



Office/ Mailing Address: 2395 Washington Road, Lansing MI 48911
 Sunday Services 10:30 am Hybrid: In Person, Facebook*, Website *and YouTube
 Phone: 517 371-3010 Email: UnityLansingOffice@gmail.com
 Minister: Rev. Sharon Ketchum revsharonketchum@gmail.com

**NOTIFICATION OF THE 10th ANNUAL MEMBERS' MEETING (Hybrid Zoom)
 OF UNITY SPIRITUAL CENTER OF LANSING**

SUNDAY, March 9th, 2025 Noon (*Following the Sunday Celebration Service - Potluck Snunch*)
Unity Campus, 2395 Washington Road, Lansing Michigan 48911
Unity Zoom Room Meeting ID: 177 417 886 Passcode: 601744

Dear member,

In accordance with our bylaws, the 10th Annual Members Meeting of Unity Spiritual Center of Lansing will be held on Sunday, March 9th at noon, including a "snunch" (*more than a snack, less than a lunch*) You can attend the meeting in person or by Zoom.



On our website, in the header section, see "members section" for easy access to all the documents which will interest members – minutes of last year's annual meeting, bylaws, membership renewal forms and more.

A reminder that our 2023 bylaws, gives you until the start of the annual meeting to renew your membership. This can be done online.

The agenda and other documents are posted on the website. During the meeting, you will be asked to vote on the 2025 Budget, elect members to your Board of Trustees as well as elect your congregational representative and alternative representative for the 2025 nominating team and approve the minutes from the 2024 Members' meeting.

The meeting is open to everyone, but only current members can vote.

Blessings,

Your Board of Trustees

President Chrissie Shearer, Vice President Jeff Benoit, Secretary Jill Dening, Treasurer Jane Cloos, members at large: Lucille Olson, Donnette Pinkerton, Janet Cortright

AGENDA <https://www.unitylansing.org/agenda-10th-annual-members-meeting-march-9...>

FINANCIALS <https://www.unitylansing.org/financials-2024-actuals-and-2025-budget>

2025 SLATE of NOMINEES FOR THE BOARD OF

TRUSTEES <https://www.unitylansing.org/2025-nominees-board-trustees-uscl>

DRAFT MINUTES OF THE 2024 ANNUAL MEMBERS'

MEETING <https://www.unitylansing.org/2024-03-10-draft-minutes-annual-members-me...>

* Website: www.UnityLansing.org

* Facebook: <https://www.facebook.com/UnitySpiritualCenterofLansing>



DRAFT AGENDA FOR USCL 10th Annual Members Meeting 3/9/2024

Board of Trustees: President Chrissie Shearer, V. P. Jeff Benoit Treas. Jane Cloos,
Secretary Jill Dening Members at Large: Lucille Olson, Donnette Pinkerton, Janet Cortright
Minister: Rev. Sharon Ketchum **Zoom to be recorded**

In Person at 2395 Washington Road, Lansing, MI 48911
Zoom: Meeting ID: 177 417 886 Passcode: 601744

All documents available online at
<https://www.unitylansing.org/members-section>

12:00 Call Meeting to Order by Board President
Opening Prayer
Mission, Vision, and Core Values

President Chrissie Shearer
Rev. Sharon Ketchum
All Affirm Together

Approval of Meeting Agenda

Motion

Explanation of Voting Methods

President Chrissie Shearer

In person members raise hands for all voting. If joining virtually. Raise hand next to face.
Any member can request that we take a roll call vote on any item.

Scrutineers for counting of Zoom Hand Votes

Scrutineers for in person votes

Establish quorum – number of members signed into meeting

Secretary Jill Dening

Approval of 2024 Annual Members Meeting Minutes

President Chrissie Shearer

Minutes posted on website – they will not be read aloud

<https://www.unitylansing.org/2024-03-10-draft-minutes-annual-members-meeting>

Financial Report

Treasurer Jane Cloos

Presentation 2024 Financials, P&L, Balance Sheet, Actuals vs 2025 Budget

Presentation of 2025 Budget

Motion to approve 2025 Budget and Membership Vote

President Chrissie Shearer

Blessing the Ministry's gifts and assets

Rev. Sharon Ketchum

Acknowledgement of Board Service – Lucille Olson and Teresa Mulford

Rev. Sharon & Chrissie

Acknowledgement of Completion of Service

President Chrissie

Election of Board of Trustees Members

Chair of Nominating Team presents the slate of nominees

LuAnne Champion

Slate of Board Nominees 2025 running for 1st term (alphabetically): **Tom Cody, Janet Cortright, Donnette Pinkerton**

