



Unity of Fairfax Board of Trustees

Meeting Minutes June 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**

**Community Members Present:** LuAnn Saner, Judy Jones, Bill Jones

Meeting was called to order at 7:10 p.m.

**Motion: Approval of Prior Meeting Minutes:** The minutes from the May 2019 Board Meeting were approved unanimously.

**Executive Session:** Began at 7:16 and ended at 7:34

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

**Motion:** Russell moved that Unity of Fairfax approve Simone Miller as a voting member. Simone is a graduate of the Y.O.U. this month. The motion was approved unanimously.

**Motion:** Russell moved that Unity of Fairfax designate a monthly tithe of \$250.00 to unityparatodos.org until further notice. The motion was approved unanimously.

**Old Business:** YFM Policies approval is postponed to allow for more time to review.

**Treasurer’s Report: John Dickman:** See Appendix 2.

The audit is ready to present to the Community. The overall assessment of the audit is our financial processes are good. We may present the written audit report to the community in August. Two recommendations from the auditor were to 1. Spend down donor donation funds first, and 2. Have financial policies and procedures written up so that the Treasurer can hand it over to their successor.

**New Business:**

- Stewardship Plan - John Dickman explained the 3 areas of the Stewardship plan: Programs, Rentals, and Membership. He has formed a fundraising team as well.

- Next Steps Service Stream Teams reported on their teams' status. The Space Design and Tech teams are preparing their proposals to present at the July BOT meeting, and at the August Community Dialogue. The focus for the immediate time frame is to prepare the classroom spaces to accommodate existing programs, and to allow for flexibility to accommodate future users beyond existing programs. Out of respect to those who brought the current building into manifestation, a team visited with Erickson Architects who created the original design of the new building in 2003. A community discernment process is recommended before considering any new building expansion.

### **Closing, Pray-Out and Adjournment**

Meeting adjourned at 9:30 p.m.

### **Upcoming Dates:**

July 13: Sacred Service Council

July 25: Next Board Meeting

August 11 - Community Dialogue

August 17 - BOT Summer Retreat

## **APPENDIX 1**

Minister's Report \* June 27, 2019

Status of Rev. Russell's Goals for 2019

1. *Implement staffing plan including new positions and salary adjustments for current staff; includes enhancing and implementing performance review, development and coaching plans for staff by December (includes Insperity training/development plan)*

The staffing plan presented on January 13 to the Board of Trustees included creation and hiring of an engagement manager; ministry operations manager, student intern and financial secretary.

The part-time engagement manager was hired in February 2019. That person is Kate Law. Kate, Gail Hughes, and I worked to craft goals for the position.

The full-time ministry operations manager position morphed into the finance and operations manager position; however, the financial position of the church has not allowed me to feel comfortable formally creating the position and hiring for it. The bulk of the work under the position description for this position continues to be done by the current finance director.

The part-time financial secretary position will be filled in July. Until now, I have not felt comfortable pursuing this position owing to the financial position of the church. In consultation with John Dickman and Patie Wilcox, we are in agreement to proceed with filling this position.

The student intern for social media has not been filled for financial reasons. I am now authorizing pursuing candidates for this position.

The annual staff review process is underway using a template I created using InSperty and other online resources. Each employee will discern, with his/her supervisor, appropriate goals for the coming year. All reviews will be complete by July 25.

I am utilizing InSperty resources to receive instruction on how to do employee coaching. Additionally, I am assigning employees to watch relevant InSperty videos which we discuss at staff meetings.

I have the new draft of the employee manual prepared by InSperty. I'm still in the process of editing it.

The staff is also engaging in a process of creating our operating principles which will highlight intra-team relationships and relationships with the Board, congregation, and external community. These will be posted (probably in the Atrium) along with a photo of the staff.

- 2. Minister Development – Complete GMU non-profit administration certificate in order to become well-versed in nonprofit management concepts.*

I matriculated into the program on April 24 and have until October 24 to complete. There are 10 courses; I have completed 1 and am nearly done with 2.

- 3. Targeted EPS Goal*

*Unity Awakening Series 2019 Development/Annual Fall series 2019 development* - I will be building the talk series and class (morning and evening class sections taught by me) on a paper I wrote in grad school “Twelve Powers and Seven Chakras; or Could It Be Christian Kundalini?” At present I am assembling more resource material to add to it. The text material will be formatted and printed by September 30 for classes/Sunday messages that begin in October and last until mid-November.

*Continue work with county for spiritual outreach* – I've been CLC co-chair for a year this summer. On July 30 Unity of Fairfax is hosting a county-wide faith meeting relating to environmental wellness. On June 20 Unity of Fairfax hosted an LGBT town hall meeting on behalf of Equality VA.

