

Meeting Minutes
Board of Trustees of Mount Vernon Unitarian Church
12 July 2011

Board members present:

Becky Brandt, Board Chair
Eric Pourchot, Board Vice-Chair
Lisa Gillispie, Secretary
Al Robbert
Keith Brophy
Polly Papp
Dick Youngflesh
Peg Bartel
Ben Roberts, Youth Representative

Board members absent:

Dan Cohen

Others present:

Al Erickson, Treasurer
Carol Graves, Church Administrator
Doug MacCleery
Birgit Robbert
Rob Dickinson

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

Rob Dickinson, Endowment Committee Chair reported on the functions of the Endowment Committee. The current funds are slightly over \$800,000 with the goal of reaching \$1,000,000 so that income from the fund can be utilized. The committee is concentrating on publicizing the fund for donations and bequests from church members. The board voted unanimously to add Joan Darrah as a new Endowment Committee member.

Al Robbert presented the financial report. The year ended with a surplus of \$33,000, although all expenses may not yet be counted. The board will discuss and vote next month on the disposition of the surplus. It is recommended to divide the surplus between funds for Rev. Walker's sabbatical and the Property Major Maintenance (PMM) fund.

Items discussed and/or reported included:

- Commons Renovation Research Plan: Doug MacCleery reported on the progress of the Commons Renovation Research Committee. It is anticipated that the actual construction would have a potential start date of January 2013, because of permitting requirements and wedding and holiday activity. The permit process is less complex due to the square footage of the addition is less than 1000 square feet. Notification to all abutting neighbors is required. The board unanimously approved \$3000 from the Building fund be allocated for planning and research activities, such as developing

detailed drawings of the proposed addition to share with the congregation and for the proposed timetable.

- Sustainable Energy Project Update: Carol Graves reported that two of the units are functioning in the Chapel. The remainder should be installed and fully functional by the end of the week. Ken Pilkenton has configured the thermostats for proper temperatures for day and night. The payment plan will be determined in August once all the work is completed.
- Trending Data Report: Carol Graves shared a report which details attendance, pledge units and membership numbers for several years. We are currently at 236 pledge units (most since 2005) with 347 members (highest since 2008). Becky reported that Diane Brown is submitting a grant proposal to the JPD Chalice Lighters for a part time membership development coordinator for one year.
- Ingathering Picnic: The picnic will be held on Sunday, September 11 at 5:00 p.m. The board members are responsible for coordinating all aspects.
- Treasurer Position: Al Erickson has decided to end his role as Treasurer this year. The board needs to identify a replacement, and have that person work with Al during the remainder of the year. Al recommends a term of not less than three years. Al Robbert, Carol Graves and Ron Brandt will write a job description for the Treasurer position.

The meeting was closed at 8:15 p.m. by the recitation of the MVUC covenant.

Respectfully submitted,
Lisa Gillispie

8:34 PM
 07/03/11
 Cash Basis

MT VERNON UNITARIAN CHURCH
Balance Sheet
 As of June 30, 2011

	Jun 30, 11
ASSETS	
Current Assets	
Checking/Savings	
1000 · BHBT - Checking Account (00-81270-6)	30,072.78
1999 · BHBT - Money Market Account (00-81194-7)	163,620.54
Total Checking/Savings	193,693.32
Total Current Assets	193,693.32
Fixed Assets	
1501 · Assessed Value of Land	2,147,000.00
1502 · Assessed Value of Buildings	1,202,460.00
Total Fixed Assets	3,349,460.00
Other Assets	
1310 · Endowment Fund Investments	809,744.15
1320 · Memorial Walks Fd Investments	32,564.00
1330 · Windmill Fund Investments	60,059.00
1340 · Building Fund	460,158.00
Total Other Assets	1,362,525.15
TOTAL ASSETS	4,905,678.47
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2080 · Due to Building Fund	16.00
2090 · Due to Green House	20.00
2191 · Deposits/Refunds	1,575.00
2200 · Payroll Liabilities	
2202 · Due to/from Employee	-252.42
2210 · Health Plan Withholdings	
Director of Music	116.72
Director of Religious Education	261.15
Parish Minister	90.85
Total 2210 · Health Plan Withholdings	468.72
2211 · Minister Life & Disability	112.73
2215 · Other Group Insurance	112.74
2220 · Payroll Tax Withholdings	
Federal w/h	2,899.42
Medicare w/h	-648.19
Social Security w/h	-2,775.37
Total 2220 · Payroll Tax Withholdings	-524.14
2230 · MVUC Payroll Taxes	
Employer Medicare	-614.15
Employer Social Security	-2,629.76
2230 · MVUC Payroll Taxes - Other	-224.11
Total 2230 · MVUC Payroll Taxes	-3,468.02
2240 · Employee Pension Contributions	
Office Mgr Pension Contribution	500.00
Total 2240 · Employee Pension Contributions	500.00
2245 · MVUC Pension Contributions	1,919.91

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MT VERNON UNITARIAN CHURCH
Balance Sheet
 As of June 30, 2011

	Jun 30, 11
2246 · MVUC Health Plan Contributions	
DRE Health	395.14
Music Director Health	-191.17
Total 2246 · MVUC Health Plan Contributions	203.97
Total 2200 · Payroll Liabilities	-926.51
Total Other Current Liabilities	684.49
Total Current Liabilities	684.49
Long Term Liabilities	
2500 · DESIGNATED FUNDS	
2501 · YRUU	1,927.06
2504 · Music Fund	
25042 · Music Fund - Gifts & Memorials	-75.06
25045 · Piano Fund (Piano restoration Fund)	3,414.00
Total 2504 · Music Fund	3,338.94
2505 · Partner Church	
General	1,038.54
Total 2505 · Partner Church	1,038.54
2508 · Social Justice	1,206.52
2509 · RE Special Projects	92.32
2510 · Boston Trip	1,075.72
2511 · SBA Reserves	9,242.93
2513 · Playground	4,284.45
2514 · Social Justice Disaster Relief	293.46
2515 · Special trips	5,047.00
2516 · Chapel Aesthetics	888.27
2518 · Green Sanctuary	350.37
2519 · Plantings and Landscaping (Account for special landsc...	760.00
2520 · Property Major Maint (PMM)	91,671.55
Total 2500 · DESIGNATED FUNDS	121,217.13
Total Long Term Liabilities	121,217.13
Total Liabilities	121,901.62
Equity	
3001 · OPERATING FUND BALANCE	2,989,783.29
3200 · OTHER FUNDS BALANCES	1,772,780.13
3900 · Retained Earnings	-11,942.56
Net Income	33,155.99
Total Equity	4,783,776.85
TOTAL LIABILITIES & EQUITY	4,905,678.47

MOUNT VERNON UNITARIAN CHURCH
Building Fund as of May 31, 2011

INCOME:

Received to date previous month	1,072,287.63
Received this month	
Contributions	13,020.00
Interest (B & H)	90.93
Interest (CD matured)	615.26
Change in account value (McLaughlin)	2.15
Total received this month	<u>13,728.34</u>

TOTAL INCOME **1,086,015.97**

EXPENSES:

Expenses to date previous month	
Parking Spaces	15,059.00
Pay off line of credit for Hollin Hall renovations	265,000.00
Capital 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
Washington Ethical Society (Rutiser refund)	<u>6,450.00</u>

Expenses this month 0.00

TOTAL EXPENSES **626,036.36**

NET Funds on Hand **\$459,979.61**

Where the Funds Are:

McLaughlin Investments	245,555.73
Cash in B&H (earns 1.46%)	214,423.88

TOTAL **\$459,979.61**