



Mission  
We are a vibrant spiritual community  
awakening each life to the Christ within.

Vision  
Centered in Divine Love, we honor and celebrate  
a world awakened to peace, abundance, and respect for all creation.

### Unity of Fairfax Board of Trustees

#### Monthly Meeting Minutes, Tuesday, February 23, 2021

Board Members Present	Others Present	Board Members Absent
Russell Heiland, Senior Minister		
Teresa Accomando, First Chair		
Marangely Sandvik, Member at Large		
Julie Fisher, Secretary		
Dave Richardson, Treasurer		
Anthony Flournoy, Keeper of the Flame		

**Quorum present?** Yes

Meeting was called to order on 2/23/2021 7:05pm

**MOTION:** Approval of January 26, 2021 Board of Trustees Meeting Minutes  
Anthony moved Teresa seconded, unanimously approved.

**MOTION:** Approve tithe for Rev Sandy her ongoing support of the re-creation of the Prayer Chaplain Ministry at Unity of Fairfax  
Teresa moved, Julie seconded, discussion, \$250 out of February 2021 tithes, unanimously approved.

**MOTION:** Unity of Fairfax creates the position of Associate Minister effective March 1, 2021  
Rev Russ moved Teresa seconded, unanimously approved.

**MOTION:** Rev. Ron Karstetter to receive a portion of his compensation from Unity of Fairfax as manse allowance.  
Teresa moved Anthony seconded, unanimously approved.

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

**Financial Report:** Attached as Appendix 2

**Old business: (if applicable)**

1. Nov Bylaws edited with approved Nov 2020 Article XII were reviewed, agreed to correct formatting and grammatical error, prior to updating and posting final document
2. Board will remain at 5 elected Trustees until Russ’s return from sabbatical
3. The Board held discussion/discernment of a marketing proposal made by Cathy Kurvers. Though very grateful for Cathy's enthusiasm and commitment to Unity of Fairfax, the Board decided now is not the time to implement what was offered.
4. Board liaison roles for 2021 captured [HERE](#)

**New business: (if applicable)**

1. Status on reopening
2. Associate Minister Ron Karstetter will attend Board of trustees meetings while Russ is on sabbatical
3. Board of Trustee members may create weekly Highlights video blogs if interested. Trustees should coordinate with Amy Conley.
4. Prayer Partners
5. Mid month meeting for March 11 is cancelled

**Upcoming Dates:**

Board of Trustees Zoom Monthly Session on Tuesday, March 23, 2021

## Appendix 1 Minister's Report

Minister's Report \* February 23, 2021 \* prepared February 16, 2021

### **Strategic Initiatives**

The re-creation of the Prayer Chaplain Ministry is continuing. The Ministry members selected, with my consent, naming Linda Powell as Liaison to the Sr. Minister and Becky Bruner as Deputy Liaison. They will be assisted by Rev. Sandy while I am on sabbatical.

The Youth and Family Ministry online presence is growing with the addition of lessons, stories, craft projects, songs, etc. being uploaded regularly by Beverly Ellis and the YFM teachers.

Rev. Ron continues to work on the creation of an online membership class; however, a question for discernment concerns how, or whether, to create a class of membership for persons whose participation will (most likely) only be virtual. And would those individuals be able to serve on the Board of Trustees.

In my 2020-2021 goals were tasks related to strategic planning and staffing related to same. As the Board has agreed, the main strategic goal for the period is the reopening of the building for in-person activities. Information about this was shared at the February Community Dialog meeting. With the exception of the proposed motion noted below, I have no further recommendations related to staffing. Current staff have proven their agility and willingness to do what is asked in service to the vision and mission of Unity of Fairfax.

Sabbatical planning is nearly complete. Detailed documentation is available to the Board of Trustees via the Board Google Drive under Minister Docs.

### **Action Items**

*Motion:* I move that Unity of Fairfax make a tithe of \$250.00 to Rev. Sandra Butler in appreciation of her ongoing support of the re-creation of the Prayer Chaplain Ministry at Unity of Fairfax.

