

**Unity Center Board Meeting Minutes**  
**November 19, 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;

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

**Check In:** President Eble initiated the check in.

**New Business**

Rev. Reiter started the meeting by reading her letter of resignation effective Feb 24, 2008. Rev. Robin left the room so that the board members could discuss. Ms. Pitman made a motion to accept Rev. Reiter's resignation effective Feb 24, 2008. Mr. Reilly seconded the motion. Pres. Eble called for discussion and then a vote. All members approved except for Ms. Wood who was non committal

Rev. Reiter returned to the room and was brought up to date on the vote. We then discussed what would be the best way to handle the transition until a new minister could be hired. We discussed having Rev. Machesic be part of the transition since she has been involved in previous classes, services, etc at Unity Center of Vero Beach.

Mr. Wake made a motion to have Rev Linda Machesic be hired as an associate minister during the transition period. **Ms. Armstrong** seconded the motion. Pres. Eble called for discussion and then a vote. All members approved

Rev. Reiter, Ms. Armstrong & Pres. Eble will meet separately to determine her salary

**Finance committee**

The board will meet on Dec 3, 2007 to discuss items raised by the finance committee and Pres. Eble will get back to them

**Business manager position**

Rev. Reiter asked for approval of the business manager job description as it was distributed to the board members previously. Ms. Pitman made a motion to accept the job description as read. Ms. Armstrong seconded the motion. Pres. Eble called for discussion and then a vote. All members approved

Ms. Armstrong suggested that we have Brenda work as interim business manager to give the new minister the ability to choose their own staff. Rev Reiter made a motion to have Brenda be promoted to business manager temporarily for 6 months. Ms. Pitman amended the motion to include that her salary be from \$25,000 - \$35,000 salary range for 40 hrs per week. Mr. Wake made a motion to accept the amended motion. Ms. Pitman seconded the motion.. Pres. Eble called for discussion and then a vote. All members approved

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

#### **Next meeting**

Dec 3<sup>rd</sup> at 6:30 to discuss finance committee items

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

#### **Adjournment**

The meeting adjourned at 8:10 p.m.