

Minutes of the Board of Trustees Meeting
Tuesday 13th April 2010
7:30 pm in the Commons

“Pending Approval at the next Board of Trustees Meeting.”

Members Present: Reid Adler (Chair), Becky Brandt, Tamara de la Camp (Program Council Convener), Dan Cohen (Secretary), Joan Darrah (Vice Chair), Lisa Gillispie, Birgit Robbert, Kate Walker (Minister, member *ex officio*), Mike Walker

Members Absent: Ian Anderson (Youth Member), Bill Alsmeyer-Johnson

Others Present: Branca Bijelovich (Church Administrator), Al Erickson (Church Treasurer, member *ex officio*), Al Robbert (Finance Committee Chair), Marty Bredeck (Committee on Ministry)

1. Welcome and Inspirational Words (Kate Walker): From Rev Stephen Shick “Beyond Passing Seasons”
2. “Consent Agenda” (Standard Monthly Agenda; see also attached Minister’s, DRE’s, Finance Committee’s and Administrator’s reports):
 - a. Review/Approval of March BoT Meeting Minutes (Reid Adler): Minutes of the March 9th BoT meeting and also the April 1st special BoT teleconference meeting were approved.
 - b. Finance Committee/Treasurer’s report (Al Robert, Al Erickson): (See Finance Committee Report)

Al Robbert provided the following comments from the Finance Committee Meeting:

1. The church remains approximately \$66,000 below where we expected to be at this time. Wedding income remains down and that explains most of this deficit.
2. Issues related to an offer by a church member to partially finance the placement of solar panels was discussed. The sense of the Finance Committee was that the return to the church on the investment would be too meager to pursue at this time.
3. The committee's charter is due for review and Doug MacCleery and Rob Dickinson agreed to undertake a review of the charter.
4. The committee noted that the FY 2010-2011 budget must be amended to increase Anne Bredeck's hours from 20 per week to 25 per week. If approved by the BoT, this will add \$5,700 to expenses in the budget. **The BoT approved**

this modification to the budget this evening. In addition the BoT recommended correcting a past oversight wherein Norman Comfort was due a raise in the past (in 2005) but this was not implemented.

5. In view of next year's projected deficit a congregational financial summit will be scheduled at which a sense of the congregation may be obtained on the way forward, date TBD. See item 4.c. below (New Business).

6. Birgit Robbert discussed an emerging proposal to expand available parking using a green technology and this will be presented to the BoT (see below).

7. The building fund stands at approximately \$457,000

- c. Administrator's Report (Branka Bijelovich): Additional funds are necessary for office supplies and \$1500 was approved by the BoT. Various contracts are up for renewal but processes are underway to address these.
- d. Minister's Report (Kate Walker): On May 1st Kate Walker and Meagan Henry will host a re-visioning session that will address elements of the Adult RE program. This adult RE retreat day is being led by the JPD Director for Lifespan Faith Development.

3. Old Business Items (Items pending from previous meetings, as referenced):

- a. Income Generating Item (Bill Alsmeyer-Johnson, Tamara de la Camp): from February BoT meeting minutes; due April 13th 2010. Tamara suggested that this be seconded to the financial summit. Sales of tee shirts, coffee mugs, etc. are being considered by using a service such as Cafe Press. MVUC receives a financial benefit when congregants purchase goods from Amazon.com through the link found on the MVUC website. This topic will be forwarded to the financial summit for consideration.
Item CLOSED
- b. Topics for Contemplated By-laws Changes (Reid Adler): The proposed by-law changes were approved at the March meeting and attached to those minutes.
Item CLOSED
- c. Safety Task Force Update (Becky Brandt): The TF is an ad hoc function, not chartered by the BoT per se. To date restroom safety lights have been placed and more are on order. Others will be placed in the basement of Hollin Hall and elsewhere. Consideration is being given to placing additional telephone connections in the preschool and mansion. At present there are no telephones on the second floor of Hollin Hall. Walky Talkies

are also being considered. Fairfax County Public Schools Crisis Security Manual was discussed and Becky has proposed development of a similar folder of information for placement in selected locations. Additional fire extinguishers have been purchased. Joan Darrah suggested that BoT members forward additional ideas to Becky for consideration.
Item CLOSED

- d. Follow-Up on Request from the Minister for Financial Support for Purchase of a House: There was general discussion regarding roles of the Endowment Committee, Committee on Ministry and BoT. A recommendation was made that when recruiting for ministers in the future the issue regarding financial support for housing be clearly elucidated and summarized in writing either as part of the contract or as an attachment to the contract. This concept should be included in the folder for recruitment. It was recommended that the Committee on Ministry and Endowment Committee examine the pragmatic aspects regarding providing financial support to a minister especially with respect to modification of bylaws. Item OPEN to Committee on Ministry and Endowment Committee for follow-up to the BoT.
Item OPEN
Follow-Up May 2010
- e. Cell Phone Tower Update (Joan Darrah): Joan reported that the cell phone tower is now a dormant issue unless AT&T returns to the table for further discussions.
Item CLOSED

4. New Business Items:

- a. Presentation by Rev. Kate on her goals/vision for the spiritual path (Rev Kate Walker): Living our UU principles is key (see BoT retreat minutes from August 2009) and the following elements were discussed: a year round music program (this year supported by SBA) and to be placed in the budget for next year), lifespan religious education enhancing a real multigenerational community, (Megan Henry is to pursue a credentialing program through UUA and will need financial support for next year), moving forward on commons and kitchen components of building plan, expand Wednesday night fellowship with catered dinners and Vespers services and expanded opportunities for children's programs on these evenings, enhance/expand small group ministries (from five to ten), develop a series of spiritual retreats done in situ in church or via the internet (two levels).
Item CLOSED
- b. Board Policy from the Governance Task Force and a Board Position Description (Joan Darrah, Tamara de la Camp, Reid Adler): Scheduled but

not discussed at this meeting (see attached MVUC BoT position description and BoT Policy Draft Revision)

