



Management Board Minutes – March 26, 2019

Management Board Members in Attendance

Amanda Peterson Beadle	Noel Bravo <i>via conference call</i>
Leigh Carter	Matt Hansen
Nick Jessee	Doug Steele
Sam Kilpatrick	Gwen Williamson
Tracy Collins	

Staff and Observers in Attendance

Ginger Gaines-Cirelli, Senior Pastor	Paula Blair, Barbara Cambridge, Jason Danielson Lay Observers
Alicia Gray, Seminary Intern Whitney Kinsey, Family Ministry	Lani Willbanks, Church Business Administrator

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

Consent Agenda

Board Resolution.

The Management Board adopted the February 2019 Meeting Minutes and the PNC Saving Account Signatories.

Staff/Clergy Report

Report submitted. Highlights:

- Matt didn't remember about an outside consultant for the racial justice activity. Ginger clarified that we discussed someone from outside

would be helpful to see practices of which we may have on “blindness.”
Ginger and Greg MacGruder are working on finding that person.

- Are there costs associated with B1 and B2 upgrades? Can we tie that into the capital budget?
- There are many differences of opinion in the larger church about how to move forward re: LBGTQ inclusion. There will be a nation-wide meeting here.
- Staff retreat in St. Michaels conflicts with next Board meeting. Ginger can try to call in.
- T.C. has a meeting regarding her ordination tomorrow morning. Keep her in prayer.

Audit Report

- Committee met in February. Reviewed the 2017 report and management letter. Committee members will come in and meet with Julie on several procedures.
- Julie now working on 2018 audit. Same auditor was engaged.
- Hopefully, draft will be ready in early June.
- Julie and the auditor have a good relationship.

On another note...

- In looking at Concert for Life, we are tapering down to a concert in September in celebration for the organ with proceeds for social justice. Concert, silent auction, reception, dessert.
- Matt asks if some of the proceeds might be for debt reduction for the work. There is also talk of continued work on the organ (Phase V).

Nominating Committee

No Report. Highlights:

- Initial conversations are happening with people for the new slate.
- If there are people to be suggested, please let Doug or Ginger know.

Facilities Committee

Report submitted. Highlights.

- Phillips Seafood job interview fair was turned down. Do we reconsider our “commercial use” policy? There was discussion on some of the issues. Gwen suggested creative thinking. Matt suggested Facilities keep in mind the committee have other priorities like Capital Budget.
- And, Facilities is getting bids in on Capital Budget.
- MP11, exterior doors are looking good.
- Lani and Nick have not come to a consensus on new phone system, and there was some discussion on phone and IT vendor bids. We are still re-bidding CTSS contract because we made some budget assumptions based on that.

Governance Committee

No meeting in March. Worked by e-mail on the name question:

- **Foundry Church Board** was recommended by the committee.

Personnel Committee

Report submitted. Highlights:

- Working on the SPRC procedures and congregational survey, etc.
- Working on settling into new roles of policy and consultation when asked on personnel issues.
- Gave major feedback to Ginger of exit interview with Malcolm.

Treasurer's Report

Date of last Finance Committee meeting: 3/19/19

In attendance: Matt Hansen, Bryant Johnson, Bill Ellett, Kelly Johnson, Jane Ross, Lani Willbanks, Julie Hansen

Date of next meeting: 4/16/19, 6:00PM

2018 Status: There are two restricted facilities accounts that are over-drafted from 2018. The Board should expect a request from staff to draw down Capital Reserves by \$15-20k to cover (after F&O review).

2019 Status:

- February Income & Expenses:
 - MTD operating income was \$172,326 and expenses were \$178,660 giving a MTD net of **(\$6,334)**.
- 2019 Income & Expenses:
 - YTD operating income is \$376,731 and expenses are \$348,108 giving a YTD net of **\$28,623**.

Mission Possible Finance Matters:

- Loan balance: \$2,867,273
- \$376,282 cash on hand
- All contributions to MP have been transferred to that bank account through February.

Board Designated Funds:

- Capital Reserves
 - Current balance is \$387,809 or 14.7% of 2019 Budget
 - Target minimum is 25% or \$659,056
 - MP Phase I owes \$260,000 (board vote 9/29/16 and 1/24/17)
 - \$260,000 was already repaid based on Board vote 1/23/18
- Operating Reserves
 - Current balance is \$467,679 or 17.74% of the 2019 Budget
 - Target minimum is 28% or \$738,143
- Strategic Investment Fund
 - Current balance is \$26,814
 - The Board approved \$25,000 (full balance) to be used in 2019
- Building Use Fund (created by the Board in May 2018 for future loan payments)
 - Current balance is \$80,235

Systems Transitions:

1. Staff have reported that the transition in our donor database (giving records, tax statements, etc.) from ACS to Planning Center is expected to be complete by 5/31/19.
 - a. The Committee is tracking a very important task which is to create a process to "batch" online gifts from PCO back to ACS (where our general ledger is located). Right now this data entry is happening by hand.
2. Staff have reported that the transition in credit card processors from Vanco to Stripe (for online transactions) is expected to be complete by 5/31/19.
 - a. Reoccurring gifts will need to be canceled and reinitiated in the new system.
 - b. NOTE: we have added a second payment processor (Square) for in-person transactions at the front desk (book purchases, gift catalog donations, etc.).

