

SHUMC Finance Committee Meeting Minutes  
Wednesday, 19 April 2017

Attendees:

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

Vicki Claassen, Board of Trustees  
Jeff Claassen  
Tanya Sutton  
Stu Ford  
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:

Opening Prayer

New Business. (In the interest of guest presenter's time, the "New Business" was moved to the first agenda item.)

50<sup>th</sup> Anniversary Commemorative Cookbook. Tanya Sutton requested permission to sell 50<sup>th</sup> Anniversary, SHUMC, cook books. The church published a cook book on their 25<sup>th</sup> anniversary and Tanya sought permission to create a 50<sup>th</sup> year commemorative. Although this is NOT designed to be a fundraiser, money will be raised to cover costs, and permission is requested prior to beginning.

- The committee approved the request by consensus, without a vote, because this is not a fundraiser.

Capital Expenditure Update. Vicki Claassen presented an update on the flood damage to the nurseries and future capital expenditure repairs needed to update the church property.

- Flood Damage. The insurance company has been contacted, after a protracted delay, and repairs are being held until the insurance adjuster completes the inspection. Total costs to repair are currently unknown, but being assessed. As of the meeting, approximately \$7300 of labor and materials had been allocated to pay Service Masters and for new carpet. Board of Trustees recommended using the Capital Outlay Fund to pay for (initial) repairs.
  - The finance committee identified budget lines that could be used to pay for flood damage repair if/when needed. There appears to be enough in miscellaneous line items to cover anticipated flood expenses.
  - The treasurer activated a budget line to allow dedicated repair fund donations to be held until expensed.

- HOL Costs. Because we are the enabling entity for Heights of Learning Daycare, we have an obligation to provide suitable, safe spaces for the care of the children. Every day that HOL is unable to be in session costs the HOL income and, by extension, SHUMC rent. The repairs must be made as expeditiously as possible.
- Discussion regarding cost/expense sharing with HOL. Motion made to forgive HOL one month of rent to offset their losses for being unable to open.

Motion, Forgive HOL one month's rent. Bill Patterson motioned, and Stu Ford seconded, a recommendation to forgive HOL one month's rent to partially offset their losses during the flood closure. Motion passed with unanimous "Ayes".

- Kitchen Renovation. The Kitchen project is to begin on 15 May.
- Entryway. A \$6990 bid has been accepted to replace the floor covering in the entryway. The Bruce Price Memorial Fund is recommended to partially fund the repair with additional monies coming from other budget lines.
- Septic System. The Septic System needs to be surveyed and upgraded to prevent flooding by rain runoff. The access needs to be replaced and raised above grade.
- Rain Runoff. The current terracing of the field behind the church is causing rain runoff to pool and flood the septic tanks. The terraces need to be cut and a drain system installed to re-route water to the county drainage system.
- Fundraiser Requests.
  - A special offering was requested to support the Church's ODIM mission trip to Guatemala. A potential date of "Mother's Day" was forwarded. No decision or motion made.
  - The Missions Team requested permission to begin planning a mid-summer bazaar in the church parking lot. The concept is to act as the host for vendors, renting "spots" for vendors to display/sell their products. Consensus given to the Mission Team to begin planning the event and to seek approval for a specific date once the concept is approved by the Trustees to use the parking lot.
  - HOL requested permission to host a tailgate fundraiser, on 2 June 2017, to offset monies lost during the flood closure. The request was approved by unanimous consent.

Motion, Ratification of Previous Minutes: Stu Ford motioned, and Bill Patterson seconded, that the previous month's minutes be ratified. Motion passed with unanimous "Ayes".

Old Business:

- New Treasurer's Safe. The new safe is installed and ready to use. Jo Scott distributed discreet combinations.
- New Offering Counting Procedures. Jo will update to reflect use of new safe.

Financial Reports: Delivered by Jo Scott.  
Profit/Loss Budget Report

- Presented 31 March 2017, year to date information.
- Overall – favorable.
  - Total Income YTD was above budget by \$3,711.80 .
  - Total Expenses were above projections by (\$896.49), primarily for Gideon donation, Sheppard’s Staff training material purchase, gym floor repair, safe purchase and janitorial supply purchase.

Motion, Acceptance of Financial Report: Stu Ford motioned, and Bill Patterson seconded, that the Budget Report be accepted as written. Motion passed with unanimous “Ayes”.

Volunteer Counter Calendar Updates

	1 <sup>st</sup> Counter	2 <sup>nd</sup> Counter
4/23-	Kem Cooper	Mark Rakestraw
4/30-	Bill Patterson	TBD
5/7 -	Stu Ford	TBD
5/14-	Jeff Claassen	TBD
5/21 -	Kem Cooper	TBD
5/28 -	Bill Patterson	TBD

Closing Comments: Next meeting set for 10 May 2017.

Closing Prayer: Time 7:17pm

Report respectfully submitted by Mark Rakestraw