

**UNITY CHURCH OF HAWAII  
BOARD MEETING AGENDA  
20 October 2016**

- 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 – September 22, 2016**
  - a. REVIEW/CORRECTIONS/APPROVAL VOTE**
  - b. MINUTES OF SPECIAL MEMBERSHIP MEETING OF SEPTEMBER 18, 2016**
- VIII. OPEN FLOOR (TWO MINUTES PER PERSON)**
  
- IX. PRESIDENT’S REPORT**
  - a. CONFIRMATION OF NEXT BOT AND TOWN HALL MEETINGS**
  - b. DISCUSS December BOT MEETING/TOWN HALL**
- X. FINANCE REPORT**
  - a. TREASURER’S REPORT**
- XI. OTHER OFFICERS’ REPORTS**
  - a. SECRETARY’S REPORT**
- XII. SENIOR MINISTER – CHURCH REPORT – PRESENTATION**
- XIII. PRAYER OF THANKSGIVING**
- XIV. OLD BUSINESS**
  - a. UPDATE ON CHURCH TOUR FOR BOT – NOV/DEC**
  - b. DISCUSS BOARD TASK TO REVIEW BYLAWS**
  - c. ROOF PROPOSALS**
  - d. DISCUSS TONI BOEHM AND JAMES TRAPP VISIT**
  - e. SEARCH TEAM UPDATE**
- XV. NEW BUSINESS**
  - a. ELECTION OF TREASURER**
  - b. LETTER FROM AG/ACTION STEPS TAKEN**
  - c. “TALKING STICK CIRCLE”**

**d. INTRODUCE RICHARD HUGHES/VOTE?**

**e. LEGACIES OF ALOHA – DR. THOMAS E. GALLAGHER**

**XVI. EXECUTIVE SESSION**

**a. OPEN DISCUSSION**

**XVII. CLOSING PRAYER/ADJOURNMENT**



UNITY CHURCH OF HAWAII

## **President's Report**

Submitted by Ralph Whitaker

*October 19, 2016*

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

1. Met with Chair of MST.
2. Greet visitors every Sunday.
3. Daily correspondence with staff.
4. Spoke with attorney concerning AG request for information.
5. Signed checks.
6. Took one Sunday off.
7. Spoke with Lisa Ensley about the roof.
8. Town Hall Meeting (23 October).
9. Welcomed Doris Marsh as a new BOT member.
10. Reviewed/ signed documents being presented to AG.
11. Spoke with Rev Toni Boehm with updates of state of UCOH.
12. Participated in Anniversary skit.
13. Met with Rev Gary and Rev Margie about UCOH participation.

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

1. Review proposals for roof replacement.
2. Continue planning for holiday services.
3. Plan for Toni Boehm's visit in November.
4. Need to thank the gentleman for the beautiful vestibule.



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

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

### **Church Report**

Friday, October 14, 2016

#### **I. Services, Activities & Events (September 15 – October 14, 2016)**

- 12 Services, 12 sermons
- 1 All-Staff Meeting
- 2 Core Team Meetings
- 4 Worship Team Meetings
- 3 Keiki Chapel
- 1 Board of Trustee Meeting
- 1 Town Hall Meeting
- 1 Community Talk Meeting
- 1 Finance Team Meeting
- 1 Investment Team Meeting
- 1 'Ohana Movie Night, *Teenage Mutant Ninja Turtles (2014)*
- Weekly Servicing and Care of Church Grounds by Volunteers

#### **II. Sunday Attendance**

**A. September 2016** – 9/18: 221 plus 146 online = **367**; 9/25: 202 plus 91 online = **293**; **October 2016** – 10/2: 189 plus 90 online = **279**; 167 plus 76 online = **243**.

#### **III. Unity Spiritual Enrichment and Education Classes and Other Classes**

**A. Seven Week, 4TH QTR:** 5 Spiritual Enrichment and Education Classes, Ended October 8. Special visit by *The I of the Storm* Author, Rev. Dr. Gary Simmons.

