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UUFM MID-YEAR MEETING

1/12/25

AGENDA

11:30 Greeting and Quorum Count

11:32 Chalice Lighting

11:34 Review Agenda for Additions/Changes

11:35 Approve Minutes of Annual Meeting

11:37 Reports

12:15 Congregational Discussion/Input

12:30 Adjourn

CHALICE LIGHTING

We are a welcoming people of diverse beliefs who commit to nourish the spirit, broaden the mind, nurture the earth, and build community. May this flame we kindle remind us to strive, today and every day, to love beyond belief.

CONGREGATIONAL COVENANT OF RIGHT RELATIONS

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As members of UUFM, we commit to encourage and support each other on our individual and collective spiritual journeys. Being mindful of our personal limitations and appropriate community boundaries we will:

- Honor our UU Principles and Sources;
- Create opportunities for joy and celebration in our time together;
- Practice compassionate and courageous hospitality;
- Support this community by sharing our time, talents, and treasure;
- Ensure that our Vision and Mission do not get lost in the daily operations of the congregation;
- Seek and share appropriate knowledge so we all have information for wise decisions;
- Follow a process of decision-making that:
 - Assumes everyone is acting with positive intent;
 - Promotes listening deeply to each other;
 - Allows everyone a chance to be heard;
- Communicate openly, intentionally, honestly and respectfully with each other, the Board, our committees, the staff and Minister;
- Resolve conflicts promptly by first working with the person with whom we are in conflict and then, if there is no resolution, asking for help from the minister or Board
- Be mindful of the myriad tasks of our employees and treat them with respect.

Because each and every one of us is imperfect and will occasionally break covenant, we will forgive ourselves, each other and begin again in love.

Approved 1/26/2014



**REVIEW AGENDA FOR
ADDITIONS/CHANGES**

**VOTE TO APPROVE THE MINUTES
FROM THE ANNUAL MEETING**

UUFM Annual Meeting Minutes ~ May 12, 2024

In person & via Zoom following Worship

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Greeting & Quorum Count: ~43 members present at the start of the meeting.

Chalice Lighting

Congregational Covenant of Right Relations

Approval of Mid-Year Meeting Minutes: Bob Finley motioned to approve the mid-year meeting minutes. John Knox seconded. The vote was in favor of approving the notes. 43 yes, 0 no.

Reports

- **Ministry Highlights:** Rev. Diana has been working with the worship team and will be holding worship associate training in early September. She has been collaborating with other UU ministers on Spiritual Development programming. She has been working with the Pastoral Care team. On administrative matters, she was instrumental in hiring a new choir director. Stated our social justice work here is remarkable.
- **Board Highlights:**
 - We are pleased to announce that we will have Rev. Diana as our full-time minister for the next year beginning August 7. She will continue to work remotely but will not have weeks during the month when she is not available except for vacation and study times.
 - Challenging to find volunteers.
- **Committee Highlights**
 - **Personnel Work this Year.**
 - Building the best possible team.
 - Following UUA recommendations for compensation
 - Working on personnel policies and procedures and record keeping
 - Employment compliances
 - Updating the employee handbook
 - **Buildings & Grounds Work this Year.**
 - Water abatement on the west wall in meeting room and library
 - Chairs with arms in the Fellowship Hall.
 - A new Church sign was designed and is now installed.
 - Relandscaping on the east side: Old lilacs were removed last fall, and the new plantings will be going in this spring.
 - **Treasurer's Report:**
 - For this fiscal year, we are in good shape with about \$50,000 in surplus.
 - Our expenses for the year are projected to be \$226,590 and our income is \$277, 593.
 - Our hope was to have \$170,000 in pledging income for next year, but as of today we are projecting about \$160,000.
 - With a full-time minister, a new choir director, and fair compensation increases for our employees, we will need to dip into our reserves next year. Our expenses are projected to be \$274,562 with a projected income of \$211, 400.

Nominations Committee nominations for Board Officers:

- Nominations for Board Officers – Those in bold are new will be voted on today.
 - President – Vacancy as of this meeting. We have until June 30th to fill this position. The president can be appointed by the board later.
 - **Vice-President – Jon Peterson**
 - **Secretary – Lee Ganske**
 - Treasurer – Liz Kipp
 - **At-Large – Teresa Neufelder, Jo Reinemann, and Mike Ferguson**

Diane Dobitz motioned to approve the slated candidates and Jim Rovney seconded. The vote was in favor of approving the new officers. 40 yes, 0 no. Please Note: Three people had left the meeting.

