

BOARD OF FINANCE AND ADMINISTRATION

Meeting Agenda

Wednesday, April 18, 2018

Attendance:

Yes	No		Yes	No	
■		Annette Abel, <i>Staff Liaison</i>		■	Paula Northwood, <i>Staff Liaison</i>
	■	Todd Aldrich (2019)	■		Gary O'Brien (2019)
■		Jen Glaeser (2020), <i>Secretary</i>		■	Eric Olsen (2018), <i>Chair</i>
	■	Jill Hennesen (2020)	■		John Schenk (2019)
■		Ray Martin, <i>Deputy Treasurer</i>	■		Jason Schuller (2018)
■		Rick Neville (2018)	■		Melinda Wellvang (2020)

GUESTS: Jim Van Iwaarden, Treasurer and Deacon; Claire Colliander, Treasurer-elect and Deacon-elect

Actions Taken:

Item 1. Minutes from the 3/21/18 meeting electronically approved.

Item 2. Financial Statements: Board accepted the financial statements as submitted and reviewed.

Item 3. Fiscal Year 2019 Budget: Board recommended the budget and investment withdrawal as proposed to the deacons for their review and approval.

Opening Thought

Jason Schuller acting as chair in absence of Eric Olsen opened the meeting at 5:08 pm.

John Schenk bearer of treats and good eats also provided the opening thought, a poem by Bill Hicok.

Minutes Procedure

Minute-taker submits draft to group within 10 days of meeting; members have 7 days to submit revisions (no response is treated as approval).

If any revisions, minute-taker forwards revised draft to group within 3 days for electronic approval; members have 2 days to respond (no response is treated as approval).

Minute-taker submits approved minutes in Microsoft Word format to the Ministry Assistant for Programs (Doug Freeman, dougf@plymouth.org) upon approval.

BY THEIR WORKS

Who cleaned up the Last Supper?
These would be my people.
Maybe hung over, wanting
desperately a better job,
standing with rags
in hand as the window
beckons with hills
of yellow grass. In Da Vinci,
the blue robed apostle
gesturing at Christ
is saying, give Him the check.

What a mess they've made
of their faith. My God
would put a busboy
on earth to roam
among the waiters
and remind them to share
their tips.

The woman
who finished one
half eaten olive
and scooped the rest
into her pockets,
walked her tiny pride home
to children who looked
at her smile and saw
the salvation of a meal.
All that week
at work she ignored
customers who talked
of Rome and silk
and crucifixions,
though she couldn't stop
thinking of this man
who said thank you
each time she filled
His glass.

Mr. Schuller thanked Mr. Schenk for the snacks and poem.

Electronic Approval of March 21, 2018 Meeting Minutes

Mr. Schuller noted that the board had approved the last set of meeting minutes via email as per procedure.

Financial Report

Ray Martin reviewed the financial statements through March. Trends continued in the area of revenue, slightly higher than budget, and expenses, well under budget, mostly reflected in the Major Improvements line item. He noted that the Statement of Operations reflected a change in the positive cashflow to negative cashflow, which will continue through to the end of the fiscal year but added that positionally this was still better than planned. He highlighted the break out of the Utilities expense from the Building expense to allow the board to track more closely the higher than budget trend that is occurring.

Motion was made to approve and accept the March financial statements as submitted. The motion was seconded and carried with no further discussion.

Fiscal Year 2019 Budget Guidelines

In advance of the meeting, Mr. Martin submitted final revisions for the FY 2019 budget recommendations.

Mr. Martin reviewed the budget details from the materials, noting the changes from prior versions.

Revenue – slight reduction in Total Operating Income assumptions from last review, forecasting that revenue will be flat in FY2019, with pledge income booked as 95% of FY2018 (or \$1.51M).

Expenses – moderate increase in Utilities forecast (+\$15K) based on additional analysis by Mr. Martin and Ms. Abel; maintained projected \$50K for interim / transition staff.

Net Cash Flow from Operations – budget total equals negative \$258K

Plus, proposed, capitalizable Building Improvements of \$160K projects a **cash need from Commingled Fund of \$418.7K.**

Ms. Abel reviewed the building project list that had been developed in cooperation with staff and Building and Grounds committee, outlining a projected schedule for the remaining FY18 and through FY2020.

In concluding the FY19 budget review, Mr. Martin summarized the cash needs and their funding sources as follows:

Transition Minister (Foundations for the Future, Remaining Capital Campaign funds)	\$50K	1.0%
Building Needs (Legacy Fund)	\$200K	3.7%
Operating Needs (Legacy Fund)	\$168.7K	3.1%
Total	\$418.7K	7.8%

Discussion continued on the budget details and clarifications of the draw percentages as shown and reviewed.

The following motion was submitted:

The Board of Finance and Administration joins the Acting Senior Minister in recommending to the Deacons:

- (i) **The fiscal year 2019 annual budget as presented to the board at its April 18, 2018 meeting, and**
- (ii) **The budgeted withdrawal of 6.8% from the legacy fund for building and operating needs in addition to an anticipated 1% draw for the transition minister from the remaining Capital Campaign funds. The calculated percentages are based on the 36-month rolling average of the church's commingled investment fund in support of that annual budget.**
- (iii) **The board advises the Deacons that such a high investment fund withdrawal, though necessary for the fiscal year 2019 annual budget under the church's current circumstances, is not sustainable in the long term.**

The motion was seconded, approved, and carried with no further discussion.

Mr. Martin noted that the Deacons meet on May 1st at 6:30pm to review and approve the budget. Mr. Martin and Ms. Abel will be in attendance. Mr. Van Iwaarden encouraged members to attend if interested and that it is an open meeting.

Mr. Martin will host congregational information sessions starting Sunday May 6th after the 10:30am service.

Stewardship Committee Report

Mr. Schenk provided an update on the pledge campaign:

- Pledge totals as of 4/18 – 1.55M not including 72K from the matching fund, totaling 1.622M, inching closer to the target of 1.65M
- May 20 is the all church birthday party and youth Sunday. It's an event (on the heels of the Saturday night church dance party) that will bring many people together and may provide additional opportunity to reach people on this front.
- The committee is optimistic that they will close the remaining gap and reach the target.

Restricted and Designated Fund Policy Approval

Due to time, this discussion and decision was tabled. The board will address this in the May meeting.

Other Business

Melinda Wellvang noted again concerns in securing counters and that we would benefit from more bench strength. She will submit a note in the Flame and/or an appeal in the bulletin to inform members of this exciting opportunity to contribute their elementary math skills and a wee bit of time in service of the Plymouth community.

Next Meeting

May 16, 2018, 5:00 p.m.

- Treats to be provided by Eric Olsen and opening thought to be provided by Gary O'Brien.

The meeting adjourned at 7:00 pm.

*Respectfully submitted,
Jen Glaeser, secretary*