



## Spring Parish Meeting - Agenda

June 13, 2021 11:30 am to 1:00 pm

Meeting ID: 849 8114 2267

Passcode: 363979

Dial by your location: +1 312 626 6799 US (Chicago)

<https://us02web.zoom.us/j/84981142267?pwd=OXZ4QWFBL3dpNHN5KzJCRG9wd0ZXQT09>

- I. Opening - Rev. Kelly Crocker
- II. Agenda Review & Adopting Rules of Procedure - Terri Pepper
- III. Approve Minutes from last Parish Meeting on February 21, 2021 and May 2, 2021  
*Motion: Move to accept Parish Meeting minutes.*
- IV. Nomination of Board of Trustee and Foundation Board Members  
*Motion: Move that the following be approved as members of the Foundation's Board of Trustees for three-year terms: Connie Beam, Annette Hellmer, and David Kuenzi.*  
*Motion: Move that the following be approved as members of the FUS Board of Trustees for three-year terms: Emily Cusic Putnam and Ann Schaffer.*
- V. Approve 2021-2022 Budgets  
*Motion: Move to approve the 2021-2022 Annual Budget.*
- VI. Healthy Congregation
- VII. Relational Covenant Update  
*Motion: Move that the First Unitarian Society adopt the reviewed Relational Covenant.*
- VIII. Small Group Discussions about the Relational Covenant:
  - What are some ways that you personally can use the relational covenant as a tool for self-reflection at FUS and perhaps even in other aspects of your life?
  - As you reflect on the covenant, what one or two parts feel like they will be especially challenging for you? In other words, what one or two parts jump out as being growing edges for you?
- IX. Closing - Rev. Kelly Crocker

### Handouts

- Minutes from February 21, 2021 and May 2, 2021 Parish Meeting
- Nominees' bios

- Proposed Annual Budget and FAQ
- Relational Covenant



## Winter Parish Meeting – Minutes

First Unitarian Society's Zoom account  
February 21, 2021 11:30 am to 1:00 pm

- I. Opening, Rev. Roger Bertschausen
- II. Welcome & Agenda Review, Terri Pepper  
**Terri reviewed the upcoming agenda for today's meeting.**
- III. Approve Minutes from last Parish Meeting on December 6, 2020  
**Terri moved on behalf of the Board that the minutes of the December Meeting be approved. Ann Smiley Seconded the motion. The motion was accepted.**
- IV. Nominations & Bylaws Update, Terri Pepper  
**Terri reported that there is an open position on the Board of Trustees and interested parties can contact Joe Kremer if they are interested.**
- V. Update from Search Committee, Dorit Bergen  
**Dorit gave an update on the progress of the search committee. They received 13 records in January and conducted eight interviews and narrowed the field down to three candidates for weekends of discernment. Rev. Kelly has had a conversation with at least one of the candidates and will speak with the other candidates soon.**
- VI. Relational Covenant, Rev. Roger Bertschausen  
**Rev. Roger spoke on the relational covenant and the work the Board would do to present to the congregation hopefully sometime in June. In no way does it replace our founding documents. The committee to write this covenant will be appointed by the Board and Rev. Roger will be a part of it.**
- VII. Leadership Team Update, Rev. Kelly Crocker and Monica Nolan  
**Monica gave an update on the financial situation. The PPP funds have been forgiven and a new amount of PPP has been received and will hopefully be forgiven. Donations are down and hopefully will be made up in the next Stewardship program. Rev. Kelly reported on the quality of the worship program on Zoom, racial justice, support of our search team, and a number of other programs underway at FUS.**
- VIII. Staff Compensation, Tim Conroy & Rev. Roger Bertschausen  
**Tim reported on FUS's desire to keep fair compensation but eight of 18 staff members are below recommended levels. We must either increase revenue or cut staff to reach a fair level of staff compensation. Further discussion will be undertaken on March 14 Listening Session and if revenue does not increase the Board must make a decision on staff.**
- IX. Open Question, Alyssa Ryanjoy

