

## Great Lakes Unity Regional Board

### Meeting Minutes

Wed., Jul. 19, 2017, 2:30 p.m., Eastern, 1:30 p.m. Central

#### Opening –

The meeting of Great Lakes Unity Regional Board was called to order at 1:34 p.m. eastern time on July 19, 2017 via zoom video-conferencing in by Kurt Condra, acting president.

#### Board Members Present:

Kurt Condra, acting president Glenda Walden, acting secretary Ray Nelson, acting treasurer	Vareta Foster, Trustee, YM liaison Tom Sylvester, LUT Rep. John McMahon, UWM Board liaison
--	--

#### Opening Prayer: Glenda Walden

**Check-in:** Kurt Condra asked each of us to identify “What’s your desire for this board as we set a new course.”

**Setting the Arena:** Kurt Condra asked each of us to identify three qualities to embody for our meeting today.

**Vision / Mission / Values for the GLUR:** Members of the board recited together the Vision/Mission/Values of the region.

#### Reports:

- YFM Liaison Report- Vareta Foster reported a correction to the YFM report, the planned family activity for July 22 has been postponed to fall.
- Regional Representative Report – it was noted that these reports are in dropbox with the board minutes.
- Treasurer’s Report- Glenda moved to accept report presented by Ray Nelson. 2nd by Vareta Foster. No discussion. Motion carried.
- Secretary’s Report
  - June 21- Ray Nelson moved to accept meeting minutes as corrected. 2<sup>nd</sup> by Glenda Walden. Motion carried.
  - June 25- Kurt Condra moved to accept meeting minutes as corrected. 2<sup>nd</sup> by Ray Nelson. Motion carried.
  - July 5- Kurt Condra moved to accept meeting minutes as corrected. 2<sup>nd</sup> by Ray Nelson. Motion carried

#### Old Business- Review of Action Item

- **Decisions Made Offline-** The board has made several decisions offline and would like these to be entered into the minutes for recording and accountability purposes.
  - Reimbursement of funds to Kevin Shaw- The Board granted Josette authorization to scheduled 2 QuickPay w/Zelle payments to Kevin Shaw: \$5.00 (Trans # [6362929716](#)) and \$103.00 ([6364053757](#)) to reimburse him for the same 2 payments sent by accident to GLR main checking account.
  - Salary and Expense Reimbursement payments- There were four outstanding

checks for June that need signing. Because none of current board members are authorized to sign checks/make payments from GLUR's Chase accounts, the board authorized Josette to make these four payments and only these four payments.

- Changing Chase Bank signatures- There's a very clear, very clean policy in place outlining banking accountabilities for handling/tracking money by board and staff. Here are the roles and which board positions Chase currently associates with each:

Authorizing -- President (Assigns who can do what with each account, cannot move money.)

Signing -- Secretary, Treasurer (Views, account activity, submits payments, moves money.)

Reviewing -- Bookkeeper (Views all account activity, cannot move money.)

Board approved Glenda Walden contacting Chase Bank to make the necessary changes outlined below:

Authorizing -- Ray

Signing -- Kurt, Glenda

Reviewing -- Diana (No change, except that bookkeeper's access is somehow linked to Treasurer's authorization. That means once Josette's login is deactivated, Diana loses access.) If Chase allows it, I suggest we de-link the Reviewing function. If that's not possible, we'll need decide which of us will be the "parent" account.

- **Review of Pending Action Items:**

- Reset Chase Bank authorizations- Glenda Walden will have finished by the end of the week.
- Letter to members in response to questions raised at Unity People's Conference- Glenda Walden offered a motion that the board prepare a document to answer the questions asked at conference to the best of our ability and this document be available at conference for membership as well as posted on the website. 2<sup>nd</sup> by Vareta Foster. Motion carried.
- Conference Reports are to be submitted to Cindi Cousineau by August 1. Vareta Foster confirmed that this had been communicated to the YM staff. The elected president will communicate deadline to Regional Rep and bookkeeper. Kurt Condra and Glenda Walden agreed to have their reports ready by the deadline as well.
- Creation of an accurate call list taken from the information on an Excel Report that Diana Repko is trying to create. Tom Sylvester reported that he has been working on contacting ministries in the field to gather information about LUT's in our region. Kurt Condra offered his assistance by putting a blurb in the e-blast asking for LUT's to contact Tom Sylvester with their information.

John McMahon suggested we create a task team of volunteers who are willing to do this work. Kurt Condra agreed to add this suggestion to his communications report. Vareta Foster suggested we add this task team to our team signup sheet at conference.

i. Ray Nelson offered a motion that this item be tabled and set as a goal for next year. 2<sup>nd</sup> by Vareta Foster. Motion carried.

