



on 3/22/2018 *dc*

2018\_01-25 UCoH BoT Special Meeting Approved Minutes.docx

<b>Unity Church of Hawaii</b> <b>Board of Trustees</b> <b>Special Meeting</b> <b>Date January 25, 2018</b> <b>Unity Church of Hawaii, 201</b>
Board Members Present: Rev. Tim Lytle, Jo-Ann Adams, Rickie Banning, Marsha Bethards, Debbie Catania, Richard Hughes, Loke Simon, Ralph Whitaker, Kathy Whitmire Excused: Thomas Gallagher

AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
Call to Order Quorum required: six	The meeting was called to order. A quorum was established.	
Opening Prayer Lighting of the Christ Candle	Rev. Tim led the meditative moment	
Roll Call	Thomas was excused.	
Reading and approval of Agenda	Add Nominating Committee to Committee reports Add to New Business, Rev Bomar's contract... Secretary's report – Correspondence will be deferred to February's meeting. Delete VI. Move minutes to February board meeting.  Kathy made a motion to accept the agenda as amended. Loke second. Motion passed unanimously	(Attachment #1) 2018_01-25 BoT Meeting Agenda (2)
Unfinished Business	A. Unity School – Rev. Tim will meet with Sergio and Amy. Sergio is committed to ensuring Kathy receives the documents that she needs. Lisa will be on vacation, Judy will need to take on Lisa's responsibilities. Amy is still working for the church. Sergio is very interested in ensuring finances are correct. - Suggestion was made to create excel spreadsheets from QuickBooks rather than receiving QuickBooks backups.	



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	<ul style="list-style-type: none"> <li>- Amy needs more time to get the information needed. Wants to see a manipulation of data.</li> <li>- QuickBooks allows Kathy to research the numbers.</li> <li>- Kathy wants a solution to the QuickBooks personal information problem.</li> <li>- Two ways to move forward.</li> <li>- Point of order to move forward. Should this information be covered under PII.</li> <li>- Best to have a committee with Rev. Tim, Sergio and others.</li> <li>- Payroll is handled for the preschool same as is handled by the church.</li> </ul> <p>Kathy made a motion for the board to support the Treasurer’s request to receive the information from the preschool before the February board meeting. Rickie second.</p> <p>Kathy amended the motion to clarify that Treasurer would like to have accounting and bank records be made available by the February board meeting. Rickie second.</p> <p>Rev. Tim would like to have an amicable solution with Sergio and likes the suggestion to have a committee. He will not approve of releasing the personal information.</p> <p>Point of information made by Jo-Ann. Does not include PII information. Point of order by Richard. Motion is on the floor.</p> <p>Seven in favor. Ralph and Debbie abstained. The motion passed.</p>	



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	<p>Rev. Tim cannot support the release of accounting and banking information, no personal information of the children and their families can be included. The meeting to find a solution has not been held.</p> <p>B. Personal Identifiable Information (PII) Carried forward from November 28<sup>th</sup> board meeting, related to the church's employee records. Employees have expressed that they do not want the information taken off of the campus.</p> <p>Jo-Ann reintroduced her motion to keep a master copy. Kathy would like the current end of year information that would replace her December 7<sup>th</sup> files.</p> <p>Discussion: Rev. Tim proposed to have an IT expert determine how to move forward. He would like an objective person to help to resolve this problem. Same opinions from the board, an outside perspective can help. An organizational audit was requested. An organizational audit is overstepping on the part of the board.</p> <p>A PII committee was created. 2 issues. 1) Focus on the school's PII and PII on Kathy's computer. 2) Allow the committee to complete their job.</p> <p>Kathy has nothing on her Mac computer which does not work well with QuickBooks. Her old laptop does not connect to the internet. Was not aware that she had the private information. She deleted the</p>	



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	<p>information from her computer. SSN's may be also located in the vendor file.</p> <p>Jo-Ann would like to separate the issue and move forward.</p> <p>We keep a master copy of all of the information, any PII information would be removed.</p> <p>Jo-Ann moved that any time a copy of the database is being used or released that a master copy is kept and all PII information be removed before being released.            Second by Rickie.            Motion passed unanimously.</p> <p>Reconvene at 7:36 p.m.</p> <p>C. Calendar 2018.</p> <p>Two-part motion made by Kathy.</p> <ol style="list-style-type: none"> <li>1) Correct November meeting from the 22<sup>nd</sup> to the 29<sup>th</sup>.</li> <li>2) Each month establish a carryover meeting starting in February to address items not completed, it will be scheduled a week after the board meeting and included on the calendar.</li> </ol> <p>Second by Rickie.</p> <p>The motion was amended that the November board meeting be held on 29<sup>th</sup> and the Town Hall meeting will be held on December 2.            Rickie second.</p> <p>Discussion:</p>	





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	<p>Another orientation is scheduled on Thursday, Feb 1 for potential candidates.</p> <p>Newsletter needs to be updated.</p> <p>Concern was voiced about any vetting of candidates.</p> <p>The intention of the Nominating Committee is to clearly lay out the qualifications, duties of Trustees, i.e. Have you taken classes in basic Unity teachings? It is not the position of the Nominating Committee to weed any one out. The committee will lay out criteria and let the criteria speak for itself.</p> <p>UCOH Bylaws do not discuss the vetting of candidates. Who is doing the vetting?</p> <p>We are required to take nominations from the floor. Requirement to attend orientation does not allow for nominations from the floor.</p> <p>Resistance to nominating from the floor exists, however, UCOH Bylaws Section 4.04 (c)(3) Call for additional nominations from the floor.</p> <p>Dates for orientation fall in the same week and would like flexibility to allow for more people to become a candidate.</p> <p>All nominees must qualify according to Section 4.04 (a)</p> <p>Under nominating committee, discernment is required to establish an objective and impartial way to determine if candidates meet criteria. If there is evidence that a person does not fit the criteria discussion can take place.</p>	



