

Minutes

Unity Church of Albany Board of Trustees'

Meeting for Prayer with Attention to Business

Thursday, May 20, 2021

Participating in Board Meeting (via Zoom call, 5:00 PM EST): Peggy Kaufmann, President; Carol Morris, Vice President; Karin Reinhold, Treasurer; Heather Diddel, Secretary; Dottie Frament, trustee; Pat Wood, Trustee; Dave Ferrill, Alternate Trustee; Nina Corcoran, Unity Office Administrator.

Absent: Rev. Roger Mock, assistant minister.

1. **Call to order and opening prayer:** The Meeting was called to order at 5:00 pm and Peggy Kaufmann offered the opening prayer.
2. **Affirmation for Our New Minister:** The Board enthusiastically affirmed that our new minister is on their way (and modified the affirmation to add “well-organized” to the list of qualities Unity Albany seeks).
3. **Review and Approval of Agenda for 5/20/21:**
Motion m/s/v to approve the Agenda: unanimous approval.
4. **Review and Approval Minutes for 5/12/21 :**
Motion m/s/v to approve the Minutes: unanimous approval.
(N.B. The Board clarified that the Secretary of the Board, or other designee, will take informal notes of Town Hall meetings for informational purposes.)
5. **Congregant Remarks :**
 - a. A congregant suggested that we add “well-organized” to the list of qualities identified in the Affirmation for our new minister.
 - b. Another congregant indicated an interest in supporting D. Moore and the Church by taking responsibility for D.’s tasks while he is recuperating from surgery.
6. **Staff reports: Nina Forgette-Corcoran and Roger Mock.**
 - a. **Audio/Visual update:** The Church has received two quotes thus far with regard to lighting and camera. The Board discussed the issues, including the potential expense involved in new lighting and camera, with Roger indicating that he will seek an additional quote.
 - b. **Building & Grounds-related updates**
 - i. Building:

1. The rug company the Church used prior to the pandemic inquired as to whether UnityAlbany wants to renew its services for \$70/mo. to replace the rugs. After discussion, the Board decided to discontinue the carpet service. Dave Ferrill will purchase rugs for the church and Peggy will contact the carpet service to discontinue their service.
 2. Roland J. Down has sent the proposed new contract for installation of sanctuary HVAC. Nina will confirm potential dates and times for installation.
- ii. Garden:
1. Bees in the garden: The Church has bees in the garden. Nina has been looking into companies who can relocate or eradicate the bees. She has received a proposed price of \$400 from one company, and will continue to look for other alternatives. Peggy volunteered to assist.
 2. The bees' ground hog neighbor(s): There is a large hole under the bench in the garden that appears to be the entry-way to a ground hog abode. Discussion about actions to take, including outreach to Animal Control.
- c. Nina will be on vacation from June 7 -11.

7. Finance report/investment proposal: Karina Reinhold

- a. Karina provided a comprehensive finance report for March 2021 along with an investment proposal from the Finance Committee, which was the primary focus of her report to the Board (following a brief preliminary discussion about other aspects of the finance report, including the good news that the Church's income slightly exceeded its expenses for March 2021, and the addition of Vanco as a tool for the congregation to donate by phone/text.) The entire finance report is available to the congregation for review online.
- b. Investment Proposal/Motion: Karina introduced the Finance Committee's proposal to change the current investment allocations to enable the Church to realize more financial benefit from its Merrill Lynch (ML) investments (which would entail a conservative increase in risk as permitted by the Church's 2016 Investment Policy). In addition, the Committee asked Merrill Lynch for investment options in socially responsible and sustainable options. After discussion at the meeting, the investment proposal was modified as follows:
 - i. Invest \$100K in CIO Moderately Conservative Core fund (49% bond, 49% equities, 2% cash)- socially responsible and sustainable;
 - ii. Move cash (\$25K) to Capcom to avoid paying fees (with new plan ML will change standard fees of 2%); and

- iii. Invest \$87K in other instruments (possibly index fund) to be determined, subject to Board approval.

Motion: To accept the Finance Committee's investment proposal, as amended.
m/s/v—Unanimous approval.

8. Building and Grounds/Reopening Report: Carol Morris

Carol provided an update on the issues the Task Force has been considering, including ventilation needs, reservation system to be used when the Church begins to provide limited seating pursuant to applicable state and federal COVID guidelines, and related issues. For the summer, the Church is planning as many outdoor activities as possible as we discern what is needed to ensure that our congregants can safely return to the sanctuary and church building. We don't yet have a date certain for reopening, but will keep the congregation informed about progress on reopening.

9. Search and Find Team (SAFT) Update: Peggy Kaufmann

Peggy reported that SAFT has received expressions of interest in the senior minister position for a small number of candidates. At this time, four candidates are actively under consideration. Two are ordained Unity ministers and two are not yet ordained but may still be viable candidates according to UWM standards and protocols. SAFT expects to interview a couple of the candidates in the near future and, at the same time, welcomes any referrals from the congregation of candidates they think SAFT should consider.

10. Executive Session: The Board went into executive session to discuss personnel issues.

11. Adjournment and closing prayer: Peggy adjourned the meeting at approximately 7:10 p.m.

The next Board meeting is scheduled for Thursday, June 17 from 5:00 – 7:00 p.m.

Respectfully submitted by Heather Diddel, Secretary to the Board of Trustees