



UNITY CHURCH-UNITARIAN

*The mission of Unity Church
is to foster transformation
through a free and inclusive
religious community
that encourages lives
of integrity, service, and joy.*

ANNUAL MEETING INFORMATION PACKET

**Unity Church–Unitarian
152nd Annual Meeting of the Congregation
Saturday, November 18, 2023 | 10:00 a.m.
Pancake breakfast in Parish Hall at 8:30 a.m.**

ATTEND IN-PERSON

Sanctuary, Unity Church

Please arrive to church 15 minutes early so that the board can secure a quorum.

ATTEND ONLINE

Zoom Webinar: <https://bit.ly/ucumeeting23>

Please register in advance if you plan to attend online. This will help us prepare our voting lists.

Please arrive to the Zoom webinar 15 minutes early so that the board can secure a quorum.

Please access the meeting on your own device if possible; do not share with your partner. Part of the process of the annual meeting will be polling our voting members. In order to make the voting process most effective and efficient, you will need to be on your own device and not sharing with a partner. If you only have one device and need to share with another voting member, please let us know by email to song@unityunitarian.org.

All are welcome to attend (online and in-person); only eligible voting members can vote. Eligible voting members include those who have signed the membership book and have made an identifiable pledge in the current or upcoming year and made a payment on that pledge.

2022-2023 ANNUAL REPORT

Access the annual report online at <https://bit.ly/ucureport2223>

Please email unity@unityunitarian.org to request a printed copy of the annual report.



Meeting Agenda
152nd Annual Meeting of the Congregation
Saturday, November 18, 2023 • 10:00 a.m.

Convening of Meeting

Please note that online participation is limited to comments to the moderator and voting on motions. No motions or amendments will be taken from the online platform. Online participants can share comments or questions via the online moderator during discussion of a motion.

Hymn

Invocation and Bond of Fellowship (read in unison, please rise as you are able)

*As those who believe in religion,
As those who believe in freedom, fellowship, and character in religion
As those who believe that the religious life means the thankful,
trustful, loyal and helpful life, and
As those who believe that a church is a community of helpers,
wherein it is made easier to lead such a life;
We join ourselves together, name, hand, and heart
as members of Unity Church*

William Channing Gannett March 9, 1879, adapted

Adoption of Robert's Rules of Order

Election of Parliamentarian

Approval of the Minutes of the November 19, 2022, Annual Meeting

In Memoriam

Congregational Updates

- Ministries
- 2022-2023 Board Activities
- Ministerial Search Team Message

Congregational Business

- Approval of Bylaws
 1. Eligibility to Vote
 - o Art. I, sec. 2 Voting Members
 - o Art. I, sec. 3 Eligibility to Vote
 2. Procedural Rules
 - o Art. II, sec. 7 Procedural Rules for Meetings
 - o Art. III, sec. 4 Nominating Committee
 3. Percentage of Vote Required to Call Minister
 - o Art. V, sec. 2 Selection or Removal of Called Minister(s)
 4. Limited Absentee Voting
 - o Art. V, sec. 2 Selection or Removal of Called Minister(s)
 - o Art. V, sec. 3 Limited Absentee Voting Permitted
- Election of New Trustees
- Announcement of 2023-2024 Board Officers
- Acknowledgment of Outgoing Trustees
- Presentation and vote on the 2024 Operating and Capital Budgets

Words of Thanks from the Board of Trustees to the Executive Team and Staff

Closing

Draft Minutes
151st Annual Meeting of the Congregation
Unity Church-Unitarian
Saturday, November 19, 2022 • 10:00 a.m.

CONVENING OF MEETING

HYMN

INVOCATION AND BOND OF FELLOWSHIP

ADOPTION OF ROBERT'S RULES OF ORDER

Peggy Lin moved to adopt Robert's Rules of Order for the meeting. Jill van Koolwijk seconded the motion. The motion pass unanimously.

ELECTION OF PARLIAMENTARIAN

Rebecca Flood moved to approve Jack Rossmann as parliamentarian. Jackie Smith seconded the motion. The motion was carried by voice.

APPROVAL OF THE MINUTES OF THE NOVEMBER 20, 2021 ANNUAL MEETING

Dick Buggs moved to accept the minutes of the November 20, 2021, Annual Meeting. Mark Foster seconded the motion. The motion was carried by voice.

Approval of the Minutes of the May 22, 2022, Special Congregational Meeting

George Anastos moved to approve the May 22, 2022, Special Congregational Meeting, Ken Green seconded the motion. The motion passed unanimously.

CONGREGATIONAL UPDATES

- **Ministries**
- **2021-2022 Board Activities**
- **"Forward Together" Report**

CONGREGATIONAL BUSINESS

• **Election of New Trustees**

The Board of Trustees moved to elect the slate of candidates presented, including LauraSue Schlatter, Mary Baremore, and Louise Livesay-Al, as new board members. Eric Lien seconded the motion. There was discussion of the slate of candidates . Rebecca Flood called the previous question, Justin Cummins seconded the motion. The vote recorded 16 no votes, and 140 yes votes. The motion to call the question passed. The vote on the slate proceeded with 150 voting for the slate, and 6 voting against the slate. The slate of candidates was approved.

- **Announcement of the 2022-2023 Board Officers**
- **Acknowledgement of Outgoing Trustees**
- **Statue report on Capital Debt**
- **Presentation and Vote on the 2023 Operating and Capital Budgets**

Mark Foster moved to pass the 2023 Operating Budget, John Sherman seconded the motion. The motion passed unanimously. Jill van Koolwijk moved to pass the capital budget, Carolyn Caswell seconded the motion. The motion passed unanimously.

WORDS OF THANKS FROM THE BOARD OF TRUSTEES TO THE EXECUTIVE TEAM AND STAFF

Louise Livesay-Al, on behalf of the Board of Trustees, expressed gratitude to the entire Executive Team and staff of Unity Church–Unitarian for all the work over the past year.

CLOSING

There was a motion and a second to adjourn the 151st annual meeting of the congregation. The motion carried by voice vote unanimously.

2022-23 Report from the Board of Trustees

This has been a year of hope and change for the board. While this report is meant to summarize key work over this past year, I want to start by talking about how we do our work each month followed by work initiatives.

