

**Unity Center Board Meeting Minutes**  
**December 3, 2007 - 6:30 p.m.**  
*Excellence in Everything*

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

**Opening Prayer:** Reverend Reiter opened the meeting with a prayer.

**Check In:** President Eble initiated the check in. Rev. Machesic gave a brief introduction about herself, her life and her path to Unity.

**Minutes & old business:** Minutes for September, October and November were reviewed. Revised minutes will be distributed to webmaster. Ms. Armstrong made a motion to approve the revised minutes as read; Mr. Wake seconded the motion; Pres. Eble called for discussion and then a vote. All members approved

**Pres Eble reported that the results of th salary committee and Lind a asked if she could serve the community as a gift**

**Treasurer's report**

Monthly treasurer's report was read by Ms. Armstrong

\$5000 has been returned for the Giordani bequest that was given to the church in error; We still need to return \$10,000

We will be receiving approximately \$60,000 from the McNulty bequest

Women's retreat costs approximately \$1080; we received tithes around the same amount;

4T prosperity class has received approximately \$18,000

This week's tithe to be distributed is \$488.00 to be given to Devotion for Lori's participation at the women's retreat and for their concert in November

Additional tithing money to be discussed at the next meeting

**Finance committee**

The following recommendations from the finance committee, presented by Pres. Eble, were discussed at the board meeting:

**Recommendations to the Board**

1. Do not proceed with either of the refinance options currently proposed – THE BOARD AGREED
2. Instigate the funding of a building maintenance fund with a congregational drive. (After trust is reestablished with the congregation) THE BOARD AGREED BUT NEEDS TO BE BROKEN DOWN IN MORE DETAIL

3. Add a "Finance Corner" or column to the quarterly newsletter and to the Website and post hard copy in lobby, so that the congregation can stay informed of our endeavors. **THE BOARD AGREED**
4. 30% of the expected memorial funds (McNulty house sale) to be put into an account, which will not be used for operating expenses. **THE BOARD AGREED**
5. All subcontractors provide the church with a signed contract stating their duties, pay and 1099 status. **THE BOARD DISAGREED; THIS MAY CAUSE LICENSING LIABILITY & WORKERS COMP ISSUES; WE WILL ASK BRENDA ABOUT THE LEASING INFO FOR WORKERS COMP AND IF THE CONTRACTORS ARE UNDER THEIR OWN LIABILITY INSURANCE**
6. All contracts including employee's be provided to the Committee in order to create a balanced budget **THE BOARD DISAGREED BECAUSE THEY ARE NOT RESPONSIBLE FOR CREATING A BUDGET BUT ARE RESPONSIBLE FOR CREATING A FINANCIAL PLAN**
7. Provide the Committee with our current Insurance coverage on the property ( we currently have only the Liability declarations page) **THE BOARD AGREED**
8. Job descriptions for all salaried and hourly employees be provided **THE BOARD DISAGREED; WHAT'S THE PURPOSE OF THIS REQUEST**
9. The Policies and Procedures and/or Bylaws amended if need be, to allow the Finance Committee access to all employee salaries and contracts in order to create a balanced budget for the coming fiscal year. **THE BOARD DISAGREED; THEY ARE NOT RESPONSIBLE FOR THE BUDGET**
10. Wednesday night services be reviewed in regards to the frequency and the event profitability of each event for future planning. We suggest a separate Profit/Loss report on every event held for this purpose. (ie: Wed. nights, FIA, retreats, guest workshops, etc) **THE BOARD AGREED TO TAKE IT UNDER ADVISEMENT**
11. Unity of Vero Beach immediately adopts an austerity budget until the church is operating in the black with adequate reserves. **THE BOARD STATED THAT WE ARE READY TO BALANCE THE BUDGET BASED ON OUR INTENTION AND TO HONOR THE COMMITMENTS ALREADY MADE. WE WANT TO BE MINDFUL OF PROSPERITY**

#### **Business manager position**

The business manager is going well and Brenda is learning the job and is doing OK. The staff is OK. The board does not want anyone to leave

#### **Survey**

To be reviewed at the next meeting.

### Search Committee

The board agreed to a transition period from 6-12 months then do a search for a new minister. This will help heal Robin's departure

### Calendar/ Fund Raising

Dec holidays. Faith in Action to start Jan 6 for 7 weeks; celebration on Feb 29 at the IRC community center. Christmas tree raffle was won by Helen Murray. Cookbooks are on sale for \$10. church wish list for Christmas and people to send in and add to a bin in the lobby. Feb 6 Palapalooza at Unity of Vero Beach

### Willow School

Contract received and delivered. It will be available at the next meeting

### Advertising

All set. Ms. Pitman has put in the upcoming events to the newspapers

### Noble purpose project

We were able to give \$500 to the Ecuador sister to sister program; we will discuss at the next annual meeting; we should put something out on our website for people to submit suggestions for next year's noble purpose project

### Maintenance

We are putting the word out that we need volunteers. Tom needs to move on. Includes A/C filters, light bulbs, and minor maintenance work. Mr. Wake made a motion to have the carpets cleaned when the McNulty money comes in. Ms. Armstrong seconded the motion. Pres. Eble called for discussion and then a vote. All members approved

### Other Business

We should look into getting a maintenance program for the church  
Nominating committee for new board members – we need to review last year's minutes to find out who the congregation elected to the committee and what the congregation wants. We will pursue after the first of the year  
Finance committee to meet Dec 9 @ 12:30. Can this be changed to the 16<sup>th</sup>? Pres. Eble to inquire about a change in date

Board meetings – suggest to reduce the amount of time spent at the meetings by providing agenda ahead of time and providing responses before meeting if known

Date	Chair & Count	Count
12/02/07	Tom	Joe
12/09/07	Joe	Sharon
12/16	Eileen	Keith
12/23		
12/24	Sharon	Mary
12/30	Mary	Sharon
12/31	Eileen	Sharon

### Next meeting

**Dec 17<sup>th</sup> board meeting at 6:30 at Ms. Armstrong's house**

**Adjournment**

**The meeting adjourned at 9:30 p.m.**