

**Unity Spiritual Center Georgetown**  
**Meeting at Legacy Oaks, 302 Del Webb Blvd**  
**Georgetown, Texas 78633**  
**Sundays 10:30 a.m.**  
[www.unitygeorgetown.org](http://www.unitygeorgetown.org)

**Board of Trustees Meeting Minutes – August 13, 2024**

**Meeting held at the home of Nancy Witthoeft, 105 Eisenhower, Sun City, Georgetown, TX**

Meeting was called to order 6:09 p.m. We have a quorum. In attendance were Alice Cooper, Nancy Witthoeft, Paula Hatfield, Carol Neely, Donna Rigueira, absent: Rev. Tommy DeLeon.

Alice offered a prayer Prior to the meeting

A motion was made to approve the July minutes by Alice, Nancy seconded. All were in favor and Minutes were approved.

Alice received Shannon Pinkston's resignation.

Mail report – mail keys were finally delivered to our post office box, 2 extra. Nancy received one and Alice took the other. Donna took care of excess mail from previous minister which took lots of space in the mail box. Received Faith in Action newsletter.

Minister's Report – see attached

Treasurer's Report – see attached. Zell is working well for contractors' payments.

Financial team members – Ray Kresha, Bryan Mitchell, Alice Cooper, Rev. Tommy, Paula Hatfield, Donna Rigueira will meet at Donna's house Sept. 9 at 2:00 p.m.

Discussed Quorum Requirements – no business on email, wait until board meeting, or send to Alice to include in agenda. Ok for one-on-one questions, but not to all the board

Alice discussed with Cary Gilbert, and she will keep up website after Shannon had to stop doing it.

Chamber of Commerce events – would like to take advantage of their events when possible.

Our workday for the board is Sept. 7, 10 a.m. – 4:00 p.m. at Donna Rigueira's house, lunch provided. Orientation content outline is attached. Alice intends to make a packet of all pertinent information to give each person on the board. Paula volunteered to do the printing at Office Depot.

Kathy Herring, Michele Adams and Elle Michelle have volunteered to be on the Benevolence committee. Alice sent an email to introduce them to each other and give background info on to whom we currently donate to and when.

Discussed members speaking about their spiritual experiences at service every 6 months, 5 people limit to speak. On Nov. 10, Rev. Steve Bolen is scheduled to speak. Guest speakers will schedule for 5 Sundays total for rest of the year. Ki Browning, Therese, and maybe Linda B. can speak at others. Karaoke is scheduled for Wed. evening, Aug. 21.

Donna Sue healing bowls lunch and learn is scheduled for Sept. 1, right after service.

Lunch after 4<sup>th</sup> Sunday went well in July. People went to Wrigley's Pub, 9 attended.

Next 4<sup>th</sup> Sunday is Aug. 25 - brunch at Fuego's and choice of either play – Dead Man's Cell or Cat's Kiwanis garage sale was a no go. We can try again next year.

Dan's concert is Dec. 8 – Christmas theme, potluck, right after service

Discussion of statement of interest for Linda Ballesteros for the open board position. Donna Rigueira made a motion to bring her on as a new board member to fill Shannon Pinkston's term, Nancy Witthoeft seconded. Motion passed all in agreement.

Nancy Witthoeft had a motion to adjourn, Alice Cooper seconded. All were in favor, Meeting adjourned at 8:10 p.m.

Minutes taken by Donna Rigueira

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Donna Rigueira, Vice President

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Alice Cooper, President

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Date

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Date

UNITY CHURCH OF GEORGETOWN  
***A Spiritual Center - A Breath of Fresh Air!***

P. O. Box 1872  
Georgetown, Texas 78627

Meeting at Legacy Oaks, 301 Del Webb Blvd, Georgetown, Texas 78627  
Sundays 10:30 a.m.  
[www.unitygeorgetown.org](http://www.unitygeorgetown.org)

**Minutes for the July 21, 2024 Special Board Meeting, 10 AM, Mesquite Room**

Donna called the meeting to order at 10:02 AM

In attendance: Rev. Tommy, Nancy Witthoeft, Paula Hatfield, Carol Neely, Donna Rigueira

Absent: Alice Cooper, Shannon Pinkston

We have a quorum to discuss streaming vs. recording. Discussion ensued.

Donna made a motion to reinstate streaming, Rev. Tommy seconded.

Four were in favor, one abstained.

Motion was passed to reinstate streaming.

