

**Unity of Bon Air (UBA) - Annual Meeting Minutes  
Sunday, May 21<sup>st</sup>, 2017**

This meeting was conducted in 4 sections:

- Section 1 - during the 9am service
- Section 2 - during the 11am service
- Section 3 - scheduled for 12:30pm
- Section 4 – following the completion of Section 3

**SECTION 1**

Approximately 9:20am

**Call to order** – Teena Hucul

**Introduction of Candidates for the Board** - Frank Einsmann, member of the Nominating Committee

**Comments from Candidates** – (1 minutes each, timed by Frank Einsmann) Howard Green, Harry Simmons, Judy Roskowski, and Stephanie Metzger

**Move to Close the Floor** – Rev. Patty Bittner

**Seconded by** – Lucye Thompson

**SECTION 2**

Approximately 11:20am

**Call to order** – Teena Hucul

**Introduction of Candidates for the Board** - Frank Einsmann, member of the Nominating Committee

**Comments from Candidates** – (1 minutes each, timed by Frank Einsmann) Howard Green, Harry Simmons, Judy Roskowski, Stephanie Metzger, Debbie Stelmach, and Marie DeMarco speaking for candidate Jodi Smith Lemacks who was not able to attend

**Move to Close the Floor** – Kerry Walker

**Seconded by** – Dan Powell

**SECTION 3**

12:47pm (late start due to late finish of service)

**Call to order** – Teena Hucul

**Opening prayer** – Rev. Joyce

**Welcome** – Teena Hucul

There will be an extension of this meeting for 30 minutes (included in these minutes as SECTION 4) presented as an informative Unity in Community session addressing issues related to the leadership transition coming in the next year.

### **Bylaws Updates and member vote – Judy Roskowski**

The last time Unity Christ Church of Bon Air updated our bylaws was 2009. Unity Worldwide Ministry (UWM) updated their suggested bylaws in 2010. We have incorporated some of their suggestions to bring us up to date. These are the bylaw changes we will be voting on at our annual meeting, May 21, 2017.

1. **Branding name update.** Our name, **Unity Christ Church of Bon Air, stays the same.** However, at the suggestion of Unity Worldwide Ministry (UWM), we now use “Unity of Bon Air” when appropriate. Hence, our bylaws reflect this update in Article I, and throughout the document, as doing business as Unity of Bon Air (UBA). The Association of Unity Churches is now doing business as Unity Worldwide Ministry (UWM). Our bylaws now also reflect their update.
2. **Update our method of communication** from “mail” to include electronic mail.

#### **Article III Membership**

Section 3.05 Meetings and Quorum. (c)Written Notice. Written notice stating the date, time, and place will be mailed, which includes electronic, to all active members at least ten (10) days before any membership meeting. [Note: “Mailed” because the notice needs a postmark, or electronic date stamp, for legality.]

#### **Article VIII Bylaws Amendments**

Section 8.01 Procedure. Amendments to these Bylaws must be made by voting members of this corporation at a legally constituted membership meeting. Written notice setting forth the proposed amendments must be mailed, which includes electronic, to all active members at least ten days prior to the required membership meeting. An affirmative vote of seventy-five percent (75%) of all active members present and voting will be necessary to pass any amendment to these Bylaws. These Bylaws fully supersede all previous Bylaws adopted by UBA.

3. **Update our advantages of membership in UWM.** UWM grew and expanded the assistance provided to Unity churches, like us, that support the worldwide growth of Unity Principles. We included the UWM updated services now available, and the documentation requested by UWM.

#### **Article I Purpose and Identification**

Section 1.02 Unity Worldwide Ministries Membership and Responsibilities. UBA is a member of the UWM. The operation and conduct of this ministry will comply with the regulations and policies of the UWM as outlined in the UWM Bylaws, insofar as they do not conflict with the laws of the Commonwealth of Virginia.

