Unity of Central Minnesota Board of Directors

# Meeting Minutes

# March 22, 2022

## Opening

The regular meeting of the Unity of Central Minnesota Board of Directors was called to order on March 22, 2022 on Zoom by President Carol Laudenbach. After a prayer by Rev. Jim, we read the Board Pledge. It is mentioned that the Pledge could be updated, and new signatures added.

## Present

Present were Terri Duncan, Carol Laudenbach, Beverly Mallgrave, Mary Paulson, Cristina Seaborn and Rev. Jim Ernstsen. Susan Holmen was absent.

**Board Vacancy**

With Sanda Lang withdrawing from the Board there is a one-year vacancy for a Board director. Beverly Mallgrave has agreed to fill this position. An email motion was made and seconded to approve this, and it was finalized on 3/6/2022. Beverly has received an orientation and has begun her term.

**Email Decision-Making**

There was an on-going discussion through email about how to manage motions through email. It is determined that the process must be the same as in meetings:

* A motion is made
* The motion is seconded
* There is opportunity for discussion
* The question is called and voted upon
* A final outcome is determined

**Reports**

The Secretary’s report will be given at the next meeting.

Treasurer’s Report

Terri is now Treasurer and reports that February income is $1759.78 with a net of $734.78. There have not been any official financial reports since December 31st, with the numerous changes occurring. Terri is now on the bank account, but there is still more information coming from Sanda Lang. An offer to a prospective bookkeeper was made but declined. Once a bookkeeper is in place that person will help to generate reports.

Terri notes that Bremer Bank can create an online button that allows direct deductions from bank accounts for regular contributions.

Minister’s Report

The Minister’s report is attached. Rev. Jim gives highlights. Cheryl and Jim are attending the Unity virtual worldwide conference next week.  Jim is attending in person the June 12th-17th conference in Kansas City.

Rev. Jim is working on an annual review for the Administrative Assistant (Cheryl). We discussed that a board member will recuse themself when their spouse is being discussed in an annual review to avoid conflict of interest.

The Spiritual Center Task Force Phase II team has a meeting set up tomorrow to visit the Holiday Inn as a prospective temporary meeting space. When asked about the expected time frame to meet in person Rev. Jim explains that we would wait for Cheryl’s return, so after April 10th. Meeting in person in April matches the budgetary plan laid out earlier.

The team is also working with a new agent; Allen Zolen (sp) from the Coldwell Agency.

**Old Business**

Minister Evaluation

Carol explains that this has been in the works for months and it is time to get it done. The questions are when and how it do it; what instruments and procedures to use. There is a sub-committee already identified to work on this (Carol, Susan, Rebecca Marie and Kris Bahl) and we have materials from Rev. Greg Coles. It is important to ensure that we use the job description that was part of Rev. Jim’s hiring so there is a base from which to start that is consistent with expectations. Also, a self-evaluation would be a good idea.

Once we know what instrument and process will be used, we can include people who work closely with the reverend (direct reports and other leaders) with 3-5 questions to gather feedback. This is creating an effective process that can move with us into the future.

Carol will get this sub-committee together, make a plan, and report back to the board. She will also send the Senior Minister job description to all Board members.

**New Business**

Board Training

Reverend Greg is our Unity representative of the Great Lakes Region.  He has offered us training opportunities.  The training Reverend Greg believes will serve us well is for helping the church stay healthy, foster communication, and what to do when there are communication issues.  The purpose is to foster healthy board relationships as well as communication within the community.  He suggested a board and leaders training on a Saturday of 4-6 hours. It’s a workshop weekend focused on communication and how to deal with conflict.  Sunday he would give the message.  He would also facilitate a Listening Circle on that Sunday from 12-2:00.  Folks could talk from their heart.

Part of Reverend Greg’s involvement is because we have had upheaval.  We’ve had board members leave mid-term.  We don’t really know what our community is thinking about that, partially because we are not in person. We need to acknowledge that there is some discomfort, in a healthy way for growth in the community.  We need a little guidance and healing.

Motion made by Cristina, seconded by Terri Duncan: *We wish to contract with Reverend Greg to give a workshop as described by Reverend Jim and Carol.* There is discussion about the cost of training and what has been paid for previous trainings, and for guest speakers.

The motion was amended to say, *We wish to contract with Rev. Greg Coles to give a workshop as described by Rev. Jim for an amount up to $500.00, schedule to be arranged with Rev. Greg.* The motion is passed. It is agreed that the weekend of April 30-May 1 would be our first choice.

