

**DRAFT_Minutes_Unity of Fairfax Board of Trustees
December 10, 2024**

Board Members Present	Others Present	Board Members Absent
Russell Heiland, Senior Minister		
Bowman Kell, First Chair		
Millicent Eubanks, Second Chair		
Ed Merritt, Treasurer		
Sherrie Quander, Secretary		
Kalahn Taylor-Clark, Keeper of the Flame		
Midd Hunt, Member at Large		

Quorum present? Yes

Meeting was called to order at 7:01 pm EST

Executive Session

An Executive Session was called to order at 7:15 pm EST and ended at 7:29 pm EST.

Financial Report: <https://www.unityoffairfax.org/board-financial-statements>

Minister’s Report: Attached as Appendix 1

Old business:

Ed presented a draft of the 2025 Unity of Fairfax budget. The Board decided to explore questions and finalize the budget in January 2025.

New business:

The Board discerned roles for 2025. They are as follows:

- First Chair – Sherrie Quander
- Second Chair – Millicent Eubanks
- Treasurer – Bowman Kell
- Secretary – Sue Carrillo
- Keeper of the Flame – Kalahn Taylor-Clark
- Member-at-Large – Midd Hunt
- Additional roles will be finalized at the January meeting

Bowman presented a request from Jeff Johnson, on behalf of the EarthCare Ministry Team, to contribute \$500 in matching funds from EarthCare to the Faith Alliance for Client Solutions (FACS) organization. Unity is a supporter of FACS and provides financial support annually.

Bowman gave a report on the status of our upcoming Board Retreat in January 2025.

The Board honored the service of Ed Merritt with a gratitude circle. Ed is completing his three-year term. Thank You Ed.

MOTIONS:

Motion: Approval of November 3, 2024 Annual Meeting Minutes be approved.
Bowman moved Rev. Russ seconded, unanimously approved.

Motion: Approval of November 12, 2024 Board of Trustees meeting Minutes be approved. Ed moved and Russ second, unanimously approved.

Motion: Bowman moved to approve \$500 from the Secular Fund to match the \$500 the Earth Care team approved to give to The Faith Alliance for Climate Solutions. Kalahn second, unanimously passed.

Motion: Sherrie moved to accept Rev. Russ's manse amount for 2025. Millicent second. Unanimously passed.

Upcoming Dates:

Board of Trustees Midd-Month Session on January 14, 2025 at 7:00pm.

Board of Trustees Monthly Meeting on January 28, 2025 at 7:00pm.

APPENDIX 1

Minister's Report

Strategic Goals

I keep the 2024-2025 Minister's Progress Log current.

Bowman Kell, Gail Hughes, and I are meeting on December 18 to begin work on a leadership development program.

I've spoken to interior designer Ginny Dyson and A/V professional Sharon Sobel about ways to improve hybrid learning classroom 1.

Discussion Items

I have discerned 5 separate fundraising activities for 2025 for which I would like board support; 1 is an ongoing activity, 4 are discrete.

Ongoing activity: On a regular basis, have a member of the community speak in Sunday service about “What Unity of Fairfax means to me” (or some version of that theme) followed by a *specific call to action*. Calls to action include, but are not limited to those noted below. Information about each speaker’s call to action will be distributed at the end of service with primary mention of that same call in the Highlights email the following Wednesday.

- Sign up for EFT (electronic funds transfer). *Ed Merritt has agreed to present this on January 5, 2025.* ONGOING
- Name Unity *as a beneficiary* in your estate plan (MPS - need to finalize our literature). ONGOING
- Make a Qualified Charitable Distribution to Unity of Fairfax from your IRA. ONGOING
- Support for 12 for 12 Fundraiser in April (see below)
- Support the 2025 Ministry Miles ride in June.
- Support for the Auction in October.
- Support for Giving Tuesday in December.

12 for 12: My 12th anniversary at Unity of Fairfax is April 1, 2025. I’d like to repeat the successful Ten Year Tenure activity focused on my particular contributions to Unity of Fairfax. Our target was \$10k, we made \$20k. This campaign also had a Facebook fundraising component. Target for 2025 is \$12k.

Ministry Miles: The ride in 2024 was very successful raising \$16k. I would like to do the ride again in June.

October Auction: A success with \$12k made for the church in October. I think we could do \$22k this year. No other fundraiser will be held in close proximity to the auction.

Giving Tuesday: A success this year at about \$25k made for the church as of December 6 (with more coming that we know of).

I suggest directing our 2025 fundraising efforts towards capital projects and enhancements which could include the roof, HVAC units, facelift for Classroom 1, solar, fencing, additional repairs to parking lot, etc.

Question: All the above are inward directed, but what are our contributions to the greater good? Are we content with supply drives for the Lamb Center, Thanksgiving with FACETS, Christmas drives (this year with Homestretch and Salvation Army)? Totally OK if the answer is yes, we are satisfied. We also have the Secular Fund which allows us to be of service to the outside community.

Information Items

Ed, Patie, and I met on December 5 for an in depth review of the 2025 budget. Ed will share more about that in the financial report. More work remains for us to craft a final budget, but we’re not too far off.

On November 20, FCPD conducted a safety inspection of our property. As of December 6, I have not received their report; however, the officers explained that it will be written in such a way it could be submitted as an addendum to a FEMA security grant application.

I will be doing a 24-hour silent retreat at Bon Secours Retreat Center December 13-14.



*Vision: We envision a world of peace, abundance and respect for all creation.
Mission: Aligned with the indwelling Christ, we co-create a world that works for everyone.*

Winter Solstice Celebration will be at 7:00 pm on Friday, December 20.

Christmas Eve service will be at 7:00 pm on December 24. Yes, we will use real candles.

Burning Bowl service will take place on Sunday, December 29 during the 11:00 am service. There will not be a night service on New Year's Eve.

White Stone service will be held on Sunday, January 5.

I will begin a 7-week talk series with small groups based on the book *Ordinary Mysticism* by Mirabai Starr on January 12. Donna Lee and I are leading small group facilitator training on December 11. We have 3 small groups scheduled so far.

Action Items

I move that Unity of Fairfax approve my Manse Allowance for 2025 for the amount of \$46,000.

Rationale: Manse is that portion of a minister's total compensation package designated for the maintenance of a home. The amount is not taxable to either the church or the minister. Manse is included in the grand total of my salary package, not separate.