- Many resources and advantages are available for our use as members of UWM. For example, as a member of UWM we may have our voice heard at

UWM membership meetings, we can participate in spiritual development classes, receive coaching in many areas of our church functions, and many more opportunities, see sections (e and f).

- (e) Participation. This ministry may have its voice heard and its wishes expressed in the membership meetings of the UWM, and its members may participate in workshops, seminars, and classes designed to encourage and foster their spiritual development and that of the ministry.
- (f) Resources. This ministry can benefit from its membership in the UWM and its corresponding region through direct support, materials, and coaching regarding organization, finances, music, adult and youth education, church growth programs, ethics compliance, and other topics related to church function.
- We agree to provide UWM some documentation, such as our updated bylaws and other documents, where appropriate, see sections (c and d).
  - (c) The ministry shall comply with all requests for identifying information from UWM, including but not limited to
    1. A copy of the Articles of Incorporation (not required in Virginia)
    2. Copies of ministry bylaws shall be sent whenever updated.
    3. A copy of the deed to properties owned by the ministry.
    4. Copy of the completed Form SS-4, Application for Employer Identification Number, once it has been returned by the IRS to the ministry.
    5. Copy of the Form 8822-B, Change of Address or Responsible Party – Business Form that the IRS requests.
  - (d) Reports. The minister designated Administrative Director will make annual reports to the UWM on forms supplied by the UWM

A copy of the complete proposed Bylaws have been posted at the church and on the UBA website for the past month.

**Count of UBA Members Present at Meeting** - Zita Correll and Jim Lakin  
32 members present

**VOTE on Revisions to Bylaws** - 32 Approve, 0 Disapprove

**Presentation of Nominating Committee for 2017**

Frank Einsmann (Chairman), Judy Roskowski (of Board), Gary Schepker (of congregation), and Rev. Joyce

**Review of Nominating Committee Process**

**Election of Nominating Committee congregation member 2018**

Jim Lakin nominates Chuck Clark  
Chuck Clark agrees to nomination  
Nomination Seconded by Ron Roskowski  
Motion to close nominations by Nancy Green  
Seconded by Zita Corell

**VOTE for Chuck Clark** – 32 approve

**Election of alternate for the 2018 Nominating Committee**

Rusty Rothrock nominates Diana Clark  
Seconded by Chuck Clark  
Diana Clark agrees to nomination  
Motion to close nomination by Rev Joyce Fisher Pierce  
Seconded by Jim Lakin

**VOTE for Diana Clark**– 32 approve

**Approval of Annual Meeting minutes of May 15, 2016**

The Annual Meeting Minutes for 2016 have been available for review on the UBA website.

Brent Jackson motions to approve 2016 minutes  
Seconded by Howard Green

**VOTE to Approve Minutes** – 32 approve

**Annual Meeting minutes for 2017 are being taken by Cheryl Fare.**

**Leadership Reports**

**Youth and Family Ministries** – Report presented by Zita Correll (YFM Director - Melody Neal, YFM Assistant Director - Chris Frawley)

2016 Attendance Average - 18 children per week  
Curriculum explored Unity Principles and 12 Powers  
Community Service Projects – coats for kids, Daily Planet collection  
Annual Projects Completed - affirmation gift jars, bake sale, YOU Winter Rally, Family Movie Night  
Ongoing Projects - gift socks for homeless, fundraising for Rallies and Retreats, new furniture for Unisparks & Unikids classrooms, new toys for Unitots, AED for youth hallway  
The YFM expresses Thanks to the church and Board for the support!

**Meditation Gardens and Grounds** – Joanne Einsmann

The mission is to lovingly care for the UBA grounds.  
All the work on the gardens and grounds are done by volunteers. In 2016 there were two Sacred Saturdays (leaf clearing in the fall & mulch spreading in the spring), plus regular garden days when volunteers come to assist.  
There is an ongoing call for volunteers to adopt a spot, and water plants.  
Garden Team t-shirts are available for all volunteers.

