

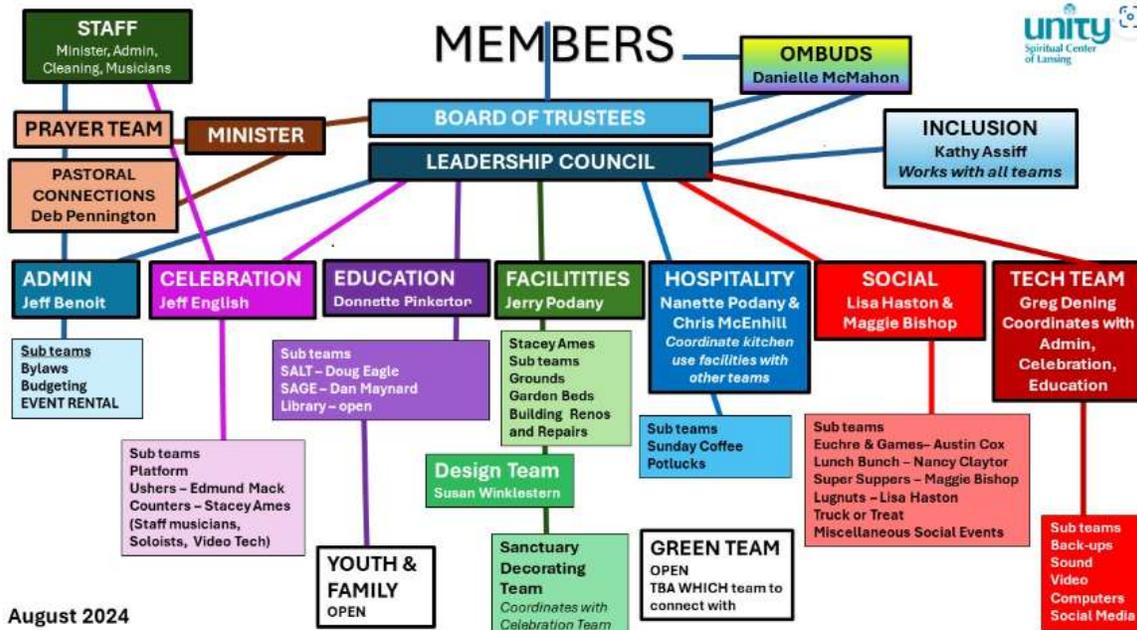


Bi-Annual USCL Board of Trustees & Leadership Council Planning Meeting Minutes

April 27, 2025

Zoom Link: 177-417-886 Passcode: 601744

PLEASE MUTE CELL PHONES



USCL's Leadership Council

Administration, Celebration, Education (on hiatus), Facilities, Hospitality, Inclusion, Social, Tech, (Youth Ed place holder). Open invitation to sub teams.

Board Members: Jeff Benoit – Yes, Jane Cloos – Yes, Tom Cody – Yes, Janet Cortright – No, Jill Denning - Yes, Sharon Ketchum (non-voting) – Yes, Donette Pinkerson – Yes, Chrissie Shearer Yes

Leadership Team: Jerry Podany - Yes (Facility), Jeff Benoit – Yes (Admin Team), Nanette Podany - Yes (Hospitality), Chris McEnhill – Yes (Hospitality), Jeff English - No (Celebration), Danielle McMahon – No (Ombudsperson), Lisa Haston – Yes (Social), Maggie Bishop – Yes (Social), Sue Winklestern (Design) – No, Kathy Assiff - Yes (Inclusion), Greg Dening – Yes (Tech)

Call to Order: 12:01 pm

Chrissie Shearer

Opening Prayer

Rev. Sharon

Mission Statement

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.

Introductions (Check-ins)

President

Approval of Agenda

President

Motion by Jeff Benoit to approve the agenda as amended.

Seconded by Jill Dening

Yes Votes: Chrissie, Donnette, Jane, Jeff, Jill, Tom

Approval of Minutes Dated March 23, 2025

Motion by Donnette Pinkerton to approve the minutes as written.

Seconded by Tom Cody

Yes Votes: Chrissie, Donnette, Jane, Jeff, Jill, Tom

Team Check-In

What are your Team's plan/goals for the remainder of 2025?

