

# First Christian Church - Finance Cabinet Meeting Minutes

July 10, 2023

**ATTENDING:** Matt Gordon, Steve Herb, Tricia Martin, Tom Garbacik, Carol Garbacik, Ann Smart, Bruce Cotton, Tom Frederick and Pamela Doerksen

**CALL TO ORDER:** Tricia called the meeting to order at 7:02 PM

**MINUTES:** For the Stone Soup MOU second - just state seconded since we do not know who seconded the motion. The minutes reflect this. **Bruce Cotton moved** that the June minutes be approved, **Tom Garbacik seconded. Passed unanimously.**

**OTHER BUSINESS:** Fundraising (**Policy 430 FUNDRAISING POLICY**) Steve Herb

For Craft Fair and/or Open Streets raising money outside of the congregation does the Finance Cabinet need to approve? The Craft Fair has its own policy. **Steve brings forth/moved** that hot dogs and perhaps water/soda will be sold in August at Open Streets to raise money. **Tricia seconded the motion. Passed unanimously.**

**FINANCIAL SECRETARY:** Submitted via email by Tom G.

At the end of June, we received \$82,343.10 that is credited to the 29 Estimates of Giving for 2023. With 50% of the year passed, this amounts to 55% of the \$146,270.00 estimated for the year. This compares to 61% collected at this same time last year.

Of the 29 estimating units:

12 units are on target (up 6 from last month)

9 units are ahead (down 6 from last month)

and 8 units are behind (same as last month)

There were no Faith Income donations.

The Capital Campaign spent \$27 and has a balance of \$151.

Comments about Faith Income being low. **We'll plan to raise awareness** in September.

**TREASURER'S REPORT:** Submitted by Ann S. via email.

Ministers Discretionary fund is in a negative position. We were able to support Lauri's mission trip with the Region to Ecuador from donations and there is \$100 left to be donated to FEDICE for their projects.

Belknap Event - some differences in financials due to not including 7% for room taxes. Call attention to this by **emailing those that attended. (Action: Matt/Office)** For the future - ask for additional donations for scholarships. Put a basket out for collection at church events. Previous years communications turned into the office by Ann.

Memorial Committee needs to make decisions. **Matt to work this.**

Jackson Street MOU - September 1st Rent Increases by 2%. August 1st notification to Jackson Street. **Ann made the motion. Bruce seconded the motion. Passed unanimously.**

**First Christian Church of Corvallis, Oregon  
Treasurers' Report – June 2023**

**General Fund:** Through June 30 we have received \$122,625 in total income and had \$129,310 in expenses. Estimates of Giving receipts were behind for the month, but slightly ahead for the year. Loose offerings were below target for the month and only slightly behind for the year. Faith income is only at 6% for the year. The Interest income budget is at 90% so it will exceed budget as will Admin Receipts & copies (includes refund of last year's insurance and blue bag income), Building Use donations, and Office space donations. The general fund went down to \$ 8,610. Minister's insurance is over budget at 78%, but we are still hoping for a refund. The annual SAIF bill was lower than expected, but the audit we submit in July may cause an increase since their figures are probably based on COVID years. Maintenance expenses included a second dishwasher repair bill (50% paid by Stone Soup) with a note that a part may be needed. There was also a bill for repairing the ADA closer. Office supplies only has \$43 left for the remainder of the year so it will be way over budget. The park shelter rental for the bike and picnic July event used 72% of the Congregational Events budgeted amount.

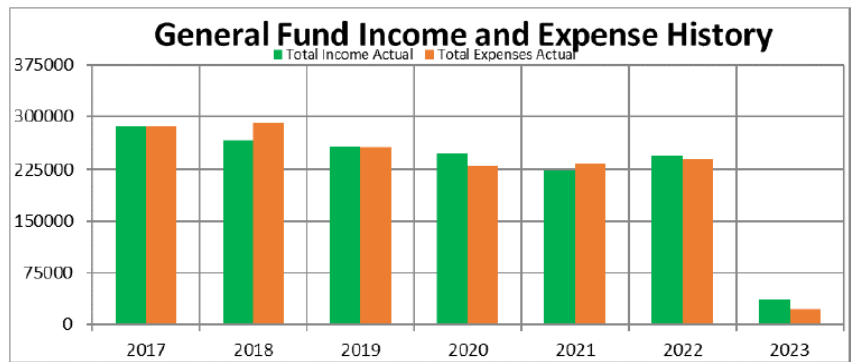
Payroll continues to be improving. There were no pennies to deal with again this month! We still have two negative payroll tax liabilities but will be receiving a refund for an overpayment of federal taxes. The liabilities have stayed the same since March. Tom is working on figuring out the liabilities and then we will need to figure out how to fix them. He has redone the first quarter reports.

