



Management Board Minutes – February 19, 2019

Management Board Members in Attendance

Amanda Peterson Beadle	Noel Bravo
Leigh Carter	Matt Hansen
Nick Jessee	Doug Steele
Sam Kilpatrick	Gwen Williamson
Tracy Collins	

Staff and Observers in Attendance

Ginger Gaines-Cirelli, Senior Pastor	Barbara Cambridge and Mark Schoeff, Lay Reporters
Patti Elder, Alicia Gray, Observers	Lani Willbanks, Church Business Administrator

The meeting was called to order at 7: p.m. by Gwen Williamson, Chair of the Board. Gwen opened with a prayer. We shared Joys and Concerns.

Consent Agenda

Board Resolution.

The Management Board adopted the January 2019 Meeting Minutes.

Staff/Clergy Report

Report submitted. Highlights:

- Awareness of who is covering the gaps?
- Bill McCloud will be our new lead on Stewardship MT. We need a co-lead;
- Greg McGruder will be partner in racial equity work which will be more active after GC;

- Discipleship MT working on a re-envisioning of Scholar in Residence program. They will address:
 - o Marriage of opportunity...funding (Kirk) and topics desired.
Report submitted on this initiative;

Audit Report

We had a meeting with Auditor in December re: audit. Management letter is now ready. We have the report to the bank, and all is good. We are back on track with the bank. 2017 ended up with an improved net loss than we budgeted. It was Julie's first audit ever, and she did a **fantastic** job. The 2018 field work will hopefully take place in late Spring, and our 2018 audit will be more timely. The Management Letter addressed four issues, and we are already responding and "on top" of these.

Audit Committee is meeting this week to plan out 2018.

Nominating Committee

At the point of actually putting together the slate. Please pass on names to Doug. They are working from a matrix...diversity/gifts and talents/etc.

Facilities Committee

Door project on-going. A couple of hiccups. Phones still an issue, and we are working on that as well. JCC will be ready to leave at end of their initial lease term (August). We will see. Lani talking to some potential renters for next year.

Governance Committee

Report submitted.

Board Affirmation Requested.

The Governance Committee Affirms the Governance Committee's recommendation to change the name of the Foundry Management Board to the Foundry Leadership Board.

Next steps: The Governance Committee will provide guidance to the committee about how (or if) Board members should be involved in the process to prepare rollout materials communicating this change to the congregation officially once it is ratified at the June Church Conference.

The Board would like to “sit with this” for a month. Gwen sees the Board as oversight/strategic. Words matter. There is more to unpack here in bringing in the word leader rather than management.

Personnel Committee

No report submitted.

Highlights:

- Congregational survey was discussed;
 - o Feedback on strategic priorities;
 - o Pastor and worship;
 - o Ministry areas not highlighted in first two areas.

Questions will be crafted on the above. Maybe add two or three additional questions “*if you have a little more time.*”

- Employee handbook work is ongoing.
- We need follow-up procedures for the SPRC...i.e. all that work we did in November/December.
- We had scheduled the performance review, but it was cancelled due to snowstorm. It is rescheduled for March.

Treasurers Report

Report is below.

Treasurer's Report

Date of last Finance Committee meeting: 1/29/19 and 2/12/19

In attendance: Matt Hansen, Bryant Johnson, Lani Willbanks, Julie Hansen, Dylan Rassier (Jan meeting), Leigh Carter, Bill Ellett, Kelly Johnson (February meeting)

Date of next meeting: 3/19/19, 6:00PM

2018 Status: See Audit Committee report.

2019 Status:

- The Budget Working Group assigned by the Board has met twice and will be presenting a budget for review and adoption that meets the criteria set by the Board.
- Highlights of the budget are below.
- Working with Finance, Operations, and Program staff, the Committee has reduced/combined/eliminated many donor funds on Foundry's chart of accounts. This reduces the complexity of our restricted funds and makes management of the funds easier for Finance and Program staff. (no approval needed)

Mission Possible Finance Matters:

- Loan balance: \$2,873,759
- \$381,661 cash on hand
- All contributions to MP have been transferred to that bank account through January 31.

Board Designated Funds: Year-end data not yet available

Documents for board approval: 2019 Budget

Motions for the board: In reference to a new savings account the Board approved on 12/12/18: The Finance Committee seeks Board approval to open said account at an institution other than Sandy Springs Bank. The auditors have suggested that we diversify the institutions where cash accounts are maintained given FDIC insurance limits per depositor. The selection of the institution should be left to the Committee, working with staff.

