



APPROVED

05-18-2017

Unity Church of Hawaii Board of Trustees Regular Meeting Date Thursday, April 27, 2017 Unity Church of Hawaii, 201
Board Members Present: Rev. Tim Lytle, Rickie Banning, Marsha Bethards, Debbie Catania, Thomas Gallagher, Richard Hughes, Linda Knox, Loke Simon, Ralph Whitaker, Kathy Whitmire

AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
Call to Order Quorum required: six	Having established that a quorum was present, the meeting was called to order at 6:03 p.m.	
Opening Prayer Lighting of the Christ Candle	Rev. Tim led the opening prayer and the board in lighting the Christ Candle.	
Roll Call	Secretary Debbie Catania called the roll of the board. All were present. Welcome Rev. Tim!	
Approval of Agenda	a. Ralph Whitaker presented the Agenda. b. Kathy requested to add three new items to the finance report per her email. <ul style="list-style-type: none"> • Motion to add three new items to finance report. (1) Approval of tithes, (2) Expansion of committee, and (3) the approval of contractor support for pre-school's update of books by Richard • Second by Kathy • Motion passed unanimously. • Motion to add tentative time limit to adjournment of 8:15 p.m. made by Kathy. • Second by Marsha. • Motion passed unanimously. 	(Attachment 1) Amended agenda



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<ul style="list-style-type: none"> • Motion to add (1) Posting board minutes and attachments, (2) finance forecast update discussion, and (3) discussion of line number 4402 in P&L of last meeting by Richard. • Second by Thomas. • Motion passed unanimously. • Motion to accept agenda as amended by Richard • Second by Thomas • Motion passed unanimously. 	
Affirmation of Purpose	The board read the Affirmation of Purpose.	
Approval of the Minutes of 3/14/2017	<p>Correction to Finance Report. Add item 6. A motion to report use of ordinary income in the church bulletin.</p> <ul style="list-style-type: none"> • Motion to amend the minutes of 3/14/2017 to add item 6 on page 3 under Finance Report to use net ordinary income on the weekly bulletin made by Thomas. • Second by Kathy. • Motion passed unanimously. • Motion to accept minutes as amended made by Thomas. • Second by Kathy. • Motion passed unanimously. 	
President's Report	<p>a. Confirm calendar. Debbie explained the meeting calendar and established dates for future Board meetings and Town Hall meetings.</p> <ul style="list-style-type: none"> • Motion to change November 2017 finance committee meeting to 13 (tentative), board meeting to November 16 and Town Hall to November 19 and to adopt the schedule as discussed. • Second by Thomas. • Motion passed unanimously. 	(Attachment 2) President's report (Attachment 3) Meeting calendar 2017-2018
Finance Report	a. Treasurer's report made by Kathy.	



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<p>- Profit & Loss January to March 2017 with comparison to Jan to March 2016 provided.</p> <p>- Balance sheet as of December 31, 2015</p> <p>b. Approval of tithe</p> <ul style="list-style-type: none"> • Motion to tithe equally to UWM, Silent Unity, Blessing Hands and UWSI as stated on Proposed 2017 Tithes • Second by Marsha • Motion passed. 9 approved, no opposed, one abstained (Loke) <p>c. Expansion of Finance Committee</p> <ul style="list-style-type: none"> • Motion to add Thomas and Catherine Burton to finance committee by Ralph • Second by Richard • Motion passed unanimously <p>d. Approval of contract support to update accounting books for preschool.</p> <ul style="list-style-type: none"> • Motion to approve contract for CGA Inc to update school records. • Second by Thomas • Motion passed unanimously <p>For the record, the board would like to express its appreciation to Linda Knox and Kathy Whitmire for their hard work and diligence to update accounting books for Unity Church of Hawaii.</p>	<p>(Attachment 4) Profit and Loss Comparison</p> <p>(Attachment 5) Balance Sheet as of December 31, 2015</p> <p>(Attachment 6) Proposed Tithes</p> <p>(Attachment 7) CGA Inc letter</p>
Senior Minister's Report & Church report	<p>Rev. Tim read from weekly recap announced attendance of 450 at Easter service.</p> <ul style="list-style-type: none"> - Will be at People's Convention 6/12 – 6/18 - Provided his perspective of executive session. <ul style="list-style-type: none"> o Personal and confidential information must be respected and stay confidential. 	(Attachment 8) Church Reports



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<ul style="list-style-type: none"> ○ Sessions should be used sparingly and materials shared during executive session must stay confidential. - Protective of staff. Any staff related issues must go through Rev. Tim. Distributed updated org chart. - The board must speak as one once vote is taken. 	
Prayer of Thanksgiving	The board read the Prayer of Thanksgiving.	
Old Business	<p>a. The current car will no longer be kept once Rev Tim’s car arrives.</p> <ul style="list-style-type: none"> ● Motion to table car policy until we need a car policy by Ralph. ● Second by Thomas ● Motion passed unanimously. <p>A request to record the meeting was made by a congregant. Point of order by Kathy to table discussion on recording of board meetings until next meeting.</p> <p>b. Thomas acknowledged Debbie for her efforts to combined Code of Ethics by UWM and Unity of Hawaii.</p> <p>c. Kathy policy on meetings.</p> <ul style="list-style-type: none"> ● Motion to table the policy on meetings by Kathy. ● Second by Thomas. ● Motion passed unanimously. <p>d. Bylaws committee appointees are named: Thomas Gallagher, Jack Randall, Richard Hughes, Debbie Catania, Howard Wiig</p> <ul style="list-style-type: none"> ● Motion to name 5 appointees to the Bylaws committee by Ralph. ● Second by Marsha. ● Motion passed unanimously. 	<p>Add discussion of recording of board meetings to next agenda.</p> <p>Add Code of Ethics discussion to agenda of next meeting.</p> <p>Add Kathy’s policy on meetings to agenda of next meeting.</p>



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<ul style="list-style-type: none"> e. Posting of minutes to bulletin board and the UCoH website. February minutes have been posted to both website and bulletin board. Minutes for December and January not posted to website. f. Financial forecast. Thomas and Kathy researching alternatives g. Line item 4402 in financials was the Jake concert. 	<p>Post minutes to website for December, January, Add responsible person for follow up.</p> <p>Report from Kathy is due in May.</p>
New Business	<p>a. Way forward for wood repair/replacement. Rev Tim suggest UWM HUG Fund Request</p> <ul style="list-style-type: none"> • Motion to submit UWM HUG Fund request by Kathy. • Second by Marsha. • Call to question by Thomas • Second by Richard • Question approved • Motion to submit UWM HUG Fund request passed unanimously. <p>b. Senior Advisor Group Proposal</p> <ul style="list-style-type: none"> • Motion to table proposal by Kathy • Second by Thomas • Motion passed unanimously <p>c. Proposal to provide church credit card to senior minister, church administrator, and administrator of operations. Cancel old card.</p> <ul style="list-style-type: none"> • Motion to approve credit cards for senior minister, church administrator and administrator of operations by Kathy • Second by Thomas • Motion passed unanimously. 	<p>Report from UWM HUG Fund submission.</p> <p>(Attachment 9) Senior Advisor Group Proposal Add Senior Advisor Group Proposal to June agenda.</p>
Regular Meeting Adjourned	Regular meeting adjourned at 9:03 p.m.	
Executive Session	Executive session not convened.	
Adjournment	Board meeting adjourned at 9:16 p.m.	



