

UNITY CHURCH OF TRUTH
14402 PROSPECT AVENUE
TUSTIN, CA 92780
MEETING OF THE BOARD OF DIRECTORS
October 20, 2020

OPENING PRAYER:

Rev. Clive led the board in opening prayer.

CALL TO ORDER:

Jim called the meeting to order at 6:33 PM.

ROLL CALL: All via Zoom

Rev. Clive	Connie Carter (2021)
Jim DeFontes ()	Lisa Kolibar ()
Todd Boppell ()	Erin Hostetler ()
Steve Stoeckel (2021)	Mary Jeanne Hawes (Ministry Director)

MOTIONS:

Minutes Approval:

Steve moved and was seconded that the minutes from 9-29-20 be approved as amended. The motion passed.

Agenda Approval:

Lisa moved and was seconded that the agenda (Exhibit A) be approved as presented. The motion passed.

Review of Action Items:

Erin led a review of last week's action items. All were complete or in process.

President's Report:

Jim read from a list of his thoughts, including maintaining joy and patience, and continuing to lead and encourage the community.

Minister's Report:

Rev Clive recommended not having the next board meeting on November 3, which is Election Day. He summarized the various projects in process, including others taking over the Morning Meditations starting in December, Erin taking over the Sunday morning YFM Zoom as of November 15, and returning to inside services as of Dec 6. There was a discussion of the music program with Amy, the budget, no live singing in the sanctuary, and booking music artists.

Financial Report:

Todd provided slides for the financials reviewing recent months as compared with last year. Todd is working with FM bank regarding a line of credit or refinance possibilities. Refinance fees will be approximately \$5000. \$250000 is a good refinance threshold amount. We will need to provide financials, and not just rely on equity. We can use some of our reserves as a guarantee. Todd is speaking with an attorney regarding our tax exemption possibilities.

Facilities and Grounds Report:

Connie summarized the current state of the grounds and gardens, including basic maintenance, emergent situations, and large project management, as well as specialty maintenance projects. She reviewed the deferred maintenance projects, having spoken with each of the vendors who had previously provided bids; they will all honor the original bids. Finally, she discussed various future vision projects.

Prosperity Report:

Lisa reported on rental of the grounds, including to groups such as Inside Edge; MJ created a brochure for events. Chrissy Sherbanee is helping select photos; Lisa is making a wedding brochure. Annette and Lisa are working on art for the brochures. Lisa suggested having more collection boxes throughout the gardens, including instructions on how to do mobile giving.

Minister Transition Team Report:

Lisa updated what is happening with the Transition Team. Erin, John Hawes, and Lisa are on the team. The current model is to find a seasoned, retired minister looking to work for just a couple of years, with Shara working alongside him/her. Shara is applying for the Unity Ministerial Program, ideally working with the Interim minister, assisted by various guest speakers. Some members prefer a full Minister Search. Erin suggested revisiting values/mission/ vision, and reviewing lessons learned from the previous minister search.

Lisa moved and was seconded that we will have a community meeting on these topics on Sunday November 22. The motion passed.

Store Inventory:

Erin reviewed volunteers Kay and Meredith, who are interested in restoring the bookstore. Erin will meet with them October 23.

Staff Job Descriptions Process:

Mary Jeanne has worked on job descriptions, including Darrell's input on his position. Christy Brawner will start her part time position on November 3, in support of Mary Jeanne's work.

Budgeting Process:

Mary Jeanne and Todd are working on the budget.

YFM Leadership Update:

Rev Clive reported that Nevin is working on the YFM manual. Erin will handle the Sunday Zoom calls and classes. Nevin feels that there is no need to immediately hire a new director.

Review Action Items

Action Items assigned this meeting

ACTION ITEM:

ACTION ITEM: **Clive**

- *Speak with Amy regarding duties, budget for music ministry*

ACTION ITEM: **Erin**

- *Provide a report about the bookstore by next board meeting*

ACTION ITEM: **Lisa**

- *Provide example of enhanced FB listings*
- *Get John Hawes' input on Shara*
- *Discuss with Clive the next steps to introducing Shara, preserving the dates already proposed, and perhaps increasing them, and considering the financial impact*

ACTION ITEM: **Steve**

ACTION ITEM: **Todd**

- *Work on budget with Mary Jeanne, confer with Amy*

ACTION ITEM: Connie

- *Distribute cost list to board*

ACTION ITEM: Mary Jeanne

- *Research getting more collection boxes, including a QR code or Shelby or Venmo*
- *Work with Todd on creating a budget*
- *Work with Christy on her job duties*

Dates for Future Board Meetings

Tuesday, November 10, 2020 at 6:30 PM via Zoom

CHECK OUT

● **Closing Prayer & Adjournment**

Rev.Clive led the Board in the closing prayer.

The meeting was adjourned by Jim at 8:42 PM

Connie Carter

Secretary