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	<p>More objective criteria are included in the bylaws such as regular attendance, voluntary service, etc.</p> <p>Vetting is a power grab, taking power from the congregation. Suggests Q&amp;A before the congregation so they can decide on the qualifications.</p> <p>Cleaning up the language, strike the subjective criteria. Concern exists about the senior minister's involvement in the Nominations Committee.</p> <p>Bylaws Committee may have addressed concerns. Is questioning the process being applied by the senior minister?</p> <p>The committee has a list of names. Not fair to identify those people who have been approached. Not turning anyone away.</p> <p>Bias should be eliminated from the process.</p> <p>Rev. Tim has updated schedule/timeline.            Deadline for all applicants = 2/8/2018            2/12/2018 letter to candidate            2/18 – 2/25 communication to congregations            Pick up membership packets on 2/18. Others will be mailed.            Town hall Q&amp;A 2/25.</p> <p>8:33</p> <p>Kathy would like to make a motion to remain 10 minutes to complete discussion on Nominating Committee.            Second by Rickie.            6 in favor</p>	



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	<p>Ralph opposed. Rev. Tim and Richard abstained.</p> <p>Typically, members find out requirements and responsibilities they self-select.</p> <p>Kathy made a motion that when the process is carried out on Feb 9 and the final list is submitted, the nominating committee provide names to the members of the board who accepted candidates, any candidates not accepted and the reason. Richard second.</p> <p>And names of people who were accepted. Accepted by both</p> <p>Point of information by Richard. Rev Tim will be involved in both orientations.</p> <p>Did the committee scrub names from the list of candidates?</p> <p>Checks and balances are needed. Kathy calls the question. Richard second. Motion to call the question passed</p> <p>Kathy's motion that when the process is carried out on Feb 9 and the final list is submitted, the nominating committee provide names to the members of the board who accepted candidates, any candidates not accepted and the reason. 8 in favor. Ralph opposed.</p>	





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	Motion passed.	
Meditative Moment	Rev. Tim led a meditative moment	
Regular Meeting Adjourned	Meeting was adjourned at 8:45 p.m.	
Next Meeting	Next meeting on February 22, 2018.	

Attachments

1) 2018_01-25 BoT Meeting Agenda (3)
2) Board Calendar 2018

**UNITY CHURCH OF HAWAII**  
**SPECIAL BOT MEETING AGENDA**  
**25 JANUARY 2018**

- I. CALL TO ORDER
- II. OPENING PRAYER
- III. LIGHTING OF THE CHRIST CANDLE
- IV. ROLL CALL
- V. APPROVAL OF THE AGENDA
- ~~VI. READING AND APPROVAL OF THE 21 JANUARY 2018 MINUTES~~
  - ~~A. JANUARY 18, 2018 SPECIAL BOARD MEETING~~
  - ~~B. JANUARY 17, 2018 SPECIAL BUDGET MEETING~~
  - ~~C. JANUARY 11, 2018 SPECIAL BUDGET MEETING~~
- VI. MEDITATIVE MOMENT COMMITTEE REPORTS
  - VII.A. NOMINATING COMMITTEE
- ~~VII.~~ VII. UNFINISHED BUSINESS
  - A. UNITY SCHOOL
  - B. PERSONALLY IDENTIFIABLE INFORMATION (PII)
  - C. CALENDAR 2018
- ~~VIII.~~ VIII. MEDITATIVE MOMENT
- IX. NEW BUSINESS
  - A. SAFETY PREPAREDNESS COORDINATOR – RICKIE BANNING
  - B. TRANSPARENCY POLICY
  - B.C. A MOTION TO MAKE EMPLOYMENT CONTRACT WITH REV. BOMAR, HIS RESIGNATION LETTER, FINANCIAL TRANSACTIONS SURROUNDING HIS DEPARTURE AND BOARD MINUTES RELATED TO HIS DEPARTURE AVAILABLE TO BE VIEWED BY MEMBERS OF THE CHURCH UPON
- X. ADJOURN MEETING AT 8:30 P.M.

UNITY CHURCH OF HAWAII BOARD OF TRUSTEES (2018) Meeting Dates	FINANCE COMMITTEE MEETING	BOARD MEETING	<u>Follow-up Meeting</u>	TOWN HALL MEETING
	Room 201	3 <sup>rd</sup> Thursday* 6:00 p.m. Room 201	<u>Thursday after scheduled board meeting</u>	4 <sup>th</sup> Sunday* 1:00 p.m. Chapel
<b>JANUARY</b>		<b>18</b>		<b>21</b>
<b>FEBRUARY</b>		<b>22</b>	<b>3/6/2018</b>	<b>25</b>
MARCH		<del>15</del> <b>22</b>	<b>29</b>	<del>18</del> <b>*25</b>
APRIL		<b>19</b>	<b>26</b>	<b>22</b>
MAY		<del>17</del> <b>24</b>		<del>20</del> <b>*27</b>
JUNE		<b>21</b>	<b>28</b>	<b>24</b>
JULY		<b>19</b>	<b>26</b>	<b>22</b>
AUGUST		<del>16</del> <b>23</b>	<b>30</b>	<del>19</del> <b>26*</b>
SEPTEMBER		<b>20</b>	<b>27</b>	<b>23</b>
OCTOBER		<b>18</b>	<b>25</b>	<b>21*</b>
NOVEMBER		<del>15</del> <b>29</b>	<b>Dec 6</b>	<del>18</del> <b>Dec 2</b>
DECEMBER		**		**

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

\*\* Schedule changed.

**Scheduled**