

January 31, 13 UCOL Board of Directors Monthly meeting (rescheduled from January 24)

In attendance: Rev. Shannah McAleer, Senior Minister:

Jay Pryor, President – 2nd of 3 years ending

Chuck Brooks, Vice President - 3 year term ending

Emily Hartz, Treasurer – leaving board after 2 of 3 years.

Elizabeth Kurata, Secretary - partial term ending (absent)

Stacy Hund, Board Member - partial term ending

Kris Hicks, Board Member – partial term ending

Bonita Yoder, Board Member – partial term ending (calling in)

Rev. Shannah prayed us all in.

Welcome to Russell Montague and Ted Smith who are nominated for the new board, observing.
Check In.

Motion to approve the agenda – *Passed*

Reviewed the minutes from the last meeting – Rev Shan motioned to approve, Chuck second.
Passed

Kris is taking minutes in the absence of Elizabeth.

(Insert Minister's report): **Old business:**

Board nominees were vetted by the committee and we have 8 candidates for 7 openings.

The bylaw change to allow two year terms was approved by the board over email since the last meeting.

Section 4.05 Board of Trustees Vacancy and Replacement.

(d) Filling a Partial Term. The nominating committee may identify candidates to fill two year board terms if needed to ensure that the terms on no more than four members will expire annually.

Everything is ready for the annual meeting Sunday (report complete and ballots changed and ready with term preferences on them.)

New business:

1. School request: Sunshine Acres school has asked if we would allow them to use our building for their new space as they are losing their current building. There would be lots of details to work out such as licensing and insurance. Kris motioned to move forward with the discussion with Kara and to appoint one of the new board members as a liaison to the process. Bonita seconds. *Passed.*

2. Cook book as fundraiser offered by Dawn Grey. She has experience and is willing to lead the effort. The pages would include pictures and inspiration given by Rev. Shan. *All agreed it would be a good idea.*

3. Ecumenical Holy Week. UCOL has been asked to join this interdenominational service at Central United Methodist. Rev. Shan has been asked to preach "Symbols around Holy Week" on Monday Mar. 25 (noon) and Plymouth congregational will partner with us. A \$50.00 donation to advertisement is asked of us in the form of a check to Plymouth. *No concerns were expressed.*

Treasurers report:

Emily presented the budget spreadsheet which has been updated since last meeting. The categories of Music Director and Guest Speaker have been broken out from music and worship ministry to give more transparency. A comment field was added at the request of Kris to explain the variances. Comments are added to compare 2012 to the proposed 2013 budget, and to explain the variances of the 2012 actual spending to the budget. (Thanks to Polly for this effort!)

The 2013 budget of \$124,000 will break even with a new computer for the finance office, and HVAC repair if the revenue received in 2013 is the same as the revenue received in 2012.

A motion was made to accept the 2012 final budget as presented (attached) Jay motioned, Chuck seconded. *All in favor. Rev. Shan* motioned to approve the proposed 2013 budget (attached) Chuck seconded. *Passed.*

Emily also reported also that the refinance discussion with Bank of the West is no longer in our future because the Lawrence branch has closed. Emily is willing to stay involved with the new board to determine if refinancing (to get cash for annex roof repair) is going to make sense. UCOL refinanced last year. The next board will still need to get good faith estimates on the roof repair.

Bonita asked about the negative carryover on the bulletin financial report. Answer: The balance number was zeroed out at the New Year.

New Business: Request to have an email address for the board. Polly agreed it would be simple. Stacy motioned and Chuck seconded to create an email account for board@ucol.org that would go to the board president for dissemination. *All were in favor.*

Discussion on the membership list: Bonita had requested that a current membership list be provided to the board. Rev. Shan will print out a current list to insert to the meeting minutes. (attached) This list will be a starting point for keeping an accurate "voting" member list. New members will be added as they complete the new member class and approved by the board. Inactive members will be removed from the list due to two years of inactivity as determined by the board.

