



on 4/14/2018 *dc*

2018_03-22 UCOH BoT Meeting Approved Minutes.docx

**Unity Church of Hawaii
Board of Trustees
Regular Meeting
Date: March 22, 2018
Unity Church of Hawaii, 201**

Board Members Present: Rev. Tim Lytle, Jo-Ann Adams, Rickie Banning, Marsha Bethards, Debbie Catania, Jerry Denton, Jan FitzGerald, Thomas Gallagher, Richard Hughes, Kathy Whitmire

AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
Call to Order Quorum required: six	Meeting was called to order at 6:04 p.m. Quorum has been established.	
Opening Prayer Lighting of the Christ Candle	Rev. Tim led the opening prayer and the Lighting of the Christ Candle.	
Roll Call	Roll call, all present.	
Board orientation	Thomas distributed a list of items.	Attachment #1 BoT Orientation
Reading and approval of Agenda	Richard requested to add an item under XIII. New Business, B. Election Process Kathy requested to add a President's Report, Minister's Report, Finance Report, and Committee Reports. C. President's Report, D. Minister's Report, and E. Finance Reports were added to New Business. Item IX. Committee Reports are already listed on the agenda. Kathy made a motion to approve the agenda as amended. Richard second. Motion was approved unanimously.	Attachment #2 Agenda
Election of Officers	Officers for the Unity Church of Hawaii Board of Trustees are: President: Jo-Ann Adams Vice President: Thomas Gallagher Secretary: Debbie Catania	



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<p>Assistant Secretary: Jerry Denton Treasurer: Kathy Whitmire Assistant Treasurer: Marsha Bethards</p> <p>Jan moved to suspend the rules to allow Catherine Burton to speak Second by Richard Motion was approved</p> <p>Can the board approve a member that is not a board member? Answer: Only board members can fulfill the position.</p>	
Approval of the Minutes	<p>A. The minutes of January 18. Page 2. The motions under the Secretary’s Report were questioned. The motions were presented as written in the minutes. Page 7. Instead of Senior Minister, Rev. Tim was referred to as the Spiritual Leader until he was ordained by Unity Worldwide Ministries. There were no objections to the amendments of the minutes of Jan 18. The amended minutes of January 18, 2018 are approved.</p> <p>B. The minutes of January 21. There were no objections to the minutes of January 21. The minutes of January 21, 2018 are approved.</p> <p>C. January 25. There were no objections to the minutes of January 25. The minutes of January 25, 2018 are approved.</p> <p>February 22 minutes were distributed during this meeting of March 22, 2018 and will be left for approval at the next meeting.</p>	<p>(Attachment #3) 2018_01-18 UCOH BOT Meeting Minutes (5).docx</p> <p>(Attachment #4) 2018_01-21 UCOH BOT Meeting Minutes (5).doc</p> <p>(Attachment #5) 2018_01-25 UCOH BOT Special Meeting Minutes (3).dox</p>
Church Reports	The rebuttal letter to the correspondence of January 18 was distributed to the board and will not be included in the minutes.	<p>(Attachment #6) Church Reports (Attachment #7) Marketing Media Board Report Feb thru Mar 2018.pdf</p>



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
Committee Reports	<p>Senior Minister’s Performance Review Ad Hoc Working Group/Committee</p> <p>The Board will meet tomorrow on March 23 at 6:00 p.m. – 8:30p.m. and also on Saturday, March 24 10 a.m. in Executive Session.</p>	
Unfinished Business	<p>A. Unity School</p> <p>Rev. Tim provided Profit and Loss statements to Kathy. She is still waiting to receive bank reconciliation statements. Per bylaws, the treasurer is provided monthly finance statements, bank reconciliations, etc. Can we set a target date?</p> <p>Option: Have the bookkeeper use a separate company that does not contain personal information of children, families or employees.</p> <p>Would a letter from the board be appropriate?</p> <p>We are receiving financial statements. 2014, 2015, 2016.</p> <p>Profit and Loss 2017 received.</p> <p>Rev. Tim would like for Sergio and Amy to meet. Perhaps should meet with the Finance Committee.</p> <p>Rev. Tim will attempt to have a report prepared by next meeting.</p> <p>B. PII – Rev. Tim sent a memo from the church’s IT person, Wayne Bow.</p> <p>Kathy would like to discuss with Wayne Bow.</p> <ul style="list-style-type: none"> • Any time a thumb drive is used to transfer files from one computer to another, the thumb drive must be reformatted to assure that all data have been removed. • Move all files on church computer to Accounting Company. • Committee should have met regarding PII. 	



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<p>The committee must consider two issues, one long term and broad, one short term (remove PII from Kathy's computer.) 2017 files need to be maintained. We have to protect the Personal Identifying Information of our employees and the children and families of the school. Thomas would like to volunteer to be on the PII committee. Jerry will volunteer to be on the PII committee. The committee members are: Kathy Rickie Marsha Jerry Thomas Jo-Ann (ex officio)</p> <p>Richard made motion to add Jerry and Thomas Second by Marsha. Motion was approved.</p> <p>D. Safety Preparedness Coordinator – Rickie Banning Rev. Tim has received the policy made by Unity of Wichita. He will follow up to acquire UWM policy. They will meet again after April 17, 2018, Tax Day.</p> <p>E. Transparency Policy Proposed agenda The bylaws now include the Transparency Policy. We will keep the policy in case we want to add detail to what has been added to the Bylaws. Matter is closed.</p>	<p>(Attachments #8) Transparency Policy 5-18-2017.pdf</p>



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<p>F. Contract with Rev. Bomar be available to church members upon written request. Kathy made 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 request. Rickie second.</p> <p>No laws prohibit the release of the contract based on confidentiality. This would be a step toward full transparency. Will this help the congregation to heal, or are we stirring this up?</p> <p>Thomas and Jo-Ann got name of an attorney. Mediation of the Pacific. Needs someone to review the records.</p> <p>Kathy will defer her motion until a review can be completed. Rickie second.</p> <p>Motion carried unanimously to defer the motion.</p> <p>Kathy made a motion to stay in session until Finance Report and Senior Minister report is complete. Second by Marsha.</p> <p>Richard would like to make a friendly amendment to include the meditative moment. Both Kathy and Marsha agreed. Friendly motion passed.</p>	
New Business	<p>A. Finance report. Revenues did not come in as expected. Tithes</p>	



