

First Christian Church Corvallis, Oregon

Finance Cabinet Minutes May 14, 2018

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

Devotion: Pamella Doerksen led the group in prayer.

Attendees: Tom Garbacik, Matt Gordon, Pamella Doerksen, Don Yarbrough, Steve Herb, Karen Griswold, Bruce Cotton and Ann Smart.

Minutes: The Minutes from the April meeting were approved as submitted.

Financial Secretary: Bob Young's report is provided:

At the end of April, we have received \$57,545.99 that is credited to Estimates of Giving for 2018. With one third of the year passed, this amounts to 37.5% of the \$153,120.00 estimated for the year. This compares to 43.3% of Estimates that had been collected at the same time last year.

Of the 36 estimating units;

15 units are on target (down 2 from last month)

12 units are ahead (up 5 from last month)

and 9 units are behind (down 3 from last month)

The Safe and Sound Capital Campaign has received 17 Estimates for a total of \$49,080 for the two-year period. The actual amount received to date is \$15,902.00.

It has been a pleasure to serve as your financial secretary for the past several years. Tom Garbacik and I have coordinated to provide a smooth transition to the future.

Steve Herb noted that there was a meeting prior to this one to discuss the Safe and Sound Capital Campaign and to make sure there was no loss of momentum for the Campaign. It was reported that the Program Cabinet will likely suggest that the proceeds from the Craft Fair be dedicated to the Campaign. Ann Smart said that we need to make sure that the flow for approval is: Program->Finance->Board. Tom Garbacik noted that it appears we have gained a new giving unit.

Treasurer's Report: The Treasurer's report was distributed via email in advance of this meeting.

General Fund: *Through April, 33% into the year, the total YTD operating income received was \$97,891 which is 34% of the annual budget. The total YTD operating expense was \$95,475 which is 31% of the annual budget. The electric bill included a \$54 solar credit for March. The contract with Jani-King increased by \$100 per month to cover more services which we requested. Those expenditures that exceed their 33% target are listed at the end of this report.*

Outside the General Fund: *The solar incentive check for March was \$250.*

The All-Church Events Fund is in deficit because we paid \$480 in January to reserve Otter Beach for our annual pool party; three other Churches are to reimburse us for their share. Disciples House remains financially secure and an insurance claim has been initiated for the fire damage.

Outreach: *Generous gifts continue to fund the Minister's Discretionary account.*

Permanent Funds: *We received the first quarter 2018 Permanent Fund income in April. It totaled \$6379 = \$5839 from the Unrestricted Funds, \$376 from Swick, \$31 from Ives, and \$133 from Gove-Milsap. The Unrestricted funds were distributed per our PFI policy: Outreach \$2919, Board Capital \$1752, and Unbudgeted Contingency \$1168. This is a slight increase from the fourth quarter 2017. The value of the investments at CCF decreased \$11,087 during the quarter. We have received donations for the Permanent Funds; Trustees will determine how to invest it. As approved by the Board, Swick income was used to pay for adding a new electric circuit in the office dedicated to the printer.*

Expenditures over 33% at the end of April:

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

Administrative Expense

Natural Gas

Electricity

Church Van Expenses

Custodial Services - \$100 increase in contract to cover more services

Curriculum & Supplies, Adult

Coffee House Supplies – forgot to budget for the water dispenser

Organ/Piano Tuning

SM Convention

Nursery Coordinator

Ann Smart will arrange to have signature cards updated for the Church bank accounts. **MOTION: Ann Smart moved that Bruce Cotton be approved as an additional check signer. The motion was seconded by Steve Herb and it passed.**

Trustee's Report: Don Yarbrough said that he has set up the Lynn Evans Fund for Children and Youth with the Christian Church Foundation. The fund selected is the Beasley Growth Fund. A decision needs to be made on the frequency and amount of distributions. There are options: no distributions; fixed amount; recommended amount for sustainability; a percentage of income. Pamella Doerksen said that if we take the recommended amount for sustainability it will flow into the budget and it can be tracked. We can also change the distribution scheme at any time. Ann Smart asked if the donor had provided a list of preferences or criteria as to how the fund would be utilized? We will start with quarterly distributions of the recommended amount for sustainability and check with the donor. Alice Kelling will take care of filling out the forms and sending the check to the Christian Church Foundation. Steve Herb suggested that we wait until all the pieces are finalized before we announce the Fund to the congregation.

