

APPROVED

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

Call to Order: Larry Watson called the meeting to order at 6:00 p.m.

Mission, Vision and NTUC Intention: Led by Ann Royalty

Meditation: Led by Larry Watson

Board Members Present: President Larry Watson, Vice President Alice Frazier, Treasurer Jo Keaveney, Secretary Ann Royalty, Wayne Dorsey, Leslie Sharp, Star Staubach

Board Members Absent: None

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

Visitors: Gladys Warren, Nancy Ice, Marita Sallee, Nancy Simpson, Mary Kacaba, Lorraine Ramos, Jack Norris (Bookkeeper and Transition Business Manager)

- Nancy Ice sent Leslie about a dozen questions today. Leslie forwarded them to the Board. One of Nancy's suggestions was that we might want to investigate paying into unemployment insurance.
- Gladys Warren came as an observer.
- Marita Sallee talked about the organically organized get-together in the bistro area on Sunday. She also mentioned that Dee Hater talked to some of them about resurrecting the Helping Hands with Heart group. Marita will work with Dee on that.
- Lorraine Ramos talked to Ryann Patrus and Langston Joiner on the blog and suggested they meet each other. This was the group that met in the bistro area.
- Mary Kacaba appreciates the Board's dedication, drive, and commitment. She also participated in the bistro meeting and thought it was very positive.

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 August 2 regular Board meeting were approved.
Minutes of the August 9 special Board meeting were approved.
Minutes of the August 24 special Board meeting were approved.

Ann Royalty will forward the approved minutes to Jane Pugliano for posting on the website.

Finance Team/Treasurer's Reports

Financial Statement

Treasurer Jo Keaveney reported that as of September 4 the pledged amount for the HVAC/LOC fund drive was \$56,496, with 42 people pledging. Of that total, we had received \$16,641.

The regular offerings on Sunday, September 4 were \$3,336.96.

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Jo also presented the income figures for August: Total income was \$41,879. Of that, \$10,000 was a bequest and \$4,600 was a single gift. Without those special gifts, August's income was \$27,279 or approximately \$6,820 per week. Based on the budget – which was revised downward in June to reflect our actual income – we expected \$38,664 or approximately \$9,666 per week. Jo said the drop in income this summer is more significant than a typical summer.

Jo next presented the Aging Summary as of September 6, which shows outstanding bills. The primary bill in the 31-60 day category is our Visa bill, which is \$1,123.27. Bookkeeper Jack Norris noted that he had for a long time paid off the Visa bill every month but that has not been possible the last couple of months. As of September 6 we also had \$3,146.41 in bills in the 1-30 day category and \$5,025.17 that had just come in.

Jo provided a screen shot of the Center's accounts at US Bank as of September 6. She will be transferring the HVAC/LOC Fund dollars from the general fund checking account into the "restricted account," which is a brokerage account.

Finally, Jo reviewed the Financial Notes she had sent out via email (*see attached*). In particular we looked at the \$23,000 gift received through the Prosperity Plus class. That amount is currently in a savings account. For any large gift, NTUC's Gift Acceptance Policy requires that the first \$15,000 goes to general fund. The Board decides how the remaining amount (less tithe and any other stipulations) will be used. In this case, 10% is tithed to the author of the course materials and 10% is a teacher's fee. This means that of the \$15,000 going to the general fund, \$3,000 will go to the tithe and teacher's fee. Of the remaining \$8,000, \$1,600 will go to the tithe and teacher's fee, leaving \$6,400 for the Board to decide how it will be used. Jo also noted we have earned \$1.71 in interest on the \$23,000.

Jo presented some options on how we might use the \$6,401.71. Each Board member indicated whether they preferred one of those options or something else.

Motion: Star Staubach moved that we retain the \$6,401.71 in the savings account from the \$23,000 Prosperity Plus gift.

The motion was seconded and passed.