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<p>Kathy moved to adopt the monthly tithe plan for the month of March. Marsha second.</p> <p>Ho'opono asked that the church pay an additional \$20 for one of the Ho'opono. A check request should be made to pay one of those people. In addition to the Ho'opono tithe, add \$20 to pay the worker.</p> <p>Tithing checks should go to World Peace Plan. Not a hand-out made to this organization. Finance committee needs to discuss further.</p> <p>The motion was amended to recommend that the proposal be approved based on Rev. Tim working with the Finance Committee. Marsha second. Motion passed unanimously.</p> <p>Kathy would like to propose Jo-Ann and Marsha be added to the list of check signers. Rickie second. Motion passed.</p> <p>Senior Minister report (abbreviated) Rev. Tim is planning to travel in May to attend Unity Worldwide Ministry face to face board meeting. He plans to leave after the May 6th service, the meetings start on May 8th. After the UWM meeting, he will travel to Wichita. He will miss Mother's Day May 13th and return May 18th.</p> <p>Contract check list needs to be approved by the board.</p>	



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<p>Rev. Tim recommended Lee Shapiro from Maui to speak on Mother's Day, May 13. – He will conduct a Conflict Resolution workshop on May 14th. Rev. Tim will clarify requirements of Mr. Shapiro. Mr. Shapiro will not be available to speak when Rev. Tim travels in June.</p> <p>Richard made a motion to approve Rev. Tim's request for Lee Shapiro to speak at the church for the customary speaker fee. Thomas second. Motion passed unanimously.</p> <p>Margie spoke on Lee Shapiro. He gave a very productive and well received workshop last October.</p> <p>People's Convention starts June 11 - 15. Rev Tim plans to travel on Sunday, June 10th after the service to attend the convention. He will spend a few days in Wichita and will be gone on Father's Day. Fathers spoke last year. He does not have anyone specific to speak.</p> <p>Special Good Friday service at 6 p.m. on March 30. Would like to have board members participate. Hand washing station. Communion station. Cross station to release. Jo-Ann Debbie Richard Marsha Thomas</p>	



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<p>Agenda items not completed:</p> <p>A. Bylaws Amendments Board needs to disqualify the 3 questions (3, 4, 5)</p> <p>B. Election Process.</p> <p>Kathy moved to meet next week to discuss these two items next week. Thomas second. 6 in favor Debbie, Jerry, Rev. Tim opposed.</p> <p>Thomas moved to elect the 5 members of the Endowment Committee. Second by Richard.</p> <p>Kathy requested to add a friendly amendment of a briefing instead of an election. Thomas did not accept the amendment. 4 in favor 5 opposed Debbie abstained.</p> <p>Kathy requested to add a 3rd agenda item to set a timeline. Rickie second. 8 in favor 1 opposed</p>	
Meeting Adjourned	Meeting was adjourned at 9:42 p.m.	
Next Meeting	Next meeting scheduled on March 29, 2018. The meeting was rescheduled to April 5, 2018.	



Unity Church of Hawaii
Board of Trustees Meeting
Date: March 22, 2018
Attachments to the Minutes

- 1) BoT Orientation
- 2) UCOH BoT Meeting Amended Agenda 03-22-2018
- 3) 2018-01-18 UCOH BOT Meeting Minutes (5).docx
- 4) 2018_01-21 UCOH BOT Meeting Minutes (5).docx
- 5) 2018_01-25 UCOH BOT Special Meeting Minutes (3).docx
- 6) Church Reports
- 7) Marketing Media Board Report Feb thru Mar 2018
- 8) Transparency Policy 5-18-2017

Board of Trustees Orientation

1. Organizational Chart – Pay particular attention to the following on the Organizational Chart:
 - a. Standing Committees
 - i. Facilities
 - ii. Finance
 - iii. Fundraising
 - iv. Membership
 - v. Nominating
 - vi. Policy
 - vii. Strategic Planning
 - b. Preschool
2. Call List
3. Principals adopted by the Board at the retreat are printed on the tent cards
4. Robert’s Rules of Order – What we follow during our Board of Trustees Meetings
5. By-Laws Unity Church of Hawaii – Smooth copy with the recent changes are included
6. By-Laws Unity of Hawaii Endowment Foundation – These were in your membership packet
7. Calendar of Approved Dates 2018 – 2019 include the following:
 - a. Board of Trustees,
 - b. Finance, and
 - c. Town Hall Meetings

UNITY CHURCH OF HAWAI'I
BOARD OF TRUSTEES MEETING AGENDA
22 MARCH 2018

- I. CALL TO ORDER (6:00 PM)**
- II. OPENING PRAYER (6:00 PM)**
- III. LIGHTING OF THE CHRIST CANDLE (6:05 PM)**
- IV. ROLL CALL (6:10 PM)**
- V. APPROVAL OF THE AGENDA (6:10 PM)**
- VI. ELECTION OF OFFICERS (6:40)**
- VII. APPROVAL OF THE MINUTES (6:45 PM)**
 - A. JANUARY 18, 2018**
 - B. JANUARY 21, 2018**
 - C. JANUARY 25, 2018**
- VIII. CHURCH REPORT – REBUTTAL LETTER (MISSED DURING LAST MEETING) (7:05 PM)**
- IX. COMMITTEE REPORT – SENIOR MINISTER REVIEW (7:05 PM)**
- X. UNFINISHED BUSINESS (7:10 PM)**
 - A. UNITY SCHOOL (7:10 PM)**
 - B. PERSONALLY IDENTIFIABLE INFORMATION (PII) (7:25 PM)**
 - C. ~~CALENDAR 2018 (7:20 PM)~~**
 - D. SAFETY PREPAREDNESS COORDINATOR – RICKIE BANNING (7:40 PM)**
 - E. TRANSPARENCY POLICY (7:55 PM)**
 - F. CONTRACT WITH REV. DR. JACK BOMAR (8:05 PM)**
 - MOTION TO MAKE EMPLOYMENT, RESIGNATION LETTER, FINANCIAL**
 - TRANSACTIONS AND BOARD MINUTES RELATED TO HIS DEPARTURE AVAILABLE**
 - TO BE VIEWED BY MEMBERS OF THE CHURCH UPON REQUEST**
- XI. MEDITATIVE MOMENT (8:20 PM)**
- XII. NEW BUSINESS (8:25 PM)**
 - A. DECISION RE: QUESTIONS 3, 4, AND 5 ON THE BYLAWS AMENDMENTS**
 - B. ELECTION PROCESS**
 - C. PRESIDENT'S REPORT**

