

UNITY CHURCH-UNITARIAN

*The mission of Unity Church
is to engage people
in a free and inclusive
religious community
that encourages lives of
integrity, service and joy.*

141st Annual Meeting of the Congregation Saturday, November 19, 2011 • 10:00 a.m. Meeting Agenda

Convening of Meeting

Invocation and Bond of Fellowship (read in unison all standing)

*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 November 20, 2010, Annual Meeting and March 20, 2011, Special Meeting of the Congregation

In Memoriam

Congregational Business

- Ministries
 - Motion to Ordain Leon Dunkley
- Trustees
 - Election of New Trustees
- Budget 2012 Presentation
 - Approval of 2012 Budget
- *Unity Tomorrow*
 - Resolution

Words of Thanks from Board to Executive Team and Staff

Acknowledgment of Outgoing Board Members

Closing

140th Annual Meeting of the Congregation

Saturday, November 20, 2010 • Draft Minutes

Attending: Trustees: Laura Smidzik (chair), Barbara Ford (secretary), Ray West, Sue Babcock, Rob Fulton, Craig Allen, Bill Etter, Beverly Heydinger
Executive Team: Janne Eller-Isaacs, Rob Eller-Isaacs, Leon Dunkley, Barbara Hubbard
Others: Alan Maclin, Parliamentarian

Convening of Annual Meeting: Board chair Laura Smidzik called the Annual Meeting to order at 10:05 a.m.

Invocation: Board chair Laura Smidzik offered the invocation.

Election of Parliamentarian

A motion to approve Alan Maclin as parliamentarian was made by Laura Smidzik and seconded by Mark Foster. The motion was approved unanimously.

Approval of the Minutes of the November 21, 2009, Annual Meeting

A motion to approve the minutes of the November 21, 2009, Annual Meeting was made by Laura Smidzik and seconded by Howard Guthmann. The motion was approved.

In Memoriam

Janne and Rob Eller-Isaacs read the names of those church members who have died since the last annual meeting.

Congregational Business

1. Ministries: Co-minister Janne Eller-Isaacs and Director of Congregational Life Leon Dunkley described how the Executive Team oversees the implementation of the Ends Statements created by the congregation in 2008. They reported on the ways in which shared ministry, guided by spiritual themes, flourishes at Unity Church. Groups working within, among, and beyond the walls of the church were acknowledged.
2. Trustees:
 - Laura Smidzik outlined the work of the board under policy governance. Highlights from the year included oversight and evaluation of the Executive Team, clarifying the role of the board with the Anti-Racism Leadership Team, and connecting with the *Unity Tomorrow* process.
 - Acknowledgement of Outgoing Board Members: Bill Etter, Ray West, and Barbara Ford were thanked by Laura Smidzik for their leadership and commitment on behalf of Unity Church.
 - Election of New Trustees: The trustee nominating process was described and the nominees were introduced. **Nominated for three-years terms were Bob Peskin, Sarah Pradt, and Tim Thoreen. A motion to elect these candidates was made by Laura Smidzik and seconded by Janne Eller-Isaacs. The motion was approved unanimously.**
 - Words of Thanks from the Board of Trustees to the Executive Team and Staff: Barbara Ford thanked the executive team and the entire staff for their inspiration, dedication, and leadership on behalf of the Unity Church-Unitarian community.
 - Words of Thanks to Rob and Janne Eller-Isaacs for Ten Years of Ministry at Unity: Bill Etter recalled the search process that brought Janne and Rob to Unity and thanked them for the numberless gifts they have shared with the community over the past ten years.
3. Budget for Calendar Year 2011:

Laura Smidzik spoke of the board's commitment to offer fair and competitive compensation for the Unity staff. Barbara Hubbard explained the process of crafting the budget and its underlying assumptions. Questions about reserves were answered. **A motion to approve the 2011 budget was made by Eric Lein and seconded by Lorelee Wederstrom. The motion passed unanimously.**

Unity Tomorrow Presentation

Rob Eller-Isaacs outlined the history of growth at Unity during the last 10 years that has led to the *Unity Tomorrow* process. Chuck Liddy and Paul May from Miller Dunwiddie Architects discussed the process of assessment of the current building and evaluating programming needs that led to the presentation of three possible concepts that could meet our space needs on this site. Estimated costs were presented. Questions about assumptions and specific areas were raised and discussed. Monthly updates will be offered on the second Sunday of each month at 12:30 p.m.

Closing: Incoming board chair Rob Fulton adjourned the 140th Annual Meeting at 12:08 p.m.

