

**UNITY CHURCH OF ALBANY**  
**Minutes of the Board of Trustees' Meeting**  
**November 18, 2021**

**Participating in Board Meeting** (via Zoom call, 5:00 PM EST): Peggy Kaufman, president; Carol Morris, vice president; Karin Reinhold, treasurer; Patricia Wood, secretary; Dottie Frament, trustee; Heather Diddel, trustee; Dave Ferrill, alternate trustee; Rev. Brigid Beckman, senior minister; Rev. Roger Mock, assistant minister

1. **Call to Order:** The meeting was called to order at 5:10 pm.
2. **Approval of November 18<sup>th</sup> Agenda:** Motion/second/approved.
3. **Approval of October 21<sup>st</sup> Board Meeting Minutes:** Motion/second/approved.  
Abstention: Reverend Brigid Beckman
4. **Congregational Remarks:** Requests have been received by outside groups to use the Fellowship Hall for meetings. With the most recent Covid19 variant causing new outbreaks, and hospital admissions increasing, public safety remains a critical concern. The Board will work on developing guidelines for use of meeting space.
5. **Staff Reports:** Reverend Roger Mock suggested that guidelines regarding circulation of Sunday service donation baskets needed to be developed. Only one person should be handling individual baskets, for safety and sanitary purposes. Reverend Brigid Beckman recommended that guidelines also needed to be developed for congregants who had travelled outside the area, to ensure the safety of other congregants. Considerations would need to include potential requirements for Covid PCR tests and/or 4-7 days of quarantines for travelers, before they could safely return to services. Roger announced that Unity's online donation platform Vanco offered new features. New options included features for enhancing websites, adding online chat features, etc. The additional costs would be \$100 monthly. This will be added to the agenda for an upcoming Board meeting.
6. **Finance Report:** Karin Reinhold reported on Unity Albany finances. She announced that for October, revenues/love offerings totaled \$26,312 and expenses were \$11,738 resulting in a surplus of \$14,373. Love offerings were up considerably, and this made up for the budget shortfalls from prior months. There was a need to purchase a new computer for the church offices. Motion made to approve an expenditure up to \$750.

Motion was seconded and approved. Motion to accept the finance report was made and seconded; motion approved.

7. **2022 Board of Trustees Nominating Committee:** Carol Morris reported on the Nomination Committee activities. Diane Albano agreed to serve as committee chair. The congregation's membership will be contacted to promote opportunities to run for vacant Board positions in 2022.
8. **President's Report:** Peggy Kaufmann reported that the Year-End fund raising appeal was being finalized and will be mailed in the coming days. She suggested that the church consider sponsoring an outdoor activity for the congregation and the neighborhood to celebrate the holiday season. An evening of caroling was suggested for December 5<sup>th</sup> at 6 pm.
9. **Adjournment: Board Meeting:** The meeting adjourned at 7 p.m.

Respectfully submitted by Patricia Wood, Secretary, Board of Trustees