Note also that Bonita motions that we review and approve the bylaws changes (in Minister's report) that were prepared by the nominating committee for approval by vote of the congregation at the annual meeting Feb. 3. They were mailed out ahead of the annual meeting as prescribed in the bylaws. Chuck seconds, *Passed.*

Jay reads the letter received from John Holzhter (*attached*)

John offers to provide new board member training at no cost. Chuck moves to accept this generous offer. Emily seconds. *Passed.*

Old Business:

Registration for the Unity cruise/annual meeting...Jay offers that the financials do not make sense right now and would like us to consider putting the minister's contract requirement to attend the annual Unity meeting on hold. After discussion, Jay motions that Rev. Shan not attend the annual Unity convention and instead use the conference budget to attend the Unity regional conference. Bonita seconds. *All in agreement.* Rev. Shannah is also open to trainings at Unity village.

The Bylaws are posted to the website and copies are available at the church for anyone who wants them (as requested).

The annual meeting agenda will be given to Jay to review before the annual meeting. Bonita requested that the budget copy and annual meeting report be provided prior to the meeting. "Rev. Shannah will have them available in the church office by 10 a.m. the day of the upcoming annual congregational meeting."

Schedule greeters and counters:

Feb 3 Chuck greeter, count with Emily

Feb 10 Bonita greeter, count with Stacy

Feb 17 Kris greeter, count with Jay

Feb 24 Bonita greeter, count with Emily

New board members will be asked to observe the counting process during the month of February.

Motion to adjourn made by Bonita. Seconded by Chuck.

Took a moment for reflection and Prayer. Adjourned.

Date: Sun, 20 Jan 2013 23:40:07 +0000
Subject: Summation Letter from UCOL
To: Jay Pryor <jay.pryor@gmail.com>

Jay and team,

I was pleased to receive your recent correspondence; mutual appreciation to all! I am keenly aware of the importance, complexity and energy-cost of your servant-leadership. Both individually and as a group, you have been extremely caring partners to work with. UCOL is very fortunate to have such invested and dedicated representation!

Congratulations on a 'special session' with such fruitful forward-momentum. The promulgation of the survey-input is one of the healthiest (albeit frequently humbling) initial steps to dispel negative energy in a church. Additionally, in this case, I feel that your decision to limit the FaceBook forum-potential is a wise caution to ensure on-going conversation remains rooted in the positive.

Your prioritization on the minister's role and responsibilities is greatly appreciated. I will incorporate these perspectives and your additional suggestions, as I work with Rev. Shannah over the next few weeks, to formulate the specifics of her proposals to you and the next generation of lay-leaders. Hopefully, examination of these proposals and the (excellent) recommendations from your current board will help advise and energize incoming leadership, as they work to finalize the common path and its indicators of success.

One final note, I would highly recommend 'external' board-member training early in the tenure of the new UCOL leadership-team. You might explore if there is assistance from Unity in KC or maybe a civic option there in Lawrence? Trish Dowd-Kelne might be another alternative; (I know you have worked with her and I have utilized her training-presentation for boards I have chaired and members were always quite appreciative.) I am sorry, but off hand, I don't recall her fee schedule. If nothing else, I would always be willing to facilitate (no-cost) training for board or committee members as well, just let me know:>)

Again, my congratulations and my thanks to you and your crew for all the effort and care!

Blessings,
John Holzhuter
The Fredrikson Center at Ottawa University

Unity Church of Lawrence
Income and Expense Statement
 For the Year ended 12/31/2012

