

Minutes of the Board of Trustees Meeting
Tuesday 12th January 2010
7:30 pm in the Commons
“Pending Approval at the next Board of Trustees Meeting.”

Members Present: Reid Adler (Chair), Bill Alsmeyer-Johnson, Ian Anderson,, Tamara de la Camp (Program Council Convener), Dan Cohen (Secretary), Joan Darrah (Vice Chair), Lisa Gillispie, Birgit Robbert, Mike Walker

Members Absent: Jamie Barnett (* resigned from the Board effective Sunday 10 January 2010), Kate Walker (Minister, member *ex officio*)

Others Present: Branka Bijelovich (Church Administrator), Al Erickson (Church Treasurer, member *ex officio*), Ann Ulm (membership committee rep), Lincoln Cobb (membership committee chair), Keith Krogh, Sandy Peterson (membership committee rep), Marge Witting (membership committee rep), Georgia Pourchot (Social Justice Council Chair), Al Robbert (Finance Committee Chair)

Others Absent:

1. Welcome and Inspirational Words: Reid kicked off the meeting with a brief period of private meditation.
2. “Consent Agenda” (Standard Monthly Agenda; see also attached Minister’s, DRE’s and Administrator’s reports):
 - a. Special Announcement (Reid Adler): Jamie Barnett has resigned from the Board of Trustees due to the burden of professional responsibilities outside of church. The Board expressed its gratitude for his efforts and will appoint a replacement (See New Business below).
 - b. Review/Approval of December BoT Meeting Minutes (Reid Adler): Minutes were approved without modification.
 - c. Finance Committee/Treasurer’s Report (Al Erickson/Al Robbert): As the attached financial reports indicate, the recession continues to take a serious toll on our wedding-related revenue. The Committee felt that the situation should be brought to the attention of the congregation. Accordingly, a short article describing the revenue drop, the resulting operating fund deficit, and the erosion on our unobligated cash reserve has been prepared for the February Windmill. We are approximately \$71,000 in the red for the year. Additionally, the Committee has asked Branka to work with Nina Tisara to prepare a projection of wedding rental income for the remainder of the fiscal year, to be presented at the February Finance Committee meeting.

The Finance Committee is seeking two members with some business management, bookkeeping, or accounting experience to perform a review of our financial procedures and to audit a sample of financial transactions. Such a review at periodic intervals is a highly recommended element of sound church fiscal management (reports attached).

- d. Administrator's Report (Branka Bijelovich): With the Finance Committee's support, Branka is seeking to extricate MVUC from an unfavorable agreement with our current credit card handling company, Merchant Services Inc (MSI), so as to consolidate our credit card and electronic funds transfer services in one company, VANCO (report attached).
3. Old Business Items (Items pending from previous meetings):

- a. Joint Meeting with the Membership Development Committee (Reid Adler, Lincoln Cobb): The objective of the committee is to increase membership. The Intro to UU, Intro to the MVUC and Intro to Social Justice Program sessions have served the committee well as has the "meet and greet" process. New members are invited to sign the membership book after meeting with Kate in a small formal ceremony and reps from the membership community. They are provided a folder as part of the ceremony including a pledge card. Interests of new members are solicited, and they are provided contact information for church members with similar interests. One challenge is identification of specific skills (in particular practical skills- accounting, technology, carpentry, etc.) of new members which is not part of the process, and the membership committee will take this under consideration. Various suggestions were discussed to enhance this aspect of commitment of both new and current members.

The church has done well most recently in attracting some new members. However there is some sense that we should be able to enhance new membership even further. It was proposed that members be required to make a "contribution of record" as part of membership obligation. This would require a change to the MVUC bylaws. These do not necessarily have to be financial commitments but could be practical commitments. Reid suggested that this concept be tabled until after the Board reviews the MVUC Mission and Vision in February. The committee will formulate its proposal. The committee requested an allocation of \$500 on budget to cover the "meet and greet" functions. This was approved. Lincoln Cobb requested the Board's assistance in identifying a replacement chair of the Membership Development Committee and the Board will take this under consideration.

Apparently the Sarasota UU church asks youth members to make small donations and the Membership Committee was to consider this.

