



Unity Church of Hawaii
Board of Trustees
Regular Meeting
Date: July 20, 2017 6:00 p.m.
Unity Church of Hawaii, 201

Board Members Present: Rev. Tim Lytle, Rickie Banning, Debbie Catania, Linda Knox, Loke Simon, Kathy Whitmire, Ralph Whitaker, Marsha Bethards
 Excused: Thomas Gallagher, Richard Hughes

AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
Call to Order Quorum required: six	Meeting called to order at 6:02 p.m. Robyn McCreary providing audio recording.	
Opening Prayer Lighting of the Christ Candle	Rev. Tim led meditation, prayer, asked for prayer requests and the lighting of the Christ Candle.	
Roll Call	Thomas Gallagher and Richard Hughes not present.	
Reading and approval of Agenda	Rickie request to add C. Fire safety and sprinklers under XIV. New Business. Kathy request generic description of XVI. Executive Session Generic description – Disruptive Behavior. Ralph request to add D. Senior minister review for Rev. Tim under New Business. <ul style="list-style-type: none"> • Kathy moved to approve the agenda as amended. • Second by Loke. • Agenda approved unanimously. 	(Attachment #1) Amended Agenda of July 20, 2017.
Affirmation of Purpose	Board recited Affirmation of Purpose.	
Approval of the Minutes of June 22, 2017.	Change date and time to 6 p.m. Change Robin McGarry to Robyn McCreary under Call to Order and at the end of New Business. Change Skye to Sky St. John under Finance Report B. Key Person Insurance... Clarify New Business E. to read Discussion of Contribution to restricted fund...	



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<ul style="list-style-type: none"> • Loke made motion to approve minutes as amended. • Kathy second. • Minutes of June 22, 2017 approved unanimously. 	
President's Report	<p>Ralph distributed his President's Report. Ralph thanked BoT for their contributions and holding down the fort.</p>	(Attachment #2) President's Report
Finance Report	<p>Rev Tim submitted Proposal for Experiencing our Abundance.</p> <ul style="list-style-type: none"> • Kathy moved to suspend the rules to allow Catherine Burton to speak from Finance Committee. • Loke second. • Motion passed unanimously. <p>Thank you, Rev. Tim, for his ideas. More ideas:</p> <p>Rickie would like to draw members back to the church. (Homecoming concept from Rev. Tim.) Kathy would like to encourage online donations.</p> <p>Ralph interested in tithing report regarding recommendations from the committee.</p> <ul style="list-style-type: none"> • Linda made a motion to suspend the rules to hear from Judy Sweet. • Second by Kathy. • Motion approved unanimously. <p>Judy recommends suggestion for online giving and other giving from Cokesbury. Give Aloha through Foodland coming up in September.</p>	<p>(Attachment #3) Profit and Loss Report January through June 2017 (Attachment #4) Report from the Treasurer (Attachment #5) Restricted funds Activity January through June 2017 (Attachment #6) Cash Flow Projection July – September 2017 (Attachment #7) Rev. Tim Proposal for Experiencing our Abundance (Attachment #8) Catherine Burton - Suggestion for the Finance Committee and Board of Trustees on Fundraising (Attachment #9) Good ideas to consider</p> <p>Tithing report to be added to next month's agenda.</p>



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
Senior Minister Report and Church Reports	<p>Rev. Tim provides his Senior Minister’s Report. Thank you for support to attend San Antonio convention. Thank you, Sean, for submitting proposal for Templeton grant.</p> <p>Board may need to approve grants by email to be timely.</p> <p>Animal blessing to take place in the park in October and hand out St. Francis medals. Send ideas to Rev. Tim.</p>	<p>(Attachment #10) Senior Minister’s Report – July 20, 2017 (Attachment #11) Church reports June/July 2017</p>
Committee Reports	<p>Senior minister is ex officio member of all committees including the nominating committee. Update Committee List.</p> <p>Loke requesting a report from Nominating Committee.</p> <p>Add standing committees to bylaws.</p> <p>Rev Tim would like to start a Malama Pono group for hospital visits and extending care to those who are absent from the congregation.</p> <p>A second membership class will be held on August 6th, Rev. Tim would like board members to attend. (1:00 p.m. to 3:00 p.m.)</p> <p>A. Bylaws committee report.</p> <p>B. Investments of Legacies of Aloha. Total Return on Investments @17%. Current members of Legacies of Aloha – Investment Ministry are Linda Knox (board member), Jamie Pryor (congregant) Rev. Tim Lytle and Ralph Whitaker (Senior Minister and Board President) are ex officio members and may attend.</p>	<p>(Attachment #12) Committee List</p> <p>Contact Nominating Committee for report.</p> <p>Refer to Bylaws Committee, add standing committees to bylaws.</p> <p>Follow up on Malama Pono group.</p> <p>(Attachment #13) Bylaws Committee Report</p> <p>(Attachment #14) Legacies of Aloha, Investments June 30, 2017 (Attachment #15) Legacies of Aloha, Report to the Board of Trustees, July 2017</p>



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	Members of the committee recommend the recruitment of additional members, experience should be a requirement. The committee also needs board member participation in addition to Linda.	
Prayer of Thanksgiving	Board recited the Prayer of Thanksgiving.	
Unfinished Business	<p>A. Availability of recordings. Will be made accessible by password.</p> <ul style="list-style-type: none"> • Debbie made motion to decide how to make the recordings available. • Second by Marsha <p>• Kathy made motion to suspend the rules to allow those presence who have expertise on the issue to speak about access to audio recordings.</p> <ul style="list-style-type: none"> • Marsha seconded • Motion approved unanimously. <p>Sean says that Johanna is able to set up password protected YouTube. Robyn suggests same via different site. Change the password every month. Robyn suggest DVD. Sean suggests a link.</p> <ul style="list-style-type: none"> • Kathy made motion to appoint a taskforce to research information and provide specific proposal return with recommendation. • Rickie second. • Motion passes unanimously. <p>If interested, send email to Ralph by next Wednesday, July 26 ,2017.</p> <p>B. Dr. Gallagher BoT training postponed until further notice.</p>	<p>A. Report from taskforce to research best way to make BoT meeting recordings available.</p> <p>C. Revisit Board Training</p>



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<p>C. Toni Boehm training. Tie vote last meeting.</p> <ul style="list-style-type: none"> • Linda would like to suspend the rules to hear from Judy • Second by Marsha • Six in favor, Kathy opposed, Loke abstained. <p>Judy shared that Cindy Hensley’s visioning process is in preparation for Toni Boehm.</p> <p>Kathy shared opposing information. Rev. Tim clarified Judy’s input.</p> <p>Loke suggests the board envision our own training and would like a retreat.</p> <p>Rev. Tim shared discussion with Ralph to have Ho’oponopono process. Training should not be an either-or proposal.</p> <p>Rickie will volunteer to plan a board dinner.</p> <p>Ralph asks consensus. Consensus to defer discussion on Toni Boehm.</p>	
New Business	<p>A. Community Talks</p> <p>Kathy moves to ask Johanna to remove old information in Community Talks.</p> <p>Loke second.</p> <p>Ralph will get names of people interested in participation and restructuring.</p> <p>Kathy will submit a proposal for restructuring.</p> <p>B. Town hall is on Sunday, July 23, 2017.</p> <p>Next board meeting on August 24, 2017.</p>	A. Kathy submit proposal for restructuring Community Talks.



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<p>C. Fire safety and sprinklers Rickie would like the board to consider safety for our church. Do we have an emergency plan? Rev. Tim suggests creation of a Safety Committee to address emergency plan to include Crisis Prevention, Emergency Preparedness, Active Shooter Training, etc.</p> <p>Rickie volunteering for Crisis Prevention and Emergency Preparedness.</p> <p>Ralph designating Rickie as Board Liaison for Safety Committee.</p> <p>D. Minister review. Ralph wants Linda, Richard and Ralph to conduct the minister's review. Requests a template if it exists.</p>	<p>C. Status of Crisis Prevention, Emergency Preparedness, and Safety Committee.</p> <p>D. Loke to provide template next month.</p>
Regular Meeting Adjourned	Meeting adjourned at 8:54 pm	
Executive Session	Executive session started 9:09. Disruptive behavior discussed. Session adjourned 9:43 p.m.	
Adjournment	Regular meeting adjourned at 9:43 p.m.	
Next Meeting	Thursday, August 24, 2017 at 6:00 p.m. in Room 201.	

Submitted by Board Secretary Debbie Catania



Unity Church of Hawaii
Board of Trustees Meeting
Date: July 2-, 2017
Attachments to the Minutes

- 1) Agenda, UCoH BoT Meeting 2017-07-20
- 2) President's Report
- 3) June 2017 Monthly Profit and Loss January through June
- 4) Report from the Treasurer
- 5) Restricted Funds Activity January through June 2017
- 6) Cash Flow Projection July – September
- 7) Proposal for Experiencing our Abundance – Rev Tim
- 8) Suggestion for fundraising – Catherine Burton
- 9) Good ideas to consider
- 10) Senior Minister's Report
- 11) Church Reports Jun/July2017
- 12) Committee List July 2017
- 13) Bylaws Committee Report to the Board 7/20/2017
- 14) Legacies of Aloha Investments 6/30/2017
- 15) Legacies of Aloha Investment Ministry Report

Attachments are available in the office. Please make arrangements with the office in advance.

