

Meeting Minutes
Board of Trustees of Mount Vernon Unitarian Church
11 January 2011

Board members present:

Joan Darrah, Board Chair
Becky Brandt, Board Vice-Chair
Lisa Gillispie, Board Secretary
Bill Alsmeyer-Johnson
Tamara de la Camp, Program Council Convener
Reverend Kate Walker, Minister
Keith Brophy
Peg Bartel
Al Robbert
Ian Anderson, Youth Representative

Board members absent:

Dan Cohen

Others present:

Kären Rasmussen, Intern Minister
Lauck Walton, Chair Finance Committee
Al Erickson, Treasurer

The meeting was called to order at 7:00 p.m. via conference call.

1. Rev. Kate Walker shared a reading on the theme of commitment from the Book of James.

- 2. Board Action**

The Board unanimously approved to change the role of updating Church policies from the Board Secretary to the Church Administrator.

The Board unanimously approved changes to language in the Employee Handbook regarding performance appraisals. The changes were required due to previous approved revisions to the charter of the Personnel Advisory Committee which took them out of the employee appraisal process and the assumption of supervisory responsibilities by the Minister..

The Board unanimously approved an expenditure of up to \$750 for the Administrator Search Committee advertising expenses.

3. Lauck Walton presented the financial report:

The current financial plan is in good shape. Based on the successful revisit campaign, and anticipating a new hire of an administrator in the March timeframe, MVUC will end the year with a balanced budget. Some small adjustments have been made to the budget to reflect true costs. Lauck also noted several long term items that are not accounted for in the current budget. The budget was approved as amended.

Items discussed and/or reported included:

- Spring Stewardship Update: Becky Brandt reported that Jane Nelson has agreed to co-chair the Spring Stewardship campaign and to serve as the chair for the 2012 spring campaign.

- Building renovation update: Al Robbert plans to convene a series of meetings to gather congregational perspective on the issue of the building renovation plan. Jeanne Gayler has received three proposals for the new stage project.
- Sustainable Energy Project update: New shingles have been installed on the south chapel roof and County permits for the installation of solar panels have been received. Trenching for the geothermal equipment is progressing. Joan has informed the Mason Hill neighborhood about the construction work, and is working closely with the Ft. Hunt Preschool. The work is progressing on schedule and will finish by the end of March.
- Church Administrator search update: Resumes are being received for the position and the target is to have a new person in place by March. Ron Brandt and Birgit Robbert have been assuming the responsibilities in an interim capacity. The Board approved up to \$750 for the Search Committee for advertising purposes.
- Annual Meeting: The annual meeting is scheduled for May 15. The Program Council will have responsibility for volunteer recognition awards.
- Nominating Committee: The Committee is calling Board members to solicit their recommendations for potential nominees for various open positions. Ken Pilkenton attended YRUU on Sunday to speak with the youth group about its representative to the Board.
- New Board Retreat: The retreat is scheduled for June 10 and 11 at Wolf Run. The June Board meeting is moved to June 7 so that it occurs before the retreat.

The meeting was closed by the recitation of the MVUC covenant and was adjourned at 8:11 p.m.

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

Respectfully submitted,
Lisa Gillispie

9:18 PM
01/03/11
Cash Basis

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

	Dec 31, 10
ASSETS	
Current Assets	
Checking/Savings	
1000 · BHBT - Checking Account (00-81270-6)	37,666.28
1998 · CD B&H #11834544	102,352.98
1999 · BHBT - Money Market Account (00-81194-7)	60,386.77
Total Checking/Savings	200,406.03
Other Current Assets	
1350 · Due from IRS	3.51
Total Other Current Assets	3.51
Total Current Assets	200,409.54
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	766,694.60
1320 · Memorial Walks Fd Investments	45,850.00
1330 · Windmill Fund Investments	57,151.00
1340 · Building Fund	442,196.50
Total Other Assets	1,311,892.10
TOTAL ASSETS	4,450,201.64
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2010 · Citibusiness MC	-185.31
Total Credit Cards	-185.31
Other Current Liabilities	
2100 · Short Term Liabilities	
2101 · Grocery Scrip	1,397.57
2104 · Intergenerational (Intergenerational events income an...	812.02
2111 · RE Course fees (Payments and receipts for books & ...	-383.92
2150 · Other Liabilities	75.00
2100 · Short Term Liabilities - Other	724.00
Total 2100 · Short Term Liabilities	2,624.67
2191 · Deposits/Refunds	-525.00
2200 · Payroll Liabilities	
2202 · Due to/from Employee	-112.58
2210 · Health Plan Withholdings	
Church Administrator	16.60
Director of Music	-127.45
Director of Religious Education	78.67
Parish Minister	98.64
Total 2210 · Health Plan Withholdings	66.46
2211 · Minister Life & Disability	112.68
2215 · Other Group Insurance	112.74
2220 · Payroll Tax Withholdings	
DC w/h	16.79
Federal w/h	2,684.42
Medicare w/h	-627.85
Social Security w/h	-2,688.41
VA w/h	134.50
Total 2220 · Payroll Tax Withholdings	-480.55

