



**APPROVED**

6/22/2017 dc

**Unity Church of Hawaii  
Board of Trustees  
Regular Meeting  
Thursday, May 18, 2017  
Unity Church of Hawaii, 201**

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

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 6:14 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	Temporary secretary Marsha Bethards called the roll of the board. Nine were present, Debbie Catania not present.	
Approval of Agenda	a. Ralph presented the Agenda. b. Add to Old Business D. Recording of Board Meetings c. Add to New Business C. Program Ad: Gay Men’s Chorus d. Remove Executive Session <ul style="list-style-type: none"> <li>- Refer Life Insurance coverage for the minister to Finance Committee</li> <li>- Delete Discussion regarding BOT integrity</li> <li>• <b>A motion</b> to add D. Recording of Board Meetings to Old Business; Program Ad: Gay Men’s Chorus to New Business; and to remove XV. Executive Session from the Agenda was made by Ralph.</li> <li>• <b>Second</b> by Rickie.</li> <li>• <b>The motion</b> passed unanimously.</li> </ul>	(Attachment #1) Agenda dated 5/18/2017
Affirmation of Purpose	The board read the Affirmation of Purpose.	
Approval of the Minutes	Corrections to the minutes were passed to Marsha from Thomas.	



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<ul style="list-style-type: none"> <li>• <b>A motion</b> to accept minutes as amended was made by Thomas.</li> <li>• <b>Seconded</b> by Kathy.</li> <li>• <b>The motion</b> passed unanimously.</li> </ul>	
President's Report	Next Town Hall will be held on Sunday, 5/29/2017. Rev Tim and Ralph will not be available on Thursday, 6/22/2017, next board meeting.	(Attachment #2) President's Report dated 5/18/2017
Finance Report	a. Kathy presented the Treasurer's Report. <ul style="list-style-type: none"> <li>• <b>A motion</b> to create a Legacies of Aloha committee that will report to the Board was made by Kathy.</li> <li>• <b>Second</b> by Rickie.</li> <li>• <b>The motion</b> passed unanimously.</li>   <li>• <b>A motion</b> to refer the discussion of Key Person Insurance coverage for the church's Senior Minister to the Finance Committee was made by Kathy.</li> <li>• <b>Second</b> by Thomas.</li> <li>• <b>The motion</b> passed unanimously.</li> </ul>	(Attachment #3) Profit and Loss statement for April 2017 (Attachment #4) Profit and Loss comparison for January to April 2016 vs January to April 2017 (Attachment #5) Legacies of Aloha 2017 Project
Minister's Report	Rev. Tim reported on HUGS Funds. UCoH raised \$78,000. The whole process for HUGS funds is currently in under review. Rev. Tim recommends that now is a good time to submit requests.	(Attachment #6) Senior Minister and Church Reports
Prayer of Thanksgiving	The board read the Prayer of Thanksgiving.	
Old Business	a. Code of Ethics committee made up of Thomas, Kathy and Rickie completed their Code of Ethics document. <ul style="list-style-type: none"> <li>• <b>A motion</b> to approve the document completed by the committee was made by Thomas.</li> <li>• <b>Second</b> by Kathy.</li> <li>• <b>The motion</b> passed with 7 in favor and 2 (Rev Tim and Ralph) opposed.</li> </ul>	(Attachment #7) Unity Church of Hawaii Board of Trustees Code of Ethics, Code of Conduct, and Commitment Agreement



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<p>b. Transparency for Board Meetings Policy.</p> <ul style="list-style-type: none"> <li>• <b>A motion</b> to assure all executive sessions be conducted and announced was made by Kathy.</li> <li>• <b>Second</b> by Thomas.</li> <li>• <b>The motion</b> was withdrawn.</li>   <li>• <b>A motion</b> to change the wording of item #5. to change the word motion to action. The statement will read: ... the specific action voted on will be reported in the open session... made by Kathy</li> <li>• <b>Second</b> by Thomas.</li> <li>• <b>The motion</b> passed unanimously.</li>   <li>• <b>A motion</b> to adopt the Transparency for Board Meetings Policy made by Kathy.</li> <li>• <b>Second</b> by Thomas.</li> <li>• <b>The motion</b> passed. 7 in favor, 2 (Rickie and Marsha) opposed.</li> </ul> <p>c. Facilities Committee will discuss Handicap access at next meeting.</p> <p>d. Recording of board meetings</p> <ul style="list-style-type: none"> <li>• <b>A motion</b> to officially record all board meetings made by Thomas.</li> <li>• <b>Second</b> by Loke.</li> <li>• <b>The motion</b> passed unanimously.</li> </ul>	<p>c. Facilities Committee discussion of Handicap access to be discussed at next meeting, 6/22/2017.</p>
New Business	<p>a. Thomas gave bylaws committee update.</p> <p>b. A committee has been established to plan 80<sup>th</sup> anniversary.</p>	(Attachment #8) Bylaws committee report



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	c. Ad for Gay Men’s Chorus <ul style="list-style-type: none"> <li>• <b>A motion</b> to support an ad for Gay Men’s Chorus and turn over the action to Johanna was made by Kathy.</li> <li>• <b>Second</b> by Richard.</li> <li>• <b>The motion</b> passed unanimously.</li> </ul>	(Attachment #9) Ad for Gay Men’s Chorus
Regular Meeting Adjourned	Board meeting adjourned at 9:01 p.m.	
Next Meeting	Thursday, June 22, 2017 at 6:00 p.m. in Room 201.	

Submitted by Board Secretary Debbie Catania.



**Unity Church of Hawaii**  
**Board of Trustees**  
**Regular Meeting**  
**Date May 18, 2017**  
**Unity Church of Hawaii, 201**

- Attachments: (1) Agenda (amended) dated May 18, 2017  
(2) President's Report  
(3) Profit and Loss Previous Year Comparison April 2017  
(4) Profit and Loss YTD Comparison April 2017  
(5) Legacies of Aloha 2017 Project  
(6) Sr. Minister and Church Reports  
(7) Unity Church of Hawaii Code of Ethics  
(8) Bylaws Committee Report  
(9) Gay Men's Chorus Ad

**UNITY CHURCH OF HAWAII**

**BOARD MEETING AGENDA**

**18 MAY 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 APRIL 2017**
  - a. REVIEW/CORRECTIONS/APPROVAL VOTE**
- IX. PRESIDENT'S REPORT**
  - a. NEXT BOT AND TOWN HALL MEETINGS**
- X. FINANCE REPORT**
  - a. TREASURER'S REPORT**
- XI. SENIOR MINISTER REPORT**
- XII. PRAYER OF THANKSGIVING**
- XIII. OLD BUSINESS**
  - a. CODE OF ETHICS COVENANT – BOT (MAY)**
  - b. KATHY WHITMIRE POLICY ON MEETINGS**
  - c. FACILITIES COMMITTEE UPDATE**
  - d. Taping of Board meetings**
- XIV. NEW BUSINESS**

**a. BYLAWS COMMITTEE UPDATE**

**b. 80<sup>TH</sup> ANNIVERSARY HIGHLIGHTS**

**c. Program Advertisement for Gay Men's Chorus**

**XV. Referred to Finance CommitteeADJOURN MEETING**



## **President's Report**

Submitted by Ralph Whitaker

*May 18, 2017*

### **This Month's Activities:**

1. Signed authorization document for Charles Schwab.
2. Greet newcomers every Sunday.
3. Attended first meeting of the By-laws committee.
4. Met with Rev. Tim.
5. Signed checks.
6. Reviewed Code of Ethics Covenant for BOT.
7. Began looking at options for Board training.
8. Spoke with Rev Toni Boehm with updates of state of UCOH.
9. Town Hall

### **Upcoming and Next Month:**

1. Negotiation talks with Carpenter reference charges for wood repair/replacement.  
TBD
2. Considering Vacation in June if conditions are right.



