

FIRST CHRISTIAN CHURCH
FINANCE CABINET MINUTES

June 12, 2023

ATTENDING: Matt Gordon, Bruce Cotton, Tom Frederick, Ann Smart, Janet Chenard, Tom Garbacik, Tricia Martin, Pamella Doerksen, Emily Herb,

CALL TO ORDER: Tricia Martin called the meeting to order at 7:11 p.m.

MINUTES: Ann Smart moved that the May meeting minutes be approved, Bruce Cotton seconded. All Approved

OTHER BUSINESS: Emily Herb led a discussion of the We Care MOU. Ann Smart commented on the fact that We Care asked if they could put things outside the building to be picked up. While FCC does not disapprove of them doing so, it may not work well in this location. Subject to FCC approval for the items to be put outside. Ann moved and Tom Frederick 2nd that the We Care MOU go to the board. All Approved.

Stone Soup MOU also needs to be added to the other business at the board. The changes are small. Stone Soup will reimburse FCC for security if it is needed at Stone Soup. Motion by Bruce Cotton to send the Security requirement to the board agrees the amount from SS is \$400 for 20 hours for Stone Soup. The motion was seconded. All Approved.

Discussion on purpose of the MOU's and how these deal with the tenants re money. We are surrounded with all these groups because these groups share our people, values, space and money and share different amounts of money because this is how these can all be in equity with the FCC Community. The money we receive from these nonprofit groups is a donation to FCC to pay to support the building. It is figured out by square footage in the area they will use at \$1.50 per square foot. Then they are asked what the organization can afford to donate and we agree on that amount. Then FCC knows how much FCC is actually donating to each of the community partners in the building. The president or the clerk is always the signer on these MOU's.

Disciples House, Luther House and West M are in conversation with FCC on the rentable spaces that are owned by them and by us so all will be intentional. Question on Roof Bids on Disciples House. Have a bid for over \$100,000. Don and Stutzman and one more bid will come. This will need a lot of future discussion.

FINANCIAL SECRETARY: Submitted by Tom G. via email.

At the end of May, we have received \$77,418.10 that is credited to the 29 Estimates of Giving for 2023. With 42% of the year passed, this amounts to 53% of the \$146,270.00 estimated for the year. This compares to 53% collected at this same time last year.

Of the 29 estimating units:

- 6 units are on target (down 4 from last month)
- 15 units are ahead (up 4 from last month)

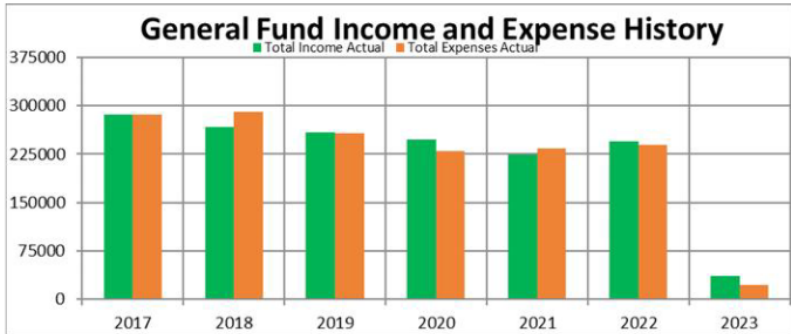
and 8 units are behind (same as last month)
 There were no Faith Income donations.
 The Capital Campaign had no activity.

TREASURER’S REPORT: Submitted by Ann Smart via Email

General Fund Expenditures over budget at the end of May:

(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 | Telephone & Internet |
| Natural Gas | Garbage Disposal |
| Electricity | Maintenance & Repairs |
| Security & Fire Service Calls | Music Honoraria |
| Nursery Attendants | |



Outside the General Fund:

