



Management Board Minutes – August 28, 2018

Management Board Members in Attendance

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

Staff and Observers in Attendance

Ginger Gaines-Cirelli, Senior Pastor, <i>via conference call</i>	Tommie Adams, David Andrews, Amaris Bradley of Leadership Development MT along with Pastor Will Green, Director of Discipleship
Elder Witt Wellborn, SCMT	Lani Willbanks, Church Business Administrator

The meeting was called to order at 7:05 p.m. by Gwen Williamson, Chair of the Board.

Consent Agenda

- Ratification of the June 2018 Minutes*
- Adoption of the July 2018 Meeting Minutes*

The above consent agenda was pushed to next meeting.

The Board Behavioral Covenant was passed around, for annual review and signatures. Also, a schedule of meetings/dinner responsibilities was distributed.

Per the strategic goal of the Board for more program updates at Board meetings, Pastor Will Green and members of the Servant Leadership Taskforce were introduced. The taskforce, created in 2017 to develop a basis for leadership training programs, recommends:

- Creation and funding of a servant leadership ministry team;
- Provision of separate funding in the 2019 budget for the ministry team to train and develop lay and staff leadership; and
- Development of a comprehensive, congregation-wide communication strategy.

The Board had a chance to make remarks and ask questions. The Board applauded the good work of the taskforce, and affirmed a plan to educate the congregation regarding the findings. The board wants to fold the recommendations into the strategic priorities already in the “works,” and begin communication to the congregation of this in the fall. This will represent a “culture change” in our congregation.

Staff clergy report

Report submitted.

Highlights.

- Staff teamwork. Intentional collaboration in ministry departments is happening by building in ways to collaborate with MT-to-MT work.
- Moving all non-financial data from ACS to something called Planning Center.

Facilities/Mission Possible II

Report submitted.

Audit Committee

Sam reported that the staff continue to work on 2017 activity. In addition to cleaning up some accounts, Julie is working on cleaning up mis-categorized activity of donor-restricted funds in 2016 and 2017. None of this will impact the bottom line. Creation of a new chart of accounts is underway. Of course, all of this is very stressful, especially for Julie. We are moving ahead as quickly as possible. Lani has spoken to the bank about our requirement to submit the audit in connection with Mission Possible loans. They are understanding. Lani will request volunteer assistance if/when needed.

Governance Committee

Report submitted.

Amanda reported that much is happening in the Governance Committee:

- Safe Sanctuaries Policy. The latest, updated version is on SharePoint. Everyone working with children and youth at FUMC will be required to affirm they have read and will comply with the policy. A similar covenant will be developed for those under 18 who also work with children and youth.
- Work continues on the authority policy.
- Raising proposals to the Board policy. Are we triangulating? Inadvertently? Do we need to clarify? Yes, we voted on a policy below.

Board Resolution.

The Board unanimously approved the Safe Sanctuaries Policy as presented by the Governance Committee puts forward, Noel seconds.

Board Resolution.

The Board unanimously approved the policy below:

How Proposals are Raised to the Foundry Management Board

From Committees

It is the policy of the Foundry UMC Management Board that the standing committees of the Board provide reports at each meeting on the committee's work that month. The monthly reports are the channels through which the committees raise proposals to the Board that require Board action.

From Staff

The staff liaison to the Foundry UMC Management Board is the Senior Pastor. If a member of the Foundry staff has an issue or proposal they would like to raise with the Board, it should be sent to the Senior Pastor. It is at the Senior Pastor's discretion if the issue or proposal should be brought to the Board, sent to a committee, or addressed through other channels.

From Foundry Community

If an individual or corporate member of the Foundry community (including congregants, ministry teams, visitors, volunteers, etc.) has an issue or proposal they would like to raise with the Board, it should be sent to the Management Board President. It is at the Board President's discretion if the issue or proposal should be brought to the Board, directed to staff, sent to a committee, or addressed through other channels.

Treasurers Report

Report is below.

