

**Unity Center Board Meeting Minutes**  
**September 4, 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; Rev. Robin Reiter, Minister;**

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

**Check In: President Eble requested check in from each person**

**Agenda:**

**Discussion of specific issues**

- **Financial information – Robin to provide the numbers on a graph for the past 5 years**
- **Collusion between Robin & Keith – no future tithes to members of the church; board & minister work together; the board responded to requests; have available the policy & procedure about tithing; tithing recipients are now shown at each church service for all to see during the slide show before each service; We tithe to the following standard recipients on a monthly basis: The Assoc of unity churches; silent unity; the southeast region; the gold coast region; unity of the heartland; As a special note, the 4T contributions do not get included in the total income for tithing
  - **Ms. Armstrong motioned to go back to the board to determine the discretionary amount for distribution on a monthly basis and the routine tithing be done by Rev. Reiter until the board retreat discussion. Mr. Wake 2<sup>nd</sup> the motion. All agreed****
- **Reserve/bequests – what does the congregation want? Definition of reserve fund; the office; trees, maintenance; blinds in sanctuary; request input from congregation based on questionnaire after board retreat because of people not being at meeting; size of the reserve fund; should we go to congregation for special projects; how is it to be used and if it will be used; summer surplus fund; what is the fund reserved for? When can you dip into it?**
- **Bonus being calculated on memorial/bequest funds –just because it's large we don't treat it differently; If designated specifically we still tithe on the total amount; does not automatically go into a general fund**
- **Robin's bonuses – contractual negotiations; specific individuals are private & confidential; financial report is identified as employee leasing line item; survey item –survey question to the congregation: do you want paid employees in these positions or do you want volunteers?**

- **Board meetings closed – Based on policy & procedures, members can attend board meetings if they have a specific agenda item; board member meeting minutes are available to all members upon request; survey question: would you be open to more open congregational meetings? If so, how many? What format?**
- **Member concerns – board is always interested in the suggestions & concerns and would appreciate that they are brought to the board in writing or address with the board member of the day during the Sunday services**
- **Finance committee – we will form one; survey question; are you interested in participating and when can you attend?**
- **Review of minister's expenses by board member(s) – A motion was made by Ms. Armstrong that the President or Vice President and treasurer are to sign all checks; receipts and documents are to be attached; in case of emergency then the minister can be one of the signers; and no other board members can sign checks. Mr. Wake 2<sup>nd</sup> the motion. All agreed**
- **Overall monthly expenses – to be reviewed by the finance committee**
- **Remodeling Robin's office – money was in the reserve and it has beautified the environment and is considered church property; the board approved the ministers office contingent upon the 2<sup>nd</sup> bequest being received and in April/May we were in the positive**
- **Mileage expenses – March reimbursement check was a catch up check to cover 5 months of mileage; go forward a travel mileage report will be presented by Rev Reiter**
- **Robin's baby fund – fund has been dissolved; money returned to church however it was originally approved because Robin's medical insurance did not cover maternity costs. As part of her contract the church is to pay for health insurance. It would have cost the church more money to add the benefit to the policy.**
- **Robin's time in the office/office hours – set office hours have been established. Robin will be in office on Wed/Thurs from 9-3 unless an emergency comes up; appointments by request and personal emergencies 24/7 as Reverend learns of them**
- **Posted office hours – for Reverend; musical director; bookstore will be posted**
- **Membership numbers – Robin to provide numbers and graph for the past 5 years**
- **Mike's contract / income for June – we are abiding by the contract and the current contract is bonus w/o limit and it will be addressed in the next contract negotiations;**
- **Additional concerts scheduled – Concerts are faith oriented and the congregation has been blessed; Projected budget for the year we will exceed by a few hundred dollars. Survey question: does the congregation expect to have the concerts?**
- **Bookstore – unpaid purchases – items have been addressed**

- Reimbursements/receipts – receipts have been received and it has been addressed
- Linda – wellness fair – payment has been received
- Paula Davis tithe – we no longer tithe to people in the church
- Couples retreat expenses – The reservations were booked based on the initial sign up sheet which 22 couples expressed an interest. However, only 4 couples followed thru. Yes it was expensive and we'll do better next time by requiring a deposit to save a spot;
- Captain Hiram's hotel room – yes it was operating as part of Faith in Action
- YOU retreat reimbursement – going forward guidelines are being put into place for board approval if events are not specifically represented by our congregation
- \$800 of stolen YOU money – Linda Ware stood up in front of the congregation that a large portion was stolen when one of the students was selling the candles; going forward a responsible adult will be in attendance when sales with the children are involved
- Board retreat expense of \$300/member – total for all 8 is only \$1200; only \$150 per person; will occur within 2 months of elections in the future
- Website – It has been addressed; the previous web master did not follow thru; Patrick McGinnis has offered to make changes & keep the website up to date; will discuss in detail at retreat
- Board lacking responsibility – we are addressing this with the open meetings
- Robin's resignation – the board addressed it after receiving and took action to keep her in her post
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Have we addressed the fears? Let's address how we have been operating up until this point. We are on a winning team. This is the first year at the end of August we are in the black!

What should we do with the \$2000 tithe returned by Linda Ware? Mr. Wake motioned to tithe the \$2000 to the restoration of the fountain fund at Unity Village. Ms. Armstrong 2<sup>nd</sup> the motion. All agreed

#### Congregational meeting

Each member will take a set of questions as distributed by President Eble and Rev. Reiter

#### Next meeting

The next meeting will be held on September 9, 2007 following the 11:00 a.m. service

#### Adjournment

**The meeting adjourned at 10:10 p.m.**