

Unity Church of Hawai'i  
 Board of Trustees  
 Regular Meeting  
 Thursday, May 19, 2016  
 Unity Church of Hawaii, Room 201

Board Members Present: Ralph Whitaker, Linda Wong, Francine Kaiona, Marsha Bethards, Lee Bordenave, Jade Guess, Rosie Kaiser, Linda Knox, Loke Simon, Rev. Dr. Jack Bomar  
 Board Member Excused: None

AGENDA	INFORMATION ITEM/ DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
Call To Order Quorum Required: Six	Having established that a quorum (six or more) was present, the meeting was called to order at 6:11 p.m.	
Opening Prayer, Lighting of the Christ Candle, Affirmation of Purpose,	Rev Jack led the Board, staff and guests.	
Election: Board Secretary	<ul style="list-style-type: none"> <li>•Lee Bordenave rescinded his earlier acceptance to serve as Secretary of the Board of Trustees. The Board accepted.</li> <li>•Then, the Board proceeded to elect a new Secretary. After discussion and mutual agreement, Francine Kaiona was elected as Secretary and would "cause to be kept an accurate record of the minutes of all Board of Trustees meetings" by Jade Guess as provided in the Bylaws [Section 4.07 (c) (1)]</li> </ul>	
Roll call	Francine Kaiona, Secretary, called the roll of the Board. All were in attendance.	
Approval of Agenda	<p>Ralph Whitaker presented the Agenda.          Loke Simon, Lee Bordenave and Linda Wong opposed approving agenda item VII as presented. They opposed language used: "Reading of Last Events Minutes (31<sup>st</sup> March/ 28<sup>th</sup> April)  <b>Motion</b> made by Jade Guess to amend agenda item VII to state, "Reading of March 31<sup>st</sup> Minutes and April 28<sup>th</sup> Notes."  <b>Second</b> by Linda Wong  <b>Motion passed</b> Unanimously.</p>	

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Open Floor	Several Members shared their comments on Board actions/attitudes, creating Ad Hoc Committee to set Church intentions, goals and vision and an expression of appreciation for Unity Church and Board.	•Tammy Sweeny to forward email outlining her request.
Approval of Minutes  Regarding Minutes of the March 31 meeting:  Regarding <b>approval</b> of the notes of the April 28 <sup>th</sup> Meeting:	<p>Lee called for a point of order because there is no such thing as a General Operating Budget. Loke clarified and disagreed with the term “operating budget.” Linda Knox clarified that budget presented was a Profit and Loss Budget Overview first then we added “General Operating Budget.”</p> <p><b>Motion</b> by Linda Knox to approve the minutes of the March 31<sup>st</sup> meeting as circulated.  <b>Second</b> by Marsha Bethards  <b>Motion passed</b> eight (8) in favor with Lee Bordenave voting nay.</p> <p>Ralph Whitaker prepared and circulated Notes for this meeting. Loke asked that it be added to the notes to include that certain people wanted to have the meeting and not discuss business. Linda Wong asked that her notes be included for the record. Ralph called for a vote.  <b>Motion</b> by Linda Wong to add her May 10, 2016 Notes she prepared and sent to Ralph notes:.  <b>Second</b> by Loke Simon  <b>Motion passed</b> six (6) board members voted in favor and three (3) opposed.</p>	
PRESIDENT’S REPORT	Ralph Whitaker’s written report is attached to these minutes.	
FINANCE REPORT	<p>Marsha Bethards presented the April 2016 Profit and Loss [P&amp;L] Statement.</p> <ul style="list-style-type: none"> <li>•Reverend Jack distributed P&amp;L Budget vs. Actual.</li> <li>•Loke asked for an update to April tithing. Rev Jack responded that it’s included in the Minister’s Report.</li> <li>•Loke offered her support with getting 2015 financials in order.</li> <li>•Linda Knox expressed her appreciation for Amy Miyamoto’s professionalism and work ethic.</li> </ul>	
SENIOR MINISTER’S	Rev Dr Jack Bomar submitted a written report which is attached to these	