Adjourn

REPORTS

MINISTRY HIGHLIGHTS

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August – December

Worship and Ritual

- The minister position was increased from 3/4 time to full time, and Rev. Diana was contracted for a second year in that position, effective in August 2024.
- The choir, under director Mark Brekke, performs one Sunday per month, August through June.
- Rev. Diana led fifteen regular Sunday morning worship services from August through December, with three evening services, for a total of 10 worship services in five months.
- Once a month (usually on the first Sunday), Rev. Diana and Macey co-lead a multigenerational service on the monthly theme.
- Other special services at UUFM this fall were: Blue Holiday, Winter Solstice, Christmas Eve.
- Rev. Diana was again one of the clergy who led an interfaith Pride Service for PrideFest.
- We had guest worship leaders in the pulpit twice in the fall (Meleah Houseknecht, and Peter Mayer).
- We used one of the pre-recorded services available to us through a UUA subscription.
- There were three lay-led services from August-December.
- Piano accompaniment on Sundays is split fairly evenly between Nancy Cramblit (volunteer) and Justin Ganske (staff pianist) with Shay MacKay as backup on the rare occasions that neither Nancy nor Justin are available.

Care and Connection

- Cards and emails of care continue
- Lay Pastoral Associates team: Dennis Cramblit, Nancy Cramblit, Diane Dobitz, Mary Beth Trembley
- Many opportunities to gather in person and Zoom (mostly organized and led by congregants—thanks to all who help these events happen!)
- Rev. Diana and Shelly worked together, with input from the congregation, to update our memorial plaque.
- Shelly is also working on getting the memorial pavers updated.

Children's Faith Development

- We have the same two nursery assistants that we hired last congregational year.
- We provide Nursery and Children's Chapel every Sunday (only nursery for multigenerational worship services)
- Youth Group continues to meet on Wednesdays; the frequency depends on participation levels.
- Macey leads multigenerational activities, including hikes and art-making.
- Regular outreach to and engagement with families by the CFD Director
- This year, Macey's portfolio has expanded to include young adult programming, including a book discussion group she is leading beginning this month.

Administration:

- Staff assessments completed and goals set
- Minister attends meetings of the Board, Committee on Shared Ministry, Care Team, LPAs, Worship Team, Personnel, and sometimes Finance
- Weekly one-on-one meetings with core staff; monthly staff meetings (increasing to monthly beginning in January); an AED has been installed near the lift upstairs
- All staff and several lay leaders have received CPR/First Aid/AED training.

Education and Justice:

- PrideFest: presence at interfaith worship service, parade, and our booth
- Postcards to voters project coordinated by Diane Dobitz
- Minnesota Secretary of State Steve Simon event on “Preserving Our Democracy”
- Continue to renew our Welcoming Congregation status
- Second Collection increased from every other month to every month
- Wellspring Cloth Project continues

Outreach

- We advertised our Winter Solstice, pageant, and Christmas Eve services in the paper.
- Rev. Diana will be holding monthly Soul of Aging discussion groups at The Pillars beginning this month.
- Rev. Diana is developing Wednesday event adult programming to be offered at least once monthly beginning in February.

BOARD HIGHLIGHTS

- Minister position increased to a full time position
- Increased hours for Communications/Office Manager and for Childrens and Young Adults Faith Development Director
- We are considering ways to build our fellowship and increase outreach
- We are looking at ways to best use our resources to serve our mission
- Board has a retreat scheduled for January 18.



BUILDING AND GROUNDS¹³

Members: Dennis Cramblit, Chair; Lee Ganske; Linda Ganske; Henry Panowitsch; Andy Roberts; Becky Rossow; Dave Schostag; Dennis Siemer

Special thanks to the following for helping with large projects: Ken Davey, Bob Finley, David Johnson

Major Projects over the past 6 months beyond the normal maintenance to keep our property attractive, functional, and safe within our financial constraints:

Completed sump pump water drainage system on the north side of the basement

Installed gutter along exterior north side of the building

Installed new pump on boiler system

Removed 2 dead trees

Purchased 4 large chairs with arms from a generous donation in memory of Jim Vonderharr

Several rental house maintenance projects: new toilet and upgrade electrical system
AED (automated external defibrillator) installed

David Johnson and a friend provided their machines to remove leaves from our yard

PERSONNEL COMMITTEE

Personnel Committee MidYear Report
January 12, 2025

Members: Nancy Cramblit, Chair; Rev. Diana McLean, ex-officio; Danielle Stedman; Jon Peterson (and Board liaison)

Our Purpose: To enhance the worth and dignity of all Staff, children and youth, and adults in our congregation by:

1. Working closely with the Minister as Head of Staff to build the best possible Staff Team:

- Rev. Diana continues to attend each of our meetings.
- Before our Annual meeting in May, we plan to make good progress in developing a written and transparent processes for determining annual salary increases for all employees, for onboarding new employees, and for tracking annual PTO and benefits for each employee.

