

Meeting Minutes
Board of Trustees of Mount Vernon Unitarian Church
10 March 2009
(Pending approval at the April meeting)

Board members present:

Lauck Walton
Bill Alsmeyer-Johnson
Bill Clontz
Joan Darrah
Lisa Guide
Birgit Robbert

Absent:

Reid Adler
Tamara de la Camp
Mike Walker
Ian Anderson, Youth Representative

Others present:

Reverend Kate Walker
Ron Brandt, Church Administrator
Al Erickson, Treasurer
Al Robbert, Finance Committee chair

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

1. The minutes of the Board meeting on 10 February 2009 were approved.
2. Staff reports from the Minister, the DRE, and the Church Administrator were noted and are attached. Ron Brandt added that Pat Jackson, chair of the Buildings Committee, has resigned, leaving MVUC without chairs for both the Buildings Committee and the Grounds Committee (Alvin Macomber had resigned last fall).
3. Al Erickson and Al Robbert gave financial reports (attached). Al Robbert requested that the Board approve an increase for employee health insurance (from \$6,580 to \$8,800) in this year's operating budget to reflect actual expenditures (**approved 6-0**). The proposed operating budget for FY 2009-2010 was reviewed and **approved by the Board 6-0** for presentation at the annual congregational meeting.
4. The Program Council's report is attached. Social Action presentations will be prepared for approval/vote at the annual congregational meeting.
5. Bill Alsmeyer-Johnson presented the Web Management Policy. This policy establishes guidelines concerning website content and maintenance, and also guidelines about who is authorized to post or update information on the website. The final approved policy as **approved by the Board (6-0)** is attached.
6. Ron Brandt drafted two proposed revisions to the by-laws as discussed at last month's meeting. These revisions concern 1) changing the term of elected office to coincide with the church's fiscal year, and 2) reporting aggregate rather than individual staff compensation information. These revisions will be presented to the congregation for approval at the annual meeting.

7. Applicants for the Church Administrator position have been interviewed and a short list of candidates has been identified. The search committee hopes to complete their task soon.

The meeting adjourned at 9:00. The next regularly scheduled Board meeting will be on April 14, 2009 at 7:30.

Respectfully submitted,
Birgit Robbert, Board Secretary

Attachments:

1. Minister's report
2. DRE's report
3. Church Administrator's report
4. Revenue and expense report
5. Balance sheet
6. Building revenue and expense report
7. Proposed budget for FY 2009-10
8. Program Council report
9. Web Management Policy

**Minister's Board Report
Mt Vernon Unitarian Church
March 10, 2008**

(Not in order of priority, but close)

1). Worship:

a). Received positive feedback on the Feb. 22 service, particularly from Jim Potter and Jamie Barnett, which makes me happy. I am noting that even when I don't think my sermon is strong, I'm still getting positive feedback. I'm wondering when reality will set in?

2). Administration/staff:

- a). weekly staff meetings continue.
- b). we have a final candidate for the admin. position.

3). UUA/JPD:

a). Attended the International UU Women's Conference in Houston, Feb. 26-28 which was very interesting. Still sorting out what I can bring back for MVUC. One positive feedback emerged: MVUC is one of very few churches that is engaged in the Partner Church program with Khasi Hills, and I suspect also doing Romania is rare.

4). Ministerial Self Care:

a.) Ready for winter, still wondering when it will arrive ;)

Submitted with renewed energy!

Kate R. Walker

Minister

P.S. Please note today is National Nap day: http://www.mahalo.com/Napping_Day

**Mount Vernon Unitarian Church
Report to the Board of Trustees**

Ron Brandt, Administrator March 2009

PROPERTY

Painting of Hollin Hall stairways – Working with two assistants, our tenant, Michael Carlisle, painted the halls and stairwells of Hollin Hall, completing the job on March 5. Earlier in the week we discovered water damage to the ceiling of the Fireplace Room from a leaky second floor toilet, so Mike went back to work painting that room. You are invited to see how much better the building looks now. The cost for the halls and stairs project was \$3900, charged to Property Major Maintenance.