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
Next Meeting	Thursday, May 18, 2017 at 6:00 p.m. in Room 201.	

Submitted by Board Secretary Debbie Catania

Attachment List



**Board of Trustees
Regular Meeting
Date: April 27, 2017**

- Attachments:
- (1) Agenda dated April 27, 2017 with amendments
 - (2) President's Report
 - (3) Meeting Calendar for Board years 2017 - 2018
 - (4) Profit and Loss Previous Year Comparison, January through March 2017
 - (5) Balance Sheet as of December 31, 2015
 - (6) Proposed 2017 Tithes
 - (7) Letter from CGA & Associates dated March 23, 2017
 - (8) Church Report
 - (9) Senior Advisory Group Proposal

UNITY CHURCH OF HAWAII

BOARD MEETING AGENDA

27 APRIL 2017

- I. CALL TO ORDER**
- II. OPENING PRAYER**
- III. LIGHTING OF THE CHRIST CANDLE**
- IV. AFFIRMATIONS W/REV TIM AND BOARD**
- V. ROLL CALL**
- VI. APPROVAL OF THE AGENDA**
- VII. AFFIRMATION OF PURPOSE**
- VIII. READING OF MINUTES MARCH 2017**
 - a. REVIEW/CORRECTIONS/APPROVAL VOTE**
- IX. PRESIDENT'S REPORT**
 - a. CONFIRM CALENDAR /NEXT BOT AND TOWN HALL MEETINGS**
- X. FINANCE REPORT**
 - a. TREASURER'S REPORT**
 - b. Approve tithe**
 - c. Approval to add new members to Finance Committee**
 - d. Approval of a contract for outside accounting support to prepare Unity School financial records for audit**
- XI. SENIOR MINISTER REPORT**
- XII. PRAYER OF THANKSGIVING**
- XIII. OLD BUSINESS**

- a. **CAR POLICY – KEEP CAR ONLY AS LONG AS NEW MINISTER NEEDS THEN LET GO**
 - b. **CODE OF ETHICS COVENANT – BOT (MAY)**
 - c. **KATHY WHITMIRE POLICY ON MEETINGS**
 - d. **BYLAWS COMMITTEE UPDATE**
 - e. **Post Board minutes with attachments**
 - f. **Financial forecast update**
 - g. **Line item 4402**
- XIV. NEW BUSINESS**
- a. **WAY FORWARD FOR WOOD REPAIR/REPLACEMENT**
 - b. **SENIOR ADVISORY GROUP PROPOSAL BY JACK RANDALL**
 - c. **SENIOR MINISTER CREDIT CARD**
- XV. EXECUTIVE SESSION**
- a. **LIFE INSURANCE COVERAGE FOR SENIOR MINISTER**
 - b. **BOARD DISCUSSION**
- XVI. ADJOURN MEETING**
- a. **Tentative time of adjournment 8:15 p.m.**



(Attachment 2)

President's Report

Submitted by Ralph Whitaker

April 27, 2017

This Month's Activities:

1. Signed authorization document for Charles Schwab.
2. Greet newcomers every Sunday.
3. Welcomed new Senior Minister, Rev. Tim Lytle and Olga Lucia.
4. Correspondence with Rev. Tim.
5. Met with Rev. Tim.
6. Signed checks.
7. Reviewed Code of Ethics Covenant for BOT.
8. Attended Community Talk meeting.
9. Had several conversations with Board Member Loke Simon – invited her back for Easter Sunday and as per Rev. Tim to make an appt. with him via Judy Sweet.
10. Successful "Raise the Roof concert with Jake.
11. Had a conversation with Sergio about additional funds needed to repair damaged wood.
12. Convened meeting of the Facilities committee to discuss continuation of repairs.
13. Roof completed.
14. Spoke with Rev Toni Boehm with updates of state of UCOH.
15. Conducted successful Annual Meeting in March 2017.
16. Welcomed new Board members in March.
17. Celebrated Rev. Tracey, Rev. Gary and Owen as they depart UCOH.
18. Celebrated a very successful Easter Sunday with over 400 attendees.

Upcoming and Next Month:

1. First BOT meeting with new Senior Minister (27 April).
2. Negotiation talks with Carpenter reference charges for wood repair/replacement.
3. Celebration of Raise the Roof project.
4. Block off handicap ramp/discuss what's next for that project.

UNITY CHURCH OF HAWAII BOARD OF TRUSTEES (2017-2018) Meeting Dates	FINANCE COMMITTEE MEETING	BOARD MEETING	TOWN HALL MEETING
	3rd Monday* 6:00 p.m. Room 201	3rd Thursday* 6:00 p.m. Room 201	4th Sunday* 1:00 p.m. Chapel
MARCH		14	NONE
APRIL	17	27**	30
MAY	15	18	28
JUNE	19	22	25
JULY	17	20	23
AUGUST	21	24	27
SEPTEMBER	18	21	24
OCTOBER	16	19	22
NOVEMBER	13	16	19
JANUARY	15	18	28
FEBRUARY	19	22	25
MARCH	19	22	NONE

* Tentative schedule. Dates are subject to change due to scheduling conflicts.

** Schedule changed.

4:51 PM
04/27/17
Accrual Basis

Unity Church of Hawaii
Profit & Loss Prev Year Comparison YTD
January through March 2017