**Alyssa presented a review of the open question on BIPOC and presented the meeting with three discussion questions. The meeting broke up into small groups to discuss the open questions.**

X. Closing, Rev. Kelly Crocker

### **Handouts**

- Minutes from Dec 6, 2020 Parish Meeting
- Relational Covenant
- Leadership Team Update on Strategic Priorities, Financial Highlights, & Stewardship Campaign



## Special Parish Meeting - Minutes

First Unitarian Society's Zoom account

May 2, 2021 11:00am

- I. Welcome, Terri Pepper  
**Terri welcomed members as they signed into the meeting and asked people to enter their full name on the screen.**
- II. Opening, Rev. Kelly Crocker  
**Kelly opened the meeting with words of affirmation on the calling of our new minister.**
- III. Endorsement of Rev. Kelly Weisman Asprooth-Jackson, Search Committee  
**Dorit Bergen gave a review of the search committee's work over the past year. Her fellow members reviewed their reasoning on making Rev. Asprooth-Jackson their unanimous recommendation for our next called senior minister of equal standing with Rev. Kelly Crocker.**
- IV. Voting Options, Terri Pepper  
**Terri reviewed the voting procedures that would be followed during the meeting. The features available included Online Video and voice.**
- V. Motion to vote on calling Rev. Kelly Weisman Asprooth-Jackson as Senior Minister of Equal Standing with Kelly Crocker.  
**Emily Smith of the Search Committee moved the motion and it was seconded by Sandy Eskrich of the Search Committee.**  
  

*"I motion, in the democratic spirit of our Unitarian Universalist values, to call the Reverend Kelly Weisman Asprooth-Jackson as the next Co-Minister of First Unitarian Society of Madison.*

  - Discussion
  - Vote

**286 yes votes 1 no vote and 1 abstain.**
- VI. Welcome Rev. Kelly Weisman Asprooth-Jackson  
**Rev. Kelly AJ joined us after the vote for a few words of acceptance.**
- VII. Closing, Rev. Kelly Crocker  
**Kelly shared some words of inspiration and reflection on the end of our search and the start of #TeamKelly!**

## Nominees for the FUS Foundation Board of Directors

Each will serve one three-year term, 2021 - 2024



**Connie Beam** has been a member of FUS since the late 1980s or thereabouts. She has been a teacher in the RE program and directed the children's choir for a few years before joining the FUS Board of Trustees as secretary in the 1990s. Connie joined the FUS Foundation Board in 2003 and has served as treasurer and now president of that board. Professionally, Connie has had a 30+ year career in fundraising and retired as the planned giving manager for Wisconsin Public Radio.

**Annette Hellmer** is a Senior Vice President at Johnson Financial Group and has over 30 years of investment management experience. Annette earned a Masters of Business Administration from the University of Wisconsin - Madison and a Bachelor of Science degree from Trinity College - Hartford, Connecticut. She also holds the Chartered Financial Analyst® (CFA) designation. Annette is active in the community and volunteers for a number of not-for-profit organizations by serving on the Board of Directors or as a member of the Investment Committee. She has been a member of FUS for over 20 years and previously taught in the Children's RE program.



**David Kuenzi** has been a member of FUS since 2008 and has served on the Foundation board since 2010. David and his wife, Mary Wyman, have been religious education teachers and active in other FUS programs. Professionally, David is Founding Partner of Thun Financial Advisors, an investment management firm serving Americans abroad.

## 2021 FUS Board of Trustees Nominees



**Emily Cusic Putnam** has been a member of FUS for 15 years. Most recently, she served on the Ministerial Search Committee and Rev. Doug Wadkin's Transition Team. She has served on various boards, including the FUS Board (2008-12), on FUS's Annual Campaign team, and is a founding member of the Food Haulers. FUS enriches her spirit with programs such as Quest (Quest 2 alumna), Journey Circles and Chalice Groups, and by building a vibrant community through which we join together to breathe our principles into action.

