

President's Report
October 15, 2009

Fellow Trustees:

Attached is the Board agenda for next week's meeting. As requested at the last meeting it shows an adjournment time of 8:30. This could be challenging given the items on the agenda. We'll need to be efficient.

You will also note that I have tried to create memos providing background information for each item. While this is a little more work, I think it is only responsible to provide information ahead of time so we can come prepared. I hope that if any of you have responsibility for agenda items you will follow this practice and get your materials to me by the Wednesday of the week before the Board meeting. I have to have materials to Kevin by noon on the Friday before the meeting.

One of the attachments is the September minutes. This is a slightly different version from the one Judy sent out. The changes are not substantive but I was slow getting final changes to Judy.

As you will also see in one of the memos, I don't think I did a very good job clarifying our action on one of last month's items. Along with approaching senility I think that is partly due to my trying to follow the casual approach that Sue used for deciding issues. I think to help keep me on track I'm going to ask for formal votes on items. That way if I forget to do it, it should be obvious. Let me know if you think this is a problem.

As requested at the last Board meeting, Judy created a Doodle poll to find a date in early December when we might schedule another small group experience. So far only five of us have replied. Would you please go to www.doodle.com/ppguappvhpzbgza2 to enter your availability so we can get this in our schedules. When I clicked on this link in Judy's email it didn't work for me but it did work when I entered the site address myself.

Finally, if you are intending to register for the Nov. 7 Multi-Site Congregations Workshop at Unity, you can register on-line at www.psduua.org. Their site is a little cumbersome but it works.

Peace,
Barry

**Board of Trustees Meeting
October 15, 2009**

Agenda

- 6:30 Gather
 - Chalice lighting and opening words - Justin
- 6:40 Meeting Preparation
 - Confirm meeting objectives and agenda
- 6:42 Consent Agenda
 - Approve September minutes
 - Approve GPH revision re: Core Values
 - Approve new members
- 6:45 Review the Past
 - Sr. Minister report
 - Financial monitoring report
- 7:05 Create the Future
 - Evaluation of Success
 - Action: Adopt criteria for 2009-2010 success
 - Linkage Plan
 - Action: Approve recommendation of committee
 - Decision-Making Process
 - Action: Adopt decision-making process
 - Global Ends Policy Refinement
 - Action: Approve policy refinement
- 8:10 Meeting Summary: Decisions review, action items & assignments
- 8:20 Meeting Evaluation: Process Evaluation & Assessment
- 8:25 Closing - Justin
- 8:30 Adjourn

Attachments:

1. President's Report
2. September Board Minutes
3. Memo: GPH Core Values Revision

4. Attendance Report
5. Report of the Staff Management Team
6. Finance Committee Minutes
7. Memo: Evaluation of Success
8. Memo: Linkage Plan (Sent Separately)
9. Memo: Decision-Making process
10. Memo: Global Ends Policy Refinement

Next meeting: Thursday, November 19

Upcoming Events: Nov. 7 Multi-Site Church Conference

First Universalist Church of Minneapolis Board of Trustees Meeting

Thursday, September 17 , 2009, 6:30 p.m.

Board Members present (absent): Jill Andersen, Tim Balke, Dan Berg, Kathy Coskran, Nancy Gaschott, Judy Goebel, Jane Johnson, Barry Johnson , Candace McClenahan, Jim Santelli, Doug Smalley, Kimon Swarts

Clergy present: Justin Schroeder, Kate Tucker **Others present :** Eric Cooperstein

