Meeting: Regular Meeting of the Board of Trustees – October 2019
Date & Time: Thursday October 3, 2019, 6:30 pm to 9:00 pm
Location: First Universalist Church of Denver
Board members present: Tom Abood, Rick Granquist, Jeff Brothers, Eric Thompson, Heather Curnett, Claire Reifert, Jill Van de Water, Sheila Nitzel, Doug Griffes.
Ministers & staff present: Rev Elaine, Yvonne Wilken
Guests: Diane Butler, Barry Mahoney, Mimzy Tackney-Moen,

Minutes of Meeting

1. **Call to Order, Chalice Lighting, and Board Covenant**
   Moderator, Tom Abood, called the meeting to order at 6:32. Rev. Elaine offered a reading from Muriel Rukeyser.

2. **Approval of agenda**
   Hearing no objections, the agenda was approved by acclamation.

3. **Approval of minutes from September 5, 2019 BOT meeting**
   Minor changes suggested by Jeff and Rick were incorporated and the minutes were then approved by acclamation.

4. **Check-In/Go-Around**

5. **Healthy Congregations**
   Mimzy Tackney-Moen presented a status report on the work of the Healthy Congregations Team (HCT) and made the following observations:
   - A healthy congregation is generally defined by a healthy culture, which is what we do and how we do it. The book “Culture Code” by Daniel Coyle is a good guide. Healthy cultures have a strong sense of belonging, vulnerability/emotional safety and a strong sense of purpose.
   - The team recently held a retreat, with lots of reading and discussion. They have been connected to the UUA through Tandi Rogers, and have been studying material available through the UUA and books on the subject.
   - The team suggested that every group within the Congregation create or revise a covenant and use this covenant to guide their actions as a group. Groups should be encouraged to periodically revise missions, covenants and leadership transitions so that they belong to the group and do not become stagnant. The HCT is prepared to help.
   - The term conflict ‘resolution’ is out and the ‘transformation’ is in. The suggests that there is a strong need for a standing conflict resolution team, but it is uncertain where this might fit. Any conflict transformation should consider restorative justice principles and practices.
• Listening circles should become a part of our culture and practices, something that anyone can call for, where people can hear from one another. It was noted that Conversations with The Board, and the AI Listening Sessions are significant steps in this direction.

• The HCT will develop a suggested new version of the Charge from the BOT, using language that is more consistent with healthy cultures.

6. Governance (see liaison report)

Doug commented on the role of the Board with respect to governance, noting that the Governance Team is essentially a Board committee. One of the functions of the Team is to provide information and recommendations to the Board for it to assimilate in its future considerations of policy. With this in mind, the following Board actions were suggested:

• Oversight of the Governance Team
• Determining next steps and establishing a charge for a new Governance Task Force to follow the work of the existing Governance Team
• Participation in a forum to discuss questions to the Congregation and the Board on governance
• Participation in a new book group (open to the Congregation) to read and study the Hotchkiss book (great idea from Foothills)
• Participation in a small group effort to establish guidelines on communications (in advance of a future policy)

Diane Butler and Barry Mahoney then presented a status report on the work of the Governance Team, to follow-up to the discussion at last month’s Board meeting. Key points:

• The Team had developed lists of governance questions last month to be considered by both the Board and the Congregation. The Board indicated that these should form the basis for future discussions but that it was not yet prepared to provide specific responses.
• The Team prepared a report to the congregation that was ready to be sent out on October 15th. The report was well received with no comments or suggested changes.
• Diane described a proposed congregational workshop on governance to be conducted in January to fit with the anticipated schedule of Appreciative Inquiry activities. The workshop would probably be 2 ½ hours and held on a Saturday.
• The work of the Governance Team and Appreciative Inquiry are closely connected. It be beneficial for AI to conduct topic-specific sessions related to governance.
• Rev Elaine is working on comparing our current governance model with the principles presented in the Hotchkiss book on “Governance and Ministry”. She also noted that she has a PowerPoint summarizing the major points of the Hotchkiss book. The Board agreed that it would beneficial to conduct a special session for her to present this.

