

Minutes of the Board of Trustees Meeting  
Tuesday 16<sup>th</sup> February 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, Kate Walker (Minister, member *ex officio*), Mike Walker

Members Absent: Becky Brandt (interim board member until this summer, subject to re-election)

Others Present: Branka Bijelovich (Church Administrator), Al Erickson (Church Treasurer, member *ex officio*), Al Robbert (Finance Committee Chair), Tom Griffin (Nominating Committee Chair), Ken Pilkenton, Robin Roberts, Deborah Hansell (Nominating Committee members)

1. Welcome and Inspirational Words: Kate Walker provided a spiritual reading on love by Mother Theresa.
2. “Consent Agenda” (Standard Monthly Agenda; see also attached Minister’s, DRE’s and Administrator’s reports):
  - a. Review/Approval of January BoT Meeting Minutes (Joan Darrah): Minutes were approved without modification.
  - b. Finance Committee/Treasurer’s report (Al Robert, Al Erickson): The church continues to face a year deeply in the red due to lagging wedding income. It is likely that the economic recession is the driving force behind this as only about \$10,000 in wedding income has been generated so far (much less than usually expected at this time in the church year). Our operating fund deficit is expected to be in the range of \$60,000 to \$70,000 for the year. This will significantly erode the unobligated balance of \$127,590 that we had in the operating fund at the beginning of the year.

The Finance Committee has recommended that the MVUC financial management policies be amended to specify that the reinstated Building Committee have the authority to spend funds in the property major maintenance (PMM) designated fund, up to a limit of \$10,000 on any one item. Expenditures in excess of \$10,000 would require BOT approval.

The issue at present involves proposed purchasing of two stoves for the Hollin Hall kitchen that are now available at considerable discount from earlier pricing. Given the current status of our operations budget Mike Walker formally proposed authorizing the Building Committee to access

funds from the Property Major Maintenance (PMM) fund in accordance with the Finance Committee's recommendation. The motion was adopted.

Considerable discussion ensued regarding the impact of operating in the red for this year and possibly next. Discussion focused on options for raising more money in addition to the Stewardship campaign and cost-saving measures. Further discussion focused on the process for notifying MVUC members. Though notice of financial difficulties has been submitted to the Windmill there was some sentiment that a letter be sent to all MVUC members specifically addressing the issue. Al Robbert will develop the letter

The finance committee has incorporated Mark Zimmerman's request for \$2,500 be added to the operations budget for summer music support for next year (Open item from last month).

Reid Adler brought forward a proposal from Nina Tisara that the church join a wedding venue website, The Knot, (cost \$2100) as an advertising strategy. Even if only one wedding is booked in response to this website posting that will be helpful given the current fiscal climate. The Finance Committee has endorsed this concept and has brought this to the Board for approval. The Board approved a one year subscription.

The Personnel Committee is gearing up to review the performance of all staff except the minister (who is reviewed by the Committee on Ministry) and then decide on their cost-of-living and merit raises. The committee's recommendations will then be incorporated into the proposed budget for next year. Bill Alsmeyer Johnson has agreed to serve as a Board liaison to the Personnel Committee at that meeting.

(See attached report for more details and other items of note).

- c. Administrator's Report (Branka Bijelovich): Additional costs have resulted from recent snow plow operations.
  - d. Minister's Report (Kate Walker): Sunday worship, vespers and the monthly theme have received highly favorable assessments. Kate is exploring additional options for the future (See attachment).
3. Old Business Items (Items pending from previous meetings):
- a. Cell Phone Tower Update (Joan Darrah): Since the December MVUC meeting where we voted to proceed with a cell tower/tree on MVUC property, ATT has decided to look again to see if there is a public property option for locating the proposed cell tower. This effort will include looking again at Lamond Park on Ft Hunt Road. Until this process is

complete, ATT will not proceed further with a proposal to put a Cell Tower/Tree on MVUC property. Thus the balloon test, subsequent photo simulations, propagation tests and site plans will be on hold for the foreseeable future. If ATT cannot identify an acceptable public site, then ATT will resume negotiations with MVUC. Joan will post this summary on the website.

