

Meeting Minutes
Board of Trustees of Mount Vernon Unitarian Church
14 July 2009

Board members present:

Reid Adler, Board chair
Bill Alsmeyer-Johnson
Jamie Barnett
Dan Cohen
Joan Darrah
Tamara de la Camp
Birgit Robbert
Mike Walker
Ian Anderson, Youth Representative

Board member(s) absent:

Lisa Gillispie

Others present:

Al Erickson, Treasurer
Ron Brandt, outgoing Church Administrator
Branka Bijelovich, Church Administrator

The meeting was called to order at 7:35 by Reid Adler, Board chair

Reid welcomed and introduced MVUC's new church administrator, Branka Bijelovich. Again, the Board expressed its gratitude to Ron Brandt for his service as interim administrator. Al Erickson was also recognized for his service as church treasurer.

1. The minutes of the Board meeting on 16 June 2009 were approved as corrected. Approved minutes are posted on the web.
2. Al Erickson presented the financial reports (attached). The Finance Committee requested and the Board approved (8-0) that MVUC start covering 80%, instead of 75%, of health insurance premiums for all participating employees. This adjustment had been previously approved by the Board beginning in the 2010-2011 church year, but will now be implemented earlier.
3. Officers were elected as follows:
Reid Adler, Board chair
Joan Darrah, Board vice-chair
Dan Cohen, Board secretary (effective at the August board retreat; Birgit Robbert will continue to serve as secretary until then).
Tamara de la Camp, Program Council convener
Al Erickson, Church treasurer

The remainder of the meeting was spent discussing how the Board can structure itself and prioritize its objectives in order to best serve MVUC as it evolves into a mid-size, program church. This conversation will continue at the next meeting and at the Board retreat.

The meeting adjourned at 9:15. The next regularly scheduled Board meeting will be on August 11, 2009 at 7:30.

Respectfully submitted,
Birgit Robbert, Board secretary

Attachments:

1. Operating budget
2. Revenue and expense report
3. Balance sheet
4. Building revenue and expense report

BOT APPROVED BUDGET
for FY Ending June 30, 2010
June 16, 2009

| | | 2007-2008 | 2008-2009 | 2008-2009 | 2009-2010 |
|-------------------------------|---------------------------------|----------------|----------------|----------------|----------------|
| | | Actual | Budget | Actual | Budget |
| REVENUE | | | | | |
| 4100 | Stewardship Pledges | 345,754 | 360,000 | 356,303 | 385,000 |
| 4200 | Contributions | 18,750 | 18,000 | 18,466 | 19,000 |
| 4300 | Facilities Use and Rentals | 115,415 | 152,182 | 179,542 | 173,472 |
| 4400 | Fund Raising | 14,040 | 16,000 | 9,710 | 10,075 |
| 4500 | Administrative Income | 1,686 | 800 | 995 | 800 |
| TOTAL REVENUE | | 495,645 | 546,982 | 565,016 | 588,347 |
| EXPENSES | | | | | |
| 5000 | Worship Programs (incl music) | 3,875 | 4,700 | 3,831 | 5,500 |
| 5100 | Religious Education Programs | 6,547 | 7,600 | 4,163 | 4,000 |
| 5200 | Home Community Programs | 118 | 200 | 251 | 300 |
| 5300 | Denomination Responsibilities | 30,626 | 28,774 | 28,674 | 28,026 |
| 5400 | Our Larger World/Social Justice | 446 | 325 | 873 | 750 |
| 5500 | Administrative Programs | | | | |
| 5520 | Stewardship Campaign | 302 | 700 | 446 | 700 |
| 5550 | Other Committees Expense | 349 | 0 | 493 | 600 |
| 5590 | Search Committees | 6,184 | 3,700 | 85 | 0 |
| 5591 | New Minister Expenses | | | 10,457 | 0 |
| 5600 | Conferences & Continuing Ed. | 2,213 | 6,300 | 80 | 800 |
| 5700 | Reimburse Professional Exp | | 11,000 | 13,202 | 15,812 |
| 6100 | Operating Expense | 10,725 | 54,000 | 53,911 | 54,025 |
| 6200 | Communications | 5,347 | 8,000 | 9,016 | 5,000 |
| 6300 | Debt Service | 75 | 0 | 0 | 0 |
| 6400 | Insurance | 8,260 | 8,500 | 9,698 | 10,000 |
| 7000 | Supplies | 9,188 | 9,022 | 5,954 | 6,100 |
| 7200 | Property Maintenance | 54,666 | 34,600 | 38,182 | 56,800 |
| 7300 | Utilities | 25,192 | 28,450 | 28,404 | 29,500 |
| 8100 | Employee Compensation | | | | |
| 8110 | Minister | 75,422 | 100,843 | 100,997 | 104,316 |
| 8129 | Temp Staffing | | | 19,345 | 0 |
| 8130 | Staff | 160,913 | 158,315 | 138,713 | 211,590 |
| 8200 | Payroll Taxes | 12,927 | 20,739 | 11,053 | 16,836 |
| 8300 | Employee Benefits | | | | |
| 8320 | Health, Life & Disability Ins. | 5,295 | 16,580 | 8,132 | 15,183 |
| 8330 | Pensions | 20,078 | 22,809 | 22,570 | 22,861 |
| TOTAL EXPENSES | | 438,748 | 525,157 | 511,477 | 590,235 |
| NET REVENUE (EXPENSES) | | 56,897 | 20,989 | 53,539 | -1,888 |

