



Management Board Minutes – May 22, 2018

Management Board Members in Attendance

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

Staff and Observers in Attendance

Ginger Gaines-Cirelli, Senior Pastor	Dawn Hand, Executive Pastor
Elder Wellborn, SCMT representative	Ben Roberts

Report from Ann Brown Birkell, LBGTO Advocacy Team

Ann gave a history of the Advocacy Team and its work. She also gave her sense of what is ahead. She feels we are on the cusp of a very challenging period – for us, for the conference, for the church internationally.

Key dates:

- Annual Conference is this coming week in Baltimore. TC will be advanced on May 30th. The Advocacy Team is heavily engaged with TC. TC is not the only LBGTO candidate. The Advocacy Team and others will be present to her again during the conference;
- Today, the Judicial Council met to consider what the Bishops have brought forward. Will there be more than one petition on the agenda in addition to the Bishops? Petition deadline is July 8th. As of yet, the Bishops have not released their final petition. Independently, the Advocacy Team, working with Jan Lawrence and RMN, are creating an “ideal petition,” and a wholly re-worked Book of Discipline...sort of a

“what we really want.” We might have a “town hall” type event after the Bishops’ petition comes out;

- After that (July 8th), there will be a need for increased engagement and education. There will be an impact. Or, we could just have a “failed conference” like Portland;
- The Board needs to vision financial support for special general conference February 19-26, 2019 in St. Louis. The goal is to have as many people as possible to come to St. Louis;
- End of July is RMN Convo in St. Louis as well. TC will be preaching there. Ben and Ed Crump are conducting a workshop on Sacred Resistance. And, there will be lots of planning for special General Conference;
- September 23rd is Reconciling Sunday. Preaching with be Rev. David Meredith.
- Additionally, Circuit Rider has asked Ginger to write a piece on Special General Conference in 2019;
- Ginger has been asked and has agreed to make a trip to Portland in late August to “Listening with Open Hearts.” International event;
- Statement and PR Drafts are floating around; We need to be ready to adjust/amend; edits/comments to Amanda.

Ben shares news:

Ben is going to be dad! October 4th.

Consent Agenda

- Adoption of the April 2018 minutes;

Board Resolution. Minutes approved without dissent.

Facilities and Operations Committee

Report submitted.

Highlights:

- Lease went to JCC, minor comments, Conference sent “form of lease.”
- Our attorney moved on without letting us know. We only found about through LinkedIn. Dawn is reaching out about “form of lease,” and how strict the conference is going to be;
- Dale Walden Hall, Chair of Church Location and Buildings is our contact;
- The flood. Various rooms impacted. Books to Prisons and Pathways to Housing may be moved. Ongoing conversation, but no final decision yet. Stakeholders and Board will be involved;
- Alan Zabel our contracted facilities guy resigned, and we are officially without a facility manager. Facilities Committee, Lani, and Jasper are triaging at the moment;
- MPII did not meet this month; still battling with roofers over columbarium repair;
- Landscape team still meeting.

The Nominating Committee

Report submitted.

- Church conference will be June 24th;
- Committee meeting upcoming;
- Are there any other items for church conference?
 - o The staggering of Board members explained;
 - o The agenda must be approved; and the
 - o Annual Report will be presented.

Audit Committee

- Preparations underway. Prelim work on May 30, and visit on June 5th.

Governance Committee

Report submitted.

Didn't meet this month.

- Policy papers continue;
- Safe sanctuary edits continue;
- Disaster recovery plan? IT disaster recovery? IT priority;
- Noel and Ginger talked about an authority policy. Who makes decisions, who has authority? How decisions are made...who does what and who is reporting to whom? We decided this is a priority document to prepare.

Treasurer's Report / Finance Committee

Report submitted, and copied below.

- About a dozen GJE's that needs to happen to close 2017;
- See Motions for the Board below;

Board Resolution.

The Finance Committee recommends to the Board that it designate half of all future building-use income (except wedding fees), until further notice, for debt reduction and debt service and to consider the other half of such revenue to be for the general operating budget already adopted by the Board for the ongoing mission and ministry of Foundry Church. In the event that Foundry Church is free of all debts, half of the revenue here defined shall be deposited into the Strategic Investment Fund. Nick seconds. Motion passed without dissent.

Treasurer's Report

Submitted by: Matt Hansen

Date of last Finance Committee meeting: 5/15/18

In attendance: Matt Hansen, Bryant Johnson, Dylan Rassier, Lani Willbanks, Julie Hansen

Date of next meeting: 6/19/18, 6:00PM

2017 Status:

2018 Status:

- 2018 Income & Expenses:
 - YTD operating income is \$603,241 and expenses are \$826,764 giving a YTD net of **(\$223,523)**.
 - NOTE: significant amounts of restricted revenue have not been transferred to the operating budget.

2019 Status:

- The Treasurer and EP are still working with the BWC to correct our projected Apportionments for 2019.