Documents for board approval: Corporate Signatory Resolution for new PNC savings account.

Motions for the board: None

FEBRUARY 2019

Account	MTD Actual	YTD Actual	YTD Budget	% of YTD Budget Used	Variance from Budget	Annual Budget	YTD Actual Last Year
Revenues							
Contribution Income	\$122,375	\$299,002	\$330,400	90.5%	(\$31,398)	\$2,085,000	\$288,918
Special Appeal Income	\$100	\$273	\$0	0.0%	\$273	\$18,000	\$1,140
General Income	(\$12)	\$27,592	\$23,167	119.1%	\$4,426	\$141,000	\$1,419
Transfers from Restricted	\$49,863	\$49,863	\$50,101	99.5%	(\$238)	\$300,605	\$0
Total Revenues	\$172,326	\$376,731	\$403,668	93.3%	(\$26,937)	\$2,544,605	\$291,476
Expenses							
<u>Programs</u>							
Worship	\$537	\$2,888	\$5,289	54.6%	\$2,401	\$30,335	\$1,279
Discipleship Ministries	\$2,691	\$2,541	\$7,200	35.3%	\$4,659	\$47,700	\$2,796
Music	\$1,890	\$2,063	\$1,614	127.9%	(\$450)	\$16,581	\$1,307
Family Ministries	\$4,813	\$5,031	\$8,828	57.0%	\$3,798	\$42,970	\$1,635
Hospitality & Care	\$1,270	\$2,461	\$5,867	42.0%	\$3,405	\$35,200	\$2,492
Advocacy	\$20,000	\$20,000	\$20,833	96.0%	\$833	\$58,500	\$20,057
Service /Benevolence	\$4,917	\$11,373	\$13,592	83.7%	\$2,219	\$86,550	\$9,581
Total Programs	\$36,118	\$46,357	\$63,223	73.3%	\$16,866	\$317,836	\$39,147
<u>Operations</u>							
Apportionments	\$0	\$25,627	\$51,254	50.0%	\$25,627	\$307,522	\$45,611
Building Support	\$24,967	\$38,152	\$36,458	104.7%	(\$1,694)	\$225,300	\$56,375
Communications	\$8,445	\$16,375	\$18,833	87.0%	\$2,458	\$113,000	\$131
Supportive Services	\$3,181	\$11,340	\$20,802	54.5%	\$9,461	\$177,920	\$29,038
Stewardship	\$3,370	\$4,019	\$3,833	104.8%	(\$186)	\$28,000	\$12,564
Utilities	\$6,335	\$8,773	\$19,468	45.1%	\$10,695	\$137,210	\$21,561
Total Operations	\$46,298	\$104,286	\$150,649	69.2%	\$46,363	\$988,952	\$165,280
<u>Human Resources</u>							
Appointed Clergy	\$35,617	\$73,519	\$71,397	103.0%	(\$2,122)	\$430,606	\$92,268
Program Staff	\$14,041	\$28,053	\$31,328	89.6%	\$3,275	\$187,968	\$23,449
Music Staff	\$12,198	\$24,169	\$33,749	71.6%	\$9,581	\$202,496	\$29,751
Operations Staff	\$30,220	\$59,680	\$65,250	91.5%	\$5,569	\$391,499	\$33,802
Human Resource Support	\$4,168	\$12,043	\$14,369	83.8%	\$2,326	\$116,867	\$16,089
Total Human Resources	\$96,244	\$197,465	\$216,094	91.4%	\$18,629	\$1,329,437	\$195,360
Total Expenses	\$178,660	\$348,108	\$429,965	81.0%	\$81,857	\$2,636,225	\$399,786
Net Total	(\$6,334)	\$28,623	(\$26,298)	0.0%	(\$54,921)	(\$91,620)	(\$108,310)

-- Submitted by Matt Hansen, Treasurer

Matt informed us that our 2020 apportionments did increase, but since we are still discussing with conference, Matt is not making an official announcement yet.

Our letter to the conference that accompanies our apportionments has been updated in lieu of decisions in St. Louis. Some minor updates were made.

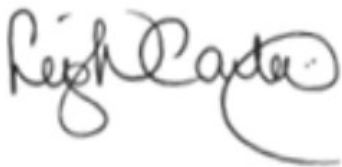
Debt Subcommittee did not meet in March.

Closed Session began at 8:15 p.m.

ACTION ITEMS

- If there are people to be suggested for the Board or the Nominating Committee, please let Doug or Ginger know.
- We will go back to the congregation on our name... in the congregational survey and focus group.
- Invite Rev. Kelly to Pride weekend.
- Can we reschedule the orientation for newly appointed clergy? Or, do we just give her a very good Foundry orientation? Gwen will communicate with the DS about our conflict orientation/Pride?
- Make a written plan – an SPRC plan – to have a very good on-boarding process. Leigh will take lead.
- Gwen will also ask the Bishop to march with us in the Pride Parade.
- Ask DS about attending our Board meeting on April 23rd.
- Ginger will inform staff of salary adjustments and bonuses.

Respectfully Submitted,

A handwritten signature in black ink that reads "Leigh Carter". The signature is written in a cursive, flowing style with a long, sweeping underline.

Secretary of the Management Board