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

		Total Income	Total Expenses	Cash Gain/(Loss)	Jul 2010 Income	Jul 2010 Expenses	Jul 2010 Gain/(Loss)
Jul 2011	Actual	43,727	48,708	(4,981)	42,341	51,617	(9,276)
	Budget	38,664	37,361	1,303			
YTD 2011	Actual	286,644	311,541	(24,897)	297,952	330,148	(32,196)
	Budget	312,179	312,119	60			

Leslie Sharp blessed the financial report.

Finance Team Report

No action was requested by the Finance Team (*see attached report*).

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Health Care Options

Jo Keaveney has continued trying to find a suitable health insurance plan for our two full-time employees, Peggy Weyand and Dan Foltz. Jo has been working for weeks with the insurance broker we have used for years. The lowest cost for us to provide the type of coverage we have provided in the past would be more than we can afford, even with a \$5,000 deductible.

Jo also met with Kim Patton, our previous, long-term Finance Team chair who has often advised us on financial and compensation matters. Options she suggested were:

1. Say we'll not provide coverage this year and look at it again next year.
2. Set up an HRA (Health Reimbursement Account) for each. NTUC would put money into each eligible employee's account each month for them to use for medical expenses. At the end of the year we would decide whether any money remaining would be returned to the Center or rolled forward in the employee's HRA.
3. Set up an HSA (Health Savings Account) for each eligible employee. In this case the account is in the name of the employee. Any money remaining at the end of the year stays in the account, and if the employee leaves the Center the HSA account belongs to them.
4. Another possible consideration for 2 and 3, above, we could back them up with a catastrophic coverage plan with a very high deductible.

Jo will put together more specifics on HRAs and HSAs.

Transition Business Manager's Report

Transition Business Manager Jack Norris is creating separate job descriptions for Peggy Weyand (currently renting in the SPC) and Dan Foltz (prospective tenant in the SPC) that will address only the job duties associated with living at the SPC. Jo Keaveney suggested and Jack agreed that we might instead lower their salary by the amount they would now pay in rent.

Potential Apartment Conversion

Dan Foltz has asked to convert the former art studio in the SPC into an efficiency apartment. Jack Norris suggested rent be \$200/month.

Holiday Services

Jack Norris pointed out that some decisions need to be made very soon about holiday services. This is complicated in 2011/2012 because Christmas and New Years day occur on Sundays. We normally celebrate Kwanzaa the Sunday after Christmas and have a White Stone Service the first Sunday of the new year; this time around those both fall on January 1. Star Staubach is the Board contact for holiday planning. She contacted Peggy Weyand last week and asked to meet with her about this planning.

Data Breach

Jack Norris reported that new protocols are in place for the staff regarding password management and locking one's PC when stepping away. All the staff are cooperating in this endeavor. Jack also reviewed with them the confidentiality requirements in the personnel manual. An informational statement about the data breach was shared with the staff and presented at the Wonderful Wednesday service on August 31, and was also presented at the Sunday services on September 4. The statement will also be mailed out.

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Previous Business

Unity Identity/Logo

Cost for Phase 1 is \$190 for signup and \$100 for annual fee. Under revised guidelines from Unity Worldwide Ministries we can keep our current name for use in the new logo.

Motion: Alice Frazier moved that NTUC participate in the Unity Worldwide Identity Project with the Logo Package 1 for \$190 plus \$100 annual fee. Our current dba "New Thought Unity Center" would be used in conjunction with the new logo. All paperwork and monies will be submitted prior to the October 13 deadline along with advising of our interest to participate in the new Unity Worldwide Ministries website. Participation will start on October 27.

The motion was seconded and passed.

Transition Committee

Ann reviewed points that have not been updated for a while. One resulting action is that Jo Keaveney will draft (or cause to have drafted) a pre-approval form for reimbursable expenses.

