

Unity Spiritual Center in the Rockies

Board of Trustees Meeting Minutes

October 17, 2024

Call to Order: Patricia Yeager, 10:30am, Meeting in person, Fellowship Hall, Ahriana on zoom

Roll Call: Ahriana, interim Minister, Patricia Yeager, President, Charlotte Wilson, Vice-President, Todd Smith, Treasurer, Beth Brickell, Secretary, Beth Pettit-Willis and Debbie Lacey, Members at Large. Guests: Don Turner, Mike Malivuk

Opening Prayer: Ahriana

September approval of minutes on October 1, 2024, Debbie made a motion to accept minutes, Beth PW 2nd motion, all in favor, motion passed.

Votes between meetings: None

Public Comment:

Don Turner attended to speak about the shed but started with a sidebar about Bingo. Bingo has made \$56,000!! This is \$23,000 ahead of schedule.

Don shared that the shed project was always a 2-step plan. The first step is done. Building the place to store the lawn mowers is the remaining step. The Men's Group has \$400 (gathered over 5 years). Vern suggested it be used for the shed. Don wants to use it for a men's retreat not for the shed.

The board was asked to fund \$500 for the remainder of the work. Todd offered to donate the funds and Don suggested others might also donate (Mike said he would also). Ahriana asked Don to give the date for construction to Yo'Lauder so she can make sure there is no conflict. No vote taken at this time.

Mike Malivuk gave a report on the roof. He found an area over the minister's office that looks like it could fail this winter. Mike expects to have a repair estimate in a few days. Patricia asked Mike to speak to Scott who had an earlier estimate. Ahriana asked Mike to obtain a bid for both immediate needs and a bid for the total roof.

Financial Report: See attached.

Timewise, we are on track with the budget planning. Many teams turned in budget requests which will be reviewed once the base budget is complete. Ahriana, Todd, and Trudy will meet and bring recommendations to the November board meeting. December will be the approval of the 2025 budget.

Todd discussed an idea with Trudy to have a multi-year budget and a “what we need now” budget and “what we WILL need budget”.

Todd discussed the Temple keeper Team. They plan to centralize the bids inside the Finance Team to keep continuity as teams and boards change over.

The current Financial Report shows we are ahead, primarily due to Bingo and the large donation of an anonymous donor.

Our current by-laws only give the board the power to approve a one-year budget. Todd spoke of his idea being more of a “visual budget” rather than an official, approved budget. The Finance Team can continue, as they do not have a 2-year term like board members have.

Todd made a motion to move \$60,000 to Higher Yield fully liquid FDIC insured Product. Beth PW 2nd the motion, all were in favor. The motion passed.

Debbie will send Ahriana a sample of the sheet that goes with the weekly deposit so it can be standardized when new board members come on.

Procedures for getting bids

A question was raised about whether volunteers can be paid. Ahriana explained that, by the nature of the word, a volunteer is a volunteer and is not paid. Members of community can either volunteer or ask to be hired as independent contractors. In the second case, the normal hiring procedures, including posting the job and interviewing, getting appropriate bids, etc., must be followed. Ahriana stated that we must watch out for conflict-of-interest. We must be vigilant that contractors are properly licensed.

Ahriana will document the normal bid process for board approval in November.

Minister’s Report: See attached

Scott Lawless wants to get a sensor for (1) Temp below freezing and (2) Water on the floor. Ahriana thinks this would be a good investment. Ahriana moved we approve up to \$1000 for water and temperature sensors. Charlotte 2nd the motion, all were in favor. Motion passed.

The building key code is being changed. Ahriana agreed that people who get the code must sign a statement saying they will not share it.

Donations: Socks, blankets, and coats are needed in the Southeast due to hurricane Helene. Ahriana proposed a sock collection and asked for up to \$500 to mail socks to a distribution point. Todd made a motion to approve \$500. Debbie 2nd the motion and the motion passed.

