

Unity Church of Hawai'i
 Board of Trustees
 Regular Meeting
 Thursday, August 18, 2016
 Unity Church of Hawaii, Room 201

Board Members Present: Ralph Whitaker, Francine Kaiona, Marsha Bethards, Jade Guess, Rosie Kaiser, Linda Knox
 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, | <ul style="list-style-type: none"> •Ryan Souza offered the Opening Prayer. •Johanna Kelly read from the <i>Daily Word</i>. •President Whitaker led the Board, in the Lighting of the Christ Candle. •The BoT read the <i>Affirmation of Purpose</i>. | |
| Roll call | Francine Kaiona, Secretary, called the roll of the Board. All were in attendance. | |
| Approval of Agenda | Ralph Whitaker presented the Agenda. Motion made by Linda Knox to approve the Agenda as presented. Second by Marsha Bethards Motion passed Unanimously. | |
| Open Floor | There were 33 congregants present at the meeting. Each was invited to | |

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|--|--|---|
| | introduce herself/himself, how many years as a member/congregant, and a short expression of her/his choice. | |
| Approval of Minutes | Correction under Sr. Minister's Report [page 3 third bullet point]. Motion to Approve the change made by Marsha Bethards. Second by Rosie Kaiser. Motion passed unanimously. | Change Chapel Blessings to Chapel Beautification. |
| PRESIDENT'S REPORT | Ralph Whitaker's written report is attached to these minutes. | •Next Town Hall Meeting on 8/28/2016. |
| FINANCE REPORT | Marsha Bethards presented the Jan-Jul 2016 vs. Jan-Jul 2015 Profit and Loss [P&L] Statement. | |
| CHURCH'S REPORT •Rev Albert Wingate | The attached Reports were received for the month of August 2016: Administrator's Steward of Custodial Services Courtyard Café Steward of Finance & Accounting Media Services Unity School Déjà vu Unity Wellness Center •Rev Wingate's written report is attached to these minutes. | |
| PRAYER OF THANKSGIVING | Board of Trustees read the Prayer of Thanksgiving. | |
| OLD BUSINESS: | Items A. & B. were postponed for a later date. | |
| NEW BUSINESS: | b. Search Team Application | •Discussion to continue in tonight's Executive Session. |

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| | At 8:40 p.m. regular meeting was adjourned and all guests left the meeting. | |
| EXECUTIVE SESSION | Entered Executive Session at 8:44 p.m. Motion by Linda Knox to exit Executive Session at 9:29 p.m. Second by Marsha Bethards Motion passed Unanimously | |
| SALARY | Motion by Ralph Whitaker to designate 100% of Rev. Wingate's salary be charged to MANSE as proposed/discussed in the Executive Session. Second by Rosie Kaiser. Motion passed Unanimously •The 5-Section Search Team Application was Unanimously approved. | Ralph Whitaker to advise Amy Miyamoto to make change. |
| ADJOURNMENT | There being no further business the meeting was adjourned at 9:33 p.m. | |
| NEXT MEETING | Thursday, September 22, 2016. Room 201 6:00 pm | |

