

UNITY CHURCH OF TRUTH

14402 PROSPECT AVENUE

TUSTIN, CA 92780

MEETING OF THE BOARD OF DIRECTORS

August 3, 2021

OPENING PRAYER:

Rev. Blair Tabor led the board in opening prayer.

CALL TO ORDER:

Jim called the meeting to order at 6:03 PM.

ROLL CALL: All via Zoom

Connie Carter (2021)

Jim DeFontes ()

Lisa Kolibar () excused

Todd Boppell ()

Erin Hostetler ()

Rev. Blair Tabor, Spiritual Ministry

Steve Stoeckel (2021)

Mary Jeanne Hawes (Ministry Director)

MOTIONS:

Minutes Approval:

Jim moved and was seconded that the minutes from 6-15, 2021 be approved as presented. There will be minutes forthcoming for the 7-6-21 meeting. The 7-20 meeting did not have a quorum, was considered a work meeting, and had unofficial notes attached.

Agenda Approval:

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

President's Report:

Jim reported that we need to build accountability into our 11 AM service, and actively move the community into managing that. We need to create a stable infrastructure on communication between ministries, eblasts, meetings, and social media. We need to move into areas that excite our membership and attract new members.

Spiritual Ministry Team Report:

Blair reported on AIF, starting in October through November. There will be a Sunday series as well as small groups. There will be training for the host and the facilitator. There will be a weekend intensive for AIF, with three sessions facilitated by the Spiritual Ministry Team. Plans are underway for the Unity World Day of Prayer.

Ministry Director's Report:

Mary Jeanne reported on Amy Jahn stepping down from her position as choir director. A survey has been sent out to choir members as to their comfort in returning to indoor rehearsal. The accounting office is nearly transferred, and can be used this Sunday for EZ ups. Blair requested having the podium and EZ up moved closer to the community. AIF will be announced this Sunday, with a request for small group host signups. Upcoming on campus events include Sound Bath September 11 for 4 Saturdays, Craig's Meditation Intensive Aug 22, and Matt Manning will have an ongoing Drum Circle commencing on August 29.

Board Election Committee report:

Mary Jeanne reported that we received 81 votes. Kathy Andrews and Connie Carter are elected to the board.

New member on-boarding:

Mary Jeanne and Connie are collecting and copying documents for the new board member. Jim will review the information and offer suggestions, such as Lisa's Cube, job descriptions, etc. Kathy will be invited to join the board meetings as a non-voting member at first, with full voting rights after September 15.

Annual membership meeting:

Erin previewed the agenda for the upcoming Annual General Membership Meeting (September 12 2021). There was a question as to whether the meeting would be a hybrid of live plus Zoom or livestream. A quorum would be 43 members. Erin will check with Tony regarding technology issues. Jim suggested providing written versions of each agenda report prior to the meeting. Mary Jeanne will assemble the reports, and will send out the written notification, meeting agenda, and previous year's minutes by 10 days prior to the meeting. The reports are due to Mary Jeanne by September 8, to be sent to members the following day. Printed copies can be available at the meeting. Blair offered to help create a President's script, which can be used every year.

Outside Revenue:

deferred

Web design update:

Todd showed the work in progress on the new website and landing page. The events calendar will integrate with MeetUp and other sites.

Revenue Committee:

Todd updated on the revenue committee meeting and recommendations. The investment portfolio is 70% equities/30% fixed income. It is being changed to 80/20, a bit more aggressive. We are pulling \$25k from this account to have available.

Job descriptions: YMF, Facility and Grounds Director

Todd reported that he will create a job description for Connie's position as an Independent Contractor working as the Facility and Grounds Director, and will have a draft available by the next meeting. Erin will re-send her job description to Mary Jeanne for final approval.

YFM: update

Erin reported that the community donated 37 filled backpacks for the Tustin Boys and Girls club. She has created a YFM newsletter, and generates a report on YFM events. She is focusing on Inreach to families in the community. Erin introduced the concept of updating the look and function of the children's spaces. She is working on creating a Parent's Group.

Facilities and grounds:

Connie reported on her goal of creating a smooth working relationship with the custodian. The asphalt parking lot slurry contract has been signed and sent to the contractor, who will schedule the work. The Sacred Grounds Ministry work day had 18 members participate; a visioning meeting will be scheduled soon. The storage cleanout continues in all areas. Connie presented proposals from two pond repair companies to repair the existing sand filter and clean out the waterfall pond. The pros and cons of each proposal were discussed. Todd moved to authorize Orange County Pond Services to perform the work, for the amount of \$4500. The motion carried, with one opposed. The discussion and possible decision about employing a new gardening company was deferred until next meeting.

Community Outreach:

deferred

MUT's BBQ: review

Jim reported that the BBQ was a success. The MUTs donated \$300 worth of food and raised \$700. There were approximately 85 attendees.

Non-agendized information:

There was discussion regarding board quorum and SMT members. MJ will keep a record of proposed bylaw changes to work on after the annual meeting.

Review Action Items

Action Items assigned this meeting

ACTION ITEM:

ACTION ITEM: **Jim**

- Meet with new board member, Kathy Andrews

ACTION ITEM: **Erin**

- Discuss with Tony Annual Meeting technology issues
- Review and re-send YFM Director job description for final approval

ACTION ITEM: **All**

- Send Mary Jeanne a written report of your Annual Meeting agenda items, due September 8
- Review gardener proposals, ready to discuss at next board meeting

ACTION ITEM: **Todd**

- Write draft description of duties for Facility and Ground Director position

ACTION ITEM: **Connie**

- Assemble documents for the new board member packet
- Notify Marco to store EZ ups in former accounting office as of 8-8-21
- Notify pond repair company to schedule repair and cleanout

ACTION ITEM: **Blair**

- Create a President's script to be used at each annual meeting

ACTION ITEM: *Mary Jeanne*

- Assemble documents for the new board member packet
- Send out Annual Meeting notification, agenda, last year's minutes no later than 10 days prior to annual meeting
- Assemble and send out board member annual meeting reports, September 9

Dates for Future Board Meetings

Tuesday 8-17, 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 8:13 PM

Connie Carter

Secretary