



Minutes for Board Meeting on October 12, 2023

Opening Prayer – The monthly meeting of the Unity of South Sound (USS) Board started at 6:41 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. Chris Beale was not present. 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 Sept. 12th minutes by email, and they were approved by email.

Tithe Report – See attached: Steve Ryan submitted the September Tithe Report by email. Nancy made a motion to approve the Tithes Chris Lizarraga seconded, all Board Members approved.

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

Minister's Report - see attached

UPDATES ON OLD BUSINESS

Focused Ministry update – see Minister's report. Board finalized and accepted "Why" Statement.

Faith In Action - see Minister's report

NEW BUSINESS

Google Ad Grants *Who to setup: Tech Soups, Gmail, Google for Nonprofits *Who to work on AdWords, Express & submittal

Diversity, Equity, Inclusion, Belonging Training - Bring back - see Minister's report

New Banner – Banner will be donated and replaced and by a generous member.

Board Leadership Training – November 30th 6:30.

Business to return to in future meeting

Discussed planning a 2024 Calendar of events

2024 Events

Board Positions open 2024 – 2 – 3 year positions – 1 year position (to fulfill a term) – 1 –1 year Alternate position.

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

Michele –

Will put together an electronic calendar

Will investigate other groups & Teams can join Office 365. Investigate whether we can move away from zoom and use Team Meeting.

Unity of South Sound: Upcoming events

10/31/2023 - Halloween Truck –N- Treat sponsored by YFM

11/11/2023 - Faith in Action Soulful Soiree & Auction

11/19/2023 - Gratitude Sunday

12/21/2023 - Solstice Event

12/24/2023 - Children's Play /Cookie Exchange

Closing Prayer – Michele Zwosta closed the meeting with a prayer and the meeting ended at 9:15 pm.

Next Month's Board Meeting is November 09, 2023, at 6:30 pm

Respectfully submitted by Nancy Jackson, Secretary

DATE: 10/23/2023

Unity of South Sound OCTOBER Board Meeting
Rev. Meghan Smith Brooks Ministers Report

Here are my highlights of activities from September/October and plans moving forward:

- **Our Prosperity:** We embrace our prosperity this month as we prepare to present our Pledge Campaign for 2023/24 and our Prosperity Funding Gala Nov 11th. See specifics below as we invite our membership into participation of our expanding abundance. *We continue to hold the vision of Unity of South Sound as a thriving ministry that is supported abundantly by our members through automation of consistent intentional giving.*
- **Board Leadership Follow-up:** We have taken the next step in our Power of Focused Ministry Process with our recent special leadership session to initiate our WHY Statement draft. In gaining clarity from the guidelines from Unity Worldwide Ministries, our goal is to have Phase 1 complete by 2023 year end, with the initiation of Phase 2 activated! Good work team! Please remember to review our draft and offer input, edits, etc to enable our completion of our WHY.
- **Community Q&A Sharing Sunday, Oct 15:** TO honor our commitment of quarterly community gatherings, we will invite anyone interested to stay after service this coming Sunday 10/15 for an opportunity to hear from our leadership.
 - The intention is to share more details of our Fall Pledge program, invite members to participate fully, and of our upcoming prosperity funding gala Nov 11th. I invite us to focus on what we can all do to enhance our prosperity without dwelling on our current budget shortfall. It is important to share the facts but focus on the actions steps we can all take to shift back into a balanced financial status as a spiritual community. Practicing what we teach is a powerful way forward!
 - Also share our Legacy Program brochure with additional options of how members can support our future abundance.
 - It may be a good time to clarify what is ‘the board’ and ‘minister role’ to do and the difference in how/what to communicate to each as it applies to our goal in transforming into a Mission Centric ministry. It appears there is confusion within our membership in what that means and implies as we have been receiving email communication to the board that is actually under the ministers responsibility. Note: Your minister is committed to sharing with the board what is relevant or allows for transparency in what is happening administratively.
 - Then open to questions from those present at our session.
- **Church Database Management System for consideration in 2024:** Mary Lindsay, our Social Media Consultant has recommended we consider using a church management system used by many Unity ministries that allows membership management, event planning, communication processing, financial integration with attendance and giving reporting, and more – it would replace our MailChimp system used for the E-Blast and includes free Text-to-Give processing we were paying for previously. There is a zoom option for Q&A with their support staff. Let’s explore this as a step up in church management and reporting. <https://www.breezechms.com>
- **UWM ‘Let’s Grow Together’** monthly prosperity zoom sessions: I continue to participate in this very informative and beneficial gathering. My hope is for us to create the Vision Team concept as suggested to have a prosperity planning calendar each year. I also have our draft of a Legacy Brochure ready to review and approval. Goal to offer during our roll out of our Pledge Campaign and Community Q & A session Oct 15th.