A. Board meeting structure. The structure of our meetings changed to include:

1. A reflection at the top of the meeting to set our intentions of what antidote to white supremacy from Team Dynamics we each want to focus on in the meeting and we check in at the end of the meeting about how we feel we met the intentions.
2. State of the congregation report from two board members and one executive team member, rotating each month.
3. A generative conversation relating to some aspect of church or board life that would help us do our work and decision making with a deeper reflection or understanding of the topic.

This results in about an hour of our meeting helping us be grounded in our work as trustees and practicing the Double Helix in our work.

B. Work of the board. The board has five committees that work on specific tasks that are brought back to the board as a whole for further discussion and decisions. Here is much of the work of the board as a whole and those five areas of focus.

1. The board as a whole:
 - a. Continued to monitor the executive team in how it is meeting the ends and working within the limitations set by the board in achieving those ends.
 - b. Directed the executive team to implement a multi-year plan to bring staff and executive team salaries in line with the UUA's new compensation guidelines.
 - c. Decided on next steps for senior minister. In January, after deep reflections and discernment on the Forward Together report last fall and David Pyle's visit in December, the board of trustees decided that Unity was ready to begin a new search process for our next senior minister.
 - d. Linked with members, friends and partners of Unity Church.
2. The Transitions Committee:
 - a. Defined the procedures for the Ministerial Search Team's (MST) work and its relationship to the board and creating a charge to the MST.
 - b. Administered the application process and selection of the MST through congregational member voting, finalizing in early May.
 - c. Developed a congregational charge in preparation for the search process.
 - d. Installed the MST on May 14 and affirmed both the MST and the congregational charges (both charges are available on the Unity website).
 - d. Reported to the UUA on our interim ministry.
 - e. Worked with the executive team to plan for filling the executive director position in preparation for Barbara Hubbard's retirement. The executive director is part of the executive team and hired by the board. The executive team is also creating a part time finance manager staff position who will report to the executive director. Stand by for news very soon.
3. The Policy and Bylaws Committee:
 - a. Developed bylaw changes based on feedback outlined in the Forward Together presentation:
 - o Art. I, sec. 2 Eligibility to Vote
 - o Art. II, sec. 6 Voting by Absentee Ballot
 - o Art. V, sec. 2 Voting by Absentee Ballot
 - o Art. II, sec. 7 Procedural Rules for Meetings
 - o Art. III, sec. 4 Procedural Rules for Meetings
 - o Art. V, sec. 2 Selection of Called Minister
 - b. Held workshops this fall to talk about the proposed changes and to hear feedback, which has resulted in one modification to the language, changing proxy voting to absentee voting. Thank you to everyone who participated and provided feedback.

4. The Evaluation Committee:
 - a. Coordinated the congregational survey with the MST as one of the tools for monitoring how the executive team is meeting the stated ends.
 - b. Conducted a board self-evaluation to help us examine our work as a board and how we work together and carry out our work.
 - c. Conducted a volunteer and staff survey to assure that the executive team is not violating the limitations set in policies by the board.
5. The Communication and Education Committee:
 - a. Implemented the Board Walk & Talk monthly email communication with the members and friends of Unity Church to share important information relating to board work and the search process.
 - b. Coordinated communications from the board on an ongoing basis.
6. Recruitment Committee:
 - a. Implemented changes to how we recruit board members by inviting Ariana Giles and Kevin Ward to work with the committee to help us re-envision how we do trustee recruitment in a more transparent and inclusive manner.
 - b. Planned and coordinated on-boarding for the new trustees.

The board believes that all this work, in concert with the members and friends of Unity, is imbued with hope and courage about our future. We are a strong and resilient church, willing to do the hard work of examining our culture and practices to determine where we need change. Conflict has become a focus area, recognizing that we have needed to step into conflict and learn to do it with humility, grace and compassion towards one another. We believe in Unity as a congregation and that by facing conflict and change, we will live into another 150 years of being a saving faith and a place of deep connection and belonging for our members, friends and our community.

On behalf of Unity Church-Unitarian Board of Trustees,
Louise E Livesay-Al, Chair

Board of Trustees Nominees



Claire Cooke grew up at Unity Church. Her grandparents, Denis and Carma Doege, joined the church in 1972 and her father, Charles Cooke, transplanted from First Unitarian Society after meeting her mother in their multi-congregation UU young adult group. Claire feels an immense sense of gratitude for this community that helped her find her spiritual truth. Part of living that truth is giving back both through her role as a COA facilitator and her service as a trustee. Claire works for Climate Generation where she endeavors to help create a just and abundant world beyond climate crisis. In her free time, she gardens, swing dances, and enjoys the companionship of her two beautiful bunnies (Ziggy and Lavender).



Jackie Duffus Boyd (they/she)
I am a nonbinary person, mother of two amazing kids and committed partner to my husband Mike. I have spent 20 years working in advertising and marketing; five years as a Diversity, Equity, Inclusion and Accessibility (DEIA) practitioner; and am currently pursuing my Masters in Organization Development and Knowledge Management at George Mason University. I experience the sacred in nature and community. My husband and I have lived in the Summit-University neighborhood for nine years. We became members of Unity earlier this year. When we are not working and going to school, we enjoy renovating our 1908 home, entertaining, traveling, cooking and camping.



Marcia Hayes has lived in St. Paul with her wife, Elizabeth, their young son, and adorable dog since 2019. She joined Unity Church in April 2023 after attending online and in person services. She's been a UU for over 15 years. In her spare time, she enjoys gardening veggies that her son will eat, finding adventures with her family, and a good non-fiction book. She works in healthcare IT in her professional life. She's honored to serve on Unity's Board of Trustees.

Roberts Rules of Order — Simplified

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A motion is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. If there is a second, then the motion will be discussed. Any action relating to the motion on the floor (amending, substituting, calling, tabling, referring to committee, or postponing) must be made as a motion. Except when there is a motion to substitute the original motion, each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion. After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed. Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a two thirds vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a two thirds vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after one item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a two thirds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.

“Call for orders of the day.”

You want to take a short break.

Move to recess for a set period of time.

You want to end the meeting.

Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.

Without being recognized, call for a “division of the house.” A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a two thirds vote is required.

Unanimous Consent

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**
 - o to get information about business –point of information to get information about rules – parliamentary inquiry
 - o if you can't hear, safety reasons, comfort, etc. – question of privilege
 - o if you see a breach of the rules - point of order
 - o if you disagree with the president of the board's ruling – appeal
 - o if you disagree with a call for Unanimous Consent –object

Quick Reference

	Must Be Seconded	Open for Discussion	Can Be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3	√
Close Discussion	√			2/3	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone indefinitely	√	√	√	Majority	√

Proposed Bylaws Amendments

Article I Members

1. Eligibility for Membership

Any person of the age of 15 or older who subscribes to the mission and values of Unity Church (the “Church” or the “Corporation”) and who desires to become a member of the Church may do so by signing the book kept by the Church for such purpose. The name will be added to the Register of Members.