MOUNT VERNON UNITARIAN CHURCH
Fiscal Year 2008-2009 Revenue & Expenses
As of June 30, 2009 - 100% of the fiscal year

| Account | ACTUAL THRU MAY | ACTUAL Jun-09 | ACTUAL TO-DATE | ANN Budget | ToDate as % of Budget |
|--|--------------------|------------------|-------------------|----------------|--------------------------|
| REVENUE | | | | | |
| 4100 Stewardship Pledges | 322,574 | 33,729 | 356,303 | 360,000 | 98.97% |
| 4200 Contributions | 17,161 | 1,305 | 18,466 | 18,000 | 102.59% |
| 4300 Facilities use and rental (other) | 26,819 | 1,715 | 28,534 | 20,182 | 141.38% |
| 4390 Wedding Income | 132,857 | 18,151 | 151,008 | 132,000 | 114.40% |
| 4400 Fund Raising Income | 9,461 | 249 | 9,710 | 16,000 | 60.69% |
| 4500 Administrative & other income | 995 | 0 | 995 | 800 | 124.38% |
| TOTAL INCOME | 509,867 | 55,149 | 565,016 | 546,982 | 103.30% |
| EXPENSES | | | | | |
| 5000 Worship programs (incl music) | 4,459 | -628 | 3,831 | 4,700 | 81.51% |
| 5100 RE programs incl youth ministries | 3,727 | 436 | 4,163 | 7,600 | 54.78% |
| 5200 Home community programs | 251 | 0 | 251 | 200 | 125.50% |
| 5300 Denomination Responsibilities | 28,674 | 0 | 28,674 | 28,774 | 99.65% |
| 5400 Our larger world/social justice | 573 | 0 | 573 | 425 | 134.82% |
| 5490 Virginia Interfaitn | 300 | 0 | 300 | 350 | 85.71% |
| 5500 Administrative programs | | | 0 | | |
| 5520 Stewardship campaign | 446 | 0 | 446 | 700 | 63.71% |
| 5540 Other comm. & expenses | 10,769 | 180 | 10,949 | 0 | |
| 5590 Search committees | 85 | 0 | 85 | 3,700 | 2.30% |
| 5600 Conferences & contin. edu. | 80 | 0 | 80 | 0 | |
| 5700 Reimburse Prof. Expense | 9,242 | 3,960 | 13,202 | 15,300 | 86.29% |
| 6100 Operating Expense | 13,252 | 614 | 13,866 | 12,000 | 115.55% |
| 6155 Rental Events Expenses | 36,180 | 3,865 | 40,045 | 42,000 | 95.35% |
| 6200 Communications | 8,389 | 627 | 9,016 | 8,000 | 112.70% |
| 6300 Debt service | 0 | 0 | 0 | 0 | |
| 6400 Insurance | 7,364 | 2,334 | 9,698 | 8,500 | 114.09% |
| 7000 Supplies | 5,272 | 682 | 5,954 | 9,022 | 65.99% |
| 7200 Property maintenance | 35,949 | 2,232 | 38,181 | 34,600 | 110.35% |
| 7300 Utilities | 26,432 | 1,973 | 28,405 | 28,450 | 99.84% |
| 8100 Employment compensation | | | 0 | | |
| 8110 Minister | 90,860 | 8,031 | 98,891 | 119,759 | 82.58% |
| 8130 Staff | 149,938 | 13,172 | 163,110 | 158,315 | 103.03% |
| 8300 Employee benefits | | | 0 | | |
| 8200 Payroll taxes | 10,210 | 844 | 11,054 | 20,739 | 53.30% |
| 8320 Health Insurance | 7,795 | 339 | 8,134 | 8,800 | 92.43% |
| 8330 Pensions | 19,714 | 1,709 | 21,423 | 13,209 | 162.18% |
| 9000 Miscellaneous | 1,146 | 0 | 1,146 | | |
| TOTAL EXPENSES | 471,107 | 40,370 | 511,477 | 525,143 | 97.40% |
| NET REVENUE(EXPENSES) | 38,760 | 14,779 | 53,539 | 21,839 | |

