Call to Order: Steve Herb called the meeting to order at 7:08 PM.

Attendees: Tom Garbacik, Steve Herb, Matt Gordon, Bruce Cotton, Irami Osei-Frimpong, Beth Baird, Alice Kelling and Ann Smart.

Devotion: Steve Herb read #11 of the Tao. Profit comes from what is there; usefulness from what is not there.

Minutes: There were several corrections submitted via email. Alice Kelling said that at the end of page 2 the dollar amount held back by Elite Property Management was an EXTRA $750. She suggested that the third line of page three we should replace the word funds with income to reduce confusion. In addition, the need for a new policy for Paid Time Off for Part Time Employees was mentioned at the end of the Personnel Report, not at the beginning of the meeting. The minutes were approved as corrected.

Financial Secretary: Bob Young provided the following report:

At the end of June we have collected $75,336.73 that is credited to Estimates of Giving. At the end of July we have collected $85,161.73 that is credited to Estimates of Giving. With 58.3% of the year past this amounts to 58.0% of the $146,720 estimated for the year. This compares to 60.5% of Estimates that had been collected at the same time last year.

Of the 38 estimating units;
15 units are on target (up 1 from last month)
11 units are ahead (down 2 from last month)
and 12 units are behind (up 1 from last month)

Treasurer’s Report: The Treasurer’s reports were distributed by email.

General Fund: Through July, 58% into the year, the total YTD operating income received was $145,378 which is 58% of the annual budget. The total YTD operating expense was $148,001 which is 56% of the annual budget. The porch repair at Jefferson Street still has not yet been billed to us. July’s electric bill included a $118 credit for solar electricity produced during the previous month. Those expenditures that significantly exceed their 58% target are listed below.

Outside the General Fund: A few Funds currently have a negative balance: Adult Education, Family Camp, Landscaping, and Folk Musicians MF. Some of these will be covered by anticipated income. The Solar Incentive check for June ($566) has been received but did not get deposited until August 3, so it will appear in the August reports. The CCF Investments Asset was adjusted for the decrease in value on the quarterly report. Quarterly PFI income was received electronically and was deposited into the appropriate Church Funds (see the Fund Activity Report for amounts)

Expenditures much over 58% at the end of July:
(Accounts expected to be “over budget” because of their billing cycles are not listed.)

IT services
Natural Gas
Garbage Disposal
Carpet cleaning
Bulletins & Worship Material
Musician Honoraria
SM CE & Books (but still within limits of total benefits)
SM Convention (but still within limits of total benefits)
Pianist
Nursery Coordinator
Outreach Coordinator

We received the June solar incentive check but it wasn’t deposited until August. We will see two solar incentive checks deposited this month.

Trustees: Alice Kelling said that she checked the Elite Property Management statement for Lee Mason. The extra $750 that was withheld last month has disappeared. Elite has not invoiced us for the porch repair, and it appears to have been done for months. Lee will need to ask questions.

Disciples House: Steve Herb said that Alice Kelling had prepared historical spending records for Disciples House. Irami Osei-Frimpong said that he has worked up a budget based on those numbers. He said he has had an easy time finding residents, so he would like to go to year-long leases. We can work out sublets on an individual basis. He will start recruiting at the end of the school year. Expenses are taken from historical records, projected for the year.

On 12/12 Disciples House would like to host a winter formal for church members, house residents and the local community. It will be a classy event.

Sunday meals are working so far, with the residents alternating cooking duty. The house is subsidizing the meals at a rate of up to $30 per meal. The residents are taking ownership of the meals. The bathrooms are being cleaned, and full chore list will be implemented in the fall. Fines are now being levied for non-performance.

Irami obtained a new quote for exterior painting that was considerably higher than the last quote. He will get another couple of quotes and circulate them electronically to see if the project is affordable yet this year. He will consult with Donna and Will Keim, Vicki Young and Jean Thayer on the choice of colors for the house. Discussion occurred regarding soliciting individuals to help pay for the painting project. There is a donor plaque in the house. To have your name on the plaque, a donation of $3,000 or higher had to be made to the house.

Perhaps Irami could contact Donna and Will to see if they would be willing to provide the history of the house from their perspective.

