



Unity Church of Hawaii
 Board of Trustees
 Regular Meeting
 Tuesday, March 14, 2017
 Unity Church of Hawaii, Room 201

Board Members Present: Ralph Whitaker, Marsha Bethards, Debbie Catania, Linda Knox, Richard Hughes, Thomas Gallagher, Kathy Whitmire
 Excused: Loke Simon

AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
Call to order Quorum Required: Six	Having established that a quorum (six or more) was present, the meeting was called to order at 6:05	
Opening Prayer, Lighting of the Christ Candle,	Ann Valeron lead the opening prayer. President Ralph Whitaker lead the board in lighting the Christ Candle.	
Roll Call	Secretary Debbie Catania called the roll of the board. All were present except Loke Simon.	
Approval of Agenda	<ol style="list-style-type: none"> 1. Ralph Whitaker presented the Agenda. 2. Ralph cited corrections the Agenda. <ol style="list-style-type: none"> a. VII. Reading of minutes January 2017 should be Reading of the minutes February 2017. b. Added Code of Ethics to New Business. 3. Kathy Whitmire requested that item (a.) Confirmation of next BOT and Town Hall meetings under Presidents Report be added to New Business. 4. (a.) Confirmation of next BOT... moved to (d.) under New Business 5. Code of Ethics became (e.) under New Business 	(Attachment 1)



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<ul style="list-style-type: none"> • Motion to accept the agenda as amended was made by Thomas. • Second by Richard. • Motion passed unanimously. 	
Affirmation of Purpose	Board of Trustees (BoT) read the Affirmation of Purpose.	
Approval of Minutes	<p>1. Kathy, Thomas Gallagher, and Richard Hughes requested that attachments to minutes be attached to both hard copy minutes and website copies.</p> <ul style="list-style-type: none"> • Motion to request that attachments to minutes be attached to both hard copy and website copies of minutes made by Thomas. • Second by Richard. • Motion passed unanimously. <p>• Motion to approve minutes as amended made by Richard.</p> <ul style="list-style-type: none"> • Second by Thomas. • Motion passed unanimously. 	
Presidents Report	Ralph presented his report.	(Attachment 2)
Finance Report	<p>1. Finance Profit & Loss (P&L) Statements not available because it was too early to prepare the reports. Information to feed reports are received on the 10th of the month. 5 business days must be allowed to complete the report. Instead, P&L statement for March 6 – 12, 2017 presented.</p> <p>2. Financial forecast. Call made to find out if options are available other than taking a loan. A committee (Thomas and Kathy) was formed to explore interorganizational loans vice using the Legacies of Aloha.</p>	<p>(Attachment 3)</p> <p>2. (Attachment 4) Thomas and Kathy will follow up to determine alternative methods of resolving potential shortfall.</p>



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<p>3. Richard requested clarification that \$15,000 was actually in the budget. Linda confirmed that a previous report was erroneous and originally indicated that nothing existed in the budget for the Minister's move.</p> <p>4. Preschool contribution to roof repairs was reduced from \$27,000 to \$20,000.</p> <p>5. Linda Knox will define Item 4402 later.</p> <p>6. Linda request to replace current reporting system on the weekly bulletin to reflect net ordinary income.</p> <ul style="list-style-type: none"> • Motion to replace the current reporting system on the weekly bulletin to instead reflect the net ordinary income on the report made by Linda. • Motion passed unanimously. <p>7. Thomas would like to see all sources of income reflected in the weekly income report in the Sunday UCOH bulletin. Thomas would like to average the amount received by the preschool vice reported at one time.</p> <ul style="list-style-type: none"> • Motion to defer the change in the weekly income report so that the discussion can include the new minister made by Ralph. • Second by Debbie. • Motion failed 5 to 2 (Ralph and Debbie). 	<p>4. (Attachment 5)</p>



