

Meeting Minutes
Board of Trustees of Mount Vernon Unitarian Church
8 June 2010

Board members present:

Reid Adler, Board chair
Joan Darrah, Board vice-chair
Bill Alsmeyer-Johnson
Becky Brandt
Tamara de la Camp
Birgit Robbert

Board members absent:

Dan Cohen, Secretary
Lisa Gillispie
Mike Walker
Ian Anderson, Youth Representative

Others present:

Rev. Kate Walker
Branka Bijelovich, Church Administrator

The meeting was called to order at 7:40.

1. Rev. Kate opened with a reading by Olympia Brown.
2. Minutes of the May meeting were approved.
3. Rev. Kate's staff report and the monthly financial reports were accepted (attached).
4. Items discussed and/or reported included:
 - The proposal to move the scheduled 2012 UUA General Assembly from Phoenix, Arizona in protest of Arizona's new immigration law was discussed at the meeting as well as prior to the meeting via e-mail exchanges. MVUC's delegates to GA had asked for guidance on how to vote on this issue. (See motion below).
 - Branka reported that she has negotiated with Verizon for a better rate and improved service, including FIOS.
 - Birgit (Parking Task Force) reported that she and Leah Choudhury, Property Manager, have met with three contractors about installing GrassPave2 to provide additional parking, and are awaiting bid proposals.
 - The function of the Safety Task Force will be moved to the Property Committee.
 - Bill reported that the present website hoster has blocked some MVUC members from accessing the church's website. Bill expressed concern that new people wanting to learn about MVUC may also be blocked and he expects that the website committee will have to look for another hoster.
5. Items discussed and voted on included:
 - The Board moved (6-0) that the "BOT encourages the MVUC GA 2010 delegates to vote to continue with the plan to hold GA in Phoenix in 2012, unless they learn some compelling reason to vote differently while attending the 2010 GA."

- **The Board approved (6-0) the Amended and Restated Board Policy for MVUC.** This approved policy can be found on the church's website.
- **The Board approved (6-0) amending the MVUC Policy Manual** to reflect the Program Council areas of coordination as follows: Sunday Services, Social Justice, Religious Education, Administration, Communications, and Our Home Community. (Worship has been renamed; the previously separate area Property is now a part of Administration; and Communications is now a separate area with an elected Program Council member to coordinate the area.)
- **The Board appointed Bill Clontz** to serve as the Program Council coordinator for the new area of Communications until congregational elections are held to fill the position.
- **The Board approved (6-0) the following six charters.** All approved charters are posted on the church's website.
 1. The Charter for the Worship Arts and Music Committee.
 2. The Charter for the Vision and Resources Task Force
 3. The Charter for the Communications Council
 4. The Charter for the Property Committee
 5. The Charter for the Adult Activities Committee
 6. The Charter for the Intern Committee
- **The Board appointed Jim Potter and Becky Brandt** to serve as co-chairs of the Vision and Resources Task Force (a two-year task force expiring June 2012, as per charter).
- **The Board authorized spending up to \$6,200 to contract with UUA consultant Larry Wheeler** to continue his work with MVUC on stewardship/financial matters and to advise the Vision and Resources Task Force. (MVUC paid Larry \$1,000 for the fall 2009 workshop to assess if MVUC should restart its stalled building campaign. Even though the Board had approved further consulting costs, no additional consulting work or payments were made.)

6. Items pending:

- The contract with Fort Hunt Pre-School expires in 2011. The pre-school would like to renew their lease for a ten year period; Board members present would be more comfortable with a five year lease. Branka will consult with Meagan Henry (DRE) and Wendy Burns (MVUC Liaison to FHPS) as well as other area pre-schools to gather information to present at the July meeting so that the Board can enter into an equitable, agreeable new lease agreement.
- The Finance Committee will submit to the Board their recommendation of the dollar amount that contracts can be entered into by the Church Administrator without approval.