D. MINISTER'S REPORT

A.E. FINANCE REPORTS

XIII. ADJOURN MEETING (8:30 P.M.)



Unity Church of Hawaii Board of Trustees Regular Meeting Date: January 18, 2018 Unity Church of Hawaii, 201
Board Members Present: Rev. Tim Lytle, Jo-Ann Adams, Rickie Banning, Marsha Bethards, Debbie Catania, Thomas Gallagher, Richard Hughes, Ralph Whitaker, Kathy Whitmire Excused: Loke Simon

AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
Call to Order Quorum required: six	Meeting was called to order at 6:02 p.m. A quorum was established.	
Opening Prayer Lighting of the Christ Candle	Rev Tim led the opening prayer and the lighting of the Christ candle.	
Roll Call	Roll call taken, Loke was excused.	
Reading and approval of Agenda	<p>Add adjournment time of 8:30 p.m.</p> <p>Remove from XIII. Unfinished business, B. Accounting Transition Plan – Hidden costs. The discussion will be included in Rev. Tim’s report.</p> <p>Add Make employment contract of Rev. Bomar, his resignation letter and the financial transactions related to his departure available to the congregation upon request. under XIV. New Business, D. –</p> <p>Add Transparency Policy to XIV. New Business, E.</p> <p>Move Nominating Committee from XIV. New Business, A. to XII. Committee Reports, D.</p>	(Attachment #1) Agenda of 1/18/2018.



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<p>Rename Safety Committee – Rickie Banning to Safety Preparedness Coordinator – Rickie Banning. The item will remain under New Business, the committee has not been named.</p> <p>The discussion of the Tithing policy may involve salary issues of Rev. Jack. A compromise was made to discuss the issue under Unfinished Business until such time that we must discuss salary items leaving a place holder for Executive Session.</p> <p>Thomas made a motion to accept the agenda as amended. Jo-Ann second.</p> <p>The motion passed unanimously.</p>	
Approval of the Minutes of December 21, 2017	<p>Richard made a motion to accept minutes as amended. Marsha second. The motion passed unanimously.</p>	(Attachment #2) 2017_12-21 UCOH BOT Meeting Minutes
President’s Report	<p>President yielded his time to allow more time to complete the agenda.</p>	
Secretary’s Report	<p>Letters from congregants were distributed to the board members.</p> <p>Kathy made a motion to exclude the letters written from the minutes of this meeting. Rickie second.</p> <p>Rickie withdrew her second and made a motion to say the letters were not appropriate to be included in board minutes. Jo-Ann second.</p> <p>Richard asked to make a friendly amendment that the correspondence in question not be included in tonight’s minutes but be placed on the agenda for the next meeting.</p>	



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<p>Rickie did not accept the friendly amendment.</p> <p>Richard called the question. Debbie second. The motion passed unanimously.</p> <p>The motion to be considered was Rickie’s motion to say that the letters were not appropriate to be included in the board minutes.</p> <p>5 in favor. 4 against. The motion passed.</p> <p>5 minute break at 7:21 p.m.</p>	
Finance Report	<p>Preliminary Profit and Loss December 2017 was distributed to the board. Net Ordinary Income \$19,254.54 6700 Special Event Expense -\$454.20 for expenses not paid yet. Will change income.</p> <p>HUG fund provides grants and low interest loans for maintenance items at churches. Amount given is 50%. HUG fund loan is in the amount of \$3500 at 2%.</p> <p>David’s roofing proposal. Other bids difficult. Thomas will try two additional bids.</p> <p>A motion was made by Kathy that UCOH accept the financial support (HUG fund) offered by UWM. Rickie seconded.</p>	<p>(Attachment #3) Preliminary Profit and Loss December 2017</p> <p>(Attachment #4) David’s Custom Roofing & Painting (Attachment #5) Action Auction Receipts through December 17, 2017</p>



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<p>Discussion: Would UWM increase their loan? Rev. Tim will try to bring it up with details provided by Thomas.</p> <p>Suggestions were made to announce to the congregation that we are close to acquiring funds to complete the rain gutters.</p> <p>Another suggestion was a thermometer to show how close we are to achieving our goals.</p> <p>The motion to accept the financial support offered by UWM passed unanimously.</p> <p>The independent review started. The final draft has been requested for the February board meeting.</p> <p>Steven Lee has taken over the day to day accounting transactions. The chart of accounts has been reworked. He will file GET returns. Rickie acknowledged work on starting the independent review.</p>	<p>Follow-up. Email will be sent from Thomas to Rev. Tim to provide details for an increased HUG fund grant.</p>
Church Reports	<p>Rev. Tim completed Prayer Training and is interviewing individuals interested in becoming Prayer Chaplains. 12 people have applied to become Prayer Chaplains.</p> <p>A Prosperity class started on Tuesday, January 16, 2018.</p> <p>Rev. Tim will be traveling soon. UWM Summit Meeting takes place during the first week of February. Rev. Tim is the board liaison for the Pacific Rim. UWM considering dissolving the Pacific Rim region. He will leave late on Feb 1, 2018. Church pays Rev. Tim's expenses, UWM will pay \$1000 toward Rev. Tim's expenses.</p>	



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<p>Johanna will lead White Stone ceremony on Feb 4th. Rev. Leavitt will lead service on Feb. 11.</p> <p>SERV PAC contract for an updated internet and phone system is waiting to be signed.</p> <p>UTube channel = 5000 views, 500 from India. Others Germany Canada and Japan. Livestream, Olelo Television, FACEBOOK more than 7000. Many donations online.</p> <p>Accounting transition – big changes. Rev. Tim is very proud of the ways that Judy, Lisa and Amy are adapting. He has requested additional meetings with Kathy and requests that the board support the staff and encourage them.</p> <p>Rev Tim sees only the highest and best of the board. Wants us to move forward.</p>	<p>(Attachment #6) Church reports</p>
Committee Reports	<p>A. Endowment foundation – Documents were distributed.</p> <p>Thomas made a motion to accept documents as written Richard second.</p> <p>Motion passed unanimously.</p> <p>B. UCOH Bylaws Committee The committee is ready to package the bylaws and is waiting on Appendix 1. Redlines have been posted to the website. The committee is finished with content. Board does not have the authority to approve the document.</p>	<p>(Attachment #7) Articles of Incorporation of Unity of Hawaii Endowment Foundation (Attachment #8) Bylaws of Unity of Hawaii Endowment Foundation (Attachment #9) Appendix 1: Gift Acceptance Policy (Attachment #10) Appendix 2: Investment Policy Statement (Attachment #11) UCOH Bylaws Redline 1/16/2018</p>