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

CASH FLOW	2017	2018	2019	2020	2021	2022	30-Jun-23
General Fund Ending Balance	\$23,560	(\$183)	\$551	\$18,307	\$9,418	\$15,295	\$ 8,610
Checking Account Balance	\$806	\$2,267	\$4,567	\$5,005	\$4,387	\$5,000	\$ 5,000
Money Market Balance	\$162,201	\$197,707	\$40,584	\$52,515	\$48,174	\$72,542	\$ 82,881
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	\$159,881

(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       |
| Worship Materials & Bulletins | Nursery Attendants    |



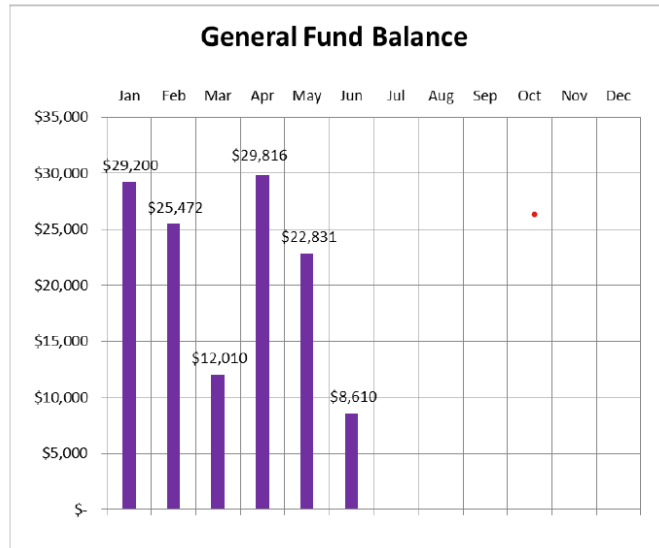
**Outside the General Fund:**

The solar incentive payment for June was \$431. A payment of \$314 was made on the internal roofing loan to PFI Capital leaving a balance of \$4,631 which should be paid off by mid 2024.

All Church Events: The fund is down to \$19. Family Camp is **-\$270** because of some errors

with new leadership including room taxes not calculated into the fees.

**Christian Ed Support:** This fund continues to receive donations and is up to \$872.



**House and Grounds:** The rest of the payment was made this month to Peak Electric for \$2,343.50 for cooling the refrigerator room.

**Capital Campaign:** A sensor for the back parking light pole was purchased leaving \$151 in this fund.

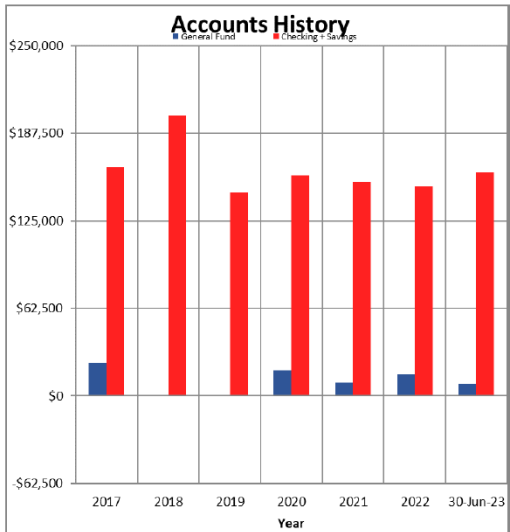
**Lawyer:** There were no lawyer fees this month. The total legal fees paid are still \$44,155. The PFI Unbudgeted Contingency fund is at **-\$22,370**.

**Minister's Discretion Fund:** This fund is at **-\$344**.

**Permanent Funds:** \$1,675 was transferred to the Lynn Evans fund for children and youth at Christian Church Foundation from Memorial fund donations designated for this purpose.

**Memorial Funds:** There are 3 memorial funds that don't yet have a designation so the Memorial Committee needs to make recommendations to the Finance Cabinet so that they can be cleared by the end of the year.

**Mission Pass Through:** An additional \$650 was sent to Murray Hills Christian Church for Lauri's



Mission trip to Ecuador for a total of \$1,350. An additional \$100 has been donated so it needs to be sent to FEDICE. Checks were also sent for the quarter to the following: We Care \$500, Week of Compassion, \$520 and Disciples Mission Fund Special Days \$699 for Pentecost Offering.

