Unity Spiritual Center of Central Minnesota Board of Directors

# Meeting Minutes

# September 30, 2021

## Opening

An additional meeting of the Unity Spiritual Center of Central Minnesota Board of Directors was called to order at 10:00 am on September 30, 2021 on Zoom by Vice President Carol Laudenbach. After a prayer by Rev. Jim, we read the Board Pledge.

## Present

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

**Announcement**

Rev. Jim made an announcement that Jeanne has resigned from the role of President and from the Board. A motion was made and seconded to accept Jeanne’s letter of resignation. The motion is passed.

There was discussion about what the process for filling the vacancy entails, as outlined in the By-Laws. They stipulate that the Vice President (Carol) automatically moves into the Presidency and the Board member is replaced at the next meeting. We can elect a new Vice President in our own Board meeting. After discussion it is suggested that we fill the Vice President position. With Rebecca’s term complete in January, she agrees to serve as the VP until the Annual Meeting. We agree to address the other issues at the Working Meeting, set for October 14.

Rev. Jim will announce Jeanne’s resignation at the Sunday service and will put an announcement in tomorrow’s newsletter. More will be included in next week’s newsletter as we know more of our plans.

**Regional Board Training**

We have been invited to be part of a regional Unity board training, sponsored by the Great Lakes Region and presented by Greg Coles on October 30, at the Church of the Valley in Savage, MN. It is from 9-4:30 with lunch provided. Rev. Jim and Lisa Herklotz will be attending and Rev. Jim asked who else plans to attend. Rebecca may be involved with the Sartell Area Church Bake and Craft Sale, which is pending right now. Susan, Cristina and Carol will attend. Phil may attend, but with hand surgery on the 27th it is unknown. Rev. Jim makes a motion that we tithe to the church for the event and for the lunch (see attached). The motion is seconded and passed.

**Motion to Add Second Administrative Position**

With Sanda stepping away from her volunteer work (bookkeeping, accounting) Rev. Jim is concerned about overwhelming the Treasurer and Office Administrator with financial concerns and tasks, and wishes to take some tasks from Cheryl. He had previously sent a motion to hire a second office admin staff member (see Motion attached). This motion was seconded, and we discussed it.

The position would be about 10-15 hours a week, at $20.00/hour. Cheryl’s hours would decrease from an average of 20 hours to 15 hours/week. It would mean spending about $200.00 a week more for this additional help. The point was made that it is a good decision and we “cannot afford not to.” Talk moved to our current income, the nest egg in the bank from the building sale, and the importance of protecting our investment and acting with integrity about what we have committed to the community (not using the nest egg for operating expenses).

The question arose about the person being hired through a temp agency, and the point was made that there is a required probation period that will help us be assured we have the right person. The motion is carried.

## Next Meeting

It is agreed that we will further discuss the Board vacancy, and possible annual reviews at the next Working Board Meeting. That meeting is scheduled for Thursday, October 14 at 10 am, and the next regular Board Meeting will be held on Thursday, October 28, at 10:00 am, both on Zoom.

**Tabled Discussions or Tasks**

Survey Monkey Evaluation for classes

## Adjournment

The meeting was adjourned at 11:15 am with a prayer by Rebecca.

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

**Logo, company name

Description automatically generatedMotion**

**Office Admin2 Staff Position**

September 23, 2021

History: Our long-term volunteer, Sanda Lang, is stepping away from her position as accountant.

Our response has been to reorganize these duties and responsibilities into a more standard approach:

* The duties will be reorganized into three areas
  + Icon Accounting Firm (proposal approved and contract signed)
  + Our Board Treasurer, Phil Limerick
  + A bookkeeper/accountant (proposed staff member)
* This would be a second staff position reporting to the minister
  + Admin1: Cheryl Perry with an adjusted work schedule of 10-15 hrs (instead of 15-20 hrs)
  + Admin2: A new hire with a proposed work schedule of 10-15 hrs per week
    - Duties: write checks, make bank deposits, interact with our Icon Accountant, work with our Treasurer for reporting, and manage the Icon system (tithing/gift data and member list maintenance)
    - Function as backup to Admin1
    - Cover the office on the days that Admin1 is off
    - Assist with Adult Enrichment tasks – Flyers, etc.
    - Additional duties as necessary

Motion: I make a motion to hire a part-time Office Admin to fill the duties of bookkeeper and admin. This person will report to the minister. Hourly payroll of $20/hr. Maximum of 15 hours per week. This position will receive holiday pay but have no other benefits.

Rev. Jim

**Logo, company name

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September 23, 2021

Our Great Lakes Region is making a one-day workshop available to our Sub-region on Saturday, October 30th. Please see the attached flyer. Highlights:

* There is no cost (a love offering will be accepted)
* Who: It is a multi-board event designed for the Central Minnesota and Minneapolis area Spiritual Centers
* What: Creating a Dynamic, Thriving & Sustainable Ministry
* Where: Unity of the Valley, Savage MN
* When: Saturday, October 30th 9am – 4:30pm
* Lunch will be served
* Highly respected Regional Rep Rev. Greg Coles will facilitate

I would like to encourage us to attend this workshop together. We would need to commit to the organizers that the majority of our board would attend. Not only will this be good information, but it will give us a chance to meet and network with other board members in the area.

Rev. Jim