

First Unitarian Universalist Church Board Meeting --- August 16, 2017

Our Mission: To be a compassionate, welcoming community that nurtures spiritual growth and practices justice.

MINUTES

Board Members Attending: Jerry Katzmann, President; Gail Bishop, Vice President; Ann Hutton-Secretary; Garth Nelson, Treasurer; Randy Crawford, Kate Thompson-Jewell, Greg Turosak, and Chris Wendt, Members at Large; Rev. Luke Stevens-Royer, ex officio

Board Members Absent: Charyssa Cobb

Guests: Frank Druktainis and Phil Wheeler

1. **Call to Order and Chalice Lighting:** Jerry called the meeting to order and shared two chalice lighting verses.
2. **Approval of the Agenda:** Accepted by consensus.
3. **Approval of the Minutes:** Jerry reviewed highlights from the June meeting. **Motion** by Gail, second by Randy to approve the minutes. Unanimous.
4. **Presentation of by the Social Justice Council:** Frank and Phil provided a short synopsis of the informational work that has been done on the topic of becoming a sanctuary church, including the results of the informal “straw” poll. The Board received an official request for a congregational vote on this topic. As outlined in the bylaws, the Board is responsible for setting a date and for supervising the voting process.
 - a. **Authorization of a congregational vote:** **Motion** by Ann, second by Greg to authorize a congregational vote to determine our status as a sanctuary church. Unanimous. If the vote is in the affirmative, the Board will decide whether to be a sanctuary supporting or a sanctuary church. While policy clearly prohibits additional advocacy work on the actual election day, the written policy is less clear whether information can be shared during the absentee balloting period. Using local, state and national election practice which allows for information to be shared up to election day, the Board took the following action. **Motion** by Greg, second by Ann that only on the day of voting (that is the Sunday service) will information (signs, posters, etc.) be prohibited from being shared in compliance with our policy. Unanimous
 - b. **Timeline:** Proposed date – October 1 with absentee balloting (online and paper) to occur prior to October 1. Our current membership is 348. An affirmative vote requires greater than 50% of the members voting in the affirmative, or 175. An abstention will be counted as a No vote.
 - c. **Ad hoc committee to monitor the congregational vote:** Board members Chris, Kate, and Greg agreed to work with Beth Atkinson to establish voting procedures and monitor the process.
 - d. **Additional communication with the congregation:** The Board would like more information shared leading up to the vote, possibly to share frequently answered questions with brief answers. Jerry will draft the September board letter dedicated to this topic.
5. **Special purpose funds policy:** The Board reviewed the *Restricted, Reserve & Special Funds: Purpose and Authorization* policy as previously reviewed and adopted in September 2016. Aspects of the introductory text are unclear and have led to confusion. The intent of the written proposal is to ensure that expenditures are assigned to the correct fund and/or budget line item and that there are sufficient funds to cover requested expenses. Gail, Chris and Garth will draft clarifying/simplifying language for review at the next Board meeting.

6. **Financial Report:** Garth reported that income for June and July was above expectations. There have been some additional expenses for maintenance and Luke's move. Depending on the congregational vote regarding sanctuary church, there may be additional expenses to consider in the future.
 - a. **Amend settled minister's contract:** Based on discussions with Rev. Luke during Candidating Week and our Call to Ministry, Garth proposed a change in the compensation distribution as previously negotiated. **Motion** by Garth, second by Chris, to amend the contract as defined below. Unanimous.
 1. Following guidance from section 3.1.2, the Board approves the minister's request to update section 3.1.1: Housing allowance will be \$30,000 and salary will be \$55,000, totaling \$85,000.
 2. As was the intention of the agreement, as indicated in the word "Dental" being included in section 3.1.1, the board authorizes adding section 3.2.4.4. Dental Insurance, 80% of premium (50% for spouse/partner and dependents.)

7. **Minister's Report:** Rev. Luke shared a written report which is appended to these minutes. In addition he provided additional information.
 - a. **Installation update:** The Installation will occur Sunday, October 15 with a 4:30 service and a reception to follow. Rev. Victoria Stafford will provide the sermon. The Installation Planning Committee will host a pre-installation reception on Saturday evening for church leadership and special guests. The Installation Planning Committee includes:

Barb Foss	Jean Hanson	Margo Stitch
Randy Crawford	Robin Taylor	Jamie Crawford
Sue Wheeler	Eric Egger	Jerry Katzmann
 - b. **Congregational management software:** Rev Luke reported the software has been installed and staff are being trained on its use.