Staffing Update:

- The position description for a half-time (20 hours/week) Finance Assistant position has been approved and is being recruited. (no update)

Updates to Financial Operations (no action needed):

1. Foundry attempted to transition our credit card company in May but was declined due to financial losses in 2017.

Mission Possible Finance Matters:

- No update from May meeting.

Board Designated Funds:

- Capital Reserves
 - Current balance is \$128,794 or 5.3% of 2018 Budget
 - Target minimum is 25% or \$602,109
 - MP Phase I owes \$520,000 (board vote 9/29/16 and 1/24/17)
- Operating Reserves
 - Current balance is \$574,469 or 23.8% of the 2018 Budget
 - Target minimum is 26% or \$626,193
 - The Board budgeted to use \$41,500 in 2018
- Strategic Investment Fund
 - Current balance is \$93,126
 - The Board approved \$95,000 to be used in 2018

Documents for the board:

- None from May Committee meeting

Motions for the board:

The Finance Committee recommends to the Board that it designate half of all future building-use income (except wedding fees), until further notice, for debt reduction and debt service and to consider the other half of such revenue to be for the general operating budget already adopted by the Board for the ongoing mission and ministry of Foundry Church.

Accounts	MTD Actual	YTD Actual	YTD Budget	% of YTD Budget Used	YTD Variance from Budget	Annual Budget	YTD Budget/Actual Last Year
Revenues							
Contribution Income	\$145,661	\$570,833	\$627,731	90.94%	(\$56,897)	\$1,977,000	(\$30,130)
Special Appeal Income	\$3,334	\$6,455	\$5,333	121.03%	\$1,121	\$16,000	(\$2,008)
General Income	\$519	\$2,160	\$2,367	91.28%	(\$206)	\$7,100	\$931
Income from Designated Sources	\$0	\$23,792	\$93,793	25.37%	(\$70,001)	\$281,380	\$1,477
Total Revenues	\$149,513	\$603,241	\$729,224	82.72%	(\$125,983)	\$2,281,480	\$29,730
Expenses							
Programs							
Worship	\$2,484	\$4,640	\$6,167	75.24%	\$1,527	\$18,500	\$3,654
Music	\$1,255	\$2,822	\$5,460	51.68%	\$2,638	\$16,381	\$354
Family Ministries	\$6,761	\$8,995	\$14,326	62.79%	\$5,331	\$42,977	\$1,768
Hospitality	\$2,076	\$5,654	\$7,533	75.05%	\$1,879	\$22,600	(\$1,621)
Care	\$0	\$33	\$667	4.90%	\$634	\$2,000	\$514
Advocacy	\$150	\$21,028	\$25,167	83.56%	\$4,138	\$35,500	\$3,567

Service Ministries/Benevolence	\$2,810	\$18,260	\$27,917	65.41%	\$9,657	\$83,750	\$6,306
Connecting Ministries	\$1,945	\$7,173	\$8,083	88.74%	\$910	\$24,250	\$1,762
Emerging Ministries	\$0	\$0	\$1,000	0.00%	\$1,000	\$3,000	\$1,000
Total Programs	\$17,480	\$68,604	\$96,320	71.23%	\$27,715	\$248,958	\$17,304
Operations							
Apportionments	\$22,835	\$91,251	\$91,221	100.03%	(\$30)	\$273,663	\$0
Building Support	\$22,916	\$97,148	\$69,727	139.33%	(\$27,421)	\$209,180	(\$15,469)
Communications	\$2,540	\$2,671	\$15,000	17.81%	\$12,329	\$45,000	\$11,060
Supportive Services	\$27,669	\$71,857	\$57,745	124.44%	(\$14,112)	\$182,710	\$21,097
Stewardship	\$2,781	\$17,842	\$13,667	130.55%	(\$4,176)	\$41,000	\$213
Utilities	\$9,770	\$43,607	\$34,867	125.07%	(\$8,740)	\$104,600	(\$2,441)
Total Operations	\$88,511	\$324,376	\$282,226	114.93%	(\$42,150)	\$856,153	\$14,461
Human Resources							
Appointed Clergy	\$51,974	\$205,525	\$161,463	127.29%	(\$44,061)	\$484,390	\$59
Program Staff	\$15,471	\$44,472	\$46,939	94.75%	\$2,467	\$140,816	\$7,811
Music Staff	\$14,546	\$60,367	\$61,499	98.16%	\$1,132	\$184,496	(\$2,261)
Operations Staff	\$28,409	\$93,907	\$119,033	78.89%	\$25,126	\$367,501	(\$854)
Human Resource Support	\$8,331	\$29,513	\$42,040	70.20%	\$12,527	\$126,121	\$4,783
Total Human Resources	\$118,731	\$433,784	\$430,974	100.65%	(\$2,809)	\$1,303,324	\$9,538
Total Expenses	\$224,722	\$826,764	\$809,520	102.13%	(\$17,245)	\$2,408,435	\$41,303
Net Total	(\$75,208)	(\$223,524)	(\$80,296)	0.00%	(\$143,228)	(\$126,955)	\$71,033

-- Submitted by Matt Hansen, Treasurer

Personnel Committee

Report submitted.

