

Unity of Fairfax Board of Trustees
July 22, 2025

Board Members Present	Others Present	Board Members Absent
Sherrie Quander, First Chair	Ed Merritt	Russell Heiland, Senior Minister
Millicent Eubanks, Second Chair	Rick Hartley	Kalahn Taylor-Clark, Keeper of the Flame
Bowman Kell, Treasurer		
Sue Carrillo, Secretary		
Midd Hunt, Member at Large		

Quorum present? No

Meeting was called to order at 6:32 pm EST

Executive Session: No Executive Session.

Team/Committee Reports:

Financial Report: [2025 Financial Report February through April](#)

Minister's Report: No report since Rev Russell is on sabbatical and is returning September 2, 2025

Old business:

Solar Renewable Energy and Roof Resurfacing: Rick Hartley and Ed Merritt, members of the Solar Committee, joined to wrap up the proposal questions and next steps

- Discussed removal of the 30% rebate after July 4, 2026 for non-profit organizations (due to the "Big beautiful Bill passing), our more urgent capital expenditure needs (fire alarm system), and financial priorities.

Fire System: due to continuing issues with our fire alarm, the Fire Department has placed Unity on hourly Fire Watch. It includes mandatory installation of new system (or repairs) by Aug 28, 2025.

- Reviewed three vendor bids for a new system since replacement parts are obsolete. Questions were raised highlighting the need for additional documentation and expertise. Midd will reach out to Steve Cumbie, longtime Unity of Fairfax congregant with commercial real estate expertise who we believe can help us get clarity in order to make an informed decision on a vendor.

New business:

Privacy Policy: ensuring our Privacy Policy related to One Church and the Unity of Fairfax Confidentiality and Privacy Policy are consistent and approved. Motion below.

Flagpole Replacement Project - approximately \$3,400 has been raised, which exceeds the Board's requirement of receiving at least \$2,400 before project costs are incurred. The congregant spearheading this project has now asked to keep the Special Purpose Fund open as a permanent fund instead of closing the fund upon project completion and any residual amount accruing back to the general fund.

- Discussion about whether to follow existing Policy as originally outlined, and close the special purpose fund and remaining funds to general reserve. Motion below.

Hate Crimes Grant Application - Unity hopes to be awarded a grant of \$4250 through Fairfax County and the Virginia Department of Criminal Justice Services' Combating Hate Crimes Grant program. If approved, Unity would install a professional grade exterior camera system enhancing physical security and deterrence.

Fundraising:

- New idea for 10,000 steps fundraiser discussed and needs further refinement
- Auction - Date and next steps are to be determined

Community Dialogue Deck: 3 Key Topics to include Financials and Capital Expenditures, Auction and Nominating Ministry update for 2026 Board Nominations

MOTION:

- Point of clarification from the June 24th Board meeting to move that we will not be pursuing the Solar Renewable Energy and Roof Resurfacing Project. Today we are reaffirming that we are not moving forward.
 - Bowman moved, Millicent seconded, unanimously passed

MOTION:

- Approve 2/25/25 Minutes
 - Sherrie moved, Bowman seconded, unanimously passed

MOTION:

- Approve 3/25/25 Minutes
 - Bowman moved, Sherrie seconded, unanimously passed

MOTION:

- Approve 4/22/25 Minutes
 - Sherrie moved, Millicent seconded, unanimously passed

MOTION:

- **Transfer motion recommendation for Board**
- **Background and rationale:** In 2017 and 2018, the Boards of Trustees refinanced the building mortgage, saving \$3,527 per month (\$42,324 annually). In 2018, the Board began transferring \$3,527 monthly from the Ministry Fund to the Capital Reserve or Operating Reserve Fund as a savings cushion. In the financially lean times during COVID, Boards regularly approved moving funds back from Capital or Operating Funds to the Ministry Fund to cover financial shortfall. The 2024 Treasurer and Finance Director reviewed this practice with CPAs, who suggested amending it due to the frequent need to transfer funds back to Ministry Fund. In 2025, a change in practice was discussed with the Finance Committee.

- **Motion:** Effective immediately, the Finance Committee recommends the monthly \$3527 automatic transfer to Operating or Capital Reserves be stopped while the budget and cash flow needs remain under stress. In the interim, they suggest the Senior Minister, Treasurer and Bookkeeper discern what is reasonable to transfer into Operating and/or Capital Reserves. Every quarter, the Finance Committee will continue to assess and discuss targets for growing Operating and Capital Reserves with the intent to create a savings cushion for future capital expenditures.
 - Bowman moved, Millicent seconded, unanimously passed

MOTION:

- **Emergency Cash Flow Plan**
- **Background and rationale:** Unity's timely financial management information has been disrupted due to turnover of church accountant while the Treasurer and Senior Minister have worked hands-on with our CPAs to painstakingly reconstruct the February, March and April financials. While we experienced one-off extraordinary income (Employee Retention Credits and Bequest) early in the year, at the same time our core Love Offerings were significantly lower than expected and masked by delayed financials. We suspect love offerings are impacted by congregant anxiety and uncertainty with current economic and political volatility (particularly as the VA/DC/MD area has been especially affected). In addition, there is an urgent need to replace our obsolete Fire Alarm Control Panel System. Bids received range from \$26,000 to \$66,000.

The Ministry Fund and Operating Reserves Fund have been depleted to a point where the Finance Committee recommends the Board approve emergency transfers from the Capital Reserve and Investment Funds to cover operating expenses.

- **Motion:** The Finance Committee recommends the Board authorize the Senior Minister, Treasurer and Bookkeeper initiate emergency transfers from the Unity of Fairfax Investment Fund and Capital Reserve Fund to the Ministry Fund and/or Operating Reserves Fund between monthly Board meetings, if needed not to exceed \$20,000 monthly. This will ensure our upcoming operating expenses and capital expenditures (such as replacing the Fire Alarm System) can be executed. The Finance Committee also recommends the Board share with the congregation their plan to address the shortfall, imminent capital expenditures and fundraising through the August 3 Community Dialogue, Board Newsletter, and congregant calls.
 - Bowman moved, Sue seconded, unanimously passed

MOTION:

- To accept Policy Manual updates and alignments for our Privacy Policy
 - Millicent moved, Sherrie seconded, unanimously passed

MOTION:

- Follow the published policy at the time the flagpole donations were given, stipulating that the residual funds accrues to the general fund when the special purpose fund is closed.
 - Millicent moved, Midd seconded, unanimously passed

Adjournment

The meeting adjourned at 9:56 pm EST.