Each nominee is invited to introduce themselves and say a few words **President Chrissie Shearer**

Vote to approve the slate presented by the Nominating Team

Election of Congregational Representative and Alternate to Nominating Team

President Chrissie Shearer

Vote for Congregational Rep and Alternate Representative to nominating team

Members are encouraged to self-nominate

President's Report

President Chrissie Shearer

Old Business There is no old business from the 2024 annual members meeting

New Business

President Chrissie Shearer

Reports – Q&A on handouts:

- 1. Event Rental Team update Report** Jeff Benoit
- 2. Facilities Update Report** Jerry Podany
- 3. Review of Safety Plans** Donnette Pinkerton

Any new business from the floor?

Closing Prayer

Rev. Sharon Ketchum

Motion to Adjourn – Everyone is invited to a Snuch in the Great Hall

USCL Proposed Operational Budget for 2025

Acct #	Account	2025 Budget	2024 Actuals	2023 Actuals	2022 Actuals	2024 Actual vs 2025 Budget	%
INCOME							
4001	Tithe Income	161,588.07	158,419.68	151,837.61	150,131.87	3,168.39	2.0%
4015	Misc. Income	1,450.00	1,448.75	1,580.79		1.25	0.1%
4050	USCL Classes	3,108.46	3,047.50	3,216.75	8,795.02	60.96	2.0%
4060	Facility Rentals	13,746.55	13,491.73	4,591.15	2,441.01	254.82	1.9%
4100	Book Sales	200.00	182.00	182.00	373.00	18.00	9.0%
4200	Bank Interest	4,500.00	3,676.14	1,267.46	369.73	823.86	18.3%
4400	Gifts In-Kind	3,500.00	3,499.87	5,556.61	258.04	0.13	0.0%
4500	Restricted	-		25.43	(295.96)	-	
	TOTAL INCOME	188,093.08	183,765.67	168,257.80	162,072.71	4,327.41	2.3%
4150	COG	(50.00)	(44.72)	(191.16)	(53.70)	(5.28)	10.6%
	GROSS PROFIT	\$ 188,043.08	\$ 183,720.95	\$ 168,066.64	\$ 162,019.01	\$ 4,322.13	2.3%
EXPENSES							
6200	Facilities	34,609.51	31,988.15	29,230.24	34,472.90	2,621.36	8.2%
7000	Ministry Ops	103,477.22	104,379.82	104,024.56	103,569.30	(902.60)	-0.9%
7800	Tithes (10%)	18,809.31	18,193.60	18,065.98	17,160.32	615.71	3.4%
8000	Team Expenses	34,147.04	33,105.63	32,646.86	30,741.47	3,375.88	10.2%
	TOTAL EXPENSE	\$ 191,043.08	\$ 187,667.20	\$ 183,967.64	\$ 185,943.99	\$ 7,075.44	1.8%
	NET ORDINARY INCOME	\$ (3,000.00)	\$ (3,946.25)	\$ (15,901.00)	\$ (23,924.98)	\$ 946.25	-24.0%
	Increase over Prior Year	\$ 946.25	\$ 11,954.75	\$ 8,023.98	\$ 3,583.31		
	% Change	-24.0%	-75.2%	-33.5%	-13.0%		

Team Details	2025 Budget	2024 Actual	2023 Actual	2022 Actuals	\$ Difference	% change
8000 Youth & Family	n/a	n/a	n/a	\$ 20.00	n/a	
8150 Tech Team	\$ 100.00	\$ 20.14	n/a	n/a	n/a	
8200 Celebration	\$ 32,097.04	\$ 32,250.39	\$ 31,548.00	\$ 29,761.48	\$ (153.35)	-0.5%
8300 SAGE	\$ 100.00	\$ 136.81	\$ 278.40	\$ 8.74	\$ (36.81)	-26.9%
8400 Social	\$ 1,600.00	\$ 648.29	\$ 738.64	\$ 951.25	\$ 951.71	146.8%
8700 Inclusion	\$ 100.00	\$ 50.00	\$ 81.35	\$ -	\$ 50.00	100.0%
Total	\$ 33,997	\$ 33,106	\$ 32,646	\$ 30,721	\$ 891.41	2.7%

