



## Management Board Minutes – October 23, 2018

### 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

Ginger Gaines-Cirelli, Senior Pastor	Mark Schoeff, Lay Reporter
Lani Willbanks, Church Business Administrator	Ann Brown, T.C. Morrow and the LGBTQ Inclusion Advocacy Ministry Team
Cassandra Lawrence, Clergy Candidate	Ed Crump, Clergy Candidate

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

### **LGBTQ Inclusion Advocacy Ministry Team**

The Board met together with the LGBTQ Inclusion Advocacy Ministry Team for fellowship and to discuss the February 2019 special United Methodist General Conference in St. Louis. Ann provided an overview of the status of various planning and fundraising efforts, including those at Foundry. She described the support that the Ministry Team was seeking from the Board, including attendance at the conference by as many Board members as possible and funding to help cover the costs of Foundry members traveling to St. Louis. Pastor Ginger commented that financial support was included in the draft 2019 budget. T.C. confirmed that the rainbow stoles would be important at the conference. The Board expressed that it planned to provide the requested funding in the 2019 budget, and individual Board members

committed to attend the conference and contribute financially and in other ways.

The members of the Ministry Team then departed the Board meeting to attend their planning meeting.

### **Charge Conference Clergy Candidates**

The Board met with Ed and Cassandra and enjoyed conversation and questions about their personal call stories and visions for their ministries. The Board agreed after discussion that both Ed and Cassandra should advance to as Foundry clergy candidates at the November 7, 2018 charge conference.

### **Board Resolution.**

Ed Crump and Cassandra Lawrence are each approved to be put forward as a Foundry clergy candidate at the charge conference to be held on November 7, 2018.

### **Consent Agenda**

- Adoption of the September 2018 Minutes.
- Clergy Appreciation Month: ratification of unanimous written consent of the Board (via e-mail) to give full-time staff and clergy eight hours of extra leave, and part-time staff four hours of extra leave, to use before the start of Advent on December 2, 2018.

### **Board Resolution.**

Minutes adopted and clergy and staff appreciation time-off ratified.

### **Staff Clergy Report**

Pastor Ginger submitted her report on staff goals and achievements. The Board members had no questions.

### **Nominating Committee**

Ginger reported that the Nominating Committee had not met recently but was gearing up and clarifying goals for the coming year's nomination process.

## **Facilities/Mission Possible II**

Report submitted by Nick.

Highlights discussed at the meeting:

- Insurance coverage with respect to a slip-and-fall lawsuit filed against Foundry and the DC government in 2015.
- Ongoing problems with the phone system.
- A new quarterly meeting schedule for the Mission Possible committee in 2019 and the pending retirement of Jill Foster.

## **Audit Committee**

Sam reported on the status of the 2017 annual audit, which he said was still underway as Lani and Julie Hansen worked diligently to respond to various adjustments requested by the auditors and other issues. Sam noted that the 2017 audit report needed to be finalized by year-end and that all involved were working with that in mind.

## **Governance Committee**

Report submitted by Amanda.

Highlights discussed at the meeting:

- Distribution of the updated Safe Sanctuaries Policy was underway.
- Discernment would continue around the Corporate Authority Policy; efforts also continued to conform it with the Financial Manual;

## **Personnel Committee.**

Report and Proposals submitted by Noel.

Highlights discussed at the meeting:

- Salary and Benefits Policy Proposal: approve new pay scale and discern whether annual leave policy should be retroactive to beginning of year.
- Salaries for director level positions to be updated each year to meet the BWC minimum (\$64,275 for 2019).
- \$15 minimum wage for employees to be effective as of January 1, 2019.