The new membership dinner is coming up on Friday night, January 22nd.

Item OPEN (Lincoln Cobb, Reid Adler)
Follow-Up “contribution of record” concept (March 9th) and nominees for
Committee Chair (February 9th 2010)

b. Update on the Building Project/Capital Fund Drive: Nothing to Report;
pending results of upcoming Stewardship drive
Item OPEN (Reid Adler)
Follow-Up June 8th 2010 (after Stewardship Drive)

c. Update on Cell Tower Project: Balloon test due before mid February most
likely.
Item OPEN (Joan Darrah)
Follow-Up March 9th 2010

d. Update on Mission/Vision Initiative: Sunday Jan 24th first run through of
concept for church membership. Several additional sessions will be conducted
in February.
Item OPEN (Joan Darrah)
Follow-Up March 9th 2010

e. Update on Governance Enhancement Project: A subcommittee is working
through which elements should be addressed early on and more substance
should be provided by Feb or March board meeting. The Board retreat this
year will be held June 11th/12th.
Item OPEN (Joan Darrah, Tamara de la Camp)
Follow-Up March 9th 2010

4. New Business Items:

a. Worship Committee Request (Lisa Gillispie): Recognition Sunday was a
topic of discussion this evening, and it has been suggested that this service be
replaced by a social event; possibly “Ingathering” or the Annual meeting. The
other perspective was to enhance the worshipful aspects of the current
Recognition Sunday service.
Item Open (Lisa Gillispie)
Follow-Up February 9th 2010

b. RE Committee Request (Tamara de la Camp): A policy on Nut Allergies
was discussed as a safety issue. After discussion the Board approved the policy
recommendation that The following are prohibited from use in any RE-related
activity: peanuts or tree nuts, products containing peanuts or tree nuts, products
containing or prepared with the oil of peanuts or tree nuts and products
containing traces of peanuts or tree nuts (see attached complete policy).
Item CLOSED

c. Allocation of \$2500 to cover Summer Professional Musician (Mark

Zimmerman). After some discussion the, and given the current church deficit, the Board proposed that for this year the funding be provided by the SBA fund. In the future this funding will be projected into the annual music budget. Mark will work with the Finance Committee to work up a formal proposal.

Item OPEN (Finance Committee)

Follow-Up February 9th in Finance Committee monthly report.

d. Replacement for Jamie Barnett (Reid Adler): After discussion of several highly qualified_suitable candidates he Board confirmed Becky Brandt to complete the term of Jamie Barnett as the replacement to serve until 1 July. The nominating committee will henceforth nominate a replacement to complete the final two years of the vacancy.

Item CLOSED

5. Business Items Pending for Follow-Up in Subsequent Months (from previous months, not discussed today and listed for planning purposes):

a. Update on Church-wide Communications Plan (see minutes from BoT meeting of 17 November): The new website is now fully functional and thank you notes are being sent to those who have contributed most substantially. Other issues related to communications functions were discussed and Kate and Bill Alsmeyer-Johnson are working with the Communications Committee members to enhance various processes.

Item OPEN (Kate Walker, Tamara de la Camp, Bill Alsmeyer-Johnson)

Follow-Up February 9th 2010

b. Website policy question (from BoT meeting of 17 November): Are link to vendors appropriate? Discussion focused on pros and cons of providing links to book websites and even member's business websites. Kate Walker suggested that this be delegated to the Communications Committee.

Item OPEN (Kate Walker)

Follow-Up February 9th 2010

c. Income Generating Item (from BoT meeting of 17 November):

Discussion focused on the appropriateness feasibility of selling MVUC logo items as a fund raising initiative. At present there is no MVUC policy that addresses this. Bill Alsmeyer-Johnson and Tamara de la Camp will develop a draft policy proposal concerning this.