Item OPEN

Follow-Up, May 2010

- c. “Financial summit” approach to deficit planning and revenue diversification (Al Robbert and Al Erickson): Scheduled but not discussed.
Item OPEN
Follow-Up, May 2010
- d. Report from Committee on Ministry (Marty Bredeck.): (See attached document on Ministerial Assessment prepared by the CoM) This item addresses the assessment of the minister by the Committee on Ministry. The attachment outlines the survey process used for this. The results of this process reveal that we have a contented congregation and leadership, who endorse and support Rev Walker wholeheartedly. The CoM has provided the Rev Walker with appropriate feedback and next year an assessment of the entire realm of ministry will be performed. He has requested that in the future the BoT Chair and Vice Chair consider attending the CoM meeting where assessment of ministry is performed.
Item CLOSED
- e. Strategic Planning (Reid Adler, Joan Darrah): Scheduled but not discussed at this meeting; concept to move from mission/vision and the values/objectives of the Congregation into creation of an MVUC congregational strategic plan:
Item OPEN
Follow-Up, May 2010
- f. Report on Parking (Birgit Robbert): (See attached MVUC Parking Expansion Document) A proposal to expand parking by 15 spaces by using a grass reinforcing process (with GrassPave2 or similar product - plastic grid with drainage level beneath and grass above) was considered. The Board approved using \$15,000 from the Building Fund to reinforce grassy areas adjacent to the asphalt parking lot and the drive in front of Hollin Hall. The task force is continuing to explore other options and may present additional recommendations in the future.
Item CLOSED
- g. Plans for Annual Meeting (Joan Darrah): April 25th will be the Annual Meeting. Lisa Gillispie will coordinate food and Becky Brandt will coordinate clean up. The agenda is under development. Member recognition will also occur at this meeting and Mike Walker led a discussion regarding several nominees. The BoT approved candidates and these will be announced at the Annual Meeting.
Item CLOSED

- h. UUA Annual General Assembly Attendees (Joan Darrah): Joan proposed that Vince Patton, Jane Nelson, Beth Summammen, Rachael Morgan, Bill and Lynn Alsmeyer-Johnson, and Lisa Gillispie as representatives. The BoT approved these MVUC members as congregational representatives. Item CLOSED
- 5. Business Items Pending for Follow-Up in Subsequent Months (from previous meetings, as referenced), not discussed today and listed for planning purposes):
 - a. Update on Church-wide Communications Plan (Kate Walker, Bill Alsmeyer-Johnson, Tamara de la Camp, Bill Clontz): from February BoT meeting minutes; due May 2010

DLC
17th April 2010

Mount Vernon Unitarian Church
Approved by BoT March 2, 2009

Approved by BoT March 9, 2010
 Amended April 13, 2010 (office manager's hours)

	July 1, 2008 to June 30, 2009	July 1, 2009 June 30, 2010	July 1, 2009 to Dec 31, 2009	July 1, 2009 to June 30, 2010	July 1, 2010 June 30, 2011	Comments
	Actual	Budget	Actual	Projected	Draft Budget	
4100 Stewardship Pledges						
4102 Current Year Pledges	356,427	385,000	175,891	351,782	408,100	6% increase
	356,427	385,000	175,891	351,782	408,100	
4200 Contributions						
4201 Cash In Basket	7,910	8,000	4,163	8,327	8,000	
4202 Donations - Non-pledged	10,556	11,000	2,103	4,206	5,000	
	18,466	19,000	6,266	12,532	13,000	
4300 Facilities Use & Rentals						
4301 Hollin Hall Apartment	7,200	7,200	3,600	7,200	7,200	
4302 AA Group- Hilltoppers	600	800	300	600	800	
4308 Yoga Group	2,227	2,000	1,075	2,150	2,000	
4340 FHPS (Preschool)	6,429	6,622	3,311	6,622	6,821	3% increase
4350 Other Uses						
Classes	817	800		0	800	
Friday Nighters	2,250	2,250	575	2,225	2,250	
Meetings, Parties, etc.	7,995	8,000	1,950	4,000	4,000	
Memorial Services	592	600	800	1,600	1,000	
Recitals, etc	525	200	250	500	500	
4390 Weddings Income	150,983	145,000	25,455	50,910	75,000	
	179,617	173,472	37,316	75,807	100,371	
4400 Fund Raising Income						
4420 Book Sale	9,204	10,000	272		9,000	
4430 Profits/Grocery Scrip	85	75	13	26	75	
4450 Other Fundraisers	191		935	1,869	0	
	9,480	10,075	1,220		9,075	
4500 Administrative Income						
4510 Interest Earned	806	800	422	843	800	
	806	800	422	843	800	
TOTAL REVENUE	564,795	588,347	221,114		531,346	
PROGRAM EXPENSES						
5000 Worship						
5010 Worship Services						
Honoraria		500	250	700	500	
Supplies	418		287	574	500	
Coffee & snacks		500	522	1,043	1,000	
Other			90	180	200	
						Matches 2010 level, incl.
5020 Music In Worship	3,413	4,500	3,437	4,500	9,350	designated fund.
	3,831	5,500	4,586	6,998	11,550	
5100 Religious Education						
Religious Education Expenses	4,211	4,000	2,710	5,420	5,000	
Youth Group Coordinator				0	0	\$3,000 in 2011 from designated fund.
	4,211	4,000	2,710	5,420	5,000	
5200 Home Community						
5220 Member Development	251	500	-100		500	
Pastoral care program trainer					500	Spirituality initiative
Spiritual retreat scholarship					250	Spirituality initiative
	251	500	-100		1,250	
5300 Denominational Dues						
5310 UUA Fair Share	19,824	19,376	10,238	19,380	19,040	340 @ \$56
5320 JPD Fair Share	8,850	8,650	2,163	8,650	8,840	340 @ \$26
	28,674	28,026	12,400		27,880	
5400 Social Justice						
5350 Partner Church Council Dues	150	150	150		150	
5390 UUSJ	350					
5430 Misc Social Justice Exp	73	300	23		300	
5490 Virginia Interfaith Center	300	300		300	300	
	873	750	173		750	
5500 Administrative Programs						
5501 Board of Trustees	493	600	251	501	600	
5520 Stewardship	446	700			700	
5590 Search Committees	85		200		0	
	1,023	1,300	451	501	1,300	
5600 Conferences & Contin. Ed.						
5650 Leadership Training	80	800		0	800	
	80	800	0	0	800	
5700 Professional Expenses						
5710 Director of RE	140	3,950	1,775		4,029	
5730 Parish Minister	3,761	9,888	2,937		10,086	
5740 Music Director	8,800	1,864	1,433		1,901	
Ministerial Intern					1,350	
5750 UUA Prof Assns	500	110	140		150	
	13,202	15,812	6,285	0	17,516	

