

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

**Board members present:**

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

**Board members absent:**

Lisa Gillispie, Board Secretary  
Keith Brophy

**Others present:**

Kären Rasmussen, Intern Minister  
Wendy Burns

The meeting was called to order at 7:00 p.m. and Rev. Walker offered an opening reading.

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

- **Consent Agenda:** The Board approved appointment of Linda Walton as chair of the Personnel Advisory Committee and an initial Charter for the Memorial Walks Committee.
- **Finance Committee Update:** Al Erickson provided financial statements for review. Financial statements for all people who have pledged will be mailed out this week for pledges made through 12/15/2010. Additional statements will go out for tax purposes in early 2011. These two distributions will be mailed; however, spring statements may go via email. We will begin adhering to our stated policy of providing quarterly updates.
- **RAV-T Stewardship Update:** Becky Brandt provided a recap of the recent Stewardship drive, which raised slightly over \$70,000. The drive was a success and it was noted that MVUC did many things right that had been recommended to us by Larry Wheeler. Al noted that we improved our median contribution, which previously was very low compared to other area churches. However, pledge distribution didn't change much – we're still top heavy in terms of givers. The consensus was that hiring Larry Wheeler was a good move and gave us the confidence to move forward on the second pledge drive. Becky also advised that the spring campaign will be "light." We will rely more on phone contact. The kick off of the spring campaign will be 3/6/2011 when Kate will address in a sermon. Becky has agreed to chair the Spring 2011 campaign; however, she needs an understudy to learn on the job and to lead the subsequent campaign.

- **Memorial Walks Expansion:** Wendy Burns, Chair of Memorial Walks Committee, sought Board approval for an expansion of the Memorial Walks. The Memorial Walks Committee has the necessary funds in their accounts. Wendy indicated that there may be more funds in her accounts than appear on the MVUC balance sheet; Al Erickson requested that she provide accurate amounts so that our financial records are complete.
- **Sustainable Energy Initiative:** Joan informed the Board that contracts are in place and a ground-breaking ceremony is scheduled for December 21<sup>st</sup>, Winter Solstice, at 3 PM. We believe that we're the first church in VA to move towards net zero energy. The property will look like a construction site for a short while when they dig trenches but our contract specifies that the property be returned to its original status when construction is done. Al Weinstein's generous support for the solar panel component of the project was acknowledged and is greatly appreciated as we embark upon this exciting program.
- **Rental Events Coordinator:** Joan clarified that Nina Tisara is happy to continue with event booking and coordination but she wants assistance doing event monitoring. The function pays \$25/hour and is often in the evening and on weekends.
- **Church Administrator Search:** Joan informed the Board that the Search Committee is in full-swing. They recommend that we seek a Church Administrator who is able to become "MVUC's institutional knowledge." The Committee also recommends that the Church Administrator be divested of bookkeeping duties and instead oversee entries, audits, etc. It would be OK to use a volunteer to do bookkeeping as long as the Administrator knows Quickbooks and is able to oversee activities. We could also use a shared service center or contract out the function. Birgit Robberts, temporary volunteer bookkeeper until Dec 2011, estimates 8-10 hours/week to maintain books. Tamara and Peg mentioned that improving the ability to remotely access the Quickbooks database (with appropriate security and controls) may increase volunteer interest in working on this task. The Board unanimously approved this recommendation.

The Search Committee also recommends that the Church Administrator not be a member of MVUC as that position reports directly to Kate. A member/employee could potentially put her in an awkward position. The recommendation came from Birgit who chaired last search committee. The board unanimously approved this recommendation.

A brief discussion ensued about the Church Administrator job description. Joan will resend to Board members as some did not seem to have received it.

- **Budget Development Process:** Al Erickson let us know that it is time to start thinking about next year's budget (2011-2012 church year which begins July 1). Budget estimates are due from staff and committees by 2/1/2011. Al also shared that the Holiday Shop made \$20K this year; as compared to \$14K in previous years. SBA has money which they will distribute to applicants as they see fit. January 9 is deadline for submission of requests. During the budget discussion, Al Robberts noted that he is writing a Windmill article about the building/renovation fund. He reminded us that several years ago, we agreed to put major expenditure plans on hold until such time as we had 2 successful Stewardship drives (fall 2010 counts as #1).
  
