

**Meeting Minutes**  
**Board of Trustees of Mount Vernon Unitarian Church**  
**12 May 2009**  
**(Pending approval at the June meeting)**

**Board members present:**

Lauck Walton, Board chair  
Reid Adler  
Bill Alsmeyer-Johnson  
Bill Clontz  
Joan Darrah  
Tamara de la Camp  
Birgit Robbert  
Ian Anderson, Youth Representative

**Absent:**

Lisa Guide  
Mike Walker

**Others present:**

Reverend Kate Walker  
Al Erickson, Treasurer  
Lisa Gillispie, BOT member-elect  
Dan Cohen, BOT member-elect  
Al Robbert, Finance Committee chair

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

1. Rev. Kate Walker opened the meeting with a time for reflection.
2. The minutes of the Board meeting on 14 April 2009 were approved.
3. Staff reports from the Minister, the DRE and the Church Administrator were noted and are attached.
4. Al Erickson presented the financial reports (attached).
5. Old business:
  - Reid Adler reported that the search for a Church Administrator has been reopened and that over 80 applications have been received for the position. The search committee will review the resumes and interview potential candidates.
  - Rev. Kate reported that Mark Zimmerman, presently the interim choir director, will be MVUC's new Director of Music (DOM). The Board expressed its appreciation to the DOM search committee for their diligent work—Eric Pourchot, Cheryl Sabo, Angel Collins, and Tom Griffin.
  - Joan Darrah reported that the MVUC's communication tower project team met with representatives from ATT/ACO and Bechtel on April 30. The group discussed the

possible site options for a cell tower on MVUC property. While MVUC recognizes having a cell tower could be financially beneficial, the MVUC team made it clear that safety and aesthetic considerations are of utmost importance for our congregation.

- Joan presented information concerning having a ministerial internship at MVUC. Please refer to attached document, “Should MVUC become a UUA Teaching Congregation?” Following a discussion about the roles and responsibilities of an intern and of our congregation (including compensation), Joan moved that the BOT accept seminarian Karen Rasmussen’s request to serve as a ministerial intern at MVUC from September 2010 through May 2011 and approve a stipend of \$7500-\$13,500. Approved 8-0.
- MVUC’s eight ballots for GA elections were distributed as follows:
  - 3 ballots to attending delegates: Meg and Bill Clontz, and Rev. Kate Walker (DRE Meagan Henry will also attend GA but not as a delegate.)
  - 5 absentee ballots: 1 to Ian Anderson (vote to be decided on by YRUU)
  - 4 to BOT members requesting opportunity to cast ballot

6. New Business:

- The Board approved the appointment of Linda Walton as the new chair of the Personnel Committee. (Approved 7-0).
- The Board appointed the following six members and one alternate to serve on the Committee on Ministry:
  - Peter Bloom
  - Marty Bredeck
  - Tom Griffin
  - Jane Nelson
  - Kris Rosenthal
  - Carolyn Slenska
  - Jackie Arnold, alternate
- Mike Walker requested that BOT members submit names to him of those who should be considered for recognition on Recognition Sunday.
- Lisa Guide had informed the BOT by e-mail of website changes recommended by the Technical Taskforce, including changes in the look of the site and the placement of content. The Technical Taskforce and the Communications Committee will continue to work together to ensure the church’s website reflects the dynamic nature of MVUC’s congregational life.

The meeting adjourned at 8:55. The next regularly scheduled Board meeting will be on June 16, 2009 at 7:30. This will be the third, not the second, Tuesday of the month.

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. Ministerial intern point paper

## Minister's Board Report

### Mt Vernon Unitarian Church

May 12, 2009

(Not in order of priority, but close)

#### 1). Worship:

a). Things are winding down for me for the church calendar. Since I front loaded Sundays in the fall, I'm off more in the late spring. However, because I'm still in the mode of building relationships, I'll be attending some of the services that I'm not leading.

#### 2). Administration/staff:

a). I've shifted Leah Choudury from Office Assistant to Property Manager to the loud applause of Russ Stumpe, Al McComber, and Wendy Burns. Thanks to Ron Brandt this transition is taking place very quickly and efficiently. A team of eager volunteers are taking over Leah's office duties. There will be bumps along the way, but hopefully the property and buildings will be better served.

b). Ron and I changed Anne Bredeck's title from Congregational Administrator to Office Manager due to confusion with the term "administrator" and the pending new hire. There is no change in her job description.

#### 3). Community Development:

a). I did not get any requests to participate in the Small Group Training in April. I believe it was the timing, rather than the interest. I'll focus on another training and laying the ground work before I leave for summer break.