Summary of 2019 Budget for amendment and adoption:

Deficit: the deficit in the attached draft is \$90,680 (goal is \$90,000)

Revenue:

1. **Unrestricted tithes and offerings:** We are budgeting a 4.9% increase in contributions (\$108,000 on first yellow line)
2. **Rental Income:** Budget includes \$80,000 from JCC (signed lease through Aug) and \$40,000 from other renters/building use. This is new source of revenue for Foundry.
3. **Approval of Capital Reserves:** The Board is approving the use of \$38,250 from Capital Reserves to build the new website.
4. **Strategic Investment Fund:** The Board is approving the use of the last remaining \$25,000 from the SIF (bequest from 2015) for the following: \$10,600 for 2nd Sunday community meal, \$4,400 for honoraria during Hospitality/Care vacancy, and \$10,000 for staff bonuses.

Expenses:

1. Worship
 - a. Moved ASL Interpretation services from HR
 - b. Combined and reduced budget for MLK Sunday/Outstanding Preachers/Special Emphasis Sundays
2. Music – No major changes (see HR section)
3. Family Ministries
 - a. We are approving a half-time FM intern at \$15/hr (same as what was requested)
4. Hospitality and Care
 - a. Moved Archives from Operations
 - b. Increased budget for Sunday hospitality to comply with new nut/allergen policy and because contributions for 2nd Sunday lunch have been low.
5. Advocacy
 - a. Keeping support for RMN at \$20,000
 - b. Added General Conference line item at \$25,000
6. Service/Benevolence Ministries
 - a. Adding a \$5,000 contribution to [Project Transformation](#)
7. Discipleship – No major changes
8. Building Support
 - a. Combined “Building Maintenance/Systems” and “Building Maintenance/Contracts”
 - b. Increased Building repairs budget from \$50k to \$65k
 - c. Added a new line for security services (\$18,300) for unarmed security personnel on Sundays and Wednesday evenings
9. Supportive Services (15 out of 16 lines have changed for 2019, below are the biggest changes)
 - a. Non-staff parking (\$13,000) – this used to be a non-operating line and we are moving into the operating budget (these are the hanging tags we sell to members)
 - b. IT Support has been split into 3 new accounts. New computers will be bought through our new capital budget.
 - c. IT services (ie: helpdesk) needs to be re-bid
10. Stewardship
 - a. Foundry is changing online payment processor (credit cards) and the new system allows donors to cover the credit card fee. We are assuming a 28.5% reduction in credit card fees due to donor gifts or changed behavior (more ACH transactions)
11. Utilities
 - a. Budget for electricity has increased by 55% from 2018
12. Communications
 - a. Moved bulletin line from Worship
 - b. Budget includes 12 months of Live Design (print design and web development firm) for \$76,500 (new line item)
13. Human Resources
 - a. Appointed Clergy – final numbers to be approved by Board
 - b. Program Staff
 - i. Moved ID Ministry Assistant and Exec Assistant to SP from Operations
 - ii. Communications Manager is not funded
 - c. Music Staff
 - i. This budget includes additional \$18,000 requested for music staffing
 - d. Operations Staff
 - i. Changed Finance Assistant from 25hr/wk to 30 hr/wk to become eligible for benefits and to help with database migration to PCO

- ii. Facilities Manager is not funded
- iii. This draft shows all Foundry employees making at least \$15/hour
- e. HR Support
 - i. We have eliminated the request for \$10,000 for staff parking in the P Street Garage
 - ii. There is a place-holder for raises
 - iii. There is \$10,000 for staff bonuses

Board Resolution.

The Board approves the opening of a new savings account (approved 12/12/18) at an institution other than Sandy Springs Bank per the auditor's suggestion that we diversify the institutions where cash accounts are maintained given FDIC insurance limits per depositor. The selection of the institution should be left to the Committee, working with staff.

Closed Session began at 8:20 p.m.

Board Resolution.

See next page.

Resolution of the Foundry Management Board on the 2019 Budget

February 19, 2019

RESOLVED, that the Foundry Management Board hereby approves the 2019 budget in the form presented to the meeting, with the following revisions to be effective and incorporated into the budget immediately:

1. A footnote is added to the total budgeted amount for Programs Staff indicating that:

The Board acknowledges the need to fill the open Communications Manager position and commits to approve the hiring of a Communications Manager (and any related budget amendment proposal) during 2019 upon the receipt of additional funds (beyond those already included in the annual giving estimates reflected in the budget) sufficient to support the hiring proposed by staff. In considering the sufficiency of such additional funds, the Board will review, among other factors, Foundry's then-current revenues and expenses relative to the 2019 budget.

