

Meeting Minutes
Board of Trustees of Mount Vernon Unitarian Church
5 May 2008

Board members present:

Lauck Walton, Chairman
Reid Adler
Bill Alsmeyer-Johnson
Bill Clontz
Joan Darrah
Tamara de la Camp
Lisa Guide
Doug Jemison, Youth Representative
Birgit Robbert
Mike Walker

Others present:

Ron Brandt, Church Administrator
Rev. Don Vaughn-Foerster, Interim Minister
Meagan Henry, Director of Religious Education

Absent:

Al Erickson, Treasurer

The meeting was called to order at 7:30 by Board interim chair, Lauck Walton.

1. After introductions and welcoming the new members, the Board elected its officers for the coming year as follows: Lauck Walton – chair; Reid Adler – vice-chair; Birgit Robbert – secretary; and Tamara de la Camp – Program Council convener. Al Erickson will continue to serve as treasurer.
2. Members shared their goals for the Board. This preliminary goal-setting will be further refined at the Board retreat this summer.
3. Meagan Henry gave her DRE report (attached). Meagan noted that fewer children are attending RE, but added that this decline is normal for the spring term. She also expressed concern about finding skilled adult leadership for the youth group. Having a paid youth advisor position at MVUC could fill this need. The Ft. Hunt Preschool will take over part of the youth group's upstairs space in the Carriage House and will vacate the downstairs area they are now using for a classroom, freeing up the space for the children's chapel.
4. Interim minister Rev. Don Vaughn-Foerster gave his monthly report (attached).
5. Ron Brandt gave the Church Administrator's report (attached).
6. Reid Adler explained the Strategic Planning Committee's work to the new Board members. The committee broadly defines and prioritizes goals that have been set forth by the church leadership. Discussion followed on how the committee interfaces with the Program Council in implementing the programs or activities needed to reach the goals. The Board, with Kate's input, will further define goals at the Board retreat.

7. Lauck Walton gave the Treasurer's reports (attached). Lauck reported that there will probably be a surplus in the operating fund for 2007-2008 of approximately \$24,000.
8. The stewardship campaign appears to be on track in reaching its goal of \$360,000. Al Robbert, Stewardship Campaign chair, sent report that 151 pledges totaling \$303,431 have been received. Al projects that another 54 pledgers who are active in the church and who have not yet pledged (including two Board members) will bring in another \$50,000 to \$60,000.
9. The Board authorized that Lauck and Reid begin negotiating a Letter of Agreement with each of MVUC's three professional staff members.
10. Bill Clontz gave the Program Council's report (attached). The Board approved the charters submitted by the Council as follows: Stewardship Committee as submitted, and Religious Education Committee with revisions to the charter so that it conforms with the by-laws.
11. The Board approved \$5,800 as requested by the Communications Committee to set-up a new website for the church. Board members expressed reservations about the need to up-grade the present website but concluded that, as reported by the committee, the current website is technically out-of-date, is not user friendly, and has limited capabilities. The Communications Committee thoroughly researched different options for the website (reported at an earlier Board meeting). Board members also expressed concerns about funding this request before other unfunded requests are granted. The present list of unfunded requests will be refined and items prioritized for future consideration.
12. Joan Darrah reported that she and Lynn Kennedy are working on getting a new picture directory for MVUC. Pictures for the directory will be taken in early September, including at the ingathering picnic.
13. Calendar:
 - The Board will normally meet on the first Tuesday of the month. Exceptions: July 8 and November 11. There will be no meeting in August.
 - The Board retreat is tentatively scheduled for August 22 and 23.
 - Ingathering picnic is September 6; Ingathering service is September 7.

Action Items:

1. Bill C. and Tamara (Program Council) will coordinate Ingathering Picnic.
2. Bill Alsmeyer-Johnson will contact the Tinkers about using their vacation home for the Board retreat.
3. Lauck will talk to each staff member about his or her salary adjustment for the new year.
4. Bill Als-John will talk to Anne Bredeck about getting a church calendar distributed to Board members.

The meeting adjourned at 10:04.

