



Minutes for Board Meeting on FEBRUARY 08, 2024

Opening Prayer – The monthly meeting of the Unity of South Sound (USS) Board started at 6:45 PM (online via Zoom) with an opening prayer by Rev. Meghan.

Board of Trustee (BOT) members: Michele Zwosta, Steve Ryan, Nancy Jackson, Stacey Lawrence, Chris Lizarraga, Rev. Meghan Smith Brooks, were in attendance. We have a quorum.

Check In – Board members checked in with one another.

MONTHLY REPORTS – calling out exceptions/concerns only

Approval of agenda

Approval of Secretary's Report / Board Minutes – Nancy Jackson submitted the January 11Th minutes by email, and they were approved by email.

Tithe Report – See attached: Steve Ryan – December / January Tithe Reports were submitted together. Nancy Jackson made a motion to approve December and January Reports, seconded by Stacey Lawrence, all Board Members approved.

Treasurer's Report – See attached: Steve Ryan submitted the January Treasurer's Report by email. Nancy Jackson made a motion to approve the Treasurer's Report and Chris Lizarraga seconded, all Board Members approved.

Minister's Report - see attached - Rev. Meghan

UPDATES ON OLD BUSINESS

2024 Board Nominations Committee update and vote – Board Nominating Committee – Annie Lane (Lead), Herlinda Garcia (backup), Nancy Jackson (Board) **open 2024 – (2)** – 3-year positions – (1) 1 year position (to fulfill a term) – (1) 1-year Alternate position.

The Board received (2) board applications for 3-year terms. Candace Robbecke and LaDonna Peterson. Nancy Jackson made a motion to approve the nominations and Stacey Lawrence seconded. All Board Members approved.

Annual Meeting – The Annual Meeting was discussed. Procedures for voting are being drafted.

NEW BUSINESS

Quarterly Tithe Acknowledgement – Board discussed. Bring Back

Moving to Google Workspace - Approved to move over to Google Workspace as this will accommodate more e-mails and compatibility with Breeze Office System.

Edward Jones – Board discussed strategy for 2024 and had annual review.

New Members - There are 4 new members. Jim Griffith, Jill Griffith, Deborah Morton, Jan Tjenos. Nancy Jackson made a motion to accept the 4 new members, Steve Ryan seconded. All Board Members approved.

Pet Policy – The Board discussed the policy.

Business to return to in future meeting

Diversity, Equity, Inclusion, Belonging Training - Bring back

2024 Calendar of events

Google Ad Grants – bring back

ACTION ITEMS:

Rev. Meghan -

Welcoming Videos - in Process

Event Coordinator - Now focused on developing an Event Team to coordinate all USS activities. Along with a Community Outreach Team as well.

Investigate DEIB training

Will check Unity Regional for what they have available on background checks.

Unity of South Sound: Upcoming events

2/11/2024 - Family Bingo

2/25/2024 Annual Meeting

3/8/2024 - 3/10/2024 Chaplain's Retreat

Closing Prayer – Rev. Meghan closed the meeting with a prayer and the meeting ended at 9:12 pm.

Next Month's Board Meeting is March 14, 2024, at 6:30 pm

Respectfully submitted by Nancy Jackson, Secretary

DATE: 2/12/2024

Unity of South Sound JANUARY Board Meeting – Feb 8, 2024
Rev. Meghan Smith Brooks Ministers Report

Here are my highlights of activities from January/February and plans moving forward:

