

**Unity Center of Walnut Creek  
Board of Trustees Meeting**

March 27<sup>th</sup> 2008

Location: Book Center at Unity Center.

A quorum being present the meeting was called to order by President Susan Miller at 7:05

**Present:**

**Board Members:** Suzanne Perry Paige, Susan Miller, Mike McGuire, Lisa Nichols, Barbara Tuck Smith, Jan Rudolph, Ana Costa, and John Rexroat

**Minister:** Rev. David McArthur

**Advisory Board Members:** Ali True

**Absent:** Deanna Early, Ron Salazar,

**Guests:** Dan Dellett

**Opening Payer** Meeting opened with prayer by Rev. David @ 7:05

**Congregational Input** (including feedback board has received)

A time for members to share with the board issues and observations ( Jackie McClory Not having a sound system that worked properly at the Easter Service really did not show us off in a good light. We hope for more attention to this issue next year. Note that the Leshar was not available for our usual Saturday rehearsal.

**Gratitude:** Ana Costa

Barbara Cain for all her work at the Center in Book Center and other areas,

Jon Maurus: We appreciated Jon for his donation of time, talent and gift of the new awning on the patio which replaced the old torn one. According to my understanding, Jon, purchased it, took down the old one and put up the new one!

Mike Crawford: who provided all the micro phones for the Easter Service.

Meghan Diamond: for all of her extra work on the Easter Service.

Jack Shaffer: for his efforts on the Easter Event.

**Spiritual sharing** Mike McGuire

Shared about a few things that have brought him to today in his life.

**Visioning:**

Rev. David lead us in a meditation and the visioning process.

**Business Meeting:**

Agenda Additions to today's agenda 8:35

Several additions.

## **Routine Business:**

1. The minutes of the February regular board meeting were E-mailed to all members on Feb 29<sup>th</sup> and a corrected copy on March 20<sup>th</sup>. All corrections having been made, John moved that the minutes from the February meeting be accepted as corrected. Seconded by David Motion passed unanimously.
2. Financial Report (Summary and Questions)  
See attached Treasurer's report

Tithes for income in February     \$ 3,380  
\$     \$ 2,100 Unity Association  
\$     \$ 300 West Central Region AUC  
\$     \$ 200 Silent Unity  
\$     \$ 130 Interfaith Council  
\$     \$ 250 "Unity in Naperville" a pioneer Church started by Kitty Benson  
\$     \$ 400 Heartmath

Moved by Rev D. 2<sup>nd</sup> by Barbara     Tithing Passed Unanimously.

3. Minister's Report. See attached report
4. President's report: See attached report.

## **Old Business:**

1. Events-Auction Report  
Various Venues were investigated and the issue is still up for decision.  
Will it be served, buffet, family style?  
Best set up would be Center Concord. Fridays only. 1600. No daytime charge.  
2 choices Concord Senior Center available \$1,100 plus for 8 hours. Plus \$400 insurance.  
Shadelands 2<sup>nd</sup> choice. Friday only 5 hour limit Cost less.
2. Capital Development Committee Report: Meeting minutes attached.  
Renderings to be made for Town hall meeting.
3. LIA. Ali True.  
Creating Visuals of all the many things we do here so people can get a better sense of what we are all about and what we accomplish.  
Looking for something to go on the chairs for donations.  
LIA Link on the website

4. Resolved the issue of charging David's compensation as in Kind Tithe when serving on the Unity Association Board. Agreed to do so.

**New Business:**

1. Town Hall Meeting - April 20<sup>th</sup>. Pot luck and fun.
2. Phoenix - Association Meeting. June 9 to 14<sup>th</sup>.  
David encouraged the board members to attend.  
John asked about the Center tithing his time for the B & F committee. Approved if the committee will actually be meeting. And not if not
3. Mike asked about the issue of moving on with Phase two of the LIA project. Concern about the visibility of the building. Need something to show folks driving by who and what we are.
4. Board Only discussion

There being no further business the President declared the meeting adjourned at 10:12 PM

Closing prayer by Rev. David

**Next Board meeting, will be April 24<sup>th</sup> 6:45PM**

***Preceded by dinner at 6:00 – in the YE Room. Need a few folks at 5:30 to set up the tables and chairs. If you can help Please show up a little early.***

Respectfully submitted

John F. Rexroat  
Secretary, Board of Trustees.



# Unity Center — inclusive, heart-centered spirituality

1871 Geary Rd. Walnut Creek, CA 94597 • 925-937-2191 • www.unitycenter.net

Minister's Report - Rev. David McArthur  
*2008, Creating with Love*

March 27, 2008

Dear Board Members,

## JUST COMPLETED:

- **(by our meeting) Easter – our biggest service of the year. Know that many people have spent great time, energy and talent bringing this event to you. Extra special work on rehearsals, extensive preparation for sound and lights, hours to prepare and transport the decorations plus for so many aspects of the production, hauling, putting in place, coordinating with the Leshner tech folks, preparing music, our special children's choir, the dancers and on and on--- and all with prayer, and love bringing a very special service to our spiritual community all gathered for one service.**
- **Thanks to our Heart Ministers for our Good Friday prayer vigil.**

## Check out our new web site:

- **Thanks to Norma Fox who has created this for us and will continue to add to the more than 50 pages.**
- **We can now invite more people to participate in working on our site with this new format.**

## Centerpoint

- We have begun to invite people to switch to our email monthly Centerpoint to deliver computer (pdf) version to those who want them and to save the cost of trees and of printing and mailing.
- Note: all our Centerpoint content is on our web site by the time the printed version is received.