UNITY CHURCH OF HAWAII
BOARD MEETING AGENDA
20 JULY 2017

- I. CALL TO ORDER – BEGIN OFFICIAL RECORDING OF MEETING**
- 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 – JUNE 22, 2017**
 - REVIEW/CORRECTIONS/APPROVAL VOTE**
- VIII. PRESIDENT’S REPORT**
- IX. FINANCE REPORT / TREASURER’S REPORT**
- X. SENIOR MINISTER REPORT**
- XI. COMMITTEE REPORTS**
 - A. BYLAWS**
 - B. INVESTMENT COMMITTEE**
- XII. PRAYER OF THANKSGIVING**
- XIII. UNFINISHED BUSINESS**
 - A. RECORDING OF BOARD MEETINGS**
 - B. BOARD OF TRUSTEES TRAINING PROPOSED BY THOMAS - POSTPONED TILL FURTHER NOTICE**
 - C. TONI BOEHM TRAINING**
- XIV. NEW BUSINESS**
 - A. COMMUNITY TALKS – GOING FORWARD**
 - B. NEXT BOT AND TOWN HALL MEETINGS**
 - C. FIRE SAFETY**
 - D. MINISTER’S REVIEW**
- XV. ADJOURN MEETING**
- XVI. EXECUTIVE SESSION**
 - A. DISRUPTIVE BEHAVIOR**



(Attachment #2)

President's Report

Submitted by Ralph Whitaker
July 20, 2017

This Month's Activities:

1. Greeted first timers on Sunday.
2. Met with Rev. Tim.
3. Zamar rehearsal.
4. Attended Lucky Number 7 night.

Upcoming and Next Month:

1. Town Hall
2. Vacation will be from 28 July through 6 August.

Unity Church of Hawaii
Profit & Loss
January through June 2017

(Attachment #3)

	<u>Jan 17</u>	<u>Feb 17</u>	<u>Mar 17</u>	<u>Apr 17</u>	<u>May 17</u>	<u>Jun 17</u>	<u>TOTAL</u>
Ordinary Income/Expense							
Income							
4000 · CHURCH SERVICES							
4002 · 9 00 am Service	5,202.97	3,456.01	6,897.85	6,378.73	5,012.50	4,607.10	31,555.16
4003 · 11 00 a Service	7,873.77	5,228.60	4,761.05	9,939.57	8,621.14	4,926.61	41,350.74
4004 · Keiki Church	3.25	3.00	4.00	6.00	4.25	0.00	20.50
4005 · Wed Noon	7.00	0.00	0.00	0.00	0.00	0.00	7.00
4006 · Wed Night	512.73	378.00	1,409.00	938.00	1,431.00	502.00	5,170.73
4007 · Holy Week Services	0.00	0.00	0.00	385.00	0.00	0.00	385.00
4000 · CHURCH SERVICES - Other	10.00	0.00	0.00	0.00	0.00	0.00	10.00
Total 4000 · CHURCH SERVICES	<u>13,609.72</u>	<u>9,065.61</u>	<u>13,071.90</u>	<u>17,647.30</u>	<u>15,068.89</u>	<u>10,035.71</u>	<u>78,499.13</u>
4015 · PRIVATE CELEBRATIONS	0.00	0.00	0.00	345.00	1,730.00	0.00	2,075.00
4035 · CREDIT CARD DONATIONS							
4035A · Credit Card - One Time Gift	1,678.00	455.00	1,001.00	1,449.81	1,119.31	1,210.00	6,913.12
4035B · Credit Card- Recurring	3,870.69	3,785.46	3,851.43	3,593.21	4,052.17	3,580.00	22,732.96
Total 4035 · CREDIT CARD DONATIONS	<u>5,548.69</u>	<u>4,240.46</u>	<u>4,852.43</u>	<u>5,043.02</u>	<u>5,171.48</u>	<u>4,790.00</u>	<u>29,646.08</u>
4045 · SOCIAL ACTION OFFERINGS							
4045b · Ho'opono	10.00	10.00	10.00	10.00	10.00	0.00	50.00
Total 4045 · SOCIAL ACTION OFFERINGS	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>0.00</u>	<u>50.00</u>
4050 · OTHER OFFERINGS							
4054 · Mail In Contributions	1,319.00	601.00	617.00	1,174.00	808.68	2,845.00	7,364.68
Total 4050 · OTHER OFFERINGS	<u>1,319.00</u>	<u>601.00</u>	<u>617.00</u>	<u>1,174.00</u>	<u>808.68</u>	<u>2,845.00</u>	<u>7,364.68</u>
4100 · STOCK/NON-CASH CONTRIBUTIONS							
4103 · Donations of Stock	0.00	0.00	0.00	0.00	5,000.00	3,000.00	8,000.00
4107 · Release Board Restricted Funds	0.00	0.00	0.00	0.00	0.00	3,321.51	3,321.51
Total 4100 · STOCK/NON-CASH CONTRIBUTIONS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>6,321.51</u>	<u>11,321.51</u>
4200 · PRESCHOOL CONTR	8,212.71	8,212.71	8,212.71	8,212.71	8,212.71	8,212.71	49,276.26
4300 · BOOKSTORE SALES	130.50	146.65	131.00	90.50	77.00	21.00	596.65
4310 · DeJa Vu Boutique							
4310A · DeJa Vu - Room use	600.00	600.00	0.00	600.00	600.00	600.00	3,000.00
4310B · DeJa Vu Boutique - Tithe	523.50	451.00	968.50	535.00	298.00	532.00	3,308.00
Total 4310 · DeJa Vu Boutique	<u>1,123.50</u>	<u>1,051.00</u>	<u>968.50</u>	<u>1,135.00</u>	<u>898.00</u>	<u>1,132.00</u>	<u>6,308.00</u>
4320 · Counseling Center	1,521.98	1,043.10	783.10	783.10	783.10	783.10	5,697.48
4330 · Wellness Center	1,446.43	2,036.78	1,779.44	2,528.79	1,898.09	2,438.96	12,128.49
4400 · SEMINARS, CLASSES & WORKSHOPS							
4403 · Classes	0.00	0.00	10.00	0.00	677.22	150.00	837.22
4406 · Ongoing groups	1,091.00	910.60	1,644.00	2,346.00	690.00	987.00	7,668.60
4407 · SEE Love Offering	0.00	298.00	480.00	45.00	0.00	0.00	823.00

Unity Church of Hawaii
Profit & Loss
January through June 2017

	<u>Jan 17</u>	<u>Feb 17</u>	<u>Mar 17</u>	<u>Apr 17</u>	<u>May 17</u>	<u>Jun 17</u>	<u>TOTAL</u>
Total 4400 · SEMINARS, CLASSES & WORKSHOPS	1,091.00	1,208.60	2,134.00	2,391.00	1,367.22	1,137.00	9,328.82
4410.1 · Movie Night Income	13.00	29.00	36.00	35.20	113.00	51.00	277.20
4500 · KITCHEN/COURTYARD CAFE INCOME	10.38	1,245.59	724.37	599.49	1,252.59	57.43	3,889.85
4600 · CEREMONIES	0.00	0.00	0.00	550.00	583.33	550.00	1,683.33
4700 · OUTREACH WEDDING - UI	1,800.00	720.00	2,160.00	1,440.00	1,440.00	1,440.00	9,000.00
4800 · MISCELLANEOUS		43.13	20.00	230.00	11.00	60.00	364.13
Total Income	35,836.91	29,653.63	35,500.45	42,215.11	44,425.09	39,875.42	227,506.61
Expense							
6000 · TITHES/CONTRIBUTIONS							
6000a · Ho'opono	87.86	57.33	150.38	56.54	156.34	223.56	732.01
6000b · Silent Unity	1,173.44	0.00	0.00	0.00	727.00	700.00	2,600.44
6000c · Blessing Hands	1,173.44	0.00	0.00	0.00	0.00	0.00	1,173.44
6000d · Prison Ministry	0.00	0.00	1,177.05	0.00	0.00	0.00	1,177.05
6000i · Unity Org Tithe Support	1,173.44	0.00	0.00	0.00	1,876.81	0.00	3,050.25
6000I · Unity WW Spiritual Institute	0.00	0.00	0.00	0.00	727.00	700.00	1,427.00
Total 6000 · TITHES/CONTRIBUTIONS	3,608.18	57.33	1,327.43	56.54	3,487.15	1,623.56	10,160.19
6100 · PERSONNEL EXPENSES							
6101 · Salaries & Wages	12,898.57	13,239.22	15,417.83	17,318.56	17,852.05	18,507.79	95,234.02
6106 · Insurance (Med/TDI/WC)	1,887.27	1,448.96	1,448.96	1,923.01	1,661.96	1,661.96	10,032.12
6107 · Employer Taxes	985.58	963.40	956.59	962.94	948.84	943.11	5,760.46
6108 · Pension Contribution	0.00	539.82	276.58	373.48	186.74	248.05	1,624.67
6115 · Moving Expenses	0.00	0.00	0.00	750.70	2,485.80	0.00	3,236.50
Total 6100 · PERSONNEL EXPENSES	15,771.42	16,191.40	18,099.96	21,328.69	23,135.39	21,360.91	115,887.77
6150 · INDEPENDENT CONTRACTORS							
6151 · Church & Celebratory Svc Labor	4,525.00	3,925.00	4,665.00	4,400.00	4,800.00	3,475.00	25,790.00
6152 · Ceremony Contract Labor	0.00	200.00	300.00	100.00	400.00	0.00	1,000.00
6153 · Guest Speaker Contract Labor	500.00	800.00	1,600.00	0.00	100.00	700.00	3,700.00
6159 · Tech Support	1,745.00	1,500.00	1,500.00	1,850.00	2,025.00	2,025.00	10,645.00
6150 · INDEPENDENT CONTRACTORS - Other	0.00	133.50	0.00	0.00	0.00	0.00	133.50
Total 6150 · INDEPENDENT CONTRACTORS	6,770.00	6,558.50	8,065.00	6,350.00	7,325.00	6,200.00	41,268.50
6200 · UTILITIES							
6201 · Electricity	2,566.37	2,291.46	2,367.23	2,711.71	3,123.97	3,008.31	16,069.05
6202 · Water/Sewer	2,140.33	1,708.57	1,785.62	1,838.53	2,030.99	2,199.64	11,703.68
6203 · Phone/DSL/Cable	1,186.47	1,185.31	1,185.33	1,185.32	2,376.53	0.00	7,118.96
6204 · Gas	24.23	20.47	21.19	25.32	21.16	21.35	133.72
Total 6200 · UTILITIES	5,917.40	5,205.81	5,359.37	5,760.88	7,552.65	5,229.30	35,025.41
6250 · REPAIRS & MAINT							

