Unity Spiritual Center of Central Minnesota Board of Directors

# Meeting Minutes

# May 27, 2021

## Opening

The regular meeting of the Unity Spiritual Center of Central Minnesota Board of Directors was called to order at 10:00 am on May 27, 2021 on Zoom, by President Jeanne Borgstrom. She emphasized a focus on Gratitude and Grace today. After a prayer by Rev. Jim Ernstsen, we read the Board Pledge.

## Present

Present were Jeanne Borgstrom, Susan Holmen, Carol Laudenbach, Phil Limerick, Rebecca Marie, Cristina Seaborn and Rev. Jim Ernstsen.

**Secretary’s Report**

Susan explained that the Minutes from 4/22/21 were approved through email. Minutes for the Working Meeting on 5/13/21 are not completed.

**Treasurer’s Report**

Phil provided a summary of the Financial Reports from January to April. There was a significant loss in Operating Expenses vs. Income in January, and each month since then has shown a loss, but the trend is clearly changing for the good. This leaves us with a YTD loss of $5,616.00. There are reasons for this.

Phil discussed the Balance Sheet, explaining that funds were moved from the Operating checking account to the savings account, so that there is about $10,000 in checking and about $38,000 in savings now. The checking debit card was hacked (no significant charges made—it was caught quickly) so that has been addressed and the decision was made to move money from checking to savings. Phil is working with Great River Credit Union, filing corporate paperwork, so that a funds transfer to that institution will happen soon.

Related to the YTD deficit, there was discussion about making an appeal to the congregation. Several salient points were made to support the idea of waiting to do this, and then the approach needs to be thoughtful, planned out and effective, keeping the focus on the future and the many opportunities opening up for us. It is agreed that we will continue to wait and see how things go. A motion was made and passed to accept the Treasurer’s Report.

**Minister’s Report (see attached)**

Rev. Jim highlighted some items and answered questions, including the question of paying teachers of classes 50% of dollars collected. It was clarified that our practice has been to do so. Rev. Jim will ensure that this practice gets added to the P & P.

The Board needs to finalize a customized policy related to disruptive behavior, stalking/harassment and general safety concerns. There may be a requirement to have this for our insurance. However, until we are clearer about it, are in permanent space, meeting in person, etc. nothing needs to happen right now. We will revisit this discussion at the July 2021 meeting.

Rev. Jim noted that there is interest in USCCM participating again in the St. Cloud PRIDE event in September and that Terri Duncan has volunteered to lead this effort. Also, that it seems a natural fit with SSAM. It is agreed we will have Terri proceed, through SSAM, with this event.

He shared a graph showing weekly participation in services, along with the numbers of times the recorded service is accessed. The numbers show good participation.

**Technology Processes**

Carol explains that the tech subcommittee (Rev. Jim, Cristina, Carol, Susan and Cheryl) met and came up with some new plans for making technology work effectively for the Board, including Zoom, Google Calendars, Google docs, etc. Cheryl Perry has sent links to several items, including:

* Calendars Cheryl uses
* Policies and Procedures Manual
* Board Minutes and Financial Reports
* “Sandbox” – where we can collaborate on documents

Now, there needs to be coordinated training of how to use these things. It is agreed that we will use our next Working Meeting (6/10, 10-11 am) to discuss and train. This could possibly be an in-person meeting with our laptops. Cristina volunteered her home for this.

**Office Lease**

Rev. Jim was contacted this week about the office lease ending on 5/31. He was not aware of this, so steps had to be taken to solve this. Ultimately, the landlord has offered a larger space down the hall, with them providing the movers. The rent will be at the current rate for two months, then be raised for four months, ending 11/30/21. A motion was made and seconded that we authorize Rev. Jim to continue the negotiations with the landlord to move down the hall for another six months.

This was discussed, along with other options, respecting the desirability of having a professional space to work, a physical presence in the community and an address while we continue to move forward with plans for permanent space. Our current monthly expenses are about $675.00. After discussion the motion was passed.

**Parliamentary Procedures**

Rev. Jim shared a revised document showing the modified Roberts’ Rules that we may want to use for Board meetings. We have been sending proposed motions to Board members ahead of time for review, and this is working well. Questions centered on the process for how to handle motions that come up in the meeting, particularly related to the clear wording, advisability of having them written in Chat, the burden of that process, etc.

After much discussion, it is suggested that when a motion is sent ahead of time, members can ask for clarification before the vote; when a motion is made in the meeting, a member can request that it be written in Chat (by the person making the motion), and when a vote is taken, the final version of the motion can also be written in Chat if needed.

