



Foundry Board Meeting Minutes – July 23, 2019

Board Members in Attendance

Todd Mullins	Matt Hansen
Alice Arnold	Noel Bravo
Bill Ellett	Gwen Williamson
Tracy Collins	Nick Jessee

Amanda Beadle, *unable to attend*

Clergy / Staff and Observers in Attendance

Rev. Ginger Gaines Cirelli	Greg MacGruder, Paula Blair, Elder Wellborn, Patti Elder, Chris Matthews, Mark Schoeff, Lay Observers
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The meeting was called to order at 7:00 p.m. by Gwen Williamson, President of the Board. Pastor Ginger opened with a prayer.

The Board members and other meeting participants and observers shared joys and concerns.

Consent Agenda

- May and June 2019 Board meeting minutes;
- June 2019 Church Conference minutes; and
- Signatory Resolutions.

Board Resolution. As presented to the meeting: the minutes of the May and June 2019 Foundry Board meetings are approved; the minutes of the June 2019 Foundry Church Conference are approved; and the 2019 signatory resolutions are approved.

2019-2020 Board Officers and Committee Assignments

Gwen presented the proposed officer slate and committee assignments for the July 2019 - July 2020 term of the Board. She said that as called for by the policies and procedures of the Board:

Consensus had been reached on the following proposed Slate of Officers:

President: Todd Mullins
Vice President: Amanda Beadle
Treasurer: Matt Hansen
Secretary: Gwen Williamson

Consensus had been reached on the following proposed Committee Assignments:

Audit Committee:	Bill Ellett (Chair)
Facilities Committee:	Nick Jessee (Chair)
Finance Committee:	Matt Hansen (Chair), Bill Ellett (Member)
Governance Committee:	Amanda Beadle (Chair), Gwen Williamson (Member)
Nominating Committee:	Tracy Collins (Rev. Ginger Gaines-Cirelli is Chair)
Personnel Committee:	Alice Arnold (Chair), Noel Bravo, Tracy Collins (Members)
Executive Committee/SPRC:	Officers of the Board

Todd, Gwen and Matt left the room while the other Board members considered again the proposed slate of officers and committee assignments. Todd, Gwen and Matt returned to the room and were informed that the Board had vote to approve both proposals.

Board Resolution. The 2019-2020 slate of officers and committee assignments as presented to the meeting are approved.

Todd then began serving as President of the Board and chair of the meeting.

Clergy / Staff Report

Report submitted. Highlights:

- Stanley/Music Department staff and administrative support;
- Trial run with virtual assistant for Pastor Ginger;
- Pastor Kelly's first three weeks at Foundry - onboarding and goal setting;
- Pastor of John Wesley AME to preach at Foundry this summer;

Racial Justice & Equity Project Proposal

Greg presented the proposal for the long-term Racial Justice & Equity Project to be undertaken by foundry. He said that three consultants had been interviewed and considered to assist with the assessment project, and that ultimately the proposed consultant, Kumea Shorter-Gooden, Ph.D, had been selected based on: her capacity for the project and professional experience with diversity and inclusion efforts; her proposed fees; the holistic and 360⁰ nature of her proposed work that would look at not just racial equity but the intersectionality of all demographics; her location in Washington, DC; and her historic relationship with Foundry and Mt. Zion AME.

The Board members discussed the proposal with Greg and Pastor Ginger, who emphasized that a strong commitment to racial justice and equity at Foundry was key to Foundry serving as a leader with respect intersectionality and inclusion at the 2020 UMC General Conference and beyond. Greg said that he would be happy to serve as the primary Foundry liaison with the consultant.

After further discussion, the Board made the following approval:

Board Resolution. The Proposal for Consultation to Advance Racial Equity and Justice at Foundry United Methodist Church, as presented in the meeting materials, is approved, with the understanding that the timing of the project and forming of an implementation working group, as well as other details of the project, including financial support of the project, remained to be worked out, including in the 2020 budgeting process.

Facilities & Operations Committee Report

Nick presented the report and proposals of the Facilities & Operations Committee. He focused on the program space changes and the Committee's motion that the Board approve the use of \$15,000 from the capital reserves account to facilitate the effort.

Nick then discussed the Committee's motions that: the Board's prior approval of \$7,325 to be used for HVAC repairs be amended to \$16,909.60 to cover the actual costs of the repairs; and that the proposed contract with DAG Tech for IT services be approved.

Pastor Ginger noted the meeting materials regarding Phase III of the Mission Possible campaign.

