

Meeting Minutes
Board of Trustees Meeting, Friends of Unity
Tuesday, November 26, 2024 in Zoom

Attendees:

Minister	Rev. Linda Dominik	X	Secretary	Valerie McCloskey	X
President	Nancy Langeneckert	X	Keeper of the Flame	Michelle Hayes	
Vice President	Norma Simons	X	Member at Large		
Treasurer	John Fanta	X	Guest	Gail Parker	X

Call to Order – Nancy Langeneckert called the meeting to order at 5:06 PM

Opening prayer: Rev. Linda

1. Minister’s Report

- a. Report on contacts with other Unity ministers regarding the bookkeeper. Rev. Linda learned other ministries do bookkeeping activities they can handle competently and send out those items for compliance with state/federal. The person who prepares the checks cannot be a check signer. There was an offer of support if we transition to Quicken (not an option per the Administrator given the details of FoU Chart of Accounts).
- b. Discussion about returning to Tuesday. The Board will meet on fourth Tuesdays, starting on December 17th.
- c. Rev. Linda will be taking a sabbatical day on Mondays. Will attend Board Meetings as scheduled.
- d. Recommends the book, The Ultimate Book Member Handbook
- e. Nancy inquired about adding a Board Member and creating a team for identifying a minister. Rev. Linda pointed out the principle – we are focused on the right and perfect person. Team to include Board President, Mentor Minister (consultant). Nancy will make the Ministry Vacancy Packet available and recommends meeting following the Sunday Service to take advantage of collective energy in the classroom if possible. Select team members after the holidays. Time commitment: at least an initial 1.5 hours monthly which would include completing the Ministry Vacancy Packet. John shared the benefits of completing the packet:
 - To represent our community fairly
 - To identify the skills/characteristics we are seeking in a minister

John recommended the name: Ministry Opportunity Team. Rev. Linda recommends five voting team members from the congregation, excluding Rev. Linda. Pray for the right and perfect members. Rev. Linda recommended asking: why do you want to serve in this capacity and what experience have you had in recruitment, and

training employees? Build joy and happiness in December; develop the Ministry Opportunity Team in 2025.

2. Treasurer's Report – John Fanta

- a. Report submitted 11/11/24; as of the end of October running a deficit. Historically we have increased giving in the last two months. The incentive bonus is \$65 to be paid to the Administrator.
- b. Intentional Giving amount: \$181.
 - i. Designated decider of recipient this month: Discussed options: Samaritas for refugee work, Homeless Shelter, Jewish Family Services, and Fistula Organization. Funds to Samaritas this month. Rev. Linda to be decider of intentional giving next month.
- c. Budget for 2025: Treasurer working on the 2025 Budget which will be reviewed by the Finance Team based on current spending with anticipated increase for items like rent.

3. Administrator's Report- Gail

- a. Review prospects/costs and make a decision on a new bookkeeper. John noted the key to resolve to identify who will make the bank deposit; plan on a Board Member taking the deposit to 5/3 Bank.
- b. Explore with Sheila Watts, CPA, if she is agreeable to preparing all the tasks we have identified for the bookkeeping service. Gail to arrange a meeting with Shelia and include John.

4. Old Business

- a. Discuss using photos from our archives on our website. Rev. Linda asked what is needed to take photos of artwork (artist's rights concerned). Can artwork be blurred in photos and Facebook livestream? Previewed the photo release forms from Church Mutual which can be utilized. We can use an app to obtain photo releases and reaffirmation signatures. John noted we could wait to involve the new minister in the decisions about videography and photography to align with the vision. Take photos to be used in the future.
- b. Briefly discuss UWM video contest. Wait until we have a new minister.
- c. Board update will be on December 15 with Treasurer update.
- d. Nancy, John and Rev. Linda submitted updates for the Dec. 1st newsletter.
- e. Discussion about the end of Susan Hahn and Janice Larys leading Healing Circle Sunday. The Board agrees with Rev. Linda increasing the number of Sundays she will be speaking. John asked if there is another topic as focus for Healing Sundays. We will pray and seek the membership's preferences.

5. New Business:

- a. Discuss whether to appoint a new Board member when to announce Board Member's resignation in January. Recruit a new Trustee later; focus on Ministry Opportunity Team recruitment.
- b. Discussion about offering one-hour classes – could offer on Sundays following service on a love offering basis. Lack of access to the classroom is a deficit. Rev. Linda could deliver interactive classes.

- c. Review and Approve Minutes, including dates of next Board Meetings. Meeting Minutes were reviewed and approved.

LOOKING AHEAD: New rental agreement with PCAC. Rental Agreement ends in February 2025.

Closing prayer: Rev. Linda

Meeting adjourned: 7:15 PM

Board Meeting Calendar – Tuesdays at 5 PM on Zoom

- [December 17](#)
- [January 28, 2025](#)
- [February 25, 2025](#)
- [March 25, 2025](#)