- **Our Prosperity:** We hold the intention for 2024 to demonstrate our abundance through a growing and expanding ministry with current and new members stepping up enthusiastically in sacred service and through consistent intentional giving, making creative and meaningful contributions manifesting as a thriving spiritual community☺
- **Board Leadership Follow-up:** We are in the annual stage of leadership transition. As we embrace two new members into a 3-year term, we release two who are completing their service, thus creating a new dynamic within our team. We are grateful to all those who have said ‘yes’ to serving in this important role within our ministry and honor and bless those who now step back into our spiritual community to serve in new and meaningful ways. Looking forward to further expanding our visioning and re-organization of our ministry in this year of existence, our team will join in a Regional Board and Leadership Training for a full day on March 2 at Seattle Unity facilitated by the experienced and well-loved ministry trainer, Martha Creek. We will plan additional leadership planning sessions as we orient our new team into action.
- **Office Administration transition status:** As Candace Robbecke stepped up into our open Office Administrator position as an interim until we could find a permanent replacement, I am delighted to share we have this position filled effective February 15. Amy Silveria, our current Sound Technician, has agreed to step into the open Office Administrator role in addition to continuing in the Sound Tech position, on a permanent basis. She will be able to meet the technical and organizational needs to implement our new church management system, Breeze. Candace will serve as a well prepared backup for Amy as needed, so we will not lose her administrative skills and inside knowledge of our office procedures. This is definitely a win-win for us all! I will announce this new change on Sunday, February 11th.
- **Replacing Microsoft Office 364 with GoogleWorkspace:** After careful discernment and deep conversations with Mary Lindsay, our Marketing Manager and Michele, Board President, who has the working knowledge of Office 365 and is familiar with GoogleWorkspace, it makes sense to switch our internal email communication application from Office 365 to GoogleWorkspace at this time. Mary is ready to assist in the transfer and set up, she will provide us with working information on how to login to our new system. All existing board/staff emails will remain the same with our @unityofsouthsound.org tag. Externally it will not be evident of our internal change. I would like to have Mary proceed make this change with the transition of our board the beginning of March.
- **UWM ‘Let’s Grow Together’** monthly prosperity zoom sessions: Nothing new this month as my commitment to our administrative transition prevented me from attending the session this month. I shared the recording with our team to review, so please bring any insights or concepts you feel worthy of considering in our leadership discussions!
- **YFM:** Our teaching staff just returned from their annual training session in Gold Bar, I will be meeting with Jennifer Richardson this week for her report on what they brought back to assist our YFM program in 2024. The youth will be bringing Bingo to our community Sunday, Feb 11th as a fundraiser event as well as they will be providing a Potato Bar for our Annual Meeting lunch. Our YFM team would like to bring back the fundraising event of a Soft Clothing Drive in April. We will

initiate the plans to invite our members to participate mid-March. We are always grateful for their energy and support in ensuring we are well fed!

- **Service Ministry Teams:** My intention is to spend time with our Service Ministry Coordinator to review our teams, our organization and communication process to consider where we can serve better and fill in gaps in managing the serving process more effectively. I have had to put it aside to focus on our administrative and financial transition into our new year. I am hoping we can plan an after Sunday event mid-spring to have an all-team lead gathering. In the meantime, we have been building some new teams to support our ministry needs: Sound Tech Team, Sunday Service Team – in full swing, and Administrative Team. We now have a fully dedicated team member shadowing Amy to learn to step in to cover her as needed as well as a couple of support members, something that is already making a difference! Our Admin Team is building with new office assistants to support our Office Administrator in tasks and activities that free her to manage our office management for effectively!
- **Prayer Chaplain Annual Training:** Our Prayer Chaplains have been recruiting new members and putting plans in place for their annual training retreat at The Priory March 8-10. I will be joining them to participate in the training to build connections with our prayer team and assist in guiding the direction of their program. Rev. Michael will speak March 10th when I am away. I am grateful for the strong leadership within our Prayer Chaplain Team!
- **Classes & Membership:** I completed our Unity Basic Membership course last week and we will have 4 new members joining our ministry in a ceremony Sunday, Feb 25th before we conduct our Annual business meeting. Their names will be submitted for acceptance into membership at our meeting Feb 8th. The Prayer Class is 2-weeks into practice with several participating to complete the Prayer Chaplain Team pre-requisite to serve and participate in the training retreat in March. We have about 11 participants in the class creating dynamic and creative discussion!
- **Annual Meeting Prep:** We are gathering the teams reports for our Office Admin staff to begin creating the booklet for handout as well as any other document preparation necessary to be ready. We await the final ballot candidates to offer our membership for voting so the physical ballots can be created. I am focused on creating a list of our accomplishments for the past year and intentional goals for the year ahead that I will share in my annual report to our membership.
- **Year-End-Actions:** The year-end donation letters were mailed out and our employee tax forms have been generated and distributed as well.
- **Unity of South Sound Pet Policy:** With recent interactions with members bringing their dog to our services, and in consideration of past dog presence, it feels time to have an established dog policy to offer guidelines to those who attend our services and classes. It would allow us the support to refer to and to prevent anyone from feeling we show favoritism or lack consideration of our attendees health issues. I will attach my proposed policy based on the example I have received from other ministries when addressing the same issue. I offers an exception with guidelines for if a member has *a need* to bring their dog to USS, with Certified Service dogs always welcome, as they are trained and owners understand appropriateness.