Unity Church of Hawaii
Profit & Loss
January through June 2017

	<u>Jan 17</u>	<u>Feb 17</u>	<u>Mar 17</u>	<u>Apr 17</u>	<u>May 17</u>	<u>Jun 17</u>	<u>TOTAL</u>
6251 · Maintenance Services	455.83	455.83	482.01	455.83	455.83	455.83	2,761.16
6252 · R&M Furn & Equip	530.97	834.78	505.74	505.74	1,241.31	514.10	4,132.64
6253 · R&M Computer	0.00	118.53	0.00	0.00	45.00	0.00	163.53
6254 · R&M Grounds	0.00	2,288.66	0.00	595.00	0.00	1,610.41	4,494.07
6255 · R&M Buildings	327.73	385.00	452.02	85.00	317.54	731.57	2,298.86
6256 · R&M Supplies	19.85	439.09	34.58	221.47	0.00	477.17	1,192.16
6250 · REPAIRS & MAINT - Other	0.00	0.00	0.00	281.52	0.00	40.02	321.54
Total 6250 · REPAIRS & MAINT	<u>1,334.38</u>	<u>4,521.89</u>	<u>1,474.35</u>	<u>2,144.56</u>	<u>2,059.68</u>	<u>3,829.10</u>	<u>15,363.96</u>
6275 · ADVERTISING & MARKETING	0.00	0.00	0.00	0.00	300.00	0.00	300.00
6300 · INTEREST & BANK FEES							
6302 · Merchant Fees	263.95	65.41	86.75	271.84	51.13	318.65	1,057.73
6303 · Bank Fees & Finance Charges	58.00	51.00	51.00	51.00	51.00	51.00	313.00
Total 6300 · INTEREST & BANK FEES	<u>321.95</u>	<u>116.41</u>	<u>137.75</u>	<u>322.84</u>	<u>102.13</u>	<u>369.65</u>	<u>1,370.73</u>
6400 · INSURANCE							
Auto Ins	98.50	55.76	55.76	55.76	0.00	0.00	265.78
Gen Liability	628.25	628.25	571.28	571.28	571.28	571.28	3,541.62
Specialty Insurance	124.17	124.13	124.17	124.17	124.17	124.17	744.98
Sr. Minister Insurance	76.00	74.00	0.00	0.00	0.00	0.00	150.00
Umbrella Liability	55.01	52.25	52.25	52.25	52.25	52.25	316.26
Total 6400 · INSURANCE	<u>981.93</u>	<u>934.39</u>	<u>803.46</u>	<u>803.46</u>	<u>747.70</u>	<u>747.70</u>	<u>5,018.64</u>
6500 · ALL SUPPLIES							
Computer Supplies	0.00	0.00	0.00	0.00	98.95	0.00	98.95
6501 · Chapel Supplies	0.00	125.85	0.00	0.00	143.00	226.71	495.56
6502 · Music Supplies	0.00	10.90	0.00	0.00	0.00	0.00	10.90
6503 · Flowers & Sanctuary Decorations	0.00	37.70	33.51	408.16	445.03	476.82	1,401.22
6504 · Postage	(0.50)	222.15	44.31	350.04	212.50	7.20	835.70
6505 · Office Supplies	297.91	39.56	240.80	133.73	226.11	292.27	1,230.38
6506 · Bookstore Supplies	246.62	0.00	0.00	0.00	0.00	0.00	246.62
6507 · Kitchen Supplies & Services	0.00	700.00	400.00	750.00	400.00	350.00	2,600.00
6510 · Maintenance Supplies	0.00	0.00	0.00	0.00	246.80	0.00	246.80
6500 · ALL SUPPLIES - Other	0.00	432.13	365.49	0.00	0.00	0.00	797.62
Total 6500 · ALL SUPPLIES	<u>544.03</u>	<u>1,568.29</u>	<u>1,084.11</u>	<u>1,641.93</u>	<u>1,772.39</u>	<u>1,353.00</u>	<u>7,963.75</u>
6600 · PROGRAM EXPENSE							
6602 · Broadcast Ministry	0.00	0.00	0.00	0.00	88.97	0.00	88.97
6603 · Internet Ministry	159.00	159.00	163.99	429.92	473.13	159.00	1,544.04
6606 · Volunteer Ministry	0.00	0.00	0.00	0.00	0.00	19.14	19.14
6608 · Youth Ministry	0.00	0.00	0.00	35.00	0.00	0.00	35.00
6610 · Love Offerings - Spkr's Share	0.00	0.00	0.00	0.00	305.00	0.00	305.00

Unity Church of Hawaii
Profit & Loss
January through June 2017

	<u>Jan 17</u>	<u>Feb 17</u>	<u>Mar 17</u>	<u>Apr 17</u>	<u>May 17</u>	<u>Jun 17</u>	<u>TOTAL</u>
Total 6600 · PROGRAM EXPENSE	159.00	159.00	163.99	464.92	867.10	178.14	1,992.15
6800 · PROFESSIONAL SVCS							
6801 · Payroll/Benefit Processing	388.20	157.99	237.08	199.25	172.95	170.08	1,325.55
6802 · Audit/Accounting	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00	6,000.00
6810 · Other Professional Fees	0.00	0.00	0.00	0.00	3.50	0.00	3.50
Total 6800 · PROFESSIONAL SVCS	388.20	157.99	237.08	2,199.25	2,176.45	2,170.08	7,329.05
6850 · MEALS/TRAVEL/ENTERTAINMENT							
6851 · Meals	418.01	0.00	0.00	0.00	0.00	83.40	501.41
6853 · Gift/Leis/Flowers	58.97	0.00	0.00	0.00	0.00	0.00	58.97
6854 · Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 6850 · MEALS/TRAVEL/ENTERTAINMENT	476.98	0.00	0.00	0.00	0.00	83.40	560.38
6900 · OTHER MISCELLANEOUS EXPENSES							
6907 · Overflow Parking	289.70	183.00	228.75	164.70	183.00	228.75	1,277.90
6999 · Uncategorized Expenses	116.23	0.00	0.00	0.00	0.00	0.00	116.23
Total 6900 · OTHER MISCELLANEOUS EXPENSES	405.93	183.00	228.75	164.70	183.00	228.75	1,394.13
Total Expense	36,679.40	35,654.01	36,981.25	41,237.77	49,708.64	43,373.59	243,634.66
Net Ordinary Income	(842.49)	(6,000.38)	(1,480.80)	977.34	(5,283.55)	(3,498.17)	(16,128.05)

REPORT FROM THE TREASURER
JULY 20, 2017

Major findings during my first four months as the Board's Treasurer:

A. Accounting systems and practices:

1. Personnel expenses have been understated in all Church financial reports from May 2015 through April 2017 in the total amount of \$43,133.80 due to an error in the system for recording payroll. The same system has been used for the payroll of Unity School resulting in similar errors in the School financial records.
2. Bank account balances reported to the Board and congregation have only reflected the balance on the bank statement because reconciliations to identify differences between the bank balances and the balances in our financial records have not been completed since 2015. This practice allows errors in our financial records to go undetected and uncorrected.
3. Our accounting system does not provide a separate accounting for restricted donations to assure that they are spent in accordance with the instructions of the donor and to reflect the remaining balance of each restricted donation.