Ordinary Income/Expense	Jan - Mar 17	Jan - Mar 16
Income		
4000 · CHURCH SERVICES		
4001 · 8a Service	0.00	6,081.00
4002 · 9 00 am Service	15,556.83	15,739.74
4003 · 11 00 a Service	17,863.42	26,455.13
4004 · Keiki Church	10.25	21.43
4005 · Wed Noon	7.00	85.00
4006 · Wed Night	2,299.73	1,745.00
4007 · Holy Week Services	0.00	1,487.00
4000 · CHURCH SERVICES - Other	10.00	5,456.06
Total 4000 · CHURCH SERVICES	35,747.23	57,070.36
4035 · INTERNET MINISTRY OFFERINGS		
4035A · Internet Mntry - One Time Gift	3,134.00	8,655.56
4035B · Internet Mtry Recurring	11,507.58	15,929.50
4035 · INTERNET MINISTRY OFFERINGS - Other	0.00	11,105.00
Total 4035 · INTERNET MINISTRY OFFERINGS	14,641.58	35,690.06
4045 · SOCIAL ACTION OFFERINGS		
4045b · Ho'opono	30.00	10.00
Total 4045 · SOCIAL ACTION OFFERINGS	30.00	10.00
4050 · OTHER OFFERINGS		
4053 · Credit Card Donations	0.00	1,396.00
4054 · Mail In Contributions	2,537.00	9,412.92
4050 · OTHER OFFERINGS - Other	0.00	2,314.49
Total 4050 · OTHER OFFERINGS	2,537.00	13,123.41
4200 · PRESCHOOL CONTR	24,638.13	24,638.13
4300 · BOOKSTORE SALES		
Media Sales	0.00	110.00
4300x · Old Bookstore Accounts		
4200A · BOOKSTORE SALES	118.65	11.50
Total 4300x · Old Bookstore Accounts	118.65	11.50
4300 · BOOKSTORE SALES - Other	289.50	516.00
Total 4300 · BOOKSTORE SALES	408.15	637.50
4310 · DeJa Vu Boutique		
4310A · DeJa Vu - Room use	0.00	1,800.00
4310B · DeJa Vu Boutique - Tithe	1,492.00	1,213.00
4310 · DeJa Vu Boutique - Other	1,651.00	200.00
Total 4310 · DeJa Vu Boutique	3,143.00	3,213.00
4320 · Counseling Center	3,348.18	3,392.40
4330 · Wellness Center	5,262.65	1,461.02
4400 · SEMINARS, CLASSES & WORKSHOPS		
4403 · Classes	10.00	371.00
4406 · Ongoing groups	3,645.60	3,939.00
4407 · SEE Love Offering	778.00	448.00
4409 · Community Space Usage	0.00	90.00
4400 · SEMINARS, CLASSES & WORKSHOPS - Other	0.00	203.00
Total 4400 · SEMINARS, CLASSES & WORKSHOPS	4,433.60	5,051.00
4410 · SPECIAL EVENTS		
4410.1 · Movie Night Income	78.00	14.00
4410 · SPECIAL EVENTS - Other	0.00	602.00
Total 4410 · SPECIAL EVENTS	78.00	616.00
4500 · KITCHEN/COURTYARD CAFE INCOME	1,980.34	836.32
4600 · CEREMONIES	0.00	1,475.00
4700 · OUTREACH WEDDING - UI	4,680.00	6,480.00
4800 · MISCELLANEOUS		
Youth ED/Multi-Purpose Room	0.00	0.25
4800 · MISCELLANEOUS - Other	63.13	0.00

Unity Church of Hawaii
Profit & Loss Prev Year Comparison YTD
January through March 2017

	Jan - Mar 17	Jan - Mar 16
Total 4800 · MISCELLANEOUS	63.13	0.25
Total Income	100,990.99	153,694.45
Cost of Goods Sold		
5001 · Bookstore/COGS	0.00	0.00
Total COGS	0.00	0.00
Gross Profit	100,990.99	153,694.45
Expense		
6000 · TITHES/CONTRIBUTIONS		
6000a · Ho'opono	295.57	709.85
6000b · Silent Unity	1,173.44	1,307.50
6000c · Blessing Hands	1,173.44	0.00
6000d · Unity	1,177.05	1,177.05
6000e · Legacy of Aloha	0.00	1,307.50
6000i · Unity Org Tithe Support	1,173.44	1,307.50
6000k · Tithe pass throughs		
2015 Holiday Bonus	0.00	200.00
Total 6000k · Tithe pass throughs	0.00	200.00
6000l · Other Tithes	0.00	1,307.50
Total 6000 · TITHES/CONTRIBUTIONS	4,992.94	7,316.90
6100 · PERSONNEL EXPENSES		
6101 · Salaries & Wages	34,139.67	35,050.22
6102 · Manse	0.00	9,750.00
6106 · Insurance (Med/TDI/WC)	4,593.19	5,785.93
6107 · Employer Taxes	2,905.57	3,097.47
6108 · Pension Contribution	816.40	528.75
6109 · Ministerial Recruitment	0.00	0.00
Total 6100 · PERSONNEL EXPENSES	42,454.83	54,212.37
6150 · INDEPENDENT CONTRACTORS		
6150x · Inactive Indep Contr subaccts		
6011C · EVENTS	0.00	300.00
Total 6150x · Inactive Indep Contr subaccts	0.00	300.00
6151 · Church & Celebratory Svc Labor	13,115.00	16,207.50
6152 · Ceremony Contract Labor	500.00	150.00
6153 · Guest Speaker Contract Labor	2,900.00	1,200.00
6159 · Tech Support	5,495.00	3,168.85
6150 · INDEPENDENT CONTRACTORS - Other	133.50	1,460.00
Total 6150 · INDEPENDENT CONTRACTORS	22,143.50	22,486.35
6200 · UTILITIES		
6201 · Electricity	9,592.29	7,549.66
6202 · Water/Sewer	5,634.52	8,244.83
6203 · Phone/DSL/Cable	3,557.11	4,874.38
6204 · Gas	65.89	90.81
Total 6200 · UTILITIES	18,849.81	20,759.68
6250 · REPAIRS & MAINT		
6251 · Maintenance Services	1,393.67	1,948.98
6252 · R&M Furn & Equip	1,871.49	1,963.76
6253 · R&M Computer	118.53	0.00
6254 · R&M Grounds	2,288.66	85.00
6255 · R&M Buildings	1,164.75	1,070.44
6256 · R&M Supplies	493.52	1,194.77
6257 · R&M Contract Labor	0.00	251.30
6250 · REPAIRS & MAINT - Other	0.00	0.00
Total 6250 · REPAIRS & MAINT	7,330.62	6,514.25
6275 · ADVERTISING & MARKETING	0.00	20.00
6300 · INTEREST & BANK FEES		

Unity Church of Hawaii
Profit & Loss Prev Year Comparison YTD
January through March 2017

	Jan - Mar 17	Jan - Mar 16
6302 · Merchant Fees	416.11	1,709.25
6303 · Bank Fees & Finance Charges	160.00	237.00
6304 · On Line Fees	0.00	252.84
Total 6300 · INTEREST & BANK FEES	576.11	2,199.09
6400 · INSURANCE		
Auto Ins	-170.59	0.00
General Ins	0.00	1,006.30
6400 · INSURANCE - Other	0.00	2,438.56
Total 6400 · INSURANCE	-170.59	3,444.86
6500 · ALL SUPPLIES		
Computer Supplies	0.00	345.89
6501 · Chapel Supplies	125.85	1,044.29
6502 · Music Supplies	10.90	19.89
6503 · Flowers & Sanctuary Decorations	71.21	489.64
6504 · Postage	265.96	881.80
6505 · Office Supplies	578.27	1,148.96
6507 · Kitchen Supplies & Services	1,100.00	0.00
6500 · ALL SUPPLIES - Other	797.62	0.00
Total 6500 · ALL SUPPLIES	2,949.81	3,930.47
6600 · PROGRAM EXPENSE		
SEE Expenses	0.00	110.00
6601 · Ministerial Development	0.00	276.35
6602 · Broadcast Ministry	0.00	156.44
6603 · Internet Ministry	481.99	345.40
6600 · PROGRAM EXPENSE - Other	0.00	290.52
Total 6600 · PROGRAM EXPENSE	481.99	1,178.71
6700 · SPECIAL EVENT EXPENSES		
6702 · OTHER SPEC EVENT EXP	0.00	57.23
6700 · SPECIAL EVENT EXPENSES - Other	0.00	5.23
Total 6700 · SPECIAL EVENT EXPENSES	0.00	62.46
6800 · PROFESSIONAL SVCS		
6801 · Payroll/Benefit Processing	783.27	686.85
Total 6800 · PROFESSIONAL SVCS	783.27	686.85
6850 · MEALS/TRAVEL/ENTERTAINMENT		
6851 · Meals	418.01	89.33
6853 · Gift/Leis/Flowers	58.97	321.88
6850 · MEALS/TRAVEL/ENTERTAINMENT - Other	0.00	12.71
Total 6850 · MEALS/TRAVEL/ENTERTAINMENT	476.98	423.92
6900 · OTHER MISCELLANEOUS EXPENSES		
6901 · Taxes (Property)	0.00	150.00
6903 · Dues & Memberships	0.00	18.77
6905 · Gas/Parking/Mileage	0.00	183.00
6907 · Overflow Parking	951.45	366.00
6999 · Uncategorized Expenses	116.23	143.00
6900 · OTHER MISCELLANEOUS EXPENSES - Other	0.00	0.00
Total 6900 · OTHER MISCELLANEOUS EXPENSES	1,067.68	860.77
Total Expense	101,936.95	124,096.88
Net Ordinary Income	-945.96	29,597.77
Other Income/Expense		
Other Income		
7002 · Spiritual Social Action Income		
Collections for Nepal - Youth E	0.00	1.00
Total 7002 · Spiritual Social Action Income	0.00	1.00
7800 · 78th Ann Revenue		
Beckwith / Byars-Beckwith Music	0.00	20.00

