

Minutes
Westminster Administration and Finance Committee Meeting
Wednesday, May 16, 2007

The Administration and Finance Committee of Westminster Presbyterian Church met at 7:00 o'clock pm on May 16 in the Westminster Room at the church. In attendance were the following: Larry Hayward, Nancy Bea, Terry Grindstaff, Diane French, Bill Keeth, Vice Chair David Hill, and Chair Lanny Griffith. The meeting was opened with a prayer by Lanny at 7:10 pm.

Treasurer's Report:

Westminster Treasurer Terry Grindstaff reported for the Operating Budget that the April 2007 financial figures look positive.

Pledge income has come back up after being down the first three months. We have received 30.5% of the year-to-date pledge income, which is about normal. Plate offerings are still below our historical average for this point in the fiscal year, while special offerings are over what we budgeted. Our year-to-date expenses are comparable to last year's figures and are under budget. The utility bills are running a little high. The insurance expense appears high, because most annual insurance premiums have been paid already.

Terry also presented the Foundation Financial Report for April and the Capital Campaign Financial Reports for March and April.

Westminster Foundation Financial report looked good and reflected the Foundation loan to the Capital Campaign. Our project-to-date Capital Campaign revenues are \$3,885,457 and our expenses stand at \$5,035,707. This results in a deficit of \$1,150,250 which is covered by a loan from Cardinal Bank and the Foundation. We will continue to incur capital campaign expenses for a few more months, and we will probably draw down funds again from Cardinal Bank in June. Approximately \$30,000 in campaign pledges could be uncollectible based on families becoming inactive, moving, or deaths. May 30 is the end of the first Capital Campaign and then we will move into the Encore Campaign. We have already received several pledges for the Encore Campaign from individuals not attending Pledge Sunday, May 20. A discussion was held about combining the bookkeeping for the two campaigns versus keeping separate books. Terry will talk to John Smithers and Carolyn Carmack to develop an appropriate approach.

The Treasurer's Reports were approved.

Encore Campaign:

David Hill stated that small group meetings have been held recently to learn more about the Encore Campaign and heighten interest.

On Sunday, May 20, the Encore Campaign leadership will hand out pledge cards during the service and then collect them at the end of the service. June 3 will be Dedication Sunday. Steve McSwain from Cargill Associates believes we can achieve our goal of \$2.4 million, which was set by the Session in April, 2007.

Congregational Solicitation:

A motion was passed to approve a solicitation of church members for Joan Taylor Reid's retirement gift. This is in line with actions taken for previous departing staff members. The Personnel Committee has already approved the solicitation.

Pre-School Financial Review:

The A&F Committee received the FY 2005-2006 Westminster Pre-School Financial Review, which was completed by Barbara Studenmund, Molly North, Molly Roden and Diane French. The administrative assistant at the pre-school during the fiscal year under review was Bill Campbell. Bill retired in January, 2007. The financial records were found to be in good order, although a few recommendations were noted. The Session will be notified that the review took place.

Westminster Financial Review: Westminster's FY 2006 financial review will take place in August. This

review needs to be completed before the September Session meeting, according to presbytery guidelines.

IRS Compliance:

Nancy and David gave a report on the appropriate way to handle reporting of gifts of securities to the church.

Vacancies for Assistant Treasurer and Budget Chair: A brief discussion ensued related to the current vacancies in two positions, Assistant Treasurer and Budget Chair. Terry and Lanny are soliciting names of candidates from the congregation who have the background and interest to serve.

Statement of Property and Liability Insurance Coverage: David completed a review of the church's insurance policies.

He will report to the Session that we have adequate coverage, but we will have a further evaluation of our insurance needs now that the building renovation is nearly complete. Nancy and David will meet with our insurance agent, Tom White, to show him the facility upgrades and discuss possible insurance changes. There were questions about whether the new fire/security systems will reduce our premiums and whether we want to adjust our deductibles.

It was noted that the Building and Grounds Committee is doing a computerized inventory, which may be helpful.

Nancy reported that our insurance was adjusted after the construction trailers were removed and after we moved back into the building.

Request for Use of Church Bus or Van:

A&F received a request from a Westminster family inquiring about the use of the church bus or van for transportation for a wedding rehearsal dinner.

A discussion ensued relating to liability, insurance coverage and private use of church property. At a time when the committee is grappling with policy guidelines on proper use of all church facilities, approval would set a private use precedent. Therefore, the request was denied.

Policy on Fundraising Activities and Donor Recognition: A list of 2006 special offerings and 2006 fundraising activities was reviewed. Most of the special offerings are initiated by PCUSA or our Mission Committees. The fundraising activities were conducted by the youth groups (plant sale, dessert auction, and poinsettia sale) to raise money for mission trips and by the Mission Committees (Alternative Christmas Bazaar). Session needs to approve any church-wide offering and fundraising activities after being reviewed by the A&F Committee.

Restricted gifts are those given to the church for a specific use. If the value of the gift is under \$5,000, the Gifts and Bequests Committee decides whether to accept the gift. If the value is over \$5,000, the Gifts and Bequests Committee reviews the gift and makes a recommendation to A&F. The A&F Committee then reviews the gift and makes a recommendation to Session.

A restricted monetary gift can be given to an established church account in either the Foundation or Operating funds, and it does not need approval and should be treated as being tax deductible for the donor.

The church facilities previously have been made available for use by outside non-profit groups. The building is not available for political meetings, for-profit groups, or private events. An exception to this is a wedding reception held in the building after a wedding.

Most groups which use the building donate funds to the church for the use. Right now, the contributions and the amounts are voluntary. Most of the groups that used the building before construction are coming back. A discussion was held about the use of the sanctuary by an outside group for a concert and the acceptability of collecting a free-will offering.

It may make a difference if the free-will offering is used to raise money for the group.

A discussion was held about donor recognition.

Larry would like to systematize the way we thank people for contributions. He would like to thank personally anyone who gives over \$1,000.

Recognition of bequests is made by the Foundation during Sunday services and also in the monthly Chronicle. The Committee expressed a strong preference for finding ways to recognize donors without placing plaques on church property.

With the first Capital Campaign coming to an end and the Encore Campaign in solicitation mode, the Committee discussed creative ways to recognize gifts over \$100,000.

With the June 3 dedication a few weeks away, the Committee decided recognizing gifts on that day would be too difficult to execute. An exception may be made for two large gifts given by the Sanders and Jones families. The preference was to compile a comprehensive, aggregate list of all donors to the first Capital Campaign, the Encore Campaign and the special gifts that were given between the two campaigns.

The meeting was adjourned at 9:40 pm.

The next meeting will be at 7:00 pm on Wednesday, June 20, at the Westminster Presbyterian Church.

Respectfully submitted,

Diane French