

UNITY CHURCH OF THE HILLS
BOARD OF TRUSTEES MEETING
THURSDAY MARCH 27, 2019, 7:00PM

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

Staff in Attendance:

Congregants in Attendance: None

1. **Call to Order, Opening Prayer – 7:01pm** (Bob Withrow)
2. **Opening Prayer** (Rev Kristen Grandon)
3. **Centering Meditation** (All)
4. **Call for new items of Business to be discussed**
 - a. Possibility of sponsorship advertisement
 - b. UWM bylaws updates
 - c. UWM reach
 - d. Approval of minutes for board retreat
5. **Approval of Minutes for Annual Board Retreat, January 26, 2019** (All)
 - a. With modifications by Kristen
 - b. Motion to approve the minutes with the modifications by Rev Kristen Grandon: Frank Phelan
 - i. Second: Sheree Ross
 - ii. Motion passed unanimously
6. **Approval of minutes for February 28, 2019** ()
 - a. Modifications by Kristen and Frank
 - b. Motion to approve the minutes with the modifications by Rev Kristen Grandon and Frank Phelan: Mary Spangberg
 - i. Second: Frank Phelan
 - ii. Motion passed unanimously
7. **Financial Report** (Mary Spangberg)
 - a. Mary Spangberg presented financial reports for the month of February 2019.
 - b. Gifts and tithes for the YTD are \$9K over budget, however YTD cash operational are at a net loss.
 - c. YTD operating revenue is presently at -\$17K.

- d. Cost of heat exchangers for Unity Oaks HVAC air handler units is \$7,550. We will utilize a portion of the \$22K of contingency funds for HVAC project to pay for heat exchangers. Music room also has set aside of \$5K for new HVAC. Frank Phelan will investigate new larger HVAC unit for the music room.
 - e. Frank Phelan made a motion to approve the February 2019 financial reports, Sheree Ross
 - i. Second: Sheree Ross
 - ii. Motion passed unanimously
 - f. Bob Withrow presented a concept for a potential fundraising campaign that includes a 1-year initiative that include development of a prudent reserve, maintenance items and funds for the initial elements of the Strategic Vision Plan in the amount of \$700K. Second phase of the campaign would be a 3-year plan that includes completion of Unity Oak for \$1.4 million.
 - i. Board members are encouraged to participate in a conference call at 4:00 PM on April 4th with Gary Simmons to discuss a new concept regarding church financials
8. Review and Approval of Audit Report
- a. Bob Withrow deferred this item until next month so Jean Lein can be present for the audit report for the Board.

9. Minister's Report (Revs. Brian and Kristen Grandon)

Highlights

- a. Financial Plan Support with Gary Simmons
- b. 8 a.m. Service Lance and Jean interim leads began 3/17, looking into Sunday proposal considerations with key players
- c. Establishing timeline for the Content Management System Migration from F1 to The Planning Center, Apps for ministry (Church Center App, People, Check-Ins, Resources, Service, Music Stand)
- d. Establishing ProofHub as staff resource for staff project management, training 3/28
- e. Preparation for Ellen's retirement and her celebration on June 2 at 5 p.m. Event position posted 3/15/2019, closes 4/15/2019 interviews (meet with staff), 5/1/2019 offer date, 5/15/2019 position begins.
- f. Roles and Accountabilities Clarification Underway
- g. Strategic Planning Implementation
 - i. Training for co-leads and board liaison's on Project Management Software, ProofHub on April 2 at 7 p.m.
 - ii. Next step is for leads to establish team and begin communication with members
- h. Facilities Updates:
 - i. Change in Facility's leadership and plan for future
 - ii. Unity Oaks HVAC Update, fan repairs
 - iii. Gutter cleanout, soffit repair
 - iv. Sanctuary Sound System Update
 - v. Upstairs Tech Area Cleanup Near Completed
- i. 9. Staff Meditation Retreat April 6

- j. 10. Prep for Good Friday and Easter and Ladies' High Tea
- k. New Story Festival: UCOH booth, 11:30 in Performance Hall Saturday March 30,
 - i. Supporting Compassionate Austin booth, and several healers
- l. New Chaplain Training in March, 10 new Chaplains, second interviews this week
- m. Events: Easter Preparation, Women's Retreat April 13, Faith Rivera April 7
- n. Insights Discovery Follow-up Integration Training, April 27 10-2:30

10. Others ()

- a. Clay Boykin proposed the idea of selling advertising space in the weekly church bulletins. Sponsors can cover the costs of bulletins by paying for advertisements. Advertisements should be reserved to congregants only and be general – NPR-type - sponsorship messages. Clay Boykin will talk with Ellen Fannin to work out details on a one-time sponsorship proof of concept

- b. Bob Withrow updated the Board on proposed Unity Worldwide Ministries suggested bylaws. Bylaw changes have already been updated since they were initially issued. He indicated that the spirit of the initiative seems to be that UWM has an approval step for bylaws, but they will be very amenable to variations so long as it is not in conflict with Unity principles. One advantage of the standard format is that small and new ministries can don't have to create a set of bylaws from scratch. Mary Spangberg thinks that there could be some good elements that UCOH could adopt. Bob Withrow thinks no action needed by UCOH at this point. Rev Kristen Grandon thinks that the format may be malleable and that we don't need to take action now. We will need to provide feedback on the template to UWM if we have suggestions between now and September. In January of 2020 the template should be more developed, and we can then evaluate it more completely, modify as appropriate and submit to UWM for review. If the draft is not in alignment, we have three years to work it out

11. Closing Prayer (Rev Brian Grandon)

12. Adjournment – at 9:41 (Bob Withrow)