

Meeting Minutes
Board of Trustees of Mount Vernon Unitarian Church
8 February 2011

Board members present:

Joan Darrah, Board Chair
Becky Brandt, Board Vice-Chair
Lisa Gillispie, Board Secretary
Tamara de la Camp, Program Council Convener
Keith Brophy
Al Robbert

Board members absent:

Peg Bartel
Bill Alsmeyer-Johnson
Ian Anderson, Youth Representative

Others present:

Reverend Kate Walker, Minister
Meagan Henry, Director of Lifespan
Spiritual Growth
Beth Summanen, YRUU Coordinator
Ben Roberts

The meeting was called to order at 7:03 p.m.

1. Rev. Kate Walker shared a reading on the theme of prayer.
2. Al Robbert presented the financial report:
The first draft of the 2011- 2012 budget was shared. This budget is calculated with the assumption that there will not be a large increase in pledges and an adjustment for no longer having a ministerial intern. The finance committee is working with Nina Tisara to determine an accurate estimate for expected rental income. It was noted that the 2011-2012 budget does not include compensation for the YRUU coordinator.
3. Joan shared the report of the Susan B. Anthony fund recommended disbursements. The board unanimously voted to accept the recommendations.

Items discussed and/or reported included:

- Gold Donation Proposal: Joan reported on a proposal by member, Terry Bradley, to collect and sell gold donated by church congregants. The proceeds would go to the operating budget and those who donate would be able to claim the donation on their taxes. The proposal was unanimously approved by the Board.
- Spring Stewardship Campaign Update: Becky Brandt reported that the committee has developed a series of letters to be mailed to members and friends based on their response to the recent revisit campaign. The committee will address, sign and as appropriate, add personal notes, and then distribute the letters on February 26. Jane Nelson has agreed to serve as co-chair for the Spring 2011 campaign and as the chair in 2012. The Spring campaign kickoff will be held on Sunday, March 6.
- Sustainable Energy Project update: The project is progressing on schedule. Ken Pilkenton is coordinating work around the Preschool's schedule. The work should be completed at the end of March.
- Contribution of Record Proposal: The membership development committee has proposed a change to the bylaws which would replace the words, "supporting the church financially"

with “making an annual financial contribution of record to the operating fund.” This would make it much easier for membership to determine our actual membership number which is reported each year to UUA and JPD. The Board unanimously approved bringing the bylaw change to the Annual Meeting for congregational approval. Rev. Walker suggested that meetings should be held to educate the congregation about the reasoning for the change in language and that the Communications Committee should be tasked with informing the members.

- Church Administrator search update: The search committee reviewed many resumes and ultimately selected three candidates for interviewing. The committee unanimously selected Carol Tyrance Graves as the most qualified to fill the position of Church Administrator. They noted that she has the experience and expertise to succeed in this position. The Board voted unanimously to accept this candidate for the position.
- Letter of Agreement Renewal for Rev. Kate Walker: The Board voted unanimously to approve an updated letter of agreement for Rev. Walker.
- Nominating Committee Update: The Committee met Sunday, February 6 to review potential candidates for open positions.
- General Assembly 2011: MVUC is authorized to send 7 delegates to GA. The Susan B. Anthony Fund committee agreed to fund the early registration fee for delegates. Lisa Gillispie is collecting names of potential delegates. At the March BOT meeting, the Board will select the 7 delegates.
- Upcoming Events: Joan asked for board members to participate in upcoming Meet and Greet lunches which are held on the first Sunday of the month following the second service. The MVUC Annual Meeting will be held Sunday, May 15. There is a drumming event in the Chapel until 3:00 p.m., so Joan requested the help of board members to set up the Chapel for the Annual Meeting.

The Board went into Executive Session to discuss a matter related to a church member at 8:05 p.m. The Board left Executive Session at 8:25 p.m. The Board voted to send a letter to George Ball restricting his access to adult activities and requiring that he be escorted when he is on the Church property

The meeting was closed by the recitation of the MVUC covenant and was adjourned at 8:30 p.m.

The next regularly scheduled Board meeting will be on March 8, 2011 at 7:00 p.m.

Respectfully submitted,
Lisa Gillispie

Susan B. Anthony Committee recommendations - February 2, 2011

The committee members were - Al Erickson- Finance; Alvin Macomber and Ron Brandt - Property; Meagan Henry - Religious Education; Dotty Ann McClelland, Wendy Burns, and Joan Wamsley - Every Thursday. Kate Walker attended as a non-voting member. Leah and Karen were present.

The committee recommends that the Board approve the following expenditures:

\$1170 to purchase 60 new teal hymnals, plus additional large prints and two sets of Braille.

\$600 for a heavy duty padded piano cover.

\$500 towards the purchase of a new sound mixing board. The plan is to try to sell the old one.

\$1440 to purchase six 6-8 foot tall Kwanzan Cherry trees for the lower walled garden. Price includes planting.

\$275 to purchase a new sturdy 110 cup coffee pot.

\$200 to purchase 2 Ottlite lamps for the quilters to use in the Matisse room.

\$1600 to install an outlet in the Circle Garden (next to well) in Front of Hollin Hall.

\$2000 to augment other funds so the director of Lifespan Spiritual Growth can join the UU Pilgrimage to Romania this summer so she can discuss with our Partner Church minister how she might work with the village during her sabbatical.

\$2000 for playground improvements - shade trees, additional swing, picnic table and benches.

\$325 for a lounge chair and footstool for second floor of Hollin Hall library.

\$440.56 for framing Hollin Hall painting - original of design used on decorator's show house brochure.

\$2205 to cover early registration costs for 7 elected delegates to General Assembly. (This should be funded annually from the operating budget.)

