

UR BOARD MEETING MINUTES 4/28/16

PRESENT

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

CN read The Daily Word and called the meeting to order at 6:31 pm. ER led the Board in opening prayer.

VISITORS

DOUG THIRY of THIRY TECHNOLOGIES and UR Business Manager Chris Robson made short remarks regarding Mr. Thiry’s computer systems upgrade proposal for UR which uses a combination of new and refurbished equipment.

The Thiry proposal includes a new server, backup drive, software, firewall and security package, 3 new computers with monitors, and 4 refurbished computers to be used with existing monitors. Cost for equipment and labor = $7,366.88. Also proposed a monthly contract for managed services, managed anti-virus service, and backup license software server = $338.00/month.

**Motion to accept this proposal for computer upgrade dated 4/28/2016 to be used for business operations only and monthly service contract was made by CN, with some discussion, and PASSED by all except ER who voted no, and SJ who was not present for the vote.**

UNFINISHED/ONGOING BUSINESS

POLICY AND PROCEDURE REVISIONS (ER): Committee includes AD, ER, JH, MP, SJ, and VW. Next meeting May 1. Unity of Overland Park provided a very useful template from which our own revisions can be made; in process of checking with UR directors for requests and suggestions, then will submit draft to RevP for review. Hoping to have this completely by end of summer/early fall.

FACILITIES IMPROVEMENT TEAM (FIT) (ER): Members include RevP, ER, JH, SJ and John Kidd. They have received a pricing bid from BGI (the largest contractor contacted; on par with Hoy) which is reasonable. The interiors estimate for Phase 0 is about $100,000. Jan Schonborn has been working on the sound, lighting and basic video estimates which are coming in about $50,000; so the total for the interior work is expected to be about $200,000 (this is at $135-145/sq.ft; Hoy used a pricing point of $110/sq.ft). This price does not include appliances for the kitchen but does mean an increase of about 4,200 sq.ft. of interior space. We have spent about $600,000 on work to date (including the new roof and HVAC) which means we have about $800,000 left at present.

Site Plan: Question presented for adding parking spaces to the engineering site plan. The proposal includes adding 21 additional spaces (and losing 11): the new parking would take up the grassy area directly adjacent to the north side of the building. If we don’t add the parking spaces now, we would need to go back to the City of Chesapeake to have the plan changed at Phase 1 if we decided later that we needed it.

**Motion by CN to preserve the ability to add parking spaces to the site plan at some time in the future by accepting the site plan submitted by ER for discussion. Motion was unanimously PASSED except SJ who was not present for the vote.**

* + - * Construction Work Next Door: Joe Wharton has advised that there will be some interior construction work in the offices next door to us and is requesting that we allow them to be able to place a construction dumpster near the northwest corner of our existing parking lot during mid-May through June; it will not impede our parking. There was general agreement with the request.

VOLUNTEER APPRECIATION LUNCH (CN): Will be held May 15. Board needs to get in touch with directors and team leaders within the next week so that Judy Hackmann knows the number of lunches needed. When we have this information we are to forward it to AT by email **by May 8.** Note that the Board will be providing clean-up for this activity, not the Hospitality volunteers.

NEW BUSINESS

COMMUNITY FORUM (RevP): May 1; will include financial update on Capital Campaign (CC), construction updates and modifications to design - architect will be present to discuss remodel of the sanctuary and Phase 0

* + - * + The Phase 0 estimates of $200,000 do not include video streaming capability; CN believes this is an integral part of the renovations and needs to be included
        + ER noted that we have made $147,000 in expenditures, including $139,000 for the architect and roof repairs; ER will create a first quarter financial summary to mail to membership; we have not seen a deficit this year which is great
        + Jan loaned UR the two speakers for use right now as a temporary fix; need to advise membership these were not part of any purchase and are only temporarily
        + Architect will show the floor plan of the project as it has been revised, with the additional 4,200 sqft, and will create a foam board 3D version for members to view
        + AT will take the minutes
        + ER will address the progress with the P&P revisions

BOARD TRAINING (RevP): Pat Bessie is not available for training in August so Board decided that this training may be put off until next February after the election of the new Board.

BOARD RETREAT (CN): False Cape State Park at the southern tip of Virginia Beach was again suggested as the site for the Board’s retreat. Cost is $300/night with 2 night minimum for the group. The dates of August 26-27 were available for all those present. CN will email information on site to Board members.

SECRETARY’S REPORT (MP/AT)

There were changes required to be made to the March minutes so AT will make required changes and forward to Board for review. Once approved, they will be posted on the board and forwarded to Administrator and to Steve McCullough for inclusion in UR online site

Correspondence : Thank you letters were received from Unity Online Radio, Silent Unity, Unity Institute and Seminary, and The Legal Aid Society of Eastern Virginia for our contributions during April.

Suggestions: None

New members: RevP noted that four new people completed the required class for membership in April and should be added to the membership rolls for May

TREASURER’S REPORT (ER/VW) (attached)

Nondisclosure/confidentiality forms were signed by the new members on Board (MP, VW, AT) and given to RevP. No other staff or volunteer forms were forwarded at the meeting.

Count team additions are still needed, especially with the retirement of Jolene and Lee who have been members of the Count Team for 20 years; a card noting our appreciation for their long commitment and service was signed by the Board to be delivered to them by ER. VW in charge of procuring new members to fill these vacancies.

ER briefly discussed the balance sheet and P&L budget performance; see attached

The quarterly CC report will be dispersed to the membership during the Community Forum on Sunday.

**MISCELLANEOUS TITHE**

Unity of Overland Park and Empower Music & Art will split the tithe for April

MINISTER’S REPORT (RevP) (attached)

Need for P&P regarding rules for groups associated with UR discussed.

Next Meeting with the Minister: CN and AT on May 5 at 6:30 pm

NEXT BOARD MEETING:

**May 26**, 2016 at 6:30 with Daily Word to be read at 6:25

Snack Duty: VW Opening / Closing Prayer: MP

ACTION ITEMS

SJ will send out updated list after this meeting.

Liability insurance does not list Board members individually so no need to add names

Closing Prayer: ER

Adjourned: CN at 9:39 pm