

Meeting Minutes
Board of Trustees of Mount Vernon Unitarian Church
13 September 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

Board members absent:

Dan Cohen
Ian Anderson, Youth Representative

Others present:

Branka Bijelovich, Church Administrator
Meagan Henry, Director of Lifespan
Spiritual Growth
Kären Rasmussen, Intern Minister
Ron Brandt
Lisa Guide
Reid Adler

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

1. Joan thanked all those who helped and participated in the Leadership Reception and Ingathering Picnic.
2. Rev. Walker shared a reading on the theme of life from Theodore Parker.
3. A tour of Fort Hunt Preschool was given by its director, Nancy Renner. The BOT members were impressed and most appreciative of all of the improvements that FHP has made to the Carriage House.
4. Al Erickson presented the financial report:
Branka, Al and Peg are working to resolve long standing errors in the Quickbook entries. Meetings with the Program Council and staff will be set up to discuss needs for the 2011-12 budget. By the December finance committee meeting, there will be significant updates from the Stewardship Revisit campaign.

Assets are at \$175,000 and liabilities are \$134,000, leaving approximately \$41,000 in unobligated funds. The Building Fund contains \$460,000. This will be reduced by the expenses for the parking spaces.

Items discussed and/or reported included:

- Communication regarding Building Renovation/Capital Campaign: It is necessary to once again update the congregation about activity regarding the Building Renovation/Capital Campaign. Al Robbert will take responsibility for this.
- RAV-T Stewardship Update: The campaign is going well so far: 43 households have committed \$26,000. Personal visits and meetings have resulted in community building as well as increases in pledges.

- Fort Hunt Preschool contract: A point paper and contract addendum was shared with the board dealing with issues relevant to the contract renewal. Joan thanked Reid for all his hard work on the draft contract. The Preschool is mainly concerned with ensuring that they will not be adversely affected when any construction is undertaken. Tamara moved to allow Joan to move forward to sign the contract; Bill seconded; all approved.
- Program Council Changes: Ron and Tamara have worked to revise the policies regarding how committee chairs are appointed or approved for consistency and with alignment to church governance methodology. The policy changes clarify all those committee chairs that are approved by their Program Council chair versus those that are appointed by the Program Council chair. The policy also makes chair terms more consistent.

Bill moved to accept the policy changes; Becky seconded; all approved. Ron Brandt will update all committee charters to reflect these changes.

- Solar Panel Proposal: A point paper was shared regarding a proposal to install solar panels on the Meeting House roof. Lisa Guide and Ron Brandt presented information and history regarding the potential plan. The proposal states that the project would be funded by an individual contributor from the church and a group who would form an independent LLC which would have individual investors. The installation of the solar panels would reduce MVUC's energy consumption by approximately 15 percent as well as serving as a model in the community for clean energy. There will be an informational meeting at MVUC on October 3 and 7:00 p.m. to discuss the details of the proposal.
- Operational Strategic Plan update: A few groups have submitted their plans. Becky will take the lead on this project.

Other items discussed:

- The Neatness Task Force will schedule meetings with the Program Council and staff to discuss potential areas for improvement
- MVUC is earning approximately \$100 per month through the Amazon.com link
- The board is working to identify a replacement for Tamara as Program Council Convener who would begin to work with her starting in January 2011.
- The board is working to identify a Chair and Co-chair for the Spring Stewardship Campaign. A replacement is needed for Betsy Yarrison for the Nominating Committee.

The meeting was closed by the recitation of the MVUC covenant and was adjourned at 8:45 p.m. The next regularly scheduled Board meeting will be on October 12, 2010 at 7:00 p.m.

Respectfully submitted,
Lisa Gillispie

3:19 PM
 09/08/10
 Cash Basis

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

	Aug 31, 10
ASSETS	
Current Assets	
Checking/Savings	
1000 · BHBT - Checking Account (00-81270-6)	17,604.54
1998 · CD B&H #11834544	102,352.98
1999 · BHBT - Money Market Account (00-81194-7)	55,319.79
Total Checking/Savings	175,277.31
Other Current Assets	
1350 · Due from IRS	3.51
Total Other Current Assets	3.51
Total Current Assets	175,280.82
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	743,353.39
1320 · Memorial Walks Fd Investments	42,170.00
1330 · Windmill Fund Investments	51,126.00
1340 · Building Fund	460,258.40
Total Other Assets	1,296,907.79
TOTAL ASSETS	4,410,088.61
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2010 · Citibusiness MC	632.64
Total Credit Cards	632.64
Other Current Liabilities	
2100 · Short Term Liabilities	
2101 · Grocery Scrip (Grocery Scrip)	547.06
2102 · Folk Dance Group	125.00
2104 · Intergenerational (Intergenerational events income and expenses)	310.64
2111 · RE Course fees (Payments and receipts for books & other material...)	-56.68
2140 · Prof Expenses Minister	65.20
2142 · Prof Expenses Dir Music	2.00
2170 · Special Collections	1,052.00
Total 2100 · Short Term Liabilities	2,045.22
2191 · Deposits/Refunds	1,550.00
2200 · Payroll Liabilities	
2202 · Due to/from Employee	-112.58
2210 · Health Plan Withholdings	
Church Administrator	-21.01
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	-2,423.81
2211 · Minister Life & Disability	112.67
2215 · Other Group Insurance	112.74
2220 · Payroll Tax Withholdings	
DC w/h	300.79
Federal w/h	5,161.42
Medicare w/h	-403.58
Social Security w/h	-1,729.54
VA w/h	727.50
Total 2220 · Payroll Tax Withholdings	4,056.59