Revised 11-17-18

2. Voting Members

A member shall become a voting member of the Corporation upon making a pledge to the current or upcoming operating fund or upon receiving a waiver regarding such pledge from a Called Minister or the Executive Director of the Church in accordance with policies developed by the Board of Trustees. ~~Unless a waiver has been received, if no pledge contribution has been received from that person or that person’s household at the time of a congregational meeting or vote, then the member shall not be considered a voting member for the purposes of that meeting or that vote and until such time as a pledge contribution is received or a waiver is granted.~~

Revised _____

3. Eligibility to Vote at a Congregational Meeting

A voting member is eligible to vote at a congregational meeting only if they have been a voting member for 60 days prior to the meeting, and they have made a contribution on their pledge or received a pledge waiver.

Revised _____

4. Register of Members

There shall be a register of the names of all members and voting members. Membership shall be reviewed at least annually by Executive Leadership of the

Church. The names of members who have submitted a resignation shall be removed from the register immediately. Members who do not respond to membership status inquiries mailed to their most recent postal or email address listed with the Church, may be removed from membership if the Church has received no response within one year from the date of such mailing.

Revised 11-17-18

5. Resignation of Membership

Any member may resign at any time by giving a written notice to a member of the Executive Leadership of the Church.

Revised 11-17-18

Article II Meetings of the Corporation

1. Annual Meeting

The annual meeting of the Corporation shall be held at the building where the usual religious services are held, or elsewhere in St. Paul at such place as may be designated by the Board of Trustees, at such time in November each year as the Board of Trustees shall determine. The annual budget will be presented for approval by the voting members of the Corporation at the annual meeting.

Revised 11-17-18

2. Meeting Quorums

Ten (10) percent of the voting members of the Corporation shall be required to form a quorum at all meetings of the Corporation.

3. Special Meetings

Special meetings of the Corporation may be called by the Board of Trustees. If a written request to the Board of Trustees by 50 voting members or 10% of the voting members of the Corporation (whichever is less) for a special meeting is denied by the Board of Trustees, said meeting may be called by such 50 voting members or 10% of the voting members.

Revised 11-17-18

4. Meeting Notices

Notice of any meeting of the Corporation shall be signed by or in the name of the Chair or the Secretary of the Board of Trustees, or in case of absence or disability of either of them, by or in the name of any two (2) Trustees, or if called by the voting members of the Corporation, said notice shall be signed by no fewer than 50 voting members or 10% of the voting members of the Corporation, whichever is less. Said notice shall specify the time and place for the meeting and shall be disseminated via the Church's comprehensive communication strategies, at least seven (7) days prior to the date of the meeting.

Revised 11-17-18

Notice of the meeting shall include:

- a) An agenda of the principal matters of business to be considered at the meeting.
- b) Copies of all resolutions, budgets, and financial statements to be presented at the meeting by the Board of Trustees, committees of the Church, or voting members.

5. Meeting Agendas

Any voting member desiring to have any matter considered at the meeting shall request the Board of Trustees to place it on the agenda, and if it is in the form of a resolution, shall furnish the Board with a copy of such resolution. Such request shall be presented to the Board of Trustees in writing at least fourteen (14) days prior to the meeting, or such later date as the Board of Trustees may designate. The Board of Trustees may place such requested item on the agenda and must do so if the request is supported in writing by at least 15 voting members of the Corporation. If the request is approved for inclusion on the agenda and includes a resolution, such resolution shall be reproduced by the Board of Trustees and distributed to the voting members as a part of the notice of the meeting.

Matters not placed on the agenda may nevertheless be considered at the meeting, but may not be put to final vote unless three-fourths (3/4ths) of the voting members present at such meeting shall first vote to so consider it. If the meeting is a special meeting, business transacted at the meeting that is not included in the purposes

described in the notice of the meeting may be voidable, as described in Minn. Stat. 317A.433.

Revised 11-17-18

6. No Voting by Proxy; Remote Presence.

There shall be no voting by proxy by members. However, the Board of Trustees may, but is not required to, authorize a means by which one or more voting members may participate in an annual or special meeting of the Corporation by way of remote communication. The Board of Trustees shall have the authority to establish policies regarding such remote participation, including the means of communication and procedures for communication and voting. Participation in a meeting by remote communication in a manner so authorized constitutes presence at the meeting.

Revised 11-17-18

7. Procedural Rules for Meetings

Roberts Rules of Order Simplified (link), as appended and incorporated into these bylaws, will govern the procedures of all annual and special congregational meetings of the Corporation (Meeting), unless waived or otherwise agreed upon by a majority of the voting members present at the Meeting. If Roberts Rules of Order Simplified are insufficient to address a procedural question at a Meeting, Roberts Rules of Order will govern the procedure.

Revised _____

Article III Board of Trustees

1. Board Membership

The Board of Trustees shall consist of nine (9) members, except as provided in the paragraph below. Each Trustee shall be a voting member of the Corporation and shall be elected for a term of three (3) years. At every annual meeting, voting members shall elect three (3) Trustees and vote on any vacancies that have been

filled by the Board of Trustees since the last annual meeting. A Trustee may be nominated and elected to serve a second consecutive term, but after serving such second consecutive term, may not be nominated or elected to serve any additional term until the Trustee has been off the Board of Trustees for at least three years.

A Trustee shall take office upon the election of that Trustee and shall continue until the term expires, the Trustee resigns or dies, or the Trustee is removed. In the event of a vacancy on the Board of Trustees for any reason, the Board may at its sole discretion elect a successor to fill the vacancy for the remainder of the unexpired term. Such election shall be subject to approval by the voting members of the Corporation at the next annual meeting.

Any Trustee may resign by giving notice in writing to all Trustees. A Trustee may be removed, with or without cause, by action of two-thirds (2/3rds) of the Trustees or by vote of a majority of the voting members of the Corporation present at an annual meeting of the Corporation or at a special meeting called pursuant to Article II, Section 3 of these Bylaws. If three (3) or more vacancies exist at any one time, a congregational meeting for the purpose of filling these vacancies shall be held within thirty (30) days.