Board session adjourned 10:05

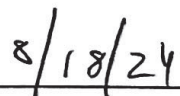
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Donna Rigueira  
Vice President



Alice Cooper  
President

  
Date

  
Date

# **Unity Spiritual Center Georgetown**

## **Board of Trustees**

### **Minutes for July 16, 2024**

Meeting at Georgetown Public Library study room 5:45-7:45 pm

In attendance: Rev. Tommy DeLeon, Alice Cooper, Donna Rigueira, Shannon Pinkston, Paula Hatfield, Nancy Witthoeft, Carol Neely

1. Call to order @6:08pm by Alice: quorum noted.
2. Opening Prayer by Rev Tommy
3. Welcome Carol Neely! Newly appointed board member
4. Approval of JUN minutes, with 2 corrections needed. Donna moved to approve; Alice seconded. All in favor. Shannon will resend FINAL revised version in the am.
5. Mail call - Donna:
  - a. 2 Thank yous from Unity Faithful friends.
  - b. Discussion of weekly ad in the Sun and listing in the Guide to Georgetown. Shannon will revamp ad for future use to match the vibrancy of the LGM pr items. Shannon moved to cancel the Sun ad due to lack of readership and to put those monthly funds back into the PR budget. Tommy seconded. All in favor.
6. Minister report - Rev. Tommy:
  - a. LGM downtown on 3rd session with good outcome. More and more "outside" people are coming, thus spreading awareness of USCG
  - b. He is planning to attend the Unitarian drum circle on the 21st as outreach.
  - c. "Banned from the Bible" events were well attended.
  - d. New "Water, the Great Mystery" is being planned for the near future
  - e. LGM in the Park is low in attendance, typical for summer. May consider putting it on hold, but new folks are coming so will continue for now.
  - f. Sunday Service attendance: more new people coming in, but over-all attendance down. Likely due to summer travel. Fall months should see a resurgence in attendance and tithing.
7. Treasurer Report-Paula

- a. JUN financial report - Paula now has full ability to transfer funds between accounts to aid in facilitating a smoother flow of payments/deposits into the needed accounts. She explained the need for an 80/20 cushion of budget.
- b. Check writing: changes being made to streamline this. Paula is sending a form to Alice and Tommy to have contractors fill out in order to begin monthly payments from PNC bank
- c. Suggestions for financial team members (2) Alice Gardiner and Ray Kresha. To meet twice yearly. Plan for a September meeting in the works.

#### 8. Outreach for new members-ideas

- a. Invite to fundraiser- can place ad for each month public is invited
- b. Website ideas: Shannon will begin to study other Unity websites, esp. Unity of Arlington
- c. LGM in town-report from Rev Tommy
- d. Concert by Tom or Kim and Paul suggested by Tommy - no plan yet
- e. Take advantage of Chamber of Commerce events - who will go?
- f. It was decided by the board to NOT to do the pen in Chamber packet idea. Not enough leverage for the cost outlay, out of time.

#### 9. Workday for board

- a. Donna's house from 10-4pm on Saturday, 9/7/24.
- b. Orientation- content TBD
- c. Suggestions for topics

#### 10. Benevolence committee? Do we want to restart?

- a. We would like to restart but need a volunteer to run it. Put ad in newsletter, announcements
- b. We could do things as a Church group: Habitat, Food Bank, etc.

#### 11. EVENTS

- a. Good feedback from member speaking service- every 6 months, 5-Person limit
- b. Karaoke and/or bowling Wed. evenings - no takers. Shannon suggested we just announce something fun to do together at the end of each service and see who wants to go. Less structured.

- c. Lunch after church 4<sup>th</sup> Sunday - several interested
- d. Palace playhouse "Dead Man's Cell Phone" in Aug. couple people interested
- e. Kiwanis garage sale in Oct.: Carol will check at CIM to see if Mary reserved the spot for us. If no, Shannon will do what she can to try and secure one.
- f. suggestion to just pick a day for events and announce, no poll

12. Move to Adjourn at 7:33pm by Shannon. Seconded by Nancy. All in favor. Alice Adjourned the meeting.

The Board may conduct an Executive Session during or after any meeting provided a quorum is maintained.

Next meeting Aug 13 2024 at 6pm @ Nancy Whitthoeft's. 105 Eisenhower, Sun City

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Shannon Pinkston, Secretary

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Alice Cooper, President

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Date

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Date

# **UNITY SPIRITUAL CENTER GEORGETOWN**

A Positive Path for Living - A Spiritual Breath of Fresh Air!

