

Minutes

St. David's Episcopal Church Finance Committee

February 12, 2024 – Opened 6:02pm

Attendees: Rev. Kirby Smith, Jamie Glorieux, Craig Winder, Treena Roman, Loral Priest, Equilla Luke, Karen Garcia, Elaine Turnbull, Anne Kellett Visitors: David Priest, Steve Turnbull, Mary McCormick-Whitehouse

1. Opening Prayer by Fr. Kirby.
Fr. Kirby appointed Elaine to take notes.
2. Accept agenda (revise as necessary)
Added - Treena's request regarding equity reserve calculation for Searles' Endowment Account.
3. Introductions: Committee to Jamie Glorieux - the new Treasurer. Jamie gave a short background about himself. Visitors also introduced themselves.
Fr. Kirby stated some thoughts about Committee organization.
 - Finance Committee needs a chairperson to put agenda together and organize.
 - The Treasurer, Jamie, will present finance reports to the vestry.
 - The Bookkeeper, Treena, will continue to put the report packet together with bookkeeper notes.
 - Finance Committee members are asked to read financial statements in advance of the meetings.
4. Reviewed January 2024 monthly financial statements for school and church.
Reviewed Bookkeeper Notes
 1. Courageous Love Campaign: \$2400 over 3 years. \$800 paid Jan. 2024
 2. TV in Mission Center cost - \$756
 3. Water Clean-up Preschool \$1,150 - Look at future needs and expenses.
 4. Pledges typically higher in January.
 5. Perpetual Endowment Fund – Requires re-calculation and vestry approval for equity base. (See motion recommendation below.)

Reviewed Statement of Financial Position (Balance Sheet)

- Fr. Kirby explained the assets accounts.
- Vacation accrual was discussed.
- Accounts Receivable seemed high. Karen responded regarding preschool current tuition re-payment plan.

Reviewed Statement of Activity (profit & loss C, E, F. Combined Church & Pre-School)

- Church: giving-not-pledged income was below budget.
- Church: expenses were below budget.
- Church: Preschool remediation expenses were below budget, expect more from recent water damage.
- Preschool: Tuition exceeded goal, fund raising was positive.
- Preschool: Expenses was under on salary that was offset by overage in substitute teachers.
- Preschool: Overall positive bottom-line
- Committee should look at simplifying summary reports that go to the Vestry.
- Jamie will provide some samples of report.

5. Discussion about Staff Gifts (Moved to end of meeting. Treena and Karen will leave at that time.) See below New Business item 4.

6. Transfer Funds for termite treatment. The vestry has already approved funding for expenses Mission Center tenting (\$7000), Ed Center tenting (\$6000) landscaping (\$3000) for total of \$16,000. A discussion ensued.

Motion: Fr. Kirby/ (Craig second) made a motion to recommend to vestry to authorize transfer of \$16,000 from Schwab money-market account to operations checking. Motion passed.

- Discussed future need to re-rationalize and update plans for the use of cell-tower proceeds for current and future project plans.

Agenda revision: Reviewed the perpetual endowment fund charter procedure for calculating the annual Equity Reserve Base.

2023 Reserve = \$56,221 plus 3.4% CPI = \$58,133 + 2023 new deposits of \$7,525 = \$65,658.

Motion: To recommend to vestry to restate the equity reserve base according to Donald Searles Perpetual Endowment Charter for 2024 (line 3515) to \$65,658 based on 2023 equity base increased by 3.4% + 2023 new deposit of \$7,525. Moved by Fr. Kirby, Second by Craig. Motion Passed

7. Discussion of formats for financial reports (possible simplification depending on intended audience) Deferred to next month.

8. New business

1. Investment Committee – Steve. Information only - \$250,000 of CDs will mature February 15, (about \$3200 of interest proceeds will be deposited to our Schwab money-market account.) Investment Committee will re-invest all of \$250,000 in new 90-day CD at about 5.2% per the Investment Plan.
2. Property Committee – David.
 - Foundation Drain Repair. Ivan estimated 3-day labor (about \$6000.) David will get a written bid from Ivan. This new work may require additional money transfer from the money market.
 - Property Committee is looking for a general contractor to manage several projects and repairs. David has talked to Walsh Construction. Parishioner Bob Taylor has recommended his son, a general contractor. David will contact him. David has reached out to Erickson Construction, the original contractor for the sanctuary. Karen will provide names of two contractors.
3. Signature Cards updates – Elaine will coordinate with Jamie to update the bank and brokerage accounts signatures.

4. Staff Gifts: (Treena, Karen, and David left the meeting)
Fr. Kirby introduced the topic of a one-time gift to staff to be issued on Dt. David's Day. A discussion ensued about the amounts and rationale which included the importance of staff retention. This gift will be funded from cash reserves. Full-time staff shall receive \$250. Part-time staff will receive \$125. The amount will be grossed-up for salary taxes, etc. so the employee receives the full amount. The vestry will get this recommendation in a proper resolution form.

5. Looking for Finance Committee Chair.

Fr. Kirby asked the committee to think about who might be willing to serve as Finance Committee Chairperson.

9. Closing prayer

10. Adjournment at 7:57 PM

Next Meeting: 6:00 PM Tuesday, March 12, 2024

Respectfully Submitted, Elaine Turnbull