Trustees shall serve without compensation, but may be reimbursed for travel and reasonable expenses incurred in fulfilling their duties.

Revised 11-17-18

2. Board Powers

The business, property, and affairs of the Corporation, including the approval of the annual budget in the circumstance detailed in the paragraph below, shall be governed by the Board of Trustees, which shall promulgate policies for the conduct of the affairs of the Corporation consistent with the laws of the State of Minnesota, the Articles of Incorporation, and these Bylaws.

At the annual meeting, the budget for the next year is presented to the congregation for its approval. If there is not a quorum present to approve the budget (pursuant to Article II, Section 2 of these Bylaws), the Board of Trustees is empowered to approve the budget.

Revised 11-17-18

3. Board Meetings

Regular meetings of the Board of Trustees shall be held at a location and on dates and times determined by the Board of Trustees.

Special meetings of the Trustees may be called by the Chair or by the Secretary of the Board of Trustees or on the written request of any two (2) Trustees. Written notice of special meetings shall be sent to each Trustee before the date of the meeting. Such notice may be provided in person or by electronic communication to those who have consented to electronic communication at least four (4) calendar days before the meeting or by notice mailed to the Trustee at least seven (7) calendar days before the meeting. Such notice may be waived with the consent of each Trustee in situations where a more urgent need is present, as determined by the Chair of the Board of Trustees, or by any three Trustees.

A majority of the Trustees shall constitute a quorum. If a quorum is present when a duly called meeting is convened, the Trustees present may continue to transact business until adjournment, even though the withdrawal of one or more Trustees leaves less than the number otherwise required for a quorum.

Any action by the Board of Trustees may be decided upon by a majority of the votes cast by those present at the meeting unless otherwise specifically increased in Board of Trustees policies or as required by applicable law.

A Trustee may not appoint a proxy for himself or herself or vote by proxy at a meeting of the Board of Trustees.

A meeting of the Trustees may be held by such means of remote communication (including telephone conference call) as is authorized by the Board of Trustees, and individual Trustees may participate in a meeting by remote communication where others are physically present. In either case, all Trustees participating in the meeting, whether physically present or participating remotely, must be able to communicate and participate with each other during the meeting. Participation in a meeting by remote communication constitutes presence at the meeting.

Any action that could be taken at a meeting of the Trustees may be taken instead by written action signed, or consented to by authenticated electronic communication by all of the Trustees. A Trustee may consent to an action by affixing their signature on a document setting forth the action, or by electronic communication as defined in Minnesota Statutes, Section 317A.011, Sub. 7a, as amended from time to time.

Revised 11-17-18

4. Nominating Committee

The Board of Trustees shall appoint the Nominating Committee for new members of the Board of Trustees. The Committee shall submit its slate to the Board of Trustees. Upon approval, the Board of Trustees shall submit its recommendations to the annual meeting of the Corporation.

Additional nominations may be submitted from the floor of the annual meeting by voting members ~~in accordance with the provisions of Robert's Rules of Order.~~

Revised _____

5. Other Committees

The Board of Trustees may appoint such other committees as it deems appropriate to assist the Board in doing its work. The Board of Trustees will determine the scope of the work of any such committee in a manner that preserves Board wholeness and is consistent with these Bylaws and such policies as are established by the Board from time to time.

Revised 11-17-18

Article IV

Officers of the Corporation and the Board of Trustees

1. Election and Term of Officers

Each year at its regular September meeting the Board of Trustees shall elect a Chair of the Board of Trustees who shall also serve as President of the Corporation, a Treasurer, and a Secretary who shall be the only officers of the Corporation. The Chair and Secretary shall be elected from among the members of the Board of Trustees. The Treasurer is expected to be an employee of the church qualified to perform this role, but, in the absence of such a qualified employee, may be elected from among the members of the Church. Each officer shall be elected to serve for a term of one (1) year. The Chair and Secretary may be re-elected to successive terms so long as they continue to serve on the Board of Trustees. If the Treasurer is an employee of the Church, they may be re-elected to serve unlimited successive terms. If the Treasurer is elected from among the

members of the Church, they may serve up to two consecutive terms. The Board of Trustees may determine by policy the duties of each officer of the Corporation.

Revised 11-17-18

2. Officer Election Process

The Trustees shall (1) solicit and accept from all Trustees nominations for officers, such nominees for Chair and Secretary to be Trustees whose Board terms will be continuing; (2) confirm that nominees will serve if elected; and (3) prepare a slate of nominees for the officer positions.

The vote and election of officers shall take place at the regular September meeting of the Board of Trustees, and the elected officers shall begin their terms of office following the annual November congregational meeting. Their terms shall continue until new officers' terms begin or until their earlier death, resignation or removal.

Revised 11-17-18

3. Early End of Officer Term

An officer may resign by giving notice in writing to all Trustees and may be removed, with or without cause, by action of two-thirds (2/3rds) of the Trustees. Any such resignation or removal shall be effective when a notice of resignation is received or a resolution to remove has been adopted, unless a later effective date is specified in such resignation notice or resolution. The term of any officer who is a member of the Board of Trustees will cease automatically when such officer ceases to be a member of the Board and the term of a Treasurer who is an employee of the Church will cease automatically when the Treasurer ceases to be an employee. Officer vacancies shall be filled for the remainder of the unexpired term as soon as practicable by nomination and election, as described in the first paragraph of Article IV, Section 2 above.

Revised 11-17-18

4. Authority and Duties

The authority and duties of the officers shall be as prescribed in writing by the Board of Trustees and as required by applicable law.

Revised 11-17-18

Article V Ministers and Staff

1. Executive Leadership of the Church

The Board of Trustees shall establish the executive leadership structure for staff of the Church (“Executive Leadership” or “Executive Leaders”). Executive Leader(s) who report directly to the Board of Trustees shall include an interim minister where applicable, and in all other cases, at least one Called Minister (defined as a minister who is called and elected by the voting members of the Corporation as described in Section 2 below). The Executive Leadership structure established by the Board of Trustees may include such other key positions as determined by the Board of Trustees and will identify whether or not additional Executive Leaders will report directly to the Board of Trustees. The Executive Leadership structure established by the Board of Trustees may, but need not, include provision for an Executive Leadership team, whose members report to the Board of Trustees in a manner determined by the Board of Trustees. . Executive Leaders shall have responsibility for working collaboratively to advance the Church’s mission, ends, values, and vision within limits and policies as established by the Board of Trustees.