Agenda Item	Presenter	Discussion	Action, if any
Opening Words/ Meeting Preparation		The meeting was called to order at 6:35. Barry stated the meeting objectives and agenda	
Consent agenda		<ul style="list-style-type: none"> • Approve August minutes. • Approve Cindy Marsh as Nominating Committee chair. • Approve Justin as signatorsignatory for the church bank account. 	Approved
Senior Minister Report	Justin Schroeder	<p>With the arrival of the new senior minister and the starting of a new church year, a number of aspects of church life are changing. Justin is listening to comments from congregants regarding change. He has heard a few concerns about changes taking place, among them:</p> <p>Water communion did not have people announce the source of the water to the rest of the of the congregation as they poured it into the container. The ministers instituted that change to expedite the process because there was a high attendance at the service. Individuals who have joys & concerns are not being named during the worship service. With 850 members, this is starting to be unwieldy and to newcomers it may feel like an "insider" thing. New people will not know any of those named. Instead, staff sending out cards to people signing them at staff meetings, and a printed Cycle of Life announcement is available from the ushers as people enter the sanctuary. During the Cycle of Life section of the service, there is an emphasis that all of us have joys and sorrows.</p>	
Financial Monitoring Report	Nancy Gaschott	<p>Because of Patti's illness, formal Financial Monitoring reporting to the board will not be starting until end of quarter. Nancy Gaschott has looked at working financial information from 2008-09 Year End, July & August and feels that church finances are being managed appropriately. The Financial Monitoring committee will plan for formal financial report at the October board meeting. Nancy has been meeting with the Financial Monitoring Team. They are looking at a way to report on key indicators as an efficient way for board as a whole to have a good sense of the financial condition of the church-. Paige Winebarger is continuing to work with church staff to improve its financial practices. They hope to have all recommended changes done this fiscal year.</p>	
Board Retreat	Discussion	<p>The Board Retreat was held at Nancy Gaschott's home on Friday evening, September 11 and Jane Johnson's home on September 12 from 8 AM to 6 PM. Both locations were appreciated by the board as a welcome change from doing all our work at the church building. The Friday evening pot luck dinner and social gathering provided an opportunity to get to know one another. Having the Saturday working session at Jane's house allowed the board to do part of its work outside. The day felt long. Toward the end of the afternoon, fatigue set in and affected some of the planning work done. Board members would like to have more social gatherings. The board piloted a sermon based small group session as part of the morning agenda. Board members found this valuable and would like to have two follow on sessions to continue the process we have started. These are tentatively scheduled for December and March and will not be part of a board meeting agenda.</p>	

First Universalist Church of Minneapolis Board of Trustees Meeting

<p>Board Work Plan for 2009-10 Church Year</p>	<p>Discussion of Issues to be Addressed on Upcoming Board Agendas</p>	<p>The work of setting up a calendar of issues to be on Board Meeting agendas was started at the Board Retreat. After having had a few days to reflect on the initial work, there was continuing discussion.</p> <p>Board Monitoring of Non-Financial Limitations: The board needs to agree with the senior minister on reasonable interpretations of the Governing Policy Handbook. The minister will review key non-financial limitations and will present his interpretation to the board.</p> <p>The board will create congregational survey to be used as a way to gauge the feeling of the congregation about staff compliance on some limitations policies and staff effectiveness at making progress toward Strategic Objectives.</p> <p>The board will create a format for presenting results of non-financial monitoring.</p> <p>Leadership Development – The Nominating Committee will report back to the board on its recommendations for leadership development. The board meeting task will be to follow through on the recommendations. This will likely be on the agenda once or twice during the year.</p> <p>Unity Leadership – How much time the board spends on the issue of whether to make Unity Leadership a separate 501c3 will depend on whether it is deemed an issue for the board to decide or whether it is within the functions delegated to the senior minister. The Unity Leadership Committee will provide background to the board to inform its decisions and any policies that need to be made. The board requested that background info issues to be considered on an agenda be published early enough to allow board members to have time for consideration. This should be made part of the Board Decision Making Process write-up that will be presented in October.</p> <p>Financial Stability Modeling - This issue would involve development of a multi-year model of church finances that would provide a more in depth “what if” analysis tool. The question of whether this is properly a board issue was raised. It was determined that it is if the board writes a policy that the church will achieve financial stability within a specified number of years. There is a need to define financial stability and create scenarios. Ultimately a policy written in this area would be used in the annual budget preparation. The Financial Monitoring committee will determine what information it needs. Longer range budgeting , looking 3-5 years into the future was seen as a new and useful tool. The Financial Monitoring committee will draft a Financial Stability policy. The board also needs to consider the issue of risk in the financial area. Justin has an action item to present his interpretation of financial limitations policies to the board.</p> <p>Small Changes to the Values Section of the Governing Policy Handbook - At the retreat it was decided to move the values statement to the front of the policies and Barry will draft the changes and present it to the board.</p> <p>Paige’s Financial Process changes – Paige Winebarger will write up her changes for the board.</p> <p>Linkage Around Facility Issues and General Feedback – This initiative addresses the role for the board in linking with key stakeholders in the congregation and community to understand and represent their needs. A committee of board members was formed, comprised of Kimon Swartz, Jane Johnson, Candace McClenahan and Kathy Coskran. Kathy will be the chair.</p>	<p>Do we consider this to be adopted?</p>
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First Universalist Church of Minneapolis Board of Trustees Meeting

