

BOARD OF FINANCE AND ADMINISTRATION

Meeting Agenda

Wednesday, April 17, 2019

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: Claire Colliander, Deacon & Treasurer; Peter Eichten & Mary Kay Sauter, Racial Justice Initiative

Actions Taken:

Item 1. Minutes from the 3/20/19 meeting were approved by voice vote.

Item 2. Financial Statements: The March financial statements were approved by voice vote.

Item 3. FY2020 Budget recommendations: The recommendations were approved by voice vote.

Opening Thought

Eric Olsen opened the meeting and thanked Melinda Wellvang for bringing treats; the homemade brownies were delightful. Rev. Dr. Paula Northwood provided the opening thought with a few minutes of reflective silence, contemplating the holy week and all that goes with it from death to the promise of new life budding around us. She closed the thought with a prayer.

Approval of March 20, 2019 Meeting Minutes

Mr. Olsen noted that the board had not approved the last meeting minutes via email, thus a voice vote was taken, and the minutes as transcribed by Gary O'Brien were approved.

Financial Report

Ray Martin reviewed the highlights of the March financial statements. On a year-to-date (YTD) basis, pledge and "other congregational income" (income from donors who give regularly but do not pledge) continues ahead of budget. YTD expenses are below budget. Financials currently reflect a positive variance to budget of \$326K. Current projections to year end estimate that the draw on the commingled investment fund will be 40% less than budget.

In reviewing projections, Mr. Martin noted that he expects building projects and community fund will spend full budget amounts; he assumes all board and programs will spend to their budgets, and everything else will continue as trending.

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.

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

Fiscal 2020 Budget Approval

Claire Colliander and Mr. Martin opened discussion on the proposed FY2020 budget draft. Discussion centered around the pledge income number. The Stewardship Committee recommended reducing the presented figure. The board reached consensus on a pledge income figure of \$1.5M.

Jill Hennesen noted the importance of more engagement and participation from the full board in next year's Stewardship Committee.

Melinda Wellvang asked to note explicitly the financial support provided to ELZE in the way of in-kind contributions and reduced rates for rent to assist the school in successfully establishing operations.

On the expense side, Annette Abel highlighted key points in the budget:

- Small increases in personnel costs, due to 1 custodial position going to full-time and an increase in hours for the outreach coordinator.
- Major building improvements to be reviewed – there are some additional roof issues (leaks) that need remediation but intend to hold to the \$200K budget estimate.
- Ministerial Search committee expenses are not accounted for in the operating budget and will be funded via a 9000 account.

Mr. Olsen thanked Ms. Abel, Rev. Dr. Northwood, Mr. Martin, and Ms. Colliander for their hard work on the budget process and asked for a motion to approve the budget.

Motion was made and seconded to recommend the draft 2020 Budget to the Deacons with amendments to pledge income as noted. The motion carried with no further discussion.

Racial Justice Initiative

Mary Kay Sauter and Peter Eichten visited the board as a follow up to the leadership day gathering in February and the challenge issued to boards to come up with ideas and plans for how they could contribute to undoing racism within Plymouth. The board members were asked to read an article provided, [10 Myths White People Believe about Racism](#). Members discussed the article and its impacts on their views about racial justice and white privilege.

Mr. Olsen reminded the members of the “big idea” that emerged from the meeting in February: Working with building and grounds, figure out how to make our church a welcoming, community resource and spend some money to uphold and realize this aspiration.

Ms. Sauter enumerated the full list that the board members produced in the February meeting:

- Review and examine the building and grounds use of space policy
- Increase the budget supporting the Racial Justice Initiative
- Examine what pushes against and impedes Plymouth in being Welcoming
- Open up the building more; when it's very cold outside, could we support the community
- Use the church as a community resource, not just one for the church people
- Continue to support the growth and success of the ELZE school

Mr. Eichten encouraged the board to create a racial justice covenant. He provided an example from the Board of Outreach.

Mr. Olsen and the board thankfully acknowledged Ms. Sauter and Mr. Eichten in their work and for the time in discussion.

Parking Lot Sale

Following the news from last month's meeting regarding the pending sale of the PPL building, members reviewed and discussed the proposal to sell the adjoining parking lot currently owned by Plymouth. The initial proposal includes rights for parking lot use. Initial appraisals by the buyer suggested a purchase sum of \$130K.

Rev. Dr. Northwood added that the Stevens Square Ministry is requesting an agreement to lease an office space in Plymouth; such an arrangement may generate \$4800 in annual revenue.

Mr. Olsen noted language in the current bylaws of the church stating that a super majority of deacons and the congregation is required to sell “the church property.”

Ms. Abel clarified that in this meeting we weren’t looking to coordinate a sale, but rather to confirm intent to continue the conversation and exploration of this proposal. No action was taken by the board, but all present affirmed that Plymouth is interested in continued conversation and exploration.

Gary O’Brien provided Ms. Abel recommendation on an appraisal firm to substantiate the proposal.

Other Committees / New Business

Leadership Council

Mr. Olsen highlighted the request from the Board of Spiritual Formation on the subject of need to change the organizing and staffing for the Christmas festival, as it is appearing unsustainable in its current form. He noted the ask to have 1 person from every board be involved in leading some aspect of the Christmas festival.

He informed members that in 1 week all input regarding the Embroideries will be reviewed and evaluated by the Leadership Council and Deacons who will determine next steps.

Policies and Procedures

Mr. Martin noted the “boatload” of documents emailed to the members and asked to add a standing agenda item in future meetings whereby the members would regularly review documented policies and procedures. He indicated this was a follow-up to a concern/question from auditors in 2016 about whether or not the board does this as a matter of practice.

Mr. Olsen asked that members read through the documents in the next few months and that we would validate the coverage on the comprehensive binder of Policies and Procedures.

Miscellaneous

Ms. Wellvang asked that members review their calendars and make sure they’re signed up for April, May, and June.

Next Meeting: Wednesday May 15, 2019 @ 5:00 pm

Expected Absences: Gary O’Brien and Jill Hennesen; Jen Glaeser noted that she will not be able to attend in person, but will do so via call in. Mr. Abel indicated that she could set up a conference bridge for that meeting.

Treats: Claire Colliander

Opening Thought: Melinda Wellvang

Meeting adjourned at 7:20 pm

Respectfully submitted,
Jen Glaeser, secretary