Unity Spiritual Center of Lansing

Balance Sheet vs Prior-Year

As of December 31, 2024

	TOTAL			
	AS OF DEC 31, 2024	AS OF DEC 31, 2023 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
1000 Lake Trust Checking 7760	25,880.47	26,297.59	(417.12)	(1.59 %)
1010 Lake Trust Savings 7750	2,540.94	20,034.14	(17,493.20)	(87.32 %)
1015 SEF Bank Account 8660 (deleted)	0.00	1,831.81	(1,831.81)	(100.00 %)
1020 Petty Cash	57.38	126.13	(68.75)	(54.51 %)
1025 Bookstore Cash Box	30.00	30.00	0.00	0.00 %
1029 Reserve Accts (Money Mkt) 1620	15,735.33	153,041.61	(137,306.28)	(89.72 %)
1038 Edward Jones - CD	114,572.48		114,572.48	
Total Bank Accounts	\$158,816.60	\$201,361.28	\$ (42,544.68)	(21.13 %)
Other Current Assets				
12000 Undeposited Funds	20.00	2,459.07	(2,439.07)	(99.19 %)
Total Other Current Assets	\$20.00	\$2,459.07	\$ (2,439.07)	(99.19 %)
Total Current Assets	\$158,836.60	\$203,820.35	\$ (44,983.75)	(22.07 %)
Fixed Assets				
1300 Equipment	61,025.13	54,552.00	6,473.13	11.87 %
1500 Furniture and Fixtures	46,124.12	43,000.00	3,124.12	7.27 %
1600 Real Estate	954,034.50	758,301.00	195,733.50	25.81 %
1900 Acc'd Depreciation/Amortization	(478,773.75)	(273,443.00)	(205,330.75)	(75.09 %)
Total Fixed Assets	\$582,410.00	\$582,410.00	\$0.00	0.00 %
TOTAL ASSETS	\$741,246.60	\$786,230.35	\$ (44,983.75)	(5.72 %)
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2000 Accounts Payable	3,281.00	36,096.25	(32,815.25)	(90.91 %)
2200 Other Current Liabilites	23,904.29	2,138.54	21,765.75	1,017.79 %
Total Other Current Liabilities	\$27,185.29	\$38,234.79	\$ (11,049.50)	(28.90 %)
Total Current Liabilities	\$27,185.29	\$38,234.79	\$ (11,049.50)	(28.90 %)
Total Liabilities	\$27,185.29	\$38,234.79	\$ (11,049.50)	(28.90 %)
Equity				
32000 Unrestricted Net Assets	748,163.75	787,569.30	(39,405.55)	(5.00 %)
Net Revenue	(34,102.44)	(39,573.74)	5,471.30	13.83 %
Total Equity	\$714,061.31	\$747,995.56	\$ (33,934.25)	(4.54 %)
TOTAL LIABILITIES AND EQUITY	\$741,246.60	\$786,230.35	\$ (44,983.75)	(5.72 %)

Unity Spiritual Center of Lansing

Cash Analysis

January 1, 2024 - December 31, 2024

Operational Income	
Tithe Income	158,419.68
Coffee Hour	348.00
General Fund Raisers	205.95
Special Events	894.80
Classes	3,047.50
Rental Income - Net	13,491.73
Interest Income	3,676.14
In-Kind Donations	3,499.87
Bookstore Sales - Net	137.28
Total	183,720.95
Operational Expenses	
2395 Washington Road	31,988.15
Ministry Operating Expenses	104,379.82
Tithe Expenses	18,193.60
Team Expenses	33,105.63
Total	187,667.20
Net Revenue	(3,946.25)
Non-Operational Income (below the line)	
Extraordinary Gifts	677.03
Bequests	10,000.00
Less Tithes on Other Income	(1,067.95)
Total	9,609.08
Adjusted Net Revenue	\$ 5,662.83

Note: No Reserve funds were withdrawn for Operations in 2024.

