



Unity of Fairfax Board of Trustees

Meeting Minutes September 20, 2018

**Attendees**

<b>Board Members Present</b>	<b>Others Present</b>	<b>Board Members Absent</b>
Russell Heiland, Senior Minister		
		Gail Hughes, 1 <sup>st</sup> Chair, participated by Zoom
Nancy Schneider, Secretary		
Jody Ruth, Treasurer		
John Dickman		
Laura Berry		
Millicent Eubanks		
Teresa Accomando		

**Quorum present? Y**

Meeting was called to order at 7:04 p.m.

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

**Motion:** Approval of Prior Meeting Minutes: May, June, July and August minutes were approved unanimously.

**Scheduled Business:**

1. Background Check Policy: The board reviewed this policy to be provided to staff and volunteer applicants when they apply for certain to-be-determined positions. Also, Nancy is working with Russell and Beverly on Youth Ed safety policies and procedures, to include mandatory reporting and codes of ethics.
2. Parking lot and driveway, and sidewalk repairs - if we do them this fall, it could extend the life of these structures by a couple of years. John is obtaining quotes. The funds will come out of the unrestricted and restricted funds for capital improvements.
  - A. Request for funding for landscaping: see “Motion” below under “Finance Report.”
3. Remote Participation in Board meetings: Laura is finalizing the proposed bylaw change.

**Minister’s Report: Russell** Attached as Appendix 1

**Motion:** Russell moved that Unity of Fairfax make a one-time donation of \$100.00 to Unity of Wilmington out of the operating fund. The motion carried unanimously.

**Treasurer's Report: Jody** Attached as Appendix 2

- **FunFest:** The funfest earned about \$12,000; the budget was \$30k. In prior years, this event has earned \$10 - \$30,000+.
- **Rev. Edwene Gaines seminar:** netted about \$2k to Unity of Fairfax after paying Rev. Edwene's fees.
- A church member fell at an event held at the church and was injured and the injury required surgery; advised staff to contact insurance broker.

**Motion:** The Board of Trustees approves a new restricted fund with a charter allowing moneys in the new restricted fund to be used for any purpose relating to landscape or hardscape of the property as determined by Earthcare Committee.

**New Business:**

1. Ethics Review System: The policy from UWM is being modified to fit local church community situations.

**Closing, Pray-Out and Adjournment**

Meeting adjourned at 9:31

APPENDIX 1

**Minister's Report**

**ACTION ITEM:**

I move that Unity of Fairfax make a one-time donation of \$100.00 donation to Unity of Wilmington out of the operating fund.

Rationale: The church did not sustain damage from Hurricane Florence; however, they will miss at least 2 Sunday services which will have a significant impact on revenue. This gift would be a symbolic show of support. They have not asked for anything.

**INFORMATION ITEMS:**

About 160 attended the Suzanne Giesemann event on 9/11. The church made a little over \$1,100.

World Day of Prayer event on 9/13 was beautiful and meaningful.

The CommUnity FunFest made around \$13,000. As of this writing, I don't have a final figure. Thanks to everyone for your efforts! I heard great kudos about the new labyrinth plaza.

I will be on vacation 9/21-9/28. Ordinarily when I'm on vacation, I don't bring my laptop, but will this time in case pressing business presents itself.

Anthony and I have our 28<sup>th</sup> Anniversary on 9/22/18.

Rebecca Whitecotton is coordinating our table at the Pathways Expo in Falls Church on 9/23. If you would like to help her, please let her know: [comms@unityoffairfax.org](mailto:comms@unityoffairfax.org)

I am coordinating our table at NoVa Pride at Bull Run Special Events Center on 9/29. If you would like to help, please let me know. An hour (or more) of your time would be great!

The Suicide Prevention Walk and Singing Workshop with JD Martin and Jan Garrett are also on 9/29.

Fifth Sunday Pot Luck is on 9/30. Please bring a dish and plan to hang out. Great community building.

Pet blessing will be held on the morning of 10/06, coordinated by YFM and Prayer Chaplains. Labyrinth plaza opening weekend planning is in full swing. Roughly 100 have been invited for the event on 10/06 from 2 – 4 pm. If Primo Teamo members could be on hand that would be super. We will do a ceremony for the church community after 2<sup>nd</sup> service on 10/07.

Unity Awakening 2018 begins on 10/07. Fran Patchett and I coordinated the workbook; Gaye Newton is doing final editing; Kathy Dickman is coordinating small groups.

I am introducing a slightly modified order of service effective 10/07. Both services will be the same, but the meditation in the 9:00 am will be a bit longer.

The SSC meeting on 10/13 will be in the form of Spiritual Gifts Workshop. Please plan to attend.

Rev. Shawn Moninger will be guest speaker on October 21. I will be platform assistant.

We continue making positive strides in ensuring a strong YFM program including background checks, two adults, codes of ethics, etc.

John Dickman and John Kell have requested documentation for board positions. As of this writing, no one else has.

We are gearing up for the holidays. There will be a Thanksgiving Day service and luncheon on 11/22; Blue Christmas service on 11/29; Christmas Eve and New Year's Eve Services; New Year's Day indoor (and outdoor weather permitting!) labyrinth walks.

## APPENDIX 2

### **Treasurer's Report**

1. NOTE – 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.

2. August Results –

Please see the excel workbook which contains all the August 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. Close to budget YTD – July extra income program and August was good. Have asked how much of that was Rev Edwene's seminar

3. I've asked for a hold on the Green Fund when a request was made to use those funds for the L project. It turns out there is no charter/requirements for the Green Fund. This practically prevents the clarity needed for a restricted fund and thus it must stay frozen until such a charter is prepared and published. Remaining funds should be discussed with donor to see how they want to handle (remain in fund, move to L fund, move to general fund)

4. I have asked the VA Society of CPAs if they have a volunteer CPA to serve as CFO for UFFX

5. I will be reaching out this week to a firm that does not for profit accounting and bookkeeping to request a price proposal for them to do the monthly closing including cash reconciliations and preparation of financial statements as well as payroll. This will allow a higher level of expertise as well as a much-needed segregation of duties (which is typically a problem at not for profits). This has added benefit of freeing up some of Patie's time for other activities.

6. We need to Build a plan to publicize/ optimize the new Labyrinth
7. Labyrinth Project –
  - a. I will produce a final analysis of this project as we look at overall debrief of this project
8. 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
9. 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