Unity of Central Minnesota Board of Directors

# Meeting Minutes

# July 26, 2022

## Opening

The regular meeting of the Unity of Central Minnesota Board of Directors was called to order at 4:30 pm July 26, 2022 by President Carol Laudenbach. It was a hybrid meeting, both on Zoom and in person. After a prayer by Rev. Jim, the Board Pledge was read.

## Present

Present were Terri Duncan, Susan Holmen, Carol Laudenbach, and Rev. Jim Ernstsen. Mary Paulson was absent. Cristina Seaborn was absent but checked in on Zoom at the end.

**Reports**

Secretary’s Report

Minutes for 6/28/22 and 7/12/22 were sent ahead for review and were accepted as written.

Treasurer’s Report

Terri shared the six-month financial report and the quarterly Assets and Liabilities report. At the end of June, we were at -$11,387 (almost $2,000 a month more expenses than income). We discussed the situation and some possible cost-cutting ideas, including omitting Sunday treats (almost $600/month). Also, getting into permanent space could save us money. Carol will contact Dan Haskamp for his experience and expertise on budgeting, and the Financial Committee will be reconvened.

Tithe checks (our contributions to other entities) were signed and mailed. Monthly reports will be adapted to include the annual budget numbers for comparison. A motion was made and carried to accept the treasurer’s report.

Minister’s Report

Attached.

**Unfinished Business**

Disruptive Behavior Policy

This is tabled until the August meeting.

Financial Procedures

There continues to be an effort to codify financial processes and create a rough draft plan of how to pull all the raw data into a regular report and set up a cross-checking process after monthly reconciliation. Terri and Jim are working on this, and may possibly get expert help from Ellen.

**Community Engagement**

Call Campaign

Susan summarized the feedback from those that made phone calls. Generally, we are hearing from people that reasons for not attending services include Covid, life changes and getting out of the habit, getting needs met elsewhere, and busy lives. Not a lot said specifically about waiting for a building. A second round of calls, to more regular attendees, is suggested and Susan will work on getting names to callers.

Congregation-led Service

Susan also reported that the congregation—led service went very well and there was a lot of positive feedback about hearing from our own. She suggests we do this quarterly, even when Rev. Jim is around, so he can experience it, as well, and we can continue to tap into the wisdom of our community.

Town Hall

The Town Hall meeting is on the 31st. Carol is working on her opening remarks that will include an overview and guidelines for the meeting. The Board will introduce two topics—our financial position, and the status of the building search. Terri will give a brief update on finances, and Rev. Jim will give an update of the Phase II team’s work and status of the search. We will be prepared for questions that come up, as well. Carol will field them, but call on others to answer, as appropriate. We can end it by noting, “we can celebrate the miracle that we are still here.”

We will attempt for it to be hybrid, by having an open Zoom link. One person will monitor questions from Zoom. Susan will record the meeting. She will put more information into the newsletter this week and the Zoom link.

**Strategic Planning**

We will put Strategic Planning back on the table after the Town Hall meeting, as all these ideas tie in with that.

## Next Meeting

The next regular Board Meeting is on Tuesday, **August 23 at 4:30** at the office and on Zoom.

## Adjournment

Terri shared a prayer and Carol adjourned the meeting at 6:13 pm.

Minutes respectfully submitted by: Susan Holmen

Approved by: Board

**Minister’s Report – Rev. Jim Ernstsen**

**July 26, 2022**

* **Completed**
  + Cheryl Perry’s review (as Administrative Assistant) is complete
  + Rev. Jim attended the June 2022 Unity Convention in Kansas City. Notes are available.
  + [board@unityOfCM.org](mailto:board@unityOfCM.org) email address has been created and will be monitored by Carol
* **Ongoing**
  + In person Holiday Inn service is averaging 21 attendees
    - The Holiday Inn space has been booked through the end of August
    - Recorded services are available each Sunday at 10am in place of a “Live Streamed” event
    - Board Question: Do we discontinue catered food for the Holiday Inn service to help cut costs?
  + Spiritual Center Task Force continues into Phase II
    - The Task Force is now meeting on an “as needed” basis (rather than weekly)
    - The search has widened to both property and residential houses
    - Board Question: Is this the time to bring renewed energy to the SCTF?
  + Board Question: What do we do with the Strategic Plan document (Mary & Cristina) and Open Projects list that remains in the UCM Sandbox?
  + Working with Blake at our Payroll firm MWH for “Federal Retention Credit”
* **New**
  + Cheryl is attending her LUT Intensives the week of July 25th.
    - Newsletter requests may be given to Susan
  + Minister Performance Evaluation has been given to Rev. Jim by Carol and Susan
  + Town Hall meeting planned for July 31st
  + Scripts and folder created for Platform Assistants
  + Researching “Tithely” for electronic giving and event registration/payments
  + Exploring how/when to reinstate Prayer Chaplain program
  + Exploring the possibility of Susan teaching a multi-part class
  + Board name tags will be created
  + Creating Financial Committee

**Ministry Leads reporting to the Minister**

* + - **Adult Enrichment** – Carol
    - **Prayer Chaplain** – **Closed**
    - **Marketing & Website - Open**
    - **Social Media** – Faye
    - **Volunteer Coordinator** – Rebecca Marie
    - **Board Planning** – Carol & Mary
    - **Accounting/Bookkeeping** – Ellen (Express Employment)
    - **Greeters/Ushers** – Rebecca Marie
    - **Spiritual Social Action** – Susan & Terri
    - **Sunday Service & Technology** – Cheryl & Jessica (Susan & Al)
    - **Platform Assistant** – Rebecca Marie, et al