Unity Church of Hawaii
Profit & Loss Prev Year Comparison YTD
January through March 2017

	Jan - Mar 17	Jan - Mar 16
Total 7800 · 78th Ann Revenue	0.00	20.00
8000 · TEMPORARILY RESTRICTED INCOME		
Unity T-Shirts	0.00	160.00
8000.1 · Campus Beautification		
Pack the Pew Concert	0.00	100.00
8000.1b · Gateway Donor	0.00	20,000.00
8000.1c · Shine the Light Donor	0.00	5,000.00
8000.1d · Pillar of Church Donor	0.00	4,000.00
8000.1e · Angel Donor	0.00	21,750.00
8000.1f · Friend Donor	0.00	7,430.00
8000.1g · One time gift	0.00	100.00
8000.1 · Campus Beautification - Other	0.00	-620.63
Total 8000.1 · Campus Beautification	0.00	57,759.37
8004 · Major Building Fund	23,177.83	0.00
8004a · One Time Event, Sp. Fundraisers	13,320.00	0.00
8000 · TEMPORARILY RESTRICTED INCOME - Other	0.00	-132.50
Total 8000 · TEMPORARILY RESTRICTED INCOME	36,497.83	57,786.87
8006 · Auto Fund	400.00	0.00
8500 · INVESTMENT INCOME		
8501 · Investment Interest Income	0.00	-1.13
Total 8500 · INVESTMENT INCOME	0.00	-1.13
Total Other Income	36,897.83	57,806.74
Other Expense		
9002 · Restricted Ministerial Search	9,666.49	0.00
9003 · Camp/Build Renov 2015 - 2016		
9003.1 · Chapel Beautification 2016	0.00	35,011.88
9003.2 · Roof	28,351.70	0.00
9003 · Camp/Build Renov 2015 - 2016 - Other	0.00	9,782.22
Total 9003 · Camp/Build Renov 2015 - 2016	28,351.70	44,794.10
Total Other Expense	38,018.19	44,794.10
Net Other Income	-1,120.36	13,012.64
Net Income	-2,066.32	42,610.41

ACCOUNT BALANCES	
General Checking account	\$20,807.88
Restricted Checking account	\$92,902.96
Legacies of Aloha	\$413,564.13
Legacies of Aloha Special Fund	\$846.50
As of March 31, 2017	

Unity Church of Hawaii
Balance Sheet
As of December 31, 2015

(Attachment 5)

	Dec 31, 15
ASSETS	
Current Assets	
Checking/Savings	
1020 · FHB CHECKING/Unrestricted	45,414.12
1040 · FHB BONUS CKING/Restricted	82,134.09
1075 · Petty Cash	200.00
Total Checking/Savings	127,748.21
Other Current Assets	
1230 · Other Receivable	419.09
1325 · Book Inventory	2,458.50
1400 · Prepaid Expenses	
1420 · Prepaid Insurance	3,333.50
Total 1400 · Prepaid Expenses	3,333.50
1500 · Investments	
1520 · Charles Swab #8985	
1525 · Charles Schwab Institutional	346,624.80
Total 1520 · Charles Swab #8985	346,624.80
1527 · Charles Schwab - Special	846.32
Total 1500 · Investments	347,471.12
Total Other Current Assets	353,682.21
Total Current Assets	481,430.42
Fixed Assets	
1700 · Fixed Assets	
1709 · MACHINERY & EQUIPMENT	72,281.83
1730 · FURNITURE & FIXTURES	9,467.76
1745 · Building and Improvements	1,106,861.59
1760 · LAND	150,000.00
Total 1700 · Fixed Assets	1,338,611.18
1810 · Accumulated Depreciation	-742,465.46
Total Fixed Assets	596,145.72
TOTAL ASSETS	1,077,576.14
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	14,961.73
Total Accounts Payable	14,961.73
Other Current Liabilities	
2160 · RESERVE FOR RESTRICTIONS	
2168 · HULA	940.00
2170 · Phillipine Ministry	525.00
Total 2160 · RESERVE FOR RESTRICTIONS	1,465.00

Unity Church of Hawaii
Balance Sheet
As of December 31, 2015

	Dec 31, 15
2200 · Accrued Expenses	
2201 · Pension Liability	386.84
2202 · Med Flex Plan	1,800.00
2210 · Accrued Vacation	880.56
	<hr/>
Total 2200 · Accrued Expenses	3,067.40
	<hr/>
Total Other Current Liabilities	4,532.40
	<hr/>
Total Current Liabilities	19,494.13
	<hr/>
Total Liabilities	19,494.13
Equity	
3100 · UNRESTRICTED FUND BAL	487,881.53
3200 · RESTRICTED FUNDS	
Capital Campaign	1,000.00
Glaser Education Fund	31,868.21
Legacies of Aloha	360,917.46
Martindale Bequest Cap Improve	133,542.46
Martindale Bequest Tithe	3,914.09
Sky Internat'l Travel Fund	950.00
Thomas 2014	15,000.00
Unity of Mililani Tithe Balance	2,375.00
Youth Education	3,006.11
	<hr/>
Total 3200 · RESTRICTED FUNDS	552,573.33
	<hr/>
Net Income	17,627.15
	<hr/>
Total Equity	1,058,082.01
	<hr/>
TOTAL LIABILITIES & EQUITY	1,077,576.14

PROPOSED 2017 TITHES

Month	Gross Profit	Tithe	Ho'opono 6000a	UWM 6000i	Silent Unity 6000b	Blessings Hands USA 6000c	4 th Tithe
Jan	\$36,081.91	\$3,608.19	\$87.86	\$1,173.44	\$1,173.44	\$1,173.44	0
Feb*	\$29,653.63	\$2,965.36	\$57.35	\$727.00	\$727.00	\$727.00	\$727.00
Mar*	\$35,500.45	\$3,552.04	\$150.38	\$875.10	\$875.10	\$875.10	\$875.10
Apr							
May							
June							
Jul							
Aug							
Sep							
Oct							
Nov							
Dec							
						\$5,360.15 Jan. '17 TOTAL	4-21-17 LK Treasurer

PAID - January gross profit \$36,081.91; **tithe** \$3,608.19, less Ho'opono \$87.86; tithe \$3,520.33; divided by 3 equals \$1,173.44 each (UWM, Unity Silent Ministry, Blessings Hands, USA) Paid in January

PROPOSED - February gross profit is \$29,653.63; **tithe** is \$2,965.36, less Ho'opono \$57.35; tithe \$2,908.01; divided by 4 equals \$727.00 each (UWM, Unity Silent Ministry, Blessing Hands, USA and 4th tithe to be determined by Senior Minister/Board)

PROPOSED - March gross profit is \$35,500.45; **tithe** is \$3,550.04, less Ho'opono \$150.36; tithe is \$3,399.68; divided by 4 equals \$849.92 each (UWM, Unity Silent Ministry, Blessing Hands, USA and 4th tithe to be determined by Senior Minister/Board))

* Proposed



Carr, Gouveia + Associates, CPAs, Inc.

