

**Meeting Minutes**  
**Board of Trustees of Mount Vernon Unitarian Church**  
**13 December 2011**

**Board members present:**

Becky Brandt, Board Chair  
Eric Pourchot, Board Vice-Chair  
Lisa Gillispie, Secretary  
Dick Youngflesh  
Polly Papp  
Al Robbert  
Keith Brophy

**Board members absent:**

Peg Bartel  
Dan Cohen  
Ben Roberts

**Others present:**

Rev. Kate Walker  
Carol Graves  
Al Erickson  
Meagan Henry  
Joan Darrah  
Jeanne Gayler  
Wendy Burns

Bill Clontz  
Ilene Gillispie  
Jane Nelson  
Ron Brandt  
Doug McCleary  
Tamara de la Camp

The meeting was called to order at 7:00 p.m. Rev. Walker shared a reading from Patrick Murfin on this month's theme of God.

The Board confirmed the following nominations: Pete Bloom to the Committee on Ministry and Bill Burns as the Chair of the Endowment Committee. The Personnel Committee also needs a new chair and general restructuring of its committee. A request was made for a Board liaison to the Personal Committee; Polly Papp volunteered.

A task force for reviewing MVUC rental policies and to search for a new Rental Coordinator has been formed. Members include Bill Clontz and Joan Darrah. They will report at the January 2012 board meeting.

The search for a new Treasurer is continuing with two candidates having been identified: Liz Campbell and Robin Roberts.

Al Erickson presented the financial report. Monthly expenses are running according to budget, but total income, particularly rental income, for the current fiscal year is projected to be \$40,000 below the 2011-2012 budget. The line item for expected pledges is also about \$40,000 above the amount actually pledged. Therefore, there is likely to be a deficit of \$80,000 to \$90,000 for this year. There are several options for addressing the shortfall, including: 1) Reallocate the sabbatical reserve line item 2) Reallocate funds from Property Major Maintenance 3) utilize money from the Endowment Fund and/or 4) cut expenses. There was also discussion about having a targeted mini revisit campaign to those families who have not pledged as either new or

existing members. There are 55 non pledging units and 39 units who have pledged but not yet contributed any funds for this year.

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

- MVUC Incorporation, Joan Darrah: Joan has been working on the process to get MVUC incorporated. Today MVUC is an unincorporated association. Until 2002, Virginia churches could not be incorporated. Unitarian churches in the area that have become incorporated include: Arlington, Fairfax and Bull Run. Incorporation is beneficial because it offers better legal protection for the board, minister and church members and enables a church to take a loan from the bank without requiring approval from the court. It also makes it possible to obtain government grants and to utilize the UUA Endowment Fund as a mechanism for MVUC's investment. Expenses include \$50 charter fee, \$25 each year and approximately \$2500 in legal fees. The legal fees may be waived by legal counsel willing to help on a pro bono basis. The board unanimously voted to enable Joan to proceed with the effort to incorporate MVUC and pay the initial administration fees. Eric Pourchot volunteered to be the Board liaison.
- Update on Building projects: Representatives from the three potential building projects reported on their project status.

Jeanne Gayler, New Stage: Jeanne is proposing a new, permanent stage, which would be 39 feet in length, with a potential cost of \$59,000 without side rails or curved ramp.

Kitchen Remodeling, Tamara de la Camp: The renovations will include new appliances, cabinetry and construction of pocket doors. It is estimated to be a 3-4 week project with an approximate cost of \$67,000.

Commons Expansion, Doug McCleary: The commons expansion would add an additional 18 feet and about 70% more space to the current commons. The expansion would also include acoustical improvements. The rough estimate for the work is \$400,000.

The board voted unanimously to move these projects forward to be discussed at congregational meetings and a vote to be held in January 2012.

- A task force was formed to write policy regarding Integration into Church Life of a Person Charged or Convicted of Sexual Abuse. Members include Liz Bessel, Jim Hewitt and Polly Papp.

At 9:15 the board went into Executive Session.

It was decided that George Ball will continue to need a chaperone when on church property and will not be allowed to attend intergenerational events for as long as he remains on the Sex Offender Registry.

The meeting was closed at 9:50 p.m. by the recitation of the MVUC covenant.