Respectfully submitted,
Birgit Robbert, Board Secretary

Attachments:

1. Interim Minister's report
2. Director of Religious Education's report
3. Music Director's report
4. Church Administrator's report
5. Program Council report
6. Revenue and expense report
7. Building revenue and expense report

Interim Minister's Report to the MVUC Board of Trustees

For the Period of April 2 to May 6, 2008

May 2, 2008

Five **Sundays** occurred during the period of this report. Two services (April 6 & 13) were led by Rev. Kate Walker, who was called to be the next settled minister of this congregation. The service on April 27 was led by the Green Sanctuary Committee with a guest speaker. The service of May 4 was Music Sunday and was the responsibility of the Director of Music and the choir (this service had not been held at the writing of this report.) The only services I led were the two services on April 20. The reason I appeared in the pulpit only once in April was because there were four Sundays in April and the candidating week, which was bookended by two services by the candidate, occurred in April and the Sunday Services and Green Sanctuary Committee had the last Sunday to celebrate Earth Day.

My involvement in church affairs was severely restricted because I had to absent myself from congregational matters during the candidating week and the week following candidating week required me to attend the annual Interim Ministers Retreat and business meeting. I have spent much of this time reviewing the year's events in preparation for making my final report in June.

Because of the unusual circumstances of this month the **events and functions I attended within the congregation** have been minimal. I did make it to a couple of the weekly Thursday Groups luncheons, the Wednesday Fellowship Potluck and Vespers (which I led), an Adult R.E. session on atheism, and two choir rehearsals. Also, I have had several important **pastoral** contacts during period.

Administrative activities since my return from the Interim Ministers Retreat have included the weekly staff meetings; and other meetings as necessary with the Church Administrator and the professional staff (i.e., D.R.E. and Music Director.) During the next several weeks, as I mentioned before, I will be preparing a final report on our year together as Congregation and Interim Minister, which I hope will be of use by this new Board of Trustees and Rev. Kate Walker.

Inasmuch as my contract with MVUC ends on July 31, I am currently in contact with several UU churches exploring interim ministry for the coming year. As soon as I find out how my future is working out, I will let everyone know.

Respectfully submitted,

Rev. Don Vaughn-Foerster, Interim Minister

DRE Report to the Mt. Vernon Unitarian Church Board of Trustees

May 6, 2008 (Submitted 5/5/08)

Meagan Henry, Director of Religious Education

The following is an update of ongoing RE programming at MVUC:

- I. RE Programming: Children (Pre-K – 5th grade)
 - A. Pre-Kindergarten curriculum is *Chalice Children*. The lessons introduce four year olds to Unitarian Universalism and our church.
 - B. The Green Hill Project for K-5th grades began March 30 and will end on May 25. The first class introduced the children to the 7th Principle and discussed the meaning of the “Web of Life.” Other classes: Animals in Our Community, Planting the RE Vegetable Garden, Reduce Your Use, Earth Day Creek Clean Up, Cobb Playhouse Construction, Compost, the Benefits of Buying and Eating Locally Grown Produce.
 - C. May 25th – End of the Year RE Picnic and Games.
- II. RE Programming: Jr. Youth (6th – 8th grade)

The Jr. High Youth curriculum is “Compass Points.” Teachers for the class are Jan Vaughan, Betsy Yarrison, Carl Lohmann, Renee Desrosiers, Tina Bak-Brevick, Lauck Walton.

 - A. Class is currently working on their JYG illustrated cookbook.
 - B. Canoe/Kayak trip and picnic at Mason Neck State Park, May 18th.
- III. RE Programming: Sr. Youth (9th – 12th grade)

YRUU advisors: Paige Redlinger and Chuck Reams

 - A. High School Topic-Based Discussion – finished for the year; will begin again in September.
 - B. May 11th – Youth Steering Committee elections for next year’s youth leadership team.
 - C. Canoe/Kayak trip and picnic at Mason Neck State Park, May 18th.
 - D. YRUU room painting party – July 12 & 13.
 - E. Beginning plans for a pool party at Pat Jackson’s house over the summer.
- IV. RE Programming: Adults (committee meets monthly)

Committee Members: George Ball (Chair), Ron Brandt, Jack Hinman, Pat Kenny-Preist, Al Searle, Michael Seay

 - A. Adult Education Winter/Spring classes: *Breathe, Walk, Wash the Dishes, Buddhist Meditation, Great Decisions, Leadership Seminar, New Testament Class, Simplicity Circles, Spirit of Life, Welcome to Our Community, Would-Be Poets.*
 - B. Plans for Fall classes: 5-Part Series on Hinduism and Other Religious Movements in India, Western Esoteric Traditions, 3-Part series: Introduction To MVUC, Leadership Seminar, Guided Tour of the George Washington Masonic Memorial.
- V. Special Programming
 - A. Coming of Age (COA) class for 8th and 9th grades, teachers - Jacki Arnold and Bonnie Brandt. As part of the COA class, Jim Kerr and I will take the participants on a UU history and heritage trip to Boston, MA over Memorial Day weekend, May 22 – 26, and the students will lead the COA service on June 1.
 - B. High School OWL class just finished, teachers – Brigit and Al Robbert.
- VI. Worship
 - A. For All Ages – There will be no FAA over the summer, beginning Memorial Day weekend, May 25.