Board Resolution.

The PC Charter submitted by the committee for approval passed without dissent.

FOUNDRY UNITED METHODIST CHURCH

Charter of the Personnel Committee of the Management Board

This charter sets forth the purpose, authority, and responsibilities of the Personnel Committee (the "Personnel Committee") of the Management Board (the "Board") of Foundry United Methodist Church ("Foundry"). The basis for this charter is ¶ 258.2 of the United Methodist Book of Discipline – Staff Parish Relations Committee.

Purpose and Authority

The primary purpose of the Personnel Committee, as provided in the Bylaws of the Management Board and as staff to the Board, is to oversee Foundry's human resources and make appropriate

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recommendations to the Board. The personnel committee is accountable to the Management Board. It exists to provide oversight to the church's employment relationships, primarily through the creation of employment policy. In doing so, the Personnel Committee shall:

1. Propose employment policies to the governing board;
2. Make policy recommendations regarding overall salary administration;
3. Serve as an advisory board to the Senior Pastor on personnel related issues, as requested;
4. Provide oversight to the overall annual performance review process, to ensure that the process was conducted in a timely manner and with integrity;
5. Act as an arbitrator on staff team issues that involve potential policy violations, only after those issues have been appropriately vetted through normal supervisory channels;
6. Assist the Management Board in preparing for its annual performance review of the senior clergy leader;
7. Work with the head of staff and employees on the design of job descriptions, when asked to do so by the head of staff;
8. Serve as a witness during disciplinary employment conversations, when requested to do so by the head of staff;
9. Propose procedures for the Management Board to follow in executing its human resource oversight responsibilities; and monitor and support the execution of approved procedures; and
10. Carry out other ad hoc duties as assigned by the Management Board.

Composition and Meetings of the Personnel Committee

The Chair of the Personnel Committee (the "Chair") shall be a member of the Board, and the membership of the Personnel Committee shall include at least one other member of the Board. Other members may be added at the discretion of the Chair. The term of membership is two years. The Chair shall call meetings as needed to fulfill the Committee's Charter, but no fewer than six times a year.

Staff/Clergy Report

No written report. Ginger provided a verbal report and responded to questions.

- Two annual conference offerings. Do we do this, and where do we pull the funds? Ginger will forward and we will decide;
- Ben was senior clergy leader during Ginger's absence. The team went over and beyond;
- Monique is doing great job;
- Ginger concerned about working ourselves back into a situation we are trying to get ourselves out of. Burn out!
- Updates
 - o Tomorrow she is preaching at Festival of Homiletics/book signing
 - o Lake Junalesca
 - o Reconciling Ministries
 - o Leadership Institute of Church of the Resurrection

- Portland mentioned above
- Website for Ginger's book is up;
- Program? Any questions?
 - July preacher series information upcoming
 - Rob Lee
 - Diana Butler Bass
 - Bishop Easterling
 - Rev. Dr. Serene Jones
 - Dr. Shivley Smith
- Confirmation was great!
- Drums and bass now at 9:30 service

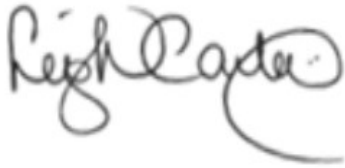
Joys and Concerns were shared.
 Closed Session began at 9:15 p.m.

ACTION ITEMS:

1. Send edits/comments to Amanda regarding press releases, etc. around upcoming conference actions;
2. Please take note of all the LBGTQ and Reconciling dates and activities above;
3. Nick and Pastor Dawn will talk to Mr. Dale Walden Hall, Chair of Church Location and Buildings and we may ratify final lease via e-mail;
4. The DS must approve our agenda for Church Conference by June 10th;
5. Disaster recovery plans? Ask ACS about recovery? Insurance provider? Lani will pursue;
6. Development of an Authority Policy was identified as priority. Governance/Noel/Matt;
7. We need to focus on the apportionment estimation. Ginger will assist;
8. Schedule dates/cycles for evaluations. There are members from Personnel working with Ginger on this. We need to sync evaluations with the development of the budget. Ask Dawn to do summary notes on personnel before her departure;

9. September 30 is when Matt and Samantha need to hear about compensation (see above);
10. Evaluation should be program year, keep in mind Pastor Malcolm will be coming in mid-year;
11. Annual conference offerings, Ginger will send and we can decide;
12. June 3 is the celebration of Pastor Dawn;
13. Have Tracy Webb look at the MPIO section of the draft AR;
14. Revised and stylized version of AR is forthcoming. Comments welcome;
15. Ginger will meet with SCMT, along with an additional Board member;
16. Clarify Zabel departure. Again, that line around MT/Staff decision-making.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Leigh Carter". The signature is written in black ink and is positioned below the "Respectfully Submitted," text.

Leigh Carter
Secretary