

## First Christian Church - Finance Cabinet Meeting Minutes

October 9, 2023

**ATTENDING:** Matt Gordon, Tricia Martin, Tom Garbacik, Carol Garbacik, Bruce Cotton, Janet Chenard, Steve Herb, and Ann Smart

**CALL TO ORDER:** Janet called the meeting to order at 7: 03 PM.

**SEPTEMBER MINUTES:** Revisions to include the September meeting was a joint meeting between the Board and Finance Cabinet. Start time for the joint meeting was 7:00. Tricia motioned for approval with noted changes of the September minutes as amended. Bruce seconded. Approved unanimously.

**Email Votes:** Lee Mason, Church President, held an email vote of the Finance Cabinet that was finalized on 9/20/2023 which approved Minute Man as a new vendor as reflected below:

Finance Cabinet Voting: Approve Minuteman Press as a Vendor					
First	Last	Position	Vote		
			Approve	Not Approve	Abstain
Janet	Chenard	Co-VP Finance	Y		
Pamella	Doerksen	Clerk	Y		
Tom	Frederick	Co-VP Personnel	Y		
Carol	Garbacik	Senior Trustee	Y		
Tom	Garbacik	Financial Secretary	Y		
Matt	Gordon	Pastor	Y		
Tricia	Martin	Co-VP Finance	Y		
Ann	Smart	Treasurer	Y		
<b>Totals</b>			<b>8</b>	<b>0</b>	<b>0</b>

**FINANCIAL SECRETARY'S REPORT:** Submitted via email by Tom G.

At the end of September, we have received \$124,382.20 that is credited to the 29 Estimates of Giving for 2023. With 75% of the year passed, this amounts to 85% of the \$146,270.00 estimated for the year. This compares to 80% collected at this same time last year.

Of the 29 estimating units:

- 6 units are on target (down 1 from last month)
- 14 units are ahead (up 5 from last month)
- and 9 units are behind (down 4 from last month)

There were \$800 in Faith Income donations.

**Discussion:** Nice to see bump in faith income

**Treasurers' Report – Sept. 2023** submitted via email by Ann Smart

**General Fund:** Through Sept. 30 we received \$183,520 in total income & had \$189,347 in expenses. Estimates of Giving receipts were way ahead for the month & year. Loose offerings were slightly below target for the month & year. Faith income received \$800 but is only at 10% for the year. The Interest income budget is at 160% 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. Ministry & Mission money going into the GF will be down about \$3,000. The general fund went up to \$ 9,467. Minister's insurance is over budget 120%, but we are still hoping

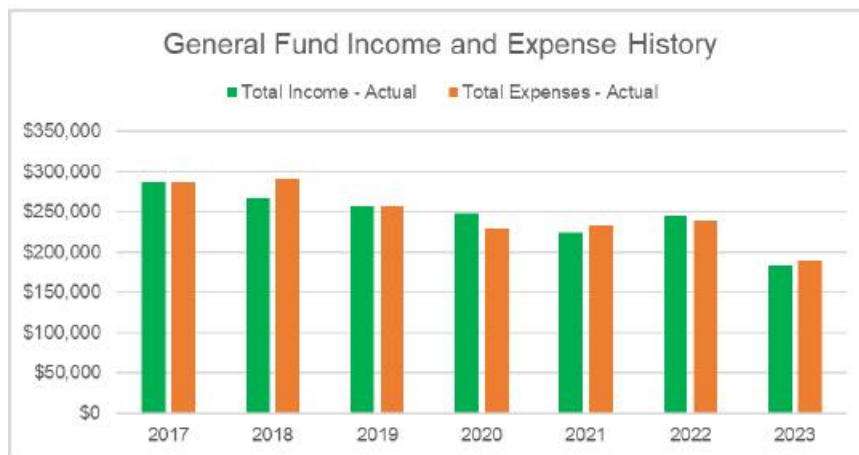
for a refund. We had another fire call charge, the safe deposit box fee, quarterly elevator fee, and backflow test. We are hoping to have time in November to resolve the two negative payroll tax liabilities. These liabilities have stayed the same since March. When the DH roof is paid for, our cash position will be very tight impacting all funds.

