

UR BOARD MEETING MINUTES 2/25/16

 PRESENT

Ann DeMichael (AD), Alex Then (AT), Christopher Naughton (CN), Ed Rosequist (ER), Jim Hutson (JH), Michele Peters (MP), Starr Janicki (SJ), Theresa Cyrus (TC), Valerie Winters (VW), Reverend Paula Mekdeci (RevP)

AD read the Daily Word and the Meeting was called to order. RevP led the Board in opening prayer.

 VISITORS

RevP introduced DOUG THIRY of THIRY TECHNOLOGIES and he, along with UR Business Manager Chris Robson, made short remarks concerning our current technological needs and what Thiry Technologies could do for us. Mr Thiry’s has been on the board of a nonprofit, is a Certified Microsoft Technician, and has experience servicing other churches

THIRY TECHNOLOGIES (3 staff members, including himself)

4807 Colley Ave Norfolk 23508

mobile = 757-582-1266 / office = 757-423-2300

doug@thirytech.com / [www.thriy.com](http://www.thiry.com)

RevP / Chris Robson discussed why UR needs to upgrade its computer technology:

We have very old computers which frequently break down

None of the computers are networked so no one can share documents

Mr. Thiry thinks it best for UR that his biz remains connected to UR on a continuing (daily) basis rather than “as needed” so that back-ups, security, hard drives can be constantly monitored and UR’s needs can be addressed immediately. He recommends the “basic” package for non-profits ($45/month for UR). This level of service provides (1) antivirus load and monitor (2) hard-drive capacity reviews / maintenance of the system. He believes we should utilize a small in-house server to centralized file folder needs, provide accountability as to who has access to the folders (from home or at church), and the security to handle this so that flash drives are no longer required. Our existing technology equipment is compatible with a network but our software is not. However, software doesn’t have to be expensive and we could upgrade software in phases or get it done all at once (recommended).

 UNFINISHED/ONGOING BUSINESS

NEW BOARD INSTALLATION: CN discussed get-together at his home January 28. TC and CN offered assistance to the two new secretaries. CN will take calls and questions from AT and MP. New Board members need to be added to the liability insurance coverage.

Members rotating off the Board (Heidi, Steve, Cindy) will be thanked. Suggested we do this at the service on **March 13**. AD will investigate obtaining gift and card.

CAPITAL CAMPAIGN (RevP): Current contributions equal approx. $135K. Each congregant has received a mailed reminder of what they pledged with thanks.

BOOKSTORE REMODEL (RevP): Opening is Sunday, **Feb. 28**. SJ thanked for her lead, with assistance from Marcia and Denise and other volunteers. We now have an *Amazon badge* on our website - to date the badge and *online bookstore* have brought in $65 to the church.

END-OF-YEAR STATEMENTS (RevP): They have been mailed.

ACCOUNTING UPDATE (ER): Will be done quarterly rather than monthly. ER suggests that we remind and thank people for their pledges to the CC 2x year.

LENDING LIBRARY (RevP): There was a suggestion that the lending library be moved out of classrooms but there no other place to move it so this is off the table for consideration.

EMERGENCY CLOSURE PLAN: RevP and JH were tasked with devising options. RevP has received some information on this from another church and JH is in the process of creating a summarizing document available for the next Board meeting.

INCREASED SECURITY AWARENESS: Reconfiguration of parking lot lights is ongoing project (Received $2,500 for this work from the Men’s Group Spaghetti Dinner and Auction).

 NEW BUSINESS

SITE SURVEY (ER): Engineering site survey is required for city approval of our proposed building reconstruction and additions. The Facilities Improvement Committee received 3 proposals and recommends Pinnacle ^. Cost will be $13,750 (this does not include construction costs). Funds for payment will be drawn from the CC. Survey is valid for 5 years. **ER moved that we approve Pinnacle as our choice as engineer to produce our site survey; SJ seconded; no further discussion; motion passed unanimously.**

FACILITIES IMPROVEMENT COMMITTEE (FIC) (ER): Members include RevP, ER, JH, SJ and John Kidd. They have received updated drawings from the architect which show schematics for running the AC up into the overhead and across the ceiling; team has interviewed 3 general contractor businesses. The FIC has two more contacts for interviews in the coming weeks.

Work will begin by getting a pricing schedule for the Sanctuary work. All five of the contractor contenders will give estimates for the cost of the Phase 0 and Phase One projects which will be paid from CC funds. Estimates will be presented to the Board.

USE OF VOLUNTEERS (SJ): It is suggested that we need a policy regarding activities that it is appropriate for volunteers to handle vs. what work needs licensed, bonded professional service providers, including trade work (plumbers, electricians, HVAC, etc). This should be made part of our updated P&P manual.

Volunteer Appreciation Day will be **April 17, 2016.**  CN and AT and one other new Board member will lead recruiting effort for new volunteers.  Volunteer Fair:  we have 50 volunteers.