The Board of Trustees is responsible for ensuring that Executive Leadership position(s) that report to the Board of Trustees are filled in a timely manner.

Revised 11-17-18

2. Selection or Removal of Called Minister(s)

The Board of Trustees shall determine the number and overall responsibilities of the Called Minister(s). To fill a Called Minister position, the Board of Trustees shall appoint a Search Team from among the voting members of the Corporation and shall designate a member of such Search Team as convener for the Search Team. Once convened, the Search Team shall select a Chair from among its members. The Search Team will conduct the search and present a candidate to the congregation for approval. The Board of Trustees will oversee any negotiations regarding the compensation and other terms and conditions of employment offered to a candidate and will approve the same in advance of presentation of the candidate to the congregation for approval. The Board of Trustees shall establish such other processes as may be appropriate to facilitate the selection process, including a process for selection of the Search Team that includes substantial input from the voting members of the Corporation.

The selection of the Called Minister(s) shall require consent of ~~three-fourths~~ ~~(3/4ths)~~ 85 percent of the voting members of the Corporation in attendance at a meeting of the Corporation called for that purpose. Absentee ballots delivered in accordance with these bylaws shall be included in the vote totals, except as allowed in Article V.3. Limited Absentee Voting Permitted.

The involuntary removal of the Called Minister(s) shall require consent of three-fourths (3/4ths) of the voting members of the Corporation in attendance at a meeting of the Corporation called for that purpose. Absentee ballots delivered in accordance with these bylaws shall be included in the vote totals, except as allowed in Article V.3. Limited Absentee Voting Permitted.

3. Limited Absentee Voting Permitted.

At a meeting to call a minister, or to remove a called minister, votes may be cast by absentee ballot by members of the Corporation eligible to vote, under the following limited circumstances:

1. By a voting member who participates in the meeting in person but has ended such participation before the time the vote is taken;
2. By a voting member unable to participate in the meeting due to illness, disability, and lack of access or ability to participate by remote participation.

The absentee ballot will be limited to a vote of "yes" or "no" on whether to call or remove a called minister. Each absentee ballot shall be cast in accordance with procedural and verification procedures prescribed by the Corporation, which shall insure the integrity of the ballot and protect the anonymity of the voter. Absentee ballots will not be counted to meet quorum requirements.

If a quorum is present when a meeting is convened, the Members present may continue to transact business until adjournment, even though the withdrawal of one or more members leaves less than the number otherwise required for a quorum. If members adjourn the meeting prior to the time the vote is taken, all absentee ballots are revoked. If members continue to transact business and take a vote on whether to call or remove a minister, then all absentee ballots will be included in the vote totals.

Revised _____

Renumber following:

3. Staff other than Called Minister(s)

The Board of Trustees approves the hiring and removal of other Executive Leader(s) (if any) who report to the Board of Trustees, including any interim minister. The Board of Trustees may, but need not, appoint a Search Team from among staff, trustees, and voting members of the Corporation to assist it in sourcing and recommending candidates for such positions.

Executive Leaders hire and remove professional and other staff who do not report directly to the Board of Trustees, subject to policies and budgets established by the Board of Trustees; provided, however, that an interim minister may hire and remove professional and other staff only with the approval of the Board of Trustees.

Revised 11-17-18

4. Employment Agreements

The Board of Trustees shall establish the compensation and other terms of employment of the Called Minister(s) and other Executive Leaders who report to the Board of Trustees and shall specify such terms in a written agreement, which may be modified from time to time.

Any other employment agreements must be in writing and approved in advance by an Executive Leader or other staff member authorized by the Board of Trustees to sign such agreements.

Revised 11-17-18

Article VI Other Provisions

1. Fiscal Year

The fiscal year of the Corporation shall begin on each January 1 and end on the following December 31.

Revised 11/21/09

2. Contracts and Grant Agreements

All contracts representing a singular or cumulative expenditure of over \$20,000 where such amount has not previously been approved or authorized in the current annual operating and/or capital budget, and all deeds, conveyances, and mortgages of the Corporation shall be approved by the Board of Trustees and signed by the Chair of the Board of Trustees and by one additional Trustee. Grant agreements, whereby the Corporation agrees to receive a grant from another entity subject to specified conditions, shall be approved by the Board of Trustees and signed by the Chair of the Board of Trustees and by one additional Trustee.

Revised 11-17-18

3. Real Estate

The main meeting place of the Church and any real property intended to become the main meeting place of the church shall not be constructed, substantially reconstructed (as determined by the Board of Trustees), purchased, sold, conveyed, or encumbered, or made subject to any lien unless such activity or transaction shall be first authorized by a vote of two-thirds (2/3rds) of the Board of Trustees, and three-fourths (3/4ths) of the voting members in attendance at a meeting of the Corporation; each body acting separately, at an annual meeting of either, or at a special meeting of either duly called for that purpose, which purpose shall be plainly stated in the notice.

Any other real estate purchased, sold, conveyed, encumbered, or made subject to any lien must be authorized by a majority vote of the Board of Trustees.

Revised 11-17-18

4. Indemnification

The Corporation shall indemnify Trustees and other persons acting in an "official capacity" as provided in and limited by Minnesota Statutes Chapter 317A.

Revised 11-17-18

Article VII Amendment of Bylaws

These Bylaws may be amended at any annual or special meeting of the Corporation by a vote of three-fourths (3/4ths) of the voting members present at the meeting. Notice of the meeting, stating the purpose and including the proposed amendment, shall be given as provided in Article II hereof.

