



DRAFT MINUTES from USCL 8th Annual Members Meeting 3/6/2022

Board of Trustees: President Dan Maynard, V. P. Kathleen Assiff, Treas. Jane Cloos, Secretary. Jill Dening ; Chrissie Shearer, Lucille Olson, Teresa Mulford
Minister: Rev. Sharon Ketchum Jessica Shelton - Record minutes
Greg Dening – Tech Assistant to verify membership of virtual attendees
In Person: Chrissie will check in members singing in

In Person at 2395 Washington Road, Lansing, MI 48911

Zoom: Meeting ID: 177 417 886 Passcode: 601744

Meeting was called to order by Board President Dan Maynard at 12:15 pm, following a blessing of the upstairs of the Lodge which is now open to the public.

Rev. Sharon led an opening prayer

Dan shared the Mission, Vision, and Core Values Of Unity Spiritual Center of Lansing

The agenda was accepted as presented.

Voting for the meeting was taken by a show of hands.

Chrissie Shearer and Ann McCarthy volunteered to act as scrutineers for those attending the meeting in person; Greg Dening and Jessica volunteered to act as scrutineers for those joining us virtually.

The quorum for the meeting was 40: Thirty-eight in person and two online for a total of 40

Minutes of the 2022 Annual Member meeting were approved.

Treasurer Jane Cloos presented the Treasurer's report of the 2022 Financials. (See attached)

2023 Budget Approval: Jane then presented the 2023 Budget which projects an income of \$168,940 and expenses of \$184,947 for a net loss of \$16,491. Greg Dening made a motion to approve the budget, seconded by Chrissie Shearer. The motion passed unanimously.

Rev. Sharon blessed the ministry's gifts and assets.

Rev. Sharon acknowledged the board service of those completing terms – Casey Miller, (how stepped down in fall 2022), Jill Dening who completed Casey's term, Kathy Assiff who completed her term and Dan Maynard who completed 2 full terms and 5 years as president.

Old Business

A motion was made by Jill Dening and seconded by Kathleen Assiff to approve the revised bylaws. The motion was passed unanimously. The Bylaws Team of Teresa Mulford and Cindy Falkner was acknowledged and thank for their work from 2019 – 2022)

***Election of Board of Trustees Members**

Board Rep of Nominating Team presents the slate of nominees

Dan Maynard

Greg Edwards

Greg Edwards read the requirements of the nominating team (2023 Nominating Team of Greg, Lucille Olson, Jerry Podany and Rev. Sharon Ketchum.) The team determined it was sufficient to move forward with a 6-member board of trustees. They presented the slate of **Jill Dening and Jeff Benoit**, both running for their 1st terms. There were no nominations from the floor. The nominees introduced themselves to the membership.

Karen Marthenze made a motion to accept the slate of nominees. Greg Edwards seconded it. The motion passed unanimously.

Dan opened the floor to entertain nominations and volunteers to serve as the Congregational Representative on the 2024 nominating team. Greg Dening volunteered to be the congregational representative. Maggie Bishop volunteered to be the Alternate Congregational Representative.

The President's Report was given by Dan Maynard, marking this day as the completion of his two terms of service on the Board of Trustees.

Written Team Reports were posted on the website and distributed at the meeting.

Facilities: Jerry Podany gave an update and overview of the renovation projects, as well as a preview of what was scheduled to be done in 2023

Event Rental Team: Jeff Benoit announced that this team would be reconstituted and that we are looking to develop a working team of 4 or more people trained in the role of facilities managers to work rental events.

There was no New Business

Rev. Sharon led us in a closing prayer.

The motion to adjourn was made by Greg Dening and seconded by Deborah Otis. Meeting was adjourned at 1:35

Closing Prayer

Rev. Sharon Ketchum

Motion to Adjourn –

Everyone is invited to a Blessing of the Lodge (upper floor) followed by a potluck luncheon in the Great Hall

GREG EDWARDS

According to our bylaws, a Nominating Ministry Team will be formed at least three months prior to the annual membership meeting.

The ministry team will consist of the senior minister and three active members selected in the following manner:

1. At the annual membership meeting, the membership shall, from among the active membership of the ministry, select one member and one alternate to serve on the Nominating Ministry Team for the following year's election. Last year the congregation elected Karla Janing who could not serve because of family matters. We called on the Alternative Congregational Rep, Jerry Podany
2. The Board will elect one of its trustees to serve on the Nominating Ministry Team. – This year, the Board elected Lucille Olson.
3. Together with the senior minister, the above two ministry team members selected a third person from among the active non-Board members to serve on the Nominating Ministry Team and the board chose the alternative congregational representation, which was me. (Greg Edwards)

To be eligible to be elected to the Board of Trustees, a person must be an active member of Unity Spiritual Center of Lansing.