Karen Griswold said that the insurance claim contractor to repair the fire damage to the porch at Disciples House is PuroClean. The PuroClean estimate is higher than the insurance adjuster's figures, as it includes cleaning up the interior smoke damage. Our deductible is \$1,000, and the estimate of damage is a bit over

\$10,000. We most likely will need permits for the work. The Church offered financial assistance to repair damaged bicycles. To date, nobody has taken advantage of that offer. None of the residents has expressed concern for their safety after the fire. Matt Gordon suggested that we strengthen and highlight the suggestion that residents obtain renter's insurance to protect their belongings. We need to make sure that the residents realize their personal property is NOT protected by our insurance policy. We need to make sure that the rental agreement in use matches the approved version – or update the approved version to match the agreement in current use. Perhaps we could obtain brochures from insurance companies detailing coverage and cost and include them with the rental agreement.

Personnel Report: Pamella Doerksen said that we have two applicants for nursery attendants. It is critical that we have new hires fill out all paperwork, properly, including background checks, before they start working. We need to make sure that Ann Smart has all the documentation before she does payroll this month. Eric Qian's plans are still not definite. We would like him to continue as our pianist if he decides to stay in Corvallis for graduate school.

Ann Smart's revisions to Policy 505 were discussed. **MOTION: Pamella Doerksen moved that the Finance Cabinet approve the revisions to Policy 505 and recommend it to the Board for approval with a suggested effective date of 4/9/18. Karen Griswold seconded the motion and it passed**

House and Grounds: Bruce Cotton said that we're doing fine. Bruce fixed a toilet and upgraded some of the sconce lights with LED bulbs. The start of construction for the sanctuary level fire exit has been delayed because the City wanted an engineer's stamp on the drawing. The drawing must be resubmitted and approved. There was a \$300-line item in the contract to cover such an eventuality. The formwork for the exit will be keyed to match the existing reveal on the church building. Construction will occur later this summer.

Bashful Bob's has given us some quotes for the south door replacement project. Due to the volatility of metal prices, quotes are of limited duration. If the quotes go up due to changes, we might not be able to do everything. Bashful Bob suggested using gear hinges and adding a center post if we want to rehab the existing doors. We will need to make a critical decision soon

Disciples House Report: Matt Gordon said that all but one of the current residents will be back next year, and that Lucas Teeter has already filled the open room. Lucas will be with us for at least another year.

Other items for consideration:

Steve Herb said that we have a hearing assistance transmitter, however we no longer have hearing assistance devices. He would like to purchase a couple of receivers at \$70 each. Steve suggested using the general fund or starred worship fund to cover the cost. Matt Gordon suggested purchasing 3 units. It's an insignificant expense if it helps people hear. It would be helpful if we had designated people to 'reclaim' the devices after worship. The devices should also be labeled so that if they do wander off, they might find their way back. **MOTION: Ann Smart moved that we obtain 3 hearing assistance devices utilizing the Sanctuary Memorial Fund. The motion was seconded by Bruce Cotton and it passed.**

It was also noted that it is difficult to hear the members of the congregation during the Sharing and Caring portion of the worship service. Perhaps we can utilize a deacon or two with roving microphones. We need to educate the congregation to the fact that using a microphone helps everybody hear

Steve Herb asked Matt Gordon to update the Google Address Lists to reflect the upcoming change in officers of the church prior to the next meeting.

Ann Smart is in discussion with the City of Corvallis regarding their liens on our kitchen equipment. The discussion was precipitated by Stone Soup donating a new range to our church. The City will take the old stove for use in a city facility. The City still has liens on the dishwasher, convection oven and either the refrigerator or the freezer. As of this coming December we will have 2 years remaining on the lien before it can be removed. Once Stone Soup and the Corvallis Daytime Drop in Center leave the building, we will need to reassess our needs for kitchen equipment.

Matt Gordon said the Hope and Wholeness Counseling Center asked if we had records regarding the ownership of the furniture they are using. Steve Herb will ask John Evans to see if he has any insight into how the furniture was acquired, once he returns from his trip.

What are the budget impacts if the Hope and Wholeness Counseling Center, Stone Soup and the Corvallis Daytime Drop in Center leave our building? We deferred action until the departures appear to be imminent. The community is somewhat divided regarding the move. However, if they do leave, we may be able to downsize our dumpster and reduce the refrigeration in the kitchen. The Paladin position will be in flux after the moves. There is still a need for the position, possibly at reduced hours.

The Finance Cabinet stood in adjournment at 8:27PM as Matt Gordon led the group in prayer.

Respectfully submitted,

Tom Garbacik,
Clerk of the Board

Attachment: Policy 505