

Friends of Unity  
Board of Trustees Meeting  
February 18, 2020

**Attendees:** Rev. Kathy Long, Vic Huber, Linda Grosscp, Phil Ernzen, Nancy Langeneckert, Sandy Argas, Gail Parker.

**Starting Time:** 7:00 PM

**Opening Prayer and silent meditation:** Kathy

**Point of Clarification of Robert's Rules of Order**

We agreed to continue not to follow them.

**Board minutes:** The January minutes were accepted.

**Treasurer's Report for January**

- Attendance: lowest we have seen in a while, averaging 24 per Sunday
- Income: \$5,636, well below budget but significantly above last January. Donate button activity was unusually strong.
- Expenses: About \$1,700 less than budgeted, because we did not "book" the 4<sup>th</sup> quarter 2019 tithe checks totaling \$2,071 in the January results, as planned. The other expense items seem unremarkable in relation to the budget
- Gain/Loss: Loss of \$2,363 versus a budgeted loss of \$2.924
- Bank Balance: \$35,866, down \$2,365 from December

The January Treasurer's report was accepted.

**Administrator's Report:**

- Gail prepared the 1096 form, a statement of the income FoU paid to our contract employees and the PCAC to send to the federal government.

- FoU info is now in the lobby on the wall by the office.

### **Minister's Report:**

- Primary focus since last Board meeting and what's ahead:  
Planning/Organizing 2/9 Deep Dive into Values & Emerging Ideas with Rev. Tracy, plus follow-up planning
- Worked with Phil re: Agreement adjustments, and retreat monies
- Worked with Lisa on 2020 PCAC Rental Agreement.
- Planning for Easter season
- Kathy is learning a lot from the 2020 Soul Guiding Question appointments she's had so far.
- Youth & Family/multigenerational: Kathy and Heather have written a 2-sided monthly newsletter to be included in the packets given to parents of young children the first Sundays of January and February.
- Community Relationships/Outreach  
There has been a generous response to requests for donated items to the Humane Society, led by Anne Marie. This FoU project wraps up at the end of the month.
- **Communications:** We need to increase how we get the word out about our ministry, and we continue to envision a team, more ideas and action! Gail creates monthly Mail Chimp updates, which are sent to over 100 email addresses, Sunday PPT and snail mail; Margaret posts on fb ; Heather has joined the team. Baltasar has some excellent ideas he has shared with Kathy.

### **Old Business:**

- The Agreement Renewal

Motion Regarding "The Agreement":

The Agreement – Dated 2/15/2020 shall be accepted as defining the ongoing relationship between Kathy Harwood Long and Friends of Unity.

MOTIONS REGARDING BASE COMPENSATION

Base compensation shall be \$27,500, paid in monthly installments.

#### MOTION REGARDING MANSE ALLOWANCE

Friends of Unity acknowledges that Kathy Long has declared that all her income received from Friends of Unity in 2020 will be considered to be Manse Allowance.

#### MOTION REGARDING GROWTH INCENTIVE COMPENSATION

Effective in March of 2020, a rolling incentive system will be used to determine a growth incentive payment.

- Every month the average total income from the current and previous two months will be compared to the average budgeted total income for those months. The amount that the actual average income exceeds the budgeted average income will be shared with Kathy Long on a 50/50 basis.
- In the event that a single large donation of more than \$1,000 is received in any month, only the first \$1,000 of that donation will be used in the calculation of the growth incentive payment.

All motions passed unanimously.

The Agreement is now worded to be on-going , rather than an annual document to be renewed.

- Election Process Guidelines tabled from Nov. – Tabled
- Annual Check-in with Gail and Tyler still in progress. Report tabled.

#### **New Business:**

- “What’s Working Well?” “What Could be Better?” “How Can We Support You Better?” Review with Senior Minister.

Kathy said what’s working well is the people. There is a strong sense of togetherness, and she values the opportunity of being with us. When she

meets people in their homes to ask the Soul Guiding Question, this has become a deep, soul-connecting time.

What could be better? People tell her they don't know when to call her; when a good time would be. When asked, she tells them "anytime"; she just won't pick up if it happens not to be a good time.

We all agreed we would not make this an Annual Review but rather, discuss things as they came up.

- Congregational Values and Ideas

Kathy asked each Board member individually how we felt about our session with Rev. Tracy. All responses were positive! Next step: narrow the list to 3 – 5 core values. Tracy has volunteered to lead the next session, also.

Sandy will send the questions that were asked to the families with children, since no families with children attended the session.

- Bylaws

John Fanta has already begun work on updating the bylaws. Phil, Kathy and John will meet to go over the bylaws template from UWM.

- Calendar

Board training will be either April 18<sup>th</sup> or 25<sup>th</sup>. John, Jan and Tom will be invited to join us.

- Soul Sizzlin' Sunday and Picnic – August. No date or location set.

- Volunteer Appreciation Sunday – June 7<sup>th</sup>

- Policies and Procedures/Understanding and Implementation (re: nominations for the Board) – tabled

- FoU 10th anniversary coming up in October. Kathy would like suggestions for monthly ways to celebrate this anniversary via email. Her own suggestions included having a speaker, such as Martha Creek, who is a Unity leader; or a dinner/dance. No decisions were made.

- PCAC Lease Agreement. As partners with the PCAC, FoU will now take care of the fence line, picking up trash and using the weed whacker.

- Clarifying retreats and remuneration

Kathy has decided to return to Vivian's Via Rosa Retreat Center (Waterford), because it charges only for those who attend. The goal is for retreats to be self-supporting. The ministry will post retreat registration fee, which is what the retreat center charges per person plus the cost of Kathy and incidentals. Attendees will use the donate button online, or envelopes, for both the registration fee, and the Love Offerings. Net proceeds beyond expenses are split 50/50 with FoU.

- Communication Sunday Topics  
4<sup>th</sup> quarter, 2019, and January, 2020, reports by Phil

Kathy closed the meeting with prayer.

Meeting adjourned at 9:10 PM.

Nancy Langeneckert, Secretary

