

UNITY CHRIST CHURCH  
BOARD OF TRUSTEES MEETING  
July 20, 2017

**PRESENT:** Board members: Lawrence Johnson, President, Rudolph Clay, Treasurer, Juankee McKinney, Carolyn Perry, and Rev. Ron Palumbo

**Guests:** Judy Lindow

**Call to Order:** The meeting was called to order at 7:38 pm by Lawrence Johnson. The meeting was opened in prayer by Rev. Ron Palumbo.

**Check-in:** Each Board member shared his/her personal requests for prayer.

**Review of Minutes:**

**Motion** was made by Rev. Palumbo and seconded by Clay to approve the Board Minutes for the month of June, 2017. **The motion passed.**

**OFFICER'S REPORTS**

**MINISTER:**

- New Member Orientation on July 23: currently, have five potential members signed-up to attend. There will be team leaders present to discuss their volunteer teams. Food is being provided by congregational members.
- Problem with credit card limit. Judy Lindow will check on this.
- World Day of Prayer September 14—talked about what we did in the past.
- Had over 35 applicants for the office manager position. Sent out interview questions. Johnson asked that this discussion be postponed until later in the meeting.
- Law of Attraction to be help at UCC on August 6<sup>th</sup>.

**PRESIDENT:**

- Kellie Mayhew resigned from board due to her mother's health.
- Volunteers are needed to work with Ron.

**TREASURER:**

The Treasurer Report is based on year to date transactions as of June 30, 2017.

1. Current assets come to a total: **\$1,358,110**
2. Total income for June is **\$6,855**; total expenses: **\$13,667**
3. Attendance for the month of June: **192**
4. Offerings for the month of June: **\$4,264**

**A motion** was made by Perry and seconded by Clay to approve the July 2017 Treasurer Report. **The motion passed.**

### **OLD BUSINESS:**

**Square:** Presented by Perry. Kellie is no longer working on the Square account. **UCC** has one tablet; one swipe reader; one card reader. They are planning to start use on Sunday, July 30, 2017. Kathy Mandel and all board members will be trained.

**By-Laws.** Presented by McKinney. She is working on the By-laws and Articles of Incorporation; she has a team of volunteers working with her. Amendments will be recommended in September to the Board and be voted on in October.

**Potlucks.** Presented by Clay. Recommendation to resume previous practice of asking congregants to bring certain items (entree, salad, desert...etc.).

### **NEW BUSINESS:**

**Farewell Party.** Board discussed the Farewell Party, which will be held on July 30th, for Judy Lindow, who is resigning after **15 years** of service at **UCC**. Food has been procured, along with a gift for Judy. (Board Members will share the cost for the gift.) McKinney will organize & lead the program for the Party.

**Office Manager Position:** Presented by Rev. Palumbo.

**Motion** by Rev. Palumbo. Maintain current job description; 20-25 hours per week; starting pay at \$12.00 per hour. McKinney seconded.

Perry discussed need for fixed time and days of week. She amended the motion to 25 hours for five days per week. McKinney seconded. **The amended motion passed.**

**Motion** by Rev. Palumbo to hire Sherry Hansel as Office Manager. No second.

**Motion** by Rev. Palumbo for Sherry Hansel to be interviewed by the board. Johnson seconded. **Motion carried.**

Johnson will notify Ms. Hansel of Board's decision to interview her.

**Document Retention Policy.** Presented by Johnson.

**Motion** by Rev. Palumbo to accept the Document Retention Policy presented by Lawrence Johnson. **Clay seconded.**

**Motion** amended by McKinney to move Membership Record retention from Eight Years to Indefinitely. Clay seconded. **Amended motion passed.**

**Announcements/Suggestions:**

- Tara Robinson, Youth Ed Teacher, will be on vacation July 23rd & 30th
- Johnson & McKinney volunteered to cover Youth Ed on those Sundays.

**Closing Prayer:** Rev. Ron Palumbo

**Adjourned by McKinney** 10:02 pm