867,604.00	\$804,811.92	\$821,500.00	
FUNDRAISERS				
68 Auction	\$25,000.00	\$30,356.00	\$25,000.00	
Net Proceeds from Raffle			\$12,000.00	
Social Gatherings			\$10,000.00	
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	\$25,000.00	\$30,356.00	\$47,000.00	
INTEREST				
53 Reserve Acct Dividend/Interest	\$10,000.00	\$7,800.00	\$8,000.00	
BUILDING USE				
160 Antenna Lease	\$10,600.00	\$9,645.00	\$10,918.00	
57 Rental Income	\$185,000.00	\$180,500.00	\$197,000.00	
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	\$195,600.00	\$190,145.00	\$207,918.00	
UNITY LEADERSHIP				
From Foundation			\$30,000.00	
Plant Sale			\$3,000.00	
Community Grants			\$59,315.50	
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			\$92,315.50	
MISC.				
162 Legacy Fund Distribution	\$10,570.00	\$10,570.00	\$0.00	
164 Budgeted Non-Operating	\$29,000.00	\$23,000.00	\$29,000.00	
1 From Foundation	\$11,500.00	\$11,500.00	\$10,000.00	
16 Capital Reserves	\$11,600.00	\$17,534.37	\$2,900.00	
31 New Donors	\$16,500.00	\$5,000.00	\$5,000.00	
32 Limpert Fund	\$18,268.00	\$18,268.00	\$8,152.26	
37 From Designated Funds	\$20,757.00	\$20,757.00	\$10,035.00	
Flower Donations			\$900.00	
17 150th Committee	\$63,258.89	\$63,258.89	\$0.00	
Repayment to Reserves (Sr. Minister)			\$22,916.67	
62 Other	\$0.00	\$619.33	\$0.00	
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	\$181,453.89	\$170,507.59	\$88,903.93	
R.E. DONATIONS				
165 Coming of Age Fees	\$4,375.00	4545.00	\$4,375.00	
166 7th Grade Fees	\$625.00	645.00	\$625.00	
52 Adult Ed Fees	\$0.00	1856.00	\$600.00	
272 R.E. Fees	\$18,000.00	17000.00	\$25,000.00	
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	\$23,000.00	\$24,046.00	\$30,600.00	
Total Income	\$1,302,657.89	\$1,227,666.51	\$1,296,237.43	

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EXPENSE

	08-09 Budget	08-09 Current Full-Year Forecast	Requested Budget for 09-10	If We Raise the \$ We'll Add:
Ministers				
Senior Minister Salary			\$91,666.67	*
Senior Minister Benefits			\$20,709.00	**
Senior Minister Professional			\$9,000.00	
Senior Minister			\$4,250.00	
Relocation/Settlement Payment				
Senior Minister Installation			\$6,000.00	
Ministerial Intern	\$3,000.00	\$0.00	\$0.00	
Summer Minister	\$5,000.00	\$5,000.00	\$5,000.00	
Summer Minister Benefits	\$0.00	\$0.00	\$383.00	
3 Interim Minister	\$94,441.67	\$102,358.67	\$0.00	
131 Interim Minister Benefits	\$27,043.76	\$29,650.51	\$0.00	
183 Interim Minister	\$9,444.00	\$10,236.00	\$0.00	
Professional				
Rites of Passage	\$500.00	\$0.00	\$0.00	
50 Associate Minister	\$79,045.00	\$79,045.00	\$89,045.00	
184 Associate Minister Benefits	\$23,793.24	\$23,793.24	\$28,492.00	
185 Associate Min.	\$7,746.00	\$7,746.00	\$7,000.00	
Professional				
Total Ministers	\$250,013.67	\$257,829.42	\$261,545.67	

*Annualized amount will be \$100,000

**Annualized amount will be \$22206

Congregational Life

CONGREGATIONAL LIFE STAFFING	08-09 Budget	08-09 Current Full-Year Forecast	Requested Budget for 09-10	If We Raise the \$ We'll Add:
Congregational Life Staff Salaries (1.5 FTE)	\$0.00	\$0.00	\$68,600.00	\$1,300.00
Congregational Life Staff Benefits	\$0.00	\$0.00	\$19,514.00	\$319.00
	\$0.00	\$0.00	\$88,114.00	

