

Board of Trustees Meeting Minutes
 Friends of Unity
 Tuesday, January 21, 2025 in Zoom

Attendees:

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

Call to Order by Nancy Time: 5:07 pm

Opening prayer: Rev. Linda

Priority: Ministry Opportunity Team—Next Steps - To gather from the congregation what attributes they would like to see in a minister. Discussion about recruiting the Ministry Opportunity Team (Nancy, Michelle, Jan W., and a couple of members) and role (complete the packet for recruiting minister).

Action: Identify a method to gather congregation input on portions of the packet, including ranking what we want in a Minister. Do not recruit team members at this time. The Mentor Minister will add the Ministry Opportunity Team update shared on Sunday to the February newsletter; no Board update in the newsletter.

1. Approve minutes of December Board meeting: Minutes from the December Board meeting were approved and accepted.
2. Minister’s Report
3. Treasurer’s Report will be submitted at a later date when the CPA’s Financial Report is available. The Treasurer will share with the congregation a Statement of the Activities for 2024 and the 2025 budget this Sunday, January 26, 2025.
 - a. End-of-year summary for 2024 pending due to transition to new bookkeeper.
 - b. Discretionary tithe amount to be determined when the financial report is available from CPA. The December tithe will go to the Haven. Discussion simply rotating recipients from the past. It was decided to have a list of

recipients to choose from for our discretionary tithe. There is always the opportunity to make a special tithe offering to an organization that is not on our list.

4. Administrator's Report- Gail

- a. Update on transition to new bookkeeper, Sheila Watts, CPA. Working with CPA to integrate software. She has committed to complete the financial reporting as soon as possible.
- b. Report on Adobe Pro signature software: Purchased and available to new Church Administrator, especially for gathering Reaffirmation of Membership.
- c. Update on attracting new Administrator
 - i. Propose dividing responsibilities with a new Ass't Bookkeeper position
Nancy made a motion to accept the proposed bookkeeper assistant job description and allow the church administrator candidate to also accept the bookkeeper assistant position in addition to the Church Administrator position. Approved.

Old Business: New rental agreement with PCAC

1. Discuss any changes we may want: We would like to have more flexibility in using the hours that we currently have. We have a total of 24 hours over the year.

New Business:

1. Explore options with PCAC for adjusting the allocation of event hours in the rental agreement: We have the additional backroom that is available to us on the 3rd Sunday of the month. We can start using this time for classes or a class.
2. Board Update for February 1st newsletter: see above.

LOOKING AHEAD: Party for Mickey's 90th birthday in May

Review and approve minutes, including the date of the next meeting.
Minutes have been reviewed and accepted.

Closing prayer: Rev. Linda

Meeting adjourned: 6:42 PM

Board Meeting Calendar – Tuesdays at 5 PM on Zoom

February 18, 2025

March 18, 2025

April 15, 2025

May 20, 2025

June 17, 2025

July 15, 2025

August 19, 2025

September 16, 2025

Annual meeting Sunday, October 19, 2025

October 21, 2025