

**Annual Meeting Minutes Sunday, November 1, 2020**

**12:30 PM**

This meeting was held electronically per the vote taken by the community to waive by-law Article V – Meetings, Section 1 (Annual Meetings), paragraph A. See Appendix 1

Quorum: A quorum was present

**Scheduled Business:**

- Board of Trustee Elections
- Bylaw Amendment Vote - addition of Article XII
- Financial Update: Preview 2020 Projection
- Minister's Report – (Rev. Russ) followed by Q & A
- Fundraising Committee Update
- Open Dialogue: Ideas and Comments

**Board of Trustee Elections:**

The 2020 Nominating Team brought forward 2 candidates: Julie Fisher and Dave Richardson. There were no other nominations from the floor. Teresa Accomando made a motion to close the nominations and vote. The motion was seconded by Gail Hughes. A voice vote was taken, and both candidates were elected.

Thank you to the Nomination Team of Ruth Kouri, Cathy Kruvers, Nancy Schneider, and Russell Heiland. The 2021 Nominating Team community members will be: Nancy Schneider, and no alternate was elected. Since no alternate was elected, it was announced that the Nominating Team would appoint someone to that position.

**Proposed Bylaw Additional Article: Article XII** - see text below in Appendix 2. A motion was made by John Dickman, and seconded by Nancy Schneider to approve the addition of Article XII to the bylaws. A voice vote was taken, and the motion was approved.

*ADDITION: Nancy Schneider was elected to the Nominating Team. No alternate was elected. Since no alternate was elected, it was announced that the Nominating Team would appoint someone to that position.*

**Closing, Pray-Out and Adjournment**

The Meeting adjourned at 2:15 p.m.

## Appendix 1

### **DECLARATION AND NOTICE OF COMMUNITY STATE OF EMERGENCY TO MEMBERS OF THE UNITY OF FAIRFAX, CHURCH OF THE DAILY WORD, INC.**

On this 23<sup>rd</sup> day of September, 2020, Senior Minister Reverend Russell J. Heiland and First Chair for the Board of Trustees, John R. Kell, hereby declare that a community state of emergency is in place, as declared by the county of Fairfax, Commonwealth of Virginia and by the United States government and governmental agencies. The Board of Trustees unanimously voted and approved of this declaration.

Further, Sr. Minister and First Chair, in following with the recommendation and approval by the Board of Trustees, not to consider assembly in person by non-essential members of the ministry, staff or Board of Trustees, until after further consideration, but no sooner than January 1, 2021, hereby seek your vote to suspend the specific By-laws requiring public assembly as specified by ARTICLE V – MEETINGS, SECTION 1 (ANNUAL MEETINGS), Paragraph A (Date and Location of Annual Meeting) which states that, “The annual membership meeting shall be held at the principal location of Unity of Fairfax, . . .” Instead, a majority of voting members are in agreement by their vote, that the November 1, 2020 annual meeting of members, be held electronically.

YOUR VOTE FOR APPROVAL OR NOT APPROVAL OF THIS SUSPENSION OF SAID BY-LAW REQUIRES YOU TO VOTE ON THIS MOTION. IT MUST BE RECEIVED ON OR BEFORE OCTOBER 14, 2020 by 5:00pm. IF APPROVED TO WAIVE, MEETING INSTRUCTIONS WILL BE COMMUNICATED AFTER OCTOBER 15, 2020 in a follow up communication.

**WHETHER YOU AGREE OR DO NOT AGREE TO WAIVE THIS ARTICLE V – MEETINGS, SECTION 1 (ANNUAL MEETINGS), PARAGRAPH A, SPECIFICALLY THAT THE ANNUAL MEMBERSHIP MEETING SHALL BE HELD AT THE PRINCIPAL LOCATION OF UNITY OF FAIRFAX, PLEASE VOTE BELOW:**

       YES, I AGREE TO WAIVE BY-LAW ARTICLE V – MEETINGS, SECTION 1 (ANNUAL MEETINGS), PARAGRAPH A, SPECIFICALLY THAT THE ANNUAL MEMBERSHIP MEETING SHALL BE HELD AT THE PRINCIPAL LOCATION OF UNITY OF FAIRFAX, AND I AGREE THAT THE 2020 ANNUAL MEETING OF NOVEMBER 1, 2020 MAY BE HELD ELECTRONICALLY.

       NO, I WILL NOT WAIVE BY-LAW ARTICLE V – MEETINGS, SECTION 1 (ANNUAL MEETINGS), PARAGRAPH A, SPECIFICALLY THAT THE ANNUAL MEMBERSHIP MEETING SHALL BE HELD AT THE PRINCIPAL LOCATION OF UNITY OF FAIRFAX.

I acknowledge I am a voting member in good standing as defined by the Unity of Fairfax By-Laws and I cast my vote as declared above. Given by my printed name, address, signature and dating of this document below. I shall mail via U.S. MAIL or delivered via another courier

method to UNITY OF FAIRFAX, 2854 Hunter Mill Road, Oakton, VA 22104, or electronically transmit this executed document via e-mail address: [admin@unityoffairfax.org](mailto:admin@unityoffairfax.org).

(You may also fax your vote to 703-281-1739)

PRINTED NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_, \_\_\_\_\_,

ZIP \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

## Appendix 2

### **BYLAWS VOTE - ADDITION OF ARTICLE XII TO THE BYLAWS – AUTHORITY TO DECLARE A STATE OF UNITY OF FAIRFAX COMMUNITY EMERGENCY**

The Senior Minister and the First Chair of the Board of Trustees have the authority to declare a state of Unity of Fairfax community emergency which will allow for override of normal attendance, nomination, and voting procedures for any meetings of the voting membership or Board of Trustees. If a Senior Minister is not in place, then this authority will rest with the First Chair plus two additional members of the Board of Trustees. A state of Unity of Fairfax community emergency shall, for this Article, be hereafter identified as any local government, State government, National government or governmental agency having such power to declare emergency powers, and in which said authorities have notified the public that travel to and/or assembly is considered hazardous and/or dangerous and require or recommend cessation of such activity. Other emergencies may entail situations affecting the safety of the minister(s), staff, and/or church members, whereby assembly on the grounds of worship of the church is considered perilous due to circumstances such as acts of nature, fire, water and/or sewer and/or natural gas and/or other utilities disruptions, or other unforeseeable physical circumstances. Notice of the emergency and specifications for attendance, nomination and voting will be communicated along with the notice of each meeting that is affected, will be communicated to the staff and membership as quickly as possible via electronic and/or other means and methods available at said declaration of a state of community emergency as outlined herein.

#### REASONING:

As a result of the unforeseeable circumstances related to the COVID-19 pandemic, the Board of Directors has voted unanimously to bring forth the proposed addition to the Bylaws in order to (as best as possible) address Unity of Fairfax Community Emergencies. The Board has attempted to limit the use of this Article to any local government, State government, National government or governmental agency having such power to declare emergency powers, and in which said authorities have notified the public that travel to and/or assembly is considered hazardous and/or dangerous and require or recommend cessation of such activity. Other emergencies may entail situations affecting the safety of the minister(s), staff, and/or church

members, whereby assembly on the grounds of worship for the church is considered perilous due to circumstances such as acts of nature, fire, water and/or sewer and/or natural gas and/or other utilities disruptions or other unforeseeable physical circumstances.