

Meeting Minutes
Board of Trustees of Mount Vernon Unitarian Church
8 July 2008

Board members present:

Lauck Walton, Chairman
Bill Clontz
Bill Alsmeyer-Johnson
Joan Darrah
Tamara de la Camp
Birgit Robbert

Others present:

Ron Brandt, Church Administrator
Al Erickson, Treasurer
Gregg Early, Communications Committee

Absent:

Reid Adler
Lisa Guide
Mike Walker
Doug Jemison, Youth Representative
Meagan Henry, Director of Religious Education

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

1. The agenda was approved; the minutes of the Board meeting on 3 June 2008 were approved. The staff reports (attached) were noted.
2. Gregg Early reported on the upgrading/revamping of the church's website. Security and administrative issues pertaining to the site were discussed. Gregg is hopeful that the site will be ready by In Gathering in September. Board members were appreciative and complimentary of the preliminary work on the site that Gregg shared.
3. Birgit Robbert reported on the proposed UUA campaign to grow UU congregations in the Washington and Baltimore area. Birgit and Kate attended an informational meeting at GA about the campaign. The campaign, consisting of general radio and newspaper ads as well as congregation-specific direct mailings, will not be until August/September 2009. However, UUA must know by September 2008 to what extent congregations want to participate in and raise funds for the campaign. Birgit will form a committee to gauge interest in the campaign within MVUC.
4. Jamie Barnett's request, first presented at the last BOT meeting, that the Board grant him authority to officiate at a wedding in Mississippi in September was approved.
5. Al Erickson gave the Treasurer's reports (attached). Accounting and reporting procedures are being revised by Al, Ron, and the Finance Committee to better track the individual accounts within the church, especially social action and Partner Church accounts.
6. Bill Clontz gave the Program Council's report (attached).

7. Bill C. reported that no further action is anticipated at this time on the matter of the neighbor's fence that is on MVUC property. The lawyer representing MVUC on a pro bono basis continues to seek a resolution with the property owners and advises that no further action is appropriate or available to us at this time.
8. Lauck asked Board members present at the meeting to list the top three unfunded requests that they felt should be funded if and when possible. Lauck will tabulate the results for discussion at a future meeting.
9. Bill C. reported that two casts, not one as previously thought, are needed for the "Hill of Dreams" pins. The Board approved funding \$250 for the additional cast.
10. Since Melodie Feathers has resigned as MVUC's DOM, a search must be started to find a new director. Names of potential church members to serve on a search committee were suggested. Lauck will contact these people to create a committee of five people.

Action Items:

1. Lauck will appoint DOM search committee.
2. Birgit will form committee to work with UUA on Growth Campaign.

The meeting adjourned at 9:55. The next regularly scheduled Board meeting will be on September 2, 2008 at 7:30. There will be no meeting in August since the Board will have its retreat on August 22-23.

Respectfully submitted,
Birgit Robbert, Board Secretary

Attachments:

1. Director of Religious Education's report
2. Music Director's report
3. Program Council report
4. Revenue and expense report
5. Building revenue and expense report

DRE Report to the Mt. Vernon Unitarian Church Board of Trustees
Tuesday, July 8, 2008
Meagan Henry, Director of Religious Education

“Summer Fun” Sunday children’s activities

7/6, Legos (Kathi McNeil); 7/13, Science activity (Karen Offringa); 7/20, Celtic Music (Betsy Lowry, subject to change); 7/27 Water Games (Seileen Murphy, subject to change); 8/3, Puppet Show (Penelope Fleming); 8/10, Traditional Story Telling (Betsy Lowry); 8/17 Music (teacher TBD); 8/24, Gardening (Tamara de la Camp); 8/31, Spontaneous Story (Penelope Fleming).

DRE in July and August

The months of July and August are planning and organizing time for me in which I do a variety of things: curriculum mapping and lesson plans for the RE year; RE annual activities calendar coordination; teacher recruitment; preparation for teacher training; classroom configuration and set up; planning for the Holiday Pageant; creation of RE Prospectus; coordination of the Adult RE classes for the Fall; RE Council Retreat and Visioning.