	July 1, 2008 to June 30, 2009 Actual	July 1, 2009 June 30, 2010 Budget	July 1, 2009 to Dec 31, 2009 Actual	July 1, 2009 to June 30, 2010 Projected	July 1, 2010 June 30, 2011 Draft Budget	Comments
6100 Operating Expense						
6120 Computer Maintenance	185	200			200	
6140 Fees, Licenses, Permits	2,224	2,400	571	1,142	2,400	
6155 Weddings Expense	40,154	40,000	20,986	35,000	30,000	Offsets wedding revenue
6170 Office Equipment Repairs		1,000			1,000	
6180 Postage	4,408	3,900	1,851	3,701	3,900	
6190 Xerox	6,107	6,000	2,334	5,602	6,000	
6199 Miscellaneous	973	525	3	6	25	
	54,050	54,025	25,745	45,451	43,525	
6200 Communications						
6210 Advertising	0	500				
6220 Newsletter	3,920	4,000	1,953	3,905	4000	
6240 Web Page Support	5,095	500				
	9,016	5,000	1,953	3,905	4,000	
6400 Insurance	9,698	10,000	3,307	9,303	9,303	
7000 Supplies						
7010 Buildings/Cleaning	1,277	1,000	848	1,500	1,500	
7020 Office	3,203	3,600	1,522	3,044	3,600	
7030 Miscellaneous	1,474	1,500	1,177	1,500	1,500	
	5,954	6,100	3,547	6,044	6,600	
7200 Property Maintenance						
7210 Buildings	11,774	15,000	8,777	17,555	15,000	
7220 Grounds	7,450	8,000	1,612	3,223	8,000	
7225 Lawn Care Contract	14,599	14,000	10,242	17,070	17,000	
Refuse Removal	3,209	3,500	1,580	3,160	3,160	
Snow Removal	1,150	1,300	1,450	2,900	1,300	
7290 PMM Reserves	20,000	15,000		0	0	
	58,182	56,800	23,661	43,908	44,460	
7300 Utilities						
7310 Telephone	4,053	4,000	2,474	4,153	4,200	
7320 Electric						
Carriage House	3,709	4,000	838	3,673	3,700	
Meeting House	9,302	10,000	4,561	9,925	10,000	
Hollin Hall	3,792	4,000	2,757	4,375	4,400	
7330 Gas						
A - Hollin Hall	2,692	3,000	692	2,845	3,000	
B - Meeting House	2,213	2,500	48	1,973	2,000	
7340 Water, Sewer	2,643	2,000	1,673	2,909	3,000	
	28,404	29,500	13,043	29,853	30,300	
Total before Staff Comp.	217,448	218,113	97,760	151,383	204,234	
8100 EMPLOYEE COMPENSATION						2% COLA for all staff
8110 Parish Minister						
Housing	40,818	42,889	21,397		41,634	
Minister;s FICA	5,799	5,274	2,705		5,379	
Salary	54,380	55,991	27,933		59,223	
	100,998	104,154	52,034		106,237	
8130 Staff Compensation						
Church Administrator		45,000	20,423		45,900	
Office Manager	30,840	22,594	14,082		28,801	
Property Manager	9,257	10,608	6,006		10,820	
Custodian	32,819	34,465	17,165		35,154	
Director of Music	2,850	23,300	10,754		23,766	
Keyboardist		7,500	3,835		9,000	
Summer pianist		825	225	600	0	SBA will cover @ \$2,500
Director or Religious Ed	47,021	49,372	24,596		50,359	50% of \$13,500; other 50% paid for by UUA grant
Ministerial Intern					6,750	
Nursery Care Giver	4,221	5,000	1,763		5,100	
RE Assistant	11,705	12,914	6,303		13,172	
	138,712	211,578	105,151		228,823	
8200 Payroll Taxes						
8220 Medicare & Social Security	11,053	16,836	7,944		17,102	
	11,053	16,836	7,944		17,102	
8300 Employee Benefits						
Insurance	8,032	16,719	7,975	18,202	18,728	
8330 Pensions	21,423	22,861	11,252	21,398	23,894	
9002 Miscellaneous loss	1,147		346			
	30,602	39,580	19,573		42,622	
Total Staff Compensation	281,365	372,148	184,702		394,784	
TOTAL EXPENSES	498,812	590,261	282,462		599,018	
Net Income	65,982	-1,914	-61,348		-67,672	

