

## **Agenda USCL Leadership Council & Board of Trustees Meeting**

April 26<sup>th</sup>, 2021 6:30 pm  
Zoom On-Line Meeting Agenda

Meeting ID: 177 417 886 Passcode: 601744

**Board Members:** Dan Maynard, Kathleen Assiff, Casey Miller, Jane Cloos, Nancy Cody, Lee Nelson and Sharon Ketchum (non-voting)

**Team Leaders:** Jerry Podany (Admin and Project Management) , Jeff English (Celebration)

**Building Task Team Leaders:** Sue Winklestern (Design), Nanette Podany (Kitchen), Jerry Podany (Project Management)

**Call meeting to order:** Kathleen 6:31pm

**Pray in:** Sharon Ketchum

### **Reaffirm mission and vision statements**

**Mission:** Spiritual awakening to our Oneness with God, with each other and with all creation.

**Vision:** A world powerfully transformed through a growing movement of shared spiritual awakening.

**Approval of Agenda:** moved by Kathleen, seconded by Nancy. PASSED unanimously

**Approve minutes of March 22<sup>nd</sup> Leadership Council Meeting:** moved by submission, seconded by Nancy PASSED unanimous

Recording of E-votes

**Holmes Street Sale Report: CONFIRMATION OF SIGNING OF RESOLUTION needed for close:**  
Casey Authorized Rev Sharon to sign for her. Will sign Casey's name with Rev Sharon to initial

Treasurer's Report

**Jane**

**Review of Renovation Cash Flow**

**NVC Training dates**

**Discussion on Opening Building**

**Team and Minister Reports**

**Adjourn Meeting**

## Back-up for Agenda

Recording of e-votes since last meeting which have passed – Any questions?

**March 26<sup>th</sup>, 2021: Motion made by Dan and seconded by Nancy to approve the expenditure of \$500 to obtain the site plan. PASSED.** Yes votes: Dan, Nancy, Jane, Chrissie, Casey, Kathleen, Lee **(Note: Electronic files of site plan received)**

**March 26<sup>th</sup>, 2021 Motion to purchase \$1200 worth of levered door handles to bring us into compliance for ADA codes for the building. PASSED.** Yes votes: Dan, Nancy, Jane, Chrissie, Casey, Kathleen, Lee

**(Note: Levered door handles installed and rekeyed to match existing keys for outer doors)**

**March 20<sup>th</sup>, 2021 Motion: by Lee and seconded by Nancy to hire Karen Starz to present USCL with the Nonviolence Communication according to her proposal for \$3000 plus any love offerings.** Yes votes: Dan, Nancy, Chrissie, Jane, Lee. No votes from Casey, Kathy. **Passed (Note: funds from the reserved Spiritual Enrichment Fund account)**

Questions were regarding scheduling so a special board meeting was called for April 5<sup>th</sup>. Board and Leadership to book individual sessions. Rest of schedule to be determined.

**April 2<sup>nd</sup> Motion made by Kathy to approve the additional \$6000 since we do not have a choice but to install the sanitation sampling manhole according to the Delhi Township environmental department. Passed unanimous (Note: Final bill \$10,000)**

**April 6<sup>th</sup> Motion by Dan, seconded by Lee to approve up \$1,400 to clean out the grease trap system. Votes; yes Dan, Lee, Chrissie, Nancy, Jane, Kathy, Casey –Passed Unanimous The work can be done this Friday 4-12.m (Note: Final bill \$1100)**  
Cost breakdown: Roto-Rooter \$500, Bell septic \$740 Total \$1,240 ,

**April 13<sup>th</sup> Motion made by Dan and seconded by Chrissie/Jane to pay Capital Telecom, LLC \$863.44 for the additional work required to wire the sanctuary.** (Need to use steel molding channel to run the wires through plus additional labor)  
Votes: Yes Dan, Chrissie, Jane, Casey, Nancy, Lee, Kathy **Passed**

**April 22<sup>nd</sup> Motion made by Dan to approve the purchase of two drinking fountains for a total of \$2,801.76 (This is a code requirement for occupancy) Passed unanimously.** *(this does not include the cost to install the fountains. Jerry can install.)*