UUA General Assembly Report

I attended GA from June 25 – 30th in Ft. Lauderdale, FL. While at the conference, I used my time to focus primarily on workshops dealing with youth ministry. I learned many useful things in the workshops and I am beginning to move forward by implementing some of the actions suggested. For starters, I plan to work with the youth to set a date for a *congregational conversation on youth ministry*. The purpose of the conversation is for people (adults and youth) in our community to come together for an assessment of our youth ministry. We will leave the session with a concrete vision of what our youth ministry can/should be and what we need to do to achieve the vision. It is my goal to successfully integrate our youth into our religious community by involving them in the life of the church in practical ways that interest them so that they will be recognized as important members of our community and have the opportunity to experience what it means to be an active participant in the life of their church. All of the Board members will be invited to the conversation, and I will let you know as soon as the date is set.

DRE vacation dates

I took 13 of my vacation days between June 1 – June 22. Thank you for the time off! I feel well-rested, rejuvenated, and ready to start a new year in RE.

DRAFT
Report from the Director of Music
to the MVUC Board
June 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** –Don and I planned for his last service on June 15th. We used another set of Don's lyrics to a familiar hymn tune for this service. I met with Don once this month. It has been my pleasure to work with Don as a colleague during this interim year!
- **RE** – I supported the RE program regarding music for the service on June 1st. Meagan and I took Don out for a farewell luncheon.
- **Other Staff** – I coordinated services materials with the staff mostly via email this month. I had the honor of thanking Don on behalf of the staff in the 6/15 service.
- **Lay Leaders** – I collaborated with Mike Walker for the 6/8 service.
- **Choir** – Weekly rehearsals continued through 6/11. The choir sang on 6/8 and 6/15. We had community time on 6/4 after rehearsal. The choir presented me with a thank you gift at the last rehearsal.
- **Music Committee** –Sandy Rutiser continues to focus her work on organization and structure for the coming year. She has also begun work as the summer Music Associate (coordinating accompanist support for summer services). This committee met on 6/15.
- **Director of Music Relations Committee** – Thanks to Mimi Stevens, Trish Waters, and Robin Roberts who have served on this committee this year.
- **Supervisory Group** – Per the request of this group, I continue to work on being in right relation with staff and lay leaders.

Congregational Support

- **Accompanying** –Joanne Masterson and Eric Pourchot supported the music on 6/1.
- **Songleading** – Mimi Stevens served as a songleader on 6/8, and I led the congregation in an a cappella piece on 6/15.
- **Ingathering** – I continue to provide a variety of different types of music for this. When I am present, I am now beginning services with an Ingathering hymn.
- **Special Musicians** – Members of the Coming of Age class contributed musical selections to the 6/1 service, and Ben Roberts played a Prelude for this service. Eric

Pourchot played banjo for the anthem on 6/8 as well as played guitar and sang during the Offertory at this service.

- **Administrative** – 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.
- **Other** – Voices of Youth sang in the 6/1 service. They were supported by Joanne Masterson (piano), Eric Pourchot (guitar), and Betsy Yarrison.

Denominational/Community

- I continue to work with the GA Planning Committee to prepare for GA 2008 in Ft. Lauderdale, FL, on June 25-29th.
- I look forward to being 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).
- I have begun preparations for leading workshops and directing an “ad hoc” handbell ensemble at the UU Musicians Network Conference this August in Boston.
- I have been working with Skinner House Publications to publish a family songbook that includes simplified arrangements of hymns from *Singing the Living Tradition* and *Singing the Journey*. This book is scheduled to be released in October 2008.
- As Acting Director of Publications for the UU Musicians Network, I am coordinating a CD project that will provide teaching and accompaniment tracks for songs in the children’s songbook, *May This Light Shine*.

MVUC MEMORANDUM

TO: BOT
FROM: BILL CLONTZ
SUBJECT: PROGRAM COUNCIL REPORT
DATE: JULY 8, 2008
CC: MINISTER, ADMINISTRATOR



- 1. Attachments (3):** Minutes of the June Program Council Meeting
Charter Update Schedule
Annual Key Events List

Highlights from the Program Council in June:

- 2. Annual Events List:** Attached is the most current listing prepared by the Program Council. The Council recommends this format for BOT use as well.
- 3. Revenue Brought in by Groups and Committees:** As is detailed in the notes, the Council thought it important that the BOT and the Finance Committee clarify the policies not only on fundraising, but on use and accounting of funds, and that a mechanism be put in place to recognize such fund raising, as well as donations such as UCM.
- 3. Committee Activities**
See the notes.
- 4. Next Meeting of the Program Council:** Thursday, AUG 14, 7:30 PM, HH Dining Room. Chaired by Tamara de la Camp.