Revised 11-17-18

Proposed Bylaws Changes Grid

Change	Article, Section #	Goal of language	Reason
Eligibility to vote	Art. I, sec. 3	Add 60-day waiting period after signing membership book and making pledge before eligible to vote	We have been moving membership toward a more serious commitment. We already ask new members to commit to spiritual practice and engagement, and now to take participation in governance seriously. This gives new members a chance to familiarize themselves with issues. Responds to concern after number people joined just before ministerial vote in May 2022, then some who were unhappy with result quit shortly after. Other UU churches have similar requirements ranging from 30-180 days. NOTE: The proposed 60-day waiting period does not change current requirement that you must make a financial pledge (or get a waiver) to become a voting member and must make a payment on that pledge (or get a waiver) before you can vote.
Eligibility to vote	Art. 1, sec. 2	Remove redundant and confusing language regarding pledge waiver	New language in sec. 3 makes second sentence of sec. 2 redundant, confusing. Waiver still allowed.
Procedural Rules for Meetings	Art. II, sec. 7	Adds new section providing for procedural rules to govern all annual and special congregational meetings of the Corporation unless waived or otherwise agreed upon.	Concerns about Roberts Rules of Order (RRO) being inaccessible and hard to understand. Their complexity and inaccessibility has historically allowed RRO to be used as an instrument of oppression, silenced voices of those who did not understand or have the opportunity to read and utilize the long and complicated rules to make their voices heard. Current bylaws only referenced any procedural rules in Art. 3, sec. 4 re nominating additional Board candidates from the floor. By using Roberts Rules Simplified (RRS), we hope to make procedural rules accessible to all. RRS is sufficient for congregational meeting purposes. Can be on our website and attached to the congregational meeting packet – 2 pages. We retain RRO for the rare situation that RRS does not address.
Procedural Rules for Meetings	Art. 3, sec. 4	Deletes reference to using Roberts Rules of Order when additional nominations for Board are made from floor. Redundant based on language proposed for Art. II, sec. 7.	Redundant when new language added because RRS will already govern.

Proposed Bylaws Changes Grid

Selection or Removal of Called Minister	Art. 5, sec. 2	Amends percentage of voting members present at meeting to select a called minister who approve candidate from 75% to 85%	75% misleads congregation. UU ministers will not accept a call without a minimum of 90%, some expect 95% or more. Our longtime ministers, the Eller-Isaacs, were called with an 89% vote, and were talked into accepting. 85% allows for the possibility of an 89% call, but helps congregation expect that 90% or more is what the minister will expect.
Selection or Removal of Called Minister: Absentee Ballots	Art. 5, sec. 2	Requires absentee ballots delivered in accordance with bylaws to be counted in vote totals, unless permitted otherwise under Art. V.3 – which spells out exception required by law.	Concerns of some at last year’s lengthy meeting who had to leave without voting. Increase access to voting for those unable to attend in person or online. Only applies to call or recall because yes/no questions. Other meetings include questions subject to amendment, so an absentee vote more likely to be erroneous.
Limited Absentee Voting Permitted	Art. V, Sec. 3	New section adding language permitting absentee voting for a voting member who participates in but must leave early from a meeting to call or to remove a called minister, or a voting member who cannot participate in such a meeting due to illness or disability and inability to participate remotely.	<p>Limitations are strict because congregational polity puts responsibility on members to decide as a community who the called minister will be. The congregational meeting held for that purpose is the final opportunity for congregational discussion before a decision is made. People are encouraged strongly to attend and stay patiently for the discussion and vote.</p> <p>Specifics of how absentee ballots will be requested, submitted, etc. will be published, publicized by church staff in advance of meeting where they can be used.</p> <p>If sufficient people leave during meeting so count goes below quorum, people remaining may choose to continue or not. If they continue to a vote, the absentee ballots will count. If not, they will not. Limitations regarding quorum, when and whether votes can be counted are based on state law, Minn. Stat. sec. 317A.451.</p>

**Fiscal Year 2024 Proposed Operating Budget
(1/1/24-12/31/24)**

	FY 2023 Approved Budget <small>1/01/23-12/31/23</small>	FY 2023 Forecast thru YE <small>1/01/23-12/31/23</small>	FY 2024 Proposed Budget <small>1/01/24-12/31/24</small>	Note #
INCOME				
Gross Pledges	1,335,000	1,330,389	1,433,200	
Less Shrinkage	(40,050)	(39,912)	(42,996)	
Net Pledges	<u>1,294,950</u>	<u>1,290,477</u>	<u>1,390,204</u>	1.
Gifts, Offerings and Fundraisers	115,000	115,711	122,000	2.
Program Income	74,059	51,480	104,045	3.
Investment Income	80,000	81,284	80,000	4.
Church Facility Rental	36,175	38,500	52,412	5.
Bequest Income	183,263	183,263	80,001	6.
Capital Pledge Inc for Debt Service	140,018	140,018	140,018	7.
Other Funds and Grants	22,199	20,801	95,699	8.
Total Income	<u><u>1,945,664</u></u>	<u><u>1,921,534</u></u>	<u><u>2,064,379</u></u>	
EXPENSE				
Governance	13,615	15,647	15,661	10.
Program				
Salaries, Taxes & Fringe	833,802	816,137	763,743	9.
Other Program Expense	244,338	216,331	236,448	
Total Program Exp	<u>1,078,139</u>	<u>1,032,468</u>	<u>1,000,192</u>	11.
Development	10,000	10,668	11,300	12.
Administration / Operations				
Salaries, Taxes & Fringe	435,221	442,172	605,954	9.
Other Admin/Operations Expense	408,687	463,197	431,272	
Total Admin / Operations	<u>843,908</u>	<u>905,369</u>	<u>1,037,226</u>	13.
Total Expense	<u><u>1,945,663</u></u>	<u><u>1,964,153</u></u>	<u><u>2,064,380</u></u>	
INCOME OVER/(UNDER) EXPENSE	<u><u>0</u></u>	<u><u>(42,619)</u></u>	<u><u>(0)</u></u>	

Proposed Operating Budget Narrative — Fiscal Year 2024

Attached you will find the proposed operating budget summary for Fiscal Year 2024 which runs from January 1 through December 31, 2024. This budget was developed by the executive team, affirmed by the board of trustees and is being presented for approval by the voting members of the congregation at the annual meeting on November 18, 2023. It is the responsibility of the executive team to offer a balanced budget that is aligned with the priorities in our ends statements.

We are still in a unique time of transition at Unity Church. Our extended interim period includes high hopes for a new settled minister in 2024, providing opportunities, challenges and some questions that won't be answered until the call has been made. We will likely be feeling and seeing the impact of the pandemic on our personal lives, on churches in general and on our world-wide society for years to come. There are layers of grief in response to change and to the uncertainty about the state of the world, politics in the U.S., and the environment. Closer to home, our new approach to compensation and benefits are becoming real in 2024 and require a commitment from our congregation to dedicate more resources. A dynamic time, indeed!

We have made 2024 projections based on 2023 year-to-date information, historical data and assumptions for the coming year. Highlights of the proposed 2024 operating budget are below. We look forward to discussion with the congregation and approval at the November 18, 2023 annual meeting.

