

FINANCE COMMITTEE
MINUTES
July 17, 2017

The Finance Committee conducted its June meeting at Church of the Redeemer, 6:30 PM on Monday, July 17, 2017.

Present: Norman McClave, Doug Horner, Dana Hall, Eric Rabe, Rev. Deirdre Whitfield, Rev. George Master, James Pope and Ann Booth-Barbarin.

Absent, Doug Sisk, John Loftus, Rev. Sarah Hedgis, Rev. Mike Rau, Rev. Charles Flood, Bishop Daniel Gutierrez, and Canon Shawn Wamsley. It was noted that Peter Datos is no longer in the diocese and a replaced co-chair will need to be added.

1. Opening Prayer (6:30 PM) Rev George Master

2. Opening Comments: (6:30 PM) Norm McClave began by noting that after approval of the budget last month the committee members have been going around the diocese to present the budget and invite questions early. There have been a few very interested persons. Norm will circulate the summary of the budget document to committee members.

3. For Action: (6:35 PM) Consent Agenda

- Minutes of June 2017 meeting of the Finance Committee.

1. Discussion: (6:40 PM) Christ and St. Michael's Bell Tower (George Master)

Doug Horner began by explaining that the Bell Tower needs repair at Christ and St Michael's. He explained that the request was for a bridge loan and the discussion progressed to whether this was an action properly to come from the designated fund. This item precedes the process for the fund being established for projects. After discussion, motion made and seconded, it was unanimously agreed that the Closed Church Fund should be used in the amount of \$23,500 for the repairs to the Bell Tower with the intention to be reimbursed.

- Action: Approved

2. Discussion: (6:55 PM) Other Property Matters (George Master)

Sean McCauley provided reports on a number of sites for information including Crucifixion, St Stephen's Rectory, St Philip's Oreland, St John's, Huntington Valley and status of the MacFarland family. Trinity Oxford has signed a lease with Royal Farms and is finalizing rezoning if no zoning adjustment are obtained it will not go forward.

For St David's, Manayunk, Sean reviewed the offer and remaining contingency for rezoning with all responsibility to buyer. Upon motion made and seconded it was unanimously approved that the Parish be permitted to move forward with the sale contingent upon the Chancellor's approval of the Agreement of Sale.

Sean then reviewed the status of the lease of a part of St Paul's, Doylestown to a Montessori School. There is a proposed two-year lease with two-year extension of the property to a school of approximately 2,900 square feet. The details of the proposed lease were reviewed and the obligations and responsibilities that should be taken by the lessee. Upon motion made and seconded it was unanimously recommended that the lease to the Montessori School be approved subject to the review and approval of the Chancellor of the lease terms and forwarding to the SC and the Bishop.

For information: the Procedure for the Encumbrance, Sale or Lease of Real Property by Active Parishes was reviewed. If there are any corrections or changes they should be sent to Sean.

Doug Horner then proposed a recommendation of the housing allowance for Cesar Ramirez Segarra of \$25,000. Upon motion made and seconded it was unanimously approved that the housing allowance be made.

3. Discussion of Reports (7:15 – 7:45 PM)

- a. Financial Statements – Doug Horner. Statements distributed.

Doug reported that pledges are higher than same time last year. We are behind last year on collection of the pledges.

We expect that the Diocese will run a deficit by year end against the 2017 break-even budget. The group discussed the lower than budgeted pledges and the lower than expected endowment income distribution. In two months, a better assessment of projections for year-end will allow the Finance Committee to determine actions. At the next meeting, we will focus on this and Doug will circulate a more updated assessment with Actual/Forecast for 2017 and recommendations of actions including any expenses to be reduced.

Doug reported that for assessments we are catching up to last year's rates of collection. Just received July endowment distribution. Slightly behind in legal fees. He reviewed in detail CFA and RCMA and suggested that it is anticipated that the RCMA may not meet the expected budgeted amount. Doug agreed to update as soon as possible. The group discussed that Wapiti expenditures go through closed church funds; salaries for the caretaker at Wapiti are included in staff expenditures on the Unified Budget. The small

revenues from Wapiti operations also go into the closed church fund.

- b. Treasurer's Report – James Pope, Treasurer No additions to above discussion.
 - c. Standing Committee Report – Deidre Whitfield; Eric Rabe. Each noted that there was not much to report. Kirk Berlenbach resigned from the Standing Committee and is now on the Diocesan staff.
 - d. Subcommittees
 - i. Budget - items not covered above – Norm McClave: No additions
 - ii. Investment – Dana Hall: nothing to report
 - iii. Parochial Relations – John Loftus, Charles Flood: nothing to report.
 - iv. Property - items not covered above – George Master: no additions
- 4. Other business (7:45)** Rev Whitfield noted that there were no nominations for Finance Committee. Norm agreed to look into expirations, and noted that he had agreed to stand for re-election at the 2017 convention. We then discussed nominations for the Foundation as well.
- 5. Closing prayer (8:00)** Closing prayer was made by Dana Hall.
- 6. Go forth**