

**UNITY CHURCH OF ALBANY**  
**Minutes of the Board of Trustees' Meeting**  
**January 7, 2021**

Participating in Board Meeting (via Zoom call, 5:00 PM EST): Heather Diddel, president; Dottie Frament, vice president; Karin Reinhold, treasurer; Patricia Wood, secretary; Peggy Kaufmann, trustee; Dave Ferrill, trustee; Carol Morris, alternate trustee; Rev. Steve Colladay, interim senior minister; Rev. Roger Mock, assistant minister

1. **Call to Order:** The meeting was called to order at 5:05 pm.
2. **Proposed Agenda:** Approval for the December 17<sup>th</sup> minutes was added to the agenda. With this addition, the proposed agenda was approved.
3. **President's Report:** Heather thanked everyone for the beautiful holiday services. She noted that in just ten days, Rev. Steve's interim service would conclude, and that a new chapter for the church would begin. We are well prepared. On a different note, Heather mentioned that she has recently learned that (i) Unity Worldwide Ministries (UWM) expects all Board members to sign a Code of Ethics and (ii) UWM has changed the standard language used in bylaws regarding church closure and that Unity Albany's provision should mirror that. These two issues were picked up by UWM when it reviewed our Search and Find Team's packet of materials.
4. **Interim Minister's Report:** Steve noted that he was grateful for the opportunity to work with Unity Albany these past ten months. He was sad to move on, but he was pleased that the Board had effectively embraced key organizational issues and overall, the Albany ministry was in good shape. At next week's Board meeting, he plans on providing final notes on transition issues that he would recommend we follow up on. Among these issues are: finalizing the Church's "Agree to Disagree" policy and procedures; consideration of a marketing recommendation to change the Church's official name to "Unity Albany"; and planning for a Board Retreat to consider current challenges and preparations for the arrival of the new Senior Minister. Steve also suggested appointing one, perhaps two "Sacred Service Coordinators," and finalizing performance evaluation systems for staff and board members.
5. **Nominating Committee:** Dottie reported that three Board positions will be open and at present, there are four prospective nominees. Cheri Warren is investigating online voting options.
6. **Ministries:**
  - **Buildings and Grounds/Church Re-Opening:** Heather noted that through the Focus Church network, she had found a Health Department resource for advice

on safe practices for church building re-openings. Dave will follow up with this representative.

- **Finance:** Karin reported that love offerings/donations were strong for the month of December, reversing the deficit trends from the three prior months. It was suggested that the Unity in Albany tithing distribution be modified, to potentially give more donations for local food banks. This will be discussed at an upcoming Board meeting.
- **AV:** Roger noted that there was a need for another AV “helper” to assist Phil Littel on Sundays and for special services. The additional assistance was needed for a second video camera operation and to run the PowerPoint slides.
- **Wednesday Evening Study Group:** This self-study group is reading and discussing “Spiritual Economics” by Eric Butterworth. There were 15 participants at the first meeting. Group members will take turns serving as discussion facilitators (two people at a time).
- **Platform Assistant Training:** Roger suggested that Platform Assistants select shorter prayers (rather than lengthier passages) to set the themes for Sunday services. He will send out an email with other suggestions as well.
- **Job Descriptions:** The Assistant Minister and Office Assistant job descriptions were updated to provide a more consistent format. Staff are reviewing the drafts and will provide their feedback on the revisions in the coming weeks. The Senior Minister job description will also be updated.

## **7. New Business:**

- **January 10<sup>th</sup> Town Hall Meeting:** Agenda items for the upcoming meeting were discussed, including addressing congregant remarks, a nominating committee report, finances, etc.
- **January 17<sup>th</sup> Fellowship:** With January 17<sup>th</sup> as Reverend Steve’s final service as interim minister for Unity Albany, the Fellowship Hour will include an opportunity for congregants to give Steve a send-off as he heads to a new congregation in Maryland.
- **Bylaws:** Unity Worldwide Ministries had advised that one portion of the Unity Albany bylaws needed to be revised, to be in accordance with UWM bylaws. The passage pertained to the unlikely event that if Unity in Albany dissolved and ceased operations, remaining funds would be assigned to Unity Worldwide and kept in restricted reserves (for a potential Unity Albany re-opening). UWM had no administrative systems to support this. As such, Unity Albany would need to update that provision in the bylaws, to determine how to handle remaining funds (i.e., potentially donate to other ministries, FOCUS churches, charities, or UWM).

8. **Adjournment of Business Meeting:** A motion was made, and seconded, to conclude the business portion of the Board meeting and enter Executive Session. Motion approved. The Executive Session commenced at 6:55 pm.
9. **Adjournment of Executive Session:** The meeting was adjourned at 7:15 pm.

Respectfully submitted by Patricia Wood, secretary, Board of Trustees