Mobile phone tower again a possibility – A contact person representing AT&T has asked to have an engineer inspect our property to renew discussions about locating a cell phone tower here, probably on the outside back wall of the chapel. We were contacted by AT&T last fall but negotiations were dropped by AT&T for lack of funding. An ad hoc committee (Russ Stumpe, Wendy Burns, Al Erickson, Joan Darrah, and me) will continue to monitor the situation.

FINANCE

Financial arrangements revised – With guidance from the Finance Committee, we have changed the former PMM account into a money market account and transferred funds into it from the Operating Account. Then Al Erickson arranged for purchase of two \$100,000 certificates of deposit, one from the Building Fund and the other from the new Money Market account. Although no investments are very productive these days, the new arrangements will generate a small amount of additional income. If requested, Al Erickson can provide more information at the Board meeting. I have also completed the lengthy process of reviewing liability accounts and designated funds, so each account now has an official “owner” and purpose.

Credit card payments? – We currently accept payments for rentals and other payments by credit card, but not via the website. I estimate that if a third of pledge payments were made by credit card, it would cost about \$3500 and we don’t know whether it would help increase income. The Finance Committee is considering whether to further encourage use of credit cards by permitting payments from the website. They would undoubtedly welcome BOT members’ views.

COMMUNICATIONS

Changes expected in website – A committee composed of Joanne Masterson, Lisa Gillispie, and chairman Bill Alsmeyer-Johnson is expected soon to propose a modification of the recently adopted design of the MVUC website. If requested, Bill can provide more information at the meeting.

PERSONNEL

Appraisal process on schedule – The staff appraisal process prescribed in the Employee Handbook and monitored by the Personnel Committee continues on schedule. Copies of all appraisal forms will be given to Carolyn Slenska, committee chair, on or about March 15.

Report to the Board of Trustees
Mt. Vernon Unitarian Church
Meagan Henry, Director of Religious Education
March 2009

Religious Education Program Update:

- We are mid-way through the World Religions mini-session in grades K-5.
Kindergarten -1st grade - Holidays and Holy Days
2nd – 3rd grade – Buddhism
4th – 5th grade – Islam

Worship Note: The For All Ages stories on March 15 & 22 compliment the Buddhism and Islam classes, respectively.

- The spring semester Green Hill Project begins April 19; projects include: rain barrel installation at the Carriage House, creation of a bog garden to help catch water run-off, basil garden project, making scarecrows for MVUC community gardens.
- Coming of Age students and parents have raised approximately \$1600 to date, and will continue fundraising efforts throughout the spring.
- YRUU (High School class) plans a hike and canoe trip this spring, will prepare breakfast bags for VIC-HOP March 19 and help cook food for the Partner Church dinner on March 21.

RE Events & Dates for Board Members Information:

- April 17 – Intergenerational UU Seder
- Coming of Age class trip to Boston – May 22-25
- RE end of the year picnic – May 31