Respectfully submitted,  
Lisa Gillispie

7:16 AM  
12/07/11  
Cash Basis

**MT VERNON UNITARIAN CHURCH**  
**Revenue and Expense Report**  
July through November 2011

41.6% of year

	Nov 11	Jul - Nov 11	Annual Budget	%
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · STEWARDSHIP PLEDGES	43,142.95	161,622.63	472,000.00	34.2%
4200 · CONTRIBUTIONS	1,597.11	10,884.19	20,000.00	54.4%
4300 · FACILITIES USE & RENTALS	2,305.00	38,664.25	124,000.00	31.2%
4400 · FUND RAISING INCOME	65.00	600.00	10,000.00	6.0%
4500 · ADMINISTRATIVE INCOME	18.18	3,083.99	2,500.00	123.4%
<b>Total Income</b>	<b>47,128.24</b>	<b>214,855.06</b>	<b>628,500.00</b>	<b>34.2%</b>
<b>Expense</b>				
5000 · WORSHIP PROGRAMS	911.83	4,262.02	12,000.00	35.5%
5100 · RELIGIOUS EDUCATION	-115.09	1,437.18	4,500.00	31.9%
5200 · HOME COMMUNITY PROGRAMS	0.00	0.00	1,750.00	0.0%
5220 · MEMBERSHIP	0.00	203.71		
5300 · DENOMINATIONAL RESPONSIBILITIES	1,580.00	12,236.52	27,632.00	44.3%
5400 · SOCIAL JUSTICE	0.00	0.00	1,150.00	0.0%
5500 · ADMINISTRATIVE PROGRAMS	84.86	185.72	1,000.00	18.6%
5600 · CONFERENCES & CONT ED	0.00	0.00	800.00	0.0%
5700 · PROFESSIONAL EXPENSES	447.76	3,823.03	16,256.00	23.5%
6000 · RENTAL EVENTS EXPENSES	2,850.00	19,913.19	34,000.00	58.6%
6100 · OPERATING COSTS	887.97	5,128.81	15,000.00	34.2%
6200 · COMMUNICATIONS	1,009.56	2,025.27	7,000.00	28.9%
6400 · INSURANCE	625.25	3,925.00	10,000.00	39.3%
7000 · SUPPLIES	229.98	2,546.92	6,000.00	42.4%
7200 · PROPERTY MAINTENANCE	3,418.38	23,732.63	52,500.00	45.2%
7300 · UTILITIES	1,116.07	11,528.70	32,000.00	36.0%
8100 · EMPLOYEE COMPENSATION	27,270.57	148,355.61	346,065.80	42.9%
8200 · PAYROLL TAXES	1,398.67	7,471.62	18,116.58	41.2%
8300 · EMPLOYEE BENEFITS	2,853.87	15,087.01	39,299.00	38.4%
<b>Total Expense</b>	<b>44,569.68</b>	<b>261,862.94</b>	<b>625,069.38</b>	<b>41.9%</b>
<b>Net Ordinary Income</b>	<b>2,558.56</b>	<b>-47,007.88</b>	<b>3,430.62</b>	

7:14 AM  
 12/07/11  
 Cash Basis

**MT VERNON UNITARIAN CHURCH**  
**Balance Sheet**  
 As of November 30, 2011

	Nov 30, 11
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · BHBT - Checking Account (00-81270-6)	42,421.08
1999 · BHBT - Money Market Account (00-81194-7)	99,008.14
<b>Total Checking/Savings</b>	141,429.22
<b>Total Current Assets</b>	141,429.22
<b>Fixed Assets</b>	
1501 · Assessed Value of Land	2,147,000.00
1502 · Assessed Value of Buildings	1,202,460.00
<b>Total Fixed Assets</b>	3,349,460.00
<b>Other Assets</b>	
1310 · Endowment Fund Investments	767,183.39
1320 · Memorial Walks Fd Investments	39,581.05
1330 · Windmill Fund Investments	55,151.00
1340 · Building Fund	460,445.65
<b>Total Other Assets</b>	1,322,361.09
<b>TOTAL ASSETS</b>	<b>4,813,250.31</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2060 · Due to Endowment Fund	1,025.00
2080 · Due to Building Fund	7,554.00
<b>2100 · Short Term Liabilities</b>	
2101 · Grocery Scrip	150.00
2104-A · Intergenerational - RE (Intergenerational events inc...	-548.26
2104-B · Church Function (not RE)	624.72
2170 · Special Collections	740.00
<b>Total 2100 · Short Term Liabilities</b>	966.46
2191 · Deposits/Refunds	-225.00
<b>2200 · Payroll Liabilities</b>	
2210 · Health Plan Withholdings	
Director of Music	-0.02
Director of Religious Education	0.01
<b>Total 2210 · Health Plan Withholdings</b>	-0.01
2215 · Dental Insurance	0.01
<b>2220 · Payroll Tax Withholdings</b>	
DC w/h	-18.13
Federal w/h	-42.00
<b>Total 2220 · Payroll Tax Withholdings</b>	-60.13
2246 · MVUC Health Plan Contributions	
Music Director Health	-0.01
<b>Total 2246 · MVUC Health Plan Contributions</b>	-0.01
<b>Total 2200 · Payroll Liabilities</b>	-60.14
<b>Total Other Current Liabilities</b>	9,260.32
<b>Total Current Liabilities</b>	9,260.32
<b>Long Term Liabilities</b>	
2500 · DESIGNATED FUNDS	
2501 · YRUU	1,927.06

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**MT VERNON UNITARIAN CHURCH**  
**Balance Sheet**  
**As of November 30, 2011**

	<u>Nov 30, 11</u>
2504 · Music Fund	
25042 · Music Fund - Gifts & Memorials	15.94
25045 · Piano Fund (Piano restoration Fund)	-899.75
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Total 2504 · Music Fund	-883.81
2505 · Partner Church	
General	2,681.04
Scholarships	8,000.00
2505 · Partner Church - Other	1,500.00
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Total 2505 · Partner Church	12,181.04
2508 · Social Justice	613.33
2509 · RE Special Projects	122.32
2510 · Boston Trip	1,075.72
2511 · SBA Reserves	24,527.33
2513 · Playground	4,642.29
2514 · Social Justice Disaster Relief	293.46
2515 · Special trips	-724.56
2516 · Chapel Aesthetics	888.27
2518 · Green Sanctuary	
25185 · Ethical Eating Cookbook	-2,254.50
2518 · Green Sanctuary - Other	1,798.18
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Total 2518 · Green Sanctuary	-456.32
2520 · Property Major Maint (PMM)	90,870.30
2530 · Sabbatic Reserve	11,706.44
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Total 2500 · DESIGNATED FUNDS	146,782.87
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Total Long Term Liabilities	146,782.87
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Total Liabilities	156,043.19
Equity	
3001 · OPERATING FUND BALANCE	32,375.78
3200 · OTHER FUNDS BALANCES	1,322,361.09
3300 · FIXED ASSETS (Assessed value of land and buildings)	3,349,460.00
3900 · Retained Earnings	18.13
Net Income	-47,007.88
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Total Equity	4,657,207.12
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>4,813,250.31</u></u></b>