

SHUMC Finance Committee Meeting Minutes
Wednesday, 7 February 2017

Attendees:

Kem Cooper, Finance Team Chair
Pastor Barb Clinger
Jo Scott, Treasurer
Mae Jean Shandy, Lay Leader
Bill Patterson, Staff Parish Chair

Stu Ford
Ryan Johnson, Church Council Chair
Jeff Claassen
Mark Rakestraw, Recorder

Agenda

Giving/Sharing Moment
Opening Prayer
Ratification of Previous Minutes
Presentation of Financial Reports
Old Business

New Business
Volunteer Counter Calendar Updates
Closing Comments
Closing Prayer

Giving/Sharing Moment: Time 6:15pm.

Opening Prayer

Motion, Ratification of Previous Minutes: Ryan Johnson made motion to ratify previous meeting with modifications that "Gideons" is spelled with an "o" not an "a", and to correct that Bill Patterson's name is, in fact, Bill and not Bob, nor does Bill (not Bob) have a brother named Bob. Motion seconded by Mae Jean Shandy. Motion passed with unanimous "Ayes".

Financial Reports: Delivered by Jo Scott.

Profit/Loss Budget Report

- Presented January 2017 year to date information.
- Overall – favorable.
 - Monies received YTD were above budget by \$677.46.
 - Expenses were below projections by (\$394.58).
 - \$1275.00 of pass-through monies distributed to BSA Troop 183 and ICare from the Christmas Eve offering.
 - (\$416.67) Distributed from the Jane Clelland fund for the Youth Director salary.

Motion, Acceptance of Financial Report: Ryan Johnson moved to accept the financial report as submitted. Motion seconded by Stu Ford. Motion passed with unanimous "Ayes".

Old Business:

New Bank.

- Jo Scott presented information on 5 area banks that are candidates for new church account. None were ideal based on the per transaction costs. Jo intends to continue interviewing banks and expand search to credit unions.

New Treasurer's Safe.

- Jeff Claassen provided update on new safe search. He believes a suitable one can be found through Walmart or Sam's Club. Is going to coordinate with church secretary to purchase.

Donation to Gideons.

- Jo Scott contacted Gideons and they would be honored to receive a donation. Jo advanced that that a case of bibles costs \$140.00 and that this would be a suitable donation.

Motion, Donation of \$140.00 to the Gideons: Stu Ford moved to donate \$140.00 to the Gideons from budget line 3470 (Misc. Funds Garnered from Facility Usage Fees). Motion seconded by Ryan Johnson. Motion passed with unanimous "Ayes".

Sheppard's Staff Training.

- Jo Scott provided information on available training opportunities and materials available to support the Sheppard's Staff financial management software used by SHUMC. Training is needed for the church secretary, financial secretary and finance committee. Based on the available topics and training, it was determined that training videos for "Advanced Membership" and "Introduction to Contributions" would be acceptable.

Motion, Purchase Sheppard's Staff Training Materials: Mark Rakestraw moved to purchase two training videos ("Advanced Membership" and "Introduction to Contributions") from Concordia Publishing, at a cost of \$39.00 each plus tax and shipping. Funds are to be taken from budget line 6310 (Computer Systems/Software/Web). Motion seconded by Jeff Claassen. Motion passed with unanimous "Ayes".

New Offering Counting Procedures.

- Discussion of new procedures determined they are working as designed. One minor modification made – to clarify that check copies are to be left in the safe with the deposit records. Jo Scott will make change to office copy of document.

New Business:

Fundraiser Date Change

- Jo Scott stated that that the United Methodist Women would like to move their Chicken Noodle dinner from the approved date to 23 September 2017. Determined there was no conflict. Approved by unanimous consensus.

Sponsor Solicitation Request

- Pastor Barb requested permission to petition the congregation for donors to purchase bibles for those individuals completing church confirmation class. Approved by unanimous consensus.

Request for New Fundraiser

- Bill Patterson requested a free will offering to support the general needs of the church's mission trip to Guatemala.

Motion, Approve Fundraiser: Mark Rakestraw made motion to approve a free will offering, at a date "to be determined", to provide general support for the SHUMC mission trip to Guatemala. Motion seconded by Mae Jean Shandy. Motion passed with unanimous "Ayes".

Establishment of Committee Team Goals

- Kem Cooper led a brainstorming session to identify those topics that finance committee members felt should be priorities for the current fiscal year. List is as follows:
 - Annual Audit
 - 2017 Budget Execution

- Continuing to fully fund SHUMC mission shares
- Development of FY 2018 budget
- Contracting with a document shred service to purge old records in storage
- Upgrade/reconfigure Financial Secretary's office for functionality and to accept new safe
- Accomplish necessary Sheppard's Staff training

Volunteer Counter Calendar Updates

	1 st Counter	2 nd Counter
2/19 -	Ryan Johnson	Carrie Rutherford
2/26-	Mark Rakestraw	Ryan Johnson
3/05 -	Stu Ford	Mina Haywood
3/12-	Kem Cooper	Jeff Claassen
3/19 -	TBD	Scarlett Ford

Closing Comments: Next meeting set for 8 March, 2017.

Closing Prayer: Time 7:45pm

Report respectfully submitted by Mark Rakestraw