



Unity of Fairfax Board of Trustees

Meeting Minutes April 23, 2020

**Affirmation for the month:**

WISDOM: Within the silence of prayer, I gain a clear sense of direction - Daily Word

<b>Board Members Present</b>	<b>Others Present</b>	<b>Board Members Absent</b>
Russell Heiland, Senior Minister	Kathy O'Brien	Anthony Flourney, Second Chair
John Kell, First Chair		
Mara Sandvik, Secretary		
John Dickman, Treasurer		
Gail Hughes, Keeper of the Flame		
Nancy Schneider, Member at Large		

**Quorum present? Y**

Meeting was called to order at 7:05 p.m.

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

Kathy O'Brien was introduced by John Kell as part of the UoF Finance Committee.

**Treasurer's Report:** John Dickman presented the March Financial Report, which can be found here: <https://www.unityoffairfax.org/sites/unityoffairfax.org/files/Financials-March2020.pdf>

**Minister's Report** - Attached as Appendix 1

**Scheduled Business: Committee reports**

**Gail** - Space, Design, Retrofit and Rental

**Nancy** - COMMs Team

**John Kell** - Community Dialogue. The board discussed plans for the May Community Dialogue

**Mara and Gail** will attend the WUM online meeting on June 18.  
BoT July retreat will be on August 8th, 2020 at John Dickman's house.

**Executive Session:** Began at 8:15. Gail led the session.

**Closing, Pray-Out and Adjournment**

Meeting adjourned at 9:30 p.m.

**Upcoming Dates:**

- May 03: Community Dialogue
- May 09: Sacred Service Council

May 27: Next Board Meeting

Minister's Report \* April 23, 2020

### **Strategic Initiatives Updates**

Retrofit is in process. Gail Hughes will report.

Pursuit of rentals is on hold due to Covid-19.

Many events have cancelled due to Covid-19. The situation remains very fluid.

2020 Budget has had to be adjusted owing to many factors. John Dickman will report.

### **Action Items**

At the UWM Annual Business meeting, every Unity minister is an automatic voting delegate and each member church/center may send 4 voting delegates. In February, the Board voted to authorize Ron Karstetter and Jody Ruth to be our delegates. Jody has relinquished her spot, meaning Unity of Fairfax may designate 3 delegates to join Ron and me. The Annual Business meeting will be online on or about June 18, 2020.

I move that Unity of Fairfax appoint three current Trustees, in addition to Ron Karstetter already appointed, to serve as authorized voting delegates to the 2020 Unity Worldwide Ministries Annual Business Meeting. Those Trustees will be determined at the April 2020 Meeting of the Unity of Fairfax Board of Trustees.

### **Information Items**

#### **ONLINE MINISTRY**

Holy Week services were held online. Attendance surpassed all in-person attendance.

Sunday services are planned through May 31, 2020. In May I will be doing a prosperity series entitled "Five to Thrive." In June I will be doing a 4-week series of talks based on the book *Finding Yourself in Transition* by Robert Brumet.

791 unique IP addresses have logged into livestream services in the past month.

Amy, Ron, and I are leading Wednesday noon prayer service. Tony does A/V.

Happy Hour and Coffee Katch are doing well.

All regular meetings are in full swing.

Easter cards were mailed to 200 member households that included information about online holiday services.

Rev. Sandy will teach an online class starting May 20 based on the Chopra book *Metahuman*.

## **PINNACLE**

Pinnacle lease was terminated effective March 30. The MPC was promptly rekeyed.

I have reached out to Scott Smith of Hunter Mill Montessori about options the early departure presents. He is interested in having a conversation with us, but we have not scheduled one yet.

## **FINANCE**

Unity received a CARES Act Payroll Protection Loan through United Bank. Finance Team, staff, and our CPA are endeavoring to figure out the details. The program was rolled out hastily with vague instructions.

United Bank will provide us an updated quote for LOC in time for the April Board meeting. Unity requested loan limit of \$92,000 to prevent the Board from having to secure congregational approval. I have also requested information from United Bank about the Main Street Loans.

Staff and volunteers are continuing to find ways to cut costs. Dave Wiley is assisting finding and installing reduced cost software via TechSoup, a source for non-profit software (including Quickbooks and Paya, the software used for credit/debit card transactions). Current Quickbooks cost is \$150/month. It is going to \$160/year starting in May!

Community is continuing to mail in checks and financially support the ministry.

## **STAFF**

Staff members are actively cooperating to pick up duties and share responsibilities in this very fluid time.

Unisync is in discussion of its next iteration as it needs to take into account the church's need to generate event and rental revenue. This leads to a larger conversation about the integration of Unisync, Board, Staff, and SSC.

All staff have the option of working from home. When in the building, staff are taking all known precautions to maintain good health.

### **MINISTER/SABBATICAL**

In light of the pandemic, I am reducing my sabbatical time in 2020 to September and October only, moving two months to 2021. And, if the situation warrants, that may be reduced further.

The ordination I was scheduled to officiate in St. Louis on May 15 has been moved to July 25.

My week at Chautauqua in August has been cancelled.

I am monitoring my own need for self-care and allowing myself flexibility in my schedule. This is key as I seem to be busier now than before!

I have been appointed to an ad hoc team of UWM entitled "Better Together" whose task is to clarify the purpose(s) of UWM as an organization, its Board, and its staff. The consultant leading the work is Rev. John Wimberley, former pastor of Western Presbyterian Church on Virginia Ave NW in DC.