**Unity Center of Light**

**Search Committee for Right Physical Home**

**6:30pm, Tuesday, September 23, 2014**

**2614 Kenhill Drive, Suite 109**

Members in attendance: Willie Sutton (chair), Maurice and Jacquie Jackson (co-chairs), Phyllis

 Chesley, Sharon Duncan, and Carolyn Dickerson

The meeting was convened by Willie Sutton, chair of the committee. Maurice Jackson provided the opening prayer. Jacquie Jackson volunteered to record the minutes of the meeting.

Suggested first steps for initiating the search for a right physical home:

* Work with bank(s) to determine level of financing. These banks include Old Line Bank, which works with non-profit organizations, particularly churches; and Harbour Bank in Baltimore, which was identified by Mary Frances Winters, chair of the Board of Trustees (BOT)
* Follow up on status of bank paperwork submitted to finance committee of the BOT and determine. The paperwork will help the bank(s) determine the level of financing available to UCL
* Two additional steps identified by the committee included:
* Ask selected lender to help UCL determine its full capability of acquiring a new physical home, based on the total amount reflected in the building
* Determine feasibility of a capital campaign for the church – Maurice Jackson spoke to Steve Colladay, who is located at Unity headquarters in Missouri. Mr. Colladay is the Coordinator for Expansion and Alternative Ministeries. He provided links to Maurice which contain information about how to start a capital campaign. This information also includes the successful capital campaign conducted by a Unity church in Richmond, VA. The capital campaign idea needs to be presented to the UCL BOT for its consideration and approval.

The committee noted that the success of finding a right physical home will require assistance from the entire church. Commitment from members is needed as well as their active involvement when requested. Lastly, it is critical to have assistance from the church leadership to help make this a successful initiative.

The timeline for the current location at Moylan Drive is unknown. The committee will seek clarification from church leadership or administration in terms of the length of time available to UCL to continue its use of the Moylan location.

Purpose of committee, goals and objectives

The remainder of the meeting centered on its proposed goals and objectives. Sharon Duncan submitted to the committee members a proposal which stated:

**Goal of committee:** To assist Unity Center of Light Board of Trustees in the selection of a new physical home.

**Proposed objectives:**

* define the key characteristics of UCL’s new physical home (i.e. *What* are we looking for? An existing building, with a parking lot, on 2-3 acres of land? Location only in Bowie? Large home with acreage that allows for building out in the future?)
* define the key steps and deliverables regarding needed research, financing, document preparation, and approval (i.e. *How* or in what ways will we move through this effort or initiative?)
* research and recommend a financing solution (i.e. bank institution and loan agreement; *Who/Which* institution is UCL interested in partnering with?)
* research available properties, based on loan specifications, and submit a recommendation of a location to UCL BOT and church congregation (i.e. *Where* does UCL want its new home?)
* Complete identified milestones by target timeline (i.e. *When* should tasks be completed?)

(Willie Sutton noted that a final report and recommendations to the Board of Trustees will be submitted in February 2015.

The committee will review Sharon’s proposed goal and objectives for the committee and finalize within the next couple of days.

Proposed webpage on UCL site

Jacquie Jackson proposed that the committee uphold transparency of the process for the UCL family. She suggested a webpage be developed which would include minutes of the meeting, excluding confidential information of the church, progress of targeted tasks and other important milestones. Further, the webpage could serve as the means to reach out to members, such as a survey link (SurveyMonkey), to provide members the opportunity to give feedback about various components of the search (i.e. preference for location, type of building, etc.). Phyllis Chesley volunteered to work with David Baukman of the Board to develop and embed the webpage on the UCL site.

Next Steps

* Create webpage by the end of next week
* Refine goal and objectives; send comments to Sharon by close of business, Thursday, September 25
* Plan for official kickoff of the search – October 5, brief report to UCL members and showcase of new webpage
* Next meeting of the committee will follow the October 5 kickoff

Respectfully submitted,

Jacquie Jackson