

**USCL Board of Trustees and Leadership Team Minutes
Zoom**

**Meeting December 4th following Sunday Service
(Zoom On-Line for those who need it only)**

Meeting ID: 177 417 886 Passcode: 601744 Board

Board Members: Dan Maynard - Yes, Kathy Assiff - Yes , Jill Dening - Yes, Jane Cloos – Yes, Chrissie Shearer Yes, Lucille Olson – Yes, Teresa Mulford – Yes, Sharon Ketchum (non-voting) - Yes

Leadership Team: Jerry Podany - Yes (Admin and Project Management), Nanette Podany - Yes (Kitchen), Sue Winklestern - Yes (Design), Jeff English - Absent (Celebration), Danielle McMahon – Absent (SAGE), Chris Janson- Absent(OSAT)

11:55 am Call meeting to order and quorum count: Dan
Pray in, Check-in Sharon
Reaffirm mission and vision statements Dan

Our Vision: A world powerfully transformed through the shared spiritual awakening of all humanity.
Our Mission Advancing the Unity movement that calls us to awaken to our oneness with God, each other and all creation.

Approve Agenda ~ Approved as Amended

Consent Agenda (Approve minutes October 23rd meeting, minister’s report, Team Reports, Recording of E-votes): Brief explanation that consent agenda items are not actionable. Submitted team reports need to identify items that require board approval/action. Team members only need to attend a board meeting for financial or items that will impact the building/grounds.

Approval of October 23rd meeting minutes

Recording of E-votes for the Record –November 11th, 2022, Motion made by Jane and seconded by Dan to approve the renewal for memberships for Carol Case, Denise Coelho, Greg Edwards, Chris Janson, Kate McCarthy, Teresa Mulford, Helen Pedersen, Laurie Roggenbuck, Lisa Schmidt, Maxine Thome, Craig Young.

YES votes: Jane, Dan, Teresa, Kathy, Christine, Lucille, Jill Passed November 12, 2022 (Total 61 members)

New Business (Item(s) pulled from consent agenda)

- a. Follow-up discussion on meeting with Fellowship re joint marketing – See Support Materials
Proposal: motion to adopt the policy on joint marketing with Fellowship for Today

Motion by Christie Shearer to adopt the policy on joint marketing with Fellowship for Today with the noted modifications – See Support Materials

**Seconded by Kathy Assiff
Approved by All Board Members Present**

b. Other Questions/Issues from Team minutes?

Nan commented that Fellowship would like to take place before services and was looking for input from the SAGE and Celebration teams. Discussion regarding how Teams can make decisions like this without Board approval if the Team remains consistent with other Teams. Dan suggested Nan email the SAGE and Celebration team leaders and ask for their opinion.

Minister’s Report

- Lisa Haston is with her mother for an indefinite period (hospice). Jessica is cleaning
- Approval of renewing memberships: Deborah and Eddie Pennington, DeShawn and Curtis Pratt

Motion by Dan Maynard to Approve Additional Renewing Members

Seconded by Lucille Olson

Approved by All Board Members Present

Treasurer’s Report

Planning for 2023 Budget

Discussion of Christmas Bonuses Added

See Treasurer’s Detailed Reports–

Preliminary Operational Income and Expenses for OCTOBER 2022

	Oct 2022	BUDGET	Oct 2021	YTD 2022	YTD BGT	YTD 2021
Income	\$ 16,683	\$12,275	\$ 10,153	\$139,181	\$122,750	\$ 110,076
Expenses	\$ 13,583	\$14,402	\$12,957	\$148,329	\$143,976	\$132,347
Net Ord Inc	\$ 3,100	<\$2,127>	<\$2,804>	<\$ 9,147>	<\$21,226 >	<\$22,271>
Renovation and Repairs		October 2022	October 2021	YTD 2022	YTD 2021	
Other Inc	\$ 0	\$ 0.00	\$ 0.00	\$47,347	\$100,487	
Other Exps	\$ 650	\$ 650	\$ 23,116	\$23,281	\$146,352	
Net Other Inc		<\$650>	<\$ 547>	\$24,605	<\$76,980>	
NET TOTAL INC		\$ 2,450	<\$33,920>	\$14,918	<\$99,251>	

Working Towards the Future

Topic A: Teams and Structure Goal: Reorganize to support our current needs

Board Meeting and Leadership Council Meetings – discussion based on our workshop – how do we want to

do our meetings? Continue as we are? Board only since board reps are on major teams? Hold joint meetings quarterly or semi-annually or just is needed?

