



by Board on 7/19/2018 *dc*

2018_06-28 UCOH BOT Meeting Minutes Final

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Unity Church of Hawaii Board of Trustees Regular Meeting Date June 28, 2018 Unity Church of Hawaii, 201
Board Members Present: Rev. Tim Lytle, Jo-Ann Adams, Rickie Banning, Marsha Bethards, Debbie Catania, Jan FitzGerald, Thomas Gallagher, Richard Hughes, Kathy Whitmire Jerry Denton was not present.

AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
Call to Order Quorum required: six	The meeting was called to order at 6:07 p.m. A quorum was established.	
Opening Prayer Lighting of the Christ Candle	Rev. Tim led the lighting of the Christ Candle and the opening prayer.	
Reading and approval of Agenda	Rev. Tim would like to revisit the motion regarding the use of the term Reverend. There was no opposition to the amended agenda. The request to revisit the motion regarding the use of the term Reverend passed unanimously.	(Attachment 1) Amended agenda
Senior Minister's Report	<ul style="list-style-type: none"> • One of the goals of the Senior Minister's Performance Review, on a monthly basis reach 7,500 viewers. Last month the viewership was up 14,000+. • Facebook as reported by Johanna was up from 7,000 to 9,345. The second largest viewership came from France. • We are reaching many communities. Rev. Tim looks forward to exponential growth in our online presence. • Summer is a time of many Unity Worldwide Ministries' meetings. Rev. Tim thanks the board for its support of his attendance at these meetings. 	



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	<ul style="list-style-type: none"> • The convention went well. There were many powerful sessions. Two speakers were Bishop Carlton Pearson and Rev. John Strickland. • Rev. Tim shared his personal experience of his first year as Senior Minister, he stated that the conflict and anger caused him to consider leaving Unity Church of Hawaii. • Next year will mark 40 years of professional ministry for Rev. Tim. In those 40 years, he has never encountered the amount of aggression, anger and conflict as well as love, polar opposites. Working in an atmosphere charged with conflict has been difficult. • Does this church family have abandonment issues? It has been painful to work here. Can he continue to serve here? • Regarding the use of the term Reverend. Unity Worldwide Ministries strongly recommends its guidelines for persons that are not ordained through Unity. While it is a branding issue, we are focusing on minor points that hurt our church. • How do we heal the anger and aggressiveness? Can Rev. Tim stay? What is in the best interest of Unity Church of Hawaii? <p>Discussion:</p> <ul style="list-style-type: none"> • High authority position people are part of the anger problem. A strategy should be to move his sentiments higher and forward. • Thank you for sharing Rev. Tim. There are members of the board who support Rev. Tim and pray for him. • Is withholding a problem? Dysfunctional homes can be a problem. Ensure there is consistency in his behavior. • Openness and honesty are needed. There have been many hits on minutiae. Seek to understand, honesty and openness. A goal should be the ability to turn the anger to compassion. 	



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	<ul style="list-style-type: none"> • Don't feel alone. There are people who will support you. Take advantage of that support. We hope that you were that person who can help us to heal. • Talking about the problems that he is experiencing can be healing. The board is encouraged to share again. <p>The minutes will reflect the board's appreciation of the professionalism displayed.</p>	
Unfinished business	<p>A. The motion on the use of the term Reverend is revisited. The draft minutes of 6/21/2018 were read. The minutes of 1/18/2018 were read. Rev. Tim's perspective that Rev. Michael Beckwith, New Thought Minister contains too much detail. New Thought should be sufficient to accomplish the purpose of the policy.</p> <ul style="list-style-type: none"> • The interest in specificity involves the ability to look up the "correct" label of where the Rev. was ordained. Clearing up the confusion regarding the church specificity can be important. • Question of whether it is appropriate to use the term of New Thought Minister was not the main thrust of the conversation. The thrust of the conversation was that Rev. Ryan Souza was identified as Reverend on the front of the bulletin without qualification. This violates the adopted policy. • Senior Minister is reserved for those credentialed through Unity. • Let's not be too divisive. Unity accepts all people and New Thought has specificity. It is a very specific religious designation with a select number of churches. We have primarily discussed two individuals. • Specificity is important. • Clarity of message and proper branding. 	