UNITY CHURCH OF HAWAII

BOARD MEETING AGENDA

18 August 2016

- I. CALL TO ORDER**
- II. OPENING PRAYER**
- III. LIGHTING OF THE CHRIST CANDLE**
- IV. ROLL CALL - RECORDING**
- V. APPROVAL OF THE AGENDA**
- VI. AFFIRMATION OF PURPOSE**
- VII. READING OF MINUTES – JULY 28, 2016**
 - a. REVIEW/CORRECTIONS/APPROVAL VOTE**
- VIII. OPEN FLOOR (TWO MINUTES PER PERSON)**
- IX. PRESIDENT’S REPORT**
 - a. CONFIRMATION OF NEXT BOT AND TOWN HALL MEETINGS**
- X. FINANCE REPORT**
 - a. TREASURER’S REPORT**
- XI. OTHER OFFICERS’ REPORTS – IF ANY**
- XII. CHURCH REPORT [FORMERLY SENIOR MINISTER’S REPORT]**
- XIII. PRAYER OF THANKSGIVING**
- XIV. OLD BUSINESS**
 - a. UPDATE ON CHURCH TOUR FOR BOT – POSTPONED TBD**
 - b. PROPOSAL TO INVITE CHURCH IN THANKING FACILITIES
COMM - POSTPONED**
- XV. NEW BUSINESS**
 - a. UPCOMING BOARD TASK TO REVIEW BYLAWS**
 - b. SELECT SEARCH TEAM APPLICATION – PROCESS TO BEGIN
SUNDAY**
 - c. REV. JACK’S SEPT 2, PARTY – BOARD HELP**
- XVI. EXECUTIVE SESSION**
 - a. BOARD DINNER WITH REV. JACK**
- XVII. CLOSING PRAYER/ADJOURNMENT**

President's Report

Submitted by Ralph Whitaker

August 18, 2016

This Month's Activities:

1. Met with Rev. Albert Wingate, Transitional Minister.
2. Greet visitors every Sunday.
3. Daily correspondence with staff.
4. Zamar rehearsal
5. Drafted script for Special BOT meeting.
6. Conducted Special BOT.
7. Signed checks.
8. Attended First Friday.
9. Brief conversations with Amy and Paula.
10. Town Hall Meeting (28 Aug).
11. Worship team meeting.
12. Honoring Our Past, Creating Our Future (20 Aug).

Upcoming and Next Month:

1. Senior Minister Search Team applications.
2. Set next Facilities Committee meeting to discuss sidewalk replacement/repair. TBD
3. Meet with UI weddings to discuss contract. No meeting set yet.
4. Gospel Choir? Questions about continuing, working on options.
5. Rev. Jack's Aloha Party.



3608 Diamond Head Circle

Honolulu, HI 96815

“Realizing our Oneness with God and each other.”

Church Report

Monday, August 16, 2016

I. Services, Activities & Events (July 25 – August 14, 2016)

- 9 Services, 9 sermons
- 1 Board of Trustee Meeting
- 1 Town Hall Meeting
- 1 Finance Team Meeting
- 1 Interfaith Program Hosted, Unity All Believers Interfaith Ministry – Eckankar
- 1 First Friday Social Event: “Getting to Know You”
- 1 ‘Ohana Movie Night: *The Young Messiah*
- Weekly Servicing and Care of Church Grounds by Volunteers

II. Sunday Attendance

A. July 2016 –7/24: 189 plus 75 online = **264**; 7/31: 297 plus 122 online = **419**; **August 2016** –8/07: 254 plus 58 online = **312**

III. Unity Spiritual Enrichment and Education Classes and Other Classes

A. Intensive Week II: 3 Spiritual Enrichment and Education Classes, Began August 8 & Ended August 12

- a. *Metaphysics 3*, @ 10 am w/ Sondra Dockham-Leong, LUT
- b. *Prosperity (Ponder)*, @ 1 pm w/ Rev. Margie Hyatt
- c. *Bible Interpretation: Hebrew*, @ 3:30 pm w/ Rev. Leavitt Thomas

B. Honoring Our Past, Creating Our Future: 1 Day Seminar, 9 am, August 20 w/ Rev. Albert Wingate, UCoH Transitional Minister

C. **Seven Week, 4TH QTR:** 6 Spiritual Enrichment and Education

Classes, Begin August 22 & End October 8

- a. *Jesus' Teachings*, Mondays @ 4:30 pm w/ Rev. Margie Hyatt
- b. *Background of New Thought*, Mondays @ 6:30pm w/ Rev. Leavitt Thomas
- c. *Healing & Wholeness 2*, Thursdays @ 4:30 pm w/ Johanna Kelly, LUT
- d. *The I of the Storm*, Thursdays @ 6:30 pm w/ Rev. Leavitt Thomas & Johanna Kelly, LUT (Assisting)
- e. *Metaphysics 4*, Saturdays @ 10:00 am w/ Rev. Gary Canier
- f. *Bible Interpretation: Acts-Revelation*, Saturdays @ 12:30 pm w/ Dr. Catherine Burton, LUT

