

Meeting Minutes
Board of Trustees of Mount Vernon Unitarian Church
10 August 2010

Board members present:

Joan Darrah, Board Chair
Becky Brandt, Board Vice-Chair
Lisa Gillispie, Board Secretary
Al Erickson, Treasurer
Tamara de la Camp, Program Council Convener
Reverend Kate Walker, Minister
Bill Alsmeyer-Johnson
Peg Bartel
Al Robbert
Keith Brophy
Ian Anderson, Youth Representative

Board members absent:

Dan Cohen

Others present:

Branka Bijelovich, Church Administrator

The meeting was called to order at 7:00 p.m.

1. Rev. Walker opened the meeting by lighting the chalice and sharing inspirational words from Rev. Gray, about her experiences in the Maricopa Jail in Arizona.
2. There were no items for the consent agenda.
3. Joan Darrah thanked Peg Bartel and members of the Worship Committee for outstanding summer services.
4. Al Robbert presented the financial report:
Income exceeded expenses this month: income \$41,000 and expenses \$39,000, resulting in slightly positive cash flow of \$2000. This is most likely due to members responding to receipt of their quarterly contribution statements and a slight uptick in wedding revenue. This leaves us with about \$40,000 in unobligated funds for the year.

Al presented a revised budget, which included more accurate figures for expenditures, adjustment of pledge income to \$400,000, and anticipated wedding income with an increase from \$75,000 to \$100,000 (which is also offset by increased wedding expenses from \$30,000 to \$40,000). Funds were added to reflect the UUA grant for the ministerial intern stipend and \$500 expense for ongoing safety training. Changes were also reflected in the Communication Committee expenses and expenses for the summer pianist.

Revised budget was approved by the Board. The budget will be reviewed and potentially adjusted again in January 2011.

5. Items discussed and/or reported included:

- Parking Expansion update: Eleven additional spaces will be made available outside the circle in front of Hollin Hall, using environmentally friendly materials. Work will commence at the end of August or beginning of September.
- Ingathering Picnic update: This event is scheduled for Sunday evening, September 12. Board members have signed up for team leads in all areas of responsibility. There will be a composting station available to dispose of uneaten food scraps.
- Operational/Strategic Plan: Initial meeting, with Howard and Sue Lamb facilitating is completed. Several assignments were given to team members, which are targeted for completion on August 15, so they can be assembled for distribution and review.
- “Neatness” Campaign: Several areas have been cleaned up with clutter removed or minimized. There are still challenges with storage or the choir risers when not in use. Also, there is inadequate storage for church owned chairs when rentals provide their own. The screen in the front of the chapel is unattractive and generally disliked by renters. Some additional cleaning and tidying around the sound booth is needed.
- New Stage: Bids and estimates are still being obtained. This expenditure was included as part of the enhancements covered by the Capital Campaign. It will be necessary to inform groups with current rental contracts before the new stage is installed.
- Nominating Committee and Leadership Development: Yet to be scheduled.
- Resources and Vision Task Force (RAV-T) update: Multiple meetings have been held, including one with consultant, Larry Wheeler, on July 24. The Communications Committee plans a number of devices and tools to inform and educate the congregation about the Fall Campaign and responsible stewardship. Key dates include:
 - August 19: next RAV-T meeting
 - August 28: Visiting Steward training
 - September 2: Makeup class for Visiting Steward training
 - September 11: Leadership Major Donor reception at the home of Joan Darrah and Lynne Kennedy
 - September 26: Commitment Sunday (which is also the 55th anniversary of MVUC)
- FHPS contract update: Contract negotiations are still underway. There will be a 20 minute tour of the preschool for board members at the September meeting.
- Path to Membership: The Membership Committee has been working on a policy regarding path to membership. The board discussed various approaches to membership at MVUC.

Items pending for September BOT meeting:

Discussion regarding the contract with Fort Hunt Preschool.

The meeting was closed by the recitation of the MVUC covenant and was adjourned at 8:00 p.m.
The next regularly scheduled Board meeting will be on September 14, 2010 at 7:00 p.m.