3:19 PM
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 Cash Basis

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

	Aug 31, 10
2230 · MVUC Payroll Taxes	
Employer Medicare	-403.58
Employer Social Security	-1,729.51
2230 · MVUC Payroll Taxes - Other	-239.62
	-2,372.71
Total 2230 · MVUC Payroll Taxes	-2,372.71
2240 · Employee Pension Contributions	
Minister's Pension Contribution	1,499.58
Office Mgr Pension Contribution	8,750.00
2240 · Employee Pension Contributions - Other	-8,350.00
	1,899.58
Total 2240 · Employee Pension Contributions	1,899.58
2245 · MVUC Pension Contributions	2,514.25
2246 · MVUC Health Plan Contributions	
Adminstr. health plan	-84.12
DRE Health	487.25
Minister's health	-0.01
	403.12
Total 2246 · MVUC Health Plan Contributions	403.12
Total 2200 · Payroll Liabilities	4,189.85
Total Other Current Liabilities	7,785.07
Total Current Liabilities	8,417.71
Long Term Liabilities	
2500 · DESIGNATED FUNDS	
2501 · YRUU	1,782.50
2504 · Music Fund - Gifts & Memorials	401.53
2505 · Partner Church	
General	3,728.08
Scholarships	310.86
	4,038.94
Total 2505 · Partner Church	4,038.94
2508 · Social Justice	1,423.84
2509 · RE Special Projects	4,112.32
2510 · Boston Trip	-15.57
2511 · SBA Reserves	4,630.45
2513 · Playground	3,004.99
2514 · Social Justice Disaster Relief	293.46
2516 · Chapel Aesthetics	888.27
2518 · Green Sanctuary	373.50
2520 · Property Major Maint (PMM)	104,740.55
2525 · NOVA LUUP	123.34
	125,798.12
Total 2500 · DESIGNATED FUNDS	125,798.12
Total Long Term Liabilities	125,798.12
Total Liabilities	134,215.83
Equity	
3001 · OPERATING FUND BALANCE	2,989,783.29
3200 · OTHER FUNDS BALANCES	1,296,907.79
3900 · Retained Earnings	-11,468.48
Net Income	650.18
	4,275,872.78
Total Equity	4,275,872.78
TOTAL LIABILITIES & EQUITY	4,410,088.61

MT VERNON UNITARIAN CHURCH
Profit & Loss Budget vs. Actual
July 2010 through June 2011

	TOTAL			
	Aug 10	Jul '10 - Jun 11	Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · STEWARDSHIP PLEDGES	33,284.17	78,662.83	400,000.00	19.67%
4200 · CONTRIBUTIONS	959.00	2,736.16	16,500.00	16.58%
4300 · FACILITIES USE & RENTALS	18,550.00	36,875.00	125,371.00	29.41%
4400 · FUND RAISING INCOME	15.00	29.00	10,075.00	0.29%
4500 · ADMINISTRATIVE INCOME	783.65	809.85	2,400.00	33.74%
4515 · UUA Grant for Intern's Stipend	3,250.00	3,250.00	6,500.00	50.0%
Total Income	56,841.82	122,362.84	560,846.00	21.82%
Expense				
5000 · WORSHIP PROGRAMS	29.60	269.40	11,550.00	2.33%
5100 · RELIGIOUS EDUCATION	227.54	310.09	5,000.00	6.2%
5200 · HOME COMMUNITY PROGRAMS	0.00	141.00	1,250.00	11.28%
5300 · DENOMINATIONAL RESPONSIBILITIES	1,586.67	5,383.34	27,880.00	19.31%
5400 · OLW/SOCIAL JUSTICE	155.00	155.00	750.00	20.67%
5500 · ADMINISTRATIVE PROGRAMS	6,204.00	8,804.00	11,300.00	77.91%
5600 · CONFERENCES & CONT ED	0.00	32.96	1,300.00	2.54%
5700 · PROFESSIONAL EXPENSES	2,069.92	3,976.81	17,366.00	22.9%
6100 · OPERATING COSTS	5,616.94	10,650.71	52,025.00	20.47%
6200 · COMMUNICATIONS	299.44	498.88	5,400.00	9.24%
6400 · INSURANCE	775.25	1,550.50	9,303.00	16.67%
7000 · SUPPLIES	673.34	1,187.56	5,500.00	21.59%
7200 · PROPERTY MAINTENANCE	4,964.33	9,665.51	47,200.00	20.48%
7300 · UTILITIES	3,250.00	5,460.39	30,300.00	18.02%
8100 · EMPLOYEE COMPENSATION	24,331.69	73,921.76	342,608.00	21.58%
8200 · PAYROLL TAXES	1,250.66	3,832.42	17,266.00	22.2%
8300 · EMPLOYEE BENEFITS	3,557.96	10,792.50	42,622.00	25.32%
Total Expense	54,992.34	136,632.83	628,620.00	21.74%
Net Ordinary Income	1,849.48	-14,269.99	-67,774.00	21.06%
Net Income	1,849.48	-14,269.99	-67,774.00	21.06%

MOUNT VERNON UNITARIAN CHURCH
Building Fund as of August 31, 2010

Balance brought forward	1,063,816.64	
Received in A JUNE	100.00	
Interest fm B & H	Interest	92.31
Interest in McLughlin	Income	16.95
Interest CD #11834544	Interest on 8/25/10	759.86
Total received for Building Fund (includes interest)		969.12
TOTAL		1,064,785.76

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		\$460,258.40

WHERE THE FUNDS ARE:

Funds at McLaughlin Inv.(Includes Income @0.05%)	245,484.52	
Cash in B&H (earns 1.46%)	112,420.90	
Cert. of Deposit at B & H (earns 2.31%)	102,352.98	
	\$460,258.40	