Other Items (non Program Council) of Interest

- 1. Property Line** - Our pro bono lawyer, Jamie Bobotek reports that he has had no reply from the Roux family nor their lawyer to the MVUC letter concerning the boundary fence. He is seeking a response again this month. He is less than hopeful. Given the very broad grant provided by the church in the letter to the previous owners, we would be most unlikely to prevail if we sue. This is likely a lost issue we lack the mechanism to force.
- 2. MVUC Pins** - The commemorative pins actually require two molds, not one. One for metal casts, one for enamel. Therefore, a complete order requires an additional \$250. Recommend we approve this allocation. If so, we will place the initial orders.

MOUNT VERNON UNITARIAN CHURCH
Fiscal Year 2007-2008 Revenue & Expenses
As of June 30, 2008 - 100% of the fiscal year

Account	ACTUAL Jul thru May	ACTUAL Jun-08	ACTUAL To Date	ANN Budget	ToDate as % of Budget
REVENUE					
Stewardship Pledges	343,267	2,487	345,754	360,000	96.04%
Contributions	16,161	2,589	18,750	18,000	104.17%
Facilities use and rental (other)	19,944	2,523	22,467	19,860	113.13%
Weddings(net)	85,375	8,823	94,198	45,000	209.33%
Fund Raising Income	13,447	535	13,982	20,650	67.71%
Administrative & other income	1,845	-159	1,686	500	337.20%
TOTAL INCOME	480,039	16,798	496,837	464,010	107.07%
			0		
EXPENSES					
Worship programs (incl music)	3,826	48	3,874	4,500	86.09%
RE programs incl youth ministries	5,846	701	6,547	7,600	86.14%
Home community programs	118	0	118	200	59.00%
Our larger world/social justice	121	0	121	0	
Communications	4,708	639	5,347	3,200	167.09%
Stewardship campaign	0	302	302	100	302.00%
Denomination Responsibilities	29,265	1,686	30,951	29,841	103.72%
Adm programs	0	0			
search committees	6,897	-713	6,184	16,700	37.03%
other comm. & expenses	651	-302	349	0	
Operating Expense	22,014	371	22,385	27,700	80.81%
debt service	0	75	75	0	
Property maintenance	46,837	13,545	60,382	54,600	110.59%
Utilities	24,283	909	25,192	25,800	97.64%
Employment compensation	0	0	0		
Minister	90,894	7,807	98,701	109,399	90.22%
Staff	150,801	10,112	160,913	159,966	100.59%
Employee benefits	0	0	0		
payroll taxes	11,721	1,206	12,927	12,605	102.55%
insurance	5,322	-27	5,295	5,103	103.76%
pensions	10,908	2,164	13,072	13,371	97.76%
conferences & contin. edu.	4,182	960	5,142	5,000	102.84%
TOTAL EXPENSES	418,394	39,483	457,877	475,685	96.26%
NET REVENUE(EXPENSES)	61,645	-22,685	38,960	-11,675	-333.70%

MOUNT VERNON UNITARIAN CHURCH
Building Fund Finance Report - June 30, 2008

INCOME:

Balance brought forward	1,060,286.09	
Received in May 08		
At McLaughlin	Dividend	339.49
At MVUC		2,825.00
Total received for Building Fund (includes interest)	3,164.49	1,063,450.58

EXPENSES:

Paid on B&H line of credit	265,000.00	
Campaign	20,626.37	
Consultant	20,890.00	
Architect	239,065.00	
Engineers, contractors	30,261.00	
Permits, fees	4,147.00	
Other Expenses	7,606.73	
Total Expenses to Date		<u>587,596.10</u>

NET Funds on Hand for Building \$475,854.48

June Expense: Cole & Denny 5,459.00

WHERE FUNDS ARE:

Funds at McLaughlin Inv.	231,358.60
Cash in B&H	115,210.92
CDs at B&H	129,284.96
	<u>475,854.48</u>