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	<ul style="list-style-type: none"> • The intent of the motion was to establish a new standard going forward. Invitations went out causing misunderstanding which caused confusion. • We should go with UWM guidance. Can we check with UWM? • Next step can be a motion • A motion was made to ratify the motion. The motion was withdrawn. • Rev. Tim has requested to be on the minutes that he has concerns and will continue to complete research with UWM. <p>A break was requested. The meeting was called to order at 7:20 p.m.</p> <p>B. Goals</p> <p>A draft was prepared by Jo-Ann; however, the document was marked draft and was not developed by consensus.</p> <p>1. Develop a working calendar (what does that mean?) Rev. Tim agrees with the concepts of delegating responsibilities to the maximum extent possible. (Good goal, good at the top). What works for Rev. Tim. His description is adequate. New statement: Suggestion to actually create a calendar. Idea is to plan time off, vacations, time to travel etc. The notes are clear.</p> <p>2. What is meant by restructuring the administrative and financial operations of the church? Does someone have a vision or mindset? Intentionally not specific so he can determine. Rev. Tim would like to change collegially to collaboratively. Statement is: Works collaboratively with the board in restructuring the administrative and financial operations of the church to make these operations more effective. The board would like to express support that you are able to resolve in a way that serves you.</p>	<p>(Attachment 2) Goals for Senior Minister at Unity Church of Hawaii</p>



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	<p>3. Take the leadership role to resolve areas of division.</p> <p>4. ... or cause to be done. Add finance and program growth that would fall under 1 year and 5 year.</p> <p>5a. Increase Sunday participation by 25%, with an average of 250 in house, children and volunteers, 7500/month online viewership (from all forms of electronic outreach).</p> <p>8:38 p.m. Determine how to go on.</p> <p>Kathy made a motion to stay in session to discuss New Business A. and E. Executive Session is assumed. Marsha seconded.</p> <p>6 in favor. Jan and Debbie opposed.</p> <p>Kathy made a motion to adopt the policy form to include a background to be inserted between adopted by the board with a brief description of the purpose. Rickie second.</p> <p>8 in favor. Richard abstained.</p> <p>Discussion:</p> <p>A review date should be based on its anniversary date. Policy Committee will do the review.</p>	



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AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<p>Kathy made a motion to adopt the policy on board access to financial documents. Rickie second. 7 in favor. Rev. Tim and Debbie opposed. The motion passed.</p> <p>Discussion:</p> <p>Sufficient time has not been given to thoroughly consider all parts of the policy document. We should defer the vote on this policy.</p> <p>The policy should be approved and modified later if needed.</p> <p>A document should be established between church/board and school that defines how the entities should interact, a Memorandum of Agreement or Memorandum of Understanding.</p> <p>How much time will this policy require of Rev. Tim's employees? What is the plan to ensure the security of private information? How much time will be required to do so.</p> <p>The school has sufficient funds to hire someone to take care of the extra requirements.</p> <p>Someone should be/should have been fired because the church and school are not in compliance with its bylaws.</p> <p>Is this policy overreaching? Is the board assuming too much of the work that should be left to the employees?</p>	<p>(Attachment #3) Policy statement: Board of Trustees Access to Accounting Records and Financial Information</p>



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	Richard called the question. The vote was unanimous, a vote on the motion was taken. The meeting was recessed at 10:15 p.m.	
Executive session	Executive session convened at 10:15 p.m. Discussion of personnel matter. The executive session was adjourned at 10:28 p.m.	
Meeting	The meeting was reconvened at 10:28 p.m. The meeting adjourned at 10:28 p.m.	
Next meeting	The next regular board meeting will be held on July 19, 2018 at 6:00 p.m. in Room 201.	

