

**Meeting Minutes**  
**Board of Trustees of Mount Vernon Unitarian Church**  
**12 October 2010**

**Board members present:**

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

**Board members absent:**

Dan Cohen  
Peg Bartel  
Al Robbert

**Others present:**

Kären Rasmussen, Intern Minister  
Ron Brandt  
Ken Pilkenton  
Jane Nelson  
Al Erickson

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

1. Kären Rasmussen shared a reading from V. Emil Gudmundson, #693.
2. **Consent Agenda:**
  - Laurie Hayden as the fifth member of the Nominating Committee  
Laurie Hayden's nomination was approved unanimously by the Board.
3. Al Erickson presented the financial report:  
There was \$154,000 in current assets and \$136,000 in liabilities. Current unobligated funds are \$18,000. The building fund now has a balance of approximately \$445,000, less approximately \$6,000 which was forwarded to the Washington Ethical society at the request of a former MVUC member. The budget is stabilizing due to increased wedding income and significantly increased revisit pledge increases. A motion was made to approve a \$1500 expense for Meagan Henry to purchase a new lap-top computer. The motion passed by a majority.

**Items discussed and/or reported included:**

- RAV-T Stewardship Update: The campaign continues to go well: 118 households have increased their commitments by a total of \$65,134 and 59 households who were visited chose not to increase their commitments. There are 43 households who have not yet been visited. The campaign will continue until November 21.
- Sustainable Energy Project: Ron Brandt and Ken Pilkenton were in attendance representing the property committee. The Finance Committee has recommended that MVUC move forward with a proposal to replace all current conventional heating and cooling equipment in the Meeting House with geothermal equipment and installation of solar panels on the south roof of the chapel. The equipment will be installed and maintained by Shenandoah Sustainable Technologies (SST). MVUC will pay a monthly fee as part of a twenty year contract. Both the Mason Hill Neighborhood president and Nina Tisara have been briefed on

the project. The target is to begin the project in December and to work through the winter, with the least impact on church and external events. The Board voted unanimously to proceed with the final contract (after legal review) with SST.

- Nominating Committee update: Ken Pilkenton, chair of the Nominating Committee, shared that last year the committee had challenges because of a lack of continuity in leadership and nearly all new members in the committee. The committee has developed a policy and procedure document in order to ensure a more orderly approach and prepare future committees. They are also in better coordination with the Board and Program Council this year for guidance and potential nominees. The policy was adopted unanimously by the Board. Joan requested a list of individuals who will need to be replaced for next year. Ken agreed to provide the list.
- Membership Issues/Insights: Rev. Walker has studied the membership and attendance figures for the past ten years and our overall membership numbers are decreasing. Membership has declined from 395 to 345 members from 2000 to 2009. Rev. Walker offered that Protestant churches have seen declining membership for quite some time, and that UU churches have seen the same phenomenon in the last few years. This is perhaps due to cultural and generational changes in the population of church visitors. She noted we do an excellent job of welcoming people, but do not seem to be retaining visitors or turning them into members with great frequency. We are in the process of assessing the quality and content of the three classes we offer to visitors. Rev. Walker participated in a webinar on sustaining membership which was offered by the UUA. She will provide the material for review as it becomes available. She plans to offer conversation opportunities for visitors who are considering membership in December.
- Annual Assessment by the Committee on Ministry: Jane Nelson, chair of the Committee on Ministry shared that last year the committee conducted an assessment of our minister. This year it is planned to conduct an assessment of the congregation of MVUC. The committee is considering a number of different assessment tools and the focus areas for discussion. After discussion it was suggested that the committee focus on spiritual growth and membership, as well as to utilize the appreciative inquiry approach rather than a written survey.
- Operational Strategic Plan update: The Board decided that while progress has been made in fleshing out the goals for the year, they will use this as a guideline for the BOT and not attempt to turn it into a Church-wide strategic plan.
- Neighborhood Update: Joan and Rev. Walker met with the Mason Hill Neighborhood Association president, Jack Christensen. He noted concerns about drainage from the church into other yards, noise concerns and the need for attentiveness to stop signs and speed limits in the neighborhood. Drainage improvements are underway, as well as communication to everyone regarding noise and traffic concerns.
- Preschool contract update: The draft contract is still with the Preschool director who has not yet resubmitted it to MVUC for final approval.

The board voted to go into executive session to discuss a personnel matter.

The Board came back into open session. The Board voted unanimously to terminate Branka Bijolevich, the Church Administrator, on December 31, 2010. Her last day in the office will be November 19, 2010. She will be given a severance package covering salary and health benefits through December 31, 2010.

The meeting was closed by the recitation of the MVUC covenant and was adjourned at 8:36 p.m.

The next regularly scheduled Board meeting will be on December 14, 2010 at 7:00 p.m.