WORSHIP

	08-09 Budget	08-09 Current Full-Year Forecast	Requested Budget for 09-10	If We Raise the \$ We'll Add:
129 Music Staff Salaries*	\$42,947.00	\$42,947.00	\$34,013.00	
137 Music Staff Benefits	\$3,785.00	\$3,785.00	\$3,102.00	
142 Music	\$3,000.00	\$2,000.00	\$8,500.00	\$1,000.00
152 Guest Speakers	\$2,000.00	\$1,000.00	\$1,000.00	
123 Add'l Worship Items	\$750.00	\$500.00	\$500.00	
Winter Solstice Service	\$0.00	\$0.00	\$600.00	
64 Multigenerational Worship	\$0.00	\$0.00	\$500.00	
Multigenerational Music	\$0.00	\$0.00	\$225.00	
43 Worship Associates	\$375.00	\$0.00	\$375.00	
	\$52,857.00	\$50,232.00	\$48,815.00	

*Children's Music Coord. Moved to Children's programming

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PASTORAL CARE	08-09 Budget	08-09 Current Full-Year Forecast	Requested Budget for 09-10	If We Raise the \$ We'll Add:
141 Event Supplies	\$50.00	\$50.00	\$50.00	
89 Pastoral Care Supplies	\$700.00	\$500.00	\$700.00	
138 Friendship/Caring Corner	\$400.00	\$400.00	\$400.00	
134 Memorial Services	\$400.00	\$400.00	\$400.00	
58 TRUST	\$6,000.00	\$6,000.00	\$6,000.00	
83 Training & Resources	\$700.00	\$700.00	\$700.00	
10 Safety Program	\$200.00	\$100.00	\$200.00	
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	\$8,450.00	\$8,150.00	\$8,450.00	
DENOMINATIONAL CONNECTIONS	08-09 Budget	08-09 Current Full-Year Forecast	Requested Budget for 09-10	If We Raise the \$ We'll Add:
161 Program Dues UUA	\$26,775.00	\$26,775.00	\$27,000.00	\$3,197.70
59 Program Dues PSD	\$9,801.00	\$9,801.00	\$10,000.00	\$3,516.88
163 PSD/GA Meetings	\$2,500.00	\$2,500.00	\$2,500.00	
280 Committee & Support	\$200.00	\$100.00	\$0.00	
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	\$39,276.00	\$39,176.00	\$39,500.00	
FAITH DEVELOPMENT	08-09 Budget	08-09 Current Full-Year Forecast	Requested Budget for 09-10	If We Raise the \$ We'll Add:
133 Lifespan Staff Salaries	\$144,416.00	\$136,000.00	\$86,646.00	
135 Lifespan Staff Benefits	\$36,406.00	\$35,000.00	\$20,639.00	
126 Classroom Supplies	\$1,500.00	\$1,200.00	\$0.00	
34 Lifespan Leadership	\$1,100.00	\$500.00	\$0.00	
28 Sr. High Trips	\$1,000.00	\$800.00	\$1,000.00	
66 Young Adults	\$1,000.00	\$850.00	\$1,000.00	
84 Library/Bookstore	\$400.00	\$400.00	\$500.00	
70 Curriculum	\$1,750.00	\$1,100.00	\$1,200.00	
73 R.E. Other	\$2,000.00	\$2,000.00	\$2,000.00	
71 Teacher Workshops	\$750.00	\$600.00	\$750.00	
72 Teacher Appreciation	\$700.00	\$650.00	\$700.00	
76 Grade 8	\$1,500.00	\$1,500.00	\$1,500.00	
78 Grade 7	\$1,400.00	\$1,100.00	\$1,400.00	
81 Grade 9 (COA)	\$5,300.00	\$5,200.00	\$5,300.00	
82 Grade 10-12	\$500.00	\$800.00	\$750.00	
77 Summer Programs	\$2,000.00	\$1,500.00	\$2,000.00	
4 RE Musical	\$900.00	\$900.00	\$1,000.00	
64 Worship	\$300.00	\$500.00	\$0.00	
Labyrinth	\$0.00	\$0.00	\$535.00	
136 Adult Education	\$1,200.00	\$2,000.00	\$1,200.00	
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	\$204,122.00	\$192,600.00	\$128,120.00	
MEMBERSHIP	08-09 Budget	08-09 Current Full-Year Forecast	Requested Budget for 09-10	If We Raise the \$ We'll Add:
Membership Support Salary	\$19,300.00	\$19,342.92	\$19,300.00	
Membership Support Benefits	\$7,563.00	\$6,000.00	\$5,674.00	
156 New Member Programs	\$1,000.00	\$2,000.00	\$2,000.00	
Social Gatherings	\$0.00	\$0.00	\$5,000.00	
178 Hospitality	\$3,650.00	\$4,400.00	\$4,400.00	
158 Pathway to Membership	\$1,700.00	\$450.00	\$1,000.00	
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	\$33,213.00	\$32,192.92	\$37,374.00	

