



Management Board Minutes – July 24, 2018

Management Board Members in Attendance

Amanda Peterson Beadle	Noel Bravo by conference call
Leigh Carter	Matt Hansen
Nick Jessee	Doug Steele by conference call
Samantha Sweeney by conference call	Gwen Williamson

Sam on vacation this month

Staff and Observers in Attendance

Ginger Gaines-Cirelli, Senior Pastor	Tracy Collins, Personnel Committee
Barbara Cambridge, SCMT Representative	

Consent Agenda

- Adoption of the June 2018 minutes as amended by Matt;
- Financial Authority Resolutions approval (now quarterly).

Board Resolution. Minutes approved with edits, Financial Resolutions approved.

Facilities and Operations Committee

F & O Report submitted.

Highlights:

- Mold uncovered in childcare space, almost rectified and back online. Whitney handled very well.

- HVAC leaks in many places. Lani working with contractor to adjust to keep to minimum.

MPII also submitted a monthly report.

MPII Highlights:

- Organ pipes are out for phase III.
- Working group established to discuss debt reduction and management.
- Doors next step.
- Skylight still leaking and we are trying to assess, but can't quite identify. Going back and forth with contractor and architects regarding code. We still owe them \$65,000 that needs to be paid.

Nominating Committee

Report submitted.

Nominating Committee self-evaluation was completed in keeping with the requirements in the By Laws. Ginger presented, and shared the documentation with the Board.

Foundry UMC Management Board July 2018 – July 2019 Term

1. Consensus has been reached on the following **Slate of Officers** per the Board's Policies and Procedures for the Election of Officers (attached):

Secretary:	Leigh Carter
Treasurer:	Matt Hansen
Vice President:	Amanda Beadle
President:	Gwen Williamson

2. After discussion among the Board members, the following **Committee Assignments** are proposed:

Audit Committee:	Sam Kilpatrick (Chair)
Facilities Committee:	Nick Jessee (Chair)
Finance Committee:	Matt Hansen (Chair)
Governance Committee:	Amanda Beadle (Chair)

Nominating Committee: Doug Steele (supported by Leigh Carter in succession planning;
Rev. Ginger Gaines-Cirelli is Chair)

Personnel Committee: Samantha Sweeney, Noel Bravo (Co-Chairs)

3. After discussion among the Board members, it is proposed that the Board form a **Strategic Visioning & Planning Team**:

- to be led by Doug Steele and Noel Bravo
- consistent with the Board's decision to articulate strategic priorities for the coming year by September 30, 2018

Audit Committee

The Auditors are returning August 1st for additional field work. Draft expected sometime in September if we are lucky. It will be completed. Matt reported that the funds for MPPII were moved yesterday (\$250,000). Lani has checked in with the lender regarding delay of audit.

Governance Committee

Report submitted.

Treasurer's Report / Finance Committee

Report submitted, and copied below.

Highlights:

- operating loss from last year greater because of transition/separation costs and additional adjustments made as a result of audit;
- Budget process underway; FC will start to see some work by next meeting;
- Budget update at Quarterly leadership forum?
- Normally we do budget work with leadership first or second week of October;
- Funds moved to MPPII;
- Withdrew \$115,000 from reserves last month;
- Signatory resolutions complete;
- Bible and offering plates costs were presented.

- Bottom line probably about \$40,000 more loss than presented. Expense budget still reflects 1/12th.
- Good meeting on long-term debt. We want to hear from MTs on a regular basis, so perhaps this report-back could be one of those;
- Apportionment letter to go with check, and copied below.
- Stewardship MT gearing up.

Board Resolution.

Board approved without dissent the use of \$1,203.42 from the Board-Designated account "General Memorial Gifts" for 16 new offering plates (\$706.43) and a new alter Bible (\$496.99). Amanda seconded.