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<p>Suggestion was made to have a separate highlighting of those items that align the bylaws with state law.</p> <p>Thomas made a motion to suspend the rules to allow Jerry Denton to talk about previous bylaws. Second by Marsha. Motion passed unanimously.</p> <p>Jerry was involved in writing bylaws changes 3 previous times. They went through the changes with the board, so the board understood the changes. The bylaws changes became an all or nothing package and amendments from the floor were not taken.</p> <p>Recommendation was made to create two-tiered vote, first addressing those changes that align UCOH bylaws with Hawaii Statutes, the second all other changes.</p> <p>The board will add the bylaws to the agenda of the Annual Membership meeting.</p> <p>Rickie made a motion to continue the meeting to include two items, the Senior Minister's Review and "The Policy on the use of Reverend" and to have a special meeting for the rest of the agenda. Second by Kathy.</p> <p>Thomas made a motion to add the tithing policy. 6 in favor 3 opposed. The motion passed.</p> <p>The board needs to determine a date to continue the meeting.</p>	



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<p>Senior Minister Review. Jo-Ann would like to accept the questionnaires as is. The membership questionnaire will be mailed to the congregation. Thomas so moved. Richard second.</p> <p>Motion unanimously passed.</p> <p>Jo-Ann made a motion: When participating in a Unity event, the term "Reverend" shall be used without qualification only by those licensed or ordained by UWM. All other persons who have earned the title of "Reverend" will be acknowledged as "Reverend" appended by the organization granting the ordination, e.g., "Reverend Michael Beckwith, New Thought Minister." This designation will include all introductions and will appear in all materials of permanence, including, but not limited to, printed materials, such as announcements and programs, and electronic media, such as websites, videos, livestreaming. Second by Rickie.</p> <p>Discussion: Unity Church of Hawaii accepts all faiths, religion should not matter. Rev. Tim's experience. Rev. Tim Lytle, Church of the Nazarene. He would like to honor the group that has ordained the person.</p> <p>Point of order. Is this a policy? Will it be policy?</p> <p>4 in favor 2 opposed. Thomas and Debbie abstained. Motion passed.</p>	<p>(Attachment #12) Senior Minister's Performance Review Questionnaires (Attachment #13) Contract Checklist</p>



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
Meditative moment	Rev Tim lead those attending in a meditative moment.	
	<p>Kathy made a motion to adjourn Rickie second.</p> <p>Kathy and Rickie in favor. 7 opposed. The motion failed.</p> <p>The board needs to discuss motions regarding Rev. Jack's tithe and compiling a balance sheet.</p> <p>Thomas made a motion to meet and discuss 1) The tithe to Blessing Hands USA, 2) Full accounting of Rev. Jack, 3) A report and letter to be presented at the Annual Meeting, 4) Final decisions and disposition of monies owed. Debbie second.</p> <p>Jo-Ann offered a friendly amendment for when we meet next to put Thomas' motion at the top, determine if we can complete the agenda, and decide further once we are complete with Thomas' motions.</p> <p>6 in favor Kathy, Rickie opposed Richard abstained.</p>	(Attachment #13) Motions regarding Blessing Hands USA Inc
Next Meeting	Sunday, January 21, 2018 after the Town Hall	
Regular Meeting Adjourned	The meeting was adjourned at 9:37 p.m.	



<p>Unity Church of Hawaii Board of Trustees Special Meeting Date: January 21, 2018 Unity Church of Hawaii, 201</p>
<p>Board Members Present: Jo-Ann Adams, Rickie Banning, Marsha Bethards, Debbie Catania, Thomas Gallagher, Richard Hughes, Ralph Whitaker, Kathy Whitmire, Rev. Tim Lytle By phone: Loke Simon</p>

AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
Call to Order Quorum required: six	4:06 p.m. Roll was called. All were present, Loke attended by phone. A quorum was established.	
Opening Prayer Lighting of the Christ Candle	Rev. Tim led the opening prayer and the Lighting of the Christ Candle.	
Unfinished Business	<p>A. Tithing Policy Point of Order by Kathy. The tithing policy was initially presented by Kathy on August 24, 2017. The document was distributed to the board.</p> <p>Kathy made a motion to adopt the tithing policy as recommended by the finance committee on August 24, 2017. Rickie second.</p> <p>Jo-Ann offered a friendly amendment that if any tithe proposed in excess of the amount available, the tithe is null and void. The amendment was accepted by Kathy and Rickie.</p> <p>Append to the friendly amendment: It is anticipated that the board cannot approve a tithe in an amount in excess of what is available in any month.</p>	<p>(Attachment #1) Unity Church of Hawaii Tithing Recommendations to Board of Trustees (Attachment #2) Tithe Worksheet February – December 2017.</p>