	<i>Year To Date Actual</i>	<i>Year to Date Budget</i>	<i>Budget Variance Favorable/- Unfavorable</i>
INCOME			
CONTRIBUTIONS			
GENERAL FUND			
Tithes and Offerings	\$104,596.17		
Paypal	\$0.00		
Newsletter	\$1,360.00		
Meditations	459.00		
Subtotal General Fund	106,415.17		
MINISTRIES FUND			
Hospitality	272.33		
CD Ministry	345.33		
Subtotal Ministries Fund	617.66		
YOUTH EDUCATION FUND			
Uniteens			
Youth of Unity	81.50		
Youth Education	0.00		
Subtotal Youth Education	81.50		
CLASSES FUND	4,669.00		
SUBTOTAL CONTRIBUTIONS	111,783.33		
OTHER INCOME			
Rent	3,615.00		
Music Concerts	1,200.00		
Special Events	207.00		
Weddings/Services	330.00		
Grocery Certificate Profit	1,144.20		
Bookstore Profit	981.91		
Planned Prosperity Income	0.00		
Subtotal Other Income	7,478.11		
INVESTMENT INCOME	71.26		

TITHES	-12,156.00		
TOTAL INCOME	107,176.70	133,051.33	-25,874.63
EXPENSES			
ADMINISTRATIVE & FACILITY			
SALARIES			
MINISTER			
Manse	23,625.00	23,625.00	0.00
Salary	23,625.00	23,625.00	0.00
Pension	2,362.56	2,362.50	-0.06
Subtotal Minister	49,612.56	49,612.50	-0.06
OTHER STAFF			
Office Administrator	0.00	0.00	0.00
Bookkeeper	3,293.50	4,368.00	1,074.50
Sound Technician	450.00	1,260.00	810.00
Youth Education	7,110.00	7,072.50	90.00
Subtotal Other Staff	10,853.50	12,700.50	1,847.00
PAYROLL TAXES			
	342.48	342.56	0.08
Subtotal Salaries	60,808.54	62,655.56	1,847.02
OTHER ADMINISTRATIVE & FACILITY EXPENSES			
MINISTER BUDGET			
Conferences	2,400.00	2,465.00	65.00
Resource Materials	35.00	35.00	0.00
Subtotal Minister Budget	2,435.00	2,500.00	65.00
BOARD/CORPORATE COSTS			
Board Expenses	8.50	60.00	51.50
State Corporate Fee	50.00	40.00	-10.00 (5)
Membership Dues	0.00	185.00	185.00
Interview Costs	0.00	0.00	0.00
Subtotal Board/Corporate			
Costs	58.50	285.00	226.50
FINANCE/INSURANCE COSTS			
Bank Charges	504.40	525.00	20.60
Facility Insurance	3,138.05	4,745.00	1,606.95
Mortgage Interest	17,842.29	17,842.29	0.00
Credit Card Fees	22.00	0.00	-22.00 (1)

Subtotal Finance/Insurance			
Costs	<u>21,506.74</u>	<u>23,112.29</u>	<u>1,605.55</u>
MAINTENANCE COSTS			
Cleaning Services/Supplies	195.88	160.00	-35.88 (1)
Ground Maintenance	250.00	300.00	50.00
Pest Control/Recycling	626.25	720.00	93.75
Repairs/Upkeep	257.30	830.00	572.70
Subtotal Maintenance Costs	<u>1,329.43</u>	<u>2,010.00</u>	<u>680.57</u>
OFFICE EQUIPMENT COSTS			
Computer/Printer	449.99	1,000.00	550.01
Copier Lease			
&Maintenance	5,722.63	5,510.00	-212.63 (3)
Equipment Supplies	0.00	0.00	0.00
Subtotal Office Equipment			
Costs	<u>6,172.62</u>	<u>6,510.00</u>	<u>337.38</u>
SERVICES			
Internet/Web Services	1,257.72	1,260.00	2.28
Phone Service	2,754.90	2,844.00	89.10
Subtotal Services	<u>4,012.62</u>	<u>4,104.00</u>	<u>91.38</u>
SUPPLIES			
Postage	311.00	924.00	613.00
Office Supplies	1,903.18	1,000.00	-903.18 (1)
Subtotal Supplies	<u>2,214.18</u>	<u>1,924.00</u>	<u>-290.18</u>
UTILITIES			
Electricity	4,171.96	4,200.00	28.04
Gas	1,592.33	1,860.00	267.67
Water/Trash	1,623.79	2,160.00	536.21
Subtotal Utilities	<u>7,388.08</u>	<u>8,220.00</u>	<u>831.92</u>
MISCELLANEOUS COSTS			
	0.00	0.00	0.00
Subtotal Other Administrative & Facility Expenses	<u>45,117.17</u>	<u>48,665.29</u>	<u>3,548.12</u>
Subtotal Administrative & Facility	<u>105,925.71</u>	<u>111,320.85</u>	<u>5,395.14</u>
MINISTRIES FUND EXPENSES			
BOARD	0.00	0.00	0.00
COMMUNICATIONS	770.68	1,000.00	229.32
HOSPITALITY	47.00	200.00	153.00
MUSIC	10,900.46	12,350.00	1,449.54