Following the business part of the meeting, out-going Board members--Reid Adler, Birgit Robbert and Mike Walker (in absentia)--were thanked for their three years of service on the Board and presented with gifts.

The meeting adjourned at 9:20. The next regularly scheduled Board meeting will be on July 13, 2010 at 7:30.

Respectfully submitted,
Birgit Robbert

Attachments:

1. Minister's report
2. Balance sheet
3. Revenue and expense report
4. Building revenue and expense report

Minister's Board Report
Mt Vernon Unitarian Church
June 8, 2010

MVUC Mission:

MVUC is a loving and inclusive community. Our mission is to encourage one another on our spiritual journeys and to work together to build the common good.

MVUC Vision:

We will:

Live our UU principles and be a voice for liberal religion; *Create vital worship experiences that engage our minds, hearts and spirit; * Engage in lifespan religious education and learning; *Expand our social justice leadership and commitment; *Become a more diverse and multi-generational community.

To achieve our vision, we will practice intentional, responsible stewardship.

1). I invited the young adults (primarily 18-35 years of age) to meet with me on May 27 for a discussion on their relationship with MVUC. Twelve were able to join Meagan and myself. There are 47 signed on the MVUC Young Adult Facebook page. Over the past year the group has been primarily social. I invited them to reflect upon three things: how to integrate into MVUC as a whole; how to deepen their spiritual exploration; how their values and priorities may be different than previous generations.

We agreed on the following: I'll arrange for a Vespers service on the first Sunday of the month (5-6 p.m.); they'll have their own Small Group Ministry on the third Sunday of the month; we'll have two book discussions this winter on gen. X, Y'ers and millenniumists (Y2ker's).

I encourage the new leadership team to target the young adults.

2). I attended the northern VA UU Pastoral Care Network to hear about pastoral care models in other churches. I'm negotiating with four other clergy on combining our pastoral care training in the fall with the intent of starting a small team of pastoral care givers. This would be above and beyond the scope of the current Caring Associates who focus on tasks (ex: rides, food, flowers and phone calls).

3) Summer Schedule: I'll be on vacation June 13-20 and June 28-July 17. From July 18 to Aug. 7, I'll be on study leave. From June 21-26, I'll be attending UUMA Annual Meeting and GA in Minneapolis.

Kate R. Walker
Minister

Board goals

- 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

Kate's Goals for 2009-2010 at MVUC

Work closely with the Music Director (Mark Zimmerman) and Director of Religious Education (Meagan Henry) and Worship Committee on improving high quality worship activities

Establish and develop the monthly theme-based worship program

Establish and set up a process to sustain the small group ministry program that is not minister-dependent by fall 2010

Create an environment that can hold a healthy level of anxiety around a capital campaign (see discussion below under item 9.) and possible shift toward the policy governance model for functionality

Establish relationships with the larger Route 1/Mount Vernon mental health community and find a niche for her ministry in those settings

Sub-goals:

Finish adult curriculum on death and present to MVUC by winter/spring 2010

Work with the Director of Religious Education (Meagan Henry) on renewing/enhancing adult RE

Untangle/reorganize the MVUC library

Prepare to support the anticipated intern minister in 2010/2011

MOUNT VERNON UNITARIAN CHURCH

Fiscal Year 2009-2010 Revenue & Expenses

As of May 31, 2010 (92% of year)

