Unity Center of Light

Search Committee for Right Physical Home

2614 Kenhill Drive, Suite 109

December 2, 2014; 6:50 PM

Members in attendance: Willie Sutton (chair) Maurice Jackson (co-chair) and Sharon Duncan

Members Absent: Phyllis Chesley, Linda Jackson Smith, Jacquie Jackson, Carolyn Dickerson

Willie Sutton started the meeting and the following items were discussed and decisions made.

Financial

* The Search Committee’s current priority should be to work on financial matters; more specifically to assist in the determination of a lender and in the preparation of a loan application. This priority needs to be communicated to the BOT and the Finance Committee (FC).
* To facilitate working on financial matters it was recommended that we establish an ongoing working relationship between the FC and 1 or 2 Search Committee members who would represent the Search Committee. This working relationship could entail Search Committee members regularly attending portions of Finance Committee meetings and\or other working meetings that might happen as frequently as weekly. Willie will work to determine who will represent the Search Committee and also find out what days the FC meets. The BOT would periodically be informed on the progress of work being performed.
* Our recommended next steps are: (a) to review applications, perform research, and identify 3 lenders we are very interested in, (b) to meet with each lender, (c) to select a primary and back-up lender, (d) to complete the application for the primary lender by Jan 15th.

Survey

* It was agreed that the content of the survey was acceptable
* The survey should be activated on Sunday Dec 7 and close on Monday Dec 22. On Sunday Dec 7 the website should have an active link to the survey and emails notices should be sent to members NLT 12/8/2014.
* Willie will provide an announcement to the church membership on Sunday Dec 7 on the survey and the importance of everyone participating. A second announcement will be made on Sunday Dec 21. We will encourage online completion of the survey but also inform the membership that paper surveys can be completed on Sunday Dec 14th and 21st.
* Details on how to collect and input manual surveys will need to be worked out.

Other

* Realty Agent Visit – It was recommended that the realty agent visit planned for 12/16/14 be put on hold so that we could focus on the financial matters and the survey.
* Phone Conference - It was suggested that a simple phone conference dial in line be established to allow members to call into our regular meetings. Willie is to touch base with Phyllis regarding setting this up.

The meeting concluded at approximately 8:05pm.

Respectfully submitted,

Willie Sutton and Sharon Duncan