

First Unitarian Society of Minneapolis

Board of Trustees Meeting Minutes

August 26, 2015

I. Call to order

Mike Illes called to order the regular meeting of the First Unitarian Society of Minneapolis Board of Trustees at 6:31 p.m. on August 26, 2015 in the Dietrich Room.

II. Roll call

The following persons were present: Mike Illes, Allan Callander (treasurer), Sue Tinchler (secretary), Holly Anderson, Phil Duran, Katrina Lassegard, Joyce Riedesel, Rev. David Breeden, and Assistant Minister Jim Foti.

III. Announcements/Appreciations

We took time to acknowledge FUS's recent tragic losses—the death of 16-year-old Blake Fannin, and longtime member Roger Ryberg's sudden descent into Creutzfeldt-Jakob disease. Thanks were expressed to Allan Callander for hosting both the Board Retreat and the recent Stewardship meeting at his house.

IV. Consent agenda

Allan moved to approve the consent agenda, and Phil Duran seconded. The motion passed to approve the consent agenda, including:

- Minutes of the July Board of Trustees meeting.
- Recognition of new FUS members Diane Mortimer and Kent Mortimer.

V. Reports and Discussion

- a) **Treasurer's Report/July Financials:** Treasurer Allan Callander reported total revenue for the month of July was \$72,400 and total expenditures were \$54,200. He stated that the July budget number was adjusted by \$22,000 to account for a couple of paid-in-full-for-the-year pledges that occurred, with the remaining 11 months' budgets correspondingly adjusted downward. During the elevator inspection last month, they found 10 deficiencies that will cost \$4,090 to repair. Allan moved that we authorize the repair to the elevator and take the money out of Board operating reserves. Phil seconded it. After discussion, Allan amended the motion to take the money out of Board building reserves. The motion passed. Another issue that arose during the elevator inspection is that the inoperative dumbwaiter needs to be decommissioned, by city regulation. This is an additional expense that we may expect in the coming months. Allan said that the audit team will conduct the internal audit of FUS's finances in September, and

will be brought forward at the October or November board meeting. Allan went over the Summary of Key Stewardship Data table and histogram he prepared. It shows 183 pledge units, with an average pledge of \$2,234 and a median pledge of \$1,500.

- b) Minister's Report:** Rev. David Breeden reported that the main thing he has been working on recently has been attempting to fill the Director of Religious Education position. He requested that if any Board member knows anyone who would be qualified and interested in a one-year position as acting Director of Religious Education during this rebuilding year, to let him know. It could be a good position for a retired high school teacher. Music Director Barb Brooks should be back by mid-September from her recuperation from her May car accident. David noted that the compensation for her recovery time will have to be figured out—that is, what comes from PTO, sabbatical, etc. The staff has asked for a posted policy by the Board on office equipment use, so that members don't inappropriately use the office equipment for personal projects. The Board agreed that office equipment should only be used for approved church projects and this policy could be posted as necessary. Assistant Minister Jim Foti reported that the staff offerings for Adult Growth and Learning are very strong this year. Jim would like to have more offerings from the congregation, especially things you cannot get anywhere else. One problem this year is that there is no budget for Adult Growth and Learning.
- c) Capital Campaign Task Force:** Katrina Lassegard reported that the CCTF recently met and will recommend that we move ahead with the Capital Campaign. Allan Callander and director of facilities Tim Roehl did a survey of architectural firms and found that Kodet Architectural Group, next door to FUS, has great qualifications. Kodet presented us with a proposal to examine our building needs. Allan moved to authorize the Chair or Co-Chair of the CCTF to approve and retain specific services from Kodet Architectural Group per their proposal for Phase 1 services up to a total expenditure of \$30,000. Joyce Riedesel seconded. The motion passed. Allan then motioned to authorize the expenditure of \$3,850 for professional survey services from Egan, Field and Novak, per their proposal dated 8/18/2015. Katrina seconded. The motion passed. The CCTF will bring their final report to the Board next month. The congregational vote will happen in December.
- d) Leadership Team meeting next month:** We are due for a leadership team meeting in September. David said that the year's calendar is pretty well set for the year. It was suggested that the meeting would be an opportunity to get feedback from different committees; we could bring in some young people to observe and learn about leadership opportunities and structures; we could share

the calendar with all; and we could report on the status of capital campaign planning. We decided to hold it this year on Saturday, October 3 from 9am to 12pm.

- e) **Minister Evaluation:** The results have been received and were very positive. The Governance committee is going to prepare an executive summary which will be shared with the Board next month and Mike will sit down with David and go over them.

- f) **Communications Committee:** Sue put forward the idea of having a standing communications committee of the Board to strategize and implement Board communication, including giving feedback on Board meetings similar to what Madalyn Cioci used to provide. The secretary would be part of this committee, as well as one or two others. Sue moved that we institute a communications committee of the board to facilitate communication between the board and the congregation. Katrina seconded. The motion passed. Holly and Katrina volunteered to be a part of this committee, along with Sue.

VI. Board Business

- a) **Member concerns:** None voiced.

- b) **Upcoming board calendar:** In September, we will hear from the Governance, Nominations, and Stewardship Committees.

- c) **Adjournment:** Mike Illes adjourned the meeting at 9:03 p.m.

Minutes submitted by: Sue Tincher