MOUNT VERNON UNITARIAN CHURCH						
Fiscal Year 2008-2009 Revenue & Expenses						
As of FEB 28, 2009 - 66.67% of the fiscal year						
		ACTUAL	ACTUAL	ACTUAL	ANN	ToDate as
	Account	THRU DEC	Feb-09	TO-DATE	Budget	% of Budget
	REVENUE					
4100	Stewardship Pledges	228,588	26,735	255,323	360,000	70.92%
4200	Contributions	10,330	1,700	12,030	18,000	66.83%
4300	Facilities use and rental (other)	16,096	1,275	17,371	20,182	86.07%
4390	Weddings(net)	38,362	11,250	49,612	90,000	55.12%
4400	Fund Raising Income	497	18	515	16,000	3.22%
4500	Administrative & other income	482	0	482	800	60.25%
	TOTAL INCOME	294,355	40,978	335,333	504,982	66.40%
	EXPENSES					
5000	Worship programs (incl music)	2,064	296	2,360	4,700	50.21%
5100	RE programs incl youth ministries	1,992	456	2,448	7,600	32.21%
5200	Home community programs	102	149	251	200	125.50%
5300	Denomination Responsibilities	18,202	1,652	19,854	28,774	69.00%
5400	Our larger world/social justice	150	0	150	325	46.15%
5490	Virginia Interfaith	300	0	300	300	100.00%
5500	Administrative programs			0		
5520	Stewardship campaign	0	0		700	
5540	Other comm. & expenses	10,838	0	10,838	0	
5590	Search committees	0	0	0	3,000	0.00%
5600	Conferences & contin. edu.	421	-300	121	6,300	1.92%
5700	Reimburse Prof. Expense	2,180	855	3,035	11,000	27.59%
6100	Operating Expense	7,444	1,121	8,565	12,000	71.38%
6200	Communications	7,231	0	7,231	8,000	90.39%
6300	Debt service	0	0	0	0	
6400	Insurance	4,852	0	4,852	8,500	57.08%
7000	Supplies	3,091	953	4,044	9,022	44.82%
7200	Property maintenance	27,102	1,008	28,110	34,600	81.24%
7300	Utilities	13,066	3,800	16,866	28,450	59.28%
8100	Employment compensation			0		
8110	Minister	62,447	8,313	70,760	115,157	61.45%
8130	Staff	89,594	13,170	102,764	163,156	62.99%
8300	Employee benefits			0		
8200	Payroll taxes	9,594	792	10,386	20,739	50.08%
8320	Health Insurance	4,866	757	5,623	8,800	63.90%
8330	Pensions	7,146	845	7,991	13,209	60.50%
9000	Miscellaneous	1,091		1,091		
	TOTAL EXPENSES	273,840	33,867	307,707	484,532	63.51%
	NET REVENUE(EXPENSES)	20,515	7,111	27,626	20,450	

9:50 AM
 03/04/09
 Cash Basis

MT VERNON UNITARIAN CHURCH
Balance Sheet
 As of February 28, 2009

	Feb 28, 09
ASSETS	
Current Assets	
Checking/Savings	
1000 · BHBT - Checking Account (00-81270-6)	37,198.17
1999 · BHBT - Money Market Account (00-81194-7)	207,735.37
Total Checking/Savings	244,933.54
Total Current Assets	244,933.54
Fixed Assets	
1501 · Land	1,220,900.00
1502 · Buildings	1,717,000.00
Total Fixed Assets	2,937,900.00
TOTAL ASSETS	3,182,833.54
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2010 · Citibusiness MC	665.06
Total Credit Cards	665.06
Other Current Liabilities	
2100 · Short Term Liabilities	
2101 · Grocery Scrip (Grocery Scrip)	180.00
2103 · Coffee (Coffee)	405.50
2104 · Intergenerational (Intergenerational events income and ex...	65.41
2111 · RE Course fees (Payments and receipts for books & other...	179.24
2521 · Memorial Society (Funds, mostly membership dues, from ...	1,266.47
Total 2100 · Short Term Liabilities	2,096.62
2191 · Deposits/Refunds	-250.00
2200 · Payroll Liabilities	
2202 · Due to/from Employee	231.16
2210 · Health Care Withholdings	
Director of Religious Education	78.68
Parish Minister	129.66
Total 2210 · Health Care Withholdings	208.34
2211 · Minister Life & Disability	128.00
2220 · Payroll Tax Withholdings	
DC w/h	116.00
Federal w/h	3,652.42
Medicare w/h	-503.52
Social Security w/h	-2,156.74
VA w/h	668.00
2220 · Payroll Tax Withholdings - Other	972.51
Total 2220 · Payroll Tax Withholdings	2,748.67
2230 · MVUC Payroll Taxes	
Employer Medicare	-503.52
Employer Social Security	-2,156.74
2230 · MVUC Payroll Taxes - Other	-239.62
Total 2230 · MVUC Payroll Taxes	-2,899.88
2240 · Employee Pension Contributions	550.00
2245 · MVUC Pension Contributions (Company paid pensions)	4,299.53
2200 · Payroll Liabilities - Other	-129.66
Total 2200 · Payroll Liabilities	5,136.16
Total Other Current Liabilities	6,982.78
Total Current Liabilities	7,647.84
Long Term Liabilities	
2500 · DESIGNATED FUNDS	