Submitted by Debbie Catania, Secretary



UNITY CHURCH OF HAWAII

SPECIAL BOARD MEETING PROPOSED AGENDA

Meeting Scheduled for June 28, 2018 at 6:00 PM in Room 201



- I. LIGHTING OF THE CHRIST CANDLE 5:59 PM
 - II. OPENING PRAYER 6:00 PM
 - III. CALL TO ORDER 6:03 PM
 - IV. ESTABLISH QUORUM 6:04 PM
 - V. ADOPTION OF THE AGENDA 6:05 PM
 - VI. SENIOR MINISTER REPORT 6:15 PM
 - VII. UNFINISHED BUSINESS 6:45 PM
 - a. The motion on the use of the term Reverend revisited
 - b. Goals for Senior Minister’s First Evaluation Period (April 2018- 2019)
 - VIII. NEW BUSINESS 7:30 PM
 - a. Review and Adoption of Policy Form
 - b. Voting by e-mail -- developing a policy to guide the Board
 - c. Board at Hawaii e-mail address: Does the Board want to receive all e-mail?
 - d. Solar Energy: Do we want to pursue? What are the next steps?
 - e. Policy for Board Access to Financial Records
 - IX. MEDITATIVE MOMENT 8:15 PM
- RECESS MEETING 8:30 PM
- EXECUTIVE SESSION: PERSONNEL
- RESUME OPEN MEETING TO REPORT OUT ANY ITEMS FOR THE MEETING
- ADJOURN MEETING

Any Additions/Changes to this proposed agenda must come from the floor on the night of the Board meeting; these changes to the proposed agenda must be accepted by a vote of the Board members. The proposed agenda for the Board Meeting will be adopted by vote at the open Board Meeting.

6/28/2018 6:30 AM

2018 Goals for Unity Church of Hawaii for the 12 months beginning April 2018

1. **The Senior Minister will develop a “working” calendar that demonstrates his commitment to *personal care, including:* spiritual renewal, time off, care for physical/emotional health, AND**
 - a. Delegate responsibilities to the maximum extent possible to ease his administrative burden and free him to provide increased ministerial support to Unity Church of Hawaii.
 - b. Develop an accessible personal support group here in Honolulu and readily accessible elsewhere.
2. **Works collegially-collaboratively with the board in restructuring the administrative and financial operations of the church-them to make the church more effective.**
3. **Work to resolve areas of division**
 - a. Enlighten/emphasize a healing consciousness through Sunday Sermons
 - b. Provide oversight for workshops or other methods to engender a collaborative and trusting relationship between all parties (Board, Congregation, Minister, Staff)
 - i. Facilitated by the Senior Minister
 - ii. Facilitated by outside experts - May 14th seminar
4. **In collaboration with the Board of Trustees, develop a Strategic Planning Approach**
 - a. Bring in an outside resource to help us develop a Strategic Plan
 - b. The Plan will include:
 - i. Unity Core Values
 - ii. UCoH Mission and Vision Statements
 - iii. Goals with supporting Action Steps to include measureable milestones
 - c. Identify the Senior Minister’s short- and long-range vision
 - d. Marry-Combine the Senior Minister’s vision with ideas provided by the Board, membership and congregation
 - e. Develop a 1-year, 5-year, and 10-year strategic plan regarding finance requirements, program goals, and growth for:
 - e.f. Create a long-range plan for facilities:
 - i. Building / structural maintenance
 - ii. Landscaping/Irrigation/Equipment
 - iii. Changes in building configuration
 - iv. Facilities needed to foster growth / develop financial opportunities
 - g. Board of Trustees to approve the Milestones and Timetable.
 - f.h. At one year, there will be a status report on the strategic plan and estimated date of completion.
5. **Build the Ministry**
 - a. **Attendance**
 - i. Identify a methodology to contact and attract former members
 - ii. Increase attendance-Sunday participation by ~25%; with an average of 250/week in house (including children and volunteer ministries,) 7500/month online viewership (from all forms of electronic outreach)
 - iii. Formulate methods of support to increase attendance
 - b. **Finances**
 - i. Demonstrate evidence of increased congregational prosperity-consciousness
 - ii. Explore additional ways in which to increase church viability, for example
 1. Formulate new approaches to raise money