### **Prayer Chaplains – Susan Green**

Calls made directly for prayer – 847

Calls speaking to a family member – 6

Calls leaving a recorded message – 2,131

Total prayer calls made by Chaplains – 2984

Emailed prayers or greeting cards – 432

Prayers in person at church – 508

Home or hospital visits – 46

Total contacts with congregants – 3,970

Prayer Chaplains also supported/participated in several memorial services, at each communion service, the World Day of Prayer service, Blessing of the Animals, and the First Sunday Peace Meditation.

The annual Chaplain retreat featured Pam Grout, and was opened up to chaplains from Richmond, Lynchburg, and Charlottesville.

Prayer Chaplain funds (from a generous benefactor) have assisted in sharing travel expenses for Sunday guest speakers and those leading workshops.

### **Love in Action (LIA) teams – Report presented by LIA Board Member Becky Mains (Report prepared by LIA Board Chair - Mary Curley)**

There are approximately 30 LIA Team Leaders.

The LIA Board consists of – Frank Einsmann, Joanne Einsmann, Becky Mains, Lenora Kirkley, Gary Schepker, and Mary Curley.

The LIA Board organized the LIA Fair in February, and a dinner honoring all LIA Team Leaders in April.

The LIA Board also maintains an up to date roster of team leaders and an LIA brochure with descriptions of each team.

Sacred service is vital to this faith community; new opportunities spring up each year; leaders step forward and volunteers line up; and we are all doing amazing things!

### **Prayer Team – Sandy Farmer**

There are 76 members of prayer team.

Prayers are made daily for all on the prayer list, and the list is sent on to Silent Unity.

The prayer list is sent out via email every Sunday evening, and updates are made during the week as necessary.

Membership in the Prayer Team is accomplished by submitting a request to Sandy Farmer.

### **Next Generation Unity – Teena Hucul**

The UBA NGU is one of the biggest NGU groups in the nation.

The group has a structure, and is led by a group called the Flame Keepers to keep group going and maintain continuity.

Meetings are held each Sunday at 12:45pm.

The NGU has organized community Practice days, featuring yoga and other healthful spiritual practices.

Dan Powell notes that all who are “young in spirit” may attend NGU.

**Treasurer’s report** – Brent Jackson

Unity of Bon Air has been blessed with much abundance.

As of May, 2017, UBA has total assets in the amount of \$2,805,214.62. Our first four months of 2017, January through April, have exceeded the love offerings/revenue for the very same months in 2016. For the months of January through April, 2017, we have been blessed with love offerings/revenue which has exceeded expenditures to the tune of approximately 16,000.00. Allowing us to reinvest our net revenue into the church, whether it be putting funds back into the money market account or into the capital improvement designations. Further our abundance has been exemplified in the purchase of the sound paneling for the sanctuary and re-paving of our parking lot.

The fiscal year of 2016 ended with only a \$4246.00 net operating result, however, 2016 was very important in the life of our Church. It was during 2016 we redefined UBA, cut expenses and re-evaluated salaries. Because of the deliberations in 2016, a foundation was laid for the success of 2017.

We have been blessed.

**Adult Education Coordinator** –Rev. Valorie Kay

2016 featured 12 SEE courses offered for credit.

Cheryl Fare was recognized for pursuing studies to become a Licensed Unity Teacher (LUT).

Online classes are available for students in addition to classes at Unity centers in the field.

A goal for the Adult Education program is to develop a 3-5 year plan to cover all required SEE courses for those interested in becoming an LUT.

Coordination has been initiated with Unity of Richmond to provide a variety of required classes and cross promote.

The weekly Mastermind Wednesdays are going well.

Rev. Sharri McKenzie does a great job organizing fall and spring book study groups.

There have also been numerous workshops offered by guest speakers.

The Day Dreamers Creative Arts Camp is coming up on its 3<sup>rd</sup> summer season. Volunteers are sought. This year’s program will offer instruction in ASL, ukulele lessons, improvisation with Comedy Sportz, and songwriting sessions with UBA Music Director Claudia Carawan. The 2016 camp has 24 children in attendance and carried over \$1611.00 in profit. There is also an anonymous

Benefactor who helps support this program.