Project Donations (Non-Savings)	
Congregant Donations	30,092.30
Holmes Rd Fire Insurance Balance	22,060.07
Roof Insurance Payout	88,192.59
N. Jaehn Estate Bequest (restricted)	56,856.45
Gross Funds for Projects	197,201.41
Project Expenses	
Activity Room Floors & Bathrooms	34,634.04
Light Replacement Project	564.34
Great Hall Blinds	2,124.12
Speaker Mounting	3,337.23
Benches	7,855.00
Pump House	443.37
Roof	134,674.46
Grounds	8,676.58
Total Project Expenses	192,309.14
*Year-End Balance in Project Funds	\$ 4,892.27
Non-Funded Projects (Savings)	
Savings Account at 01/01/24	20,034.14
Parking Lot Paving and Striping	(17,502.05)
Interest Income	8.85
Savings Account at 12/31/24	\$ 2,540.94

*The remaining project funds were split; \$3,194.27 to Repair, Maintenance & Project Fund and \$1,698 to N.Jaehn Restricted Funds.

2025 Nominees for the Unity Spiritual Center of Lansing Board of Trustees

Nominating Team: Chair LuAnne Champion, Congregational Representative Dan Maynard, Board Representative Lucille Olson, Minister Rev. Sharon Ketchum

The Nominating Team presents the following slate of candidates for the 3 open seats on the board of trustees in alphabetical order. All nominees are running for their first 3-year term.

TOM CODY



Tom is a long-time member of Unity Spiritual Center of Lansing and Unity of Greater Lansing. He has actively and consistently served on teams, working on our building projects over the years. He is a great team player and brings skill, knowledge and presence to any endeavor. He is trustworthy and dependable. Most recently he took the lead on the refurbishing of our pump house, as well as working with the facilities team on the lodge deck, the updated Lodge bathrooms, and more.

Tom has the great skill of troubleshooting and problem solving and offers a wonderful peaceful presence - even when the situation can feel challenging to others on the projects. Recently retired, Tom brings some wonderful tech and business skills to the board.

JANET CORTRIGHT



In July 2024, Janet was appointed to fill a vacant seat on the Board of Trustees. *All board appointees serve until the next members' meeting where the membership votes to have the candidate become a member of the Board.*

Janet has years of experience in spirituality, hypnosis, and business. She has great organizational skills and has worked with our Education Team, both for presentations and for organizing bookings and records.

Janet is also quite an expert on labyrinths as well as various healing methods.

DONNETTE PINKERTON



In July 2024, Donnette was appointed to fill a seat vacated by Teresa Mulford. *All board appointees serve until the next members' meeting where the membership votes to have the candidate become a member of the Board.*

Donnette brings wonderful organizational skills and is currently the facilitator of our Education Team. She also is a member of our Inclusion Team and serves on the Hospitality Team.

Donnette created a safety plan for Unity Campus to use in the event of emergencies. (Fire, Active Shooter, Severe Weather). With her background with various organizations, she brings a wealth of practical knowledge that helps USCL

be the best we can be.



Minutes FOR USCL 9th Annual Members Meeting 3/10/2024

Board of Trustees: President Chrissie Shearer, V. P. Jeff Benoit Treas. Jane Cloos,
Secretary Jill Dening Members at Large: Lucille Olson, Teresa Mulford
Minister: Rev. Sharon Ketchum Jessica Shelton - Record minutes
Greg Dening – Tech Assistant to verify membership of virtual attendees
In Person: **Board member to check-in members: Jill Dening – BOT Secretary**

In Person at 2395 Washington Road, Lansing, MI 48911
Zoom: Meeting ID: 177 417 886 Passcode: 601744

All documents available online at
<https://www.unitylansing.org/members-section>

12:06 Call Meeting to Order by Board President

President Chrissie Shearer

Opening Prayer

Rev. Sharon Ketchum

Mission, Vision, and Core Values

All Affirm Together

Video Recording Started

- We awaken to our Oneness with God, each other and all creation.
- We see a world powerfully transformed through the shared spiritual awakening of all humanity.
- We value our collective Spiritual Awakening, Freedom, Integrity, Joyfulness, Inclusivity, Stewardship and Prayer.