Respectfully submitted,
Lisa Gillispie

Mount Vernon Unitarian Church
Approved by BoT March 2, 2009

Version 1: approved by BoT March 9, 2010

Version 2: amended April 13, 2010 (office manager's hours)

Version 3: amended Aug 10, 2010 (adjustments to reflect previous year costs)

	July 1, 2008 to June 30, 2009 Actual	July 1, 2009 June 30, 2010 Budget	July 1, 2009 to June 30, 2010 Actual	July 1, 2010 to June 30, 2011 Ver 2 Budget	July 1, 2010 June 30, 2011 Ver 3 Budget	Comments
4100 Stewardship Pledges						
4102 Current Year Pledges	356,427	385,000	367,249	408,100	400,000	
	356,427	385,000	367,249	408,100	400,000	
4200 Contributions						
4201 Donations - Non-pledged	7,910	8,000	7,075	8,000	7,000	
4202 Cash in Basket	10,556	11,000	9,498	5,000	9,500	
	18,466	19,000	16,573	13,000	16,500	
4300 Facilities Use & Rentals						
4301 Hollin Hall Apartment	7,200	7,200	7,200	7,200	7,200	
4302 AA Group- Hilltoppers	600	800	600	800	800	
4306 Folk Dance			710			
4308 Yoga Group	2,227	2,000	2,891	2,000	2,000	
4340 FHPS (Preschool)	6,429	6,622	6,622	6,821	6,821	3% increase
4350 Other Uses						
Classes	817	800		800	800	
Friday Nights	2,250	2,250	1,950	2,250	2,250	
Meetings, Parties, etc.	7,995	8,000	2,250	4,000	4,000	
Memorial Services	592	600	1,600	1,000	1,000	
Recitals, etc	525	200	500	500	500	
Other			2,815			
4390 Weddings Income	150,983	145,000	84,505	75,000	100,000	
	179,617	173,472	111,642	100,371	125,371	
4400 Fund Raising Income						
4410 Intergenerational RE Events			935			
4420 Book Sale	9,204	10,000	9,894	9,000	10,000	
4430 Profits/Grocery Scrip	85	75	13	75	75	
4450 Other Fundraisers	191			0	0	
	9,480	10,075	10,842	9,075	10,075	
4500 Administrative Income						
4510 Interest Earned	806	800	2,350	800	2,400	
4515 UUA Grant for Intern's Stipend					6,500	
	806	800	2,350	800	8,900	
TOTAL REVENUE	564,795	588,347	508,656	531,346	560,846	
PROGRAM EXPENSES						
5000 Worship						
5010 Worship Services						
Honoraria		500	700	500	500	
Coffee & snacks		500	979	1,000	1,000	
Supplies	418		915	500	500	
Other				200	200	
						Matches 2010 level, incl.
5020 Music In Worship	3,413	4,500	4,343	9,350	9,350	designated fund.
	3,831	5,500	6,936	11,550	11,550	
5100 Religious Education						
Religious Education Expenses	4,211	4,000	3,484	5,000	5,000	
Youth Group Coordinator				0	0	\$3,000 in 2011 from 0 designated fund.
	4,211	4,000	3,484	5,000	5,000	
5200 Home Community						
5210 Caring Associates			-100			
5220 Member Development	251	500	222	500	500	
Pastoral care program trainer				500	500	Spirituality initiative
Spiritual retreat scholarship				250	250	Spirituality initiative
	251	500	122	1,250	1,250	
5300 Denominational Dues						
5310 UUA Fair Share	19,824	19,376	19,928	19,040	19,040	340 @ \$56
5320 JPD Fair Share	8,850	8,650	6,488	8,840	8,840	340 @ \$26
	28,674	28,026	26,415	27,880	27,880	
5400 Social Justice						
5350 Partner Church Council Dues	150	150	300	150	150	
5390 UUSJ	350					
5430 Misc Social Justice Exp	73	300	23	300	300	
5490 Virginia Interfaith Center	300	300	300	300	300	
	873	750	623	750	750	
5500 Administrative Programs						
5501 Board of Trustees	493	600	251	600	600	
5520 Stewardship	446	700		700	700	
5525 UUA Fundraising Consultant					10,000	
5590 Search Committees	85		200	0	0	
	1,023	1,300	451	1,300	11,300	
5600 Conferences & Contin. Ed.						
5610 Safety Training					500	
5650 Leadership Training	80	800	66	800	800	
	80	800	66	800	1,300	
5700 Professional Expenses						
5710 Director of RE	140	3,950	3,543	4,029	4,029	
5730 Parish Minister	3,761	9,888	4,669	10,086	10,086	
5740 Music Director	8,800	1,864	2,014	1,901	1,901	
Ministerial Intern				1,350	1,350	
5750 UUA Prof Assns	500	110		150		
	13,202	15,812	10,226	17,516	17,366	
6100 Operating Expense						

