

**Meeting Minutes**  
**Board of Trustees of Mount Vernon Unitarian Church**  
**11 November 2008**

(Pending approval at next meeting)

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

**Others present:** Rev. Kate Walker  
Ron Brandt, Church Administrator  
Al Erickson, Treasurer  
Rob Dickinson, Chair, Endowment Committee  
Nancy Fox  
William Means, Endowment Committee  
Lincoln Cobb, Chair, Membership Development Committee

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

1. The minutes of the Board meeting on 14 October 2008 were approved.
2. Rob Dickinson, Chair, Endowment Committee presented two proposed policies for the transfer of endowment liquid assets in excess of \$1,000,000—one using an end-of-year accounting method; the other using a 13-month averaging method. After a brief discussion, the BOT felt the 13-month averaging method would be better for MVUC. **The BOT approved the Endowment Funds Management Policy** (attached), **10-0**.
3. Tamara gave the Program Council's report (attached). The BOT discussed whether the Administrative area of the Program Council should remain as part of the Program Council or be moved to the Boards's direct oversight. Lauck and Tamara will explore the issue and report at a later meeting.
4. Lincoln Cobb, Chair, Membership Development Committee, presented a new policy on membership, outlining requirements for membership so that MVUC can report an accurate number of members and corresponding dues to UUA and JPD each year. **The BOT approved the Membership Policy** (attached), **10-0**. The BOT requested that the Membership Development Committee continue to work on a "path to membership" so that a new person does more than just sign the membership book to become a member.
5. The minister's, DRE's, and Administrator's staff reports are attached. Rev. Kate noted she is taking study leave March 1-8, 2009.
6. Al Erickson gave the Treasurer's reports (attached). It was suggested that the Finance Committee manage the Building fund. The BOT agreed.

7. Bill Clontz reported that Jim Potter and Jamie Barnett will co-chair the Stewardship Committee. MVUC will not hire a consultant for the stewardship campaign after all (see October minutes). Hiring a consultant (approximately \$1,000) for a professional assessment of the financial health of MVUC will be considered after the campaign.
8. Bill C. reported that the postponed security briefing by the Fairfax County Police Department will be held on Thursday, November 13<sup>th</sup>.
9. Lisa Guide reported that the Communications Committee continues to work on glitches in the new website (2/3 through beta). A tech subcommittee is being formed to address problems, especially formatting problems. Committee chairs and staff members are encouraged to begin adding content to their respective areas of the website.
10. Rev. Kate reported that, for the time being, the Music Committee will be part of the Sunday Services Committee. Once a new DOM is selected, this structure may change.
11. Doug Jemison and Rev. Kate reported for the task force on hiring a part-time youth advisor. They strongly feel the youth program could benefit from having a professional advisor—increases quality, increases accountability, and actually encourages more volunteerism. According to Rev. Kate, it is appropriate to use the remaining funds of the Peace initiative for the youth advisor position (Rev. Kate contacted contributors to the original fund for guidance.) **The BOT approved, 10-0.**
12. Reid Adler reported that the administrative staff search committee has completed a draft position description for Church Administrator and are ready to place ads to fill the position. How the rest of the church's support staff will be organized will depend on the particular skill-set that the new administrator has. **The BOT approved the salary range for the Church Administrator position, 10-0.**
13. Birgit reported that the UUA media campaign for the Washington-Baltimore area now has a project-for-publicity component. This may be a social justice project, a speaker series, an environmental project, etc. Because there is not the participation and financial commitment originally hoped for, the campaign has been down-sized but no firm plans about the campaign's scope or schedule have been made.
14. Doug resigned as Youth Representative to the BOT because of a conflicting music schedule. He will continue to work on the task force for finding a youth advisor, however. The BOT will appoint a new youth representative in the new year. Lauck expressed the Boards's appreciation for Doug's participation on the Board.

Action Items:

1. Reid will place ads for the Church Administrator positions (item #12).
2. Doug, Meagan, Rev. Kate, and Reid will work to hire a part-time Youth Advisor (item #11).
3. Lauck and Tamara will research whether Administration Committee should be part of Program Council or report directly to the Board. (item #3).