Item OPEN (Joan Darrah)

Follow-Up May 11<sup>th</sup> 2010

- b. Update from the Mission & Vision Task Force (Joan Darrah): Joan thanked the Board members for their support. Turnout has been outstanding. A list of mission and vision themes will be posted on the website, on facebook and on the walls in the back of the chapel. Comments will be solicited regarding these themes. From the themes and comments mission and vision statements will be developed and submitted to the congregation for adoption at the spring annual general meeting.  
Item OPEN (Joan Darrah)  
Follow-Up 13<sup>th</sup> April 2010
- c. Membership Development (Reid Adler):  
Lincoln Cobb had requested that the Board propose some nominees for Committee Chair. Board members did not feel this was an appropriate function for the board and that the Membership Committee and Program Area Coordinator for Our Home Community should identify suitable candidates; Tamara de la Camp as liaison to the Program Council will convey this input accordingly.  
Item CLOSED
- d. Worship Committee Request (Lisa Gillispie): It was recommended that the annual recognition awards be presented at the pot luck dinner just before the annual congregational meeting.  
Item CLOSED
- e. Update on Church-wide Communications Plan (Kate Walker, Bill Alsmeyer-Johnson, Tamara de la Camp): The Governance Task Force has proposed that we create a Communication and Outreach Council, reporting to the Board of Trustees. Bill Clontz has agreed to initially chair the council and will submit a charter for Board consideration. The Communications Committee and Publicity Committee will remain in effect until the charter of the new C&OC is developed. (See attached elegant report for more details)  
Item OPEN (Kate Walker, Bill Alsmeyer-Johnson, Tamara de la Camp, Bill Clontz)  
Follow-Up 11<sup>th</sup> May 2010

- f. Website policy question (Kate Walker): The issue, raised in November, is whether our website should contain links to commercial vendors. The Board decided to ask the new Communications and Outreach Council to take this topic for action and this will be closed at the Board level. Kate Walker will notify Bill Clontz of this recommendation  
Item CLOSED
  
- g. Income Generating Item (Bill Alsmeyer-Johnson, Tamara de la Camp): From the November Board meeting. 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.  
Item OPEN for policy proposal (Bill Alsmeyer-Johnson, Tamara de la Camp)  
Follow-Up April 13<sup>th</sup> 2010

4. New Business Items:

- a. Joint meeting with Nominating Committee (Joan Darrah): The Nominating Committee, chaired by Tom Griffin, met with the Board to discuss the status of the nomination process for this year. There are five Board members rotating this year including Ian Anderson (youth rep), three adult members, one interim adult member and three program council coordinators in addition to nominations for next year's nominating committee. There was broad discussion regarding strategies for selecting nominees. Kate Walker emphasized the need to identify skill sets that are necessary for project management and leadership roles and some suggestions were discussed. Board members have been encouraged to submit names by tomorrow.  
Item CLOSED
  
- b. Topics for contemplated by-laws changes (Reid Adler): Reid proposed that proposals for by-law changes be considered by Board members and shared by email. The goal will be to develop a list of proposals in time for the April Annual Congregational Meeting.  
Item OPEN  
Follow-Up March 9<sup>th</sup> 2010
  
- c. Ministerial assessment report from the Committee on Ministry (Reid Adler): Not discussed at this meeting; deferred to March Board Meeting  
Item OPEN  
Follow-Up March 9<sup>th</sup> 2010

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

a. Update on Governance Enhancement Project (Joan Darrah, Tamara de la Camp) from January BoT meeting minutes; due March 9<sup>th</sup> 2010

DLC  
17 February 2010

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

	Jan 31, 10
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · BHBT - Checking Account (00-81270-6)	27,174.86
1998 · CD B&H #11834544	100,000.00
1999 · BHBT - Money Market Account (00-81194-7)	65,130.04
<b>Total Checking/Savings</b>	192,304.90
<b>Other Current Assets</b>	
1350 · Due from IRS	3.51
<b>Total Other Current Assets</b>	3.51
<b>Total Current Assets</b>	192,308.41
<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	692,717.00
1320 · Memorial Walks	41,697.00
1330 · Windmill Preservation	51,283.00
<b>Total Other Assets</b>	785,697.00
<b>TOTAL ASSETS</b>	<b>3,915,905.41</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
2010 · Citibusiness MC	744.07
<b>Total Credit Cards</b>	744.07
<b>Other Current Liabilities</b>	
2100 · Short Term Liabilities	
2101 · Grocery Scrip (Grocery Scrip)	947.91
2102 · Folk Dance - UCM	142.52
2104 · Intergenerational (Intergenerational events income an...	310.64
2111 · RE Course fees (Payments and receipts for books & ot...	-242.26
2140 · Prof Expenses Minister	2,370.73
2141 · Prof Expenses Dir Rel Ed	-1,018.72
2142 · Prof Expenses Dir Music	131.00
<b>Total 2100 · Short Term Liabilities</b>	2,641.82
2191 · Deposits/Refunds	-675.00
2200 · Payroll Liabilities	
2210 · Health Plan Withholdings	
Church Administrator	-74.71
Director of Music	-127.45
Director of Religious Education	78.70
Parish Minister	47.07
2210 · Health Plan Withholdings - Other	-2,452.66
<b>Total 2210 · Health Plan Withholdings</b>	-2,529.05
2211 · Minister Life & Disability	48.00
2215 · Other Group Insurance	101.60
2220 · Payroll Tax Withholdings	
DC w/h	285.79
Federal w/h	4,690.12
Medicare w/h	-422.40
Social Security w/h	-1,809.91
VA w/h	712.50
<b>Total 2220 · Payroll Tax Withholdings</b>	3,456.10