**Holmes Street Sale Closing April 30th Nancy Cody**  
**Confirming signing commitment for Chrissie and Casey.**

**Treasurer's report**

Jane

	March 21	March 20	1 <sup>st</sup> QTR 21	1 <sup>st</sup> QTR 20
INCOME	\$ 7,227.83	\$ 9,906.89	\$ 48,433.80	\$ 33,942.68
EXPENSES	\$11,203.14	\$12,025.26	\$ 33,182.25	\$10,538.05
Net Operating Inc.	<b>&lt;\$3,975.31&gt;</b>	<b>&lt;\$ 2,118.27&gt;</b>	<b>&lt;\$ 3975.31&gt;</b>	<b>&lt;\$2118.37&gt;</b>
Other Income	\$38,087.30	\$303,585.05	\$ 36,409.99	\$303,495.05
Other Expenses	\$29,759.37	\$ 4,611.06	\$ 51,620.29	\$ 75,666.36
Net Other Revenue	\$ 8,327.93	\$298,973.99	<b>&lt;\$ 15,210.30&gt;</b>	\$175,682.83
<b>NET REVENUE</b>	\$ 4,352.62	\$296,855.62	<b>&lt;\$ 1,958.75&gt;</b>	\$175,662.83

**Report on Unity Campus Budget****Available Cash**

Money Market	\$83,800.35		
Checking acct	\$20,000.00	(extra money is in account to pay bills)	
Holmes St Bdg	\$44,000.00	(April 30 <sup>th</sup> )	
<b>Total for BDG</b>	<b>\$147,800.35</b>	(General Savings	\$20,006.61)

**April Chisholm Expenses**

Sanitation Station	\$10,000 paid
Grease Trap Cleanout	\$ 1,100 paid
Luke's Landscaping	\$29,000 deposit made
Roofing and Chimneys	\$ 12,000 paid
Great Hall roof Repair	\$ 400 paid
Television Monitors	\$ 2,400 paid
Podium Lighting Install	\$ 500
Miscellaneous	\$ 500 paid
HVAC tuneup	\$ 800 (waiting for bill from John E. Green)
Estimated April Expenses	\$ 44,700

**Upcoming Chisholm Expenses**

Mudjacking from entry	\$ 1,980 - new
2 Electric Water Coolers	\$ 2,750 - approved
Fire Alarm System	\$ 16,000 – waiting for 2 other quotes
Road Sign	\$ 30,000 – quotes for one more quote
Lodge ADA Bathroom/Office	\$ 20,000?? Waiting for quotes 2-3 quotes
Ramp	\$ 5,000 – waiting for quotes
Great Hall HVAC	\$ 2000 Heat Exchanger – waiting for quote
Willow AV contract	\$ 3,000 (from original quote)
Estimate upcoming Expenses	\$80,730
<b>TOTAL expected expenses</b>	<b>\$135,430 We are covered with \$10,000 buffer</b>

(Plus a list of “nice to have done” items (Lodge bathroom and Activity room for example)

On recommendation of Project Manager Jerry:

**Motion: to approve hiring Ayers Basement Systems to Level outside Great Hall entry for smooth accessibility and to minimize water seepage in basement for \$1980.92: seconded by Christine. PASSED unanimously.**

## NVC Training – Set dates

1. **One-on-One Online** in process
2. **Set date for Leadership sessions –suggestion of May, June, July?**
  - Meeting with Leadership three sessions, with a preference of 2 hours each meeting. Focus on listening and communication skills: “The Accountability of We”; “Importance of Requests vs. Demands”; “Gossip vs. Jackal, Venting vs. Giraffe honesty” ▪ Observations with Requests
3. **August or Sept: 6- 10 week series on communication** - open to the community.  
NVC: A Language of Life by Marshall B. Rosenberg is the requested read  
**Recommend 6 weeks?**
  - *Karen has an open Invitation to join her existing practice group which is donation-based and/ or begin our own practice group as a church with my support*
4. **End of Sept, Oct., Nov. Three Community workshops**, three or four-hours apiece ●  
Conflict Resolution based on need

Decided on Monday's 6-8pm. Would like to do one a month for May, June, and July. Rev. Sharon and Lee to look into open dates

## Discussion on reopening building

### Current Covid Policy re: person gatherings

**November 30th, 2020 UPDATE:** The Board of Trustees and Leadership Council met Monday, Nov. 30th to update our course of action to safely maintain our church life as we navigate the Covid-19 pandemic. In the midst of uncertainty and in consideration of the safety of the congregation and employees and the recommendation of our Celebration Team, it is the Board of Trustees' decision that

1. **“Unity Spiritual Center of Lansing” will not hold any in-person Sunday Services, classes, meetings, or groups through the end of March , 2021. Office hours will be by appointment only.”**

We believe that good science, coupled with our seven Unity Core Values, must be the basis upon which we make decisions about in-person gatherings.

- **Inclusivity:** Our abiding care and concern for the most vulnerable, inside and outside our congregation.
- **Stewardship and Integrity:** Recognition that we are part of an interdependent web and, as such, our risk-taking and our protective actions affect far more than just ourselves.