A course fee of \$60 per SEE credit class has been established, and UBA is providing partial scholarships to encourage the development of credentialed leaders. Currently, there are 9 people taking classes with an interest in leadership training at UWM.

**Question from the floor by Wilma Langeveld:** How many SEE students are men? There have been no men taking classes in recent months, and Wilma offers a challenge to UBA men to come out and take class.

### **Minister's Report – Rev. Joyce Fisher Pierce, Senior Minister**

The letter sent to all members announcing Rev. Joyce's retirement in June of 2018 will serve as her annual report.

She is pleased that she will be part of the recruitment process for a new minister.

Other things to be excited about include:

On Sept 10<sup>th</sup>, 2017 the US Army Chorus will perform a 7pm concert celebrating our 5-year anniversary of our new building.

On Sept 10<sup>th</sup>, 2017 the guest speaker for Sunday services will be Rev. Chris Chenoweth, with possibly an afternoon workshop as well.

John Maxwell Taylor will be coming in October 2017.

There will be a Living Memorial Service for Regina Makem on June 2<sup>nd</sup> at 3pm.

The Habitat for Humanity outreach program has been resurrected by Linda Berge.

Rev. Paulette Pipe will be coming to lead a retreat for the Chaplain Program, and be the guest speaker on a Sunday morning in September 2017.

A Unity Joy Cruise is being organized for May 12-19, 2018 – leaving from Fort Lauderdale, \$250 per cabin, with a block of 70 cabins. Rev. Dr. Paul Hasselbeck has some interest in going on the cruise. We are looking into ways to include educational programming so that the cruise can be considered tax deductible. We are also arranging for the Annual meeting to be held on 20<sup>th</sup> 2018, after the cruise returns.

Special recognition was made for Barbara Spicer, who leads the Special Events Hospitality team. Those who would like to assist with the special service on June 3<sup>rd</sup>, or the reception following the Sept 10<sup>th</sup> concert, please see Barbara.

### **President's Report – Teena**

Sales in the Bookstore have been going well.

The Life Events Coordinator, Janie Van Ostern reports that reservations for weddings are increasing.

Sadly, the UBA Bookkeeper, Diane Eberly, passed away. We have also received news that Diane's husband, who was in the advanced stages of Alzheimer's Disease, has also passed just this week.

We are fortunate to have a wonderful new Bookkeeper, Vijayachitra Saravanane (Sara). Recently the UBA Office Manager turned in her resignation. Miriam Baptista replaced by Jennifer Carter at the beginning of June. The hiring process was handled wonderfully by Harry Simmons and Ron Roskowski.

The UBA Facilities Manager, Jonathan Fielders has also resigned. We wish him well as moves on to working with Thom Stanton on the Tiny House project in Alabama.

We are fortunate to have a lovely woman named Turi handling custodial duties for now. The Board sees great benefits from the quarterly Unity in Community meetings, especially for improving communication with the congregation. Great ideas that have come out of these meetings include: the addition of acoustic sound panels to the Sanctuary, new rugs in kitchen, the new privacy screen in between the kitchen and fellowship hall.

**Recognition of Exiting Board Members – Rev. Joyce Fisher Pierce**

Audrey Campbell, Dan Powell and Teena Hucul are exiting the Board.

Dan and Teena (Audrey not in attendance) are recognized and blessed by Rev. Joyce.

Thank you gifts are presented to Dan, Jodi Smith Lemacks, and Judy Roskowski.

A special gift and recognition is presented to exiting Board President Teena Hucul by Board Vice President Rev. Zita Correll. An image of the gift is projected on the big screen – a decorative trellis for Teena’s garden.

