

Minutes of the Board of Trustees Meeting
Tuesday 8th September 2009
7:30 pm in the Commons

Members Present: Reid Adler, Bill Alsmeyer-Johnson, Ian Anderson, Tamara de la Camp, Dan Cohen, Joan Darrah, Lisa Gillispie

Members Absent: Jamie Barnett, Birgit Robbert, Mike Walker

Others Present: Al Erikson (Treasurer, member *ex officio*), Kate Walker (Minister, member *ex officio*)

Others Absent: Branka Bijelovich (Church administrator)

Welcome and Inspirational Words: Kate Walker discussed the essential elements of community, and introduced the meeting with the inspirational reading “Prayer for Trust” by Lawrence E. McGinty, UU Minister.

1. “Consent Agenda” and other Board-level Items:

- a. Staff Reports: The Board discussed the merits of having staff reports reviewed by Board members. It was suggested that the Board has a fiduciary responsibility to provide oversight even though the Board intends to step away from day to day management issues. There was consensus that Board members should be aware of possible emerging policy issues. Thus, all staff reports will be circulated one week before each monthly board meeting as informational items. These will be appended to the minutes of each Board meeting.
Item CLOSED
- b. Executive Committee Meeting: It was suggested that a Board of Trustees executive team (elected officers +/- program council conveyor; tbd) and senior staff (minister and church administrator) meet to discuss administrative and operational matters for planning purposes and to provide interim guidance and also to plan Board agenda items for the larger meeting. There was general consensus regarding the merit of this proposal. Timing for this meeting was not determined at this meeting
Item OPEN:
Follow Up: October 2009, (Reid Adler)
- c. Ingathering Picnic- update, hosted by the Program Council on September 13th at 5pm. Tamara is soliciting volunteers for the picnic and all board members will be engaged. All Board members and Program Council members will provide volunteer support.
Item CLOSED
- d. Private Tour of the Holocaust Museum- Dan Cohen has offered to provide a private tour on September 12th. Members were encouraged to notify Dan by end of week regarding attendance.
Item CLOSED

- e. Finance Committee Report: Al provided the summary report. Accounts receivable remain low but that is not unusual this time of year. Total operational budget is approximately \$590K and to date \$65K has been received; approximating 11%. Al also received a donation of \$13,000 for the building fund (previously pledged). Monthly report appended to minutes.

Item CLOSED

Follow Up: Standard Recurrent Monthly Agenda

- f. National March on the Mall on behalf of LGBT rights, October 10th/11th: MVUC has been approached regarding bedding down facilities for out of town UU attendees from California. Peter Morales, UUA President will be speaking at All Souls prior to the march on the 11th. Our insurance is sufficient to cover liabilities if accidents occur. The Board expressed some concern regarding youth attendees and adult supervision, and our understanding is that there will be adult supervision; church administrator to confirm. The Board agreed that the Social Justice Committee could extend this invitation.

Item CLOSED

2. Review of Board Retreat Draft minutes were circulated by Dan Cohen before the meeting including the “covenant” as between trustees, priorities for the Board focus this Church year, goals and strategies. There was general consensus that the retreat was successful. There was discussion regarding the minutes, especially on behalf of those members who could not attend. In particular the listing of the Board’s goals was discussed more broadly. Amendments were made to this list during today’s meeting, shortening the list to five major goals. The five major goals adopted at the retreat are:

- Address church and community-wide communication (consider use of JPD resources)
- Complete re-examination of the Capital Building Project/Capital Campaign
- Improve governance and move toward the policy governance model
- Grow the Congregation
- Enhance spiritual experience

With this modification (see Retreat minutes for more detail) the minutes were to be modified for final approval via email consent. Final copies will be distributed to membership.

Item CLOSED

3. Other Business:

- a. Church Governance for the Future: Improving church governance was discussed widely and the Board views this as an important, potentially multi-year project as MVUC grows and relies more on staff than in the past. Joan, Tamara, Reid and Bill Clontz (former Board member) will attend a JPD seminar on Policy Governance on 10 October. Discussion focused on whether we compose a task force or other group to begin looking at this more broadly by examining ideas regarding governance models, including the policy governance model that is popular with a number of UU churches. The group will focus on church governance models by scanning the broader UUA community. Members for a

potential task force or working group would come from the broader MVUC community.