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FAITH IN ACTION	08-09 Budget	08-09 Current Full-Year Forecast	Requested Budget for 09-10	If We Raise the \$ We'll Add:
146 Faith in Action Staff Salaries	\$42,281.00	\$42,281.00	\$36,000.00	
147 Faith in Action Staff Benefits	\$12,085.00	\$12,085.00	\$13,552.00	
172 Affiliations	\$850.00	\$850.00	\$850.00	
175 Action Groups	\$4,100.00	\$2,600.00	\$2,100.00	
Green Sanctuary	\$0.00	\$0.00	\$3,000.00	\$1,000.00
85 Supplies/Misc.	\$575.00	\$575.00	\$0.00	
113 Leadership Dev./Training	\$600.00	\$600.00	\$0.00	
281 Special Projects	\$1,280.00	\$780.00	\$1,000.00	
	<hr/> \$67,771.00	<hr/> \$59,771.00	<hr/> \$56,502.00	
UNITY LEADERSHIP PROGRAM	08-09 Budget	08-09 Current Full-Year Forecast	Requested Budget for 09-10	If We Raise the \$ We'll Add:
Unity Leadership Staff Salaries			\$26,055.00	
Unity Leadership Benefits			\$1,993.00	
Intern Stipends			\$30,000.00	
Program Development			\$4,250.00	
Curriculum Development			\$3,100.00	
Administrative Expenses			\$12,792.50	
Programming	\$6,000.00	\$6,000.00	\$20,125.00	
	<hr/> \$6,000.00	<hr/> \$6,000.00	<hr/> \$98,315.50	
Congregational Life Total	\$411,689.00	\$388,121.92	\$505,190.50	
Operations				
FINANCE/ADMINISTRATION	08-09 Budget	08-09 Current Full-Year Forecast	Requested Budget for 09-10	If We Raise the \$ We'll Add:
151 Admin Staff Salaries	\$92,140.00	\$92,140.00	\$92,140.00	
153 Admin Staff Benefits	\$25,551.00	\$26,385.00	\$27,183.00	
154 Staff Support	\$1,500.00	\$1,500.00	\$1,500.00	
167 Personnel Accrued Time	\$2,000.00	\$2,000.00	\$2,000.00	
173 Health Insurance	\$3,387.00	\$0.00	\$5,610.00	
Increases				
116 Worker's Comp.	\$5,500.00	\$5,885.75	\$5,500.00	
75 CPA/Atty Expenses	\$0.00	\$2,542.93	\$2,000.00	
148 Visual Arts	\$3,425.00	\$2,500.00	\$4,400.00	
234 Leadership Development	\$8,500.00	\$3,915.74	\$3,700.00	
128 Ministerial Search Committee	\$13,310.00	\$11,000.00	\$0.00	
180 Financial Canvass	\$2,500.00	\$1,639.22	\$2,000.00	
181 Acctg./Payroll Fees	\$8,700.00	\$7,500.00	\$8,000.00	
230 Investments Fees	\$1,000.00	\$550.00	\$1,000.00	
36 Stewardship	\$650.00	\$26.71	\$650.00	
186 Office Supplies	\$2,500.00	\$2,500.00	\$4,500.00	
192 Postage (Exc.Liberl)	\$7,000.00	\$7,000.00	\$7,000.00	
193 Equipment Maint.	\$15,000.00	\$20,500.00	\$17,000.00	
216 Equipment Other	\$2,500.00	\$2,000.00	\$2,500.00	
Repayment to Reserves (Sr. Minister)			\$22,916.67	
207 Board Expenses	\$2,000.00	\$2,143.37	\$1,000.00	\$1,000.00
	<hr/> \$197,163.00	<hr/> \$191,728.72	<hr/> \$210,599.67	