CASH FLOW	2017	2018	2019	2020	2021	2022	30-Sep-23
General Fund Ending Balance	\$23,560	(\$183)	\$551	\$18,307	\$9,418	\$15,295	\$ 9,467
Checking Account Balance	\$806	\$2,267	\$4,567	\$5,005	\$4,387	\$5,000	\$ 6,661
Money Market Balance	\$162,201	\$197,707	\$40,584	\$52,515	\$48,174	\$72,542	\$ 108,475
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	\$187,136

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

(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
- Garbage Disposal
- Electricity
- Janitorial & Bldg. Supplies
- Worship Materials & Bulletins
- SM Health Insurance
- A/V support technician
- Technology Equipment Repair
- Natural Gas (currently on target)
- Water & Sewer
- Maintenance & Repairs
- Security & Fire Service Calls
- Music Honoraria
- Nursery Attendants
- SAIF



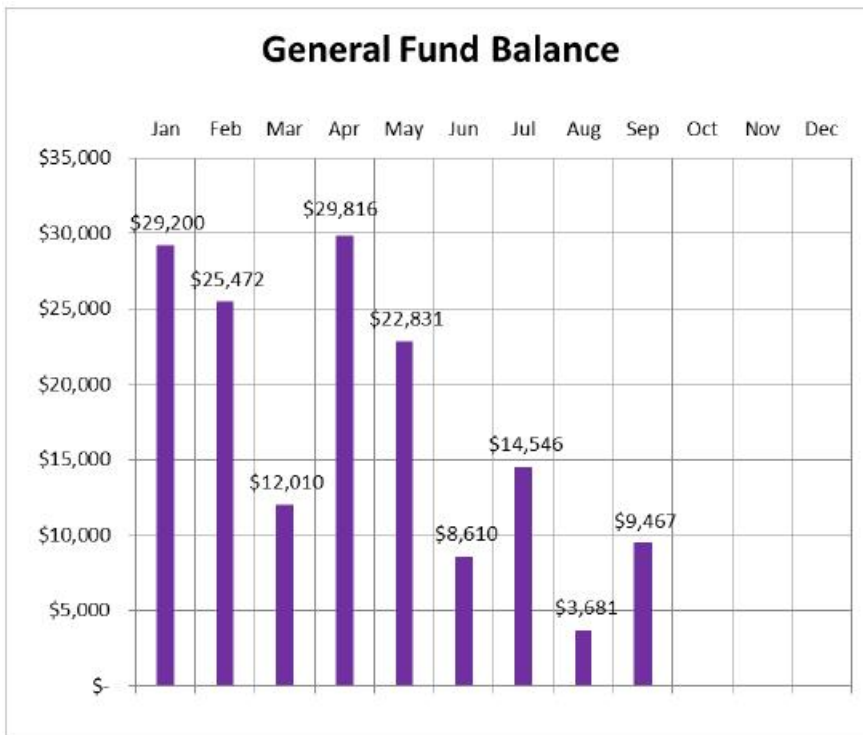
**Outside the General Fund:**

The solar incentive payment for Sept was \$546. A payment of \$613 was made on the internal roofing loan to PFI Capital leaving a balance of \$3,022 that should be paid off by mid-2024.

**All Church Events:** The fund is at \$94, and Family Camp is at **-\$235**. Perhaps we should transfer \$235 from the Member Support & Hospitality sub-fund which has \$619 in it to cover

the Family Camp overage.

**House and Grounds:** \$2,350 of the expense for Pest Control was moved to Swick per the last Finance Cabinet meeting. The H&G fund has \$1,618 left for the year and the General Fund Maintenance is already overspent.



**Lawyer:** There was a donation of \$5,000 to help with the legal expenses this month & there were no additional lawyer fees. The total legal fees paid are still \$44,155. The PFI Unbudgeted Contingency fund is at **-\$16,187**.

**Minister's Discretion Fund:** This fund now has \$643.

**Memorial Funds:** A check for \$62 was sent to CCF from additional gifts to the Carolyn Dyer & Sarah Robertson Memorials for the Lynn Evans fund plus a small amount moved to the Folk Musicians. A mic stand extender was purchased with some of the Folk Musician

Memorial Funds.

**Disciples House:** The building permit for the roof was \$813. The treasurer has spent some time trying to get \$71,000 of our Flex funds transferred to the Credit Union & hopefully that will happen on the 5th. There may be a penalty for early withdrawal of \$455. A waiver request was submitted. Next month I will make the transfer from operation to capital. The board approved the following funds be designated to pay for the new roof on DH using the Larrabee Roofing Inc. bid of \$95,500.