3:27 PM

02/02/10

Cash Basis

## MT VERNON UNITARIAN CHURCH

## Balance Sheet

As of January 31, 2010

	<u>Jan 31, 10</u>
2230 · MVUC Payroll Taxes	
Employer Medicare	-422.40
Employer Social Security	-1,809.91
2230 · MVUC Payroll Taxes - Other	-239.62
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Total 2230 · MVUC Payroll Taxes	-2,471.93
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
	<hr/>
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	2,180.10
Minister's health	1,652.33
Music Director Health	654.27
	<hr/>
Total 2246 · MVUC Health Plan Contributions	4,187.90
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Total 2200 · Payroll Liabilities	7,211.89
	<hr/>
Total Other Current Liabilities	9,178.71
	<hr/>
Total Current Liabilities	9,922.78
Long Term Liabilities	
2500 · DESIGNATED FUNDS	
2501 · YRUU	1,835.45
2504 · Music Fund - Gifts & Memorials	1,309.77
2505 · Partner Church	
General	1,686.08
Scholarships	4,920.00
Trip	1,005.86
2505 · Partner Church - Other	1,330.00
	<hr/>
Total 2505 · Partner Church	8,941.94
2508 · Social Justice	945.78
2509 · RE Special Projects	6,478.57
2510 · Boston Trip	863.93
2511 · SBA Reserves	1,169.84
2513 · Playground	2,665.62
2514 · Social Justice Disaster Relief	500.46
2516 · Chapel Aesthetics	1,043.01
2518 · Green Sanctuary	522.02
2520 · Property Major Maint (PMM)	104,740.55
2525 · NOVA LUUP	159.19
	<hr/>
Total 2500 · DESIGNATED FUNDS	131,176.13
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Total Long Term Liabilities	131,176.13
	<hr/>
Total Liabilities	141,098.91
Equity	
3001 · OPERATING FUND BALANCE	2,989,783.29
3101 · Opening Bal Equity	785,697.00
3900 · Retained Earnings	52,586.00
Net Income	-53,259.79
	<hr/>
Total Equity	3,774,806.50
	<hr/>
TOTAL LIABILITIES & EQUITY	<u><u>3,915,905.41</u></u>

**MOUNT VERNON UNITARIAN CHURCH**  
 Fiscal Year 2009-2010 Revenue & Expenses  
 As of January 2010 (50%)

Account	ACTUAL Jul-Dec. 09	ACTUAL Jan. 10	ACTUAL To Date	ANN Budget	Percent of Budget
<b>REVENUE</b>					
4100 Stewardship Pledges	174,515	40,866	215,381	385,000	55.94%
4200 Contributions	6,617	4,875	11,492	19,000	60.48%
4300 Facilities use and rental (other)	12,886	1,480	14,366	28,472	50.46%
4390 Wedding Income	24,875	6,875	31,750	145,000	21.90%
4400 Fund Raising Income	381	11	392	10,075	3.89%
4500 Administrative & other income	0	164	164	800	20.50%
<b>TOTAL INCOME</b>	<b>219,274</b>	<b>54,271</b>	<b>273,545</b>	<b>588,347</b>	<b>46.49%</b>
<b>EXPENSES</b>					
5000 Worship programs (incl music)	4,514	211	4,725	5,500	85.91%
5100 RE programs incl youth ministries	2,575	849	3,424	4,000	85.60%
5200 Home community programs	0		0	300	0.00%
5300 Denomination Responsibilities	12,401	3,778	16,179	28,026	57.73%
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	9,936	35	9,971	15,812	63.06%
6100 Operating Expense	4,035	746	4,781	14,025	34.09%
6155 Rental Events Expenses	21,470	75	21,545	40,000	53.86%
6200 Communications	1,952	0	1,952	5,000	39.04%
6300 Debt service	0		0	0	
6400 Insurance	3,306	775	4,081	10,000	40.81%
7000 Supplies	4,490	205	4,695	6,100	76.97%
7200 Property maintenance	23,639	2,007	25,646	56,800	45.15%
7300 Utilities	14,078	3,668	17,746	29,500	60.16%