We know the roof was done in 1995 and should be good for another 10 years. The hardwood floors need to be refinished. The gap in the flooring, and other structural issues discussed. The house is
structurally sound. Irami would like to refurbish the sleeping porch in July 2016. He envisions sheetrock walls, linoleum, repaired windows and insulation. The sleeping porch windows need work, but only after we repair the windows on the third floor. We might be able to rehab up to 3 windows for $20,000 based on a quote from Bashful Bob. Ann Smart knows of some people locally that may be able to rehab the windows. We really wanted to replace the windows in the small room on the 3rd floor. Bruce Cotton has screwed one window closed due to leakage. The quote was $44k to replace the windows. However, due to the Historic Resources Commission we will need to get quotes for rehabbing the windows.

Bruce will work on a couple of non-functional exhaust fans on Tuesday.

**House and Grounds Report:** Bruce Cotton said that the new metal exterior door to McLean Hall is installed. The light above the door is new, and is being controlled by a photocell so it is only on during dark hours. The contractor wasn’t planning on doing the fire exit sign. It was taken care of, but the wood still needs to be painted. We need to get the permit signed off. The door has beenkeyed so that it can’t be unlocked except by a few people. Bruce fixed the toilet in the school room, and worked on the network, too. Luke Cotton removed an old router that was causing problems by trying to be prime. Access to the N drive is also fixed. There may still be some network issues.

The women’s restroom on the lower level still needs to be repaired. There is a soggy floor. We may not have enough money to do the repairs this year.

**Personnel Report:** Beth Baird said that Charlene Lincoln is having the pin taken out of her toe on Thursday. She still can’t be up more than 30 min a day. She’s chomping at the bit to get back to work. We’re hoping she can be back next week.

We need a paid time off policy for our part-time workers in order to meet the changes in state law for employers of 10 or more employees. We don’t have more than 7 employees on site per day. Matt Gordon is an independent contractor, not an employee. Matt gathered some PTO policies, and discussed them with Trisha Martin and Steve Herb. They crafted a policy that is set up intentionally as paid time off, rather than something that needs to be tracked. The majority of the policy comes from First Christian Church of Portland. The part-time employees (20 hours a week) are: Lincoln, Shinkawa, Osei-Frimpong and Weaver. We should be able to provide quarterly statements for employees so they know where they stand. The PTO policy was discussed at length. We have an FMLA policy already. The Finance Cabinet needs to approve, then the policy is passed on to the Board. It’s better to go to the board in discussion format. Beth will fine-tune the policy and pass it by the Finance Cabinet for an email vote in advance of the next Board meeting. The Board should meet in September or October.

The Paid Time Off policy is being implemented too late to help Charlene Lincoln. Beth would like to ask for a Love Offering for Charlene. Matt Gordon could make an announcement at worship and/or make a separate email plea. **MOTION:** Beth Baird moved that we approve a Love Offering fund-raiser for Charlene Lincoln to help defray medical costs and to help replace lost income. The motion was seconded by Alice Kelling and passed. Any funds gathered will be deposited in Member Support. Member Support has a balance of $200. Why? The Love Gift is subject to taxation.

Steve Herb passed out a proposed letter to congregation to seek removal of church building from the local historic register. Suggested revisions were discussed. Should we recommend it to the congregation, or should it be informative? And should it be from Steve or from the Finance Cabinet? If
we recommend it to the Congregation it indicates we’ve done our due diligence. We don’t want this to go on and on. If we didn’t do something the Historic Resources Commission required, what would be the penalty? We would need to correct the issue prior to receiving any new building permits. In most towns we could have removed Disciples House from the property tax rolls, but not in Corvallis, due to the amount of off-tax properties. The assessor’s office has a large file on us. The result would be to remove the historical overlay from the church building. The neighborhood assoc is talking about forming a historic district. If that passes, we would need to go through the HRC anyway. We have no assurance of success, and the application fee would not be returned. Ann Smart had a discussion with the person who deals with historical properties. We have gone through the historical review process more than any other building in town. The review process adds at least 90 days to obtaining a building permit. While we would like to preserve the historical feel of the building, there are times where safety and security should take precedence. We were put on the local list of historic properties in 1989 against our wishes. Steve Herb will align the comments and send the letter back out for final review.

The Finance Cabinet stood in adjournment at 9 PM. Matt Gordon led the group in prayer.

Respectfully submitted,

Tom Garbacik,
Clerk of the Board