B. Legacies of Aloha

1. In 2012 a significant bequest to the Church specified that \$56,250 of the bequest be used for permanent endowment, but these funds were not deposited into the Legacies of Aloha investment account. They were left in the restricted bank account and a portion has been spent for other Church purposes.
2. During the past 10 years, a total of \$314,655.75 was withdrawn from the endowment fund to spend for Church purposes (including paying off the mortgage), and \$21,938.90 of that borrowing has been repaid, leaving \$292,716.85 still outstanding.

C. Unity School financial records

1. No financial statements or other financial reports for Unity School have been provided to the Director of Unity School or to the Senior Minister in recent years. Unity School does not have an operating budget.
2. Bank reconciliations for Unity School have not been completed.

Submitted to the Board of Trustees by Kathy Whitmire, Treasurer

Unity Church of Hawaii
Restricted Funds Activity
January through June 2017

(Attachment #5)

Jan - Jun 17**Restricted Income/Expense****Restricted Income****8000 · TEMPORARILY RESTRICTED INCOME**

Unity T-Shirts	85.00
8000.1 · Campus Beautification	200.00
8003 · Net Assets Released	(3,323.51)
8004 · Major Building Fund	43,432.83
8004a · One Time Event, Sp. Fundraisers	13,320.00
8007 · Audit/Review	110.00
8000 · Donation to Legacies of Aloha	8,533.50

8006 · Auto Fund	0.00
------------------	------

8008 · Music Fund	8,533.50
-------------------	----------

Total Restricted Income	70,891.32
--------------------------------	------------------

Disbursements from Restricted Funds

9002 · Restricted Ministerial Search	9,703.49
--------------------------------------	----------

9003.2 · Roof	79,200.20
---------------	-----------

Total Other Expense	88,903.69
----------------------------	------------------

Net Restricted Income	(18,012.37)
------------------------------	--------------------

**Cash Flow Projection
July - September 2017**

	W/E July 16	W/E July 23	W/E July 30	W/E Aug 6	W/E Aug 13	W/E Aug 20	W/E Aug 27	W/E Sep 3	W/E Sep 10	W/E Sep 17	W/E Sep 24	Total
4000 Church Services	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 38,500.00
4015 Private Celebrations	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 1,100.00
4035 credit card donations	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 12,100.00
4050 Other Offerings	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 2,475.00
4100 Non-Cash (Stock) Donations												\$ -
4200 Pre School				\$ 8,212.71				\$ 8,212.71				\$ 16,425.42
4300 Bookstore	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 275.00
4310 De Ja Vu				\$ 1,100.00					\$ 1,100.00			\$ 2,200.00
4320 Counseling Center				\$ 783.00					\$ 783.00			\$ 1,566.00
4330 Wellness Center				\$ 2,400.00					\$ 2,400.00			\$ 4,800.00
4400 Seminar & Classes	\$ 365.00	\$ 365.00	\$ 365.00	\$ 365.00	\$ 365.00	\$ 365.00	\$ 365.00	\$ 365.00	\$ 365.00	\$ 365.00	\$ 365.00	\$ 4,015.00
4500 Courtyard Café	\$ 100.00	\$ 50.00	\$ 350.00		\$ 100.00	\$ 50.00	\$ 350.00	\$ 20.00	\$ 50.00	\$ 50.00	\$ 350.00	\$ 1,470.00
4600 Ceremonies	\$ 300.00			\$ 300.00		\$ 300.00			\$ 300.00		\$ 300.00	\$ 1,500.00
4700 UI Weddings	\$ 720.00		\$ 720.00		\$ 720.00		\$ 720.00		\$ 720.00		\$ 720.00	\$ 4,320.00
4800 Miscellaneous	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 275.00
4107 Release of Restricted Funds		\$ 1,280.00										
Total Income	\$ 6,460.00	\$ 6,670.00	\$ 6,410.00	\$ 18,135.71	\$ 6,160.00	\$ 5,690.00	\$ 6,410.00	\$ 13,572.71	\$ 10,693.00	\$ 5,390.00	\$ 6,710.00	\$ 92,301.42
6000 Tithes/Contributions		\$ 2,100.00	\$ 636.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 636.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 636.00	\$ 8,208.00
6100 Personnel	\$ 8,300.00	\$ 1,640.00		\$ 9,300.00	\$ 2,433.00	\$ 9,100.00	\$ 820.00	\$ 9,100.00	\$ 2,433.00	\$ 9,100.00	\$ 820.00	\$ 53,046.00
6115 Moving Expense		\$ 1,500.00		\$ 1,000.00								\$ 2,500.00
6150 Indep. Contractors	\$ 975.00	\$ 975.00	\$ 1,075.00	\$ 2,475.00	\$ 975.00	\$ 975.00	\$ 1,075.00	\$ 2,475.00	\$ 975.00	\$ 975.00	\$ 1,975.00	\$ 14,925.00
6200 Utilities	\$ 2,000.00		\$ 1,188.00		\$ 3,000.00	\$ 2,200.00	\$ 1,188.00		\$ 3,000.00	\$ 2,000.00	\$ 1,188.00	\$ 15,764.00
6250 Repairs & Maintenance	\$ 900.00	\$ 100.00	\$ 455.00	\$ 100.00	\$ 100.00	\$ 900.00	\$ 455.00	\$ 100.00	\$ 100.00	\$ 900.00	\$ 455.00	\$ 4,565.00
6300 Bank Fees	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 440.00
6400 Insurance	\$ 125.00			\$ 125.00				\$ 125.00				\$ 375.00
6500 Supplies	\$ 150.00	\$ 150.00	\$ 500.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 500.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 500.00	\$ 2,700.00
6600 Program expense	\$ 550.00		\$ 100.00	\$ 200.00		\$ 550.00	\$ 200.00		\$ 100.00	\$ 550.00		\$ 2,250.00
6800 Professional Services	\$ 100.00		\$ 2,000.00	\$ 100.00		\$ 100.00	\$ 1,000.00	\$ 100.00		\$ 100.00		\$ 3,500.00
6850 Travel/Entertainment/Gifts			\$ 1,500.00									\$ 1,500.00
6900 Miscellaneous	\$ 200.00		\$ 100.00		\$ 200.00		\$ 100.00		\$ 200.00		\$ 100.00	\$ 900.00
Total Expense	\$ 13,340.00	\$ 6,505.00	\$ 7,594.00	\$ 14,190.00	\$ 7,598.00	\$ 14,715.00	\$ 6,014.00	\$ 12,790.00	\$ 7,698.00	\$ 14,515.00	\$ 5,714.00	\$ 110,673.00
Excess cash in for week	-\$ 6,880.00	\$ 165.00	-\$ 1,184.00	\$ 3,945.71	-\$ 1,438.00	-\$ 9,025.00	\$ 396.00	\$ 782.71	\$ 2,995.00	-\$ 9,125.00	\$ 996.00	-\$ 18,371.58
Beginning Bank Balance	\$ 14,688.71	\$ 7,808.71	\$ 7,973.71	\$ 6,789.71	\$ 10,735.42	\$ 9,297.42	\$ 272.42	\$ 668.42	\$ 1,451.13	\$ 4,446.13	-\$ 4,678.87	\$ 14,688.71
Ending Bank Balance	\$ 7,808.71	\$ 7,973.71	\$ 6,789.71	\$ 10,735.42	\$ 9,297.42	\$ 272.42	\$ 668.42	\$ 1,451.13	\$ 4,446.13	-\$ 4,678.87	-\$ 3,682.87	-\$ 3,682.87

PROPOSAL FOR EXPERIENCING OUR ABUNDANCE!

Unity Church of Hawai'i has infinite potential and unlimited abundance. That is not wishful thinking or fake it 'til you make it - **It is Truth!** I know it in the depths of my Spirit and I know that my word does not return to me void! *I have never before seen a church so well poised for growth, service to humanity and awakening to our Divine purpose.*

What are some (there are no doubt many and we need the input of all our community) of the ways we can more openly receive and experience our prosperity here?

- **EDUCATION AND EXPERIENCE** - Classes on Prosperity such as 4T, Prosperity (SEE class) and to some extent, our membership classes, can not only bring education on the joy of giving/tithing/circulating our good but can also enlist and encourage experience in actually doing it. This will be one of the items covered in the Unity 101 class. I would like to lead a class specifically on this in the near future.
- **MESSAGES** - **At least** once a quarter I plan to give a Sunday message in both services relating to Prosperity/Abundance and our responsibilities/joys in circulating it.
- **SETTING INTENTIONS** - Once a year have a Sunday where people have the opportunity to write down what their prayerful intention is to joyfully give for the year (including our love-streamers). This will not be coerced or guilted on people, but as an opportunity for them to prayerfully consider and set an intention for giving. No one is to check up on people to see if they are following through although they will certainly be encouraged to do so!
- **MAKAHIKI (80TH ANNIVERSARY)** - There are three primary themes for our celebration of Makahiki during October and extending into December. One of these

primary themes is tithing. During the month of October will be the recurring Makahiki themes of **cleansing, celebrating and tithing**.