Approval of Meeting Agenda

Motion – Jane Cloos

Maggie Bishop 2nd the motion & Lucille Olson passed the motion – Passed unanimously

Explanation of Voting Methods

President Chrissie Shearer

In person members raise hands for all voting. If joining virtually. Raise hand next to face or with a Yes OR No in the chat.

Any member can request that we take a roll call vote on any item.

Scrutineers for counting of Zoom Hand Votes: Greg Dening and Jessica Shelton.

Scrutineers for in person votes: Nanette Podany & Kerri Kemp

Establish quorum – 51 present in person and 3 present online Jill Dening

Approval of 2023 Annual Members Meeting Minutes – Motion to Approve Agenda – Dan Maynard - Keri Kemp 2nd – Passed unanimously.

President Chrissie Shearer

Minutes posted on website – they will not be read aloud

<https://www.unitylansing.org/2023-03-05-draft-minutes-reports-annual-members-meeting>

Financial Report

Treasurer Jane Cloos

Presentation 2023 Financials, P&L, Balance Sheet, Actuals/Budget

Presentation of 2024 Budget

Motion to approve 2024 Budget

President Chrissie Shearer

Membership vote to approve 2024 Budget

***See attached Financial Reports**

Luanne Champion asked question about what “over & under budget” means on the Budget to actuals, “Gifts In Kind” explanation & USCL expenses – classes.

Jeff Benoit says a few words about the budget

Rev Sharon says a few words on Covid, moving and congregational growth. “We Are Growing!”

Jane Cloos mentions combining the regular savings with the operational reserves in the money market account or a CD.

Nanette Podany wonders if this includes the \$22,000 from savings? **yes**

Blessing the Ministry’s gifts and assets

Rev. Sharon Ketchum

Acknowledgements: Our Board of Trustees

Rev. Sharon Ketchum

***Election of Board of Trustees Members**

Vice President Jeff Benoit will take over meeting as the President is one of the nominees

Board Rep of Nominating Team presents the slate of nominees

Maggie Bishop

Slate of Board Nominees 2024: Both are running for their 2nd term

3 Yes votes online

(alphabetically): **Jane Cloos, Chrissie Shearer (3 seats, 2 nominees)**

Motion to Approve Nominees – Kathy Assif - Keri Kemp 2nd – Passed unanimously.

Each nominee is invited to introduce themselves and say a few words **V.P. Jeff Benoit**

Vote to approve the slate presented by the Nominating Team

V.P. Jeff Benoit

Unanimous vote Yes for both nominees.

Chair of meeting reverts to Chrissie Shearer

***Election of Congregational Representative and Alternate to Nominating Team** **Chrissie Shearer**

Vote for Congregational Rep and Alternate Representative to nominating team:

Asking that volunteers to be part of the nomination team submit interest prior to meeting

Luanne asks, “what is a congregational representative?”

Dan Maynard - Congregational Rep.

Keri Kemp as primary alternate, Luanne Champion as secondary alternate for 2025

Motion to Approve Representative and Alternates – Karla Janing – Deb Otis 2nd passed for both alternates.

President’s Report

President Chrissie Shearer

Highlights of 2023 Renewal of Rev. Sharon's contract for 3 years, Summary of accomplishments in 2023, Creation of the Rental Venue Team, Projects "Wish List" Completely Funded, Successful 1st Circulation Day, Increase in Membership, Recognition of Team Membership, Project Funding, Time/Talent/Funding, 90th Anniversary of Unity in Lansing - A special celebration event is being planned for by the Social Team.

Event Rental Questions from Maggie Bishop & Chris McEnhill

Old Business

- ✓ There is no old business from the 2023 annual members meeting

New Business

President Chrissie Shearer

Reports – handout with discussion by exception

- 1. Safety Plans Introduction** **Donette Pinkerton** Luanne Champion asked a Q on safety protocol. Are safety sheets available? We are still formulating the emergency exit needs.
- 2. Event Rental Team update Report** **Jeff Benoit**
Success! USCL operates as a rental space per our 501c-3 non-profit religious status.
- 3. Facilities Update Report** **Jerry Podany**
- 4. 90-year History of Unity in Lansing**

Any new business from the floor: Danielle McMahon is coordinating a Member directory with photos by Greg Edwards

Closing Prayer

Rev. Sharon Ketchum

Motion to Adjourn – Greg Dening

Everyone is invited to a Chili Potluck in the Great Hall