- **Nominating Committee:** Tamara noted that the Nominating Committee is continuing to identify candidates for next year's Board, Program Council, and Nominating Committee. Tamara will circulate a list of Leadership Training graduates, some of whom may be interested in serving. Board members are urged to forward any suggestions to Ken Pilkington, NomCom Chair, and copy Joan. The following vacancies need to be filled:
  - ✓ Board of Trustees - four members = 3 adults, 1 youth
  - ✓ Sunday Services - program coordinator
  - ✓ Administration/Property - program coordinator
  - ✓ Religious Education - program coordinator
  - ✓ Communications - program coordinator
  - ✓ Nominating Committee - three members

The meeting was closed by the recitation of the MVUC covenant and was adjourned at 8:30 p.m. The next regularly scheduled Board meeting will be on January 12, 2010 at 7:00 p.m.

Respectfully submitted,  
Tamara de la Camp

## MVUC Leaders Seminar

### Alumni Roster

*as of June 2010*

1. Reid Adler
2. Bill Alsmeyer-Johnson
3. Lynn Alsmeyer-Johnson
4. George Ball
5. Jamie Barnett
6. Peg Bartel
7. Becky Brandt
8. Keith Brophy
9. Diane Brown
10. Bruce Burrows
11. Marybeth Bernhard [Friday night only]
12. Becky Brandt
13. Ron Brandt
14. Marty Bredeck
15. Wendy Burns
16. Kelly Campbell
17. Tamara de la Camp
18. Bill Clontz
19. Meg Clontz
20. Kim Cobb
21. Lincoln Cobb
22. Angel Collins
23. Joan Darrah
24. Mike Dawkins
25. Al Erickson
26. Melody Feather [Saturday only]
27. Ilene Gillispie [Friday night only]
28. Tom Griffith (Saturday only)
29. Omran Hasan
30. Joe Kitrosser
31. Adriana Krogh
32. Doug Jemison
33. Keith Keener
34. Howard Lamb
35. Sue Lamb
36. Betsy Lowry
37. Helen Lounsbury
38. Doug MacCleary
39. Paula Mathis
40. Alvin McComber
41. Annie Mechanic
42. Alex Montoro
43. Charles Morrissey
44. Seileen Murphy
45. Jane Nelson
46. Sandy Peterson
47. Jim Potter
48. Eric Pourchot
49. Georgeta Pourchot
50. Al Robbert
51. Birgit Robbert
52. Robin Roberts
53. Dick Schaffer
54. Michael Seay [Friday night only]
55. Sarah Sertic
56. Carolyn Slenska [Friday night only]
57. Tom Tarcza
58. Karen Tyson
59. Anne Ulm
60. Lauck Walton
61. Linda Walton
62. Ben Whelan-Morin
63. Betsy Yarrison
64. Dick Youngflesh
65. Kay Youngflesh

**Mount Vernon Unitarian Church**  
**DRAFT - Position Description**  
**Church Administrator**  
(December 2010)

**Position Type:** Full-time, Exempt

**Position Purpose:** The Church Administrator is responsible for ensuring the smooth and efficient functioning of church operations.

**RELATIONSHIPS**

- Reports to the Minister.
- Supervises the Bookkeeper, Office Manager, Custodian, Property Manager, and Rentals Coordinator.
- Maintains excellent working relationships with other staff members, including the Director of Lifespan Spiritual Growth and the Director of Music.

**DUTIES**

**General**

The Administrator manages the church's business, administrative, and financial affairs. He or she provides staff support to church leaders and volunteers, including Finance Committee, Personnel Advisory Committee, Property Committee, Communications Council, and Board of Trustees. The following list of duties is not exhaustive and does not anticipate all possible requirements.

**Finance**

- With the Finance Committee and Treasurer, develops and implements financial policies and procedures.
- Oversees maintenance by the Bookkeeper of financial records, ensuring that appropriate policies and procedures are followed.
- Oversees maintenance by the Bookkeeper of financial aspects of the employee pay and benefits program, including preparation of tax-related documents.
- With the Treasurer, oversees preparation and interpretation of financial reports for the Finance Committee, Board, and congregation. Identifies financial problems, such as unauthorized over-expenditure of any accounts, and assists in developing proposed solutions.
- With the Gifts and Bequests volunteer, assures that memorial gifts are acknowledged.
- Manages church insurance policies and claims reporting.

**Personnel**

- Oversees the church's Human Resources program, including maintaining documents such as position descriptions and letters of agreement, and leading periodic review and revision of personnel policies to be incorporated in the Employee Handbook.
- Manages the employee salaries and benefits program.
- Administers the annual performance appraisal process of all church employees.
- Consults with the Personnel Advisory Committee on these matters as necessary.