Item OPEN (Bill Alsmeyer-Johnson, Tamara de la Camp)

Follow-Up: February 9th, 2010

DLC

16th January 2010

MT VERNON UNITARIAN CHURCH

Balance Sheet

As of December 31, 2009

	Dec 31, 09
ASSETS	
Current Assets	
Checking/Savings	
1000 · BHBT - Checking Account (00-81270-6)	6,508.73
1998 · CD B&H #11834544	100,000.00
1999 · BHBT - Money Market Account (00-81194-7)	65,099.52
Total Checking/Savings	171,608.25
Other Current Assets	
1350 · Due from IRS	3.51
Total Other Current Assets	3.51
Total Current Assets	171,611.76
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	706,089.67
1320 · Memorial Walks	43,113.00
1330 · Windmill Preservation	53,349.00
Total Other Assets	802,551.67
TOTAL ASSETS	3,912,063.43
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2010 · Citibusiness MC	744.07
Total Credit Cards	744.07
Other Current Liabilities	
2100 · Short Term Liabilities	
2101 · Grocery Scrip (Grocery Scrip)	772.91
2102 · Folk Dance - UCM	142.52
2104 · Intergenerational (Intergenerational events income an...)	-2.86
2111 · RE Course fees (Payments and receipts for books & ot...)	9.74
2140 · Prof Expenses Minister	2,370.73
2141 · Prof Expenses Dir Rel Ed	-1,018.72
2142 · Prof Expenses Dir Music	131.00
Total 2100 · Short Term Liabilities	2,405.32
2191 · Deposits/Refunds	-1,275.00
2200 · Payroll Liabilities	
2210 · Health Plan Withholdings	
Church Administrator	-74.70
Director of Music	-127.44
Director of Religious Education	78.70
Parish Minister	47.07
2210 · Health Plan Withholdings - Other	-2,452.66
Total 2210 · Health Plan Withholdings	-2,529.03
2211 · Minister Life & Disability	128.00
2215 · Other Group Insurance	101.60
2220 · Payroll Tax Withholdings	
DC w/h	284.79
Federal w/h	4,636.12
Medicare w/h	-415.70
Social Security w/h	-1,781.34
VA w/h	742.50
Total 2220 · Payroll Tax Withholdings	3,466.37

3:44 PM

01/05/10

Cash Basis

MT VERNON UNITARIAN CHURCH

Balance Sheet

As of December 31, 2009

	Dec 31, 09
2230 · MVUC Payroll Taxes	
Employer Medicare	-415.70
Employer Social Security	-1,781.34
2230 · MVUC Payroll Taxes - Other	-239.62
Total 2230 · MVUC Payroll Taxes	-2,436.66
2240 · Employee Pension Contributions	
Minister's Pension Contribution	1,536.00
Office Mgr Pension Contribution	8,750.00
2240 · Employee Pension Contributions - Other	-8,350.00
Total 2240 · Employee Pension Contributions	1,936.00
2245 · MVUC Pension Contributions	2,483.27
2246 · MVUC Health Plan Contributions	
Adminstr. health plan	-298.80
DRE Health	2,036.08
Minister's health	1,446.16
Music Director Health	571.72
Total 2246 · MVUC Health Plan Contributions	3,755.16
Total 2200 · Payroll Liabilities	6,904.71
Total Other Current Liabilities	8,035.03
Total Current Liabilities	8,779.10
Long Term Liabilities	
2500 · DESIGNATED FUNDS	
2501 · YRUU	1,835.45
2504 · Music Fund - Gifts & Memorials	1,359.77
2505 · Partner Church	
General	1,686.08
Scholarships	3,070.00
Trip	1,005.86
Total 2505 · Partner Church	5,761.94
2508 · Social Justice	945.78
2509 · RE Special Projects	6,478.57
2510 · Boston Trip	863.93
2511 · SBA Reserves	1,119.84
2513 · Playground	2,630.62
2514 · Social Justice Disaster Relief	222.00
2516 · Chapel Aesthetics	1,043.01
2518 · Green Sanctuary	323.42
2520 · Property Major Maint (PMM)	100,821.55
2525 · NOVA LUUP	282.71
Total 2500 · DESIGNATED FUNDS	123,688.59
Total Long Term Liabilities	123,688.59
Total Liabilities	132,467.69
Equity	
3001 · OPERATING FUND BALANCE	2,989,783.29
3101 · Opening Bal Equity	802,551.67
3900 · Retained Earnings	56,505.00
Net Income	-69,244.22
Total Equity	3,779,595.74
TOTAL LIABILITIES & EQUITY	3,912,063.43

