

BOARD OF FINANCE AND ADMINISTRATION

Minutes

Wednesday, November 14, 2018

ATTENDANCE:

Yes	No	
■		Annette Abel, <i>Business Administrator</i>
	■	Todd Aldrich (2019)
■		Jen Glaeser (2020), <i>Secretary</i>
■		Jill Hennesen (2020)
■		Mike McGettigan (2021)
■		Ray Martin, <i>Deputy Treasurer</i>

Yes	No	
■		Rick Neville (2021)
■		Paula Northwood, <i>Acting Senior Minister</i>
■		Gary O'Brien (2019)
■		Eric Olsen (2021), <i>Chair</i>
■		John Schenk (2019)
■		Melinda Wellvang (2020)

GUESTS: None

Actions Taken:

Item 1. Minutes from the 10/17/18 meeting electronically approved via email and confirmed as such in the meeting.

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

Item 3. Vocal Essence Lease Renewal: Board approved renewal of 3-year lease term for Vocal Essence.

Item 4. Part-time Outreach Manager: Board approved position for part-time Outreach Manager.

Opening Thought

Eric Olsen opened the meeting, thanking Rick Neville for the variety of vittles and opening thought.

Mr. Neville queried the group: Do you know the location of our closest national park? It is St. Croix National Scenic Riverway formed by the Namekagon and St. Croix Rivers. Craig Blacklock will be at Plymouth the Sunday after Thanksgiving to talk about his photography at 10 o'clock between the early and late services. The new project and resulting [book](#) celebrates the 50th anniversary of the Wild and Scenic Rivers Act, fiercely promoted by then US Senator Walter Mondale and Wisconsin Senator Gaylord Nelson.

Mr. Neville shared a paraphrased segment from the prologue of the book, noting his assumption that many of us likely seek and gain spiritual connection through nature.

“Looking down stream: When people develop an emotional (and spiritual) connection with a lake or a river – especially when they fervently want their descendants to have the same opportunity to relive those experiences – then we have a common basis from which to share a conversation about protecting what we love.

“But the conversation we share must now include the realization that simply drawing a ring around our most beautiful places or beloved species, and then we declare they are protected; that undermines the cornerstone of ecological teachings – that everything is connected.”

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, doug@plymouth.org) upon approval.

Mr. Olsen thanked Mr. Neville for sharing this with the group.

Electronic Approval of October 17, 2018 Meeting Minutes

Mr. Olsen noted that the board had approved the last meeting minutes via email. The members affirmed approval of the meeting minutes.

Financial Report

Ray Martin presented and reviewed summaries for the October financial statements.

Beginning with revenue, Mr. Martin indicated that since last month we've recovered in our receipt of pledge income, going so far as making the rare declaration that we're ahead on receipt of pledge income, by more than \$55K; with overall revenue being slightly above budget by \$75K. Expenses continue the trend of being below budget at more than \$45K. Income statement looks very good this month with the cash position being good.

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

Next month the board will review the budget process and timeline in preparation for 2019-2020 planning.

Vocal Essence Lease Renewal

Annette Abel updated the committee on recent activity by her, Reverend Northwood, Philip Brunelle, and Marianne Aufderheide to review and discuss renewal lease terms. The terms discussed outlined a 3-year lease with current rent for space to stay as is for year 1, and to increase 1% in each subsequent year (for years 2 and 3).

She recommended that the board approve to enter into the renewal of 3-year lease based on the terms described. Rev. Northwood supported the approval recommendation as did Mr. Olsen.

Motion was made and seconded to approve the lease renewal on terms as described. The motion carried with no further discussion.

Position recommendation for Part-time Outreach Manager

Mr. Olsen informed the group that Rev. Northwood submitted to the personnel committee a request for a part-time outreach manager to assist in alleviating her workload. The position has been outlined as roughly 10-15 hours a week focused on being the community liaison on behalf of Plymouth to the many committees and organizations that we are a part of (e.g., Downtown Committee to End Homelessness). This position will be funded from current budget. Rev. Northwood indicated that it would be a good opportunity for a seminary student.

Since assuming responsibilities for acting Senior Minister, Rev. Northwood has been juggling responsibility for two positions: Sr Minister and Outreach. It's too much for 1 person. The outreach position involves a lot of meetings with outside and community organizations, often comprised of lay personnel. Prior to Jeff Sartain taking over outreach, Plymouth had always had a lay person managing this function.