Currently at home with her 4th-grade child and volunteering at his school, she holds an MSSW and previously worked at the United Way of Wisconsin as Associate Director for 16 years. In all of her work, Emily values deep listening, transparency, integrity, and honesty.

Emily notes, "I am very interested in the work of this next chapter for FUS: the process of forming our new ministry model; revisiting our mission statement to ensure that it is pointing a clear path to our vision; and growing into a radically welcoming community where all people can bring their full selves and are open to being changed by living in relationship."



**Ann Schaffer** has been a member of FUS for 21 years; she has served FUS in a variety of roles, including as a board member for the Quest program, an elder for our Coming of Age students, a Chalice Group facilitator. She is currently leading GiGong Japanese Crane Spiritual practice (as she has been for 10 years) and on the task force to establish a Congregational Covenant for FUS.

Ann brings from her professional experience as a psychotherapist a lifetime of deep listening and working in collaborative environments -- finding common ground and working from that towards mutually satisfying solutions. Asked about Board service, she says, "I want to be a part of shaping the evolving culture at FUS from a hierarchical to a collaborative model. I want to work with others in creating a culture that is growthful and nurturing for staff, leadership, and congregants. I want to be part of growing a strong FUS that can be a force for justice and the common good in our community and our world."



## Proposed Operating Budget for 2021-2022

	<b>21-22 Budget</b>	<b>20-21 Budget</b>	<b>Variance</b>
<b>Income</b>			
Pledge Payments	\$1,092,295	\$1,109,656	(\$17,361)
Rentals	\$255,133	\$254,283	\$850
Foundation Income	\$174,595	\$158,238	\$16,357
Collection & Gifts	\$122,988	\$140,541	(\$17,553)
Fundraising	\$37,500	\$51,000	(\$13,500)
Program Income	\$31,271	\$44,415	(\$13,144)
Funds Transfers	\$109,947	\$62,975	\$46,972
<u>Other Income</u>	<u>\$7,500</u>	<u>\$9,428</u>	<u>(\$1,928)</u>
<b>TOTAL INCOME</b>	<b>\$1,831,229</b>	<b>\$1,830,535</b>	<b>\$694</b>
<b>Expenses</b>			
Personnel Expenses	\$919,695	\$884,970	\$34,725
Personnel Benefits/taxes	\$305,126	\$297,706	\$7,420
Mortgage	\$182,114	\$187,333	(\$5,219)
Building	\$192,768	\$202,514	(\$9,746)
Program	\$123,932	\$150,831	(\$26,899)
Administrative	\$83,543	\$77,581	\$5,962
Communications	\$13,400	\$15,500	(\$2,100)
<u>Fundraising/Membership</u>	<u>\$10,650</u>	<u>\$14,100</u>	<u>(\$3,450)</u>
<b>TOTAL EXPENSES</b>	<b>1,831,228</b>	<b>1,830,535</b>	<b>\$693</b>
 <b>NET OPERATING INCOME</b>	 <b>\$1</b>	 <b>0</b>	

### Proposed Unrestricted Reserve Budget

**Estimated Cash Balance July 2021 \$450,000**

Total Income	\$20,000
Transfer to Operating	-\$98,500
<b>NET</b>	<b>-\$78,500</b>

**Estimated Cash Balance June 2022 \$371,500**

### Proposed Designated/Restricted Budget

**Estimated Cash Balance July 2021 \$28,230**

Total Income	\$10,000
Total Expenses	-\$3,600
Transfer to Operating	-\$7,400
<b>NET</b>	<b>-\$1,000</b>

**Estimated Cash Balance June 2021 \$27,230**

## **Frequently Asked Member Questions on the Proposed 2021-2022 Budget**

Compiled from emails and questions at the Financial Forum

### **Q: What are our budget estimates based on? How do we arrive at a Program Expense of \$123,932, for example?**

A: This year, staff and ministry teams planned for the 21-22 budget with our Vision of Ministry in mind. First, they mapped out their programmatic and/or operational plans for the year and then attached dollar amounts to those efforts. They reviewed historical data for each income and expense line, as well as a two- and half-year average of actual income and expenses. Though you see 17 lines in our operating budget, behind the scenes, we work with over 50 income lines and 110 expense lines managed by various departments. The program expense line alone is comprised of 46 unique programmatic accounts that are updated annually by staff.

