

**Unity In Marin**  
**Minutes of the Board of Trustees**  
**April 18, 2013**

Members present: Tom McAuliffe, Barbara Cochran, Rev. Bill Englehart, Larry Hinkle, Marya Merritt, Clare Grinsell, Randy Stemmer, Jen Listug; Heidi Listug, present.  
Jeff Perry, Frima Stewart and Denise Ruelas absent.

Meeting opened with prayer.

Officer elections and appointments for voting members. Motions on the floor are the following:  
Clare Grinsell, a voting member till August 2013.

Larry Hinkle, Treasurer till August 2013.

Marya Merritt, Secretary.

Tom McAuliffe, Vice President.

Barbara Cochran, President, (Madame President).

All favored. Motion carried.

Frima Stewart and Denise Ruelas have released their board positions. Two (2) new associates will be added to the Board.

Jennifer Listug has accepted associate board member position. Second associate position to be announced.

Frima Stewart possibly will put energy toward Emeritus Board.

Board members welcomed Jennifer Listug. Discussion regarding board membership and family. Bill shared UIM by-laws and no conflict exists.

Denise Ruelas will volunteer with Legacy Team and continue her other UIM volunteer commitments.

Consent Agenda, Rev Bill motioned for consent agenda to be approved. Barbara second.

Treasurer's Report was reviewed by Heidi, Rev Bill and Larry. It was acknowledged no expenses were paid yet regarding the Retreat income thus number is high.

Budget v. Actuals, overall income is up.

Josh submitted in MLT report, he is booking for example wedding shows, booths, networking and continuing outreach. It was mentioned that the facilities are in need of upkeep. Heidi acknowledged we have been in the facility for eleven (11) years. It is not the custodial duties to repair or re-upholster. We are a spiritual community and wish for the facilities to reflect our standards. Heidi will source a budget for the needed repairs. Some ideas for changes, pull up carpet, utilize upgraded concrete in the sanctuary, soundproofing Unity Hall rooms, look into costs of changing Unity hall from carpet to tiles. Barbara suggested a wood floor in the sanctuary and hall. Clare suggested the sanctuary chairs be checked for repair. Barbara suggested that Tom ask his friend what is it he noticed that made him decide not to rent at UIM. Heidi, Josh and Bill, committee for upgrades.

FIA continues to be up. Although the Appreciation party was an expense overall FIA doing well.

Heidi reported that \$18,900 was placed back into reserves in January. Salary and wages, approx. \$11,000 less due to more efficient staffing, less hours, seasonal. Bridal season increases the hours. Also, in these last months there had been a fair amount of illnesses and absences. Tom stated that budgets are down. Medora's numbers are good, Heidi acknowledged there are fundraiser expenses

in the income category, ie., Valentine Dance and the United in Jubilation events. Program Oversight Team are looking into which events truly create earnings for the church taking into consideration facility use, wear and tear.

Rev Bill discussed Rental Policy review concerning for-profit rentals. Denise did legal research regarding this area. Randy stated that as long as UIM stays in alignment with our mission and that the for-profit rentals are not our major source of our income. And so long as the organization is not in conflict with our principles. Heidi acknowledged 'related use' and UIM hosting marriage ceremonies and receptions is that it is a service of our ministry, to provide a sacred space to get married. Rev Bill motioned for rental department to rent to for-profits who are in alignment with our policies and not in conflict with our principles. Tom second, motion carried. Heidi will ask Medora to create 'for-profit' rental policy.

Heidi gave the Gala update:

Need more time, some leadership holes for the gala as well. Discussed July dates but did not work for Ed Vaughn, so the Gala date is set for August 16<sup>th</sup>, with a Hawaiian theme.

August 18<sup>th</sup> will be our next Annual Meeting for fiscal 2013-2014.

Program Oversight Team (POT): Why a necessary team and the team's purpose.

Medora and Josh joined the board meeting.

It was acknowledged some conflicts in the prayer and education areas, thus needed to get organized. Looked at all programs at UIM, became clearer on what programs UIM has and where placed; many church leaders would be approached by the last word of something wonderful, needed to talk to POT which is comprised of five (5) people who are looking from 30,000 feet above and looking down. Looking for alignment, not repeating offerings, team approach. And then in the end...."POT has decided...". This way it does not fall on any one UIM leader. Barbara inquired about turn around time, which POT responds in a reasonable time frame, to communicate with one another between the monthly meetings, we have a facebook/POT group to expedite any urgent issues. When approached, the person or group is instructed to send a one (1) page proposal with what they want to do. Medora reported that generally only 25% return a proposal. Josh acknowledged that POT determines if purely education or prayer or a hybrid or if something entirely new. Content, timing and the event itself all taken into consideration and if finances work for UIM. Tom brought up the Easter Feast, some strain on admin and custodial and reviewing real costs. Also look at appropriate space use, using sanctuary and taking into consideration lighting and heating costs versus if only for example fourteen (14) people, then not use the sanctuary. Medora acknowledged that people approach either through education or prayer, pretty much a 50/50 split. Some people need to come through events rental, contracts/costs which POT doesn't go in. Marya is the board rep on the POT team. Tom stated not every event needs to make money, success not limited by attendance, money or spiritual offering. Consider all benefits to UIM. Clare suggested that the POT board member add the POT notes to the consent agenda to keep the Board in the loop. Also the Facilities team and Charitable Contributions Committee.

Tom updated on Facilities Team:

Considering solar power for UIM buildings. Tom has a contact at SPG Solar, VP of sales, he is a fellow Elks Lodge brother. UIM would not receive a tax credit for obvious reasons. The solar panels do not have to be on the roof, can be on the hillside removed from city code review. Mentioned the Sierra Club, 15% discount, leased, upgraded the technology.

Labyrinth on campus, Ellie Staples/Greg Land found a woman that has installed 1500 labyrinths around the world. Welcome to the UIM Labyrinth. \$150,000 cost.

Loan docs, refinance still being researched. Looking to hopefully save 3000/month, 4%.

Barbara reminded the Board about the Board auction item making and serving dinner for guests is set for May 4, 2013 at Georgann's home. Guests arrive at 5:00 pm. Divided up responsibilities and product purchases.

Board retreat set for May 31 and June 1. Board retreat focus more on 'closer walk with God', More about meditation, spiritual experience with God.

Stub election for August 2013. Randy will review bylaws to determine if need to add a clause, 3 year versus 2 year.

More formal committee structures to observe members as potential board members. Tom will create a list.

Executive Session.

- Tabled Items: Church Attendance Report (Randy), Board Trustees timeout (rotation), 20/20 Vision Data (which Clare will pull up), Rev Bill's review, Candida Wright celebration,

Next BOT meeting is scheduled for Thursday, May 16th, 2013 @ 6pm; *for a brief meeting* as we will be meeting on May 31<sup>st</sup> for the first day of the Retreat.

BOT meeting ended with prayer.