Question was raised as to whether this position may be filled by a church member: Personnel committee has determined that it will depend on the person and the situation as to whether that is a possibility. The hiring of the "right person" will be Rev. Northwood's decision to make.

Motion was made and seconded to approve the position request at an annual compensation not to exceed \$15K annually and average hours per week not to exceed 20 hours. The motion carried with no further discussion.

Building and Grounds Committee Report

Mike McGettigan reported that the buildings and ground committee met last night. Main discussion was around the solar panels project and the timing as it relates to anticipated roof repairs scheduled for 2021. The B&G committee has requested that the solar panel decision be coordinated through their committee and that the BoFA recognizes the advisement that the timing of the installation be coordinated with the roof projects; that we can go ahead with installation on smaller sections where we aren't expecting repairs.

Mr. Neville indicated that we can go ahead with installation on 8-9 of the panels on the education wing, and that is less than ½ of what we're eligible for. We've approved the project for 20kW and a spend of \$17K.

Mr. McGettigan thanked and acknowledged Ms. Abel for initiating and coordinating the conversation with the B&G committee.

Ms. Abel continued with additional updates: Committee is working on a draft document for updating the standards for acceptance of physical gifts (pianos, windows, etc.).

She also relayed the tale of the latest attempt at copper theft from our roof, which was thwarted by the recently installed Ring cameras and Ms. Abel's ability to channel the voice of God through the magic of the internet instructing the would-be thief to kindly remove themselves from the roof.

Ms. Abel informed the group of plans to transform the single stall restrooms to gender neutral restrooms. And also noted the recent discovery of water damage in the Plymouth Women's Organization and Ross rooms. There are some water leaks, likely from pipes, that have proven difficult to find and remedy.

Stewardship Committee Report

John Schenk provide the update on the stewardship and pledge campaign. Brief statistics of pledges received thus far:

- 321 pledges received totaling \$1.156M
- 145 pledges remained constant at \$473K
- 44 pledges decreased by \$-57K; 1 donor reduction resulted in the large decrease which had taken advantage of last year's matching; overall pledge reductions on average have been small amounts
- 106 pledges increased by \$65K
- 26 new pledges received totaling \$27K
- Overall increases and new pledges have off set the decreases
- Philip Brunelle fund currently at ~\$60K, with expectation to end between \$75-90K

Mr. Schenk noted that plans around the early pledge party had changed. And that in early January, instead, there will be an "over the top" party celebrating the results of the pledge campaign.

Saturday, December 1st, from 9-11 am, the Stewardship committee and BoFA members will be calling members who have not yet pledged.

Community Fund Working Group Report

Mr. Olsen noted that the CFW group had recently met. It is comprised of leadership from outreach and finance boards. The group has been discussing and thinking about all the ways that Plymouth gives and contributes to the community at large. This will be represented in an annual giving statement. The group is working on an initial concise, 1-page summary on the financial and in-kind contributions of the church over the last 4 years.

Members of the group are of like mind, recognizing that Plymouth is very generous in its giving and contributions to the community and that we have an opportunity to improve our communications around this.

Additionally, the investment committee is working on an annual report on the commingled investment fund: its purpose, governance, best practices, and performance. The investment committee should have a draft for review by January meeting.

Other Committees / New Business

On the topic of Committee Liaisons:

- We have a vacancy on Legacy Giving, chaired by John Bennett. This committee meets 2nd Tuesday from 4-5:30.
- Idea of liaisons is to make sure we're paying attention; doesn't mean that you'll go to each meeting, but you keep in touch with chair, read minutes, and liaison between BoFA and Legacy.
- Other ones, if you have an interest, they're always looking for help. Mr. Olsen noted that he is looking to shed a committee or two, noting that he is on personnel and investment committees.

Mr. Olsen reported on the activities of the last leadership council meeting. It was a joint meeting with the deacons, where they broke into small groups to discuss Plymouth church of the future and had conversations about the tapestry.

Next Meeting

The next BoFA meeting was scheduled for 12/19/19; Mr. Neville noted that the Stewardship committee had moved their meeting to the prior Wednesday, 12/12/18 and wondered whether the BoFA would consider altering the meeting date given the overlap in membership between BoFA and Stewardship committees. All agreed to meet instead on 12/12.

Wednesday, December 12th, 5:00 p.m.

Treats and an opening thought will be provided by Mike McGettigan.

Meeting was adjourned at 6:28pm.

*Respectfully submitted,
Jen Glaeser, secretary*