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COMMUNICATIONS	08-09 Budget	08-09 Current Full-Year Forecast	Requested Budget for 09-10	If We Raise the \$ We'll Add:
144 Communications Staff Salary	\$29,994.00	\$29,994.00	\$30,922.00	
145 Communications Staff Benefits	\$7,325.00	\$7,325.00	\$9,410.00	
188 Liberal(Inc.Postage)	\$8,500.00	\$6,100.00	\$5,000.00	
191 Bulletins & Printing	\$4,000.00	\$1,500.00	\$4,500.00	
79 Electronic	\$900.00	\$1,000.00	\$1,000.00	
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	\$50,719.00	\$45,919.00	\$50,832.00	
PROPERTIES	08-09 Budget	08-09 Current Full-Year Forecast	Requested Budget for 09-10	If We Raise the \$ We'll Add:
149 Sexton Salary	\$36,400.00	\$0.00	\$0.00	
150 Sexton Benefits	\$12,237.00	\$0.00	\$0.00	
Custodian Salaries	\$0.00	\$20,352.11	\$20,592.00	
Custodian Benefits	\$0.00	\$5,300.00	\$4,013.00	
130 Cleaning Service	\$13,000.00	\$13,532.22	\$0.00	
169 Undesignated Bldg Maint	\$10,600.00	\$9,645.00	\$10,000.00	\$918.00
170 Kitchen Committee	\$1,000.00	\$500.00	\$1,000.00	
33 SPIFF Committee	\$2,500.00	\$2,500.00	\$1,000.00	
42 Sound System Services	\$4,000.00	\$2,500.00	\$1,850.00	
213 Mortgage Interest	\$54,000.00	\$52,500.00	\$54,000.00	
195 Utilities - Gas	\$30,000.00	\$24,600.00	\$27,000.00	
Utilities-Gas Credit			-\$2,000.00	
90 Utilities - Electric	\$28,875.00	\$23,500.00	\$27,000.00	
91 Utilities - Phone	\$4,500.00	\$2,900.00	\$4,500.00	
92 Utilities - Water	\$5,150.00	\$6,300.00	\$6,500.00	
200 Repairs & Maint.	\$16,000.00	\$14,000.00	\$16,000.00	
201 Rubbish Hauling	\$5,000.00	\$7,500.00	\$8,800.00	
203 Groundskeeping	\$6,900.00	\$5,500.00	\$6,900.00	
253 Boiler/AC Maint.	\$10,300.00	\$10,300.00	\$11,330.00	
257 Elevator Maintenance	\$2,700.00	\$2,700.00	\$3,000.00	
254 Alarm Maintenance	\$1,050.00	\$1,050.00	\$2,000.00	
174 Misc. Expenses	\$5,500.00	\$4,046.57	\$0.00	
206 Insurance	\$16,800.00	\$11,796.00	\$14,162.00	
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	\$262,512.00	\$221,021.90	\$217,647.00	
CAPITAL EXPENSE				
23 Library/Bookstore Capital	\$1,100.00	\$1,100.00	\$0.00	
Building Upgrades: Capital	\$0.00	\$10,605.00	\$0.00	
25 Computers	\$2,500.00	\$2,500.00	\$2,500.00	
27 SPIFF Capital	\$2,500.00	\$2,500.00	\$1,900.00	
30 Mortgage Principal	\$13,800.00	\$14,090.00	\$13,800.00	
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	\$19,900.00	\$30,795.00	\$18,200.00	
Operations Total	\$530,294.00	\$489,464.62	\$497,278.67	
NON-OPERATING				
171 Budgeted Non-Operating	\$29,000.00	\$23,000.00	\$29,000.00	
38 New Donors Expensed	\$10,000.00	\$5,000.00	\$2,000.00	
40 Limpert Fund TBD	\$3,268.00	\$8,152.26	\$0.00	
45 150th Committee	\$63,258.89	\$63,258.89	\$0.00	
Non-Operating Total	\$105,526.89	\$99,411.15	\$31,000.00	
TOTAL EXPENSE	\$1,297,523.56	\$1,234,827.11	\$1,295,014.83	
Income -Expense	\$5,134.33	-\$7,160.60	\$1,222.59	

