

UNITY CHURCH OF ALBANY
Minutes of the Board of Trustees' Meeting
October 15, 2020

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. Roger Mock, assistant minister; Rev. Steve Colladay, interim senior minister, Nina Forgette-Corcoran, Office Administrator

1. **Agenda:** With Nina Forgette-Corcoran, Unity in Albany Office Administrator in attendance, the agenda was modified to include her staff report. With this addition, the proposed agenda for the October 15th meeting was approved.
2. **Minutes:** Peggy Kaufmann noted that she had not taken part in the Mission, Vision and Values working group. With this correction, the minutes for the September 29th meeting were approved.
3. **Congregational Remarks:**
 - Regina Derico had commented to Board members how grateful she was for Rev. Steve Colladay's and the Board's service and contributions. Her kind remarks were accepted with gratitude.
 - Last weekend's service at the Tawasentha Park, coordinated by Dottie Frament, was well received. The music, singing and chanting provided by Pete Furlong, Gerri Ratigan and Carol Morris and the overall sacredness of the event was impactful and greatly enjoyed by all.
 - Roger Mock reported that he was investigating options to use Facebook as an additional channel to broadcast Sunday services. He will seek to use Zoom participant feedback/quotes in the Unity newsletter, to help encourage more attendance in Unity in Albany online events
4. **Staff Updates:**
 - Nina was welcomed to the Board of Trustees meeting and the Board extended its great appreciation for her dedication to Unity and improving our office operations. Nina reported that she has interviewed candidates for the maintenance position. She is developing a project management schedule for

facility maintenance. She is distributing the newsletter via Mailchimp and contributing content to the newsletter as well. In the coming weeks, she plans on learning more about the new Servant Keeper database management software, and particularly ways to integrate Quickbooks and Mailchimp into the system. She is also working with Wayne Higdon on the new bookkeeping and bill payment systems.

- Roger announced that, in conjunction with the Faith in Action “Living from the Mountaintop” study groups, he plans to start recording meditations for congregant use. Cheri Warren is also doing a similar project, so they will coordinate efforts. He announced that the Church has hired a new AV Manager, Phillip Little, who will provide technical support for Sunday and special services. Welcome, Phillip!

5. President’s Updates: Heather reported that she was delighted to hear from several congregants how grateful they were for the outdoor services. She thanked Dottie for her efforts in developing these events and noted how meaningful it has been to have in-person contact. She reminded everyone that this Sunday, October 18th, the 12:30 p.m. Fellowship will be focused on the Mission, Vision and Values statements. Carol Morris has an updated draft version of these statements and will circulate to the Board for review.

6. Interim Minister’s Report: Steve provided the Board with a list of his activities for Unity in Albany members. His work includes providing follow up support to the HOPCOF (Honoring Our Past, Creating Our Future) and the Mission, Vision and Values event in September, as well as the Faith in Action program. He recommends that the Board create a Marketing Team, explore Unity “branding” options, and make better use of social media.

7. Transitional Ministry:

- **HOPCOF:** Carol and Peggy will continue to monitor Board and staff follow up efforts on the HOPCOF plan and provide routine reports to the Board.
- **Mission, Vision, Values:** An article was published in the most recent Unity in Albany e-newsletter regarding updating of the Mission, Vision and Values statements.
- **Congregant Survey re: Future Senior Minister Search:** Applications for the Senior Minister Search and Find Team were being sought. The Board expects to discern five to seven members on the Search Team. The Board will review applications, and select members during its next meeting on Friday, October

23rd, from 4-6 p.m. Steve will provide training for the Team and ongoing consultation during the search process.

8. Ministry Reports

- **Building and Grounds:** Pat Wood has been following up on the need to replace the lamps in the tower. It has turned out to be a more complicated project than initially anticipated. We will need to engage the services of an outside handyman. Given the onset of the fall season and other financial priorities, the project to repair and potentially replace the AC system is on hold for now.
- **Finance:** Karina Reinhold reported on church finances. Love offerings/donations for September were unexpectedly down compared to trends from past years. Expenses were as projected. Income for September was \$11,475 and expenses were \$25,355, resulting in a deficit of \$13,880 for the month. The investment (i.e., restricted) reserves show gains, with total assets of \$260,348. The committee is looking at the need to provide more robust financial support, including potential fundraising activities. Pat Wood will propose some ideas for consideration.
- **Church Re-Opening:** Peggy Kaufmann and Dave Ferrill volunteered to investigate other churches' responses to the COVID19 pandemic and plans to re-open for in-person church services. Peggy provided a written update on her findings. Safety is the top priority. As a result, the various church leaders all reached the same conclusion; i.e., that re-opening is only feasible when church buildings are completely safe, and fully equipped with adequate air filtration, venting and, potentially, UV lighting (used to combat the aerosol particles). We invite the Unity community to provide suggestions of other potential volunteers with health and building expertise for ongoing assessment of reopening options.

9. **Adjourn:** There being no further business, the meeting was adjourned at 7:06 p.m.

Respectfully submitted by Patricia Wood, secretary, Board of Trustees