After further discussion, the Board made the following approval, with Matt dissenting as to use of capital reserves to fund the program space changes:

Board Resolution. As presented to the meeting: the use of \$15,000 from the capital reserves account to make program space changes is approved; the prior approval of the Board to use \$7,325 for HVAC repairs is amended to allow \$16,909.60 for HVAC repairs; and the contact with DAG Tech is approved

Personnel Committee Report

Noel discussed the results of the congregational survey, as presented in the meeting material. The Board members and Pastor Ginger discussed how the results could be used going forward, including in setting the strategic priorities of the Board.

Finance Committee and Treasurer's Report

Matt discussed outreach efforts with respect to pledged giving estimates and fulfillment as well as the ongoing annual review of Foundry's Financial Manual. Pastor Ginger reporting on upcoming meetings with Foundry donors.

Matt noted the minutes of the most recent meeting of the Endowment Committee, which were included with the meeting materials. He report on the activities of the Debt Sub-Committee, noting that Ann Brown had agreed to join in the Board-approved process to renegotiate the terms of certain of Foundry's outstanding loans. Matt also noted the upcoming Foxhall event.

The Treasurer's report is attached to these minutes.

New Board Member Administrative Issues

Gwen distributed the Board roster and contact information form for the 2019-2020 Board term, the Board Behavioral Covenant (which all Board members present signed), and the proposed 2019-2020 meeting schedule (which would be formalized at the August meeting).

Todd then discussed his vision for the Board to be more strategic generally, while also providing oversight and leadership, not management. Todd said that he envisioned devoting time at two strategically-scheduled Board meetings across the coming year to each of six topics: broad issues such as Foundry governance and the response to the traditional plan adopted in February 2019 and planning forth 2020 UMC General Conference and diversity/inclusion efforts; support for the Senior Pastor and evaluation /accountability of the Senior Pastor; short-term and long-term church revenue matters; financial oversight; physical asset protection; and talent.

In discussion, Pastor Ginger said that she believed the most pressing issue for the Board to focus on was the general of revenue, as Foundry was moving into the annual stewardship campaign and budgeting process while also preparing for the 2020 UMC General Conference. Todd said he would work on a strategic calendar for consideration by the Board.

Closed Session

Matt moved that Amanda Beadle be listed on Foundry's Articles of Incorporation as the registered agent of service in Washington, DC.

Board Resolution. Amanda Beadle is approved t be listed as Foundry's registered agent on its Articles of Incorporation.

Action / Followup Items

- Vote on Board schedule at next meeting
- Todd (with Amanda/Gwen (Governance Committee)) to develop strategic and oversight Board calendar, priorities list
- Racial Justice & Equity Project implementation
- 2020 UMC General Conference preparations
- Director of Family Ministries transition
- Stewardship Committee liaison(s) with the Board

The meeting then closed with prayer.

Respectfully Submitted,



Gwendolyn A. Williamson,
Secretary of the Foundry Board

Treasurer's Report

Date of last Finance Committee meeting: 7/16/19

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

Date of next meeting: 8/20/19, 6:00PM

2019 Status:

- June Income & Expenses:
 - MTD operating income was \$152,812 and expenses were \$208,249 giving a MTD net of **(\$55,437)**.
- 2019 Income & Expenses:
 - YTD operating income is \$1,093,051 and expenses are \$1,250,596 giving a YTD net of **(\$157,545)**.
- The Finance Committee continues to be concerned about the fulfillment of pledges.
- Second Quarter contribution statements were mailed last week. We hope to have the new database, Planning Center, set up in time to issue electronic statements for the third quarter.

Mission Possible Finance Matters:

- Loan balance: \$2,845,074
- Cash on hand: \$350,298 (includes \$46,259 owed from Operating Checking)
- All contributions to MP have been transferred to that bank account through April.

Board Designated Funds:

- Capital Reserves
 - Current bank balance is \$319,795 or 12.1% of 2019 Budget
 - Target minimum is 25% or \$659,056 (we are below our target by \$339,261)
 - MP Phase I owes \$260k (board vote 9/29/16 and 1/24/17).
 - Board approved \$38,250 in 2019 for the new website
- Operating Reserves
 - Current bank balance is \$273,756 or 10.4% of the 2019 Budget
 - Target minimum is 28% or \$738,143 (we are below our target by \$464,387)
- Strategic Investment Fund
 - Current bank balance is \$16,025
 - We still expect to use another \$12,500 in 2019
- Building Use Fund (created by the Board in May 2018 for future loan payments)
 - Current bank balance is \$100,140
 - Current book balance is \$122,528

Systems Transitions:

- There are still 24 individuals making gifts through Vanco (old system). Staff plan to cancel all gifts being made through Vanco on July 31st.

