

UNITY CHURCH OF HAWAII

BOARD MEETING AGENDA

22 September 2016

- I. CALL TO ORDER**
- II. OPENING PRAYER**
- III. LIGHTING OF THE CHRIST CANDLE**
- IV. ROLL CALL**
- V. APPROVAL OF THE AGENDA**
- VI. AFFIRMATION OF PURPOSE**
- VII. READING OF MINUTES – August 18, 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**
- XII. SENIOR MINISTER – CHURCH REPORT – PRESENTATION Rev MCCLURE**
- XIII. PRAYER OF THANKSGIVING**
- XIV. OLD BUSINESS**
 - a. UPDATE ON CHURCH TOUR FOR BOT – TO BE SCHEDULED**
 - b. BOT FILE CABINET – MOTION BY LOKE SIMON**
 - c. ANNUAL UCOH BULLETIN – LEE BORDENAVE**
 - d. GATEKEEPER – LEE BORDENAVE**
 - e. AUDIT/REVIEW DEFINITIVE DATES – LEE BORDENAVE**
 - f. AD HOC COMMITTEE – TAMMY SWEENEY**
- XV. NEW BUSINESS**
 - a. APPOINTMENT OF DORIS MARSH TO BOT**
 - b. ELECTION OF VICE PRESIDENT**
 - c. UPCOMING BOARD TASK TO REVIEW BYLAWS**

**d. WAITING FOR PROPOSALS FOR ROOF REPLACEMENT – WILL
NEED BOT APPROVAL**

**e. BOT TRAINING – TONI BOEHM DISCUSSION-VOTE IF
WINDWARD INFO IS AVAILABLE**

f. UPDATE FROM SEARCH TEAM FIRST MEETING

g. UPDATE FROM SUNDAY SERVICE SPEAKER COMM.

h. DIVERSITY TRAINING INFO

XVI. EXECUTIVE SESSION

**a. DISCUSSION ABOUT SUNDAY’S TOWN HALL – NO
LIVESTREAM**

**b. DISCUSS CREATION OF A POSITION – THERE IS A NEED FOR A
POSITION WITH JOHANNA KELLY’S EXPERIENCE**

c. EXPECTATION DISCUSSION

XVII. CLOSING PRAYER/ADJOURNMENT



**3608 Diamond Head Circle
Honolulu, HI 96815**

“Realizing our Oneness with God and each other.”

Church Report

Friday, September 16, 2016

I. Services, Activities & Events (August 15 – September 15, 2016)

- 12 Services, 12 sermons
- 1 All-Staff Meeting
- 3 Core Team Meetings
- 4 Worship Team Meetings
- 2 Keiki Chapel
- 1 Board of Trustee Meeting
- 1 Town Hall Meeting
- 1 Finance Team Meeting
- 1 Investment Team Meeting
- 1 Special Event, World Day of Prayer
- 1 Interfaith Program Hosted, Unity All Believers Interfaith Ministry: Ultimate Sound Healing Experience
- 1 Social Event, “Aloha ‘Oe Rev. Jack”
- 1 ‘Ohana Movie Night, *The Jungle Book (2016)*
- Weekly Servicing and Care of Church Grounds by Volunteers

II. Sunday Attendance

A. August 2016 – 8/14: 217 plus 127 online = **344**; 8/21: 177 plus 88 online = **265**; 8/28: 200 plus 112 online = **312**; **September 2016** – 9/04: 198 plus 94 online = **292**; 9/11: 176 plus 89 online = **265**

III. Unity Spiritual Enrichment and Education Classes and Other Classes

- A. Honoring Our Past, Creating Our Future:** 1 Day Seminar, August 20th w/ Rev. Albert Wingate, UCoH Transitional Minister
- a. 52 Attendees
 - b. Results located in Front Office
 - c. Action Items located on Community Board & Online
- B. Seven Week, 4TH QTR:** 6 Spiritual Enrichment and Education Classes, Begin August 22 & End October 8
- a. *Jesus’ Teachings*, Zoom w/ Rev. Margie Hyatt
 - b. *Background of New Thought*, Mondays @ 6:30pm w/ Rev. Leavitt Thomas
 - c. *Healing & Wholeness 2*, Thursdays, Zoom, Online and @ 4:30 pm w/ Johanna Kelly, LUT

- d. *The I of the Storm*, Thursdays @ 6:30 pm w/ Rev. Leavitt Thomas
- 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 **\$4,327.44**
minus Ho'opono - \$ 110.67 = \$4,216.77
Unity Worldwide Ministries - \$ 1,405.59
Silent Unity - \$ 1,405.59
Legacy of Aloha - \$ 1,405.59
- B. Upcoming Special Membership Meeting, Sunday, September 18th, Chapel, 1 pm
- C. Ongoing Membership Covenant Renewal Month, September 1st – 30th