	<p>Discussion: Concern was voiced that a tithe to Blessing Hands USA Inc. was not included in item 5 of the Tithing Policy. The issue needs to be resolved.</p> <p>A request was made that Rev. Tim abstain from voting because his vote would be in direct conflict for him to participate in the vote regarding Blessing Hands USA Inc.</p> <p>Jo-Ann moved to table the recommendation of the Finance Committee until we can hear Thomas' motion. Debbie second. 7 in favor Kathy and Rickie opposed. Loke abstained.</p> <p>The motion to table the recommendation of the Finance Committee passed.</p> <p>Thomas made a motion, in order to be in integrity with the will of the previous Board of Trustees, the remainder of the intended \$10,000 be sent to Blessing Hands USA Inc. in an expeditious manner. Marsha second.</p> <p>The board was in arrears in a Performance Review and wanted to offer Rev. Jack \$10,000. He asked that the amount not be received in salary but to send the \$10,000 to his non-profit Blessing Hands USA Inc.</p> <p>Jo-Ann offered a friendly amendment to change the language to, "in order to honor the will of the previous board, the remainder of the \$10,000 tithe to Blessing Hands USA Inc. be sent in an expeditious manner."</p>	<p>(Attachment #3) Motions for Special Board of Trustees Meeting, Sunday, January 21, 2018.</p>
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	<p>The friendly amendment was accepted by Thomas and Marsha.</p> <p>Not all board members agree with what was done by the previous board.</p> <p>The minutes in question do not include Blessing Hands USA Inc.</p> <p>The intention to the tithe to Blessing Hands USA Inc. was confirmed by two prior board members currently on the board and by all of the previous board members voting for the initial tithe via telephonic communication prior to this meeting.</p> <p>The August 4, 2016 meeting was clarified. The real question is, "what was the board's intent at the time?" How was the payment tied to a tithe?</p> <p>Minutes have been requested. No review was done. One current board member felt that the tithe was in lieu of a severance package. There was no correlation between the tithe and severance package according to the Board of Trustees at the time the tithe was made.</p> <p>The tithe is still outstanding. Discussion of performance is irrelevant. Does the board of Unity Church of Hawaii (UCOH) honor its commitment or not?</p> <p>Regardless of how one may feel about Rev. Jack. It is important to honor the decision of the board at the time. It is important to move forward as we continue to debate the issue.</p>	
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	<p>Minutes of regular meeting of September 22, 2016 state the establishment of the tithe to Blessing Hands USA Inc.</p> <p>Current statutes may make board members liable for action.</p> <p>Until we can clear up the issues involving this tithe and complete the tithe, conflict will continue.</p> <p>Blessing Hands USA Inc. is not a 501(c)3. Are we able to give to Blessing Hands USA Inc. which is not a 501(c)3?</p> <p>UCOH can tithe to other charitable organizations.</p> <p>Thomas added a contingency to his motion that research be made to ensure that tithe can be made to Blessing Hands USA Inc.</p> <p>Thomas called the question Marsha seconded.</p> <p>9 in favor Kathy opposed. The motion to call the question passed.</p> <p>The motion in question: In order to honor the will of the previous board, a motion was made by Thomas that the remainder of the \$10,000 tithe be sent to Blessing Hands USA Inc. in an expeditious manner pending verification of counsel that Blessing Hands USA Inc. is an appropriate charitable organization.</p> <p>6 in favor Kathy, Rickie, Loke opposed</p>	<p>(Attachment #4) Minutes of 9/22/2016</p> <p>Follow up: Blessing Hands USA Inc. is a 501(c)3 organization. See https://nonprofitlocator.org/organizations/sc/beaufort/463741029-blessing-hands-usa-incorporated</p>
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	<p>Richard abstained</p> <p>Kathy's tabled motion regarding the tithing Policy was then brought back onto the table for further discussion as it was only tabled by Jo-Ann until Thomas' motion was completed.</p> <p>The tabled motion: Kathy made a motion to adopt the tithing policy as recommended by the finance committee on August 24, 2017 with the condition that no tithe should be made if money is not available for the tithe for the month.</p> <p>The portion of the policy, item #5, will be amended to strike the first sentence leaving, "When UCOH incurs unreimbursed travel expenses for Rev. Lytle to travel to Unity Worldwide Ministries (UWM) meetings in his capacity as a UWM board member, we are allocating those expenses as part of our tithe commitment to UWM.</p> <p>Kathy and Rickie accepted Jo-Ann's friendly amendment.</p> <p>Kathy's motion will read as follows: Adopt the tithing policy as submitted on August 24, 2017. Item #5 was amended to read, "When UCOH incurs unreimbursed travel expenses for Rev. Lytle to travel to UWM meetings in his capacity as a UWM board member, we are allocating those expenses as part of our tithe commitment to UWM. The statement, "The board cannot approve an amount in excess of the amount available for the month" will be appended at the end of paragraph 2.</p> <p>Richard would like to include a friendly amendment that discusses the attached schedule.</p>	
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	<p>The schedule included in package is an illustration and not an implementation of the schedule.</p> <p>Thomas requested assurance that, If Blessing Hands USA Inc. is an appropriate organization unto whom we can tithe, then the entirety of what is owed should be paid when monies are available? How will a payment be made? Will a lump sum be made to Blessing Hands USA Inc?</p> <p>The finance documents indicate that monies have been set aside but checks have not been made on behalf of organizations to whom UCOH will tithe.</p> <p>The Finance committee should show up at the February meeting with names of recipients to determine, (1) how to distribute the balance left and (2) how to distribute the tithe for February.</p> <p>The board is reminded that all are coming from an honest intent to make payment to Blessing Hands USA Inc.</p> <p>The motion passed unanimously.</p> <p>The document, "Motions for Special Board of Trustees meeting on Sunday, January 21, 2018" was distributed (attachment #3).</p> <p>The second motion. In order to reconcile the amounts owed by or to Rev. Dr. Jack Bomar and move forward in integrity, Thomas made the following 3-part motion:</p>	
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	<p>1) That UCOH have a full accounting performed by an outside agency detailing the items and amounts owed to and from Rev. Jack,</p> <p>2) That this accounting be done with integrity and without preconceptions, such that a fair and impartial reconciliation letter can be generated, using his contract/covenant, departure letter, and any other pertinent information/documents, and that this reconciliation occurs before and be presented at, the March 2018 Annual Meeting, and</p> <p>3) if the final position of UCOH is that:</p> <ul style="list-style-type: none">a. UCOH owes Rev. Jack compensation, the amount be paid expeditiously,b. Rev. Jack owes UCOH, the amount be forgiven. <p>Marsha second.</p> <p>Point of order made by Kathy to remove this item.</p> <p>Thomas would like to take the item up now.</p> <p>Debbie second.</p> <p>Issue does not need a lot of discussion. Additional questions can be addressed later.</p> <p>Can paragraph 3 be dropped until the February board meeting?</p> <p>Point of order made by Rev. Tim. The subject of Thomas' motions was discussed as an item to be pushed to the top of the agenda during the Thursday, January 18 board meeting.</p> <p>Rickie would like to defer motion #2 until February 22.</p> <p>Kathy second.</p>	
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	<p>Rev. Tim called question Second by Marsha.</p> <p>7 in favor. Ralph opposed. 2 abstained.</p> <p>Rickie's motion to defer motion #2 until February 22. 4 in favor. 6 opposed. The motion to defer motion #2 failed.</p> <p>Break at 5:57 p.m. Reconvene at 6:10p.m.</p> <p>Thomas amended his motion to state that in #3: If UCOH owes Rev. Bomar, the amount will be paid by anonymous sources. If Rev. Bomar owes UCOH, the amount will be paid by anonymous sources. Marsha second.</p> <p>Further clarification was requested regarding the outside audit on items and amounts owed to and from Rev. Bomar. Finding an attorney would not be difficult.</p> <p>The Board had not formally granted permission for Thomas to talk to Rev. Dr. Bomar so, he has not done so.</p> <p>Any person within this community would not be considered as impartial to do an audit.</p> <p>Expenses for an impartial entity will come from outside donor sources.</p>	
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	<p>No matter who pays, will the process be credible?</p> <p>An arbitrator or attorney will be a professional who will accomplish what needs to be done.</p> <p>An urgency exists so that we can have the information for the congregation during the annual meeting.</p> <p>Thomas attempted to get approval from the board to talk to Rev. Dr. Jack Bomar in the past, but a formal request/motion was never made.</p> <p>Kathy would like to make a substitute motion to allow Thomas to speak to Rev. Dr. Jack Bomar before attempting to accomplish motion #2. Second by Rickie.</p> <p>This proposal would be more mediation than reconciliation.</p> <p>This motion would not accomplish what we need.</p> <p>Thomas called the question. Kathy withdrew the question.</p> <p>To help expedite, the Senior Minister will reach out and find an impartial person. Thomas would like to accomplish this motion.</p> <p>Jo-Ann suggested retired Judge Steven Levinson.</p> <p>Thomas made the motion:</p>	
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	<p>#1. The agency will be selected by differing parties to be approved by the board. The reconciliation letter will also be approved by the board.</p> <p>Thomas called the question. Jo-Ann second. Motion unanimously passed. Thomas' motion that the agency selected by differing parties will be approved by the board. The reconciliation letter will also be approved by the board. 9 in favor Loke opposed. The motion passed.</p> <p>Thomas made a motion that the board meetings occur on the Thursday after the third Tuesday of the month.</p> <p>Jo-Ann moved to take the calendar out of order. Second by Marsha. 7 in favor. Kathy and Rickie opposed. The motion passed.</p> <p>Thomas made a motion to have the board meetings occur on the Thursday (see calendar). Town Hall will be on the following Sunday. Marsha second. 9 in favor 1 abstention by Richard. The motion passed.</p> <p>We will need to reschedule November 2018, it is currently scheduled on Thanksgiving.</p>	<p>(Attachment #5) Board meeting calendar 2018</p>
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	Richard moved that the next meeting will be on Thursday, January 25, 2018 to complete the agenda. Thomas second. 8 in favor. Thomas abstained. Loke' vote is unknown. The motion passed.	
Next Meeting	Next meeting will be on Thursday, January 25, 2018.	
Adjournment	Meeting was adjourned at 7:19 p.m.	