## Action Items (2):

I move that Unity of Fairfax designate a monthly tithe of \$250.00 to [unityparatodos.org](http://unityparatodos.org) until further notice.

Rationale: [Unityparatodos.org](http://unityparatodos.org) provides high-quality Spanish language resources (including videos of Sunday-type messages) that support the emergence and development of Spanish language Unity works. Our own Spanish-language ministry Comunidad Hispana (formerly Grupo Hispano) is planning to utilize the resources of [unityparatodos.org](http://unityparatodos.org). This tithe amount would be subtracted from the current undesignated tithe monies.

I move that Unity of Fairfax approve Simone Miller as a voting member.

Rationale: Our bylaws say that seniors who graduate from YOU become voting members. A Board vote is appropriate to ratify her membership. Simone graduated this month.

## Information Items

Ron Karstetter has been invited to interview for the Unity ministerial program. Interviews will be the 2<sup>nd</sup> week of August. If he is received into the program, he will receive a mentor immediately. Per program guidelines, I cannot serve in that role.

I met with the leaders of GrupoHispano to discuss ways to grow the group. The group decided to rename itself “Comunidad Hispana” which has more a community feel to the name. Under consideration are moving the weekly meeting to Sunday morning. Additionally, the guest speaker on Sunday, August 25 will be Rev. Johannys Jimenez-Hartog. She will lead an all-Spanish language service that afternoon. (In the morning I will be making my mentor visit to Unity in Frederick, MD. My plan is to be back for the Spanish service). While she is here, Rev. Johannys will mentor Comunidad Hispana on ways to grow.

The Surprise Abundance program official ends on July 4; however, in the “Vacation Letter” that will go out soon will be a reminder for people to continue the practice. Note: the “Vacation Letter” is a reminder to continue to financially support the ministry during the vacation season.

Kate Law is coordinating a yard sale team meeting on Sunday, July 7.

I begin a 6-week talk series based on the book *Prosperity's 10 Commandments* on July 7. This Unity classic by Georgianna Tree West is well worth reading!

The week of July 14- 21, I will take as my 2 days off Monday, July 15 and Tuesday, July 16. I will take two vacation days on July 17 and July 18 and be in the office on Friday, July 19 and Saturday, July 20 (New Member class day).

The next new member class will be on Saturday, July 20. Trustees are encouraged to attend the luncheon. A listing of new members will be submitted to the Trustees for approval at the July 25 Board meeting. New Members will be received into membership on Sunday, July 28.

Peter Kater concert on July 21.

The July 28 Eben Alexander event has already sold 80 tickets!

I will be making the second and final mentoring visit to Rev. Jan Mourning in St. Louis on August 2 -4. Ron Karstetter will be the guest speaker. That same weekend, Daniel Nahmod will be guest musician and will lead a workshop and a concert.

## APPENDIX 2

To: Unity of Fairfax Board of Trustees

From: John Dickman, Treasurer

To: Unity of Fairfax Board of Trustees

From: John Dickman, Treasurer

Subject: May 2019 Financial Report Date: June 27, 2019

Attached are four monthly financial documents;

Budget vs Actuals + YTD. Includes selected accounts. Statement of Financial Position. Compares to December 31, 2018, as base. YTD Statement of Activity By Fund. YTD Statement of Restricted Cash Flows.

The Budget vs Actuals' good news is that May had a positive Net Operating Revenue, \$7,171! Our Year To-Date Net Operating Revenue is still behind \$41,437. As previously reported, we have used some of our Reserves to cover cash shortfalls. Our Statement of Financial Position in business called a balance sheet) remains strong. Our total equity is down \$10,179 from the first of the year.

More news is that I received a verbal summary from our auditor and we had a good audit. His report and the management letter will be received soon.

The big news is that we are rolling out the Vision 2020 Stewardship Plan. The attached plan incorporates all of us to manifest the Spiritual Community and the Spiritual Center we desire. As part of the Vision 2020 Stewardship Plan we have created a Fundraising Committee and are planning events to involve everyone in the adventure. Please join the fun.

The other big deal is the new electronic sign along Hunter Mill. We have the opportunity to tell over 8 million people, who pass by us every year, all about New Thought, our Spiritual Community, and our Spiritual Center. They will be attracted to us by our energy in events, programs, sacred grounds, vision, and mission. Please contribute now, by designating the New Exterior Sign Fund, either on-line, text-to give, or check.

**Nurture the Now, Invest in our Future**