Old business:

Approve Minister's package for UWM submittal: Patricia reviewed the New Minister Vacancy package with the board. Much heart and soul went into this and we thank Patricia and the Minister Search Committee for the depth they provided to attract our new minister. The final piece to be filled out is the amount to pay the minister and benefits. This will need more consideration due to the budget that is currently being refined. The November board meeting will be the target to have the budget complete so that the Minister's package is ready to submit by the end of December.

New Business:

Tithes for 2024 and 2025: Tabled for November meeting

Donor recognition discussion: The board desires to have a place in the building to recognize major donors. Subject tabled for later discussion.

Volunteer Appreciation: Debbie would like to recognize volunteers with pies after a Sunday Service in November as a sign of gratitude for continuing to show up in various volunteer capacities. The board agreed. Debbie will proceed with planning.

Scrappy Quilters fundraiser: Susan Anderson proposed to have a fundraiser/silent auction in Fellowship Hall for 3 weeks. The board approved a one-week fundraiser with strong pre-event support in the way of marketing. Todd made a motion Beth PW 2nd the motion, all were in favor and motion passed.

Volunteer team leader names will be posted on the bulletin board and if anyone is interested in one of these teams, they can talk to Yo'Lauder. (We do not post contact information)

Executive session: None

Meeting adjourned at 12:40pm

Notes submitted by: Beth Brickell, Secretary

Treasurer's Report for Unity in the Rockies

Period: September 2024

Net Income

September: **\$-1,228.94 (Budget: -\$2,898.90)**

Year-to-Date: **\$31,458.31 (Budgeted \$9,220.60)**

Income

September: \$14,882.28 (Budget: \$15,610.93)

Year-to-Date: Income: \$172,725.33 (Budget: \$143,698.21)

Annual Budgeted Expenses: \$192,906.00

Breakdown of Major Income Categories:

- Sunday Service: \$6,185.99 (Budget: \$4,308.32)
- Electronic Donation Income: \$6,104.11 (Budget: \$6,258.32)
- Building Usage: \$1,950.00 (Budget: \$0)

Expenses

September: \$16,361.23 (Budget: \$18,509.83)

Year-to-Date: Expenses: \$142,284.74 (Budget: \$137,376.51)

Annual Budgeted Expenses: \$192,906.00

Breakdown of Major Expense Categories:

- Ministry Comp: \$5,000 (Budget: \$7,500)
- Employment/Contract Labor: \$3,820.00 (Budget: \$4,933.32)
- Insurance Expense: \$2,144.40 (Budget: \$566.66)
- Building Expenses: \$1,990.19 (Budget: \$2,363.30)
- Sunday Service Expenses: \$750.00 (Budget: \$1116.66)
- Supplies: \$1,279.54 (Budget: \$708.32)

Financial Position

Current Liquid assets:

CD: \$25,1417.11

1st Bank operating Fund: \$27,545.61

1st Bank Reserve Account: \$75,342.78

Bingo Account: \$13,425.72

Progressive Account: \$5,675.03

Total: \$147,406.25

Building: \$486,250.70

Minister's Report: 10/17/24

1. Staff:

- Overall, we are adjusting to the distance. All is well.
- Going to launch a new search for a security person next week

2. Building:

- Lots of communication with Scott Lawless. I am meeting with him later today.
- Building entry code is being changed

3. Activities:

- A Blue Christmas ceremony is set for December. This is important and I am glad Christine has taken it on.
- Afrah has added a Winter Workshop for December as well.
- We are working to get everyone to fill out the forms for events.

4. Budget:

- We are ahead of the game. Budget request forms have been received. I have asked Trudy to extrapolate to the end of the year. She is held up with a CSL emergency but should get that out to us in the next week. Once we have that, Trudy, Todd, and I will meet to do the first basic run through for next year. Where we stand on budget requests will depend on that first run-through. If we have excess, we'll bring the budget requests to the next board meeting for the selection process. We are on track to approve a 2025 budget at our December meeting.

- There are lots of questions that will impact the 2025 budget – mostly about deferred maintenance, what we need to do, and what we can push back until the building audit is complete. If we need to review the budget or make changes, that can happen later in 2025 – but we need to have the initial budget in place before January in order for staff to continue regular spending on supplies, utilities and other operational expenses.