Item OPEN:

Follow-Up: Special meeting of the Board November 7, 2009 in the morning, (Tamara de la Camp and Joan Darrah)

- b. Consideration of the Building Program and an Additional Capital Campaign: Mr. Larry Wheeler will come at the end of September 25th/26th to advise MVUC on options for funding the Building Program that was placed on hold by the Board two years ago. He will begin evaluating prospects for a capital campaign either in 2009 or 2010 – Note: this visit is to help the Board understand its options and funding prospects. It is NOT a commitment to a capital campaign or to construction. Larry's fee is \$1000. Reid will provide some information regarding this at the Ingathering Picnic on Sunday the 13th and other notices/invitations will be coordinated by Branka. For informational purposes the options for the building plan that had been previously discussed will be provided to Board members. There was discussion regarding who would meet with Larry Wheeler. Some board members, committee chairs and others with historical perspectives may participate. Scheduled time is 0900-1530 on Saturday September 26th.
Item OPEN
Follow-Up: October 2009, (Reid Adler)
- c. Process and Timeline for Addressing Board Priorities for the Year: The Board discussed the option of conducting some half-day sessions to provide for more substantive discussion of evolving governance issues. The Chair suggested that a special meeting be held on Saturday the 7th or Sunday the 8th of November. The date will be coordinated via email.
Item OPEN:
Follow-Up: November 2009, (Reid Adler)
- d. Joint Meetings with the Board and Program Council: The insufficiency of clarity perceived by the Board regarding roles of the Board and Program Council was discussed. Reid had previously suggested a joint meeting of the Board and Program Council and Tamara de la Camp, as Program Council conveyor invited the Board to attend the next Program Council meeting on Monday, the 28th of September. The Board will brief the Program Council on the goals established at the retreat and ask for feedback and input regarding any issues that the Board might address.
Item OPEN:
Follow-Up: October 2009, (Reid Adler, Tamara de la Camp)
- e. Church-wide Communication: As follow-on to the discussions at the Retreat there was evolving consensus regarding the desirability of developing a formal communications plan for the Church. The Board felt that priority attention by the Program Council and Communications Committee with input from the Minister and Church Administrator would be appropriate. The plan should address emails, newsletters, website and other pragmatics including consideration of user requirements.
Item OPEN:
Follow-Up: November 2009, (Tamara de la Camp)

DLC
Secretary
8 September 2009

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 \$452,622.23

Expenses for May \$0.00

WHERE THE FUNDS ARE:

Funds at McLaughlin Inv.(Includes Income @0.05%)	245,371.41	
Cash in B&H (earns 1.46%)	107,250.82	
Cert. of Deposit at B & H (earns 2.31%)	100,000.00	
		<u>\$452,622.23</u>

MOUNT VERNON UNITARIAN CHURCH
Fiscal Year 2009-2010 Revenue & Expenses
As of August 31, 2009 - 17% of the fiscal year

Account	ACTUAL July-09	ACTUAL Aug 09	ACTUAL To Date	ANN Budget	Percent of Budget
REVENUE					
4100 Stewardship Pledges	18,988	25,989	44,977	385,000	11.68%
4200 Contributions	781	1,059	1,840	19,000	9.68%
4300 Facilities use and rental (other)	1,975	1,250	3,225	28,472	11.33%
4390 Wedding Income	8,425	6,625	15,050	145,000	10.38%
4400 Fund Raising Income	10	54	64	10,075	0.64%
4500 Administrative & other income	0		0	800	0.00%
TOTAL INCOME	30,179	34,977	65,156	588,347	11.07%
EXPENSES					
5000 Worship programs (incl music)	175	358	533	5,500	9.69%
5100 RE programs incl youth ministries	142	80	222	4,000	5.55%
5200 Home community programs	0	0	0	300	0.00%
5300 Denomination Responsibilities	3,778	1,615	5,393	28,026	19.24%
5400 Our larger world/social justice	150	23	173	450	38.44%
5490 Virginia Interfaith	0	0	0	300	0.00%
5500 Administrative programs			0		
5520 Stewardship Campaign	0	0	0	700	0.00%
5540 Other comm. & expenses	0	0	0	600	0.00%
5590 Search committees	200	0	200	0	
5600 Conferences & continuing Edu.	0	0	0	800	0.00%
5700 Reimburse Prof. Expenses	3,020	3,348	6,368	15,812	40.27%

6100	Operating Expense	719	78	797	14,025	5.68%
6155	Rental Events Expenses	4,374	3,418	7,792	40,000	19.48%
6200	Communications	0	313	313	5,000	6.26%
6300	Debt service	0	0	0	0	
6400	Insurance	0	0	0	10,000	0.00%
7000	Supplies	1,148	289	1,437	6,100	23.56%
7200	Property maintenance	3,334	3,966	7,300	56,800	12.85%
7300	Utilities	1,374	2,682	4,056	29,500	13.75%
8100	Employment compensation			0		
8110	Minister	8,028	8,152	16,180	104,316	15.51%
8129	Temp Staffing	435	0	435	0	
8130	Staff	12,797	15,632	28,429	211,590	13.44%
8200	Payroll taxes	1,011	1,258	2,269	16,836	13.48%
8300	Employee benefits			0		
8320	Health insurance	443	902	1,345	16,719	8.04%
8330	Pensions	1,774	1,925	3,699	22,861	16.18%
9000	Miscellaneous	0	12	12		
	TOTAL EXPENSES	<u>42,902</u>	<u>44,051</u>	<u>86,953</u>	<u>590,235</u>	<u>14.73%</u>
	NET REVENUE(EXPENSES)	-12,723	-9,074	-21,797	-1,888	

