

Board of Trustees Meeting

April 23rd 2009

Location: The home of the Board President.

A quorum being present the meeting was called to order by President Suzanne Perry Paige at 7:32 PM

Present:

Board Members: Suzanne Perry Paige, Mike McGuire, Lisa Nichols, Donna Bedford, Jan Rudolph, David Petersen, Kathy Bate, and John Rexroat

Minister: Rev. David McArthur

Advisory Board Members: Tricia Linden and John Shinn

Absent: Ali True, Ron Salazar

Guests:

The board read its shared agreement individually around the table.

Congregational Input

Jo Atwood was concerned that the Chapel has no esthetic properties and she would like to be involved. Brought up some discussion for the board. Need to get a feel for what we think would be right for our space and then what can we do with the \$\$ available. Kathy agreed to be the leader of a committee to deal with these issues.

Spiritual Share: John Shinn. John told us a story about his life and the music that he creates and how it has changed to be more aligned with his spiritual values.

Focus Enhancement:

Love in Action – Updates and reports

LIA Committee Update- Don Shaw and LIA phase 3 committee are working on

Recommitment: different as it will be an opportunity for people to change their pledges in a quieter way than in previous years. Between services rather than a large event. Don is focusing on communicating with those within our current community and Jan is focusing on communicating to those outside of our current community.

The LIA Team is also working on a program to enhance the connection with our current supporters and acknowledge what they have done. Provide more information about what we have done and how the money has been used. Contact each and every donor and simply say thank you for what they have already done.

The board agreed that the names to be called will be assigned at random by Tricia. A list of donors and phone numbers, with no reference to amounts given, and a script, will be given to those board members willing to call.

Timeline

There is a timeline for the transition. The last service at the Center will be the last Sunday in July and we will be at Heather Farms on August 2nd. There were about 15 contractors at the walk-through. Those who are interested will submit qualification information. The contractor sub-committee of the Capital committee will then invite some to submit bids.

We will then receive a number of bids which the committee (Jerri, Jack and Jeff) will select will review and will then select the one they think is best based upon a number of criteria. Per the bylaws the board will be required to approve their selection. We may have to call a special meeting.

In conjunction with that we will also be needing to move our office space and get the rest of our stuff in storage before the 8/1 date.

Financial and Loan

We are averaging over \$9,000 per week overall and \$11,000 YTD

We will also be aware that we need to make the transition from LIA to ongoing support to be able to cover the mortgage payments when the construction loan converts to a regular operating expense. We will inquire as to when our accounts will need to be moved to our lender bank.

Sanctuary Wall

Mike McGuire reported on the Sanctuary wall. Kathleen E has taken on the leadership of the preservation of the wall components in some way. The design will be carefully removed and stored until such time as spirit guides us on what to do. There is a desire to preserve some of the spiritual part as well as the memorial part. Additionally, it is part of Unity of Walnut Creek's history to embrace change as appropriate.

Visioning Process:

Gratitude:

Mike Kofford, Sound for Easter

John Weber, Sound for Easter

Scott Towne, Music Easter

Mirabai Bangs, Youth Choir

Charlene Balderston, for her extra effort on the Easter Service

Patricia DeMichelle, for her extra effort on the Easter Service

Shari Dyer, Video Easter

David Brooks, Staging Easter

List of BePeace conference team members being finished for an E-mail Card.

Business Meeting:

Agenda: Additions to today's agenda.

BREAK TIME:

Routine Business:

1. The minutes of the March 2009 regular board meeting were E-mailed to all members on Mar. 27th and a corrected copy on April 20th. All corrections having been made, John moved that the minutes from the March meeting be accepted as corrected.

Seconded by Kathy. Motion Passed Unanimously.

Treasurer's Report:

Attached.

The Treasurer is recommending the creation of a financial advisory committee to assist us in the management of our investment account.

Resolution 042309-1

April 23, 2009

FIRST: Resolved that Unity Center of Walnut Creek (UCWC) is authorized and empowered to change the authorized signers on the Stock Account #4295-6588 with Charles Schwab.