8100	Employment compensation	0		0		
8110	Minister	52,801	8,072	60,873	104,316	58.35%
8129	Temp Staffing	4,120	1,080	5,200	0	
8130	Staff	101,086	15,898	116,984	211,590	55.29%
8200	Payroll taxes	7,944	1,220	9,164	16,836	54.43%
8300	Employee benefits	0	0	0		
8320	Health insurance	7,974	1,551	9,525	16,719	56.97%
8330	Pensions	13,184	1,870	15,054	22,861	65.85%
9000	Miscellaneous	12	0	12		
	TOTAL EXPENSES	<u>290,293</u>	<u>42,040</u>	<u>332,333</u>	<u>590,235</u>	<u>56.31%</u>
	NET REVENUE(EXPENSES)	-71,019	12,231	-58,788	-1,888	

**MOUNT VERNON UNITARIAN CHURCH**  
**January 31, 2010**

INCOME:from Pledges		
Balance outstanding of unpaid pledges		236,602.00
Balance brought forward	1,056,495.05	
Received in November 09		
Interest fm B & H	Interest	117.66
Interest in McLughlin	Income	1.80
Total received for Building Fund (includes interest)	119.46	
		<u>1,056,614.51</u>

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		<u>604,527.36</u>

NET Funds on Hand for Building \$452,087.15

WHERE THE FUNDS ARE:

Funds at McLaughlin Inv.(Includes Income @0.05%)	245,399.35
Cash in B&H (earns 1.46%)	106,687.80
Cert. of Deposit at B & H (earns 2.31%)	100,000.00
	<u>\$452,087.15</u>

**Mount Vernon Unitarian Church  
Budget for FY Ending June 30, 2010**

Approved by BoT on June 16, 2009

Approved by BoT on June 16, 2009

	July 1, 2008 to June 30, 2009 Actual	39995 June 30, 2010 Budget	July 1, 2009 to Dec 31, 2010 Actual	July 1, 2009 to June 30, 2010 Extrapolated	July 1, 2010 June 30, 2011 Draft Budget
<b>REVENUE</b>					
4100 Stewardship Pledges	356,427	385,000	175,891	351,782	400,000
4200 Contributions	18,466	19,000	6,266	12,532	13,000
4300 Facilities Use and Rentals	179,617	173,472	37,316	74,732	100,371
4400 Fund Raising	9,480	10,075	1,220	0	9,075
4500 Administrative Income	806	800	422	460	800
<b>TOTAL REVENUE</b>	<b>564,795</b>	<b>588,347</b>	<b>221,114</b>	<b>0</b>	<b>523,246</b>
<b>EXPENSES</b>					
5000 Worship Programs (incl music)	3,831	5,500	4,586	6,798	7,200
5100 Religious Education Programs	4,211	4,000	2,710	5,420	5,000
5200 Home Community Programs	251	500	-100	0	500
5300 Denomination Responsibilities	28,674	28,026	12,400	0	28,700
5400 Our Larger World/Social Justice	873	750	173	0	750
5500 Administrative Programs	1,023	1,300	451	501	1,300
5600 Conferences & Continuing Ed.	80	800	0	0	800
5700 Reimburse Professional Exp	13,202	15,812	6,285	0	17,366
6100 Operating Expense	54,050	54,025	25,670	51,490	43,525
6200 Communications	9,016	5,000	1,953	3,905	4,000
6300 Debt Service	0	0	0	0	0
6400 Insurance	9,698	10,000	3,307	0	9,303
7000 Supplies	5,954	6,100	4,632	9,264	6,100
7200 Property Maintenance	58,182	56,800	23,661	47,322	41,460
7300 Utilities	28,404	29,500	13,043	29,853	30,300
8100 Employee Compensation					
8110 Minister	100,998	104,154	52,034	0	106,237
8129 Temp Staffing	75	0	60	120	0
8130 Staff	138,712	211,578	105,151	0	223,068
8200 Payroll Taxes	11,053	16,836	7,944	0	16,662
8300 Employee Benefits	30,602	39,580	21,615	0	42,046
<b>TOTAL EXPENSES</b>	<b>498,888</b>	<b>590,261</b>	<b>285,575</b>	<b>0</b>	<b>584,317</b>
<b>NET REVENUE (EXPENSES)</b>	<b>65,907</b>	<b>-1,914</b>	<b>-64,461</b>	<b>0</b>	<b>-61,071</b>

## Mount Vernon Unitarian Church Budget for FY Ending June 30, 2011

As of 2/5/2010. Includes Program Council and Finance Committee Reviews.