The meeting adjourned at 9:20. The next regularly scheduled Board meeting will be on December 9, 2008 at 7:30.

Respectfully submitted,  
 Birgit Robbert, Board Secretary

Attachments:

1. Minister's report
2. DRE's report
3. Administrator's report
4. Program Council report
5. Revenue and expense report
6. Building revenue and expense report
7. Membership Policy
8. Endowment Fund Management Policy

# Minister's Board Report

Mt Vernon Unitarian Church

November 9, 2008

(Not in order of priority, but close)

1). Worship: I think I'm still coasting in the "honeymoon" phase. The feedback I'm receiving is all positive thus far. Of course, I always have myself as my own worst critic. I'm enjoying worship preparation and the subsequent creations, particularly with Mark Zimmerman at the helm of music.

2). Administration/staff:

- a). I've begun the process of familiarizing myself with the staff evaluation process. Have requested a meeting with the Personnel committee to review the process and how it is implemented.
- b). interviews have begun for DOM position, and job description being finalized for Administrator.

3). Community Development:

- a). The Installation went extremely well. In fact, I think it was the best installation ever. It was a great community building event, and spirit filled too.
- b). have held four "Date with Kate" events, which were small in attendance but produced great conversations. Will repeat in the winter.

4). UUA/JPD:

- a). I'm attending the annual Minister's Study Group at Harper's Ferry Nov. 16-19.
- b). monthly UUMA meetings for the greater Washington area, plus monthly small group support meetings.

5). Ministerial Self Care:

Definitely feeling tired, but this was expected for the fall of my first year.

Submitted with shock at the disappearance of the month of October.

Kate R. Walker

## **Report to the Board of Trustees**

Mt. Vernon Unitarian Church  
Director of Religious Education  
November 2008

The Fall RE semester continues well. There are many plans in the works for the upcoming semesters: Holiday Pageant, Jr. High OWL, 8th Grade Coming of Age class, Jr. Youth and YRUU lock-ins, Youth Sunday service, and many Intergenerational Events around the Winter Holidays.

### RE Events & Dates for Board Members Information:

Sunday, November 23rd – UUSC Intergenerational Worship Services

Saturday, December 6th – Holiday Craft Workshop, Pinata and Carol Sing-a-Long

Sunday, December 21st – Holiday Pageant, 11:15 service ONLY

Sunday, December 21st – Intergenerational Winter Solstice Celebration

Saturday, January 10th – Intergenerational Games Night

Action Item: None

# Report to the Board of Trustees

**Ron Brandt, Church  
Administrator**

**November 2008**

I have provided written reports in recent months only when requesting an action of some sort. This month, however, I thought it might be useful to offer some information.

## **Finance**

**Financial Records** – Now that she has returned from New England, Nancy Fox is again helping correct our “books.” Many of the uncertainties in our records involve carry-over accounts referred to as Short Term Liabilities or Designated Funds. Recently, for example, we arrived at accurate figures for the Partner Church program (and were able to reclassify \$13,400 as “equity”). The Finance Committee hopes soon to recommend action on a few accounts for which there may be no current “owners.” Then, to avoid such anomalies in the future, the church office will provide periodic financial statements to the responsible committees or other parties.

## **Maintenance**

**Painting** – As arranged by Wendy Burns, a private contractor recently painted parts of the exterior of Hollin Hall, replacing some rotten wood in the process, for \$1500.

**Electrical Work** – Russ Stumpe has purchased new ballasts, and is making arrangements for an electrician to install them, so that we will be using more energy-efficient fluorescent lights in the Commons and Chapel.

**New Cut-Glass Window** – George Churchill has almost completed work on the window to be installed eventually over the new entrance of the planned addition. Until construction begins, the window will be mounted in front of the main window in the Commons. Bob Schultz, who has been planning for the mounting, has been unable to work recently because of an injury, but we hope he will recover soon. Materials for the window were paid from the Building Fund, but George Churchill contributed his artistry and labor, much of it during the hot summer months.