9:18 PM
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 Cash Basis

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

	Dec 31, 10
2230 · MVUC Payroll Taxes	
Employer Medicare	-627.85
Employer Social Security	-2,688.38
2230 · MVUC Payroll Taxes - Other	-442.66
	-3,758.89
Total 2230 · MVUC Payroll Taxes	
2240 · Employee Pension Contributions	
Minister's Pension Contribution	1,530.48
Office Mgr Pension Contribution	400.00
	1,930.48
Total 2240 · Employee Pension Contributions	
2245 · MVUC Pension Contributions	2,864.89
2246 · MVUC Health Plan Contributions	
Adminstr. health plan	66.16
DRE Health	487.25
Minister's health	-0.01
	553.40
Total 2246 · MVUC Health Plan Contributions	
	1,288.63
Total 2200 · Payroll Liabilities	
Total Other Current Liabilities	3,388.30
	3,202.99
Total Current Liabilities	
Long Term Liabilities	
2500 · DESIGNATED FUNDS	
2501 · YRUU	1,852.06
2504 · Music Fund - Gifts & Memorials	1,248.17
2505 · Partner Church	
General	-600.32
Scholarships	5,045.86
2505 · Partner Church - Other	1,787.00
	6,232.54
Total 2505 · Partner Church	
2508 · Social Justice	1,325.96
2509 · RE Special Projects	4,112.32
2510 · Boston Trip	350.43
2511 · SBA Reserves	1,908.10
2513 · Playground	3,457.02
2514 · Social Justice Disaster Relief	293.46
2516 · Chapel Aesthetics	888.27
2518 · Green Sanctuary	706.37
2520 · Property Major Maint (PMM)	114,740.55
	137,115.25
Total 2500 · DESIGNATED FUNDS	
Total Long Term Liabilities	137,115.25
	140,318.24
Total Liabilities	
Equity	
3001 · OPERATING FUND BALANCE	2,989,783.29
3200 · OTHER FUNDS BALANCES	1,308,643.10
3900 · Retained Earnings	-13,735.55
Net Income	25,192.56
	4,309,883.40
Total Equity	
	4,450,201.64
TOTAL LIABILITIES & EQUITY	4,450,201.64

MOUNT VERNON UNITARIAN CHURCH
Building Fund as of November 30, 2010

INCOME:

Balance brought forward	1,065,143.78
Contributions received in November	
Interest from B & H	34.65
Interest from McLaughlin	554.43
Total received for Building Fund (includes interest)	<u>589.08</u>
TOTAL	<u>1,065,732.86</u>

EXPENSES:

Parking Spaces	15,059.00
Pay off line of credit for Hollin Hall renovations	265,000.00
Campaign	16,845.36
Consultant	19,510.00
Architect, Engineers & Contractors	280,160.27
Permits, fees	14,772.00
Stained Glass Window	4,758.83
Miscellaneous	980.90
Washington Ethical Society (Rutiser refund)	6,450.00
TOTAL	<u>623,536.36</u>

NET Funds on Hand for Building **\$442,196.50**

Where the Funds Are:

Funds at McLaughlin Inv (Includes Income @0.05%)	248,575.30
Cash in B&H (earns 1.46%)	91,268.22
CD at B&H # 11834536 (earns 2.31%)	<u>102,352.98</u>
TOTAL	<u>\$442,196.50</u>