

Westminster Administration & Finance Committee  
Minutes February 21, 2007  
Meeting at Agudas Achim, Room 3

The committee met Wednesday evening after the Ash Wednesday service. Present were Lanny Griffith, Chair, Don Fowler, Bill McCulla, Barbara Studenmund, David Hill, Pastor Larry Hayward and Business Administrator Nancy Bea. The meeting opened with prayer at 8:05 pm.

The Session approved the 2007 budget at its January meeting; copies were distributed to the committee.

The financial statements for the church and the Foundation were reviewed. Financials for the capital campaign were not available. After discussion approval of the statements was moved, the motion was seconded and the motion passed unanimously. The committee recommended that each month we recognize the appropriation portion of the operating reserves that are budgeted for 2007. There will also be a monthly journal entry recognizing one-twelfth of prepaid pledges.

The committee discussed returning to the Westminster building in late March/early April. The committee will review when outside groups will be welcomed back to the building and how much to request that outside groups donate to reimburse WPC for utilities and custodians.

It is projected that the cost of the building renovations will be on schedule and within budget, noting that some items have been added on so the total cost will be higher than the original budget.

An anonymous member has offered a Lenten challenge matching gift of up to \$10,000 for the Moi's Bridge Orphanage.

Pastor Larry Hayward spoke to Henri Rush who was recently in Africa, and Henri said that the orphanage based needs a new van, a kitchen and fence which would cost approximately \$20,000. The committee discussed the pros and cons of accepting a challenge gift. To our knowledge this would be Westminster's first challenge gift. Since it was in support of a popular, current mission of the church, the committee was in support of accepting the gift. A motion was made and seconded to recommend to the Session to accept the Lenten matching challenge for a special offering for the Mois Bridge Orphanage. The motion passed unanimously.

The Encore Campaign plans are underway.

Survey results are coming in, invitations to the steering committee have been mailed, and a feasibility study is due March 12<sup>th</sup>. There was some discussion about whether the campaign should include mission component. The campaign will run April 29 – June 3.

A study of financial roles and responsibilities was drafted by Carl Behnke. With the resignation of Treasurer Jane Stilmar it was prudent to reconsider who does what.

The A&F Committee is responsible for nominating a treasurer (the Session elects the treasurer). Lanny invited committee members to contact him if they have recommendations or want to participate in the nomination process. He plans to recommend nominations for treasurer, assistant chair, and budget chair at the March A&F meeting.

Jane Stilmar wrote a report on contributions statements and IRS requirements for support of donations to churches. The report will be reviewed and considered at a future meeting.

The meeting adjourned at 9:45 pm.

Minutes drafted by Barbara Studenmund