## **Communications**

**New Website.** Bill Alsmeyer-Johnson and I are continuing to work to refine the new website. As Church Administrator, I have assumed responsibility for content of the site and Bill, as Webmaster, handles technical matters. Georgia Pourchot and Meagan Henry have contributed a great deal of new content in the areas of Social Justice and Religious Education respectively. I have been updating content on the home page.

**Program Council Meeting Notes  
Monday, October 27, 2008  
7:30 PM, Hollin Hall, Dining Room**

Mary Barnett  
Kim Cobb  
Tamara de la Camp  
Meagan Henry (DRE)  
Doug MacCleary (*cannot attend*)

Seileen Murphy  
Sandy Peterson  
Georgia Pourchot  
Kate Walker (Minister)

**Agenda**

| <b>Topic</b>  | <b>Comments</b>  |
|---|--|
| 1. Discuss new Finance Committee Policies on Fund-Raising                       | New policies were reviewed and discussed. No issues.   |
| 2. Update on Leadership Development Training                                    | Discussed most recent training and future upcoming sessions. Mary Barnett suggested that a winter session would be nice as fall is a very busy time. RE also felt several committee members might be interested. All program council members were asked to poll their groups about people interested and timing. Georgia sent training team an email summarizing this discussion.  |
| 3. Review and approve new proposed Membership Development Policy and Procedures | Approved and forwarded to BOT for consideration at next meeting.   |
| 4. Workananny Scheduling – Suggestions to improve participation                 | Discussed fact that workananny was scheduled for the same day as UNICEF carnival (and huge Halloween party day) which made it very hard for families with younger children to participate. Can we do a better job scheduling around IG/RE events? Better publicity? The next workananny is set for March 29 <sup>th</sup> ; can we consider one service with time allotted for worshipping through weeding?<br><br>Program council will continue to come up with ideas to increase participation.  |
| 5. Committees & Groups News   | <p><b>Mary Barnett (Property):</b></p> <ul style="list-style-type: none"> <li>• Steve Dressing has agreed to be responsible for rain gardens.</li> <li>• A replacement for Pat Jackson is needed.</li> <li>• One of the reasons Alvin has stepped down as grounds person is because of all of the reports he has to do. There was uncertainty as to what his actual “job description” is; sounds as though he has been responsible for things the church administrator should do. (<i>Note: this is worth discussing at the BOT meeting.</i>)</li> <li>• Mary restated the need for a paid groundskeeper if volunteers do not step forward.</li> </ul> <p><b>Sandy Peterson (Our Home Community):</b></p> <ul style="list-style-type: none"> <li>• There will be signups for the next several Sundays in the commons for Holiday Shop.</li> <li>• Chris Reedy has volunteered his crews again to set up tables for Holiday Shop; this is a huge help.</li> <li>• Blood drive at MVUC in December.</li> </ul> |

- There is a lot of inventory for the next book sale. Sandy is recommending that since we've gone to one sale per year, longer hours would be helpful. It is hard for worker bees to make it there during the week when the good stuff is available.
- Sandy has had problems with items she has submitted for the newsletter being truncated; she has communicated with Birgit about this.
- Finally, wearing her membership hat, Sandy expressed concern that the bad economy may be affecting congregants and that we should be ready to support each other.

***Kim Cobb (Worship):***

- Bruce Burrows and Kay Youngfleisch are in fairly good shape with volunteers for ushering and coffee hour, although more is always good. Kay could use someone to check status of supplies during the week.
- Peg Bartell is considering a name change for the Sunday Services committee; Kim will work with Peg and propose something definitive.
- Alan Bunner is, for now, representing music on the Sunday Services committee. Kim wants to continue this arrangement until a permanent music director has been selected and role of the music committee reviewed.

***Georgia Pourchot (Our Larger World):***

- All program areas on track, with lots of upcoming events; see website for more information on anything below.
- 11/9 Kate and Terry Allen from UUSJ will be in the pulpit. That same day the acclaimed Van Jones speech from GA will be shown.
- 11/15 is the UU Legislative Session at MVUC.
- 11/22 there is a walk for the homeless on the mall; RE declined to participate because of Holiday shop but a group is planning to attend.
- VIC HOP program starting up soon; sign up in chapel to prepare/serve meals, spend the night, and make breakfast bags.
- Progress in making coffee hours more "green." Committee is looking for ways to eradicate paper cups completely.

***Seileen Murphy (Religious Education):***

- Big Boo party went well and made money; same with UNICEF carnival.
- REC has selected Charlie Brown's Christmas for the holiday pageant. It will be performed 12/21 at the second service only.
- Service time change. Kate asked RE to consider best times if service times were to change.
- RE may try kid coffee hours periodically in HH. This is both for them to socialize but also to try to build interest in Kids Choir.
- Junior high kids are doing food at the Holiday Shop. In response to concerns, Angel Collins will be doing a training session for them prior to review food safety issues.

***Doug MacCleary (Administration) reported via email:***

- Church's budget is balanced (in terms of current projections). One of the main reasons for are good situation is that the great volunteer work of Ron Brandt and Al Erickson, which in the past we have paid for.

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>• The Finance Committee proposed, and the Board adopted, a set of procedures for managing funds. Among other things, these require funds received for special accounts, such as the Endowment Fund, to be logged into the Church Office prior to depositing them in the fund account.</li> <li>• Reid Adler is the head of a committee looking into finding a new business administrator. The Finance Committee feels that we should first hire a bookkeeper to reduce the mundane work now being done by Ron Brandt and Al Erickson.</li> </ul> |
| 6. Web site discussion – any comments, feedback, etc? | All program council members asked to continue to provide feedback on how website is meeting their needs.  |
| 7. Review tasks, pending issues                       | Done  |
| 8. Who else needs to know about tonight's meeting?    | Done  |
| 9. Check out  | Done  |

Attachments:

(1) Proposed Membership Development Policy and Procedures for BOT Review/Adoption

| MOUNT VERNON UNITARIAN CHURCH                 |                                   |                |                |                |                |               |
|---|-----------------------------------|----------------|----------------|----------------|----------------|---------------|
| Fiscal Year 2008-2009 Revenue & Expenses      |                                   |                |                |                |                |               |
| As of OCT 31, 2008 - 33.3% of the fiscal year |                                   |                |                |                |                |               |
|   |                                   | ACTUAL         | ACTUAL         | ACTUAL         | ANN            | ToDate as     |
|   | Account                           | 1ST QTR        | Oct-08         | TO-DATE        | Budget         | % of Budget   |
|   | <b>REVENUE</b>                    |                |                |                |                |               |
| 4100  | Stewardship Pledges               | 70,071         | 18,389         | 88,460         | 360,000        | 24.57%        |
| 4200  | Contributions                     | 3,452          | 1,496          | 4,948          | 18,000         | 27.49%        |
| 4300  | Facilities use and rental (other) | 5,415          | 4,610          | 10,025         | 20,182         | 49.67%        |
| 4390  | Weddings(net)                     | 34,443         | -6,776         | 27,667         | 90,000         | 30.74%        |
| 4400  | Fund Raising Income               | 41             | 194            | 235            | 16,000         | 1.47%         |
| 4500  | Administrative & other income     | 683            | 168            | 851            | 800            | 106.38%       |
|   | <b>TOTAL INCOME</b>               | <b>114,105</b> | <b>18,081</b>  | <b>132,186</b> | <b>504,982</b> | <b>26.18%</b> |
|   | <b>EXPENSES</b>                   |                |                |                |                |               |
| 5000  | Worship programs (incl music)     | 0              | 591            | 591            | 4,700          | 12.57%        |
| 5100  | RE programs incl youth ministries | 1,259          | 793            | 2,052          | 7,600          | 27.00%        |
| 5200  | Home community programs           | 0              | 0              | 0              | 200            | 0.00%         |
| 5300  | Denomination Responsibilities     | 7,319          | 3,865          | 11,184         | 29,099         | 38.43%        |
| 5400  | Our larger world/social justice   |                |                |                |                |               |
| 5490  | Virginia Interfaith               | 300            | 0              | 300            | 300            | 100.00%       |
| 5500  | Administrative programs           |                |                |                |                |               |
| 5520  | Stewardship campaign              | 0              | 0              | 0              | 0              |               |
| 5540  | Other comm. & expenses            | 7,865          | 2,555          | 10,420         | 0              |               |
| 5590  | Search committees                 | 0              | 0              | 0              | 3,000          | 0.00%         |
| 5600  | Conferences & contin. edu.        | 241            | 0              | 241            | 6,300          | 3.83%         |
| 5700  | Reimburse Prof. Expense           | 1,100          | 0              | 1,100          | 11,000         | 10.00%        |
| 6100  | Operating Expense                 | 4,620          | 1,564          | 6,184          | 20,500         | 30.17%        |
| 6200  | Communications                    | 320            | 3,959          | 4,279          | 5,700          | 75.07%        |
| 6300  | Debt service                      | 0              | 0              | 0              | 0              |               |
| 6400  | Insurance                         | 2,263          | 0              | 2,263          | 0              |               |
| 7000  | Supplies                          | 1,121          | 940            | 2,061          | 19,022         | 10.83%        |
| 7200  | Property maintenance              | 10,277         | 8,230          | 18,507         | 24,600         | 75.23%        |
| 7300  | Utilities                         | 4,229          | 2,200          | 6,429          | 28,450         | 22.60%        |
| 8100  | Employment compensation           |                |                |                |                |               |
| 8110  | Minister                          | 29,656         | 8,306          | 37,962         | 115,990        | 32.73%        |
| 8130  | Staff                             | 39,569         | 12,190         | 51,759         | 184,021        | 28.13%        |
| 8300  | Employee benefits                 |                |                |                |                |               |
| 8200  | Payroll taxes                     | 4,432          | 1,457          | 5,889          | 22,141         | 26.60%        |
| 8320  | Health Insurance                  | 1,845          | 755            | 2,600          | 6,580          | 39.51%        |
| 8330  | Pensions                          | 3,547          | 916            | 4,463          | 15,779         | 28.28%        |
|   | <b>TOTAL EXPENSES</b>             | <b>119,963</b> | <b>48,321</b>  | <b>168,284</b> | <b>504,982</b> | <b>33.32%</b> |
|   | <b>NET REVENUE(EXPENSES)</b>      | <b>-5,858</b>  | <b>-30,240</b> | <b>-36,098</b> |                |               |

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

INCOME:

|  |              |                     |
|--|--------------|---------------------|
| Amount pledged as of Nov. 9, 2008                    |              | 1,269,875.00        |
| Amount paid as of Nov. 9, 2008                       |              | 1,031,073.00        |
| Balance outstanding                                  |              | 238,802.00          |
|  |              | 865.00              |
| Balance brought forward                              | 1,031,938.00 | 1,031,938.00        |
| Received in Oct 08                                   |              |                     |
| At MVUC  | Pledges      | 1,400.00            |
| Interest fm B & H                                    | Interest     | 391.71              |
| Total received for Building Fund (includes interest) |              | 1,791.71            |
|  |              | <u>1,033,729.71</u> |

EXPENSES:

|                                    |            |                   |
|------------------------------------|------------|-------------------|
| Hollin Hall - B & H Line of credit | 265,000.00 |                   |
| Campaign                           | 16,845.36  |                   |
| Consultant                         | 20,890.00  |                   |
| Architect, Engineers & Contractors | 280,160.27 |                   |
| Permits, fees                      | 14,532.00  |                   |
| Stained Glass Window               | 4,758.83   |                   |
| Miscellaneous                      | 602.90     |                   |
| Total Expenses to Date             |            | <u>602,789.36</u> |

NET Funds on Hand for Building \$430,940.35

September Expense-Architect(included above) 2,855.00

WHERE FUNDS ARE:

|   |                     |
|---|---------------------|
| Funds at McLaughlin Inv.(Includes Interest) | 237,422.06          |
| Cash in B&H                                 | 193,518.29          |
|   | <u>\$430,940.35</u> |

## **MVUC Policy on Calculating the Annual Transfer from the Endowment to the Operating Fund**

1. When the Endowment Fund reaches the threshold level set by the Board (currently \$1 million) funds will be made available to the Operating Fund in the following year on the basis of a percentage of liquid assets. The liquid asset base shall be based on the average balance for the past 13 quarters.
2. The percentage to be applied to the liquid asset base will be based on a tiered approach, with an increasing percentage being made available as the total value of the Endowment Fund increases, up to a specified level, as depicted in the table below.

| Liquid Asset Base         | Percentage of Assets for Distribution | Approximate Amount to be Distributed Annually |
|---------------------------|---------------------------------------|---|
| \$1,000,000 - \$1,499,999 | 3%                                    | \$30,000 – \$45,000                           |
| \$1,500,000 - \$1,999,999 | 3.5%                                  | \$52,500 - \$70,000                           |
| \$2,000,000>              | 4%                                    | \$80,000>                                     |

3. The amount to be distributed to the Operating Fund will be provided to the Finance Committee on or about January 30 to be incorporated into their budget planning for the following church year (July 1 through June 30). Funds will be transferred from the Endowment Fund to the Operating Fund during the church year.

**Mount Vernon Unitarian Church  
Membership Development Committee**

**Proposed Policy and Procedures on Membership**

**October 2008**

**Proposed Policy**

Privileges and Responsibilities of Membership. “Resident Members” are defined, in accordance with the Bylaws, as persons who, by signing the membership book, have assumed the privileges and responsibilities of membership. Aside from the satisfaction of “belonging” to the church community, the privileges include:

- the right to hold elected positions of leadership,
- the right to participate in church governance by voting at congregational meetings,
- receipt of pastoral care when needed, including ceremonies such as weddings, memorial services, and child dedication services, and
- for those who meet length-of-membership requirements, reduced fees for rental events, such as weddings and anniversaries, and no charge for memorial services.

The responsibilities of membership include:

- regular attendance at Sunday services and other events,
- an annual stewardship pledge to support the operating budget of the church, which includes fair share dues to the Unitarian Universalist Association and
- volunteering for such duties as serving on committees, helping maintain property, participating in social justice functions, and teaching religious education classes.

Non-Resident Membership. Although the Bylaws refer only to “resident members” (those who live in the metropolitan Washington, DC area and are therefore eligible to vote and to hold office), our church also has a small number of Non-Resident Members: former resident members who, though they now live elsewhere, maintain their connection with the congregation and continue to make annual financial commitments. Because for the time being these persons cannot vote or hold office, they are not considered current “resident members.”

Resignation from Membership. As provided in the Bylaws, members may resign their membership at any time by notifying the church office.

Reinstatement of Membership. Former members who inquire about renewing their membership will be asked to meet with the minister or a member of the board of trustees regarding the privileges and responsibilities of membership. Once that is done, they are not required to sign the membership book a second time, but may reinstate their membership by notifying the church office.

Removal from Membership. The Bylaws provide that members who are “thought to be inactive” may be sent written notification that they will be removed from membership if

they fail to respond. For the purpose of implementing this provision, a member will be considered inactive who is believed not to have attended a Sunday service or other church event in the past 12 months and who has not made a contribution of record in the past 12 months [see Annual Review section below].

### **Implementation**

As new members sign the membership book, they are made aware of their responsibilities and privileges. This effort is led by BOT members, Minister, Welcoming Committee or other lay leaders.

Annual Review by the Membership Committee. Each Fall, in preparation for the annual membership count to be submitted to the UUA, the Membership Development Committee will conduct an annual review of membership participation. Using information from a variety of sources, including pledging and contribution records, the Committee will compile a list of persons “thought to be inactive.” The minister will be consulted to determine whether he or she has confidential information bearing upon the seeming lack of participation of a particular member.

Membership Development Committee members may decide to make personal contacts by telephone or other means, but after such preliminary work, they will compile a list of persons to be sent letters of inquiry by the church office. As provided in the Bylaws, these letters will specify that the person will be removed from membership if he or she fails to respond with 60 days. This process is to be completed in time for letters to be mailed by November 15.

Reports from Other Sources. Word sometimes reaches the church office at other times of the year, particularly in connection with stewardship campaigns, that a member is “no longer interested.” When that happens, the office staff will make an effort to confirm the member’s intention to resign, ordinarily by sending a letter requesting confirmation. If the member does not respond, he or she will be removed from membership.