Carol will get in touch with Reverend Greg to see his availability for April 30th and May 1st, 2022. If that date works, Terri will confirm with the SSAM team to move the Conversation to May 8.

Strategic Planning

Mary Paulson and Cristina Seaborn worked together on Strategic Planning (SP). They forwarded materials for the Board to consider (see attached chart). We already have plans and actions in place like finding a permanent space and are incrementally working toward long term goals. There are also ideas in the Board Sandbox that haven’t been addressed. At this time, we need to think about priorities, what we can take on, and what the desired process and scope would be. What do we need right now? What do we mean by Strategic Planning?

There was much creative discussion related to the levels of planning, the training Rev. Greg will provide, the actions taken previously (Visioning Survey, HOPCOF, Mission and Vision, Affirmation and Calling, etc.). Examples of how the training can work and bring creative energy with the congregation’s involvement, methods that are available (world café, picture boards, “dot-autocracy,” etc.) were all shared. It was clarified that Rev. Greg’s “Listening Circle” is aimed at healing, and has an important place, but in planning there are different strategies and goals to gatherings.

Getting back in person is essential for involving the entire community in the planning. It is noted that the energy we can harvest from the congregation when we are celebrating being back in person and in a new setting can be a springboard for this work. A suggestion was made that all the groups already accomplishing many things present these to the community, pull in all ideas for moving forward, and celebrate what is and can be done.

It was agreed that we will have a better sense of what we need after Rev. Greg’s training; that we don’t need a complete HOPCOF process but may use aspects of it; and the Board should reflect on all the information for a further discussion later. It is also agreed that this type of Strategic Planning be a regular (annual) process in which we engage at some level.

## Next Meeting

The next Board Regular Board Meeting is on Tuesday, April 26 at 4:30 on Zoom.

## Adjournment

Carol adjourned the meeting at 6:25 pm with a prayer from Mary.

| Minutes respectfully submitted by: | Cristina Seaborn and Susan G Holmen |
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| Approved by: | Board |

**Board of Director’s Meeting**

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

**March 22, 2022**

* **Completed**
  + Our new website [www.UnityofCM.org](http://www.UnityofCM.org) has rolled out
    - New email addresses [ABC@unityofcm.org](mailto:ABC@unityofcm.org) (RevJim, Office, Prayers, Cheryl)
    - Old email addresses will be active until EOM April
  + The second cycle of the six week, in person “Mindful Thursday” meditation group is complete
  + We have interviewed and made an offer to a local Bookkeeper through Express Employment
  + Board Orientations have been completed for Terri D, Beverly M, and Mary P
* **Ongoing**
  + Daily Lent Readings are posted to Facebook
  + Spiritual Center Task Force continues into Phase II
    - The Task Force has scheduled a temporary space walk through (Holiday Inn) on Wednesday 3/23/22 @ 12:30pm
    - We are establishing a relationship with a new commercial agent to help with our search for a permanent space
    - The Task Force consists of AngieT, RickW, AllenB, Rev. JimE
  + The “Open Projects” list in the UCM Sandbox
    - Mary & Cristina have created a proposal for strategic planning
    - Carol, Rebecca Marie, & Rev. Jim have made a rough draft pass at prioritizing the list
    - We are suggesting a future board meeting to set strategic goals
  + The Lazarus Blueprint book study continues on Tuesday night
  + The Gift of Imperfection book study continues on Wednesday morning
  + Keep a True Lent (multi church) book study continues on Wednesday night
  + The Prayer Chaplain Ministry continues to plan for the broadening of their responsibilities
    - “Holding of Sacred Space” and “Monthly Calls” are in the planning stages
    - An “Installation” ceremony during a future Sunday service will introduce the 2022 group
* **New**
  + Both Cheryl Perry and Rev. Jim will virtually attend this year’s UWM Technology conference
  + New Bumper Stickers and Window Clings have arrived thanks to Sara M
  + Rev. Jim plans on attending the June Convention in Kansas City
  + Initial planning stage for Admin Assistant’s (Cheryl Perry) review. (Rate increase???)

**Ministries reporting to the Minister**

* + - **Adult Enrichment** – Carol
    - **Prayer Chaplain** – Cheryl
    - **Marketing - Open**
    - **Media** – Faye
    - **Sacred Service** – Rebecca Marie
    - **Board Leadership** – Carol & Mary
    - **Accounting/Bookkeeping** – Rose (Express Employment)
    - **Greeters** – Monique
    - **Spiritual Social Action** – Susan & Terri
    - **Sunday Service & Technology** – Cheryl

**A picture containing chart

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