- **ANNUAL APPEAL/FUNDRAISER** - Perhaps this could be during the months of January/February as an appeal for capital improvements and projects. Another way of doing this could be to have a bulletin board or Christmas tree with different projects (like ornaments) that a person or group could pull off as a special project. The listing or ornament would include the price of the project. If it were a big project the whole tree could be filled with different sized (and priced) ornaments to pay towards the project.
- **PLANNED GIVING** - Wills and bequests, insurance, stocks or other forms of investment could all include the church. I know that Thomas is working on this and I envision this as a means to give to Legacies of Aloha or to the general fund of the church. A well developed and executed plan around this would be of great benefit.
- **DEVELOPMENT OF A RETREAT EXPERIENCE, FURTHER DEVELOP WEDDINGS AND OTHER USE OF OUR FACILITIES** - Developing and marketing a retreat experience here at UCoH for people to travel here and pay for the retreat experience and increasing our number of weddings/events here can be additional forms of income as well as giving us the opportunity to minister to people from around the world!

To Board of Trustees
Date: July 18, 2017

(Attachment #8)

Suggestion for the Finance Committee and Board of Trustees on Fundraising

As we have seen this year, tithing and raising funds for a Church does not solely take place in the context of Sunday Services. What follows is a suggestion to provide other opportunities for people to annually give, tithe and raise funds for the Unity Church of Hawaii.

The suggestion is to consider having two fundraisers each year. The first would be during the Christmas to Easter season and would be a major annual fundraiser for major causes, such as for the capital improvements we just experienced for our new roof or for such responsibilities as paying off our collective debt to ourselves. Church members have shown that they are willing and able to give to projects that are necessary and support our Church. Besides additional weekly donations, as was given to Raise the Roof, this major annual fundraiser could include one or more spiritual/enlivening fundraising events that would also help build our community as we work together toward our common future and mission.

The second fundraiser would be in the fall. This would hopefully be a minor fundraiser for the purpose of balancing income and expenses so we end the year in the green. Hopefully, this Fundraiser would not need to take place, but it would be available if needed.

These fundraisers can serve to educate members and help us assume our collective responsibilities for our Church. On those years when there are no needs for capital improvements, an annual major fundraiser allows us to move ahead and create a reserve fund for the future so we are never behind again. We will then have moved from debt into abundance. Thank you for considering annual fundraising.

Submitted by:
Catherine Burton

Join us in Paradise as we bask in God's Love during 10 days of Spiritual Re-creation offered through the Unity Church of Hawaii.

This spiritual Journey will include:

Arriving on Oahu on Friday.

A Tour of the beautiful Island of Oahu on Saturday.

Joyous Sunday Morning Service at the Unity Church of Hawaii

With Free time on Sunday afternoon.

(The beach is within walking distance).

On Monday through Friday you will have the Opportunity to take any of 4 Spiritual Education and Enrichment Classes for Credit.

Class times are 10 to 12, 1 to 3, 3:30 to 5:30 and 7:00-9:00 p.m.

Classes include:

A morning Meditation Class to start the day

Followed by a Class on Healing and Wholeness

Then a class on Metaphysical Principles in the early afternoon

Which you will apply in a Class on Prosperity.

Available evening and weekend programs include the following:

Wednesday evening offers a Healing, Prayer and Meditation Program which can be substituted for one of the meditation classes.

Fridays – Pupus with Reverend Tim after the Last Class

Saturday – Enjoy Hawaii

Sunday – Sunday Services in the Morning

Sunday Afternoon – leave for airport or extend your stay as you choose.

Airport: You will be flying into Honolulu Airport on the Island of Oahu.
Airport Pick up is Possible.

Accommodations: Bed and Breakfast accommodations will be offered informally by members of the Congregations during your 10 night stay.
Rate \$50.00 per night per person.

Food: Enjoy a variety of good food at the many local eateries in the small village surrounding Unity Church of Hawaii. Vegetarian and Vegan options are available.

Administrative Fee to Unity Church of Hawaii: \$250.00 per person.

Class Fee for each 10 hour Class is \$100.00 per class

To Make the Most of Your stay:

Please read all books for the classes you are choosing to take before arriving in Hawaii.

To Register:

We hope you will enjoy your stay with us as you experience being part of our spiritual community and experience going to your next level of growth in Mind, Body and Spirit while enjoying the beauty and aloha that Hawaii has to offer.

SENIOR MINISTER'S REPORT - JULY 20, 2017

In two weeks prior to my trip to the Unity Convention and moving our stuff I had 21 meetings with congregants or staff. This is balancing out some, but just want you to know that I have been open and willing to meet with people, hear their concerns and meet/coordinate with staff and our worship team. In addition to this I have been active in the planning committee for our 80th anniversary, our finance team, meeting/planning with our teachers and LUTs and am now becoming active in our bylaws committee. I have also met with the Board of Unity All Believers Interfaith Ministry, gone to events they have had, attend weekly our Ho'opono ministry in the park and have been active in our Town Hall and Community Talk meetings.

I love our Sunday services and the great exposure we are getting online through our live streaming, Olelo, New Thought Channel, our YouTube channel, Facebook and all the ways in which we can reach more people virtually. I look forward to beginning to teach classes as I love to teach and support others in their spiritual journey and transformation process. I plan to start teaching soon the SEE Metaphysics classes.

I want to thank the Board and church for the support in going to the convention, being at the UWM Board meetings and for the opportunity to go back to Wichita to move. It has been quite a process and both Olga Lucia and I were pretty worn-out for a while! We are doing well now and Olga Lucia is adjusting well!

The convention was perhaps the best Unity convention I have ever been to. The speakers, the music, the energy of all the participants was amazing on a powerful spiritual level as we particularly looked at how we live our faith in a daily way. There was a very strong emphasis on social action and being a presence of Light in our world.

It was announced at the convention the intention and efforts of Unity Worldwide Ministries and Unity Village World Headquarters to begin a plan to work towards becoming one organization working together.

While I was at the convention I reworked/rewrote the grant proposals for HUG Grants.

We have just been informed that UWM will be giving the church from the HUG Grants \$5,000 to help reimburse my moving expenses, \$5,000 to be applied to the chapel lighting proposal, or, that money could be applied to the gutter project. In addition, they are offering, if we need it, a low interest loan for the project which doesn't get the \$5,000. It has been suggested by UWM's COO/CFO and the Board liaison who are both on the HUG Fund Committee as well as the Templeton Foundation Grants for church Audio/Visual needs that for our lighting proposal we apply to both, which we did. Let's say the lighting project costs \$12,000. The Templeton Grant, if approved, would pay one half, or \$6,000. We are to raise the additional \$6,000. However, we could then apply the \$5,000 HUG Fund Grant to that and have new lighting for just \$1,000. They were particularly entered in the lighting proposal with its long-term effect on improving our live streaming, lowering energy bills and heat in the sanctuary and giving us a much better presentation for our services.



3608 Diamond Head Circle
Honolulu, HI 96815

"Realizing our Oneness with God and each other."

Administration's Report Submitted by Lisa Ensley for June/July 2017

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. Weekly worship team meetings.
5. Preparation and distribution of weekly financial overview email.
6. Assist with daily office operations as necessary.
7. 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
8. Weekly deposits of monies to FHB.
9. Coordinate signing and distribution of outgoing checks.
10. Key distribution and tracking as necessary.
11. Coordinating funds disbursement each week for Courtyard Cafe for Sunday breakfast.
12. Monthly prep and submission of Waikiki Elementary parking check request.
13. Participating in weekly Women's Prayer Groups.
14. Administration of Tigertech email system adds/changes.
15. Attended Board of Trustees & Town Hall meetings.
16. Volunteered on camera and in kitchen as needed.
17. Primary contact for CCLI (Christian Copyright Licensing International) to report songs used in services for the next 6 months.
18. Updating membership database as needed with moves, adds, changes.
19. Attended 80th Anniversary planning meetings.
20. Working on new printer for disc copying to get Mac Mini to print to it.
21. Investigating solutions for speeding up line speed for internet/livestream with Sean.
22. Working with EcoShade to resolve non-working louvers in courtyard. Found motors were seized. All are working now.
23. Judy, Sean and I met with UI and a landscape person to begin getting estimates on upleveling the garden area for weddings and general appearance.
24. Performed background check on new office volunteer.
25. Cleaned gutters of courtyard cover.
26. Contacting companies to get estimate for termite tenting.
27. Other activities as they show up and walk through the door.

Vacation from July 3-18th

Issues/Concerns/Other:

None

Courtyard Café

Dillard and Susan Faulk continue to produce delicious menus within the weekly budget that was originally provided to them. They provided 1 sponsored breakfast in June along with regular Sunday meals. Anticipating increase in meals purchased with attendance boost with Rev. Tim's presence.