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<ul style="list-style-type: none"> • Motion to begin reporting all sources of income in the Sunday UCoH bulletin. • Motion passed 5 to 2 (Ralph and Debbie) 	
Church Reports	Church reports for March were not available for this meeting.	
Prayer of Thanksgiving	BoT read the Prayer of Thanksgiving	
Old Business:	<ol style="list-style-type: none"> 1. Diversity Sunday Message guest speaker and date. Stan Boehm will meet with Rosie and Ralph on Tuesday, March 21, 2017 at 6 p.m. Members are invited to attend. Church is requesting that he speak on -isms i.e. racism, sexism, nationalism etc. 2. The car policy was presented by Loke and never received a vote. It covers any car owned by the church. The church car needs repairs. It will be used by the new minister when he arrives until he receives his personal car in shipment. The car policy needs approval. 3. Minister Search Team (MST) and board need to meet to record lessons learned. Ralph recommends the meeting take place prior to arrival of new minister. Ralph proposed that the board and the MST meet on Sunday, April 2 at 1300 in Room 201. 	<ol style="list-style-type: none"> 2. Thomas requested that a copy of the car policy be distributed to all members of the board.
New Business	<ol style="list-style-type: none"> 1. Sean Sweet was hired as the new media director. 2. Board members were requested to support <u>Raise the Roof.</u> 3. Rickie Banning appointed to the board by a 4 to 3 vote (vs Jo-Ann Adams.) 4. Vote for Board Officers. 	



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<p>a. President, Ralph Whitaker and Thomas Gallagher nominated, Thomas declined. Ralph elected unanimously.</p> <p>b. Vice president, Marsha Bethards, Thomas Gallagher, Rickie Banning, and Kathy Whitmire nominated. Kathy declined. Vote count: Marsha 1, Thomas 6, Rickie 1. Thomas elected.</p> <p>c. Secretary, Debbie and Richard nominated. Richard declined. Debbie elected unanimously.</p> <p>d. Treasurer, Kathy elected unanimously.</p> <ul style="list-style-type: none"> • Motion to appoint Linda treasurer emeritus by Kathy. • Second by Richard. • Motion passed unanimously. <p>The Board of Trustees for Unity Church of Hawaii are: President, Ralph Whitaker Vice President, Thomas Gallagher Secretary, Richard Hughes Treasurer, Kathy Whitmire</p> <p>5. Next board meeting will be held on Thursday, April 27, 2017 @ 6 p.m. Next Town Hall meeting will be held on Sunday, April 30, 2017 @ 1 p.m.</p> <p>6. UCOH Code of Ethics and Unity Worldwide Ministries Code of Ethics and Commitment Agreements were distributed to board members.</p> <ul style="list-style-type: none"> • Motion to table the discussion not later than 2 board meetings made by Thomas. 	<p>6. The COE committee will make a product available a week prior to May meeting.</p>



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<ul style="list-style-type: none"> • Second by Kathy. • Motion passed unanimously <p>Tom will take the assignment into committee with Kathy and Rickie. Board members were instructed to take the documents home for review and to provide suggestions/recommendations to the committee.</p> <p>7. Kathy Whitmire introduced Transparency Policy for Board Meetings.</p> <ul style="list-style-type: none"> • Motion made to table Transparency Policy for Board Meetings by Tom. • Second by Ralph • Motion passed unanimously 	<p>(Attachment 5) 7. Discussion tabled</p>
General Session adjourned	General session was adjourned at 9:30 p.m. and guests left the meeting.	
Executive Session	<p>Entered Executive Session at 9:38 p.m.</p> <ul style="list-style-type: none"> • Senior Minister Update <p>Exited Executive Session at 9:42 p.m.</p>	
Adjournment	The meeting adjourned at 9:42 p.m.	
Next Meeting	Thursday, April 27, 2017 at 6 p.m. in Room 201.	

Submitted by Board Secretary Debbie Catania.

