



Management Board Minutes – April 23, 2019

Management Board Members in Attendance

Amanda Peterson Beadle	Noel Bravo
Leigh Carter	Matt Hansen
Nick Jessee	Doug Steele <i>via conference call</i>
Sam Kilpatrick	Gwen Williamson
Tracy Collins	

Staff and Observers in Attendance

Patty Elder, Mark Schoff and ??? as Observers	

The meeting was called to order at 7: p.m. by Gwen Williamson, Chair of the Board. We shared Joys and Concerns.

Consent Agenda

Board Resolution.

The Management Board adopted the March 2019 Meeting Minutes.

Staff/Clergy Report

Report submitted.

- Matt had some feedback re: staff report.
 - o Hire for choir and family ministries?
 - o Re-branding? Is that happening? Board requests a procedure update.

- Foundry Asset Working Group...an umbrella for everything put into this community...to address concerns about the fate of the UMC and our assets. Other avenues for giving.
- Matt produced a one-pager on where are apportionments go. Paul has written up some research regarding the "building in trust" concern. Matt may turn that into a one-pager as well.
- Judicial Council met today, and the process is still underway. It is possible it comes out tonight, surely by end of this work week. Be prepared we may need to put out a statement.

Audit Report

No report. Audit prep underway. Field work in May. Estimate June, July for completed report.

Nominating Committee

Deep into conversations with potential nominees. At the May meeting, we will bring the slate.

- How to balance dimensions of skills and diversity? May have to make some choices. Need prayers around that.
- By-laws and NC Charter are silent about whether or not members of the NC itself are eligible for second term. We are making the assumption we have that option.

Facilities Committee

Report submitted.

- Joint motion with Finance Committee:

Board Resolution.

The Finance Committee and the Facilities Committee endorses and forwards a request from staff for the use of \$23,997 from Capital Reserves to cover the following expenses from 2018: \$8,518 for cleanup

and repair of roof/basement/childcare spaces resulting from water damage from excessive rainfall (this is net of insurance claim); \$6,650 to repair warped acoustical panels in the Community Commons resulting from improper humidification; and \$8,829 for new livestream camera equipment in the sanctuary. All approved.

- Amanda reminded us to inform any wedding parties regarding the organ being off-line.

Governance Committee

Report Submitted. Governance Committee did not meet this month. On radar:

- Congregational feedback on Management Board name;
- Revisit orientation materials for new Board members;
- Matt found Reserves version, and will send to Amanda;

Personnel Committee

Report submitted. Off month this month.

- Survey a key focus right now, and will be launched through survey monkey;
- They will submit a report on findings.

Finance Committee

Report below.

Treasurer's Report

Date of last Finance Committee meeting: 4/16/19

In attendance: Matt Hansen, Bryant Johnson, Leigh Carter, Lani Willbanks, Julie Hansen

Date of next meeting: 5/22/19, 6:00PM (WEDNESDAY)

2018 Status:

1. See motion below regarding use of Capital Reserves
2. The financial statements sent to the auditor had an operating deficit of **(\$195,261)**. This is the amount we will need to withdraw from Operating Reserves to cover all of 2018 expenses.

2019 Status:

- March Income & Expenses:
 - MTD operating income was \$206,162 and expenses were \$246,382 giving a MTD net of **(\$40,220)**.
- 2019 Income & Expenses:
 - YTD operating income is \$582,893 and expenses are \$594,490 giving a YTD net of **(\$11,597)**.

Mission Possible Finance Matters:

- Loan balance: \$2,861,957
- \$359,168 cash on hand
- All contributions to MP have been transferred to that bank account through February.

Board Designated Funds:

- Capital Reserves
 - Current balance is \$390,998 or 14.8% of 2019 Budget
 - Target minimum is 25% or \$659,056 (we are below our target by \$268,058)
 - MP Phase I owes \$260,000 (board vote 9/29/16 and 1/24/17)
- Operating Reserves
 - Current balance is \$470,996 or 17.9% of the 2019 Budget
 - Target minimum is 28% or \$738,143 (we are below our target by \$267,147)
 - We will need to soon withdraw \$195,261 to cover deficit from 2018
- Strategic Investment Fund
 - 2019 starting balance was \$24,087
 - The Board approved \$25,000 (full balance) to be used in 2019
- Building Use Fund (created by the Board in May 2018 for future loan payments)
 - Current balance is \$90,235

Systems Transitions:

- In the months of April and May staff will be contacting donors who have reoccurring credit card gifts online and asking them to cancel in the old credit card processor (Vanco) and reinitiate in new credit card processor (Stripe). Staff still hope to have this completed by 5/31/19.

Motions for the board: 1) The Finance Committee endorses and forwards a request from staff for the use of \$23,997 from Capital Reserves to cover the following expenses from 2018: \$8,518 for cleanup and repair of roof/basement/childcare spaces resulting from water damage from excessive rainfall (this is net of insurance claim); \$6,650 to repair warped acoustical panels in the Community Commons resulting from improper humidification; and \$8,829 for new livestream camera equipment in the sanctuary.

