

Northwest Hills UMC Board Draft Minutes

July 15, 2014

Members Present: Neill Gruver, , Pastor Charlie Baskin, Ken Moyer, Les Broomall, Carol Wratten , Allen Woelke, Jean Lenard, Patti Bizzell, Elizabeth Gunter, Gary Johnson, Nancy Gibson, Elliot Moulton, Richard Wilkison, Daniel Dietz.

Members Absent: Associate Pastor Audrey Spencer, Greg Gitcho, Brad Hoffman

Guest Present: Ivan Dominguez

Opening Prayer:

Meeting was called to order at 6:45 p.m. Opening prayer given by Pastor Charlie Baskin.

Approval of minutes from June meeting.

Moved By: Carol Wratten

2nd By: Les Broomall

Discussion: There was no discussion

Vote: Minutes passed unanimously.

Prayer/devotional time: Gary Johnson

Gary read several Bible verses on Gentleness and Change which were a reminder for how we should act towards each other as we approach changes not only for the church but for ourselves.

Trustee issues: Richard Wilkison

Electrical Utility fees vs. budget update

Richard is continuing to monitor the cost of utilities which are currently a little over budget.

New Issues/Items:

There are several areas around the church campus that have tree limbs protruding onto buildings, tarps and into traffic walking areas. Volunteers are doing some tree trimming where possible. Richard is getting bids for trimming other less easy to reach areas.

Neill asked Richard to report on the Responsibilities of the Trustees Committee at the next Board meeting.

Financial issues: Les Broomall

A. June Financial report:

1. We continue meeting our financial obligations except for paying the benevolence part of our apportionments with \$85,803 operating cash on hand thanks to the early payment of pledges in the February-March time frame. If we were paying the benevolence part of our apportionments, our operating cash on hand would be less than \$60,000. Most income accounts are close to budget except for expected income from our visitors, currently only 40% of the budgeted amount. The major expense accounts are all under budget.
2. One area of concern is the impact of paying the Youth Personnel for time spent on Youth trips. We may have to look for alternate sources of income for these events under the new payment policy or adjust future budgets to accommodate this impact.
3. The church's Operating and Money Market account at Compass Bank, all of the church's accounts at Texas Methodist Foundation and all of My Friend's House accounts at Compass Bank reconciled for the month of June.

B. Budget Committee review of 2014 Budget

1. The Budget Committee met on July 10 and reviewed inputs from staff and committees for changes to the budget. After reviewing those inputs and seeing that only small changes could be made and those were uncertain, the committee recommended no changes to the budget except for modifying the salary of the full time janitor. That change will not impact the budget since the higher paid part time janitor is no longer with us and the increase will be covered within the current total Janitorial Personnel budget.

Les recommended that the Board approve the new salary for the full time janitor effective July 1, 2014. The motion passed unanimously.

C. Debt Service calculation for Compass Bank

1. As part of our mortgage agreement with Compass Bank, we provide information each year on the ratio between cash flow for debt service and the debt service amount. Our report for 2013 was selected for audit by the bank and we may have misunderstood the instructions and provided incorrect numbers. We are working with Mike Prehn at Compass Bank to clarify the requirements and update our input.

Les recommended approval of the June financials. Motion carried unanimously.

Responsibilities of Finance Committee: Les Broomall See Attachment One

Staff Parish Relations issues: Jean Leonard

Search progress for Director Children's ministries replacement.

Jean reported that an offer was made to an applicant who accepted employment. Her name is Amada Ronaldez. Her first day of employment is August 4, 2014.

UMM update: Ken Moyer

The Steak Dinner is scheduled for September 21, 2014. Matt Mitchell, sports broadcaster for KVUE, will be the guest speaker.

On Friday, October 24, 2014, at 6:30 p.m. the UMM is sponsoring a performance by a gospel trio called "Greater Vision". Cost of having the group is \$5,000. Tickets will be sold for the Artist Circle and the general public. This will be a worship experience for the congregation and the public to enjoy.

Both of these events will be promoted at the Ministry Fair on Sunday, August 31st.

UMW update: Nancy Gibson

Nancy said that UMW is not meeting in July but will reconvene on August 12 to prepare food for congregational care. At that time they will also finalize their plans for the Ministry Fair on August 31st.

Nancy inquired about the location of kitchen supplies for UMW. Several Board members indicated that they were probably moved because of summer activities and offered to assist in locating them.

Youth Update: Elliot Moulton

There will be a video presentation of the summer mission trip to New Orleans at both services on August 10, 2014. We will also have a family luncheon fundraiser at 12:30 p.m. on August 17, 2014 to raise money for our next mission trip. During this luncheon we will share more in-depth stories of our mission trip. Also the youth would like more opportunities to serve with other members of the church who might not have children in the youth ministry. It could be great to build mentorship relationships with congregation members.