MOUNT VERNON UNITARIAN CHURCH
March 31, 2010

Balance brought forward	1,061,299.92	
Received in February 10	50.00	
Interest fm B & H	113.62	
Interest in McLughlin	2.08	
Total received for Building Fund (includes interest)	165.70	
		1,061,465.62

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		\$456,938.26

WHERE THE FUNDS ARE:

Funds at McLaughlin Inv.(Includes Income @0.05%)	245,458.31	
Cash in B&H (earns 1.46%)	111,479.95	
Cert. of Deposit at B & H (earns 2.31%)	100,000.00	
		\$456,938.26

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

	<u>Mar 31, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · BHBT - Checking Account (00-81270-6)	28,226.87
1998 · CD B&H #11834544	100,000.00
1999 · BHBT - Money Market Account (00-81194-7)	65,182.69
Total Checking/Savings	<u>193,409.56</u>
Other Current Assets	
1350 · Due from IRS	3.51
Total Other Current Assets	<u>3.51</u>
Total Current Assets	193,413.07
Fixed Assets	
1501 · Land	1,220,900.00
1502 · Buildings	1,717,000.00
Total Fixed Assets	<u>2,937,900.00</u>
Other Assets	
1310 · Endowment Fund Investments	727,434.95
1320 · Memorial Walks Fd Investments	43,629.00
1330 · Windmill Fund Investments	53,962.00
1340 · Building Fund	456,938.26
Total Other Assets	<u>1,281,964.21</u>
TOTAL ASSETS	<u><u>4,413,277.28</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2010 · Citibusiness MC	728.08
Total Credit Cards	<u>728.08</u>
Other Current Liabilities	
2100 · Short Term Liabilities	
2101 · Grocery Scrip (Grocery Scrip)	891.07
2102 · Folk Dance - UCM	282.52
2104 · Intergenerational (Intergenerational events income an...	310.64
2111 · RE Course fees (Payments and receipts for books & ot...	-60.86
2140 · Prof Expenses Minister	2,817.00
2141 · Prof Expenses Dir Rel Ed	-1,018.72
2142 · Prof Expenses Dir Music	292.00
Total 2100 · Short Term Liabilities	<u>3,513.65</u>
2191 · Deposits/Refunds	1,325.00
2200 · Payroll Liabilities	
2202 · Due to/from Employee	-112.58
2210 · Health Plan Withholdings	
Church Administrator	-171.31
Director of Music	-489.17
Director of Religious Education	-29.89
Parish Minister	-4.46
2210 · Health Plan Withholdings - Other	-2,452.66
Total 2210 · Health Plan Withholdings	<u>-3,147.49</u>
2211 · Minister Life & Disability	112.66
2215 · Other Group Insurance	112.74
2220 · Payroll Tax Withholdings	
DC w/h	437.79
Federal w/h	6,304.42
Medicare w/h	-271.56
Social Security w/h	-1,164.97
VA w/h	1,042.50
Total 2220 · Payroll Tax Withholdings	<u>6,348.18</u>

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

	<u>Mar 31, 10</u>
2230 · MVUC Payroll Taxes	
Employer Medicare	-271.56
Employer Social Security	-1,164.94
2230 · MVUC Payroll Taxes - Other	-239.62
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Total 2230 · MVUC Payroll Taxes	-1,676.12
2240 · Employee Pension Contributions	
Minister's Pension Contribution	2,015.66
Office Mgr Pension Contribution	8,800.00
2240 · Employee Pension Contributions - Other	-8,350.00
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Total 2240 · Employee Pension Contributions	2,465.66
2245 · MVUC Pension Contributions	3,003.91
2246 · MVUC Health Plan Contributions	
Adminstr. health plan	-685.26
DRE Health	52.98
Minister's health	-412.35
Music Director Health	-203.46
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Total 2246 · MVUC Health Plan Contributions	-1,248.09
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Total 2200 · Payroll Liabilities	5,858.87
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Total Other Current Liabilities	10,697.52
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Total Current Liabilities	11,425.60
Long Term Liabilities	
2500 · DESIGNATED FUNDS	
2501 · YRUU	1,722.50
2504 · Music Fund - Gifts & Memorials	1,349.05
2505 · Partner Church	
General	5,064.94
Scholarships	860.00
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Total 2505 · Partner Church	5,924.94
2508 · Social Justice	915.84
2509 · RE Special Projects	4,112.32
2510 · Boston Trip	2,340.93
2511 · SBA Reserves	10,433.69
2513 · Playground	4,820.62
2514 · Social Justice Disaster Relief	218.46
2516 · Chapel Aesthetics	1,043.01
2518 · Green Sanctuary	778.02
2520 · Property Major Maint (PMM)	104,740.55
2525 · NOVA LUUP	159.19
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Total 2500 · DESIGNATED FUNDS	138,559.12
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Total Long Term Liabilities	138,559.12
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Total Liabilities	149,984.72
Equity	
3001 · OPERATING FUND BALANCE	2,989,783.29
3200 · OTHER FUNDS BALANCES	1,281,964.21
3900 · Retained Earnings	52,586.00
Net Income	-61,040.94
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Total Equity	4,263,292.56
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TOTAL LIABILITIES & EQUITY	4,413,277.28
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MOUNT VERNON UNITARIAN CHURCH
Fiscal Year 2009-2010 Revenue & Expenses
As of March 31, 2010