Below are the unaudited financials for July:

Accounts	MTD Actual	YTD Actual	YTD Budget	% of YTD Budget Used	YTD Variance from Budget	Annual Budget	YTD Actual Last Year
Revenues							
Contribution Income	\$110,845	\$857,128	\$918,217	93.6%	(\$60,091)	\$1,977,000	\$908,525
Special Appeal Income	\$0	\$8,455	\$11,333	57.0%	(\$4,879)	\$18,000	\$7,395
General Income	\$3,923	\$9,521	\$3,550	183.7%	\$2,971	\$7,100	\$8,898
Income Designated Sources	\$5,483	\$133,180	\$140,690	94.7%	(\$7,510)	\$281,380	\$128,232
Total Revenues	\$129,252	\$1,093,283	\$1,071,790	93.6%	(\$68,508)	\$2,281,480	\$1,052,988
Expenses							
Programs							
Worship	\$4,980	\$14,391	\$9,250	155.6%	(\$5,141)	\$18,500	\$8,037
Music	\$1,274	\$4,304	\$8,190	52.6%	\$3,887	\$18,381	\$7,288
Family Ministries	\$1,982	\$11,379	\$21,489	53.0%	\$10,109	\$42,977	\$12,491
Hospitality	\$1,987	\$13,718	\$11,300	121.4%	(\$2,418)	\$22,600	\$15,807
Care	\$108	\$139	\$1,000	13.8%	\$861	\$2,000	\$260
Advocacy	\$1,458	\$28,199	\$30,250	93.2%	\$2,051	\$35,500	\$13,650
Service Ministries/Benevolence	\$3,648	\$28,254	\$43,897	64.4%	\$15,643	\$83,750	\$28,637
Connecting Ministries	\$1,977	\$11,038	\$12,125	91.0%	\$1,089	\$24,250	\$8,702
Emerging Ministries	\$0	\$0	\$1,500	0.0%	\$1,500	\$3,000	\$0
Total Programs	\$17,428	\$111,420	\$139,091	80.2%	\$27,581	\$248,938	\$94,872
Operations							
Apportionments	\$22,805	\$138,862	\$138,832	100.0%	(\$30)	\$273,663	\$118,281
Building Support	\$22,352	\$147,472	\$104,580	141.0%	(\$42,892)	\$209,180	\$148,480
Communications	\$9,831	\$29,593	\$22,500	118.2%	(\$4,093)	\$45,000	\$5,387
Supportive Services	\$15,924	\$97,829	\$81,880	119.5%	(\$15,949)	\$182,710	\$79,188
Stewardship	(\$2,797)	\$18,008	\$20,500	87.8%	\$2,494	\$41,000	\$18,572
Utilities	\$10,402	\$83,288	\$52,300	121.0%	(\$10,988)	\$104,600	\$51,387
Total Operations	\$78,518	\$498,028	\$418,602	117.1%	(\$71,427)	\$866,153	\$417,232
Human Resources							
Appointed Clergy	\$53,802	\$289,838	\$278,109	97.0%	\$8,273	\$484,390	\$312,837
Program Staff	\$8,109	\$58,118	\$70,408	79.7%	\$14,289	\$140,818	\$32,432
Music Staff	\$13,325	\$84,552	\$92,248	91.7%	\$7,697	\$184,498	\$87,702
Operations Staff	\$27,650	\$152,015	\$178,550	85.1%	\$28,534	\$387,501	\$145,429
Human Resource Support	(\$38,857)	\$48,230	\$83,060	76.5%	\$14,830	\$128,121	\$34,213
Total Human Resources	\$65,919	\$632,752	\$682,375	86.5%	\$71,623	\$1,303,324	\$612,413
Total Expenses	\$181,865	\$1,212,200	\$1,239,977	97.8%	\$27,777	\$2,408,435	\$1,124,518
Net Total	(\$52,613)	(\$208,917)	(\$168,187)	0.0%	(\$40,731)	(\$128,955)	(\$71,528)

The letter to the Bishop and Conference Treasurer below will be included with apportionment payments to the conference until February, at which time will be evaluated:

July 15, 2018

Bishop LaTrelle Easterling
Baltimore-Washington Conference
of the United Methodist Church
11711 East Market Place
Fulton, MD 20759

Mr. Paul Eichelberger
Conference Treasurer
Baltimore-Washington Conference
of the United Methodist Church
11711 East Market Place
Fulton, MD 20759

Management Board Meeting

July 24, 2018

Dear Bishop Easterling & Mr. Eichelberger:

This letter accompanies the monthly payment of the 2018 apportionment of Foundry United Methodist Church. We make this payment both in love for the United Methodist Church and in protest of our denomination's ongoing policies which discriminate against LGBTQ clergy and laity.