Account	ACTUAL Jul.-April	ACTUAL May	ACTUAL To Date	ANN Budget	Percent of Budget
REVENUE					
4100 Stewardship Pledges	287,919	37,426	325,345	385,000	84.51%
4200 Contributions	17,060	1,392	18,452	19,000	97.12%
4300 Facilities use and rental (other)	22,427	2,420	24,847	28,472	87.27%
4390 Wedding Income	60,830	11,675	72,505	145,000	50.00%
4400 Fund Raising Income	10,636	159	10,795	10,075	107.15%
4500 Administrative & other income	2,302	22	2,324	800	290.54%
TOTAL INCOME	401,174	53,094	454,268	588,347	77.21%
EXPENSES					
5000 Worship programs (incl music)	6,380	158	6,538	10,000	65.38%
5100 RE programs incl youth ministries	3,230	172	3,402	4,000	85.05%
5200 Home community programs	51	0	51	300	17.00%
5300 Denomination Responsibilities	23,187	1,615	24,802	28,026	88.50%
5400 Our larger world/social justice	173	0	173	450	38.44%
5490 Virginia Interfaith	300	0	300	300	100.00%
5500 Administrative programs	251		251		
5520 Stewardship Campaign	0		0	700	0.00%
5540 Other comm. & expenses	0		0	600	0.00%
5590 Search committees	200		200	0	
5600 Conferences & continuing Edu.	0		0	800	0.00%
5700 Prof. Expenses	8,353	586	8,939	15,812	56.53%
6100 Operating Expense	8,450	712	9,162	14,025	65.32%
6155 Rental Events Expenses	29,535	6,053	35,588	40,000	88.97%
6200 Communications	2,656	607	3,263	5,000	65.27%
6300 Debt service	0		0	0	
6400 Insurance	6,243	0	6,243	10,000	62.43%
7000 Supplies	3,801	489	4,290	6,100	70.33%
7200 Property maintenance	40,024	6,334	46,358	56,800	81.62%
7300 Utilities	24,542	1,853	26,395	29,500	89.47%
8100 Employment compensation	0		0		
8110 Minister	89,430	8,155	97,585	104,316	93.55%
8129 Temp Staffing	8,361	0	8,361	0	
8130 Staff	173,630	17,598	191,228	211,590	90.38%
8200 Payroll taxes	13,687	1,423	15,110	16,836	89.75%
8300 Employee benefits	0		0		
8320 Health insurance	15,080	1,736	16,816	16,719	100.58%
8330 Pensions	20,772	1,916	22,688	22,861	99.25%
9000 Miscellaneous	12	0	12		
TOTAL EXPENSES	478,348	49,407	527,756	594,735	88.74%
NET REVENUE(EXPENSES)	-77,174	3,687	-73,487	-6,388	

8:53 AM

06/02/10

Cash Basis

MT VERNON UNITARIAN CHURCH

Balance Sheet

As of May 31, 2010

	May 31, 10
ASSETS	
Current Assets	
Checking/Savings	
1000 · BHBT - Checking Account (00-81270-6)	11,382.06
1998 · CD B&H #11834544	101,593.12
1999 · BHBT - Money Market Account (00-81194-7)	55,257.09
Total Checking/Savings	168,232.27
Other Current Assets	
1350 · Due from IRS	3.51
Total Other Current Assets	3.51
Total Current Assets	168,235.78
Fixed Assets	
1501 · Land	1,220,900.00
1502 · Buildings	1,717,000.00
Total Fixed Assets	2,937,900.00
Other Assets	
1310 · Endowment Fund Investments	698,900.74
1320 · Memorial Walks Fd Investments	41,252.00
1330 · Windmill Fund Investments	50,443.00
1340 · Building Fund	458,842.47
Total Other Assets	1,249,438.21
TOTAL ASSETS	4,355,573.99
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2010 · Citibusiness MC	1,804.53
Total Credit Cards	1,804.53
Other Current Liabilities	
2100 · Short Term Liabilities	
2101 · Grocery Scrip (Grocery Scrip)	858.58
2102 · Folk Dance - UCM	509.85
2104 · Intergenerational (Intergenerational events income and expenses)	310.64
2111 · RE Course fees (Payments and receipts for books & other materials...)	-56.68
2140 · Prof Expenses Minister	1,798.28
2142 · Prof Expenses Dir Music	77.00
2170 · Special Collections	87.50
Total 2100 · Short Term Liabilities	3,585.17
2191 · Deposits/Refunds	1,350.00
2200 · Payroll Liabilities	
2202 · Due to/from Employee	-112.58
2210 · Health Plan Withholdings	
Church Administrator	-0.01
Director of Music	-127.45
Director of Religious Education	78.67
Parish Minister	98.64
2210 · Health Plan Withholdings - Other	-2,452.66
Total 2210 · Health Plan Withholdings	-2,402.81
2211 · Minister Life & Disability	112.67
2215 · Other Group Insurance	112.74
2220 · Payroll Tax Withholdings	
DC w/h	391.79
Federal w/h	5,258.42
Medicare w/h	-370.89
Social Security w/h	-1,589.74
VA w/h	742.50
Total 2220 · Payroll Tax Withholdings	4,432.08