9:50 AM
03/04/09
Cash Basis

MT VERNON UNITARIAN CHURCH
Balance Sheet
As of February 28, 2009

	<u>Feb 28, 09</u>
2501 · YRUU	1,865.85
2504 · Music Fund - Gifts & Memorials	1,913.54
2505 · Partner Church	
General	3,013.48
Scholarships	8,435.00
Trip	1,005.86
Total 2505 · Partner Church	12,454.34
2508 · Social Justice	982.19
2509 · RE Special Projects	6,438.57
2510 · Boston Trip	408.51
2511 · SBA Reserves	12,061.76
2513 · Playground - Early Space	4,393.09
2514 · Social Justice Disaster Relief	697.00
2518 · Green Sanctuary	614.49
2520 · Property Major Maint (PMM)	94,841.69
Total 2500 · DESIGNATED FUNDS	136,671.03
Total Long Term Liabilities	136,671.03
Total Liabilities	144,318.87
Equity	
3001 · OPERATING FUND BALANCE	3,009,783.29
Net Income	28,731.38
Total Equity	3,038,514.67
TOTAL LIABILITIES & EQUITY	3,182,833.54

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

INCOME:from Pledges		
Balance outstanding of unpaid pledges		236,602.00
Balance brought forward	1,037,058.37	1,037,058.37
Received in FEB 09		
At MVUC	Pledges	355.00
Interest fm B & H	Interest	226.82
Interest in McLughlin	Income	53.55
W/D to Church Pledge(Stock)		
Total received for Building Fund (includes interest)	635.37	<u>1,037,693.74</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	980.90	
Total Expenses to Date		<u>603,167.36</u>

NET Funds on Hand for Building \$434,526.38

Expenses for February \$0.00

WHERE FUNDS ARE:

Funds at McLaughlin Inv.(Includes Income @0.05%)	231,379.93
Cash in B&H (earns 1.6%)	103,146.45
Cert. of Deposit at B & H (earns 2.31%)	100,000.00
	<u>\$434,526.38</u>

Mount Vernon Unitarian Church
Finance Committee Draft Budget for FY Ending June 30, 2010

March 5, 2009

	July 1, 2007 to June 30, 2008	July 1, 2008 to June 30, 2009	July 1, 2008 to Dec. 31, 2008	FY 2009 - July 2, 2009 Draft Budget	Comments
	Actual	Adopted	Actual		
4100 Stewardship Pledges					
4102 current year pledges	345,754	360,000	190,976	400,000	
Estimated income from 2007-2008 late payments					
	345,754	360,000	190,976	400,000	
4200 Contributions					
4201 cash in basket	7,886	8,000	5,156	10,000	
4202 donations - non-pledge	10,864	10,000	3,465	8,000	
	18,750	18,000	8,621	18,000	
4300 Facilities Use & Rentals					
4301 Hollin Hall Apartment	6,400	7,200	3,600	7,200	
4302 AA group- hilltoppers	700	800	300	800	
4308 Yoga Group	1,705	1,300	396	1,000	
4340 FHCPS	6,242	6,242	3,214	6,242	
4350 Other Uses-NET			275		
Friday Nighters	2,200	2,000	325	2,250	
Classes	275		280	400	
Meetings, Parties, etc.	2,050	1,640	5,075	8,000	
Memorial Services	240	1,000	0	300	
Recitals, etc	1,325		125	200	
Monitoring & Setup	1,330		267	400	
4390 Weddings-NET	92,948	90,000	26,955	70,000	
	115,415	110,182	40,812	96,792	
4400 Fund Raising Income					
4410 Activities and Events - NET			0		
Cchurch Functions	900	2,000	0	1,000	
Iintergenerational (re events)	596	350	0	300	
4420 Book Sale -NET	11,776	12,000	252	8,000	
4430 Grocery Scrip profits	75	150	16	75	
4440 Greenthumbers	0	800	0		
4450 Other Fundraisers	693	700	0	500	
	14,040	16,000	268	9,875	
4500 Administrative Income					
4510 Interest Earned	755	500	154	400	
4520 Reimbursed Expenses	490	0			
4550 Miscellaneous	441	300	214	500	
4551 Stale Check Writeoffs		0	94	0	
	1,686	800	462	900	
TOTAL REVENUE	495,645	504,982	241,139	525,567	

