

**First Christian Church
Corvallis, Oregon**

**Finance Cabinet Minutes
September 14, 2015**

Call to Order: Steve Herb called the meeting to order at 7:04 PM.

Attendees: Tom Garbacik, Steve Herb, Matt Gordon, Lee Mason, Irami Osei-Frimpong, Bruce Cotton, Tricia Martin, Teresa Shaw and Dave Steffy.

Minutes: The Minutes of the October's Finance Cabinet meeting were approved as submitted.

Disciples House: Irami Osei-Frimpong introduced Dave Steffy with Edgewood Construction; a contractor that is here to discuss painting Disciples House. Irami received several quotes in a range of prices. We have lead-based paint peeling off the house which is a major concern. The preparation for painting is a huge job. All the chips must be collected and disposed of properly. If we wait to paint, the cost of the job will escalate. Edgewood is licensed, bonded and insured. They will have at least 4 guys on site every work day, and they will accommodate our need for the grounds for the Fall Festival weekend. Bruce Cotton suggested looking at houses in Albany, Oregon's Historic Districts to get an idea of paint color. The contractor is figuring on 3 colors. The remaining lead paint will be encapsulated chemically and then painted. We need a decision on the colors within a week. **MOTION: To move \$5,000 from Disciples House Operations to Disciples House Improvements and to accept the \$22,000 quote from Edgewood Construction LLC. to paint Disciples House. The motion was made by Bruce Cotton, seconded by Lee Mason and passed.** Half the money is due at the start of work; 2/3 of the way through the project another \$6,000 is due, and the remainder will be due at final walk through. Irami will get some folks together to choose the colors.

Financial Secretary: Bob Young provided the following report:

At the end of August we have collected \$99,886.41 that is credited to Estimates of Giving. With 66.7% of the year past this amounts to 68.1% of the \$146,720 estimated for the year. This compares to 68.6% of Estimates that had been collected at the same time last year.

Of the 38 estimating units;

15 units are on target (down 1 from last month)

11 units are ahead (up 1 from last month)

and 12 units are behind (same as last month)

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

General Fund: Through August, 67% into the year, the total YTD operating income received was \$170,840 which is 69% of the annual budget. The total YTD operating expense was \$168,361 which is 64% of the annual budget. The porch repair at Jefferson Street still has not yet been billed to us. August's electric bill included a \$119 credit for solar electricity produced during the previous month. There was a generous response for the Love Gift for Charlene. Those expenditures that significantly exceed their 67% target are listed below.

SAIF audited our payroll reports this month, and the auditor arrived at a lower payroll number than we had reported. So our premium will be slightly lower than last year.

Outside the General Fund: A few Funds currently have a negative balance: Adult Education, Family Camp, Landscaping, Minister's Discretion, and Folk Musicians MF. Some of these will be covered by anticipated income. The Solar Incentive check for July was \$570. Money from the Swick Fund and the PFI Board Capital Fund were used to pay for the new exterior door in McLean Hall.

Expenditures much over 67% at the end of August:

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

Office Supplies

IT services

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

Communications Manager

Nursery Coordinator

Director of Youth and Young Adults

Outreach Coordinator – actually on target when the Stone Soup reimbursements are factored in

Trustees: The Permanent Funds Committee met and drafted a copy of the revised Permanent Funds Policy. The policy will be approved by the Board and then sent on to the Congregation for approval. Steve Herb asked about memorial funds that haven't been distributed. The Memorials Committee (Francis Younger, Patricia Malone, Margaret Coon and Matt Gordon) will meet this fall to discuss. Steve noted that the Folk Musicians are in the red due to purchasing new microphone stands. The hope is that there are memorial funds to cover the purchase.

House and Grounds Report: Bruce Cotton said that Neil Reynolds painted the exterior of the new door to McLean Hall. Bruce will paint interior a chocolate brown to hide scuffs and stuff. The new tree closest to the church near the drive apron now has a drip ring for irrigation. The tree on the far side of the drive apron will need to be hand watered. The suggestion was made that perhaps CDDC can have somebody give it a bucket of water every day until the rains start. The City replaced the trees. The city didn't put irrigation bags on the trees this year. They only agreed to maintain the trees for 2 years, so we're responsible this year. Next summer we need to think about irrigating that tree. Prill Zobel said we need to do something around the south entrance, where there's dirt, near the smoking area. It's a safety issue, with an uneven surface. Filling the area with dirt might be a good choice to avoid a hazard during the Craft Fair. Bruce has turned the sprinkler heads off. Bruce is willing to go fetch dirt if somebody will spread it. Do we have paint that matches the exterior? We have a tag that needs to be covered. Yes, we do have paint and Vicki Young has the color codes if we need to buy more.

Personnel Report: The Paid Time off Policy is being circulated by the Finance Cabinet again. The only change of substance from the last reading is that this is open to all employees, not just 20 hours per week or better. For example, the nursery workers, working an hour and a half a week, won't accrue much time. Lee Mason said most companies require you to work 50% or more before you are covered under a Paid Time off Policy. Extensive discussion revolved around the following points:

- Should all employees be covered by the Policy?
- Can a person move between being covered/not covered depending on the hours they work?
- What is the financial impact?
- Would all employees be replaced if they were off?
- What about paid holidays?

Eligible employees are those hourly employees that are regularly scheduled to work 20 hours or more per week. Those are the only employees covered by the policy.

A question arose as to having both folk musicians and choir sing at the same time. That incurs a time commitment for the Choir Director. Perhaps this subject would best be discussed in Personnel.

Other Items: Steve Herb mentioned the Letter to the Congregation that will be in the *Dispatch* regarding the desire to seek to remove the church building from the local register of historical landmarks. The purpose is to solicit conversation prior to taking to the Board. Where is the funding? We haven't discussed funding yet. The idea is to get buy-in from the Congregation or to respond to comments and concerns.

Steve Herb is concerned about the development of next year's budget. In October we will be talking about the Stewardship Campaign. We need to ramp up our efforts regarding Stewardship. Alice Kelling plays a huge roll in the Budget process – tracking actual figures as well as proposed increases, especially for utilities. Bob Young provides his best guess regarding the Estimates of Giving, Alice provides historical spending data on non-personnel items, Beth Baird works up the Personnel numbers and then we work out the details.

The Finance Cabinet stood in adjournment at 8:40PM. Matt Gordon led the group in prayer.

Respectfully submitted,

Tom Garbacik,
Clerk of the Board

Attachment: Paid Time Off Policy 509-15