**TRUSTEE REPORT:** Submitted via email by Carol Garbacik.

- With the Board approval of all trustee's, has the safety deposit box been looked in and reviewed? John added as a signer. Box content reviewed.

Michelle contacted Ben Laro at James Reed & Associates regarding the Lessor's Risk rider for the church insurance policy. That rider is now added, at a cost of \$54. This should add protection for the church for any potential claims made by the other groups using the building.

No official word regarding the Disciples House inspection. Accepting "No news is good news."

Carol Garbacik and John Evans inventoried the safe deposit box after much convincing of bank personnel that John was qualified to be an approved signer for the box. They completed the Certificate of Authority (signature card) for the Christian Church Foundation, giving authority for the trustees including John to do business with CCF.

No word on the Boy Scout case, as far as the trustees have heard.

We are working on the sale of the cemetery plot. **Carol will once again advertise burial plot for sale. Add to Dispatch.**

**PERSONNEL REPORT:** Sent via email by Tom F.

- Working to hire a Custodian. Doug, a temporary hire, has been helping out in the interim. We plan to keep him on the active employee list for additional help in the future if/as needed.

- Employee Handbook was approved by the Board

The latest Employee Handbook required updating 2 Policies.

Finance Cabinet approval for the new policies required, highlights are:

**Policy 413 Check Reimbursement Requests for Church Related Expenses**

Item 6. Check requests from paid staff **require Supervisor/Senior Minister approval, but** do not require a Finance Cabinet member's signature.

**Tom Frederick made a motion to take this update to the Board. Ann seconded. Unanimously approved.**

**Policy 505-18 Paid Holidays and Church Office Closure Days**

Updated policy reads...are paid for the following **eleven** holidays

**Juneteenth**  
**One Floating Holiday- Staff/Employee Choice**

**Tom Frederick made a motion to take this update to the Board. Tricia seconded. Unanimously approved.**

- Outreach Coordinator Position Description was approved by the Board. Need funding plan and next steps. We are currently targeting to tee this up in the next budget cycle.
- Nursery, Matt put together a notebook for our nursery workers with the following items:
  - 1) a basic registration form with phone numbers and known allergies
  - 2) a check-in/check-out sheet
  - 3) copies of timesheets

**HOUSE AND GROUNDS:** Submitted via email by Bruce C.

Placed mouse traps and bait in the communion room

The city permit for the A\C for room 14 (Stone Soup room) was approved.

We're planning to work with Matt Brom on the west side faucet that was broken, also working with We Care to install a lock box, outside the church.

Brush whacked the back of the church in prep for bark.

Confirmed wanting a quote for Disciples house roof with Stutzman & Kropf. We have two other Quotes. Stutzman & Kropf not interested in bidding. One bid just under \$60,000 and the other \$85,000. Neither was a comprehensive quote and leaves some unknowns - cost per hour.

Jackson Street might want to stay longer. And, they may want to assist with the Roof repair. Need third bid. **Does anyone have a preferred Roofing Contractor?**

Steve repaired leaded window. Jackson Street replaced a washer and dryer in the basement. **There is a request to reimburse Jackson Street for the washer and dryer.**

**OTHER BUSINESS:**

1). 2022 Finance Audit Action Items and Next Steps:

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

Tasks: 1.) Policy Needed. 2.) Implement the policy.

Ideas: Office to support; Google Drive; Paper Copies

Committee —> **Need Short Term Task Force Lead.**

People with good ideas: Ann, John Evans, Bruce, Matt, Janet, Carol G., young person that is good with IT tools (paid?).

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.

We want to be transparent that Square Credit/Debit Card donations may not be fully confidential. People using the Square and doing transaction management can see donation information - who, how much, etc. **We can remind FCC Fund Raiser Leads/Committees that this is the case with the Square tool, and ask them to ensure donors understand that this is the case.**

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

The policy is 6 months. We plan to leave the policy in tact. **We'll encourage folks to turn in reimbursement requests as soon as possible.**

Item # 17 & 18: Training for check signing by new check signers and a policy created to be given to new check signers. This seems to be completed, Policy 410 Banking and Church Extension Asset Management Policy .  
The policy is up-to-date. **Treasurers can train new check signers.**

2) Bruce, Steve and Matt on vacation - need someone to open and close building this weekend. **Tricia will unlock the building.** (Tricia needs a key and to know how to turn off the alarm.)

3) House and Grounds - broken irrigation channel. How to turn off water? **Bruce to turn off this week.**

**ADJOURN:** The meeting adjourned at 8:12 with Matt leading us in prayer.

Tom Frederick

**Approved 08/14/2023**