Meeting at Legacy Oaks, 301 Del Webb Blvd, Georgetown, Texas 78627

Sundays 10:30 a.m.

[www.unitygeorgetown.org](http://www.unitygeorgetown.org)

## **Board of Trustees Minutes**

June 11, 2024

The Board met at the Georgetown Public Library Study Room. A quorum was present consisting of Alice Cooper, President; Shannon Pinkston, Secretary; Paula Hatfield, Treasurer; Nancy Witthoeft, At-Large Member, and Tommy De Leon, Minister. Donna Rigueira, Vice-President was absent.

Ms. Cooper called the meeting to order at 6:06 p.m.

Rev. De Leon read from the Daily Word a message titled "Journey."

Ms. Witthoeft provided mail envelopes to Ms. Hatfield.

Rev. De Leon reported on the Let's Get Metaphysical-Downtown gathering. He said there were 32 people present and he was pleased with the outcome of their first meeting.

Ms. Hatfield provided the Treasurer's Report and a brief discussion ensued.

Ms. Cooper stated Carol Neely had expressed interest in serving on the Board and that she would be forwarding her Statement of Interest to each Board member after the meeting. She also stated it was Carol's intention to attend the July 9 Membership Class.

A brief discussion ensued about fundraising, Let's Get Metaphysical-Downtown, the book club meeting location, other potential classes and participating in Chamber of Commerce events.

A discussion about streaming services, the cost of doing so, that few actually watch the streaming service. Alice made a motion to discontinue the streaming services and to continue recording the services for later posting. Donna seconded the motion. The motion passed.

Announcements regarding the prior Sunday Service member sharing their experiences was positive, the Fiesta Meal fundraising made \$301 profit, a play

“Dead Man’s Cell Phone” would be proposed in August at the Place playhouse and the church would participate in the Kiwanis garage sale in October.

Ms. Cooper adjourned the meeting at 7:45 p.m.

Respectfully submitted,

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Shannon Pinkston, Secretary

Dated: July 17, 2024



## **Board of Trustees Meeting Minutes-May 19, 2024**

Meeting at Mesquite Room; noon-1 pm

Attending:

Rev. Tomas Deleon Minister, Alice Cooper-president, Donna Rigueira vice-president, Paula Hatfield-treasurer, Shannon Pinkston-secretary, Nancy Witthoeft-member at large

1. Quorum established by Alice at 12:04 pm
2. Opening Prayer by Rev. Tommy
3. Approval of APR minutes-who moved to approve? seconded? unanimous approval
4. Mail call - Donna
  - a. Letter thanking church for donation from Faithful Friends (Bucket of Hope) for \$441.47
  - b. Nancy will do mail while Donna is out, Shannon will be backup
5. Minister report - Rev. Tommy
  - a. See attached
6. Treasurer Report - Paula
  - a. April financial report
    - i. Discussion of what to do with the \$10K from the matching spiritual fund donation
    - ii. Alice moved to leave the \$10k matching donation for the spiritual home fund in the PNC money market because the donor wanted that money to be used to grow the church. Nancy seconded. Unanimous in favor.
    - iii. Fundraising taco meal: we count the expense of paying/tipping the vendor as an expense for special events. The profit then becomes income and goes into the PNC regular checking account.
    - iv. Paula suggested paying people once a month, rather than weekly - to be more efficient with time. It was also suggested that the board consider making Cary salaried rather than hourly. Pat will work up the figures for our next board meeting and a decision can be made then.
      1. Use PNC checking account Bill Pay monthly
      2. If there is a negative impact on anyone, they can be an exception and still paid weekly. Bill pay is adjustable on amount and timing.
  - v. Insurance review

- a. Reviewed insurance policy and discussed coverage. Motion by \_\_\_\_\_ to keep existing insurance policy, \_\_\_\_\_ seconded, unanimously passed.