MT VERNON UNITARIAN CHURCH
Balance Sheet
 As of May 31, 2010

	May 31, 10
2230 · MVUC Payroll Taxes	
Employer Medicare	-370.89
Employer Social Security	-1,589.71
2230 · MVUC Payroll Taxes - Other	-239.62
	-2,200.22
Total 2230 · MVUC Payroll Taxes	-2,200.22
2240 · Employee Pension Contributions	
Minister's Pension Contribution	1,482.10
Office Mgr Pension Contribution	8,750.00
2240 · Employee Pension Contributions - Other	-8,350.00
	1,882.10
Total 2240 · Employee Pension Contributions	1,882.10
2245 · MVUC Pension Contributions	2,677.78
2246 · MVUC Health Plan Contributions	
DRE Health	487.26
Minister's health	-0.01
	487.25
Total 2246 · MVUC Health Plan Contributions	487.25
Total 2200 · Payroll Liabilities	4,989.01
Total Other Current Liabilities	9,924.18
Total Current Liabilities	11,728.71
Long Term Liabilities	
2500 · DESIGNATED FUNDS	
2501 · YRUU	1,722.50
2504 · Music Fund - Gifts & Memorials	497.53
2505 · Partner Church	
General	1,564.08
Scholarships	60.86
	1,624.94
Total 2505 · Partner Church	1,624.94
2508 · Social Justice	1,123.84
2509 · RE Special Projects	4,112.32
2510 · Boston Trip	-931.57
2511 · SBA Reserves	7,648.65
2513 · Playground	4,764.12
2514 · Social Justice Disaster Relief	243.46
2516 · Chapel Aesthetics	1,043.01
2518 · Green Sanctuary	534.70
2520 · Property Major Maint (PMM)	104,740.55
2525 · NOVA LUUP	159.19
	127,283.24
Total 2500 · DESIGNATED FUNDS	127,283.24
Total Long Term Liabilities	127,283.24
Total Liabilities	139,011.95
Equity	
3001 · OPERATING FUND BALANCE	2,989,783.29
3200 · OTHER FUNDS BALANCES	1,249,438.21
3900 · Retained Earnings	52,586.00
Net Income	-75,245.46
	4,216,562.04
Total Equity	4,216,562.04
TOTAL LIABILITIES & EQUITY	4,355,573.99

MOUNT VERNON UNITARIAN CHURCH
May 31, 2010

Balance brought forward	1,063,221.66	
Received in / 40,308.00	50.00	
Interest fm B & H	96.08	Interest
Interest in McLughlin	2.09	Income
Total received for Building Fund (includes interest)	148.17	
TOTAL	1,063,369.83	

EXPENSES:

B & H Line of credit	265,000.00	
Campaign	16,845.36	
Consultant	22,010.00	
Architect, Engineers & Contractors	280,160.27	
Permits, fees	14,772.00	
Stained Glass Window	4,758.83	
Miscellaneous	980.90	
Total Expenses to Date	604,527.36	604,527.36

NET Funds on Hand for Building \$458,842.47

WHERE THE FUNDS ARE:

Funds at McLaughlin Inv. (Includes Income @0.05%)	245,460.91	
Cash in B&H (earns 1.46%)	111,788.44	
Cert. of Deposit at B & H (earns 2.31%)	101,593.12	
	\$458,842.47	