

First Draft
First Unitarian Society of Milwaukee
Minutes of the Meeting of Board of Trustees

Tuesday, May 14, 2024

Present: Stacy Koenen (Vice President and Meeting Chair), Joe Riepenhoff (Secretary), Dana Brooks, Pat Geenen (President and Recording Secretary), George Bledsoe, Amy Wilbourne

Via Zoom: Sarah Richards, Stacey Thieme, Tony Panciera.

Also Present: Jennifer Nordstrom, Jean Johnson

The meeting was called to order at 6:12 PM.

- 1. Opening Sequence (Joe)**
- 2. Review/Consent Agenda (Joe)**
Minutes of April 23, 2024, Meeting

Moved to approve the April minutes by email, as a later draft of the minutes was not immediately available for review by the trustees. Moved: Tony, seconded: Joe
Passed Unanimously.

3. Final Draft of 2024-25 Budget (Jean)

Jean summarized the 2024-25 budget showing projected operating income at \$880,995 and projected operating expenses at \$1,039,279, revealing a potential deficit of \$158,284. On the bright side, this planned deficit is \$46,500 less than the deficit planned in the 2023-24 budget, and it appears that operational pledges are coming in stronger than initially predicted.

A motion to approve the 2024-25 budget was offered by Tony, seconded by Dana and **Passed** Unanimously.

3.a Recommendation from the Finance Team regarding Capital Maintenance Budget

Pursuant to the budget, Jean explained a recommendation from the Finance Team to remove capital maintenance expenses from the category of Extra Operations, where they did not accurately represent the yearly expenses of the church because they were paid by transfer from the Unrestricted Fund Balance. Instead, the Finance Team proposes listing capital maintenance expenses under Building Expenses to be included as part of Net Income requirements. Therefore, the Finance Team recommends the following:

1. Reestablish the Capital Maintenance Fund and seed it with \$125K from the Krug Special Programs Funds.

2. Budget \$10K for Capital Maintenance in the FY24-25 budget under Building Expenses. This expense should incrementally increase yearly until it reaches the typical yearly expense.
3. Capital maintenance costs which exceed the budgeted amount will be paid from the Capital Maintenance Fund. If actual expenses are below budget, the surplus amount will be transferred to the Capital Maintenance Fund for future capital maintenance needs.
4. We encourage the Board to consider further funding the Capital Maintenance Fund through future bequests or fund raising.

Motion to designate funds in accordance with the Finance Team Recommendation

Moved by: Tony, Seconded by: Stacey T , **Passed** Unanimously.

4. Annual Meeting Agenda and Planning

A draft of the agenda for the upcoming Annual Congregational Meeting was offered for approval by the Trustees. Pat moved approval with the addition to be amended as necessary, Seconded by Dana, **Passed** Unanimously.

5. Monitoring Policies 4.2 Relationships with Staff, paid and volunteer

Rev. Jennifer provided ample evidence, updated to current staffing configurations, of compliance with the limitations assigned to these policies.

Determination of compliance was moved by Tony, seconded by George, and **Passed:** Unanimously

6. Social Justice Council Recommendation: Endorse MICAH's We All Belong Campaign

Pat moved for endorsement of the MICAH statement and campaign, Seconded by Dana, **Passed** Unanimously

7. Congregational Survey Results

Dana reported that only 37 people responded to the survey this year. Household income and age distributions were similar to previous years, although there was slight increase in the percentage of responses from persons under 20 years old. Further analysis will be provided in written form for the record. Rev. Jennifer suggested that such a small response to the survey precluded its usefulness as a measure of change.

8. 2024-25 BOT Retreat

Stacy K., Sarah, and Tony will meet next week to begin planning the June 22 BOT retreat. Trustees were advised that there "might be homework." Rev. Jennifer will advise trustees at the retreat as to any unfilled delegate spots for General Assembly and facilitate having interested trustees participate in the GA vote.

9. Senior Minister Report

Rev. Jennifer highlighted several points of her written report, including:

- A “solid” draft of the expense management process flowchart that was submitted to trustees via Dropbox. Jean and a work group from the Finance Team will conclude interviewing 6 accounting firms this week and will decide shortly after, with the goal of expanding our bookkeeping support capacity.
- Our Online + In person average attendance is now at 315, which is higher than our pre-pandemic average attendance. Our in-person attendance has been increasing also and is now at 206.
- Trustees are invited to an anti-racism dinner and conversation on August 22, from 6-8 pm to follow up on the Anti-Racism Training held on March 9 where two suggestions were offered for “one thing” the Board could do to move anti-racism forward:
 1. The 1st Church Board should develop an "anti-racist" policy statement. It should be posted on the church website and serve as a foundation for further action toward realizing 1st Church as a truly anti-racist community.
 2. Formal incorporation of advice / resources from AR Team into board meeting structure so the full Board can discuss it with input from/or led by the AR Team liaison to the Board. This could come in the form of:
 - a. pre-reads that we discuss/reflect on;
 - b. actions we can consider taking (application of our learnings);
 - c. a current events discussion;
 - d. learning about what other churches are doing in the realm of AR work, etc.

The Trustees commended Jean and the Finance Team for their work on a comprehensive and detailed flowchart illustrating the administration’s expense management process, citing it as a valuable tool for current and future board members.

10. Other Business

Building on previous discussions, Tony moved to shift the BOT frequency of monitoring progress toward ends, policies, and limitations from an annual to a bi-annual frequency, as mutually agreed annually by the Trustees and Senior Minister.

Tony’s motion was seconded by Sarah and **Passed**: Unanimously.

The meeting was adjourned at 8:05.