

**FIRST CHRISTIAN CHURCH  
FINANCE CABINET MINUTES  
April 10, 2023**

ATTENDING: Matt Gordon, Bruce Cotton, Bob Young, Janet Chenard, Tom Frederick, Ann Smart, Trish Martin, Tom Garbacik, Pamella Doerksen

CALL TO ORDER: Janet called the meeting to order at 7:02 p.m.

MINUTES: Bob moved that the minutes from March be approved, Tom F. second. Approved unanimously.

FINANCIAL SECRETARY: Submitted by Tom G. via email.

*At the end of March, we have received \$40,628.10 that is credited to the 29 Estimates of Giving for 2023. With 25% of the year passed, this amounts to 28% of the \$146,270.00 estimated for the year. This compares to 36% collected at this same time last year.*

*Of the 29 estimating units:*

*12 units are on target (same as last month)  
10 units are ahead (up 2 from last month)  
and 7 units are behind (down 2 from last month)*

*There were no Faith income donations. The YTD Faith Income stands at \$50.*

*The Capital Campaign expended \$2,162 for the north entrance lighting project, leaving a balance of \$677.*

*Church Windows still has issues. Service Release 2 was installed, but it didn't fix all the problems. SR3 is promised "soon."*

Several RMDs from donors to pay pledges are expected. A donor agreed to fund the cooling for the Stone Soup room (Room 14) with \$6000. Suggested that any leftover funds could be used to help with lighting in McLean Hall.

**MOTION:** Janet moved that the \$6000 donation funds be put in House and Grounds to be used for the necessary cooling for the Stone Soup room and any excess used for McLean Hall lighting. Ann seconded. Approved unanimously.

TREASURERS' REPORT: Submitted by Ann S. via email.

**General Fund:** *Through March 31 we have received \$62,575 in total income and had \$ 65,860 in expenses. Pledge receipts, loose offerings and Faith income were below our monthly targets again this month. The general fund is down to \$ 12,010. A bit of good news, putting the insurance on autopay reduced our monthly charge by \$3. The phone and internet bill received the credit for the overpayment and is now back on track. We had to buy checks. They usually last about 2.5 years, but that expense increased the overage in office supplies. Maintenance and repairs included labor to replace a failed glass panel next to the back door, a new shop vac, work on the locks and changing bulbs in the sanctuary.*

*Our payroll treasurer had more challenges when the pay checks wouldn't finish processing nor print on Friday before the Sunday due date. Fortunately, Church Windows staff answered our call and one CW employee stayed late to help solve the problem. For a while we thought we would have to hand create them*

in accounting, but fortunately the fix was fairly easy. Because of some unique Oregon taxes, we have been the cause of 2 updates to the software. The good news is that there didn't seem to be any penny issues with the March paychecks. One penny discrepancy left from a late cashed Feb. check was corrected with a journal entry. CW is studying our data to figure out what is causing these errors. We think it has to do with how they are rounding various Oregon taxes. Cross your fingers for the Quarterly reports.

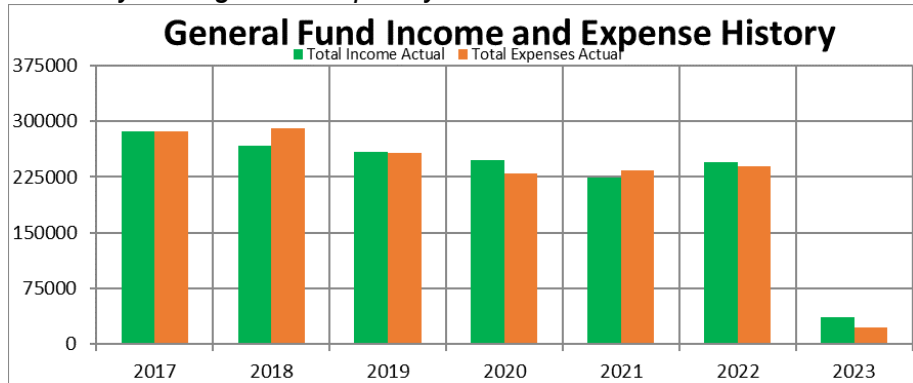
CASH FLOW	2017	2018	2019	2020	2021	2022	31-Mar-23
General Fund Ending Balance	\$23,560	(\$183)	\$551	\$18,307	\$9,418	\$15,295	\$ 12,010
Checking Account Balance	\$806	\$2,267	\$4,567	\$5,005	\$4,387	\$5,000	\$ 7,764
Money Market Balance	\$162,201	\$197,707	\$40,584	\$52,515	\$48,174	\$72,542	\$ 74,735
DCEF Flex Account Balance			\$100,000	\$100,000	\$100,000	\$72,000	\$ 72,000
Checking + Savings	\$163,007	\$199,974	\$145,151	\$157,520	\$152,561	\$149,542	\$154,499

**General Fund Expenditures over budget at the end of March:**

(Accounts expected to be over budget because of their billing cycles are not listed. Being over budget might mean that we had unexpected expenses or did not budget appropriately.)