WORSHIP	1,555.22	875.00	-680.22 (1)
Subtotal Ministries Fund Expenses	<u>13,273.36</u>	<u>14,425.00</u>	<u>1,151.64</u>
YOUTH EDUCATION EXPENSES			
YOUTH OF UNITY	615.00	1,500.00	885.00
GENERAL EDUCATION	598.39	1,000.00	401.61
Subtotal Youth Education Expenses	<u>1,213.39</u>	<u>2,500.00</u>	<u>1,286.61</u>
TOTAL EXPENSES	<u>120,412.46</u>	<u>128,245.85</u>	<u>7,833.39</u>
DEBT PAYMENT - LOAN ON BUILDINGS	<u>3,757.71</u>	<u>3,757.71</u>	<u>0.00</u>
NET CASH FLOW	<u><u>-16,993.47</u></u>	<u><u>1,047.77</u></u>	<u><u>-18,041.24</u></u>

(1) *Overspent the budget
December \$293.94
copier lease*

(3) *payment made
January 1*

(5) *Annual payment*

Unity Church of Lawrence

Annual Budget

For the Year ended 12/31/13

	<i>Year ended 12/31/13 Annual Budget</i>	<i>Year ended 12/31/12 Annual Budget</i>	<i>2012/2013 Increase/(De crease)</i>
INCOME			
CONTRIBUTIONS			
GENERAL FUND			
Tithes and Offerings			
Paypal			
Newsletter			
Meditations			
Subtotal General Fund			
MINISTRIES FUND			
Hospitality			
CD Ministry			
Subtotal Ministries Fund			
YOUTH EDUCATION FUND			
Youth of Unity			
Youth Education			
Subtotal Youth Education			
CLASSES FUND			
SUBTOTAL CONTRIBUTIONS			
OTHER INCOME			
Rent			
Music Concerts			
Special Events			
Weddings/Services			
Grocery Certificate Profit			
Bookstore Profit			
Planned Prosperity Income			
Subtotal Other Income			
INVESTMENT INCOME	137,993.41	147,834.81	-9,841.41

TITHES	-13,799.34	-14,783.48	984.14
TOTAL INCOME	124,194.07	133,051.33	-8,857.27
EXPENSES			
ADMINISTRATIVE & FACILITY			
SALARIES			
MINISTER			
Manse	23,625.00	23,625.00	0.00
Salary	23,625.00	23,625.00	0.00
Pension	2,362.50	2,362.50	0.00
Subtotal Minister	49,612.50	49,612.50	0.00
OTHER STAFF			
Office Administrator	0.00	0.00	0.00
Bookkeeper	0.00	4,368.00	-4,368.00
Music Director	5,200.00	0.00	5,200.00 (1)
Guest Speakers	900.00	0.00	900.00 (1)
Sound Technician	0.00	1,260.00	-1,260.00
Youth Education	7,300.00	7,170.00	130.00
Subtotal Other Staff	13,400.00	12,798.00	602.00
PAYROLL TAXES	342.56	342.56	0.00
Subtotal Salaries	63,355.06	62,753.06	602.00
OTHER ADMINISTRATIVE & FACILITY EXPENSES			
MINISTER BUDGET			
Conferences	2,100.00	2,500.00	-400.00
Resource Materials	0.00	0.00	0.00
Subtotal Minister Budget	2,100.00	2,500.00	-400.00
BOARD/CORPORATE COSTS			
Board Expenses	0.00	60.00	-60.00
State Corporate Fee	40.00	40.00	0.00
Membership Dues	0.00	185.00	-185.00
Subtotal Board/Corporate Costs	40.00	285.00	-245.00
FINANCE/INSURANCE COSTS			
Bank Charges	100.00	425.00	-325.00
Facility Insurance	4,425.00	4,460.00	-35.00
Mortgage Interest	17,455.16	17,743.91	-288.75
Credit Card Fees	0.00	0.00	0.00

