



Minutes for Board Meeting on JANUARY 11, 2024

Opening Prayer – The monthly meeting of the Unity of South Sound (USS) Board started at 6:30 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 December 14th minutes by email, and they were approved by email.

Tithe Report – See attached: Steve Ryan – December to be approved later in month

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

Minister's Report - see attached - Rev. Meghan

UPDATES ON OLD BUSINESS

Breeze Management Software – Discussion with Mary Lindsay (Social Media), Candace Robbecke (Interim Office administrator). Discussed how this Software will be a great advantage as a connection tool for our church membership. It is \$72.00 a month. Steve made a motion to approve, and Chris Lizarraga seconded, all board members approved.

Budget Committee – Rev. Meghan, Steve Ryan, Chris Lizarraga, Stacey Lawrence, Michele Zwosta. The budget was submitted by the Treasurer and Committee. Steve Ryan made a motion to approve the budget, and Chris Lizarraga seconded, all Board members approved.

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.

Yearend gift letter and planned giving update – Rev Meghan – Board discussion, bring back

NEW BUSINESS

Annual Meeting Date – February 25th following church service. Gathering team updates and presentations.

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

Unity of South Sound: Upcoming events

1/28/2024 - 2/4 New Membership Class

1/30/2024 - 2/27/2024 - Prayer Class (zoom)

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 9:05 pm.

Next Month's Board Meeting is February 08, 2024, at 6:30 pm

Respectfully submitted by Nancy Jackson, Secretary

DATE: 1/15/2024

Unity of South Sound JANUARY Board Meeting – January 11, 2024

Rev. Meghan Smith Brooks Minister's Report

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

- **Our Prosperity:** We are grateful for the generous donation from a local family foundation to Unity of South Sound the end of December in the amount of \$30,000. This provides our ability to bridge the gap between expenses and income in demonstration of our prosperity and future ministry expansion into 2024! We see this as the vibrational energy calling us to greater expression as a dynamic and abundant ministry in this New Year!
- **Board Leadership Follow-up:** Having set into motion a new plan to support our ministries foundation and future expansion administratively, we will continue to focus on a year of analysis: reviewing all areas of ministry, seek what we benefit from releasing or changing, consider new ways of managing to streamline, automate or reduce how things are done, add what will enhance what we do or offer and invite members into greater participation in serving and supporting our overall ministry experience. A few things I see focusing on this year:
 - Keeping a watchful eye on our inner administrative operation as we integrate in new staff. Remain open and receptive to adjusting and re-aligning as necessary with consideration of new options both with financial management and administrative management.
 - Reporting back each month as we gather information to evaluate. Perhaps assigning each board member taking a different area of ministry to spend more time noticing and gathering what their experience is, what feels in the flow and what seems to be missing something that needs attention.
 - We will need to ultimately hire a permanent Office Administrator by mid-April. Currently I am working with Candace to identify how we can make our office management more effective and breakdown areas we can use volunteer office assistants to support our needs. We are building an Admin Team and matching skills with need for the best outcome. Using a church management system, such as Breeze, to integrate our overall ministry departments into one focused program to ensure ease of management, reduced time to manage, better volunteer service team management and greater membership, involvement will be a great benefit.
 - Establish a year-round Prosperity Visioning Team to manage 3-4 prosperity programs per year on an annual basis, in conjunction with the Board and the Minister.
- **UWM 'Let's Grow Together'** monthly prosperity Zoom sessions: I will continue to participate on the monthly sessions to gain greater insight and material to use for our future growth and abundance, sharing what I learn with our ministry leadership. I will share the recorded session with our team to enable more of us to have the first hand information.
- **YFM:** Our teaching staff is getting ready to attend their annual Regional Teachers Training Retreat at Gold Bar, WA the end of January. This always serves to inspire and strengthen our YFM program
- **Faith-In-Action Pledge Campaign update:** We gratefully achieved about 50% of our budget goal to support our 2024 financial needs. We know we have planted seeds to grow from as we prosper in creative ways moving forward.
- **Testimonial Videos:** Mary is working on the formatting for upload issues on our first testimonial ready to share. Because of background noise, we may need to re-record the videos we have already created ...a process in motion that will result in greater good to share on our website and media promotions! Stay tuned!