March 23, 2017

Mr. Sergio Galisa, Director
Unity School
3608 Diamond Head Circle
Honolulu, HI 96815

Dear Mr. Galisa:

Thank you for asking us to provide a proposal for the accounting services required for Unity School. This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

Our purpose is not only to provide our clients with compliance services (such as an audit of financial statements) but also to provide financial management services and educate our clients in that regard. We currently provide accounting, auditing, and other financial services to approximately 40 non-profit organizations.

In addition to providing our clients with traditional accounting, auditing, tax and business consulting services, we also provide advanced levels of computer technology consulting services through our technology department. These services include automated accounting system implementation, training, support, and programming using primarily Microsoft Access to meet various database management and financial reporting needs.

Scope of Services

We will provide accounting assistance in the following areas:

1. Work with your staff to reconcile and adjust the December 31, 2014 balance sheet accounts.
2. Work with your staff to reconcile and adjust the year ending December 31, 2015 balance sheet and income statement accounts so they are ready to be reviewed by the CPA firm.
3. Other accounting assistance and consultation as requested by you.

Engagement Objectives

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist. However, we will inform the appropriate level of management of any material errors and any evidence or information that comes to our attention during the performance of our accounting procedures, that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our accounting procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies or material weaknesses in your internal control as part of this engagement.

Fee Arrangement

Our fees for these services will be at 85% of our standard hourly rates plus Hawaii general excise tax. Our standard hourly rates range from \$70 to \$260. This fee arrangement recognizes a contribution to your organization, in recognition of the valuable service it provides to the community. Fees are estimates. We will only charge for actual hours spent on providing services. We estimate our services for items 1 and 2 under Scope of Services will be approximately \$5,000 - \$8,000 plus Hawaii general excise tax. We expect to keep our fees as low as possible by utilizing your staff and volunteers during this process.

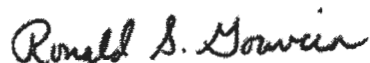
Fees for any services not listed in this engagement letter including item 3 under Scope of Services would be at our standard hourly rates plus Hawaii general excise tax. Hourly rates currently range from \$70 to \$260.

Credit Terms

A statement will be sent to you at the beginning of each month for services rendered by us in the previous month. Payments are due no later than thirty days following the date of our billing. Amounts not paid within the time allowed shall be considered delinquent and shall bear a service charge of 1% per month (12% annual rate) from and after the first day the amount becomes delinquent. Unless arrangements are made with us, services will be temporarily terminated if the account is delinquent for more than thirty days. Services will resume as soon as the account is current.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our proposed engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



Ronald S. Gouveia, CPA.CITP

The foregoing letter fully describes the services required and is in accordance with our understanding.

Unity School

Name Title Date



3608 Diamond Head Circle
Honolulu, HI 96815

“Realizing our Oneness with God and each other.”

Church Report
Friday, April 21, 2017

I. Services, Activities & Events (February 18 – April 21, 2017)

- 18 Services, 18 sermons
- 2 All-Staff Meetings
- 9 Worship Team Meetings
- 7 Keiki Chapel
- 1 Community Talk Meeting
- 1 Town Hall Meeting
- 1 Annual Meeting: Board of Trustee Elections
- 2 Board of Trustee Meetings
- 2 Finance Team Meetings
- 1 Facilities Team Meeting
- 2 ‘Ohana Movie Nights: March, *Dr. Strange*; April, *Heaven Sent*
- Hosted Raise the Roof Benefit Concert with Jake Shimabukuro
- Hosted Two Special Events: *Ash Wednesday & Maundy Thursday*
- 2 Unity All Believers Interfaith Ministry Event: March, *“The Sai Baba Experience”*; April, *“Seicho-No-Ie”*
- Weekly Servicing and Care of Church Grounds by Volunteers

Senior Minister Addendum to Section I.

- Led the Maundy Thursday Service
- Led both Easter Services
- 11 Supervisory/Work Collaboration Meetings with Staff and Leaders of the Church
- 2 Collaboration meetings with the Worship Team
- 2 Collaboration meetings with the Director of Music
- Discussion with Staff of 'Olelo TV
- Celebration of Life Service Meeting
- Participated in our Meditation Service and the Keiki Chapel
- Review of Employee Files, Church History, and Continuity Materials
- Getting to know and having time with numerous folks of our marvelous 'Ohana!!
- I am so grateful for the wonderful reception here and being welcomed to this loving 'Ohana. Mahalo for the opportunity to work with you all and to serve here; I know that the best is yet to be!

II. Sunday Attendance

A. **February 2017** – 2/19: 174 plus 72 online = **246**, 2/26: 163 plus 88 online = **251**; **March 2017** – 3/5: 159 plus 85 online= **244**, 3/12: 174 plus 93 online = **267**, 3/19: 163 plus 92 online = **255**, 3/26: 150 plus 74 online = **224**; **April 2017** – 4/2: 157 plus 102 online = **259**, 4/9: 149 plus online N/A = **259**, 4/16: 392 plus 159 online = **551**

III. Unity Education Classes, Workshops and Other Classes

IV. Other Business

A. Hiring and Arrival of Senior Minister, Rev. Tim Lytle

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.
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 Groups.
13. Administration of Tigertech email system adds/changes.
14. Coordinating roof replacement project and primary contact for contractors.
15. Attended Board of Trustees, Town Hall & Community Talks meetings.
16. Participated in preparation and execution of special and regular holiday services.
17. Weekly Keiki church preparation and production.
18. Volunteered in kitchen & on camera when needed.
19. Assisted with annual meeting preparation as needed.
20. Coordinated electrical repair of flickering Chapel lights with electrician.
21. Reset outside light timers after power outages.
22. Reset time on phone system after power outages.
23. Coordinated plumber to resolve clogged toilet in Administrative office (2X).
24. Assisting with financial audit as needed.
25. Coordinated coconut tree trimming.
26. Determine ceiling leak in preschool was from 2nd floor A/C unit, called for service.
27. Reset internal wireless network node to rectify connectivity issue in Finance.
28. Participated in Ash Wednesday service.
29. Assisted with preparations, organization & implementation of Jake Shimabukuro fundraising concert.
30. Primary contact for CCLI (Christian Copyright Licensing International) to report songs used in services for the next 6 months.
31. Filed yearly update to DCCA (Dept of Commerce & Consumer Affairs) for church.
32. Changed name of Rev Tim's phone on internal phone system.
33. Set up email on Rev Tim's computer and cleaned off old files.
34. Participated in Facilities Roof team meeting.
35. Sean Sweet is new Media Director. Owen Howson has moved to Maui.
36. Did final walk-thru with Bruce Hymack and David's Roofing to review their project.
37. Did final steps to change Schwab signatories to new board treasurer & VP.
38. Other activities as they show up and walk through the door.