- Lani confirmed that accrual of vacation time by staff on appearing on payroll statements.
- Pastor Ginger planned to complete performance evaluations by October 31, 2019.
- Proposed Changes in Senior Pastor annual performance evaluation format: Board as SPRC will conduct an interim evaluation for 2018 and then conduct a program-year based and congregational survey-based evaluation after Easter and follow a program year instead of a calendar year going forward, in order to foster articulation and alignment of goals of the Senior Pastor, Board and staff going into each new program year.
- Racial equity review work was underway with leadership by Noel and Foundry member Jay Gillam.

### **Board Resolution.**

New pay scale adopted as proposed; 4 week-annual leave policy made retroactive to January 1, 2018; proposed change to Senior Pastor annual performance evaluation adopted as proposed.

### **Treasurers Report**

The Treasurer's Report submitted by Matt is set forth below.

Highlights discussed at the meeting:

- Income was currently at 101% of 2018 budget.
- Stewardship efforts remained crucial to funding 2019 budget.
- Pledge amounts for 2019 were up over prior year.
- The need to appropriately reflect the mortgage payment on Mission Possible I in budget visioning.

### **Treasurer's Report**

**Submitted by:** Matt Hansen

**Date of last Finance Committee meeting:** 10/16/18

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

**Date of next meeting:** 11/27/18, 6:00PM

### **2018 Status:**

- September Income & Expenses:
  - MTD operating income was \$228,635 and expenses were \$215,125 giving a MTD net of **\$13,510**.
- 2018 Income & Expenses:
  - YTD operating income is \$1,492,779 and expenses are \$1,877,160 giving a YTD net of **(\$384,381)**.
- The Finance Committee is concerned about the 2018 deficit after the third quarter. However, this number should be reduced by taking advantage of donor-restricted balances on the books – a review of which is currently being conducted.

**2019 Status:**

- Foundry’s Budget workshop for 2019 had robust attendance.
- The Finance Committee expressed deep concern about the gap between current expense requests for 2019 and expected revenues. The Committee reminds the Board of our shared goal to reduce deficit spending in 2019 to \$60-\$80,000.

**Important Banking Update:** Foundry suspected inappropriate activity from a temporary employee in our Finance department in early October. That person was terminated. The suspected activities did not result in any financial losses. As a result, the Church’s bank is requiring that a new operating checking account be opened. The transition should be complete by the end of the month. No church members or employees will be affected.

**Mission Possible Finance Matters:**

- Loan balance \$2,895,084
- \$74,703 cash on hand
- \$222,727 was owed to MP from Operating Checking at the end of Sept. (\$25,000 has since been paid)

**Board Designated Funds:**

- Capital Reserves
  - Current balance is \$393,780 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 \$473,648 or 19.6% of the 2018 Budget
  - Target minimum is 26% or \$626,193
- Strategic Investment Fund
  - Current balance is \$41,841
  - The Board approved \$95,000 (full balance) to be used in 2018

**Documents for board approval:** None

**Motions for the board:** None

• Headings and Account	MTD Actual	YTD Actual	YTD Budget	% of YTD Budget Used	Variance from Budget	Annual Budget	YTD Actual <u>Last Year</u>
<b>Revenues</b>							
Contribution Income	\$208,567	\$1,330,216	\$1,312,903	101%	\$17,313	\$1,977,000	\$1,259,745
Special Appeal							
Income	\$0	\$6,455	\$11,333	57%	<b>(\$4,879)</b>	\$16,000	\$7,405
General Income	\$20,068	\$156,109	\$5,325	2932%	\$150,784	\$7,100	\$21,008
Income Designated							
Sources	\$0	\$0	\$211,035	0%	<b>(\$211,035)</b>	\$281,380	\$169,795
<b>Total Revenues</b>	<b>\$228,635</b>	<b>\$1,492,779</b>	<b>\$1,540,596</b>	<b>97%</b>	<b>(\$47,817)</b>	<b>\$2,281,480</b>	<b>\$1,457,954</b>