A second issue was about amendments to a motion that occur during the discussion. One way to do it is to have a vote for each amendment. Another way is to add it into the motion and have one vote at the end of discussion, that incorporates all changes/amendments to the final motion. These procedures are passed. Rev. Jim will make necessary changes to the document and add it to the P & P.

**Roles and Responsibilities Document**

Carol shares the document of Roles and Responsibilities and asks for confirmation on some unresolved items. With some minor wording changes, the document is completed. Carol will make needed changes and the document will be placed in the P & P. She will also work on a plan to share this later with our community.

**Re-Opening Task Force**

Rebecca shared the recommendations of the Re-Opening Task Force for Phase I (attached). The Phase II recommendations are being addressed, as they continue to monitor state and federal guidelines, medical reports and so on. Results should come to Board by the end of June. A motion is made and passed to accept the recommendations and move forward with Phase I.

**USC Prioritization Committee**

Cristina introduces the Charter proposed for the Prioritization Committee (attached). A motion was made to accept the Charter. The word Visioning was removed since the Visioning part is complete. The motion to accept the Charter was passed.

## Next Meeting

A working Board meeting to focus on discussion and training of technology procedures will be held from 10 am – 12 noon on 6/10/21 (2nd Thursday). In addition, we will address the issues tabled today, including Branding and Social Media/Marketing. There is a possibility that we will meet in person. The next regular Board Meeting will be on Thursday, June 24,10:00 am.

## Adjournment

President Jeanne Borgstrom adjourned the meeting at 12:07 pm with a prayer by Rebecca Marie.

| Minutes respectfully submitted by: | Susan G Holmen |
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| Approved by: | Board |

**Board of Director’s Meeting**

**Unity Spiritual Center of Central Minnesota**

**Minister’s Report – Rev. Jim Ernstsen**

**May 27, 2021**

* **Completed**
  + Sunday Service continues to be a hybrid of Zoom and Facebook Live (until we meet in-person)
  + Affirmative Prayer Class successfully complete
  + Reopening Task Force has made the recommendation to sanction outdoor events
    - The Task Force will make indoor recommendations next
  + Created Greeter Procedures for Zoom & Facebook and will move to Policies & Procedures manual
  + Created new meditation video & music to be used during Sunday Virtual Service
  + Introduced third “Congregational” song (with sing-along words) to Sunday Service
  + Moved Charter Template to Policies & Procedures manual
* **Ongoing**
  + Virtual Sunday “Greeter” positions for Zoom and Facebook are working well
  + Tithing Committee continues to meet to make policy recommendations for ongoing tithe
    - Will meet Wednesday June 2nd 10am (Phil, Rick, Cheryl, Rev. Jim)
  + Waiting on informal Branding Name approval to complete application
  + Visioning Committee work continues with insight from Merry Jo, Tammy, and Cristina
  + Organizational/Ministry Chart continues with Rebecca & Carol
  + Minister support meetings attended via National, Regional, Sub-Regional, and peer groups
  + Marketing & Media Ministry continues to use the Social Champ tool on Facebook and Twitter
  + Working with Treasurer to become signor of new Credit Union Account
  + Working with Accountant (Sanda) to create monthly reports in Excel format
* **New**
  + A new PayPal donation link is being tested with the ability to capture category information $
    - May be a glitch in multiple users accessing at the same time. Research continues.
  + Membership Class is in the design phase with Carol Laudenbach.
    - Cards & Pamphlets being ordered for class packet
  + Motion to adopt abbreviated list of Parliamentary Procedures is on May agenda
  + Motion to further research new website proposal from Marketing/Media will be in May agenda
  + Motion to approve informal branding name of Unity of Central Minnesota will be in May agenda
  + Marketing piece/handout with Mission/Vision/Values? Working with Sara & Marketing team.
  + Research on harassment/safety policy has been forwarded to board. Next step?
  + How do we pay class or book study teachers? Incorporating the 50/50 policy?
* **Open Action Items: Rev. Jim**
  + How will we initiate an “In-reach” giving fund managed by the minister?
  + Bequest (Legacy) Giving program in the future? After branding. Work with Sara & Marketing team.
  + Pride week coming up in September. Will SSAM sponsor? Terri has volunteered to lead.
* **Ministries reporting to the Minister**
  + **Adult Enrichment** – Carol L – New Member Class design and prep
  + **Prayer Chaplain** – Cheryl P – Sunday service schedule, wellness calls next year?
  + **Marketing & Media** – Sara M – Monthly submissions to Facebook, New Website recommendation, marketing piece (postcard?) with Mission/Vision/Values.
  + **Sacred Service** – Rebecca Marie T – Org Chart of Ministries, Volunteer opportunities for greeters, Presentation Assistant
  + **Board Leadership** – Jeanne & Carol – Preparation of agenda, leadership opportunities
  + **Accounting & Finance** – Phil & Sanda – Reports, procedures, payments to class teachers
  + **Greeters** – Monique – Zoom and Facebook greeter procedures approved
  + **Spiritual Social Action** – Susan H & Michelle – Newsletter, work with Lisa on SSAM class
  + **Sunday Service** – Cheryl P – Facebook Live, Music, Order of Service, Daily Word reader