		The Work Plan for 2010-11 is Attachment A to these minutes.	
Committees of Board Members	Barry	The following are the committee assignments for board members for the 1009-10 church year: Non finance Monitoring: Barry Johnson, Judy Goebel, Doug Smalley, Tim Balke Linkage: Kimon Swartz, Jane Johnson, Candace McClenahan, Kathy Coskran. Finance Monitoring- Nancy Gaschott, Jill Andersen, Dan Berg, Jim Santelli	
Evaluation of Success	Barry	<p>Because neither the board nor church staff has been able to gather metric baseline data against which to measure improvement, the board discussed arriving at descriptions of what success would look like at the end of the current church year if the board and staff achieve their objectives. The following ideas were discussed and final action will occur in October.</p> <p>Board Success Indicators</p> <ul style="list-style-type: none"> • 2 additional sessions of sermon based small group with board members as participants • Board members feel good about its monitoring activities • Board members feel good about its linkage activities • Board members comply with the board covenant. • Board adopts a decision making policy and follows it. • Board follows our work plan, as appropriate given the possibility of unforeseen events taking priority. • Board forms a good working relationship with Justin Schroeder. • Board conducts a successful annual congregational meeting. <p>Staff Success Indicators</p> <ul style="list-style-type: none"> • Justin Schroeder documents his interpretations of limitations policies and strategic objectives that the board has prioritized as most important. • Staff completes revised work plan for the year. • Measurable progress is made by staff on strategic outcomes. • Staff gathers data to create a metrics baseline of measurable church success indicators to be used for monitoring in future years. • Staff complies with all limitations policies. 	Do we consider this to be adopted?
Meeting Summary	Barry Johnson	The following action items were generated from this meeting: <ul style="list-style-type: none"> • Publish the Board Work Plan for the 2009-2010 year – Barry Johnson, Judy Goebel – as soon as possible • Set up Doodle.com polls to support scheduling of two sermon based discussion group meetings – Judy Goebel – as soon as possible • The Linkage Committee will meet and start to plan how the board can connect with stakeholders on a general basis and with special focus on the church facility. By October 15 Board Meeting • Write up Board Decision Making Process as designed by subgroup at the Board Retreat – Judy Goebel – by Oct 8. • Publish proposed new Governing Policy Handbook wording for the Values section – Barry Johnson – Oct 8 • Barry will send an email to board members suggesting some small changes he proposes to the Global Ends Policy- Barry Johnson 	
Meeting Evaluation	Discussion	The meeting was deemed to be successful. The board is learning	

First Universalist Church of Minneapolis Board of Trustees Meeting

		to think about issues that come before it in terms of policy or potential policy we could make.	
Closing	Justin Schroeder		
Adjourn			8:50

Important Dates:

Next meeting: Thursday, October 15 – 6:30 PM

November 7 – Multi-site Congregations Workshop - sponsored by Prairie Star District

Attachment A

First Universalist Church of Minneapolis Board of Trustees Work Schedule for 2009-10