## Capital Development Team

- Renderings are being prepared for presentation to the congregation
  - on Sunday 20th at our Town Hall Meeting 1:00 pm
- Drawing close to completion for estimations of the costs so we have realistic figures on the cost.
- Jeff is proceeding with erecting and placing our children's are equipment. We should see it in the next two months.

## Love in Action

- May 18<sup>th</sup> Celebration approaching - With our one year anniversary coming up as a time of recommitment we will have a major celebration and invite recommitment and new commitments to be made.

## Adult Education (many thanks to our Adult Ed Curriculum Team)

- Our classes are completed and new ones are due to begin next month.
  - Communication Coaching Group with Ali True
    - Mondays 10AM (continues)
  - Mastering Practical Intuition
    - Mondays with Will Scott, MA
  - Keys to the Kingdom
    - Tuesdays with Mike McGarvey and Rev. David
  - Journey into Prayer and Meditation
    - Wednesdays with Jeanne Fuson and Rev. David
  - Spiritual Insight Through Expressive Arts
    - Thursdays with Sonia Marie Wijts

## Pastoral Ministry

- Our heart ministers continue to do a tremendous job of being in prayer with people and supporting them in personal crisis.

## Children and Family ministry

- Thanks to our Youth Education team joined by Mirabai and Steve Bangs for our beautiful children's choir that included everyone!

#### Upcoming Events

- April 6 - Radical Forgiveness – Sheila Gautreaux-Lee
- **May 31 – Rev. David doing an all day Saturday Universal Laws workshop**

#### David's Schedule

- Will be out of town April 5 & 6. (Sat & Sun)
  - Sheila Lee will be doing the radical forgiveness service.
- Will be gone April 26 & 27 (Sat & Sun) for his Mother's memorial service.
  - Speaker not selected yet.
- May 12-15 (Mon – Thurs) Association Board Meetings at Unity Village

#### Important Board Dates

- **April 6 – Radical Forgiveness experience**
- **April 20 - Town Hall Meeting with the Board of Trustees**
- **April 24 – Board Meeting**

With a grateful heart,  
Rev. David

**God's prospering, healing, harmonizing love flows freely through our Center  
and through all its people. We are greatly blessed.**



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**Treasurer's Report – Suzanne Perry-Paige  
February 2008**

Balance Sheet

**Cash in the two operating bank accounts as of February 29 is over \$8,000.00 after payment of current bills and payroll. Total current assets, excluding building, land, furniture and equipment, and other like fixed assets, are in excess of \$205,000.00. GIGATT.**

Profit & Loss – Budget vs. Actual

**Budget vs. Actual reports will be presented to the Board, along with a review of first quarter results, at the April meeting.**

Profit & Loss – Monthly Comparison

	<b>February</b>	<b>Year to Date</b>
<b>Net Ordinary Income</b>	<b>(\$690.69)</b>	<b>(\$3,481.11)</b>
Total Income (4 Sundays)	36,646.84	70,770.29
Cost of Goods Sold	2,846.11	3,183.73
Gross Profit	33,800.73	67,586.56
<b>Expense</b>	<b>34,491.42</b>	<b>34,491.42</b>

Comments

Transferred \$3,494 into income:

\$1,821 into FUNdRaisers from the remaining Crab and Pasta event profit (less \$1K which remains as 2009 deposit).

\$1,673 profit from the Renewal Retreat into Special Events.

We are truly grateful for these festive ways to get together while supporting our Unity Center vision.

Average weekly attendance at our services continued to increase through February from the prior two years!



## *Unity Center of Walnut Creek*

*Susan E. Miller*  
*President, Board of Trustees*

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### **President's Report March 27, 2008 - Board of Trustee's Meeting**

Dear Board Members,

Easter arrived early this year and it was a great day at the Lesher to have all of our Unity Community gathered together at one service! Many thanks are due to all who contributed to the success of the day!

Due to a Scotoma (what doctors call the defect that blocks sight in one part of our visual field; also used to describe our occasional failure to see what's right in front of us because we build our own Scotoma, or mental blind spot, to it), the Capital Development Committee met on March 12, 2008, without me. A copy of the minutes of the meeting, submitted by Jeff Cushing, is attached to this report for your edification. A subcommittee met on March 20<sup>th</sup> to go over all plan details in preparation for color rendering drawings which will be available at the April 20, 2008 Town Hall Meeting. The next Capital Development meeting is scheduled for Wednesday April 16, 2008.

