

**First Christian Church
Corvallis, Oregon**

**Finance Cabinet Minutes
February 13, 20187**

Call to Order: Steve Herb called the meeting to order at 7:02 PM.

Attendees: Tom Garbacik, Steve Herb, Matt Gordon, Bruce Cotton, Ann Smart, Kelley Marchbanks, Pamela Doerksen and Alice Kelling.

Devotion: Steve Herb read the Wendel Berry poem, "Circles of our Lives." There are many inter-related circles in our lives. There are liturgical circles, budget circles, relationship circles; some intersect and some diverge.

Minutes: The Minutes of the January Finance Cabinet meeting were approved as submitted.

Financial Secretary: Bob Young's report is provided:

At the end of January, we have collected \$11,945 that is credited to Estimates of Giving. With 8.3% of the year past this amounts to 7.8% of the \$152,960 estimated for the year. This compares to 9.8% of Estimates that had been collected at the same time last year.

Of the 37 estimating units ;
 22 units are on target
 4 units are ahead
and 11 units are behind

We did miss one Sunday due to snow and ice. The last Sunday of the month was fairly high, perhaps people turned in checks for January. The income figure provided by Alice Kelling was larger than the income figure provided by Bob Young.

Treasurer's Report: Alice Kelling distributed the Treasurer's report via email:

General Fund: Through January, 8% into the year, the total YTD operating income received is \$23,807 which is 9% of the annual budget. The total YTD operating expense is \$23,759 which is 8% of the annual budget. The electric bill included a \$22 solar credit. Those expenditures that exceed their 8% target are listed at the end of this report.

We had a great deal of difficulty producing the January payroll and the W2 reports due to problems with the software update from Church Windows. Since then we have received an updated Oregon withholding tax table which has affected one employee; we will need to adjust her withholding tax over the next two months to compensate for deducting too much in January.

CASH FLOW	2011	2012	2013	2014	2015	2016	31-Jan
General Fund Ending Balance	\$7,427	\$21,102	\$16,868	\$18,498	\$12,020	\$23,741	\$23,790
Checking Account Balance	\$1,800	\$2,727	\$3,123	\$4,990	\$5,084	\$7,268	\$3,721
Money Market Balance	\$56,289	\$72,657	\$93,913	\$93,674	\$86,085	\$121,546	\$134,237
Checking + Money Market	\$58,089	\$75,384	\$97,036	\$98,664	\$91,169	\$128,814	\$137,958

Outside the General Fund: Per the Congregational vote in January, the eScript and Amazon Smile donations are no longer deposited into the General Fund, but are now directed to the starred General Missions Fund. Matt has begun repayment of his salary advance through an automatic deduction from his monthly salary. The December Solar Incentive was \$102.

A (hopefully) last bill of \$69 was received for Craft Fair. Because the 2016 Craft Fair accounts were already settled, the bill has been applied against the 2017 Craft Fair.

Permanent Funds: We received the fourth quarter 2016 Permanent Fund income in January. It totaled \$6371 = \$5846 from the Unrestricted Funds, \$363 from Swick, \$30 from Ives, and \$132 from Gove-Milsap. The Unrestricted funds were distributed per our PFI policy: Outreach \$2923, Board Capital \$1754, and Unbudgeted Contingency \$1169. This is a very slight increase from the third quarter. The value of the investments at CCF increased \$2825 during the quarter.

The \$23,061 from our Ministries Education Scholarship Fund is currently in our Trustees Holding Fund. It is pending donation to the Disciples Seminary Fund.

Other matters:

Due to Matt's change of address, we did not receive his health insurance bill until 2 days before it was due, so the check was sent with only one signature to get it mailed immediately.

US Bancorp has been charging \$28 a month for insurance coverage on the new copier. It has taken 3 months of frustrating and time-consuming correspondence between Ann, Karen, our insurance provider, and US Bancorp before they finally accepted that our insurance covered their copier. They finally did agree to waive all the charges. However, they did also charge us a \$80 lease origination fee last October, which I do not remember from previous leases.

We still need to file the new copier with Benton County to exempt it from property tax (which would otherwise be passed through to us from US Bancorp). The county fee is \$50 but will be valid for as long as we lease that specific copier.

Expenditures over 8% at the end of January:

(Accounts expected to be "over budget" because of their billing cycles are not listed.)

Postage

Natural Gas

Electricity

Building & Custodial Supplies

Maintenance & Repairs – furnace repair

Security, Fire Service Calls – 3 calls in December & increase in price to \$50/each

SM Continuing Ed & Books – CCF Development conference

The scholarship funds have not been sent to Disciples Seminary Foundation. The funds were sent to us, and we need to send them on to the Foundation. Alice Kelling just needs instructions. Kelley will write a letter of transmittal to accompany the check.