5:19 PM  
05/17/17  
Accrual Basis

**Unity Church of Hawaii**  
**Profit & Loss Prev Year Comparison**  
**April 2017**

Ordinary Income/Expense	Apr 17	Apr 16
<b>Income</b>		
<b>4000 · CHURCH SERVICES</b>		
4001 · 8a Service	0.00	1,571.00
4002 · 9 00 am Service	6,378.73	4,311.00
4003 · 11 00 a Service	9,939.57	7,023.35
4004 · Keiki Church	6.00	11.50
4005 · Wed Noon	0.00	2.00
4006 · Wed Night	938.00	282.00
4007 · Holy Week Services	385.00	0.00
<b>Total 4000 · CHURCH SERVICES</b>	<b>17,647.30</b>	<b>13,200.85</b>
<b>4015 · PRIVATE CELEBRATIONS</b>	<b>345.00</b>	<b>1,790.00</b>
<b>4035 · INTERNET MINISTRY OFFERINGS</b>		
4035A · Internet Mntry - One Time Gift	1,449.81	2,502.00
4035B · Internet Mtry Recurring	3,593.21	5,175.00
<b>Total 4035 · INTERNET MINISTRY OFFERINGS</b>	<b>5,043.02</b>	<b>7,677.00</b>
<b>4045 · SOCIAL ACTION OFFERINGS</b>		
4045b · Ho'opono	10.00	10.00
<b>Total 4045 · SOCIAL ACTION OFFERINGS</b>	<b>10.00</b>	<b>10.00</b>
<b>4050 · OTHER OFFERINGS</b>		
4053 · Credit Card Donations	0.00	200.00
4054 · Mail In Contributions	1,174.00	766.00
<b>Total 4050 · OTHER OFFERINGS</b>	<b>1,174.00</b>	<b>966.00</b>
<b>4200 · PRESCHOOL CONTR</b>	<b>8,212.71</b>	<b>8,212.71</b>
<b>4300 · BOOKSTORE SALES</b>	<b>90.50</b>	<b>86.00</b>
<b>4310 · DeJa Vu Boutique</b>		
4310A · DeJa Vu - Room use	600.00	600.00
4310B · DeJa Vu Boutique - Tithe	535.00	1,430.00
<b>Total 4310 · DeJa Vu Boutique</b>	<b>1,135.00</b>	<b>2,030.00</b>
<b>4320 · Counseling Center</b>	<b>783.10</b>	<b>783.10</b>
<b>4330 · Wellness Center</b>	<b>2,528.79</b>	<b>1,986.73</b>
<b>4400 · SEMINARS, CLASSES &amp; WORKSHOPS</b>		
4403 · Classes	0.00	15.00
4406 · Ongoing groups	2,346.00	1,154.00
4407 · SEE Love Offering	45.00	317.00
<b>Total 4400 · SEMINARS, CLASSES &amp; WORKSHOPS</b>	<b>2,391.00</b>	<b>1,486.00</b>
<b>4410 · SPECIAL EVENTS</b>		
4410.1 · Movie Night Income	35.20	14.00
<b>Total 4410 · SPECIAL EVENTS</b>	<b>35.20</b>	<b>14.00</b>
<b>4500 · KITCHEN/COURTYARD CAFE INCOME</b>	<b>599.49</b>	<b>39.16</b>
<b>4600 · CEREMONIES</b>	<b>550.00</b>	<b>60.00</b>
<b>4700 · OUTREACH WEDDING - UI</b>	<b>1,440.00</b>	<b>1,080.00</b>
<b>4800 · MISCELLANEOUS</b>		
Media	20.00	70.00
Youth ED/Multi-Purpose Room	0.00	1,536.80
4800 · MISCELLANEOUS - Other	210.00	0.00
<b>Total 4800 · MISCELLANEOUS</b>	<b>230.00</b>	<b>1,606.80</b>
<b>Total Income</b>	<b>42,215.11</b>	<b>41,028.35</b>
<b>Gross Profit</b>	<b>42,215.11</b>	<b>41,028.35</b>
<b>Expense</b>		

**Unity Church of Hawaii**  
**Profit & Loss Prev Year Comparison**  
**April 2017**

	Apr 17	Apr 16
<b>6000 · TITHES/CONTRIBUTIONS</b>		
6000a · Ho'opono	56.54	149.31
<b>Total 6000 · TITHES/CONTRIBUTIONS</b>	56.54	149.31
<b>6100 · PERSONNEL EXPENSES</b>		
6101 · Salaries & Wages	14,960.12	15,361.12
6106 · Insurance (Med/TDI/WC)	1,923.01	2,064.75
6107 · Employer Taxes	962.94	1,085.34
6108 · Pension Contribution	373.48	0.00
6109 · Ministerial Recruitment	0.00	0.00
6115 · Moving Expenses	750.70	0.00
<b>Total 6100 · PERSONNEL EXPENSES</b>	18,970.25	18,511.21
<b>6150 · INDEPENDENT CONTRACTORS</b>		
6151 · Church & Celebratory Svc Labor	4,400.00	3,480.00
6152 · Ceremony Contract Labor	100.00	0.00
6159 · Tech Support	1,850.00	0.00
<b>Total 6150 · INDEPENDENT CONTRACTORS</b>	6,350.00	3,480.00
<b>6200 · UTILITIES</b>		
6201 · Electricity	2,711.71	2,357.59
6202 · Water/Sewer	1,838.53	2,072.77
6203 · Phone/DSL/Cable	1,185.32	0.00
6204 · Gas	25.32	20.51
<b>Total 6200 · UTILITIES</b>	5,760.88	4,450.87
<b>6250 · REPAIRS &amp; MAINT</b>		
6251 · Maintenance Services	455.83	434.89
6252 · R&M Furn & Equip	505.74	497.38
6253 · R&M Computer	0.00	10.40
6254 · R&M Grounds	595.00	0.00
6255 · R&M Buildings	85.00	0.00
6256 · R&M Supplies	221.47	478.06
6250 · REPAIRS & MAINT - Other	281.52	0.00
<b>Total 6250 · REPAIRS &amp; MAINT</b>	2,144.56	1,420.73
<b>6300 · INTEREST &amp; BANK FEES</b>		
6302 · Merchant Fees	271.84	1,199.38
6303 · Bank Fees & Finance Charges	51.00	66.00
<b>Total 6300 · INTEREST &amp; BANK FEES</b>	322.84	1,265.38
<b>6400 · INSURANCE</b>	812.00	0.00
<b>6500 · ALL SUPPLIES</b>		
6501 · Chapel Supplies	0.00	9.40
6503 · Flowers & Sanctuary Decorations	408.16	258.69
6504 · Postage	350.04	0.00
6505 · Office Supplies	133.73	330.31
6507 · Kitchen Supplies & Services	750.00	0.00
<b>Total 6500 · ALL SUPPLIES</b>	1,641.93	598.40
<b>6600 · PROGRAM EXPENSE</b>		
6601 · Ministerial Development	0.00	150.00
6603 · Internet Ministry	429.92	119.00
6608 · Youth Ministry	35.00	0.00
6610 · Love Offerings - Spkr's Share	0.00	287.00
<b>Total 6600 · PROGRAM EXPENSE</b>	464.92	556.00
<b>6800 · PROFESSIONAL SVCS</b>		
6801 · Payroll/Benefit Processing	199.25	181.75
6802 · Audit/Accounting	2,000.00	0.00

