



Unity of Fairfax Board of Trustees

May Meeting Minutes
May 24, 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 7:02 p.m.

Approval of Minutes: Minutes from the April 17, 2018 meeting were approved unanimously.

BOT Organizational info: Protocols about communications to staff members was discussed and will be added to the Board Guidelines. Assignments to staff members are to go through Senior Minister (who manages the staff) rather than directly.

Scheduled Business:

1. Vision > Strategic Plan > Five Year Plan Draft for August CD Approach to Plan and subsequent Funding (Info / Discussion)
2. Pinnacle Lease Agreement Update was provided by Russ

Reports

Minister’s Report - Attached as Appendix 1

Motion: Russell made a motion to approve the membership of 3 Y.O.U. graduates: Katie Huber, Tatiana Swinnerton, and Olivia Updike. The motion was approved unanimously.

Financial Report - Attached as Appendix 2

Closing, Pray-Out and Adjournment

Meeting adjourned at 9:02 p.m.

Upcoming Meetings and Dates

- The next Board of Trustees meeting is June 28, 2018.

- Next Community Dialogue Meeting is August 4 , 2018

APPENDIX 1

Minister's Report * May 24, 2018
(report written May 16, 2018)

ONE ACTION ITEM:

Per Unity of Fairfax bylaws, Article IV-MEMBERS, section 2.B.3:

All high school seniors, upon graduation from the Unity of Fairfax Y.O.U. program, shall be eligible to become Voting Members of Unity of Fairfax through a process determined by the Senior Minister and the Board.

On account of the fact the following three individuals have grown up in Unity of Fairfax and are thoroughly conversant with Unity teachings, I move that the Board vote to approve these graduating high school seniors into full voting membership at Unity of Fairfax: Katie Huber, Tatiana Swinnerton, Olivia Updike.

If approved, these individuals will be received into membership at 2nd service on Sunday, June 17, 2018.

DISCUSSION ITEMS:

I have been in discernment about how best to utilize our staffing to support the emerging vision for Unity of Fairfax. Sashia Scott's last day as our administrative assistant will be Thursday, June 28. I envision the new hire being tasked with awakened server (aka volunteer) enrollment, equipping, and energizing for effectiveness! And, if the larger position is not crafted appropriately, it may be prudent to hire a temp until we have a clearly articulated vision for that position.

In a related note, Patie and I met with Randall Frank from Insperity, a professional employer organization. It is possible that Unity could enter into an agreement with Insperity that would allow Unity to offload some HR related functions and provide better benefits to our employees. The number of children using the Nursery on Sundays is growing to the point that more room is required ASAP. One option the staff is discussing is multi-purposing the conference room to allow Amy to work there during the day and making the Music/YFM/Maintenance Office into the YFM office/Nursery. (I believe the maintenance areas can be re-organized to accommodate more storage, work area for Joe, etc.).

INFORMATION ITEMS:

Amy Conley has been hired as the new full-time Director of Music and Arts. Her first day on the job will be July 1, 2018. Marianne Tagge will return to the position of regular accompanist. She has committed to support Amy in whatever ways she can.

Rev. Charline Manual will be guest speaker on May 20.

I will be at a family wedding May 25-29. Ron Karstetter will be guest speaker on May 27.

I be officiating my brother-in-law's celebration of life service. He died on May 16, 2018. Date TBD. My guess is mid to late June.

I will be at the UWM People's Convention June 11-15 in Olathe, KS (Kansas City metro).

I will be on vacation July 9-13, then making my mentor visit to Columbine Unity Spiritual Center in Boulder, CO July 14-16 to support my Field Program Mentee, Rev. Sue McQueen.

New Day will be playing at Columbine that weekend!

All Trustees are invited to staff the Unity of Fairfax table at the first ever Reston Pride at the Unitarian-Universalist Church in Reston on June 2, 2018 from 2 – 6 pm.

A delegation from the National Wildlife Federation is visiting Unity of Fairfax on June 8. We are slated to be acknowledged by the organization for the work EarthCare has done.

APPENDIX 2

1. April Results –

Please see the excel workbook which contains all the April and 2018 YTD financial statements. (We will be focused on ‘Net Operating Revenue’ line as it relates to our budget. Items below are interfund transfers and are not in our budget.) Key takeaways:

a. Our shortfall has grown substantially

i. Our shortfall has grown from \$37k BELOW budget YTD through 3/31 to \$38k BELOW budget YTD at 4/30.

1. Please note that cash in is still off over \$51k from budget – we have simply spent less money which isn’t necessarily a good thing

2. Spending less and not meeting our plan of keeping our facility and property in excellent shape as well as investing in the programs and activities and staff/support we need is also not a long term viable strategy

ii. \$35k below last year for the same time frame (it was 27k BELOW last year for the same time frame)

iii. The Unrestricted fund still owes the RESERVE funds \$17k of the \$42k borrowed during Q3 and Q4 of 2017; the balance of \$25k was repaid

2. Communication by Board members – re financial status of projects and results

a. When it comes to financial matters much emotion is involved. As members of the BOT, each of us has access to information that others don’t. we are all assumed to be expert and therefore whatever we say is very meaningful (even if we are speaking wearing the hat of ‘I’m just me a member of this community’). Therefore we need to follow some guidelines that are common in the company and not for profit space. We need to say only certain appropriate responses and refer other questions to Russ, Gail or me.

b. As an example, the message I’m sharing in this report is that we are still a long way from where we need to be and we need a call to action amongst our community again. Gail and Russ will know better than I the exact words we should use – when they develop that language we should all say that phrase and only that phrase. When someone asks us how the financials are or how the church is doing we should only say that phrase and not ‘good’, ‘better’, great’ ‘ok’ ‘awful’ or anything else...

c. The intent is to make sure that we are clearly articulating the situation. Having conflicting responses in the community only serves to take focus and energy away from the actions needed and causes distrust in the BOT because we are offering different opinions.

d. Financial matters are not the place to have an ‘opinion’ on if we are doing well or ok or whatever.

e. Additionally, if someone asks for details on anything financial, probably best to refer the question to me. Myself, I look in the general ledger and/or check with Patie on matters. We have a big enterprise so it is important to be accurate.

3. ACTION – What is driving this action by the community (or lack of action)
 - How can we get to the root cause? (Ex – gave it all in Q4 17, tax reform, dissatisfied, went to L project, etc.)
 - o Online survey?
 - o Anonymous written survey on Sunday's?
 - How can we communicate the need for steady love offerings throughout the year in a manner that people actually act on it?
 - Are we confident about embarking on a major capital program before we have evidence of the necessary robustness of the love offerings to cover day to day expenses
4. Labyrinth Project –
 - a. Contributions thru 4/30 were \$72k that is less than the required 77k to proceed. The difference could be that the donor with the \$10k matching commitment had not yet donated the matching amount. I have a question out to Patie on this and will report back when I learn more.
 - b. We have \$55k in the bank (difference is the 16k deposit to GroundEffects)
 - c. Until the required 77k is in the bank we can not move forward on this project (please remember, that a commitment does not count as money in the bank)
5. You will note that:
 - a. The financials continue the language of restricted vs. unrestricted funds that we discussed in the 2018 budget discussion
 - b. We show a SOA by FUND (unrestricted (or the general operating fund), Reserve and Unrestricted including all the sub funds
6. Terminology
 - a. SOA or Statement of Activity = Profit and Loss statement or Income Statement or P&L
 - b. SFP or Statement of Financial Position = Balance Sheet or BS