

Unity Center Board Meeting Minutes
January 14, 2008 - 6:30 p.m.
Excellence in Everything

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

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

Check In: President Eble initiated the check in

Minutes & old business: Minutes for December were reviewed. Ms. Armstrong made a motion to accept minutes as read & revised; Ms. Pitman seconded the motion. Pres. Eble called for discussion and then a vote. Members approved

Old business

The survey has been available to members in the office

Bookstore responsibility – Ms. Pitman will look at the policy & procedures manual to work with Janet on the book store responsibilities

Payroll advance for Mike to be excused in the amount of \$3000 for moving expenses in lieu of a bonus – Ms. Pitman made a motion to excuse the \$3000 from Mike Davis in lieu of bonus. Ms. Armstrong seconded the motion. Pres. Eble called for discussion and then a vote. Members approved

Finance Committee

A recent gift memorial was not totally reflected in the monthly income, and this needs to happen for clarity. Rev Linda asked if we can get a P&L or balance sheet prior to board meeting to have a better understanding of our finances. All documents have been given to the finance committee starting last month.

Finance committee requested that the proposed budget be presented by the Treasurer and the finance committee at the annual meeting – Ms. Armstrong made a motion that only the Treasurer present the proposed 2008 budget at the annual meeting but will recognize the finance committee for their efforts. Rev. Reiter seconded the motion. Pres. Eble called for discussion and then a vote. Members approved

Finance committee requested that the monthly reports reflect up to the minute amounts. Rev Linda has spoken to Brenda and determined it would be a burden to keep up with that at the finance committee's request. However, Brenda will include past due amounts. Leadership takes care of the day to day expenses and looks at the information as soon as it comes

in. Ms. Armstrong made a motion to leave the reports as is but identify any past due payable for the month. Mr. Wake seconded the motion. Pres. Eble called for discussion and then a vote. Members approved

From finance committee minutes: Peggi moved that the Board review whether any bonus monies were issued on the \$15,000, which was returned to the attorney and further suggests that the recipients return those bonus monies to the church. Randy seconded and it was passed by majority approval.

The board discussed that this was not an error made by the church. Mr. Wake made a motion to not to require the recipients to give the money back because it would not be proper to ask. Ms. Wood seconded the motion. Pres. Eble called for discussion and then a vote. Members approved

From finance committee minutes: The Finance Committee recommends to the Board that the monies received from the Willow School for actual bills incurred (ie rental/mortgage, Utilities) be excluded for the tithed income total as it would create a shortage in the payment of the bill but entered as income on the budget to show actual figures.

The board discussed this and Rev Reiter made a motion that Brenda provide a bill to the Willow school for water, electricity & trash and that the Willow school should make their checks payable to individual biller but that the rent continue to be included in income and be part of tithing. Ms. Armstrong seconded the motion. Pres. Eble called for discussion and then a vote. Members approved

From finance committee minutes: The Finance Committee recommends that the line item "Replacement Fund" be added to expenses for long-term maintenance of the church. The Committee further recommends that the 2008 budget reflect 1% of all non-designated love-offering be put into the Replacement Fund and that 30% of any non-designated Memorial Funds be also put into the Replacement Fund.

Ms. Pitman made a motion to accept recommendation as presented. Mr. Wake seconded the motion. Pres. Eble called for discussion and then a vote. Members approved

From finance committee minutes: Wednesday Nights -_The 2008 schedule will reflect booking the prosperous events and releasing others. It was suggested that a survey be taken of the Wednesday

evening participants over the next month as to how they would like to see them proceed in the future.

The board recommended that we ask the congregation at the annual meeting. Rev Machesic will provide a survey to be filled out at the annual meeting.

Regular items

Linda's contract was presented and reviewed and minor revisions were made. The contract goes from 3/1/2008-2/28/2009 as submitted. Planned timeline for search committee to start is 6/30/2008. Ms. Armstrong made a motion to accept the contract revisions; Mr. Wake seconded the motion. Pres. Eble called for discussion and then a vote. Members approved

Annual meeting agenda

Annual meeting notification needs to be mail and postmarked 10 days in advance and will be mailed by February 07, 2008. Rev. Robin distributed the agenda from last year and minor changes were made. Ms. Armstrong suggested that Rev. Linda present the budget in conjunction with the Treasurer. Added a line item for a Minister report to be read which will be the vision for the future by Rev. Linda and a review of the search committee timeline. Votes will be counted by Brenda Moreau and Gloria Stone-Reid.

Ms. Pitman made a motion that we extend the Willow school contract in perpetuity. Mr. Wake seconded the motion. Pres. Eble called for discussion and then a vote. Members approved

Board retreat

Linda presented recommendation for a Clearwater minister to be the leader; Friday night & all day Saturday however he is not available until mid May. The board requested that she should look into other options or maybe hold two sessions. To be discussed at the next board meeting.

Calendar/Fundraising

Posipalooza 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

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

Patrick & Nancy's Letter

The board reviewed the letters sent in by Patrick McGinnis & Nancy Darling. The board felt that the items have been addressed in previous correspondences, with the acceptance of the policy & procedures manual, the formation of the finance committee and the actions taken by the church staff. Ms. Wood made a motion that Pres. Eble send a letter to Patrick & Nancy stating our position and if they still felt they have issues then they should approach the board during the next board meeting. Mr. Wake seconded the motion. Pres. Eble called for discussion and then a vote. Members approved

Tithing

The weekly tithe total to be distributed is approximately \$5258. Rev. Reiter made a motion to distribute equally to the following recipients: Jim Kirchner, Rev. Beth Head, Music for candles, Mary Manin Morrissey, DeeDee Laux. A discussion was brought up about Unity FM and it was agreed that the aforementioned recipients to receive \$1000 each and the balance to go to Unity FM. Ms. Pitman made a motion to accept the tithing distributions as amended. Ms. Armstrong seconded the motion. Pres. Eble called for discussion and then a vote. Members approved

Chairing and counting schedule

Date	Chair & Count	Count
1/20	Mary	Joe or Keith
1/27	Tom	Sharon
2/03	Keith	Tom
2/10	Sharon	Keith
2/17	Eileen	Mary

Next meeting

Feb 11 @ 6:30 in church

Adjournment

The meeting adjourned at 9:40 p.m.