#### 4). UUA/JPD:

a). Attending UUMA Ministry Days, June 22-24, and UUA GA, June 24-28, both in Salt Lake City.

#### 5). Ministerial Self Care:

a.) Vacation: June 29-July 19. Study Leave: July 20-August 17

b). I joined a gym in Old Town! Expensive, but decided it was worth it.

Submitted with considerable happiness.

Kate R. Walker

Minister

## **Report of the Church Administrator**

On Leave for a Week. I will not be at the BOT meeting because I will be on leave May 11-15. (Dorothy and I are going to Yosemite National Park as guests of my Minnesota daughter and her partner.)

Staffing Change. A change in staff assignments approved earlier by the Personnel Committee is now in effect. Leah Choudhury, formerly Office Assistant, has assumed her new role of Property Manager. Several volunteers have agreed to prepare the publications that Leah has done for years: Mimi Stevens supplemented by Betsy Yarrison will do the Order of Service and Esther Dickinson assisted by Paula Mathis will edit the Weekly Bulletin. Anne Bredeck, whose duties remain the same, now has the title of Office Manager.

Reduced Rate Rental. A policy adopted last year by the BOT requires that the BOT be informed of free or reduced-rate rentals. We have offered a reduced rate of \$100 to New Hope Housing, a local charity, for their annual meeting in June.

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

### **Mt. Vernon Unitarian Church**

CONTACT \_Con-3DE3B8D71 \c \s \l Meagan Henry, Director of Religious Education

May 2009

#### **Religious Education Program Update:**

The spring semester Green Hill Project continues through May & into June

GHP 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 and a carbon footprint.

YRUU is hosting joint lock-in with the Annapolis UU Youth Group, May 29-30.

Summer children's activities begin mid-June. I am working to keep the costs down by recruiting volunteers to teach classes. In the past, we have offered a small amount of pay to someone to organize and run the summer programming.

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

Coming of Age class trip to Boston – May 22-25

All Church Campout on the Hill, June 12 & 13

Coming of Age worship service – June 14

#### **My Summer Schedule:**

June 24-28 -at General Assembly

July 9 - 22 – on Partner Church Council trip to Romania

August 1-9 - family vacation

MOUNT VERNON UNITARIAN CHURCH						
Fiscal Year 2008-2009 Revenue & Expenses						
As of Apr 30, 2009 - 83% of the fiscal year						
		ACTUAL	ACTUAL	ACTUAL	ANN	ToDate as
	Account	THRU MAR	Apr-09	TO-DATE	Budget	% of Budget
	<b>REVENUE</b>					
4100	Stewardship Pledges	283,466	19,409	302,875	360,000	84.13%
4200	Contributions	14,068	1,387	15,455	18,000	85.86%
4300	Facilities use and rental (other)	23,582	1,612	25,194	20,182	124.83%
4390	Wedding Income	101,282	13,875	115,157	90,000	127.95%
4400	Fund Raising Income	9,335	54	9,389	16,000	58.68%
4500	Administrative & other income	572	0	572	800	71.50%
	<b>TOTAL INCOME</b>	<b>432,305</b>	<b>36,337</b>	<b>468,642</b>	<b>504,982</b>	<b>92.80%</b>
	<b>EXPENSES</b>					
5000	Worship programs (incl music)	2,360	574	2,934	4,700	62.43%
5100	RE programs incl youth ministries	3,432	195	3,627	7,600	47.72%
5200	Home community programs	251	0	251	200	125.50%
5300	Denomination Responsibilities	21,505	3,865	25,370	28,774	88.17%
5400	Our larger world/social justice	573	0	573	325	176.31%
5490	Virginia Interfaith	300	0	300	300	100.00%
5500	Administrative programs					
5520	Stewardship campaign	0	446	446	700	63.71%
5540	Other comm. & expenses	10,769		10,769	0	
5590	Search committees	75	10	85	3,700	2.30%
5600	Conferences & contin. edu.	-300	0	-300	6,300	-4.76%
5700	Reimburse Prof. Expense	5,099	1,045	6,144	11,000	55.85%
6100	Operating Expense	11,125	1,545	12,670	12,000	105.58%
6155	Rental Events Expenses	26,328	4,039	30,367		
6200	Communications	7,545	845	8,390	8,000	104.88%
6300	Debt service	0	0	0	0	
6400	Insurance	7,364	0	7,364	8,500	86.64%
7000	Supplies	4,611	266	4,877	9,022	54.06%
7200	Property maintenance	29,678	3,545	33,223	34,600	96.02%
7300	Utilities	20,953	3,241	24,194	28,450	85.04%
8100	Employment compensation					
8110	Minister	84,610	7,513	92,123	119,759	76.92%
8130	Staff	123,650	13,751	137,401	158,315	86.79%
8300	Employee benefits					
8200	Payroll taxes	8,547	780	9,327	20,739	44.97%
8320	Health Insurance	6,381	757	7,138	8,800	81.11%
8330	Pensions	9,232	824	10,056	13,209	76.13%
9000	Miscellaneous	1,091	55	1,146		
	<b>TOTAL EXPENSES</b>	<b>385,179</b>	<b>43,296</b>	<b>428,475</b>	<b>484,993</b>	<b>88.35%</b>
	<b>NET REVENUE(EXPENSES)</b>	<b>47,126</b>	<b>-6,959</b>	<b>40,167</b>	<b>19,989</b>	