As we step into our 2nd month of 2024, and our annual business meeting to celebrate and share our ministries achievements and goals moving forward, I feel we are shifting into a renewed energy and realization of great potential as a ministry! How we show up and how well our members respond to

participating in what we are creating will be key. Let us visualize our spiritual community thriving in all its magnificence, calling forth the manifestation in our physical realm. I am deeply grateful for each of our leadership team members, for your willingness and commitment to serve Unity of South Sound in such amazing ways. You each make a difference with your presence😊

In gratitude for our continued abundance,

Rev. Meghan

January 2024 Financial Report
By Steve Ryan, Board Treasurer

As we begin the new year 2024, we look at our Balance Sheet as of January 31, 2024. Total Assets have decreased from \$197,482 as of December 31, 2023 to \$192,165, a decrease of \$5,297. Our investment account at Edward Jones had unrealized market gains of \$225 with an end of month value of \$76,552. Meanwhile our operating cash at Global FCU decreased from \$32,840 to \$27,318. Our Short Term Payroll Tax Liabilities decreased \$1,060 to \$2,225 as of January 31st, primarily due to changes in staffing and shifting from employee to contractor status in several instances.

Moving on to our Monthly Profit and Loss Statement (Budget vs Actual), which coincidentally is our year to date statement as well, we see our Total Contributions are at \$14,677 at 80% of budget. This is \$3,423 short of our budgeted contributions for the month. Total income was \$15,456 or 73% of budget. We typically see our total income trailing the budget as we have relied on our fall prosperity event to catch us up.

Expenses for the month were at \$19,120 or 93% of budget creating a net Operating Loss for the month of \$3,664.

With the changes in our staff, we are finding this to be an ideal time to review and revise our bookkeeping processes and procedures. Hopefully, some changes to the Chart of Accounts and other areas will help us prepare more meaningful statements as we continue to be vigilant with the use of our contributions.

Unity of South Sound Tithing Worksheet Mission: To support individuals and organizations that serve and contribute to a world of peace and wholeness