2. A footnote is added to the total budgeted amount for Operations Staff indicating that:

The Board acknowledges the need to fill the open Facilities Manager position and commits to approve the hiring of a Facilities Manager (and any related budget amendment proposal) during 2019 upon the receipt of additional funds (beyond those already included in the annual giving estimates reflected in the budget) sufficient to support the hiring proposed by staff. In considering the sufficiency of such additional funds, the Board will review, among other factors, Foundry's then-current revenues and expenses relative to the 2019 budget.

3. A footnote is added to the total budgeted amount for Stewardship Campaign Support indicating that:

The Board is committed to stewardship as a priority and expects to devote strategic reserves to enhance stewardship during 2019.

4. The total amount budgeted for Staff Transit is changed to \$10,000.

5. The total amount budgeted for Staff Salary Adjustment Pool is changed to \$17,600.

6. A footnote is added to the total budgeted amounts for Appointed Clergy and Staff Salary Adjustments indicating that:

Should the Senior Pastor determine that additional adjustments in salaries are necessary and appropriate in connection with the appointment of new clergy to Foundry, the Board will consider appropriate amendments to the budget during 2019.

REVENUE	2018 Budget	Staff Budget	Unrestricted	Restricted	TOTAL	Variance from 2018	Notes
Contribution Income							
4CIU1010 - Stewardship Campaign	\$1,650,000	\$1,650,000	\$1,650,000	\$0	\$1,650,000	\$60,000	
4CIU1030 - Non-Pledge Gifts	\$325,000	\$390,000	\$390,000	\$0	\$390,000	\$65,000	
4CIU1040 - Loose Plate Gifts	\$50,000	\$45,000	\$45,000	\$0	\$45,000	(\$5,000)	
4CIU1050 - Unrealized Gain/Loss on Stock Gifts	\$2,000	\$0	\$0	\$0	\$0	(\$2,000)	
Total Contribution Income	\$1,877,000	\$2,085,000	\$2,085,000	\$0	\$2,085,000	\$108,000	
Special Appeal Income							
4SAT2030 - Lent/Easter Appeal	\$8,000	\$8,000	\$8,000	\$0	\$8,000	\$0	
4SAT2040 - Advent/Christmas Appeal	\$8,000	\$10,000	\$10,000	\$0	\$10,000	\$2,000	
Total Special Appeal Income	\$16,000	\$18,000	\$18,000	\$0	\$18,000	\$2,000	
General Income							
4GIJ3010 - Building Use	\$6,000	\$120,000	\$120,000	\$0	\$120,000	\$114,000	
4GIJ3020 - Interest/Dividend	\$1,000	\$1,000	\$1,000	\$0	\$1,000	\$0	
4GIJ3030 - Miscellaneous	\$100	\$0	\$0	\$0	\$0	(\$100)	
4GIJ3040 - Income from Goods Sold	\$0	\$20,000	\$0	\$20,000	\$20,000	\$20,000	
Total General Income	\$7,100	\$141,000	\$121,000	\$20,000	\$141,000	\$133,900	
Transfers from Designated Sources							
MUSIC MINISTRIES	\$0	\$30,000	\$0	\$30,000	\$30,000	\$30,000	
RETREAT Ministries	\$0	\$15,000	\$0	\$15,000	\$15,000	\$15,000	
SOCIAL JUSTICE Ministries	\$0	\$50,000	\$0	\$50,000	\$50,000	\$50,000	
Capital Reserves	\$0	\$38,250	\$0	\$38,250	\$38,250	\$38,250	
4CMT3020 - Hospitality/Care	\$3,000	\$0	\$0	\$0	\$0	(\$3,000)	
4CNT9100 - Discipleship Ministries	\$5,000	\$5,000	\$0	\$5,000	\$5,000	\$0	
4CST2000 - Family Ministries	\$3,000	\$35,000	\$0	\$35,000	\$35,000	\$32,000	