\$300 for quilters to make a new, lighter weight church banner and carrying pole.

\$50 for 2 new table cloths for coffee hour.

\$500 to go to the Katie Tyson Memorial Fund.

In addition, two projects are recommended but additional details are needed:

\$1000 to refurbish 4 cast iron benches (currently in the Turkey Shed). Alvin Macomber will research this and submit a firm proposal.

\$4000 for a shade garden for along-side the office wing of the Meeting House. Details need to be coordinated with the property committee.

A request for \$640 for smoke detectors for Hollin Hall should be paid for with PMM money.

A request for \$300 for Red Cross training and certification should be funded from the operating budget.

A request for up to \$2000 for computer purchases, maintenance equipment and supplies should be an operating budget expense.

A request for \$400 to replace the broken coat rack in Hollin Hall should be an operating budget expense.

Rev. Walker will consider how to handle a request to send New Year's greeting cards next December to members without burdening the staff or volunteers at this busy season.

Joan Wamsley 703-451-3027 lipiczky@gmail.com

10:34 PM
 02/01/11
 Cash Basis

MT VERNON UNITARIAN CHURCH
Balance Sheet
 As of January 31, 2011

	Jan 31, 11
ASSETS	
Current Assets	
Checking/Savings	
1000 · BHBT - Checking Account (00-81270-6)	26,315.64
1998 · CD B&H #11834544	102,352.98
1999 · BHBT - Money Market Account (00-81194-7)	60,409.85
Total Checking/Savings	189,078.47
Other Current Assets	
1350 · Due from IRS	3.51
Total Other Current Assets	3.51
Total Current Assets	189,081.98
Fixed Assets	
1501 · Land	1,220,900.00
1502 · Buildings	1,717,000.00
Total Fixed Assets	2,937,900.00
Other Assets	
1310 · Endowment Fund Investments	784,114.37
1320 · Memorial Walks Fd Investments	46,237.00
1330 · Windmill Fund Investments	57,769.00
1340 · Building Fund	445,704.67
Total Other Assets	1,333,825.04
TOTAL ASSETS	4,460,807.02
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2010 · Citibusiness MC	-514.96
Total Credit Cards	-514.96
Other Current Liabilities	
2100 · Short Term Liabilities	
2101 · Grocery Scrip	963.44
2103 · Coffee (Coffee)	-63.75
2104 · Intergenerational (Intergenerational events income an...	16.36
2111 · RE Course fees (Payments and receipts for books & ...	-173.92
2150 · Other Liabilities	75.00
2170 · Special Collections	10.00
2100 · Short Term Liabilities - Other	724.00
Total 2100 · Short Term Liabilities	1,551.13
2191 · Deposits/Refunds	-225.00
2200 · Payroll Liabilities	
2202 · Due to/from Employee	-112.58
2210 · Health Plan Withholdings	
Church Administrator	48.81
Director of Music	-34.48
Director of Religious Education	78.67
Parish Minister	98.65
Total 2210 · Health Plan Withholdings	191.65
2211 · Minister Life & Disability	112.69
2215 · Other Group Insurance	112.75
2220 · Payroll Tax Withholdings	
DC w/h	240.21
Federal w/h	3,862.42
Medicare w/h	-533.38
Social Security w/h	-2,432.40
VA w/h	1,109.50
Total 2220 · Payroll Tax Withholdings	2,246.35

10:34 PM
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MT VERNON UNITARIAN CHURCH
Balance Sheet
 As of January 31, 2011

	Jan 31, 11
2230 · MVUC Payroll Taxes	
Employer Medicare	-533.38
Employer Social Security	-2,284.38
2230 · MVUC Payroll Taxes - Other	-463.73
	-3,281.49
Total 2230 · MVUC Payroll Taxes	
2240 · Employee Pension Contributions	
Minister's Pension Contribution	3,058.20
Office Mgr Pension Contribution	550.00
	3,608.20
Total 2240 · Employee Pension Contributions	
2245 · MVUC Pension Contributions	4,468.28
2246 · MVUC Health Plan Contributions	
Adminstr. health plan	194.98
DRE Health	487.25
Minister's health	-0.01
Music Director Health	-92.97
	589.25
Total 2246 · MVUC Health Plan Contributions	
Total 2200 · Payroll Liabilities	7,935.10
Total Other Current Liabilities	9,261.23
Total Current Liabilities	8,746.27
Long Term Liabilities	
2500 · DESIGNATED FUNDS	
2501 · YRUU	1,852.06
2504 · Music Fund	
25042 · Music Fund - Gifts & Memorials	69.94
25045 · Piano Fund (Piano restoration Fund)	1,004.00
	1,073.94
Total 2504 · Music Fund	
2505 · Partner Church	
General	101.68
Scholarships	5,830.86
	5,932.54
Total 2505 · Partner Church	
2508 · Social Justice	1,146.96
2509 · RE Special Projects	4,112.32
2510 · Boston Trip	350.43
2511 · SBA Reserves	1,948.10
2513 · Playground	3,472.02
2514 · Social Justice Disaster Relief	293.46
2516 · Chapel Aesthetics	888.27
2518 · Green Sanctuary	277.92
2520 · Property Major Maint (PMM)	105,420.55
	126,768.57
Total 2500 · DESIGNATED FUNDS	
Total Long Term Liabilities	126,768.57
Total Liabilities	135,514.84
Equity	
3001 · OPERATING FUND BALANCE	2,989,783.29
3200 · OTHER FUNDS BALANCES	1,333,076.04
3900 · Retained Earnings	-13,735.55
Net Income	16,168.40
	4,325,292.18
Total Equity	
TOTAL LIABILITIES & EQUITY	4,460,807.02