<u>October 15</u> <ul style="list-style-type: none"> • Proposed Board Decision Making Process • Linkage Committee report – General linkage • Unity Leadership Committee report • Work plan in packet and avail for ?s 	<u>November 19</u> <ul style="list-style-type: none"> • Linkage Committee report – Facility feedback linkage • Justin presents his interpretations of limitations policies • Proposed changes to GPH Values • Review staff work plan
<u>December 16</u> Leadership development report (possible policy change)	<u>January 21</u> Non Financial Midyear Monitoring results
<u>February 18</u> Review draft congregational survey	<u>March 18</u> Financial Stability Policy
<u>April 15</u> Conduct congregational survey results Review proposed Budget and Work Plan for 2010-11	<u>May 20</u> Approve Budget /Staff Work Plan Review survey results (This seems redundant with April)
<u>June 17</u> Year End Non-Financial Monitoring results Annual Meeting General Assembly	

June 6 – The Board plans to meet in the afternoon of June 6, after the annual meeting, to plan its work for 2010-11

Agenda Attachment
Board of Trustees Meeting
October 15, 2009

Subject: GPH Core Values Revision

At the September meeting we decided that we should consider moving the statement of our Core Values, currently contained in the Sr. Minister Limitations Policies, to the front of our Governing Policies Handbook and I was charged to propose wording for the change.

I suggest that we add the following section and reletter all subsequent sections:

C. Core Values

In all programs, activities and relationships, First Universalist Church will operate in compliance with the core values of our community, which are rooted in the power of living, learning and loving and include the belief:

- That every person is sacred and has the potential for spiritual growth.
- In the power of community to further spiritual growth.
- In honoring the interdependence of all creation.
- In the Universalist message of love and hope.
- That spiritual needs can be fulfilled in a liberal religious tradition.

Other than broadening the wording so it applies to all our activities and not just to actions of the Sr. Minister and a rewording for grammatical consistency, I have not changed the text. Section K, the current core values statement, should probably be reworded to shorten the text by not duplicating all of the values statement. I suggest the following:

K. Core Values

In all programs, activities and relationships, the Senior Minister shall not operate out of compliance with the core values of the First Universalist community as expressed in Section C. of this handbook.

I don't think this change is substantive and so have put it on the consent agenda. Please move to remove it if you wish to discuss it.

Action: Motion to approve (as part of Consent Agenda approval).

**First Universalist Church
Statistical Report
October 15, 2009**

MEMORIAL SERVICES: 2

John Addington
Larry LaVercombe

MARRIAGES/SERVICES OF COMMITMENT:

MEMBERS FOR APPROVAL: 12

Chuck Vavrus, Minneapolis
Jennifer Gregornik, Brooklyn Park
Charmagne Campbell-Patton and Jeremy Burke, Minneapolis
Daniel and Martha Moriarty, Minneapolis
Bruce Karstadt, Minneapolis
Ann Lyons, Minneapolis
Hilary Lindell, Minnetonka
Salvador Valdovinos, Richfield
Ward Lyndall, Minneapolis
Marylee Lyndall, Minneapolis

MEMBERS REINSTATED: 0

MEMBERS FOR REMOVAL: 3

Ann Herzog Morrison – exploring conversion to Judaism
Julie Geist – moved to Oregon
John Addington - death

	To Date	End of Year Totals			
MEMBERS	2009-10	2008-09	2007-08	2006-07	2005-06
(Fiscal Year)	12	72	41	63	92
TOTAL MEMBERS:	845	840	824	845	885

TOTAL MEMBERS AS OF THE LAST MEETING: 836

To be added: 12

To be removed: 3

TOTAL MEMBERS: 845

First Universalist Church Attendance Report								
Sept 2009								
Attendance September								
Adults	9:00	11:00	Total		2008	2007	2005	2004
First Week	0	314	314		331	134	133	318
Second Week	0	370	370		456	307	462	296
Third Week	208	408	616		483	469	486	620
Fourth Week	156	290	446		398	494	461	498
Fifth Week	0	0	0		0	477	0	0
Monthly Total	364	1382	1746		1668	1881	1542	1732
Avg. for Month	182	346	437		417	376	386	433
Church School								
First Week	0	0	0		8	0	0	0
Second Week	0	0	0		245	0	0	0
Third Week	78	254	332		198	284	340	191
Fourth Week	231	336	567		195	198	331	232
Fifth Week	0	0	0		0	231	0	0
Monthly Total	309	590	899		646	713	671	423
Avg. for Month	155	295	450		162	238	336	212
Total								
First Week	0	314	314		339	134	133	318
Second Week	0	370	370		701	307	462	296
Third Week	286	662	948		681	753	826	811
Fourth Week	387	626	1013		593	692	792	730
Fifth Week	0	0	0		0	708	0	0
Monthly Total	673	1972	2645		2314	2594	2213	2155
Avg. for Month	337	493	661		579	705	553.25	538.75

