

UNITY CHURCH OF THE HILLS
BOARD OF TRUSTEES MEETING
THURSDAY MAY 30, 2019, 6:00PM

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 – 5:58pm** (Bob Withrow)

2. **Opening Prayer and Meditation** (Rev Kristen Grandon)

3. **Call for new items of Business to be discussed**
 - a. None

4. **Approval of minutes for March 28, 2019** (Lucy Corral)
 - a. Motion to approve the minutes: Frank Phelan
 - i. Second: Mary Spangberg
 - ii. Motion passed unanimously

5. **Approval of minutes for April 25, 2019** (Lucy Corral)
 - a. Discussion regarding the use of the private vs main folder in DropBox ensued
 - b. Motion to approve the minutes: Sheree Ross
 - i. Second: Frank Phelan
 - ii. Motion passed unanimously

6. **Financial Report** (Jean Lein and Mary Spangberg)
 - a. After reviewing the balance of the Congregant Note and our current financial statement, Frank Phelan made a proposal to reinstate the building campaign for 4 months with the goal of accelerating the payment of the Note. Discussion followed regarding how this campaign could take place, including the pledging of matching funds. The plan then will be presented to the congregation at large including plans to celebrate the retirement of the loan. Frank Phelan and Bob Withrow will work on the details for the plan.
 - b. Financial details:
 - i. The balance for the Congregant Note is ~\$35K, with a monthly payment of ~\$8,600
 - ii. YTD the church's total revenue is \$46K negative.
 - iii. 8 monthly payments of \$8,600 have been made to date or \$68,800

- iv. Excluding the Note payments, total revenue could have been \$22,000. (\$68K - \$46K)
- c. Motion to approve the April 2019 financial reports: Bob Withrow
 - i. Second: Mary Spangberg
 - ii. Motion passed unanimously

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

Highlights

- a. Preparing for Ellen's retirement and her celebration on June 2 at 5 PM
- b. Time of change for UCOH:
 - i. Hired Audrey Simpson for full time Event Planning Coordinator
 - ii. Hired Rev. Marygrace Sorensen for 2 months Worship Planning Support – this will give us time to move through several changes then assess needs.
 - iii. Office moves June 3: Brian, Lance and Audrey
 - iv. Five staff members attended the PushPay Conference in Dallas last week: Revs Brian and Kristen Grandon, Jean and Lance Lein, and Bret Williams
 - v. Assessing eminent priorities which are:
 - 1. Synthesis of learning from PushPay Conference in Dallas
 - a. Assess PushPay system 6/12 and sync with migration if valuable
 - 2. Establishing an Events Process that is collaboratively created and completed
 - a. Office moves, then establish new norm
 - b. Begin process for hiring Volunteer Coordinator by Aug 4
 - c. Job description out by June 5th, close June 25
 - d. Interviews June 26-July 2, Offer July 5, Start July 22
 - 3. Sunday Proposal Survey considerations with congregation, strategy team looking at and integrating survey results
- c. Strategic Planning Implementation - leaders establishing teams and begin work with members.
 - i. Pillar 2: Transformational Programs
 - 1. Spiritual Pathways determining outputs and implementing (about complete)
 - 2. Evaluate and update current processes and structures – Welcome System
 - 3. Review: Underway, incorporating feedback from conference once synthesized
- d. Temporarily holding on these priorities:
 - i. Content Management System Migration from F1 to The Planning Center
 - 1. Using: Services, Music Stand; working with data in People, Check-Ins, Resources
 - 2. Pausing Public use of: Church Center App, People, Check-Ins, Resources
 - 3. Pausing: announcing auto-give

- ii. Pausing posting for Communication's Specialist to assist with production needs.
 - iii. Sort Temporary pause on UCOH data storage
- e. Facilities: Hired Des King as full-time permanent Facilities Manager.
- f. Misc: World's Religions Series going well, Mid-Year Silent Meditation Retreat upcoming on 6/22, Energy Codes Book Study has 38 registered.
 - i. Joe Dispenza Advanced Workshop in Portland, July 22-28. Moved the July board meeting to Aug 1.
 - ii. Proposed Fall Semi-Annual Staff/Board Gathering in September, Topic for the evening "Getting to Know You" where the staff shares information about (3 brief minutes)
 - iii. What I'm working on/ what my job is
 - iv. What I'm passionate about
 - v. Social conversation – keep it light with popcorn questions/mixers

8. Update of past items ()

- a. Dr Gary Simmons engagement/positioning (Bob Withrow, Revs Kristen and Brian Grandon)
 - i. Reviewed the agreement. Total fee is \$3.6K payable at a rate of \$300/month.
 - ii. Cancellable within 90 days
- b. Eagle project status (Frank Phelan)
 - i. Frank Phelan updated the Board with regard to the status of the Troop's Eagle projects
- c. Bulletin sponsorship (All)
 - i. Cost of bulletins running about \$1K/month or half of the total monthly cost of the copier

9. New Items

- a. None
 - i. Make policy changes to include the following in the Parent and Staff handbooks
 1. No tuition reductions for holiday breaks or summer vacations
 2. Increase summer registration fees to \$75, material to \$50, annual registration is \$175
 3. No scholarships
 4. Reduce /change teacher float hours
 5. Manage teacher coverage to eliminate overages
 6. Other cost management measures, such as parent's providing supplies for special events
 - ii. Change our marketing to reflect our positive features (small, intimate, low ratios, longevity/consistency of teachers, families, best practices/hybrid approach)
 - iii. The board would consist of at least 4 people. The following were discussed

1. Nina Phelan
2. Kevin Woods
3. Sharon Rogers

b. **Real Estate** (Bob Withrow)

- i. Follow up on the discussion to sell part of the land
- ii. There is no buyer for the land, the Realtor would like to market it
- iii. Frank Phelan proposed that a better approach would be to lease the land rather than sell it

10. **Others** ()

- a. After a medical emergency, Mark Rush is doing much better

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

12. **Adjournment – at 7:45** (Bob Withrow)