MT VERNON UNITARIAN CHURCH
Balance Sheet
 As of June 30, 2009

| | <u>Jun 30, 09</u> |
|---|----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1000 · BHBT - Checking Account (00-81270-6) | 37,039.75 |
| 1999 · BHBT - Money Market Account (00-81194-7) | 108,282.32 |
| Total Checking/Savings | <u>145,322.07</u> |
| Total Current Assets | 145,322.07 |
| Fixed Assets | |
| 1501 · Land | 1,220,900.00 |
| 1502 · Buildings | 1,717,000.00 |
| Total Fixed Assets | <u>2,937,900.00</u> |
| Other Assets | |
| 1998 · CD B&H #11834544 | 100,000.00 |
| Total Other Assets | <u>100,000.00</u> |
| TOTAL ASSETS | <u><u>3,183,222.07</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Credit Cards | |
| 2010 · Citibusiness MC | 167.99 |
| Total Credit Cards | <u>167.99</u> |
| Other Current Liabilities | |
| 2100 · Short Term Liabilities | |
| 2101 · Grocery Scrip (Grocery Scrip) | 590.00 |
| 2103 · Coffee (Coffee) | 111.21 |
| 2104 · Intergenerational (Intergenerational events income an... | 4.43 |
| 2111 · RE Course fees (Payments and receipts for books & o... | 9.74 |
| 2140 · Prof Expenses Minister | 1,993.00 |
| 2141 · Prof Expenses Dir Rel Ed | -621.00 |
| 2142 · Prof Expenses Dir Music | 137.00 |
| Total 2100 · Short Term Liabilities | <u>2,224.38</u> |
| 2191 · Deposits/Refunds | 1,550.00 |
| 2200 · Payroll Liabilities | |
| 2202 · Due to/from Employee | 231.16 |
| 2210 · Health Plan Withholdings | |
| Director of Religious Education | -0.86 |
| Parish Minister | 518.64 |
| 2210 · Health Plan Withholdings - Other | -2,452.66 |
| Total 2210 · Health Plan Withholdings | <u>-1,934.88</u> |
| 2220 · Payroll Tax Withholdings | |
| DC w/h | 178.00 |
| Federal w/h | 4,488.42 |
| Medicare w/h | -493.69 |
| Social Security w/h | -2,114.82 |
| VA w/h | 661.00 |
| 2220 · Payroll Tax Withholdings - Other | 972.51 |
| Total 2220 · Payroll Tax Withholdings | <u>3,691.42</u> |
| 2230 · MVUC Payroll Taxes | |
| Employer Medicare | -493.69 |
| Employer Social Security | -2,114.82 |
| 2230 · MVUC Payroll Taxes - Other | -239.62 |
| Total 2230 · MVUC Payroll Taxes | <u>-2,848.13</u> |
| 2240 · Employee Pension Contributions | |
| Office Mgr Pension Contribution | 8,600.00 |
| 2240 · Employee Pension Contributions - Other | -8,350.00 |
| Total 2240 · Employee Pension Contributions | <u>250.00</u> |