Respectfully submitted,  
Lisa Gillispie

**MT VERNON UNITARIAN CHURCH**  
**Balance Sheet**  
 As of October 31, 2010

11:04 AM  
 11/02/10  
 Cash Basis

	Oct 31, 10
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · BHBT - Checking Account (00-81270-6)	1,701.48
1998 · CD B&H #11834544	102,352.98
1999 · BHBT - Money Market Account (00-81194-7)	50,359.37
Total Checking/Savings	154,413.83
Other Current Assets	
1350 · Due from IRS	3.51
Total Other Current Assets	3.51
Total Current Assets	154,417.34
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	762,828.18
1320 · Memorial Walks Fd Investments	45,247.00
1330 · Windmill Fund Investments	55,751.00
1340 · Building Fund	445,500.46
Total Other Assets	1,309,326.64
<b>TOTAL ASSETS</b>	<b>4,401,643.98</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
2010 · Citibusiness MC	-1,040.07
Total Credit Cards	-1,040.07
Other Current Liabilities	
2060 · Due to Endowment Fund	1,030.00
2100 · Short Term Liabilities	
2101 · Grocery Scrip (Grocery Scrip)	1,510.47
2102 · Folk Dance Group	325.00
2104 · Intergenerational (Intergenerational events income an...	394.61
2111 · RE Course fees (Payments and receipts for books & o...	-56.68
2140 · Prof Expenses Minister	65.20
2142 · Prof Expenses Dir Music	2.00
2170 · Special Collections	2,792.00
Total 2100 · Short Term Liabilities	5,032.60
2191 · Deposits/Refunds	1,850.00

**MT VERNON UNITARIAN CHURCH**  
**Balance Sheet**  
 As of October 31, 2010

	Oct 31, 10
2200 · Payroll Liabilities	
2202 · Due to/from Employee	-112.58
2210 · Health Plan Withholdings	
Church Administrator	-126.17
Director of Music	-127.45
Director of Religious Education	78.67
Parish Minister	98.64
Total 2210 · Health Plan Withholdings	-76.31
2211 · Minister Life & Disability	258.51
2215 · Other Group Insurance	112.74
2220 · Payroll Tax Withholdings	
DC w/h	348.79
Federal w/h	5,364.42
Medicare w/h	-367.26
Social Security w/h	-1,574.24
VA w/h	795.50
Total 2220 · Payroll Tax Withholdings	4,567.21
2230 · MVUC Payroll Taxes	
Employer Medicare	-367.26
Employer Social Security	-1,574.21
2230 · MVUC Payroll Taxes - Other	-239.62
Total 2230 · MVUC Payroll Taxes	-2,181.09
2240 · Employee Pension Contributions	
Minister's Pension Contribution	1,499.58
Office Mgr Pension Contribution	400.00
Total 2240 · Employee Pension Contributions	1,899.58
2245 · MVUC Pension Contributions	2,579.25
2246 · MVUC Health Plan Contributions	
Adminstr. health plan	-344.56
DRE Health	487.25
Minister's health	-0.01
Total 2246 · MVUC Health Plan Contributions	142.68
Total 2200 · Payroll Liabilities	7,189.99
Total Other Current Liabilities	15,102.59
Total Current Liabilities	14,062.52
Long Term Liabilities	
2500 · DESIGNATED FUNDS	
2501 · YRUU	1,852.06
2504 · Music Fund - Gifts & Memorials	178.14
2505 · Partner Church	

11:04 AM

11/02/10

Cash Basis

**MT VERNON UNITARIAN CHURCH**  
**Balance Sheet**  
 As of October 31, 2010

	<u>Oct 31, 10</u>
General	2,639.68
Scholarships	-454.14
<b>Total 2505 · Partner Church</b>	<b>2,185.54</b>
2508 · Social Justice	1,603.84
2509 · RE Special Projects	4,112.32
2510 · Boston Trip	-15.57
2511 · SBA Reserves	2,448.45
2513 · Playground	3,339.99
2514 · Social Justice Disaster Relief	293.46
2516 · Chapel Aesthetics	888.27
2518 · Green Sanctuary	887.00
2520 · Property Major Maint (PMM)	104,740.55
2525 · NOVA LUUP	51.64
<b>Total 2500 · DESIGNATED FUNDS</b>	<b>122,565.69</b>
<b>Total Long Term Liabilities</b>	<b>122,565.69</b>
<b>Total Liabilities</b>	<b>136,628.21</b>
<b>Equity</b>	
3001 · OPERATING FUND BALANCE	2,989,783.29
3200 · OTHER FUNDS BALANCES	1,309,326.64
3900 · Retained Earnings	-13,921.14
Net Income	-20,173.02
<b>Total Equity</b>	<b>4,265,015.77</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,401,643.98</b>