**Unity Church of Hawaii**  
**Profit & Loss Prev Year Comparison**  
**April 2017**

	Apr 17	Apr 16
6810 · Other Professional Fees	0.00	90.00
<b>Total 6800 · PROFESSIONAL SVCS</b>	<b>2,199.25</b>	<b>271.75</b>
<b>6900 · OTHER MISCELLANEOUS EXPENSES</b>		
6907 · Overflow Parking	164.70	228.75
<b>Total 6900 · OTHER MISCELLANEOUS EXPENSES</b>	<b>164.70</b>	<b>228.75</b>
<b>Total Expense</b>	<b>38,887.87</b>	<b>30,932.40</b>
<b>Net Ordinary Income</b>	<b>3,327.24</b>	<b>10,095.95</b>
<b>Other Income/Expense</b>		
<b>Other Income</b>		
<b>8000 · TEMPORARILY RESTRICTED INCOME</b>		
Unity T-Shirts	35.00	130.00
<b>8000.1 · Campus Beautification</b>		
8000.1c · Shine the Light Donor	0.00	5,000.00
8000.1d · Pillar of Church Donor	0.00	1,500.00
8000.1e · Angel Donor	0.00	1,000.00
8000.1 · Campus Beautification - Other	200.00	2,500.00
<b>Total 8000.1 · Campus Beautification</b>	<b>200.00</b>	<b>10,000.00</b>
8004 · Major Building Fund	20,225.00	0.00
8007 · Audit/Review	25.00	0.00
<b>Total 8000 · TEMPORARILY RESTRICTED INCOME</b>	<b>20,485.00</b>	<b>10,130.00</b>
<b>Total Other Income</b>	<b>20,485.00</b>	<b>10,130.00</b>
<b>Other Expense</b>		
9002 · Restricted Ministerial Search	37.00	0.00
<b>9003 · Camp/Build Renov 2015 - 2016</b>		
9003.1 · Chapel Beautification 2016	0.00	303.70
9003.2 · Roof	28,898.50	0.00
<b>Total 9003 · Camp/Build Renov 2015 - 2016</b>	<b>28,898.50</b>	<b>303.70</b>
<b>Total Other Expense</b>	<b>28,935.50</b>	<b>303.70</b>
<b>Net Other Income</b>	<b>-8,450.50</b>	<b>9,826.30</b>
<b>Net Income</b>	<b>-5,123.26</b>	<b>19,922.25</b>

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05/17/17  
Accrual Basis

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

Ordinary Income/Expense	Jan - Apr 17	Jan - Apr 16
<b>Income</b>		
<b>4000 · CHURCH SERVICES</b>		
4001 · 8a Service	0.00	7,652.00
4002 · 9 00 am Service	21,935.56	20,050.74
4003 · 11 00 a Service	27,802.99	33,478.48
4004 · Keiki Church	16.25	32.93
4005 · Wed Noon	7.00	87.00
4006 · Wed Night	3,237.73	2,027.00
4007 · Holy Week Services	385.00	1,487.00
4000 · CHURCH SERVICES - Other	10.00	5,456.06
<b>Total 4000 · CHURCH SERVICES</b>	<b>53,394.53</b>	<b>70,271.21</b>
<b>4015 · PRIVATE CELEBRATIONS</b>	<b>345.00</b>	<b>1,790.00</b>
<b>4035 · INTERNET MINISTRY OFFERINGS</b>		
4035A · Internet Mntry - One Time Gift	4,583.81	11,157.56
4035B · Internet Mtry Recurring	15,100.79	21,104.50
4035 · INTERNET MINISTRY OFFERINGS - Other	0.00	11,105.00
<b>Total 4035 · INTERNET MINISTRY OFFERINGS</b>	<b>19,684.60</b>	<b>43,367.06</b>
<b>4045 · SOCIAL ACTION OFFERINGS</b>		
4045b · Ho'opono	40.00	20.00
<b>Total 4045 · SOCIAL ACTION OFFERINGS</b>	<b>40.00</b>	<b>20.00</b>
<b>4050 · OTHER OFFERINGS</b>		
4053 · Credit Card Donations	0.00	1,596.00
4054 · Mail In Contributions	3,711.00	10,178.92
4050 · OTHER OFFERINGS - Other	0.00	2,314.49
<b>Total 4050 · OTHER OFFERINGS</b>	<b>3,711.00</b>	<b>14,089.41</b>
<b>4200 · PRESCHOOL CONTR</b>	<b>32,850.84</b>	<b>32,850.84</b>
<b>4300 · BOOKSTORE SALES</b>		
Media Sales	0.00	110.00
4300x · Old Bookstore Accounts		
4200A · BOOKSTORE SALES	118.65	11.50
<b>Total 4300x · Old Bookstore Accounts</b>	<b>118.65</b>	<b>11.50</b>
4300 · BOOKSTORE SALES - Other	380.00	602.00
<b>Total 4300 · BOOKSTORE SALES</b>	<b>498.65</b>	<b>723.50</b>
<b>4310 · DeJa Vu Boutique</b>		
4310A · DeJa Vu - Room use	600.00	2,400.00
4310B · DeJa Vu Boutique - Tithe	2,027.00	2,643.00
4310 · DeJa Vu Boutique - Other	1,651.00	200.00
<b>Total 4310 · DeJa Vu Boutique</b>	<b>4,278.00</b>	<b>5,243.00</b>
<b>4320 · Counseling Center</b>	<b>4,131.28</b>	<b>4,175.50</b>
<b>4330 · Wellness Center</b>	<b>7,791.44</b>	<b>3,447.75</b>
<b>4400 · SEMINARS, CLASSES &amp; WORKSHOPS</b>		
4403 · Classes	10.00	386.00
4406 · Ongoing groups	5,991.60	5,093.00
4407 · SEE Love Offering	823.00	765.00
4409 · Community Space Usage	0.00	90.00
4400 · SEMINARS, CLASSES & WORKSHOPS - Other	0.00	203.00
<b>Total 4400 · SEMINARS, CLASSES &amp; WORKSHOPS</b>	<b>6,824.60</b>	<b>6,537.00</b>
<b>4410 · SPECIAL EVENTS</b>		
4410.1 · Movie Night Income	113.20	28.00
4410 · SPECIAL EVENTS - Other	0.00	602.00
<b>Total 4410 · SPECIAL EVENTS</b>	<b>113.20</b>	<b>630.00</b>