Report of the Staff Management Team

October 16, 2009

From the Senior Minister

WORSHIP: I am thrilled with the energy and attendance on Sunday morning. Our first theme, Listening, was well received. We were able to listen to a variety of congregants during the month and have continued to experiment with how we do the Cycle of Life part of the service. As a heads up: on Oct 18th, we'll invite people to funnel their NRP support through the church so we can buy a block of advertising (underwriting) for November, December and or January.

WORKPLAN: The Management Team recently completed our 2009/2010 workplan based on the Strategic Outcomes. I am pleased with the work we've done and believe this is a great step forward for the church's moving into Policy Governance.

SPACE AND STAFF: Space continues to be an issue. The Religious Education staff continues to be cramped in their office space (three people in a room that is also used for storage). I believe the church is understaffed by at least two full time administrative positions; given the space issues, it's unclear where we would put additional staff. I've asked SPIFF to assess our workspace and what sort of changes we might make.

COMMUNICATIONS: Beginning in November, we'll experiment with some changes in how we do Communication. We'll focus primarily on *The Liberal*, the updated website, and the weekly CybernNews (look for a name change soon!). Sunday morning announcements (from the pulpit and the order of service), will be limited. What's announcement on Sunday will either be directed at guests and newcomers, or have church wide significance.

PLEDGE TEAM: Patti and I have met with the Stewardship Team and have re-imagined how that team might work. We have created a three person Pledge Team (to work with us to oversee the pledge drive) and a three person Legacy Team.

Programming

Pastoral Care

We have continued with the communications changes and experiments we started last month. As we've crafted and tried new versions of the "Cycle of Life" worship segment, we (Justin and Kate) have listened to the feedback of our church members, added their wisdom to our vision, until we believe we are closer than ever to a Cycle that fits our church culture and our worship needs.

Faith in Action

Our work has mostly focused on getting ready for the Green Sanctuary kickoff, (tentatively scheduled for Nov 15), the Ethical Eating Kickoff and the Juvenile Detention Partnership. We have wrapped up Unity Leadership for 2009 and are already setting up work-sites and deepening relationships with local youth serving organizations to get ready for 2010. Learning what it means to work through the new Governance model has been interesting and often challenging, but we are moving through it with the help of Justin.

Congregational Life

- We recruited over 150 volunteers to help with Sunday morning Welcome Teams. Training for our Sunday morning Welcome Team volunteers is being held Saturday, October 10 and Tuesday, October 13.
- We have a safety plan in place for Sunday morning fire, severe weather, armed intruder, and medical emergencies.
- Sermon-Based Small Groups were launched. Seven groups, 73 participants, seven facilitators, and two facilitators in training.

- Pathways to Membership continues to be a wonderful way to educate and integrate new members. The Foundations of Our Faith course started off the year with a great group of 16 individuals. We are finding more new members plugging into these opportunities for deepening.
- Parents continue to use our childcare services. We have teens in 9th-12th grade working for service hours or pay that they can choose to funnel into their Boston Trip funds or Youth Cultural Exchange funds.
- Our youth classes are full. We have numerous space issues including a class of 30 seventh graders who are meeting in a room more suitable for fifteen. The quality of our programming and relationship building with children, youth, and adults will be compromised as long as we are using the RE wing on Sunday mornings.
- We've hired a Children's Music Coordinator, Maureen Hunt, who will be directing the children's choir and leading singing in children's chapel and multigenerational services while Mary Bohman is on sabbatical.
- The health of our programming is sound.