	July 1, 2008 to June 30, 2009 Actual	July 1, 2009 June 30, 2010 Budget	July 1, 2009 to Dec 31, 2010 Actual	July 1, 2009 to June 30, 2010 Projected	July 1, 2010 June 30, 2011 Draft Budget	Comments
<b>4100 Stewardship Pledges</b>						
4102 Current Year Pledges	356,427	385,000	175,891	351,782	400,000	
	<b>356,427</b>	<b>385,000</b>	<b>175,891</b>	<b>351,782</b>	<b>400,000</b>	
<b>4200 Contributions</b>						
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	11,000	
	<b>18,466</b>	<b>19,000</b>	<b>6,266</b>	<b>12,532</b>	<b>13,000</b>	
<b>4300 Facilities Use &amp; Rentals</b>						
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	1,150	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	
	<b>179,617</b>	<b>173,472</b>	<b>37,316</b>	<b>74,732</b>	<b>100,371</b>	
<b>4400 Fund Raising Income</b>						
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	
	<b>9,480</b>	<b>10,075</b>	<b>1,220</b>		<b>9,075</b>	
<b>4500 Administrative Income</b>						
4510 Interest Earned	806	800	422	843	800	
	<b>806</b>	<b>800</b>	<b>422</b>	<b>460</b>	<b>800</b>	
<b>TOTAL REVENUE</b>	<b>564,795</b>	<b>588,347</b>	<b>221,114</b>		<b>523,246</b>	

## Mount Vernon Unitarian Church Budget for FY Ending June 30, 2011

As of 2/5/2010. Includes Program Council and Finance Committee Reviews.

	July 1, 2008 to June 30, 2009 Actual	July 1, 2009 June 30, 2010 Budget	July 1, 2009 to Dec 31, 2010 Actual	July 1, 2009 to June 30, 2010 Projected	July 1, 2010 June 30, 2011 Draft Budget	Comments
<b>PROGRAM EXPENSE</b>						
<b>5000</b>	<b>Worship</b>					
5010	Worship Services					
		500	250	500	500	
	418		287	574	500	
		500	522	1,043	1,000	
			90	180	200	
5020	3,413	4,500	3,437	4,500	5,000	
	<b>3,831</b>	<b>5,500</b>	<b>4,586</b>	<b>6,798</b>	<b>7,200</b>	
<b>5100</b>	<b>Religious Education</b>					
	Religious Education Expenses					
	4,211	4,000	<b>2,710</b>	5,420	5,000	
	<b>4,211</b>	<b>4,000</b>	<b>2,710</b>	<b>5,420</b>	<b>5,000</b>	
<b>5200</b>	<b>Home Community</b>					
5220	Member Development					
	251	500	-100		500	
	<b>251</b>	<b>500</b>	<b>-100</b>		<b>500</b>	
<b>5300</b>	<b>Denominational Dues</b>					
5310	19,824	19,376	10,238		19,600	350 @ \$56
5320	8,850	8,650	2,163		9,100	350 @ \$26
	<b>28,674</b>	<b>28,026</b>	<b>12,400</b>		<b>28,700</b>	
<b>5400</b>	<b>Our Larger Word - Soc. Just.</b>					
5350	150	150	150		150	
5390	350					
5430	73	300	23		300	
5490	300	300			300	
	<b>873</b>	<b>750</b>	<b>173</b>		<b>750</b>	
<b>5500</b>	<b>Administrative Programs</b>					
5501	493	600	251	501	600	
5520	446	700			700	
5590	85		200		0	
	<b>1,023</b>	<b>1,300</b>	<b>451</b>	<b>501</b>	<b>1,300</b>	
<b>5600</b>	<b>Conferences &amp; Contin. Ed.</b>					
5640		500		0	500	
5650	80	300		0	300	
	<b>80</b>	<b>800</b>	<b>0</b>	<b>0</b>	<b>800</b>	

**Mount Vernon Unitarian Church  
Budget for FY Ending June 30, 2011**

As of 2/5/2010. Includes Program Council and Finance Committee Reviews.

		July 1, 2008 to June 30, 2009	July 1, 2009 June 30, 2010	July 1, 2009 to Dec 31, 2010	July 1, 2009 to June 30, 2010	July 1, 2010 June 30, 2011	Comments
		Actual	Budget	Actual	Projected	Draft Budget	
<b>5700</b>	<b>Reimburse Professional Expenses</b>						
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			
		<b>13,202</b>	<b>15,812</b>	<b>6,285</b>	<b>0</b>	<b>17,366</b>	

## Mount Vernon Unitarian Church Budget for FY Ending June 30, 2011

As of 2/5/2010. Includes Program Council and Finance Committee Reviews.