Administrator's Report submitted by Lisa Ensley for September 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. Monthly prep and submission of Waikiki Elementary parking check request.
12. Participating in weekly Women's Prayer Group.
13. Attending weekly Worship Team meetings.
14. Cleaned gutters along sidewalk by admin building and all gutters in courtyard including those for overhead cover.
15. Vacation Aug 5-13.
16. Running video camera on Sundays as needed.
17. Covered while Judy was out of office.
18. Prepared status documentation for use while I was away on vacation.
19. Submitted background checks for keiki church volunteers.
20. Assisted with Rev. Jack's Aloha 'Oe celebration.
21. Assisting with membership renewal process/mailings.
22. Assisting with membership special meeting process/mailings.
23. Attending "I of the Storm" classes.
24. Overseeing City & County quarterly sewer cleanout.
25. Scheduled SRG fire extinguisher yearly check.
26. Discovered that old shake shingle roof is leaking into one of the toddler rooms. Sergio has put up tarp and I will be obtaining replacement estimates.
27. Sizable limb from one of the ficus trees fell on small roof in courtyard. Requesting recommendation from Steve Nimz on the health and status of the trees along Monsarrat Ave.
28. Put in a call to the City and County of Honolulu about ownership of ficus trees along Monsarrat and they are our property.
29. Coordinated cleaning of carpet in room 204 (funds donated by member to cover cost)
30. Coordinated removal of bee swarm from tree by back parking lot.
31. Helped remove red Euclid's Dream sculpture as it is cracked. Communicating with artist's daughter for possible solution.
32. Participated in HOPCOF all day workshop along with setup and takedown.
33. Other activities as they show up and walk through the door.

Next Month (October):

- 1.

Issues/Concerns/Other:

- 1.

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.

Steward of Custodial Services

Activities would include but are not limited to the following:

- a) Picking up supplies;
- b) Carpet spot treating;
- c) Inventory and organize supplies;
- d) Establish a Supplies Directory;
- e) Set up, wipe down, take down tables and chairs in the court yard;
- f) Keep trash dumpster clear and “mushed” down;
- g) Put out bulk items for monthly pick up;
- h) Remove and clean bird excrement from floor and railing in Educational Building.
- i) Remembering people’s names, thereby conveying *high value*, by adding a positive adjective on to their names;
- j) Mopping up wet areas, especially in the Fellowship Connection Court Yard, formerly known as the “breeze way.”
- k) Raking leaves, twigs, flowers, berries, etc., particularly on the green walk ways, but also in the “meditation bench” areas.
- l) Fixing dysfunctional storage sheds; unclogging air conditioning run-off conduit.
- m) Watering plants and shrubbery fronting the Administrative Building.
- n) Trimming palms and trees as needed.
- o) Finding a “silent blower” alternative for pre-8 a.m. Sunday morning set up.
- p) Pressure washing areas as needed.
- q) Keeping the Adm Bldg. kitchen counter clean, cleared and orderly.
- r) Making sure the chapel and surrounding campus is clean and clutter free especially for weddings, but also for Wednesday and Sunday services,
- s) Inventory and organize tool and equipment room (to be completed; organization being contemplated and in progress).

Values Statement

1. The intent of every interaction is to *bless*, at the very least, getting people to smile.
2. I unconditionally *accept* every person I meet even though our values and lifestyle may differ.
3. I value *clarity* above *agreement*.
4. *Practically* speaking, I live by the “2 Rules in Life”--Rule #1: Don’t sweat the small stuff! And Rule #2: It’s all small stuff! I do what needs to be done, but I don’t *sweat* it--I don’t add the unnecessary drama or emotion. *Perspectively* speaking, “God has a plan and it’s always better than mine!
5. According to Romans 8:28, “...everything works *for* good (not necessarily *is* good at the time) for those that love the Lord and are called according to *His* purpose.” I know I love the Lord and I’m absolutely clear on His life assignment for me so, therefore, *nothing* disturbs, discourages or derails me.

Vision Statement

People, upon arriving on or leaving the campus are blessed with a sense of “green and clean!” Green and clean reveals the *unseen* in one’s life, thereby promoting *clarity*. Clarity promotes *awareness*; awareness reveals *options*. Options ushers in *peace*, and ultimately, peace empowers one to not only *be blessed*, but even more importantly, *to be a blessing*.

Mission Statement

1. *Baseline* responsibility--ensuring restroom facilities are restocked, including Administration building, educational rooms, chapel, courtyard, Connection Central, as well as the restrooms, are clean and presentable.
2. Be available to assist any campus activity or entity, i.e., Deja Vu, etc., to enhance their campus “ministry.”

Steward of Finance and Accounting Report

submitted by Amy Miyamoto for September 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. Paula has taken on the task of getting this done.
3. Entering the payroll for both the Church and the preschool with Ceridian payroll company.
4. The month of August counting went very well. We welcomed Catherine to our team. She and Linda come every Monday to do the tithes. The average time is about an hour to an hour and a half. We pray in before we start and pray after we are done. We also will stop to pray for certain prayer request that we feel need immediate prayer! This time on Mondays have become such a blessed time for all!
5. The preschool work is getting better as I have been able to get the statements out and do the ACH transfers by the deadline of the 15th. Sergio is working on the budget for next year and I am assisting him with this task.
6. Producing the P&L went smoothly in August.
7. A huge huge praise is that I was able to balance the general account until the end of the year. This was very difficult as I am not familiar with the methods used by the previous finance person. This brings us that much closer to our goal of having a financial review or audit!! My goal is to get everything current by the end of September or the beginning of October.
8. Paula has been such a great assistant in the finance office as she readily takes on any task that I may need her to do. She has been doing research on transactions that are difficult to sort out as I work on the balancing.

