

**Unity of Savannah**  
**Board of Trustees Meeting Notes**  
**Tuesday, November 17, 2015**  
**6:10 PM – 9:00 PM**

**Call to Order**

Rev. Dale Worley led the opening prayer and called the meeting to order at 6:10 PM.

**Attendance**

Rev. Dale Worley; Sally Klein, Secretary; Carol Hodges, Mike Neal, Treasurer. Anya Montefiore, Alternate, and Brenda McMillin, President, were absent.

**Heart Check**

Members “checked in.” Dale noted his high energy following the revival. All is well.

**Mission and Vision Statements**

The Mission and Vision Statements were affirmed.

**Approval of Previous Meeting’s Minutes**

Carol moved that the minutes from the October meeting be approved. Mike seconded. The minutes were unanimously approved.

**President’s Report**

Due to Brenda’s absence, the President’s Report was not given.

**Treasurer’s Report**

Mike reviewed the Treasurer’s Report. We are approximating a break even status. One very generous donor makes an impact; however we need to increase regular donations. Dale will ask marguerite to conduct the prosperity class following Sally’s class on personality type, which ends the first week in February. Mike noted a discrepancy and asked that it be addressed. Dale noted that the S.E.E. budget could be contributing to the error. Board members have not been receiving the budget on a regular basis. Dale will ask Marguerite to put it in Dropbox.

**Minister’s Report**

See Dropbox for the full report. Highlights: Dale noted several activities, past and upcoming: Revival; Veteran’s Day speech in Warren Square with “Vets for Peace;” the very successful coat and blanket drive; Congregations in Service, led by Tony Piazza; and Trunk or Treat. Upcoming events including the Christmas concert December 13 at 5:30 and several other Christmas activities, the February Music Conference in Orlando (Dale would like to send Kyle), Finance Committee meeting December 6 after services, and a trip to Unity Village next year. Dale would like to have a temporary person help in the office until he can hire an Office Administrator for January. His “Unveiling Your Hidden Powers” class was very successful.

**Old Business**

1. *Review completed performance evaluation forms which Dale is posting on Dropbox and return with feedback:* Forms were not posted for review, but Carol and Sally submitted drafts of the Financial Administrator, Office Administrator, and Ministerial Coordinator’s job descriptions. The Youth Ed Director job description will follow soon. Dale will finalize the job descriptions.
2. *Review the 2016 Budget and return with feedback:* The budget was reviewed. Mike noted that we are over budget. Means to increase funds were discussed. Mike may give the Board Report to the congregation and if so, will mention the need for fiscal responsibility. We need to vote on Dale’s increased insurance budget item.  
In January we will have an audit by a CPA. Donna, a bookkeeper, will be consulted for a recommendation for a CPA.

Tithing transfers were discussed. The Board sees this as an accounting question, which will be referred to the Finance Committee and the Auditor CPA. After their recommendation, the Board will make a decision. This process was moved by Carol, seconded by Mike, and approved unanimously.

Dale will keep the Board apprised of percentages for the four current transfer accounts: music, homeless, prayer, and Youth Ed. It was suggested that perhaps Guest Speakers could become a tithe account and Youth Ed could become a line item in the regular budget.

We will vote on the budget in December.

3. *Review the updated Safety Action Plan and complete tasks you are assigned to do:* Carol expressed her concern about not having willing volunteers to assist with some of the Action Plan tasks. Sally suggested that Board members should not be doing tasks such as making small purchases and maintenance or repairs to the building. The Board should limit its activities to budget, policy, and hiring/firing. She suggested that we put a “handyman” on retainer. Dale and Carol both expressed the difficulties in finding someone who is willing to do electrical work and other small jobs.
4. *Email names of candidates for the Finance Team to Dale:* Mark Ishige is the only person serving at this time.

***Anya: In Anya’s absence, these items were deferred.***

5. *Continue to develop marketing documents as needed.*
6. *Send Dale a list of positions needed for a Marketing Team.*

***Brenda: In Brenda’s absence, this item was deferred.***

7. *Brenda will call an Executive Session to establish definitions of professional and vacation leave.*

**Carol:**

8. *Carol and Sally will continue to work together to draft job descriptions for office staff:* Done.
9. *Carol will follow through on any other Safety Action Plan tasks that she has not completed:* A door has been ordered, and an electrician came to do repairs with mixed results.
10. *Carol will remind Dale via text to make sure the bank draft process is fixed:* Done, and the process seems to be fixed.
11. *Carole and Becky will paint the front door:* Done.