- **Spiritual Awakening, Joy, Prayer, and Freedom** are values which we can uphold and practice without gathering in-person.
- 2. **The five criteria we will use to determine when we can begin meeting in person again:**
  - a. Multiple weeks in reduction of infections
  - b. Adequate testing
  - c. Sufficient personal protective equipment available
  - d. Contact tracing programs in place throughout the country/state
  - e. A widely available vaccine and/or effective treatment - **we are estimating it will be a number of months until this is available.**

**Consider:** \

**Small groups:** Is it time to allow small groups to meet in person plus online (Hybrid) Michigan defines a small group as less than 25 people in the Lodge?

**Large groups Sunday Services** In anticipation of our Occupancy Permit by maybe end of May, :  
 - do we invite Sunday Team Leaders back for month of May – Edmund Mack (ushers), Nanette Podany (kitchen), Stacey Ames (counting), Doug Eagle and Lisa Haston (SALT) – anyone else?

1. Team leaders invited back for several weeks to familiarize themselves with building and Covid requirements.

- **Daily New Cases:** at or below 1 per 100,000 people per day in the area
- **Infection Rate:** new infections in the area less than .88 per already-infected person
- **Test Positivity:** testing in the area is widespread and 3% (or less) of the tests are positive
- **Tracers Hired:** 90-100% of the number of tracers needed according to public health professionals are working in the area
- **ICU Headroom:** area hospitals have less than 50% of available ICU beds in use by COVID patients

**2. DISCUSSION on how to move forward on Blessing of Land/Building:**

Tentative Consecration of Unity Campus – June 20<sup>th</sup> Planning

- Do we want to commit to an outdoor service – celebration in case we don't have occupancy

**Decision: not time to open yet. As far as June consensus wait until May to decide for sure but will start planning now creating invitations and working with the city on requirements (bathrooms!)**

**Team Reports:**

*(The following teams are on hiatus: Spiritual Growth and Development, Outreach and Social Team, Youth and Family)*

**Administration:** See Property Activities under Project Management

**We have two floor buffers, so requesting permission to donate one to Allen Street Neighborhood. Motion to donate one buffer to Allen Street made by Chrissie, seconded by Kathleen. PASSED unanimously**

**Request permission to sell drink cooler, top load, from lower level of Lodge. Motion to sell drink cooler made by Nancy, seconded by Kathleen. PASSED unanimously.**

Switched from Quickbooks Online back to QB desktop because of difficulties  
Jessica is in the office Wednesday, Thursday, Friday afternoons

**Celebration Team:** hired Michael Darnell, MSU Student as Sunday A-V Tech Person - \$60/week.  
Subscribed to Streamspot so be able to live stream on FB and upload to website. \$80/month.  
Clock for sanctuary – on order  
Podium Lighting on order

**Tech Team Report – Greg Dening –** **reported by Dan**  
Increased cable speed to overcome sync issues with video and audio - \$90/month (Apr 19)  
Televisions purchased at ABC warehouse - mounting to walls in sanctuary when mounting brackets arrive.

**Design Team – Sue Winklestern – working on lower level of Lodge**  
Fundraiser for paint for Lodge

**ADA Ramp Report – Chris McEnhill –**  
Waiting for quote by May 1<sup>st</sup> .

**Kitchen Team – Nanette Podany**  
Fundraiser for refrigerator and kitchen equipment

**Project Management – Dan Maynard and Jerry Podany**  
Update on Occupancy: Electric Water Coolers and Fire Alarm update  
Update on Roof, Chimney, Foundation wall – COMPLETE  
Permanent Signage Update – Greg Edwards getting quotes  
Michigan Signs \$30,025 plus we install electric cable to sign  
Sanitation Testing Station: Installed. \$10,000 (\$1000 less than quote)  
Code Property Line Planting is in progress

### **Minister's Report**

Any interest in attending the Unity Worldwide Ministries business meeting and/or the virtual convention?

**Convention Delegate Letters Are Due by May 30, 2021.** Our virtual [2021 Unity convention](#) is June 14–17. The [business meeting](#) will be held over two days, Wednesday and Thursday, June 16–17. Elections will be held on Wednesday. Non-Unity-minister (lay) voting delegates need to have their delegate letters in **by May 30, 2021**. *No late entries will be accepted.* We need to verify all delegates before the virtual convention in order to be able to give you access to online voting. Read the details about [lay delegate letter requirements](#). We look forward to you joining us and your Unity colleagues!

**Addition made by Kathleen:** no interns from MSU available to do landscaping project, but sure we would get interest if we posted a job opening.

**Adjourn Leadership Council Meeting: 8:03pm**