2. Provide tithing classes and encourage people to tithe
3. Manage expenses and elevate church consciousness to live within our means while increasing our means
- iii. Demonstrate a strategic workable plan and progression of total receipts to the Church in alignment with the projected income on the 2018 proposed budget of:
 1. Total Donations: \$328,900
 2. Preschool ~~Contract~~Expense Allocation: \$120,000
 3. Total income: \$558,040
- c. **Family-oriented environment:** Develop a process and a step-by-step plan to create a friendly environment to all generations with increased support toward the youth
- 6. Develop increased accountability to requests and policies of the Board of Trustees**
 - a. The Board President and Secretary will develop a tracking system, including a expected response date
 - b. The Senior Minister will be responsible for responding to Board Requests and changes in Policy
 - c. Provide updates on all requests including response dates and/or recommended changes in policy
 - d. Past requests/summary of policies.

Policy Statement:

Access by Board of Trustees to Accounting Records and Financial Information

Background: Unity Church of Hawaii By-Laws require the Board of Trustees to ensure that accounting records are current and properly maintained for all aspects of this Ministry including written vouchers for all expenditures and specific Board authorization for each expenditure of \$5,000 or more. In addition, the Board is required to approve an annual budget and monitor it monthly. The By-Laws also require the Treasurer of the Board to serve as custodian of all funds, keep (or cause to be kept) a record of all transactions, submit monthly and annual financial reports and arrange for an annual independent examination of financial statements.

The following policies for access to accounting records and financial information are designed to facilitate the accomplishment of the above duties of the Board of Trustees.

Policies:

1. By the 10th of each month draft financial reports for the previous month will be provided to the Treasurer and any other Trustees requesting them as well as to members of the Finance Committee. These reports will include Revenues and Expenses for the previous month as well as year-to-date totals for all funds. Budget comparisons will be included for all operating funds. A Statement of Assets and Liabilities will also be included in each month's reports.
2. Copies of bank reconciliations for all bank accounts will be provided each month to the Treasurer and will include lists of all outstanding deposits, checks and other charges and credits.
3. Questions about monthly financial reports raised by the Treasurer, the Finance Committee or other Trustees will receive a response from appropriate staff (or outside bookkeeper) within 2 business days of receipt.
4. Vouchers in support of all payments will be available to check signers when checks are signed (if not previously provided).
5. The Treasurer (or other Trustees upon request) will be provided with a review copy of all accounting records within one week after the end of each month. This review copy will be in QuickBooks format (or other accounting software in use at the time). Personal financial data (such as social security numbers) will be removed from the review copy. Names of employees or other payees will not be removed.

6. All source documents (such as check requests, invoices, automatic payment records, deposit records, and explanations of journal entries) will be available for review by the Treasurer or other Trustee on 2 business days notice.
7. A detailed report of the payroll will be provided to the Treasurer at the end of each pay period and to other Trustees upon request.
8. As custodian of funds, the Treasurer will have “view only” access to all bank accounts in order to monitor transactions on a real time basis. The Board President may authorize other Trustees to have similar bank account viewing access as needed.
9. By November 1 of each year, a proposed budget for all aspects of the Ministry will be provided to the Finance Committee for review and recommendation to the Board of Trustees. Supporting financial data for the budget proposal will be included.
10. Any financial data or other records requested by an auditing firm in connection with the annual independent examination of financial statements must be made available
11. The Senior Minister will receive simultaneous copies of all requests for financial information made by the Treasurer or other Trustees. ~~However, his lack of availability to review these requests and related responses will not delay the timeliness with which information is provided to Trustees.~~

NOTES:

- (a) These policies apply equally to Unity School or any other operations that are legally part of Unity Church of Hawaii.
- (b) Hawaii statutes (Section 414D-306.5) support the right of Directors or Trustees of not-for-profit corporations to have access to accounting records that are reasonably required in the discharge of their duties.