DRAFT



Unity Church of Hawaii Board of Trustees Special Meeting Date January 25,2018 Unity Church of Hawaii, 201
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.	



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<ul style="list-style-type: none"> - Amy needs more time to get the information needed. Wants to see a manipulation of data. - QuickBooks allows Kathy to research the numbers. - Kathy wants a solution to the QuickBooks personal information problem. - Two ways to move forward. - Point of order to move forward. Should this information be covered under PII. - Best to have a committee with Rev. Tim, Sergio and others. - Payroll is handled for the preschool same as is handled by the church. <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>	



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<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. Personally Identifiable Information (PII) Carried forward from November 28th 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 7th 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>	



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<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"> 1) Correct November meeting from the 22nd to the 29th. 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. <p>Second by Rickie.</p> <p>The motion was amended that the November board meeting be held on 29th and the Town Hall meeting will be held on December 2. Rickie second.</p> <p>Discussion:</p>	



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<p>Even though we approve this schedule, the calendar can change. If we have a second meeting to complete the agenda, the Town Hall will need to change as well.</p> <p>Finance Committee needed additional time in dates that were changed in the tentative calendar.</p> <p>Richard made a friendly amendment to remove * Tentative schedule. Dates are subject to change due to scheduling conflicts. Kathy and Rickie accepted the friendly amendment.</p> <p>The carryover meeting is scheduled on an “as needed” basis. A potential bylaws change has been addressed.</p> <p>Review the calendar. Secondary date in March would take place on Maundy Thursday. Rev. Tim plans to do a Good Friday service instead of a Maundy Thursday service.</p> <p>Motion to change the date of November meeting to November 29, Town Hall meeting changes to December 2. Eliminate tentative schedule note. Add carry over meeting dates to the calendar. Motion passed unanimously.</p> <p>Kathy will send Finance Committee Schedule.</p> <p>D. Nominating committee – Has met. Chair is Kevin Wallace, successful business man. Marsha Bethards, Jade Guess and Rev. Tim. Announced during Sunday Service. An orientation for potential candidates will be held on Saturday at 11.</p>	<p>(Attachment #2) UCOH Board Calendar 2018(2)</p> <p>Need Finance Committee Schedule.</p>



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<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>	



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<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&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&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>	



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	<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>	



AGENDA	INFORMATION ITEM/DISCUSSION/CONCLUSIONS	FOLLOW-UP/ACTION
	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

DRAFT



Steward of Church Administration's Report

Submitted by Lisa Ensley

March 2018

This Month's Accomplishments:

1. Monitored and submitted all bills and check requests to CPA firm as needed.
2. Coordinated 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.
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 as required.
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 Group.
13. Administration of Tigertech email system adds/changes.
14. Initiate background checks as needed.
15. Attended Town Hall meetings.
16. Volunteer in kitchen on Sundays as able.
17. Volunteer camera operator as needed.
18. Servpac telecommunications provisioning process has begun. A lot of activity is taking place behind the scenes at Servpac and here on site as well. I have asked for timeline of events to get a better picture of the process. The initial circuit is being installed which has been tested at ~10MG up and down. It will take 5-9 months for the fiber build out to support 100MG up and down. Phones/hardware are due to be installed by the end of the month. We will be cutting over to this interim circuit configuration once testing and training have occurred. We'll then cancel services with CenturyLink.
19. Coordinating with Debbie Catania to update membership database as membership renewals come in.
20. Coordinating with the State of Hawaii and individuals who need community service hours.
21. Completed added finance tasks.
22. Involved with new estimates for wood repair, painting and gutters.
23. Working on drinking fountain options for courtyard.
24. Coordinated and had implemented sidewalk lights & pole light.
25. Covered while Judy was on vacation at end of February.
26. Covering Judy's position until person is hired.
27. Worked with IT consultant to replace UPS batteries for telecom Adtran module.
28. Attempted trouble shooting downed phone and telephone lines on 3/3/18.
29. Coordinated piano tuning for Chapel piano.
30. Initiated AC repair in telco room off courtyard.



31. Helped UI clean-up grounds after school faire.
32. Trouble shot finance printer.
33. Trouble shot fax machine.
34. Trouble shot back office computer.
35. Working with IT consultant to trouble shoot Dell finance PC.
36. Working with IT consultant to run data line to Rev. Tim's office to support new data/phone connection.
37. Reset remote for Chapel fan/light that was not working.
38. Reattached string of lights in Courtyard onto beam.
39. Coordinating and participating in interviews for Steward of Church Operations position.
40. I have a quote from Kilauea Pest Control for ground treatment at a cost of \$2130.89 which was a quote from last year that they are willing to honor. The new rep looked around the building and noticed a lot of wood siding that sits right on top of the ground which present prime conditions for ground termites. This should be considered as a maintenance item.
41. Other activities as they show up and walk through the door.