7. Membership Status

- a. New member class June 9 has 6 people, and 1 transfer. Mesquite room
- b. Alice will order lunch, have copies made, speakers contacted

8. Prospective new board member to replace Patrick

- a. Carol Neely very interested - not a member yet, scheduled for June 9, see SOI
- b. Michelle Adams interested, will call to discuss this afternoon

9. Outreach for new members - ideas

- a. Non-profits can list invite to fundraiser free - can place ad for each month public is invited
- b. LGM in town - discussed at special board meeting last week
- c. Class in Mesquite room before service. Speakers? Frequency? Table for now
- d. Move book club back to activities center and put free ad in sun rays. Done
- e. Take advantage of Chamber of Commerce events - someone from board should go-rotate members?
  - i. have 2-minute sound bite about who we are-consistent
  - ii. Look into entry into the Bowling tournament and becoming involved in Chamber of Commerce events

10. discussed various ideas for outreach and socializing, including a cooking class, dinner groups, grabbing coffee or wine with someone new after events or service

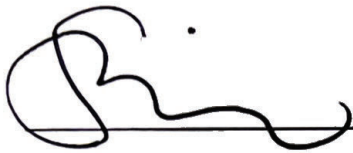
11. Shannon volunteered to update and modernize the website, as it is the main source people will go to in order to find out who we are. Rev. Tommy will add 2 min. soundbite video, and she will work with Cary.

11. Move board meetings back to 2<sup>nd</sup> Tuesday?

- a. Zoom every other month or in person? In person seems to be the consensus
- b. In person could use library conference room free.
- c. \_\_\_\_\_ moved we do in person meetings on 2nd Tuesdays of the month. \_\_\_\_\_ seconded, passed unanimously

12. Alice moves to table the rest of the agenda discussion for later and to adjourn the meeting. Shannon seconds. Unanimous vote to table remaining agenda and adjourn at 1:05 pm

**Next meeting June 11 TBD**



Shannon Pinkston, Secretary



Alice Cooper, President

6/19/24

Date

June 19, 2024

Date

## **Board of Trustees Meeting Minutes-April 20, 2024**

In person @ Nancy Witthoeft's house

1. Call to order by Alice @ 2:52pm
2. Opening Prayer by Rev. Tommy
3. Motion to Approve Board Positions. Nancy moved to approve, Paula seconded.
4. Approval of FEB minutes. Donna moved to approve, Nancy seconded.
5. Overview of board roles, responsibilities and staff-distribute booklets on board development manual
6. Mail call - Donna. 3 thank yous.
7. Minister report - Rev. Tommy. Announced Kimberly Pollini as the newest edition to the music team.
8. Treasurer Report - Paula
  - a. March financial report - she is still getting up to speed on the paperwork and processes, getting signatures and access to accounts
  - b. Spiritual home fund report \$10,954 + \$10,000 matching
  - c. Would like to make some changes to treasurers report
  - d. Discussed budget
  - e. Would like to see improvements to the website – it's not inviting
  - f. Why aren't we growing - location?
  - g. Didn't use marketing budget last year, transferred to this year. can take advantage of chamber events since we are members
  - h. Introduce a form to sign up visitors and to call back - in bright yellow. Assign someone to do this- counters who receive can pass on
  - i. Looking for people who are looking for a deeper experience for spirituality
  - j. Meetup? Where groups meetup and talk about who they are
  - k. Discussed combining music fund with general fund, no decision
9. President Report -
  - a. Alice moved to not have cameras or streaming for April 28 and May 26 outdoor services. Nancy seconded.
  - b. On May 26th let's talk of real experiences. 4 minute limit.

#### 10. Membership Status

- a. June 9th is New Members class
- b. Transfer members from other Unity churches without taking class
- c. Who gets membership form? Rev. Tommy, Counters can call or assign another board member to follow up with them
- d. Can we track returning visitors? No

#### 11. Prospective new board member to replace Patrick

- a. Carol Neely very interested - she is filling out questions
- b. Need membership class?

#### 12. IT changes

- a. Do we want to keep position addresses? Yes, Therese uses it and it's no cost
- b. Cary in the process of changing:
  - i. From 2 Facebook pages to one
  - ii. D/C our .com address that we had been paying for
  - iii. Switching our google addresses to non-profit for free
  - iv. Microsoft 360 for free as non-profit
  - v. Savings about \$30/mo.

#### 13. Outreach for new members – ideas? Explore and table until next meeting

#### 14. EVENTS

- a. The Artists Way at Ann's. 12 weeks - Started Mon Mar 4. Class is full and people are really enjoying it.
- b. Getting to Know You after service June 2
  - i. Catering Mexican food - Mariachi Catering
  - ii. The Oaks till 2
- c. Picnic on outdoor service days Apr 28 and May 26 at Cowan Creek pavilion
- d. Kiwanis garage sale in Oct. in the works

15. At 4:43 pm Alice moved to Adjourn, Paula seconded.

Next meeting May 19 after service in the Oaks at 12-1pm

\*Notes take by Donna, as Shannon had a work emergency and missed 3/4 of meeting