We set up a line item in the Budget in order to sequester funds for Matt's sabbatical. It was decided to transfer funds on a monthly basis. If we end up with excess funds, they can be returned to the General Fund. Matt is hoping to secure a grant or two to help defray the costs.

In January, we added \$190 to All Church Events in order to clear a deficit. The deficit was actually \$560. For events that require reimbursement, Alice proposes to utilize the funds in the appropriate starred accounts first, then tap the General Fund.

We are already over budget on calls for fire/security. We had budgeted \$35. There are also two broken panes of glass in the south doors. Neil Reynolds and Bill Thayer were talking about reworking the south doors once the weather warms up. Perhaps it's time to see if the doors can be replaced since they have become a security issue for the church.

Alice said that we have received \$690 in income through the Vanco portal. Our costs were \$149.

Ann Smart asked if the Memorials Committee had met. Matt Gordon said that they have not met. Bad winter weather makes it difficult to convene a meeting.

Trustee Report: Kelley Marchbanks is working on the transfer of funds from our scholarship fund to Disciples Seminary Foundation.

Personnel Committee Report: Pamella Doerksen said that Kasey Burns is getting close to hiring somebody. Pamella met with Kasey and told her that if anybody is hired, they have forms to fill out and a background check must be completed prior to starting work. Matt Gordon said we can send a link to a potential employee so they can do it wherever is most convenient. We have a line item for background checks in the General Fund. The insurance company has a wide variety of on-line training available at no cost. Anybody in the congregation can go to the site and take training at no cost. Background checks are \$5. Christa Schmeder has jumped through all the hoops and is up and running. She has already put out a newsletter. We should encourage her to use bcc rather than open email addresses.

House and Grounds Report: Bruce Cotton said that we have a list of violations from the recent Corvallis Fire Department inspection that need to be addressed. One of the signs in the parking lot was knocked over. Bruce reinforced the post and the sign is again upright. The toilet in the women's downstairs restroom was running, but is now fixed. The lights underneath the portico on the north side of the church have been replaced with long-life LED lamps. Bruce also repaired magnetic hold-backs on the fire doors and replaced a ballast. Matt Gordon checked the cost of testing the in-house water for lead. The charge from Ch2mHill is \$25; from Edge, Analytical it's \$28, but he would give us a break. Discussion occurred regarding the scope of the lead testing. It was decided to utilize Edge to test the drinking fountains, all restrooms and the kitchen sinks (Communion Kitchen and main kitchen). The cost of the testing will be covered by the Maintenance and Repair budget.

Disciples House Report: Matt Gordon said that we will have an empty room until summer. We did get rid of some appliances. There was no fire department list for Disciples House. Amy Berry is organizing the Sunday meals and it appears to be going well. Lucas Teeter is doing a lot of small repairs. He's also purchasing tools. He isn't requesting reimbursement for the tools as he plans to take them when he leaves. Matt is trying to get the Disciples House Advisory Committee to meet.

Other Business: Kelley Marchbanks said that she spoke with Grady Goodall about consulting on the Capital Campaign. He will come and train the campaign workers. He's able to personalize the training for the organization. He's local and works with organizations. Matt Gordon will touch base with him, propose some fund-raising scenarios and discuss pricing.

Matt passed out a proposed time-line along with some quotes. One was a quote for additional solar panels on the roof. There is a possibility that we could sell the tax credits to reduce the cost. The other 2 quotes were for audio-visual upgrades in the sanctuary. Steve Herb and Matt Gordon will review the quotes for the A/V upgrade.

Matt spoke with Butts Electric last summer about upgrading the exterior lighting. We need to revisit that project.

Matt envisions the Capital Campaign to be for a two-year period at most. He doesn't want to phase projects. He would like to prioritize projects so that the most important gets funded first. He also would like to accomplish projects as soon as funds become available. The Campaign should be of relatively short duration. From a marketing standpoint, these three projects should enhance our visibility in the community.

Matt is forming a Capital Campaign sub-committee. So far, the committee consists of Matt, Steve and Kelley. It was suggested that Lauri Morris might be persuaded to work on the advertising of the Campaign. Pamella Doerksen said she will ask people to contribute. Ann Smart noted that Board approval is needed prior to the launch of the Campaign.

There being no other business, the Finance Cabinet stood in adjournment at 8:25 PM. Matt Gordon led the group in prayer.

Respectfully submitted,

Tom Garbacik,
Clerk of the Board