

East Main Presbyterian Church- Finance Committee Minutes - May 11, 2023

Present: Mark Hazy, Dan Bishop, Steve Paxton, Sue McConnell, Mark Cunningham, Joe Rendos
Andy Graham, Dede Wishing

7:05 pm - Meeting opened in prayer by Mark Hazy.

Motion to approve the April Minutes. Made by Mark Hazy, seconded by Sue. **Motion carried unanimously.**

- Property:
 - The chancel remodel is to begin on Monday, June 26th and expected to last about 15 days.
- Finance:
 - The Project Fund will be used up shortly. If/when any unexpected projects arise for the remainder of the year, Trustees can still request funds from Session.
 - Dede handed out a summary of boiler expenses from October 2022 - April 2023. Renick Brothers was paid \$5,793 for materials and \$12,203 for labor.
- Old Business
 - Renick Brothers was scheduled to shut down the boiler today. (see task list)
 - Larry Fleming and his group that did the financial review recommended:
 - The Year-end Budget vs Actual Report that the Finance Committee gets should be available to the congregation.
 - All checks should have two authorized signatures. (see task list)
 - (verbal) The offering box in the Welcome Center should be more secure. (see task list)
 - Sue handed out a summary of proposed landscaping out front: a Cherokee Brave dogwood and a red maple are available at Agway for a discounted cost. **Motion** to allow Sue to spend up to \$300 to do the landscaping project. Made by Steve, seconded by Mark Hazy. **Motion carried unanimously.**
- New Business
 - Melissa sent out two emails: One requesting multiple improvements to JAM with varying degrees of importance/urgency. And another requesting ideas for projects around the church for an intergenerational work day at the church. (see task list)
 - Mark Hazy noticed a piece of metal was loose on the roof. Andy has Momentum Builders coming to repair it for approximately \$700.
 - Mark Hazy's grandson was able to take pictures of the dome using his drone. There is an issue with the sealant around it, but it's not urgent at this time. (see task list)

8:20pm - **Motion** to adjourn. Made by Mark Hazy, seconded by Joe. **Motion carried unanimously.**

Next Scheduled Meeting - Thursday, June 8, 2023 - 7pm

Respectfully submitted by Dede Wishing

(Task List attached)

TASK LIST FROM May 2023 MEETING:

Old Business - (tasks completed since last meeting):

- ☒ Dede will call Jill Shimeck at Landscape Design for a quote on the Main St. landscaping. *(Sue will take over.)*
- ☒ Dede will make a summary of the boiler repairs and costs.
- ☒ Dede will double check past water bills to see if there's a pattern to periodic overages. *(No, there was not.)*
- ☒ Dede will ask Luke if any water was used during the 30 hour famine. (ie. showers, games, etc.) *(No, there was not.)*
- ☒ Dede will call GC Borough to see if possibly it's a true reading vs. estimates in the past. *(No, they only do actual readings.)*
- ☒ Dede will send the signed Preventative Maintenance Proposal to Renick Brothers.

Carryover from prior meetings - (outstanding tasks):

- ☐ Dede will add Rick Black's summary of projects to Melissa's Google Doc.
- ☐ Dede gets Dan's notes on boiler and types up in Word document for cloud storage. *(Sue offered to type up. Dede will scan to cloud.)*
- ☐ Chad Williams was contacted in May to repair concrete. *(Chad will meet with Mark and come up with an updated proposal.)*
- ☐ Dan will contact Kevin Shaw to trim the rhododendron outside of the FH.

New Business - (new tasks to do):

- ☐ Andy will find out from Renick Brothers when they plan on coming. (A text to Stacy revealed they had not come.)
- ☐ Sue & Mark Cunningham will draft a proposal of a check signing policy and bring it to the next meeting.
- ☐ Dede, Andy & Stacy will come up with an updated offering box.
- ☐ Mark Hazy will talk to Melissa about her emails regarding JAM work and work day at church.
- ☐ Dede will have employees sort through everything stored in the old choir room so we remove/dispose of anything we don't want in conjunction with Melissa's work day.
- ☐ Andy will keep an eye on the sealant around the dome.
- ☐ Sue will ask Session how to handle possible requests for financial information that may include payroll.