

**First Unitarian Universalist Church  
Board Meeting --- December 20, 2017**

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

**Meeting Minutes**

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

**Absent:** Randy Crawford, Member at Large

1. **Call to Order and Chalice Lighting:** Jerry called the meeting to order. Rev. Luke offered the chalice lighting.
2. **Consent Agenda: Motion** by Ann, second Greg to accept the consent agenda including the agenda and the minutes. Unanimous.
3. **Sex Offender Risk Reduction Policy:** Policy was originally created by Rev. Fritz when faced with a request from someone wanting to participate in our congregational life. We are striving to balance an extreme commitment to the safety of our congregants and friends and our religious beliefs that each person has worth and dignity. We are looking for a process that will allow us to acknowledge an individual's humanity while still placing sufficient restrictions to protect others. We cannot make our policy less restrictive than the terms of their legal agreement. Items for consideration: How to notify the congregation? Could implementation be staggered, limiting the activities at first and then adding others? We need to be very cognizant not to re-traumatize members of the congregation who are/have been victims. Are there other changes that are needed to the document? Jerry asked if anyone was interested in moving a motion of zero tolerance. General consensus, at this time, we need more information and while leaning towards a very restrictive policy the Board is not willing at this time to propose zero tolerance. The Board will review UUA resources to help develop a policy and procedures.
4. **Treasurer's Report:** Garth reviewed the financials as previously distributed. November income, even without the service auction revenue, was larger than planned. Garth drafted an announcement for the upcoming e-news which will encourage advance payments of various financial commitments should people feel this may provide a tax advantage based on what is known about the new Federal tax legislation.
5. **Update on Endowment Committee:** Jerry met with the Endowment Committee, the membership of which we approved last month. Sue Nielsen will chair. Vikki Wolff has also joined the committee. The committee was asked to consider:
  - a. Prepare a Venture article alerting the congregation that the Endowment Committee is active, promoting donations and introducing the Wake Now Our Vision UUA campaign
  - b. Add a letter from the committee to this year's stewardship materials
  - c. Host an estate planning workshop.At some later point, the Bylaws Committee would appreciate any suggestions for possible changes from the Endowment Committee.
6. **Minister's Report:** Rev. Luke reviewed details on his monthly report. (attached)
7. **PAC Team Report:** Gail reviewed the monthly PAC Team monitoring report.
8. **Update on Sanctuary Activities:** Six members have agreed to serve on the Sanctuary Steering Committee. (Listed below) **Motion** by Ann, second by Charyssa to confirm the membership of the Sanctuary Steering

Committee. Unanimous. Jerry is seeking bids for the egress windows and fire door as recommended by the architect, Jose Rivas, one of the principals of CRW Architecture, Inc. (Colby, Rivas, and Woodhouse). The Social Justice Council proposed using a portion of their unspent budget dollars to make this year's contribution to ISAIAH rather than a special plate collection. Two attorneys working with LegalCorp are reviewing our various documents and prepare a memo regarding our church's legal risks. Garth reviewed a variety of topics based on his own questions and comments he has heard that will need additional conversation by the Board before making the decision to become full sanctuary. With the Sanctuary Steering Committee in place, we can refer questions to the committee for more information.

Sanctuary Steering Committee

Patricio Aleman

Sue Wheeler

Molly Dingle

Kathy Miner

Elizabeth Katzmman

Chris Wendt (serving as Board liaison)

9. **Approve Donation of Saltzman Paintings:** William Saltzman was a nationally known painter, a member of the church whose daughter attended our church school and we own several of his paintings. Olmsted County History Center is interested in acquiring several canvases. The History and Design Committees recommend permanent donation. Motion by Ann, second by Garth to authorize Jerry, as Board President to sign the OCHS donation forms granting permanent ownership. Unanimous.

Meeting adjourned

Respectfully submitted,  
Ann Hutton, Secretary

Minister's Report to the Board of  
First Unitarian Universalist Church of Rochester, MN

Wednesday, December 20, 2017

As we enter the mid-year point, and as we begin to consider plans for next year in our budget process, it seems important to offer some reflections on our programming, governance and staffing. I think the Board and leaders are aware, too, that reflections on this are always shifting and changing in the life of a congregation, as we try new things out, see what works best, and regularly and always adjust and renew our openness to change and possibility.