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REPORT          Board Orientation of Church/Organization Operations	<p>Minutes.</p> <ul style="list-style-type: none"> <li>•Reverend Jack suggested that the tithe for April 2016 of \$4,036.12 be broken down as such:</li> <li>•Reverend Jack suggested that the remaining \$971.70 be tithed to Unity of St. Croix.</li> </ul> <p>Ralph called for a motion.  <b>Motion</b> by Loke Simon to direct a total of \$971.70 tithed to Unity of St. Croix.  <b>Second</b> by Linda Wong.  <b>Motion passed</b> Unanimously.</p> <p>•Lee asked that a report be given on the Legacies of Aloha [LoA].  Finance chair Linda Knox suggested that a member of the Investment Committee report on the LoA at the June meeting.</p> <p>•Reverend Jack asked that the Board consider covering the following expenses for the 2016 Unity Peoples Conference in Lee's Summit Missouri June 13 thru 17</p> <ul style="list-style-type: none"> <li>• Hotel : \$842.63</li> <li>• Conference fees and banquet: \$569.27</li> <li>• Airport shuttle \$120</li> </ul> <p>Ralph called for a motion  <b>Motion</b> by Marsha Bethards that expenses totaling \$1,462.63 be covered by the church.  <b>Second</b> by Rosie Kaiser.  <b>Motion passed</b> Unanimously</p> <p>•Rev Jack invited the BoT to take a tour of Church offices and school to orient themselves to the physical plant and to learn job functions of the staff.</p>	<ul style="list-style-type: none"> <li>•April 2016 Tithe <ul style="list-style-type: none"> <li>• Ho'opono: \$149.31</li> <li>• Unity Worldwide Ministries: \$971.70</li> <li>• Silent Unity: \$971.70</li> <li>• Legacy of Aloha: \$971.70</li> <li>• Unity of St. Croix: \$971.70</li> </ul> </li> <li>•Invite a member of the Investment Committee to do a presentation on Legacies of Aloha at the June Board Meeting.</li> <li>•Request that Amy cut check for \$1,462.63 for expenses for Rev Jack.</li> </ul> <p>•Schedule orientation one visit.</p>
PRAYER OF THANKSGIVING	Board of Trustees read the Prayer of Thanksgiving.	
Guest State Farm Insurance Toni Lee	<p>Toni reported that the new church insurance policy came in lower than originally quoted. She stated that workman's comp package will be audited every year. Toni distributed a summary of the policies.</p> <p>•Loke asked for coverage clarification for the Wellness Center. Toni clarified</p>	<ul style="list-style-type: none"> <li>•The New Policy was given to Rev Jack.</li> <li>•Insurance policies will be kept with Amy Miyamoto.</li> </ul>

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	that any Ministry of the church is covered. Toni explained that non-ministry groups are required to have their own insurance naming the Church as additionally insured. In the event of a claim, the non-ministry groups' policy is the primary payer and the church's policy is secondary payer.	
NEW BUSINESS BoT Filing Cabinet:  BOT Policies:	<ul style="list-style-type: none"> <li>•The current Board of Trustees filing cabinet has only one locking-drawer. Ralph said that he would speak with Lisa about the filing cabinet. Reverend Jack suggested that there be a sign in and sign out for Church members and Board who want to review records.</li> <li>•Ralph clarified that any ideas for policies be presented to the Board of Trustees as a written policy for review and edit by the Board of Trustees. He asked if he could share a list of agenda items for upcoming meetings regarding the creation of policies. Francine made a suggestion that committees be formed to draft policies for Board review.</li> </ul>	<ul style="list-style-type: none"> <li>•Create sign in/out roster for records' reviewers.</li> <li>•Francine and Jade requested e-copy of Lee's revised document.</li> </ul>
	At 8:04 p.m. regular meeting was adjourned and all guests left the meeting.	
EXECUTIVE SESSION	Entered Executive Session at 8:05 p.m. <b>Motion</b> by Linda Knox to exit Executive Session at 9:16 p.m. <b>Second</b> by Marsha Bethards <b>Motion passed</b> Unanimously	
SALARIES	<b>Motion</b> by Ralph Whitaker to upgrade salaries for Administrative staff as proposed/discussed in the Executive Session. <b>Second</b> by Francine Kaiona <b>Motion passed</b> Unanimously	
ADJOURNMENT	There being no further business the meeting was adjourned at 9:19 p.m.	
NEXT MEETING	Thursday, June 23, 2016. Room 201 6:00 pm	