Next Month (March):

1. Continued movement with telecom conversion.
2. Vacation cancelled due to reduced staff.

Issues/Concerns/Other:

1. Aging computer hardware/software. Computers are 5-9 years old and many are not functioning optimally.

Courtyard Café

Dillard and Susan Faulk continue to produce delicious menus within the weekly budget that was originally provided to them. They provided 1 sponsored breakfast in February along with regular Sunday meals.

Steward of Custodial Services

Activities would include but are not limited to the following:

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. Washing Reverend Tim's office bathroom towels;
3. Picking up supplies;
4. Ordering janitorial supplies;
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. Raking leaves, twigs, flowers, berries, etc., particularly on the green walkways, but also in the "meditation bench" areas;
9. Trimming palms and trees as needed;
10. Making sure the chapel and surrounding campus is clean and clutter free especially for weddings, but also for Wednesday and Sunday services,
11. Polished stage floor for first Sunday service;
12. "DJ-ing" (Dumpster Jumping) due to heavy activity weekend;



- 13. Installing handles for upstairs men’s and women’s restroom doors and retrofitting women’s door stop for easy closing;;
- 14. Continual purging and organizing shed area;
- 15. Conducted “puddle remediation” again for the Connection Courtyard on a couple of Sundays;
- 16. Dump run for big metal file cabinet missed on bulk pick up day;

Media Services

Submitted by: Sean Sweet
 March 15, 2018

Board Report

1. Media Production: (since last Board report 1/11/18)

- Produced 11 Livestream webcasts:
 > 8 Sunday Services + Bylaws Review 2/18 + Town Hall 2/25 + Annual Mtg 3/4
- Produced, edited & delivered 4 weekly 1 Hour shows for Olelo TV Ch.55
- Produced, edited & uploaded 4 YouTube Main msgs for our YouTube Channel.
- Produced, edited & burned 4 DVD “Masters” of weekly services.
- Uploaded 4 main message videos, cover images & synopses to New Thought Chnl.
- Made 4 Audio only .wav files main msgs & uploaded to KSUN, Wichita’s community/public radio station for re-broadcast.
- Solo shot & Livestreamed 3 x 2 Hour Prosperity Classes 2/20, 2/27 & 3/6.
- Solo shot & Livestreamed 1 Town Hall on 2/25 (which was subsequently deleted from UCoH & YouTube, as requested). I kept an archive copy locally.
- Directed JR Coleman Memorial on 3/2 with 2 volunteer camera operators.
- Scheduled and directed 16 camera volunteer slots for 4 Sundays.
- Participated in 3 weekly Worship Team meetings.

2. Webcast / Livestream Stats (Our streaming service provider gives us Instant Replay of all streamed services through our website) excludes YouTube & FB.

<u>Date</u>	<u>Title</u>	<u>Live</u>	<u>Replay</u>	<u>Total</u>	<u>States</u>	
Feb 18	Clearing	82	58	140	13	3 = US, CA, DE
Feb 18	ByLaws	8	33	41	2	1 = US
Feb 25	LENT,Let’s	74	57	131	16	4 = US, CA, DE, CH



	Feb 25	Town Hall **	18	18	36	5	1 =US,
	Mar 4	Resurrection	83	85	168	14	4 = US,
CA, UK, VZ							
	Mar 4	Annual Mtg	43	28	71	8	4 = US,
CA, PH, VZ							
	Mar 11	Greatness	78	41	119	14	4 = US,
CA, DE, VZ							

3. YouTube stats from Feb 12 – March 13 (= Last 28 days, is their default report range)

Total UCoH Channel Subscribers: **Now 1,308** (was 1,285) = +23 = + 1.7%

Total Video Views: 5,374 = - 2.3% (vs. 5,505 in prior 28 day period)

Total UCoH Channel Views “Lifetime” = 334,266 (this is a new YT stat)

Total Minutes Watched: 30,636 = +3.5% vs. 29,614 in prior period.

- Service lengths running @ Avg 1:10.
- “Shares” = 49 = -20% (vs 62 in prior 28 day period @ 60 shares)
- **Gender split: Female 52% / Male 48% (~ normal % split)**
- Top 5 countries: US 75%, India 4.1%, UK 4.0% Japan 3.1%, Canada 2.2%.
 - This period YT views & minutes watched stats are notably influenced by a higher than usual = 3 Livestreamed events namely Bylaws, Town Hall & Annual meeting.
 - ** 2/25 Town Hall was removed from YouTube ~ 3/3/18.

4. Technology, Support & Misc. Notes / Activities:

- 2/17 Replaced 2 Light Bulbs & re-aimed some lights for better lighting coverage.
- 2/19 Cleaned up cave from repeat heavy rain water flooding.
- Raised all electrical cords & equipment 2” off the floor due to rain flooding.
- 2/21 - 2.5 Hours on exterior concrete & sealing repair to mitigate water flooding problems in cave. Added downspout extensions to move rainwater away from outside cave.
- Feb/March: Cave / Video iMac I did experience 2 random shutdowns while doing file archiving backups. Again truly “random” & very odd. Cause unknown.
- Final Cut Pro & Wirecast apps have been stable for all of January & February – thus far.
- Friday 3/2 there was no internet on campus-wide. Was restored Saturday 3/3 with help from Lisa, Jerry Denton & Johanna. As a result we were unfortunately unable to Livestream JR’s Memorial Friday 3/2 evening as we had planned. We were able to Livestream without any issues Sunday 3/4.



- I have put a call out to Jade & Francine that we need “9 AM” Camera Operator volunteers. 11 O’clock we usually have covered, but getting more than 1 operator for 9 AM is become a more regular challenge. Lisa has been graciously filling on Camera 2 @ 9 AM several times

5. Volunteer Work (outside of AV / Media Production)

- 3X led weekly Saturday Groundskeeping crew. 1 Saturday we were rained out.
- So GK crew is still down to 3 (Francine, Jack Randall & myself)
- March “call out” for Groundskeeping Volunteers in announcements & in bulletin.
- 1 new GK volunteer found (via Francine) Dana Taylor will be joining us Saturday mornings starting 3/17.
- 1X / Week Pond Maintenance.
- 2/23 Ruben (pond specialist) replaced & installed a brand new UV Bio-Filter.
It’s working well. He replaced the entire (> \$300.) Filter with an equivalent nearly new one for \$125. Total, Filter & Labor. Giving us a great \$ deal.
- Unfortunately, there still seems to be some kind of upper level water leak, despite the new filter, which does not leak. I will be consulting with Ruben to determine where the leak is & determine best next steps to remediate.
- 2/24 bought & placed 3 new plants in fountain.
- 3/12 purchased & installed new Acurel Poly/Carbon 2 stage media – which should improve water clarity + plant & fish health & reduce clogging.