Treasurer's Report

Submitted by: Matt Hansen

Date of last Finance Committee meeting: 7/16/18

In attendance: Matt Hansen, Bryant Johnson, Lani Willbanks, Julie Hansen, Jane Ross

Date of next meeting: 9/24/18, 6:00PM (MONDAY)

2017 Status:

- Audit preparations are still underway. Onsite work will not be conducted in Aug. as previously reported

2018 Status:

- July Income & Expenses:
 - MTD operating income was \$194,469 and expenses were \$227,085 giving a MTD net of **(\$32,616)**.
- 2018 Income & Expenses:
 - YTD operating income is \$1,163,978 and expenses are \$1,439,286 giving a YTD net of **(\$275,308)**.

2019 Status:

- The Board should plan to attend an early-October budget workshop and to adopt a final budget at the Nov/Dec meeting of the Management Board.

Mission Possible Finance Matters:

- Loan balance \$2,905,809
- \$208,621 cash on hand
- \$148,129 is owed to MP from Operating Checking account

Board Designated Funds:

- Capital Reserves
 - Current balance is \$392,191 or 16.3% of 2018 Budget
 - Target minimum is 25% or \$602,109
 - MP Phase I owes \$260,000 (board vote 9/29/16 and 1/24/17)
 - \$260,000 was already repaid based on Board vote 1/23/18
- Operating Reserves
 - Current balance is \$470,769 or 19.5% of the 2018 Budget
 - Target minimum is 26% or \$626,193
- Strategic Investment Fund
 - Current balance is \$41,157
 - The Board approved \$95,000 (full balance) to be used in 2018

Documents for the board: None from August. Finance Committee Charter is coming next month.

Motions for the board:

- 2018 Foundry Scholarship Recipients. Ministry Team of 12(!) evaluators lead by Shelley Jessee make the following recommendation:
 1. **Alida Smith Memorial Scholarship - \$10,000 distribution from balance of \$95,602**
 - Ling O'Donoghue (\$2,000)
 - Kate Mullins (\$2,000)
 - Izetta Mobley (\$2,000)
 - Clare Webster (\$2,000)
 - Meaghan Mullins (\$2,000)
 2. **Edward W. Bauman Memorial Scholarship – \$4,000 distribution from balance of \$13,198**
 - Cassandra Lawrence (\$2,000)
 - Chet Jechura (\$2,000)

- The Treasurer will move that the Management Board approve the use of \$4,154 from the Board-Designated account "General Memorial Gifts" for Sanctuary plants/pots (\$1,404) and Easter/Pentecost Paraments (\$2,750). The account has a current balance of \$8,742 and will THEN have a balance of \$4,588.