Steward of Custodial Services

Activities would include but are not limited to the following:

1. All custodial activities to maintain church buildings including restrooms, offices, chapel and courtyard.
2. Picking up supplies
3. Carpet spot treating;
4. Inventory and organize supplies; including securing plastic bins to house exposed restroom paper toilet seat covers and handtowels.
5. Maintain a Supplies Directory;
6. Set up, wipe down, take down tables and chairs in the courtyard on Sundays;
7. Keep trash dumpster clear and "mushed" down;
8. Put out bulk items for monthly pick up;
9. Remove and clean bird excrement from floor and railing in Education Building.
10. Remembering people's names, thereby conveying *high value*, by adding a positive adjective on to their names;
11. Raking leaves, twigs, flowers, berries, etc., particularly on the green walkways, but also in the "meditation bench" areas.
12. Watering plants and shrubbery fronting the Administrative Building.
13. Trimming palms and trees as needed.
14. Keeping the Admin Bldg. kitchen counter clean, cleared and orderly.
15. Making sure the chapel and surrounding campus is clean and clutter free especially for weddings, but also for Wednesday and Sunday services,
16. Inventory and organize tool and equipment room (to be completed; organization being contemplated and in progress).
17. Enabled people to walk on water during heavy Sunday rains – (Lead effort to keep courtyard safe during Sunday rains including drydeck repositioning)
18. Ongoing – bringing joy to all who cross his path
19. Did a couple of dump runs for big bulky items being disposed of by the pre-school.
20. Spot treat and spot shampoo Administration & Chapel.
21. Vacuumed, mopped and polished kitchen area.
22. Cleaned and polished admin restroom and kitchen floors, upstairs and downstairs men's and women's rest room floors.
23. Helped cut up tree limbs that were either cut down or fell down prior to trashing them.

Steward of Finance and Accounting Report submitted by Amy Miyamoto

June/July 2017

June accomplishments:

1. Paula continues to do the weekly checks for payments to vendors, musicians, and reimbursement checks. Produces the weekly reports for Lisa and Judy.
2. I have been working on School daily tasks and also that start of the new school year so updating records, doing initial invoices and setting up payment deductions.
3. Did reconciliation for May and I was also able to do four months of the school so I am up to June 2016. I am hoping that in the next month or so I can get done with 2016 and start on 2017 and be caught up by September 2017 with the school's bank reconciliation for their unrestricted account.
4. 4 The Tithing team has started doing the tithes and midweek offerings and income in Johanna's office now and are able to do everything on their own. This frees up the finance office so that Paula and I can continue on with our work helping us to be more productive. We were also able to get a laptop for them to use that was donated.
5. Since we upgraded to Quickbooks Pro 2017. Kathy is now able to take data home on a flash drive so that she can better look over the transactions. She has been very helpful in spotting errors in entry etc. We are blessed to have Kathy Whitmire on board as treasurer, bringing with her all her knowledge and expertise in finances.
6. Paula's hours changed to starting now at 9:30 am. Previously she was in to the office much earlier.
7. The finance meeting this month had to be postponed due to the air conditioning breakdown on the second floor. A part needed to be ordered and it took until Thursday, the original day of the finance meeting to be fixed. Thankfully everything was able to be done and on Monday we had our finance meeting.
8. Paula was able to start training Catherine Burton on Quickbooks .
9. We had a meeting with Ronnelle to try and finish up getting the church books ready for the review. Kathy, Linda, Catherine and myself met with Ronelle. There seems that there is still much to work on as we discussed also categorizing into classes for the restricted to be able to better keep track of things.
10. Ronelle is also working currently on the Unity School books.

This Periods Accomplishments:

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

<u>Date</u>	<u>Live Countries</u>	<u>Replay</u>	<u>Total</u>	<u>States</u>	
June 18	66 CA, DE, AU, CR	88	154	9	5 = US,
June 25	69 US, CA, DE, AU	113	182	13	4 =
July 2	76 US, CA, CH, DE, AU	52	128	13	5 =
July 2 TH	10	60	70	2	1 = US
July 9	82 CA, AUS, VE, CH	41	123	12	5 = US,

2. **YouTube stats from June 14 – July 11.**
(= Last 28 days, is YouTube's default report range)

Total UCoH Channel Subscribers: Now 1,146 (was 1,128) = +18 = +1.5%

Total Video Views (Jun 14 – Jul 11): 5,462 = – 6.0% vs. last 28 day period

Total Minutes Watched: 28,782 = +0.0% (flat) vs. last 28 day period

- Note service lengths have decreased avg ~4-5 minutes in last 28 days.

- Most recent services are running ~ 75 mins avg.

"Shares" = 52 (-16% vs prior 28 day period @ 62 shares)

Female 59% / Male 41%

Top 5 countries US 74%, Germany 5.7%, Canada 4.0%, India 3.7%, Japan 3.3%

3. **Production, technology, support (since last Board report)**

- Produced 8 Sunday livestream webcasts + 1 Town Hall 7/2
- Produced, edited & delivered 4 weekly 1 Hour shows for Olelo TV on Ch.55
- Produced, 4 YouTube Sunday messages for our YouTube Channel & our website.
- Authored and produced 4 DVDs of weekly services.
- Scheduled and directed camera volunteers.
- Participated in 3 weekly Worship Team meetings.

4. Notes:

- Installed 4 new shielded audio cables in cave & at soundboard. 95-100% of "HUM" issues have been solved, non-existent the last 4 weeks. We do however still have some small degree of Ground fault in the chapel electrical panels.

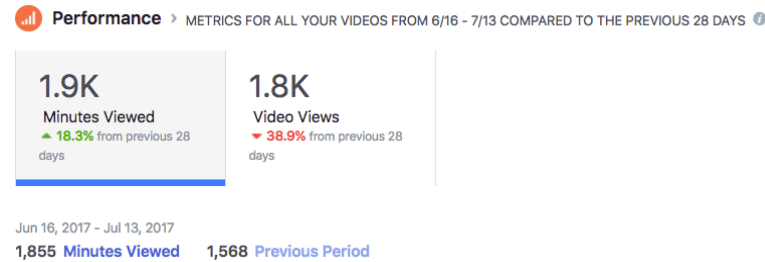
- 9 AM & 11 AM Livestream have also gone smoothly, with very few calls or issues.
- Livestream signal issues have also been reduced since downgrading our output stream from 720p to 480p. This is the best temporary solution, until we can get more internet bandwidth (upload speed).
- 6/22 attended Board Mtg & answered a few questions re: Lighting proposal & UWM Grant application.
- 6/26 Ordered some ¼" & RCA jacks/adaptors to repatch/replace old & oxidized sound cables. From Amazon Cost \$22.00 w/shipping.
- 6/26 Submitted Grant application for UWM - Templeton AV Grant. This is a "up to" \$6K matching grant. Meaning we could be matched 100% for every \$ spent up to \$6K. 6 Grant awardees expected TBA ~ July 30.
- 6/28 – troubleshoot 6/25 A/V audio slip (out-of-synch) issue on our "replays" with Yourstreamlive tech support. We upgraded Wirecast drivers & patches.
- 7/10 upgraded iMac OS & ran disk utilities.
- 7/10 - filled-in for Joann Adams & shot UABIN network Eric Butler. JoAnn will still edit from SD cards for Olelo.
- 3 Newer camera operators update: Cierra Klonowski is a regular @ 9AM & doing quite well. Nathan & Cathy Roberts all are also both doing well.
- We also have a brand new camera volunteer, Carmina Chang, a 14 YO Kaimuki middle school student studying media, whom I will be training on camera operation this coming Sunday between 9 & 11 services.

Latest Accomplishments:

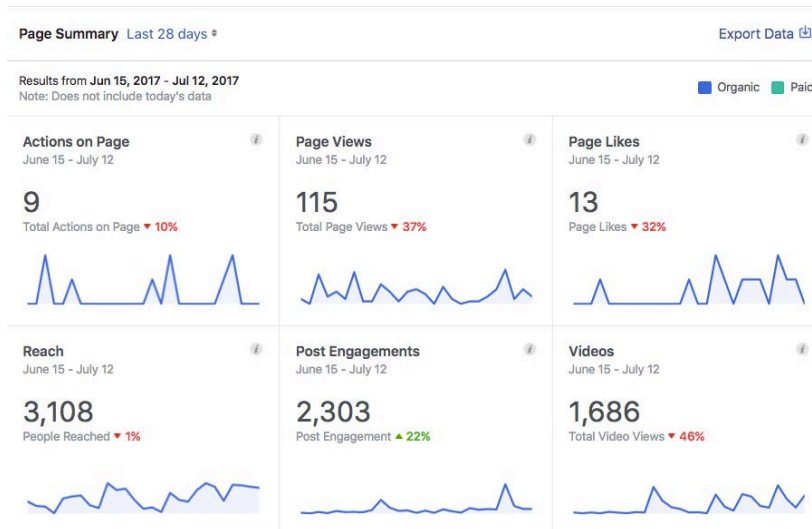
45 Facebook Posts (June 15 – July 13)

- Continuing Mid-week FB LIVE video marketing campaign
- Continuing Sunday sermon FB LIVE for those not at their computers for streaming (uses less bandwidth/ data for users on their phone or tablets)
- Created 2 Twelve Powers ScreenSaver/Backgrounds in June and July for Mobile Devices
- Created 2 Sunday Promo Video Ads for Social Media

FB Video Stats:



