



## Management Board Minutes – March 22, 2018

### Management Board Members in Attendance

Amanda Peterson Beadle	Noel Bravo
Leigh Carter via phone	Matt Hansen
Nick Jessee	Sam Kilpatrick
Doug Steele	Samantha Sweeney
Gwen Williamson via phone	

### Staff and Observers in Attendance

Ginger Gaines-Cirelli, Senior Pastor	Dawn Hand, Executive Pastor

### Consent Agenda

- Adoption of the February 2018 minutes;
- Signatory resolution: Full Authority and Investment Authority.

**Board Resolution.** All items above approved without dissent.

### Facilities and Operations Committee

Report and CleanNet contract submitted.

**Board Resolution.** The Board approved without dissent the recommendation of the Facilities Committee to hire CleanNet USA as custodial contractors.

Other items and highlights...

- There was a discussion regarding the need for a temporary, part-time set-up/take-down person. There is a gap in the provision of this service until the hire of a full-time Facilities Coordinator to be hired in early 2019 (as recommended by the Beaumont Working Group);

- Regarding the above, there was also a discussion regarding clarity in the description and recruitment for this position, especially it's temporary and part-time status. Personnel Committee will take on the wording of the letter of engagement;
- Nick provided an update on DCJCC lease negotiation.

### **The Nominating Committee**

No action requested this month.

The proposed slate of current and new Board members to be presented next month. Even if current Board members are nominated to serve a second terms, the congregation would need to vote to re-affirm those remaining on the Board, as with approving new members.

### **Audit Committee**

Field work scheduled for April, but due to all the staff transition, Sam expects some delays and has informed the Audit Committee. Sam is working closely with new-hire, Julie Hansen.

### **Governance Committee**

Report Submitted.

Highlight is priority of Board oversight of programming and strategy for Foundry. While awaiting more work on these items, and the Board/Staff retreat upcoming, the Governance Committee continues its work on the Beaumont-recommended policy updates and alignments, on writing core paragraphs on how we define the parameters of Board oversight of programming and strategy, how to track committee work on an annual basis, and tracking down all Board Committee charters.

### **Treasurer's Report / Finance Committee**

Report submitted, and is copied below.

## Treasurer's Report

**Submitted by:** Matt Hansen

**Date of last Finance Committee meeting:** 3/22/18

**In attendance:** Matt Hansen, Dylan Rassier, Bryant Johnson, Leigh Carter, Bill Ellett, Lani Willbanks, Jane Ross, Julie Hansen

**Date of next meeting:** 4/23/18, 6:00PM

### **2017 Status:**

- No revised financial statements are yet available
- IRS Forms W2 and 1099 were mailed later than required by the IRS and Foundry could face penalty fines
- The Treasurer reported to the Finance Committee that he has not been provided reconciliations of Foundry's primary checking account for all of 2017
- The Committee is in discussion with the Audit Committee on when and how to proceed with an audit of Foundry's 2017 financial statements

### **2018 Status:**

- No January or February data yet available

### **2019 Status:**

- The Treasurer and EP are still working with the BWC to correct our projected Apportionments for 2019

### **Staffing Update:**

- Julie Hansen (no relation to the Treasurer) began as Foundry's Director of Financial Services on March 12<sup>th</sup>
- The Finance Assistant for contributions and receivables (Olivia James) has announced her departure
  - The Finance Committee recommends that this position be refilled

### **Mission Possible Finance Matters:**

- No new data available

### **Board Designated Funds:**

- No new data available

### **Documents for the board:**

1. Signatory resolution FULL AUTHORITY
2. Signatory resolution INVESTMENT AUTHORITY

### **Committee Motions for the board:**

- None from February meeting

-- Submitted by Matt Hansen, Treasurer

Highlights...Treasurer wanted to draw our attention to...

- 2017. W2's and 1099's were late, and there will be fines;
- For no month in 2017 did the Treasurer see reconciliation of the operating account with ACS. The Treasurer did see the statements reconciled by hand, but due to errors of posting donations into the inappropriate month, the reconciliations were not syncing with ACS. Although the reconciliations were not complete throughout the year, the cash balance and reconciliation at the end of the fiscal year will reflect the bank's balance reconciling to the cash balance in the general ledger. All other accounts are OK. The Treasurer is assessing the impact, and is in consultation with the Audit Committee;
- Moving forward with filling the Receivables position, we have noticed a struggle in that position. Therefore, Julie and Lani are going to make sure it is assigned appropriately. The new employee will be properly training, with Julie overseeing any entries into the general ledger;
- No financial statements have been submitted for 2018. While Lani and Julie concentrate on that, Matt sees all transactions;
- Apportionments review is open and unresolved;
- Julie Hansen was hired as Director of Financial Services; and
- Long-term thinking regarding the debt underway.

### **Staff/Clergy Report**

Report submitted.

Highlights...

- There was a discussion about attendance, trends at Foundry, trends overall, and the discussion of attendance vs. engagement;
- Staff development training has taken place, and will continue;
- With the re-structuring, there is much on-boarding and off-boarding, clarification of roles, clarification of lines of communications and supervision, documents created, etc.;
- Ginger's book is moving to publication. Ginger has her new cover, which she likes better. A website, called Sacred Resistance, needs to be

populated. The book should be out in May. We encouraged the Discipleship MT to consider how to best utilize Ginger's book.

## Personnel Committee

Report submitted.

### Highlights:

- Continuation of the strengthening of on-boarding and off-boarding procedures and documents;
- Performance management and on-boarding training is underway. Date set for follow up training, July 12<sup>th</sup>;
- Evaluations have been completed, with the exception of Stanley. Forthcoming;
- Continuing work on hires re: Beaumont WG;
- Completion of the Personnel Committee charter by Noel;
- Regarding Pastor Dawn's departure, Ginger and Dawn have worked on allowing Dawn to off-load some of her major responsibilities (like Communications) so that she can concentrate on her responsible and organized departure;
- Rev. Frazier is on his way. People are anxious to learn more. We need to get his CV in the bulletin, and in next Forge. Upcoming extended Forge will introduce Lani, Jasper, and Monique. We need to get Rev. Frazier together with the congregation via small groups, house parties, etc. Who owns that?
- Quarterly gatherings provide a sense of cohesion and connection. There are others that want to be in the circle of what's going on. It is not a town hall meeting, but agenda-driven. We need to look at distribution list and increase attendance and participation. Board, core leaders, influencers.
- Retreat. Gwen has drafted an agenda. Rev. Cornwell will work with us. Strategic priorities will be a focus, but just a beginning.
- Beaumont WG, April 4<sup>th</sup>.

No closed session.

Joys and Concerns were shared.

**ACTION ITEMS:**

1. Personnel Committee will craft language for offer of part-time/temporary set-up, take-down position. Clarity and transparency important;
2. Shelley will send minutes from Church Conference of March 4 to Leigh;
3. Finance and Facilities charters needed;
4. Finance and Audit will work together on several issues emerging from staff transitions in Finance Department. Leigh and Sam will volunteer time in the office;
5. Who will “own” the introduction of Rev. Malcolm, i.e. house parties, small groups, etc.?
6. Lani and Julie reviewing the Receivables position before we recruit; and
7. Continued on-boarding of new employees continues.

Respectfully Submitted,

Leigh Carter  
Secretary