

**UNITY CHURCH OF THE HILLS**  
**BOARD OF TRUSTEES MEETING**  
**THURSDAY FEBRUARY 28, 2019 7:00PM**

**Board Members in Attendance:** Rev Kristen Grandon, Rev Brian Grandon, Bob Withrow, Clay Boykin, Lucy Corral, Mary Spangberg, Frank Phelan,

**Missing:** Glenn McIntosh, Sheree Ross

**Staff in Attendance:** None

**Congregants in Attendance:** Karen and Paul Memrick

1. **Call to Order – 7:03pm** (Bob Withrow)
2. **Call for new items of business to be discussed** (Bob Withrow)
3. **Opening Prayer** (Rev Kristen Grandon)
4. **Centering Meditation** (All)
5. **Approval of Minutes for December 06, 2018 meeting** (All)
  - a. Motion to approve, Frank Phelan
    - i. Second: Rev Kristen Grandon
    - ii. Motion passed unanimously
6. **Approval of Minutes for Annual Retreat, January 26, 2019** (All)
  - a. Minutes were made available late and the board had no time to review them
  - b. Mary Spangberg made a motion to defer the approval until the March meeting
    - i. Second: Bob Withrow
    - ii. Motion passed unanimously
7. **Approval of Minutes for Congregational Meeting, February 10, 2019** (All)
  - a. Bob Withrow made a motion to approve, after amendment to strike last sentence
    - i. Second: Mary Spangberg
    - ii. Motion passed unanimously
8. **January 2019 Financial and Audit Report** (Jean Lein and Mary Spangberg)
  - a. Financial Report
    - i. Cash decreased by \$31K from December due to the Net Loss before Endowment of \$24K and an extra note payment of \$9K
    - ii. Endowment Fund increased \$10K from the net of market increases of \$9K and a \$500 contribution
    - iii. Current Maturities of Long-Term Debt decreased by \$17K from previous month due to the extra payment made to the congregant note

- iv. Gifts and Tithes were under budget by \$12K and under last year by \$9K
- v. Contract services were over budget – Wee Wisdom required an unbudgeted floater
  - 1. The board had a discussion regarding the policy of allowing people to pull their children up to one week. The board recommended a review of the policy
- vi. YTD Income vs Expenses are almost even
- vii. Discussion ensued about communicating to the congregation the financial state of the church, along with greater clarity in the next quarterly report
- viii. Gifts and tithes have reminded steady year after year
- ix. Lucy Corral made a motion to accept the financial report as presented
- x. Second: Bob Withrow
- xi. Motion passed unanimously
- b. Audit Report
  - i. Mary Spangberg presented the board with the UCOH Financial Statements and Independent Auditor's Report by Montemayor Britton Bender PC
  - ii. In general, the outcome was satisfactory with no major issues
  - iii. Bob Withrow made a motion to defer the approval and discussion, so the board has time to review
    - 1. Second: Lucy Corral
    - 2. Motion passed unanimously

**9. Community Garden (Bob Withrow)**

- a. Bob Withrow presented an initiative by Kelly Log who has started an organic farm in East Austin and would like to replicate it on the UCOH grounds
- b. The board agreed that it is a good idea that will foster community building. Other groups may be interested in collaborating, such as the Scouts and Women Group, but the right Program Manager needs to be identified
- c. Kelly Log had suggested to start for the Spring season, the board suggested we plan to start by the Fall planting season
- d. Bob Withrow will communicate the decision to Kelly Log

**10. New Person's Reception Host Schedule (All)**

- a. The schedule was reviewed. Sheree Ross hosts the reception for March

**11. Adjourn Open Meeting –**

- a. Mary Spangberg made a motion to end the open meeting
  - i. Second: Frank Phelan
  - ii. Motion passed unanimously
- b. Guests were dismissed

**12. Call to Order Executive Session – 8:10**

**13. Minister's Report and Discussion of status of Strategic Plan and Path forward on how BOT engages (Revs. Brian and Kristen Grandon & all)**

## Highlights

- a. Rev Linda Whiteside is stepping down after 5 years of service. Lance and Jean Lein will serve as interim leads
- b. Content Management System Migration from F1 to The Planning Center is underway. The cost impact is estimated at \$1,500
- c. Preparation for Ellen Fannin's retirement
  - i. Position restructure
  - ii. Integration of new software in Worship and Event planning process
  - iii. Proposed dates: Post position by 3/15/2019, close interviews by 4/15/2019, offer date by 5/1/2019 and starting date of 5/15/2019
  - iv. Celebrations of Ellen's retirement, June 2, at 5PM
- d. Roles and Accountabilities clarification is underway. Some grey areas on staff responsibilities were identified
- e. Strategic Planning Implementation
  - i. Strategic plan is the road map, ministers and board leading with a spiritual intention
  - ii. Preparing Project Management Software, Selection and vetting of project management software currently thinking ProofHub (w/app), to house and support the work. Ensuring our visions of their tasks are insight and movement forward is on target
  - iii. Communication to teams
  - iv. Training of staff board (next the co-leads) on the project management software.
  - v. Conscious selection of co-leader with staff to support and facilitate the work of the group in concert with the staff leadership while adding their powerful support to carry the work.
  - vi. Conscious selection of strategic team members.
  - vii. Focus 2 Update: Integral Model of Spiritual Development
  - viii. Focus 3: Staff Day Meditation Retreat April 6
- f. Facilities Updates:
  - i. Oaks HVAC Update - 2 bids have been received at around \$7.5K
  - ii. Sanctuary Sound System Update
  - iii. Upstairs Tech Area Cleanup Planned
  - iv. Policy for All Volunteers Established, 15% discount, once a year beginning in April. The board suggested this to be reviewed.
- g. New Chaplain Training in March; 4 or 5 area ministries participating with 9 new and 2 or 3 returning emeriti
- h. New Member Sunday, March 17; The Path Dinner Mar 14 at 6:30 FH, 22 possible and returning members
- i. Events: Easter Preparation, Men's Retreat Mar 15, Women's Retreat April 13, Faith Rivera April 7
- j. New Story Festival: UCOH booth, Presentation, Vlog Broadcast Feb 27, Supporting Compassionate Austin
- k. Insights Discovery Follow-up Integration Training, April 27 10-2:30

**14. Other**

- a. Bob Withrow collected various documents such as deed papers for the Church. He suggested the board creates an Archiving Team
- b. Bob Withrow will be leading a walk through the campus with Bob Heinrichs
- c. And honest evaluation of financial status should be done for Wee Wisdom
- d. The future of Unity Oaks was discussed but a decision deferred.

**15. Closing Prayer** (Rev. Brian Grandon)

**16. Adjournment – at 9:52** (Bob Withrow)