SECOND: The following are authorized to sign on the account:

David McArthur
Suzanne Perry-Paige
Jan Rudolph
Lisa Nichols
John Rexroat

THIRD: Resolved that you may deal with any of the Authorized Individuals as though you were dealing with UCWC directly.

FOURTH: Resolved that each of the Authorized Individuals is authorized and directed to execute and deliver to you on behalf of UCWC any and all agreements, documents, contracts, and other writings that you may require.

FIFTH: Resolved that the Secretary of UCWC is hereby authorized, empowered and directed to certify to Charles Schwab:

- (a) A true copy of these Resolutions;
- (b) Specimen signatures of each and every individual empowered by these Resolutions;

Lisa moved and John seconded the above resolution. Motion passed by acclamation

John moved that the board establish a policy for the Center that all financial transactions for the Center, whether with our investment or current bank accounts, shall require the signature of two authorized parties . 2nd by David P. Passed by Acclamation.

Minister's Report:

See Attached.

TITHING

Tithes are based upon net operating income for March was \$3809

\$ 1800	Unity Association
\$ 600	West Central Region AUC
\$ 1000	Unity School
\$ 159	Interfaith Council
\$ 250	“Unity in Naperville” a pioneer Church started by Kitty Benson

Moved by Rev D. 2nd by Mike Tithing Passed Unanimously.

Presidents Report

See Attached

Board retreat was sweet, filled with relationship building

Welcoming Committee will be hosted by David P and the Marketing Team by Jan R.

OTHER BUSINESS

1. Marketing Team: Jan Rudolph. Inspired by Rev. David's comment that we needed a marketing team that was not event specific. A group has come together that is a great collection of talent.

Their intention is to expand the awareness of the community to who we are. And lo and behold the Association has already created a series of marketing tools that we may avail ourselves of.

John Shinn asked what the music group could do to support the marketing of the Center. There may be opportunities where their music work in the community could attract others to Unity. To be discussed further.

2. Welcoming Committee: Name of group will be “Welcoming Hosts”. The team met for some brainstorming. Need to revise the welcoming packet. Mission statement is in the welcoming packet – Should also be at the front of the church. List of names of

who's in charge of areas of interest at the Center. More contact info. Better signage and more convenient signups especially for digital dissemination of information. NGU as a part of our program to welcome YOU grads into the congregation. Tours of the Center. KISS per Mike.

3. Be Peace 5/24-29

Need some help for Sandy Stober in the Leadership part of the process.

Food Service: John or outside contractor? Plusses and ?? John to discuss with Rev. David.

4. Fall Event 10/31/09 Leadership and Plan Update.

Meeting at 7:30 on May 4th. 6 volunteers so far. More at next meeting.

Live auction vs Silent. A brief discussion of what is best? Why and how to implement?

Focus on Families. How can we expand Raffle opportunities?

5. Security System What to do re: timing now? John to purchase a system for now but installation will be determined.

Parking lot items – for future meetings:

Whether to use a new method to allow all Board members to contribute more fully

Security system – timing – John R.

Emergency planning - Lisa

There being no further business the President declared the meeting adjourned at 10:33PM with prayer by Rev. David.

Next Board meeting, will be May 28th at 7:00PM

Preceded by dinner at 6:00 – in the YE Room or the Book Center or as announced by notice at the Center depending upon class schedules. Always 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 of Walnut Creek

Suzanne Perry-Paige
President, Board of Trustees

1871 Geary Rd. Walnut Creek, CA 94597-2523

Message from the President
April 23, 2009
Board of Trustees Meeting

Dear Board Members,

This last month has brought many wonderful ideas, and wonderful people, into the light. We started with the Board Retreat – a day of sharing, and caring, and excitement about what is to come. We talked about our vision for the Center with the primary focus becoming our desire to reach out to those who have been drawn to our Unity Center and to our message and gratitude to those who are giving so much to our Love in Action goals. We'll hear more about the work that the Love in Action team is doing to develop the gratitude gift.

David Peterson stepped forward to lead a new team in welcoming those who join us each Sunday. This team will have had its second meeting by the time we meet on April 23. At the first meeting, we recognized that people who come to new churches stay if they make new friends with mutual interests and concerns, become engaged in a meaningful role or task and are exposed to a variety of influences. The team is planning to find ways to engage these new folks to help them know that this is their home.