*Rationale:* This important work is huge in scope and has benefitted by Rev. Sandy's expertise and guidance. Her wisdom coupled with knowledge of Unity of Fairfax has proven to be invaluable from my point of view.

*Motion:* I move that Unity of Fairfax create the position of Associate Minister and authorize me to fill that position immediately. If approved, the position of Community Care Coordinator will be eliminated, with key duties rolled into the Associate Minister position. The Associate Minister position will be compensated at the rate currently designated for the Community Care Coordinator.

*Rationale:* Unity of Fairfax now has a licensed Unity minister on staff whose professional competencies coupled with community needs warrant creating and filling an Associate Minister position to support the further development of the vision and mission of Unity of Fairfax.

*Motion:* I move that Rev. Ron Karstetter be authorized to receive a portion of his compensation from Unity of Fairfax as manse allowance. That amount to be presented in executive session.

Rationale: As a licensed Unity minister, Rev. Karstetter legally may receive a portion of his compensation as manse allowance.

### **Discussion Items**

None at this time.

### **Information Items**

We are in consultation with another PEO (Tri-Net) for rates. Patie is taking the lead on securing a quote. She will share information received with Dave Richardson as soon as it becomes available.

On February 11, Rev. Ron and I attended a faith leaders' virtual meet and greet with Fairfax County Providence District Supervisor Dalia Palchik.

On February 18, Rev. Ron, Patie Wilcox, and I are registered to attend a FEMA workshop entitled "Protecting Your Organization: The 2021 Nonprofit Security Grant Program and Other Resources to Help Keep Your Facility Safe." We're interested to learn what grants are available to augment the safety of our physical plant.

On February 20, I am leading the program "Living the Truth We Know," as a way to teach people how to integrate Truth principles in combating the various -isms that are divisive elements in our society. This is offered on a love offering basis, 100% of proceeds going to Unity of Fairfax.

## Appendix 2 Financial Report

UNITY OF FAIRFAX Treasurer's Report

February 18, 2021

TO: Board of Trustees

FROM: Dave Richardson, Treasurer

SUBJECT: Current financial status and issues

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This report provides final 2020 financials, January financials and updates on several financial events. No board decisions required.

**PPP.** It's worth acknowledging how our federal government has filled a critical pandemic-induced revenue shortfall. The first attachment to this note shows Unity's final 2020 financial statement. Following accounting guidance the statement shows our first PPP loan of \$87,000 recorded as grant income. The otherwise \$100,000+ loss for the year is reduced to a modest loss of about \$14,000.

As previously reported, we have applied for and received an additional \$77,000 PPP loan this month. The funds now are in our operating reserve account. As noted, this is called a loan but as long as we maintain our employee level the loan will be forgiven and becomes a grant.

The impact of this 2021 loan is substantial. Our current budget projects a loss of about \$83,000. This loan will cover projected losses through October. We need to remember this is a one-shot infusion, but it fills an anticipated gap.

**Three numbers.** For regular monthly reporting, this summary will focus on three numbers that encapsulate our financial status. January financials will be finalized shortly.

- Love offerings. We project 50K a month on average but that fluctuates. Our challenge is to make sure declines are merely fluctuations. January love offerings were 42K; low but within normal range. Monitor.
- Operating profit. January = -13K vs budget of -7.5K. Also monitor.
- Cash on hand. Operating cash declined from 29K to 20K; PPP provides breathing room.

**Expenses.** Expenses are more stable than income. This report notes any deviations. We are investigating whether we have adequately budgeted for anticipated earthcare/landscape expenses.

