



Unity of Fairfax Board of Trustees

Meeting Minutes July 26, 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, participated by Zoom
Laura Berry		
Millicent Eubanks		
Teresa Accomando		

Quorum present? Y

Meeting was called to order at 7:06 p.m.

Sacred Intention: Prosperity Consciousness Focus: Daily Word

Scheduled Business:

1. **Approval of Minutes:** Minutes from the July 3, 2018 meeting were approved unanimously. Approval of May and June meeting minutes is pending.
2. **Minister Review:** Gail presented the Minister Review Process and timeline, Jody will look into having Insuperity do a Compensation Review.

Reports:

Minister’s Report - Attached as Appendix 1

Financial Report - Attached as Appendix 2

New Business:

1. **Community Dialogue Q3:** Previewed and discussed Community Dialogue agenda
 - What we heard from you,
 - Where we are now, (success, outcomes),
 - Items for Focus
2. **Retreat:** previewed agenda for 8/18, to include half day with staff in order to:
 - Deepen relationships
 - Learn together
 - Build spirit and vision for our co-service to the community

BOT Organizational info and Board tasks:

- Jody, Teresa and Nancy are involved in the planning of the CommUnity Fall Fest. Participation by the full board was encouraged.
- A request was made for monthly updates on the Labyrinth project status and marketing plan
- A suggestion was made that we set aside more time at meetings for reports from board liaisons
- A proposal was made to consider changing the time frame from 2 hours to 2-½ hours for monthly BOT meetings
- Nancy agreed to provide attendance data to the board

Closing, Pray-Out and Adjournment

Meeting adjourned at 9:26 p.m.

Upcoming Meetings and Dates

- The next Board of Trustees meeting is during the retreat, August 18, 2018.
- Next Community Dialogue Meeting is Aug. 5, 2018
- September meeting will be changed from Sept. 27

APPENDIX 1

Minister's Report * July 26, 2018

In random order

NO ACTION ITEMS * INFORMATION ITEMS ONLY

- Please plan to attend any of the remaining New Member Classes on Mondays through August 20. A vote on New members will be taken at the August Board meeting with installation slated for 2nd service September 16. Some class members indicated they could not attend the first session, so I believe it will be a class of 7 or 8.
- Please plan to attend the 5th Sunday pot luck and Peter Kater concert on July 29 and the Edwene Gaines event on August 12. PEP'er Rosemary Moak is providing additional social media marketing for the Edwene Gaines event and her contributions are making a big impact.
- Labyrinth work continues.
- I was invited to attend the ribbon cutting and offer a blessing at the new Patriots Pub and Grill in Fairfax City on July 19. Other guests included City economic development officer and staff and the Mayor.
- There was been strong praise for the new Director of Music and Arts.
- New admin Tony Rogers is continuing to learn the job.
- Ron Karstetter and Linda Powell have completed their Licensed Unity Teacher coursework and are finishing their practicum and specialty coursework. They are scheduled for final testing and skills demonstration at Unity Village the first week of November.
- Bev Ellis will be at Unity Village July 29 – Aug 2 for Youth and Family Ministry Training Week. In August I will be working closely with her and all parts of the YFM program to ensure a strong return in September.
- There has been strong praise for the new nursery.
- As in recent years, August will be "All-In" August with children attending services with their parents.
- Movie nights continue to be a success. Kudos to Judy Jones and Ken Buckland for continuing this successful outreach.
- Karaoke night was great fun! Kudos to Judy and Bill Jones for making this community builder happen.
- I was appointed to the executive team of the Fairfax County Clergy Leadership Council. Other members include Rabbi Amy Schwartzman, Imam Zia Makhdoom and Ramona Carroll from the Fairfax County Department of Neighborhood and Community Services.
- The Nominating Team has its next meeting on July 31.

APPENDIX 2

1. NOTE – all information below relates to 6/30. The June 30 bank accounts were just reconciled on 7/23 so we have no data at this point relating to July.
2. NOTE 2 – still waiting for the contributor analysis to be updated based on unrestricted fund contributions only vs. the all in report we saw at the brainstorming dinner.

3. June Results –

Please see the excel workbook which contains all the June 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 continues to grow and at 6/30 was \$51k YTD

1. Please note that revenues/inflows are still below budget by \$68k– 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. \$61k 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 PLUS an additional 10k borrowed end of June 2018.

iv. The only month in 2018 we brought in more than we spent (unrestricted fund only) is June and that was only slightly better than breakeven.

4. 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 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.

5. 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
 - Approve raise for the parking lot and sidewalk projects
 - Build a plan to publicize/ optimize the new Labrynth
6. Labyrinth Project –
- a. We have \$45k in the bank (difference is the 37k paid to vendors for construction, etc.)
7. 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
8. 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