



Unity of Fairfax Board of Trustees

Meeting Minutes December 18, 2018

Attendees

Board Members Present	Others Present	Board Members Absent
Russell Heiland, Senior Minister		
Gail Hughes, 1 st Chair		
Nancy Schneider, Secretary		
Jody Ruth, Treasurer		
John Dickman		
Laura Berry		
Millicent Eubanks		
Teresa Accomando		
	John Kell - Member Elect	

Quorum present? Y

Meeting was called to order at 6:10 p.m.

Sacred Intention: *Unity of Fairfax is a community in expression of God’s love to ourselves, each other and the world.*

Motion: Approval of Prior Meeting Minutes: Minutes from the Nov. 29, 2018 Board meeting were approved unanimously.

Minister’s Report: Russell Attached as Appendix 1

Motion: A motion was made by Jody Ruth that the total compensation paid to Rev. Russell during 2019 include a manse expense allowance. Details in Appendix 2 below. The motion carried unanimously.

Motion: Russell moved that Unity of Fairfax ratify (grant formal approval of) the Unity of Fairfax Social Justice Team with the vision statement, mission statement, leadership plan and additional documentation provided as Appendix 3 of this report. The motion was approved unanimously.

Treasurer’s Report: Jody

The current finance report shows revenues off \$100,000 YTD from the 2018 budget, however, the actual amount is closer to \$60,000 off after adjusting for the interfund revenues/expenses.

Also, the Unrestricted Fund borrowed \$16,000 from the Operating Reserve Fund to cover the operating expenses. We fully expect to replenish it from December receipts to Unrestricted Fund.

Scheduled Business:

1. Sign presentation: John D. presented the Spirit Case, from the Communications team,* for the expenditure of funds for a new electronic sign. The team has made a Request For Proposals and received 6 proposals. On Dec. 5 the team became aware of an ordinance change which would limit the size and scope of a new electronic sign, and possibly prohibit electronic signage altogether. We can avoid compliance with the new ordinance if we submit a permit application prior to Jan. 31, 2019.

*The board commends the Communications team for being on top of learning of the upcoming change in county regulations.

Motion: The following **3 motions** carried unanimously.

1. Authorize the External Sign Team to select a sign and advise the BOT of its selection. With any objection, the BOT will meet in some manner to reconsider approval.
 2. Subject to above, authorize the signing of an agreement with the selected sign company that could include up to \$5,000 for the permit application items. A condition of the agreement would be that there are no further obligations on the part of Unity of Fairfax if we do not proceed with the project for any reason.
 3. Authorize a letter allowing John Dickman and/or the selected sign company to make the sign permit application. This is a requirement of the permit application.
- Given the passing of these motions, Millicent suggested naming the sign, along with the sidewalk and parking lot repairs, from the platform on Sunday, as specific items that donors can fund with their year-end distributions.

2. Rotation for leadership pipeline on Board - we were not required to fill the 7th role this year, but we will keep it at 7, to allow for more than 1 vacancy to be filled each year.

2. Board Roles for 2019 - Initial Discussion

Closing, Pray-Out and Adjournment

Meeting adjourned at 7:35 p.m.

Upcoming Dates:

Jan. 5 - Following lunch with New Members, Board and Minister Goals – Straw Version
To be engaged and finalized at retreat

January Meeting: Board Retreat: Jan. 27-29, 2019

Next Community Dialogue Meeting Feb. 10, 2019

APPENDIX 1
Minister's Report

Minister's Report * December 18, 2018

Two Action Items:

- 1) *I move that Unity of Fairfax approve the minister's manse allowance at \$45,000 for calendar year 2019. (see Addendum 1 of this report for details.)*
- 2) *I move that Unity of Fairfax ratify (grant formal approval) of the Unity of Fairfax Social Justice Team with the vision statement, mission statement, leadership plan and additional documentation provided as an Addendum 2 of this report.*

Information Items:

- Holiday services are planned.
- I met with and secured a bid from a second PEO called TriNet. The bid has been sent to Jody for consideration.
- I have all Sunday talks planned from now through June 30, 2019, and am in the process of reviewing materials for Unity Awakening 2019.
- I will be teaching Nonviolent Communication on Tuesday nights beginning January 15.
- In January I will schedule meetings with key constituencies to review the 2019 budget and allocations in order to:

Refine line items

Educate them that spending depends on inflow of income

Plan for first ½ of year with caveat not to commit to spending until income is manifested

Key constituencies include: staff departments, EarthCare, UnITy, Heads of Education, Practice, Service.