**Programming**

**Religious Education update** – *Since my letter to the congregation, we have seen an increase both in the 9am worship attendance, as well as the RE program. For example, last year, 9am RE attendance was consistently at 4 children – the last few Sundays have averaged close to 15. Young families have mentioned to me an increased vibrancy and presence of young families and children at the 9:00 service.*

**Young Adults** – *I'm glad to report that we have had our first two gatherings of a young adult group, entitled "Good Cheers" (a nod to a quote from Rev. Eliza Tupper Wilkes, minister of this church in the 1870s, "Our Simple message is our faith in humanity, hope and good cheer"). We will gather the 1<sup>st</sup> Wednesday of each month in the Library at Forager Brewery – our first two gatherings each had 13 people – some the same, some different, and all with a desire to continue with the group. I lead the group in a casual conversation around the monthly theological theme from the church, and provide appetizers as a clear invitation that folks need not purchase anything to feel included. (a small budget note – this will be good to have funds in the fellowship budget for expenses like this). Over time, this will be a place to foster connection among a peer group that is clearly mindful that folks in their generation are less common in church, and can also become a place to support and develop leaders for various aspects of church life.*

**Governance**

*We have had some conversation, among the PAC team and the officers of the Board, throughout the fall about the structure of the PAC team. I believe that there may be some aspects of the structure that are worth re-visiting as we consider language for our bylaws. I believe the PAC team has served an important role in transitioning into some new practices in our governance system, and I want to think creatively about how to continue those new practices, even if the structure itself may change. In the coming several weeks, I'll meet with the PAC team with this as a focus of our discussion, with a plan to then bring that conversation to the full Board soon. I welcome any reflections, ideas, or thoughts on what has worked well, what has been unclear, or what other possibilities could work.*

## **Staffing**

As we begin more concrete planning for next year's budget, I offer here my reflections on staffing needs for the coming year, knowing that they are held in a multi-faceted framework of priorities. Some of this is repeated from my report in October, but this includes updated thoughts as we've moved further into the year. I have included general thoughts on immediate, short-term, and long-term possibilities.

### ○ *Office Staff*

- *Immediate: I have discussed a plan, with our Co-Administrators, to train a group of volunteers to serve as office assistants. Their primary roles will include phone answer/transferring, general hospitality in the office, basic skills on the copier, and to offer general support for projects (mailings, document updating, etc.) based on the skills of the individual. This will add some flexibility for our Co-Administrator to focus on large-scale work.*
- *Short-term (1-2 years): I believe we would benefit from an increase in office staff, in particular, for communications and publications support. This would free the Co-Administrator to focus more time and energy on large-scale work, such as the database, communications coordination, etc.*
- *In the long term (a few to several years), we may consider various configurations for how to staff for our office and administrative needs.*

### ○ *Program Staff*

- *Short-term (next year): At our current membership and visitor rate, there is already need for increased staff attention for new members, small groups, and spiritual care. I believe adding minimal hours to the Coordinator of Congregational Life position is a way to increase capacity without adding a large burden on budget sustainability.*
- *Long-term (2-5 years): If we experience growth in the coming years, there will be more need for staff hour increases in the following areas: (1) *Coordinator of Congregational Life* to support new members, visitors, small groups and help coordinate spiritual care, and (2) the *Director of Religious Education*, to be brought to full time, to provide more support, connection, and programming, for parents and families.*

### ○ *Building Staff*

- *Long-term (1-3 years): I believe that increased building staff could help ease some of the burden on lay leaders and groups for setting up, cleaning and tearing down spaces for events. It would be helpful for regular building staff presence for high-traffic times (Sunday mornings, Wednesday evenings, special events) for emergencies (bathroom malfunctions, HVAC troubles, being sure the building is safely secured in the evenings, etc.), and day to day space preparation.*

Respectfully submitted,  
Rev. Luke Stevens-Royer