

UNITY CHURCH OF THE HILLS
BOARD OF TRUSTEES MEETING
THURSDAY JUNE 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: Jean Lein

Congregants in Attendance: None

1. **Call to Order, Opening Prayer –7:01pm** (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 May 30, 2019** (Lucy Corral)
 - a. Rev Kristen Grandon edited the minutes to add Jean Lein to the list of staff present
 - b. Motion to approve the minutes: Mary Spangberg
 - i. Second: Sheree Ross
 - ii. Motion passed unanimously
5. **Financial Report** (Jean Lein and Mary Spangberg)
 - a. Cash and attendance continue to decrease. Cash decreased \$20K from April
 - b. Received \$8K in contributions for the Endowment fund, which helped offset the decrease of \$7K from market decline
 - c. Gift and Tithes were under budget by \$29K and under last year by \$44K for the month of May or -\$35K under budget Year-to-Date
 - d. Bob Withrow made a motion that the residual amount (~\$13K) from the refinancing of the loan is used, should it be needed, before we tap into the larger reserve
 - i. Second: Mary Spangberg
 - ii. Motion passed unanimously
 - e. Motion to approve the Month 2019 financial reports: Glenn McIntosh
 - i. Second: Sheree Ross
 - ii. Motion passed unanimously
6. **Minister's Report** (Revs. Brian and Kristen Grandon)

Highlights

- a. The Grandons had a session with Gary Simmons. It was clear that UCOH situation is not unique.
 - i. Seems people are choosing convenience over connections, but more people are lonelier than before
- b. Change of services update:
 - i. The team is integrating the feedback.
 - ii. Predominantly, the feedback is positive to moving to 2 services with the Spiritual Academy in between
 - iii. There is no set date for the change. It is important to have the Academy established and organized first. Late fall is tentative currently
 - iv. It was suggested that the congregation be updated during July 7th, State of the Unity Community Address
- c. Establishing New Systems:
 - i. Content Management System Migration from F1 integrating PushPay (beginning next week) along with The Planning Center (Services, Music Stand; People, Check-Ins, Resources, Small Groups)
 - ii. Establishing an Events Process that is collaboratively created and completed
 - iii. Hired Front Office Manager, contractor 32-40 hours, for 3 months then opening position
 - iv. Accounting Support – Contractor until position opened, 10-16 hrs week
 - v. Hiring Volunteer Coordinator new timeline: Post: June 21st, Close: July 10th, Interviews: July 17-18, Background and reference checks: July 19 am, Offer: July 19 pm, or if needed 31, Start: August 14, Tamica's last day: Mid-August, still being determined
 - vi. UCOH data storage
- d. Strategic Planning Implementation - leaders establishing teams and begin work with members.
 - i. Pillar 2: Transformational Programs
 1. Spiritual Pathways determined outputs and implementing with current event survey, establishing in New UCOH Event Process
 2. Evaluate and update current processes and structures – Welcome System Review Underway
 - ii. Pillar 3: R&D Update, see following for full report
- e. Rev Kriste Grandon requested that all UCOH board projects are coordinated through her due to workload concerns
- f. Facilities Update:
 - i. \$2,600 of the contingency money for the HVAC and room has been used for new light fixtures around the perimeter of the exterior of the buildings for safety purposes.
 - ii. New window seals purchased for small leaks in Wee Wisdom classrooms.
- g. Next board meeting was moved to August 1 to allow the reverends to attend Joe Dispenza Advanced Workshop in Portland, July 22-28.

- h. Proposed Fall Semi-Annual Staff/Board Gathering on August 16 at 7 p.m. in Friendship Hall. Topic for the evening “Getting to Know You” where everyone shares information about (3 brief minutes)
 - i. What I’m working on/ what my job or role is
 - ii. What I’m passionate about
 - iii. Social conversation – keep it light with popcorn questions/mixers
- 7. **Update of past items** ()
 - a. Dr Gary Simmons board dates were shared by Rev Kristen Grandon
- 8. **New Items**
 - a. Update on the plan for “Retire the Note” Campaign (Bob Withrow)
 - i. Have raised about 66% of the \$34,500 so far
 - ii. The board agreed to repay the Operating Fund the one month it paid for since this campaign started
- 9. **Others** ()
 - a. Jean Lein will be stepping down as Finance Director in one month after 3 years of service
- 10. **Closing Prayer** (Rev Brian Grandon)
- 11. **Adjournment** – (Bob Withrow)