8. **PAC Team Report:** Gail shared the monthly PAC Team Monitoring Report and announced the service auction will be held Saturday, November 11.
 - a. **Endowment and UUA Legacy Challenge:** Gail distributed information about the *Wake Now Our Vision Collaborative Campaign and Legacy Challenge*. Additional investigation will occur. Jerry, Gail, Rev. Luke and Linda Thompson will meet to discuss the upcoming stewardship campaign.
 - b. **Installation of video monitors:** The monitors that will enable congregants and visitors in the Hearth Room and the Commons to view and hear a service or performance in the Sanctuary have been ordered and will be installed late September. This installation will complete the Audio-Visual proposal outlined for the JumpStarter Campaign. The Communication Committee will discuss parameters for use of the monitors for communication, as well as design appropriate informational templates.

9. **Board Retreat date:** Monday, September 11 from 5:30 – 8:30. Gail will coordinate the evening meal to be paid for with Board funds. Items for consideration include: Shared ministry evaluation process and education plan, 2017/18 Board goals; Stewardship & endowment goals.

10. **Pending tasks:** Jerry reviewed a list of tasks pending from earlier discussions, including:
 - a. Personnel Committee description, final approval
 - b. Sex offender risk reduction policy, final approval and education plan

Meeting adjourned.

Respectfully submitted,
Ann Hutton, Secretary

Minister's Report to the Board of
First Unitarian Universalist Church of Rochester, MN
Wednesday, August 16, 2017

This has been a full and lovely beginning to ministry. I am grateful to the search committee, negotiating team, PAC team, members of the Board and various committees, as well as Rev. Fritz Hudson, for the robust welcome to me and my family. We have felt welcomed, supported, and are so glad to be finding our roots in Rochester and in this church. Thank you!

Ministerial Reports

Each month, I will share reflections and notes in certain categories of ministry. At times, these will include updates from program or administrative staff in their areas, at times these will include larger congregational matters. These reports may also include occasional concerns, recommendations, or questions that I would like the Board to hold with me, as well as hopes or aspirations for the coming months. I am open to requests from the Board for other or additional reporting you would prefer from me over the year.

Worship and Rites of Passage

- I began my ministry early, after consultation with Rev. Fritz (including a pastoral visit with Fritz and Lyle in the transition of ministry), by providing pastoral care, and planning and presiding for a memorial service for member Lyle Plumhoff on Saturday, July 8th. It was a full service, with many members in attendance, and a meaningful way to begin my ministry.
- I began this previous Sunday (August 13th) as my first pulpit Sunday, and given that I have been asked to participate in the August 27th service, as well as preach on September 3rd (Worship left the Sunday open, unsure of my preference), and will have a consistent Sunday presence throughout September, I will be away this coming Sunday. I have mapped out a pattern of Sundays away for the year, coordinating with ministry conferences and travel, and in consultation with staff and the worship committee for a monthly ministry Sunday "Sabbath."

Staff

- We began the staff year with a day retreat, focusing on personality styles and working traits. In a practice of personal reflection and time for sharing, we discussed what we each needed to most successfully attend to our work and ministry. It was a good bonding time to begin our work together.

Lay Leadership

- I have had a chance to meet with many lay leaders these first couple of weeks, including the PAC, the Finance Committee, and representatives from: Communications, property, memorial garden, UU Revue, Racial Justice Task Force (in particular focusing on Sanctuary), and have set up a time with the Library Committee.
- In the next several weeks, I will convene a committee on ministry for reflection and support, and to be part of a team of lay leaders to help with my evaluation.
- In the next few weeks, I will be coordinating with lay leaders and the MidAmerica regional staff to schedule and plan a new ministry “start-up” weekend, with a trained facilitator from the regional staff to facilitate discussion and shared hopes and expectations as we begin this ministry together.

Community

- I received a few calls from members of the community in response to the Post Bulletin article concerning Sanctuary. I expressed our tradition’s commitment to justice, our congregation’s intentional and thoughtful process, and our gratitude for them noticing our work, even as we disagree.
- Upon invitation, I participated in an interfaith gathering on Tuesday, August 15 at Christ United Methodist Church, with leaders from many religious traditions and community organizations, in a response to the events in Charlottesville. I was grateful to connect with local clergy and other community leaders, and look forward to continued opportunities to advocate for Unitarian Universalist values in the public square.

Final Notes

- In the months to come, I will work with the staff and lay leaders to consider ways to deepen the vibrancy of Wednesday evenings at church (based on my experience in developing this at White Bear UU Church).
This includes possibly coordinating many committees to meet on certain, staggered Wednesdays, thinking of programs for children, youth, and adults, and the possibility of a shared (simple) meal with cooking teams. The intention is to create a midweek church community feel, building on what is already in place (several committees, choir, occasional events, etc.) I invite your thoughts, ideas, and feedback. Right now, staff has been asked to gather input from the committees upon which they serve as staff liaison, as we brainstorm what that could look like for the rest of the year, and perhaps something more fully developed by next fall.

Respectfully submitted,

Rev. Luke Stevens-Royer