FB Overall Stats:



35 Twitter "Tweets" (June 16 – July 13)



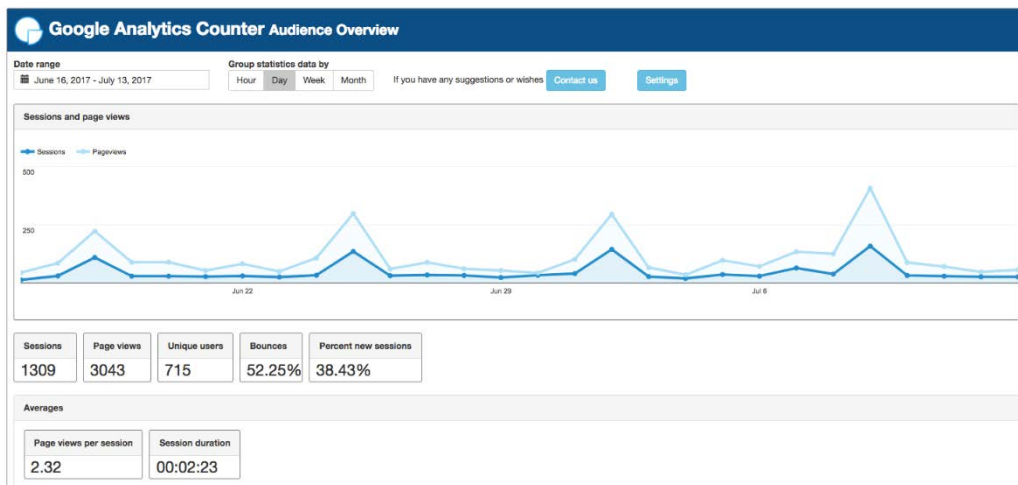
5 Instagram Posts (June/July 2017)

- Continue to Request Board and Staff to support our Social Media program by hitting "Like" and "Follow" on our all of our Social Media platforms



64 + Website Revisions (June 16 – July 13)

- Performed Weekly Security Patch Maintenance of Website
- Created Numerous Event Flyers, Graphics, and Sunday Worship Ads
-



Most popular pages	
Page	Pageviews
/ 🔗	1,564
/upcoming-events 🔗	226
/media-2 🔗	192
/seeclasses 🔗	92
/contact-us 🔗	78
/sundayservicearchives 🔗	78
/about 🔗	72
/our-minister 🔗	70
/dejavu 🔗	66
/unityprinciples 🔗	56

Additional Items

- Produced and Distributed 4 Newsletters
- Completely Overhauled Newsletter Format to Eliminate Outdated/Broken Coding Issue
- Attended Weekly Worship Team Meetings
- Assisted with Sunday Service Set-up and other Sunday Duties
- Attended 1 Keiki Chapel Planning Meeting
- Assisted 1 UABIM Event
- Conducted 1 Wednesday Prayer and Meditation Service
- Various Volunteer (Ho'opono, Keiki Chapel, Zamar, Wellness List, 80th Anniversary etc.)
- Created 1 UCoH Marketing Ad for Lucky 7/7 Pau Hana Evening
- UCoH Continues to be Listed #7 for Yelp 2017 Best Churches in Honolulu

Next Month

- Keiki Chapel Restart from Summer Hiatus and Ready to Implement New Lesson Plans

- Continue to Be of Service with an Attitude of Gratitude and in Love. Amen

July Board Report
Unity Board of Directors

LATEST ACCOMPLISHMENTS:

- * 16/19: New parents met in the chapel for school orientation
- * 6/20 - 24: New students began their orientation
- * Over the short break, Sergio worked tirelessly to freshen up the office and to eliminate anything not needed in the office.

FUTURE ENDEAVORS:

- * Each Friday is called Fun Friday. This is when the children experience special events for example: face painting, sunglass wearing, watermelon eating, etc.
- * Tuesdays will be Water Day with the children enjoying the sprinklers, bubbles, the waterslide, the wet bounce house, water balloons and other fun wet events.

ON-GOING:

- * Keiki Chapel to resume in August
- * First and third Wednesdays are staff meeting days. This is when school policies, the school philosophy, and any concerns regarding children are discussed.
- * We have four summer helpers who are Unity graduates. We are happy to have Chelsea, Spencer, Star and Taylor be with us for the busy part of the start of the new school year.

Déjà vu: FAB Report submitted for July 2017

- ✓ Financial goals/obligations met for previous month
- ✓ Store Closure 6/26-7/8
- ✓ Christmas in July "Vintage & Christmas Galore" Sale (July 20-23)
- ✓ Sophia Sisterhood Sacred Circle Thursday 7/27 6-8pm Deja vu

Ongoing:

- Networking and Community Outreach education for "Clearing" & "Matching" services
- Intake and processing of donated goods

Unity Wellness Report submitted for June/July 2017

Dear Board Members,

All is well with Unity Wellness. We were closed for vacation for half of June and so

our contribution for space usage was only \$1290 for that month.

Nothing out of the ordinary to report. All our patients are happy that we are back and

we are very busy these days.

As always in gratitude and love,

Your Wellness Ministry

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

Unity Wellness at Diamond Head

www.unitywellness.net

808.304.7319



Committee List March 2017

Bylaws Committee

Debbie Catania	Secretary	
Thomas Gallagher	Vice President	Committee Chairperson
Richard Hughes		
Rev. Tim Lytle		Ex-officio member
Jack Randall		Assistant Chairperson
Ralph Whitaker	President	Ex-officio member
Howard Wiig		

Facilities Committee

Lisa Ensley		
Thomas Gallagher	Vice President	
Bruce Hymark		
Rev. Tim Lytle		Ex-officio member
Mary Paulson		
Ralph Whitaker	President	Ex-officio member
Kathy Whitmire	Treasurer	

Finance Committee

Catherine Burton		
Linda Knox	Treasurer Emeritus	
Thomas Gallagher	Vice President	
Rev. Tim Lytle	Sr. Minister	Ex-officio member
Amy Miyamoto	Steward of Finance	
Ralph Whitaker	President	Ex-officio member
Kathy Whitmire	Treasurer	



Legacies of Aloha Committee

Thomas Gallagher		
Rev. Tim Lytle		Ex-officio member
Jack Randall		
Loke Simon		
Howard Wiig		
Ralph Whitaker	President	Ex-officio member

Nominating Committee

Jade Guess		
Rev. Tim Lytle		Ex-officio member
Deanna Mukai		

Bylaws Committee Report

July 20, 2017

1. The Bylaws Committee held a regular meeting on July 6, 2017. In attendance were Debbie Catania, Richard Hughes, Rev. Tim Lytle (ex officio), Jack Randall, and Howard Wiig. Guests in attendance were Catherine Burton, Judy Sweet, Kathy Whitmire and Linda Wong.
2. Recommendations from congregants are being received. Deadline date will be discussed.
3. Because current bylaws require that amendments are mailed to members, costs must be calculated when the size of the bylaws are established.
4. Regarding possible attorney candidates. The committee has received recommendations for potential candidates. In addition, a list of issues will be compiled prior to engaging with an attorney.
5. The following documents are being reviewed as the committee addresses Official Documents in the bylaws:
 - a. Hawaii Revised Statutes Chapter 414D Hawaii Nonprofit Corporations Act
 - b. Hawaii Revised Statutes Chapter 92F Hawaii Uniform Information Practices Act
 - c. The National Institute of Standards and Technology (NIST) on Personally Identifiable Information (PII) and its Guide to Protecting PII.
 - d. Hawaii Constitution Article 1 Section 6-7 Right to Privacy.
6. Changes to Article III Membership Sections 3.01, 3.02, 3.03, 3.04 were reviewed.
7. The committee is considering additional meetings (2 per month) to complete the entire document before the annual membership meeting.