Finance and Administration

Finance

Included in this report is a new, simpler financial statement. Patti will be at the next board meeting to talk about the 08-09 fiscal year closing.

Plans for the November 14 auction are underway. The theme is "Music, Mystery, and Mayhem: A Whodunnit Auction." We'll combine a mystery dinner with the bidding event. Hopefully a good, community-building time will be had by all, while we try to meet our \$25,000 fundraising goal!

Administration

The SPIFF committee, along with Chrystal and Patti, met with Green Sanctuary rep Jean Buckley to talk about the new organics recycling program that will be launched on November 15. Jean's enthusiasm about the project is contagious!

The new website will be launched by November 1. We hope it will become the hub of all our communications. Church life will come alive on our up-to-date web pages, with a calendar of major events in the church year, a listing of all the Faith in Action opportunities in the church, sign up for the next round of Sermon Based Small Groups (in January, 2010), and much, much more. All of the church activities and events will be online and easily accessible.

Respectfully Submitted,

Justin Schroeder, Senior Minister

Rev. Kate Tucker, Associate Minister

Patti Frazee, Director of Administration

Heidi Mastrud, Director of Congregational Life

Debra Rodgers, Director of Faith in Action

Financial Report October 1, 2009

Data as of September 30, 2009

	Rec'd to Date	Annual Budgeted	Last Yr to date
Pledges	\$182,618.73	\$753,000.00	\$180,541.58
New Member Pledges	\$0.00	\$25,000.00	\$1,070.02
Contingency for Unpaid Pledges	\$0.00	-\$20,000.00	\$0.00
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Pledges Lost	\$1,775.56	N/A	N/A
Pledges Added	\$6,000.00	N/A	N/A

Highlights of Operating Budget: Income and Expenses are not significantly at variance from budget except for the following:

	Year to Date Actual	Annual Budgeted
Undesignated Bldg Maint.	\$10,356.84	\$10,000.00
Repairs and Maintenance	\$6705.18	\$16,000.00

Undesignated Building Maintenance costs include roof replacement, tree removal, repair of A/C unit, repair of bathroom wall, ½ of new dishwasher.

Other Matters:

We received a bequest without restrictions of \$14, 895.50 from the Hildegard Holtz estate. This money was put into the church's Legacy Fund.

NOTES, FINANCE COMMITTEE MEETING

1 October 2009

Present: Patti Frazee, Dan Berg, Paige Winebarger, Nancy Gaschott

Unable to attend but participating via written comments prior to the meeting: Jill Andersen, Jim Santelli

1. SCHEDULE AND WORK PLAN TO ACCOMPLISH THE "PAIGE MEMO" ITEMS.. The committee thanked (and praised) Paige for her work to prioritize and organize the items in her 9/08 memo. We reviewed most of the work plan she proposed, and began to take responsibility for accomplishing its several sections. Paige provided a thorough overview of the Insurance Coverage Review portion. The committee agreed with Paige that we ought to be able to complete each item in this fiscal year.

2. JUNE 30 STATEMENT. We reviewed with Patti the Profit and Loss (aka the Statement of Activities) portion of last year's year end financial statement. Although we began to review the Balance Sheet at least the Treasurer felt an entire meeting was necessary to understand the "puddle management" of the various reserve funds and had planned the November agenda for that purpose.

3. MONITORING AND REPORTING. Patti presented a proposed summary report for the committee's feedback. We requested some adjustments to that report and that it be supplemented with a one page P&L summary and a one page balance sheet. The committee felt that these 3 would provide the full board with a good overview of a month's financial picture. The finance committee would review the detailed reports. Jill will conduct monitoring of the 1st quarter and report on that monitoring to the board at the October meeting. Nancy will check in with Barry regarding a time for board review of last year's financial statement.

Our next meeting will be Thursday, November 5 at 5:30 p.m. at church.

Agenda Attachment
Board of Trustees Meeting
October 15, 2009

Subject: Evaluation of Success

I apologize for putting this back on the agenda but as Judy and I were reviewing the minutes of the last meeting it became apparent that we weren't clear on what action we had taken in regard to this. I will attempt to make sure this doesn't happen again.

