



Diocese of Pennsylvania
Board of Trustees
Finance Committee Meeting March 2020

Attendees

Rt. Rev Bishop Daniel Gutierrez	James Pope, Chair	Sean McCauley
Canon Doug Horner	Patricia Smith	Kirk Muller
Takiya Cuyler	Canon Shawn Wamsley	Rev Tim Safford
Albert Dandridge	Rev. Frank Allen	Roberta Torian

Minutes

James opened the meeting at 2:06 PM.

Bishop Gutierrez led the meeting in prayer at 2:07PM.

James reviewed the meeting agenda.

James reviewed the meeting minutes, Bishop moved to approve, Doug seconded, the group approved unanimously

Property Reports

Wapiti Update

Chancellor is updating and expect to be ready by 3/7

Wapiti Land company will be completing the work. There will be a transfer tax since we are not selling the Wapiti Land Company as part of the transaction.

Darby Mission Update

Rev Doris Rajagopal is working out of a public space. She has identified a property at 1337 Mulberry in Darby. She has met with the bureau council

The Property committee has approved the lease on month to month terms.

Rev. Tim Safford asked about the insurance situation. The group asked whether the Diocese was prepared to extend insurance on their own.

Sean asked for a recommendation for a lease to be approved for 12 month, month to month extensions based on the terms in the provided agreement.

The recommendation was approved by the committee members.

Thistle Farms

Sean then reviewed the Thistle Farms project. They have identified 828 West Chestnut St on the outskirts of Coatesville. The property is on sale for \$308,000. The group is working through the solicitor to ensure that the program is approved by the local HOA. Sean expressed concerns about how the property is likely to be owned by the Diocese and that the Diocese would be ultimately responsible for the mortgage and Thistle Farms would pay their mortgage to the Diocese. Sean explained that we'd hold a short term note for the property.

Albert Dandridge expressed concerns about the status of the organization and whether it was simply an entry on a spreadsheet. Bishop Gutierrez explained the status of the organization of Thistle Farms and asked that their status be confirmed.

James explained the next expected steps in the process, whereby the Diocese puts forward funds as a short-term loan until they receive additional grants for the property.

Albert expressed his desire to see the transaction be made simple for the Diocese to enter and exit to the agreement as Thistle Hills evolves.

Rev Tim Safford asked where the funds would originate.
James explained that the funds would come from the endowment.

Rev. Tim asked about the frequency of loans like this. Doug explained that the Diocese currently maintains a number of loans across the Diocese.

Kirk stated that he was concerned about charging market rate interest to an organization that is moving our mission forward.

Rev. Tim Safford expressed his concern about how to make the rate reasonable
James suggested that the loan could be written so that if its paid back within a certain time period the interest would be forgiven.

Rev. Frank Allen moved to follow the lead of the Property Committee and take funds from undesignated funds. Rev. Tim Safford seconded the motion. The group approved unanimously

The Bishop discussed his hope that the committee moved forward with the budget about to be presented. He discussed his concerns about how various churches aren't living up to their NOI assessment.

The Bishop exited the meeting at 2:40PM.

Kirk Muller recused himself from the succeeding discussion.

Redemption, Southampton,

The vestry is looking to rent their rectory for \$2,200 a month rent, plus utilities. Their rent can't be negotiated any less than \$1800 a month. The committee was concerned that a vestry member was also acting as the realtor.

Rev. Frank asked about the rate a realtor gets for a rental, Pat responded that its usually half of first months rent. The committee discussed the policy implications of having a vestry member potentially be in a position to be sued by their church.

Rev. Frank Allen moved that the committee approve the transaction for a 12 month term.

Pat Smith seconded the motion. The committee approved unanimously.

January Financials

James then discussed the January financial statements.

Rev. Frank Allen moved that the committee receive the financials. Albert seconded the motion. The committee approved the motion unanimously.

Pat Smith asked to go on the record to say she liked how the financials were presented

Wapiti proceeds disposition

Rev. Frank Allen moved to table the discussion about the proceeds of the sale of Wapiti until a future date.

James recalled that there were no previous stipulations as to how the monies would be distributed. Roberta stated that there are directions in the records as to returning the funds to their original endowment funds.

Rev Tim Safford expressed his concerns about precedent in creating donor restricted funds to ensure we are putting the funds into prudent places.

Doug discussed how the funds were made available for the Wapiti program and preparing for its development.

Review of the 2021 Budget Draft

James then opened the discussion regarding the budgeting.

Doug began the discussion and highlighted various aspects of the budget.

Albert asked about the differences between pledge and assessment. The committee members then discussed details about the budget and how expenses are reviewed.

Rev. Tim asked for what were the real costs of the Bishop, his travels to churches and the most minimal cost that would be non-negotiable.

Canon Shawn asked for further discussion with Rev. Tim in order to provide the best deliverable.

The meeting was closed by James at 4:13PM. Canon Shawn led the group in closing prayer,