- **Social** – We are planning a summer picnic with the Hospitality Team and a Lugnuts baseball game, but no dates are set yet. We are also doing a food drive during the month of May for the Greater Lansing Food Bank (Maggie)
- **Education** – On Hiatus. Rev. Sharon noted that there will be a meditation time on Sunday morning after the scheduled SALT sessions are completed in early June. Donnette mentioned that Dan Maynard wants to have a SAGE event scheduled and Rev. Sharon reiterated that Dan must fill out the education request form and submit it to the board for review because the Education Team is currently on hiatus.
- **Celebration** – No Representation
- **Hospitality** – No new goals except getting the kitchen painted and the floors cleaned which Chris is still researching. (Nan)

- **Administration** – The office is going through transition with Jessica’s decision not to return to work from her maternity leave. Jane and Rev. Sharon are helping with developing procedures that are needed. The rental program is close to reaching \$13,000 profit in 2025 which is something to consider for long term support of the ministry. (Jeff)
- **Facilities/Grounds** – Jerry explained that he wants everyone to know about all the different types of locks in the building and he reiterated the importance of paying attention when using a door to make sure that it is locked again.
- **Design** – No Representation
- **Inclusion/Diversity** – We are still posting information on Facebook for Arab American month, and we have reserved a table on 6/28/2025 at Lansing’s Pride Festival in Old Town. We have buttons leftover from last year, but we do appreciate any other “give away” suggestions. (Kathy). Jane recommended a handheld fan and Donnette offered to get rainbow themed stuffies.
- **Tech** – Greg gave a big Kudos to Chad Cloos for filling in as the video technician for Michael this morning’s service. A discussion took place regarding the need to have additional people be trained as Michael’s back-up, including the new Sunday morning administrative assistant. Rev. Sharon will talk to Michael about allowing Chad and others to run the cameras and sound during an upcoming service with Michael available in the booth to answer questions.
- **Ombudsperson** – No Representation

I.	Outreach Social Team	Report, No Action	Maggie Bishop & Lisa Haston
II.	Education Team	<i>On Hiatus</i>	<i>TBD</i>
III.	Celebration Team	No Report	Jeff English
IV.	Hospitality Team	Report, No Report	Nan Podany & Chris McEnhill
V.	Administration Team	Report, No Report	Jeff Benoit
VI.	Facility Grounds Team	Report, Action	Jerry Podany
VII.	Design Team	No Report	Sue Winkelstern
VIII.	Youth and Family Team		<i>Currently Inactive</i>
IX.	Nominating Team	<i>Work Complete</i>	
X.	Inclusion/Diversity Team	No Report	Kathy Assiff
XI.	Tech Team	No Report	Greg Dening
XII.	Ombudsman	No Report	Danielle McMahon

The Purpose of the Leadership Council is to cast a vision forward. This vision will direct the work of the ministry teams and the Board of Trustees.

The Purpose of Ministry Teams and their sub teams is to co-create a community that is self-directed and self-empowered. Day-to-day operations happen because of the activity of each of the teams and cross-communication among the teams.

1. Cross communication is facilitated by monthly reports to the Board of Trustees which are also distributed to all the other ministry teams and sub teams.
2. Team Leaders are encouraged to attend the meetings of the Board of Trustees when their reports request action from the Board of Trustees. Non-budgeted financial needs and requests require approval of the Board of Trustees.

3. Leadership Council, comprised of the Team Leaders and the Board of Trustees, will meet at least twice a year, once in April and once in October on a mutually agreed date. Additionally, meetings may be called by any member of the council as needed.
 - a. **The April meeting** is the month after the annual members' meeting and the election of a new Board of Trustees. This is an ideal time to set a vision for the new year.
 - b. **The October meeting**, six months later, is an opportunity to evaluate progress on manifesting our vision and making any necessary course corrections.

360-degree review of Congregation Survey results

Rev. Sharon

- Review and discussion of the congregation 360-degree survey. Rev. Sharon asked, "Is it time to have a workshop to revisit/rewrite the Core Values?" She noted that we have a great foundation to build on, but these Core Values were drafted 10 years ago when the 2 congregations were merged to form Unity Spiritual Center of Lansing. We will explore holding a workshop in Fall 2025.

Bi-Annual USCL Board of Trustees & Leadership Council Planning Meeting Complete – *Team Leaders in attendance departed.*

Team Facilitators – Please Send a Representative from Your Team if You are Unable to Attend the Bi-Annual Meetings.

2025 Bi-Annual USCL Board of Trustees & Leadership Council Planning Meeting Dates

April 27, 2025 & October 26, 2025

USCL Board of Trustees Meeting Minutes

New Business - Board Only Items

Minister's Report

Rev. Sharon

- - a) **360-degree review of Minister/Board Results** – *Tabled*
 - b) **Office Staff** – Discussion took place regarding Jane covering the office assistant and bookkeeper responsibilities while Jessica was away on maternity leave as a volunteer and whether the Board wanted to consider reimbursing her for her mileage? The final resolution was to consider her services in-kind.

