

BOARD OF FINANCE AND ADMINISTRATION

Minutes

Wednesday, January 16, 2019

ATTENDANCE:

Yes	No	
■		Annette Abel, <i>Business Administrator</i>
	■	Todd Aldrich (2019)
■		Claire Colliander, <i>Treasurer</i>
■		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 12/12/18 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.

Opening Thought

Eric Olsen opened the meeting, thanking Jen Glaeser for the treats. Ms. Glaeser, so focused on the physical sustenance, completely spaced responsibilities for the spiritual sustenance and passed on an opening thought. However, in these minutes she offers the following as a remembrance to Mary Oliver and her one wild and precious life.

From her poem, Sometimes, stanza 4.

Instructions for living a life:

Pay attention.

Be astonished.

Tell about it.

Electronic Approval of December 12, 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.

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.

Financial Report

Ray Martin presented and briefly reviewed the income statement for December.

Continuing the prior months trends, December revenues exceeded budget and expenses were below budget. Revenues were \$55.5K over budget, with significant congregational giving (open offering and non-pledge income) in excess of budget by \$41.5K. Expenses overall were running lower than budget at (\$104K) with the exception of utilities, which was just slightly above budget.

Balance sheet is on track with few changes to accounts.

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

As of January 17, the Christmas offering totaled \$47,849.

Fiscal 2020 Budget Preparations

Claire Colliander provided an update on the budget preparations process via an email shared with the board prior to the meeting. In summary, Paula Northwood and Annette Abel and their staff will take the lead in developing the detailed budget. Mr. Martin will be available to assist as needed. Rev. Northwood and Ms. Abel will provide the board high level assumptions for January 16th meeting and Ms. Colliander will present those same assumptions to the Deacons in their February meeting. The BoFA will see a preliminary budget in February, with revisions available in March.

Ms. Abel highlighted the following:

- Expecting potential revenue growth in parking spaces leases, theater rentals, and the daycare school.
 - In conversation with The Table church to allow them to use the theater as a regular meeting space.
 - The daycare school is running at full capacity, and we're in conversations with them about growth.
- Based on personnel committee recommendations budget will put forth 2% increase for staff salaries.
- Rev. Northwood is working with program leads to confirm their budgets.
- Noted that the food shelf is running a bit higher on expenses due to growth.
- There's an upcoming meeting with Brian Wheeler to discuss the \$200K for expected HVAC, roof repairs, tuckpointing, and parking lot repairs. Ms. Abel noted that they'll create a plan for the work, and it will be reflected in the budget.
- It was also noted that we should include ministerial search expenses in the budget this next year.

Ms. Abel confirmed that we will have a preliminary budget for review next meeting. Mr. Olsen commented that on the expense side thus far it appears to be business as usual. Mr. Abel confirmed this.

Rev. Northwood also recapped status on ministerial search and timing. She reiterated her intent to retire upon the hire of a new minister; ideally by 2020 annual meeting this person will have been found and announcement would take place at that time.

The search committee is being formed, this will likely take a month or two. Then they'll work on putting together a church profile and post the position in the summer. Expect the search to take a year. We'll focus on a leadership model similar to how we've been running recently with a Lead Minister.

8000 and 9000 Accounts Presentation

Ms. Colliander presented to the group a summary of Restricted Accounts report for the period of July to December 2018. She noted that Mr. Martin, Ms. Abel, and Rev. Northwood have been working on how to organize this information to explain and make sense of how these funds relate to operating statement, how many funds exists, and how much money they hold.

Ms. Colliander noted that our operating (income) statement is focused primarily on budget categories and doesn't reflect all the revenue and expense activity that flows through these 8000/9000 accounts, such as bequests, donor restricted contributions, associated expenses and interest income, and various program activities. Financial transaction activity is made directly to these asset accounts and doesn't appear on the operating statement. At audit

time this transaction activity is re-classified to adhere to GAAP accounting standards. This explains why the auditor’s statements don’t “match” the church’s financial statements.

As a point of explanation, it was noted that the 8000 accounts are designated temporary and unrestricted accounts. These are funds with a specific purpose, typically program activity, are anticipated to be spent in a “short” period of time, and don’t get moved to the investment account.

For the 9000 accounts, these are restricted, deacon or board designated, and are part of our co-mingled funds. Temporarily restricted indicates that these are funds intended to be spent for a specific purpose. Earnings from endowment are earnings from the permanently restricted funds. Permanently restricted is the permanent endowment’s corpus, or principal.

8000 Accounts – SUMMARY BALANCES		9000 Accounts - SUMMARY BALANCES	
Education	\$21,547	Deacon Designated	
Outreach	\$134,571	Legacy	\$4,427,430
Fine Arts	\$108,783	Memorial	\$29,464
Building Related	\$96,250	Other	\$63,413
Miscellaneous	\$18,244	TOTAL DEACON DESIGNATED	\$4,520,307
TOTAL PROGRAM	\$379,398	Temporarily Restricted + Earnings from Endowment	\$616,009
Benevolence	\$52,022	Permanently Restricted	\$1,304,504
TOTAL 8000 ACCOUNTS	\$421,420	TOTAL 9000 ACCOUNTS	\$6,440,820

Ms. Colliander asked the board what they’d like to see as part of regular reporting. It was advised that some of the activity could be moved to the operating statement, in the spirit of transparency and then have a formal report, similar to the one provided, available for review twice yearly.

Stewardship Committee Report

John Schenk provided a brief update. The “over the top” coffee bar concluding the pledge campaign was a success. It felt like a good community builder. He acknowledged that perhaps we may have fallen short in communicating current status on the campaign, in addition to acknowledging and thanking people for their pledges. He hoped that we could reinforce this with a follow-up announcement at Sunday service.

We’re still about \$83K short. We have about 100 people that pledged last year but hadn’t yet pledged this year. We’re planning a follow up call around April.

For the Philip Brunelle fund, we’ve recently listed all the people who have donated. We’re thinking about doing something similar for contributors and pledgers in the annual report.

Other Committees / New Business

Mr. Olsen provided quick update on the joint meeting of the deacons and leadership council. The biggest part of the presentation and discussion was related to the Racial Justice Initiative. Mark your calendars for Saturday morning, February 2nd at Plymouth, there’ll be a leadership day for board members. Topics of conversation will include Racial Justice and the embroideries. Mr. Olsen noted that Peter Eichten and Mary Kay Sauter of Plymouth’s Racial Justice Initiative will join us for our February 20th meeting.

Next Meeting

Wednesday, February 20th, 2019 at 5:00 p.m.

Ray Martin offered to provide an opening thought. Treats responsibilities will be assigned at a later date.

Meeting was adjourned at 6:57 pm.

*Respectfully submitted,
Jen Glaeser, secretary*