	July 1, 2008 to June 30, 2009	July 1, 2009 June 30, 2010	July 1, 2009 to Dec 31, 2010	July 1, 2009 to June 30, 2010	July 1, 2010 June 30, 2011	Comments
	Actual	Budget	Actual	Projected	Draft Budget	
<b>6100 Operating Expense</b>						
6110 Bank Fees	73	25	3	6	25	
6120 Computer Maintenance	185	200			200	
6130 Legal Services	400					
6140 Fees, Licenses, Permits	2,224	2,400	571	1,142	2,400	
6155 Weddings Expense	40,154	40,000	20,986	41,972	30,000	
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	4,669	6,000	
6199 Miscellaneous	500	500	-75			
	<b>54,050</b>	<b>54,025</b>	<b>25,670</b>	<b>51,490</b>	<b>43,525</b>	
<b>6200 Communications</b>						
6210 Advertising	0	500				
6220 Newsletter	3,920	4,000	1,953	3,905	4000	
6240 Web Page Support	5,095	500				
	<b>9,016</b>	<b>5,000</b>	<b>1,953</b>	<b>3,905</b>	<b>4,000</b>	
<b>6300 Debt Service</b>						
<b>6400 Insurance</b>	<b>9,698</b>	<b>10,000</b>	<b>3,307</b>		<b>9,303</b>	
<b>7000 Supplies</b>						
7010 Buildings/Cleaning	1,277	1,000	1,933	3,866	1,000	
7020 Office	3,203	3,600	1,522	3,044	3,600	
7030 Miscellaneous	1,474	1,500	1,177	2,354	1,500	
	<b>5,954</b>	<b>6,100</b>	<b>4,632</b>	<b>9,264</b>	<b>6,100</b>	
<b>7200 Property Maintenance</b>						
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	20,484	14,000	
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	
	<b>58,182</b>	<b>56,800</b>	<b>23,661</b>	<b>47,322</b>	<b>41,460</b>	
<b>7300 Utilities</b>						

**Mount Vernon Unitarian Church**  
**Budget for FY Ending June 30, 2011**

As of 2/5/2010. Includes Program Council and Finance Committee Reviews.

	July 1, 2008 to June 30, 2009 Actual	July 1, 2009 June 30, 2010 Budget	July 1, 2009 to Dec 31, 2010 Actual	July 1, 2009 to June 30, 2010 Projected	July 1, 2010 June 30, 2011 Draft Budget	Comments
<b>7310</b> Telephone	4,053	4,000	2,474	4,153	4,200	
<b>7320</b> 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	
<b>7330</b> 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	
<b>7340</b> Water, Sewer	2,643	2,000	1,673	2,909	3,000	
	<b>28,404</b>	<b>29,500</b>	<b>13,043</b>	<b>29,853</b>	<b>30,300</b>	
<b>Total before Staff Comp.</b>	<b>217,448</b>	<b>218,113</b>	<b>98,770</b>	<b>154,553</b>	<b>196,304</b>	

**Mount Vernon Unitarian Church**  
**Budget for FY Ending June 30, 2011**

As of 2/5/2010. Includes Program Council and Finance Committee Reviews.

	July 1, 2008 to June 30, 2009 Actual	July 1, 2009 June 30, 2010 Budget	July 1, 2009 to Dec 31, 2010 Actual	July 1, 2009 to June 30, 2010 Projected	July 1, 2010 June 30, 2011 Draft Budget	Comments
<b>8100 EMPLOYEE COMPENSATION</b>						
Total Staff Compensation	281,440	372,148	186,805		388,013	
<b>TOTAL EXPENSES</b>	<u>498,888</u>	<u>590,261</u>	<u>285,575</u>		<u>584,317</u>	
Net Income	65,907	-1,914	-64,461		-61,071	

From: Larry Wheeler  
Subject: Thinking about your Annual Budget Drive

Hi all. Our program of consultants has been feeding information to Don Skinner of the UUWORLD for an upcoming story about the economy/recession and its impact on annual giving. One of our consultants wrote these words which were concurred in by all of us. Share as you see fit:

*Most of the congregations I'm working with are doing pretty well on their ABDs -- generally small to moderate increases over past years. I'd say the state of the economy has much less impact than the state of the congregation -- how focused it is on its mission, the overall energy level, and how organized it is in pursuing its budget drive. I'm finding ministers more involved as visible leaders and as supporters of the Annual Budget Drive (ABD) team, and this seems to have a positive impact on results and on energizing and empowering lay leaders.*

I'm currently gathering either 2009-10 or 2010 annual giving data from lots of congregations across the country (I have yours) and will share all the results with you when the report is complete. But, knowing that your ABD is on the horizon I thought I'd make sure you knew what some of your neighboring congregations were doing. I don't yet have All Souls, Cedar Lane or final numbers from Arlington but will send when I do. All are 2009-10 ones:

	Mean	Median
Mt Vernon	\$1740	\$1200
Fairfax	\$1987	\$1500
River Road	\$1904	\$1300
Silver Spring	\$2018	\$1300
Davies (Camp Spring)	\$1882	\$1470
Reston	\$1940	\$1500

I wish you the best with your campaign and think that the opportunity exists for even stronger giving from your people.