Mount Vernon Unitarian Church
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	Actual	Adopted	Actual		
PROGRAM EXPENSE					
5000	Worship				
5010	Worship Services		300		
	Hospitality, Coffee Hour		399	200	59
	Guest Speakers			800	400
5020	Music In Worship		3,476	3,400	1,700
	3,875	4,700	1,759	3,800	
5100	Religious Education				
	Adult RE		0	500	0
	Religious Education Expenses		2,566	6,000	1,647
	Summer RE Suppl. & Sal.		3,630	600	0
	Youth Ministries		351	500	0
	Other				103
	6,547	7,600	1,750	6,000	
5200	Home Community				
5210	Various committees				
5220	Member Development		118	200	102
5230	New Member Committee			0	200
	118	200	102	200	requested amount no request
5300	Denominational Dues				
5310	UUA Fair Share		20,358	19,824	9,912
5320	JPD Fair Share		10,268	8,850	4,425
5350	PC Council Dues		0	100	0
	30,626	28,774	14,337	28,372	19,376 346 rptd members @ \$56=19376 8,996 346 rptd members @ \$26=8996 See 5400
5400	Our Larger Word - Soc. Just.				
	Guest Speakers (2) on S. J.		121		
	Youth Scholarships to GA				
	Partner church Council Dues				150
	UUSJ		325	325	325
5490	Virginia Interfaith Center			300	300
	446	625	450	775	
5500	Administrative Programs				
5501	Board of Trustees		158		313
5502	Program Council		33		150
5503	Committee on Ministry				no request
5504	Finance Committee				ditto
5520	Stewardship		302	700	700
5540	Rental Committee		158		ditto
5550	Personnel Committee				ditto
5590	Search Committees		6,184	3,000	
5591	New Minister Expenses(Moving & Installation)				10,525
	6,835	3,700	10,838	850	
5600	Conferences & Contin. Ed.				
5610	Parish Minister				20
5620	Director of RE		2,929	3,800	401
5630	Music Director Dues & Conf.		2,213	2,500	500
5640	Staff Training				
5650	Leadership Training				300
	5,142	6,300	421	3,000	
5700	Reimburse Professional Expenses				
	Director of RE				47
	Parish Minister			11,000	1,305
	Music Director				1,600
	11,000	1,352	15,363		

Mount Vernon Unitarian Church
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	Actual	Adopted	Actual		
6100 Operating Expense					
6110 Bank Fees	123	300		150	
6120 Computer Maintenance	412	200	219	200	
6130 Legal Services	0	0			
6140 Fees, Licenses, Permits	1,635	1,500	658	1,600	xtra for credit card acceptance
6170 Office Equipment Repairs					
6180 Postage	3,782	5,000	2,249	4,500	
6190 Copier	4,773	5,000	3,205	6,000	
6199 Miscellaneous		28,168	500		
	10,725	40,168	6,831	12,450	
6200 Communications					
6210 Advertising	0	500		500	
6220 Newsletter	5,347	5,000	1,918	4,000	
6240 Web Page Hosting	0	2,500	5,000	500	
	5,347	8,000	6,918	5,000	
6300 Debt Service					
6310 Loans	75		0	0	
	75		0	0	
6400 Insurance					
6410 property insurance	7,512	7,500	4,853	7,500	
6430 workers Comp	748	1,000		1,000	
	8,260	8,500	4,853	8,500	
7000 Supplies					
7010 Buildings/Cleaning Supplies	5,788	5,000	502	2,000	
7020 Office Supplies	2,984	3,500	1,820	3,600	
7030 Miscellaneous Supplies	416	522	769	1,000	
	9,188	9,022	3,091	6,600	
7200 Property Maintenance					
7210 Buildings	12,000	10,000	9,324	12,000	
7220 Grounds	11,204	6,000	6,386	8,000	
7225 Lawn Care Contract	13,887	15,350	9,318	18,000	
7230 Refuse Removal	2,575	2,500	1,685	3,500	
7240 Snow Removal	0	750	0	750	
7290 PMM Reserves	15,000	0	0	15,000	
	54,666	34,600	26,713	57,250	
7300 Utilities					
7310 Telephone	3,500	4,000	2,371	4,000	
7320 Electric					
Carriage House	3,030	3,400	1,309	3,000	
Hollin Hall	3,035	4,050	2,174	4,200	
Meeting House	7,802	7,500	3,938	7,500	
7330 Gas					
A - Hollin Halls hh	2,397	2,500	219	1,000	
B Meeting House	2,112	3,000	288	1,000	
7340 Oil greenhouse	-10	1,000	219	0	
7350 Water, Sewer	3,326	3,000	1,407	3,000	
	25,192	28,450	11,925	23,700	
Total before Staff Comp.	167,042	191,639	91,340	171,860	

