

Minutes
Administration and Finance Committee Meeting
Westminster Presbyterian Church
Wednesday, March 19, 2008

The Administration and Finance Committee of Westminster Presbyterian Church met at 7:00 p.m. on Wednesday, March 19, 2008, in the Westminster Room. In attendance were the following: Lanny Griffith, Nancy Bea, Don Fowler, Terry Grindstaff, Bill Keeth, David Hill, and from the Personnel Committee, Eileen Denne. The meeting was opened with a prayer.

A&F Meeting Minutes. The minutes from the Wednesday, February 20, 2008, meeting were distributed, reviewed and discussed. As reflected in the minutes from the February meeting, the Committee had approved a motion charging the Foundation to craft an amendment to the Westminster Charter dealing with appropriation of net appreciation from Fund A. David Hill requested that while performing this work, the Foundation Board consider a Charter amendment that would allow spending money out of Fund G upon approval of the expenditure by the Business Administrator, and without the need for Session approval of individual expenditures. Bill Keeth agreed that the Foundation Board would give consideration to preparing such an amendment.

The minutes from the February 20 meeting were approved. The draft minutes had previously been submitted to the Session at its February 2008 meeting.

Treasurer's Report.

2008 Year to Date in February

Operating Income	\$227,860 (including budgeted carryover)
<u>Operating Expenses</u>	<u>\$227,017</u>
Net Income	\$ 843

Assets

Operating	\$ 400,059
Foundation	\$1,033,750
<u>Capital Campaign</u>	<u>(\$ 904,934)</u>
Total Assets	\$ 528,875

Terry Grindstaff reported that February was a good month for the Operating Budget. Total revenue collections were \$114,778. Of this total, \$85,644 was due to pledges collected, which is the highest level for February in the past eight years. This follows January which had the second highest pledge collections in the past eight years. The only reduced revenue was from Plate Offerings which is about \$6,300 below our budget level for February.

Total expenses in February were less than revenue resulting in a net income of \$843. February expenses for National/International Missions, Local Missions, Christian

Education, and Building and Grounds were lighter than normal except for Special Offerings which were high due to payments made to the Kenyan orphanage. Staff salaries were a little higher than normal given increased 2008 staff salary COLAs and steps were paid in February for January and February. These payroll increases were not approved by the Session until late January. Church expenses generally were at normal levels, although utility costs were lower than expected given the warm January weather.

The Westminster Foundation continued to experience small decreases in total asset value in February due to a weak stock market. The Foundation's value decreased \$1,686 to a total asset value of \$1,033,750 in February.

The Capital Campaign continued to pay for remaining expenses in February primarily for new furnishings (\$5,746) and for loan interest (\$6,112). Total expenses paid from the beginning of the renovation project to date are \$5,960,480. We still have approximately \$146,000 left in unpaid expenses consisting of \$85,000 to the contractor (Harry Braswell); \$34,000 for new church furnishings; and \$27,000 for the organ refurbishment contract. There are remaining loans for the Capital renovation project totaling \$1,162,816. These loans are: \$958,000 outstanding on the Cardinal Bank loan, and \$204,816 outstanding on the Westminster Foundation loan.

The three Treasurer's reports were approved.

Personnel Committee Plans. Eileen Denne, Chair of the Personnel Committee, reported on that Committee's March 18 meeting, including recent discussions by Larry Hayward with other members of the pastoral staff with respect to the continuation of the seniors ministry after Sandy Calhoun's retirement. Eileen reported that Sandy is willing to continue working on Westminster Travelers until mid-2009, but that Sandy's planned reduction in hours in mid-2008 presents the need to provide for at least ten hours a week of pastoral care that Sandy has handled. Eileen reported that the Personnel Committee would like to conduct a search for a new part-time employee who has pastoral care training, and would work ten hours a week, starting in mid-2008. She stated that the hiring of this person would be budget-neutral, because it would coincide with a reduction in hours from twenty-five to fifteen and corresponding pay reduction for Sandy.

The Committee and Eileen had an extended discussion about pastoral care that is provided both by the pastoral staff, other church employees and by the deacons. The Committee indicated that priority should be given to pastoral care by the church and its staff. The Committee expressed some concern about the hiring of additional individuals generally, and particularly the hiring of staff members who would only be working a few hours each week with narrowly defined duties. There was a discussion about the coordination of pastoral care, work assignments of the pastoral staff, and the functions and work plans of particular members of the pastoral staff. The Committee offered suggestions and comments to Eileen should the Personnel Committee decide to proceed with making a recommendation to Session concerning a search for an additional employee to handle some pastoral care duties.

Working Capital Fund. The Committee continued its discussion from the February meeting concerning whether to move \$25,000 from Fund Principal into the Working Capital Fund. The Fund Principal has a balance of \$26,738.63. The Working Capital Fund, a reserve fund for emergency use, has \$75,000. It was noted that currently the church's monthly cost for staff expenses alone is more than the total Working Capital Fund, and that total monthly church expenses are more than \$110,000. The Committee believes that in light of this situation, it would be financially prudent to increase the Working Capital Fund, a reserve fund only for emergency use, to \$100,000. **A motion was approved to move \$25,000 out of Fund Principal and into the Working Capital Fund.**

Library Initiative. The Committee discussed the desire of the Christian Education Committee to make church members aware of how they may make donations to the church library, should members wish to do so. At its February meeting, the Committee had decided not to approve a church-wide solicitation for books for the library. However, the Committee believes that it is appropriate to make church members aware of how to suggest additions to library, and how to make donations to the library if they wish to do so. Between the February and March meetings of the A&F Committee, Elizabeth O'Brien, Cathy Hunter and David Hill worked out language for the Chronicle that accomplished this purpose, and that might be appropriate for future instances where solicitations are not approved, but where members may be made aware of donation possibilities for particular purposes.

Net Appreciation Proposal Update. Bill Keeth reported that the Foundation Board has discussed the net appreciation proposal that had been discussed at the February meeting of the A&F Committee and that is reported in the Committee's February minutes. Bill said that the Board may be able to have something to report to the A&F Committee by May.

Fifth Sunday Counters. The Committee discussed the need for new collection counters for fifth Sundays in any month. Previously, the McCullas and the Smithers have taken care of counting for on fifth Sundays, but the Smithers have moved away. Lanny said that he had some ideas about possible replacements for the Smithers, and would make some contacts to try to obtain new volunteers. The Committee also discussed the possible need for a counter coordinator.

The meeting was adjourned at 9:10 p.m.

Respectfully submitted,

David Hill
Vice Chairman