#### **IV. Other Business**

**A. Tithe for September 2016 is \$????.??** minus  
Ho'opono - \$ ????.??  
Unity Worldwide Ministries - \$ ????.??  
Silent Unity - \$ ????.??

Legacy of Aloha - \$???.??  
Blessing Hands USA, LLC

B. Unity Church of Hawai'i 79th Anniversary, October 10th.

**Administrator's Report** submitted by Lisa Ensley for October 2016

**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 as needed.
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. Covered while Judy was out of office.
14. Attending "I of the Storm" classes.
15. Accompanied SRG fire extinguisher yearly check around campus.
16. Obtaining roof replacement estimates. Now needed as soon as possible due to additional leak in toddler center.
17. Coordinated coconut tree trimming.
18. Spoke with 2 tree experts about one of the banyan trees and they are recommending removing it for safety and liability purposes. The tree's health is deteriorating and we will remove gradually for budget purposes.
19. Unity Church of Hawaii does own the banyan/ficus trees along Monsarrat and we are responsible for their health and maintenance.
20. Called Ogami Plumbing to repair women's toilet leak, 3 backed up drains, 2 leaking faucets.
21. Obtaining AC maintenance quotes from various vendors.
22. Assisted Judy with 2 memorial services.
23. Communicated with DCCS to ensure that we are current in documentation and in good standing.
24. Coordinated with Quality AC to repair upstairs Education building unit.
25. Helped remove red Euclid's Dream sculpture as it is cracked. Communicating with artist's daughter for possible solution...still waiting on response after sending photos of crack.
26. Attended Community Talk.
27. Running video camera on Sundays as needed.
28. Other activities as they show up and walk through the door.

**Next Month (November):**

1. Vacation 11/9-19

**Issues/Concerns/Other:**

1.

### **Courtyard Café**

1. Dillard and Susan Faulk continue to produce delicious menus within the weekly budget that was originally provided to them. They are financially self-supporting.

### **Steward of Custodial Services**

Activities would include but are not limited to the following:

- a) Picking up supplies;
- b) Carpet spot treating;
- c) Inventory and organize supplies;
- d) Establish a Supplies Directory;
- e) Set up, wipe down, take down tables and chairs in the court yard;
- f) Keep trash dumpster clear and “mushed” down;
- g) Put out bulk items for monthly pick up;
- h) Remove and clean bird excrement from floor and railing in Educational Building.
- i) Remembering people’s names, thereby conveying *high value*, by adding a positive adjective on to their names;
- j) Mopping up wet areas, especially in the Fellowship Connection Court Yard, formerly known as the “breeze way.”
- k) Raking leaves, twigs, flowers, berries, etc., particularly on the green walk ways, but also in the “meditation bench” areas.
- l) Fixing dysfunctional storage sheds; unclogging air conditioning run-off conduit.
- m) Watering plants and shrubbery fronting the Administrative Building.
- n) Trimming palms and trees as needed.
- o) Finding a “silent blower” alternative for pre-8 a.m. Sunday morning set up.
- p) Pressure washing areas as needed.
- q) Keeping the Adm Bldg. kitchen counter clean, cleared and orderly.
- r) Making sure the chapel and surrounding campus is clean and clutter free especially for weddings, but also for Wednesday and Sunday services,
- s) Inventory and organize tool and equipment room (to be completed; organization being contemplated and in progress).

## **Steward of Finance and Accounting Report**

submitted by Amy Miyamoto for October 2016

### **Accomplishments:**

1. Prepared weekly checks for payments to vendors, musicians, and reimbursement checks
2. Producing the weekly report for Lisa and Judy is going very smooth. Paula has taken on the task of getting this done.
3. Entering the payroll for both the Church and the preschool with Ceridian payroll company.
4. The month of September counting went very well. Linda and Catherine were our main team for the tithes each week. Over the Labor day weekend Paula handled the counting on Sunday. They have gotten so fast and efficient. Average time has been consistently an hour. We do continue to pray for more to step up to this role so that we can have two teams to do two week on and have two weeks off.
5. The preschool work continues to get better as I have been able to get the statements out and do the ACH transfers by the deadline of the 15<sup>th</sup>. Sergio is working on the budget for next year and I am assisting him with this task.
6. Producing the P&L went smoothly in September.
7. We had our meeting with the accountant from the firm that will be doing our review. We are hoping to be able to get that done very soon.
8. I did not make much progress in balancing of the accounts this month. Hope to get back on track in October.
9. I did meet also with the finance committee to go over the P&L. My thanks to Allen Wong and to Linda Knox for their faithful service volunteering for this.
10. Paula continues to manage all the credit card donations and creating the reports weekly on the totals.