MOUNT VERNON UNITARIAN CHURCH
December 31, 2009

INCOME:from Pledges		
Balance outstanding of unpaid pledges		236,602.00
Balance brought forward	1,056,318.89	
Received in November 09		
At MVUC	Pledges	50.00
Interest fm B & H	Interest	119.72
Interest in McLughlin	Income	6.44
Total received for Building Fund (includes interest)	176.16	
		1,056,495.05

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
NET Funds on Hand for Building		\$451,967.69

WHERE THE FUNDS ARE:

Funds at McLaughlin Inv.(Includes Income @0.05%)	245,397.55
Cash in B&H (earns 1.46%)	106,570.14
Cert. of Deposit at B & H (earns 2.31%)	100,000.00
	\$451,967.69

MOUNT VERNON UNITARIAN CHURCH

Fiscal Year 2009-2010 Revenue & Expenses

As of December 31, 2009

Account	ACTUAL Jul-Nov. 09	ACTUAL Dec. 09	ACTUAL To Date	ANN Budget	Percent of Budget
REVENUE					
4100 Stewardship Pledges	135,790	38,725	174,515	385,000	45.33%
4200 Contributions	5,320	1,297	6,617	19,000	34.83%
4300 Facilities use and rental (other)	10,281	2,605	12,886	28,472	45.26%
4390 Wedding Income	24,500	375	24,875	145,000	17.16%
4400 Fund Raising Income	234	147	381	10,075	3.78%
4500 Administrative & other income	0	0	0	800	0.00%
TOTAL INCOME	176,125	43,149	219,274	588,347	37.27%
EXPENSES					
5000 Worship programs (incl music)	2,087	2,427	4,514	5,500	82.07%
5100 RE programs incl youth ministries	2,347	228	2,575	4,000	64.38%
5200 Home community programs	0		0	300	0.00%
5300 Denomination Responsibilities	10,786	1,615	12,401	28,026	44.25%
5400 Our larger world/social justice	173	0	173	450	38.44%
5490 Virginia Interfaith	0	0	0	300	0.00%
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 Reimburse Prof. Expenses	7,871	2,065	9,936	15,812	62.84%
6100 Operating Expense	3,091	944	4,035	14,025	28.77%
6155 Rental Events Expenses	21,270	200	21,470	40,000	53.68%
6200 Communications	939	1,013	1,952	5,000	39.04%
6300 Debt service	0		0	0	
6400 Insurance	2,531	775	3,306	10,000	33.06%
7000 Supplies	2,918	1,572	4,490	6,100	73.61%
7200 Property maintenance	15,838	7,801	23,639	56,800	41.62%
7300 Utilities	11,145	2,933	14,078	29,500	47.72%
8100 Employment compensation	0		0		
8110 Minister	44,649	8,152	52,801	104,316	50.62%
8129 Temp Staffing	3,270	850	4,120	0	
8130 Staff	84,727	16,359	101,086	211,590	47.77%
8200 Payroll taxes	6,689	1,255	7,944	16,836	47.18%
8300 Employee benefits	0	0	0		
8320 Health insurance	6,618	1,357	7,974	16,719	47.70%
8330 Pensions	11,287	1,897	13,184	22,861	57.67%
9000 Miscellaneous	12	0	12		
TOTAL EXPENSES	238,850	51,443	290,293	590,235	49.18%
NET REVENUE(EXPENSES)	-62,507	-8,294	-71,019	-1,888	

BOARD REPORT JAN MUSIC

Under fiduciary concerns: I previously listed music fund raising events for 09-10 as a way to increase our music budget in the short term to allow more special programming and events.

Reid responded by email, and Al Roberts spoke with me directly to offer that if we are increasing programming, I should come to the board with needed financial requests, as they are interested in supporting a strong music program.

I scheduled much of my fall events based on this kind offer. I hope that offer still stands even though we face the current budget shortfall. I do plan to reduce extra bookings this quarter, but we do have a few previous commitments.