There was not a lot of discussion of this item at the meeting and no changes were suggested to the general thoughts I threw out (see September minutes). In reflecting on the discussion it seemed to me there wasn't a lot of energy around this and so I was not clear if we really intended these points to have any status. Also, since the meeting Doug has expressed some concern about the generality of at least a couple of them regarding policy compliance.

The genesis of this agenda item was a discussion I had with Paige Winebarger where she asked for what the Board was willing to be held accountable. Using Paige's phrasing maybe gives this subject a little more status than my asking what we will consider success at the end of the year but they are intended to be the same thing. In any case we should clarify our action either by explicitly taking no action or by adopting the criteria with or without changes.

Action: Adopt criteria or decide to take no action.

Report to the Board of Trustees
from the Board's Linkage Committee (Kathy, Kimon, Candace and Jane)
on Linkage/Communication among the Board and other church individuals, groups, and
entities.

Assumptions:

- 1) The Linkage Committee is charged with developing suggested processes for improving linkage/communication, for purposes of monitoring and evaluation, among the following groups:
 - * Board of Trustees
 - * Staff
 - * Members and Friends
 - * Visitors
 - * Ministers
 - * Church Committees/Groups/Other "Entities" that function within the church
 - 2) For the 2009-2010 fiscal and evaluation year, we will focus on linkages that will improve and support two identified foci for the year: a) Programming and b) Radical Hospitality.
 - 3) We are particularly interested in linkages that will better inform us of what these individuals and groups are thinking and saying about: a) how well our building is serving our vision and mission, and b) how each entity thinks about visitors as they pursue their goals: do they consider their effect on visitors? how effective are they in enhancing the visitor's experience (and how do they know that?).
 - 4) In addition to the two specific issues in #3, we are interested in listening to general feedback about experiences and perceptions at First Universalist in order to better enable us to monitor and evaluate the workings of the church and those charged with carrying out this work.
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PROPOSED PROCESS for Fiscal Year 2009-2010

1. Senior Minister will provide a list of all committees/groups, or other designated entities within First Universalist to whom we need to be listening in order to better monitor and evaluate activities and results.
2. This list will be presented to the Board of Trustees for review and any necessary changes that would insure the Board is listening to the desired individuals and groups for monitoring and evaluation purposes.
3. Each Board of Trustees member will select 2-3 of the entities on this list to visit with and monitor during the fiscal year.
4. Each Board of Trustees member will visit three (3) times during the fiscal year with each entity they have chosen.
5. At the first visit, they will focus on gathering information about "How Well Our Building is Serving Our Vision and Mission."

6. On the second visit, each Board member will focus on gathering information about “How Visitors are Perceiving Their Experience at First Universalist and What Role is That Committee/Group/Entity Playing (or Would Like to Play) in That Experience.”
7. On the third visit, each Board member will listen for general information.
8. During each visit, each Board member will ask for, and limit their direct involvement to, 10 minutes or less during the group’s meeting time in order to limit our disruption in their normal schedule and agenda. In order to accomplish this, each Board member will contact the leader of that group in advance, provide them with a list of no more than 3 questions covering the issue(s) about which we would like feedback, and ask them to distribute these questions to participants BEFORE the meeting, along with the request that participants consider the questions in advance and preferably bring to the meeting written answers that will be compiled by the Board later, or be prepared to answer the questions succinctly in one minute or less. This list would be prepared in advance by the Linkage Committee to insure a uniform presentation.
9. In addition to gathering this specific information, each Board member will OBSERVE AND LISTEN to the entire meeting without participating--unless specifically requested by a member of that group--in order to gather general information about the activities, attitudes, and behaviors of that group as it relates to the Board’s monitoring and evaluation responsibilities. This lack of participation is designed to limit our influence on what is said and done during those meetings, so that what we see and hear is as authentic as possible.

