

**DRAFT AGENDA USCL Board of Trustees**

**Meeting February 28<sup>th</sup>, 2022**

**6:30 pm Zoom On-Line Meeting Agenda**

**Meeting ID: 177 417 886 Passcode: 601744 Board**

**Members:** Dan Maynard, Jane Cloos, Nancy Cody, Casey Millar, Chrissie Shearer, Sharon Ketchum (non-voting) 7:00 Lee Nelson joined, Absent to Heal: Kathleen Assiff,

**Team Leaders**Sue Winklestern (Design Report in Agenda), Jerry Podany (Admin and Project Management), Nanette Podany (Kitchen), Absent: : Teresa Mulford (IDEA Team), Jeff English (Celebration), Danielle McMahon (SAGE).

Guest: Tyson Cowles

**Call meeting to order: Pray in:**

**1. Leadership Council Prosperity Prayer for USCL**

Unity Spiritual Center of Lansing is open to unlimited possibilities. We have taken up residency in a world of abundance. As a divine force for Good in the Universe, we give generously and receive gratefully. Filled with divine ideas and blessed with the Will and Understanding to bring them into manifestation, Source is flowing freely for our highest good.

We are awakened and aware. We heed our intuition and follow God's guidance with every step we take. We declare that there is no lack, there are no blocks, for we are open to Source to flow freely as us.

With God in charge of our lives and affairs, only good will flow to and through us.

We dedicate all of our assets and energies to the will and the work of Holy Spirit and find the joy in every day as our needs are met and exceeded with ease and grace. With hearts overflowing with gratitude, we are humbled with the blessings that pour down upon us. And so it is. Allah, Shalom, Amen, Namaste.

**2. Reaffirm mission and vision statements**

**Mission:** Spiritual awakening to our Oneness with God, with each other and with all creation.

**Vision:** A world powerfully transformed through a growing movement of shared spiritual awakening.

3. **Text Donations** – Tyson Cowles – Three providers that do “pay by text” Everywhere, Tithe.ly, Continue to Give. Consensus that it is a good idea.

4. **Acceptance of agenda - Yes**

5. **Approved Minutes from Jan. 24<sup>th</sup>, 2022 – Consensus**

6. Recording of E-votes for the Record – E-Vote on Covid Policy tabled until this meeting.

7. **Renewing Members for approval: Mary Anne Hagan – Approved.**

## 7:00 pm Treasurer's Report

### Report from Accountant Consulting – separate report Jane

1. Taxation of Unrelated Income (form 990T) - none is anticipated since we do not have a mortgage and the earnings are not expected to be a majority of our overall revenue.
2. Need for additional Tax ID - the church would not hold a separate FEIN in its name. A separate FEIN would be held by others who want to start a for-profit activity based at the church facility. In that situation, their books would be separate from the church books and all related bookkeeping and tax reporting handled out of those separate set of books.
3. Liquor license - you mentioned that you've not heard of a church holding a liquor license and that typically you see the caterer holding the liquor license for the events they cater. However, you did say that there are one-time liquor licenses that can be obtained for individual events if the church were to need one.
4. Insurance - you stressed the need to make sure our insurance agent was consulted. Others on the team have handled this.
5. Bookkeeping - you advised that deposits should be in restricted cash accounts and held on the Balance Sheet as an Other Current Liability until it is earned, at which time it would be transferred to the P&L as event income. The related expenses can either be denoted via the class function in QB and kept in their respective expense sections (this is the advisable method), or as an offsetting account directly below the event income line item (this method is not GAAP, but may suffice for now).