A new Marketing team has also formed under the leadership of Jan Rudolph. At the first meeting, the team discussed setting standards, developing overall strategies for outreach, and determining a key message to “brand” our particular Unity Center and give it appeal to our greater community. Some members of this team may choose to step into specific event planning yet the team, as a whole, will be committed to developing general marketing and outreach functions.

It seems that there is a theme in the air! Over the years, we have talked about ways to grow our church. We've talked about why we believe that this is important – not only to our Unity Center and the assurance that it will continue but even more that we want the gift that we receive to be gladly given to others. All that we do at Unity Center is about learning how to love ourselves and to love others. The next step is to expand the circle in which that love resides. I believe that is where we have truly accomplished what we are here to do.

Our next big event at Unity Center is the Be Peace Conference. This is an opportunity for us to contribute to the incredible work that Rita Marie and her Costa Rica group are doing to promote peace in the world. We are so grateful for the opportunity to work with her and look forward to this being a wonderful event. We are looking forward to many stepping forward to help Sandi Stover complete what needs to be done to make this successful.

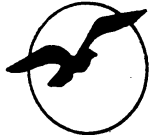
In preparation for opening our hearts and our Unity home to all, we enjoyed a wonderful, blessed Easter Sunday at Heather Farms. So many people said that they loved being in that beautiful place and that they would enjoy spending future Sundays there.

Planning for the physical improvement of our Center continues. Our Capital Development team leaders hosted the contractors' walks over the past few days. We were delighted that 12-15 contractors showed up and expressed interest. Those who want to go forward will submit initial information within the next two weeks. Of those, 3 to 5 are expected to be invited to submit formal bids two weeks later. The bids will include a timeline that will be part of the deciding criteria. Our architect, Jeri, Jeff Cushing and Jack Shaffer will review the bids and recommend their choice to the Board. It is likely that we will have a special Board meeting called to review and ratify their choice. During this time, the City will continue its multiple reviews, Budget and Finance will continue its work with the lender, and many at Unity Center will continue with plans to move Sunday services, classes and offices.

We expect that these next months will be filled with all that we most want for ourselves and for Unity Center. We know that each one of us will be blessed with the energy – and the sense of peace – that we need to support this work – and to care for ourselves and each other. For that, I am truly grateful.

Submitted with love,

Suzanne Perry-Paige
UCWC Board President



Unity Center of Walnut Creek

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

Treasurer's Report Board of Trustees Meeting April 23, 2009

Balance Sheet as of March 31, 2009

- Balances in all checking and savings accounts totaled \$224,374.23, an increase of \$64,390.65 (28.7%) over March 31, 2008.
 - We ended the month with \$5,620.17 in our operating account after payment of all current bills and payroll.
- Current assets, including checking and savings accounts, brokerage account and bookstore inventory, totaled \$279,534.57.
- The Center also has substantial value in fixed assets including building, land, furniture and equipment.

Profit & Loss – Budget v. Actual

We ended the month with \$3,217.48 in net operating income. Operating income hit 21.2% and expenses 24.8% of budget.

YTD Gross Profit (including COGS):	Budget	\$113,125.00	25.0%	(of annual)
	Actual	\$94,966.23	21.0%	
YTD Expense:	Budget	\$107,547.24	25.0%	(of annual)
	Actual	\$106,656.27	24.8%	

Profit & Loss – Monthly Comparison

	<u>March 2009</u>	<u>Year to Date</u>
Net Ordinary Income	\$3,217.48	(\$11,690.04)
Total Income	\$38,964.26	\$97,674.62
Cost of Goods Sold	\$377.11	\$2,708.39
Gross Profit	\$38,587.15	\$94,966.23
Expense	\$35,369.67	\$106,656.27

Comments

We are able to report positive monthly income for the first time this year! While having five Sundays in March helped, our prosperity comes from the loving generosity of our congregants, who gave on average \$25.99 per person in March, compared to \$24.06 the prior month and \$21.91 in March, 2008. Average weekly attendance year-to-date is 233; attendance is holding fairly steady, as average weekly attendance in 2008 was 234.