Review of current meeting format with suggestions on meeting structure and frequency. Concerns were raised about timely notification when events are scheduled and ensuring ongoing communication between the Teams and Board of Trustees is maintained. Suggestions were presented to develop an email distribution list to help with communication between Team Leaders. Bylaws regarding open meetings need to be verified to ensure compliance.

Motion by Jill Dening to add Consent Agenda to the monthly USCL Board of Trustees and Leadership Meeting. The purpose of the Consent Agenda is to provide Team Leaders with the ability to identify items requiring Board of Trustee approval/action by their submitted report. Team Leader attendance is required at the Board of Trustee and Leadership meeting for financial or items that will impact the building/grounds.

Seconded by Lucille Olson

Approved by All Board Members Present

Topic B: Review Organizational Chart Goal: Reorganize to meet our current needs Board Approval of Team Change and Team Leaders

Proposal: Redefine Administration and add a new team “Facilities” which would include Buildings & Grounds

Motion by Jill Dening to create an organizational chart to redefine Administration and add a new Facilities Team

Seconded by Chrissie Shearer

Approved by All Board Members Present

– See Support Materials for December 2022 Chart

1. Administration: Team Leader Jeff Benoit

The Administrative Team’s mission is to provide effective administrative support for the ministry and its mission

Sub Teams: Counting (Stacey Ames), Budget & Finance, Fund Raising, Bylaws, Policy, Building, Tech Team works with Administration and Celebration.

Motion by Jane Cloos to approve Jeff Benoit as the Administration Team Leader

Seconded by Dan Maynard

Approved by All Board Members Present

2. Facilities Team: Team Leader Jerry Podany

Draft team purpose statement: The Facilities Team’s mission is to ensure proper maintenance of our buildings and grounds. They make recommendations to the Board for major repairs and capital expenditures. They may form sub teams of volunteers to assist with the maintenance. e.g., “adopt-a-garden bed”, lawn mowing, HVAC maintenance, etc. as well as task teams for specific project like re-roofing pole barn.

Motion by Dan Maynard approve Jerry Podany as the redefined Facility Team Leader

Seconded by Chrissie Shearer

Approved by All Board Members Present

Topic C: “First Step” follow-up on Workshop – Put our new learning to work ~ Tabled for January 2023

What were your “take-aways” from workshop?

Action Register

Check live-stream button on website: Sharon This connects to page with directions to YouTube

1. **Need someone to head sanctuary décor** Not assigned Pending
2. **Emergency plans – Sharon** Chris McEnhill is meeting with Edmund and Sharon in January
3. **Sanctuary –ambient sound mics Sharon** – Steve is going to try using lectern mike. If that doesn’t work, he can try some other mikes. Challenge is muddiness unless ambient mikes turned off with band plays, speakers, etc.

4. Christmas Party for Leadership – Scheduled for Sunday, January 29, 2023, at 12:00 pm

Buddies Grill Holt

2040 N Aurelius Road, Holt MI 48842

Reservation under Jill Dening

Bless Tithes we are sending out for November and December

Unity Worldwide Ministries, Silent Unity, Unity Region of the Great Lakes, Human Society, Habitat for Humanity, Footprints of Michigan, The Fledge

Calendar - FYI

Event Rental Venue Update –Inquiries for Dec. 10th, New Year’s Eve, and a September 3rd, 2023 wedding

Upcoming Calendar Events

Christmas Eve Candle Lighting Service will be held day after the Solstice, Thursday, December 22nd

Sunday Service will be held Christmas Day and New Year’s day. Only Jeff as musician

Annual Members meeting March 5th with potluck

Items for January 22nd, 2023, meeting: Review bylaws

Motion by Jane Cloos to adjourn the meeting.