Submitted by: Barbara Ford, Board Secretary

Special Meeting of the Congregation

Saturday, March 20, 2011 • Draft Minutes

- I. **Call to Order** (Rob Fulton)
- II. **Motion to select Parliamentarian** – John Guthmann (Moved, seconded and passed)
- III. **Introduction of Unity Tomorrow Teams**
Rob Fulton introduced the members of the Current Site, Capital Campaign, Unity II and Communications teams.
- IV. **Background presentation**
Reasons for a Capital Campaign:
 - Building is facing acute maintenance issues due to age and utilization.
 - The original plan included three focuses for the capital campaign: \$12m for the building, \$2m for a maintenance endowment, \$2m for site acquisition for Unity Two. Based on the feasibility study which suggests that we will not be able to raise \$16m, funds for a maintenance endowment and for a second site will not be part of the capital campaign.
 - The Executive Team recommends that the Board of Trustees set aside a portion of future unrestricted Heritage Society bequests to a maintenance endowment.
 - It is our intent to continue to explore partnerships with the Frogtown neighborhood and surrounding community.**Selection of Architectural Firm:**
 - Miller Dunwiddie Architecture was engaged during the pre-design process. They listened well and met our expectations. We are inviting them to make a proposal for the rest of the project.**Current Site – present scope of project.**
 - Mechanical/electrical replacement and upgrades
 - Add bathrooms / upgrade kitchen
 - Meet ADA code (American Disability Act)
 - Install sprinklers
 - Reduce carbon footprint**Next Steps:**
 - Architects develop schematics and budgets
 - Current site team offers opportunities for congregational input
 - Current site team recommends project priorities to Executive Team
 - ET selects final design and creates project budget
 - ET presents project budget for Board approval**Capital Campaign next steps:**
 - Expand Capital Campaign team – invite anyone who is moved to join us
 - Develop campaign strategy
 - Produce detailed materials – once more details are available
 - Recruit additional volunteers
 - Complete capital campaign**Role of the Board of Trustees:**
 - Fiscal oversight
 - Regular communication with the ET
 - Ensure congregational input
- V. **Motion from the Board of Trustees**
The Board of Trustees recommends that the congregation authorize a capital campaign with a minimum goal of \$4 million for infrastructure improvement, bringing our building up to code, and moving forward with the Unity Tomorrow vision. Following design development, a phase one plan will be presented to the congregation. We further recommend that the congregation limit debt in the project to the short-term construction financing. Motion was made by Craig Allen, seconded by Neely Crane-Smith.
- VI. **Discussion and vote:** Passed unanimously by voice vote.
- VII. **Closing**
Submitted by: Neely Crane-Smith, Board Secretary

Board of Trustees Resolution on *Unity Tomorrow* Design

This vote will happen by paper ballot.

(Passed by the Board of Trustees by majority vote on October 19, 2011)

Whereas,

In 2010, the congregation fully engaged in conversation about the future of our beloved church; and

Whereas,

At the November 20, 2010, Annual Meeting of the Congregation, the results of that process were presented, which included a strong preference for remaining at our current location; addressing worn-out infrastructure; improving way-finding, the restrooms and kitchen; preserving the Ames Chapel; creating a more welcoming, identifiable and accessible entry; keeping the reredos and organ in the sanctuary; attempting to be better environmental stewards, and; to the extent possible, increasing the size of our sanctuary; and improving the religious education and music ministry space; and

Whereas,

The Board directed that a feasibility study be conducted to determine our capacity to fund our dreams; and

Whereas,

At a congregational meeting on March 20, 2011, the results of the feasibility study were presented, and the Board recommended and the congregation passed a motion that read:

The Board of Trustees recommends that the congregation authorize a capital campaign with a minimum goal of \$4 million for infrastructure improvement, bringing our building up to code, and moving forward with the Unity Tomorrow vision. Following design development, a phase one plan will be presented to the congregation. We further recommend that the congregation limit debt in the project to the short term construction financing; and

Whereas,

At a congregational forum on June 12, 2011, the Executive Team, Board representatives and others presented the key elements of the planning, which included: Essential infrastructure and code upgrades; improvements, including welcoming, accessibility and way finding, bathrooms and kitchen, with a unified central entrance, gallery and courtyard; expanded capacity to the extent possible; and moving forward with community conversations about Unity 2. Preliminary estimates were presented showing that the infrastructure and improvements were estimated to cost about \$6.5 million, with an additional \$2.5 to \$4.5 million needed to create a new sanctuary and renovate the current sanctuary; and

Whereas,

Teams of Unity members and staff have been meeting with the Executive Team throughout the spring, summer and fall to develop a more detailed Phase One to address priorities and to align the plans with the funds raised; and

Whereas,

The capital campaign is underway and has received pledges to date of \$4.5 million; and

Whereas,

The Board has confidence that the design and fundraising are being coordinated in a manner that complies with the congregational vote on March 20, 2011, and prior presentations and communication with the congregation,

Now therefore the Board recommends:

THAT the congregation authorize continued facility planning and capital campaign with the goal of attaining \$8 million in pledges, and constructing the key elements of Phase One of the project to the extent funds are available in the following order:

1. Essential infrastructure and code upgrades, including fire suppression, heating, cooling, ventilation and electrical upgrades, roof and window repair;
2. Improvements to the bathrooms and kitchen;
3. Improvements to accessibility, way-finding and welcoming, with a unified central entrance, gallery and courtyard; and

Any soil disturbed in the courtyard where cremains were placed be carefully removed and re-placed in a designated memorial garden; and

THAT the congregation limit debt in the project to the cost of short term construction financing and authorize such encumbrances as are necessary to secure such financing and such liens as are customary industry practice.