Next Month (May):

1. Continue to assist with transition of Rev. Tim.

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. Donations/attendance have been lower the past few weeks so have had to pull some funds from a previous donation earmarked kitchen to keep food and quality on Sundays.

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 courtyard;
- 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 walkways, but also in the “meditation bench” areas.
- l) Helped clean courtyard gutters.
- m) Watering plants and shrubbery fronting the Administrative Building.
- n) Trimming palms and trees as needed.
- p) Pressure washing areas as needed.
- q) Keeping the Admin 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).
- t) Picked up Rev. Tim and Olga Lucia from airport and delivered them to their new home.
- u) Oversight of community service volunteer.
- v) Assisted with parking for Jake Shimabukuro concert.
- w) TLC the hedges, hedge fungus remediation, cleaned outside storage area by Admin office.

Steward of Finance and Accounting Report submitted by Amy Miyamoto for February/March 2017

Accomplishments:

1. Paula has been doing the weekly checks for payments to vendors, musicians, and reimbursement checks.
2. Paula produces the weekly report for Lisa and Judy each week.
3. Doing the reconciliation for February and getting the financial report ready for the Board of Trustees meetings continue to go well.
4. As Paula takes over more of the weekly things for the church. I can focus on working on getting the preschool current. I have started balancing their books but stuck at April 2015.
5. I have been assisting Linda working with the CPA, getting the needed records to her. The CPA has been very helpful in locating things that we could not see in the Quickbooks.
6. Since the accountant is looking over our files back in 2015 we were able to clear out those documents when they were done with them and store them away thus creating more space for 2017 filings.
7. Preschool work continues to go smoothly as far as the general operations of the finances go.
8. The Raise the Roof fundraiser has added more recordkeeping. We had found out that Jake Shimabukuro was donating his talents for a special concert to help raise funds for the Roof. Mahalo Jake!
10. The finance office continues to be a very busy place. There always seems not enough hours in the day to get things completed. Which is a big reason I like to come in when we are closed. That way I can work without interruption. We also had to do some corrections on the contribution statements that went out.

Steward of Finance and Accounting Report submitted by Amy Miyamoto for March/April 2017

1. Paula has been doing the weekly checks for payments to vendors, musicians, and reimbursement checks.
2. Paula produces the weekly report for Lisa and Judy each week.
3. Doing the reconciliation for March and getting the financial report ready for the Board of Trustees meetings continue to go well.
4. We have been very hectic with the Raise the Roof fundraiser and the Jake concert for the roof project also. We are so blessed to have Jake Shimabukuro as one of our preschool parents and volunteer his services to us to help in the fundraising

5. The accountant finished the church books and is now going to work on the preschool accounts.
6. Preschool work continues to go smoothly as far as the general operations of the finances go. But I was not able to get any further in the balancing of the unrestricted account.
7. We welcomed Kathy Whitmire as our new treasurer. With her CPA background we anticipate she will be able to help us make strides forward in the task of bringing the financials of the church in order. Paula and I have been spending time with her as she gets to know our procedures and processes.
8. Kathy has joined in on Monday tithes processing and Catherine has moved on to learning to input into the computer to record the donations. Paula has been teaching Catherine. Hopefully with three people volunteering in this we can move to having them take care of all the donations which would free Paula and myself to focus on other areas of the finances.

Media Services Report submitted by Owen Howson for February/ March 2017

Final Report

This is my last Board report as media director. I returned from a five week trip to Australia and New Zealand on March 7 where Gary and I supported the Unity churches there. Sean Sweet ably handled media direction while I was gone. I supported him by phone and text when requested. Gary and I will fly to our new home in Maui on April 7. Sean Sweet is the new Media Director and I will support him as needed by phone, email and text.

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>
Feb 19	72	74	183
Feb 26	88	129	217
Mar 5	85	90	175
Ann. Mtg	34	57	91
Mar 12	93	79	108
Mar 19	92	91	160

For this period, audience was from at least 9 countries and about 18 states. Mobile devices accounted for about 32% of total.

2. **YouTube**

Total Channel subscribers: 1012 (-13)
Total Video Views (Feb 23-Mar 22): 4,795
Total Minutes Watched: 22,970
Male 44%, female 56%

3. **Production, technology, support**

- Sean shot and produced 10 Sunday livestream webcasts
- Sean shot and livestreamed the Annual Meeting
- Owen produced, edited and delivered 3 weekly one hour shows for Olelo TV
- Sean produced, edited and delivered 2 weekly one hour shows for Olelo TV
- Sean produced 5 YouTube Sunday messages for our website
- Sean authored and produced 5 DVDs of weekly services
- Sean scheduled and directed camera volunteers
- Produced Rev. Tim's "Hello" video
- Attended Executive Team and Worship Team meetings when available
- Trained and supported Sean Sweet to take over video operations April 1

Media Services Report submitted by Sean Sweet for March/April 2017

Board Report

This is my FIRST Board report as the new Media Director. Owen & Gary moved to Maui on April 7th. Owen very kindly & conscientiously continues to support me & UCoH media services whenever needed by phone, email and text.

This Period's Accomplishments:

4. 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>	
Mar 5	85	90	175	
Mar 12	93	79	108	
Mar 19	92	91	160	

Mar 26	74	101	175	
Apr 2	102	287	389	
Apr 9	n/a	n/a	n/a	(Not Recorded - Technical Issues)
Apr 16	159	66	220	

For this period, audience was from at least 7 countries and about 23 states.

5. YouTube

Total Channel subscribers: (was 1012) Now **1093 = + 81 = + 8.0% !!!**
 Total Video Views (Mar 22 - Apr 18): 7,727 + 61% !! (4,795 prev)
 Total Minutes Watched: 38,384 = + + 67% !! (22,970 prev)
 Female 58% / Male 42%