Debbie Catania

Secretary, Bylaws Committee

Unity Church of Hawaii
Legacies of Aloha
Investments June 30, 2017

(Attachment #14)

Positions for account Corporate XXXX-8985 as of 05:46 PM ET, 07/01/2017

Symbol	Description	Quantity	Price	Market Value	Cost Basis	Gain/Loss \$	Gain/Loss %	Reinvest Divi	Capital Gains %	Of Account	Security Type
T	A T & T INC	200	\$37.73	\$7,546.00	\$7,632.13	-\$86.13	-1.13%	No	--	1.74%	Equity
IBM	IBM CORP	50	\$153.83	\$7,691.50	\$7,433.95	\$257.55	3.46%	No	--	1.77%	Equity
MSFT	MICROSOFT CORP	200	\$68.93	\$13,786.00	\$10,466.80	\$3,319.20	31.71%	No	--	3.17%	Equity
NKE	NIKE INC CLASS B	200	\$59.00	\$11,800.00	\$11,930.72	-\$130.72	-1.10%	No	--	2.72%	Equity
PFE	PFIZER INCORPORATED	200	\$33.59	\$6,718.00	\$5,922.75	\$795.25	13.43%	No	--	1.55%	Equity
SBUX	STARBUCKS CORP	150	\$58.31	\$8,746.50	\$8,909.15	-\$162.65	-1.83%	No	--	2.01%	Equity
VZ	VERIZON COMMUNICATN	200	\$44.66	\$8,932.00	\$10,619.28	-\$1,687.28	-15.89%	No	--	2.06%	Equity
SPY	SPDR S&P 500 ETF	33	\$241.80	\$7,979.40	\$4,062.63	\$3,916.77	96.41%	No	--	1.84%	ETFs & Closed End Funds
GABUX	GABELLI UTILITIES FUND CL AAA	1,595.75	\$9.33	\$14,888.30	\$14,243.23	\$645.07	4.53%	No	No	3.43%	Mutual Fund
PARWX	PARNASSUS ENDEAVOR FD	4,825.04	\$36.30	\$175,148.92	\$134,811.60	\$40,337.32	29.92%	No	No	40.32%	Mutual Fund
VWELX	VANGUARD WELLINGTON FD INVESTOR SHARE	3,256.08	\$40.95	\$133,336.39	Incomplete	N/A	N/A	No	No	30.70%	Mutual Fund
Cash & Money Market	--	--	--	\$37,782.16	--	--	--	--	--	8.70%	Cash and Money Market
Account Total	--	--	--	\$434,355.17	\$216,032.24	\$47,204.38	21.85%	--	--	--	--

LEGACIES OF ALOHA – Investment Ministry
Report to the Board of Trustees July 2017

Legacies of Aloha is the Planned Giving Program for Unity Church of Hawaii. Unity receives gifts of cash, securities, life insurance, and other real and personal property through Planned Giving.

The program is established to further the Church's ministry by supporting the fiscal stability of Unity Church of Hawaii's Endowment Program. Church operational expenses are not included in this Planned Giving Program. We are Socially Responsible Investors.

Current members: Linda Knox, Board Member and Jamie Pryor, Congregant. Rev. Tim Lytle and Ralph Whitaker, III, Board President, are ex officio members of the Investment Ministry and may attend.

Going Forward:

- In conversations with Jamie Pryor, we decided it would be wise to recruit additional members. Three to five members is ideal.
- Members would have personal investment experience, preferably at least 10 years, 20, 30 and 40 years of investment experience is preferred. Former members have had 20, 30 and 40 years of investment experience.
- Additionally, another board member will need to be recruited for the Investment Ministry as I will be stepping down.
 - The board member would chair the Investment Ministry.
 - Also this person would buy/sell transactions and be covered by the Board and Officers insurance policy
- If a board member is not available, we could hire a professional or possibly get free advice at Charles Schwab where our accounts are held.

Linda Knox, Treasurer Emeritus

7-20-17



Committee List March 2017

Bylaws Committee

Debbie Catania	Secretary	
Thomas Gallagher	Vice President	Committee Chairperson
Richard Hughes		
Rev. Tim Lytle		Ex-officio member
Jack Randall		Assistant Chairperson
Ralph Whitaker	President	Ex-officio member
Howard Wiig		

Facilities Committee

Lisa Ensley		
Thomas Gallagher	Vice President	
Bruce Hymark		
Rev. Tim Lytle		Ex-officio member
Mary Paulson		
Ralph Whitaker	President	Ex-officio member
Kathy Whitmire	Treasurer	

Finance Committee

Catherine Burton		
Linda Knox	Treasurer Emeritus	
Thomas Gallagher	Vice President	
Rev. Tim Lytle	Sr. Minister	Ex-officio member
Amy Miyamoto	Steward of Finance	
Ralph Whitaker	President	Ex-officio member
Kathy Whitmire	Treasurer	



Legacies of Aloha Committee

Thomas Gallagher		
Rev. Tim Lytle		Ex-officio member
Jack Randall		
Loke Simon		
Howard Wiig		
Ralph Whitaker	President	Ex-officio member

Nominating Committee

Jade Guess		
Rev. Tim Lytle		Ex-officio member
Deanna Mukai		

Bylaws Committee Report

July 20, 2017

1. The Bylaws Committee held a regular meeting on July 6, 2017. In attendance were Debbie Catania, Richard Hughes, Rev. Tim Lytle (ex officio), Jack Randall, and Howard Wiig. Guests in attendance were Catherine Burton, Judy Sweet, Kathy Whitmire and Linda Wong.
2. Recommendations from congregants are being received. Deadline date will be discussed.
3. Because current bylaws require that amendments are mailed to members, costs must be calculated when the size of the bylaws are established.
4. Regarding possible attorney candidates. The committee has received recommendations for potential candidates. In addition, a list of issues will be compiled prior to engaging with an attorney.
5. The following documents are being reviewed as the committee addresses Official Documents in the bylaws:
 - a. Hawaii Revised Statutes Chapter 414D Hawaii Nonprofit Corporations Act
 - b. Hawaii Revised Statutes Chapter 92F Hawaii Uniform Information Practices Act
 - c. The National Institute of Standards and Technology (NIST) on Personally Identifiable Information (PII) and its Guide to Protecting PII.
 - d. Hawaii Constitution Article 1 Section 6-7 Right to Privacy.
6. Changes to Article III Membership Sections 3.01, 3.02, 3.03, 3.04 were reviewed.
7. The committee is considering additional meetings (2 per month) to complete the entire document before the annual membership meeting.

Debbie Catania

Secretary, Bylaws Committee

Unity Church of Hawaii
Legacies of Aloha
Investments June 30, 2017

Positions for account Corporate XXXX-8985 as of 05:46 PM ET, 07/01/2017

Symbol	Description	Quantity	Price	Market Value	Cost Basis	Gain/Loss \$	Gain/Loss %	Reinvest	Divi	Capital Gains %	Of Account	Security Type
T	A T & T INC	200	\$37.73	\$7,546.00	\$7,632.13	-\$86.13	-1.13%	No	--	--	1.74%	Equity
IBM	IBM CORP	50	\$153.83	\$7,691.50	\$7,433.95	\$257.55	3.46%	No	--	--	1.77%	Equity
MSFT	MICROSOFT CORP	200	\$68.93	\$13,786.00	\$10,466.80	\$3,319.20	31.71%	No	--	--	3.17%	Equity
NKE	NIKE INC CLASS B	200	\$59.00	\$11,800.00	\$11,930.72	-\$130.72	-1.10%	No	--	--	2.72%	Equity
PFE	PFIZER INCORPORATED	200	\$33.59	\$6,718.00	\$5,922.75	\$795.25	13.43%	No	--	--	1.55%	Equity
SBUX	STARBUCKS CORP	150	\$58.31	\$8,746.50	\$8,909.15	-\$162.65	-1.83%	No	--	--	2.01%	Equity
VZ	VERIZON COMMUNICATN	200	\$44.66	\$8,932.00	\$10,619.28	-\$1,687.28	-15.89%	No	--	--	2.06%	Equity
SPY	SPDR S&P 500 ETF	33	\$241.80	\$7,979.40	\$4,062.63	\$3,916.77	96.41%	No	--	--	1.84%	ETFs & Closed End Funds
GABUX	GABELLI UTILITIES FUND CL AAA	1,595.75	\$9.33	\$14,888.30	\$14,243.23	\$645.07	4.53%	No	No	--	3.43%	Mutual Fund
PARWX	PARNASSUS ENDEAVOR FD	4,825.04	\$36.30	\$175,148.92	\$134,811.60	\$40,337.32	29.92%	No	No	--	40.32%	Mutual Fund
VWELX	VANGUARD WELLINGTON FD INVESTOR SHARE	3,256.08	\$40.95	\$133,336.39	Incomplete	N/A	N/A	No	No	--	30.70%	Mutual Fund
Cash & Money Market	--	--	--	\$37,782.16	--	--	--	--	--	--	8.70%	Cash and Money Market
Account Total	--	--	--	\$434,355.17	\$216,032.24	\$47,204.38	21.85%	--	--	--	--	--

LEGACIES OF ALOHA – Investment Ministry

Report to the Board of Trustees July 2017

Legacies of Aloha is the Planned Giving Program for Unity Church of Hawaii. Unity receives gifts of cash, securities, life insurance, and other real and personal property through Planned Giving.

The program is established to further the Church's ministry by supporting the fiscal stability of Unity Church of Hawaii's Endowment Program. Church operational expenses are not included in this Planned Giving Program. We are Socially Responsible Investors.

Current members: Linda Knox, Board Member and Jamie Pryor, Congregant. Rev. Tim Lytle and Ralph Whitaker, III, Board President, are ex officio members of the Investment Ministry and may attend.

Going Forward:

- In conversations with Jamie Pryor, we decided it would be wise to recruit additional members. Three to five members is ideal.
- Members would have personal investment experience, preferably at least 10 years, 20, 30 and 40 years of investment experience is preferred. Former members have had 20, 30 and 40 years of investment experience.
- Additionally, another board member will need to be recruited for the Investment Ministry as I will be stepping down.
 - The board member would chair the Investment Ministry.
 - Also this person would buy/sell transactions and be covered by the Board and Officers insurance policy
- If a board member is not available, we could hire a professional or possibly get free advice at Charles Schwab where our accounts are held.

Linda Knox, Treasurer Emeritus

7-20-17