2. Following UUA recommendations on Fair Compensation and Salary Recommendations:

- Learned from the UUA that our current policy to reimburse employees from the incremental difference in their health insurance cost from a spouse's policy is no longer legal; working to decide on our next steps on this
- Learned that our Geo Index on which the UUA bases its salary recommendations has changed; we used to be right at average for salaries across our country; now we are slightly above that average; this will mean an increase in recommended salaries for our staff

3. Developing and maintaining personnel policies:

- Our recommended changes to our Employee Handbook, changes to our Personnel Committee Job Description, and changing our subscription agreement with the UUA in order to offer our staff the Gold/Standard Health plan with the lowest deductible, were all approved by the Board

4. Assisting the Minister as Head of Staff in recordkeeping and employment compliance for Staff and service providers:

- After Rev. Diana completes performance reviews for our staff, she shares them with us.
- Continue to try to find time to look through personnel files to ensure all necessary paperwork has been filed

Submitted by Personnel Committee Chair, Nancy Cramblit



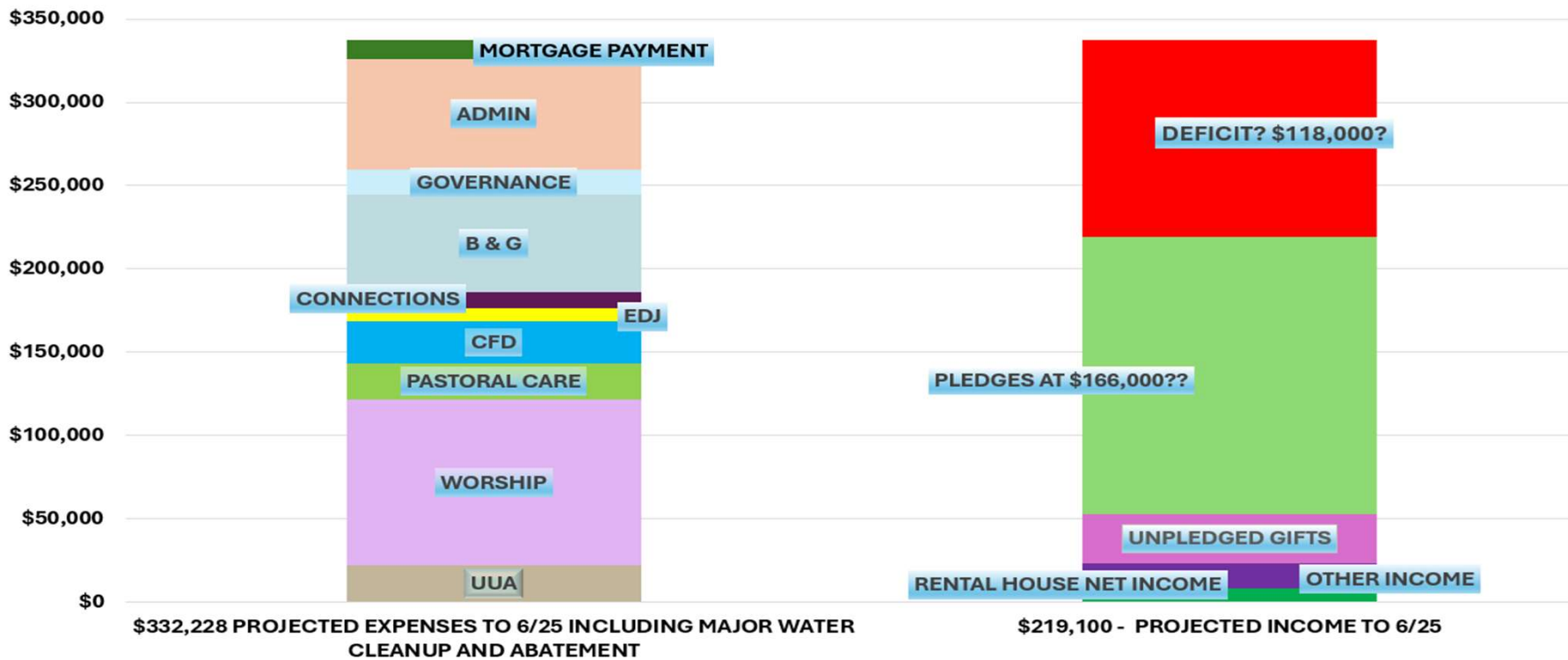
COMMITTEE ON SHARED⁵ MINISTRY

Members: Nancy Blethen, Deb Fitzloff, John Knox, Mary Beth Trembley, Reverend Diana

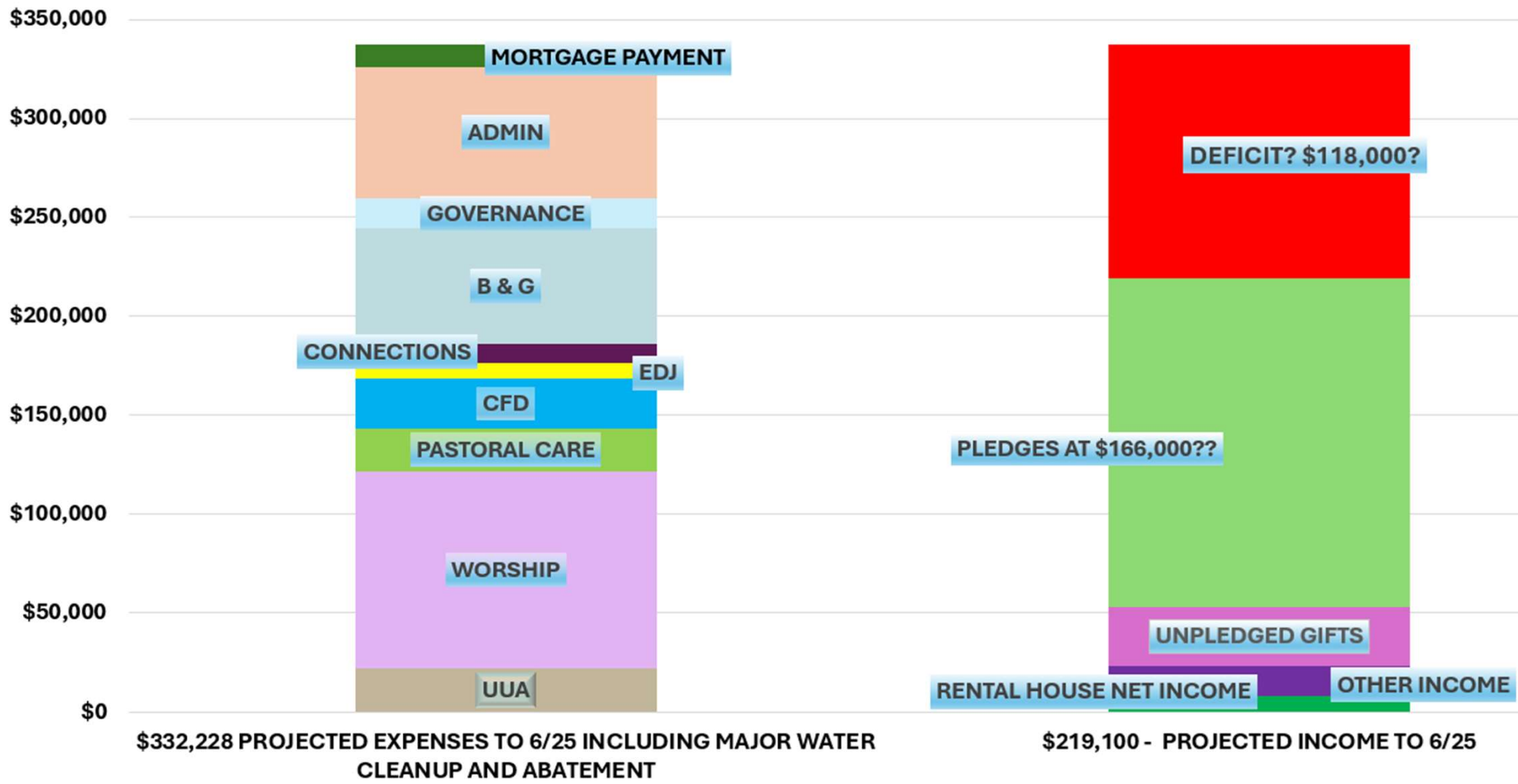
Working to assess the Care and Connections Team and the Lay Pastoral Associates. Developing a survey to distribute to the Congregation in March. Looking at both hard copy and electronic distribution.