**Media Services Report** submitted by Owen Howson for October 2016

### **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><b>Audience</b></u>	<u><b>Live</b></u>	<u><b>Replay</b></u>	<u><b>Total</b></u>
<b>Sep 18</b>	<b>146</b>	<b>105</b>	<b>251</b>
<b>Sep 25</b>	<b>91</b>	<b>44</b>	<b>135</b>
<b>Town Hall</b>	<b>30</b>	<b>42</b>	<b>72</b>
<b>Oct 2</b>	<b>90</b>	<b>32</b>	<b>122</b>
<b>Oct 9</b>	<b>75</b>	<b>28</b>	<b>103</b>

For this period, audience was from at least 5 countries and about 13 states. Mobile devices accounted for about 33% of total.

### **2. YouTube**

Total Channel subscribers: 902 (-30)  
Total Video Views (Sep 15-Oct 12): 7,010  
Total Minutes Watched: 46,294  
Male 51%, female 49%

### **3. Production, technology, support**

- Shot and produced 10 Sunday livestream webcasts
- Continued training camera operators and directors
- Produced, edited and delivered 4 weekly one hour shows for Olelo TV
- Authored and produced 4 DVDs of weekly services
- Produced 4 YouTube Sunday messages for our website
- Produced other YouTube videos of music
- Attended Executive Team and Worship Team meetings
- Maintained computer and video equipment
- Diagnosed Johanna's iMac, ordered memory, waiting for backup to install it

**Unity School** submitted for October 2016

**Latest Accomplishments:**

- On September 16, teachers conferred with parents (Parent-Teacher Conferences). At this time they shared information regarding their child's progress in the classroom and discussed expectations.
- On September 23, Unity staff had an In-Service Day. We worked with one of our parents who introduced Yoga Ed, "an educational program dedicated to changing education through the practice of yoga...to cultivate health and wellness in children". It was an enlightening day for all of us.
- On October 3, 4 and 5, children and staff had their class/school pictures taken.
- On October 6, we had a fire drill. The children did very well.

**On-Going:**

- Bi-monthly staff meetings.
- Keiki Chapel each Thursday morning at 9 am.

**Future Endeavors:**

- On October 15, we will celebrate Unity School's 42nd birthday with a special movie night for current and past families. They are invited to bring a picnic dinner and/or snacks and to enjoy a fun-filled evening watching "Mary Poppins".
- Some of our children, slated to leave at the end of this school year, are now being interviewed by prospective private schools for admission. We do believe that our Unity keiki graduates leave here prepared to do the best they can in any new environment.

If there are any questions and/or concerns, please call.

A Hui Hou!

JR

Jeanne Robinson, Office Manager

**Déjà vu: FAB Report** submitted for October 2016

**Current:**

- ✓ Financial goals/obligations met for previous month
- ✓ 50% Jewelry/Décor Sale 10/9/16
- ✓ Ahi vacation 10/10-10/17
- ✓ Charmagne vacation 10/24-11/5

**Ongoing:**

- Networking and Community Outreach education for “Clearing” & “Matching” services through Bereavement Support Ministry
- Intake and processing of donated goods
- Event planning

**Unity Wellness Report** submitted for October 2016

Dear Board Members,

Unity Wellness had another great month, filled with beautiful patient encounters, gratitude, and many happy clients.

We were able to donate \$1650 for space usage, which represents 20% of our gross revenue.

From October 10 to 24, our office will be closed. We are both visiting family, Eric in Michigan and Felix in Germany.

Cheers 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