In addition, candidates for election shall endeavor to live in accord with the Jesus Christ principles of love and truth as taught by Unity; work to further the purposes of this ministry through active interest, love, and support; be a sincere and continuing student of Unity, always remaining conversant with its teachings; and shall have demonstrated leadership capabilities.

The team met and in prayerful consideration and discernment, and determined, that under the new bylaws, we would establish a 6 members board this years.

We are pleased to present the following slate of nominees for your Board of Trustees

Jill Dening and Jeff Benoit, each for three-year terms.

SHARON KETCHUM

SPECIAL ACKNOWLEDGEMENT by Sharon

ACKNOWLEDGEMENT of Dan Maynard (6 years) and Kathy Assiff (2 years), Casey Miller and Jill Dening

SHARON: In 2021, we elected Casey Miller to fulfill Claire Powers term and Kathy Assiff to complete Chris Clements term.

First I want to thank Casey Miller who brought a youth and family perspective to our board experience. Plus she was always ready to lead us in a song when we needed it! Casey fulfilled almost two years of board work and reluctantly stepped down last summer because of the scheduling demands of work and motherhood.

This fall, the board appointed Jill Dening, to fulfill the last few months of Casey Miller's term. Jill not only stepped into the position, she also stepped in as board secretary and is doing an amazing job.

Kathy Assiff was elected in 2021 to fulfill the final two years of Chris Clements term. After years of working at MSU, Kathy brought so many skills to our board table and has been active, working with Teresa, to support of Inclusion-Diversity team. Kathy, we will miss your presence at the board table and are thrilled with the work you will continue to do here at Unity.

**And Dan Maynard is completing 6 years on the board, with 5 as president, during a particular challenging and rewarding time... (I'll say a few words more here)
And I'll turn the meeting back over to Dan.**

JERRY PODANY

The Facilities Team is a new team that encompasses the care and management of our buildings and our grounds. Team leader is Jerry Podany. His right hand is Stacey Ames. And there is a tremendous team of additional volunteers that have painted, cleaned, done carpentry work, drywall and mud, decorated, plus another team that tended to our grounds, weeding, watering, planting, cutting grass, picking up willow branches and more

During 2022, the team completed the repair of the Lodge deck, and a major renovation to the Upper Lodge which includes an accessible non-gendered bathroom, a office for our office manager, Jessica Shelton, a Prayer Room, a storage closet, a kitchenette and a classroom. Unity received an occupancy permit for the upper level which means that the entire building is now open to the public. We officially opened today.

The grounds are growing in leaps and bounds. The Memorial Forest is home to six new trees. There is a labyrinth (which will require some additional work in 2023 to sink the bricks.) The 132 bushes and trees planted in 2021 are flourishing. The magnificent willows around the pond have been trimmed to protect the building after some major breakage during wind storms. The Congregation responded to a call to repair the well pump to keep the pond healthy by raising \$11,000 in 10 minutes.

Looking ahead to 2023, there are a number of projects. Perhaps you'd like to adopt one (or more)

1. Power washing the Lodge Deck (Unity has a power washer)
2. Build a wall extension to the ceiling for the minister's office.
3. Replace Lodge front window.
4. Reroof Pump House (Roof had to be cut to repair well pump)
5. Paint Pump House
6. Give some attention to the Gazebo
7. Create concrete pads for benches near the pond.
8. Plus we have our usual summer maintenance of garden beds and lawn

There is a training in the works for people to learn what is needed done to open and close the building - locks, parking lot lights, etc. The goal is to have 10 people trained in the "how-to's".

Jeff BENOIT

2023 Event Rental Report

Jeff Benoit, team lead for the Administration Team, is committed to developing our building as an income stream.

We will be re-constituting an Event Rental Team (ERT) to assist in target marketing, operations and procedures. We'd love to have you join us. There will be a sign-up sheet available at the Annual Meeting for those who are interested in finding out more about the team.

Early in 2022, we were informed by Delhi that we could not advertise as a "rental venue". However, we can offer all the services a church normally offers, which includes use of the building for parties and events. This first year has been a learning curve. Inquiries continue to come in to use our building for a variety of events - weddings, parties, memorials and more.

In 2022, we rented out for a large memorial service, a New Year's Eve party (non-alcoholic) and several small groups. Our members used the facilities for 2 memorial services, a baby shower, and some small group gatherings.