- B. One For All Ages was led by a guest storyteller in April: 4/13 (Rev. Kate Walker) and another in May: 5/4 (Meghan Gray and Melodie Feather).
 - C. The May 18 RE services will include RE teacher celebrations, the Bridging Ceremony, performances by the Kids' Choir and Voices of Youth, testimonials from a wide age range of RE participants, and a special performance from a band comprised of two of our YRUU youth and one of their friends.
 - D. June 1 Coming of Age service – the COA class has an outline for their service and their teachers, Jacki Arnold and Bonnie Brandt and I will continue to work with them.
- VII. MVUC/Fort Hunt Preschool Space Relations Committee (meets quarterly)
- VIII. Religious Education Council (meets monthly, 2nd Tuesdays, 7:00pm)
 Committee Members: Seileen Murphy (new Chair), Betsy Lowry (new committee member), Karen Offringa (new committee member), Suzanne McDonnell (new committee member), George Ball (ARE Liaison).
- IX. Other church involvement
- A. I continue to work with Program Council to coordinate Fellowship Meals, Wednesday evenings, once a month Jan. - Jun. The next one is scheduled for 5/21.
 - B. Natural Playground Project – *Music and Stories* event was a big success on 5/4. Several projects are ongoing: adobe-dome playhouse, willow tunnel, storytelling/outdoor theater area, wooden stage and tree surround.
- X. DRE Relations Committee (meets bi-monthly or as needed)
 No activity.
- XI. District and Professional Development
- A. GWAREC (Greater Washington Area Religious Educators Committee) meetings occur monthly and I serve the District as secretary to the group. Next meeting is June 11th.
 - B. I will attend General Assembly in Ft. Lauderdale, FL. June 24 – 30.

**Report from the Director of Music
to the MVUC Board
April 2008
by Melodie Feather**

*My personal mission in life is to help others embrace their gifts
so that, together, we can learn to share treasures from within.
As a musician, I strive to fulfill this mission by embracing
my love of music and creating opportunities
so that others may share their gifts.*

Shared Ministry

- **Ministers** – It was my pleasure to work with Rev. Kate Walker to plan music for her two Candidating Sundays! Don and I planned one service in April. I provided music and keyboard services for two of the Sundays in April, and I coordinated professional musical support for the other two.
- **RE** – I continue to work with Meagan to help verify the announcements for the Kids' Choir and Voices of Youth. Due to modified schedules, we did not meet with Don during April.
- **Other Staff** – I attend staff meetings and coordinate with staff on an as-needed basis. I am most appreciative of the support staff's attention to detail in regards to all aspects of service planning in regards to the music program.
- **Lay Leaders** – I collaborated with members of the Green Sanctuary Task Force to arrange for music the 4/27 service. I began working with Sandy Rutiser to plan the Music Sunday on 5/4, and I have spoken briefly with Meagan about the 5/18 service.
- **Choir** – Weekly rehearsals continue on Wednesday evenings. The choir sang two Sundays in April; one was the second of the Candidating Sundays. Kate met with the choir and shared community time with us on 4/9. We continue to work hard to prepare music for the Music Sunday service on 5/4.
- **Music Committee** – The Music Committee met again on 4/20, but I was unable to attend due to a previous commitment with the Arlington church. Sandy Rutiser is now chair, and she focused this meeting on organization and structure for the coming year.
- **Director of Music Relations Committee** – Mimi Stevens, Trish Waters, and Robin Roberts serve on this committee. I continue to be in communication with members of this group.
- **Supervisory Group** – My annual evaluation was held on 3/31. This group has asked me to work on being in right relation with staff and lay leaders.
- **Other** – Ron Brandt has informed me that there is a memorial fund that is earmarked for music. I will recommend to the Music Committee that these funds be used for special guest musicians in coming years. I will also encourage future memorial gifts for music be placed in this fund instead of in the regular operating fund account.