Account	ACTUAL Jul.09-Feb.10	ACTUAL March	ACTUAL To Date	ANN Budget	Percent of Budget
REVENUE					
4100 Stewardship Pledges	233,232	29,526	262,758	385,000	68.25%
4200 Contributions	13,403	2,182	15,585	19,000	82.03%
4300 Facilities use and rental (other)	18,502	2,530	21,032	28,472	73.87%
4390 Wedding Income	43,663	12,788	56,451	145,000	38.93%
4400 Fund Raising Income	422	9,334	9,756	10,075	96.83%
4500 Administrative & other income	164		164	800	20.50%
TOTAL INCOME	309,386	56,360	365,746	588,347	62.16%
EXPENSES					
5000 Worship programs (incl music)	5,425	503	5,928	5,500	107.78%
5100 RE programs incl youth ministries	3,476	580	4,056	4,000	101.40%
5200 Home community programs	0	51	51	300	17.00%
5300 Denomination Responsibilities	17,794	1,615	19,409	28,026	69.25%
5400 Our larger world/social justice	173	0	173	450	38.44%
5490 Virginia Interfaith	300	0	300	300	100.00%
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 Prof. Expenses	9,971	889	10,860	15,812	68.68%
6100 Operating Expense	5,321	943	6,264	14,025	44.66%
6155 Rental Events Expenses	22,596	2,434	25,030	40,000	62.57%
6200 Communications	2,460	0	2,460	5,000	49.21%
6300 Debt service	0		0	0	
6400 Insurance	4,856	775	5,631	10,000	56.31%
7000 Supplies	4,958	1,257	6,215	6,100	101.89%
7200 Property maintenance	28,557	4,272	32,829	56,800	57.80%
7300 Utilities	21,495	1,266	22,761	29,500	77.16%
8100 Employment compensation	0		0		
8110 Minister	68,945	12,167	81,112	104,316	77.76%
8129 Temp Staffing	5,825	0	5,825	0	
8130 Staff	132,715	24,777	157,492	211,590	74.43%
8200 Payroll taxes	10,367	1,920	12,287	16,836	72.98%
8300 Employee benefits	0		0		
8320 Health insurance	11,261	1,736	12,997	16,719	77.74%
8330 Pensions	16,919	2,534	19,453	22,861	85.09%
9000 Miscellaneous	12	0	12		
TOTAL EXPENSES	374,028	57,719	431,747	590,235	73.15%
NET REVENUE(EXPENSES)	-64,643	-1,359	-66,001	-1,888	

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2009 Ministerial Assessment – Committee on Ministry

This is a first of firsts: the first assessment of Rev. Kate Walker (hereafter referred to with all due respect as, “Kate”), the first by this Committee on Ministry, and the first with this BOT. As willing participants in what is bound to be an evolving process, the Committee on Ministry (hereafter referred to as the COM, or simply “we”) welcomes all feedback and suggestions on how this can be improved. It should be recognized that this is a snapshot in time, our best effort, and that the process will undoubtedly be different next year.

Our Process

We reviewed, discussed and evaluated the individual merits of several models for assessment suggested by Kate and found on this UUMA website: <http://uuma.org/assessment> . We focused on three models for detailed discussion and eventually settled on using the “360 Degree” model. We noted desirable features of the “Gather the Spirit” model, and are interested in pursuing Appreciative Inquiry further once the Mission/Vision process is concluded. We (along with Vision/Mission Task Force reps) enjoyed a presentation on the subject from Sue Lamb. We decided to augment the 360 Degree model by including two additional questions that incorporated Appreciative Inquiry. The additional change of excluding Adult RE was made to the format of the assessment upon Kate’s recommendation, in light of the fact that activities in this area are planned to begin in the future.

The model calls for the distribution and collection of a survey to representatives of two major groups within the church, and we chose them as follows:

Professional/Lay Leadership:

- Megan Henry
- Mark Zimmerman
- Reid Adler
- Vince Patton
- Sandy Peterson
- Ron Brandt
- Georgia Pourchot
- Ian Anderson

Stakeholders

- Linda Walton
- Al Robbert
- Peg Bartell
- Meg Clontz

You may see the form distributed as an attachment to this report. The form and request for return were sent via email January 11, with a requested deadline of January 23 (to permit our review at the COM meeting February 1). Responses were received from Mark, Georgia, Peg, Al, Megan, Vince, and Bill Clontz (in Meg's stead, we assumed). Ian got the request late due to an email mix-up, and no response was received from Reid, Sandy and Linda—presumably because of competing commitments. We collected and reviewed the feedback as a group and developed summary findings, and as chair, I volunteered to write up the summary for group review and approval.

Summary Findings

All ratings received (other than blanks, or 5 = N/A) were either **1** (strong point) or **2** (competent in this area) across the survey group, and all respondents gave a rating of **1** in "Sunday Services." All written comments were positive to the point of "glowing" and reflected extremely well on Kate and her ministry. Repeated terms such as "calm", "confident", and "rational" occurred in the praise. Wishes for the future typically had to do with positive growth and a desire for additional support for Kate. Although this summary is presented in broad terms, it should be kept in mind that the model requires respondents to identify themselves in their feedback: no anonymous responses were received.