IV. **Other Business**

- A. Tithe for **July 2016** is \$????.? minus
 - Ho'opono - \$????.??
 - Unity Worldwide Ministries - \$????.??
 - Silent Unity - \$????.??
 - Legacy of Aloha - \$????.??

Farewell Dinner for Rev. Dr. Jack Bomar, September 2,

Administrator's Report submitted by Lisa Ensley for August 2016

This Month's Accomplishments:

1. Monitored and submitted all bills and check requests to steward of finance as needed.
2. Coordinated daily facility/maintenance resolutions as necessary.
3. Participated in various weekly/monthly staff/volunteer meetings.
4. Preparation and distribution of weekly financial overview email.
5. Assist with daily office operations as necessary.
6. Sunday morning facilities preparation, opening/closing Chapel for services, opening/closing Waikiki Elementary parking lot, and any other tasks for service support as needed. Setup and support at Connection Central as needed. Setup and take-down of courtyard chairs and tables
7. Weekly deposits of monies to FHB as needed.
8. Coordinate signing and distribution of outgoing checks.
9. Key distribution and tracking as necessary.
10. Coordinating funds disbursement each week for Courtyard Cafe for Sunday breakfast.
11. Continued guidance in accounting as needed.
12. Monthly prep and submission of Waikiki Elementary parking check request.
13. Participating in weekly Women's Prayer Group.
14. Attending weekly Worship Team meetings.
15. Cleaned gutters along sidewalk by admin building.
16. Vacation Aug 5-13.
17. Running video camera on Sundays as needed.
18. Prepared posters and handouts for volunteer Sunday.
19. Troubleshoot wireless node failure, ordered & replaced device.
20. Prepared status documentation for use while on vacation.
21. Coordinating stock contribution with accounting & congregant.
22. Coordinating access with person tiling vestibule.
23. Coordinating next coconut trimming in September.
24. Submitted background checks for keiki church volunteers.
25. Other activities as they show up and walk through the door.

Next Month (September):

- 1.

Issues/Concerns/Other:

- 1.

Steward of Custodial Services

1. Steward, John Akuna, is doing a fantastic job of cleaning along with inventorying and documenting supplies and responsibilities.

Courtyard Café

1. Dillard and Susan Faulk continue to produce delicious menus within the weekly budget that was originally provided to them. They are financially self-supporting.
2. New Steward, John Akuna, is doing a fantastic job of cleaning along with inventorying and documenting supplies and responsibilities.

Steward of Finance and Accounting Report

submitted by Amy Miyamoto for August 2016

Accomplishments:

1. Prepared weekly checks for payments to vendors, musicians, and reimbursement checks.
2. Producing the weekly report for Lisa and Judy is going very smooth.
3. Entering the payroll for both the Church and the preschool.
4. The month of July was awesome for the Monday counting ministry. We had one holiday, July 4th so counting went back to Sunday for that week. Linda Knox was in town so she graciously served on the Monday Ministry on July 11 along with Bev. July 18th we set a record for fastest time. In just about 1 hour and 15 minutes Rosie, Bev, Paula and I completed the tithes and had input everything into the donation program. We look forward to Linda Knox being more available to help more regularly on Mondays. We are thankful to Bev Bordenave for helping us during the summer. Marsha as well has taken time off from work to come in to help us.
5. The preschool continues to be a challenge for me to do the invoicing and statements. I am working on customizing the statements to make them easier for the parents to understand. I know there must be a way to make this more streamlined and efficient. I do the ACH payments and record and deposit the tuition payments weekly.
6. Producing the profit and loss statement to Rev. Jack went very smoothly this month.