**Montessori School.** Still in process of setting up/permits.

**Finance committee.** This group is prepared to play a role in our 'hybrid church' planning.

**Unity of Fairfax**  
**Budget vs. Actuals: FY\_2020 - Ministry Fund**  
**DECEMBER 2020**

	December 2020			Year-To-Date		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>						
LOVE OFFERING INCOME	\$ 62,216	\$ 53,917	\$ 8,300	\$ 614,054	647,000	\$ (32,946)
EPS INCOME	1,432	2,500	(1,068)	17,413	30,000	(12,587)
EVENTS INCOME	-	5,000	(5,000)	-	60,000	(60,000)
FUNDRAISING INCOME	150	583	(433)	10,929	7,000	3,929
SHORT TERM RENTAL INCOME	(360)	1,667	(2,027)	3,311	20,000	(16,689)
LONG TERM RENTAL INCOME	3,000	14,510	(11,510)	61,700	174,123	(112,424)
BOOKSTORE SALES	24	1,167	(1,142)	1,902	14,000	(12,098)
GRANT INCOME *	87,000	-	87,000	87,000	-	87,000
OTHER INCOME	(22)	250	(272)	6,298	3,000	3,298
<b>Total Income</b>	<b>\$ 153,441</b>	<b>\$ 79,594</b>	<b>\$ 73,847</b>	<b>\$ 802,606</b>	<b>\$ 955,123</b>	<b>\$ (152,517)</b>
<b>Expenses</b>						
COMPENSATION & BENEFITS	29,750	34,757	(5,007)	393,009	417,082	(24,073)
OCCUPANCY EXPENSE						
Amort, Depr, & Interest	16,636	15,050	1,586	188,657	180,595	8,062
Property Maintenance	7,315	3,142	4,173	29,636	37,700	(8,064)
Utilities	1,757	1,167	591	23,299	14,000	9,299
Pinnacle Expense Reimbursement	-	-	-	(16,294)	-	(16,294)
<b>Total OCCUPANCY EXPENSE</b>	<b>25,708</b>	<b>19,358</b>	<b>6,350</b>	<b>225,297</b>	<b>232,295</b>	<b>(6,998)</b>
GENERAL & ADMINISTRATIVE						
Staff & Support Expenses	1,630	1,218	412	18,452	14,618	3,834
Finance and Insurance Exp	3,980	1,642	2,338	27,282	19,708	7,574
Office & Facilities Expense	2,683	2,887	(204)	29,549	34,644	(5,095)
Marketing	1,442	567	875	4,638	6,804	(2,166)
<b>Total GENERAL &amp; ADMINISTRATIVE</b>	<b>9,735</b>	<b>6,315</b>	<b>3,420</b>	<b>79,921</b>	<b>75,774</b>	<b>4,147</b>
EPS WORKSHOPS	-	1,283	(1,283)	105	15,400	(15,295)
EVENTS	-	3,000	(3,000)	1,442	36,000	(34,558)
FUNDRAISING EXPENSE	-	83	(83)	977	1,000	(22)
MINISTRIES EXPENSE						
Total Worship Ministry	494	1,517	(1,023)	6,392	18,200	(11,808)
Total Music Ministry	30	1,242	(1,212)	3,992	14,900	(10,908)
Total Youth Ministry	-	458	(458)	971	5,500	(4,529)
Total Bookstore Expenses	112	1,000	(888)	2,160	12,000	(9,840)
Total Earthcare Ministry	4,500	417	4,083	8,188	5,000	3,188
Total Miscellaneous Ministries	-	233	(233)	792	2,800	(2,008)
<b>Total MINISTRIES EXPENSE</b>	<b>5,136</b>	<b>4,867</b>	<b>269</b>	<b>22,494</b>	<b>58,400</b>	<b>(35,906)</b>
TITHES	6,644	7,959	(1,315)	71,560	95,508	(23,948)
Tithes Expensed Elsewhere	(4,210)	-	(4,210)	(21,898)	-	(21,898)
OUTGOING TITHES	2,434	7,959	(5,525)	49,662	95,508	(45,846)
ALLOCATION TO INTERNAL FUNDS						
Transfer to Capital Reserves	3,527	3,527	-	42,324	42,324	-
Transfer to Benevolence Fund	144	-	144	1,741	-	1,741
<b>ALLOCATION TO INTERNAL FUNDS</b>	<b>3,671</b>	<b>3,527</b>	<b>144</b>	<b>44,065</b>	<b>42,324</b>	<b>1,741</b>
<b>Total Expenses</b>	<b>\$ 76,433</b>	<b>\$ 81,149</b>	<b>\$ (4,715)</b>	<b>\$ 816,973</b>	<b>\$ 973,783</b>	<b>\$ (156,810)</b>
<b>Net Income *</b>	<b>\$ 77,007</b>	<b>\$ (1,555)</b>	<b>\$ 78,562</b>	<b>\$ (14,367)</b>	<b>\$ (18,660)</b>	<b>\$ 4,293</b>