Looking forward to 2023

Staffing: We now have a better idea of staffing requirements. For events over 75 people, we need to have two people on the premises. This is a paid contract position and we'd love to have **you** join the roster of people trained and available to be a facilities manager or assistant for events as they are booked. Contact Jessica Shelton if this is something you are interested in. Our goal is to have a minimum of 4 people on our roster.

Available Rental Times: We have discovered that it is really difficult to rent out the building on a Saturday night and still be ready for Sunday service - which is our main activity! We have decided to limit Saturday rentals to no later than 5 pm.

Unity Spiritual Center of Lansing
Balance Sheet Prev Year Comparison
As of December 31, 2022

	<u>Dec 31, 22</u>	<u>Dec 31, 21</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 · Lake Trust Checking 7760	20,619.75	33,315.71	-12,695.96	-38.11%
1010 · Lake Trust Savings 7750	20,024.14	20,014.14	10.00	0.05%
1015 · SEF Bank Account	1,336.33	2,538.16	-1,201.83	-47.35%
1020 · Petty Cash	182.82	79.70	103.12	129.39%
1025 · Bookstore Cash Box	30.00	30.00	0.00	0.0%
1030 · Reserved Funds (Money Mkt) 1620				
1034 · Reserved Kitchen Improvement	584.24	0.00	584.24	100.0%
1032 · Operational Reserves	121,381.35	123,381.35	-2,000.00	-1.62%
1030 · Reserved Funds (Money Mkt) Renos	43,524.35	30,363.76	13,160.59	43.34%
Total 1030 · Reserved Funds (Money Mkt) 1620	<u>165,489.94</u>	<u>153,745.11</u>	<u>11,744.83</u>	<u>7.64%</u>
Total Checking/Savings	207,682.98	209,722.82	-2,039.84	-0.97%
Other Current Assets				
12000 · Undeposited Funds	875.00	20.00	855.00	4,275.0%
Total Other Current Assets	<u>875.00</u>	<u>20.00</u>	<u>855.00</u>	<u>4,275.0%</u>
Total Current Assets	208,557.98	209,742.82	-1,184.84	-0.57%
Fixed Assets				
1600 · Real Estate				
1630 · 2395 Washington Rd	582,410.00	582,410.00	0.00	0.0%
1620 · Holmes Street Property	0.00	99.00	-99.00	-100.0%
Total 1600 · Real Estate	<u>582,410.00</u>	<u>582,509.00</u>	<u>-99.00</u>	<u>-0.02%</u>
1900 · Accumulated Depreciation	0.00	-44.18	44.18	100.0%
Total Fixed Assets	<u>582,410.00</u>	<u>582,464.82</u>	<u>-54.82</u>	<u>-0.01%</u>
TOTAL ASSETS	<u><u>790,967.98</u></u>	<u><u>792,207.64</u></u>	<u><u>-1,239.66</u></u>	<u><u>-0.16%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2200 · Other Current Liabilites				
2210 · Kitchen Improvement Fund	684.74	0.00	684.74	100.0%
Total 2200 · Other Current Liabilites	<u>684.74</u>	<u>0.00</u>	<u>684.74</u>	<u>100.0%</u>
2000 · Accounts Payable				
2035 · Payroll Liabilities				
2040 · Federal Withholding Payable	526.00	309.00	217.00	70.23%
2041 · Medicare Payable	293.02	204.18	88.84	43.51%
2042 · Social Security Payable	1,253.00	872.96	380.04	43.54%
2050 · Lansing Withholding	61.80	36.48	25.32	69.41%
2060 · State Withholding Payable	580.12	458.36	121.76	26.56%
2035 · Payroll Liabilities - Other	0.00	26.94	-26.94	-100.0%
Total 2035 · Payroll Liabilities	<u>2,713.94</u>	<u>1,907.92</u>	<u>806.02</u>	<u>42.25%</u>
Total 2000 · Accounts Payable	<u>2,713.94</u>	<u>1,907.92</u>	<u>806.02</u>	<u>42.25%</u>
Total Other Current Liabilities	3,398.68	1,907.92	1,490.76	78.14%