Documents for the board: Check signing authority for the 2019-2020 Board year.

Update on Committee Membership: The following individuals have stepped down from the Finance Committee: Bryant Johnson (4 years), Jane Ross (3+ years), and Leigh Carter (2 years). The following individuals have joined the Committee: Kelly Johnson and Danny Zeng

Policy review: The Finance Committee is beginning its biennial review of Foundry's financial policy manual.

June 2019 Income and Expense

Headings and Account	MTD Actual	YTD Actual	YTD Budget	% of Budget Used	Variance from Budget	Annual Budget	YTD Actual Last Year
Revenues							
Contribution Income	\$134,101	\$832,269	\$927,650	89.7%	(\$95,381)	\$2,085,000	\$856,126
Special Appeal Income	\$295	\$21,643	\$8,000	270.5%	\$13,643	\$18,000	\$6,455
General Income	\$11,616	\$79,034	\$69,500	113.7%	\$9,534	\$141,000	\$6,576
Transfers from							
Restricted	\$6,800	\$160,105	\$150,303	106.5%	\$9,802	\$300,605	\$0
Total Revenues	\$152,812	\$1,093,051	\$1,155,453	94.6%	(\$62,402)	\$2,544,605	\$869,158
Expenses							
<u>Programs</u>							
Worship	\$4,315	\$18,844	\$18,267	103.2%	(\$577)	\$30,335	\$6,697
Discipleship Ministries	\$2,690	\$32,239	\$32,100	100.4%	(\$139)	\$47,700	\$11,036
Music	\$1,322	\$7,513	\$6,541	114.9%	(\$973)	\$16,581	\$4,304
Family Ministries	\$2,973	\$17,298	\$21,985	78.7%	\$4,687	\$42,970	\$11,379
Hospitality & Care	\$2,962	\$22,708	\$19,200	118.3%	(\$3,508)	\$35,200	\$13,857
Advocacy	\$2,434	\$32,800	\$33,500	97.9%	\$700	\$58,500	\$28,199
Service Ministries	\$6,519	\$44,887	\$44,775	100.3%	(\$112)	\$86,550	\$28,344
Total Programs	\$23,215	\$176,289	\$176,368	100.0%	\$79	\$317,836	\$103,817
<u>Operations</u>							
Apportionments	\$25,627	\$128,134	\$153,761	83.3%	\$25,627	\$307,522	\$136,862
Building Support	\$20,238	\$120,927	\$115,228	105.0%	(\$5,699)	\$225,300	\$143,246
Communications	\$8,105	\$55,819	\$56,500	98.8%	\$681	\$113,000	\$33,972
Supportive Services	\$24,796	\$97,683	\$92,211	105.9%	(\$5,471)	\$177,920	\$97,829
Stewardship	\$571	\$9,541	\$11,500	83.0%	\$1,959	\$28,000	\$18,006
Utilities	\$11,781	\$57,447	\$62,155	92.4%	\$4,708	\$137,210	\$64,601
Total Operations	\$91,117	\$469,551	\$491,355	95.6%	\$21,804	\$988,952	\$494,516
<u>Human Resources</u>							
Appointed Clergy	\$31,635	\$206,539	\$189,307	109.1%	(\$17,232)	\$430,606	\$270,806
Program Staff	\$9,992	\$74,628	\$88,784	84.1%	\$14,156	\$187,968	\$79,720
Music Staff	\$10,245	\$85,559	\$101,248	84.5%	\$15,689	\$202,496	\$84,552
Operations Staff	\$31,410	\$188,091	\$196,125	95.9%	\$8,034	\$391,499	\$128,414
HR Support	\$10,635	\$49,939	\$72,758	68.6%	\$22,820	\$116,867	\$48,230
Total Human Resources	\$93,917	\$604,756	\$648,223	93.3%	\$43,466	\$1,329,437	\$611,722
Total Expenses	\$208,249	\$1,250,596	\$1,315,945	95.0%	\$65,349	\$2,636,225	\$1,210,055
Net Total	(\$55,438)	(\$157,545)	(\$160,493)	0.0%	\$2,948	(\$91,620)	(\$340,897)

-- Submitted by Matt Hansen, Treasurer