Agenda Attachment

Board of Trustees meeting

October 15, 2009

Subject: Draft Board of Trustees Decision Making Process

This document summarizes the work of a small group comprised of Dan Berg, Judy Goebel and Kimon Swarts, that was formed for a break out session during the Board Retreat on September 12, 2009 . The instructions to all the small groups that broke out from the Retreat were to define the issue and what the board needs to accomplish when it is on the agenda, name resources that are available to the board as we consider this issue and to recommend the timing of the issue being on the board agenda.

Our group was tasked with looking what the Trustees must consider when evaluating and adopting a Board Decision Making Process for use under Policy Governance that sets up a clear set of expectations for how the board will make decisions that honors our covenant, encourages robust discussion and lays the groundwork for the board to speak with one voice. We considered the following questions and recommend that the Trustees bear these questions in mind when dealing with large and complex issues.

- 1) Is this a decision that is the Board's to make?
 - a) Is it within our charge?
 - b) Is it an *end* rather than a *means*?
- 2) How does the Board ensure robust discussion of this issue?
 - a) Use a "Fist to five" vote to determine if discussion is needed or if the Trustees are in agreement.
 - b) At the President's discretion, use the round-robin discussion format to ensure that all are heard.
- 3) How does the Board come to closure and reach a decision that can be supported by all its members?
 - a) Use a "Fist to five" vote to determine whether Trustees feel that discussion has been sufficient.
 - b) Put the issue/resolution to a vote.
- 4) How do the Trustees "speak with one voice"?
 - a) Define what Board members will say to congregants about the decision the Board has made as part of the decision making process.
 - b) Use the "Fist to Five" vote technique for Trustees to indicate that they are committed to the shared position the Board will take when discussing its decision.

The small group named several resources that should guide the board as it adopts its Decision Making Process:

- The Governing Policy Handbook
- Input from Policy Governance subject matter experts within the Board and church staff
- External experts such as Unity Consulting, the UUA, other Policy Governance congregations
- Introspection and examination of how we handle decisions in our meetings, with a view to continual process improvement

The small group recommends the following timeline to be followed by the Board as a while:

- Agree to a process to be followed at the October Board Meeting.
- Reflect at the end of each meeting, taking our decision making process into conscious consideration.
- At the end of the church year, evaluate the overall effectiveness of the process and the Board's effectiveness in its use.

Agenda Attachment
Board of Trustees meeting
October 15, 2009

Subject: Global Ends Policy Refinement

As I said at the last Board meeting I thought about bringing this up at our retreat but thought it would be too backward looking. I've since decided that was wrong and I should at least raise the issue and let us all decide if this is helpful or not. Based on the feedback to my email there seems to be strong interest in discussing this subject.

I think this revision is worth considering because giving focus to who we are and what we're about is basic to our own understanding and to communicating to others. I think the two part statement we have now lacks that necessary focus. I am proposing three things:

1. Revise the Global Ends Statement as indicated below.
2. Use this statement to replace the current mission statement.
3. Use the key words of the statement (Comfort, Transformation, Engagement) as often as possible in church communications to really reinforce this as our identity.

Our current Global Ends Policy reads as follows:

First Universalist Church attracts, educates, nurtures and inspires people so they may find meaning, purpose and joy in their lives.

As a liberal religious and spiritual home, we honor and support the quest of those who seek:

- Comfort in our message of love and hope;
- Transformation through our embrace of spiritual exploration and growth; and
- Engagement with the greater community as we work toward our shared vision of justice in a peaceful world.

My proposed refinement of this statement is as follows:

A. Global Ends Policy (Mission)

As a liberal religious and spiritual home, First Universalist Church attracts, educates nurtures and inspires people who seek:

- Comfort, meaning, and joy in our message of love and hope;
- Transformation through our embrace of spiritual exploration and growth; and
- Engagement with the greater community as we work toward our shared vision of justice in a peaceful world.

Candace has suggested switching engagement and transformation since she believes that is the order in which they occur in life. I'm sure there may be other thoughts on possible

changes and depending on how many of those there are we may, or may not, want to act on this at the meeting. If proposed changes are extensive we may want to delegate further rewriting.

Action: Adopt proposed change with or without further revision.