

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 Schroeder as signatory 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 and sorrows 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>	
--	---	--	--

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	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. Board Success Indicators <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. Staff Success Indicators <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. 	
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. The Trustees would like to make it a goal to end Board Meetings by 8:30 PM. Barry will plan future agendas with this in mind.	
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 Review proposed Budget and Work Plan for 2010-11	<u>May 20</u> Approve Budget /Staff Work Plan Review congregational survey results
<u>June 6</u> Board Retreat to plan work for 2010-11	<u>June 17</u> Year End Non-Financial Monitoring results Annual Meeting General Assembly