Congregational Support

- **Accompanying** – Judy Harrison and Michael Carver were each hired to play a service in April. I met with Sue Redding on 3/26, and she attended two choir rehearsals and did some accompanying in April. She will probably be available for some keyboard work for summer services. Joanne Masterson also did some choir accompanying this month.
- **Songleading** – I continue to encourage members of the choir to provide this leadership. Alan Bunner assisted with this again in April. I look forward to being away from the keyboard on Music Sunday! I also encourage the choir members to provide this support whether they are in front as a group or an individual in the congregation.
- **Ingathering** – I continue to provide a variety of different types of music for this. I intentionally included one Sunday of meditative music and one of congregational singing for Kate's two services. Kate and I will continue to have an ongoing conversation about what to plan for this period of time once she arrives in August. Members continue to express their concern about the extent and volume of the talking when meditative music is being played both before and during the service.
- **Special Musicians** – Two professional musicians played for services in April. My primary focus for April was to provide quality music for the Candidating Sundays and prepare the choir for Music Sunday. Thus, I did not arrange for any volunteer musicians during April.
- **Administrative** – I wrote an article for the May *Windmill*. I provide updates and information for the in the Weekly Bulletin and the weekly email. In addition to face-to-face meetings and rehearsals, I continue to respond to dozens of emails and phone calls each week in regards to activities related to music at MVUC. Coordination and planning for Music Sunday has occupied a lot of time this month.
- **Other** – I continue to communicate with Angel Collins in support of the Kids' Choir (ages K-5th grade) and Voices of Youth (ages 6th-12th grades). Attendance for the Kids' Choir has been improved now that it has returned to between services. However, this limited amount of time (20 minutes) is not sufficient. Kids' Choir and Voices of Youth are working on music for the 5/18 service.

Denominational/Community

- I was asked to organize UU participation for the Northern Virginia Habitat For Humanity benefit concert on May 4th. The Polymnia Bells Handbell Ensemble from the Arlington church will be ringing in this concert.
- I continue to work with the GA Planning Committee to prepare for GA 2008 in Ft. Lauderdale, FL, on June 25-29th. I attended a face-to-face meeting in Ft. Lauderdale the first week of April.
- I have accepted the invitation to be the Music Leader and a member of the Worship Arts Team for the UU Leadership Team Institute this summer during the last week of July. This training is co-sponsored by four UUA Districts (JPD, Ohio Meadville, Metro New York, and St. Lawrence).

Mount Vernon Unitarian Church
Report to the Board of Trustees
Ron Brandt, Church Administrator
May 2008

FINANCE

Records. With invaluable assistance from Nancy Fox, Al Erickson and I are continuing to refine the church's financial records. We recently upgraded the software program to QuickBooks 2008. I am screening the various accounts for minor glitches, such as expenses accidentally charged to the wrong account, checks that have not been cashed for several months, and small "holdover" accounts which should probably be acted upon (such as \$240 remaining from benefit concerts held in 2006 for the BEL Center). Anne Bredeck recently sent quarterly statements to all pledging units.

PERSONNEL

Letters of Agreement. As authorized by the Board at its December meeting, the Personnel Committee has reviewed provisions of the existing letters of agreement of the directors of music and religious education and has proposed use of a new standard format when the letters are renegotiated this month.

PROPERTY

Energy Conservation. As recommended in the energy audit conducted by Greater Washington Interfaith Power and Light, Russ Stumpe has installed five programmable thermostats in the Carriage House. He has also installed new light bulbs in the hallways of the Meeting House and is testing more energy-efficient fluorescent light bulbs.

New Plantings. New trees and shrubs were planted on our property this spring by contractors hired by Fairfax County to replace plants that died last year from drought. The plantings are part of the demonstration conservation project arranged for last year for reducing the amount and improving the quality of water runoff from our property.

COMMUNICATION

Proposed New Website. The Communications Committee has recommended contracting for design and installation of a new MVUC website. Because this action is so important to the future of our church, I hope the Board will approve the expenditure, even though it is not included in the current annual budget.

GOVERNANCE

Congregational Meetings. In support of the Board, I drafted announcements and election materials for the two congregational meetings held in April.

MVUC MEMORANDUM

TO: BOT
FROM: BILL CLONTZ
SUBJECT: PROGRAM COUNCIL REPORT
DATE: MAY 6, 2008
CC: MINISTER, ADMINISTRATOR



1. Attachments (3): Minutes of the April Program Council Meeting
Stewardship Committee Charter and RE Council Charter

Highlights from the Program Council in April:

2. Charters

Two additional charters were reviewed and approved by the Program Council and are attached for BOT approval. They are for the Stewardship Committee and the RE Council Charter. We do not expect any issues to arise in regards to the RE Council charter should there be any staff contractual changes as a result of the arrival of our new minister, but the Council is prepared to ensure this is the as necessary.