Attachment B - First Universalist Staff Work Plan 2009-2010

Staff Goal #1:

Build/Strengthen Community Connections

	May-June 2009	July-Sept 2009	Oct-Dec 2009	Jan-Mar 2010	Apr-June 2010	2010-2011	2011-2012
ARC Groups	Evaluate pilot	Choose & train facilitators, edit content, publicize, create oversight team	Kick-off for entire community, Session #1	Session #2	Session #3		
Improve our skills as a caring community		Identify measurements of improvement	Training opportunity	Training Opportunity	Training opportunity		
Explore re-design and re-launch of Welcome Home Wednesday				create implementation team	Listen to congregation	pilot	launch
Continue Foundations of Our Faith and Pathways to Membership		ongoing	ongoing	ongoing	ongoing	ongoing	Ongoing
Schedule targeted group listening sessions (not-so-young adults, men, seniors, etc.)					Identify desired outcomes	Engage in listening sessions	
Identify connectors 2009-2010			Develop role, responsibilities, job descriptions				
Experiment with 3 informal community gatherings		Develop work groups	Fall community gathering	Winter community gathering	Spring community gathering		
Continue formal social gathering		Lake Harriet all-church picnic	Homecoming Dance	Valentine's Dance			

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**Staff Goal #2:
Integrate Faith and Action**

	May-June 2009	July-Sept 2009	Oct-Dec 2009	Jan-Mar 2010	Apr-June 2010	2010-2011	2011-2012
Continue Action Reflections	ongoing	Define purpose and desired outcomes	ongoing	ongoing	ongoing	ongoing	Ongoing
Equip congregants with language to reflect on action				Study principles & purposes			
Continue integrated program staff conversations	Ongoing	Develop a plan to have an ongoing study of UU prophetic voices and people of action	Ongoing	Develop a template of a mature person of faith with an eye toward spiritual maturity, principles and purposes, and an understanding of systems of oppression and privilege	Ongoing	Ongoing	Ongoing
Use Sunday services and monthly themes for intentional program integration	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
3 Intergenerational Activities/Projects			TBD	TBD	TBD		

**Staff Goal #3:
Set Quantifiable baselines of participation**

	May-June 2009	July-Sept 2009	Oct-Dec 2009	Jan-Mar 2010	Apr-June 2010	2010-2011	2011-2012
Set Quantifiable baselines of participation	Develop plan to demonstrate how many people are being served each week	Communicate plan to volunteers, staff	Imbed evaluation tool into all programming	Quantify participation	Quantify participation		

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Staff Goal #4: Strengthen programming for visitors – first year of membership

	May-June 2009	July-Sept 2009	Oct-Dec 2009	Jan-Mar 2010	Apr-June 2010	2010-2011	2011-2012
Continue offering Foundations of Our Faith, Pathways to Membership, and What We're About	Ongoing	Strengthen What We're About	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
Implement Radical Hospitality Teams	Design Radical Hospitality teams	Welcome Table training for ushers, greeters, coffee servers, develop Radical Hospitality teams	Identify connectors and engage them with newcomers, strengthen First Friends	Develop plan for newcomer mentorship	Recognize Radical Hospitality teams	Develop an evaluation component that goes beyond numbers	

