

**UNITY CHURCH OF TRUTH**

**14402 PROSPECT AVENUE**

**TUSTIN, CA 92780**

**MEETING OF THE BOARD OF DIRECTORS**

**June 15, 2021**

**OPENING PRAYER:**

Reverend Blair led the board in opening prayer.

**CALL TO ORDER:**

Jim called the meeting to order at 6:04 PM.

**ROLL CALL: All via Zoom**

Connie Carter (2021)

Jim DeFontes ( )

Lisa Kolibar ( )

Todd Boppell ( )

Steve Stoeckel (2021)

Erin Hostetler ( ) absent – excused

Mary Jeanne Hawes (Ministry Director)

**MOTIONS:**

***Minutes Approval:***

Steve moved and was seconded that the minutes from June 1, 2021 be approved as amended. The motion carried.

***Agenda Approval:***

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

**Review of Action Items:**

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

**President's Report:**

Jim's focus is on current operational processes and strategy, and will be covered during tonight's meeting.

### **Spiritual Ministry Team Report:**

Rev Blair reported on the SMT meeting. Shara's salon needs to start a bit later to give people time to socialize. The SMT is in agreement that congregational singing and chanting are desired and are acceptable outside, but not inside. Adventures in Faith will begin in October, studying the book "Seven Masters, One Path", by John Selby. Blair has a whole packet with outline, handouts, and MP3s. A November Thanksgiving Eve service is being considered, as well as December Christmas Eve service options.

### **Ministry Director's Report:**

Mary Jeanne reported that the kickoff for AIF is scheduled for October 3, and will be a big deal. This Sunday and next 6 weeks features a dancing meditation group led by Morgyn Danae. Another upcoming 4 week class will be on bio spiritual focusing. Possible dates for a Sound Bath are being considered. We have a new phone system, staff is adjusting to it. New AC systems are required in the Education Building and Sanctuary. The contractor, Jerry, will honor the original bids, and will start ASAP.

### **Board Election Committee (update):**

Mary Jeanne met with Kirk Reeves, and discussed the documents and information needed to put in the packet for prospective Board candidates. Rev Blair counseled that candidates should receive details on workload, skillsets, commitment, and hours expected for service as a board member prior to applying. Mary Jeanne and Kirk will meet tomorrow to consider the invitation, discuss criteria for candidacy, and whether there should be candidate interviews or screening, and to finalize the contents of the packet. They will send packet with invitation June 16, to be completed and returned by July 6.

The board Election Committee will distribute candidates' bio, photo, and interest statement. Candidates will give a brief speech after Sunday Service, TBA. Voting will be online, results announced when determined. New board members will step into service at the Annual Meeting.

### **Annual Membership meeting (date, venue):**

Jim suggested September 12 as the preferred date for the Annual Membership meeting. We need to coordinate with the Prayer Chaplains' proposed event on the same date.

### **Financial Report:**

Todd reported on May financials. There was another \$10,000 gift, and Rev Blair will reach out to the donor to personally thank him. Our cash balance has stayed even. Todd checked into the PPP repayment schedule, and there is a

scheduled withdrawal plan from the lender. The budget and expenses are in line. New income and expenses are coming online, with the re-opening from Covid.

### **YFM director (salary and hours):**

Jim reviewed the proposed job description for the YFM director position. Mary Jeanne is reviewing the proposal to see if benefits are in line with the rest of the staff, and will have it by tomorrow. Jim asked for a motion to pay the YFM director \$20/hour, 30 hours per week, with benefits in line with those of existing staff, and Social media for the youth as part of the package. Steve so moved and was seconded. The motion passed. That makes three at-will employees, with no contract involved. Mary Jeanne will write an offer of employment, including start date, pay, and benefits. She will clarify the proposed start date of September 15, 2021.

### **Property and Grounds (update):**

Connie reported that the building painting project is moving forward, and provided four photos of Victoria House depicted in four different color schemes. The painting contractor will paint a swatch of these colors on an exterior wall, so the community can view them and offer any comments.

New volunteers have stepped up to assist with spot watering and planting of color plants. Steve is spending hours mapping the sprinkler zones and valves, and performing necessary repairs and maintenance. The paid gardeners can assist with some of this.

The storage shed cleanup continues to be delayed, and Jim suggested having a meeting with Marco, Mary Jeanne, Connie, and Jim to address the situation.

### **Prosperity (update):**

Lisa reported on establishing a contract for weddings or big groups, starting with the UWM contract template. She will edit it to 2 or 3 pages, from its current 9 pages. We need a more robust contract for events, as opposed to weddings. Todd will assist with drafting appropriate language. Lisa and MJ worked out the "Private Event" signage. Mary Jeanne will approach IDG to see how to optimize UOT weddings in searches.

### **Summer Activity:**

Jim introduced events such as BBQ/picnic, rummage sale, succulent sale, open house, concerts, labyrinth walk, and neighborhood outreach. The board discussed the objectives and processes. Jim proposed Annette DeFontes' band, BBQ, and children's game as one event. The open house could take place in the fall.

### **11:00 service venue:**

Jim talked about where to hold Sunday service. The community prefers to be outside by a 4 to 1 margin, unless it is too hot, windy, or rainy. The feed for the video will be fed into the sanctuary, for those who prefer being indoors. The community wants a return to singing!

### **Sunday activity:**

Jim and Mary Jeanne are actively working on featuring activities on a regular rotation.

### **Review Action Items**

#### **Action Items assigned this meeting**

ACTION ITEM:

ACTION ITEM: ***Jim***

- Meet with Marco regarding storage cleanout

ACTION ITEM: ***Erin***

ACTION ITEM: ***Lisa***

- Work on wedding and events contracts

ACTION ITEM: ***Steve***

ACTION ITEM: ***Todd***

ACTION ITEM: ***Connie***

- Meet with painter to apply paint samples
- Call gardening company to review hours and fees

ACTION ITEM: ***Mary Jeanne***

- Send out Board Candidate application package
- Write YFM director offer of employment
- Contact IDG regarding optimization of UOT as a wedding site

### **Dates for Future Board Meetings**

Tuesday July 6, 2021 at 6:00 PM via Zoom

## **CHECK OUT**

- **Closing Prayer & Adjournment**

Steve led the Board in the closing prayer.

The meeting was adjourned by Jim at 8:23 PM

Connie Carter

Secretary