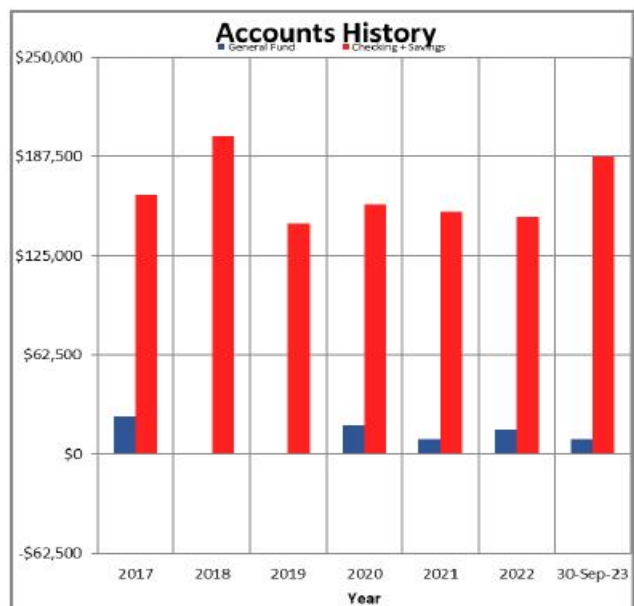
- \$62,000 – Disciples House Capital Expenditure**
- \$15,000 (Not To Exceed) – Permanent Fund**
- Income Board Capital Fund**
- \$5,000 – Jackson Street Youth Services Donation**
- \$15,000 – Disciples House Operations Fund**

**Due Knots:** Due Knots made \$1,474 at the Craft Fair & titled \$147 to the Craft Fair This fund is at \$7,053.

**Mission Pass Through:** An additional \$246 has been sent to FEDICE from donations made after the Sunday presentation. Checks were also sent for the quarter from our congregation to the following: We Care \$600, Week of Compassion, \$800, Reconciliation \$210, and Disciples Mission Fund Special Days \$200 for Pentecost Offering & \$50 for Christmas. Additionally we processed the Labor Day Service donations and \$584 each was sent to Unity Shelter & We Care.

**Permanent Funds:** Swick paid for a replacement sink in the furnace room & the pest control contract per Finance. \$100 was approved for a Wellness Wed instructor from the Mission & Ministry fund income.

**Craft Fair:** The fund is at \$9,066. Most of the known income & expenses have been recorded. After the estimate of income from left-over pie sales & the expenses for the custodian & the 5% for



the General Fund, it is estimated that we will send NAMI about \$8,700. This is about \$600 less than last year, but with the rain and reduced sales on Sunday, that is amazing. Great job everyone!

**Discussion:** Matt will follow up on his health insurance refund to hopefully resolve before the end of this calendar year and the next health insurance term.

Under starred account *Fellowship Fund*, the "Family camp" continues in a deficit of \$235.00. Ann made a motion to take \$235.00 from "Member support and Hospitality" and move it to Family Camp. Bruce second. Unanimously approved.

Explanation of DCEF (Disciples Church Extension Fund) Flex Account. This was purchased in 2019 because it generated more interest on the principle but it has a maturity date. We are withdrawing more than half of the account prior to the maturity date which may generate a penalty of \$450.00. Some discussion that the penalty may be forgiven but remains unknown at this time.

The signature cards for the DCEF account required re-sending. Fortunately Ann had made a copy of the cards mailed in the spring and was quickly able to rectify the situation.

**Trustee's report:** Submitted by Carol G.

- We have received the Insurance Quote from James Reed Insurance for Disciples House coverage. Michelle is in the process of responding. Michelle can correct me if I have interpreted the quote correctly, but it looks like the premium is broken down as follows:

Property coverage   \$3758.27 (\$980,000 coverage for building, \$10,000 for business personal property)

Liability                 \$ 623.80

Terrorism (optional) \$ 25.00

**Total Premium         \$4,407.07**

This year's premium is actually slightly lower than last year's premium of \$4,575.65. It looks like the actual insurance companies are different than last year, with two different companies underwriting the property and liability insurance.

- John is continuing his efforts in preparing an informational brochure regarding the Permanent Funds.

**Discussion:** Finance Cabinet reviewed and approved insurance quote for DH. Michelle to secure invoice for payment.

Insurance policy information and invoice for next year for the Church has not been received yet and the premium will be due soon.