## Expenses

<u>Programs</u>							
Worship	\$2,032	\$26,357	\$13,875	190%	(\$12,482)	\$18,500	\$20,130
Music	\$4,725	\$11,935	\$12,536	95%	\$601	\$16,381	\$7,811
Family Ministries	\$2,907	\$24,379	\$33,900	72%	\$9,521	\$42,977	\$31,872
Hospitality	\$1,130	\$19,261	\$16,950	114%	(\$2,311)	\$22,600	\$26,448
Care	\$1,041	\$1,218	\$1,500	81%	\$282	\$2,000	\$318
Advocacy	\$2,470	\$33,262	\$33,125	100%	(\$137)	\$35,500	\$12,800
Service Ministries	\$3,157	\$38,128	\$63,824	60%	\$25,696	\$83,750	\$39,958
Connecting							
Ministries	\$2,672	\$16,247	\$18,188	89%	\$1,941	\$24,250	\$17,565
Emerging Ministries	\$0	\$0	\$2,250	0%	\$2,250	\$3,000	\$0
<b>Total Programs</b>	<b>\$20,135</b>	<b>\$170,787</b>	<b>\$196,147</b>	<b>87%</b>	<b>\$25,360</b>	<b>\$248,958</b>	<b>\$156,903</b>
<u>Operations</u>							
Apportionments	\$22,805	\$205,277	\$205,247	100%	(\$30)	\$273,663	\$174,421
Building Support	\$34,149	\$229,615	\$156,885	146%	(\$72,730)	\$209,180	\$193,288
Communications	\$8,065	\$48,794	\$33,750	145%	(\$15,044)	\$45,000	\$7,462
Supportive Services	\$12,991	\$166,190	\$128,807	129%	(\$37,383)	\$182,710	\$121,187
Stewardship	\$2,054	\$25,439	\$30,750	83%	\$5,311	\$41,000	\$26,560
Utilities	\$6,583	\$95,167	\$78,450	121%	(\$16,717)	\$104,600	\$79,502
<b>Total Operations</b>	<b>\$86,647</b>	<b>\$770,483</b>	<b>\$633,890</b>	<b>122%</b>	<b>(\$136,593)</b>	<b>\$856,153</b>	<b>\$602,420</b>
<u>Human Resources</u>							
Appointed Clergy	\$40,589	\$396,395	\$381,249	104%	(\$15,145)	\$484,390	\$465,958
Program Staff	\$8,087	\$81,011	\$105,612	77%	\$24,601	\$140,816	\$54,402
Music Staff	\$14,146	\$122,263	\$138,372	88%	\$16,109	\$184,496	\$126,662
Operations Staff	\$35,525	\$249,598	\$273,026	91%	\$23,428	\$367,501	\$175,168
Human Resource							
Support	\$9,998	\$86,624	\$94,590	92%	\$7,966	\$126,121	\$51,368
<b>Total Human Resources</b>	<b>\$108,344</b>	<b>\$935,891</b>	<b>\$992,849</b>	<b>94%</b>	<b>\$56,959</b>	<b>\$1,303,324</b>	<b>\$873,558</b>
<b>Total Expenses</b>	<b>\$215,125</b>	<b>\$1,877,160</b>	<b>\$1,822,886</b>	<b>103%</b>	<b>(\$54,274)</b>	<b>\$2,408,435</b>	<b>\$1,632,881</b>
<b>Net Total</b>	<b>\$13,510</b>	<b>(\$384,381)</b>	<b>(\$282,290)</b>	<b>0%</b>	<b>(\$102,091)</b>	<b>(\$126,955)</b>	<b>(\$174,927)</b>

-- Submitted by Matt Hansen, Treasurer

**Joy and Concerns** were shared.

**Closed Session** began at approximately 9:30 p.m.

## **ACTION ITEMS**

- All to provide final comments on draft Corporate Authority Policy to Amanda.

- All to review 2019 budget documents and give comments to Matt for consideration at the December 12 Board meeting.
- Stewardship: all to make personal calls and write thank you notes.

Respectfully Submitted,

Gwen Williamson  
President