Update on the new stage: Jeanne Gaylor informs me we are close to getting our hand-built model for review and comments.

INVITES

Fifteenth ANNUAL MARTIN LUTHER KING, JR - VIC CHOIR FESTIVAL
SUNDAY, JANUARY 17, 2010 AT 7:00 PM
Bethlehem Baptist Church 8710 Mount Vernon Highway Alexandria, VA 22309

2010 JPD Worship Arts Festival
Bull Run UU Manassas
Sat, Feb 27, 2010 8- 4:30
Early registration ends Jan 15 (\$35)

Thanks

Mark

Mount Vernon Unitarian Church
Church Administrator's Report

Board Of Trustees Meeting
December 8, 09

In the course of the past month, in addition to my regular duties (maintaining day to day operations of the church business office), I was looking for a new company which would process our Electronic Fund Transfers, Merchant Services, e. service by Web (this service allows for donations/payments to be accepted via our website) and Direct Deposit Service. At the present time we use different companies for different services and we were not satisfied with some of them. With the support of the Finance Committee I was looking into a possibility of finding one company, which would do all the services we need so that everything is in one place. VANCO (incidentally suggested by Larry Wheeler) seems to provide all the services we want. The program charges are reasonable; they service many Unitarian Churches and know even church databases well, so it was decided at the Finance Committee meeting this week to go with VANCO.

We will keep one old company Smart Payment Solutions for our direct deposit needs and EFT's for the time being because they offered us an offer we couldn't refuse for the direct deposit services. All companies have a policy of a three business days hold rule even on credits which was affecting our payroll (the payroll amount was held for full three business days, which meant six days last week with the Thanksgiving Day counting as a holiday plus the weekend days, so that became unacceptable. The Smart Payment Solution accepted to reverse their three business days hold rule regarding our payroll and go back to a 0 day hold. In case VANCO gives us that option we will accomplish the goal I had in mind to have all services provided by one company (I am still working on it).

At the present time I am still trying to have QuickBooks financial records improved. Nancy Fox and Al Erickson are helping with that goal (Al Robert is very helpful as well with his suggestions, not to mention Ron Brandt, who is always willing to answer any questions, give suggestions or any information from the past). I was hoping to have that done by now but a lot of my time is simply consumed by day-to-day operations (paying bills (although I prefer money coming in), reimbursements, credit card processing, reconciling, dealing with tax issues, processing deposits (I love Mondays), responding to requests by members of different committees and committee chairs, solving together with other staff any possible "emergencies" whatever they might be (it is never boring around here), preparing payroll every second Tuesday, personnel issues, etc., never ending story.

The communication with my staff is excellent. We know each other now and are helping each other do a better job, improving internal communication all the time.

I feel I am in the process of gaining more trust from the members who are presently involved in programs and who see me regularly, as the time goes on, which will result in gaining more authority (not only having the responsibilities). When we move toward the policy governance model, it will be handy to have that trust and necessary authority for all involved.

Minister's Board Report
Mt Vernon Unitarian Church
January 12 , 2010

(Not in order of priority, but close)

1). Worship and spiritual health of community :

I received several unsolicited feedback comments from visitors over the past couple of weeks regarding MVUC's atmosphere of welcome and spiritual health. All the comments were genuine and very positive. One woman was particularly enthusiastic about the overall energy and vibrancy that she felt in addition to the worship service (this was without the choir!).

It is always hard to measure such ambiguous and deeply personal subjective judgments, so when visitors (which we had a lot of last Sunday), are earnest in providing their reaction, I take it with open arms. We also had several visitors to the Meet and Greet on Sunday.

2). Communications:

The core of the communications team, Branka, Ron Brandt, Bill Alsmeyer-Johnson and Gregg Early, met on their own in early January to discuss website changes. All reported a positive meeting with good communication and decisions were made. I'm hoping to have one or two additional meetings with some new members, currently being invited by Ron, with me at the helm, and then turn it over to another chair.

