



Unity of Fairfax Board of Trustees

Meeting Minutes August 17, 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

Meeting was called to order at 3:15 p.m. (This meeting occurred during the August Board Retreat.)

Motion: Approval of Prior Meeting Minutes: The minutes from the June 2019 Board Meeting were approved unanimously. The July Board Meeting was cancelled due to a lack of quorum.

Minister’s Report: Russell Attached as Appendix 1.

Old Business:

Motion: A motion was made to approve the Youth and Family Policy manual. The motion was approved unanimously.

Treasurer’s Report: John Dickman:

<https://www.unityoffairfax.org/sites/unityoffairfax.org/files/Financials-August2019.pdf>

New Business:

- Security Plan - Security at events involving large amounts of cash was discussed. An idea proposed to identify a cadre of people designated to handle cash. The board will take this into further discernment, and Gail will draft frame for creating cadre for discussion.
- Audit - The audit report was distributed to the board and staff. The Finance Committee is expected to recommend that the board approve the audit report, as well as the staff response.

Closing, Pray-Out and Adjournment

Meeting adjourned at 4:00 p.m.

Upcoming Dates:

Sept. 14: Sacred Service Council

Sept. 26: Next Board Meeting

APPENDIX 1

Minister's Report * July 25, 2019 and August 17, 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):

We are in the process of completing annual staff performance reviews. I had hoped to be completed before this meeting; however, the process will be complete by July 31.

8/17/19 Update: Completed

I anticipate completing tweaks to the employee manual by July 31.

8//17/19 Update: Still in process

We hired a digital media intern in July. Ethan Whitecotton graduated with honors from Rochester Institute of Technology and grew up in the church. He is actively seeking full-time employment, so his tenure with us will be short. One primary project he is working on is a video ad for the new sign we expect to debut at the August Community Dialog Meeting.

8/17/19 Update: Exterior Sign video completed and shown.

Using Accutemps, we hired an accounting assistant on a temporary basis. Jenny Tran brings tremendous experience and will be volunteering at the Eben Alexander event. Her husband will be volunteering as well, working with parking.

8/17/19 Update: Jenny is working out exceedingly well.

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 2.

8/17/19 Update: no more progress to report.

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.

8/17/19 Update: I have been working on the material for the fall series and will need to take some writing days at home in August and September in order to complete and have to Gaye Newton for editing then printing in order to have available on Sunday, September 29. Series begins on October 6.

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.

8/17/19 Update 1: Though not related to Fairfax County specifically, I was invited by Rev. Sylvia Sumter of Unity of Washington, DC to speak at the Stand Up for Humanity event on the steps of the Reflecting Pool in front of the Lincoln Memorial on August 10.

8/17/19 Update 2: I will be representing the Clergy Leadership Council at a dinner honoring outgoing Fairfax County Executive Sharon Bulova on August 28 hosted by the American-Turkish Friendship Association.

No Action Items for July 2019 or August 2019

Information Items:

8/17/19 Updates:

Rev. Donna Johnson cancelled her visit to Unity of Fairfax scheduled for August 2019.

Grupo Hispano renamed itself Comunidad Hispana and is now meeting on Sunday mornings. That makes the 3rd group meeting regularly between services.

I will be leading the Capon Springs Retreat with New Day September 6-8. Jackie Woodside will be our guest speaker on Sunday, September 8 and will be offering a workshop that afternoon.

The Yard Sale Team is in full swing! Please plan to donate and attend!

I will be leading the Metaphysical Group on Sunday, September 22, offering a prelude to the Unity Awakening series that begins October 6.

Kate Law and Team are working on the Silent Auction for Sunday, September 29. Please plan to attend and donate.

I had a very interesting and rewarding visit on July 24 from Angela Brewer a development officer with Unity World Headquarters at Unity Village. The Village is raising funds for a

significant rehab of the Activities Center (to be renamed the Gophert Performing Arts Center at Unity Village) and Silent Unity technology.

The July 28 Eben Alexander event has already sold 160 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 mini-retreat and a concert.

Rev. Donna Johnson, President and CEO of Unity Worldwide Ministries will be speaking at the August 10 "Stand Up for Humanity" event in DC. She will be our guest speaker on Sunday, August 11, and I will serve as platform assistant.

I will complete the "Prosperity's 10 Commandments" series on August 18. Rev. Donna will not speak on that topic.

Ron Karstetter, LUT has his ministerial program admissions interviews at Unity Village August 18-24. If received into the program he could be either licensed or ordained in one year depending on his progress.

I will be making a mentoring visit to Rev. Sarah Phillips in Frederic, MD on August 25. Rev. Johannys Jimenez-Hartog will be the guest speaker. She will also lead an all-Spanish service at 2:00 pm that day. I plan to be back from Frederick in order to participate.

My final UWM Field Program away time will be a few days (not 2 weeks as in the past) in March 2020 at Unity Village. I stepped off the leadership of that team in March, but will need to be present for Revs. Jan and Sarah's final interviews in March.