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

	Jan - Apr 17	Jan - Apr 16
4500 · KITCHEN/COURTYARD CAFE INCOME	2,579.83	875.48
4600 · CEREMONIES	550.00	1,535.00
4700 · OUTREACH WEDDING - UI	6,120.00	7,560.00
4800 · MISCELLANEOUS		
Media	20.00	70.00
Youth ED/Multi-Purpose Room	0.00	1,537.05
4800 · MISCELLANEOUS - Other	273.13	0.00
<b>Total 4800 · MISCELLANEOUS</b>	<b>293.13</b>	<b>1,607.05</b>
<b>Total Income</b>	<b>143,206.10</b>	<b>194,722.80</b>
<b>Cost of Goods Sold</b>		
5001 · Bookstore/COGS	0.00	0.00
<b>Total COGS</b>	<b>0.00</b>	<b>0.00</b>
<b>Gross Profit</b>	<b>143,206.10</b>	<b>194,722.80</b>
<b>Expense</b>		
6000 · TITHES/CONTRIBUTIONS		
6000a · Ho'opono	352.11	859.16
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
<b>Total 6000k · Tithe pass throughs</b>	<b>0.00</b>	<b>200.00</b>
6000l · Other Tithes	0.00	1,307.50
<b>Total 6000 · TITHES/CONTRIBUTIONS</b>	<b>5,049.48</b>	<b>7,466.21</b>
6100 · PERSONNEL EXPENSES		
6101 · Salaries & Wages	49,099.79	50,411.34
6102 · Manse	0.00	9,750.00
6106 · Insurance (Med/TDI/WC)	6,516.20	7,850.68
6107 · Employer Taxes	3,868.51	4,182.81
6108 · Pension Contribution	1,189.88	528.75
6109 · Ministerial Recruitment	0.00	0.00
6115 · Moving Expenses	750.70	0.00
<b>Total 6100 · PERSONNEL EXPENSES</b>	<b>61,425.08</b>	<b>72,723.58</b>
6150 · INDEPENDENT CONTRACTORS		
6150x · Inactive Indep Contr subaccts		
6011C · EVENTS	0.00	300.00
<b>Total 6150x · Inactive Indep Contr subaccts</b>	<b>0.00</b>	<b>300.00</b>
6151 · Church & Celebratory Svc Labor	17,515.00	19,687.50
6152 · Ceremony Contract Labor	600.00	150.00
6153 · Guest Speaker Contract Labor	2,900.00	1,200.00
6159 · Tech Support	7,345.00	3,168.85
6150 · INDEPENDENT CONTRACTORS - Other	133.50	1,460.00
<b>Total 6150 · INDEPENDENT CONTRACTORS</b>	<b>28,493.50</b>	<b>25,966.35</b>
6200 · UTILITIES		
6201 · Electricity	12,304.00	9,907.25
6202 · Water/Sewer	7,473.05	10,317.60
6203 · Phone/DSL/Cable	4,742.43	4,874.38
6204 · Gas	91.21	111.32
<b>Total 6200 · UTILITIES</b>	<b>24,610.69</b>	<b>25,210.55</b>

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

	Jan - Apr 17	Jan - Apr 16
<b>6250 · REPAIRS &amp; MAINT</b>		
6251 · Maintenance Services	1,849.50	2,383.87
6252 · R&M Furn & Equip	2,377.23	2,461.14
6253 · R&M Computer	118.53	10.40
6254 · R&M Grounds	2,883.66	85.00
6255 · R&M Buildings	1,249.75	1,070.44
6256 · R&M Supplies	714.99	1,672.83
6257 · R&M Contract Labor	0.00	251.30
6250 · REPAIRS & MAINT - Other	281.52	0.00
<b>Total 6250 · REPAIRS &amp; MAINT</b>	<b>9,475.18</b>	<b>7,934.98</b>
<b>6275 · ADVERTISING &amp; MARKETING</b>	<b>0.00</b>	<b>20.00</b>
<b>6300 · INTEREST &amp; BANK FEES</b>		
6302 · Merchant Fees	687.95	2,908.63
6303 · Bank Fees & Finance Charges	211.00	303.00
6304 · On Line Fees	0.00	252.84
<b>Total 6300 · INTEREST &amp; BANK FEES</b>	<b>898.95</b>	<b>3,464.47</b>
<b>6400 · INSURANCE</b>		
Auto Ins	-170.59	0.00
General Ins	0.00	1,006.30
6400 · INSURANCE - Other	4,968.65	2,438.56
<b>Total 6400 · INSURANCE</b>	<b>4,798.06</b>	<b>3,444.86</b>
<b>6500 · ALL SUPPLIES</b>		
Computer Supplies	0.00	345.89
6501 · Chapel Supplies	125.85	1,053.69
6502 · Music Supplies	10.90	19.89
6503 · Flowers & Sanctuary Decorations	479.37	748.33
6504 · Postage	616.00	881.80
6505 · Office Supplies	712.00	1,479.27
6506 · Bookstore Supplies	246.62	0.00
6507 · Kitchen Supplies & Services	1,850.00	0.00
6500 · ALL SUPPLIES - Other	797.62	0.00
<b>Total 6500 · ALL SUPPLIES</b>	<b>4,838.36</b>	<b>4,528.87</b>
<b>6600 · PROGRAM EXPENSE</b>		
SEE Expenses	0.00	110.00
6601 · Ministerial Development	0.00	426.35
6602 · Broadcast Ministry	0.00	156.44
6603 · Internet Ministry	911.91	464.40
6608 · Youth Ministry	35.00	0.00
6610 · Love Offerings - Spkr's Share	0.00	287.00
6600 · PROGRAM EXPENSE - Other	0.00	290.52
<b>Total 6600 · PROGRAM EXPENSE</b>	<b>946.91</b>	<b>1,734.71</b>
<b>6700 · SPECIAL EVENT EXPENSES</b>		
6702 · OTHER SPEC EVENT EXP	0.00	57.23
6700 · SPECIAL EVENT EXPENSES - Other	0.00	5.23
<b>Total 6700 · SPECIAL EVENT EXPENSES</b>	<b>0.00</b>	<b>62.46</b>
<b>6800 · PROFESSIONAL SVCS</b>		
6801 · Payroll/Benefit Processing	982.52	868.60
6802 · Audit/Accounting	2,000.00	0.00
6810 · Other Professional Fees	0.00	90.00
<b>Total 6800 · PROFESSIONAL SVCS</b>	<b>2,982.52</b>	<b>958.60</b>
<b>6850 · MEALS/TRAVEL/ENTERTAINMENT</b>		
6851 · Meals	418.01	89.33
6853 · Gift/Leis/Flowers	58.97	321.88
6850 · MEALS/TRAVEL/ENTERTAINMENT - Other	0.00	12.71