3) Committee on Ministry:

The COM met with Sue Lamb on Jan. 4 to hear about using Appreciate Inquiry as a tool for assessment of my ministry and the broader ministry of the congregation. We were very enthusiastic about its potential. I have been hearing and learning about it for several years, all with very positive comments. I've included some weblinks below for your perusal. The COM can not use Appreciative Inquiry this year since the process really needs the church to have mission/vision/goals already set up. We are therefore using another assessment tool for just my ministry called 360 Degrees. It is being sent out this month with a full report to the board by March.

<http://appreciativeinquiry.case.edu/intro/whatisai.cfm>

http://www.cditrainers.org/appreciative_inquiry-overview.htm

4) Kate subgoal:

Library is now under the excellent guidance of Dorothy Brandt, Keith Keener and Lynn Kennedy.

5). Personal Care:

I submit this report in lieu of my actual presence at the January meeting. My apology to you all. My brother Noah is getting married in Malibu on Jan. 9, and as his sister and officiant I must be present for this delightful event. I return on the 12th but too late to make this meeting.

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
Church Administrator's Report

Board Of Trustees Meeting
January 12, 2010

Happy New Year to all!

December was a busy month for me despite the fact that it was a holiday season.

I've been auditing financial transactions of the last six months and although time consuming, it is worth doing it regularly. I highly recommend it be done every three to six months.

In addition to my usual work I participated and attended newly formed Property Committee, as well as Communications Committee meetings. Both were highly productive. We will explore if we should have a fire alarm system in our buildings. I will call three different companies that Mr. Russ Stompe recommended to find out about the cost. There is no doubt that such system would be very necessary. It is a matter of finding a reasonable cost of installing such system that is in question. As soon as I am done with the priorities for the month, I will explore and present my findings.

The lack of the wedding income as projected in the budget is of a concern. Wintertime is not a wedding season but at this time in the previous years (Ron told me) weddings were booked for the summer and fall and we still do not have anything lined up. Obviously, the recession is still taking its' toll despite the reports that it is actually over. I am afraid, there will be some time before we will see actual improvements. Nina will have Chamber of Commerce gathering here in the spring, which I think is a good idea to be in touch with the business owners in the area who can promote our property with their customers. I am wondering if we should advertise our property more aggressively.

I will work up an estimate of the total wedding revenue and expenses booked for the current church year (09-10) with Nina, which should help the Finance Committee project a very possible operating fund deficit for the year.

I am still hoping that things might turn somewhat better as far as wedding bookings are concerned when the weather gets better (but this is hope not based on facts).

We still didn't switch to VANCO for our credit card processing needs as planned, because we have a contract with the previous company (IMS) for a few more years as I have found out only recently. I am trying to get out of that contract without paying any penalty.

At the Reid's suggestion we created a space on the general bulletin board in the Commons hallway for job opportunities. There is a newly formed Career Transition Support Group trying to help people in between jobs or going through a career transition. If anyone has any helpful ideas or know of any job openings they should let Reid or/and Carolyn Slenska know (they are working with people going through career transition in these difficult economic times). I am willing to post on the bulletin board any information given to my office.

Internal communication was taking up much more of my time than before which I welcomed because somehow I was lacking enough time for that part of my job in the beginning. I learned a lot more and am much more confident about all aspects of my job as well as jobs of all other employees and volunteers. My job is a complex position and there are never enough hours to do it all, so I appreciate very much all the help I get from Al Erickson and Ron Brandt primarily, as well as occasional help to the office by Nancy Fox regarding taxes.

E. Peanut and Nut Policy

The Religious Education Program maintains a peanut- and tree nut-free environment in all RE-related activities.

The following are prohibited from use in any RE-related activity:

- peanuts or tree nuts
- products containing peanuts or tree nuts
- products containing or prepared with the oil of peanuts or tree nuts
- products containing traces of peanuts or tree nuts

The following common nuts are considered tree nuts under U.S. law: almond; Brazil nut; cashew; chestnut; filbert/hazelnut; macadamia nut; pecan; pine nut (pignolia nut); pistachio; walnut.

Persons bringing, preparing or using food products for RE-related activities *must* carefully check the ingredients lists of *all* foods to ensure they do not contain peanut or tree nuts or their derivatives.