

Unity of Springfield
Meeting of the Board of Directors
February 26, 2016

Board Members Present

Mary Hilsabeck – President

Jim Kaatz – Treasurer

Kimberley Lippelman-Nash – Secretary

Kari Brashers -- Director

Sue Baggett-Spears—Spiritual Leader

Simone Hite -Director

Jon Anfinson - Director

Tom Long – Director

Paula Armknecht--Director

Dee Richardson – Administrator

Norma Vinson - Emeritus

Guest: Amy Burnett

***The meeting** was called to order by Mary at 1:58 p.m. Sue opened with prayer. Check in was conducted. All attendees read the Core Values, Mission, and Vision Statements together aloud.

Election of Officers: Election of officers for the coming year were held. Simone nominated Mary Hilsabeck-Huber as President. Jim seconded. All voted in favor. Mary nominated Simone Hite as Vice President. Jim seconded. All voted in favor. Mary nominated Kimberley for Secretary. Jim seconded. All voted in favor. Mary nominated Jim for Treasurer. Simone seconds the motion. All voted in favor.

Executive Officers for 2016:

President – Mary Hilsabeck-Huber

Vice President – Simone Hite

Secretary – Kimberley Lippelman-Nash

Treasurer – Jim Kaatz

Board Liaisons for 2016 appointed:

- **Adult Education:** Jim
- **Building and Grounds:** Norma
- **Employment:** Kimberley
- **Fundraising:** Simone
- **Long/Short Range Planning:** Jim
- **Marketing /Publicity:** Paula
- **Music:** Jon
- **Outreach:** Amy
- **Youth Education:** Paula
- **Teen Activities:** Kari
- **Volunteer Services:** Tom

***The Minutes** of the January meeting were sent out for review prior to the meeting. Kari made the motion that they be approved as submitted. Simone seconded. All voted affirmatively. Motion carries.

***Financial Report**—Financial Report was provided prior to the meeting for review. Discussion was held about revenue being down and possible reasons/solutions. Paula moved that the Financial Report be approved as submitted. Kimberley seconded. All voted affirmatively, motion carries.

***Committee Reports:**

- **Adult Education:** No report.
- **Building and Grounds:** No report
- **Employment:** No report
- **Fundraising:** Simone planning Fashion Fair sale and will get date on the books.
- **Long/Short Range Planning:** No report
- **Marketing /Publicity:** No report.
- **Music:** No report.
- **Outreach:** no report.
- **Volunteer Services:** Tom asked about the turnout for Holiday decorating/undecorating. Kimberley said she was pleased with the turnout and things went well.
- **Youth Ed:** Paula shared Julia's report. Continuing Children on the Quest and coordinating with Sue's talks. Easter Egg Hunts planned for both services.
- **Teen Activities:** Uniteens preparing to go to a Unitreat Retreat with two sponsors.

***Communications:** Dee shared communications from Amazon Smile showing contributions we have received through that program. She also shared a letter from Dottie Mulliken that contains some ideas for welcoming visitors.

***Administrator's Report:** No report

***Spiritual Leader's Report:** Sue shared that the new member classes will all be held on the same Sunday and then repeated the following Sunday for anyone who may not have been able to attend the first time. She also discussed the new book she is going to be using for Soulful Saturdays and would like to share with all leadership of the church eventually, Emotional Intelligence 2.0.

Old Business:

Audit: Discussion was held concerning the different bids we have received for completing an audit. It was decided we still need more clarification on the bids and what each provides. We need to start the process of selecting an independent auditor, but the issue was tabled until we have further information regarding each bid we have received so far and how extensive an audit each includes.

New Business:

Bylaw Review: The Board read through Bylaws together to ensure that everyone is familiar with and answer any questions a Board member might have about any item contained therein. Discussion was held about items that possibly need to be amended and presented to membership. Proposed changes to bylaws will be presented at the next Town Hall Meeting.

Wedding Employee Classification: Kimberley shared info received from Bruce Verkruyse regarding best practices for this. All wedding employees will be added to and paid through payroll.

Paid Holidays for Staff Members: Simone moved that we adopt the following policy regarding paid holidays for staff—

Unity of Springfield recognizes the following holidays each calendar year for full-time, hourly, non exempt employees:

New Years Day

Memorial Day

Independence Day (July 4)

Labor Day

Thanksgiving Day

Christmas Day

All full-time, hourly, non-exempt employees will have the designated holiday off and will be paid their regular wages for that day. If the holiday falls on a Sunday that the employee would normally be scheduled to work, the employee may substitute another day within the same work week for that holiday at the discretion of the Administrator.

Jim seconded the motion. All voted affirmatively. Motion carries.

Livestreaming our services: Sue shared that Unity Worldwide Ministries will be letting us know when we can apply for the grant that will allow us to begin livestreaming our services.

Seeing no further business, the meeting was adjourned at 4:16 p.m.

Respectfully submitted,

Kimberley Lippelman-Nash, Secretary

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- Thanksgiving Day*
- Christmas Day*

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