Board of Trustees Nominees



Lia Rivamonte has been executive director for Banfill-Locke Center for the Arts, a nonprofit arts organization delivering arts programming in the north metro since 2000. She served two terms as board member at the Metropolitan Regional Arts Council. She participated in the James P. Shannon Institute for Leadership in 2006. At Unity, Lia has been an enthusiastic participant in church life as a Worship Associate, part of the Anti-Racism Team, a member of the Pledge Team, a Wednesday Cooking Team member, and in 2008, joined Unity's pilgrimage to New Orleans. Currently, she serves on a Welcome Team and Unity Sangha. She lives with her husband, Matt Brown, in St. Paul's West End. Lia and her family value their connection with Unity Church and consider the church and church community an integral part of their lives. She is committed to working for the continued health and effectiveness of this church community.



Marg Walker has attended Unity Church since 1999. She met her husband Eric Hendrickson in Unity Choir, sang a duet with him at their wedding in the Chapel in 2003, and now sings with Unity Singers. Marg has been a Coming of Age mentor, participated on a pledge team, Wellspring Wednesday cooking team, and community outreach efforts, and currently serves as a Worship Associate. Four adult children and two granddaughters keep family life humming along. Marg has worked for over twenty-five years as an organizational development consultant to nonprofits and foundations. A researcher, writer, and story gatherer with an abiding interest in the human voice, Marg now focuses her writing on poetry and essay.



Terry Linskey has been a member of Unity Church for over twenty-two years. He enjoys working with youth at the church and has been involved with religious education as a member of the RE committee, a classroom teacher, a Chapel leader, a mentor for Coming of Age, and for nine years, he was a facilitator and leader of Our Whole Lives (OWL). Terry has also served on a Welcome Team and is currently a member of the Design Team for *Unity Tomorrow*. Terry is an independent executive producer of corporate events for large corporations, specializing in managing and leading business communication programs and creative teams. He has also worked as an instructor of photography and multi-media communications, and as an English teacher. He lives in Little Canada with his wife, Lee Carey. They have two grown children, Elizabeth and Peter. Terry is honored to have the opportunity to give back to a church community that has given so much to his family's life.

2012 Proposed Operating Budget

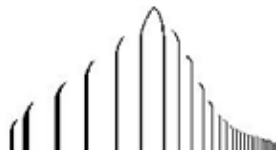
	FY 2011 Revised Budget 1/01/11-12/31/11	FY 2012 Proposed Budget 1/01/12-12/31/12	Narrative Comment #
<u>INCOME</u>			
Gross Pledges	1,172,600	1,207,778	
Less Shrinkage	(46,904)	(60,389)	
Net Pledge Income	<u>1,125,696</u>	<u>1,147,389</u>	1
Gifts, Offerings and Fundraisers	60,000	46,000	2
Program Income	55,792	50,950	3
Investment Income	40,000	27,244	4
Church Facility Rental	28,415	30,215	5
Other Funds and Grants	43,800	17,250	6
Total Income	<u><u>1,353,703</u></u>	<u><u>1,319,048</u></u>	
<u>EXPENSE</u>			
Governance	29,600	4,250	7
Program	766,303	761,049	8, 9
Development	9,100	9,870	10
Administration / Operations	523,590	520,125	8, 11
SUBTOTAL EXPENSE	<u>1,328,593</u>	<u>1,295,294</u>	
Sabbatical Reserve	10,800	10,801	12
Reserve Fund	13,286	12,953	13
TOTAL EXPENSE	1,352,679	1,319,048	
INCOME OVER/(UNDER) EXPENSE	<u><u>1,024</u></u>	<u><u>(0)</u></u>	

Additional budget detail is available by contacting Barbara Hubbard at the Church Office by phone at 651-228-1456 x116 or by email at barbarah@unityunitarian.org.

