

APPROVED

NTUC Board of Trustees Meeting Minutes Tuesday, December 6, 2011 Spiritual Practice Center

Call to Order: Larry Watson called the meeting to order at 6:31 p.m.

Mission, Vision and NTUC Intention: Led by Ann Royalty

Meditation: Led by Larry Watson

Board Members Present: Wayne Dorsey, Alice Frazier, Jo Keaveney, Hope Pierson, Ann Royalty, Leslie Sharp, Star Staubach, Larry Watson

Also Present: Rev. Kelly Isola, Transition Ministry Consultant (via phone)

Board Members Absent: Angie Woerner

Visitors:

- Jerry Hof – (1) Jerry would like to be considered for the Treasurer position if we are considering filling it with a new Board member. (2) Jerry expressed that we need to have consistent, quality services, and he requested using Rev. George Whitton and Licensed Unity Teacher Nancy Whitton.

Agenda: The December agenda was approved as amended (*see attached*).

Signups: Signup sheets for writing gratitude notes, taking offerings to the safe, and attending the weekly staff meeting were passed around.

Reports

Secretary's Report

Minutes of the November 1 regular Board meeting were approved.

Transitional Business Director's Report

- Jack Norris reported (*see attached report*) that we received a \$4,300.79 refund on Real Estate Taxes after Treasurer Jo Keaveney's "arduous year of communicating with the Real Estate Tax Board in Columbus," which approved tax-exempt status for the Spiritual Practice Center at 2405 Grandview Avenue.
- The Board thanked Jack for working to obtain the grant for payroll processing for 2012.

Priority 1: Spiritual Services and Programs

Old Business

- YFM Report – No action required
- SETeam Report – No action required
- Love Blooms Report – No action required
- Marketing/PR Report
 - (1) Funding for website – Alice Frazier reported that the startup expense for using the Unity Worldwide Ministries website template is \$495 plus the annual fee of \$1095; that would cover 2012. In subsequent years there would be an annual charge of \$1095. Alice needs to know from Jack Norris when the \$495 is available to cover the startup.

APPROVED

- (2) Alice presented the artwork for the holiday postcards. Thanks to a congregant donation, the cards will be printed for a final cost to us of \$100.

Priority 2: Transition

Old Business

Transition Advisory Council (TAC) Report – No action required

Priority 3: Congregational Healing & Unification

New Business

Kelly's Work

Rev. Kelly Isola confirmed that we should put the information for the January 20-22 workshops on the ntunity.org website.

Priority 4: Finances

Finance Team/Treasurer's Reports

Financial Statement

Overall numbers for the Center for October 2011 were as follows (*full report attached*):

		Total Revenue	Total Expenses	Cash Gain/(Loss)	Oct 2010 Revenue	Oct 2010 Expenses	Oct 2010 Gain/(Loss)
Oct 2011	Actual	54,843	35,173	19,670	42,991	42,696	295
	Budget	38,664	37,361	1,303			
YTD 2011	Actual	450,495	421,461	29,033	430,149	457,442	(27,294)
	Budget	428,171	424,202	3,969			

Treasurer Jo Keaveney noted the following:

- Revenue account 35100 (Ministry Revenue) is inflated because of transferring money in from the HVAC/LOC pledge fund to pay off the line of credit. Without that transfer in, total revenue would have reflected about \$34,000 (less than budgeted).
- Revenue account 33100 (Adult Education) year-to-date is inflated by the \$23,000 one-time gift given as part of the Prosperity Plus class earlier in the year.

Jo reminded the Board that the revised budget, effective June 1, 2011, was based on receiving 83% of total revenue from Ministry Revenue (congregational giving). In October that amount was 75%, and YTD 68% of total revenue has come from Ministry Revenue. Jo noted that year to date expenses are under budget, and she acknowledged the stellar job the staff has done to keep expenses down.

Jo pointed out that December is a three-payroll month. As of December 6 the Center has about \$5,000 in the General Fund. Payroll for December 2 was met without transferring funds from other accounts. There is currently about \$20,000 in the pledge fund for repairing and improving the main building heating system; \$2,385 was given to the pledge drive on Sunday, December 4.

Jo distributed and reviewed the Accounts Payable Aging Report as of December 6. She noted that it is possible that NTUC can end 2011 in the black, including payoff of the \$1,619.64 on the Visa card that is no longer being used.

The Board approved the financial report.

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Jo Keaveney blessed the financial report.