	July 1, 2008 to June 30, 2009	July 1, 2009 June 30, 2010	July 1, 2009 to June 30, 2010	July 1, 2010 to June 30, 2011	July 1, 2010 June 30, 2011	Comments
	Actual	Budget	Actual	Ver 2 Budget	Ver 3 Budget	
6120 Computer Maintenance	185	200	264	200	1,000	
6140 Fees, Licenses, Permits	2,224	2,400	1,778	2,400	1,800	
6155 Weddings Expense	40,154	40,000	38,979	30,000	40,000	Offsets wedding revenue
6170 Office Equipment Repairs		1,000		1,000	1,000	
6180 Postage	4,408	3,900	2,886	3,900	3,000	
6190 Xerox	6,107	6,000	5,233	6,000	5,200	
6199 Miscellaneous	973	525	-131	25	25	
	54,050	54,025	49,009	43,525	52,025	
6200 Communications						
6210 Advertising	0	500			1,000	
6220 Newsletter	3,920	4,000	3,323	4,000	2,400	
6240 Web Page Support	5,095	500	195		2,000	
	9,016	5,000	3,518	4,000	5,400	
6400 Insurance	9,698	10,000	7,770	9,303	9,303	
7000 Supplies						
7010 Buildings/Cleaning	1,277	1,000	1,554	1,500	1,500	
7020 Office	3,203	3,600	2,392	3,600	3,000	
7030 Miscellaneous	1,474	1,500	390	1,500	1,000	
	5,954	6,100	4,335	6,600	5,500	
7200 Property Maintenance						
7201 Unfunded Projects			210			
7210 Buildings	11,774	15,000	17,656	15,000	17,700	
7220 Grounds	7,450	8,000	5,067	8,000	5,000	
7225 Lawn Care Contract	14,599	14,000	18,921	17,000	17,000	
Refuse Removal	3,209	3,500	3,230	3,160	3,200	
Snow Removal	1,150	1,300	4,300	1,300	4,300	
7290 PMM Reserves	20,000	15,000				
	58,182	56,800	49,384	44,460	47,200	
7300 Utilities						
7310 Telephone	4,053	4,000	4,140	4,200	4,200	
7320 Electric						
Carriage House	3,709	4,000	3,365	3,700	3,700	
Meeting House	9,302	10,000	3,923	10,000	10,000	
Hollin Hall	3,792	4,000	8,340	4,400	4,400	
7330 Gas						
A - Hollin Hall	2,692	3,000	2,506	3,000	3,000	
B - Meeting House	2,213	2,500	2,557	2,000	2,000	
7340 Water, Sewer	2,643	2,000	2,329	3,000	3,000	
	28,404	29,500	27,159	30,300	30,300	
Total before Staff Comp.	217,448	218,113	189,498	204,234	226,124	
8100 EMPLOYEE COMPENSATION						2% COLA for all staff
8110 Parish Minister						
Housing	40,818	42,889	42,841	41,634	41,634	
Insurance - Life & Disability			1,548			
Minister;s FICA	5,799	5,274	5,423	5,379	5,379	
Salary	54,380	55,991	55,928	59,223	59,223	
	100,998	104,154	105,740	106,237	106,237	
8129 Temporary Staffing						
Childcare			151			
Choir Accompanist			9,030			
			9,181			
8130 Staff Compensation						
Church Administrator		45,000	42,923	45,900	45,900	
Custodian	32,819	34,465	35,564	35,154	35,154	
Director of Music	2,850	23,300	22,515	23,766	23,766	
Director or Religious Ed	47,021	49,372	49,282	50,359	50,359	
Nursery Care Giver	4,221	5,000	4,194	5,100	5,100	
Office Manager	30,840	22,594	28,200	28,801	28,801	
Property Manager	9,257	10,608	11,884	10,820	10,820	
RE Assistant	11,705	12,914	12,358	13,172	13,172	
Keyboardist		7,500		9,000	9,000	
Summer pianist		825			800	
				6,750	13,500	SBA will cover summer 2010 @ \$2,500; funds required to cover June 2011
Ministerial Intern					50% paid for by UUA grant	
	138,712	211,578	206,919	228,823	236,373	
8100 Other			158			
8200 Payroll Taxes						
8220 Medicare & Social Security	11,053	16,836	16,330	17,102	17,266	
	11,053	16,836	16,330	17,102	17,266	
8300 Employee Benefits						
Insurance	8,032	16,719	18,307	18,728	18,728	
8330 Pensions	21,423	22,861	25,448	23,894	23,894	
9001 Penalties	1,147		552			
	30,602	39,580	44,307	42,622	42,622	
Total Staff Compensation	281,365	372,148	382,634	394,784	402,498	
TOTAL EXPENSES	498,812	590,261	572,133	599,018	628,622	
Net Income	65,982	-1,914	-63,477	-67,672	-67,776	