On the expense side, of note is that the annual property insurance bill of almost \$3500 was paid in March. Overall, expenses are well contained and we are blessed.

I am always provided for because I have faith in Thee as my omnipresent abundance.



Unity Center — inclusive, heart-centered spirituality

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Minister's Report - Rev. David McArthur
2009, Creating with Love

April 23, 2009

Dear Board Members,

Major Happenings Accomplished:

- **Easter** April 12 – Heather Farms
 - Wonderful service
 - Excellent job by musicians and choir
 - Great work by our set up team, stage managers and facilities
 - Sound Mike Kroffard did us a great job – thanks Mike!
 - With good on the ground help from John Webber and Scott Towne

Major Happenings approaching:

- BePeace intensive May 25 – 29 This is the full foundations 40 hour course
 - Our marketing and organization is underway thanks to Sandy Stober and her team.
 - We do not have an overall chair for this event. Sandy has been clear on her time limitations and what she can and can not do. We are still looking for the overall coordinator of this event.
- Our Center's move to Heather Farm
 - **Our new last date at the Center** is JULY 26TH
 - **First date at Heather Farm August 2nd**
 - We are anticipating that construction could start July 27th and that pre construction set up by the contractor could happen before then.
 - We will need to be moved into our new office space at least by the last week in July and everything stored that is not needing to be used for our last service.

Continuing

Plans are progressing or now being restarted since we have a target date.

- Our transition Office and class space
 - This search needs to restart – Marion, Javier, Patricia and Charlene
- A team headed by Kathleen Eggleston is being assembled to honor our history in the center and the sanctuary wall that will change with the renovation.
 - That ceremony will be several Sundays before our move.
 - Meeting concerning our history and the Sanctuary Art took place with excellent input by everyone. Our agreement is to have an area that honors our Center's history including the art that is our wall.
 - We will look at the Center after construction to find the right place and design an appropriate display.
 - The wall art will be taken down and stored before construction incase any part of it becomes a part of that display.
- LIA leading our countdown to our new journey from Geary Rd
 - Our LIA teams are working on many aspects of our change including countdown, celebration, prayer, advertising, gratitude, and invitation to our giving program.
- Putting together the new teams to create each Sunday as a wonderful experience
 - Our audio/video team, set up and take down team plus our welcome and care during the service teams are hard at work figuring out how to make this a success.

Classes in progress [NOTE: summer classes are in the planning]

- Wow! The Wonder of Women:
 - Mondays at 7:00 pm with Kathleen Sims
- Are You Curious about Life Coaching?
 - Tuesdays at 7:00 pm with Veronica Wolfe, and Rob Seidenspinner
- A Course in Miracles and Spiritual Science
 - Wednesdays at 7:00 pm with Garrett Riegg
- Journey to Peace through Shamanic Journeys
 - Wednesdays at 7:00 pm with Ana Fatima Costa
- Spiritual Attunement for Graceful Change
 - Thursdays at 7:00 pm with Reverend David McArthur
- Empathy Circle
 - Thursdays at 7:00 pm with Alexandra True

Programs

- HeartMath seminar – Rev. David –
 - this Saturday
- Music concert May 3rd
 - Heartdream and Kathy Bolton
 - Thanks to Shari Dyer for the idea and the financial support to make Kathy Bolton available to us.

David's schedule

- I do a training for the Unity ministers from the Northwest Region April 27-28
 - Paid for by the NW region
- I attend an Association of Unity Churches International Board meeting and a Unity Movement Advisory Counsel meeting over May 12-14
 - Paid for by the Association and our tithes to the Association
- Vacation May 30, 31st – Rita Marie Johnson is our guest speaker
 - I will be speaking and doing a workshop for Unity of Portland OR
- Association Convention June 8-12 – Overland Park Kansas
 - Cost is a general fund expenditure

Important Board Dates

- **April 25th – HeartMath seminar**
- **May 25 – 29 – BePeace intensive**
- **May 28 – 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.**