Budget vs Actual-Ministry

DECEMBER 2020 Financials\_2021Feb11

**Unity of Fairfax**  
**Statement of Financial Position**  
**As of December 31, 2020**

	DEC 2020	DEC 2019	Change
<b>ASSETS</b>			
<b>Current Assets</b>			
Unrestricted cash	28,336	22,899	5,437
<b>Reserve Cash</b>			
Security Deposits	25,003	59,877	(34,874)
Capital Reserve	131,758	89,254	42,503
Operating Reserve	348	348	-
<b>Restricted Cash</b>			
Benevolence Fund	8,264	12,249	(3,985)
Capital Improvements	3,686	340	3,346
Sacred Grounds	2,170	8,292	(6,122)
Vision 2020	100	26,933	(26,833)
<b>Total Bank Accounts</b>	<b>199,665</b>	<b>220,194</b>	<b>(20,529)</b>
<b>Other Current Assets</b>	<b>24,493</b>	<b>19,144</b>	<b>5,350</b>
<b>Total Current Assets</b>	<b>224,158</b>	<b>239,338</b>	<b>(15,179)</b>
<b>Fixed Assets</b>			
Land	419,328	419,328	-
Building and Grounds	4,207,336	4,195,469	11,867
Equipment	73,181	73,181	(0)
Furniture, Fixtures, Software	167,625	130,336	37,289
Accumulated Depreciation	(2,039,586)	(1,916,064)	(123,522)
Construction In Progress	-	19,533	(19,533)
<b>Total Fixed Assets</b>	<b>2,827,883</b>	<b>2,921,783</b>	<b>(93,899)</b>
<b>Mildred Park Endowment Fund</b>	<b>119,920</b>	<b>105,833</b>	<b>14,088</b>
<b>TOTAL ASSETS</b>	<b>3,171,962</b>	<b>3,266,953</b>	<b>(94,991)</b>
<b>LIABILITIES AND EQUITY</b>			
<b>Liabilities</b>			
<b>Total Current Liabilities</b>	<b>14,664</b>	<b>44,871</b>	<b>(30,208)</b>
<b>Long-Term Liabilities</b>			
Hunter Mill Montessori Escrow	25,000	25,000	-
Pinnacle Academy Escrow	-	35,000	(35,000)
<b>Total Mortgage Payable</b>	<b>1,335,408</b>	<b>1,387,741</b>	<b>(52,333)</b>
Note Payable - SBA PPP Loan *	-	-	-
Note Payable - Energy Loan	6,024	16,090	(10,066)
<b>Total Long-Term Liabilities</b>	<b>1,366,432</b>	<b>1,463,831</b>	<b>(97,399)</b>
<b>Total Liabilities</b>	<b>1,381,096</b>	<b>1,508,702</b>	<b>(127,607)</b>
<b>Equity</b>			
Net Assets	1,758,250	1,692,786	65,464
Unrealized Gain/Loss on Investments	14,133	-	14,133
Net Income *	18,483	65,464	(46,981)
<b>Total Equity</b>	<b>1,790,867</b>	<b>1,758,250</b>	<b>32,616</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>3,171,962</b>	<b>3,266,953</b>	<b>(94,990)</b>

\* Note: PPP Loan released and \$87,000 Grant recognized

DECEMBER 2020 Financials\_2021Feb11