

Unity Center Board Meeting Minutes
December 17, 2007 - 6:30 p.m.
Excellence in Everything

Board Attendees: Keith Eble, President; Tom Wake, Vice President; Eileen Wood, Secretary; Sharon Armstrong, Treasurer, Joe Reilly, member; Mary Pitman, member; Rev. Robin Reiter, Minister; Rev. Linda Machesic, Associate Minister

Opening Prayer: Reverend Machesic opened the meeting with a prayer.

Check In: President Eble initiated the check in

Minutes & old business: Minutes for December were reviewed. Revised minutes will be distributed to webmaster. Ms. Pitman made a motion to secure that minutes be kept in the office and not removed; Mr. Wake seconded the motion; Pres. Eble called for discussion and then a vote. All members approved

Mr. Wake made motion to accept minutes as read & revised; Mr. Reilly seconded the motion. Pres. Eble called for discussion and then a vote. Members approved except for Ms. Pitman who abstained.

Finance Committee

As written and read by Rev. Machesic

12/17/07

Dear Friends,

Brenda and the Finance Committee have been busy getting things ready for a next year's budget including adding several more accounts to track expenses more accurately while projecting considerable savings and considerable growth in revenue. To that end, lots of calls, conversations, and visits have taken place between us, Rev. Beth Head, individual Finance Committee members, Rebecca Colton (our accountant), and Robin and me. Allow me to summarize the good news:

1. The church is already doing a lot of things really well, including using a healthy system of checks and balances.
2. We do not need to continue our relationship with Rebecca Colton, saving us \$2100-\$2500 The board agreed that we need to build in some type of protection to review the books. Finance committee to be responsible. Ms. Armstrong made a motion to end our contract with Ms.

Colton as of Dec 31, 2007. Ms. Pitman seconded the motion. Rev Reiter agreed to write the letter to Ms. Colton. Pres. Eble called for discussion and then a vote. All members approved

3. We can purchase QuickBooks Pro 2008, install it, and begin using it effective 1/1/2008. We'll buy it at the best price we can get it – less than \$500.00. Ms Pitman made a motion to purchase the software and start to use it starting 1/1/08. Ms. Armstrong seconded the motion. Pres. Eble called for discussion and then a vote. All members approved

4. It would be prudent to have another set of eyes review our Balance Sheets and P & L a couple times a year. We can find out if we have an accountant in the church to do that. Alternatively, Barbara Malek, a local certified QuickBooks technician and accountant has offered and will not charge. Mr. Wake made a motion to have a quarterly review of the budget and the finance committee can choose to review it themselves and/or by an outside source. Mr. Reilly seconded the motion. Pres. Eble called for discussion and then a vote. All members approved

5. The Finance Committee is willing and anxious to create a budget for presentation at the annual meeting. They bring quite a bit of expertise to the table, particularly Eloise. She is already working hard, as is Brenda.

6. The Finance Committee meets again 1/6. I propose the Board Treasurer, Brenda and I meet with them and review the draft Brenda will have prepared. The Finance Committee, via the Board Treasurer, brings the budget to the Board for approval, returns it to the Finance Committee for presentation at the annual meeting. This feels little tedious, but I believe it's important to take time to honor everyone's part in the process and be sure everyone's questions have been answered.

Thank each of you, including Robin, for giving me so much love and support. I am blessed to serve you. Some members of the Finance Committee are staying pretty quiet and giving me a chance to strut my stuff. One has quit. Some are just plain committed to doing whatever it takes to improve communications, and others are about done complaining and will drift off the Committee altogether. Meanwhile, I'm reminded daily of Unity's little known Principle, "you gotta give a littleto get a little."

Thank you God!!!!

Rev. Linda

Ms. Armstrong will chair the finance committee meetings

Will the finance committee be willing to come up with some fund raising events

Ask the congregation about doing fund raising during the annual meeting

Next finance meeting to meet on Jan 6th @ 12:30

McNulty money has not shown up but is expected this week

Follow up to Robin's vacation pay discussion

For the current year contract to the end of 2008, the word accrued is not in the contract. Rev. Robin steps out.

Contract states that the minister is to receive all vacation pay

Ms. Wood made a motion to honor the contract based on how it is written

i.e. 4 week vacation to be paid at the end of her contract date. Mr. Reilly

seconded the motion. Pres. Eble called for discussion and then a vote.

Pres. Eble & Ms. Pitman opposed the motion and all other members

approved. Motion approved.

Survey and Report to congregation

Review the results and making the survey results available in the office.

Rev Robin will have it available and we will review at our next meeting

Search committee

To start after the 1st of the year

Nominating committee

Bylaws have the nominating committee details; Need minutes from last

year. Ms. Pitman will email minutes; the committee will consist of Rev.

Linda, Mary Pitman and possibly Ann Taylor or Tammy Vock; 2/17 is the

election day and we need to be clear in the description of the

responsibilities and that there will be a March board retreat; we need to

find a chair person to assist

Regular items

Calendar/Fund raising

Palapalooza concert in Feb - \$20 in advance Danial Namod, Faith Rivera & David Roth

Yellow pages directory – money collected for ads; will be distributed by end of Jan

Mike's contract

For next year, instead of bonus he wants to travel to another location to

have his concerts appearing at local unity churches 1 Sunday per month

Keep the salary the same; Expand to 10 Sundays off ; plus 2 weeks for

vacation remove the bonus portion Rev Linda will rewrite contract based

on the board's recommendation Mr. Wake made a motion to renew Mike's

contract as amended. Ms. Armstrong seconded the motion. Pres. Eble called for discussion and then a vote. All members approved

Christmas bonuses for staff

Mike, Judy, Brenda & Wanda, \$50.00 each Janet, Diane & Gloria \$25.00 each

Robin's contract bonus plus gift card

Chaplain's to receive gift certificates for \$25 each for bookstore purchases

Next meeting to come up with a bookstore policy

Willow contract – Robin handed to Keith for signature

Noble purpose project – Eileen to send email to Patrick about suggestions and then discuss at our next meeting

Maintenance – Robin handed out info prepared by Brenda to discuss at next meeting

Electronic newsletters – out of town people (30) print 200 and hand out at church ; next time is going to be available only via email; Ms Pitman made a motion to accept the suggestion to print 200 this time but only make it available online in the future. Mr. Reilly seconded the motion. Pres. Eble called for discussion and then a vote. All members approved

Patrick's letters to be reviewed at next meeting

Chairing and counting schedule

Date	Chair & Count	Count
12/23	Keith	Mary
12/24	Sharon	Mary
12/30	Mary	Sharon
12/31	Eileen	Sharon
1/6	Joe	Sharon
1/13	Tom	Keith

Next meeting

Jan 14 @ 6:30 in church

Adjournment

The meeting adjourned at 10:05 p.m.