



Unity of Fairfax Board of Trustees

Meeting Minutes March 27, 2019

Board Members Present	Others Present	Board Members Absent
Russell Heiland, Senior Minister		
Teresa Accomando, Chair		
Gail Hughes, Chair Emeritus		
Nancy Schneider, Secretary		
John Dickman, Treasurer		
Jody Ruth		
Laura Berry, Keeper of the Flame		
John Kell		

Quorum present? Y

Meeting was called to order at 7:00 p.m.

Sacred Intention: *Unity of Fairfax is a community evergrowing and everbecoming more spiritually aware, in oneness and at peace with the world.*

Executive Session: Began at 7:17 and ended at 8:08.

Motion: Approval of Prior Meeting Minutes: The minutes from the February Board Meeting were approved unanimously.

Motion: Gail moved that Russell’s 3 year contract be approved. The motion was approved by a vote of 7 Yes, and 1 abstention by Russell.

Minister’s Report: Russell Attached as Appendix 1.

Motion: Russ moved the Unity of Fairfax approve using Tithes funds designated for Unity Worldwide Ministries for application and subsequent expenses, if accepted, to the Unity Worldwide Ministries Field Program Path to Ordination as a Unity Minister. This motion affirms the support of Ron through the entirety of the program if he matriculates and adheres to program standards. The motion was approved unanimously.

Motion: John moved that we approve for the Compassionate Community Service team to collect donations for the Foodbridge program in June for donation to Britepaths in the month of July. The motion was approved unanimously.

Treasurer’s Report: John Dickman: Appendix 2

Scheduled Business:

- Next Steps Service Stream Teams reported on their teams’ status after initial meetings.
- A new template with guidelines for future Spirit Cases was finalized.

- Procedures for counting the offerings with special regard for donations to restricted funds will be reviewed by John D. with Patie.

Closing, Pray-Out and Adjournment

Meeting adjourned at 9:30 p.m.

Upcoming Dates:

April 13: Sacred Service Council

April 25: Board of Trustees Monthly Meeting

May 11: Sacred Service Council

May 19: Community Dialogue

APPENDIX 1

Minister's Report * March 28, 2019

ACTION ITEMS:

I move the Unity of Fairfax approve using Tithe funds designated for Unity Worldwide Ministries for application and subsequent expenses, if accepted, to the Unity Worldwide Ministries Field Program Path to Ordination as a Unity Minister. This motion affirms the support of Ron through the entirety of the program if he matriculates and adheres to program standards.

Rationale: Many Unity ministries use Tithe funds to support individuals in the ministry path. The first step is application, and Ron has my complete support. Field Program candidates serve as church staff during their time in the program. Program tenure may be between one and three years. Current fees are tuition of \$1450/per year + costs associated with the program.

INFORMATION ITEMS:

Attached to this report are the final position descriptions for the Financial Assistant and Finance and Operations Manager Positions (former working title "Ministry Operations Manager") approved at our January 13 meeting. I plan to move forward with filling these positions in April.

I will register for the GMU Non-Profit Management program in April.

I will be working with staff to create a Unity of Fairfax Staff Code of Ethics to be implemented and signed by all staff by April 30. Insperity offers a variety of courses staff can use to enhance our professionalism.

I decided to accept a new Field Program mentee. Rev. Sarah Phillips is the Associate Minister to Rev. Toni Fish at Unity in Frederick, MD. Sarah lives in Rockville, MD. Her initial mentor had

to step out of the program, and I anticipate she will complete the program within a year. She will gain some professional experience by working with our staff and programs in the coming year.

I will be concelebrating the ordination of mentee Sue McQueen at Columbine Spiritual Center in Boulder, CO the weekend of April 5-7. Rev. Jean Wright will be guest speaker. It's the annual Earth Day celebration, moved up owing to conflict with Easter.

I still have my mentee Rev. Jan Mourning at First Unity Church of St. Louis, MO. Jan will be complete the program in March 2020.

I received an electronic introduction from Gretchen Horst to Jim Ernstsens. Jim is a ministerial candidate in the Unity Worldwide Spiritual Institute program (Teresa Accomando was the project manager for the creation of UWSI). He has expressed interest in doing the required 16 week ministerial internship here. We haven't spoken yet, and I don't have information about the specifics, but it is a notable possibility as Unity of Fairfax grows its consciousness as a spiritual center for education, practice, and service.

The Field Program intensive was a profoundly rewarding and very tiring experience. I have stepped off the leadership team, which means that when I attend next year, which may well be my final service on that team, it will only be for a couple days, not a couple weeks.

Amy is at the Posi's in Tampa from March 26 – April 1.

I had a productive meeting with staff of the Jung Center of Washington, DC on Wednesday, March 27 about partnering. Their staff will make an on-site visit to Unity of Fairfax in April and meet with our staff to discuss logistics of what a partnership might look like. I'll keep the Board apprised so that any Trustees who are available can attend.

Six new candidates have enrolled in the Prayer Chaplain Training for March 30-31, April 6. Ron Karstetter, the current prayer chaplains, and I will be leading.

March 31 is pot luck and the 2nd service will be an intergenerational service. Also at the 2nd service the Church will present a gift to Donna Lee and Roger Heagy in appreciation for their service. They are moving to Lewes, DE, but will be back to visit often. We had a similar tribute for Sheron and James Jones when they moved to CA.

Holy Week services are planned, as is the Paul Hasselbeck event the last weekend of April.

I will not be attending the UWM Convention this summer. It conflicts with my dad's 80th birthday and my parents' 56th wedding anniversary.

APPENDIX 2

Regarding the Budget vs Actuals report, our general fund operating report.

- YTD Total Revenue is \$122,000, or \$36,000 under budget.
 - YTD Love Offerings of \$85,000 are about as low as last year this time. Love Offerings are under budget by \$36,000.
- YTD Expenditures are \$149,000, about \$14,000 under budget.
- Our YTD Net Operating Revenue is a loss of \$27,000, of which \$7,000 is from February.

- We have YTD transfers of \$25,000 from the Operating Reserve to the Operating Account. In March we have transferred the remaining Operating Reserve funds (\$16,000) to the Operating Account.
- We determined to implement budgeted salary increases and organizational changes in the very near future, as in the best interest of the community.

- **We are discussing an on-going stewardship campaign for near-term implementation to raise contributions to our budgeted levels. If anyone wishes to participate in the development of the campaign, please contact Russ and I.**

Regarding the Statement of Financial Position.

- The negative cash flow is apparent in Unrestricted Cash and Operating Reserve line items.
 - Borrowed YTD \$25,000 from Operating Reserve bringing it down to \$16,000. As stated above, we have transferred the remaining \$16,000 in March.
 - Capital Reserve increases \$3,500 per month to \$79,000.
- YTD Total Current Assets down \$35,000 to \$219,000.
- Our Total Equity is down \$17,000 to \$1,676,000.