**Personnel Report:** Submitted by Tom Frederick via email

- All staffing in place
- There is a need for more child care personnel, if anyone has ideas about how to find more workers please contact Beth Baird.
- Planning for Staff Appreciation:
  - Staff to be included in the Christmas Gifts effort that Pat/ Pamella do for Shut-in's and Staff.
  - Remind folks in a Dispatch after Thanksgiving that they should remember the Staff at Christmas, and gift cards or gifts of appreciation for the work that staff does would be great.
  - The Personnel Committee is discussing making a proposal for a Staff Appreciation Month mid-year 2024.

**House and Ground:** Submitted by Bruce C. via email.

Ordered and installed boiler room sink.

Helped with the setup and tear down for the Craft Fair.

Installed requested screening for the baptistry fill valves.

Worked with Andy to clean out some of the boiler room extras, still more to do.

**Discussion:** Extra items from Boiler room are being taken to Habitat for Humanity Restore. Sprinklers are off for the season. Sprinkler Valves still need closing.

**AED's:** Becca passed on information received from an AED vendor.

**Discussion:** Being in close proximity to emergency response team from Fire Department as well as not having a secure and yet accessible space for all users to obtain and utilize the AED if needed, it was decided FCC would not purchase an AED at this time.

### **Program Committee Budget**

Steve Herb presented program committee budget aspirations for the next budget season. Steve is preparing a spread sheet for Finance to apply to upcoming budget discussions as per outline below.

Account Number	Account Name	2023 budget	Proposed 2024 budget
5.01.089	Curriculum & Supplies, Adult	\$300	\$500
5.01.090	Curriculum & Supplies, Youth	\$650	\$800
5.01.091	Church Growth	\$0.00	\$500
5.01.092	Coffee House Supplies	\$80	\$200
5.01.093	Congregational Events	\$180	\$500
5.01.112	Sanctuary Decorations	\$25	\$200

Concern was also expressed about Program organizing specific events but not having clarity on receipts and disbursement. This could help Program evaluate what events generate interest and funding. Also the complexity of comprehending the Consolidated Fund Activity Report form to understand monies available is difficult for some. Janet, Tom and Ann will look at what possible reports could be generated by "query" that might provide better detail for both donations and expenses within given activities without further burdening the Treasurers.

Another issue was Program members are using their own funds and not pursuing reimbursements believing the church is underfunded, having a sense of scarcity as opposed to abundance.

Further comments: encouraging estimates of giving as opposed to faith offerings which are getting larger as a component of the General Fund; people want to give to specific projects/ issues. Instead of starred accounts consider having a broad category such as "church events" – but this does not address one of the program cabinet's need for details of which "projects" best attracted interest and donations.

Some starred accounts are culturally obsolete and yet contain funding. "Youth Mission Trips" are not functional for today's youth.

At years end Ann is required by policy to transfer 5% from every starred account to the General Fund for administrative support.

Ann offered to try and find reports that might be useful to Program Cabinet. She would need to know the areas where they want more detail. She also pointed out that someone has been giving to the starred account for Christian Ed Support and it is up to \$769. Whoever is giving it wants to help the program.

### **Blue Bags**

**Discussion:** Janet proposes FCC generate several Social Media Posts promoting Blue Bags during the promotional period Nov 15 to Dec 2. A photo of various individuals holding filled Blue Bags standing along the stairs in the front of church is one idea. 50 winners of the contest will each receive \$5,000.

### **Credit Card off Policy use**

Matt's use of the credit card to cover \$960.00 payment for permitting for DH roof.

**Discussion:** This was time sensitive and did not permit the usual prior permission route of credit card use for this amount. Bruce made a motion the Finance Cabinet approved this one-time breaking of policy and Ann second it. Unanimously approved.

All papers related to permitting for DH roof are in a red folder in the third drawer labeled DH roof 2023.

**Time change:** A discussion of changing the meeting time to an earlier time since most of the cabinet members are retired.

**Discussion:** This would make it difficult for other working church members to attend if they had a need to present or a desire to learn more. The meeting time will remain unchanged.

Ann reminded us that Sherry is away for a month and a half, Laurie can do many but not all aspects and Ann is having cataract surgery. This potentially could make it difficult for DH roof payment.

### **Budget Plans 2024**

Janet requested the budget discussions for 2024 start in Nov. Ann would like the VP's to take more of a role in the budget preparation. We all need to be watching for various utility etc increases that will effect our budget.

Patricia Martin

*Approved 11/13/2023*