Unity Renaissance Board Minutes –
February 20, 2014

PRESENT:
Rev Paula Coppel
Ed Rosequist
Christopher Naughton (Gatekeeper)
Cindy Mills
Cynthia Schonborn
Ann DeMichael
John Root (Timekeeper)
Sam Akompong

6:55 Daily Word - Ed
Opening/Closing Prayer – Cynthia Schonborn
7:03 Meeting Called to Order - Ed

Our Vision: A Vibrant Spiritual Family, Connecting to God through Love.
Our Mission: We are a community supporting each other in uplifting our lives and the world through the power of God's Love in Action.

Guest: Donna Corbet
Action Item Status: Christopher

Unfinished/ Ongoing Business

1. Calendar for CY2014- (Donna)
    - Strategic planning on Friday, February 28th
    - Rev. Joy Wyler-Guest speaker on March 2nd
    - Moved Spring Cleaning to March 15th
    - March 26th- Staff and Board Luncheon
2. Social Service/First Aid Training- (Ed)
    - FEMA Guide for ER planning
    - Need plan for ER situations-list of possible situations and what to do in each; post information by phones; list of people in the congregation that could be called on in an emergency)
    - Seek recommendations from Trudy regarding managing mental health- related issues
3. Strategic Planning Sessions- February 28th-March 1st- (Paula)
    - Friday, February 28th- talk about our vision and core values
    - Saturday, March 1st- look into: three key areas, strategic intentions, key goals, time lines, prioritization and who's to lead
    - Information gathered will be shared with Rev. Joy
4. Board Lunch with Staff- March 16th (Ed & Rev. Paula)
    - Time of gratitude
    - Board members give feedback regarding what they appreciate
    - Ask about any questions or concerns
    - Ed will email staff regarding the luncheon
5. Board Training in Charlottesville- (travel plans) March 22nd- (Ed)

- Who is going, who wants to go up on Friday night. Some may drive up Saturday morning. Ed to check on the possibility of getting a van. May want to reserve one hotel room for guys and one for ladies.

6. Senior Minister Job Description/Executive Administrator Job Description- (Ed & Christopher)
    - Board is responsible for Senior Minister Job Description and Rev. Paula is responsible for other job descriptions.
    - Review what needs to go into Bylaws regarding job responsibilities. Will go to Bylaws committee.
    - Will do job descriptions for other staff positions and director positions.
    - Review UR functional organizational chart, currently in draft form. Will review at next meeting.
7. Bylaw Update and Review- (Christopher)
    - Next meeting on February 27th at 5:00.
    - Any proposed changes must go to congregation 10:00 days before next Community Forum to be held on April 6th.
    - May want to change Community Forum date to ensure Bylaws are complete. Change date of Community Forum to May 4th.
8. Board Liaison Designation/Responsibilities- (Ed)
    - Be sure to check in with your group(s) and try to attend meetings, minimally talk to the group's leader.
    - Check with want is going on with the calendar
    - Make sure they know if they have any budget line items

New Business:

1. Facility Meeting (Kitchen Proposal) and Tree Removal- (Ed & Donna)
    - Tree was taken down-$1950.00.
    - Had great facilities meeting: numerous good proposals, need system/process for congregants to bring proposals to the Board, needs to be in Policies and Procedures.
    - Discussed kitchen proposal that Star researched and put together. $12,400 if we decide before the end of February. Money available from Men's group (from auction) and from line item from budget.
    - General discussion regarding establishing priorities going forward (to include what is broken, what is needed to provide a quality worship service, the sound system, the kitchen, the roof, the HVAC system).
2. Establishment of Facility Improvement Committee- (Ed)
    - Intention: look at what is needed and evaluate what is needed and related costs (to include the roof, revamping the sanctuary), set priorities and develop a comprehensive plan. John made motion to set up this committee. Christopher seconded the motion. The motion was passed.
    - Look at sound system, look at personnel, and look for professional review and feedback.
    - Need to fix wireless microphone and problem with feedback.
    - John made motion to "shelf" the full redo of the kitchen at this time and just use the money provided by the Men's group to purchase new refrigerator. Christopher seconded the motion. The motion carried

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3. Unity International Conference-Discussion/Intentions- (Rev. Paula)

- Conference is June 9-13, geared towards ministers, not too fun. Donna reported enjoying the conferences. Attending: Rev. Paula, Donna, Allen Page, and Ann is thinking about it.
- We should all look at the Unity website. Need to look and organizing and building on energy and create opportunities to visit Unity Village. Look at a World Day of Prayer trip. Would be connecting with our roots.
- Look at supporting trips to Unity Village for future LUT's.

Ministers Report:

See attached ministers' report

Secretary's Report (Cindy):

- Cindy: review of minutes, Christopher motioned to accept the minutes, John seconded the motion, and the minutes were approved.
- New members: None
- Note to Board-2/9/14-Please review handicapped parking-need more spaces
- Correspondence- Letters thanking us for our contributions:

-Food bank of Southeastern VA and the Eastern Shore
-Unity Worldwide Ministries Eastern region (2013 total = $4,243.88)
-Unity Online Radio $709.94
-Unity World Wide Ministries: $998.40 (2013 total = $8,825.78)
-Unity Faithful Friends: $709.94, $473.31 (2013 total = $12,065.86)

Treasurer's Report (John):

January -	Income	$24,855.77	YTD Income		$24,855.77
	Expenses	$22,791.64		Expenses	$22,791.64
	Profit/Loss	$2,064.13		Profit/Loss	$2,064.13

- Look at quarterly transfer to money market account. Starting in April, look at moving certain amount then.
- Finance committee to do quarterly assessment. Aim for $8,500 per quarter.

Miscellaneous Tithe: Split between Tom Baker (thanks for Monday night Homiletics class with card from the Board) and Scotty (for working hard to get so many individuals through the Path to Discovery class prior to New Member Sunday).

February meeting with Rev Paula: Christopher and John on Tuesday, March 18th at 5:30.

Next Meeting: Thursday, March 27th
Snack: Sam
Opening/Closing Prayer: Rev. Paula
Action Item Review: Christopher
Adjournment: Ed Time: 9:40 pm