**Office Management**

- Supervises the functioning of the church office.
- Manages office staff and volunteers, including scheduling and day-to-day supervision.
- Conducts performance appraisals of office and custodial staff members.

- Manages contracted services, including telephone system, copying, waste disposal, etc.
- Arranges for the acquisition and maintenance of furniture and equipment.
- Oversees ordering of supplies.
- Maintains necessary personnel records, legal documents, and files of major church activities.

### **Buildings and Grounds**

- With the Property Manager and Property Committee, plans and budgets for maintenance and repair of church property.
- Supervises the Property Manager in arranging for contracted services for maintenance and repair services (such as mowing, tree care, electrical work, air conditioning, etc.), monitoring the quality of these services, negotiating adjustments when necessary, and approving payments.
- During construction projects, serves as liaison to the architect for preparation of documents and acquisition of necessary permits.

### **Communications**

- In cooperation with the Communications Council, plans for and coordinates all church publications, including newsletters and website. Oversees the efforts of volunteers who produce these publications.
- Supports volunteers in arranging for publicity of church activities and events.

### **Church Governance**

- Consults with elected officers and governing groups, including the Board of Trustees and Program Council, as requested, as they consider program and policy decisions.
- Drafts letters, policies, etc. for review.
- Advises on provisions of existing bylaws and policies.
- Consults with the minister, as requested, in administration of church affairs.

## **QUALIFICATIONS**

**Education:** Bachelor's degree in public or business administration or a related field.

**Experience:** At least three years experience in management of complex organizations. Experience in a church, social service agency, or other not-for-profit organization desirable.

**Skills:** Strong verbal and written communication skills; strong organizational skills; demonstrated ability to supervise; collaborative, team-building management style; ability to work effectively with Board of Trustees and volunteer committees; ability to recruit and support an active network of volunteers; tactful and mature with a good sense of humor; ability to plan, monitor, and evaluate budgets; desire to help fulfill the mission of a faith community; proficiency with computers and productivity software including word processing, spreadsheets, email and database management.

**Other Requirements:** This is a professional position, requiring the ability and willingness to work flexible hours and extra time on an as-needed basis. The position requires work on Sunday and attendance at daytime and evening meetings, including those of the Board of Trustees and Finance Committee and serving as the contact point for building emergencies after hours.

**Mount Vernon Unitarian Church**  
**Position Description**  
**Bookkeeper**

**GENERAL**

The Bookkeeper maintains the church's financial records using QuickBooks and electronic banking to manage accounts receivable, accounts payable, payroll, and banking; maintains all appropriate files and records; and prepares financial reports.

**DUTIES**

- Receives, records, and deposits all funds paid to the church. Contributions and any other funds received during the week are deposited weekly (or as needed). Electronic contributions made to the church are recorded as often as needed. (Records of individual member pledges and other contributions are maintained by the Office Manager).
- Prepares checks or electronic transfers of funds for payment of invoices.
- Prepares the biweekly payroll and processes all pertinent tax, benefits, and other liability payments as required. Prepares and files quarterly payroll tax reports and year-end W-2 and 1099 forms.
- Does all banking transactions including: preparing and making weekly deposits; recording electronic transfers of funds; and reconciling monthly bank statements. Also maintains 2 or 3 bank accounts other than the church's operating account, making deposits or payments as needed.
- Maintains files for accounts payable and accounts receivable, payroll records, and bank reconciliation reports. Prepares monthly financial reports of the church's operating, savings, building and other designated funds' accounts for the Finance Committee and individual program account reports for staff and program leaders.

**RELATIONSHIPS**

Reports to the Church Administrator. Works with staff and program leaders to monitor activities and balances in their accounts. Cooperates with the Office Manager to maintain accurate membership pledge /contribution records. Works with hired or volunteer accountants to insure that best bookkeeping procedures are implemented.

**QUALIFICATIONS**

Must have experience using QuickBooks, electronic banking, and use of spreadsheets in Excel.