I will look forward ton hearing how the Vision/Mission piece went and how many people participated.

Let me know if I can do anything to be helpful as you go through these next steps.

Larry

Larry Wheeler  
Asheville, NC 28805-1328

Minister's Board Report  
Mt Vernon Unitarian Church  
February 9 , 2010

(Not in order of priority, but close)

1). Worship and spiritual health of community :

Feedback from my annual assessment brought high marks for Sunday worship, vespers and the monthly theme. This is deeply gratifying and affirming. However, I am exploring, for next year, other ways in which I can take the community deeper. For example, starting a trained pastoral care team, and having a spiritual weekend retreat. I would appreciate other ideas some of you have experienced.

2). Communications:

Separate report at board meeting.

3) Committee on Ministry:

My assessment complete, all is good. Summary report being made to the board's March meeting.

4). Small Group Ministry:

I'd like to create 2 to 3 general discussion groups for next year.

5). Personal Care:

I'm taking a week of study leave March 10-17.

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  
February 2010

Preparation of W-2s and 1099s, as well as getting familiar with the new appraisal process, which was developed by Ron Brandt last year, dominated January (and partially the beginning of February as well). Thank you to Nancy Fox, who helps with checking the numbers before W-2s and 1099s are printed (Nancy helps with our tax preparation to the IRS as well) and for her helpful suggestions and remarks. Also thank you to Al Erickson for helping with taxes and preparation of financial reports. I appreciate it very much.

In addition to the W-2 and 1099 preparation and appraisals, the review of the new budget and preparing a few additional financial reports for the Finance Committee meeting this week pretty much made the last month the busiest month since I started working. I am preparing together with Nina a report on the wedding income and expenses for this church year (2009-10) since we know how many weddings were already booked until June 2010. Nina doesn't expect any new weddings to be booked until June 10 (although one never knows; we might get at least one more).

I am happy to report that we switched to the VANCO Services for our credit card processing and they are providing us with the donation web page. They are very professional and processing credit cards through their system is much easier and faster than with the company we had before. They charge .10 more per transaction but we don't have so many transactions (unfortunately) that it will make a significant difference. Also, they have no annual fees, which is what the IMS surprised us with in November 09 (\$95 per account). At the time when we signed up with VANCO they had a special promotion and we will not be charged one time registration fee, which all companies normally charge. Customizing our web page will be done with the help of Bill A. Johnson. I will coordinate that part as soon as we are done with the new budget, and sending W-2s and 1099s to the IRS. We already talked about it and Bill gave his suggestions. It is highly appreciated.

I was very interested to learn many new things related to the taxes regarding churches in particular and there is a lot more to learn, especially ministers' W-2 are more involved and complicated than anyone else's'. I enjoy learning new information and I just wish there were more hours in a day.

Regular office duties were going smoothly last month except for a few statements that had some payment discrepancies that Anne and I fixed. If there are any other discrepancies we will promptly take care of it.

DRE Report, Meagan Henry

Feb. 10

For the most part, I think this spreadsheet of RE attendance for weeks 1 - 13 of the past three years speaks for itself. The only caveat I would add is that we've had more than the usual amount of low attendance Sundays this year so far due to a number of circumstances, including school holidays and snow. One obvious difference this year is the drop in numbers at the 9:30 service.

	<i>2007</i>		<i>2008</i>		<i>2009</i>	
Week	9:30	11:15	9:30	11:15	9:30	11:15
1	23	46	38	28	17	52
2	25	50	41	40	28	40
3	22	51	38	38	23	52
4	19	45	38	41	20	47
5	27	52	30	37	19	44
6	21	44	35	36	19	45
7	15	46	37	43	10	62
8	33	35	42	42	29	39
9	21	62	39	36	19	44
10	22	46	37	43	21	43
11	21	39	34	44	27	38
12	18	38	32	34	16	46
13	28	35	36	36	9	24
<b>Total by Hour:</b>	295	589	477	498	257	576

## BOARD REPORT MUSIC FEB '10

Thank you for your assistance last month with funding strategies for the new summer music plan by worship committee. SBA submission has been made.

