

Unity of Chattanooga

Board of Trustees

Meeting Minutes

Date: July 26, 2011

Members Present:				
Brooke King	Eva Goldyn	Doug Werth	Penny Werth	Arnie Hernandez
Jeff Sandy	Karen Poole	Phaedra Roberts		
Agenda Item	Discussion, Conclusions, Recommendations			
Opening	Brooke brought the meeting to order, and asked Rev. Doug Werth to start the meeting with prayer.			
June Meeting Minutes	The following changes will be made to the June minutes: Remove Sam Hooker's name, just leave State Farm. Phaedra did not leave the pamphlet with Penny. Aptela phones approx. \$500 for 5 phones initial purchase price.			Minutes approved with amendments.
Phone Discussion	We will replace the current phone service with EPB and Aptela when the current contract expires on March 18, 2012.			Jeff will try to get us out of the contract early if possible.
Prosperity Report	<p><u>Financial Statement</u> – There are no red lines in the report this month. Jeff asked us to pay attention to the balance in the bank accounts – there is a \$28,000 improvement over the prior year. The increase is due in part to a significant gift made earlier this year, our consistent giving program, and the health of our Raymond James investments guided by Liz Thomas.</p> <p><u>Income Statement</u> Highlights: Love offerings, contract labor, insurance prepay, no raft trip (which was a pass through anyway), ordinary income up almost \$2600.</p> <p><u>Summary Sheet</u> Trend Lines – taking a hit since first of June which is expected, however, the blue line overall is trending downward. This trend may be due to summer vacations. Giving still runs below our expenses – without classes and other revenue, we would be upside down. This financial information points out the need to promote classes, movies, etc. Promote spiritual cinema by saying movie, popcorn, and discussion afterwards. We need parallel marketing programs for Sunday service and other activities like classes, cinema, etc.</p> <p><u>Revenue Versus Expense Comparison</u> We are experiencing a trend of giving decreasing – the red line is going down. Giving Profile – credit card charges are down which is good. Attendance and giving impact – regardless of attendance, giving stays pretty much the same. Averaging about \$66 per month per person. Been over \$60 since March 2011. Awareness of consistent giving is growing. Forecast of Giving – Total projected income with the significant</p>			<p>Financial Statements approved.</p> <p>Explore using meetup.com to promote classes, movies, speakers, etc.</p>

	<p>gift we received earlier this year \$11,108, without that gift, the projected income is \$108. This is a huge change to the positive.</p> <p><u>Monthly Tithe Disbursements</u> \$555.87 to St. Andrews Center. \$250 to the Community Kitchen \$250 to NorthSide Neighborhood House.</p> <p><u>Insurance Price Comparison</u> Penny contacted the church insurance company – Church Mutual. State Farm only insures small churches, and they do not cover sexual misconduct which is a huge expense. State Farm also doesn't cover Penny's vehicle if she takes the children on an outing (or anyone else related to the church). The difference between the church insurance coverage and State Farm is \$600. We don't want to give up those parts of the coverage that we currently have to go with State Farm for \$600 less per year. Phaedra asked if we are covered for our child care related to our youth program. Jeff told us about a free program from the Episcopal church called 'Taking Care of God's Children' which teaches church workers how to take care of children with an eye toward litigation.</p> <p><u>Update on Website Development</u> Jeff distributed a handout of website design from Reed. The black space at the top of the page is reserved for photos. Reed's design included a three column format; the Unity blue color; and the new Unity logo. Recommendations were made to; add a link to the Board President's message as well as the Board Treasurer's message; add WISE information. Everyone really liked the new design. Inside pages will have a different format. Reed can work with us until August 15. Jeff asked him to move our website to the new host. Jeff will buy Perch (\$50) which is a software package that will enable someone else to maintain the content. Jeff asked Reed if we can continue to use the design he created for us, and Reed agreed. . Production schedule – <u>Streaming</u> – Jeff ordered the component necessary for live streaming, and he received it but it was the wrong version. Ordered the next version – arrived last Friday.</p> <p><u>Second quarter thank you notes</u></p>	<p>Doug asked Jeff to let us know when that program is available in the area again.</p> <p>Jeff will get the old site moved to the host so Penny can maintain it with Purch.</p> <p>Jeff will also shop the remainder of the development of the website to other development companies. Other people with contacts in the IT industry will shop this project too.</p> <p>Pick up thank you notes this coming Sunday. List of people to send them to will be ready by Sunday too. Everyone should 'bless' their thank you cards before writing them since we don't have time to do it together.</p>
<p>Administrators Report</p>	<p>We received a check for \$278.50 for Tornado Relief. Penny will call Todd Smith to see if they are still facilitating the relief effort on Sand Mountain, and if so, Penny will send them the check.</p> <p>Audio – Steve Coakley trained Bobby Goodwin, but Bobby's first turn at the audio showed that he needed additional training. The person that St. Paul's Episcopal was using for sound has moved out of town so we don't</p>	<p>Need to redo the bank signature cards.</p>