TREASURER'S REPORT

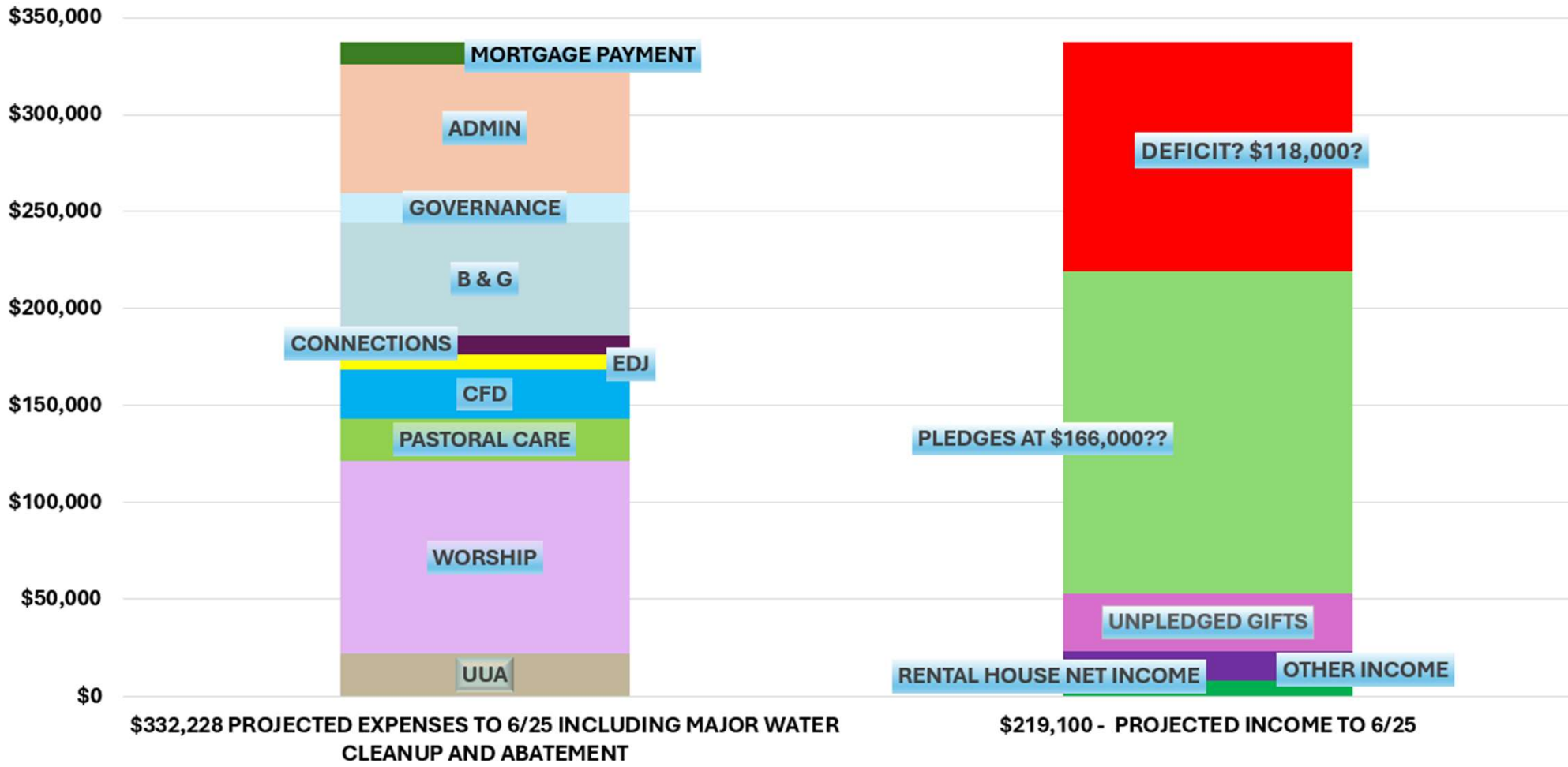
UUFM PROJECTED INCOME, EXPENSE, AND DEFICIT FOR FY25-26



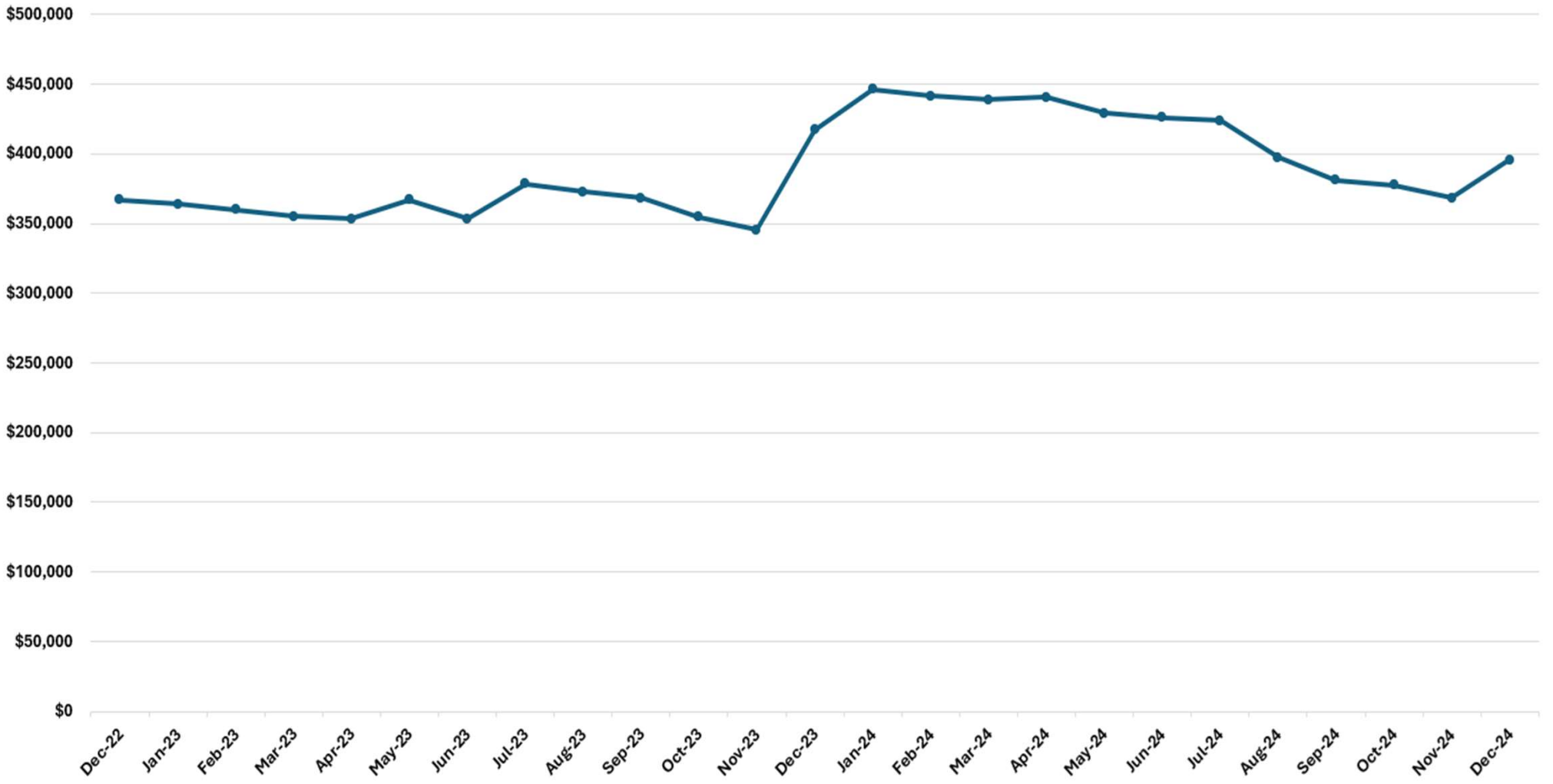
UUFM PROJECTED INCOME, EXPENSE, AND DEFICIT FOR FY25-26



UUFM PROJECTED INCOME, EXPENSE, AND DEFICIT FOR FY25-26



Total Financial Assets Checking, Money Market, CDs, UUCEF



STEWARDSHIP REPORT

Kickoff the Stewardship campaign February 9!

CONGREGATIONAL DISCUSSION AND INPUT

Modification of Board size to 5 members

Other Items for discussion?

ADJOURN

Annual meeting is scheduled for
May 18, 2025