



## UR Board Meeting - February 28, 2013

### Present:

Ed Rosequist  
Richard Hackman  
Sam Akompong  
Heidi Kulberg  
Cynthia Schonborn  
John Root  
Ann DeMichael  
Theresa Cyrus  
Cindy Mills

Extra special guest/ attendee: Donna Corbet (staff lead)

Timekeeper: Sam Akompong

Gatekeeper: Richard Hackman

6:30pm Eat, share

6:55pm Daily Word (Ed Rosequist)

7:00pm Opening prayer (Richard Hackman)

### **Action Items Update**

- Handicap parking lot, collaborating with next door neighbor to seal and stripe parking lot, since they want to use lot during week. In keeping with overall commitment to maintain property.
- Sound team
- Roof long term piece, sanctuary is focal point want to upgrade it, improve sound (both sound deadening in sanctuary as well as sound team equipment). Paint and other actions that would enhance the aesthetics of sanctuary.
- Policies & Procedure- Christopher and team continue to work on them.
- IRS 501c3 reporting (John and Errol) confirming that Unity Renaissance is listed correctly and in compliance. Every 5 years need to file with City of Chesapeake so that we don't have to pay property taxes.
- Strategic Plan
- Board Liaisons
- Streamlining membership process, updating forms to be more in line with who we are, privacy Information and handling it appropriately in keeping with new societal concerns. Donna will check to see if we need all the information currently requested on the form and see if parts can be removed.
- Generate mortgage retirement process.
- Thank you process to specific people who tithe throughout the year.
- Confidentiality of board meetings and how to handle unresolved issues (call person in question, or Ed, instead of emailing).

### **Unfinished Business**

#### **I. Ministerial search:**

- Had 3 strong possibilities, but one has accepted a position at Unity of Fairfax. Weekend dates for visits have been set up.

April 5-7            Phyllis

April 19-21        Diane

- Weekend Format: Friday evening-coffee and desserts, meet with Board and Ministerial Search Committee. Saturday during the day-drive candidate around the area and take to lunch. Saturday afternoon candidate conducts a workshop. After workshop there will be a potluck dinner with the candidate and the Board. Sunday- candidate speaks at the service and there will be a short question and answer time after church service. Take the candidate to lunch and then drive candidate to the airport.
- 4 more packages arrived, one of which is a possibility.
- One board member will commit to hosting each ministerial candidate (take them around or have someone do that, see to their needs, coordinates meet and greet and any other activities). Open to ministerial search committee AND Board, Board must take the lead.
- Ministerial Search Committee is developing a survey form for workshop and service to get input from congregants for each candidate. Search Committee will summarize the feedback form the weekend. The Board will select the minister at the end of this process but very much wants feedback from congregants.
- Board members are asked to participate as much as possible. Observe both the candidate AND the congregation's reaction to the candidate. At end of weekend, board with de-brief.
- Search committee has asked that we close out the resume acceptance process. Teresa motioned the process be closed, John seconded. The motion passed. Ed will notify Unity Worldwide and will make that announcement to the congregation.

**II. Board/Staff Luncheon:**            Acknowledged Cynthia for putting together luncheon and looking to thank local businesses that support us.

No hard action items.

**III. By-laws and Policies & Procedures:** skipped since Christopher was absent.

**III. Sacred Leadership format:**

- Board members will be slotted into the liaison positions (links to the strategic plan)
- Review strategic plan
- Brochure, post card. New member ceremony twice a year
- For the secretaries:        Welcome new members with a card or phone call
- "Heart touch" calls-to contact each member. Which committee could oversee this?
- Ann-encourage congregation to share information regarding anyone they know having life events-may need contacting
- April 15-Monday at 7:00- next Sacred Leadership Circle (will have 2 a year)
- Chartway signatures-need two more signatures
- Finalize membership process
- How money is handled: steps that provide security, transparency of how money is handled. Some teams generate their money through fund raising, while others receive money from the operating budget.

**New business**

- March 9th - volunteers for Spring cleaning (inside and outside)
- Review March and April calendars

**Facilities update:**

- Ideas to enhance the aesthetics of the church: Painting, changing lighting (eliminate fluorescent lighting), removing some items, blinds are coming, acoustic tiles. These are small inexpensive ways to improve the appearance of the building, but that make a difference.

Action plan to take care of more expensive items such as a new roof, redo kitchen cabinets and AC will be created on Monday at the facilities meeting.

- Budget item- International Unity Conference (June 8-15)- Donna to attend
- Sandy Eckhart- request to set up an art show in honor of Laurel Duplesis. Board approves.
- Donna- request for \$300 for budget line item congregational fund-for greeting cards, etc.
- Anyone with a leadership role in the Sunday service, must be there by 10:00 am. Donna will make sure that this is communicated effectively. Team leaders will be contacted and asked to encourage timely arrival of those on their team. Ed and Donna will develop a letter to send to team leaders.
- Spiritual and Psychological Counseling team: has a brochure. Should we put referrals on the brochure for people who have a more immediate need (such as prayer chaplains)? No, the focus is on specific services included in brochure. Not ready to distribute.

#### **Secretaries report:**

- Summarized all thank you letters:
  1. Unity Christ Church of Bon Air
  2. Unity Online Radio- contributions of: \$242.09, \$323.13, \$336.60
  3. Unity-Faithful Friends- contributions of: \$561.00, \$215.42, \$323.13 (total for 2012 \$8,806.58)
  4. Unity Worldwide Ministries- contributions of: \$403.48, \$522.20, \$1,219.10
  5. Unity Institute & Seminary
  6. Scotty-
  7. The Well- contribution of \$609.56
- Requests for donations/financial support (Unity Institute & Seminary and Unity Worldwide Ministries & Chesapeake Care Clinic)
- No new members

#### **Treasurers report:**

- Will give "highlight" report to Board at least 3 days before board meeting.
- January was a very good month. All bills were covered on time.
- Motion from John to increase line item # 5285 of Budget by \$200 (due to onetime increase for sewage and water use). Motion was passed.
- January income= \$21,384.63. January expenses= \$20,669.82. Profit/Loss Net= \$714.81.
- February was not so good in terms of the amount of money we took in. Will most likely be in the red for this month.
- 2<sup>nd</sup> Sunday of month-have prosperity moment and point out decreasing mortgage balance.
- Creating a powerful way to say on April 14th how much we have paid on the mortgage and how much is left. Geared towards inspiring people to give more so that we can have the mortgage paid off by our 25th anniversary.
- Sam requests information regarding money available to the Chaplain program. Needs update of funds available.
- Miscellaneous Tithe: Heidi made motion to give miscellaneous tithe for the month to Chesapeake Free Clinic. Motion passed.

Review minutes from January 17 and January 24 and from Annual Meeting-all approved.

Reviewed Action Items

Next Board meeting Thursday, March 21<sup>st</sup> at 6:30 with meeting to start at 7:00 & Cindy to provide snacks

Closing prayer: Heidi

Meeting adjourned.