- In January I will have a proposal for the Trustees relating to staffing that will allow us to invest for meaningful impact.
- George Mason University has an excellent Non-Profit Management Certificate Program. It is a 6 month, online, self-paced course that I believe will be of great benefit. One can start at any time and will be included as an option on my goals list for 2019.
<https://careertraining.ed2go.com/georgemason/training-programs/non-profit-management-training?Category=business>

- I have some away dates for 2019 already planned. They are:
January 25 – 27: Board Retreat – guest speaker, Rev. Toni Fish
February 13 – 20: VACATION (in a sunny warm place) – guest speaker, James Jones
March 4 – 15: UWM Field Program Intensive at Unity Village. – guest speaker Ron Karstetter, LUT. I will have my laptop and be working.
April 4-7: Ordination of my mentee Rev. Sue McQueen, Boulder, CO – guest speaker Rev. Jean Wright

APPENDIX 2



Unity of Fairfax Board of Trustees Meeting

December 18, 2018

Request for Approval of Minister's Manse Allowance for 2019

A motion was duly made and seconded that in order to permit Rev. Russell Heiland to a benefit from the provisions of Section 107 of the Internal Revenue Service Code of 1954, the Board specify that the total compensation paid to him during 2019 include a manse expense allowance. A review by the Board member that Section 107 provides that the gross income of a minister does not include the manse allowance paid to Rev. Heiland as part of compensation to the extent that the allowance is used by him to provide and maintain a home and its contents. Since approval by the Board will permit Rev. Heiland to deduct that amount from taxable income and has no further effect upon our organization or budget, it was approved that \$45,000 be set aside for manse allowance.

Approved: _____

Jody Ruth, Treasurer

Date: _____

APPENDIX 3

Unity of Fairfax Social Justice Team

Adopted: December 8, 2018

By: Jacquie Smith, Mary Brown, Steve Cerny, Karen Skelton, Patty Hagan
Rev. Jane St. John, Rev. Russell Heiland

Rationale for this team: In April 2017, the leadership of Unity Worldwide Ministries (UWM) and Unity World Headquarters at Unity Village (UWH) issued “Unity’s Statement of Social Action Position,” that says, in part, “The Unity Movement stands for and will tirelessly work for harmony so all people may know the freedom of peaceful expression; so that they know their own inner worth and essential contribution to the whole of life.”

The leadership of UWM and UWH issue periodic statements related to social issues (climate change as one example) and are both active members of the Association of Global New Thought (AGNT) that has as its mission: *The goal of the Association for Global New Thought’s programs in spiritually guided activism is to support concerned and informed citizens in their emerging role as ethically motivated community leaders.* [agnt.org]. Unity of Fairfax is a member of AGNT.

Members of Unity of Fairfax and its Senior Minister have been meeting to give shape and form to that call to extend “service outreach” to the arena of social justice. Social justice was identified by the Unity of Fairfax community as a key component to the focus area of Service Outreach in the church’s community discernment process in the 1st and 2nd Quarters of 2018. This call to social justice is seen as a practical way to express Unity’s fifth principle that says: *Through thoughts, words, and actions we live the Truth we know.*

Already, Unity of Fairfax is engaging in a number of educational activities and actions that relate directly to social justice. Some of these include: contributing financially to Faith Alliance for Climate Solutions (FACS), EarthCare educational activities, movie nights that focus on justice themes (*White Like Me* and *13th*). Sunday sermons have addressed topics like unconscious bias and white supremacy. The subject of having a Social Justice Team was the focus of the March 2018 Sacred Service Council Meeting with three caveats being generally agreed upon: 1) Unity of Fairfax shall articulate what it is for rather than against. 2) Unity of Fairfax shall not engage in “virtue signaling” i.e. words without actions. 3) Unity of Fairfax shall not engage in “othering,” i.e. engaging in us vs. them messaging. Additionally, the topic of social justice was addressed by the Board of Trustees at its June 2018 meeting.

The Unity of Fairfax Social Justice Team provides an avenue to promote the goals articulated in the April 2017 UWM/UWH Joint Statement in ways that align with the vision, mission and core values of Unity of Fairfax. The following vision, mission and leadership plan are proposed:

Vision Statement: A committed community living our Unity principles through engagement in social action.

Mission: To inspire Unity of Fairfax to participate in activities promoting social justice, equality, and respect for all through education and action.

Leadership Plan: Leadership of the Team shall be invested in a Chairperson. The Chair is responsible to setting meeting dates and times. The term of the Chairperson shall be for one year, elected by present team members in the first quarter of each year. The Sr. Minister is an automatic and permanent member of the team.

Membership: Membership of the team is open to all Voting Members and members of Unity of Fairfax.*

Meetings: Meetings are open to all Voting Members and members of Unity of Fairfax and will be announced via usual Unity of Fairfax channels (including, but not limited to: Highlights emails, monthly bulletins, community news announcements, Facebook posts, etc.).

The Social Justice Team may offer to the Board of Trustees proposed statements of position designed for distribution to the general public related to particular issues; however, the Social Justice Team will not issue such statements on its own.

Approval and Scheduling of Activities: Approval and Scheduling of activities proposed by the team shall follow current processes at Unity of Fairfax (i.e., the Unisync process).

Note: As with all activities proposed to Unisync, approval of an event/activity is not guaranteed simply because it was proposed. The Unisync process assures that activities, events, etc. done at Unity of Fairfax, or in the name of Unity of Fairfax, align not only with its vision/mission and core values, but also takes into account resource allocation (human and financial) and scheduling related to the overall calendar for the year.

The Unisync Team is comprised of the following: Senior Minister (Rev. Russell Heiland), the three leads of the Education (Kathy Dickman), Practice (Bowman

Kell), Service (Rebecca Whitecotton) Teams and a representative of the Board of Trustees (Teresa Accomando). The Unisync Team meets online on the 1st Tuesday of each month; with special off-cycle meetings as warranted.

*Per Unity of Fairfax Bylaws, anyone who attends the church can call themselves a member. Voting Members have gone through the New Member process and are eligible to vote at congregational meetings.