Kate's goals for the year were

1. Create high-quality worship services
2. Develop monthly theme-based program
3. Establish initial small group ministry

... and all can be said to have been accomplished.

In summary, the results suggest we have a contented congregation and leadership, who endorse and support Kate wholeheartedly.

Suggestions for Improvement

Future assessments that stick to this model could be improved by surveying a broader group: our survey took its feedback from a group of highly committed, well-informed and fully integrated members. Some question related to getting honest non-anonymous feedback was raised, but the value of responsible opinions that individuals would stand by outweighed it: some creative integration of additional anonymous feedback might be investigated. The process of presentation of these results to the Board should also be clearly articulated.

Faithfully submitted, March 19, 2010

Martin J. Bredeck

Chair, Committee on Ministry

Mount Vernon Unitarian Church

Your NAME : _____ DATE : _____

Please return as attachment to: mbredeck@nvcc.edu, by January 17, 2010

No anonymous feedback, please! You should use the following numerical rating scale:

1. a strong point
2. competent in this area
3. needs some improvement in this area
4. an area of notable weakness
5. cannot say (Not Applicable)

Please rate the minister on these Major Job Responsibilities:		<i>If you give a 1, 3 or 4 rating, please comment or give an example.</i>
	<i>Rating</i>	<i>Comments</i>
Sunday Services		
Pastoral Care		
Supervision of paid staff		
Organizational/Leadership Development		
Please rate the minister on these Other Characteristics:		
Initiative		
Decision Making		
Communication		
Community Building		
Breadth of Vision		

Please see the next page for the "essay questions" ...

- What do you most value about Rev. Walker's ministry with our congregation?

- What three concrete wishes for the future of Rev. Walker's ministry with us do you have?

Minister's Board Report
Mt Vernon Unitarian Church
April 13, 2010

My Vision for MVUC: What ever my ministerial vision is for MVUC it needs to come out of MVUC's vision and mission:

Proposed MVUC Mission:

We are a loving and inclusive community. Our mission is to encourage one another on our spiritual journeys and working together to build the common good.

Proposed MVUC Vision:

We will:

Live our UU principles and be a voice for liberal religion;

Create vital worship experiences that engage our minds, hearts and spirit;

Engage in lifespan religious education and learning;

Expand our social justice leadership and commitment;

Become a more diverse and multi-generational community.

To achieve our vision, we will practice intentional, responsible stewardship.

Specifics:

1. A year round music program that includes a multigenerational choir, a liturgical dance group, and percussion group.
2. A commitment to Lifespan Religious Education. Can start by changing Meagan Henry's title to Director of Lifespan Religious and ensuring she has the funding to become a credentialed Religious Educator.
3. Move forward on the building campaign focusing on the Commons and kitchen, new stage in chapel that is well lit. Creating additional storage for chapel furniture so the space is more aesthetically pleasing. Expanded parking.

4. A weekly Wed. night fellowship dinner and program night.
5. At least ten Small Group Ministries.
6. Creating a day time spiritual retreat center. This could be fiscally self sufficient through fees for facilitators and speakers.

2) Summer Schedule: I'll be on vacation/study leave June 13-20 and June 27-Aug. 8. I'll be attending UUMA Annual Meeting and GA in Minneapolis June 21-26.

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

Position Description

Member, Board of Trustees

1. Purpose

The Board of Trustees is the governing body elected by the congregation to exercise general supervision and direction of church affairs.

2. Minimum Qualifications Listed In Bylaws

Must be a resident member of the church. Must be willing to serve for the designated period. Must be nominated by the nominating committee (or nominated from the floor at the Annual Congregational Meeting) and elected by the congregation.

3. Relationship

Mount Vernon Unitarian Church is congregational in its governance in that the voting members of the congregation are the first and final authority in matters affecting the church. Therefore, a Board member serves at the pleasure of the congregation in accordance with the church By-laws.

4. Responsibilities - Overview

5. As one of nine adult persons and one youth member constituting the Board of Trustees, is responsible to attend meetings of the Board, vote on Board matters affecting the affairs of the church, including fiduciary responsibility for church finances, and to carry out other responsibilities on behalf of the congregation. Board members may be members or chairs of standing committees, such as the Personnel Committee, and can expect to serve on Board subcommittees established to achieve current goals. Understands that agreement to take on a task is a commitment. Calls for a willingness to work collegially with other BOT members and with the Congregation.

5. What a Board as a whole brings to the Congregation

- Collective wisdom
- Continuity of policy
- Discerning questions
- Expertise
- Influence to attract resources
- Knowledge of the congregation & its mission

6. Basic Roles & Responsibilities of a Board

- Sets policy based upon congregational input
- Establishes, institutes and supports mission and purpose
- Serves as fiscal agents; ensures adequate resources & manages them
- Selects its leadership/members
- Helps develop, implement and support the Long Range Plan
- Conducts periodic assessments and evaluations

MVUC Board of Trustees Position Description

- Conducts organizational planning (annual retreat)
- Identifies, develops, and monitors the programs and services
- Serves as final arbitrator
- Promotes the public image
- Hires and supervises the interim minister and other staff, supervises the minister

7. Other Important Board Functions/Tasks

- Keeping the congregation directly aligned with its vision and mission is the primary task of the Board
- Accountability for the welfare of the congregation includes the following strategies:
 - Setting the tone
 - Inviting collaboration
 - Making decisions
 - Mapping the direction
 - Establishing boundaries
 - Encouraging self-expression
 - Staying in touch with the pulse and desires of the congregation
 - Monitoring and restraining any behavior that could potentially threaten the integrity of the Board and its accountability to the congregation.