Unity Spiritual Center of Lansing

Profit & Loss Prev Year Comparison

January through December 2022

	Jan - Dec 22	Jan - Dec 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · General Fund Income	150,131.87	128,033.62	22,098.25	17.26%
4000A · Bank Interest Income	369.73	243.50	126.23	51.84%
4050 · USC of L Classes, Wksp, Seminar	8,795.02	2,534.49	6,260.53	247.01%
4060 · Facility Use Income	2,441.01	1,040.00	1,401.01	134.71%
4090 · Bequests and Memorials	58.07	0.00	58.07	100.0%
4500 · Restricted Fund Income	-295.96	1,405.93	-1,701.89	-121.05%
4600 · Bookstore Sales	373.00	368.00	5.00	1.36%
Total Income	161,872.74	133,625.54	28,247.20	21.14%
Cost of Goods Sold				
4150 · Bookstore Purchases	53.70	294.47	-240.77	-81.76%
Total COGS	53.70	294.47	-240.77	-81.76%
Gross Profit	161,819.04	133,331.07	28,487.97	21.37%
Expense				
6100 · Offices 1426 E. Michigan Ave	0.00	320.22	-320.22	-100.0%
6000 · HOLMES St. Building Expenses	0.00	742.72	-742.72	-100.0%
6200 · 2395 Washington Rd	34,472.90	23,169.45	11,303.45	48.79%
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
7000 · Ministry Operating Expenses	103,569.30	97,651.33	5,917.97	6.06%
7800 · Tithe Expenses	17,160.32	14,347.43	2,812.89	19.61%
8000 · Mission Fulfillment/Team Expense	30,741.47	24,959.28	5,782.19	23.17%
Total Expense	185,943.99	161,190.43	24,753.56	15.36%
Net Ordinary Income	-24,124.95	-27,859.36	3,734.41	13.41%
Other Income/Expense				
Other Income				
9505 · In-Kind Donations	199.97	351.07	-151.10	-43.04%
9048 · Sale Of Asset	0.00	44,545.00	-44,545.00	-100.0%
9550 · Grants	0.00	10,535.91	-10,535.91	-100.0%
9540 · Brotherhood Mutual Ins Payouts	40,149.83	43,724.59	-3,574.76	-8.18%
9515 · Extraordinary Gifts	7,197.12	-818.27	8,015.39	979.55%
Total Other Income	47,546.92	98,338.30	-50,791.38	-51.65%
Other Expense				
9050 · Chisholm Hills Property	25,404.99	167,092.48	-141,687.49	-84.8%
9040 · Fire Related Expense	0.00	1,125.00	-1,125.00	-100.0%
9530 · Tithe on Other income	0.00	2,050.00	-2,050.00	-100.0%
Total Other Expense	25,404.99	170,267.48	-144,862.49	-85.08%
Net Other Income	22,141.93	-71,929.18	94,071.11	130.78%
Net Income	-1,983.02	-99,788.54	97,805.52	98.01%

Unity Spiritual Center of Lansing Profit & Loss Prev Year Comparison January through December 2022

	<u>Jan - Dec 22</u>	<u>2022 BUDGET</u>	<u>% Change</u>	
Ordinary Income/Expense				
Income				
4000 · General Fund Income	150,131.87	140,000.00	7.24%	
4000A · Bank Interest Income	369.73	300.00	23.24%	
4050 · USC of L Classes, Wksp, Seminar	8,795.02	5,400.00	62.87%	
4060 · Facility Use Income	2,441.01	1,500.00	62.73%	
4090 · Bequests and Memorials	58.07	0.00	100.0%	
4500 · Restricted Fund Income	-295.96	0.00	-100.0%	
4600 · Bookstore Sales	373.00	400.00	-6.75%	
Total Income	161,873.74	147,600.00		
Cost of Goods Sold				
4150 · Bookstore Purchases	53.70	300.00	-82.1%	
Total COGS	53.70	300.00	-82.1%	
Gross Profit	161,820.04	147,300.00	9.86%	increase over budget
Expense				
6200 · 2395 Washington Rd	34,472.90	22,830.00	51.0%	
66000 · Payroll Expenses	0.00	0.00	0.0%	
7000 · Ministry Operating Expenses	103,569.30	102,939.00	0.61%	
7800 · Tithe Expenses	17,410.32	14,760.00	17.96%	
8000 · Mission Fulfillment/TeamExpense	30,741.47	32,241.00	-4.65%	
Total Expense	186,193.99	172,770.00	7.77%	decreased budgetted expenses
Net Ordinary Income	-24,373.95	-25,470.00	4.3%	
Other Income/Expense				
Other Income				
9505 · In-Kind Donations	199.97	Not		
9048 · Sale Of Asset	0.00	Budgeted		
9550 · Grants	0.00			
9540 · Brotherhood Mutual Ins Payouts	40,149.83			
9515 · Extraordinary Gifts	7,197.12			
Total Other Income	47,546.92			
Other Expense				
9050 · Chisholm Hills Property	25,404.99	No Budgeted		
9040 · Fire Related Expense	0.00			
9530 · Tithe on Other income	0.00			
Total Other Expense	25,404.99			
Net Other Income	22,141.93	0.00		
Net Income	-2,232.02	-25,470.00	91.24%	

