

UNITY CHURCH OF ALBANY
Minutes of the Board of Trustees' Meeting
November 19, 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. Steve Colladay, interim senior minister

1. **Call to Order:** The meeting was called to order at 5:05 pm.
2. **Minutes:** The name of the new AV manager, Philip Littell was incorrectly spelled in the October 15th minutes. For the October 29th minutes, the reference to Dottie Frament was corrected, to note that she would serve as Board Representative on the Nominating Committee. With these corrections, the minutes for the October 15th and October 29th meetings were approved.
3. **Congregational Remarks:**
 - Rev. Crystal Muldrow has joined Unity of Fort Meyers, FL, and consulted with Karina Reinhold about extension of her COBRA coverage. Congratulations to Rev. Crystal!
 - Susan Attila asked that Wednesday evening meditations be resumed. Dottie Frament will follow up.
4. **President's Updates:** Heather Diddel expressed her appreciation to the Board and staff for everyone's efforts to keep "the flames" of Unity Albany brightly burning. She noted that the Search and Find Team has come together and is making excellent progress. The Nominating Committee, under Dottie's stewardship as Board Representative, has begun the process of identifying potential nominees to the Board for the 2021 term.
5. **Interim Minister Update:** Rev. Steve shared updates on his activities and planned projects through mid-January. He noted that our Office Administrator, Nina Forgette Corcoran, has been researching options for new contracts for the office printer/copier and is finalizing a new contract. On a different note, Steve mentioned that he is encouraged by the Board and other church members' dedication to sacred service. He also noted that the staff job descriptions need updating. (Pat and Heather volunteered

to work on this project) and that Elaine Lasda is leading the effort to more actively use social media to promote Unity in Albany. They are beginning with weekly posts on Facebook. Roger Mock and Phil Littell are investigating options to use Facebook for live service broadcasts.

6. Transitional Ministry Update:

- **Search and Find Team:** Peggy Kaufmann and Dave Ferrill, as Board representatives to the Search and Find Team for the future Senior Minister, are completing a Unity Worldwide Ministries information request to assist with the search process.
- **Honoring our Past, Creating our Future (HOPCOF):** The follow up survey to congregants re: collecting insights on ideas and desired skill sets for the future senior minister has been compiled and was forwarded to the Search and Find Team.
- **Values, Mission and Vision; Statement of Oneness:** The draft updates of Unity Albany's Core Values, Mission, Vision and Statement of Oneness have been presented to the congregation during weekly services. The Board has asked that any congregants who think the current drafts should be revised contact a Board member by November 30. After that point, any and all comments will be forwarded Carol Morris who will compile the comments and forward to the board for review. The Board will consider all proposed revisions and make a final determination in December 2020 about the new versions of the Vision, Mission, and Core Values.

7. Ministry Reports:

- **Buildings and Grounds:** Dave Ferrill announced that the stairlift to the basement is not working and needs repair. Some of the lights in the church tower have also stopped working and need to be replaced. This turns out to be a more complicated and more costly issue than expected. The Board decided to put this project on hold for the moment. Dave also noted that air circulation in the sanctuary is a major issue at this time due to the pandemic, and needs to be further researched as the scientific community's understanding about transmission evolves. This issue is pertinent both to (i) our music team who rehearse and perform in the sanctuary and (ii) to the Church's determination about resuming in-person attendance in the sanctuary. The Board discussed measures that have already been taken, as well as measures actively under consideration, by the music team.
- **Finance:** Karin Reinhold reported on Unity in Albany finances. As noted in her previous reports, love donations were down significantly during September and October. Expenses were as expected. The Board will discuss Church Finances

with the congregation. In the upcoming weeks, the Finance Committee will assess a viable salary range for the Search and Find Team to use as they prepare the Church's posting for a Senior Minister.

- **Fundraising:** Nina is working with Elaine Lasda and the Social Media Team to promote Unity in Albany's participation in the national "Giving Tuesday" day of fundraising on 12/1/20. Pat Wood is drafting a year-end letter to be sent to the congregation.

Nominating Committee: Dottie provided an update on the Nominating Committee. At this point in the nomination process, the Committee would typically invite a member of the congregation to join the Committee and serve as chair. This year, the Committee (which consists of Dottie, Lois Crommelin and Rev. Steve) has decided to proceed differently: i.e., an announcement at Sunday service will be made, asking congregants who are interested in serving on the Committee or running for the board to let the Committee know.

8. **Adjourn:** There being no further business, a motion was made, and seconded, to adjourn. The meeting was adjourned at 7:26 p.m. and an Executive Session commenced. The Executive Session concluded at 7:42 p.m.

Respectfully submitted by Patricia Wood, secretary, Board of Trustees