Attachment List



Board of Trustees

Regular Meeting

Date: March 14, 2017

- Attachments:
- (1) Agenda dtd March 14, 2017 with ammendments
 - (2) President's Report
 - (3) UCoH Profit and Loss dtd March 6 – 12, 2017
 - (4) Financial Forecast 2017 (Draft Update)
 - (5) Raise the Roof 2017
 - (6) Transparency Policy

UNITY CHURCH OF HAWAII

BOARD MEETING AGENDA

14 MARCH 2017

- I. CALL TO ORDER**
- II. OPENING PRAYER**
- III. LIGHTING OF THE CHRIST CANDLE**
- IV. ROLL CALL**
- V. APPROVAL OF THE AGENDA**
- VI. AFFIRMATION OF PURPOSE**
- VII. READING OF MINUTES FEBRUARY 2017**
 - a. REVIEW/CORRECTIONS/APPROVAL VOTE**
- VIII. PRESIDENT'S REPORT**
 - a. NOTE: ANNUAL MEMBERSHIP MEETING 5 MARCH 2017**
- IX. FINANCE REPORT**
 - a. TREASURES'S REPORT**
 - b. BANK LOAN TO SUPPORT PAYMENT OF MOVING EXPENSES FOR
NEW MINISTER, CPA AND REVIEW – BOARD TO VOTE – 45K**
 - c. UPDATE ON “RAISE THE ROOF” TOTALS**
 - d. BULLETIN FINANCE UPDATE**
- X. SENIOR MINISTER REPORT (NONE)**
- XI. PRAYER OF THANKSGIVING**
- XII. OLD BUSINESS**
 - a. DIVERSITY SUNDAY MESSAGE – GUEST SPEAKER - DATE**
- XIII. NEW BUSINESS**

(Attachment 1)

- a. HIRED SEAN SWEET AS NEW MEDIA DIRECTOR**
- b. VOTE FOR APPOINTEE MEMBER TO THE BOARD**
- c. VOTE FOR BOARD OFFICERS**
- d. CONFIRMATION OF NEXT BOT AND TOWN HALL MEETINGS**
- e. CODE OF ETHICS**
- f. KATHY WHITMIRE POLICY ON MEETINGS**

XIV. EXECUTIVE SESSION

- a. SENIOR MINISTER UPDATE**
- b. OTHER ITEMS?**

XV. ADJOURN MEETING



President's Report

Submitted by Ralph Whitaker

March 14, 2017

This Month's Activities:

1. Called other Senior Minister candidates as appropriate.
2. Greet visitors every Sunday.
3. Daily correspondence with staff.
4. Spoke with potential Board appointees.
5. Signed checks.
6. Negotiated with Linda and Richard for Senior Minister Contract.
7. Attended Community Talk meeting.
8. Conducted Annual meeting.
9. Signed UI wedding contract.
10. Interviewed two candidates for Media Director, selected Sean Sweet.
11. Briefly supported déjà vu effort for Raise the Roof.
12. Prayed with a member of the congregation over the phone.
13. Spoke with Rev Toni Boehm with updates of state of UCOH.
14. Welcomed and update new Board members of ongoing items.
15. Raise the Roof concert.

Upcoming and Next Month:

1. Welcome new minister.
2. Easter
3. Farewell to Tracey, Owen and Gary

Unity Church of Hawaii
Profit & Loss
March 6 - 12, 2017

	Mar 6 - 12, 17
Ordinary Income/Expense	
Income	
4000 · CHURCH SERVICES	
4002 · 9 00 am Service	797.00
4003 · 11 00 a Service	1,130.00
4006 · Wed Night	547.00
Total 4000 · CHURCH SERVICES	2,474.00
4035 · INTERNET MINISTRY OFFERINGS	
4035A · Internet Mntry - One Time Gift	350.00
4035B · Internet Mtry Recurring	900.00
Total 4035 · INTERNET MINISTRY OFFERINGS	1,250.00
4050 · OTHER OFFERINGS	
4054 · Mail In Contributions	617.00
Total 4050 · OTHER OFFERINGS	617.00
4300 · BOOKSTORE SALES	30.00
4310 · DeJa Vu Boutique	
4310B · DeJa Vu Boutique - Tithe	968.50
Total 4310 · DeJa Vu Boutique	968.50
4330 · Wellness Center	2,562.54
4400 · SEMINARS, CLASSES & WORKSHOPS	
4402 · One time event	3,520.00
4406 · Ongoing groups	342.00
4407 · SEE Love Offering	233.00
Total 4400 · SEMINARS, CLASSES & WORKSHOPS	4,095.00
4500 · KITCHEN/COURTYARD CAFE INCOME	12.00
4700 · OUTREACH WEDDING - UI	720.00
Total Income	12,729.04
Gross Profit	12,729.04
Net Ordinary Income	12,729.04
Other Income/Expense	
Other Income	
8000 · TEMPORARILY RESTRICTED INCOME	
8004 · Major Building Fund	5,553.44
Total 8000 · TEMPORARILY RESTRICTED INCOME	5,553.44
Total Other Income	5,553.44
Net Other Income	5,553.44
Net Income	18,282.48

