

Unity Community of Central Oregon
Synopsis of Monthly Board Meetings

February

Welcomed new board members and elected officers for 2019

President: Clare Kubota Vice President: Cylvia Hayes

Treasurer: Fred Bartel Secretary: George Lemagie

Discussed need for General Liability Insurance for building rentals

Approved budget for furnishing office space off Foyer

Approved purchase of first stained-glass window. Dedicated to One World Center investors.

March

Discussed current A/V system, operations and needed upgrades.

Fred proposed developing an annual budget during our annual board retreat in May.

Established policy regarding food/beverages in sanctuary during building rentals.

April

UCCO received a \$500 tithe check from Seattle Unity and a \$186 tithe check from Unity NW.

Received reports on the Sabbatical Planning and Budget as well as the Summer Marketing Plan.

Financial update shows income has nearly doubled over the previous year, following growth in membership by about a 3 month lag.

Established formal differentiation between paid and volunteer staff. Began tracking volunteer hours.

Completed plans for board retreat in May to include Strategic Planning/Vision for UCCO, Structure and Organization, and Preparation of an Annual Budget.

May Board Retreat

Jim- Education/Youth Programs

Living by our Mission Statement

Presentation of draft Vision Statement

Jane- Ministry

SEE Week, September 16-20

Quarterly Booklet of Upcoming Services and Events

Utilization of Ministry Students

Resource Booklet: 'Who are you going to call?'

Susan- Buildings/Facilities

Bend a priority of focused growth
Impacts of Montessori School remodel and growth
Need for additional classroom space

June

Reviewed and revised to our Vision Statement

Discussed support for services during Jane's Sabbatical

Approved motion to maintain 2 months of expenses in checking account and transfer excess savings into certificates of deposit with maturity dates staggered quarterly.

Approved expenditure to improve the outdoor space under the Portico for an expanded socializing area after services.

Approved purchase and ordering of a second shed.

July

Monthly income declined in June, primarily due to the decrease in classes offered and reduced offerings during the June Campout.

Balances adjusted in all accounts per the board's recommendations during the June meeting.

Approved motion to provide \$200 for Youth Conference attendance.

Applied for an Audio/Visual Grant from Unity Worldwide to be used for livestreaming our services.

Reviewed our budget and support for services during the Sabbatical.

August

Youth Programs Update

Approved Grace to take over the nursery as paid staff.

Began review of existing positions (paid & volunteer) to create job descriptions/requirements.

Reviewed support for services during Sabbatical including planning, scheduling, and marketing.

Reviewed progress on growth and our new UCCO Vision.

Discussed UCCO purchasing a new keyboard next year. Need to research specs and price.

September

Approved 11 new members.

Review and planning for website updates.

Income is currently under budget, but only need an added \$2.50/person/week to meet budget.

Discussed policy and procedures for reviewing special events.

SEE Courses coming up. Marketing committee to follow up.

Youth Programs

Discussed documentation and proper HR procedures

Sarah Hood is interested in the Youth Program Director position to replace Ann-Marie who is stepping down.

UCCO has enrolled in SpiritualPlayDate.com to access educational materials for our youth program.

Approved longer meetings once/quarter to review in detail our finances and strategic planning.

Jane's re-integration to include retaining the existing distribution of certain duties, for example the rotating schedule for ministerial counselling.

A/V Grant: WE GOT IT!!! Matching dollars to acquire new equipment to upgrade our system and allow us to begin livestreaming our services over the internet. Purchases to be done in phases to allow volunteers to become familiar with the new equipment before we go live.