### **Q: How many pledge units do we have?**

A: As of June 8, we have 415 pledge units totaling nearly \$849,000. This is in comparison to last year in June when we had 460 pledge units totaling \$948,000. We'll continue to do personal outreach to those who pledged in years past but haven't yet this year. If the 181 people who pledged last year, but haven't yet communicated their intentions for 21-22, gave at the same level as last year, we'd acquire approximately \$240,000 in pledges bringing our year-to-date pledge campaign total to \$1,089,000, or less than \$3,000 from our budgeted pledge goal. We are very grateful that the average pledged dollar amount continues to increase, and we remain optimistic that with the start of the newly settled ministry team, we will see a positive shift in both membership engagement and generosity.

### **Q: I'm glad we're raising staff compensation, but is that "real" money? And how are we going to afford two co-senior ministers? Where is the money for equalizing salaries coming from? And if the income is not permanent, then what is the alternative plan for funding salaries?**

A: We are indeed using real money to pay for staff compensation increases. We anticipate \$1,831,229 in income next fiscal year, and we assure you that staff compensation will not exceed this amount, so we certainly can afford it. However, like all years in recent memory, we continue to lean on cash reserves to fully fund our Vision of Ministry and strategic priorities. At the beginning of the next fiscal year, we estimate we'll have \$450,000 in unrestricted cash. We've proposed using approximately \$102,500 of these cash reserves and \$7,500 of designated funds to help balance the budget. The use of cash reserves, unless we are periodically replenishing this account, is not a sustainable solution, though it is an effective bridge towards a future in which income increases. If income does not increase, then we will need to pursue expense reductions.

### **Q: Are the UUA Compensation Standards credible?**

A: The Board of Trustees, Personnel Committee, and Staff Leadership Team strongly believe the UUA Compensation Standards are credible. The Unitarian Universalist Association's Compensation Standards were developed (and are updated annually) through a comparative wage analysis using data obtained from a variety of national sources of church and nonprofit

wages. UUA Compensation Standards are regularly revised to reflect prevailing wage rates in communities where UU congregations are located. Economic Research Institute data is used to assign a Geo Index to each congregation. Geo Indices range from Geo Index 1 to 7, with Geo Index 3 representing congregations in communities where the average wage paid falls close to the U.S. average. FUS could spend a significant amount of volunteer and/or staff time getting all of the information that the UUA has kindly collected for us. Most industries find ways to outsource this research work. Services like this are one of the many reasons FUS belongs to the UUA and supports our denomination financially.

**Q: I'm looking at the expenses and see that the board is proposing increasing personnel expenses and that nearly every other expense category has gone down. What are we cutting in programs?**

A: We are proposing an increase in personnel and administrative expenses for the 21-22 budget cycle. There are modest decreases of \$5,000 or less in the mortgage, fundraising, and communication lines, a nearly \$10,000 decrease in the building expense line, and a \$27,000 reduction in the program line. The building expenses and communication expenses are explained in greater detail below.

A large portion of the program expense reduction is tied to not having the \$10,000 in ministerial search expenses next year. Another significant portion is attributed to a reallocation of expenses for Wartmann and Clay restricted fund programs. Given the labor-intensive nature of these initiatives, we've begun including staff time as a reimbursable expense for these restricted funds. The expenses remain but are now within the personnel category of our budget.

Smaller programmatic decreases of \$2,000 and \$3,000 are associated with the Children's Religious Exploration and Music departments, respectively. All expense reductions were selected by staff and ministry teams in accordance with project plans for next year. Staff was asked to make budget plans that did not exceed the modified 20-21 budget.

