

UNITY CHURCH OF LAWRENCE
BOARD MEETING
November 29, 2012 6:15 pm

OPENING PRAYER, by Rev. Shannah

INTRODUCTIONS: in attendance, Board members: Chuck Brooks, Stacy Hund, Bonita Yoder, Emily Hartz, Rev. Shannah, Jay Pryor, Elizabeth Kurata, Kris Hicks.

Two congregants also attended, Deanna Dibble & Chris Hartman.

6:21 pm CHRIS HARTMAN made the board aware of his concerns about open discussion at the congregational forum. He also offered suggestions that we can increase membership by recruiting one person each and that congregants start to wear their name tags on Sunday mornings. He also states he has never seen the by-laws and asks for them to be made available to the entire congregation, and to be announced where the congregants can get a copy. The board agrees to making the by-laws available to the congregation.

CARRIE TOWNS was also scheduled to speak but was unable to attend.

DEANNA DIBBLE was in attendance to observe the board meeting as she is considering serving on the board.

6:40 pm Emily moved to approve the Agenda. It was passed.

- The minutes from last month's meeting were approved.

MINISTER'S REPORT: Attached.

In addition, Rev. Shan shared:

- David Jensen completed the painting of the church with a donation of help from David Moneymaker of Parker Landscape.
- She would work on letting congregants know where she is, with an erasable board, in case she is out during her office hours.
- The fire extinguisher needs to be checked annually, as per instructions from the Fire Department. Rev. Shan will schedule this as well as replace the batteries in the fire exit signs.
- Rev. Shannah asked if anyone preferred a Board Christmas Party instead of a Board meeting in December, like they did last year. There was some discussion, but only Bonita supported the idea of both a meeting and a party. A date for the party was discussed & all agreed on Dec. 20 at a to-be-announced restaurant.
- December business may need to be done through email – Jay agreed that this was acceptable.
- The Annual Meeting must be held on the 4th Sunday of January according to the bylaws. A change was made to the minister report to change the date of the annual meeting from January 13 to January 27.
- Next year's Unity Convention is June 8-15 and is to be a 7 day Caribbean cruise leaving from Ft. Lauderdale. Rev. shared that the deposit was due and asked if she should go ahead & register & pay the deposit. The total cost for the cruise is \$1570.00, plus airfare. Discussion ensued that Shannah should go to the Unity Convention this year since she went on a non-Unity trip last year. There is a concern about the money to pay for this trip due to the state of the budget. Jay gave approval for Rev. Shan to pay the deposit. (Email discussion followed on paying for an insurance policy for the trip)
- Rev. Shannah passed out a copy of the December Calendar of Events, which included:
 1. 2013 Board of Trustee applications,
 2. Frozen Yogurt Day Dec 16,
 3. Birth 2012 at Unity Village,
 4. UCOL Christmas Eve Candlelighting Service, and
 5. New Class given by Sharon Dwyer Jan 2 - Feb 27, based on Terry McBride's "Everybody Wins" CD's.

6:55 pm EMILY gives the TREASURER'S REPORT: (attached)