6. Production, technology, support

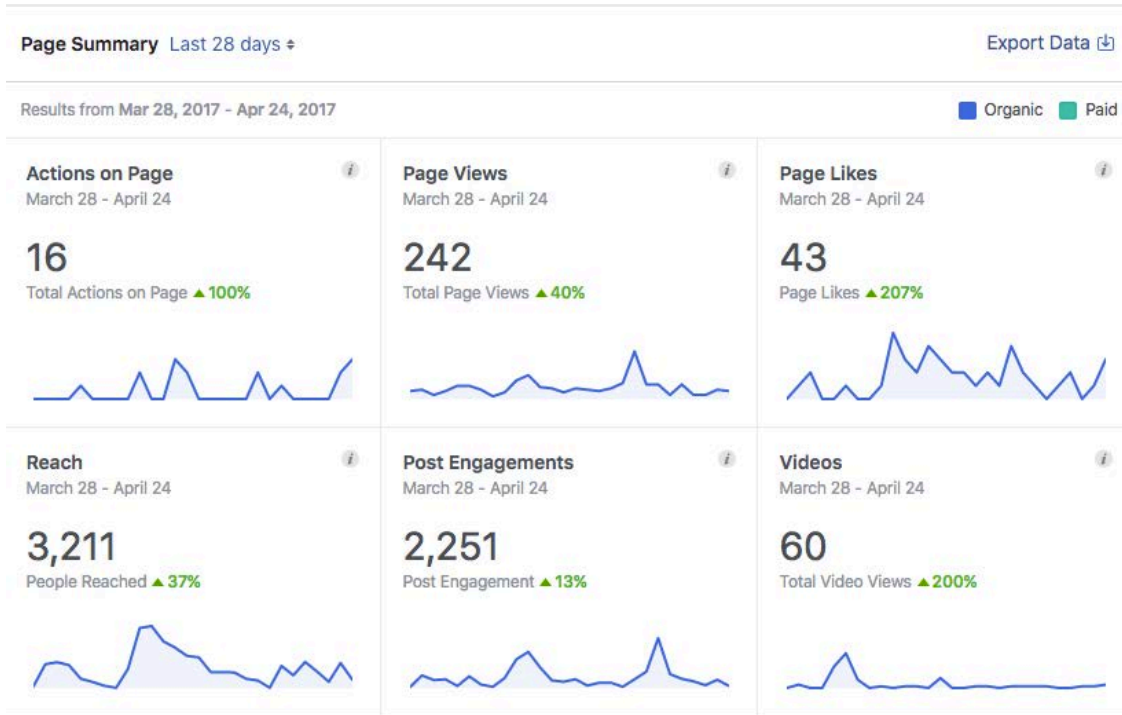
- Produced 8 Sunday livestream webcasts
- Produced, edited and delivered 4 weekly one hour shows for Olelo TV
- Produced 4 YouTube Sunday messages for our website
- Authored and produced 4 DVDs of weekly services
- Scheduled and directed camera volunteers
- Attended 3 weekly Worship Team meetings

7. Misc

- 4/15 Purchased bulbs & repaired 2 X 6" Spots for better center stage lighting
- 4/15 Adjusted front of platform L & R lighting to suit Tim's movement.
- 4/10 Assisted Jo-Ann Adams with UABIM network Olelo camera setup.

Latest Accomplishments:

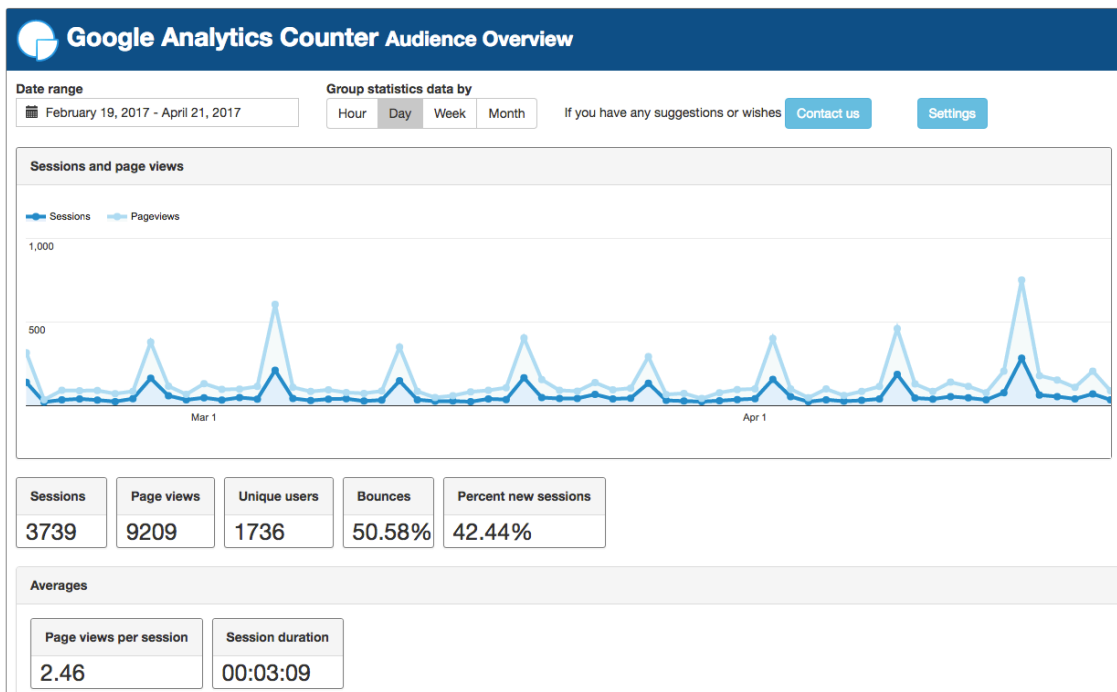
- **67 Facebook Posts (February 21 – April 21)**
- Updated Page Artwork



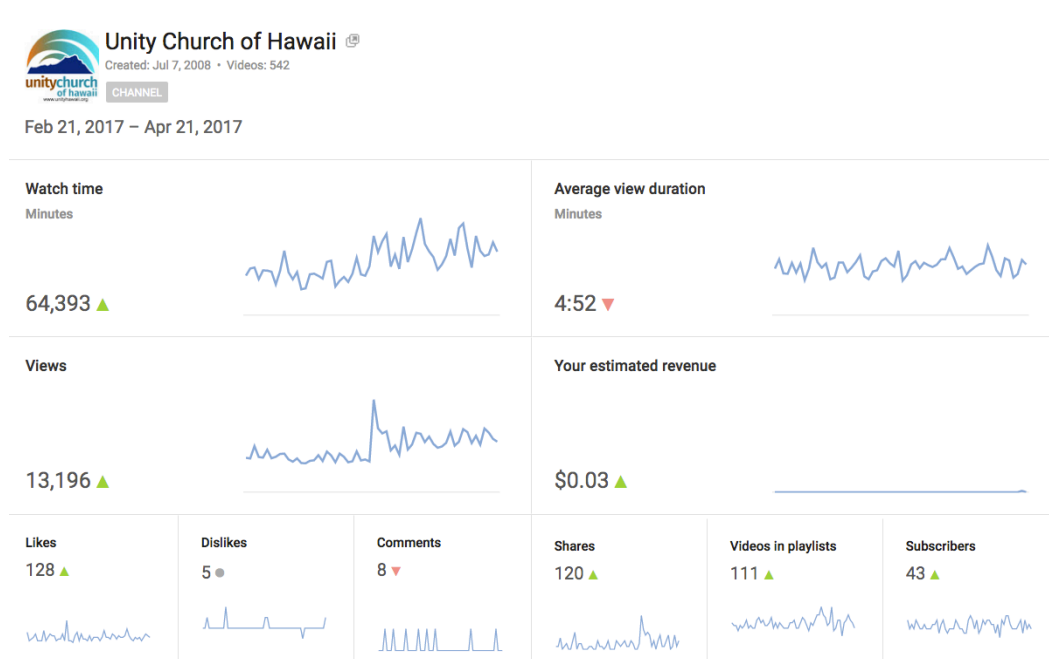
- **77 Twitter “Tweets” (February 21 – April 21)**



