Unity Spiritual Center of Central Minnesota Board of Directors

# Meeting Minutes

# November 11, 2021

## Opening

The regular meeting of the Unity Spiritual Center of Central Minnesota Board of Directors was called to order at 10:00 am on November 11, 2021 on Zoom by President Carol Laudenbach. After a prayer by Rev. Jim, we read the Board Pledge.

## Present

Present were Kris Bahl, Susan Holmen, Carol Laudenbach, Phil Limerick, Rebecca Marie, Cristina Seaborn and Rev. Jim Ernstsen.

**Announcement**

Phil Limerick has submitted a Letter of Resignation. He will continue to help in the transition to ICON and the changeover of the Treasurer role. Sanda has had a fall and is unable to work with him right now, so he will consult with her and Connie at ICON at a later date.

**Board/Minister Relationship**

Rev. Jim addressed some confusion about the role of the Board and the Minister. Some terms are defined, including “review” vs. “supervise.” The Board has the responsibility to find, hire, review and fire. Day to day operations are not under the purview of the Board, but are the Minister’s responsibility. Regular reviews are to be completed jointly by Minister and Board.

**Regional Training Review**

The regional Unity leadership training by Rev. Greg Coles was discussed with the following takeaways:

* There are numerous training, networking, and trouble-shooting resources available
* There could be more regional activities/sharing of information
* Some processes/procedures could be evaluated and improved
* “Stop worrying about numbers and remember the Law of Attraction”
* Take care of selves and each other
* Celebrate successes and have fun

**Secretary’s Report**

The Minutes for the Board Meetings on 10/14/21 and 10/28/21 were approved through email and the Secretary’s report was accepted.

**Treasurer’s Report**

Phil has received feedback and suggestions on how to best to create financial reports going forward. He shares his recommendations (see attached). As stated, he will continue to help with the transitions to ICON, Sanda leaving the role, Kathleen starting, and a new treasurer found.

Phil also shared the Financial Report through August. There is not a September report yet, but he will send it when it is ready. A motion is made, seconded, and passed to accept the recommended report format and the Treasurer’s Report.

## Preparation for Annual Meeting

Rebecca Marie gives an update on the Nominating Committee. She has reached out to April Lange and Tammy Anhalt Warner and is hopeful that the Committee will be in place by next week, with Rev. Jim, Rebecca and a community member as chair.

## Carol reiterates that all Board Members will have a part to play in the Annual Meeting, e.g., Secretary will ask for acceptance of last year’s Minutes and keep Minutes. If it is again a Zoom meeting production assistance is needed (and someone to track members and voting), etc. Carol sees the planning process as sequential, starting with a draft agenda and then pulling in participants as needed. We will start with looking at last year’s agenda and Power Point presentation.

## Membership

Cheryl Perry and Susan Holmen will work on clarifying Membership status with some previous lists.

## Unfinished Business

The Liability Insurance issue related to Procedures on child safety will be addressed by Susan.

Rev. Jim announces that the Loaves and Fishes grant from Unity Worldwide Ministries of $5000 has been approved.

Kathleen Kerswig has accepted the position of bookkeeper with a wealth of experience and long-term connections to Unity. Rev. Jim reminds us to thank Sanda for her long and dedicated service. Her service will also be recognized in the newsletter and at Sunday service.

**Proposal for Co-Ministry**

Rev. Jim Ernstsen and Rev. Lisa Herklotz made a presentation to create a co-ministry partnership, wherein they would equally share the Minister position at UCM. The points made include:

* The new world we are in offers opportunities for creativity and innovation
* The benefits to the community of having two ministers, with different strengths, abilities and interests
* There would be clearly defined roles and responsibilities
* Potential costs
* Articles that provide analysis and experience of other couples sharing a ministerial role

It is agreed that the Board will take this to prayer and meditation, and there will be a later time to come back together to discuss.

## Next Meeting

It is agreed that the Board (not Rev. Jim) will meet on Wednesday, 12/10 at 10 am to discuss the Co-Ministry Proposal. We will meet on Zoom. If there are questions ahead of that, send to Carol. She will also send an Agenda.

## Adjournment

Carol adjourned the meeting at 12:24 pm with a prayer by Rebecca.

| Minutes respectfully submitted by: | Susan G Holmen |
| --- | --- |
| Approved by: | Board |

**Recommendations for Treasurer’s Report Improvement – Phil Limerick, Treasurer**

A few weeks ago, a discussion about changes to the complexity of the Treasurer's Report resulted in some suggestions for improvement. **b**ased on these suggestions, I offer the following:

**Document Presentation**

Monthly

* Written Report for Board Meeting
* Statement of Financial Position for all Funds (Single Page)
	+ High level balances of all assets and liabilities
		- Bremer Bank
		- Great River Federal Credit Union
		- Payroll withholdings
		- Restricted accounts
		- Unrestricted accounts
* Fiscal Year Revenues/Expenses for accounts with Activity (Three Pages)
	+ Totals for each month of all accounts
	+ Year to date totals for each line item for all accounts
	+ Revenues minus expenses totals for each month and for year to date
* Unity Prosperity Financial Statement (For Newsletter)
	+ Provides totals for three most recent months
		- Total Income
		- Total Expenses
		- Net Income and Expenses
		- Year to date totals

Every Three Months

* Statements of Activities for Most Recent Month that has Available Data (Two Pages)
	+ Provides data only for selected month
	+ Provides totals and subtotals of activity for each line item
* Statements of Activities for Year to date (Two Pages)
	+ Provides data for year to date
	+ Provides totals and subtotals of activity for each line item

**Verbal Presentation**

At Regular Board Meeting

* Present a summary of finances
	+ Trends
	+ Significant changes for ending balances
	+ Expenses or revenues
	+ Higher or Lower than expected
	+ Receipt of large donations, grants, or tithes
	+ Expenditures for events, conferences, or non-normal expenses
	+ Pending financial projects
	+ Completed financial projects