



Unity of Fairfax Board of Trustees

Meeting Minutes November 29, 2018

Attendees

Board Members Present	Others Present	Board Members Absent
Russell Heiland, Senior Minister		
Gail Hughes, 1 st Chair		
Nancy Schneider, Secretary		
Jody Ruth, Treasurer		
John Dickman		
Laura Berry		
Millicent Eubanks		
Teresa Accomando		

Quorum present? Y

Meeting was called to order at 7:05 p.m.

Sacred Intention: *With firm intention, we see all of Unity of Fairfax at peace.*

Scheduled Business:

7:10 Executive Session (30 min) 2 items

Minister Review: the Board and Minister completed the ministerial review discussion.

Motion: Gail made a motion to approve staff holiday bonuses based on full or part time status as well as a separate bonus for Rev. Russell. The motion carried unanimously.

7:40 Welcome members and attendees / Provide agenda

Community Members Present:

- John Kell - Trustee Elect
- Judy Jones
- Bill Jones
- Ken Buckland
- Patie Wilcox
- Shawn Fisher
- John Terrell
- Julius Hankin
- Marianne Hankin
- LuAnn Saner

Motion: Approval of Prior Meeting Minutes: Minutes from the following meetings were approved unanimously: Oct. 25, 2018, Annual Meeting: Nov. 4, 2018

Minister's report - attached as Appendix 1

Motion: Russell moved that Unity of Fairfax make a one-time tithe of \$100.00 to the Center for Action and Contemplation. The motion carried unanimously.

Treasurer's Report: Jody had presented the October financial report at the Annual Meeting on Nov. 4. The board has reviewed the proposed 2019 budget.

Scheduled Business

Motion: Per a request from the EarthCare Ministry Team, Jody moved that the board approve a \$250 contribution to the *Faith Alliance for Climate Solutions –FACS*. The motion carried unanimously.

Congregant inquiry

- o Background Investigation Policy
- o Lock-in Cancellation
- o Financial Reporting Process

The new Background Check Policy is now in effect. Any volunteer who now requests to serve in the Youth and Family Ministry (YFM) must consent to a Background Check, and such a check will be performed before that person can serve in the YFM. Each applicant will be provided the complete Background Check Policy.

Questions were raised by congregants about why the Youth and Family Ministry Lock-In planned for last spring was cancelled three days prior to the date. The event was cancelled due to lack of registrations. A concern raised was that those adults who had prepared for and invested in this event were not notified of the cancellation in a timely manner.

Concerns were raised about the treatment of a congregant by a staff member which resulted in the congregant being asked not to volunteer with the YFM and feeling unwelcome in general.

Questions about Financial Reports:

There had been months in which the finance reports were not visible on the website. The link had not been working, and the board was unaware of this fact. Finance reports for 2018 are now visible on the website.

Also, questions were raised about line-by-line items not being consistently visible from month to month. The finance reports to the board tend to focus on what is being discussed that month, so all line items may not be relevant, and therefore not included. Previously monthly summaries were published in the bulletin. In order to ensure review and analysis by the Treasurer and due to the labor-intensive task of creating financial statements, the board has determined to publish financial statements on a quarterly basis following the Community Dialogue or Annual

Meeting when the comprehensive analysis is completed. This was announced in the November 2018 bulletin.

One congregant had offered a scholarship for students to attend rally. The offer was declined. The question of who comprises the Finance Committee was posed.

Motion: 2019 Budget approval - Gail made a motion to approve the 2019 budget. The motion carried unanimously.

New Business:

John D. proposed allowing year-end contributions to be designated for the new sign. Jody reminded that the board has agreed that we cannot accept donations to a restricted fund for a project that has not yet been approved by the board. We are blessed to have a community that wants to be involved; but our community isn't informed at this moment of all the investments that the BOT has approved and 'we' (the community) need to make:

- health and safety - the sidewalk and parking lot - need about 25k raised to meet the 40k project amount

- the investments approved in the 2019 vFINAL budget including:

- 75k additional staff resources
- Landscape
- professionalizing the back office (accounting firm, IT firm)
- money for music, youth and adult education
- money for marketing
- the PEO

Total investments for the 2019 budget - \$150k

Board agreed to explore ways to inform the community of the various needs, opportunities and ways to contribute.

Closing, Pray-Out and Adjournment

Meeting adjourned at 9:00

Upcoming Dates:

Next BOT meeting Dec. 18

Jan. 25-27 Annual Board Retreat

Next Community Dialogue: Feb. 10

APPENDIX 1

Minister's Report * November 29, 2018

ACTION ITEM:

I move that Unity of Fairfax make a one-time tithe of \$100.00 to the Center for Action and Contemplation. Rationale: This is the organization run by Fr. Richard Rohr. I am often inspired by his daily blog and share from it from time to time from the platform. I have also shared particular blogs with church members when I thought they would be appreciated.

INFORMATION ITEMS:

I want to thank the Board of Trustees for the thoughtful and thorough Ministerial Review Process. It was professional and will help both the church and me grow into ever greater levels of service.

The Thanksgiving service and luncheon had about 50 in attendance.

Guest speaker on 12/2/18 is Rev. Diane Scribner Clevenger. She's an ordained Unity minister who came from Unity of Fairfax. Her mother is Hope Price a painting of whom is hanging in the Conference Room.

This Saturday is the Mindful 365 meditation group, and Sunday is the annual YFM Gingerbread House Making at 12:30 pm in classroom 7.

Holiday services are set – Blue Christmas (11/30/18), YFM Christmas “Eve” (12/23/18 at 11:00 am), Christmas Eve Candlelight (12/24/18 – 1 service), Burning Bowl (12/31/18). This is the 5th year of having a special YFM Christmas Eve service. The annual YFM Christmas tree ornament will be presented to all attendees. I have 4 on my tree now.

Patie Wilcox and I met with a representative from TriNet, another PEO. We are awaiting a rate quote. I reached out to ADP, which also has a PEO (ADP TotalSource Solutions), but have not met with a representative as of this writing.

Nancy Schneider and I completed the background check policy and sent same to our attorney for review. He and a colleague made suggested edits. That version is now in the Google drive.

Also on the Google drive is the consent form and pre/adverse action forms. Each volunteer in YFM and any other sensitive areas is given the background check consent form (also reviewed by attorney), policy, and a cover letter that gives a heart-felt link between sacred service and sacred safety. It's found below.

Since 9/1/18, twenty-four individuals have been approved for service in YFM.