8. Board Members General Job/Work Description

- **Purpose of Position**

Together with other members of the Board, a member is legally and morally responsible for all activities of the congregation. It is responsible for nurturing and promoting the vision and mission of the congregation. The Board is responsible for determining congregational policy, developing the annual budget, establishing and overseeing execution of the long-range plan, and determining the goals of the congregation.

- **Policy Administration**

Responsible for proposing Bylaws and ensuring that the congregation operates within them; acts on proposed revisions to the Bylaws after congregational adoption; and adopts policies that determine the purposes, governing principles, functions and activities and courses of action of the congregation. Assumes responsibility for policies that govern the congregation and ensures that all legal requirements are met.

- **Evaluation**

Regularly evaluates and reviews the congregation's vision and goals, its operations and maintains standards of excellence. Monitors the activities of professional staff and committee performance; counsels and provides good judgment on its overall mission.

- **Finance**

Approves and monitors the finances of the congregation; creates a financial climate for fulfilling the congregation's mission. Sees that sufficient funds are available for the congregation to meet its objectives. Develops and presents the annual budget (and audit) via solicitations from committees. Responsible for all expenditures dealing with the congregation.

- **Public & Community Relations**

Gives sponsorship and prestige to the congregation and inspires confidence in its mission. Understands and interprets the work of the congregation to the community. BOT members may relate the mission of the congregation to the congregations in the district, in the larger community, and to the UUA. Seeks to be available and visible to the congregation and serves as a two-way communication link for the Board, other bodies, and the Congregation at large.

9. Minimum Recommended Job Requirements of Board Member

- A demonstrated interest in the congregation's/UU's well being
 - A desire to serve for at least one term
 - Specific experience and/or knowledge in UU governance and structure
 - Available time and willingness to attend all meetings
 - Willingness to serve on or support at least one to two committees
 - Willingness to read and stay abreast of issues, come to meetings prepared
 - Have been an active friend or member of MVUC for at least two years
 - Shall have church leadership experience (i.e., service on a committee or similar body as a Chair, Co-Chair, or similar position), at MVUC, at another church, or at a similar voluntary organization
 - Shall be a current pledging member
 - Shall have regular access to email
- NOTE: The Nominating Committee may choose to select a nominee who does not meet one or more of these criteria, if in the judgment of the Committee there are compelling reasons to do so. Such exemptions should be rare.

**Mount Vernon Unitarian Church
Annual Report to the Congregation
Committee on Ministry
April 1, 2009 – March 31, 2010**

Our Purpose is to provide advice and counsel to the Minister, the Board of Trustees, and the congregation so as to strengthen the quality of ministry within the congregation. For this purpose, Ministry is defined as the spiritual and emotional health of the community in holding to its vision.

We are composed of six members appointed through joint consultation between the Board of Trustees and the Minister, meet monthly (first Mondays) with the Minister, and have a chair appointed by the Board. Current membership is as follows (in order of longevity): Martin Bredeck (chair), Jane Nelson, Carolyn Slenska, Renee Desrosiers, Russ Stumpe, and Carl Lohman. We built up during 2009 from three members to a full set only meeting for the first time March 2010.

For 2009, our goals and achievements were...

- Draft and obtain formal approval for a charter
- Develop a full slate of six committee members
- Develop a preliminary process to meet Board requirements for Ministerial Assessment

Future Goals, especially for next year include the following:

- Continue to formalize operations of the committee
- Review and refine the Ministerial assessment process
- Investigate and identify areas in ministerial support requiring further attention
- Incorporate the results of the Mission/Vision task force
- Continue learning about Appreciative Inquiry and how it may be incorporated in our processes

We did not bring in any revenue or expend any church funds

Respectfully submitted by Martin Bredeck

Board of Trustees Policy (revision draft)

The following list of Duties and Responsibilities were compiled from the MVUC Bylaws. (See "Who's Responsible at MVUC" prepared for the Aug 2009 Board retreat)

Board of Trustees: (a) general supervision and direction of the affairs of the church, including fiduciary responsibility for church finances; (b) elect a Chair, Vice-Chair and Secretary to one-year terms from among the members of the Board; (c) select from its membership the convener or co-conveners of the Program Council; (d) hire all employees of the church except the minister(s), and shall fix the compensation and conditions of employment of all employees, including the minister(s); (e) may delegate to a minister or other staff member authority to hire employees for specified positions; (f) determine the minister's role in day-to-day administration of church operations and supervision of church employees and specify such in writing in the minister's employment letter of agreement; (g) appoint a treasurer and assistant treasurer from the church membership, each to serve a renewable one-year term; (h) designate who may sign checks on behalf of the church in addition to the treasurer, and assistant treasurer; (i) may inspect all accounting records (which shall be the property of the church) except individual pledges; (j) appoint delegates from the church to the UUA General Assembly; (k) hold such meetings and make such rules for its own governance as it may deem advisable; (l) may reword newly-adopted amendments for clarity and consistency before they are incorporated into the Bylaws; (m) may establish standing committees for the conduct of the business and activities of the Church [or congregation]; (n) may constitute special committees that shall be appointed for a specified period of time and be dissolved when its purpose is fulfilled [or congregation]; (o) approve a written charter for each church committee (except congregational committees) specifying the committee's general purpose, duties, organization, role and functioning; (p) determine the chair and membership each committee for one-year terms as specified in its charter or in the Bylaws; (q) in the event of a vacancy on the Program Council, the Board may appoint a resident member of the congregation to serve until the next annual meeting, at which time the congregation shall elect a replacement to serve the remainder of any unexpired term; and (r) appoint members of the Endowment Committee for three-year staggered terms. Note that current trustees are not eligible to serve on the Nominating Committee.