MT VERNON UNITARIAN CHURCH
Balance Sheet
 As of August 31, 2009

	Aug 31, 09
ASSETS	
Current Assets	
Checking/Savings	
1000 · BHBT - Checking Account (00-81270-6)	10,225.63
1999 · BHBT - Money Market Account (00-81194-7)	108,553.49
Total Checking/Savings	118,779.12
Total Current Assets	118,779.12
Fixed Assets	
1501 · Land	1,220,900.00
1502 · Buildings	1,717,000.00
Total Fixed Assets	2,937,900.00
Other Assets	
1998 · CD B&H #11834544	100,000.00
Total Other Assets	100,000.00
TOTAL ASSETS	3,156,679.12
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2010 · Citibusiness MC	470.03
Total Credit Cards	470.03
Other Current Liabilities	
2100 · Short Term Liabilities	
2101 · Grocery Scrip (Grocery Scrip)	790.00
2102 · Folk Dance - UCM	180.10
2103 · Coffee (Coffee)	96.89
2104 · Intergenerational (Intergenerational events income an...	14.64
2111 · RE Course fees (Payments and receipts for books & o...	9.74
2140 · Prof Expenses Minister	2,370.73
2141 · Prof Expenses Dir Rel Ed	-1,018.72
2142 · Prof Expenses Dir Music	292.00
2150 · Other Liabilities	-35.00
2100 · Short Term Liabilities - Other	275.00
Total 2100 · Short Term Liabilities	2,975.38
2191 · Deposits/Refunds	1,275.00
2200 · Payroll Liabilities	
2202 · Due to/from Employee	231.16
2210 · Health Plan Withholdings	
Church Administrator	155.97
Director of Music	-127.03
Director of Religious Education	78.69
Parish Minister	719.04
2210 · Health Plan Withholdings - Other	-2,452.66
Total 2210 · Health Plan Withholdings	-1,625.99
2211 · Minister Life & Disability	952.00
2220 · Payroll Tax Withholdings	
DC w/h	324.00
Federal w/h	5,038.42
Medicare w/h	-415.15
Social Security w/h	-1,779.03
VA w/h	773.00
2220 · Payroll Tax Withholdings - Other	972.51
Total 2220 · Payroll Tax Withholdings	4,913.75
2230 · MVUC Payroll Taxes	
Employer Medicare	-415.15
Employer Social Security	-1,779.03
2230 · MVUC Payroll Taxes - Other	-239.62

9:45 AM
 09/10/09
 Cash Basis

MT VERNON UNITARIAN CHURCH
Balance Sheet
 As of August 31, 2009

	Aug 31, 09
Total 2230 · MVUC Payroll Taxes	-2,433.80
2240 · Employee Pension Contributions	
Minister's Pension Contribution	200.00
Office Mgr Pension Contribution	8,700.00
2240 · Employee Pension Contributions - Other	-8,350.00
Total 2240 · Employee Pension Contributions	550.00
2245 · MVUC Pension Contributions (Company paid pensions)	1,922.19
2200 · Payroll Liabilities - Other	-660.13
Total 2200 · Payroll Liabilities	3,849.18
2201 · Misc Amts Owed	-976.02
Total Other Current Liabilities	7,123.54
Total Current Liabilities	7,593.57
Long Term Liabilities	
2500 · DESIGNATED FUNDS	
2501 · YRUU	1,819.68
2504 · Music Fund - Gifts & Memorials	985.99
2505 · Partner Church	
General	5,103.48
Scholarships	-330.00
Trip	1,005.86
2505 · Partner Church - Other	713.00
Total 2505 · Partner Church	6,492.34
2508 · Social Justice	1,000.19
2509 · RE Special Projects	6,438.57
2510 · Boston Trip	327.93
2511 · SBA Reserves	458.72
2513 · Playground	2,294.02
2514 · Social Justice Disaster Relief	722.00
2516 · Chapel Aesthetics	1,843.01
2518 · Green Sanctuary	71.44
2520 · Property Major Maint (PMM)	79,951.55
Total 2500 · DESIGNATED FUNDS	102,405.44
Total Long Term Liabilities	102,405.44
Total Liabilities	109,999.01
Equity	
3001 · OPERATING FUND BALANCE	3,009,783.29
3900 · Retained Earnings	56,532.50
Net Income	-19,635.68
Total Equity	3,046,680.11
TOTAL LIABILITIES & EQUITY	3,156,679.12