

UNITY CHURCH OF ALBANY
Minutes of the Board of Trustees' Meeting

July 7, 2021

Participating in Board Meeting (via Zoom call, 5:00 PM EST): Peggy Kaufman, president; Carol Morris, vice president; Karin Reinhold, treasurer; Dottie Frament, trustee; Patricia Wood trustee; Dave Ferrill, alternate trustee; Rev. Roger Mock, assistant minister, Nina Forgette Corcoran, office administrator. Excused: Heather Diddel

1. **Call to Order:** The meeting was called to order at 5:08 pm.

2. **Finance/ Expenditure Proposals:**

Building & Grounds Committee: Carol Morris reviewed several estimates for work for the church buildings and maintenance. The committee received an estimate for work for painting and repair to the wall where the new AC unit was installed in the sanctuary, and for the installation of a grab bar in the basement restroom (\$750). It was suggested that the Bradford Street entrance door also be added to the list of repairs. Additional estimates for these projects will be sought.

It was also suggested that the contract for entrance rugs, which were supplied on a regular basis by a local service company, be eliminated, and instead, the church should purchase its own rugs (est. \$500). Service fees averaged \$77 per month. Purchase approved.

For the church re-opening, the purchase of an air purifier was also proposed (est. \$870). Purchase approved.

A proposed service contract from Roland J. Downs for the church AC and furnaces was received: \$1,000/year for the maintenance agreement includes all of the current equipment (AC & furnaces) except the "hanging furnace" that heats the Fellowship Hall. RJD did not include this furnace in the maintenance agreement because they thought it wasn't being used. Adding that furnace to the estimate brings the cost to \$1200/year. All agreed that pro-active maintenance was important to ensure dependable equipment operations. Proposal will be discussed at next Board meeting.

Senior Minister Search and Find Committee: On behalf of the Search & Find Committee, Dave Ferrill requested \$250 for advertising in the Church Staffing Newsletter. Request approved.

3. July 18th Church Re-Opening Planning:

Several outside groups which had previously rented space at Unity had asked for specific dates when they could resume their meeting room usage. After discussion, the Board determined that at the present time, the church could not offer space rentals, as key details such as regular cleaning and disinfecting procedures and staffing needed to be established. The goal is to re-open to outside groups around September 1st – if such procedures have been safely implemented.

The Board discussed various considerations regarding the re-opening of the church scheduled for Sunday, July 18th. The Board agreed to the following guidelines:

- Until such a time when the church can safely re-open to full capacity, 40 congregants will be permitted to attend Sunday services. An additional 10 attendees to include the music team, tech staff, weekly speakers, platform assistants and ushers will also be in attendance.
- Congregants will be required to pre-register by Thursday at midnight, each week, prior to each Sunday services. They will need to call the church and leave a message on a dedicated phone extension. Registrants will be asked to provide their names and phone numbers, and the names of all those in their party. Once the 40-person pre-registration threshold is reached, those who cannot be accommodated that week will be contacted.
- All congregants will be required to wear face masks during services and in the church buildings. Masks will be provided to those who arrive without face masks.
- Congregants will be invited to sing with the music team – with face masks.
- No hospitality with food and beverages will be offered at this time; congregants may bring their own outdoor chairs to sit on the Bradford Street lawn to socialize with other congregants after each service, weather permitting.
- These guidelines will be announced at the July 11th Thacher Park Church service and published via the online Unity Albany newsletter on Monday, July 12th.

4. Adjournment: The meeting adjourned at 7 p.m.

Respectfully submitted by Patricia Wood, Board of Trustees