Source: MVUC Bylaws, Article 6 (Board of Trustees), Article 7 (Officers), Article 8 (Committees); Article 9 (Ministers) and Article 12 (Amendments)

New text and proposed changes are shown in blue font.

Amended and Restated Board Policy for MVUC

1. Statement of Role, Responsibilities, and Procedures of the MVUC Board.

Mount Vernon Unitarian Church is congregational in its governance in that the voting members of the congregation are the first and final authority in matters affecting the church. The Board of Trustees is the governing body elected by the Congregation, and pursuant to the Bylaws has responsibility for the general supervision and direction of the affairs of the church other than the responsibilities entrusted to the Minister. Based on the enumerated authorities from the Bylaws, the Board of MVUC hereby establishes this Board Policy.

(a) Role of the Board:

The Board of Directors serves the MVUC membership by making the fiduciary and policy decisions that impact the Congregation and the programs that MVUC supports.

The Board serves the Congregation by:

Listening to and responding to the needs of the Congregation;

Maintaining effective, responsive, and accountable governance and organizational structures that facilitate the Congregation's articulation and achievement of their mission and vision; and

Embodying and nurturing a loving, collaborative, challenging, and supportive culture of leadership and shared ministry.

(b) Governance Philosophy:

The Board's implementation of its role shall include:

- Responsiveness to the Congregation;
- Organizational vision rather than political or interpersonal issues;
- Strategic leadership rather than administrative detail;
- Awareness of the distinction between Board and staff roles;
- Encouragement of diversity of viewpoints;
- Focus on and planning for the future;
- Pro-activity rather than reactivity;
- Delegation of authority and responsibility where appropriate;
- Evaluating and reviewing performance.

(c) Specific Responsibilities of the Board:

To fulfill the Board's role and the responsibilities and duties as set forth in the Bylaws, the Board interprets its authority and responsibility to include the following:

- (a) exercise fiduciary responsibility for church finances and stewardship;
- (b) adopt an annual budget for the following Church fiscal year;
- (d) prepare and maintain a strategic plan to achieve the mission, vision and values of the Church;
- (e) prepare an annual operational plan for the following Church fiscal year to implement the strategic plan;
- (f) adopt governance policies to efficiently and effectively support the mission, vision and values of the Church;
- (g) adopt an organizational and staffing structure to efficiently and effectively support the mission, vision and values of the Church;
- (h) approve all new and substantially revised charters for Church councils and committees;
- (i) implement and review an ongoing program performance assessment process with appropriate metrics to evaluate Church activities;
- (j) consult and coordinate with the Program Council, Minister and Senior Staff to the extent possible on the foregoing;
- (k) may delegate activities as appropriate but not fiduciary responsibilities; and
- (l) adopt a "Position Description" and appropriate policies for Trustees.

2. Meetings

The Board will meet monthly except when a particular meeting is cancelled for good cause. The time and place of the meeting, along with any major topics to be considered, will be communicated to members of the congregation. Church members present at a Board meeting may speak if recognized for that purpose by the chair.

Deleted: (Adopted March 5, 2002)¶

3. Annual retreat

Except when unusual circumstances make it inadvisable, the Board will hold a 1-2 day retreat near the beginning of the church year to establish working relationships, and set long- and short-term goals consistent with its role, governance philosophy and specific

Deleted: Operation¶

responsibilities. The Board may invite members of the Congregation and staff [Minister, DRE, and other professional staff members will be invited. If the budget for Board expenses is insufficient to pay full expenses of all participants, the minister and DRE may at their discretion be reimbursed for their expenses from their professional expense accounts.]

Deleted: (Adopted March 5, 2002)

4. Minutes of Board Meetings

Actions taken by the Board at official meetings will be communicated promptly to the [e]Congregation. When actions affect particular individuals, the individuals will be promptly informed.

Deleted: (Adopted March 5, 2002)

5. Removal of a Trustee for Absences

A trustee who fails to attend Board meetings regularly may be removed from office. Any member of the Board of Trustees who has two unexplained absences during the same fiscal year in the course of his or her term will be called or visited by the Board chair and asked if they wish to continue serving on the Board. Any additional unexplained absence will be considered resignation from the BOT.

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Any member of the Board who has been absent for three consecutive meetings will be called by the Board chair, asked if he or she wishes to continue, and offered the opportunity to do so. If during the term of office, that trustee again has three consecutive absences, the Board chair will call or visit the trustee to determine whether or not it is appropriate for the trustee to resign. In case of a difference of opinion on the matter, the Board chair, with advice of the Board, is authorized to make the final decision of whether or not to request resignation and/or to declare the seat vacant.

An absence is unexplained if the trustee has not notified the Board chair, or another Officer [member of the Executive Committee], in advance of the meeting, that he or she will not attend.

6. Election of Interim Officers

For transition purposes, the chair of the outgoing Board may hold an election of interim officers, who will serve until the new Board elects its own officers as provided in the Bylaws. The chair of the outgoing Board may appoint an internal nominating committee, composed of Board members whose terms are expiring, to propose nominees for interim officers. Interim officers [are elected at the March or April Board meeting and] serve from the Annual Meeting until the new Board elects its own officers.

Deleted: Adopted March 5, 2002