- Office Supplies
- Electricity
- Music Honoraria
- Natural Gas
- Security & Fire Service Calls

The utility overages are hopefully because of the cold weather and will be closer to budget at the end of the cycle. The city utilities & fee increase started, and the bill was up almost \$60. We had two alarm calls in Feb. answered by Valley Security at \$55 each. One was for the elevator phone during the overnight shelter use. The other was a general alarm at 5 am with no cause found.

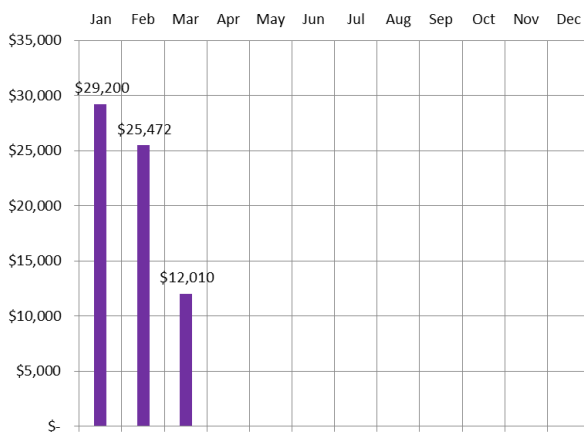


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**Outside the General Fund:** The solar incentive payment for Mar.

was \$194. A payment of \$87 was made on the internal roofing loan to PFI Capital leaving a balance of \$5,399 which should be paid off by mid-2024.

**General Fund Balance**



**All Church Events:** The fund is down to \$19.

**Christian Ed Support:** This fund continues to receive donations and is up to \$692.

**Disciples House:** Natural gas is at 45% of the budget estimate and electricity at 35%. The Operations fund has \$21,758. We continue moving 20% of the rent to Capital Improvements, which is now at \$59,514.

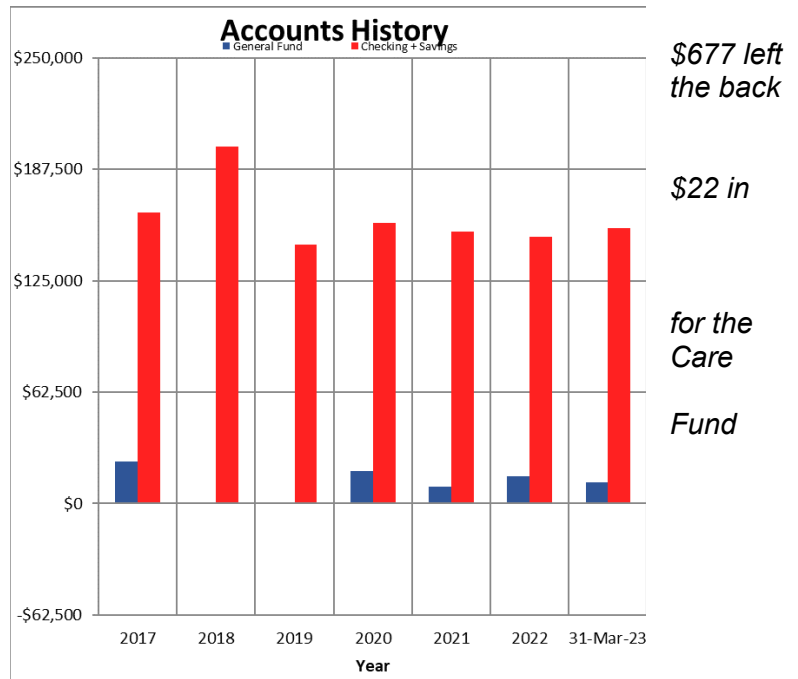
**Lawyer:** There were no lawyer fees this month. The total legal fees paid are \$44,155. The PFI Unbudgeted Contingency fund is at **-\$23,532**. We will receive PFI unbudgeted contingency money again in April which will help reduce this deficit.

**Craft Fair:** Vendor non-refundable deposits were received totalling an additional \$188.

**Capital Campaign:** Axis Electric was paid for installation of the front porch lights. There is and some of it will go to replace fixtures near door.