I of the Storm Class

Motion: Larry Watson moved that he approach Nancy Whitton about teaching an *I of the Storm* class, to be scheduled for the fall and based on a class outline from Rev. Kelly Isola.

The motion was seconded and passed.*

*In subsequent discussion during the meeting it was requested that all workshops and classes be on hold pending review with the off-site transition specialist. The Unity Way of Life class will go forward as planned.

Joan Vann Concert

Larry Watson can fill out the Request for Review/Agreement of Proposed Activity form and get Joan to fill in the holes. He will suggest that we consider her February option.

HVAC/LOC Fund Drive

Wayne Dorsey and Ed Fulton are getting together 3 new proposals for HVAC improvements, including another plan from Apollo that would not include heat pumps on the walls in the sanctuary.

Wayne will draft a letter to send to the congregation for the rest of us to review. He'll follow up with the getting the mailing together. We will also have copies around the Center.

New Business

Radical Forgiveness Workshop

Jo Keaveney provided Alice Ryan's confirmation that she would like to provide a Radical Forgiveness Workshop, as well as Alice's available dates. Jo will confirm that Alice could do a workshop on October 30.

Gay Purpura also offered to provide a Radical Forgiveness Workshop. Larry Watson will ask if she would be available to do one in January.

Loving What Is/The Work

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Larry Watson will work out with Donna Rae Schoo when she can conduct workshops on Byron Katie's "The Work – Loving What Is" in September, October, and November.

Silent Auction

Lyn Bonhaus offered to set up and run a silent auction as a fundraiser. Jo Keaveney sent Lyn the Application for Fundraising form to complete.

Music Director Search

Larry Watson has asked Martha Ramsey to begin drafting a job description for a music director.

Motion: Alice Frazier moved that we search for an "interim music director" and that we appoint a search committee led by Martha Ramsey. The committee is to be comprised of up to 3 congregants and 1 Board member. The committee would be charged with:

- creating a job description and scope of responsibilities, propose compensation rate, propose whom to report to and requirements for collaboration with ministerial team/Sunday speaker, as well as
- identifying possible candidates, and
- targeting to have someone in place by January 2012 (or sooner).

The motion was seconded and passed. Larry Watson will follow up with Martha Ramsey.

Stipend for Rev. George Whitton to Attend Regional Unity Conference

Motion: Jo Keaveney moved that we cover Rev. George Whitton's registration fee for the Great Lakes Unity Regional Conference in Louisville, Kentucky this fall.

The motion was seconded and passed.

Data Breach Update

The only action outstanding is sending a letter by mail.

Special Orders

Transition Advisory Council Informational Meeting

A Transition Advisory Council informational meeting will be held Tuesday, September 13 at 7:00 in Friendship Hall for anyone interested in serving on the Council. Congregants on the Council need to be active but do not need to be members to serve. Those on the Council would need to commit to being in the transition workshops and classes. Wayne Dorsey and Star Staubach will be the two Board representatives on the Council. The goal is to have the Council in place by the end of September.

Town Hall

The next Town Hall meeting will be held on September 25. Topics will include an update on the Transition Advisory Council and an update on the HVAC/LOC fund.

Conscious Conversations Recap

Leslie Sharp has the notes for the second Conscious Conversations get-together and will compile notes/themes from that session. Consideration as to whether to hold more of these sessions will be left to the recommendation (or not) of the Transition Advisory Council.

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Transition Ministry Specialists

Motion: Star Staubach moved that Larry contact available offsite peacemaking specialists regarding dates to initiate the peacemaking/transition process.

The motion was seconded and passed.

Sunday Experience Team (SET) Revival

Tabled until the October meeting.

Closing

Closing Prayer: Wayne Dorsey closed the meeting in prayer.

The meeting was adjourned at 10:25 p.m.

The next meeting is scheduled for Tuesday, October 4 at the Spiritual Practice Center.
Dinner for Board members at 5:00 (bring your own).
Board meeting will begin at 6:00.

Submitted,

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