

White Board for UWM “Making Meetings Magic” March 3, 2021

Operational Meeting Simulation

Group: OneWorld Unity Church Council (minister, board president, department heads)

Participants (7):

- Geoffrey (minister) **Gregory**
- Pat (board president) **Mary Masters**
- Amanda (finance chair) **Josette**
- Bernina (worship chair) **Beth**
- Mike (education chair) **Steve**
- T (facilities chair) **Toni**
- Wilhelmina (communications chair) **Mary Lacalle**

Facilitator / Recorder: Geoffrey

AGENDA

Opening Round - what inspired you today?

Brief reports:

- Minister (Geoffrey): 16 pastoral care visits and good feedback. Interfaith council - not so fruitful due to lack of shared understanding among members
- Board President (Pat): member leaving a rhino in the parking lot - big donor - what to do?
- Finance Chair (Amanda): (financial report pasted on page 4)
- Worship Chair (Bernina): open since 12/14 to seat 27 people with social distancing, largely seats filled, waiting list, asking for 2nd service. Tracking congregational survey results.
- Education Chair (Mike): COVID has impacted classes - may be able to do in-person soon. Some adult classes people more comfy with Zoom. Some kids, esp. Youngsters, not so good with Zoom.
- Facilities Chair (T): how to decide color palette for new restrooms?
- Communications Chair (Wilhelmina): working with branding program to expand online presence, received a grant, BOD pays for the rest (see PPT presentation). Working with Emily Bowen, excited to launch March 15.

Task Assignments: review Operational Matrix - see page 3

AGENDA (continued)

Closing Round - how are you now; feedback on meeting process and facilitation

Pat: efficiency, preparation, effectiveness

Amanda: impressed with time efficiency, complete

Bernina: proud of what we've accomplished

Mike: self-feedback about going off track with cross-talk. Need a status report from board about re-olpening

T: Got through the meeting, lots of decisions.

Wilhelmina: details of financial report helpful, numbers wanting to come back.

Geoffrey: enjoyed the meeting, appreciate people's willingness to stick to the form

Harvest from observers:

- Loved modeling about coming back on track
- Recommend written reports submitted ahead of time plus PPT presentation
- Operational Matrix very helpful and powerful
- Format creates clarity and shared understanding
- Fond of operational matrix - where has it been?
- Facilitator bringing people back to form using the form rather than making it personal.
- Takeaway: break meetings down by purpose, stay in integrity with it

Operational Matrix (ATAD Matrix)

Awareness	Tracking	Action	Decision
<p><i>Items that need attention by Raising Awareness; E.G. an existing policy or new information.</i></p>	<p><i>Items that require tracking. Include details of who is doing the tracking and for how long.</i></p>	<p><i>Action items / tasks, including who is responsible and the timeline for accomplishment.</i></p>	<p><i>Items that need a new decision (or review of a previous decision) for completion.</i></p>
<ul style="list-style-type: none"> · Remember our agreement from last year about coming to council meetings 10 minutes early. · Church parking lot will be closed between noon and 1 PM on Tuesday. 	<ul style="list-style-type: none"> · Peer review feedback forms (Wilhelmina / William – until March 20) - on track · Congregational survey results (Bob / Bernina – March 15) - being tracked 	<ul style="list-style-type: none"> · Find notebook from last year with church calendars (Wilhelmina / William – by next meeting) - push to next meeting · Reorder toilet paper and paper towels by March 14 (Tom / Talia) - complete NEW: Geoffrey will gather team to talk about interfaith council (by next meeting) NEW: (everyone) give feedback on new website after launch on March 15 - within 3 months NEW: Geoffrey & Pat will meet to decide where decisions belong 	<ul style="list-style-type: none"> · Review policy on Search Committee before April 1 · Create a policy on disruptive behavior NEW: make a decision about what to do about rhino being left in the parking lot. NEW: how to proceed collecting uncollected donations for fundraising campaign NEW: decision about adding second service and limited opening for education NEW: color palette for new restrooms?

ONEWORLD UNITY CHURCH

Financial Statements

Balance Sheet - February 28, 2021

Total Assets \$776,000

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Total Liabilities \$462,000

Total Owner's Equity \$314,000

Total Liabilities & Owner's Equity \$776,000

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Income Statement - February 1 - 28, 2021

Operating Income

Total Operating Income \$19,272

Operating Expenses

Total Operating Expenses 7,764

Other Income & Expenses

Total Other Income & Expenses 866

Net Income \$10,642

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Fundraising Campaign Report

As of February 28, 2021

Fundraising Goals:

\$500,000 by June 30, 2021

Purpose of Fundraising Campaign:

Replace the roof on the church building and offices on or before winter.

Fundraising Income \$119,972

Collected Donations \$100,972

Uncollected Donations 19,000

Fundraising Expenses 9,117

Net Fundraising Income \$110,855

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Prepared by: Josette Jackson, Finance Chairperson - March 3, 2021