7. UUA Pacific Western Region

Rev Elaine and Tom summarized a discussion that they had had with Rev. Sarah Millspaugh of the PWR. They noted that our relationship with the UUA has been strained as a result of our experiences over the last two ministerial transitions, and that this was meant to address the healing process. Based on this discussion, the Board agreed to have Sarah conduct a workshop on developmental ministry at First U on the following dates:

• Saturday, Jan 4th – a 2-hour session with leadership
• Sunday afternoon, Jan 5th – a 3-hour session for the congregation

8. Comments on DM, Ex Dir and Assistant M Reports
The Board discussed the role of liaisons, and the intended relationship with other organizations in the church. Key points:

- BOT liaisons are intended to be communication links with the councils and other organizations to facilitate coordination.
- Rev Elaine suggested that as we clarify our governance model it will be easier to sustain that link and define respective roles.
- Liaisons should ask: “I’m here to assist communication. How can I help?”

9. Name Change
A proposal to change the name of the Church was submitted to the Board by Jonathon Ormes (copy on Basecamp). He proposes that the new name would include “Unitarian-Universalist” rather than just “Universalist”. The Board decided that this idea should be considered later, in the context of AI, after the Church establishes its new mission and vision.

10. Fundraising Policy
A new policy on fundraising was proposed to be inserted as Item I.C in the Ends Policy. The following motion was made by Claire, seconded by Heather and passed unanimously by the Board:

C. Fundraising

Fundraising programs within the First Universalist Church of Denver are an important part of active church life. These programs shall provide opportunities for members to strengthen their commitment and contribution to the church and shall cultivate a spirit of generosity to provide funds for the church, and church related entities. Those organizations that are not church related but hold IRS 501(c)(3) certification and are aligned with First U’s principles and mission may also be recipients.

11. Financial Reporting to the Congregation
Jeff made the following motion to amend the policy on financial reporting:

It is important for First Universalist Church to provide the church’s financial information to the congregation on a timely and consistent basis. The Finance Committee, a Board of Trustees committee, shall provide monthly financial information to the congregation in the scope and format prescribed by the Finance Committee, in both electronic and paper form.

The motion was seconded by Heather and passed unanimously by the Board.

12. November BOT Meeting
Tom reported that he will not be present for the November Board meeting and that Jill will chair the meeting in his absence.

13. BOT Calendar
No changes to the current version of the annual Board calendar (posted on Basecamp).

14. Votes from email/Basecamp
There was no business requiring votes by the Board on Basecamp or email during the past month.

15. Adjourn
Motion made by Rick, seconded by Sheila, passed unanimously by the Board.

16. Executive Session
Attachment A

Stewardship Update to the Board

September 5, 2019

- In fiscal year 2018-2019, we received pledges from 364 members for $646,235. As of July 31, 2019 we had received $608,996, which was 6% short of the pledged amount.

- The Committee, with the assistance of Cris and Renee, began a process in July to follow up with members who did not complete their pledges for the 2018-2019 fiscal year. We have been able to collect an additional $9,320.

- The new pledge total for 2018-2019 is now approximately $618,316 with 4% uncollected. Over the past several years we have been averaging about 3% uncollected.

- Current pledges for fiscal year 2019-2020 are at $604,281. This is $2,281 over our original goal budget of $602,000.

- Total number of pledging units for 2019-2020 were 316, which is 48 less than the previous year. This drop in pledges obviously had an impact on the $41,954 reduction in pledges from the previous fiscal year.

- The Stewardship Committee, with help from Cris and Renee, is currently reviewing all of our pledges monthly, as part of an on-going process to update members on their giving commitments. By doing this review, we have already identified seven or eight members who needed updated direct deposit information for the month of July. This should also help with members who fall behind in their pledge and find it difficult to make up the shortage.

- We have collected 26% of 2019-2020 pledges as of the end of August 2019.
### Board Liaisons to Councils and Committees

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<th>Council/Committee</th>
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<td>Care Council:</td>
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<td>Lifespan Learning Council:</td>
<td>Doug</td>
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<td>Operations Council:</td>
<td>Jill</td>
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<td>Social Justice Council:</td>
<td>Tom</td>
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<td>Programs Council:</td>
<td>Eric</td>
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<td>Finance Committee:</td>
<td>Jeff</td>
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<td>Committee on Ministry</td>
<td>Jeff</td>
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<td>Leadership Development Committee</td>
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<td>Healthy Congregations</td>
<td>Sheila</td>
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<td>Governance</td>
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<td>Personnel Committee (new)</td>
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<td>Appreciative Inquiry (new)</td>
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Revised – Sep 25, 2019