**2023-01-23 Unity of Central Minnesota Board of Directors**

**Meeting Minutes**

5:00 pm - 7:00 pm on zoom

**Present:** Sue O’Hara, Dan Haskamp, Carol Laudenbach, Angie Trulson, Al Neff, Cristina Seaborn, and Terri Duncan (arrived at 5:21 pm).

**Opening prayer** given by Cristina Seaborn.

**Board Pledge** was read.

**Welcome New Board Members:** Dan Haskamp, Al Neff

**Welcome New Center Director:** Angie Trulson, Director

Angie will attend board meetings. The Center Director is not a voting member of the board

**Election of Officers approved unanimously:**

Carol Laudenbach, President

Sue O’Hara, Vice President

Cristina Seaborn, Secretary

Dan Haskamp, Treasurer

Terms of Current Board Members:

**3rd year, 1 year left:** Carol Laudenbach, Cristina Seaborn

**1st year, 2 years left:** Sue O’Hara, Terri Duncan

**3 years left:** Dan Haskamp, Al Neff

**Monthly Meeting Day and Time:** Carol Laudenbach would like to have hybrid meetings so those who want to be in person can do so.

Meetings will be held Fridays 5:00-7:00 pm or 5:15-7:15 pm (2nd Fridays of the month). If we need an additional working board meeting, that will be the 4th Friday of the month.

**Secretary’s Report:** Accepted unanimously. Please see: <https://docs.google.com/document/d/1u9Ga61mGtZEjiWvFUTtceS1boKRNMe65/edit?usp=share_link&ouid=115788230679681547177&rtpof=true&sd=true>

**Treasurer’s Report:**  Will be formatted and presented soon. 2022 has been reconciled and shall be sent out to Board members for approval before adding to the weekly newsletter for members to view.

Sanda, Sue and Angie met on Monday to review the financial processes. The 2022 year end has been reconciled and the report will be sent out to all board members for review before being sent out in the weekly newsletter.

Angie has asked Ellen, the bookkeeper, to send all our charitable receipts for 2022.

There are 3 proposals for Board approval:

· Switch from our current Icon system to Quickbooks ASAP. We are not getting tech support from Icon in a timely way, and it's caused many problems over the past year. Sanda is reaching out to a local contact to facilitate the process to convert including training and the assurance it has all the capabilities we need. Carol asked to get the costs identified so we can make a decision quickly without having to duplicate entry of January's financials.

· Add Center Director as backup to the Treasurer and President for full access to all financial accounts, both internal and Banks

· Get Center Director debit card in her name

Carol requested that a group consisting of Dan, as the new Treasurer, Angie and Sanda meet before the February 10th meeting, to put together a proposal for switching to Quickbooks.

Cristina recommended we get the answers to questions by the end of the week, and vote by email.

The newsletter needs to be updated with the financial information monthly, as well, along with the Board Secretary’s reports. These are on Angie's "to-do" list.

Carol asked for assurance we have the right people who can access the account at the Great River Credit Union. We are currently not getting reports and believe they are all available online.

**Director’s Report:** Please see: <https://docs.google.com/document/d/1g3BszreHp3srwCO6TRVH28ZRgYGHF7Gj/edit?usp=share_link&ouid=115788230679681547177&rtpof=true&sd=true>

Angie is attending the Unity Worldwide Ministries summit on zoom. She will share information that is beneficial for the board to have.

Angie's big picture is initially how we can engage people and avoid people getting hurt, tired, or burned out.

Carol recommended the idea of pulling together Angie's prayer ministry proposal and the prayer chaplain proposal. She also recommended April have the opportunity to be trained by an outside person and not have to be the trainer. Angie and the Prayer Chaplains ministry will work together on combining the proposals.

Angie recommended that we re-look at our branding. We don’t have anything in our logo that identifies us to the outside world: who we are. Strategically, this is a significant barrier.

**Prayer Chaplain Report:** Please see:<https://docs.google.com/document/d/1yaVivKO3RYG9CxTg4f13friiZ4v-lS5O/edit?usp=share_link&ouid=115788230679681547177&rtpof=true&sd=true>

Carol Laudenbach requested that the Prayer Ministry Proposal by Angie Trulson and the Prayer Chaplain Report be combined and presented to the board at our next meeting February 10th.

**Motion made by Dan Haskamp; second by Sue O’Hara:**

**Motion that the signers for the Bremer Bank Unity Spiritual Center are:**

Angie Trulson, Director

Dan Haskamp, Treasurer

Carol Laudenbach, President

Read only online access is for:

Ellen Bickel, Bookkeeper

Full online access is for:

Angie Trulson, Director

Dan Haskamp, Treasurer

And a debit card for Angie Trulson, Director

**Motion approved unanimously.**

**New Business**

The board previously approved $25/hr. pay for the first six months of Director, then $30/hr. to follow. Angie wasn’t aware of this, and understood the original pay info provided to the congregation at Oct. 2022 congregant meeting. Angie expressed her concern of being surprised to see information about the $25/hr pay for the first time when making copies for the annual meeting on 1/22, after Angie had been offered, accepted, and started the Director position.

**Cristina Seaborn made a motion that we pay Angie Trulson $30 an hour as director starting on her first day of work with us. Second: Sue O’Hara. Unanimously approved.**

**New Business will be moved to our next meeting on February 10th 2023:**

Board Training, Retreat, Strategy

**Action Items:**

* Officers: reports due to President by the day before the monthly Board Meetings
* Board members review Officers' reports before each monthly Board Meeting
* Carol: schedule and plan for new member orientation
* Angie: get from Sanda & Distribute 2022 Year End Reconciled report before 2/10/23 Board Meeting & once approved, include link in newsletter
* Board members: review and approve 2022 YE reconciled statement before next Board meeting
* Angie, Dan and Sanda: meet to review financial processes & procedures, and determine cost of switching to and training on Quickbooks & present to board ASAP for approval
* CAROL: submit Quickbooks proposal to Board for approval by email vote if ready before the next Board Meeting
* Angie, Dan & Carol: schedule time to meet and go to Bremer Bank to sign documents for the account; & get Debit Card for Angie
* Angie & Prayer Chaplains: meet to create new combined plan to present to the next Board Meeting on 2/10/23
* Carol: Submit Angie's pay rate change to $30 an hour.