Subtotal Finance/Insurance Costs	21,980.16	22,628.91	-648.75
MAINTENANCE COSTS			
Cleaning Services/Supplies	175.00	160.00	15.00
Ground Maintenance	300.00	400.00	-100.00
Pest Control/Recycling	720.00	720.00	0.00
Repairs/Upkeep	4,500.00	1,245.00	3,255.00
Subtotal Maintenance Costs	5,695.00	2,525.00	3,170.00
OFFICE EQUIPMENT COSTS			
Computer/Printer	700.00	1,000.00	-300.00
Copier Lease & Maintenance	5,635.00	5,106.27	528.73
Equipment Supplies	0.00	0.00	0.00
Subtotal Office Equipment Costs	6,335.00	6,106.27	228.73
SERVICES			
Internet/Web Services	1,472.00	1,020.00	452.00
Phone Service	2,100.00	4,308.00	-2,208.00
Water Service	0.00	0.00	0.00
Subtotal Services	3,572.00	5,328.00	-1,756.00
SUPPLIES			
Postage	500.00	924.00	-424.00
Office Supplies	1,850.00	1,000.00	850.00
Subtotal Supplies	2,350.00	1,924.00	426.00
UTILITIES			
Electricity	4,800.00	4,200.00	600.00
Gas	1,752.00	1,860.00	-108.00
Water/Trash	1,536.00	2,160.00	-624.00
Subtotal Utilities	8,088.00	8,220.00	-132.00
MISCELLANEOUS COSTS			
	0.00	0.00	0.00
Subtotal Other Administrative & Facility Expenses	43,825.16	43,410.91	414.25
Subtotal Administrative & Facility	107,180.22	106,163.97	1,016.25
MINISTRIES FUND EXPENSES			
BOARD	50.00	0.00	50.00
COMMUNICATIONS	784.00	1,000.00	-216.00
HOSPITALITY	0.00	200.00	-200.00
MUSIC	4,300.00	12,350.00	-8,050.00 (1)
WORSHIP	400.00	875.00	-475.00 (1)

Subtotal Ministries Fund Expenses	<u>5,534.00</u>	<u>14,425.00</u>	<u>-8,891.00</u>
YOUTH EDUCATION EXPENSES			
YOUTH OF UNITY	400.00	1,500.00	-1,100.00
GENERAL EDUCATION	<u>600.00</u>	<u>1,000.00</u>	<u>-400.00</u> (1)
Subtotal Youth Education Expenses	<u>1,000.00</u>	<u>3,670.00</u>	<u>-2,670.00</u>
TOTAL EXPENSES	<u>113,714.22</u>	<u>129,195.24</u>	<u>-15,481.02</u>
DEBT PAYMENT - LOAN ON BUILDINGS	<u>4,144.84</u>	<u>3,856.09</u>	<u>288.75</u>
NET CASH FLOW	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

(1) *Personnel costs for Youth and Family Ministries Director, Sunday morning child care, Guest Speakers and Music Director have been moved to personnel costs from General Youth Education, Worship and Music Ministries line items.*