

Logbook for UWM “Making Meetings Magic” March 23, 2022

Operational Meeting Simulation

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

Participants (5):

- Minister: **Gregory**
- Board President: **Vicky**
- Finance Chair: **Richard**
- Worship / Education Chair: **James**
- Facilities / Communication Chair: **Beth**

Facilitator / Recorder: Gregory

AGENDA

Opening Round - what inspired you today?

Brief reports:

- Minister (Gregory): Three pastoral care visits today, people affected by pandemic. Interfaith council meeting frustrating, did not make a decision about the upcoming interfaith fair. G will follow up.
- Board President (Vicky): Board staying on top of state / federal pandemic guidelines. Masks optional for fully vaccinated (including boosters) folks, required for others. Vaccinated or not, asking anyone thinking they had been exposed refrain from returning to church for five days.
- Finance Chair (Richard): YTD \$43,000 income budgeted, \$23 over. Expenses \$2500 less. Challenge could be that monthly we have received \$5000 contribution from an individual. Did not need to go into reserves yet. Reserves in fall were \$70,000 currently \$21,000. Mortgage \$111,000, paying \$4000 per month. Challenge to pay this during COVID. Capital campaign \$150,000 for 1) building maintenance, 2) refinance or payoff mortgage, 3) AV / tech expenses (matching funds available). Doing well during COVID, no reduction in staff.
- Worship / Education Chair (James): AV upgrades of interest - looking for one extra camera and volunteer camera person. Good class attendance on Zoom, interested in hybrid classes. Kids anxious to meet again, hoping for

easter egg hunt outdoors. Some challenges with kids regarding vaccinations, mask usage. May come into sanctuary after egg hunt?

- Facilities / Communication Chair (Beth): Fac: life goes on, teens parking behind building and leaving trash. Neighbors complaining, calling sheriff. Sheriff may include in drive-by schedule. Might need to put in lights to discourage this. A/C unit failed, repairman coming soon to assess. Comm: complaints about website information not showing up in a timely manner. Challenge - incomplete information; considering "event form" that would ensure clarity and shared information from the start. May need a little extra time to publicize new mask policy (website, newsletter, signage, phone calls?).

Task Assignments: review Operational Matrix - see page 3

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

Vicky - appreciate our meeting as usual

Richard - concerned about lack of conversation about Capital Campaign

James - Easter a good time to raise money

Beth - Appreciated timing of meeting

Gregory - Stayed on task with operational items

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 Friday. Large pothole to fill - paving people coming. ● NEW Updated mask policy from the board. 	<ul style="list-style-type: none"> ● Peer review feedback forms (Comm chair – until March 27) Update: 3 responses, sent out emails. Will start calling on 24th. ● Congregational survey results (Worship chair – March 31) Update: good response, still lagging. Ushers will encourage folks to complete the survey. Skit about mind reading. 	<ul style="list-style-type: none"> ● Find notebook from last year with online account information (Finance chair – by 23 Mar meeting) Update: Can't find it, bookkeeper has information. Richard will bring to next meeting. ● Reorder toilet paper and paper towels by March 20 (Facilities) Update: reordered, price increased 37%! ● NEW Gregory follow up on interfaith council fair 	<ul style="list-style-type: none"> ● Review policy on Search Committee before April 15. Board will review at April 1 governance meeting. ● Create a policy on disruptive behavior. Board voted to adopt this - will review at next meeting. ● NEW Coordinated decision about mask policy and Easter

		<ul style="list-style-type: none">● NEW Board information about new mask policy to communications● NEW Worship follow up with new camera● NEW Facilities, Finance and Board coordinate about budget for lighting● NEW Facilities gets estimate from A/C repairman. Bylaws say can spend \$1500 on repair.	
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