

Friends of Unity
Board of Trustees Meeting Minutes
Tuesday, December 17, 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			Member at Large		
Treasurer	John Fanta	X	Guest	Gail Parker	X

Call to Order by Nancy Time: 5:01

Opening prayer given by Rev. Linda

1. Minister's Report: Rev. Linda announced she will be the Sunday speaker for the whole month of January. Rev. Linda requested a possible class on January 19th which has been granted by the center director.
2. Treasurer's Report was submitted.
 - a. The Board members received the 2025 Budget on December 12th from John which carries forward the current level of spending with some adjustments for estimated increases in expenses like insurance and lease. The budget does not include costs for hiring a new spiritual leader or the search process. John notes the reserve is enough to cover four months of expenses required in the Bylaws. He seeks approval of the budget at this meeting to ease the transition to a new bookkeeper. Nancy seconded it. The 2025 Budget was approved.
 - b. The Board discussed creating a Statement of Intention for the year 2025. John proposed "Creating Transformative Opportunities". The Board was all in agreement with making this our statement of intention.
 - c. Discretionary tithe amount: \$152 will be sent to Jewish Family Services of Washtenaw County with the memo line for resettlement activities.
 - d. The decision on the December tithe recipient was deferred to Valerie for the next month. The Haven shelter for abused women in Pontiac was recommended.

3. Administrator's Report was submitted with the 2025 Annual Planning Calendar.
 - a. Update on the new bookkeeper, Sheila Watts, CPA. John and Gail had a Zoom meeting to review the proposal John and Gail are confident with the Board's selection. Nancy had signed the contract. Ms Watt's will begin on January 1st. The cost to pay Sheila as the new bookkeeper is no more than what Gail is paid for her role as the bookkeeper.
 - b. Report on research into signature software to capture signatures (membership reaffirmation). Gail recommends Adobe Pro for \$15 annually. Gail will purchase a license for the new administrator's use.
 - c. The Board discussed recruiting a new Administrator. Nancy proposed dividing the role and hiring two people. The discussion was tabled until the Board could review the job duties. Gail emailed the job description to the Board. Rev. Linda recommended putting this on hold for now.

New Business:

1. Vote on the Collective Intention for our 15th year: "Creating Transformative Opportunities" Board approved.
2. The Board discussed newsletter submission. They agreed to announce the new bookkeeper in the January newsletter. The Board also discussed the cadence for the monthly newsletter, with a deadline for submissions by the 23rd of each month to allow time to prepare the newsletter layout for distribution on the first of the month.
3. Looking ahead to the new rental agreement with PCAC. Reverend Linda to consider utilizing unused allocated hours for potential classes in January. John to explore options with PCAC for adjusting the allocation of event hours in the rental agreement.
4. The Board discussed scheduling the Board Meetings in 2025 and the Annual Meeting. See the Board Meeting Schedule on page 3. Nancy will make the Board report to the congregation on January 19, 2025. Then on January 26th John will present the financial report to the congregation including the year-end summary for 2024 and the budget for 2025. Nancy suggested that it could be beneficial to have in-person Board meetings once or twice a year. The group agreed to further explore these options.

5. Ministry Opportunity Team. The Board will recruit members after the first of the year. John expressed concern about the current budget and the need for a more realistic salary. Linda suggested that the Unity Worldwide Ministries could provide guidelines. Rev. Linda emphasized the importance of integrity in setting a reasonable salary for the minister's role. Nancy to find out if Unity Worldwide Ministries has guidelines on minimum salary requirements for minister positions.
6. Regarding the Rental Agreement with the PCAC. The team considered using these remaining hours for additional classes or events, particularly in the upcoming months. They also discussed the potential for swapping or adjusting the allocation of hours to better suit FoU needs in future agreements. The importance of fostering deeper connections among members through regular classes was emphasized.
7. Valerie will send out the meeting minutes via email for the Board's review. The Board will approve the minutes at the February meeting.

Closing prayer: Rev. Linda

Meeting adjourned: 6:33 pm

Board training – pages 3-4 (if time) Tabled

Board Meeting Calendar – 3rd Tuesdays at 5 PM on Zoom

January 21, 2025

February 18, 2025

March 19, 2025

April 15, 2025

May 20, 2025

June 17, 2025

July 15, 2025

August 19, 2025

September 16, 2025

October 19, 2025 Annual Meeting

October 21, 2025