INCOME \$2,064,379

1. Pledge Income (Net) \$1,390,204

2024 pledges are projected at \$1,433,200, a 7.4% increase over the 2023 pledge goal of \$1,335,000. The assumptions underlying this increase include an average increase of 4% in recurring pledges, \$50,000 from the reallocation of capital pledges into operating income, and a total of 80 new pledges for 2024. A current pledge analysis is available upon request.

We expect 3.0% of our pledges to be uncollectible, which is based on historical data. Net pledges account for 67% of our total budgeted income.

If we have not received \$1,383,200 in pledges by February 1, 2024 (the date of our annual certification with the UUA), we will adjust the budget accordingly. This threshold assumes that we will receive an additional \$50k in 2024 pledges between February 1 and December 31, 2024. In 2023, we received \$30k in additional pledges between February 1 and October 31. We expect more in pledges in 2024 with the call of our new minister and the 2024 election.

2. Gifts, Offerings and Fundraisers \$122,000

Unrestricted special gifts are budgeted at \$35,000 for 2024. This projection factors in giving over the past two years.

Sunday offering gross income is projected to be in excess of \$115,000 in 2024. We have been dedicating 70% of most offerings to offering recipient organizations and 30% to support our Outreach ministries in the Operating budget. In 2024, we are increasing the Operating budget percentage to 40% and the recipient percentage to 60% in order to provide a larger source of funds for community outreach staff time. This is intended to be a temporary change in allocation in an effort to balance the 2024 budget. We will continue to give 100% of emergency offerings to the recipient, as well as those offerings for the Arthur Foote Music Fund and the Hallman Ministerial Intern Fund. We are projecting \$47,000 in offering income in the 2024 operating budget.

We are planning one or more fundraising events in 2024, providing \$40,000 of income.

3. Program Income \$104,045

Program income includes income from weddings, memorials, the youth musical, religious education program fees, adult programs, summer camps and food ministry income. In the 2024 budget, we have restructured fees for weddings and memorials, increased religious education fees, added charges for the Coming of Age retreat, increased Wellspring Wednesday dinner fees, added \$5,870 from the Dreamcatcher Fund (a permanent endowment dedicated to religious education whose donor restrictions have just been lifted), and increased the youth musical fees.

4. Investment Income \$80,000

\$30,000 of the investment income in the operating budget comes from the cash dividends from Unity Church endowments that are “Held by Others,” including the Mary Lou Diether Trust held at U.S. Bank and the Unity Church-Unitarian Fund held at The Saint Paul & Minnesota Foundation.

The remaining \$50,000 is an allocation of endowment income into the operating budget per our spending policy as approved by our board of trustees.

5. Church Facility Rental Income \$52,412

We are experiencing robust use of our facility by tenants and community groups including 12-Step groups, Medley Village Preschool, One Voice Mixed Chorus, Border CrosSing, the Minnesota Hungarians, the New Century Club, MindStretch, Music Together, the Mid-Stream Poetry Series and others.

6. Bequest Income \$80,000

The executive team has the authority to determine the allocation of bequests of less than \$100,000. We have decided to allocate the generous bequest received from Ariel Dickerman’s estate to support the 2024 operating budget. We recognize that using bequests in operating budgets should be considered only when there are critical and legitimate reasons, accompanied by a plan for sustaining the activities without the use of bequests in future years. We are in a highly dynamic time at Unity Church. Without this bequest, we would need to cut staff hours, positions and associated programs before we begin 2024.

7. Capital Pledge Income for Debt Service \$140,018

On January 1, 2017, we took out a long term note in the amount of \$1,950,000 to pay the balance of our 2012 *Unity Tomorrow* capital project. This was a five year note on a 20 year amortization schedule with a fixed 4.0% interest rate. The congregation approved this debt with the caveat that debt service could not exceed 10% of the annual operating budget.

2024 marks the eighth year of our long-term mortgage. After five years of debt service and additional gifts toward the principal, the balance was \$860,772. On December 15, 2021, we renegotiated the terms with a fixed 3.70% interest rate, amortized over seven years. We expect to be able to pay the loan in full by the end of December 2026 through debt service payments and additional gifts, two years prior to its maturity date.

The 2024 budget includes \$140,018 of capital pledge income to address the annual debt service on this loan. Capital pledges make it possible to cover the debt service without impact to programming. Annual debt service payments represent 6.8% of the 2024 operating budget.

8. Other Funds and Grants \$95,699

Other funds and grants includes income from an annual Hallman Internship gift, a small portion of Unity Consulting income, income from transaction fees and other miscellaneous income.

We have added \$75,000 from Employee Retention Credit (ERC) proceeds. This is funding from the Federal government and connected to the PPP dollars that we received in 2020. We are working with the Clergy Financial Group to secure these dollars, which are likely to be in excess of \$200,000.

EXPENSE \$2,064,378

Expenses fall into basically four categories: staff salaries, taxes and benefits (67.0%), the costs associated with providing our governance, worship and programs (11.6%), expenses in resource development, administration and facilities (14.6%) and debt service (6.8%).

9. Staff Salaries, Taxes and Benefits \$1,382,697

Staff costs are grouped into two categories in the budget. Program staff costs of \$763,743 include ministry, music, religious education, community outreach and congregational life personnel. Administration/ operations staff costs of \$605,954 include communications, administration and facilities personnel. Salaries and benefits represent 67% of total expenses.

The executive team spent the last year reviewing and re-evaluating our staff structure and positions in preparation for new settled ministry. With the support of the board, we made a commitment to a multi-year plan to bring all staff to appropriate compensation levels based on the November 2022 UUA salary guidelines. These guidelines are structured by job level, Geo Index and congregational size, with salary suggestions ranging across minimum, midpoint and maximum. Most of our staff members should be being compensated at the midpoint range in their job level.

The 2024 proposed budget is Year 1 in this multi-year plan and includes our current interim senior minister for seven months at her contracted salary. The new senior minister is in the budget for the last five months of 2024 with a compensation package consistent with the UUA recommended guidelines for Senior Minister 1 at the maximum salary amount.

Even though our stated goal for 2024 was to move all staff who don't have already fixed salaries to 85% of UUA's minimum, we don't have the income to support an 85% factor. This proposed budget includes most salaries at 80% of minimum factor, which situates us in the UUA's guidelines and ensures that most staff see increases.

We are budgeting for a six week overlap in the executive director position, and have added a program assistant/community outreach position. The proposed 2024 budget also includes the new staff positions being implemented in 2023: a half time finance manager, a full time events and technology coordinator, and a full time facilities manager (to replace the facilities co-coordinators).