STAFFING UPDATE (RevP): RevP advised regarding staff changes. The following additional information regarding the Minister’s Rpt was discussed at the Board meeting:

There was discussion regarding whether we should hire an administrative assistant who is a member of our church or who follows Unity theology since that person is the first person who outsiders contact when inquiring about our church or when asking for services.

1. Peggy Watkins is now membership chairman.

OFFICE IMPROVEMENTS (RevP): RevP asked for clarity about what expenditures are acceptable, what funds are available, and to whom such requests would be made. CN responded that above a certain level, Board approval is needed and as long as it is in the budget it will come out of the particular fund. RevP should develop a list of what staff needs. CN reminded us that the Board must be mindful of exercising our fiduciary duty with respect to church finances and congregants’ trust.

POLICY & PROCEDURE MANUAL (AD): P&P meeting will be **February 28** at ER’s house. Committee includes 6 Board members (AD, ER, JH, MP, SJ, VW). ER asked if we need to consider non-Board members for P&P committee. Members were asked to review P&P documents that AD emailed to us from Unity of Overland Park on 2/23/16 and to review UR’s current P&P, emailed to us by SJ on 3/2/16, in order to determine what needs revision. TC suggested that the document could be made into a Google doc. so that everyone can make changes and see the changes. We were all in agreement that we very much need a document that describes how we do business.

STREAMING UPDATE (CN): Corey Fleet has been doing some of this as a part of Phase O. CN knows Rick Dean in PA who has extensive knowledge of configuring packages, streaming, etc, and *he would like us to meet with Mr. Dean* who can assist in understanding what is possible and what is needed. Light, sound, and video has to be part of the package. Streaming capability is vital to Phase 0 and it is vital to our future.

THANK YOU CARDS TO DONORS (RevP): All Board members were tasked with writing personal thank you notes to the top 50 donors of 2015 and asked to mail them within the next week.

 SECRETARY’S REPORT (MP/AT)

January 2016 Minutes

**MP made motion to approve the Jan 21, 2016 minutes.**  There were two minor changes required, and with these changes, **CN made a motion to accept the amended Jan 21 2016 minutes; seconded by AT; No discussion; Passed unanimously.**  Copies will be emailed to all Board members, including Steve McCulloch for insertion into the website and also the administrative assistant.

Correspondence

1. Three thank you cards from Bea, Canda and Chelley; Bea’s letter accompanying her thank you card was read out loud by AT. RevP states that member Cynthia Kane, a Navy chaplain, wrote letter to Bea with parking suggestions but the Board decided to keep things the way they are for the moment.
2. Thank you letters were received from Faith Works, Unity online radio, Silent Unity, Unity Worldwide Headquarters for our tithes to them.

Suggestions

Only two from Barbara about making sure we have enough suggestion cards and working together productively.

New members

**ER moved to accept the applicants** who had applied for membership since into the church since the last Board meeting; **CN seconded; there was no discussion;** the following people were **unanimously accepted and welcomed** as new members of Unity Renaissance church:

***Patrick Hawxhurst; Amy Marton; Nicole Marlow; Dana Consuelo; Sheila Killmon; Margaret Jenkins; Ella Maull; Linda McDay; and Gale Petroski***

 TREASURER’S REPORT^^ (ER/VW) (attached)

In addition to the Treasurer’s Report, the following was shared:

1. At the Feb 17 meeting, ER reminded that nondisclosure forms need to be distributed to new members on Board and other teams - RevP oversees this and CN has the forms

2. Finance Committee charter updated

3. Count teams: Additions needed. VW will oversee filling these vacancies.

4. Counting Team will meet for lunch on **March 13**: Purpose is to count all together in order to review procedures and know how to process credit card donations, etc

5. Committee discussed how to manage the $60,000 CD in the Morgan Stanley account at Towne Bank. Finance committee did not make a decision. Board must approve the recommendation

6. ER went over the balance sheet and P&L budget performance and what each entry meant.

7. The Finance Committee will produce a quarterly Capital Campaign update in **April, Aug, and Nov 2016**

 MINISTER’S REPORT (RevP)

In addition to the February Minister’s Report, the following was shared:

 1. We are grateful for John Sterling and Canda Lambert’s 14 years of service and will miss them.

2. The Minister’s March luncheon will be with SJ and JH.

3. RevP made a **motion to send miscellaneous tithes for February to CAST and to The Hampton Roads Regional jail for the purchase of eyeglasses and other needs the inmates may have; MP seconded; No discussion; Passed unanimously.**

 NEXT BOARD MEETING:

March 31, 2016 to begin earlier at 6:30 with Daily Word at 6:25 so please arrive by 6:15

* *Snack Duty 3/31/16: CN - Opening / Closing Prayer 3/31/16: ER*

 ACTION ITEMS

SJ will send out updated list after this meeting.

Closing Prayer: RevP

Adjourned: CN at 10:43 pm

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^ See Revised Pinnacle Gp Engineering, Inc proposal (February 4, 2016), attached

^^ See January 2016 Treasurer’s Report, Feb 24, 2016, attached