Accounts	MTD Actual	YTD Actual	YTD Budget	% of YTD Budget Used	YTD Variance from Budget	Annual Budget	YTD Actual Last Year
Revenues							
Contribution Income	\$164,395	\$1,020,921	\$1,041,402	98.0%	(\$20,481)	\$1,977,000	\$1,036,521
Special Appeal Income	\$0	\$6,455	\$11,333	57.0%	(\$4,879)	\$16,000	\$7,405
General Income	\$8,253	\$14,838	\$4,142	358.3%	\$10,696	\$7,100	\$9,899
Income from Designated	\$21,821	\$121,764	\$164,138	107.7%	(\$42,374)	\$281,380	\$143,193
Sources							
Total Revenues	\$194,469	\$1,163,978	\$1,221,015	95.3%	(\$57,037)	\$2,281,480	\$1,197,018
Expenses							
Programs							
Worship	\$5,858	\$20,249	\$10,792	187.6%	(\$9,457)	\$18,500	\$14,245
Music	\$2,437	\$6,741	\$9,972	67.6%	\$3,231	\$16,381	\$7,661
Family Ministries	\$4,841	\$16,220	\$25,070	64.7%	\$8,850	\$42,977	\$19,646
Hospitality	\$2,075	\$15,793	\$13,183	119.8%	(\$2,609)	\$22,600	\$17,300
Care	\$24	\$162	\$1,167	13.9%	\$1,004	\$2,000	\$287
Advocacy	\$1,396	\$29,595	\$31,125	95.1%	\$1,530	\$35,500	\$13,690
Service	\$3,164	\$31,418	\$50,539	62.2%	\$19,121	\$83,750	\$30,169
Ministries/Benevolence							
Connecting Ministries	\$660	\$11,696	\$14,146	82.7%	\$2,450	\$24,250	\$10,247
Emerging Ministries	\$0	\$0	\$1,750	0.0%	\$1,750	\$3,000	\$0
Total Programs	\$20,454	\$131,874	\$157,744	83.6%	\$25,870	\$248,958	\$113,246
Operations							
Apportionments	\$22,805	\$159,667	\$159,637	100.0%	(\$30)	\$273,663	\$135,661
Building Support	\$23,271	\$170,743	\$122,022	139.9%	(\$48,721)	\$209,180	\$155,790
Communications	\$7,323	\$33,916	\$26,250	129.2%	(\$7,666)	\$45,000	\$5,444
Supportive Services	\$36,882	\$134,711	\$105,006	128.3%	(\$29,706)	\$182,710	\$90,775
Stewardship	\$2,912	\$20,917	\$23,917	87.5%	\$2,999	\$41,000	\$22,499
Utilities	\$10,846	\$74,113	\$61,017	121.5%	(\$13,097)	\$104,600	\$60,199
Total Operations	\$104,038	\$594,067	\$497,848	119.3%	(\$96,220)	\$856,153	\$470,368
Human Resources							
Total Appointed Clergy	\$42,977	\$312,812	\$312,489	100.1%	(\$324)	\$484,390	\$365,254
Total Program Staff	\$8,278	\$64,396	\$82,142	78.4%	\$17,746	\$140,816	\$36,150
Total Music Staff	\$11,396	\$95,947	\$107,623	89.2%	\$11,676	\$184,496	\$99,697
Total Operations Staff	\$33,113	\$185,128	\$210,042	88.1%	\$24,913	\$367,501	\$168,363
Total Human Resource	\$6,830	\$55,060	\$73,570	74.8%	\$18,510	\$126,121	\$40,221
Support							
Total Human Resources	\$102,593	\$713,344	\$785,866	90.8%	\$72,522	\$1,303,324	\$709,684
Total Expenses	\$227,085	\$1,439,286	\$1,441,458	99.9%	\$2,172	\$2,408,435	\$1,293,298
Net Total	(\$32,616)	(\$275,308)	(\$220,443)	0.0%	(\$54,865)	(\$126,955)	(\$96,280)

-- Submitted by Matt Hansen, Treasurer

The Board considered the proposals brought by the Treasurer and Finance Committee:

Board Resolution.

2018 Foundry Scholarship Recipients. Ministry Team of 12(!) evaluators lead by Shelley Jessee make the following recommendation:

Alida Smith Memorial Scholarship - \$10,000 distribution from balance of \$95,602

- Ling O'Donoghue (\$2,000)
- Kate Mullins (\$2,000)
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Edward W. Bauman Memorial Scholarship – \$4,000 distribution from balance of \$13,198

- Cassandra Lawrence (\$2,000)
- Chet Jechura (\$2,000)

Amanda seconds. All approve.

Board Resolution.

The Treasurer moves that the Management Board approve the use of \$4,154 from the Board-Designated account “General Memorial Gifts” for Sanctuary plants/pots (\$1,404) and Easter/Pentecost Paraments (\$2,750). The account has a current balance of \$8,742 and will THEN have a balance of \$4,588.

Sam seconds. All approve.

Personnel Committee.

Report submitted.

Highlights:

- Continued work with on-boarding procedures;
- Continued work on procedures manual; and
- Continued work on authority policy.

Joys and Concerns were shared.

Closed Session began at 8:35 p.m. and ended at 8:50 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