

**Meeting Minutes**  
**Board of Trustees of Mount Vernon Unitarian Church**  
**11 August 2009**

**Board members present:**

Reid Adler, Board chair  
Bill Alsmeyer-Johnson  
Jamie Barnett  
Joan Darrah  
Lisa Gillispie  
Birgit Robbert

**Board members absent:**

Dan Cohen  
Tamara de la Camp  
Mike Walker  
Ian Anderson, Youth Representative

**Others present:**

Branka Bijelovich, Church Administrator  
Al Erickson, Treasurer  
Ron Brandt  
Bill Clontz  
Jim Potter  
Kris Rosenthal  
Robin Roberts

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

1. Al Erickson presented the financial reports (attached).
2. Reid thanked Branka Bijelovich for preparing MVUC manuals for Board members. The manual includes an organizational chart, by-laws, policies, committee charters, position descriptions and annual reports.
3. Kris Rosenthal, who will serve as the facilitator for the upcoming Board retreat, attended the meeting to talk to the Board about suggestions and expectations for the retreat. The retreat will be held on August 28-29, again at Pam and Bruce Tinker's *Wolf Run Retreat*.
4. Bill Clontz, Jim Potter, and Robin Roberts attended the meeting as representatives of the Building/Renovation team. They gave a brief history of the Building/Renovation campaign for the new members of the Board. Steps that have been taken since the mid-90's include: having congregational support to add-on to and to renovate MVUC; raising over \$1M in funds for new construction and renovation (including repairs to Hollin Hall); obtaining architectural plans and building permits for the project; and then, with the economic downturn and uncertain fiscal future of MVUC, delaying the construction project two years ago. The present Board will investigate if the Building/Renovation planning should move forward at this time. Birgit Robbert will serve as Board liaison to the Building/Renovation team.

5. Time was spent discussing the role of the Program Council and how the Board and the PC can best work together in serving the church.
6. It was noted that Marlene Churchill is stepping down as editor of the newsletter.

The meeting adjourned at 9:50. The next regularly scheduled Board meeting will be on September 8, 2009 at 7:30.

Respectfully submitted,  
Birgit Robbert

Attachments:

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

**MT VERNON UNITARIAN CHURCH**  
**Balance Sheet**  
 As of July 31, 2009

	Jul 31, 09
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · BHBT - Checking Account (00-81270-6)	22,504.65
1999 · BHBT - Money Market Account (00-81194-7)	108,411.37
<b>Total Checking/Savings</b>	130,916.02
<b>Total Current Assets</b>	130,916.02
<b>Fixed Assets</b>	
1501 · Land	1,220,900.00
1502 · Buildings	1,717,000.00
<b>Total Fixed Assets</b>	2,937,900.00
<b>Other Assets</b>	
1998 · CD B&H #11834544	100,000.00
<b>Total Other Assets</b>	100,000.00
<b>TOTAL ASSETS</b>	<b>3,168,816.02</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
2010 · Citibusiness MC	44.53
<b>Total Credit Cards</b>	44.53
<b>Other Current Liabilities</b>	
2100 · Short Term Liabilities	
2101 · Grocery Scrip (Grocery Scrip)	690.00
2103 · Coffee (Coffee)	111.21
2104 · Intergenerational (Intergenerational events in...)	14.64
2111 · RE Course fees (Payments and receipts for b...)	9.74
2140 · Prof Expenses Minister	1,546.73
2141 · Prof Expenses Dir Rel Ed	-1,348.72
2142 · Prof Expenses Dir Music	125.00
<b>Total 2100 · Short Term Liabilities</b>	1,148.60
2191 · Deposits/Refunds	2,550.00
2200 · Payroll Liabilities	
2202 · Due to/from Employee	231.16
2210 · Health Plan Withholdings	
Church Administrator	51.99
Director of Music	127.05
Director of Religious Education	70.73
Parish Minister	628.66
2210 · Health Plan Withholdings - Other	-2,452.66
<b>Total 2210 · Health Plan Withholdings</b>	-1,574.23
2211 · Minister Life & Disability	940.00
2220 · Payroll Tax Withholdings	
DC w/h	227.00
Federal w/h	4,735.42
Medicare w/h	-462.10
Social Security w/h	-1,979.59
VA w/h	709.00
2220 · Payroll Tax Withholdings - Other	972.51
<b>Total 2220 · Payroll Tax Withholdings</b>	4,202.24
2230 · MVUC Payroll Taxes	
Employer Medicare	-462.10
Employer Social Security	-1,979.59
2230 · MVUC Payroll Taxes - Other	-239.62
<b>Total 2230 · MVUC Payroll Taxes</b>	-2,681.31
2240 · Employee Pension Contributions	
Minister's Pension Contribution	200.00