- **Pastoral Care:** I spent many hours, gratefully, with several members moving through health or end of life experiences leading up to the holidays. A beloved member made her transition on the Solstice, we will be honoring her at USS later in the spring as her family makes plans. I will inform our members as it is made known.
- **Service Ministry Teams:** I plan to spend some 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 changes through the end of the year. Rest assured it is still on my list to follow-up with ☺ I am considering a Service Ministry Q & A session for after service Sunday, Jan. 21st to recruit new participation in our service teams and stimulate new energy!
- **Classes & Membership:** In support of meeting our Prayer Chaplain pre-requisites and membership basic spiritual education needs, I will be offering our annual Affirmative Prayer Class – entitled “Living a Life of Prayer”, in a 5-week online series Tuesdays at 6:30pm-8:30pm Jan. 30 – Feb. 27th. It serves as a membership class in addition to the 2-part Unity Basic Membership Orientation course I will offer Sunday Jan. 28 and Feb. 4 from 11:30am-1pm. These classes are being offered to invite anyone called to join as a voting member for Unity of South Sound before our Annual Meeting Feb. 25th, there is an opportunity to do so. Note: I am accepting applications for anyone previously a member of a Unity without a required class, though suggesting they attend as a review if possible. We will hold a New Member Ceremony on Sunday, Feb. 25th before our Annual Meeting ☺
- **Annual Meeting Prep:** I have initiated a beginning action to have Candace find the Annual Meeting file and review the report we share with our membership so she can familiarize herself with what needs to be gathered. I will have her send a request and due date to the team leads requiring reports to be filed for our Annual Meeting. I will work with her on the notices to send to our membership of the meeting date and anything else that may need to be prepared by her. I am also working on a list of 2023 Accomplishments to share with our members in gratitude for their part in manifesting our good!
- **Year-End-Actions:** I had Candace send me the annual donation letter to those who have donated in the past year, I have edited for this year. Once the donation totals are ready from bookkeeping, she can proceed with preparing the letters for distribution.

Much is happening as we enter into 2024! The energy is feeling good, new people are showing up or coming back, interest of involvement has been expressed and there is a new willingness to consider new ways of doing, being and expressing being experienced! I believe the seeds we have been planting are beginning to germinate and grow. I believe we are moving into an empowering and prosperous year for Unity of South Sound ☺ Thank you for your leadership service making a difference in all things happening for our greater good!

In gratitude for our continued abundance,

Rev. Meghan

December 2023 Financial Report
By Steve Ryan, Board Treasurer

As we end another year at Unity of South Sound, we begin our December 2023 Financial Report with a look at our Balance Sheet as of December 31, 2023. Our two primary financial health numbers are both up over their balances as of November 30, 2023. Operating cash (Global Credit Union checking account) is up \$26,721 to \$32,824 and our investments (Edward Jones account) are up \$3,246 to \$72,424 primarily from unrealized market value gains. Short Term Payroll Liabilities are down \$19 to \$3,285. It is nice to end the year with an improved Balance Sheet.

Our December 2023 Profit & Loss Statement (Budget vs Actual) tells the story of our increased cash position. With the help of a \$30,000 end of year donation from a family foundation, our tithes for the month exceeded the budget by 255% at \$44,559! Total Income for the month was slightly higher at \$45,931. Total Expenses for the month were at \$19,189 (96% of budget) yielding a Net Operating Income of \$26,723. Thank you to our loving donor!

Our 2023 Annual Profit & Loss Statement (Budget vs Actual) looks much better with the addition of the large end of year donation. Total Contributions ended at 97% of budget at \$203,126 just \$6,900 under budget. Total Income for the year was at 94% of the budget at \$224,997 reflecting a shortfall in our plans for Prosperity Funding during the year. As we have seen throughout the year, our expenses have tracked spot on to the budget ending at \$240,719 just \$772 over budget. The end result for the year was a net operating loss of \$15,722 much improved over the \$58,332 operating loss in 2022. Congratulations on a much improved year!

Steve Ryan
Board Treasurer, Unity of South Sound