Youth VBC Update: Elizabeth Gunter

VBC was very successful this year. Approximately 100 youth participated along with many older youth and adult volunteers. Light dinners, served Monday-Thursday, were provided by various Sunday school classes. Each participant wore a t-shirt which stated the theme "Weird Animals: Where Jesus' Love Is One-of-a-Kind".

Communications Team Update: Ken Moyer

Members of the committee reviewed the publicity request form. Tami Anderson is working on it and will bring the completed form back to the committee at their next meeting. The intent is to have a form that people can turn in to Fran or Audrey to ask for assistance in communicating upcoming events.

Carol Wratten mentioned that current events are not listed on the church's website and suggested that they be added throughout the year.

Fifth Sunday Fellowship, June 29th plan: Patti Bizzell

Approximately 80 people enjoyed an afternoon eating homemade ice cream and socializing. Ben May, traditional worship leader, led the group in some patriotic hymn singing and Charlie Baskin and Tammy Anderson shared information about The Healthy Church Initiative Evangelism "Discipleship Path". Discipleship Path brochures were distributed to all of those attending. Prizes were awarded for best ice cream categories and favorite cookie.

Fifth Sunday Fellowship, August 31 plan: Neill Gruver

This will be a time to see and hear about all the opportunities to get involved in sharing God's love through our Ministries. The Fair will be held in the Family Life Activity Center after each service. Letters went out July 8th to all ministries chairs and requested those that had several committees under them to communicate with them. Karen Bowker chair of Prayer Shawl and Kim Hoffman chair of Pillow Case were asked to prepare for a round table on either side of entry into Family Life Center for their Ministries. It was also suggested to Heather Taylor that some of the dancers be strolling around in costume. As we hear back we can make some other suggestions if we come up with some other ideas. Only a few ministries have not responded so a reminder will be sent.

Healthy Church Initiative update. Opportunities to Serve: Charlie Baskin

Charlie distributed a handout "Opportunities to Serve" that will be available in the narthex at the Welcome Desk. Ken Moyer suggested that the handout be modified to include a tear-off section that can be turned in to express interest in serving without having to give up the information on the handout.

Looking Ahead:

August Board meeting date was changed to August 26 at 6:45 p.m.

Closing prayer:

Meeting was adjourned at 7:50 p.m. with closing prayer from Gary Johnson.

Attachment One – Les Broomall

The detailed information on Finance Committee responsibilities are in the Financial Policies and Procedures document on the church web page.

From the 2012 Discipline:

- The committee on finance shall:
 - Give stewardship of financial resources as their priority throughout the year.
 - Compile annually a complete budget for the local church.
 - Develop and implement plans that will raise sufficient income to meet the budget.
 - Administer the funds received according to instructions from the church council.
 - Designate at least two persons not of the immediate family residing in the same household to count the offering.
 - Establish written financial policies to document the internal controls of the local church.
 - Make provision for an annual audit of the financial statements of the local church and all its organizations and accounts.
 - Recommend to the church council proper depositories for the church's funds.
 - Prepare annually a report to the church council of all designated funds that are separate from the current expense budget.

NWHUMC implementation:

- Through the Stewardship Committee, support a pledge campaign to raise necessary funds.
- Through the Budget Committee, request and receive inputs from staff and committees to build a budget.
 - Evaluate pledges and other sources of income to develop a balanced budget for the year that meets the priorities established by the NWHUMC Board.
- Establish procedures for handling the contributions to the church:
 - Two unrelated persons handling the money until it has been counted and recorded (ushers, love offerings, money counters, etc.)
 - Offerings placed in the church safe until retrieved by the money counters.
 - After counting and recording on the Cash Count sheet, cash returned to the safe and Cash Count sheet, checks, and offering envelopes (without cash but with amount and name of contributor) provided to Business Manager or designated alternate to enter information into CCIS.
 - After data entered into CCIS, cash removed from safe and cash and checks taken to bank for deposit. Only one person needed for this, since count and recording is complete.
- Procedures established for requesting checks for funds disbursement.
- All checks require two signatures.
- Recruit members to perform annual audit (if not funded in budget).
- Treasurer will ensure that all bank statements are reconciled promptly.
- Approve fundraising requests up to \$5,000 and recommend Board action on requests over \$5,000.
- Prepare quarterly contributions statements to send to contributors plus an end of year statement listing all contributions of \$250 or greater.
- Approve Employer's Quarterly 941 Federal Tax Returns and Yearly W-3 Report.
- Reports:
 - Monthly prepare and review financial reports for NWHUMC Board and MFH Board.
 - Quarterly prepare financial report for mortgage holder (Compass Bank).
 - Annually prepare financial report for Conference (used to calculate apportionments).
 - Annually prepare debt service report for mortgage holder (Compass Bank).
- Established policy and procedures for:
 - Memorial funds
 - Petty cash
 - Leases and contracts

Bottom line: Members must be confident that funds are handled properly and contributions are used for the purpose intended by the contributor.