2023	Target %	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Y-T-D	Y-T-D %
Unity Movement															
	50%														
Unity Worldwide Ministries		275.00	225.00	175.00	330.00	400.00	250.00	225.00	310.00	150.00	240.00	175.00	840.00	3,595.00	50%
Unity Worldwide Headquarters (Inc Silent Unity)		275.00	225.00	175.00	330.00	400.00	250.00	225.00	310.00	150.00	240.00	175.00	840.00	3,595.00	
Northwest Region		125.00	100.00	75.00	150.00	230.00	100.00	100.00	150.00	75.00	90.00	75.00	350.00	1,620.00	
Unity Church(s) - Rotating															
Unity Gresham 124 NE 181st Ave, #112, Gresham OR 97230		100.00	100.00	100.00	100.00	150.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,250.00	
														-	
		\$ 775.00	\$ 650.00	\$ 525.00	\$ 910.00	\$ 1,180.00	\$ 700.00	\$ 650.00	\$ 870.00	\$ 475.00	\$ 670.00	\$ 525.00	\$ 2,130.00	\$ 10,060.00	
Global/National															
	25%														
International Youth Foundation				275.00			345.00				300.00			920.00	25%
Doctors Without Borders					450.00			320.00					275.00	1,045.00	
Environmental Defense Fund						310.00			420.00				275.00	1,005.00	
Save the Children – Ukraine		390.00				310.00							275.00	975.00	
USA Children's Defense Fund			320.00							220.00			275.00	815.00	
Suraiya Ataur Medical Center												300.00		300.00	
Subtotal		\$ 390.00	\$ 320.00	\$ 275.00	\$ 450.00	\$ 620.00	\$ 345.00	\$ 320.00	\$ 420.00	\$ 220.00	\$ 300.00	\$ 300.00	\$ 1,100.00	\$ 5,060.00	
Local															
	25%														
Helping Hand House			110.00			135.00			150.00				175.00	570.00	26%
Boys & Girls Club - South Puget Sound			110.00			135.00			150.00				175.00	570.00	
Federal Way Multi Services Center (MSC)			110.00			135.00			150.00				175.00	570.00	
St Francis House, Puyallup				80.00			125.00			135.00			175.00	515.00	
Mary Bridge Hospital and Orthopedic Foundation				80.00			125.00			135.00			175.00	515.00	
AFSP (American Foundation for Suicide Prevention)				80.00			125.00				140.00		175.00	520.00	
REACH Ministries - Tacoma					165.00			100.00			140.00		175.00	580.00	
YWCA - Tacoma		130.00			165.00			100.00						395.00	
Tacoma Rescue Mission		130.00			165.00			100.00				145.00		540.00	
St Leo's Foodbank		130.00				135.00						145.00		410.00	
Subtotal		\$ 390.00	\$ 330.00	\$ 240.00	\$ 495.00	\$ 540.00	\$ 375.00	\$ 300.00	\$ 450.00	\$ 270.00	\$ 280.00	\$ 290.00	\$ 1,225.00	\$ 5,185.00	
Internal															
	1%-5%														
Flowers, gifts & recognition														-	0%
Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ 1,555.00	\$ 1,300.00	\$ 1,040.00	\$ 1,855.00	\$ 2,340.00	\$ 1,420.00	\$ 1,270.00	\$ 1,740.00	\$ 965.00	\$ 1,250.00	\$ 1,115.00	\$ 4,455.00	\$ 20,305.00	\$ -

2024	Target %	Jan-24	Y-T-D	Y-T-D %
<u>Unity Movement</u>	50%			50%
Unity Worldwide Ministries		250.00	250.00	
Unity Worldwide Headquarters (Inc Silent U		250.00	250.00	
Northwest Region		100.00	100.00	
Unity Church(s) - Rotating				
Unity of Yakima Spiritual Life Center		100.00	100.00	
401 S 8th Ave, Yakima WA 98902			-	
		\$ 700.00	\$ 700.00	
<u>Global/National</u>	25%			25%
International Youth Foundation			-	
Doctors Without Borders			-	
Environmental Defense Fund			-	
Save the Children – Ukraine			-	
USA Children's Defense Fund			-	
Suraiya Ataur Medical Center		345.00	345.00	
Subtotal		\$ 345.00	\$ 345.00	
<u>Local</u>	25%			26%
Helping Hand House			-	
Boys & Girls Club - South Puget Sound			-	
Federal Way Multi Services Center (MSC)			-	
St Francis House, Puyallup			-	
Mary Bridge Hospital and Orthopedic Foundation			-	
AFSP (American Foundation for Suicide Prevention)			-	
REACH Ministries - Tacoma			-	
YWCA - Tacoma		180.00	180.00	
Tacoma Rescue Mission		180.00	180.00	
St Leo's Foodbank			-	
Subtotal		\$ 360.00	\$ 360.00	
<u>Internal</u>	1%-5%			0%
Flowers, gifts & recognition			-	
Subtotal		\$ -	\$ -	
		\$ 1,405.00	\$ 1,405.00	\$ -
		1,408		