



Unity of Fairfax Board of Trustees

Meeting Minutes October 24, 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		
John Kell		

Quorum present? Y

Community Members Present: Ron Karstetter and John Mullins, CPA

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

MOTION: Approval of Prior Meeting Minutes: The minutes from the September 2019 Board Meeting were approved unanimously.

Executive Session: Began at 7:05 and ended at 7:58.

Executive session began at 7:05pm and Rev. Russ and Ron Karstetter were asked to leave. The Board, excluding Rev. Russ, met with the auditor, John Mullins. Rev. Russ was asked back into the room at 7:10 and the meeting with John Mullins continued. Executive session ended at 7:58pm.

Ron was invited back to rejoin the General session.

Minister’s Report: Russell Attached as Appendix 1.

Treasurer’s Report: The September 2019 Treasurer’s Report can be found here: <https://www.unityoffairfax.org/sites/unityoffairfax.org/files/Financials-September2019.pdf>

- a. Passed out a preliminary Budget proposal and will update before annual meeting.
- b. Focus on how to increase long term rental income when Pinnacle leaves.
- c. Teresa volunteered to create a structure for the Community Partnership committee. Others recommend that the committee include congregants and staff.
- d. The current operating shortfall was discussed.
- e. Also discussed was the stewardship plan.

Nomination committee report provided by Laura Berry

- a.) Mara Sandvik and Anthony Flournoy will be introduced to the congregants during the two Sunday services coming up. Mara brings a rich background from a career in Marketing and Communications; Anthony a background in Property Management. Both will be platform assistants.
- b.) Nancy needs to prepare ballots inclusive of the possibility that a write-in candidate when the floor is opened at the annual meeting. Voting member roll is needed for check in at the annual meeting too.
- c.) Cathy Kurvers to coordinate election judges for the annual meeting. Kudos and thanks to Cathy and Patty Hagan for their work in this nomination endeavor

New Business:

- a) Annual Meeting – there will be gratitude recognition
- b) Nancy – please update social event coming up for Nov. 3 and if any others
- c) Gail is preparing a list of topics for new Board Trustee Orientation packet and is scheduling the session.
- d) Next BOT meetings: Nov. 19th and Dec. 17th
- e) Teresa raised the issue (as is required) for BOT officers for 2020. We will carry this over for discussion again at Nov. 19th meeting.
- f) Rev. Russ is tracking down Mildred Park Society documents, a necessary set of documents needed to complete the audit.
- g) New business/summary of discussion

Writer of the next Governance page for bulletin: Teresa, Laura, Jody

Closing, Pray-Out and Adjournment 9:30

Upcoming Dates:

Next Board Meeting: Nov. 19
Dec. 7: New Trustees Orientation
December Board Meeting: Dec 17th
Board Retreat Jan 24-26, 2020

APPENDIX 1

Minister's Report * October 24, 2019

Strategic Initiatives

Earlier this month I emailed a rough draft of my goals for the next evaluation cycle to the Board. I will work with Gail Hughes to craft final form for presentation at the November meeting.

John Dickman and I have been diligently working on the 2020 budget. The Trustees received a communication earlier in the month outlining our path for creation and presentation to community of same. More information will be shared in the financial report at the October 24 Trustee's meeting.

Jenny Tran was brought on board as financial secretary per the January 13, 2019 staffing plan effective October 16, 2019.

I have been an active participant in the 2019 Nominating Team. Two candidates have been nominated and vetted for presentation to the community: Mara Sandvik and Anthony Flournoy. Both will be attending the Eastern Region leadership training on October 26 in Bowie, MD.

Rev. Beth Head, Field Program mentor for Ron Karstetter, will be making her first monitoring visit to Unity of Fairfax December 7-8. Trustees and Trustees-Elect are requested to meet with her during her visit, most likely for a luncheon meeting after services on December 8. Ron will be speaking that day, I will be platform assistant. The purpose of the meeting is for the Trustees to learn from her about the program, her role as mentor, and to answer any questions you may have.

In our meeting with Pinnacle on October 22, the principal shared that construction should be complete by the end of October, and they anticipate having a certificate of occupancy within 2 weeks of completion. They plan to move on a Friday-Monday once the C.O. is in hand. We made it clear that move out activities could not happen on a Sunday when Unity has full use of the building.

Motions

No motions at this time.

Information Items

At the request of the Bingo team, I arranged for an off duty officer for Bingo. An anonymous donor has agreed to cover that cost. It was our first time hiring security, and I am grateful to have made that connection with FCPD.

The Ray Moody remotely-facilitated event had 75 in attendance.

There are eleven people from Unity of Fairfax slated to attend the Eastern Region leadership training in Bowie including the Trustee candidates noted above.

I will be attending the Shalem Institute Contemplative Voices Event (rental at Unity of Fairfax) on October 27.

My two Unity Awakening classes (Tuesday evening and Thursday morning) are going well. Started with 30 students in each.

Staff and I are finalizing plans for Thanksgiving Day Service and luncheon and Blue Christmas on December 6. We're also working on the Winter Solstice, YFM "Christmas Eve" service (2nd service on Dec. 22), Christmas Eve, and Burning Bowl.