9. I have to mention my great sadness and grief with the resignation of Dr. Rev. Jack Bomar. I was looking forward to working with him as he amazed me with his financial skills. I learned so much from him. He is a man of high integrity which I so appreciate having worked with many pastors in my job as a church bookkeeper. So I am thankful that I had the privilege to work with him for seven full months and I know that God works all things out for the good of those who love him...

Paula and I consider it a blessing to work for Unity Church of Hawaii.

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>
Aug 21	88	75	207
Aug 28	112	94	132
Sep 4	94	51	96
Sep 11	127	89	24

For this period, audience was from at least 5 countries and about 13 states. Mobile devices accounted for about 33% of total.

2. YouTube

Total Channel subscribers: 932 (+53)

Total Video Views (Aug 15-Sep 11): 8,008

Total Minutes Watched: 48,364

Male 47%, female 53%

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

3. Production, technology, support

- Shot and produced 8 Sunday livestream 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
- Produced other YouTube videos of music and Jack's farewell
- Attended Executive Team and Worship Team meetings
- Maintained computer and video equipment
- Continued to refine video production system
- Fixed Lisa's iMac computer by replacing power supply
- Fixed nonfunctioning Mac Mini in back office by replacing it with new Mini and configuring the new computer
- Worked on dead DVD printer PC in back office, determined it was unrepairable, replaced it with old Mac Mini, Updated O.S. and software on Mini, installed new label program, and created new templates for DVD printing.
- Rebuilt Wirecast video switching and streaming program due to corrupted files
- Set up mikes and ran chapel sound board for Jack's Aloha 'Oe celebration

Unity School submitted for September 2016

Latest Accomplishments:

- On Thursday, August, 18th, Unity School had its annual Open House.
 - Parents met in the chapel for a short meeting and then were dismissed to meet in their child's classroom.
- Yeah! First Keiki Chapel was held on Thursday, September 8th.
- On Sat., Sept 10, an out-door event was held at the St. Louis Park.
 - This was a Fun-Raiser function purchased by parents.

On-Going:

- Bi-monthly staff meetings.
- Keiki Chapel each Thursday morning.

Staff:

- `Opu`u teacher's aide, Angel, has passed her probation period and is now a member of Unity's staff!

Future Endeavors:

- 9/16: Parent-Teacher Conferences
- 9/23: In-Service Day
 - Movie Night (starts at 5:30pm. (Playground area.)
- 10/3, 4 and 5: School Pictures
- 10/10: Discoverers' Day: Holiday
- 10/14: Birthday Bash (Unity will celebrate 42 years. Details to follow

If there are any questions and/or concerns, please call.

A Hui Hou!

JR

Jeanne Robinson, Office Manager

Déjà vu: FAB Report submitted for September 2016

Current:

- Financial goals/obligations met for previous month
- “End of Summer 50% Sale” 8/28/16
- Rev. Jack Farewell Set up/Decorations/Break Down 9/2/16
- Déjà vu: FAB 1-year Anniversary 9/7/16 (Special giveaway DV certificates on Sunday 9/11/16)
- Sacred Sisterhood Women’s Circle 9/22/16 6-8pm

Ongoing:

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

Unity Wellness Report submitted for September 2016

Dear Board Members,

August was another solid month for Unity Wellness, and we were able to donate \$1,915 for space use.

Recently we have been seeing many new patients, and everybody always seems very happy with our services.

All is well at the healing ministry.

Thank you all for your support.

Blessings!

Felix Wolf, L.Ac. M.S.O.M. & Eric Vroom, D.C.
Unity Wellness at Diamond Head
www.unitywellness.net
808.304.7319

President's Report

Submitted by Ralph Whitaker

September 22, 2016

This Month's Activities:

1. Helped with locking in Sunday speakers.
2. Greet visitors every Sunday.
3. Daily correspondence with staff.
4. Zamar rehearsal
5. Worked with Parliamentarian for Special Membership meeting.
6. Co-Conducted Special Membership meeting.
7. Signed checks.
8. Attended Rev. Jack's Aloha Oe party.
9. Spoke with Lisa Ensley about the roof/trees.
10. Town Hall Meeting (25 Sep).
11. Welcomed Doris Marsh as a new BOT member.
12. Attended Audit/Review meeting with Catha Combs.
13. Working with Toni Boehm and Geo Downer for BOT training in Nov.
14. First meeting with Senior Minister search team.
15. Meet with Judy to discuss UI requirements.

Upcoming and Next Month:

1. Begin planning holiday services.
2. Review proposals for roof replacement.
3. Continue planning for holiday services.
4. Plan for Toni Boehm's visit in November.
5. Consider next Board appointee.
6. Need to thank the gentleman for the beautiful vestibule.