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

	Jan - Apr 17	Jan - Apr 16
Total 6850 · MEALS/TRAVEL/ENTERTAINMENT	476.98	423.92
<b>6900 · OTHER MISCELLANEOUS EXPENSES</b>		
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	866.15	594.75
6999 · Uncategorized Expenses	116.23	143.00
6900 · OTHER MISCELLANEOUS EXPENSES - Other	0.00	0.00
<b>Total 6900 · OTHER MISCELLANEOUS EXPENSES</b>	<b>982.38</b>	<b>1,089.52</b>
<b>Total Expense</b>	<b>144,978.09</b>	<b>155,029.08</b>
<b>Net Ordinary Income</b>	<b>-1,771.99</b>	<b>39,693.72</b>
<b>Other Income/Expense</b>		
<b>Other Income</b>		
7002 · Spiritual Social Action Income		
Collections for Nepal - Youth E	0.00	1.00
<b>Total 7002 · Spiritual Social Action Income</b>	<b>0.00</b>	<b>1.00</b>
7800 · 78th Ann Revenue		
Beckwith / Byars-Beckwith Music	0.00	20.00
<b>Total 7800 · 78th Ann Revenue</b>	<b>0.00</b>	<b>20.00</b>
8000 · TEMPORARILY RESTRICTED INCOME		
Unity T-Shirts	35.00	290.00
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	10,000.00
8000.1d · Pillar of Church Donor	0.00	5,500.00
8000.1e · Angel Donor	0.00	22,750.00
8000.1f · Friend Donor	0.00	7,430.00
8000.1g · One time gift	0.00	100.00
8000.1 · Campus Beautification - Other	200.00	1,879.37
<b>Total 8000.1 · Campus Beautification</b>	<b>200.00</b>	<b>67,759.37</b>
8004 · Major Building Fund	43,402.83	0.00
8004a · One Time Event, Sp. Fundraisers	13,320.00	0.00
8007 · Audit/Review	25.00	0.00
8000 · TEMPORARILY RESTRICTED INCOME - Other	0.00	-132.50
<b>Total 8000 · TEMPORARILY RESTRICTED INCOME</b>	<b>56,982.83</b>	<b>67,916.87</b>
8006 · Auto Fund	400.00	0.00
8500 · INVESTMENT INCOME		
8501 · Investment Interest Income	0.00	-1.13
<b>Total 8500 · INVESTMENT INCOME</b>	<b>0.00</b>	<b>-1.13</b>
<b>Total Other Income</b>	<b>57,382.83</b>	<b>67,936.74</b>
<b>Other Expense</b>		
9002 · Restricted Ministerial Search	9,703.49	0.00
9003 · Camp/Build Renov 2015 - 2016		
9003.1 · Chapel Beautification 2016	0.00	35,315.58
9003.2 · Roof	57,250.20	0.00
9003 · Camp/Build Renov 2015 - 2016 - Other	0.00	9,782.22
<b>Total 9003 · Camp/Build Renov 2015 - 2016</b>	<b>57,250.20</b>	<b>45,097.80</b>
<b>Total Other Expense</b>	<b>66,953.69</b>	<b>45,097.80</b>
<b>Net Other Income</b>	<b>-9,570.86</b>	<b>22,838.94</b>
<b>Net Income</b>	<b>-11,342.85</b>	<b>62,532.66</b>

## Legacies of Aloha 2017 Project

**Background:** Legacies of Aloha was established as a Planned Giving Program in support of Unity Church of Hawaii (UCOH). The date it was established is not clear but is believed to be in the 1990's. A statement of the purposes and policies governing Legacies of Aloha was developed, and it is believed the Board of Trustees approved this policy document, but the policies may not have been consistently followed. The last time UCOH published an audited financial statement (as of December 31, 2005), the Legacies of Aloha investments were included in "unrestricted funds" and there was no disclosure of any policies governing planned giving. The UCOH website continues to encourage planned gifts to Legacies of Aloha and provides a link to the policy document assumed to be governing the fund.

The Legacies of Aloha policies provide for two funds, one to establish an Endowment for the continued existence of UCOH and a "Special Fund" to support long-term capital projects. While the endowment fund has a substantial balance of invested assets, the Special Fund has had no transactions in recent years and contains only \$864 in un-invested cash.

In 2014 when UCOH was without a Senior Minister for almost a year, the Board of Trustees voted to borrow \$150,000 from Legacies of Aloha to cover an operating deficit. The Board identified this transaction as a loan to be repaid as soon as feasible. During 2016, \$8,754 was repaid to Legacies of Aloha. It is unknown whether any funds were withdrawn or borrowed from Legacies of Aloha before 2014, and if so whether they were repaid. The policy document does state that the Board has authority to withdraw a portion of the earnings of the Endowment Fund each year.

**Goal:** Establish clear governing policies for Legacies of Aloha going forward and develop a strategy for encouraging planned giving in support of UCOH. Document the history of Legacies of Aloha so that congregants can have confidence in the long-term nature of this planned giving program and so that the Board of Trustees can fulfill its fiduciary duty to manage the use of restricted funds.

### **Suggested Action Steps:**

1. To the extent feasible, determine the source and significance of the Legacies of Aloha policy document.
2. Identify and document all transactions in the UCOH investment accounts from January 1, 2006 to the present. Recruit appropriate individuals to complete this task.
3. Prepare necessary adjusting entries to UCOH accounting records to accurately reflect transactions in Legacies of Aloha.
4. Remove the Special Fund assets from Legacies of Aloha and rename the endowment fund as: "Legacies of Aloha, an Endowment Fund". Place the Special Fund balance in a restricted fund for capital projects
5. Modify the "Legacies of Aloha, an Endowment Fund" document to ensure strategic management and use of planned gifts in the future and ensure that appropriate legal documents and/or policy documents are approved by the Board of Trustees.
6. Investigate the appropriateness of an investment strategy committee to develop a policy document to guide investment decisions and to oversee investments.
7. Recommend a strategy for encouraging planned giving in the future.