Program Council Notes

July 26, 2010 7:30 PM

Members in attendance: Ron Brandt, Bill Clontz, Tamara de la Camp, Georgia Pourchot, Vince Patton. Not Present: Ruth MacCleery, Betsy Lowry

Next Meeting – Monday August 23

Program Council members reviewed and approved with minor changes a set of proposed policies prepared by Ron Brandt concerning the role of Program Council. The various sections will be incorporated into a single document recommended for adoption by the Board of Trustees. The completed document will be reviewed for final approval by the Council at the August meeting, and then forwarded to the Board. Joan Darrah, Board chair, and Rev. Kate Walker will be invited to attend or to review the document in advance of the meeting. The proposed policies are intended to make committee operations more consistent. Council will review and finalize at August meeting.

The PC reviewed and discussed the most recent report on attendance and membership trends prepared by Branka Bijelovich.

Georgia Pourchot suggested several fundraising concepts she is interested in pursuing: a Visual Arts event where “juried” items would be displayed and sold, and a Performing Arts event.

Program Area Reports

Social Justice – Georgia Pourchot

- Restarting reproductive rights activity
- SJ applying to take part in a panel discussion at American University; will be good publicity for MVUC
- Movie series starting up in the fall
- Garden to feed UCM has been a success; will continue into the fall with fall crops being planted soon
- SJC is working with Kate to plan services in the coming church year on SJ-related topics, such as race and GLBT issues

Communications – Bill Clontz

- Has found volunteers for strategic plan subcommittee
- Plans to prepare a budget for next year so that in the rosier future, we can look at funding program budgets more fully
- Discussed a possible enhancement we might want to make for the chapel; a hearing loop that uses Bluetooth technology to broadcast to compatible hearing aid devices and produces much better sound than what hearing aid users now receive. Additional information required before ComCom is ready to present this for funding

- Discussing more effective use of Facebook and other social media avenues for publicizing events and cultivating an involved community
- Bill recommends looking at the Asheville (NC) UU church's website for a good example of a path to membership (<http://www.uuasheville.org/MeaningfulMembership.php>)

Sunday Services – Vince Patton

- Worship Arts and Music Committee is busy wrapping up summer service activity (yeah, Sunday Services, great job!)
- They are considering some interesting new concepts for worship events, including an idea of creating photos of patterns in the meadow using people standing in formation. Group discussed using this as a fundraising opportunity
- Sunday services is obtaining cost estimates for the new stage that was designed by the aesthetics committee

Admin/Property – Ron Brandt

- Work afoot to bring in a rental hoist (“genie”) to change light bulbs and repair shades at the top of the chapel
- Lisa Guide has offered to convene a meeting about a proposed project to install solar panels on the meeting house building. Funding would be come through investments by individuals in a community corporation. The meeting to explain the plan may be held in September. For more information, contact Ron Brandt.