Note the introduction of data on the attendance graph:

* Blue – the number of Zoom attendees
* Yellow – the number of Facebook Live attendees
* Red – the number of mid-week Facebook video viewers

RE-OPENING TASK FORCE

RESPONSE AND RECOMMENDATION

PRESENTED TO THE BOARD FOR APPROVAL

MAY 27TH, 2021

The Re-opening Task Force has completed the Phase 1 portion of their Charter, the response and recommendations for Outdoor Gatherings of the Unity of Central Minnesota Community.

What measurable criteria/threshold will be used? Government/medical statistics?

Our decision to begin outdoor gatherings was supported by declining numbers of new cases, availability and vaccinations, and MDH up-dated guidelines, along with Governor Walz's lifting of restrictions on gatherings and mask recommendations. (dated May 28th and July 1st, 2021)

**Our recommendation: Phase 1 Outdoor gathering criteria:**

200 or less gathering, outdoors for Services, classes, meetings, community/ social events.

Physical/ Social distancing between individuals, same household persons or other “bubble, pod, buddy groups” is personal choice.

Mask wearing is personal choice.

Personal/Physical contact....hand shake, hugging, etc....is personal choice. Please ask before engaging.

Food and beverages provided by individuals, no sharing.

The Re-opening Taskforce is presently moving forward in preparing the Phase 2 charter actions in regard to gatherings in an indoor setting.

Respectfully submitted May 27th, 2021 by

Rebecca Marie, Lead for group

Rev. Jim

Terri Duncan

Jeanne Borgstrom

\*Chuck Lang

\*Keith Piskur

**USC Prioritization Committee Charter**

**May 2021**

The Unity of Central Minnesota Board of Directors has authorized a “Prioritization Committee” to meet regularly for the purpose to:

Analyze the Visioning survey results and prioritize the programs and activities on which the Board should focus. Analyzing all of the community inputs in order to narrow those inputs in a recommendation to the board on which 3-5 programs or activities should receive focus in the next 12 to 18 months.

Similarly analyze all inputs regarding space in order to provide a recommendation to the Board of the 3-5 characteristics most important in procuring temporary space.

The output of this committee will include:

1. Recommendation on the top 3-5 programs on which the Board should focus in the next 12 to 18 months.
2. Prioritization of the top 3-5 characteristics that the Board should include in a search for temporary space in which to meet for up to the next 12-18 months.

This committee will report its recommendations to the Board of Directors by June 24th 2021.

The lead member of this committee is Cristina Seaborn.

The board liaison for this committee is Cristina Seaborn.

No budget for this committee is needed.

Checkpoints for this committee will be none.

These are visioning surveys from Unity Spiritual Center that can be used for resources:

**Visioning Survey 2021**

<https://drive.google.com/file/d/1vsHQzrzeqJmoFPp19llT6r8n2Cc3iYMA/view?usp=sharing>

**Visioning Survey 2021 Board Summary**

<https://docs.google.com/document/d/16dFbJqrxHTfdP5fWx-h8opG_dk_yPLjq/edit>

<https://drive.google.com/file/d/1RT0qYQ_qiHqscL_7uAZ9WoAMEcsZ91zR/view?usp=sharing>

**IDEAS 2020** <https://docs.google.com/document/d/1MbqtC-dt7NT0j8Y3yRR8-9RMNq5_SWiAeN2oadgWyNk/edit?usp=sharing>

**HOPCOF (Honoring Our Past Creating Our Future) 2019**

<https://docs.google.com/document/d/1z9Sg_nq9o_sQWGo_QsXZprpY3yxbGO1aFja45_bb7kI/edit?usp=sharing>

The **USC Prioritization** Committee is a temporary body that will be released upon completion of its Recommendation to the Board.