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

*“Realizing our Oneness with God and each other.”*

## **Senior Minister’s Report**

Friday, May 12, 2017

### **I. Services, Activities & Events (April 22 – May 12, 2017)**

- 6 Services, 6 sermons
- 1 All-Staff Meetings
- 6 One-on-One Staff
- 9 One-on-One Congregation Meeting
- 7 Special Services Performed
- 5 Off-Campus Meetings (included in other categories)
- 3 Worship Team Meetings
- 3 Keiki Chapel, 2 of which I led in story telling
- 4 UWM Board Meetings
- 1 Town Hall Meeting
- 1 Board of Trustee Meeting
- 1 Finance Team Meeting
- 1 80th Anniversary Meeting
  
- ‘Ohana Movie Night: *La La Land*
- Attended UPRR Quarterly Meeting
- 1 Unity All Believers Interfaith Ministry Event: May, “*Circle of Love*”
- Weekly Servicing and Care of Church Grounds by Volunteers

### **II. Sunday Attendance**

A. **April 2017** – 4/23: 230 plus 90 online = **320**, 4/30: 175 plus 90 online = **265**, 5/7: 214 plus 89 online = **303**

### **III. Other Business- Vision**

**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. Reset outside light timers after power outages.
20. Primary contact for CCLI (Christian Copyright Licensing International) to report songs used in services for the next 6 months.
21. Filed yearly update to DCCA (Dept of Commerce & Consumer Affairs) for church.
22. Participated in Facilities Roof team meeting.
23. Coordinated replacement of broken fan light cover in Chapel
24. Coordinating chapel projection screen remote issue...had to order new remote/receiver. Assisted by Leavitt and Sean.
25. Updating membership database as needed with moves, adds, changes.
26. Met with Mel Rosario of David's to show him painting requirements for estimate.
27. Working with Amy to obtain new credit cards from another vendor for Rev Tim, Judy & Lisa.
28. Attended first 80<sup>th</sup> Anniversary planning meeting.
29. Vacation 5/14-18.
30. Met with Bruce Hymack Sean Sweet to review gutter needs before Bruce speaks with gutter estimator next week while I am out.
31. Assisted Judy with Roy Chun memorial service.
32. Other activities as they show up and walk through the door.

**Next Month (June):**

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

**Issues/Concerns/Other:**

## 1. NONE

### **Courtyard Café**

Dillard and Susan Faulk continue to produce delicious menus within the weekly budget that was originally provided to them. They provided 2 sponsored breakfasts in April (Easter & Aloha Sunday) along with regular Sunday meals. Anticipating increase in meals purchased with attendance boost with Rev. Tim now here.

### **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 Educational
10. Building.
11. Remembering people’s names, thereby conveying *high value*, by adding a positive adjective on to their names;
12. Raking leaves, twigs, flowers, berries, etc., particularly on the green walkways, but also in the “meditation bench” areas.
13. Watering plants and shrubbery fronting the Administrative Building.
14. Trimming palms and trees as needed.
15. Keeping the Admin Bldg. kitchen counter clean, cleared and orderly.
16. Making sure the chapel and surrounding campus is clean and clutter free especially for weddings, but also for Wednesday and Sunday services,
17. Inventory and organize tool and equipment room (to be completed; organization being contemplated and in progress).
18. Enabled people to walk on water during heavy Sunday rains – (Lead effort to keep courtyard safe during Sunday rains including drydeck repositioning)
19. Painted restroom doors and cleaned restroom windows
20. Ongoing – bringing joy to all who cross his path
21. Informal stage blessing for Rev. Tim to take his first steps on stage after a thorough floor polishing.
22. Assisted Ahi in cleaning up landscape fronting Déjà vu & garden area.
23. Spot treat and spot shampoo administration office & classroom carpets.
24. Assisted volunteers in cleaning outside plastic fence along Monsarrat.
25. Cleaned chapel fans/lights.
26. Assisted with courtyard setup/takedown for Roy Chun memorial.

**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 March and getting the financial report ready for the Board of Trustees meetings continue to go well.
4. Rev. Lytle-Finalized paper work, medical insurance, tax paperwork for withholding.
5. Producing reports and files for Kathy Whitmire.
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. Busier with preschool since we are drawing to the close of the school year. Students leaving an soon new students will be entering. Deposits need to be applied to the exiting students.
7. We had our first finance meeting with Kathy and Rev. Tim in April, Linda Knox and I were also in this meeting. Things went smoothly. We are thankful for the expertise that Kathy brings to the table.
8. I completed the first worker's compensation audit for insurance purposes. This audit is done yearly and deals with the compensation for both church and school.
9. Paula has started training Catherine Burton on the laptop now entering the donations. Catherine is doing well and quick to learn and very accurate. Our goal is to have each tithing team member cross train so that all can step in to the various roles when needed. Paula has been doing a great job training the ladies.

**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 Live</u>	<u>Replay</u>	<u>Total</u>	<u>States</u>	<u>Countries</u>
Apr 16	159	66	220	17	4
Apr 23	100	128	228	13	6
Apr 30	90	83	173	10	5
May 7	89	33	122	15	5

2. **YouTube (from Apr 12 – May 9 = Last 28 days (YT's default report range)**

Total UCoH Channel Subscribers: Now 1,107 (was 1,093) = +14 = +1.2%

Total Video Views (Apr 16 - May 10): 6,227

Total Minutes Watched: 31,455

Shares: 34

Female 56% / Male 44%

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

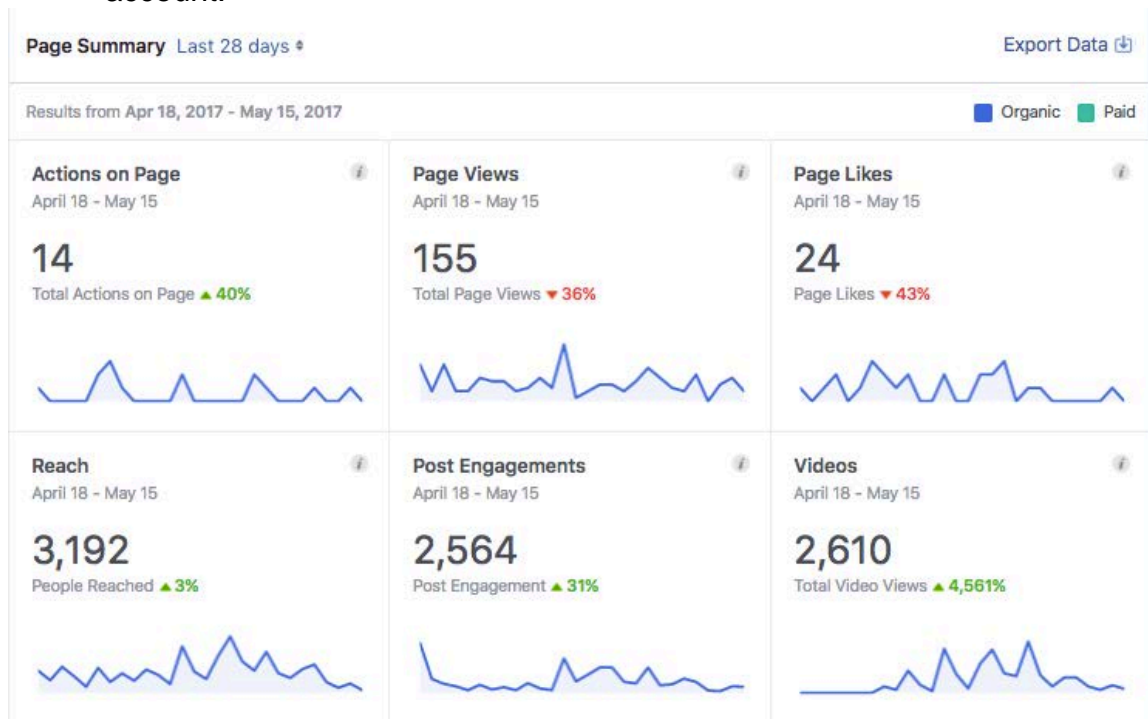
- Produced 6 Sunday livestream webcasts
- Produced, edited & delivered 3 weekly 1 Hr shows for Olelo TV Ch.55
- Produced 3 YouTube Sunday messages for our YouTube Channel & our website.
- Authored and produced 3 DVDs of weekly services
- Scheduled and directed camera volunteers
- Participated in 3 weekly Worship Team meetings