**Minister's Discretion Fund:** This fund is the negative. Hopefully we will receive donations soon.

**Mission Pass Through:** Checks were sent quarter to the following: Volunteer Interfaith Givers \$20, We Care \$500, Week of Compassion, \$2,420 and Disciples Mission Special Days \$200 for Christmas Offering.



There were two interest payments from the Church Foundation that came in January. The December payment did not arrive until January and the regular January payment. We discussed that Matt should add a reminder to the congregation regarding Faith Income as an assist to the budget.

TRUSTEE REPORT: Submitted by Bob Y. via email.

Federal judge Richard Andrews has upheld the lower court decision to approve the Boy Scout bankruptcy plan in the Delaware case. The chances are good that the case will be appealed again due to the huge sums involved. It is my thought that we would be off the hook for liability in our local case if it is not appealed. That does not necessarily mean that our legal costs would be covered. The bankruptcy plan does make provision for coverage of legal costs for chartered organizations such as ours. However, that pot of money is limited and there are hundreds of other cases like ours.

We should watch to see if an appeal of the decision emerges. In the meantime our case remains stayed.

The church recently received the loan payoff records for the \$36,000 loan from the Board of Church Extension used to finance the solar panels on the church roof. This loan was actually paid off near the middle of 2022. Documents showing the extinguishment of this loan have been added to the church's safe deposit box and to the flash drives documenting the safe deposit box contents.

The three current trustees recently met, along with trustee nominee, John Evans. Original purpose of the meeting was to discuss which documents to add to the safe deposit box. This question was easily answered by review of previous BCE loan payoff records in the safe deposit box. The remainder of the meeting allowed all involved to discuss current trustee issues and to start preparing for the upcoming trustee turnover at the end of May.

Still need to have the inspection of Disciples House by the insurance representative. Michelle is trying to arrange this. Matt will also need to participate and JSYS will need to have 24-hour notice for the tenants. Negotiations ongoing.

PERSONNEL: Submitted by Tom F. via email.  
All staff positions are filled

*We had a Personnel Check In Meeting last week - the staff is doing well  
We have a great staff.*

HOUSE AND GROUNDS: Submitted by Bruce via email.

*Steve Herb, Bob and Vicki Young removed the rest of the screen/divider in McLean Hall.  
Steve Herb and I removed the light fixtures.*

*Bashful Bob's came by and installed new glass in the rear door sidelight window.*

*Emailed Jane Huyer to see if stone soup will cover the cost of a Split air system in room 14. I will find out after their Tue. meeting.*

*Vicki has rear entrance sconces picked out and the stain glass guy came by to see the damaged windows.*

*Wed. Mid-Valley Commercial Construction will start on the McLean Hall ceiling*

*Talked with Smith Glass about the Kitchen window and they were going to come back and look at the window. If we do not hear back from them this week, I recommend that we call Bob Mirror and Glass to see if they will repair it.*

*Found a remote that turns on the sound bar that was removed from the AYSO room but it does not allow connection selections.*

*Looked at LED troffer lighting for McLean Hall, waiting for committee input before ordering.*

The acoustic tiles will be installed in McLean starting Wednesday. The sconces for the rear entrance will be coming tomorrow, ordered from J&J lighting. The ceiling light fixtures will cost approximately \$1000.

There are choices available for ceiling tile texture and color. Would prefer some texture, not flat as well as a neutral color, not bright white. The McLean Hall Wednesday classes will need to move to a different room this week. In light of the donation for cooling room 14, we will not need to have Stone Soup help with this.

#### OTHER BUSINESS:

1) There will be a probable change to JSYS use of Disciples House. JSYS has received a donation of two new houses. Further information pending meeting with JSYS and discussion with the Disciples House committee. The earliest the change may happen would be November. JSYS would give 60-day notice. Ann reminded that we would need to give a 30-day notice regarding the tax exemption status of Disciples House as the exemption resides with JSYS.

2) Third floor rentals: We Care may possibly be wanting space again. Emily is in negotiations with another non-profit who is looking at the office space in the choir loft area.

3) Earth Week: Remember the 20% bonus from Bottle Drop for bags brought in this week!

4) The MOU for Stone Soup draft will be posted for another review.

5) Review audit items next month to see if any further actions are needed.

ADJOURN: The meeting was adjourned at 7:42 p.m. with Matt leading us in prayer.

Respectfully submitted,

Karen Griswold

Clerk of Finance

Approved 05/08/2023