- **YFM:** We celebrate the YOU for their fabulous annual Pancake Breakfast served Sunday, Oct 1st. It served as a fundraiser for their youth camp programs and retreats with a generous \$600+ received in donations toward their account.
 - Coming up: Halloween night – Oct 31, they will host a “Trunk or Treat” in our parking lot from 6-8pm.
- **Faith-In-Action update:** We successfully set into motion our 2023 Fall Faith-In-Action program Sunday, Oct 1st. We have 5 study groups gathering to support a deeper study over the 7-week program based on the book “Essential Spirituality” by Roger Walsh. Thanks to Candace Roebbecke for coordinating the facilitators and group sign-up process! We sold 17 of the 20 books made available for the convenience of our members – which covered our investment YAH!
 - I have communication with the author to perhaps record a message to share and/or do a Zoom Q&A recording to share with all! Stay tuned!
- **Prosperity Silent Auction Event** - Sat, Nov 11 6-9pm: We have named this social event - “*Soulful Soiree: Elevate, Celebrate and Co-Create*” - the Abundance of Unity of South Sound. Everyone is invited to join us for a Silent Auction, Music, Dancing and Lite-Bites as we gather to enhance our ministry’s prosperity. Tickets via Eventbrite: \$35 – intention to cover costs with Silent Auction proceeds 100% to USS. Michele is setting this up to be ready this week. We are having the tickets vendor costs included at a fee members pay. Our goal is to have a minimum of 75 participants!
 - Auction Items to include: 7 individual paintings created by our own artists from the inspiration received from last year’s Creative Life program. We have opened up the opportunity of members to donate additional fun activities/larger ticket items or gift cards. Heidi is ready to create the handout as text content is ready. Gathering the details now.
 - Michele is confirming the DJ, costs to be included in the tickets.
 - Jennifer Richardson has the food/bev/table rental organization in the flow!
 - Barbara Bauml, Carl and Artists overseeing the decoration set-up and Silent Auction set-up. Creative ideas flowing in creating the set-up concept and décor☺
- **Pledge Campaign** Timeframe: 4 -weeks beginning Oct 22 – Nov 12. Pledge Cards, Plan Template and Description Flier to be confirmed at our Oct meeting to be ready to introduce at our Oct 15th Community Sharing Q & A. I would like to see the letter and info sent in our E-Blast 10/19 with the card & description letter attached, also sent to our full mailing list for our Sunday Oct 22nd roll out. Additional components:
 - **Creative Expression:** Carl Andrews has created a ‘tree of life’ already staged to the right of the sanctuary entrance into Wesley Hall. Beginning Sunday, Oct 22nd a table will be added for ½ board members to station with our Pledge Forms to receive the annual financial donation pledges from our members. The little wooden cutouts of flowers & fruits Carl made will be offered to each pledge donor to write their name and place on the tree. It will symbolically represent each new prosperity gift set into motion. Each week we will see our prosperity tree grow!
- **Testimonial Videos:** Beginning Oct 22nd we will have a set to record testimonials in the Fireside room. We can have a sign-up or take anyone in the moment. These will get posted on our website under “Who We Are” and used in social media promotional opportunities to invite new participants.
- **Diversity Training:** On hold until more specific options available.
- **De-Escalation Training Follow-up:** On-hold waiting for Harmony Helpers Team to officially activate. Need follow-up with our landlords on the missing fire extinguisher outside the hospitality kitchen...

- **Pastoral Care:** I allow time to be available each week as needed, it is an important part of my service to our community.
- **Service Ministry Team Report:** It was decided at the recent monthly meeting with our Service Ministry Coordinators that we will set the end time for hospitality at 11:45am no matter what time the service ends so our volunteer support staff can be complete by 12n. Also we will plan regular quarterly potlucks to offer more social connections throughout the year. The Hospitality team will plan the annual calendar so those dates can be planned well in advance.
 - **Team Reporting System:** A short monthly report form has been established for each team lead to share with our Service Ministry Coordinator team monthly prior to our last Thursday meeting with the minister. This will allow for a consistent form of communication between teams and leadership to be aware of any need for support, action or resources. Rev. Meghan will bring the relevant report information to our monthly board meetings to be included in our monthly meeting reports. Hopefully this will be implemented in the next month.
 - **Team recruiting:** It has been discussed an annual Service Ministry Team Awareness event would be good to have on our calendar. An opportunity to provide information on each team open for ministry service with the team leader or representative to answers questions and receive sign-ups to enhance our volunteer base. Timeframe and planning template to be created for future use.
- **Music:** Joey and I will be scheduling a rehearsal time with our Celebration team to review new songs soon. Also ChristineEss is recording her finished mission/vision song for us this week. We plan to introduce it to our members on Sunday Nov 12 when she is scheduled next as our morning soloist. It will be shared with our music team to learn so it can be something we sing regularly as the song coming back from our Namaste' greeting. A powerful way to engage our members in knowing and feeling our mission/vision/core values vibrationally! It is a very fun energetic song!

We are preparing for a vibrant and prosperous future -- many activities set into motion to invite participation of our membership. I invite us to hold the vision of amazing results beyond what we can conceive of from our most creative imaginative power☺

You all rock!

Rev. Meghan

September Financial Report
By Steve Ryan, Board Treasurer

The Unity of South Sound September Financial Report begins with the Balance Sheet as of September 30, 2023. Again, it is our endeavor to generally look for an increase in our assets month over month, but this is not to be the case for September. Overall, we see a significant decrease in our assets in the amount of \$10,462. Our Edward Jones investment account had an unrealized loss of \$1,897 and our cash decreased by \$8,565. While no cash transfers were made during September, it can be anticipated that a transfer will be necessary in October barring a significant increase in giving during FIA, Liabilities remain low at \$2,246.

The September 2023 Profit & Loss (Budget vs. Actual) show our Tithes and Love Offerings took a significant dip from the good performance in August. Occasionally, monthly reporting can be skewed by the timing of deposits. Nonetheless, September saw Tithing trailing the budget by \$7,852 at \$9,648 just 55% of budget. Expenses were \$1,403 under budget or 93% of budget, but with Total Income of \$10,547 and Total Expenses of \$19,292, we saw an operating loss of \$8,746.

The Year to Date Profit & Loss Statement (Budget vs Actual) shows are Total Income is still \$18k greater than last year, but still trails our current budget by \$37,233 or just under 80% of budget. At the same time, Total Expenses are at 101% of budget or plus \$2,506. With ytd Total Income of \$142,999 and Total Expenses of \$183,121 we have a Net Operating Loss of \$40,122.

While we may be able to somewhat close this gap with our Fall Fundraiser, we are likely to be compelled to see where we can cut expenses as we review our budget for the coming year.