FINANCIAL FORECAST 2017 – Draft Update

Date	Item	Cost A	Cost B	Budgeted	Due	Notes
Jan 15	Review Prep by CPA Ronelle Matsunami,	\$5,000	\$8,000	\$3,000	April 1 May 1	Pay April \$5,953.12 & May TBD
April 1	Review by Wikoff Combs	\$17,000*	\$17,000*	\$12,000	April 15	*Could be less. Pay 1/3 April, 1/3 & 1/3
June 1	Minister move	Up to \$20,000	Up to \$20,000	\$15,000	June 15 July	Pay June & July
	TOTALS	\$42,000	\$45,000	\$30,000*		3-14-17 LK Revised Draft

We are looking at other sources of income: Increase in income when new minister arrives, possibly loaning to ourselves from Restricted Funds or Legacies of Aloha, etc. Possible \$1,000 from #6804 legal fees. We are in the flow of Divine of all Good.

Raise the Roof 2017		
Source	Amount	Notes
UCOH pledge	\$27,000.00	*Available from Restricted funds/Pack the Pew
UCOH pledge	\$ 3,000.00	*Available from Restricted funds/Pack the Pew
Unity School pledge	\$20,000.00	
Donations 01/15/2017	\$ 2,135.00	
Donations 01/22/2017	\$ 3,503.00	
Donations Midwk 1/25/17	\$ 160.00	
Donations 1/29/17	\$ 2,410.00	
Donations 2/05/17	\$ 2,419.40	
Donations 2/12/17	\$ 2,326.00	
Donations 2/19/17	\$ 563.00	
Donations 2/26/17	\$ 1,762.30	
Donations 3/5/17	\$ 195.00	
Donations 3/9/17	\$ 5,146.94	Includes \$5,000.00 pledge from congregant
TOTAL 3/14/17	\$70,620.64	Remaining to be raised \$7,379.36
GOAL	\$78,000.00	*Per CPA Ronelle K. Matsunami, Carr, Gouveia, Associates, CPAs, Inc.
		3/14/17 lk

Unity Church of Hawaii
Board of Directors
Transparency Policy for Board Meetings

BACKGROUND: The Board is elected by and accountable to the membership of Unity Church of Hawaii (UCoH) for the success of the ministry. Therefore it is important that deliberations of the Board be transparent and available to the membership in all cases unless there is a specific reason that confidentiality is required.

The By-Laws of UCoH require regularly scheduled monthly Board meetings and also allow for special Board meetings to be called by the President when necessary.

BOARD POLICY: To keep the membership informed of Church business and allow for maximum transparency, the following procedures shall be followed for both regular and special Board meetings:

1. The date, time, place and agenda for the meeting will be announced in advance through the electronic newsletter and also on the bulletin board on the UCoH campus. The date, time and place of the meeting will also be included in the Sunday service bulletin. When extenuating circumstances make it urgent that a special meeting be held quickly without the opportunity to include it in the weekly newsletter or the Sunday bulletin, the date, time, place and agenda must still be placed on the bulletin board.
2. All members of UCoH are welcome to attend all Board meetings and observe the proceedings.
3. The agenda will include any executive session scheduled during the meeting and a generic description of the matter(s) to be discussed in executive session.
4. During an executive session, the discussion must be confined to matters subject to attorney/client privilege and personnel matters related to employees of UCoH that are subject to privacy protections under state or federal law. Other matters of church business may not be discussed in executive session.
5. At the conclusion of the executive session, the Board will reconvene in open session. If any votes were taken in executive session, the specific motion voted on the resulting vote will be reported in the open session and included in the minutes of the meeting.