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March 5, 2009

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	Actual	Adopted	Actual		
8100 EMPLOYEE COMPENSATION					
8110 Parish Minister					
Housing		41,640	19,998	42,889	
Health Insurance		7,780	1,674	7,780	
Minister;s FICA	5,360	4,843	746	5,274	
Life & Disability Insurance	7,342	1,536		1,536	
Prof. Expenses	8,931		0		listed under 5700
Pension	7,006	9,600	3,066	9,888	
Salary	70,062	54,360	29,089	55,991	
	98,701	119,759	54,573	123,358	
8129 Temporary Staffing					
Babysitting					
Music Consultant			4,550		
	0		4,550		
8130 Staff Compensation					
Church Administrator	6,150	19,500	0	40,000	Possible
Bookkeeper				12,480	Possible
Congregational Administrator	31,656	32,741	16,372	22,485	Reduced to 20 hours/week
Congregational Assistant	8,417	8,930	4,578	9,198	
Custodian	31,240	32,824	16,409	33,809	
Director of Music	23,107		2,850	20,000	searchng
Keyboardist				10,000	Possible
Director or Religious Ed	45,608	47,021	23,512	48,432	
Grounds Keeper					
Nursery Care Giver	3,777	5,000	1,769	5,000	
RE Assistant	10,958	12,299	6,209	12,668	
Merit pay set aside - 2%				4,510	
	160,913	158,315	71,699	218,582	
8200 Payroll Taxes					
8220 Medicare & Social Security	12,927	20,739	8,758	23,951	
	12,927	20,739	8,758	23,951	
8300 Employee Benefits					
8320 Health insurance	5,267	8,800	4,109	5,830	
8330 Pensions	13,072	13,209	6,259	10,473	
9001 Penalties	28		1,091		
	18,367	22,009	11,459	16,303	
Total Staff Compensation	290,908	320,822	151,039	382,194	
TOTAL EXPENSES	457,950	512,461	242,379	554,054	
Net Income	37,695	-7,479	-1,240	-28,487	

Program Council Minutes
Monday, February 23, 2009
7:30 PM, Commons

Mary Barnett
 Kim Cobb
 Tamara de la Camp
 Meagan Henry (DRE)
 Doug MacCleary (*unable to attend*)

Seileen Murphy
 Sandy Peterson
 Georgia Pourchot (*unable to attend*)
 Kate Walker (Minister)