Motion by Jeff Benoit to temporarily hire Jane Cloos, for a 6-month period as the office assistant and bookkeeper at a salary of \$21.18/hour for 22 hours a week beginning Monday, April 28, 2025.

Seconded by Donnette Pinkerton

Yes Votes: Chrissie, Donnette, Jeff, Jill, Tom

Abstain: Jane

Record E-VOTE AND POLICY

March 31, 2025, E-Motion to approve Infant and Children in the Workplace Policy

Motion made by Jeff. Yes votes: Jeff, Chrissie, Jill, Jane, Tom, Janet, Donnette

POLICY ON INFANTS and CHILDREN IN THE WORKPLACE

Infants and children under 18 are not allowed in the workplace during working hours, as it can be disruptive to the work environment and may pose safety risks.

Exceptions to the children in the workplace policy may be granted on a case-by-case basis for special circumstances, such as a school holiday or unexpected childcare issues. Employees must seek approval from the Board of Trustees before bringing their child to the workplace. It is important to remember that the primary focus should always be on work duties and responsibilities. The parent-employee takes all responsibility for supervision and assumes all liability if such an exception is made. It is also the parent-employee's responsibility to minimize work disruption. Federal law, specifically the Fair Labor Standards Act (FLSA) and the PUMP for Nursing Mothers Act, requires employers to provide nursing mothers with reasonable break time and a private, functional space (not a bathroom) to express milk for up to one year after childbirth. Reasonable break time is not less than 40 minutes of lactation break for every 8-hour working period. The prayer room is available for a mother to express milk.

Reasons for ;No Infants at Work Policy:

- ☑ **Safety Concerns:** Infants are vulnerable and can be exposed to hazards in a workplace environment, including chemicals, machinery, and other potential dangers.
- ☑ **Disruption to Work:** Infants can be unpredictable and may cry, fuss, or require frequent attention, which can disrupt the work environment and negatively impact productivity.
- ☑ **Hygiene and Health:** Infants are prone to illness, and bringing them to work can expose other employees to germs and potentially lead to workplace outbreaks.
- ☑ **Liability: Employers** can face legal liability if an infant is injured or harmed while at work.
- ☑ **Focus on Work:** Employees who are also parents may find it difficult to focus on their work duties when they have an infant present. Consideration of the cost to the Congregation is also a primary concern.

Treasurer's Report

Jane Cloos

Review of monthly financial report with discussion.

Old Business

Other Business

Facilities Team Board Action Item –

Requests for board action: Request Funding to replace thermopane windows in great hall \$2,500.

Review of the Facilities Team Report took place along with discussion regarding “when” we can anticipate we will have to purchase a new riding lawnmower. Should we consider a fundraiser for the windows and lawn mower? Rev. Sharon agreed to follow up with Jerry for clarification.

Motion by Tom Cody to move the remaining amount from the Nancy Jaehn account to the 1030b Repair, Maintenance and Project Fund account.

Seconded by Donnette Pinkerton

Yes Votes: Chrissie, Donnette, Jeff, Jill, Tom, Jane

Email Dated April 29, 2025 - Update on Facilities Needs and Change to Proposed Fundraiser

From: Sharon Ketchum

FYI

1. Further to our board meeting, I talked to Jerry to ensure we had a goal for the fundraiser which would cover the costs of a new riding lawn mower and the 4 windows.

In the conversation, I discovered that his intention for the money the Podany's donated to the 1030b Repair, Maintenance and Project Fund account was specifically meant to be available to purchase a new riding lawn mower when it was needed.

Both lawn mowers are currently operating thanks to the efforts of Jerry and Tom, but they know one or both could get past the point of repair at any point. Facilities wants to wait on purchasing a new lawn mower until it is absolutely necessary.

2. I asked Jane to create an account specifically to hold money to purchase a lawn mower when it becomes necessary. In order to bring the balance back to the original \$5000 donation, I authorized Jane to move the remaining funds in the Nancy Jaehn account to the lawn mower account. This has now been done.

3. The next big need is refurbishing of the decks. In the next week or so, the facilities team will look at the decks to see exactly what needs to be done and come up with an estimate of how much will be needed. They will also get updated pricing on the windows. I will hold off on creating the fundraiser until we get these numbers from facilities.--

Announcements

Passion of the Creative Mind Opening Reception, May 1, 2025, 6-8 pm

Next USCL Board Meeting – June 1, 2025

Meeting Adjourned at 2:17 pm

Respectfully submitted by Jill Dening, Secretary