- A motion was made to approve the September Budget - approved.
- A motion was made to approve the Income & Expense statement for the period ending Nov 18, 2012. – approved.
- The Annual Budget 2013 was presented as proposed by the subcommittee of Emily, Polly, Rev. Shan, Bonita, Kris and Chuck. A motion was made to approve the proposed 2013 Annual Budget. the motion was passed. Included in the 2013 budget were funds for a new HVAC for the front offices as the current one has not worked in over a year, and a new computer since the newest computer in the church is 5 years old. (The budget subcommittee recommended that we replace one computer every year for the next four years.) Emily states that although it looks like we will end 2012 in the red, with all the budget changes for 2013 we should end in the black provided we receive the same income as 2012. A discussion about roof estimates ensued.
- Emily will talk to Bank of the West about refinancing the mortgage since we are on a 5 year balloon note. She suggested we look to include the costs to put a new roof on the annex in the refinancing, This will be a 2013 board issue to work out he details on whether or not to re-finance and replace the roof.
- Emily asked all Board members to tithe, as they had agreed to do.
- It was noted that attendance at the Sunday services was down 24%, and income was down 22% from a year ago. Emily said that she had been asked why a guest speaker had been compensated only once, and not the second time. Rev. Shannah said that since Sharon had volunteered to speak, she had "gifted" her talk to the church, as that is what is customary. In the future, Rev. Shan will be more clear when scheduling with a speaker if there is a payment involved or not.
- Emily was recently given a Financial Policy and Procedure Revision from 2003. Rev. Shan said she would check to see if it is current and if there are any more policy documents out there on the church computers.
- As a continued discussion on past policies, Emily asked if anyone knew where all the materials for "Make Peace With Your Past". Emily and Jay will ask Rev. Don. Jay motions to approve re-vamping of Bylaws and to come up with a strategic plan in 2013. Bonita seconds, Motion passes.
- Emily states that the finances for the church would be fully disclosed to the congregation at the annual meeting. There was discussion as to whether salaries should be kept confidential. Emily recommended that since Rev. Shannah is the only employee, we should disclose only her itemized salary. Everyone else can be lumped together into a category, providing enough transparency for the congregation to have enough information about paid personnel.
- Bonita motions to disclose sub-categories of compensation for Youth Ed. Director, Music Director, Guest Speakers, Guest Musicians, minister, Finance dept. Elizabeth seconds. Motion passes. Contractor/salary category compensation disclosure as follows: Minister, Youth Ed, Finance, Music Director, Guest Musicians, Guest Speakers.
- There was a discussion about contract workers offering their services for free so that a relative or spouse could run for the board.

8:50 pm - REPORT FROM NOMINATING COMMITTEE

Jessica Pryor, Carrie Towns, Kris Hicks & Rev. Shannah make up the nominating committee. Rev. Shannah gave the report. The applications for new 2013 Board Members are completed and available in foyer of the church beginning Dec 2. The search for new Board Members will be advertised. There are 6-7 interested people. The deadline is December 30 to receive applications. All applications received will be vetted after they arrive so the committee can approve them.

- Jay motions that nominating committee create a By-law change to address the need for replacement trustees and Board rotation. Chuck seconds. Approved.
- A discussion ensues about membership concerns, i.e. no current membership list has been found. A board candidate must also be a member. Last year's membership cards are available to create a membership list from.
- Jay motions that nominating committee put together a current membership list. Kris seconds. Motion passes.

OLD BUSINESS

- A discussion was held about the FOLLOW-UP TO the OPEN FORUM: Jay reported that all information of Survey & Forum will be available next week (by Dec 8) Jay asks for a committee to be formed to work with Rev. Shannah and John Holzhter (with Ottawa University) on the 90 day follow-up action plan. Bonita volunteers to be on the committee. Jay declines believing that the committee needs to be comprised of Board members who were not involved in the organization of the Forum or Survey. There was discussion, but no other volunteers so Jay volunteered himself & Emily to work closely with Rev. Shannah on her 90 day program.
- Chuck motions that Emily and Jay form the committee working with Rev. Shan on her 90 day program. Rev. Shannah seconds. Bonita states that this is a conflict of interest for her to second this motion. No one else seconds. Motion does not pass.
- There was discussion about the need for a committee (vs the full board) to follow up with the community for feedback, and the survey. (The survey was part of a pastoral development program led by John Holzhter through Ottawa University) Kris felt that the whole board should follow up on the forum information, the 90-day program, and the survey, which was a tool that Rev. Shan was promoting for her work with John Holzhter. It was decided that both the community forum outcomes and the survey results should be sent to the full Board.
- When Jay receives the results from John & Trish, he will send it to the Board for their review. Board members can email their recommendations to Rev. Shan and John Holzhter.

December greeters/counters:

Dec 2 Chuck/Emily

Dec 9 Kris/Stacey

Dec 16 Chuck/Jay

Dec 23 Bonita/Elizabeth

Dec 30 Stacy/Emily

8:30 pm EXECUTIVE SESSION

9 pm Adjournment & Closing Prayer.