9:07 PM

08/06/09

Cash Basis

# MT VERNON UNITARIAN CHURCH

## Balance Sheet

As of July 31, 2009

	<u>Jul 31, 09</u>
Office Mgr Pension Contribution	8,700.00
2240 · Employee Pension Contributions - Other	<u>-8,350.00</u>
Total 2240 · Employee Pension Contributions	550.00
2245 · MVUC Pension Contributions (Company paid...)	1,873.20
2200 · Payroll Liabilities - Other	<u>-569.75</u>
Total 2200 · Payroll Liabilities	2,971.31
2201 · Misc Amts Owed	<u>-976.02</u>
Total Other Current Liabilities	<u>5,693.89</u>
Total Current Liabilities	5,738.42
Long Term Liabilities	
2500 · DESIGNATED FUNDS	
2501 · YRUU	1,819.68
2504 · Music Fund - Gifts & Memorials	1,445.34
2505 · Partner Church	
General	5,103.48
Scholarships	-330.00
Trip	<u>1,005.86</u>
Total 2505 · Partner Church	5,779.34
2508 · Social Justice	994.19
2509 · RE Special Projects	6,438.57
2510 · Boston Trip	327.93
2511 · SBA Reserves	458.72
2513 · Playground	2,204.02
2514 · Social Justice Disaster Relief	722.00
2516 · Remington Memorial	2,228.01
2518 · Green Sanctuary	124.90
2520 · Property Major Maint (PMM)	<u>85,572.55</u>
Total 2500 · DESIGNATED FUNDS	<u>108,115.25</u>
Total Long Term Liabilities	<u>108,115.25</u>
Total Liabilities	113,853.67
Equity	
3001 · OPERATING FUND BALANCE	3,009,783.29
3900 · Retained Earnings	54,880.50
Net Income	<u>-9,701.44</u>
Total Equity	<u>3,054,962.35</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>3,168,816.02</u></u></b>

<b>MOUNT VERNON UNITARIAN CHURCH</b>					
Fiscal Year 2009-2010 Revenue & Expenses					
As of July 31, 2009 - 9% of the fiscal year					
		ACTUAL	ACTUAL	ANN	ToDate as
	Account	Jul-09	TO-DATE	Budget	% of Budget
	<b>REVENUE</b>				
4100	Stewardship Pledges	18,988	18,988	385,000	4.93%
4200	Contributions	781	781	19,000	4.11%
4300	Facilities use and rental (other)	1,975	1,975	28,472	6.94%
4390	Wedding Income	8,425	8,425	145,000	5.81%
4400	Fund Raising Income	10	10	10,075	0.10%
4500	Administrative & other income	0	0	800	0.00%
	<b>TOTAL INCOME</b>	<b>30,179</b>	<b>30,179</b>	<b>588,347</b>	<b>5.13%</b>
	<b>EXPENSES</b>				
5000	Worship programs (incl music)	175	175	5,500	3.18%
5100	RE programs incl youth ministries	142	142	4,000	3.55%
5200	Home community programs	0	0	300	0.00%
5300	Denomination Responsibilities	3,778	3,778	28,026	13.48%
5400	Our larger world/social justice	150	150	450	33.33%
5490	Virginia Interfaith	0	0	300	0.00%
5500	Administrative programs		0		
5520	Stewardship campaign	0	0	700	0.00%
5540	Other comm. & expenses	0	0	600	
5590	Search committees	200	200	0	
5600	Conferences & contin. edu.	0	0	800	
5700	Reimburse Prof. Expense	3,020	3,020	15,812	19.10%
6100	Operating Expense	719	719	14,025	5.13%
6155	Rental Events Expenses	4,374	4,374	40,000	10.94%
6200	Communications	0	0	5,000	0.00%
6300	Debt service	0	0	0	
6400	Insurance	0	0	10,000	0.00%
7000	Supplies	1,148	1,148	6,100	18.82%
7200	Property maintenance	3,334	3,334	56,800	5.87%
7300	Utilities	1,374	1,374	29,500	4.66%
8100	Employment compensation		0		
8110	Minister	8,028	8,028	105,852	7.58%
8129	Temp Staffing	435	435		
8130	Staff	12,797	12,797	211,590	6.05%
8300	Employee benefits		0		
8200	Payroll taxes	1,011	1,011	16,836	6.00%
8320	Health Insurance	443	443	15,183	2.92%
8330	Pensions	1,774	1,774	22,861	7.76%
9000	Miscellaneous	0	0		
	<b>TOTAL EXPENSES</b>	<b>42,902</b>	<b>42,902</b>	<b>590,235</b>	<b>7.27%</b>
			0		
	<b>NET REVENUE(EXPENSES)</b>	<b>-12,723</b>	<b>-12,723</b>	<b>-1,888</b>	

**MOUNT VERNON UNITARIAN CHURCH**  
**July 31, 2009**

INCOME:from Pledges		
Balance outstanding of unpaid pledges		236,602.00
Balance brought forward	1,041,589.59	
Received in Jun 09		1,041,589.59
At MVUC	Pledges	
Interest fm B & H	Interest	140.26
Interest in McLughlin	Income	0.00
W/D to Church Pledge(Stock)		
Total received for Building Fund (includes interest)	140.26	
		<u>1,041,729.85</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 \$438,562.49

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 1.46%)	107,131.22
Cert. of Deposit at B & H (earns 2.31%)	100,000.00
	<u>\$438,562.49</u>