



Diocese of Pennsylvania  
Finance Committee Meeting  
Minutes 5/21/2018

Location- St. Asaph's Episcopal Church

**Attendees**

Bishop Daniel Gutierrez	Canon Doug Horner	Mr. James Pope
Mr. Sean McCauley	The Rev. George Master	Mr. John Loftus
Mr. Eric Rabe	Mr. Christopher Hart	Ms. Takiyah Cuyler
Mr. Kirk Muller		

**Minutes**

Open in Prayer at 6:30PM

The Bishop opened with thoughts on the passing of Ann Booth-Barbarin.

There are no official minutes from the previous meeting due to their being in the possession of Ann before her passing. Efforts will be made to secure the minutes from her family.

Canon Doug discussed the options for changing the standard night for the Finance meeting to the third Thursday of the month. Eric stated that the original reason for moving to the third Monday was to allow sufficient time ahead of the Standing Committee meeting. Canon Doug stated that it is challenging for the Diocesan staff to prepare for the third Monday and that the extra few days would make their work easier. In addition, Canon Doug discussed the new online document and conversation site.

Kirk made a motion to move the meeting from the Third Monday of each month to the Third Thursday of each month starting in June 2018. The Motion was seconded by John Loftus. The group voted in favor with George Master and Christopher Hart expressing dissent.

Sean McCauley presented the Property Committee report for the St. Mary's Warwick property. (see Real Estate Report). Sean discussed the sale to Eli Kahn for a [consideration of \$300,000 cash and ] a donation of \$50,000 directly to the Diocese. As part of the Agreement of Sale, the buyer will grant the Diocese an easement in perpetuity on the working graveyard which covers

several acres of the site. The Diocese is currently using the property as a warehouse for which it will need to find an alternate option and potentially dispose of unneeded items.

Eric Rabe made the motion and James Pope seconded the motion to approve the sale of the property according to the terms shown in the attached Real Estate Report. The group voted to approve the recommendation to Standing Committee to approve the Sale according to the terms.

James suggested that the funds be used to replenish a dedicated fund to maintain the cemetery.

James Pope makes a motion and Eric Rabe seconded to use the \$50,000 to replenish the cemetery maintenance fund in accordance with PA State law to care for the cemetery in perpetuity. The group voted to approve the recommendation to Standing Committee to approve the creation of the fund to support the cemetery.

Sean then continued to report on the St. John's Norristown License agreements for the Cecil and Grace Beans Soup Kitchen and for the Norristown Hospitality Center.

Bishop called for a vote. John Loftus proposed the approval for a license for the Soup Kitchen. George Seconded the motion. The group voted to approve the recommendation to Standing Committee to approve the license.

Bishop called for a motion. John proposed the License for the Hospitality Center. George Master seconded the motion. The group voted to approve the recommendation to Standing Committee to approve the motion to grant the license.

Sean then discussed a property recommendation for an easement to support a driveway on a portion of the NE section of the property of Church of the Advent Hatboro. The details can be found in the Property report.

Eric Rabe made a motion to approve the existing easement. James Pope seconded the motion. The group voted to approve the recommendation to Standing Committee to approve the existing easement at Church of the Advent Hatboro.

Sean then discussed the proposed easement of St. Mark's Locust Street in favour of the new Hyatt hotel being built on Latimer Street. George made the motion to approve the easement and James Pope seconded. Eric asked whether there would be a reasonable fee provided for the easement. Eric stated that the proposal should have come before the Finance Committee in order to vet the proposal. The Church will receive \$50,000 plus up to \$30,000 for potential expenses during the 18-36 month project. The group voted to approve the recommendation to Standing Committee.

James Pope, Diocesan Treasurer then reviewed the 2019 proposed Diocesan Budget Draft. James asked that the detail be shown to breakout the detail further to show how the program

costs were spread across mission and administration more clearly than the v7 version of the draft.

#### Highlights

- Only COL increase for Diocesan Staff
- Bishop takes no pay increase for the 2019 budget.
- There may be an increase for the Healthcare costs, TBD.

Eric discussed the proper process for the budget approval. A draft budget must be prepared by the Finance Committee and presented to the Bishop, Standing Committee and Diocesan Council prior to June 1. Standing Committee approves the proposed assessment known as the Sacred Gifts for Administration. While Standing Committee and Diocesan Council are consulted and in recent years it has been the custom to accept recommendations for mission work from Council, the approval of the annual budget prepared by Finance occurs at the annual convention. A final budget must be produced not later than two months before the convention date. (Canon 7.2.2 and 7.2.3)

The team discussed the potential for modifying the contract with TAG for Congregational Development and support. The category will come under Canon Arlette Joseph's oversight for better transparency.

James reviewed the sources of income and the plan to pull from our endowment for this calendar year to cover the lack of assessment increase. Eric Rabe commented on the presentational aspects of the potential "overdraw"

The group discussed that favorable market conditions are enabling our current endowment distribution, but that it is not a model that we can repeat again.

George Master made a motion to adopt and approve the assessment \$1,478,500 for 2019. This assessment represents a 0% increase YoY for congregations in-line with the Bishop's commitment. Eric Rabe seconded the motion and the group voted to approve the recommendation to Standing Committee to approve the assessment amount.

Bishop made a motion to adjourn, and George Master seconded.

The committee closed the meeting in prayer at 9:15PM.