3:44 PM

05/05/09

Cash Basis

## MT VERNON UNITARIAN CHURCH

## Balance Sheet

As of April 30, 2009

	<u>Apr 30, 09</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · BHBT - Checking Account (00-81270-6)	33,066.57
1999 · BHBT - Money Market Account (00-81194-7)	108,015.23
<b>Total Checking/Savings</b>	<u>141,081.80</u>
<b>Total Current Assets</b>	141,081.80
<b>Fixed Assets</b>	
1501 · Land	1,220,900.00
1502 · Buildings	1,717,000.00
<b>Total Fixed Assets</b>	<u>2,937,900.00</u>
<b>Other Assets</b>	
1998 · CD B&H #11834544	100,000.00
<b>Total Other Assets</b>	<u>100,000.00</u>
<b>TOTAL ASSETS</b>	<b><u>3,178,981.80</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
2010 · Citibusiness MC	363.64
<b>Total Credit Cards</b>	<u>363.64</u>
<b>Other Current Liabilities</b>	
2100 · Short Term Liabilities	
2101 · Grocery Scrip (Grocery Scrip)	900.00
2102 · Folk Dance - UCM	100.00
2103 · Coffee (Coffee)	332.15
2104 · Intergenerational (Intergenerational events income an...)	5.71
2111 · RE Course fees (Payments and receipts for books & o...)	-140.26
2170 · Special Collections	829.25
<b>Total 2100 · Short Term Liabilities</b>	<u>2,026.85</u>
2191 · Deposits/Refunds	3,050.00
2200 · Payroll Liabilities	
2202 · Due to/from Employee	231.16
2210 · Health Care Withholdings	
Director of Religious Education	78.68
<b>Total 2210 · Health Care Withholdings</b>	<u>78.68</u>
2211 · Minister Life & Disability	128.00
2220 · Payroll Tax Withholdings	
DC w/h	122.00
Federal w/h	4,372.42
Medicare w/h	-505.73
Social Security w/h	-2,166.30
VA w/h	654.00
2220 · Payroll Tax Withholdings - Other	972.51
<b>Total 2220 · Payroll Tax Withholdings</b>	<u>3,448.90</u>
2230 · MVUC Payroll Taxes	
Employer Medicare	-505.73
Employer Social Security	-2,166.30
2230 · MVUC Payroll Taxes - Other	-239.62
<b>Total 2230 · MVUC Payroll Taxes</b>	<u>-2,911.65</u>
2240 · Employee Pension Contributions	350.00
2245 · MVUC Pension Contributions (Company paid pensions)	3,678.54
<b>Total 2200 · Payroll Liabilities</b>	<u>5,003.63</u>
<b>Total Other Current Liabilities</b>	<u>10,080.48</u>

**MT VERNON UNITARIAN CHURCH**  
**Balance Sheet**  
 As of April 30, 2009

	<u>Apr 30, 09</u>
<b>Total Current Liabilities</b>	10,444.12
<b>Long Term Liabilities</b>	
<b>2500 · DESIGNATED FUNDS</b>	
2501 · YRUU	1,890.85
2504 · Music Fund - Gifts & Memorials	2,672.04
<b>2505 · Partner Church</b>	
General	5,561.48
Scholarships	-530.00
Trip	1,005.86
<b>Total 2505 · Partner Church</b>	<u>6,037.34</u>
2508 · Social Justice	994.19
2509 · RE Special Projects	6,438.57
2510 · Boston Trip	1,146.29
2511 · SBA Reserves	4,442.72
2513 · Playground	2,594.42
2514 · Social Justice Disaster Relief	697.00
2516 · Remington Memorial	2,941.14
2518 · Green Sanctuary	447.60
2520 · Property Major Maint (PMM)	87,981.55
<b>Total 2500 · DESIGNATED FUNDS</b>	<u>118,283.71</u>
<b>Total Long Term Liabilities</b>	<u>118,283.71</u>
<b>Total Liabilities</b>	128,727.83
<b>Equity</b>	
<b>3001 · OPERATING FUND BALANCE</b>	3,009,783.29
Net Income	40,470.68
<b>Total Equity</b>	<u>3,050,253.97</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,178,981.80</u></u>