This Period's Accomplishments:

- 1. Webcast livestream production and direction** (Our streaming service provider gives us Instant Replay of all streamed services through our website.)

| <u>Audience</u> | <u>Live</u> | <u>Replay</u> | <u>Total</u> |
|------------------------|--------------------|----------------------|---------------------|
| July 7 | 115 | 115 | 96 |
| July 14 | 127 | 127 | 27 |
| July 24 | 111 | 76 | 207 |
| July 31 | 89 | 89 | 132 |

For this period, audience was from at least 5 countries and about 14 states. Mobile devices accounted for about 34% of total.

2. YouTube

Total Channel subscribers: 879 (+18)

Total Video Views (Jul 17-Aug 13): 7,301

Total Minutes Watched: 43,536

Male 45%, female 55%

Each video includes 3 Donate requests on the screen for 1 minute each

3. Production, technology, support

- Shot and produced 8 Sunday live stream webcasts
- Continued training camera operators and directors
- Produced, edited and delivered 4 weekly one hour shows for Olelo TV
- Authored and produced 4 DVDs of weekly services
- Produced 4 YouTube Sunday messages for our website
- Attended Executive Team, Worship Team and Leadership meetings
- Maintained computer and video equipment
- Continued to refine video production system
- Researched chapel stage lighting upgrade to LED
- Cleaned out 250 pounds of antique equipment and cables from chapel

Unity School submitted for August 2016

Latest Accomplishments:

- The Ilima Class, teachers and many parents visited the McCully Library for a wonderful story-time with the librarian.
- A movie night package (a fundraiser purchase) was enjoyed by a group of Unity graduates on Saturday, Aug. 6th. The children played and had pizza, veggies, fruit and special cupcakes for dinner. As the sun set, many changed into pjs and got ready to watch “Angry Birds.” Unity staffers were with the children giving their parents time to enjoy “adult” time.

On-Going:

- We will continue to up-grade our information folders.
- Our bi-monthly meetings are on-going. This is an important time for staff to discuss/share ideas regarding children and/or school concerns.
- Some children are still transitioning to new classes or being new to Unity.

Future Endeavors:

- The planned tour for the Board has been canceled until further notice.
- The Ilima Class is planning an excursion to the Bishop Museum.
- Keiki Chapel will resume at the end of the Summer.
- Open House will be this Thursday, Aug. 18th. Parents and staff will meet in the Chapel at 6:30pm before going to their child’s classroom. Dismissal will be at 8:00pm.

If there are any questions/concerns, please call.

A Hui Hou!

JR

Jeanne Robinson, Office Manager

Déjà vu: FAB Report submitted for August 2016

Current:

- Financial goals/obligations met for previous month
- Participated in First Friday Event 8/5
- Déjà vu: FAB 1 year “Birthday Luau” cancelled—support “Aloha-Farewell” dinner for Rev. Jack
- Provide emotional support & counseling as needed for congregants during transition period.

Ongoing:

- Networking and Community Outreach education for “Clearing” & “Matching” services through Bereavement Support Ministry
- Intake and processing of donated goods
- Event planning and volunteer support

Unity Wellness Report submitted for August 2016

Dear Board Members,

Unity Wellness continues to thrive. Our donation for space usage (20% of gross revenue) amounted to \$1703 for July.

We just ran a Facebook promotion that resulted in 211 website visits and a few new patients. Currently we are running a Google AdWords campaign that should further contribute to our growth.

After being in operation for 6 months now, we conducted an anonymous patient survey and received 39 responses so far. The results are attached as a pdf.

As you can see, happiness abounds.

Thank you all for your continued support.

We are very grateful and happy to be part of Unity's Healing Ministry.

Blessings,

Felix Wolf L.Ac, M.S.O.M & Eric Vroom D.C.

Unity Wellness at Diamond Head

www.unitywellness.net

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