The total increase in staff salaries from the 2023 approved budget to the 2024 proposed budget is \$100,674, \$54,539 in salaries and \$46,135 in taxes and benefits.

Unity's health insurance premiums through the UUA are budgeted to increase by 5% in 2024. The employee's share of premium remains at 20%. Retirement benefits remain at 10% of salary for all eligible employees.

10. Governance Expense \$15,661

This area includes board and executive team general expenses including meetings, retreats, professional fees and the board's software.

The church periodically engages a full financial audit, and an outside review of the year-end financial positions in non-audit years. The 2024 budget includes the cost of a year-end review of the 12/31/23 financial position of the church.

11. Program Expense \$1,000,192

This category includes both staff and non-staff costs of \$776,743 and \$223,449 respectively.

Included are the costs of the worship, pastoral care, music ministries, faith formation, Wellspring Wednesday, membership and multicultural initiative programs. UUA and Mid-America Region dues are budgeted to increase by 2.5% in 2024 to \$72,304.

12. Development Expense \$11,300

This includes the costs of the annual pledge drive, our annual Heritage Society event and our fundraiser expenses.

13. Administration / Operations Expense \$1,037,226

This category includes both staff and non-staff costs of \$605,954 and \$431,272 respectively.

Included are the administrative and facilities expenses for communications, office and facilities supplies, office supplies and equipment, computers, telephones, postage, utilities, property and equipment maintenance, purchased services and insurance.

The 2024 facilities expense budget includes the \$140,018 of debt service that is paid by capital pledges. (See budget note #7)

**Fiscal Year 2024 Proposed Capital Budget
(1/1/24-12/31/24)**

Income from Capital Reserves and 2024 Pledges

Capital funds in reserve (as of 09/30/23)	259,400
4th Quarter, 2023 projected receipts	63,715
2024 Projected Capital Pledges	
Gross pledges	166,195
Less Shrinkage (5.0%)	<u>-8,310</u>
Net 2024 Pledges	157,885
Total Capital Funds Available thru 2024	<u><u>481,000</u></u>

Expense (4th Quarter 2023 & 2024)

Acquisitions & Repairs	
2023: 4th Qt Exp	19,615
2024: Proposed Budget (See detail below)	<u>60,000</u>
	79,615
Debt Service	
2023: 4th Qt Debt Service	35,005
2024: Debt Service	<u>140,018</u>
	175,023
Total Expense thru 2024	<u><u>254,638</u></u>

<u>Projected Reserve as of 12/31/2024</u>	<u><u>226,362</u></u>
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2024 Proposed Capital Budget

Computers	11,000
Recarpet One Voice, Center, Foote	22,000
Minister's office furniture	7,000
St Alban's parking lot project	<u>20,000</u>
	60,000

Proposed Capital Budget Narrative — Fiscal Year 2024

2017 was the first year of our long-term debt that resulted from our 2012 *Unity Tomorrow* capital project. The *Unity Tomorrow* renovation tied together the church campus that had been built in five stages over more than 100 years. We created a new main entry, a restroom addition and updated the infrastructure with new, high efficiency systems.

The project cost \$8.0 million and we raised \$6.8 million in commitments. After paying principal and interest on the short term construction loan for 4.5 years, we converted the remaining \$1,950,000 of debt to a long term note on January 1, 2017. This was a five year note on a 20 year amortization schedule with a fixed 4.0% interest rate. The congregation approved this debt with the caveat that debt service could not exceed 10% of the annual operating budget, and we have stayed within that limit.

2024 marks the eighth year of our long-term mortgage. After five years of debt service and additional gifts toward the principal, the balance was \$860,772 on December 15 of 2021 when we renegotiated the terms. The new note is amortized over seven years with a fixed 3.70% interest rate. We hope to be able to pay the loan in full by the end of December 2026 through debt service payments and additional gifts, two years prior to its maturity date. Annual debt service payments are \$140,018 and in 2024, this amount represents 6.6% of the proposed operating budget expense.

Capital pledges allow us to pay debt service and provide funds for capital acquisitions and repairs, thus avoiding deferred maintenance and protecting the operating budget. Capital pledges have averaged \$218,000 each year from over 300 households. Beginning in 2024, we are asking the congregation to reallocate their operating/capital pledges, putting more emphasis on the operating fund and resulting in gross capital pledges of \$166,000 each of the remaining years.

As of September 30, 2023, we had \$259k in capital reserves. Between then and the end of 2024, we are projecting an additional \$222k in capital receipts, \$80k in capital acquisitions and repairs, and \$175k in additional debt service. We are anticipating capital reserves of \$226k at the end of 2024.

The 2024 proposed capital budget addresses needs for computer equipment, renewing the St. Albans parking lot with resurfacing and signage, carpet replacement and new furniture in the senior minister's office. Please see the proposed 2024 capital budget for additional information.

BOARD OF TRUSTEES

Mary Baremore
Debbie Cushman
Clover Earl
Kevin Ely, Secretary
Kevin Harris
Mary Hernandez
Jess Landgraf
Louise Livesay-Al, Chair
LauraSue Schlatter

EXECUTIVE TEAM

Rev. KP Hong, Minister of Faith Formation
Barbara Hubbard, Executive Director
Rev. Kathleen Rolenz, Interim Senior Minister

CHURCH STAFF

Sherifatu Akibu, Facilities Specialist
Ahmed Anzaldúa, Director of Music Ministries
Robert Baker, Facilities Manager
Heidi Birkholz, Facilities Maintenance Coordinator
Teresa Connor, Facilities Operations Coordinator
Rev. Lara Cowtan, Minister of Congregational Care
Drew Danielson, Coordinator of Youth and Campus Ministry
Dion Jones, Facilities Specialist
Carlos McAdory, Facilities Specialist
Nelson Moroukian, Coordinator of Children and Family Ministries
Claire Newhouse, Facilities Specialist
Katrina Nichols, Nursery Coordinator
Laura Park, Director of Membership and Hospitality
Sani Shaibu, Facilities Specialist
Song Thao, Financial Assistant
Martha Tilton, Director of Communications
Mo Todd, Facilities Specialist

MINISTER EMERITA

Rev. Janne Eller-Isaacs, Minister Emerita

STAFF EMERITA

Ruth Palmer, Director of Music Ministries Emerita

Unity Church—Unitarian

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