4. **Misc**

- 4/30 Found on CL & picked up good used laminate flooring & got donated for new Cave floor ~ \$ 100. value (I will install). I purchased & am donating underlayment.
- 5/5 Went to Theatrix & got 4 ea Par 64 Narrow Spot lamps donated. ~\$120. value.
- 5/6 Leavitt & I installed & aimed 2 rear spot cans to better light front of platform & ½ way down aisle to better suit Tim's movement.
- 5/8 Met Stu from Theatrix to consult & propose LED & overall Lighting upgrade.
- 5/8 Assisted Joann Adams & Anne Selby (from Olelo Kaimuki) with UABIN network Olelo camera setup.
- 5/10 Met Michiko from HI Stage Lighting to consult & propose LED & overall Lighting upgrade
- 5/11 scheduled 5/17 mtg with Cory from Creative Sound for 3<sup>rd</sup> Lighting consult proposal.

### Latest Accomplishments:

- **32 Facebook Posts (April 21 – May 14)**
- Started mid-week FB LIVE and other video marketing
- Started Sunday sermon FB LIVE for those not at their computers for streaming (uses less bandwidth/ data for users on their phone or tablets)
- Integrated Rev. Tim's personal Sunday FB LIVE feed to UCoH FB account.



### 32 Twitter "Tweets" (April 21 – May 14)



### 3 Instagram Posts (May 2017)

- Attended Instagram Seminar to leverage social media presence
- Created brand new UCoH Instagram page and transferred pictures from old account (password from old account wasn't working and couldn't reset w/o old administrator of account)

### 65 + Website Revisions (April 22 – May 13)

- Performed Weekly Security Patch Maintenance of Website
- Created Numerous Event Flyers and Sunday Worship Ads
- Created DejaVu Webpage on UCoH Website
- Working with DejaVu to increase their online presence

Date range

April 23, 2017 - May 12, 2017

Group statistics data by

Hour Day Week Month

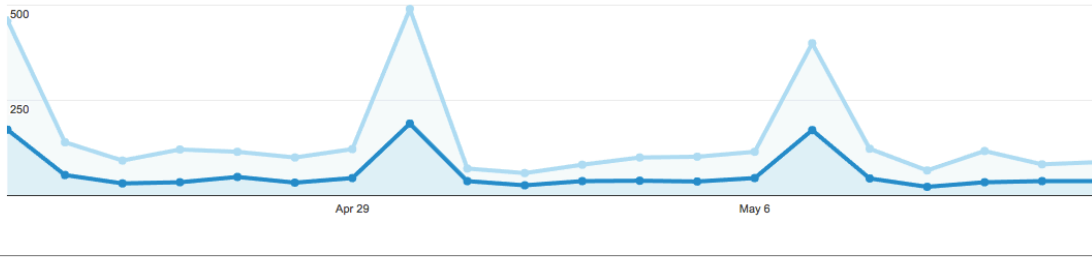
If you have any suggestions or wishes

Contact us

Settings

Sessions and page views

Sessions Pageviews



Sessions	Page views	Unique users	Bounces	Percent new sessions
1188	3044	662	48.23%	36.95%

Averages

Page views per session	Session duration
2.56	00:03:16

**Additional Items**

- 55 Live stream Periscope viewers for 5/7, 9:30 service
- Attended Weekly Worship Team Meetings
- Attended 1 All Staff Meetings
- Various Volunteer (Ho'opono, Keiki Chapel, Zamar, Wellness List, UABIM, etc.)

**Next Month**

- Continue to market to Millennial using best practices and updating marketing materials to meet the needs of that demographic

**Unity School** submitted for April/May 2017

**Latest Accomplishments:**

- 4/21: Keiki celebrated Earth Day in the garden (gazebo area). They enjoyed special health snacks.
- 4/28: In-Service Day: CPR and 1st Aid certification.
- 5/5: Boys' Day Celebration with special snacks, stories, and artwork.
- 5/12: Parents' Day Celebration: Drive-thru Coffee

**Future Endeavors:**

- May 19: Parent-Teacher Conferences: No children except during the time their parents are in conference.
- June 2: Graduation ceremony, in the Chapel, for children leaving for kindergarten program(s).
- June 7: 2017 Aloha Program School is dismissed immediately following the program.
- June 8 – 9: Staff on duty for setting up environments for next school year.

If you have any questions, please contact me.

Aloha,

JR

Jeanne Robinson, Office Manager  
Unity School



**Déjà vu: FAB Report** submitted for April/May 2017

**Current:**

- Financial goals/obligations met for previous month
- Event planning for Christmas in July " Vintage & Collectibles Sale (TBA)
- Sophia Sisterhood Gathering Thurs, 5/25 6-8 pm

**Ongoing:**

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

**Unity Wellness Report** submitted for April/May 2017

Dear Board Members,

Unity Wellness continues to thrive. We have seen a lot of new patients, mostly word of mouth, which generates beautiful organic growth.

We will be running a full page ad in the upcoming issue of Yoga Hawaii Magazine, and we keep increasing our social media presence via our Facebook and Instagram pages.

Our contribution for space usage in April was about \$1,900, which represents 20% of our gross revenue.

Looking forward we notified staff that our office will be closed June 13th through June 30th. Both of us will be attending Non-duality retreats in Europe during that time, and Felix will also be visiting his mom in Germany, who turns 86 on June 24th.

Even if redundant, we can't stop expressing our gratitude to UCOH for providing us with the opportunity to serve the community on these sacred grounds. We feel immensely blessed and honored to represent the Healing Ministry of Unity Hawaii.

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](http://www.unitywellness.net)  
808.304.7319

**Unity Church of Hawai'i**  
**Board of Trustees Code of Ethics, Code of Conduct, and Commitment Agreement**

I, \_\_\_\_\_, recognizing the important responsibility I am undertaking in serving as a member of the Board of Trustees (BoT) of Unity Church of Hawai'i (UCoH), hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations of my role as a Board Trustee.

**My commitment:**

I will exercise the duties and responsibilities of this office with prayer, integrity, collegiality, care and candor.

I will hold sacred my own prayer life, my spiritual life, and spiritual growth.