Deferred Income Funding

Jo Keaveney went through the recommendations that Finance Chair Randy Bonhaus emailed to the Board on November 19 regarding the designation and tracking of money reflected under the Deferred Income account on the Balance Sheet. Those recommendations were as follows:

- The dollar amount of \$7,401.90 for line item 11011 in Current Assets should be removed since it is from an unrestricted gift and is not deferred income.
- A new Assets line item should be created that, over time, would equal the exact amount of deferred income under Other Current Liabilities. As of this meeting, the amount that needs to be reflected over time is \$8,778.37. Randy suggested three options for consideration to fund a new checking account to reconcile the deferred income liability:
 - 1) Save 1% to build up this new line item.
 - 2) Take dollars immediately from the brokerage account to fully fund this new line item.
 - 3) Save 1% with a quarterly lump sum payment that is above the 1%.
The goal would be to fully fund this new line item in 2-3 years.
- Other Current Liabilities needs to be restated and total \$8,778.37. Specifically, Randy recommended the following changes to items currently listed under 21700-Deferred Income:
 - 21704 – Transfer out of deferred income. (The Board would ask that Randy Bonhaus or the Finance team recommend the best approach.)
 - 21703 – Return all funds to the Men's Group.
 - 21702 – Move all remaining funds to the General Fund.
 - 21708 – Move this amount to the General Fund.
 - 21717 – All funds should revert to the General Fund. This is an ongoing operation expense.
 - 21724 – All funds should revert to the General Fund. This is an ongoing operation expense
 - 21725 – All funds should revert to the General Fund. This is an ongoing operation expense
 - All other line items would remain as deferred income
- Ideally the restated balance sheet would be completed by the end of December.

The Board requested that all recommended changes be presented to the Board in a single motion. Alice Frazier will ask Randy to frame the motion.

Jo also noted that in his email Randy suggested that the Board can ask the Finance Team to make recommendations as to how to handle income when someone wants to make a donation for a specific purpose (other than for a Board-approved fund).

Old Business

HVAC/LOC Fund Update

Wayne Dorsey reported that Ed Fulton has all the new information and the final numbers for the heating system repair and upgrade. Wayne, Ed, and Hal Lawrence are meeting on December 7. Wayne will email the final numbers to the Board so we'll know how much more

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is needed in the pledge fund. Proceeds from the December 11 Silent Auction will go toward that fund.

Kroger Report

No action required

New Business

Budget Report

Jo Keaveney reported that the Budget Team plans to have the preliminary presentation of the 2012 budget to the Board at the Board's December 20 working session. The Budget Team will provide a packet of information to Board members before that presentation. Any revisions from the December 20 working session will be incorporated into the budget, with the updated version presented at the January 3 regular Board meeting. The Board will hold a special meeting on Sunday, January 15 at 10:30 a.m. for the budget approval vote. This meeting will be in lieu of a working session later in January.

Because the budget will not be approved before January 1, Jo offered the following motion:

Motion: Jo Keaveney moved that the Center operate to its 2011 revised budget through January 2012.

The motion was seconded and passed.

Priority 5: Administration

New Business

Resignation of Jo Keaveney

Jo Keaveney submitted her resignation from the Board via email on November 22, to be effective December 7. Per the NTUC bylaws, no vote is required for the resignation to be effective.

Jo has served 5 consecutive years on the Board, including as president, vice president, and treasurer. She will continue to serve on the Finance Team and to assist with the money counts on Mondays and Wednesdays. She will also continue to work with the Budget Team and the Board until the 2012 budget is approved.

Personnel

The remainder of the meeting addressed personnel items and was conducted in closed session.

The following motion was moved from the minutes of the closed session because it applies to all personnel.

Motion: Jo Keaveney moved that we add a statement as an addendum to the NTUC Personnel Guidelines that as a 501(c)(3) organization with religious affiliations NTUC is not liable under the Federal Unemployment Tax Act (FUTA) and therefore laid-off employees from this organization are not considered eligible workers and are not entitled to unemployment insurance.

The motion was seconded and passed.

The public portion of today's meeting was adjourned at 8:52 p.m.

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The next meeting is scheduled for Tuesday, January 3 at the Spiritual Practice Center.
Dinner for Board members at 5:30 (bring your own).
Board meeting will begin at 6:30.

Submitted,

Ann P. Royalty
Secretary, Board of Trustees
New Thought Unity Center