- Newsletter linked on website for easy accessibility. This task was completed by Kurt Condra.
- GLUR involvement in Social Action and Diversity- Ray Nelson offered a motion that we adopt the Diversity and Social Action statements that are in place for UWM. 2<sup>nd</sup> by Kurt Condra. Motion carried.
- Creation of a Giving Survey to explore changes in GLUR revenue- Discussion included some history from John McMahon of the decline in revenue as well as the finance teams commit to look at trends. Brenda ----- has offered to do a trend analysis that should provide information on membership giving habits. Glenda Walden offered a motion that this item be dropped from the action list and revisited at year-end if needed. 2<sup>nd</sup> by Kurt Condra. Motion carried.
- Communication to the ministries encouraging thorough background checks- Discussion: Ray Nelson suggested that this is overstepping our boundaries, which other members agreed with. Ray Nelson offered a motion that we table this item until we can review previous minutes to determine if this was a decision made by board vote.
- Ray Nelson reach out to all three candidate to ascertain their interest in filling vacant positions. Ray Nelson will introduce candidates under new business.
- Kurt Condra agreed to notify Josette Jackson to send equipment and files to Unity of Louisville and Ray Nelson. Josette Jackson agreed with arrangement per email. We are currently working with membership in St. Louis to provide a holding space for documents that are in Josette Jackson's storage area in St. Louis.
- Kurt Condra to contact James Parker and Diana Repko regarding changes to the board. Completed.
- Ray Nelson to draft letters to staff and membership to formally inform them of the changes in board members and roles. Letters were sent out via email last week.
- Glenda Walden to call Cindi Cousineau, GLUR administrative assistant, to inform her of changes and talk about retrieving passwords. Cindi Cousineau reported that Ted Schneider kept all passwords for accounts and that she doesn't have access to them.
- Ray Nelson to participate in Finance Team call July 13, 7:00 p.m. ET. Ray Nelson provided information from call during reports.
- Kurt Condra to participate in YM Team call July 12, 2:00 p.m. ET Kurt Condra provided information from his call during the YFM report.

## **New Business**

1. **Fill Vacancies-** Ray Nelson presented the candidates that he has touched base with

which include:

- i. Grace Nicodemus
- ii. Valerie Mansfield
  1. Deb Hill Davis
- iii. Gordon Herzog

- Discussion followed about candidate qualifications and thoughts about having two ministers from same ministry. It was decided to withdraw Valerie Mansfield from the candidate list.
- Ray Nelson offered a motion to invite Deb Hill Davis to complete Sandra McKinney's term which ends 2019. 2<sup>nd</sup> by Tom Sylvester. Motion carried.
- Glenda Walden offered a motion to postpone filling the last position until August meeting so that we can have more information about remaining candidates. 2<sup>nd</sup> by Vareta Foster. Motion carried.

## 2. **Elect Officers-**

- Tom Sylvester offered a motion to elect Ray Nelson as President. 2<sup>nd</sup> by Kurt Condra. Ray agreed to the nomination. Motion carried.
- Glenda Walden offered a motion to elect Kurt Condra as Vice President. 2<sup>nd</sup> by Ray Nelson. Motion carried
- Ray Nelson made a motion to postpone electing treasurer until we identify a potential board candidate with a financial background. 2<sup>nd</sup> by Vareta Foster. Motion carried.
- Ray Neslon made a motion to elect Glenda Walden as secretary. 2<sup>nd</sup> Vareta Foster . Motion carried.

## 3. **Talking Points for questions from membership re: resignations and who will be point of contact**

- Ray Nelson is point of contact.
- Regarding resignations: "A conflict arose as a result of the Board failing to document and communicate Board decisions. In respect for the privacy of those who have resigned, we decided as a board, that any questions about why they resigned or the circumstances under which they resigned be taken up with them individually."
- Regarding the conflict within the board: "As a board, we neglected to document and communicate our interpretation of the residency requirement. To remedy that, on July 5, we formally approved a policy for interpreting "resident"."

## 4. **Scholarship Applications:** There have been inquiries about scholarship funds to complete LUT leadership classes.

- Discussion followed regarding budget and current state of deficit.
  - Ray Nelson offered a motion that we inform person there are no funds available at this time for a scholarship. 2<sup>nd</sup> by Glenda Walden. Motion carried.
  - Tom Sylvester will inform the person of our decision.

## 5. **Posting Minutes, Recordings-** Glenda made a motion that in the spirit of transparency all minutes be posted to our website once corrected and approved. 2<sup>nd</sup> by Ray Nelson. Motion carried.

6. **Requested Items for Business Meeting Agenda-** The GLUR board received a request from Rev. Greg Coles to add items to the meeting agenda. Ray Nelson agreed to reach out to Greg and clarify what items he believes need to continue to be addressed at the Business Meeting. We will then make a decision at our next board meeting when we set the agenda what will need to be included.
7. **Board Training at Conference** –Board agreed that we will be continue to discuss possibilities offline.
8. **Supporting YFM Training** -
  - Kurt Condra volunteered the board to assist with calling membership and encouraging them to attend the YFM training in Minneapolis. Ray Nelson agreed to phone ministries in Minneapolis, Kurt Condra Wisconsin, and Glenda Walden Iowa
  - Ray Nelson made a motion to approve Chase purchasing her ticket to Minneapolis with trip insurance in case the event is cancelled. 2<sup>nd</sup> by Vareta Foster. Motion carried.

#### **Action Items:**

- Glenda Walden to complete Chase Bank authorizations by Friday and will text Ray & Kurt once completed.
- Executive Team will inform paid staff of Aug. 1 deadline for GLUR Conference report
- All Board members identified (LUT, Communications, Conference Team, Finance Team) for reports committed to complete reports by Aug. 1 deadline.
- Ray to review past minutes to see if there was a motion for Ted Schnieder to write an article for the eblast or a letter to membership encouraging thorough background checks be done on all new hires.
- Ray Nelson will call Greg Coles re: business meeting agenda items.
- Ray Nelson, Glenda Walden, Kurt Condra to make calls fro YFM event
- Tom Sylvester to contact scholarship inquiry to inform of board's decision
- Ray Nelson will continue to sit in on finance team until we have elected a treasurer.
- Ray Nelson to continue to pursue and vet candidates for appointment to the board as treasurer.

#### **Adjournment**

- Motion to adjourn offered by Kurt Condra. @nd by Vareta Foster.
- Kurt Condra offered the closing prayer.
- Meeting was adjourned at 4:51PM by Ray Nelson president.
- Next Board Meeting **August 16, 1:30 p.m. CST, 2:30 p.m. EST**

Minutes submitted by: Glenda P Walden, Secretary

Approved by: