

Meeting Minutes
Board of Trustees of Mount Vernon Unitarian Church
9 December 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
Birgit Robbert
Mike Walker
Ian Anderson, Youth Representative

Absent: Lisa Guide

Others present: Rev. Kate Walker
Ron Brandt, Church Administrator
Jim Potter, Co-chair Stewardship Campaign
Jamie Barnett, Co-chair Stewardship Campaign
Gregg Early, Chair Communications Committee

Absent: Al Erickson, Treasurer

The meeting was called to order at 7:35 by Board chair, Lauck Walton.

1. The minutes of the Board meeting on 11 November 2008 were approved.
2. Jim Potter and Jamie Barnett presented plans for the 2009-2010 stewardship campaign. Again, this will be a face-to-face campaign with BOT and Program Council members and other church leaders serving as stewards to meet with MVUC members and friends to get their pledges. A reception for major donors, fair-share stewards and church leaders will be held again, this year on January 25th. However, since the general campaign kick-off dinner has not been well attended in the past, it will be replaced with a special coffee-hour reception after each service when Rev. Kate delivers her stewardship sermon (February 22nd). Besides the personal contact by stewards and the two receptions, Jim and Jamie hope to encourage support for this campaign with testimonials--including postings on MVUC's website--and by "talking-up" the church at Circle Suppers scheduled for March 14th.
3. Birgit Robbert updated the BOT on the UUA media campaign planned for the DC and Baltimore areas for September 2009. MVUC's share of the funds needed for the campaign is \$10,000-\$30,000, to be pledged by April and paid by June. We do not want to solicit funds for this campaign while we are soliciting pledges for our operating budget. Therefore, this campaign will wait until after the stewardship campaign is completed in April. However, as requested by UUA and approved by the BOT at an earlier meeting, a list of MVUC's most generous donors has been forwarded to UUA. These members of MVUC will be contacted before April by UUA directly for donations. So that MVUC's membership will be prepared to enthusiastically support this media campaign, Rev. Kate

and Birgit will get more information about the campaign out to the congregation and will request that UUA hold an information session at MVUC.

4. Gregg Early reported that the church's new website is ready to be more completely populated. The site is designed to provide an attractive introduction of MVUC to outsiders while also serving as a coordinating and communicating channel for members. A "tech committee", consisting of Bill Alsmeyer-Johnson, Lisa Gillispie, and JoAnn Masterson, will reorganize and redesign the website as required so that the site continues to meet evolving needs. All committee chairs and other program points of contact are encouraged to develop and upload relevant content. Before the meeting, Gregg had circulated a draft privacy policy, especially regarding the use of photos, for the BOT's review. Comments on the policy are due by 1 January. The Communications Committee will develop a master communication policy/plan for MVUC and will also update the committee's charter for review and approval in the near future.
5. Bill Clontz reported that approximately 20 people attended the safety seminar given by the Fairfax County Police in November. Steps that will be implemented to make MVUC safer follow:
 - Purchasing defibrillators. BOT will request that The Susan B. Anthony Fund be used to buy the defibrillators.
 - Better means of communicating between buildings in the event of an emergency. Six walkie-talkies have been donated; Bill will check on purchasing more.
 - Meagan will hold a class for RE teachers in January to update them on safety recommendations.
 - Bill will create a laminated tip-sheet of safety recommendations for ushers and greeters.
6. The following reports were submitted and discussed (and are attached):
 - Minister's report
 - DRE's report
 - Church Administrator's report
 - Program Council's report
 - Financial statements
7. Ian Anderson has been appointed by the BOT (approved, 8-0) to serve as the Youth Representative to the Board, replacing Doug Jemison who resigned last month.
8. Updates:
 - Reid Adler reported that ads have been placed on various websites soliciting applications for the Church Administrator position. No print ads have been placed. Approximately 70 applicants have responded to the ads. Tamara and Lauck will help Reid review the resumes that have been received.
 - Rev. Kate reported that she has been asked to speak at SUUSI.

- Rev. Kate reported that she, Reid and Meagan plan to attend the Medium Church Conference in Houston in February, and would like another person to represent MVUC as well.
- The decorative glass window that George Churchill designed and crafted for the church's new entry (part of MVUC's planned renovation) has been completed, and has been installed for the time being at the existing entry. Birgit will write a thank-you note to George.
- The search for a new Director of Music continues. As yet, no suitable candidate who is available to start working at MVUC right away has been found.
- The position of part-time Youth Advisor has not been filled. This will be a contracted position, with the RE and Personnel committees working together to hire an individual.

The meeting adjourned at 9:40. The next regularly scheduled Board meeting will be on January 13, 2009 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

**Minister's Board Report
Mt Vernon Unitarian Church
December 9, 2008**

(Not in order of priority, but close)

1). Worship:

- a). I have a good working relationship with the Worship Committee and enjoy their support.
- b). Although I enjoy working with Mark Zimmerman, I miss not having a settled DOM.
- c). Christmas eve planning well under way.
- d). In January I will start evening vespers service 2x p/month, with the hope that someone else will take on the other weeks. I'm hearing a continuing desire for a deeper spiritual life from members.

2). Administration/staff:

- a). weekly staff meetings are still developing own culture. Some residue from prior culture, mainly that staff meetings are arduous. Having a staff xmas party to help shift culture. Will talk with staff in January about how the meetings can help them.
- b). Realizing how much we need a professional point person to head a communication plan for MVUC. The Administrative Director will be in charge of this. A communication plan would include both internal and external communications, helping control, form and direct our mission and message.

3). Community Development:

- a). I think I'm going to spear head an MVUC Inaugural Ball on January 20, 2009!
- b). next year I want to try having a Hanging of the Greens for holiday decoration. Planting those seeds now. Spoke with Meagan Henry about combining it with the Holiday Day Craft Workshop.
- c). In January I will start the process of creating a Small Group Ministry program. I have heard a strong need for this.
- d). Growth and Long Range Planning: I've briefly reviewed the many growth plans MVUC has engaged in over the past 50 years (thank you Bill Clontz). The current Long Range Plan was completed in 2002. At this point, I think it would be helpful to have a small task force review the plan with an eye toward concentrating on the health of the community rather than membership growth. In other words, focus on maturing the community emotionally rather than focusing on growth in number of members. I believe focusing on membership numbers and income may lead to further disappointment, since that has been the pattern for several decades.

It is worth noting that when the church has approached 400 members, there has been some sort of "disruption." This is a normal reaction in a community that is experiencing changes, and reflects discomfort to those changes. In the past seven years those disruptions have occurred in the staff. It's not conscious, as in "I don't want to grow, so I'm going to act out," but rather a way of coping with the stress of change. My job with the help of leadership is to stay calm amidst any resistance to change and to not allow truly disruptive behavior.

4). UUA/JPD:

- a). monthly UUMA meetings for the greater Washington area, plus monthly small group support meetings.
- b). phone call with Lauck W., Birgit and UUA staff Kathryn Lynch. UUA/JPD growth plan is a go, with the need to raise \$600,000 by April. We will work together with the UUA for MVUC to put in \$10,000-\$30,000.

5). Ministerial Self Care:

- a.) Energy strong these days. Had a lovely Thanksgiving holiday with family in Pennsylvania.

Submitted with the Holiday Spirit
Kate R. Walker
Minister

The Rev. Kate R. Walker
Minister
Mt. Vernon Unitarian Church
1909 Windmill Lane
Alexandria, VA 22307

**Report to the Board of Trustees
Mt. Vernon Unitarian Church
Meagan Henry, Director of Religious Education
December 2008**

I am focusing on my two top priorities: The YRUU group and the Holiday Pageant.

YRUU Update:

Youth Advisor Search Committee is formed, and I will convene it this month. As part of my goal to provide additional support to our youth advisors, I am hosting a Youth Advisor training this Saturday, Dec. 6th, 9:30 – 12:30 for all current youth advisors. I've hired a JPD adjunct staff member to come to MVUC for the training and she is tailoring it to our specific group and advisors. I've also established a youth advisor schedule for Sunday mornings and am meeting regularly with the advisors outside of Sunday morning classes with the aim of creating a cohesive advisor team. I am planning a youth service planning retreat at the Tinker's cabin in January.

Holiday Pageant Report: "It's A UU Christmas, Charlie Brown!"

Many more children signed up for speaking roles than I expected and I am please to have the challenge of having too many children as opposed to not enough. We have 18 children signed up for roles in the play and an additional 12 in our pageant chorus. In addition, 10 parents are in key volunteer roles, such as props, music, direction and costumes.

RE Events & Dates for Board Members Information:

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 December 2008

Finance

Grounds Budget - The allocation for Grounds Maintenance may need to be increased when the Board makes budget adjustments later this year. The amount spent in the first five months of the current fiscal year is about \$5300 of the \$6000 budgeted for the year. Major expenses, most of which were requested by Nina Tisara to better serve weddings renters, included repair of the stone wall adjacent to the circle in front of Hollin Hall (\$1350), installation of a lamp post at the end of the walk there (\$930), and power washing of the brick sidewalks (\$950), which had become covered with moss. There will undoubtedly be expenses during the spring that will require more than the remaining \$700.

Income from Weddings Rentals - Nina Tisara reports that the number of inquiries about future weddings has decreased noticeably. She doesn't know the reason, but it may be related to the current economic uncertainty.

Property

New Window Mounted - A magnificent new textured-glass window designed and built by George Churchill was mounted temporarily in front of the main window in the Commons November 29 by a team headed by Robert Schultz, who has done several other carpentry projects for the church. The window will be installed permanently over the entrance of the planned new addition. George Churchill contributed his artistry and labor, much of it during the hot summer months, with materials paid for from the Building Fund (less than \$5000).

Driveway Modified for Water Runoff - In a follow-up to the Water Runoff project arranged by Steve Dressing, Fairfax County regraded and repaved a portion of the driveway in late November. The modification was made so that more water would go into the top rain garden rather than running down the side of the driveway.

Facilities Use

Free or Reduced Rates - A policy adopted earlier this year provides that I will notify the Board in the case of rentals at reduced rates. We have agreed again this year to allow use of two rooms in Hollin Hall December 10-19 for the Stratford Landing Elementary School parents' "Care and Share Drive," in which presents are stored to be given to children whose parents cannot afford them. The Heritage Harmony Singers, a barbershop harmony men's chorus, will hold their Holiday Party in Hollin Hall on December 13 in exchange for a benefit concert they will present at MVUC on Sunday, March 1, with proceeds going to United Community Ministries.

**Program Council Meeting Minutes
Monday, December 1, 2008
7:30 PM, Hollin Hall, Dining Room**

Mary Barnett
Kim Cobb
Tamara de la Camp
Meagan Henry (DRE)
Doug MacCleary

Seileen Murphy
Sandy Peterson
Georgia Pourchot
Kate Walker (Minister)

Agenda

Topic	Comments
1. BOT Minutes from November meeting (review)	Sandy noted that she feels the newsletter has been pared back too much and that things are getting left out. She believes this is a problem; visitors and members alike depend on the newsletter to keep up with what is going on.
2. Consider moving Committees under Admin program area to BOT committees	Doug stated that he feels things are fine the way they are. The Program Council functions as a coordinating body and there is value in having the administrative committees represented during discussions. Also, during Ron's tenure as Church Administrator, his broad knowledge of church committees has to a certain extent made Doug's role redundant. This will likely change with a new Administrator. Doug recommends postponing any further thought of a change until after the new Administrator is in place and up to speed. No one objected so the overall consensus is don't fix what isn't broken.
3. Church-wide Events and MVUC's lack of a centralized coordinating body	Georgia presented a concern that our lack of a centralized coordinator (or coordinating body) to help with church-wide events is a problem. Some people may be reluctant to propose interesting events because of the daunting challenge of pulling an event together. One solution would be a volunteer coordinator who could assist in identifying volunteers for church-wide events. The group discussed what such a coordinator could do and also other ideas that would make event-planning easier (toolkits, forms, etc.)
4. Update on Music and Sunday Services Committees	The Sunday Services committee has renamed itself Worship committee (Peg Bartel, chair). In a ripple up effect, the Worship Program area is now being called Sunday Services Program area. Kim has already informed Ron so that changes can be made to the website and printed material. Also, as previously stated, the Music committee has been folded into the Worship committee until spring and a new music director.
5. Committees & Groups News	RE (Seileen): Lots of holiday activities in process. The youth who sold food at the holiday shop made \$400. Middle school and 4 th /5 th OWL starting up soon.

	<p>Home Community (Sandy): Holiday shop proceeds to be announced 12/11. Question about whether to do it again next year. There will be another circle supper during the Stewardship Campaign. Blood drive 12/13. Caring Associates are very busy due to the aging MVUC population. Regarding the membership list cleanup, the group has identified 27 people to be removed.</p> <p>Social Justice (Georgia): They are working on a Green Policy that will touch on coffee hour and other things. A green advisor is coming from All Souls to advise on how to incorporate more green practices into our church activities.</p> <p>Sunday Services (Kim): Worship group is looking well into the future to start thinking about summer services. In the FEB/MAR timeframe there will be a Scout Recognition service. Worship Associate training to be held on 1/31/09.</p> <p>Administration (Doug): Budget concerns due to having to actually pay (gasp!) a Church Administrator.</p>
6. Child care concerns	<p>Group discussed the problem of decentralized responsibility for qualifying child care providers and then arranging childcare for church activities. RE volunteered to maintain the list of interested providers (they are already doing this to a certain extent) and to develop criteria for providers, e.g. references, red cross certification, etc. More tricky is the task of actually arranging childcare for events. A number of options were discussed, including having church staff or volunteer receptionists use the RE list to find care providers.</p> <p>Subsequent to the meeting, Ron provided a copy of the childcare policy and more discussion ensued via email. Clearly we need to discuss further and do some best practice analysis of other churches. Main decision points are what events and activities we want to cover, who pays, and who is responsible for arranging care. Meanwhile, RE will move forward with their list assignment.</p>
7. Review tasks, pending issues	Next meeting will be January 26 th at 7:30
8. Who else needs to know about tonight's meeting?	Done
9. Check out	Done

Attachments:

(1) Childcare policy

Kate asked me to send you a copy of our current policy on child care so that you can discuss it and possible revise it at a future meeting. The current policy, under section V. Events, is below. Note that the second paragraph is considered implementation and may be changed without BOT action.

Childcare at Church Events

Childcare will be provided at all congregational meetings and similar official events which members are expected to attend. Publicity about such events will specify that childcare will be provided without cost to parents or guardians. The cost of childcare will be included in event costs and will be the responsibility of sponsors of the event.

Sponsors of other events, such as adult religious education classes, committee meetings, and optional events, will not be required to provide childcare, but may do so if they wish. For such events, event organizers may ask attendees who require childcare to contribute to its cost.

Adopted March 5, 2002

A sign-up sheet with deadline specified is provided in advance of congregational events to determine the number of caretakers needed.

Persons attending events that are not official all-church meetings (including adult RE classes, committee meetings, or special events) should not expect free childcare or babysitting. Planners of these events are encouraged to arrange for childcare or babysitting and to publicize that it will be provided. Such arrangements are the responsibility of the event organizers, not the church staff.

MOUNT VERNON UNITARIAN CHURCH						
Fiscal Year 2008-2009 Revenue & Expenses						
As of NOV 30, 2008 - 41.67% of the fiscal year						
		ACTUAL	ACTUAL	ACTUAL	ANN	ToDate as
	Account	THRU OCT	Nov-08	TO-DATE	Budget	% of Budget
	REVENUE					
4100	Stewardship Pledges	88,460	53,249	141,709	360,000	39.36%
4200	Contributions	4,948	1,539	6,487	18,000	36.04%
4300	Facilities use and rental (other)	5,415	2,806	8,221	20,182	40.73%
4390	Weddings(net)	27,667	845	28,512	90,000	31.68%
4400	Fund Raising Income	235	0	235	16,000	1.47%
4500	Administrative & other income	851	76	927	800	115.88%
	TOTAL INCOME	132,186	58,514	190,700	504,982	37.76%
	EXPENSES					
5000	Worship programs (incl music)	591	257	848	4,700	18.04%
5100	RE programs incl youth ministries	2,052	-7	2,045	7,600	26.91%
5200	Home community programs	0	102	102	200	51.00%
5300	Denomination Responsibilities	11,184	1,652	12,836	29,099	44.11%
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	10,420	418	10,838	0	
5590	Search committees	0	0	0	3,000	0.00%
5600	Conferences & contin. edu.	241	180	421	6,300	6.68%
5700	Reimburse Prof. Expense	1,100	47	1,147	11,000	10.43%
6100	Operating Expense	6,184	650	6,834	20,500	33.34%
6200	Communications	4,279	320	4,599	5,700	80.68%
6300	Debt service	0	0	0	0	
6400	Insurance	2,263	0	2,263	0	
7000	Supplies	2,061	516	2,577	19,022	13.55%
7200	Property maintenance	18,507	1,861	20,368	24,600	82.80%
7300	Utilities	6,429	335	6,764	28,450	23.78%
8100	Employment compensation					
8110	Minister	37,962	8,306	46,268	115,990	39.89%
8130	Staff	51,759	12,032	63,791	184,021	34.67%
8300	Employee benefits					
8200	Payroll taxes	5,889	1,445	7,334	22,141	33.12%
8320	Health Insurance	2,600	754	3,354	6,580	50.97%
8330	Pensions	4,463	916	5,379	15,779	34.09%
9000	Miscellaneous	0	1,090	1,090		
	TOTAL EXPENSES	168,284	30,874	199,158	504,982	39.44%
	NET REVENUE(EXPENSES)	-36,098	27,640	-8,458		

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		1,031,273.00
Balance outstanding		238,602.00
		865.00
Balance brought forward	1,033,729.71	1,032,138.00
Received in Nov 08		
At MVUC	Pledges	1,000.00
Interest fm B & H	Interest	317.29
Interest in McLughlin	Interest	116.48
Total received for Building Fund (includes interest)	1,433.77	
		<u>1,035,163.48</u>

EXPENSES:

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	944.90	
Total Expenses to Date		<u>603,131.36</u>

NET Funds on Hand for Building \$432,032.12

Expenses for November (included in above)	
Stained glass window	280.00
Offset loss for stock trsf	62.00

WHERE FUNDS ARE:

Funds at McLaughlin Inv.(Includes Interest)	232,654.96
Cash in B&H	199,377.16
	<u>\$432,032.12</u>