

Minutes

Unity Church in Albany Board of Trustees

February 8, 2022

Participating in Board Meeting (via Zoom call, 5:00 PM EST): Peggy Kaufmann, President; Carol Morris, Vice President (recording); Karin Reinhold, Treasurer; Heather Diddel, Secretary; Dottie Frament, trustee; Dave Ferrill, Alternate Trustee; Reverend Brigid Beckman (Senior Minister)

Absent: Rev. Roger Mock, Assistant Minister, Pat Wood, Trustee.

1. **Call to order and opening prayer:** The Meeting was called to order at 5:12 pm and Dottie Frament offered the opening prayer.
2. **Review and Approval of Agenda for 2/8/22:**
Motion m/s/v to approve the Agenda: unanimous approval.
3. **Review and Approval Minutes for 1/18/22 and 1/20/22:**
Motion m/s/v to approve the Minutes: Unanimous approval.
4. **Review and Approval Executive Session Minutes for 1/18/22 and 1/20/22:**
Heather suggested wording changes re: vaccination issues
Motion m/s/v to approve the Minutes as amended: Majority approved, one abstention (for having not had a chance to read them)
5. **Congregant Remarks:**
 - a. Carol described some reactions from Fellowship after the FOCUS Church Service on Sunday. The “pivot” analogy resonated with folks and people commented on the differences between the service at First Church and a Unity service. It was decided that Fellowship should be scheduled after similar FOCUS church services in the future.
 - b. Peggy asked what should be said to the congregation about Nina’s leaving. It was decided that Brigid would acknowledge and thank Nina during Sunday’s service after calling Nina to see what she would or would not want said.
6. **Minister’s Report: Brigid Beckman**
 - a. Brigid proposed a “visioning retreat”/workshop in early to mid-March as a “calling in” opportunity and as a way for the congregation to continue to get to know her (I know that more could be said about this but that’s all the notes I had – if others would like to add to this, please let me know)

- b. Brigid, Dottie and Heather have begun planning Brigid's installation service/ceremony to be held on May 1st so that Brigid's friend and mentor Reverend Sue can attend and so that the service can be live-streamed
- c. Brigid reported that she received an email from UWM stating that they had no record of the paperwork for the special dispensation to hire her or the results of the psychological evaluation she was required to complete. Copies of all of the paperwork will be resent to UWM.
- d. Brigid reported that folks are reaching out to her via phone and Zoom and that she will visit Cathy Williams this week
- e. Brigid indicated a need for an Office Assistant but also acknowledged the current reality of the church's financial situation.

7. Finance report/investment proposal: Karina Reinhold

- a. Karina provided a comprehensive finance report for January, 2022; donations were lower than expected and expenses were a bit higher.
- b. Karina indicated a need to streamline the process of sending out the yearly donation letters. The way the information is downloaded from ServantKeeper creates two columns, which may not be clear to those receiving the letters. The entire finance report is available to the congregation for review online.
- c. Karina reported that she needs to do the Annual Report, both for Unity and for the church's records.
- d. Karina asked about the process of archiving information currently in the file drawers
- e. Karina recommended that the church hold both a Prosperity class and a Membership class. Heather volunteered to contact Rev. Joanne Burns about conducting the membership class, and offered to tithe the cost.
- f. Karina also recommends a "pause" on hiring any new staff at this time; however, there is a need for someone to scan the bills and upload them into QuickBooks.

8. Nominating Committee: Carol Morris

- a. Carol reported that we have two candidates for the Board for the upcoming year. There was discussion about the wording in the by-laws for the situation of having fewer candidates than positions. Karina volunteered to head an ad hoc By-laws Committee to address this issue and the issue of nominations from the floor, as well as any other issues in the by-laws that may need to be updated, such as the number of years by which members need to re-confirm their membership. The By-laws Committee can then bring the suggested changes to the Board. A special meeting can subsequently be called for the congregation to vote on the changes; it is not necessary to wait until next year's Annual Meeting.

9. Annual Meeting to be held on March 6, 2022:

- a. Election process:** Dottie will send the agenda and other information from last year's Annual Meeting to help with organizing the upcoming meeting. The Annual Meeting will be held both in person and via Zoom, to provide opportunities for as much participation as possible. Paper ballots will be sent by mail to those who are unlikely to attend either in person or via Zoom. Board members will look over the membership lists and send names to Brigid for ballots to be sent by mail.
 - i. Note: The membership list needs to be updated in time for the Annual Meeting.**
- b. Other items on the agenda for the Annual Meeting:**
 - i. Finance Report
 - ii. Annual Report
 - iii. Buildings & Grounds Report
 - iv. Upcoming activities
 - 1. Visioning process
 - 2. Membership class
 - 3. Prosperity class
- c.** A ceremony similar to the Circle of Elders ceremony held two years ago will be planned following the Annual Meeting, to welcome new Board Members and honor the service of Board members ending their terms.

10. Other business: Peggy Kaufmann

- a.** Peggy brought up the issue of paying Danny to plow the parking lot down the street from the church. Karina reported that plowing the parking lot was part of the agreement with the owners of the building, in return for parking there. This may already be part of Danny's contract. Peggy will look into this further.
- b.** Venmo: It has been suggested that the church look into using Venmo rather than Vanco for online donations. Karina reported that she has tried to call Venmo but has not received calls back and that the site asks for personal information. Brigid volunteered to look into how it works for businesses, as this platform is used by her former employer.

11. Adjournment and closing prayer: Peggy adjourned the meeting at approximately 7:00 p.m.

The next Board meeting is scheduled for Thursday, March 17, 2022.

Respectfully submitted by Carol Morris, Vice-President of the Board of Trustees