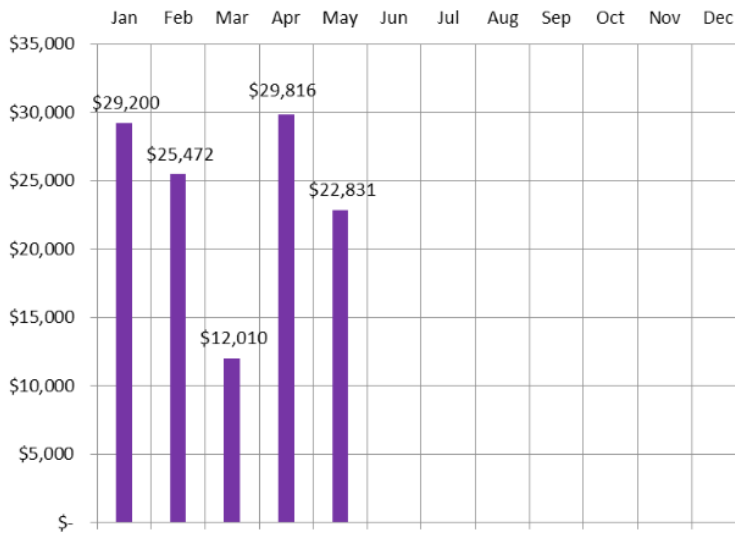
The solar incentive payment for May was \$314. A payment of \$257 was made on the internal roofing loan to PFI Capital leaving a balance of \$4,946 which should be paid off by mid-2024.

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

Christian Ed Support: This fund continues to receive donations and is up to \$752.

Disciples House: Natural Gas and Electricity continue to be high. We may need to replace the roof this year.

General Fund Balance



House and Grounds: An anonymous donor gave us \$6,000 to proceed with the heat pump to cool the refrigerator/freezer room. Half of that payment was made this month to Peak Electric for \$2,343.50. Finance voted to put any left over towards McLean Hall lights which were \$1,099 and they were paid this month. H&G fund includes the 2022 Craft Fair money which was paid this month to Mid-Valley Construction for the new tile ceiling for \$14,800. A donation for the difference is expected.

Lawyer: There were no lawyer fees this month. The total legal fees paid are

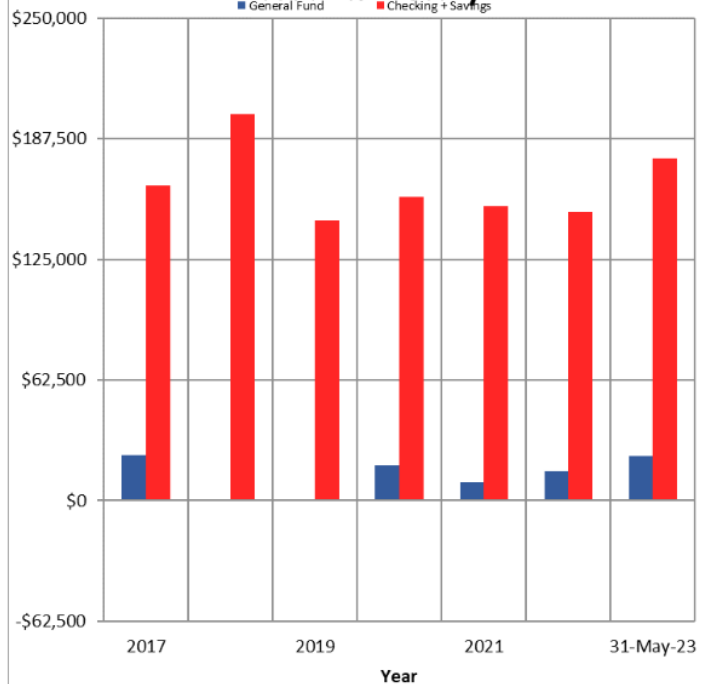
\$44,155. The PFI Unbudgeted Contingency fund is at **-\$22,370**.

Minister's Discretion Fund: This fund has grown to \$282.

Mission Pass Through: An additional \$200 was sent to Murray Hills Christian Church for Lauri's Mission trip to Ecuador. An additional \$650 has been donated and will be paid in June for a total raised of \$1,350.

Mission. We received our last two Amazon Smile donations totalling \$44.31 and an escript donation of 14 cents.

Accounts History



Ann at the meeting commented that new employees will get their raises next month. Moved by Bruce and Ann Second to accept Peak Electric as a Vendor. All approved.