**Election Results for Board of Directors – Teena/Frank**

The UBA Trustees stand – Rusty Rothrock, Tom Layman, and Jane Gordon

The continuing Board members stand – Rev. Zita Correll, Gail Courville, Jim Lakin, and Brent Jackson

New Board members are announced and asked to stand - Howard Green, Judy Roskowski, and Harry Simmons

New Alternate Board Members are announced and asked to stand – Jodi Smith Lemacks, Stephanie Metzger, and Debbie Stelmach

**Closing Prayer – Rev. Joyce**

**SECTION 3**

**Unity in Community Meeting**

1:22pm

**Call to order – Teena Hucul**

**Opening Prayer and Heart Agreement - Rev. Joyce Fisher Pierce**

**Focus of meeting – Unity of Bon Air Transition Journey - Teena Hucul**

As we all agree to speak with respect, all opinions and questions are welcome.

The focus of this meeting is to outline the transition process for hiring a new minister.

The Board has already held a skype meeting with UWM to initiate the transition.

**Prayer and affirmation – Rev. Zita Correll and Jim Lakin**

A prayer and affirmation have been written to ground and guide the transition process. Hard copies are passed out to all in attendance.

A New Minister affirmation box has been created, and will remain available in the entrance hallway through the months to come. Everyone is invited to write affirmation for the new minister.

**Ongoing Communication Related to the Transition – Teena Hucul**

Unity in Community meetings – August 6<sup>th</sup>, November 5<sup>th</sup>, February 11<sup>th</sup>

Expect an online survey to become available this summer to gather opinions on a variety of subjects related to the future of UBA.

There will be monthly communications in hard copy, via E-News, and on the website.



### **Honoring the Past, Celebrating the Future – Teena Hucul**

UBA will mark its 5<sup>th</sup> Anniversary in the new building on Sunday, September 10<sup>th</sup> with a visit from Rev. Chris Chenoweth and a concert by the US Army Chorus.

### **Board through UWM begins new minister search – Teena Hucul**

The first step is to compile and send a packet of information to UWM.  
The search is expected to begin in earnest in early fall.

### **Board guides formation of Minister Search Committee – Teena Hucul**

The Board will begin its process at a retreat over the first weekend in June, to be facilitated by Rev. Dr. Bill Holton, Rev. Cher Holton, and Rev. Dr. Paul Hasselbeck.

### **Board keeps our spiritual community informed – Teena Hucul**

The Board will take many steps to ensure that the congregation receives regular updates throughout the transition process.  
There will be monthly communications in hard copy, via E-News, and on the website.

### **Minister candidate visits UBA – Teena Hucul**

UWM will provide great support for this process.  
Candidate visits are expected to take place in spring of 2018.

### **Questions and answers –**

Q: Dan O’Neal – When will UBA acquire a remote sound system so that programs can be held in the garden? This equipment is needed by June 24<sup>th</sup>.

A: Board member Jodi Smith Lemacks has been given the job of researching this purchase. She will be directed to speak with Dan, as he is very clear about what equipment is needed.

Q: Debie Stelmach – Will UBA be hiring 1 minister, or a minister and an associate?

A: It is expected that the role of an associate will come later in the process, once the new minister is in place.

Comment: Ron Roskowski – Encourages everyone to be respectful and considerate of the new Office Manager’s time as she begins on June 1<sup>st</sup>. If everyone sends messages or stops by to say hello, she will not be able to get her work done. Please allow her time to settle in to her new role.

Comment: Rev. Joyce Fisher Pierce – Encourages all to communicate directly with her for all ministry-related projects for the time being.

Q: Rev. Valorie Kay – Since UBA owns a share of a condo in VA Beach around Christmas and New Year’s, how about we raffle it off as a fund raiser?

A: Rev. Joyce has suggested a raffle to the Board as a suggested fund raiser.

Q: Paula Davis – how many people does it hold?

A: Susan Green – 6 including sleeper sofa  
Pets are not permitted at the beach condo.

Comment: Susan Green – please take left-over food on the way out of this meeting.

**Closing prayer** – Teena Hucul

Minutes respectfully submitted by Cheryl Fare - May 31, 2017