**MOUNT VERNON UNITARIAN CHURCH**  
**Building Fund Finance Report - March 31, 2009**

INCOME:from Pledges		
Balance outstanding of unpaid pledges		236,602.00
Balance brought forward	1,037,865.53	
		1,037,693.74
Received in MAR 09		
At MVUC	Pledges	0.00
Interest fm B & H	Interest	128.05
Interest in McLughlin	Income	12.43
W/D to Church Pledge(Stock)		
Total received for Building Fund (includes interest)	140.48	
		<u>1,038,006.01</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 \$434,838.65

Expenses for April \$0.00

WHERE THE FUNDS ARE:

Funds at McLaughlin Inv.(Includes Income @0.05%)	231,428.51
Cash in B&H (earns 1.52%)	103,410.14
Cert. of Deposit at B & H (earns 2.31%)	100,000.00
	<u>\$434,838.65</u>

May 6, 2009

## Should MVUC Become A UUA Teaching Congregation

Prepared by Joan E. Darrah

### ISSUE:

Should MVUC become a UUA teaching congregation and accept a full-time intern minister from Sep 2010-May 2011?

### BACKGROUND:

Kären Rasmussen, a Master of Divinity Student (UU candidate) at Wesley Theological Seminary and a member of the Unitarian Universalist Congregation of Fairfax has approached Rev. Kate Walker about the possibility of being an intern at MVUC. The internship would be full-time and run from September 2010 through May 2011. Kate is very supportive of having Kären as an intern and believes that supervising an intern would be an excellent part of her professional development and that having an intern would be a very positive experience for MVUC. Note: I have contacted the UUA internship coordinator, Rev. Kim Wilson, and she confirmed that it is fine for a Church to preselect an intern.

### DISCUSSION:

The following are the expectations of a UUA teaching congregation:

Professional Expectations: The congregation is expected to give the intern direct ministerial responsibilities, almost as if they were an assistant minister or chaplain, and engage the intern in a wide range of ministerial duties, including worship arts, religious education, pastoral care and counseling, programming, institutional management and finance, program development, and community and social action

#### Financial Expectations:

The UUA expects that a congregation will provide a full-time intern with a stipend adequate to cover living expenses for housing, food, transportation, incidentals, and at least some professional expenses. The UUA recommends a minimum stipend of \$1,500 per month for a full-time Internship for congregations of 250 to 499 members. (9 months x \$1,500 = \$13,500)  
Note: I have spoken with the Internship coordinator and we could negotiate a smaller stipend, especially since Kären lives in the area and does not need additional lodging or food. Also, Kären is a retired Naval officer and will not need health care.

**Grants:** UUA offers grants to encourage Churches to become teaching congregations (application deadline 1 Nov 2009). In order to qualify for a grant, the following criteria must be met:

1. The congregation has not had an intern more recently than 2004-2005 (MVUC's last intern was 2000).
2. The congregation is an Annual Program Fund (APF) Fair Share Congregation (we are).

3. The congregation has a qualified on-site supervisor in Final Fellowship (Kate meets this criteria).
  
4. The congregation's governing body has voted:
  - a) to become a UUA Teaching Congregation.
  - b) to provide at least 50% of the total recommended stipend.

Based on my conversations with the program coordinator, MVUC would be exceptionally qualified and very likely to receive a grant in the amount of \$6,000.

#### CONCLUSION:

Having Kären Rasmussen as a full-time intern minister at MVUC would be a very positive experience for all concerned. The minimal cost, approximately \$7,500, would be an excellent investment.

#### RECOMMENDATION:

1. MVUC BOT vote to accept Kären Rasmussen as a full-time intern minister from September 2010 – May 2011 and allocate the requisite funds in the 2010-11 budget to pay her stipend. (Note: The only urgency is if MVUC is not going to approve the expenditure, then Kären Rasmussen, needs to be told fairly soon so that she can apply to other churches. At this time, Kate has only agreed that she would welcome the opportunity to be Kären's supervisor if MVUC can come up with the stipend.)
  
2. Kate and the intern committee should begin to educate the staff and the congregation on why having an intern is an excellent idea for MVUC.