**Dale/Becky:**

12. *Dale will ensure that Becky creates a maintenance binder. (Sally has sent a form as a suggestion.):* Dale will check on this.
13. *Dale will post Performance Review Evaluations on Dropbox, and Board members will return to the next meeting with feedback:* Not accomplished, but an evaluation form has been developed by Carol and Sally.
14. *Becky and Carol will paint the front door:* Done.
15. *Make sure items in Safety Action Plan are completed (contact neighbors, get security camera, make “No cash” sign and post, etc.):* Not accomplished.
16. *Subscribe to Angie’s List:* Not accomplished.
17. *Make sure that flammables are removed from area around the water heater:* This is an ongoing problem. Signs should be posted. Someone from the church – Dale or Becky? – should speak to the representatives of the respective groups.
18. *Send Job Descriptions as resources for developing our own descriptions to Carol:* Not accomplished, but job descriptions are being developed by Carol and Sally.

**Sally:**

19. *Sally will tell Dalah Ostara that the Board has rescinded its approval of her group:* Done.
20. *Sally will update the Safety Action Plan:* Done.
21. *Carol and Sally will continue to work together to draft job descriptions for office staff:* Done.
22. *Sally will continue to assist Anya with formatting the Marketing Team forms:* Done.

## **New Business**

1. *Budget:* See above.
2. *Staff Updates:* a. *Youth and Family Position:* Iris will be paid \$300 per month as suggested in the budget. b. *Volunteer for Office Admin until 2016:* Judy Jones will work next week in the office assisting Becky for \$10.00 an hour up to ten hours. At the end of next week, Becky will advise if Judy should continue through mid-December when the office closes for the holidays. (A new OA will be hired by January.) Since the OA

position is vacant, no new funds are needed to pay Judy. *C. holiday pay for Marguerite*: Marguerite will work regular hours and be paid during the time the office will be closed.

3. *Minister's Insurance*: Dale left the room, and the Board went into **Executive Session**. Sally moved that the increased amount for Dale's insurance be approved as a line item budget. Carol seconded the motion. The payment was unanimously approved. Dale returned to the room, and the regular meeting resumed.
4. *Estimate for Sanctuary Lighting*: Mike moved that the cost of the lighting be approved. Carol seconded the motion. The motion was unanimously approved.
5. *Distribution of Tithes*: See above discussion.
6. *2016 Board Members*: Vacant positions are two full members and one alternate. When the Vice-President is selected from the new Board, that position will be for a three-year term. Sally will serve along with Dale and Miss Evelyn on the Nominating Committee. Dale will ask for nominations to the Board during services and will post a message on the website/newsletter. Dale will print out a list of active members so that we can check qualifications (must be a member for at least one year) when the time comes. Allen would be a good candidate. Dale will speak with him.
7. *Consider donation to Semaj*. See article. <http://www.connectsavannah.com/savannah/news-and-opinion/Section?oid=2130481>: Carol moved that a second basket collection be taken in support of Semaj Clark. Mike seconded the motion. The motion passed unanimously. Sally will send links to relevant videos to Dale who will announce the effort at an upcoming service. Done.

#### **Weather Check**

All is well.

#### **Closing Prayer**

Rev. Worley closed with prayer.

**Next meeting:** December 15, 6:00 PM.

**Board Retreat: December 4, 6:00 – 9:00 PM and December 5, 9:00 AM – 4:00 PM**

**Sally's House** Sally will send directions to her house before the retreat.

#### **Homework/Next Agenda Items:**

##### **Everyone:**

1. Review the 2016 Budget, and be ready to vote.
2. Review the updated Safety Action Plan and complete tasks you are assigned to do.

##### **Anya:**

23. Continue to develop marketing documents as needed.
24. Send Dale a list of positions needed for a Marketing Team.

##### **Brenda:**

25. Brenda will call an Executive Session to establish definitions of professional and vacation leave.

##### **Carol:**

26. Carol and Sally will continue to work together to draft job descriptions for office staff.

##### **Dale/Becky:**

27. Dale will ensure that Becky creates a maintenance binder. (Sally has sent a form as a suggestion.)
28. Make sure items in Safety Action Plan are completed (contact neighbors, get security camera, make "No cash" sign and post, etc.)
29. Subscribe to Angie's List.
30. Make sure that signs are posted concerning flammables being placed around the water heater. Speak with groups who are storing the items.
31. Dale will ask Marguerite to offer the Prosperity class after the conclusion of the Personality Type class (February).
32. Dale will ask Marguerite to put the budget reports in Dropbox.
33. Dale will finalize the job descriptions and notify Carol/Sally of any changes needed.
34. Dale will speak to Allen about possible service.

**Mike:**

35. Mike will present the Board Report to the congregation on November 29<sup>th</sup>, the fifth Sunday. He will include remarks about fiscal responsibility of members.

**Sally:**

36. Sally will research videos about Semaj Clark and send to Dale. Done.

37. Sally will research Board Policy for number of allowed absences and send to Dale. Done

38. Sally will post January 2014 Town Hall Membership Meeting minutes to Dropbox and send to Dale. Done.

39. Sally will send directions to her house before the retreat and prepare materials. Done.

Respectfully submitted by Sally Klein, Secretary