Unity School Report

LATEST ACCOMPLISHMENTS:

* On Friday, Feb. 16th, the Gee Yung & Dance Co. visited us with two lions and blessed the school and grounds for the 2018 year.

* On Thursday, Feb. 22, we had our monthly fire drill.

* On Saturday, Unity School had its first Annual Farm Faire. It was a success thanks to the tremendous help and the generosity of friends and families of our wonderful school.

* On Wednesday, Mar. 14, Patrick Delos Roberts, a bagpiper, visited and demonstrated the playing of the bagpipe.

* On Thursday, Mar. 15, the children celebrated St. Patrick’s Day. A leprechaun visited each classroom, while the children were in Chapel, and made quite a mess!!

* We had our March fire drill right after Chapel.

FUTURE ENDEAVORS:



- * On Friday, March 16, Unity School will be on Spring Break.
- * No School on Monday, March 26. Prince Kuhio Day.
- * School will resume on Tuesday, March 27.
- * On Thursday, March 29, children will have an Easter Egg Hunt in the gazebo area.
- * No School on Friday, March 30. Good Friday.

ON-GOING:

- * Keiki Chapel on Thursdays
- * Monthly Fire Drills.
- * First and third Wednesdays are staff meeting days.
- * School tours are being conducted by appointment only.

If there are any questions, please call.

Aloha,

JR

Jeanne Robinson, Office Manager
Unity School

Unity Wellness

Dear Board Members!

February was a busy month for Unity Wellness translating into a \$2,300 contribution for space usage.

All is well. We were offering free neck massages during Unity School's Fun Fair and had a fantastic response.

Our client base continues to grow, including now quite a few prominent Hawaii citizens.

Best wishes and blessings to all.

Gratefully Yours,

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

Unity Wellness at Diamond Head

www.unitywellness.net

808.304.7319

Website & Social Media & Marketing submitted by Rev. Johanna Kelly, for February – March 2018

Latest Accomplishments:

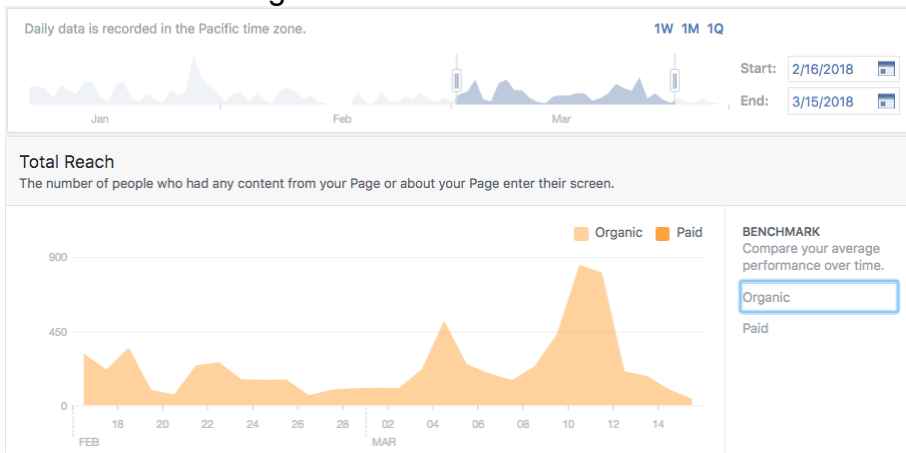
Participating in UWM Marketing Beta Test Group for New Social Media Program UWM is Evaluating

23 Facebook Posts (February 16 – March, 15 2018):

- 2 Mid-week FB LIVE and Sunday Video Marketing Campaign

FB Daily Stats (February 16 – March, 15 2018):

- 6591 Page Total Reaches



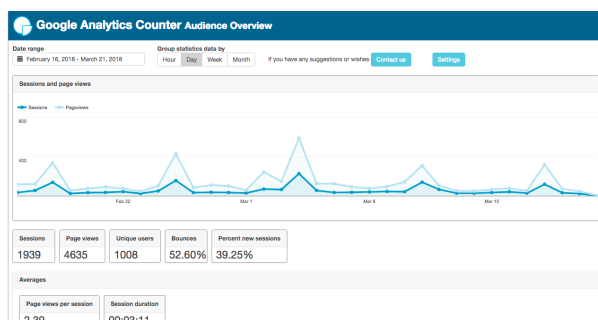
14 Twitter “Tweets” (February 16 – March, 15 2018)



86 Website Revisions (February 16 – March, 15 2018)

- Performed Weekly Security Patch and Maintenance of Website
- Created Two Home Page Sunday Service Ad Videos
- Created Numerous Event Flyers, Graphics, Special Event, and Sunday Worship Ads
- Created Three Online Voting Forms for Annual Membership Meeting
- Revamped Online Prayer Request Submission Form
- Updated Weekly By-Law and Endowment Fund Documents to Website
- Integrated Amazon Smiles March Donation Campaign to Website

Website Analytics:



Most popular pages

Page	Pageviews
/	2,270
/upcoming-events	256
/sundayservicearchives	173
/about	168
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Additional Items

- Weekly Newsletter Distribution
- Various Volunteer: Ho'opono, Attended Weekly Zamar Rehearsals for Upcoming Easter Service
- Researched and Purchased Cost-effective Form/Poll Creation Program
 - Created Online Congregational Input to Senior Minister's Review and Submitted Results to Committee Early March

This Month and Next Month

- Provide Website, Newsletter, and Social Media Support to UCoH
- Continue Rehearsing with Zamar for Easter Sunday Service
- Planning for Annual Youth Easter Egg Hunt

**Unity Church of Hawaii
Transparency Policy for Board Meetings
Adopted by the Board of Trustees on May 18, 2017**

BACKGROUND: The Board of Trustees 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, contract negotiations 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 action voted on and the resulting vote will be reported in the open session and included in the minutes of the meeting.