Seconded by Jill Dening

Approved by All Board Members Present

Closing Prayer

Meeting Adjourned at 1:50 pm

In Camera Meeting began at 2:00 pm

Respectfully submitted by Jill Dening, Secretary

See support documents and reports on the following pages.

Support Materials

Proposed Policy for Joint Marketing between Fellowship for Today and Unity Spiritual Center of Lansing

In the spirit of cooperation, good will, and shared spiritual awakening, it is proposed that Unity Spiritual Center of Lansing and Fellowship for Today begin an experiment of opening communication channels between the two local groups. This enhanced sharing and interaction with like-minded people has the potential to benefit both groups, particularly in regard to participation at events and activities. To accomplish this, the following ideas have been suggested:

- 1. In both of our weekly email communication, include a “community news” section that gives information about events and activities. (This would not include Sunday service or school of ministry information.)
- 2. Establish a link to one another's web site.
- 3. Potential for pulpit exchange.
- ~~4. An informal get acquainted gathering of the Unity board members and the Fellowship steering committee.~~ **Removed. Procedural and not part of the formal policy.**
- 4. Shared sponsorship of holidays or other events. **Example: Quantum Healing Day**

It is also suggested we initiate a six-month trial period after which we look at the results. If any problems arise, board presidents of both groups can confer and bring it to their respective boards. Unity was represented by Dan Maynard and Lucille Olson and our report is respectfully submitted.

Procedural questions on Policy

1. Who in each organization passes on the community news and to whom do they pass it on?

Answer: Office Secretary

2. Where do we establish a link to each other’s website? Is this on the website or the e-news or?

Answer: No links on each other’s websites but include in the e-news only.

~~3. Pulpit exchange — to be worked out between Mary Sabaj and Sharon~~

Removed. Any pulpit exchange will be discussed between the 2 ministers.

3. Who is scheduling the informal get-together of the board and steering committee?

Answer: Lucille Olson has agreed to organize an informal gathering

4. How do we move forward on shared events?

Answer: Informal discussion between the 2 churches as events are identified

TEAM REPORTS and PENDING ITEMS - DISCUSSION BY EXCEPTION ONLY

- 1. **Administration and Building** - No meeting in November. Next meeting – January
Top Notch ‘topped’ large willow tree and cleaner up broken branches.(\$2500, \$500 sponsored by a members) Damaged on second willow tree cleaned up by Stacey and Jerry. Still to explore moving two pear trees in the spring.

2. **Design Team** ~ Decorated sanctuary Sunday, November 20th
3. **Celebration (FYI)** ~ No meeting this month
4. **Nominating Team Update:** Congregation Rep Karla Janing cannot serve as she is taking care of her brother in Florida., Alternate Jerry Podany. Board representative is Lucille Olson. Minister Rev. Sharon. Team appointed congregant Greg Edwards for 4th team member
5. **OSAT sub teams:**
 - Kitchen**~ New stainless steel worktable arrived. Funds donated by Cherie Larsen
 - Lunch Bunch** ~8 attended November 4th at Hibachi Grill. Dec. 3rd Acapulco Grill, Frandor
6. **SAGE – see minutes**
7. **Minutes of Inclusion-Diversity Team (Oct & Nov) in separate document**
8. **Projects following obtaining occupancy permit for Lodge.** Renovation and repair need review, planning for Activity Room, Pole Barn Roof, Pump House –

Envisioned Projects still in manifestation stages – this could move to Action Register

1. **Sage:** Healing Circle – TBA – working on a facilitator
2. Service Project? – not assigned – perhaps with Fellowship for Today
3. Art Community? – not assigned
4. **SAGE** has an Angel mural project in the works – the wall has been prepped.
Wing creation with congregant handprints April 22nd Earth Day 2023, part of Courageous Conversations
5. **Tech Team:** Virtual Ushers – Jane Performing this function. No virtual usher team yet.

December 2022