Foundry believes strongly in the good works of the Conference and the United Methodist Church in supporting local churches across the Connection as they make disciples of Jesus Christ, alleviate suffering around the world, and give voice to God's grace and justice on an array of issues. However, it remains deeply painful to the hundreds of LGBTQ persons and their families and other allies who are faithful members of Foundry, that some of our financial gifts inevitably support systems, congregations and individual leaders in the UMC who espouse the incompatibility of the lives of LGBTQ persons with Christian teaching and perpetuate harm based on a wrong reading of scripture.

We know that some conservative congregations in the UMC elect to withhold apportionments to protest the traditional progressive stances of the denomination on many other important social justice issues. Foundry has for many years now chosen a different path. Instead of withholding our important financial contribution, we instead pay it today under protest with a prayer that our message will impact the important decisions that the denomination must make in the coming years.

Yours in Christ,

Foundry United Methodist Church Management Board

By: Gwendolyn Williams
President

cc: Rev. Ginger Gaines-Cirelli

Personnel Committee

Report submitted.

Highlights:

- All-staff training
- SP evaluation re-boot to capture wider swath. Tracy working on that;

- Handbook to be approved by the Board, here is the summary of changes:

Summary of Changes to the Foundry Personnel Handbook:

- 1) Most references to EP/CoS are replaced with the employee's supervisor or the Senior Pastor
- 2) An attempt was made to remove gender-specific pronouns in favor of "they" or "their"
- 3) Reduced the expected time frame for notice to quit or notice to terminate from 30 days to 10
- 4) Clarified that, other than appointed clergy and director-level staff, the senior pastor makes final salary decisions (within budget and policies set by PC)
- 5) Changed our recognition of Columbus Day to Indigenous Peoples Day
- 6) Added a period of "seasonal sabbath" the week after Christmas
- 7) Aligned the policy to grant benefits (health and retirement) to any employee regularly working 30 hours per week (retirement had been set at 20hours/week)
- 8) Sped up the rate at which employees earn more vacation time with years of service
- 9) Changed to an "as needed" sick time policy for all staff to match what the BWC gives to clergy
- 10) Changed bereavement leave from 3 days to 5
- 11) Changed to begin retirement contributions after 90 day probationary period instead of 1 year of service
- 12) Clarified that continuing education is to be paid from an employee's AER
- 13) Changed our official compliance officer to the CBA
- 14) Changed the Maternity/Paternity leave to reflect 8 weeks paid - to match, for all employees, what clergy get based on The Discipline. Sixteen weeks are allowed – the employee can use vacation after the 8 paid weeks.
- 15) Changed the 2 personal days from a benefit you get after 1 year to something you get after your 90-day probationary period.
- 16) Added new reconciling statement as passed by the Board in May 2017

- Authority policy. Early stage draft in the works.

- On and off-boarding. Need additional information from the staff. Who holds what information and how is that disseminated?

Board Resolution.

The Personnel Handbook as amended is accepted by the Board. Motion from PC (the summary), Leigh seconds. Approved.

Staff/Clergy Report

Report submitted.

Highlights:

- Format same;
- Workspace redesign almost complete;
- Priorities remain the same through transition;
- Any public version about covering Ben's responsibilities during paternity leave? Staff will work through that with Ginger's leadership. Gift, support, and celebration to consider.
- Accounting of some of the ways we've been spending on transition from Finance. What line items?
- Board be aware that Ginger will be traveling a lot over the next couple of months. GC and church related. Important of us to know this if people get anxious. Will be in The Forge.

ACTION ITEMS:

1. Final version of apportionment letter to Leigh and included in minutes.
2. SP evaluation re-boot outline next meeting;
3. Gift, support, and celebration to consider for Ben;
4. Ginger will share accounting of transition costs with Board and from which line items;
5. Nick will contact small team already working on Safety and Security plan training and signage is where we should spend our energy.

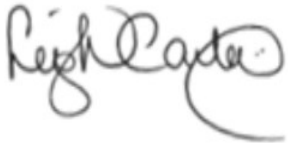
September 16th deadline do-able. Ginger will reiterate the training piece and resources that may be required.

6. New faces bulletin board.

Joys and Concerns

Closed Session began at 8:35 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Leigh Carter". The signature is written in black ink and is positioned below the text "Respectfully Submitted,".

Leigh Carter
Secretary