

Unity Church of the Hills
Board Meeting Minutes
Thursday, Aug 31, 2017, 7:00 PM

Board Attendees Rev. Brian Grandon, Rev Kristen Grandon, Vicky Gale, Lucy Corral, Lara Zuehlke, Tracey Parthe, Frank Phelan, Lynn Green, Glenn McIntosh

Guest Attendees: Jean Lein, Ellen Fannin, Susan Heinrichs

By Phone: None

Absent: None

- 1- **Call to Order** at 7:00 by Vicky Gale
- 2- **Opening Prayer** (Rev. Brian Grandon)
- 3- **Gratitude Moment** (All)
- 4- Reports from Team Leads (Susan Heinrichs)
 - a. Susan Heinrichs provided an overview of the Music Ministry, including Celebration and Inspiration
 - b. A discussion ensued about how the board can support the Music Ministry more effectively
- 5- **Approval of Minutes for July 27, 2017** (Vicky Gale)
 - a. Motion to accept: Frank Phelan
 - b. Second: Vicky Gale, motion passed unanimously
- 6- **Financial Report** (Jean Lein and Lynn Green)
 - a. Cash continued to decline during the month of July. It decreased by \$23,436 from June. The trend down continues for the month of August
 - b. Rev Kristen Grandon brought up for discussion quarterly congregational financial updates and offered an example from the Mile-High church, "The General Fund". This will be used as a model for UCOH quarterly reports
 - c. This coming Sunday, there will be a second offering collected to benefit people affected by Hurricane Harvey
 - d. The first draft of the budget has been developed by the staff.
 - e. The budget must be approved no later than end of September, for this reason the board will need an extraordinary meeting. The draft of the proposed budget will be sent to the board members within one week
 - f. Frank Phelan made a motion that approval of the financial report is postponed until the next meeting, to allow sufficient time for review of the financials.
 - g. Second: Tracey Parthe, motion passed unanimously
- 7- **Minister's Report** (Revs Brian and Kristen Grandon)

This Month's Accomplishments:

 - Established Sunday lessons through January 2018 – Authentic Spiritual Journey, The Playground of Life, and Season for Celebration

- Childcare – offered for special events, volunteer support, referrals offered as needed
- Began working on Member Development – Strategic, Clear Engagement
- Prayer Peace program – 40 days of prayer for last 40 days of this quarter
- Budget preparation – QuickBooks modifications underway
- Sound equipment/software updates – Installation in progress, Bryan Anderton is now our Sound Engineer

Upcoming:

- Harvey Outreach Support Options
- Friendship Hall and Roof Repair. Slow leak that the accumulated water caused the tiles to collapse. We need to replace the two flat roofs above the offices and friendship hall. The time to replace them is when we replace the HVAC. Cost range is \$31-\$38K for the flat roofs. We are also getting a second quote.
- Annaliese Farewell. Moving to San Antonio to care for her family
- Website Update
- Deaf Ministry – Update
- 5 Prayer and Care teams in formation or improvement* – Transition (support for families and memorial services), Bereavement (Twice a month on Sunday at 2:00), Pet, Pastoral Care*, and In-reach*
- UWM Outreach lead by Andrea Maxwell
- Chaplain's Presence in Sanctuary along outer walls beginning Oct 8th
- Two upcoming marketing pieces – DailyWord subscribers for Playground of Life series and Every Door
- Direct Mailing for Seasons of Celebration
- Quarterly Financial Reporting to congregation, 1st FYQ Feb, 2nd FYQ May, 3rd FYQ Aug, 4th FYQ Nov
- Financial Update for Congregation Sept 3 for July income (August anticipated)
- Path Class – September 17 thru October 15
- Path Dinner on Thursday, October 19; New Member Sunday on October 22
- Quarterly Staff/Board Gathering – Friday, September 22, bring sacred object, planning sub-themes, potluck dinner, starting at 6:30PM
- Discovery Workshop for staff – September 20th 1-5
- Edwene Gaines – Sunday, October 1
- Volunteer Appreciation Dinner – Oct 13, save the date @ 6:30. Staff and Board to serve the food. Register online.
- Don Beck – Special Speaker, Spiral Dynamics Workshop on Nov 12 (Revs Brian and Kristen Grandon on vacation).
- Healing Service – 1 Month on first Wednesday with Belinda Lightheart beginning Oct. 4 th @6:30PM

Areas of Focus

- Mortgage
- Possible Guest Speakers for FY 2017-18
 - Well known speakers
- Policies Team Update
- Strategic Team Update (Life Visioning)
- Group lists for ease in email Communications – All-Staff, Leadership Team and Board List

8- Endowment Fund (Lynn Green)

- a. Current balance is \$117,595
- b. Distribution for this year will be slightly lower than 3% given that the endowment fund has not completed a full year.
- c. Funders appreciation event: Laying out the plan for the event, cost, etc. Attendance will be around 50, on September the 30th
- d. Will and Estate class is October 12

9- Mortgage and Facilities Report (Frank Phelan)

- a. Mortgage effort to refinance is going on
- b. Considering adding about \$40K for the roof replacement

10- Nominating Committee Report (Lucy Corral)

- a. Clay Boykin has decided to run for board nomination
- b. Lucy Corral is the new team lead
- c. Steve Mayer was called to fill the committee vacancy left by Clay Boykin
- d. The team will meet on Sep 12 to decide on candidate's interviews.

11- Strategic Planning Team Report (Rev Kristen Grandon, Lara Zuehlke)

- a. Lara Zuehlke and Rev Kristen Grandon have started discussions for this team
- b. The goal is to define a 5-year strategic plan for UCOH
- c. Lara Zuehlke and Rev Kristen Grandon requested that candidate names for this team be sent to them

12- Other Items for Discussion ()

- a. Martin Dowman is having a YOUer going to Houston to send a message of love
- b. Rev Steve Bolan, and Revs Kristen and Brian Grandon are prayer partners and meet on Thursdays

13- Closing Prayer (Rev Kristen Grandon)

14- Adjourn