10:11 PM  
 12/10/10  
 Cash Basis

**MT VERNON UNITARIAN CHURCH**  
**Balance Sheet**  
 As of November 30, 2010

	Nov 30, 10
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · BHBT - Checking Account (00-81270-6)	16,334.14
1998 · CD B&H #11834544	102,352.98
1999 · BHBT - Money Market Account (00-81194-7)	30,373.68
<b>Total Checking/Savings</b>	149,060.80
<b>Other Current Assets</b>	
1350 · Due from IRS	3.51
<b>Total Other Current Assets</b>	3.51
<b>Total Current Assets</b>	149,064.31
<b>Fixed Assets</b>	
1501 · Land	1,220,900.00
1502 · Buildings	1,717,000.00
<b>Total Fixed Assets</b>	2,937,900.00
<b>Other Assets</b>	
1310 · Endowment Fund Investments	762,828.18
1320 · Memorial Walks Fd Investments	45,392.00
1330 · Windmill Fund Investments	56,355.00
1340 · Building Fund	439,107.42
<b>Total Other Assets</b>	1,303,682.60
<b>TOTAL ASSETS</b>	<b>4,390,646.91</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
2010 · Citibusiness MC	-185.31
<b>Total Credit Cards</b>	-185.31
<b>Other Current Liabilities</b>	
2100 · Short Term Liabilities	
2101 · Grocery Scrip	747.57
2104 · Intergenerational (Intergenerational events income an...	242.02
2111 · RE Course fees (Payments and receipts for books & ...	-311.30
<b>Total 2100 · Short Term Liabilities</b>	678.29
2191 · Deposits/Refunds	-225.00
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
<b>Total 2210 · Health Plan Withholdings</b>	28.85
2211 · Minister Life & Disability	112.67
2215 · Other Group Insurance	112.74
2220 · Payroll Tax Withholdings	
DC w/h	317.79
Federal w/h	5,303.42
Medicare w/h	-373.79
Social Security w/h	-1,602.17
VA w/h	787.50
<b>Total 2220 · Payroll Tax Withholdings</b>	4,432.75

10:11 PM  
 12/10/10  
 Cash Basis

**MT VERNON UNITARIAN CHURCH**  
**Balance Sheet**  
 As of November 30, 2010

	<b>Nov 30, 10</b>
<b>2230 · MVUC Payroll Taxes</b>	
Employer Medicare	-373.79
Employer Social Security	-1,602.14
<b>2230 · MVUC Payroll Taxes - Other</b>	-239.62
<b>Total 2230 · MVUC Payroll Taxes</b>	-2,215.55
<b>2240 · Employee Pension Contributions</b>	
Minister's Pension Contribution	1,499.58
Office Mgr Pension Contribution	400.00
<b>Total 2240 · Employee Pension Contributions</b>	1,899.58
<b>2245 · MVUC Pension Contributions</b>	2,539.25
<b>2246 · MVUC Health Plan Contributions</b>	
Adminstr. health plan	-84.12
DRE Health	487.25
Minister's health	-0.01
<b>Total 2246 · MVUC Health Plan Contributions</b>	403.12
<b>Total 2200 · Payroll Liabilities</b>	7,200.83
<b>Total Other Current Liabilities</b>	7,654.12
<b>Total Current Liabilities</b>	7,468.81
<b>Long Term Liabilities</b>	
<b>2500 · DESIGNATED FUNDS</b>	
2501 · YRUU	1,852.06
2504 · Music Fund - Gifts & Memorials	178.14
<b>2505 · Partner Church</b>	
General	2,639.68
Scholarships	3,795.86
<b>2505 · Partner Church - Other</b>	4,477.00
<b>Total 2505 · Partner Church</b>	10,912.54
2508 · Social Justice	1,325.96
2509 · RE Special Projects	4,112.32
2510 · Boston Trip	350.43
2511 · SBA Reserves	1,908.10
2513 · Playground	3,427.02
2514 · Social Justice Disaster Relief	293.46
2516 · Chapel Aesthetics	888.27
2518 · Green Sanctuary	1,022.37
2520 · Property Major Maint (PMM)	104,740.55
<b>Total 2500 · DESIGNATED FUNDS</b>	131,011.22
<b>Total Long Term Liabilities</b>	131,011.22
<b>Total Liabilities</b>	138,480.03
<b>Equity</b>	
3001 · OPERATING FUND BALANCE	2,989,783.29
3200 · OTHER FUNDS BALANCES	1,300,433.60
3900 · Retained Earnings	-13,735.55
Net Income	-24,314.46
<b>Total Equity</b>	4,252,166.88
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,390,646.91</b>