Agenda

Topic	Comments
1. BOT Minutes from January (review)	Reminder that Ingathering Picnic will be held on September 13th, a Sunday . PC members will have the opportunity to help with this fun event that kicks off the church year.
2. Annual Reports – Status Update	Done
3. Committees & Groups News	<p>Georgia Pourchot, Social Justice:</p> <ul style="list-style-type: none"> • Written report from Georgia Pourchot is appended to this document. <p>Mary Barnett, Property:</p> <ul style="list-style-type: none"> • Key vacancies still open in Grounds and Buildings. • Work'n'Nanny scheduled for April 19th. Discussed ways to increase participation in this event as there is lots to be done. Would childcare help? Can we structure some jobs for kids to do, such as schlepping yard waste to the compost piles and loading up wheelbarrows? • Things are getting started in the greenhouse. <p>Sandy Peterson, Our Home Community:</p> <ul style="list-style-type: none"> • Membership developed a new member folder to give to new members, which includes a photo directory, bookmark, and other informational items. • We've been receiving many new visitors (18 the week before the meeting). Most new members come after seeing the website and many have complimentary things to say about the site. • Good Companions is seeing continually high numbers; there are consistently about 30 attendees at their sessions. • Membership continues to work on the guidelines for use of Commons space on Sunday. • Circle Suppers are happening on Saturday, March 14th. <p>Seileen Murphy, Religious Education:</p> <ul style="list-style-type: none"> • The RE Director worked with finance committee to ensure income from IG events is being correctly recorded. • RE Committee is reviewing their charter to see if it needs updating. • RE Committee is working on summer class planning; they are debating the right balance between <i>educational</i> and <i>recreational</i>. • RE Committee is still looking at arranging CPR/Red Cross training for youth/others who want to be on the list of recommended babysitters.

Topic	Comments
	<ul style="list-style-type: none"> • Betsy Lowery is putting together an online teacher survey. • Adult RE has had challenges getting people to sign up for evening classes. • Youth RE class attendance has been pretty consistent. <p><i>Kim Cobb, Sunday Services:</i></p> <ul style="list-style-type: none"> • The worship associates training was completed and was well-received. • Kim talked to a contact Kate gave her at Meadville about assigning coffee hour duties to church members rather than relying on a small group of repeat volunteers. Kim will continue to work on this matter. • Planning for summer services is underway.
4. Other issues?	Next meeting will be held Monday, March 23rd. We'll be in the Morning Room in Hollin Hall because of book sale mania in the Commons.
5. Who else needs to know about tonight's meeting?	Done
6. Check out	Done

Social Justice Update, 2/23/09

My apologies to all, I leave town in an hour. Here is the news on SJC end:

-annual reports will be in on March 2nd, next Monday. Most of our groups already submitted reports, we are in good shape.

-March is a busy month in social justice. There is something going on every weekend. That is partly because from April on, weekends are booked with rentals, so we crammed a lot in March. The good news is all the events are worth attending. March 1st and 22, we have two concerts [Barbershop to benefit BEL center, and Forever Wild with Jim Stoltz, to benefit SJC projects]. March 14, we host a UUSJ cluster meeting [cluster of UU churches in Northern Virginia] with workshops on interfaith advocacy, affordable housing and homelessness, and greening efforts. This is a FIRST for our church. March 21, partner church dinner; those of you who have attended it before know it is a treat. March 29, the annual green event is a potluck. Finally, in the Peace and Justice Movie Series, we are viewing "Promises" on March 6 this is a movie about the Israeli-Palestinian conflict viewed through children's eyes. ALL THESE EVENTS ARE ON THE CALENDAR, WITH A BRIEF DESCRIPTION.

-Green Sanctuary efforts to move to a green coffee hour are bearing fruit, the mug rack is full. We will need to look for new wall space for additional racks. GS also started selling green products, made \$200 only yesterday. The recycling of printer cartridges and old cell phones is in full swing; UCM turns them into \$\$ that support programs for the low-income population on rt. 1.

-VIC-HOP is on its last stretch, we end the program in March. It has gone well this year, only some of our long-time overnight volunteers were unable to join us and we had difficulty finding replacements. We will consider going back to doing the program for only two months, we are the only church that does the full four month period.

-Social justice service is scheduled with Kate for the first Sunday in May. We will focus on what makes us/the church serve, the joy and rewards coming out of our work. It is meant as a wrap-up of the year.

-Commonwealth of Virginia commended MVUC for its social justice work. Senator Tody Puller will present us with the Commendation sometime this spring.