	<p>have that opportunity anymore. St. Paul's is actively looking for a replacement, so maybe we can piggyback on the person they find. Terry Lovelace is Steve Coakley's backup, but he is out of town this weekend. Our biggest problem is training – Steve is our trainer, but he travels a lot. With the new computer audio software, marking tracks will be much easier. Providing the order of service information to the audio person would be helpful too. Will probably know something about a person from St. Paul's by next board meeting.</p> <p>Eileen is cancelling her Qigong II class for this month, but she is going ahead with level I in September.</p>	<p>We'd like Steve to provide better written directions.</p>
Outreach	Kathy Webb has assumed responsibility for the Outreach program.	
Bookstore	Penny is doing the schedule, but Eva plans to take it over as soon as she can. Eva works in the bookstore anytime she notices no one else is there.	
UMMAS Leadership Report	Phaedra provided handouts from the UMMAS Leadership Training, and she recommended 3 books listed in the handouts. Phaedra shared her experiences at the conference as well as the activities that were conducted, and she said the entire experience was very inspiring.	<p>Need to be growing younger leaders. Next Generation Unity group – maybe get TJ and Katie involved.</p> <p>BlueAvocado.com</p>
Minister's Report	<p><u>Sunday Service Schedule</u> – distributed schedule. How did Clive do last Sunday? Great!</p> <p><u>Class & Special Events Schedule</u> August 19th – 21st – Rev. Therese Lee begins Friday night, can invite prior leaders, potential leaders; can have up to 20 – 30 people. August 24th – Edwene Gaines August 31st – Mary Mannon Morrissey Prosperity class by Doug</p> <p><u>Summer Picnic August 28</u> 1 – 3 p.m. Coolidge Park</p>	<p>Feedback Forum this Sunday, 7/31/2011</p>
New Business	<p>Board Meeting Schedule: August 16th, September 20th, October 18th</p> <p>Schedule Board Retreat Invitations</p> <p><u>New Usher Instructions</u></p> <p>Ushers notify Penny when it's time for the children to come out. The 1-page ushers' sheet on the table needs to be rewritten. The guidelines online are great – Phaedra used the online instructions so she felt very confident about her responsibilities. But other ushers aren't using the 5-page long form. A couple of members are trying to 'coach' the ushers with information that is out of date or conflicts with more recent instructions.</p> <p>Once we've finished the sessions with Therese Lee, we need to write policies and procedures for Unity of Chattanooga. Jeff recommended we look at the Baptist website that has a lot of the policies and procedures for a starting point. He will post the website on Facebook. Gary Simmons also has a lot of good information about this too.</p>	<p>Need to put together list of people to personally invite. Use UOC Board Facebook page to recommend people to invite. Deadline for posting recommendations is August 3rd, and we have until the 10th to personally invite.</p> <p>Doug will mark the light switches where the slide should be placed during the service, during meditation, etc.</p> <p>Need updated volunteer instructions for every volunteer opportunity. The 5-page document is on the website. Also need updated instructions for the</p>

	<p>Doug and the ushers are the only people who see the visitors. Jeff recommends the board members get with the ushers directly after the service to find the visitors and welcome them. Make contact with the visitors and encourage them to come back – introduce them to other board members, ushers, etc.</p> <p>Short discussion of Doug’s performance review, and how it is conducted. Doug wants to go over his contract with me and Phaedra since we haven’t seen it yet.</p> <p>The meeting was adjourned.</p>	<p>bookstore volunteers. Ask each member in what area they would like to volunteer.</p>
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