I will be respectful of my relationship with other trustees, staff, the Senior Minister, and lay leaders involved in the work of the Ministry.

I will listen to connect, seeking ways to build bridges during Board meeting dialogue.

I will protect the business interests and process of UCoH, from both a short and long-term perspective.

**I pledge:**

To respect and fulfill the role of the Board of Trustees as the entity responsible for providing sound business governance for UCoH.

To respect the role of the Senior Minister as the chief executive officer of the church organization and the spiritual leader of UCoH.

To establish as a high priority my attendance at meetings of the board.

To be prepared to participate actively in board meetings and keep informed of developments relevant to issues that may come before the Board of Trustees.

To adopt an "Agree to Disagree In Love" commitment with board members by offering suggestions in the spirit of moving our process and key issues forward, when topics of disagreement or differing views arise.

To respect the confidentiality of discussions when the Board meets in executive session.

To make decisions in the context of Unity Principles and of the values, mission, vision, and goals of UCoH.

To attend, participate in, and openly support programs and activities of UCoH.

To make decisions in the best interest of the congregation as a whole.

To acknowledge conflicts of interest between my professional and/or personal life and my position on the board and to abstain from the Board discussion and from voting when I have a conflict.

To avoid using Church resources or my position as a Board Trustee for my personal gain.

To ensure that Unity Church of Hawai'i is financially secure, growing, and always operating in the best interest of those we serve and prayerfully consider my personal financial support, by giving to UCoH.

To abide by this UCoH BoT Code of Ethics/Code of Conduct via annual confirmation & commitment by signature.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Bylaws Committee Report**

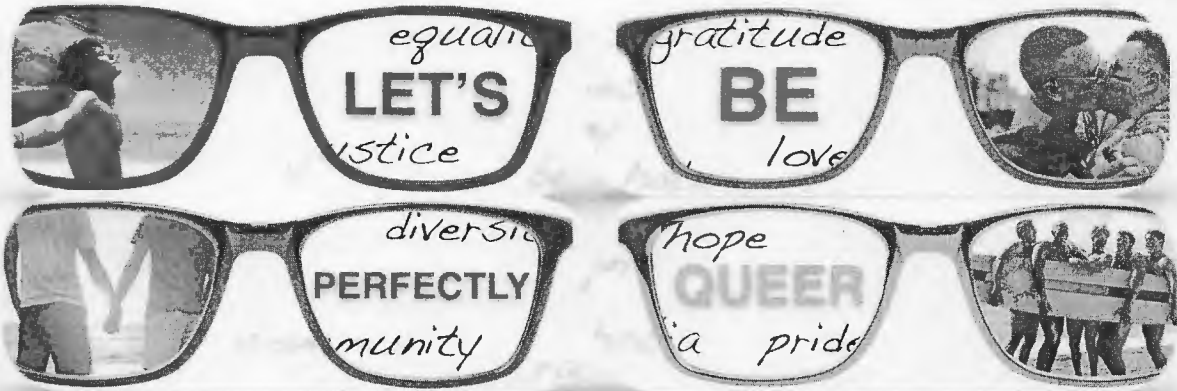
**May 18, 2017**

1. The Bylaws Committee composed of Richard Hughes, Jack Randall, Howard Wiig, Debbie Catania, and Thomas Gallagher met twice: May 9 and May 16.
2. Thomas was elected chair, and Debbie Catania secretary/recorder for the committee.
3. Letters were sent to others voicing desire to participate on the committee asking them to be subject matter experts for the committee.
4. An email address ([bylaws@unityhawaii.org](mailto:bylaws@unityhawaii.org)) was established to solicit and facilitate congregant input into bylaw changes / modifications documenting specific Article(s), and Section(s). Information regarding this process will be included in the UCoH Sunday bulletins, weekly newsletter, and posted on the UCoH website.
5. The board combed through the bylaws highlighting Articles and Sections that attention, re-wording, and/or modifications.
6. Next Bylaws Committee meeting will be June 8.
7. Committee updates regarding recommended modifications to the UCoH Bylaws will be included in the Bylaws Committee report at Board of Trustees meetings.

Thomas Gallagher

Chair, Bylaws Committee

2017 SUMMER CONCERT  
CONCERT EVENT SPONSORSHIP & ADVERTISING OPPORTUNITY



Sunday, June 11th, 5:30pm

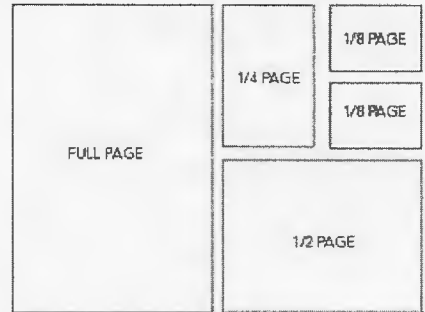
Hawaii Theatre Center, 1130 Bethel Street, Honolulu, Hawai'i

ALL ADS ARE IN FULL RAINBOW COLORS

NEW SPECIAL PROMOTION

Purchase 2 Program Ads  
(one for each concert program of our 2017 season)

Get 10% Off  
the Cost of BOTH Ads!



Example Layout Not to Scale.

ADVERTISEMENT COSTS

Table with 2 columns: Ad Description, Price. Includes rows for 2 Pages in Program Center (\$1,000), 2 Pages w/Inner Front Cover (\$900), 2 Pages w/Inner Back Cover (\$900), Back Cover (\$750), Inner Front/Back Covers (\$550), Full Page (5w x 8h inches) (\$400), 1/2 Page (5w x 4h inches) (\$300), 1/4 Page (2.5w x 4h inches) (\$200), 1/8 Page (2.5w x 1.75h inches) (\$100).

Ad Order Form - By Mail

Welcome to Our RAINBOW 'Ohana!

Deadline: May 26th, 8:00pm

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Zip: \_\_\_\_\_

Ad Size: \_\_\_\_\_  
Ad Price: \_\_\_\_\_  
Donation: \_\_\_\_\_

Please make checks payable to:  
Gay Men's Chorus of Honolulu

Send payment & scannable ad to:  
Gay Men's Chorus of Honolulu  
2700 S. King St., #11707  
Honolulu, HI 96828

Ad Order Process - By Email

- Contact Butch Merideth by email at [GMCOFH@gmail.com](mailto:GMCOFH@gmail.com) for all design, purchase, layout and questions. Phone: (808) 546-0097
- Electronic Ads accepted in all formats (jpeg, EPS, PDF, Adobe, etc.);
- Email the information requested in our Ad Order Form below.
- Electronic payments can be made at PayPal.com (service charge applies). All ad purchases must be paid in full prior to inclusion in our program.
- Please submit the program ad before deadline - **May 26th, 8:00pm.**
- Join Our RAINBOW 'Ohana with this Program Ad purchase today and enjoy **FREE** Online advertising with **hyperlinks** to **YOUR BUSINESS WEBSITE** at [www.GMCOFH.org](http://www.GMCOFH.org)!

Deadline 5/26/17