3. Annual Reports

Still not perfect, but we did far better this year in getting more reports, getting them early, and getting most in a common format to facilitate readers finding the information of most interest to them. Now if we can just get the pagination done electronically, we will have arrived at the Millennium....

4. Committee Activities

Your attention is directed to the Council Report section on committees' updates. Fellowship Wednesdays have gone well to date and will be continued in the new church year if a volunteer group steps forward to continue them by the end of this month. The Spotlight Sundays program has uneven at best and has been discontinued.

5. Candidate Minister

Kate attended the Program Council meeting during Candidating Week. She no doubt has a better feel for what the Council does and how it operates, and she gave us some good ideas to think about.

6. Next Meeting of the Program Council: One week later than normal, Thursday, May 15, 7:30 PM, HH Dining Room

Other Items (non Program Council) of Interest

1. The derivative of the standard MVUC Leadership Seminar, specifically developed for newly elected persons (Board, Program Council, and Nominating Committee) will be offered 30 May – 31 May.

MOUNT VERNON UNITARIAN CHURCH
Fiscal Year 2007-2008 Revenue & Expenses
As of March 31, 2007 - 83% of the fiscal year

Account	ACTUAL Jul thru Mar	ACTUAL Apr-08	ACTUAL To Date	ANN Budget	ToDate as % of Budget
REVENUE					
Stewardship Pledges	301,100	20,613	321,713	360,000	89.36%
Contributions	13,047	2,300	15,347	18,000	85.26%
Facilities use and rental (other)	17,144	1,120	18,264	19,860	91.96%
Weddings(net)	67,433	6,671	74,104	45,000	164.68%
Fund Raising Income	13,447	0	13,447	20,650	65.12%
Administrative & other income	1,845	0	1,845	500	369.00%
TOTAL INCOME	414,016	30,704	444,720	464,010	95.84%
EXPENSES					
Worship programs (incl music)	2,887	695	3,582	4,500	79.60%
RE programs incl youth ministries	5,322	280	5,602	7,600	73.71%
Home community programs	118	0	118	200	59.00%
Our larger world/social justice	121	0	121	0	
Communications	4,069	639	4,708	3,200	147.13%
Stewardship campaign	0	0	0	100	0.00%
Denomination Responsibilities	23,607	3,960	27,567	29,841	92.38%
Adm programs	0		0		
search committees	4,786	1,787	6,573	16,700	39.36%
other comm. & expenses	651	0	651	0	
Operating Expense	19,059	1,952	21,011	27,700	75.85%
debt service	0	0	0	0	
Property maintenance	28,951	3,696	32,647	54,600	59.79%
Utilities	21,901	1,317	23,218	25,800	89.99%
Employment compensation	0		0		
Minister	71,379	11,709	83,088	109,399	75.95%
Staff	121,006	17,778	138,784	159,966	86.76%
Employee benefits	0		0		
payroll taxes	9,351	1,391	10,742	12,605	85.22%
insurance	4,348	537	4,885	5,103	95.73%
pensions	8,236	1,568	9,804	13,371	73.32%
conferences & contin. edu.	3,718	204	3,922	5,000	78.44%
TOTAL EXPENSES	329,209	47,513	376,722	475,685	79.20%
NET REVENUE(EXPENSES)	84,807	-16,809	67,998	-11,675	-582.42%

MOUNT VERNON UNITARIAN CHURCH
Building Fund Finance Report - March 31, 2008

INCOME:

Balance brought forward	1,052,259.06	1,052,259.06
Received in Apr		
At McLaughlin		
At MVUC	5,700.00	
	5,700.00	
Total received for Building Fund (includes interest)		1,057,959.06

EXPENSES:

Paid on B&H line of credit	265,000.00	
Campaign	20,626.37	
Consultant	20,890.00	
Architect	233,606.00	
Engineers, contractors	30,261.00	
Permits, fees	4,147.00	
Other Expenses	7,606.73	
Total Expenses to Date	<u>582,137.10</u>	<u>582,137.10</u>

NET Funds on Hand for Building \$475,821.96

Apr Expense: Cole & Denny \$92

WHERE FUNDS ARE:

Funds at McLaughlin Inv.	229,123.23
Cash in B&H	117,412.77
CDs at B&H	129,285.96
	<u>475,821.96</u>