Unity Spiritual Center of Lansing Profit & Loss Prev Year Comparison January through December 2021

Assumptions

2023 Draft
Budget 2022 ACTUAL

2022 Draft
Budget

	2021	2020	2019	2018	2017
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Income

4000 · General Fund Income	5% increase in donations	157669	150068	\$ 140,000	128,034	137,245	172,735.58	158,447	169,044
4000A · Bank Interest Income		100	370	300	244	1,427	1,301	468	383
4050 · USC of L Classes, Wksp, Seminar	LOW FACILITATOR EXPENSES IN 2022	\$7,500	8795	\$ 5,400	2,534	1,960	3,302	7,922	5,026
4060 · Facility Use Income	50% increase	\$3,200	2441	\$ 1,500	1,040	0	743	900	95
4090 · Bequests and Memorials	unbudgetted						300	0	100
4500 · Restricted Fund Income	zero budget impact		-297				1,298	-729	-100
4600 · Bookstore Sales	minimal			400	368	211	1,020	2,777	2,197
Total Income				\$ 154,700	133,518	140,113	179,402	170,413	176,520

Cost of Goods Sold

50000 · Cost of Goods Sold								465	0
4150 · Bookstore Purchases				\$ 300	294	93	221	1,148	574
Total COGS			373	\$ 300	294	93	221	1,613	574

Gross Profit		\$168,940.00	162,068	\$ 147,300	133,223	140,020	179,181	168,800	175,947
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Expense

7480 · Use Tax		250			213	0	See Below for Total Building		
6100 · Offices1426 E. Michigan Ave					320	4,685	0		
6000 · HOLMES St. Building Expenses					743	8,944	18,132	14,630	14,980
6500 · MARSHALL St. Building Expenses								0	684
6200 · 2395 Washington Rd	Set Costs: utilities, insurance, maintenance	\$32,304	34,444	\$ 22,830	23,169	0	n/a	n/a	
66000 · Payroll Expenses					0	0		0	210
7000 · Ministry Operating Expenses	Minister, admin, office	\$104,699	103,542	\$ 102,939	101,290	96,581	93,327	89,669	89,646
7800 · Tith Expenses	10% of income	\$16,837	17,410	\$ 14,760	14,347	12,581	18,825	16,338	18,227
8000 · Mission Fulfillment/TeamExpense	Band, Sunday Services, Fellowship/kitchen - 2021 was 9 months expenses	\$31,050	30714	\$ 32,241	24,809	11,397	38,839	37,433	36,476
Total Expense		182243	186111	\$ 172,770	164,892	134,187	169,123	158,070	160,222
Net Ordinary Income		-\$16,491.00	-\$24,043	\$ (25,470)	-\$31,669	5,833	10,058	377	8,823

Unity Spiritual Center of Lansing Profit & Loss Prev Year Comparison January through December 2021

2023 Draft 2022 Draft
Budget 2022 ACTUAL Budget



Notes on categories

	2023 BUDGET	2022 actuals	2022 Budget	2021	2020	2019	2018	2017
Total Building Costs								
utilities, maintenance	\$32,304.00	34,444	\$ 25,000	\$ 24,232	\$ 13,629	\$ 18,132	\$ 14,630	\$14,980

BELOW THE LINE NUMBERS

Other Income								
9505 · In-Kind Donations				351.07	0.00			
9048 · Sale Of Asset				44,545.00	0.00			
9550 · Grants				10,535.91	31,035.00			
9540 · Brotherhood Mutual Ins Payouts				43,724.59	303,495			
9515 · Extraordinary Gifts				-818.27	-4,180.27			30,557.78
9520 · Beacons of Prosperity Pledge Dr				0.00	-2,986.00			685.00
9510 · Building Fund								5,320.00
Total Other Income				98,338.30	327,364			30,557.78
Other Expense								985.00
9050 · Chisholm Hills Property								5,320.00
9047 · Fire-related Lost Asset Expense								1,670.00
9040 · Fire Related Expense								
9530 · Tithe on Other Income								
9020 · Holmes St. Renovations								
9030 · Tower Addition 2018 - 19								
9020 · Holmes St. Renovations								
9200 · UGL Back Payroll Tax 2014								
Total Other Expense								46,358.50
Net OTHER INCOME								3,584.01
NET INCOME								944.39
								0.00
								52,943.18
								5,544.09
								-3,874.09
								3,874.09
								-17,065.40
								175,412
								151,952
								170,267.48
								-71,929.18
								-47,697.01