

Unity Spiritual Center of Lansing
Offices/Mailing Address: 1426 E. Michigan, Lansing MI
Sunday Service: The Fledge, 1300 Eureka St, Lansing (*suspended*)

Board of Trustees
June 22, 2020 Meeting (via Zoom)
Minutes

Meeting opened at 6:40 pm

Present: Dan Maynard (president), Nancy Cody (vice-president), Greg Edwards (treasurer), Christine Clements (secretary), Chris Janson, Lee Nelson and Claire Powers

Present and non-voting: Reverend Sharon Ketchum

Team leaders present: Jerry Podany (Admin), Jeff English (Celebration), Nan Podany (building revitalization)

Team leaders absent: Teresa Mulford (OSAT), Casey Miller (SGAD)

Agenda: approved

Minutes (5/18/2020 meeting): approved, with date correction

E-Votes Passed Since Last Meeting - none

SGAD

Sharon will teach Metaphysics of Christ in July

Claire has recorded a SALT class, "The Importance of Self-Care in Times of Chaos to be Warriors of the Soul and Lead with the Heart"

Celebration

Discussion to begin in-person services August 2nd if certain conditions are met. Nancy and Sharon will meet to discuss what the criteria will be

Dan will make a video message for the congregation about the in person services.

Celebration Team will discuss what safety measures to put into place.

Jeff and the Celebration team will meet to discuss in-person services prior to July 6th special meeting of BOT.

Admin and Jerry Norris will be included at the meeting if possible

Jeff will contact Steve, Raz and John to see whether they're comfortable returning

Admin

BOT decided to hire a tech person to simultaneously record and broadcast Sunday services (includes set up and tear-down); Jeff will be the point person in working with the tech person. Sharon will contact Roger Lotz to see if he has a recommendation

Job Description for Tech Person

Reports to: Jeff English

Skilled in Facebook, Zoom, Youtube, Powerpoint, Sound

Compensation: \$60/week for Sunday Service production. Additional hours: \$25/hour

- a. Setup to broadcast Sunday services live at 9:30 - 10am on Sundays
- b. Coordinate with Steve Edwards for a direct sound feed to broadcast/recording
- c. Recommend best path to broadcast and record simultaneously
- d. Following service – upload video to USCL’s youtube channel
- e. Trouble shoot any related technological difficulties
- f. Tear-down following the service
- g. Responsible for backup when they are not available for a Sunday Service
- h. Partners and trains USCL volunteers has for technology

BOT decided to hire a cleaning person for the office

Admin recommended that we apply for PPP (see motions below)

Dan will contact Sue S at the City of Lansing to learn her recommendations for landscaping the parking lot area at 230 S Holmes

BOT decided to have office hours starting July 13, Mon., Wed. and Fri from 1 – 3

Note: Sharon changed this from July 6th to 13th so protocols could be approved by the BOT at the July 6th meeting. **Sharon and Jessica will create a protocol for safety**

Building Restoration (subteam of Admin)

Scott Sturm seems promising; he’ll meet with his “team” the first week of July. There’s a question about how the work of our current architect will fit in. Sunglow hasn’t returned calls; Greg will contact McCardel to ask them to bid.

Dan and Sharon are working to resolve the quiet/corrective deed. Liberty says a lawyer needs to file paperwork. The Lawyer says the title company needs to make the correction.

Outreach

Lunch Bunch will meet at Wynne Potter’s in July (outside)

Book discussion will meet at Kay Batterson's in July; people may also participate via Zoom.

Treasurer's Report: Overview is that we are in the black for income over expenses. May income was down 30% but expenses were down 40%. YTD our income is down about 9% and expense are down 20%. At the end of May we are \$8000 to the good.

Motions passed:

Nancy Cody (seconded by Chris Clements)

Motion to apply for PPP (Payroll Protection Plan) Deadline for application is June 30. Sharon will coordinate with Lake Lansing Credit Union to get in the application.

Dan Maynard (seconded by Chris Janson)

Motion to extend Sharon's current contract until January 31, 2021
(Chris C will send a letter)

Nancy Cody (seconded by Chris Janson)

Motion to donate money to singers listed below as a tithe in gratitude for their contributions of Youtube music for our Sunday online services. (will come from Spiritual Enrichment Fund)

\$400 Daniel Nahmod plus service
 \$200 Stowegood
 \$100 Sue Riley
 \$100 Eddie Watkins Jr.
 \$100 Faith Rivera
 \$100 Karen Drucker
 \$100 Nimo Patel
 \$ 50 Robert Anderson

Dan Maynard (seconded by Nancy Cody)

Motion to Jeff English back on payroll effective July 1, 2020

MOTION approved expenditures of up to \$1500 for safety supplies for offering in-person services.

Special Meeting July 6, 2020 at 6:30 pm (zoom) to discuss when to return to the Fledge for Sunday services, whether they should be in-person services; will include recommendations from the meeting with Celebration/Admin.

Motion to adjourn: Greg Edwards 8:41 pm