2) The Treasurer nominates Stephen Link and Gwen Williamson to each serve a 3-year term on the Endowment Committee. They will make full a 7-person body that also includes the Sr. Pastor, CBA, Treasurer, Sam Kilpatrick and Paul Hazen.

MARCH 2019

Headings and Account	MTD Actual	YTD Actual	YTD Budget	% of YTD Budget Used	Variance from Budget	Annual Budget	YTD Actual Last Year
Revenues							
Contribution Income	\$139,054	\$438,056	\$473,050	92.6%	(\$34,994)	\$2,085,000	\$424,773
Special Appeal Income	\$4,592	\$4,865	\$0	0.0%	\$4,865	\$18,000	\$3,121
General Income	\$13,004	\$40,596	\$34,750	116.8%	\$5,846	\$141,000	\$1,692
Transfers from Restricted	\$49,512	\$99,375	\$75,151	132.2%	\$24,224	\$300,605	\$0
Total Revenues	\$206,162	\$582,893	\$582,951	100.0%	(\$58)	\$2,544,605	\$429,585
Expenses							
<u>Programs</u>							
Worship	\$4,640	\$7,528	\$9,684	77.7%	\$2,156	\$30,335	\$2,156
Discipleship Ministries	\$17,360	\$19,901	\$17,050	116.7%	(\$2,851)	\$47,700	\$5,228
Music	\$1,641	\$3,704	\$2,195	168.7%	(\$1,509)	\$16,581	\$1,567
Family Ministries	\$4,561	\$9,592	\$14,242	67.4%	\$4,651	\$42,970	\$2,234
Hospitality & Care	\$3,474	\$5,936	\$8,800	67.5%	\$2,864	\$35,200	\$3,611
Advocacy	\$6,303	\$26,303	\$27,250	96.5%	\$947	\$58,500	\$20,878
Service/Benevolence	\$6,603	\$17,976	\$20,388	88.2%	\$2,412	\$86,550	\$15,510
Total Programs	\$44,582	\$90,939	\$99,609	91.3%	\$8,670	\$317,836	\$51,184
<u>Operations</u>							
Apportionments	\$25,627	\$51,254	\$76,880	66.7%	\$25,627	\$307,522	\$68,416
Building Support	\$21,301	\$59,453	\$56,842	104.6%	(\$2,611)	\$225,300	\$73,596
Communications	\$9,390	\$25,765	\$28,250	91.2%	\$2,485	\$113,000	\$131
Supportive Services	\$24,522	\$35,862	\$31,953	112.2%	(\$3,910)	\$177,920	\$44,188
Stewardship	\$480	\$4,499	\$5,750	78.2%	\$1,251	\$28,000	\$15,062
Utilities	\$12,311	\$21,084	\$29,203	72.2%	\$8,119	\$137,210	\$34,473
Total Operations	\$93,630	\$197,916	\$228,877	86.5%	\$30,961	\$988,952	\$235,866
<u>Human Resources</u>							
Appointed Clergy	\$31,994	\$105,513	\$100,875	104.6%	(\$4,638)	\$430,606	\$132,754
Program Staff	\$14,817	\$42,871	\$45,692	93.8%	\$2,821	\$187,968	\$36,829
Music Staff	\$19,261	\$43,430	\$50,624	85.8%	\$7,195	\$202,496	\$45,822
Operations Staff	\$31,393	\$91,073	\$97,875	93.1%	\$6,801	\$391,499	\$57,670
Human Resource Support	\$10,704	\$22,747	\$49,154	46.3%	\$26,407	\$116,867	\$21,182
Total Human Resources	\$108,169	\$305,634	\$344,220	88.8%	\$38,586	\$1,329,437	\$294,256
Total Expenses	\$246,382	\$594,490	\$672,706	88.4%	\$78,216	\$2,636,225	\$581,306
Net Total	(\$40,219)	(\$11,597)	(\$89,755)	0.0%	\$78,158	(\$91,620)	(\$151,721)

-- Submitted by Matt Hansen, Treasurer

Board Resolution.

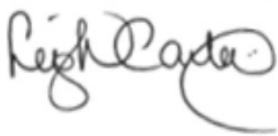
The Treasurer nominates Stephen Link and Gwen Williamson to each serve a 3-year term on the Endowment Committee. They will make full a 7-pweaon body that also includes the Sr. Pastor, CBA, Treasurer, Sam Kilpatrick and Paul Hazen. Sam and Tracy second. All approve.

Closed Session began at 8:10 p.m.

ACTION ITEMS

- Gwen will talk to SP about re-branding, and new hires.
- Paul has written up some research regarding the "*building in trust*" concern. Matt may turn that into a one-pager as well.
- Be prepared we may need to put out a statement regarding decisions of Judicial Council.
- Slate will be presented at May meeting.
- Matt found Reserves policy, and will send to Amanda.
- Let Gwen know who you think officers should be.

Respectfully Submitted,



Secretary of the Management Board