4CST2110 - Youth Ministry	\$0	\$0	\$0	\$0	\$0	\$0	
4CST2120 - Youth Missions	\$20,000	\$0	\$0	\$0	\$0	(\$20,000)	
4CST4020 - King Fund	\$7,300	\$0	\$0	\$0	\$0	(\$7,300)	
4DFT4045 - Strategic Investment Fund	\$95,000	\$25,000	\$0	\$25,000	\$25,000	(\$70,000)	
Sacred Resistance	\$0	\$5,000	\$0	\$5,000	\$5,000	\$5,000	
4SJT4000 - People's Grant	\$10,000	\$10,000	\$0	\$10,000	\$10,000	\$0	
4SJT4050 - LGBTQ Advocacy	\$21,000	\$20,000	\$0	\$20,000	\$20,000	(\$1,000)	
4SJT4110 - Hunger/Cooking Ministries	\$3,000	\$0	\$0	\$0	\$0	(\$3,000)	
4SJT4250 - ID Ministry	\$46,000	\$54,720	\$0	\$54,720	\$54,720	\$8,720	
4WMT1225 - Sign Language Interp Ministry	\$11,635	\$11,635	\$0	\$11,635	\$11,635	\$0	
Total Designated Revenue	\$281,380	\$500,806	\$0	\$500,806	\$500,806	\$19,226	
Total Operating Fund Income	\$2,281,480	\$2,644,806	\$2,224,000	\$520,806	\$2,644,806	\$263,126	
EXPENSES							
Programs							
Worship							
SWMU1010 - Baptism	\$300	\$200	\$200	\$0	\$200	(\$100)	We should not need new materials for baptism.
SHRU2510 - ASL Interpretation Services	\$11,635	\$11,635	\$0	\$11,635	\$11,635	\$0	
SWMU1020 - MLK Sunday	\$2,500	\$0	\$0	\$0	\$0	(\$2,500)	
SWMU1030 - Outstanding Preachers	\$5,500	\$0	\$0	\$0	\$0	(\$5,500)	
SWMU1040 - Robes/ Paraments	\$3,000	\$5,000	\$5,000	\$0	\$5,000	\$2,000	Increase for the repair of existing paraments and replacement as needed (Easter/All Saints, Lent)
SWMU1050 - Guest Preachers/Special Sundays	\$2,000	\$6,000	\$6,000	\$0	\$6,000	\$4,000	
SWMU1060 - Worship Planning	\$2,200	\$2,500	\$2,500	\$0	\$2,500	\$300	Increased spending due to emerging Worship Ministries Teams
SWMU1070 - Worship Bulletins	\$0	\$0	\$0	\$0	\$0	\$0	Moved to Communications
SWMU1090 - Worship Supplies	\$2,000	\$3,000	\$0	\$3,000	\$3,000	\$1,000	toward all gluten-free communion
SWMU1095 - Worship Flowers	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL WORSHIP	\$18,600	\$30,336	\$16,700	\$14,836	\$30,336	\$11,836	
Musico							
SWMU1210 - Copyright Licenses	\$1,000	\$1,200	\$1,200	\$0	\$1,200	\$200	
SWMU1220 - Music Supplies	\$4,900	\$4,900	\$4,900	\$0	\$4,900	\$0	
SWMU1230 - Organ & Piano Maintenance	\$7,500	\$7,500	\$7,500	\$0	\$7,500	\$0	
SWMU1235 - Depreciation Exp Sawyer Organ	\$2,081	\$2,081	\$2,081	\$0	\$2,081	\$0	
SWMU1255 - Choir Robes	\$900	\$900	\$900	\$0	\$900	\$0	
TOTAL MUSIC	\$16,381	\$16,681	\$16,681	\$0	\$16,681	\$200	
Family Ministries							
SFMU2010 - Children's Ministry	\$7,300	\$7,300	\$4,300	\$3,000	\$7,300	\$0	
SFMU2110 - Youth Ministry	\$10,000	\$10,000	\$5,000	\$5,000	\$10,000	\$0	
SFMU2120 - Youth Missions	\$20,000	\$20,000	\$0	\$20,000	\$20,000	\$0	
SFMU2410 - Family Ministries	\$3,000	\$3,000	\$3,000	\$0	\$3,000	\$0	
SFMU2450 - Library	\$550	\$550	\$550	\$0	\$550	\$0	
SFMU2465 - Depreciation Exp - Kiosks	\$2,127	\$2,120	\$2,120	\$0	\$2,120	(\$7)	

ACTION ITEMS

- Please give ideas and names to Doug for nominations for Board.
- Continue to think about the Board name change.
- We need follow-up procedures for the SPRC annual activities.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Leigh Carter".

Secretary of the Management Board