Other issues [this really comes under Our Home Community]:

-increasing numbers of new and not so new members and visitors take Welcome to our Community three-part series. This is a very good sign, we see increased interest in volunteer opportunities among fairly new folks. This will insure that folks who sign the book are in the know and fully understand their commitment to the church.

-child care remains an issue.

-we still need an Events Coordinator, to organize events that do not fall under the current program areas, or those that would qualify as Our Home Community. For instance, we could have a Valentine's Day party/event; or a Thanksgiving meal; or a Mother's Day event. The sky is the limit but we cannot do it with the current volunteers, who are maxed as is. So please keep an eye out for 'program manager' types of folks and let us know.

Have a great meeting tonight, thank you all. Georgia

Mount Vernon Unitarian Church

Policies

Website Management

Purpose

This policy defines in broad categories the standards for posting of content to the church website and defines implementation of these standards. It covers maintenance of the website, including the standards that regulate its appearance, and identifies those authorized to update the site or authorize others to update it.

Information Content

Preference for posting of content will be given in the order listed below.

1. Information about MVUC worship services.
2. Content related to communications from, policies adopted by, or minutes of the Board of Trustees.
3. Content pertaining to fundraising activities.
4. Content pertaining to program areas of the Program Council.
5. Content related to other official MVUC activities, such as congregational special committees or small group ministry.
6. Content related to any outside group or organization directly supported by MVUC. (Examples: Unitarian Universalists for Social Justice, United Community Ministries, etc.)
7. Any content related to the activities of the Joseph Priestly District of the UUA.
8. Any content related to the activities, interests, or proposals of the Unitarian Universalist Association of Congregations (UUA).
9. Any content related to the interests and activities of individual MVUC members, provided such content conforms to the content standards.

Content Standards

- All content must present Mt. Vernon Unitarian Church in a positive way.
- No content posted to the site may defame any individual or be libelous or slanderous.
- All content must be original or be posted with the consent of the originator.
- Content may be posted that quotes or references partial works, provided such content is attributed to the originator, and is used in accordance with acceptable legal practice.
- No content may advocate a position that might put the MVUC tax exemption at risk.
- No content may be posted that appears to have the congregation of MVUC advocate a public policy position that has not been voted on by the

congregation.

- All content must conform to all church policies.

Responsibilities

Church Administrator

The Church Administrator has primary responsibility for assuring that the content of the website adheres to the adopted standards and is in accord with church policies. The Church Administrator will arbitrate any disputes between users and content posters. The website arbitration decisions can be appealed to the Communications Committee.

With the approval of the Board of Trustees the Church Administrator may delegate some of these duties, but remains responsible for assuring that church policies and website standards are followed.

Communications Committee

The Communications Committee's responsibilities include:

1. Developing and maintaining standards for the appearance of the website, including
 - fonts, font sizes, and colors
 - front page layout, and
 - standardized layouts for secondary pages, menus, and content types.
2. Monitoring functioning of the site,
3. Verifying that the site has sufficient space and bandwidth resources,
4. Promoting use of the site within the church,
5. Promoting its use outside the church by getting other websites to link to it and improving its rankings in various search engines,
6. Establishing a process for periodic review of its use, functioning, and appearance, including input from users of the site,
7. Working with the Church Administrator to identify those who will be trained to post content to the site, and to identify those permitted to approve content posted to the site or related sites, and
8. Reporting regularly to the Board of Trustees on the Committee's activities pertaining to the website.

With approval of the Board of Trustees, the Committee may delegate some of these activities to a subcommittee or task force but if so, will remain responsible. The Committee will appoint and supervise any such subcommittee or task force.

Webster

The Webster is responsible for technical workings of the website and will

advise the Board on changes requiring the outlay of funds. The Webster is appointed by the chair of the Board of Trustees in consultation with the incumbent Webster, the Chair of the Communications Committee, and appropriate members of the professional staff. The webster shall be a member of the Communications Committee and is expected to advise the Communications Committee on all website matters. The Webster is expected to lead any subcommittees or task forces created to evaluate, advise, or modify the website content, design, or functionality.

Adopted March 10, 2009