**MT VERNON UNITARIAN CHURCH**  
**Profit & Loss Budget Performance**  
 October 2010

	<b>Oct 10</b>	<b>Jul - Oct 10</b>	<b>Annual Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · STEWARDSHIP PLEDGES	37,672.00	129,811.17	400,000.00	33.66%
4200 · CONTRIBUTIONS	1,296.98	5,106.92	16,500.00	32.53%
4300 · FACILITIES USE & RENTALS	10,218.00	50,763.00	125,371.00	41.69%
4400 · FUND RAISING INCOME	63.00	92.00	10,075.00	1.12%
4500 · ADMINISTRATIVE INCOME	21.88	855.30	2,400.00	35.64%
4515 · UUA Grant for Intern's Stipend	0.00	3,250.00	6,500.00	<u>50.00%</u>
<b>Total Income</b>	<b>49,271.86</b>	<b>189,878.39</b>	<b>560,846.00</b>	<b>35.04%</b>
<b>Expense</b>				
5000 · WORSHIP PROGRAMS	720.14	3,032.60	11,550.00	26.26%
5100 · RELIGIOUS EDUCATION	144.50	607.21	5,000.00	12.14%
5200 · HOME COMMUNITY PROGRAMS	0.00	141.00	1,250.00	11.28%
5300 · DENOMINATIONAL RESPONSIBILITIES	1,586.67	8,556.68	27,880.00	30.69%
5400 · OLW/SOCIAL JUSTICE	0.00	155.00	750.00	20.67%
5500 · ADMINISTRATIVE PROGRAMS	0.00	8,804.00	11,300.00	80.79%
5600 · CONFERENCES & CONT ED	0.00	32.96	1,300.00	2.54%
5700 · PROFESSIONAL EXPENSES	1,078.22	5,832.24	17,366.00	33.58%
6100 · OPERATING COSTS	6,353.81	19,329.90	52,025.00	37.27%
6200 · COMMUNICATIONS	683.02	1,757.17	5,400.00	32.54%
6400 · INSURANCE	790.42	3,131.30	9,303.00	33.66%
7000 · SUPPLIES	15.75	1,579.34	5,500.00	28.72%
7200 · PROPERTY MAINTENANCE	2,863.99	13,604.76	47,200.00	28.84%
7300 · UTILITIES	1,502.84	6,963.23	30,300.00	25.79%
8100 · EMPLOYEE COMPENSATION	27,339.36	115,395.28	342,608.00	33.68%
8200 · PAYROLL TAXES	1,442.28	5,991.35	17,266.00	34.70%
8300 · EMPLOYEE BENEFITS	3,373.52	15,137.39	42,622.00	35.52%
<b>Total Expense</b>	<b>47,894.52</b>	<b>210,051.41</b>	<b>628,620.00</b>	<b><u>33.61%</u></b>
<b>Net Ordinary Income</b>	<b>1,377.34</b>	<b>-20,173.02</b>	<b>-67,774.00</b>	<b><u>21.83%</u></b>
<b>Net Income</b>	<b><u>1,377.34</u></b>	<b><u>-20,173.02</u></b>	<b><u>-67,774.00</u></b>	<b><u>21.83%</u></b>

MT VERNON UNITARIAN CHURCH  
Profit & Loss Budget Performance  
October 2010

Ordinary Income/Expense

Income

- 4100 · STEWARDSHIP PLEDGES
- 4200 · CONTRIBUTIONS
- 4300 · FACILITIES USE & RENTALS
- 4400 · FUND RAISING INCOME
- 4500 · ADMINISTRATIVE INCOME
- 4515 · UUA Grant for Intern's Stipend

Total Income

Expense

- 5000 · WORSHIP PROGRAMS
- 5100 · RELIGIOUS EDUCATION
- 5200 · HOME COMMUNITY PROGRAMS
- 5300 · DENOMINATIONAL RESPONSIBILITIES
- 5400 · OLW/SOCIAL JUSTICE
- 5500 · ADMINISTRATIVE PROGRAMS
- 5600 · CONFERENCES & CONT ED
- 5700 · PROFESSIONAL EXPENSES
- 6100 · OPERATING COSTS
- 6200 · COMMUNICATIONS
- 6400 · INSURANCE
- 7000 · SUPPLIES
- 7200 · PROPERTY MAINTENANCE
- 7300 · UTILITIES
- 8100 · EMPLOYEE COMPENSATION
- 8200 · PAYROLL TAXES
- 8300 · EMPLOYEE BENEFITS

Total Expense

Net Ordinary Income

Net Income

**MOUNT VERNON UNITARIAN CHURCH**  
**Building Fund as of October 31, 2010**

**INCOME:**

Balance brought forward	1,064,987.35
Contributions received in Oct October	50.00
Interest from B & H	37.30
Interest from McLaughlin	12.17
Total received for Building Fund (includes interest)	<u>99.47</u>
<b>TOTAL</b>	<b><u>1,065,086.82</u></b>

**EXPENSES:**

Parking Spaces	15,059.00
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	<u>980.90</u>
<b>TOTAL</b>	<b><u>619,586.36</u></b>

**NET Funds on Hand for Building** **\$445,500.46**

**Where the Funds Are:**

Funds at McLaughlin Inv (Includes Income @0.05%)	245,509.60
Cash in B&H (earns 1.46%)	97,637.88
CD at B&H # 11834536 (earns 2.31%)	<u>102,352.98</u>
<b>TOTAL</b>	<b><u>\$445,500.46</u></b>