Proposed Operating Budget Narrative – Fiscal Year 2012

Assumptions and Proposals

1. **Pledge Income** for 2012 is projected conservatively at a 3% increase over our 2011 pledge base to take into consideration the concurrent capital campaign and the struggling economy. We are assuming that 5% of our 2012 pledges will be uncollectible.
2. **Gifts, Offerings and Fundraisers** includes unrestricted special gifts, Sunday offering income and income from Peace Coffee sales.
Sunday Offering income remains at the current level, with 70% being given away and 30% supporting our Community Outreach ministries in the operating budget.
We are not proposing any special fundraising events in 2012.
3. **Program Income** includes fees from weddings, non-Unity Church memorials, Children's Musical ticket sales, Religious Education program fees, retreat fees and Wellspring Wednesday income. We are showing a decrease in 2012 due to a reduction in projected weddings and memorial services while we are in construction.
4. **Investment Income** is budgeted at \$27,000 in the 2012 operating budget. This represents cash dividends from "Funds Held by Others" only. We are proposing that we put on hold the "Total Return Method" until investments rebound to a value sufficient to cover our temporarily and permanently restricted funds.
5. **Church Facility Rental** income remains constant as we expect no changes in our building tenants. We receive income from groups for one time and ongoing activities including yoga, twelve step groups, Mindstretch and the New Century Club. We also rent office space to the Summit University Block Nurse program and to One Voice Mixed Chorus.
6. **Other Funds and Grants** represent an annual Hallman Internship gift, as well as miscellaneous income. We are separating Unity Consulting income out of the Operating Budget which accounts for the drop of income in this category.
7. **Governance Expense** is comprised of Board, Anti-Racism Leadership Team and Executive Team expense. We are separating Unity Consulting expense out of the Operating Budget which accounts for the drop of expense in this category.
8. **Staff Salaries, Taxes and Benefits** are found in both the Program and Administration/Operations line items. This budget includes adjustments for non-Executive Team positions that have fallen below -5% of market range as determined through a salary survey conducted by the National Association of Church Business Administrators (NACBA).
There are no Cost of Living salary adjustments in this budget for staff.
Additionally, there are no changes in levels of benefits for the staff. Health insurance premiums are dropping through the UUA's Health Plan, and the premiums are shared 90% / 10% by the church and its employees. Retirement benefits remain at 10% for all eligible employees.
9. **Program Expense** includes both staff and non-staff costs for the following programs: Worship, Pastoral Care, Music Ministries, Lifespan Religious Education, Wellspring Wednesday, Community Outreach and Membership.
We are not including professional expense for the Literary Ministry program nor funds for our Merging of Waters service in this budget.
Unitarian Universalist Association and Prairie Star District dues are budgeted at \$12,000 each annually. This represents about 25% of UUA Fair Share dues and about 61% of PSD Fair Share dues.
10. **Development Expense** includes the cost of the Annual Pledge drive and Peace Coffee expense (offset by income). We have not budgeted for an annual Heritage Society dinner (in the typical fashion) in 2012.
11. **Administration/Operations Expense** includes both staff and non-staff costs of administrative support and facilities. This includes communications costs, office and facilities supplies, bookkeeping, office equipment, computers, telephones, postage, utilities, property and equipment maintenance, purchased services and insurance.
We have assigned a portion of the utilities expense to the Capital Campaign in anticipation of the construction project.
12. **The Sabbatical Reserve** line item is intended to build a reserve to pay for replacement ministers during our settled ministers' next sabbatical leave in FY2014 (per their Letter of Agreement with the Board).
13. **The Board of Trustees** requires the Executive Team to add "not less than 1% of the annual operating budget" to the budget for **Reserves** each year. The standard goal in non-profits is to have three to six months of operating expense in reserve to allow for unexpected needs. The proposed FY12 budget has a 1% reserve line item.



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ROB FULTON, CHAIR, BOARD OF TRUSTEES
JANNE ELLER-ISAACS, CO-MINISTER
ROB ELLER-ISAACS, CO-MINISTER
BARBARA HUBBARD, EXECUTIVE DIRECTOR
LEON DUNKLEY, DIRECTOR OF CONGREGATIONAL LIFE

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Annual Meeting Information Packet

**Unity Church-Unitarian
141st Annual Meeting of the Congregation
Saturday, November 19, 2011 • 10:00 a.m.**

A pancake breakfast hosted by the Board of Trustees will begin at 8:30 a.m. and all are welcome.

Everyone is invited to attend; only voting members — those who have signed the church's membership book and have made an identifiable pledge in the current year and a contribution toward that pledge — are eligible to vote. If you would like more information about your voting status, please contact Barbara Hubbard at the Church Office by email at barbarah@unityunitarian.org or by phone at 651-228-1456 x116.

Child care is available during the Annual Meeting and no RSVP is required.

The following information is included in this Annual Meeting packet:

- Agenda for November 19, 2011, Annual Meeting of the Congregation (page 1)
- Annual Meeting Minutes from November 20, 2010, and Special Meeting of the Congregation Minutes from March 20, 2011 (pages 2-3)
- Unity Tomorrow Board Resolution (page 4)
- Trustee Nominees (page 5)
- Proposed 2012 Operating Budget (pages 6-7)