

Unity Center Board Meeting Minutes
October 15, 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.

Minutes: Minutes from June, July and August were read. Rev. Reiter made a motion to accept the minutes as read and **Mr. Wake** seconded the motion. Minutes were accepted as read by all board members

Old business:

Wind insurance? Mr. Wake asked if we had to revisit finding a different insurance carrier for wind insurance. It was discussed and the board passed on upgrading the wind insurance based on information that our insurance will go down after 2 years of not being hit by a hurricane

Treasurer's report:

Rev. Reiter announced that we had just over \$7000 in tithes this past week **Finance Committee** – Ms. Armstrong gave an update on the 1st finance committee meeting which was held on Sun Oct 14, 2007. **The minutes from this meeting are available on the website for review.**

The board recommended that the future monthly meetings be held the 2nd Sunday of the month to give ample time for the month end numbers to come in. All agreed that was fair and also noted that the board meetings were typically held the 2nd Monday of the month. Pres. Eble will be chairing the next meeting and will bring this back to the finance committee. Since the next monthly meeting is scheduled for Nov 4, Rev. Reiter informed Pres. Eble that he will not be able to have the October numbers since they will not yet be available.

Vision statement – The finance committee suggested a vision statement be prepared. A congregational meeting is already planned to be held Dec 1, 2007 and to be open to the congregation for participation.

Decrease spending – The finance committee asked that spending be decreased. Rev. Reiter stated that this is already in place since August and will continue going forward

Agenda:
Special items

Cindy's position –The policy manual states that the business manager position be held by one person where today it's done by Cindy & Brenda; Ms. Armstrong made a motion to move in the direction to create a business manager position incorporating Cindy & Brenda's current positions. Mr. Reilly seconded the motion. The motion was accepted by all board members.

Mr. Wake made a motion for Rev Reiter to consult an attorney regarding the restructuring of the administrator and bookkeeper positions into one business manager position per the recommended policy & procedures manual and any potential compensation; Ms. Pitman seconded the motion. The motion was accepted by all board members.

YOU guidelines – Linda Ware sent a request (as documented below) for YOU money handling procedures Mr. Wake made a motion to accept the handling of YOU money as presented by Linda Ware; Ms. Armstrong seconded the motion. The motion was accepted by all board members.

Recommended YOU Money Handling Procedures:

Two YOUers will be designated each year to be the chapter treasurers who will be responsible for working with the sponsors to collect and track all monies earned and donations collected.

During each fund raising event, one of the chapter treasurers will collect the money, sponsors will oversee the collection of money and take out large sums of money when the cash collected reaches or exceeds \$150 and turn that into the bookkeeper's office to be locked up.

At the end of each event, the designated chapter treasurer for that event will take the money (along with one sponsor or adult representative) to the bookkeeper to be counted and logged into the YOU account. A YOU treasurer, sponsor and bookkeeper will sign-off on the verified amount to be deposited into the YOU account.

The YOU chapter will rely on the church bookkeeper to keep them abreast of account balances.

In addition, YOU will tithe to Unity Center from all monies raised.

Survey – We will continue to collect thru out the month of October; Sharon & Eileen will collate during the women’s retreat; finance committee requested that we mail out the survey; Ms. Wood made a motion that in order to contain postage costs that we do not mail the survey and continue to distribute throughout the month of October; Ms. Armstrong seconded the motion. The motion was accepted by all board members.

Report to congregation – The letter is available but there is no feedback yet; We will address this again next month

Bookstore – This was brought up by the finance committee that books for the class cannot be ordered because there wasn’t enough money; Rev. Reither stated that this is untrue because the bookstore manager gets the account balance each month and there is at least \$600 in the account; there has not been any change to the procedures; specifically stated to the bookstore manager that the bookstore cannot make a profit or we will lose our non profit status

Regular Items

Calendar/fund raising – Edwina will be here on Oct 21; Wed nights are going well; circulation day is Nov 10; holiday concerts are planned; Nov 18 is volunteer appreciation day; dream team meeting is Dec 1; new membership class Nov 5th; Magnificent men of unity doing the Nov 4th service; cookbook has gone to press and 200 will be ready at the end of Nov

Staffing –the board suggested ways for Robin to enhance the music program

Willow contract – Rev Reiter met with the school administrators and the contract has been established; it is currently in the hands of the attorney; rent will be \$1500 per month; adjustments on utilities will be; trash 50%; electricity 100% of modular building; water & sewer 40%; contract will go until end of June and re-established mid August

Advertising – Ms. Pitman continues to send out notices and they are put in based on space available; web site is up & running and people are viewing it

Noble purpose project – announced late but some members have donations for next years trip; Ms. Armstrong made a motion to give a gift of \$500 to the SIFAT organization; Rev. Reiter seconded the motion. The motion was accepted by all board members.

Maintenance – list of items for repair were identified; discussion postponed until next meeting

Other business

Linda Machesnick sent a thank you letter for her tithe
A tithe check was received from Unity church of Hollywood in the amount of \$700

**\$15000 bequest that was requested to be returned; Rev Reiter wrote a letter explaining that we will refund when we have the funds
Tithing – discretionary amount to be decided on for this week is \$550; - The board approved 60% to Daniel Nahmod & 40% to Assoc of unity churches**

Chairing & counting schedule

The schedule for who will be chairing and counting for the month until the next board meeting is as follows

Date	Chair & Count	Count
11/11/07	Joe	Eileen
11/18/07	Tom	Mary
11/25/07	Mary	Tom
12/02/07	Sharon	Keith
12/09/07	Joe	Sharon

Next meeting

**The next meeting will be held on Nov 19, 2007 @ 6:30 pm at the church
The Dec meeting will be held on Dec 17th @ 6:30 at Sharon's house**

Adjournment

The meeting adjourned at 9:30 p.m.