

Approved 02-16-2009

Unity of Bellevue

Board of Director's Meeting

Minutes

January 25, 2009

Members in Attendance: Vic Bishop, Val Close, John Craddock, Martha Douglas, Howard Lamb, B.J. Hudgins, Jeff Kaylin, John McLean, Richard Morris, rita ann Schwarting

The meeting was called to order by President Val Close at 12:30 pm.

1. Opening Prayer lead by Rev. John McLean
2. President's Report and Thank You's
  - a. Harmony Hill Thank You
  - b. Church web site now has board minutes and board photos
  - c. Vic Bishop is the designated nurturer for next board meeting, Feb 16th
  - d. Operating Budget will be presented March 9<sup>th</sup>
3. Secretary's Report: December Meeting Minutes (12/11/2008) were distributed by email. Vic Bishop moved for approval of December Minutes. John Craddock 2<sup>nd</sup>. Motion passed unanimously.
4. Martha Douglas made a Motion to establish a Compensation Committee for the position of Senior Minister. B.J. Hudgins 2<sup>nd</sup>. Motion passed unanimously. The Compensation Committee will be Val Close, Martha Douglas, and John Craddock.
5. Fountain project update. Each board member is requested to contribute \$150 or more to buy a Fountain commemorating the 50<sup>th</sup> anniversary of our church. The new fountain will be installed by a landscape contractor, and the installation will be paid from our General Fund.
6. Treasurer's Report: The financials for December 2008 showed a reduced total income. This was attributed to closing the church on December 21<sup>st</sup> and 24<sup>th</sup> due to major snow accumulations in Western Washington. The Burning Bowl ceremony (Dec 28<sup>th</sup>) showed strong attendance and giving. The Prudent Reserve Fund remains above \$49,000; and Year-To-Date Net Revenue is strong. Vic Bishop moved for approval of the Treasurer's Report. John McLean 2<sup>nd</sup>. Motion passed.
7. Martha Douglas made a Motion to Amend Financial Policy 2.1.3 Expenditures (Credit Card Usage) "No more than \$5,000 is charged to the Church credit card in any given month; any exception must be approved by the Board Treasurer." Rita Ann Schwarting 2<sup>nd</sup>. Motion passed unanimously.
8. Martha Douglas made a Motion to Add Financial Policy 2.1.5 Prudent Reserve. The changes to the new section are summarized as follows.
  - a. Contributions "funds withdrawn from the Prudent Reserve to address short-term cash flow problems must be repaid within 6 weeks. If current cash flow does not support

- that, then the current approved budget must be adjusted to accommodate timely repayment.”
- b. Size “contributions to the Prudent Reserve continue until it is at least a minimum of 15% (approximately 2 month budget expenditure) of current fiscal year budgeted expenses.
  - c. Reporting “The current balance in the Prudent Reserve is reported
    - i. To the Board (monthly) and Audit Committee
    - ii. To the Treasurer (bi-monthly as part of the Cash Flow Report)
  - d. Rita Ann Schwarting 2<sup>nd</sup>. Motion passed unanimously.
9. Martha Douglas made a Motion to Amend Financial Policy 2.1.9 Reporting. The changes to the Reporting section are summarized as follow.
- a. To the Board of Directors -- Ministry Service Opportunity Tithe disbursement summary by category (quarterly) from the Senior Minister.
  - b. To the Board Treasurer: Cash-flow reports semi-monthly
  - c. To the Board Treasurer: Payroll details reports semi-monthly
  - d. To the Audit Committee, current balance on Accounts, Detailed Actual, P/L monthly and YTD, Balance Sheet
  - e. Rita Ann Schwarting 2<sup>nd</sup>. Motion passed unanimously.
10. Senior Minister’s Report
- a. Quarterly Ministry Service Opportunity Report (as of December 31, 2008) Monthly Ministry Report
  - b. Rental tenant broke the lease on the “pre-school property”. The tenant had pre-paid for Feb, and vacated property Jan 2009.
  - c. Chris Mocan (who bought the “residential rental property”) made an offer to buy the “pre-school property on January 15, 2009.
  - d. John McLean made a Motion to Decline Mocan’s Offer to Buy the “Pre-school Property”. Rita Ann Schwarting 2<sup>nd</sup>. Motion passed unanimously.
11. Rita Ann Schwarting made a Motion for Reaffirmation of Special Membership motion on June 17, 2007 for possible sale of the “pre-school property.” Martha Douglas 2<sup>nd</sup>. Motion passed (8 yes, 1 no).
- a. Discussion recalled that a favorable tax position was calculated when the sales transaction occurs after January 2009.
  - b. Real Estate Committee asked to prepare an Options Analysis (comparing the cost and benefit of various actions) to help clarify the Highest and Best action for our community.
12. Board Nominating Committee: Rita Ann Schwarting is the Board member for the nominating committee. Pamila Hussey is the congregational representative.
- a. Vic Bishop indicated that he will not run for election to another term of service
  - b. John Craddock indicated that he will not run for election to another term of service
  - c. Howard Lamb (appointed to replace position vacated by Marianne Eastham) will consider running for election
13. Closing
- a. All reports and minutes on file with Secretary’s file

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- b. Next meeting is scheduled for Monday, February 16, 2009.
- c. Meeting adjourned at 3:00 pm

Respectfully Submitted,  
Richard Morris, Secretary