Carol Garbacik: Trustee Report:

There is already a requirement in the FCC Church Insurance Policy that all approved occupants have their own insurance. A Lessors Risk Insurance Rider to protect FCC in all areas should cost less than \$150 per year.

Carol Moved and Ann seconded that FCC get a Lessors Risk Insurance Rider. All approved.

TRUSTEE REPORT
to
FINANCE CABINET
FIRST CHRISTIAN CHURCH, CORVALLIS
JUNE, 2023

Bob Young handed off the Trustee documents to the new lead trustee. It is a daunting task, and she hopes she is up for it. The trustees are now Carol Garbacik, Michelle Varner, and John Evans. While the new trustee group will be involved in all trustee business, they each have agreed to take the lead in certain areas – Michelle (Insurance), John (Permanent Funds) and Carol (Properties, legal, and as delegator!). Bob has also passed on the Permanent Fund information to John.

Michelle has been in discussion with Ben Laro, our insurance agent. We still have no report back regarding the inspection of Disciples House. Ben's is checking on the inspection report, but his opinion is that "no news is good news". So, unless we hear otherwise, we are operating under the assumption that the house passed inspection.

Ben also has suggested that we add a "Lessor's Risk" rider to our church insurance policy. This would help cover our bases with the new tenant groups we have. When a church leases out it's space (even if a fee isn't charged), there is an increased exposure for claims because the church owns the premises. So something as simple as a slip/trip/fall injury can result in the church paying for claims. The likelihood is reduced when the tenant provides the church with a certificate but it doesn't completely waive the church's responsibility. As a result of the increased exposure, the insurance company adds a "Lessor's Risk" liability classification to the church's policy (the church is the Landlord / Lessor). This would likely be a small premium increase (should be less than \$150/year). Michelle has brought this to Emily so it can be added to MOU discussions.

To date, we have not gone through the safe deposit box as part of our trustee duties. We will need to wait until the board approves the election of officers at their meeting at the end of June. This will provide the meeting minutes required by the credit union to approve adding John to the signature card.

Carol Garbacik
Trustee

Bruce Cotton House and Grounds by email:

Bashful Bob's came by to check on the handicap door opening issue. The Split air system for room 14 (Stone Soup room) is installed - City permit check on Tuesday 13th. Bob's Mirror and glass replaced the broken windowpane in the kitchen.

At the meeting Bruce said that there would be an AC inspection on Tuesday 6/13 and then the final payment could be made.

Personnel Report: Tom Frederick by email:

Review and Approve Outreach Coordinator Position Description/plus discuss funding for July-Dec 2023 – this was discussed briefly, but it was decided there was no money to pursue hiring someone immediately, however the position description was approved, after a motion was made and seconded (Motion - Tom Frederick, Second - Janet Chenard), unanimously to take forward to the board, with the understanding that funding for same would be discussed further at the July Fin Cabinet meeting.

Nursery Workers Position Description and staffing plan being updated - pursuing a Volunteer Nursery Coordinator. The Custodian position is open again. A temporary person is assisting. Both Custodial Service Companies or hiring a custodian will be looked at.

The FCC Employee Handbook has been updated. Board approval will be sought 6/15 on this 'Policy Level' document.

Discussion at the meeting included Matt saying the Valley Merchant Police do the lock up daily and have been used for 10 years at \$390 per month now. It would be very difficult to find someone else to be here seven nights a week.

Business for the next meeting:

1)

2022 Finance Audit Action Items and Next Steps

a.

Item # 9: Developing a Records Archive Policy for both Paper and Electronic records, to include Cabinet, Board and Congregational Meeting minutes.

b.

Item # 13: FCC Square Transactions, responsibility for donations to preserve the confidentiality of the giver is the concern. Suggested responsible party: the Financial Secretary or Office Manager.

c.

Item # 16: Shortening the time for requesting Church reimbursements to 90 days or even less.

d.

Item # 17 & 18: Training for check signing by new check signers and our new policy to be given to the new check signer(s) – who is doing this? This item has happened according to Janet.

Close in Prayer by Matt at 8:45 pm.