Under 'outreach ministry' we have a big event this month. Paint Branch choir will be here to sing with us 11:15 on Sunday Feb 14<sup>th</sup>. The following week we go there to sing. We are looking forward to this opportunity to exchange experiences, worship, community, and glimpse into other UU services in the Washington area. I would like to encourage all Board members to be 'on deck' to welcome our guests on the 14<sup>th</sup>.

Have not heard anything new from Aesthesis regarding new Staging.

Just as a matter of record, I would enjoy an opportunity to meet with and offer ideas to the 'new construction' group. I understand the current situation, but would still like to make space allotment requests on behalf of the music program.

– Mark

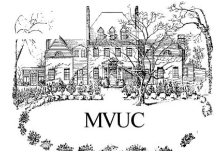
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MVUC MEMORANDUM

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**TO: MVUC BOARD MEMBERS**  
**FROM: GOVERNANCE TASK FORCE**  
**SUBJECT: ESTABLISHMENT OF A COMMUNICATIONS AND OUTREACH COUNCIL**  
**DATE: FEBRUARY 4, 2010**



**Background:** A strong and coordinated system to manage communications, outreach and public visibility will be necessary to achieve several of the aspirations of our Congregation as noted by our Mission and Vision Task Force. And, as MVUC continues to grow and move towards policy-based governance, an area of increasing visibility and importance across many aspects of MVUC's mission and operations is internal communications as well as public outreach. The primary effort in this area to-date has been carried out by the Communications Committee, which has worked successfully to provide MVUC a highly useful and attractive web site.

We are now at a point wherein it is appropriate to move beyond a single committee and establish a Communications and Outreach Council with broader functional, developmental, and operational capabilities. This is similar to the Council model that has worked so well in Religious Education and Social Action, and is consistent with a policy-based governance approach of assigning clear authorities and responsibilities. This organizational approach also is consistent with a realigned structure that we recently discussed at a joint Board meeting with the Worship Committee. Accordingly, we propose that a new Communications and Outreach Council should be established, and that the Communications Committee and Publicity Committee should be reorganized as components of the new Council.

This proposal reflects ongoing conversations this Church year among the members of the Governance Task Force and a series of meetings convened by Rev. Walker with members of the Communications Committee. Ultimately, the latter will be reorganized as a component of this new Council. The leadership of our present Communications Committee supports this proposal.

**Purpose:** The Communications and Outreach Council (COC) is charged with developing, implementing, and coordinating the following functional areas at MVUC:

- Overall planning and coordination responsibility for communications and outreach functions
- Development and execution of a Strategic Communications Plan
- Coordination and submission of budget requests and prioritization
- Effect active participation and coordination with key stakeholders at MVUC, in particular the professional and support staff and the Membership Development Committee.
- Reporting responsibilities as directed

COC functional areas are as follows:

1. Web Services
  - Web site design, input collection, maintenance, standards, QC, and operation
  - Services growth: Podcasts, RSS, on line streaming, software upgrades, etc.
  - Organization and operation of a Users Panel to provide regular outside input to web decisions

- Functional area plans and goals
2. Internal Communications
    - Coordination and QC of internal communications media (This Week at MVUC, Windmill, etc.)
    - Technology to support services and meetings (audio visual, sound system, recording, filming, etc.)
    - Congregational inputs on internal communications media, quality, and new ideas
    - Functional area plans and goals
  3. Media and Community Outreach
    - Establish procedures and links with local print and broadcast media
    - Develop and execute the community outreach plan
    - Set goals for local area media coverage, as well as coverage in JPD and UUA media
    - Assistance to MVUC stakeholders in formulating articles
    - Develop and ensure compliance with guidelines as to authority to publish
    - Functional area plans and goals
  4. Data Management – *Note that this is a wholly new focus and MVUC and may be the last component to come on line in the COC.*
    - Constitute an Information Technology Task Force
    - As a priority, develop and implement a sustainable data base development and management plan specifically to support volunteer recruitment (interests and skills, etc.)
    - Provide recommendations for equipment and software improvements for Administrative Functions
    - Assist in staff training and selection when requested
    - Conduct resource planning for upgrades in hardware, software, training, etc.
    - Functional area plans and goals

Upon establishment of the Communications and Outreach Council, a Chair should be appointed by the BOT and requested to begin formation of the Council and formulation of a charter to be submitted to the Program Council, and thence to the BOT, no later than the May 11, 2010 Board of Trustees meeting. The Communications Committee and Publicity Committee shall remain in effect until final approval of the Council charter and will be reorganized consistent with the approved Charter. It is contemplated that the Council may fall within the Administration and Communications structure of the Program Council or perhaps under a new program area. The COC and Program Council will make recommendations to the Board about this. And as a Board directed entity it may report directly to the Board as required.