Staff Goal #5: develop a culture of leadership at First Universalist

	May-June 2009	July-Sept 2009	Oct-Dec 2009	Jan-Mar 2010	Apr-June 2010	2010-2011	2011-2012
Identify emerging leaders, invest them and test them		Define what leadership is & identify barriers to leadership; research and build on previous leadership development activities	Develop leadership recognition		Engage in leadership recognition	Create leadership position job descriptions	
Develop Unity Leadership Institute for learners along the lifespan 2009-2012		Begin integrated program conversations				Prepare for pilot of ULI	Launch ULI

First Universalist Church of Minneapolis Board of Trustees Meeting

Staff Goal #6: Prepare for General Assembly in 2010

	May-June 2009	July-Sept 2009	Oct-Dec 2009	Jan-Mar 2010	Apr-June 2010	2010-2011	2011-2012
Educate congregants on GA topics/themes	Meet with David Lauth	UUA bylaws education	Engage with study action issue: ethical eating	Study and prepare to vote on policy on peace-making and revision of principles and purposes			
Encourage First Universalist attendance	Meet with David Lauth	Develop GA awareness and participation committee, education congregation about GA through Association Sunday service	Set goals for overall GA participation by First Univ congregants				
Create and deliver a world-class Sunday service during GA	Meet with David Lauth	Begin to coordinate with PRIDE planners			Deliver service, Coordinate with PRIDE		

Attachment C – Proposed Changes to Article IV, Section B of Governing Policy Handbook

B. Integration of Volunteers

Much of the work of First Universalist Church is accomplished by and through volunteer committees, task forces and other groups. It is central to the vitality of the Church that members participate in its ministry, one aspect of which is working collaboratively with paid staff and other volunteers.

Accordingly, the Senior Minister shall not fail to:

- 1) Ensure that they operate in ways that are faithful to the Church’s vision, mission and policies.
- 2) Establish such committees as the Senior Minister deems necessary and appropriate to accomplish the Ends.
- 3) Ensure that committees understand their roles, objectives and lines of authority and have the necessary resources, financial and otherwise, to accomplish their tasks.
- 4) Take into consideration the need for diversity, to the extent feasible.
- 5) Coordinate the work of compensated staff and Church committees to facilitate communications, efficiency and effectiveness.
- 6) Integrate members and friends into Church leadership and service.
- 7) Maintain a church committee member handbook that clarifies the lines of authority and support within the church; general committee member expectations; communication policies and procedures; and how committees and individual volunteers should relate with staff.
- 8) Instill in Church committees and their members a sense of empowerment, encouragement, and the value their work has to the Church.
- 9) Ensure that the work of Church committees is fully consistent with First Universalist’s legal and contractual obligations.

Senior Minister Limitations		
General Constraint	Direct Inspection/Staff Survey	January/May
Integration of Volunteers	Direct Inspection	January/May
Treatment of Staff/Volunteers	Direct Inspection/ Staff/Volunteer Survey	January/May
Communication to Board and Congregation	Direct Inspection	January/May
Public Statements	Internal Report	Monthly
Compensation and Benefits	Internal Report	February
Financial Planning (Budget)	See Financial Monitoring Committee Schedule	April (Board)
Financial Condition	See Financial Monitoring Committee Schedule	Monthly (Board)
Asset Protection	See Financial Monitoring Committee Schedule	

Attachment D – Draft Policy for Handling Violations of Limitations Policies

Disciplinary Policy

The Board recognizes that it may become necessary to discipline the Senior Minister for a policy violation. In circumstances where discipline may become necessary, the following three-step procedure should be followed.

1. After consultation with the full Board, the Board President shall discuss the improper conduct with the Senior Minister with a view to resolving the problem.
2. If the verbal consultation does not resolve the problem, the Senior Minister shall be given a written warning from the Board. This step will be taken if there is no noticeable improvement in the Senior Minister's willingness to refrain from policy violations. The written warning should outline the problem, suggest expected courses of corrective action, set a specific trial period and advise of possible consequences.
3. If the written warning does not resolve the problem, the Board President shall confer with the Board concerning whether and how to involve the full congregation in any formal disciplinary action, such as suspension (with or without pay), withholding salary increases or dismissal.

The Senior Minister is responsible for disciplining non-minister members of the Staff, as necessary.