**Q: Why is there a proposed decrease in the communication line?**

A: We are proposing a \$2,100 decrease in overall communication expenses. We hope you noticed that this year our monthly *Madison Unitarian* newsletter has been sent only via email instead of printed and mailed. We anticipate maintaining that practice next fiscal year while we reassess our marketing and communication efforts more holistically. This change results in a \$2,000 expense reduction, in addition to significant conservation of volunteer and staff time. We're excited to offer the same high-quality newsletter in a more environmentally responsible fashion. Printed copies will be made available on-site for those who still have an affinity for the print medium.

**Q: I'm wondering about the building allocation for next year. Why is this less than last year?**

A: We are projecting a \$9,746, or approximately 5%, reduction in the building expense line next year. We are estimating approximately \$3,000 less in HVAC repairs, \$2,000 less in overall energy usage (between electric and solar), \$2,000 less in telephone and internet expenses

based on contractual changes, \$2,000 less in our multi-peril insurance premium, and a \$1,000 decrease in our security contract.

**Q: What is the relationship between our finances and our commitment to diversity and inclusion?**

A: Of our social justice budget, \$3,000 is earmarked for Anti-Racism Initiatives. In addition, we've allocated \$7,300 for other social justice expenses, and given the intersectional nature of our efforts to promote and achieve greater diversity and inclusion, much of these funds also benefit our anti-racism vision.

We also anticipate distributing approximately \$28,000 in outreach offering funds, much of which benefits organizations with missions or initiatives that aim to address white supremacy, anti-racism, and/or promote diversity and inclusion. In addition, tens of thousands of our personnel expenses are invested in our vision to "dismantle systems of oppression, particularly racism."

**Q: When will the church be open again?**

A: Soon we hope! Staff has been hard at work for months making plans for both how and when to reopen as safely as possible. During the week of June 14, FUS will be closed as we focus internally on solidifying these plans. Expect a thorough parish-wide email from us at the end of June, with details about what we anticipate this summer and fall will look like for our community. We appreciate your patience as we center the most vulnerable amongst us and continue to offer rich programming, services, and support virtually.



# RELATIONAL COVENANT OF THE FIRST UNITARIAN SOCIETY OF MADISON

Within our commitment to journeying toward spiritual wholeness by working to build a diverse, multicultural space, we form this covenant. We seek to create a brave space, a space to celebrate each person's unique abilities, a space to grow and build a bond between our selves and each other; a joyful and compassionate space. When issues arise and this covenant is called upon, it is important to trust foremost that everyone is doing their best.

## **The Spirit With Which We Approach One Another**

- Make a choice to remain in relationship, in good faith, over and over again even as we disappoint.
- Assume and remember that all have the best interest of the congregation at heart.
- Maintain open and generous minds and hearts.
- Practice radical hospitality, welcome, and inclusion.
- Support equity, diversity, and involvement of all.
- Relinquish the need to be right; lots of roads lead to the same end.

## **Communication**

- Practice direct communication. Focus on the problem/behavior, not the person.
- Listen deeply. Make "I" statements. Seek to understand before responding.
- Accept that conflicts are inevitable.
- Participate appropriately; act or yield as needed.

## **Personal Responsibility**

- Take responsibility to acquaint ourselves with FUS; support FUS financially and volunteer when possible toward the good of the community.
- Accept skilled help when we cannot reach an agreement or reconciliation.
- Strive to balance individual needs with the well-being of the community as a whole.
- Consider our personal role in an issue before seeking solutions elsewhere.

## **Appreciation for Staff and Volunteers**

- Provide clear expectations, transparent lines of communication, and steadfast love and support for the leadership within our congregation.
- Cultivate an attitude of gratitude for the contributions of all.

*Final draft approved by Relational Covenant Task Force on June 1, 2021.*

*This document is subject to change when deemed necessary.*