- **260 + Website Revisions (February 18 – April 21)**
- Performed Weekly Security Patch Maintenance of Website
- Identified and Fixed Chronic SSL Certificate Errors on Website
- Revamped Website Static Header Graphics and Icons
- Revamped Spiritual Toolbox and Created Additional Resource/Material: SEE Classes, Lent Resources, New Thought Library, Twelve Powers, Unity Five Basic Principles
- Created Online Member Annual BOT Election Option
- Implemented Separate Website Ticket Purchase Page for Raise the Roof Benefit Concert
- Created Numerous Event Flyers and Sunday Worship Ads
- Edited Marketing Collateral and Tickets for Raise the Roof Fundraiser Benefit Concert



- **Updated Artwork (Youtube)**
- *NEW* Weekly Marketing of Youtube Videos
- Created UCoH Welcome Video (Youtube)
- Created Monetized Video Option for UCoH Youtube Channel
 - High Potential to Generate Additional Passive Income for Church Through Social Media/Youtube



- **Re-Established UCoH Podcast Channel**
- Updated Artwork
- Configuring Channel to Accept New Sermon Audio Posted on Youtube
- **Additional Items**
- Delivered 2 Sunday Sermons (4 Services Total)
- Attended Weekly Worship Team Meetings

- Attended 2 All Staff Meetings
- Various Volunteer (Keiki Chapel, Zamar, Wellness List, etc.)
- Assisted Unity of Maui with Youtube Channel Troubleshooting

Unity School submitted for March/April 2017

Latest Accomplishments:

- Responding to “new” parents. Setting up files for “new” families.
- Hawaii Opers presented Hansel and Gretel in the Chapel.
- On Friday, April 13, Unity keiki enjoyed the annual Easter Egg Hunt in the gazebo area. Many parents participated.
- The playground/driveway area improved.

Future Endeavors:

- April 21: Keiki will celebrate Earth Day with a celebration in the garden (gazebo) area.
- April 28: In-Service Day re: certification for 1st Aid and C.P.R.
- May 5: Boys’ Day Celebration
- May 12: Parents’ Day Celebration: Drive-thru Coffee
- May 19: Parent-Teacher Conferences: No children except during the time their parents are in conference.
- June 2: Graduation ceremony, in the Chapel, for those leaving for kindergarten program(s).
- June 7: 2017 Aloha Program School is dismissed immediately following the program.

On-Going:

- Bi-monthly staff meetings
- Class assessments

If you have any questions, please contact me.

Aloha,

JR

Jeanne Robinson, Office Manager
Unity School

Déjà vu: FAB Report submitted for March/April 2017

Current:

- Financial goals/obligations met for previous month
- Planning for March 11, 2017 “Grand Court-Yard” Sale RTR fundraiser
- Coordinate Volunteer support for Grand Court-Yard Sale Saturdays
- Grand Court-Yard Sale held March 11, 2017
- 50% Sale Day Déjà-vu
- Store closed 3/27-4/15
- Store re-opens 4/15/2017

Ongoing:

- Networking and Community Outreach education for “Clearing” & “Matching” services
- Intake and processing of donated goods
- Event planning—“Christmas in July” Vintage & Collectibles Church fundraising event Date TBD

Unity Wellness Report submitted for March/April 2017

Dear Board Members!

Unity Wellness is reporting abundant happiness and well-being for the months of February and March.

Our contributions for space usage was \$1,780 and \$2,530 respectively, the latter reflecting our most prosperous month ever. We have been investing in some new equipment and keep broadening our services.

A bit of statistics:

In the 14 months since opening we treated 490 individual patients, many of them regularly, of course.

The average age of our patients is 46 years, and 57% are female, and both of us feel 100% blessed.

Whoever hasn't yet had an opportunity to sample our services, please feel cordially invited to a complementary session.

Aloha Nui Loa!

Love and blessings!

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

Unity Wellness at Diamond Head

www.unitywellness.net

808.304.7319

Unity Church of Hawaii Senior Advisory Group Proposal

Concept:

Board Authorizes The Creation Of A “Senior Advisory Group” (SAG) Of The Board To Be Utilized As A Supplementary Resource Available To The Board For Certain Board Designated Purposes:

- 1: The Board Would Gain Access To Senior Unity Members and/or Prior Board Members With Valuable Knowledge And Perspectives Of Historical Unity Circumstances, Events, Transitions, Documents, Successes, And Failures
2. The SAG Would Serve As A Sounding Board And Resource To The Board On Current Board Related Topics.
3. The SAG Could Assist In The Education And Assessments Of Board Interactions And Practices That May Allow The Board To Function More Efficiently And Productively As A Group
4. The Purpose Of The Group Is Advisory In Nature
5. The Board would retain all decision making authority for any suggestions, conclusions, or recommendations made by the SAG

Make-up of the Committee:

The SAG Will Consist Of 4-10 Members Of Unity Church With 10 Or More Years Of Continuous Unity Membership And Involvement Of The Church. The Make-Up Of The Committee May Vary From Time To Time. One Member May Be Designated As A Chairperson.

Possible Initial Committee Candidates: Jack Randall, Chip Phelps, Howard Wiig, Jerry Denton, Deana Davenport, Other Previous Board Members, Long Term Unity Members

Interaction with the Board:

Members Of The SAG Will Meet And Work Directly With The Senior Minister, The Board President, And Other Board Members, If Any, That The Board Shall Designate.

Frequency of Interaction:

It Is Suggested That Appropriate Members Of The SAG Will Meet Periodically With The Board Designated Interface Group, Either On A “Scheduled” Or “On Request” Basis.

Use of Senior Advisory Committee Conclusions and/or Recommendations:

All Use Of The Information, Comments, Conclusions, and/or Recommendations Made By The SAG Will Be At The Complete Discretion Of The Board

Benefits for Forming the “Senior Advisory Group”:

1. Use Of Long Time Unity Members Historical Knowledge And Perspectives
2. Ability To Access Additional Membership Talent And Skill Sets
3. Potential Improved Board Interactions And Efficiencies In Carrying Out Board Duties
4. Support For The New Unity Minister In Transitioning Into The Church
5. Broader Perspectives To Aid In Board Decision Making

Examples of Topics Of Possible Interest for SAG Involvement:

- Provide A Personal, Private Sounding Board To The Minister And/Or Board
- Provide Communications About Board Self-Assessment “Criteria Sheets” Or Other Mechanisms For Use With Annual Board Reviews.
- Suggestions For Topics Or Presentations For An Annual Board Retreat.
- Improvement Opportunities For Gaining And Educating New Board Members
- Recommend Board Assessment Instruments Such As Myers Briggs Or DISC
- Historical Perspectives Regarding New Minister/Family Transitional Programs
- Provide Board Related Mediation Services For Conflict Or Grief Resolution.
- Added Perspectives On Board Topics Or Issues, Such As Volunteerism, Fund Raising, Strategic Planning, By-Laws, Board Or Member Discipline, Financial Matters, Etc.
 - Obtaining Membership Feedback Such As Using Periodic Surveys, Newsletters, or Special Community Forums.