MT VERNON UNITARIAN CHURCH
Balance Sheet
 As of June 30, 2009

| | <u>Jun 30, 09</u> |
|---|-----------------------------------|
| 2245 · MVUC Pension Contributions (Company paid pensions) | 1,000.15 |
| 2200 · Payroll Liabilities - Other | <u>-569.75</u> |
| Total 2200 · Payroll Liabilities | -180.03 |
| Total Other Current Liabilities | <u>3,594.35</u> |
| Total Current Liabilities | 3,762.34 |
| Long Term Liabilities | |
| 2500 · DESIGNATED FUNDS | |
| 2501 · YRUU | 1,937.94 |
| 2504 · Music Fund - Gifts & Memorials | 1,445.34 |
| 2505 · Partner Church | |
| General | 4,203.48 |
| Scholarships | -330.00 |
| Trip | <u>1,005.86</u> |
| Total 2505 · Partner Church | 4,879.34 |
| 2508 · Social Justice | 994.19 |
| 2509 · RE Special Projects | 6,438.57 |
| 2510 · Boston Trip | 1,177.04 |
| 2511 · SBA Reserves | 3,442.72 |
| 2513 · Playground | 2,204.02 |
| 2514 · Social Justice Disaster Relief | 722.00 |
| 2516 · Remington Memorial | 2,228.01 |
| 2518 · Green Sanctuary | 519.51 |
| 2520 · Property Major Maint (PMM) | <u>87,981.55</u> |
| Total 2500 · DESIGNATED FUNDS | <u>113,970.23</u> |
| Total Long Term Liabilities | <u>113,970.23</u> |
| Total Liabilities | 117,732.57 |
| Equity | |
| 3001 · OPERATING FUND BALANCE | 3,009,783.29 |
| 3900 · Retained Earnings | 2,352.18 |
| Net Income | <u>53,354.03</u> |
| Total Equity | <u>3,065,489.50</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>3,183,222.07</u></u> |

MOUNT VERNON UNITARIAN CHURCH
May 31, 2009

| | | | |
|--|--------------|---------------|---------------------|
| INCOME:from Pledges | | | |
| Balance outstanding of unpaid pledges | | | 236,602.00 |
| Balance brought forward | 1,040,962.11 | | |
| Received in Jun 09 | | | 1,040,962.11 |
| At MVUC | Pledges | 500.00 | |
| Interest fm B & H | Interest | 127.22 | |
| Interest in McLughlin | Income | 0.26 | |
| W/D to Church Pledge(Stock) | | | |
| Total received for Building Fund (includes interest) | | <u>627.48</u> | <u>1,041,589.59</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 | <u>980.90</u> | |
| Total Expenses to Date | | <u>603,167.36</u> |

NET Funds on Hand for Building \$438,422.23

Expenses for May \$0.00

WHERE THE FUNDS ARE:

| | |
|--|---------------------|
| Funds at McLaughlin Inv.(Includes Income @0.05%) | 231,431.27 |
| Cash in B&H (earns 1.52%) | 106,990.96 |
| Cert. of Deposit at B & H (earns 2.31%) | <u>100,000.00</u> |
| | <u>\$438,422.23</u> |