

**UNITY CHURCH OF TRUTH
14402 PROSPECT AVENUE
TUSTIN, CA 92780
MEETING OF THE BOARD OF DIRECTORS
August 17, 2021**

OPENING PRAYER:

Mary Jeanne led the board in opening prayer.

CALL TO ORDER:

Jim called the meeting to order at 6:12 PM.

Connie Carter (2024)	Jim DeFontes
Lisa Kolibar	
Todd Boppell	Erin Hofstetler
Mary Jeanne Hawes (Ministry Director)	
Craig Phillips, Ministry Team member	
Kathy Andrews (2024)	Steve Stoeckel (2021)

MOTIONS:

Previous Minutes Approval:

Jim moved and was seconded that the minutes of 8-3-21 be approved as presented. The motion passed.

Agenda Approval:

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

Review Action Items

Erin led a review of the Action Items from the previous meeting. Most items were completed, some are ongoing.

President's Report:

Jim reported that the community is excited about the changes, and there is a lot of good will towards the board and staff.

Spiritual Ministry Team Report:

Craig reported on the recently held SMT meeting. It was agreed that congregational singing will take place outside only, for now. Clarification was made for the SMT role in board meetings - they will not have a vote. There will not be a Thanksgiving Eve service this year. AIF kicks off Friday October 1, with hybrid in-person and Zoom meetings. The author of the book will participate in AIF, giving a session on Saturday, October 2, including a Q and A period. Advent begins November 28. Craig exited the meeting at this point.

Ministry Director's Report:

Mary Jeanne reported on AIF, including discussions about whether to dress in the color of the week, decorate, and have members give a short testimonial. The SMT will decide. The theme is "Forward in Faith". Blair and Shara will present a six week- long grief class beginning September 23, after the Spiral Dynamics course is complete. The results of the recent survey of the music ministry indicated that the choir is not ready to return to live rehearsal and performance at this time. Mary Jeanne and Jim met with Carol Roman regarding the transition of choir leadership as well as music selection for Sunday services. Mary Jeanne and Jim also met with Amy to discuss how these key elements of the music ministry would be managed and transitioned going forward. They proposed that as part of the change in choir leadership that Carol take over the choir Monday Zoom meetings at the beginning of October, and that Carol continue to coordinate closely with Amy on this important transition.

Annual Membership Meeting:

Erin reviewed the logistics of the Annual Meeting, including the proposed agenda. We are technologically able to hold the meeting live and on Zoom, with Christy or Erin facilitating. We will need to verify that we have a quorum, which would be 42 members. A sign-in sheet will be used. Talking points will be sent out after the meeting. Christy will be the timer, letting the speaker know when their time is nearly complete.

Finance Report:

Todd presented the financials for June and July. Large expenses showed up in those months. Revenue has been moving up, including occasional large one time donations are helpful. We are getting close to break even each month. Class income is increasing. Our investment portfolio is doing very well. We will keep our operating cash at the \$50k level. The Revenue Committee may consider fundraising possibilities, consulting with Blair.

Outside Revenue:

Lisa reported that a recent wedding went very well. There will be a wedding expo, small scale, prior to a large expo. Karl Anthony will give a concert in the garden on Saturday, September 18 . We will market the event, with Erin creating signs and posting on Meet Up. The suggested minimum donation will be \$15. Mary Jeanne will discuss logistics with all involved, including Hospitality .

Web Design update:

Todd reported that the home page looks good, and gave the okay to move on to the interior pages.

Job Descriptions:

The YFM description is complete. The Facility and Grounds description is pending. Jim and Todd will review both descriptions.

YFM:

Erin reported growth in the church -- 15 kids came last week, versus an average of 6 during the pandemic. The Vegetable Garden is a popular and engaging activity. The Arts and Nature Outings are creating community outside of church. Kids will be moving out into outreach into the community.

Property and Grounds Report:

Connie reported on the Waterfall Pond clean out, the watering system improvements, and the upcoming parking lot resurface. In the interest of time, the Gardener company conversation was deferred.

Community Outreach:

Jim deferred this discussion.

Action Items assigned this meeting

ACTION ITEM: **Jim**

- ***Review job descriptions when available***

ACTION ITEM: **Steve**

ACTION ITEM: **Todd**

- ***Work on Facilities and Grounds Director position description***

ACTION ITEM: **Connie**

ACTION ITEM: **Mary Jeanne**

- ***Coordinate all parties associated with Karl Anthony concert***

ACTION ITEM: **Lisa**

ACTION ITEM: **Erin**

- ***Create signs, post Karl Anthony concert on Meetup***

Dates for Future Board Meetings

The next board meeting will take place via Zoom on 9-7-21, at 6:00 PM.

CHECK OUT

- **Closing Prayer & Adjournment**

Steve led the Board in the closing prayer.

The meeting was adjourned by Jim at 8:46 PM.

Connie Carter
Secretary