**MT VERNON UNITARIAN CHURCH**  
**Revenue and Expense**  
**Budget vs. Actual**  
November 2010

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	<u>Nov 10</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · STEWARDSHIP PLEDGES	34,217.16	179,105.33	400,000.00	44.78%
4200 · CONTRIBUTIONS	2,058.10	7,539.17	16,500.00	45.69%
4300 · FACILITIES USE & RENTALS	7,125.00	61,358.92	125,371.00	48.94%
4400 · FUND RAISING INCOME	24.25	203.59	10,075.00	2.02%
4500 · ADMINISTRATIVE INCOME	3.58	873.19	2,400.00	36.38%
4515 · UUA Grant for Intern's Stipend	0.00	3,250.00	6,500.00	50.0%
<b>Total Income</b>	<u>43,428.09</u>	<u>252,330.20</u>	<u>560,846.00</u>	<u>44.99%</u>
<b>Expense</b>				
5000 · WORSHIP PROGRAMS	1,455.76	4,488.36	11,550.00	38.86%
5100 · RELIGIOUS EDUCATION	244.85	1,145.69	5,000.00	22.91%
5200 · HOME COMMUNITY PROGRAMS	0.00	141.00	1,250.00	11.28%
5300 · DENOMINATIONAL RESPONSIBILITIES	3,796.67	12,353.35	27,880.00	44.31%
5400 · OLW/SOCIAL JUSTICE	122.97	297.97	750.00	39.73%
5500 · ADMINISTRATIVE PROGRAMS	390.97	9,194.97	11,300.00	81.37%
5600 · CONFERENCES & CONT ED	65.97	98.93	1,300.00	7.61%
5700 · PROFESSIONAL EXPENSES	-67.20	5,765.04	17,366.00	33.2%
6100 · OPERATING COSTS	4,555.63	22,578.09	52,025.00	43.4%
6200 · COMMUNICATIONS	283.68	2,040.85	5,400.00	37.79%
6400 · INSURANCE	790.42	3,921.72	9,303.00	42.16%
7000 · SUPPLIES	424.74	2,186.10	5,500.00	39.75%
7200 · PROPERTY MAINTENANCE	3,190.19	16,794.95	47,200.00	35.58%
7300 · UTILITIES	2,358.68	13,321.91	30,300.00	43.97%
8100 · EMPLOYEE COMPENSATION	26,944.46	155,655.13	342,608.00	45.43%
8200 · PAYROLL TAXES	1,407.82	8,029.79	17,266.00	46.51%
8300 · EMPLOYEE BENEFITS	3,593.96	20,497.33	42,622.00	48.09%
<b>Total Expense</b>	<u>49,559.57</u>	<u>278,511.18</u>	<u>628,620.00</u>	<u>44.31%</u>
<b>Net Ordinary Income</b>	<u>-6,131.48</u>	<u>-26,180.98</u>	<u>-67,774.00</u>	<u>38.63%</u>
<b>Net Income</b>	<u><u>-6,131.48</u></u>	<u><u>-26,180.98</u></u>	<u><u>-67,774.00</u></u>	<u><u>38.63%</u></u>

MT VERNON UNITARIAN CHURCH  
Revenue and Expense  
Budget vs. Actual  
November 2010

E

Ordinary Income/Expense

Income

4100 · STEWARDSHIP PLEDGES	465,000
4200 · CONTRIBUTIONS	
4300 · FACILITIES USE & RENTALS	forecast Nina
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	reforecast
5600 · CONFERENCES & CONT ED	reforecast
5700 · PROFESSIONAL EXPENSES	
6100 · OPERATING COSTS	reforecast
6200 · COMMUNICATIONS	
6400 · INSURANCE	
7000 · SUPPLIES	
7200 · PROPERTY MAINTENANCE	
7300 · UTILITIES	reforecast
8100 · EMPLOYEE COMPENSATION	reforecast Al E
8200 · PAYROLL TAXES	
8300 · EMPLOYEE BENEFITS	

Total Expense

Net Ordinary Income

Net Income

**MOUNT VERNON UNITARIAN CHURCH**  
**Building Fund as of November 30, 2010**

**INCOME:**

Balance brought forward	1,065,086.82
Contributions received in November	12.00
Interest from B & H	33.69
Interest from McLaughlin	11.27
Total received for Building Fund (includes interest)	<u>56.96</u>
<b>TOTAL</b>	<b><u>1,065,143.78</u></b>

**EXPENSES:**

Parking Spaces	15,059.00
Pay off line of credit for Hollin Hall renovations	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
Washington Ethical Society (Rutiser refund)	6,450.00
<b>TOTAL</b>	<b>626,036.36</b>

**NET Funds on Hand for Building** **\$439,107.42**

**Where the Funds Are:**

Funds at McLaughlin Inv (Includes Income @0.05%)	251,043.90
Cash in B&H (earns 1.46%)	91,233.57
CD at B&H # 11834536 (earns 2.31%)	<u>102,352.98</u>
<b>TOTAL</b>	<b><u>\$444,630.45</u></b>

Contains stock donation that will be transferred to  
to operating fund account.