### See Treasurer's Separate Report

#### Operational Income and Expenses for January

Y/E	Jan 2021	Jan 2020	YTD 2021	YTD 2020
<b>Income</b>	<b>\$18,895</b>	<b>\$15,478</b>	<b>18,895</b>	<b>\$15,478</b>
<b>Expenses</b>	<b>\$14,879</b>	<b>\$ 9,346</b>	<b>\$14,879</b>	<b>\$ 9,346</b>
<b>Net Ordinary Inc</b>	<b>\$ 4,016</b>	<b>\$ 6,132</b>	<b>\$ 4,016</b>	<b>\$ 6,132</b>
<b>Other Income</b>	<b>\$6568</b>	<b>&lt;\$10,086&gt;</b>		
<b>Other Expenses</b>		<b>\$ 9,760 (fire related)</b>		
<b>Net Income</b>	<b>\$10,583</b>	<b>&lt;\$14,488&gt;</b>		

#### Extraordinary Items in January

Ordinary Income: One congregant's yearly donation \$6,000

Other Income: Jane Griffin estate \$6600

### Draft Budget for 2022 – Separate Report for more details

Presenting Congregation with a Deficit Budget of \$25,000

	2022	2021	2020	2019	2018	2017
<b>INCOME</b>	<b>\$147,300</b>	133,517	140,020	179,181	168,800	175,947
<b>EXPENSES</b>	<b>\$170,890</b>	163,169	134,187	169,123	158,070	160,222
<b>NET</b>	<b>\$(24,894)</b>	<b>-29,946</b>	5,833	10,058	9930	8,823

## February: Final Insurance payment \$40,149.83

Michigan Property Management returned our \$900 rental deposit.

Recommended the allocation of this unexpected income:

- A. **Tithing on the \$40,149.83** – recommend directing **\$4,014.98** to the Spiritual Enrichment Fund to subsidize our community gift of the Milagros event and other Courageous Conversation expenses.
- B. **Apply towards operational budget deficit: \$17394** to offset proposed deficit of \$24,893. (\$17394 insurance monies + \$6,600 Griffen estate + \$900 Rental Deposit= \$24,894)
- C. **Renovation Fund: Allocate \$18740** to Renovation fund for Lodge Capitol Expenses

**Motion made by Jane and seconded by Dan to approve the above distribution.**

### Old Business

1. **MOTION CRAFTING:** Clarity on wording for motion on policy update for Membership Requirements: Agreeing and Disagreeing in Love and the addition of a requirement of members to agree to the Safe Space policy. Note: Policy is approved by the BOT. Bylaws approved by the members. See below for draft.

**Nancy rescinded motion from January meeting. Dan seconded the motion. Motion rescinded.**

2. **Covid Safety Protocol:** update based on falling Covid rates and increased capacity at hospitals. *Motion required based on our policy of two weeks of falling rates of Covid and new CDC Guidelines as of Feb. 25<sup>th</sup> "No masks indoors in areas of low or medium risks and health care system is not being strained."*

**Motion: To adjust our Covid safety procedures to the following:**

**Masks by choice,**

**Serve coffee and pre-packaged food**

**Recommend refraining from physical contact**

**Motion by Dan, seconded by Nancy. Passed.**

### Ministry Teams reports: (Alphabetically) – Items for discussion/motions

#### Admin Team - Building:

Update on Renovation of Lodge to receive occupancy permit. – Jerry

Bill from Architect for the plans is \$1858

Upstairs bar: how will we handle it. Keep it for now.

**Approval to sell deep fryer: missing a knob, need to hand light pilot. Motion by Chrissie moved, passed.**

**Approval to scrap the grill in the kitchen – Agreed.**

FYI – waiting for quote for repair for lower oven – missing parts: will be covered by kitchen fund. Also, coffee pot repair, ice machine needs repair if we want to use it. Note Walk-in cooler works well.

**SAGE** Budget for Courageous Conversations – will be sent next week

**Event Rental Task Team:**

- a. Approval of proposed price list

**Jane made a motion to approve price list for rental of building. Dan seconded. Passed.**

**New Business**

Review Annual Members Meeting Procedures – confirm roles

Chrissie – to check in-person members

Last meeting for Nancy Cody and Lee Nelson – thanks for the memory!

March meeting – set date for Leadership – maybe church deck in May or June

Adjourn meeting –