Plans are in full swing by the Hospitality Dream Team for what we now affirm will be the ribbon cutting on the new children's play area on Sunday afternoon, May 18<sup>th</sup>. Jeff Cushing has a time line and work is scheduled to begin on April 5<sup>th</sup> with a YOU and UNITEENS crew. The kids are very excited about being able to participate and contribute in this way. Kudos to Jeff for his enthusiastic leadership of this work crew!

A task force of ten: Linda Stevens, Margaret Schreiber, Kathleen Eggleston, Suzanne Perry-Paige, Tyler Snortum-Phelps, Jan Rudolph, Mike McGuire, Susan Miller, Ali True and Ron Salazar met to create, as soon as possible, a useful and comprehensive written tool (manual) to be used in event planning at Unity Center of Walnut Creek. After gathering input from all, Linda and Margaret agreed to put "legs to our brainstorming ideas" by incorporating all into a manual expansive enough to provide structure for an event as complex as a fundraising auction or as simple as the Christmas party. There was a sense of immediacy in our work in order to determine if a fundraising auction is possible for 2008. Linda is in Maui this week and she is working on the manual with email help from Margaret while she is there.

A Town Hall Meeting has been scheduled for Sunday April 20, 2008 at 1 PM. This will be an exciting opportunity to share with the congregation and we will be discussing content and format at our March Board Meeting.

Due to the many facets of discussion on LIA, Capital Development and life in general at UCWC, we have omitted the enhancement focus from the meeting agenda for now as a gesture of intention to keep the length of our Board Meetings to a reasonable time frame.

Mike McGuire has the Spiritual Share for the March 27<sup>th</sup> meeting. Thank you, Mike.

Respectfully submitted, *Susan E Miller, UCWC Board President*

# Capital Development Team

(Meeting Minutes: March 12, 2008)  
(7:30PM, Unity Center of Walnut Creek)

## Team Members:

*Present:* Rev. David McArthur, Charlene Balderston, Leslie Tremaine, Jerri Holan, Barbara Lynch, Richard Flander, Jeff Cushing.

*Absent:* Javier Cortez, Rob Siedenspinner, Meghan Diamond, Jack Shaffer, Susan Miller, Marion Crew.

*Guests Present:* none

## Proceedings:

◆ *Meeting began* at 7:38 p.m. without formal opening.

◆ *Architectural Issues* presented by Architect, Jerri Holan

- Again, a multitude of issues were discussed ranging from new code issues, structural engineer's findings, site design, tree removal, landscape and drainage, etc. The following are some decisions made by the team.
- Since it is the responsibility of the owner to review the drawings and specifications prior to sending to the estimator, Jack Shaffer, Jeff Cushing, and Richard Flander will check them over and prepare comments, etc.
- Insulation will be installed in all new and remodeled walls and ceilings in base estimate with an alternate add for installing in the old walls and ceiling areas.
- Windows will be provided with a Low E rating instead of tinting.
- The audio/visual booth area will have a roughed in window opening area for estimating purposes. What will be installed in the opening will be determined at a later date.
- The estimator is to figure that in the new kitchen, the cabinetry and equipment except for the refrigerators, will be contractor supplied and installed.
- A pantry area between the new nursery and kitchen is to be put back into the design.
- The relocation and re-design where necessary of the Peace Wall layout is the responsibility of the owner. A team will be formed at a later date to determine disposition.
- The condition and type of the existing drainage lines at the YE building need to be known. Jeff Cushing is to determine what is there, etc.
- The electric and gas services are to remain where they are instead of relocating around the corner of the Sanctuary. New equipment will be provided since existing is quite old.
- A rendering of the proposed renovations is considered desirable. A Birdseye style view by Ms. Jennifer Mahoney was selected for color rendition

◆ *Playground Issues* presented by Jeff Cushing.

- The Team was advised that the Board had decided to proceed with installing the new playground structure. Jeff advised that in order to allow enough time for volunteer involvement, preparation, material ordering and installation by May deadline, he has spread out the construction phases so they fall on Saturdays. The first activity is to be on April 5, 2008. At that time the existing structures will be removed and the area cleared in preparation for surveying. Since many of the volunteers will come from the YOU and Uniteen members, he asked if permission slips should be requested. The answer was "Yes! And waivers should also be signed by parents." He will proceed with preparations.

◆ *Other Business*

- None

- The next Capitol Development Team meeting day was set for April 16, 2008. The third Wednesday instead of the second!

◆ Meeting Adjourned at 9:50 p.m.

<b>Follow-up Actions</b>	<b>Person(s)</b>	<b>Date</b>
Roof Research – Costs, colors, etc., etc., etc.	Jerri Holan	April 16 <sup>th</sup> Meeting
Review Of Plans And Specifications – Prepare Comments/Report To Jerri Holan, Architect.	Jack Shaffer, Jeff Cushing, Richard Flander	First Review Meeting At Unity On Thursday, March 20, 2008 at 5:30PM.
Determine Condition and Type of Drainage Lines Around YE Building.	Jeff Cushing	ASAP
E-mail Meeting Date Reminders.	Jeff Cushing	A Few Days Prior To Each Meeting.
Next Team Meeting	All Team Members	April 16, 2008 – 7:30PM At Unity Center YE Building