

Minutes  
Administration and Finance Committee Meeting  
Wednesday, June 18, 2008

The Administration and Finance Committee of Westminster Presbyterian Church met at 7:00 p.m. on Wednesday, June 18 in the Westminster Room. In attendance were: Pastor Larry Hayward, Church Administrator Nancy Bea, Chair Lanny Griffith, Bill Keeth, Bill McCulla, Jane Stilmar, Treasurer Terry Grindstaff, Don Fowler, Diane French, and Local Missions Chair Priscilla Goodwin (briefly).

The meeting was opened at 7:10 p.m. with prayer.

May 2008 Meeting Minutes: The minutes from the last A & F meeting on May 21 were distributed, reviewed and approved.

May 2008 Treasurer's Reports: Treasurer Terry Grindstaff distributed the May, 2008 Treasurer's reports for the Operating Budget, Capital Campaign and Foundation. For the Operating Budget he reported that the YTD actual pledges, plate offerings, and interest income are behind the YTD budgeted amounts. However, special offerings, utilities contributions, and per capita contributions are running ahead of budget. It was noted that YTD pledge income is higher this year than last year and Terry was not concerned at this point in the year with our revenue levels. Traditionally November and December are very strong giving months. For expenses, staff salaries are running under budget primarily because the facilities manager started working later in the year than expected. Also, Casey Fitzgerald will have unpaid maternity leave this year. Pensions are running high because we paid for six weeks of 2007 pension dues in 2008. Utility costs are under budget, but electrical costs are due to go up 18% as of July 1. Net total income versus expenses as of May 31 is (\$57,848.39).

For the Capital Campaign, we have an \$808,000 loan balance at Cardinal Bank. Pledges due are \$1,208,655 after only one year into the second campaign. Early payments on pledges have helped to reduce the interest owed. We have paid back about one half of the Cardinal Bank loan. Terry will write a Capital Campaign update letter to be sent out to each pledge unit soon.

**The treasurer's reports were approved.**

Cellular Leases: Bill McCulla reported that we have two new interested cellular companies, A.T. & T. and T-Mobile. We already have Sprint equipment in the steeple and receive monthly lease money from them. There will be a meeting tomorrow (June 19) with the engineers from the two new companies to measure the actual available space for more cellular equipment. It is uncertain whether there is room for equipment from two more companies in the steeple and it is uncertain where the base equipment will fit. However, it was felt by the committee that the options are worth exploring from a budget standpoint. It was suggested that any new contracts should be in sync if possible with the Sprint contract as far as termination dates. Contracts still need to be worked out. We may want the Sprint contract to be an addendum to any new contracts. Sprint withdrew their request for more space for more lease money. Should we decide to add equipment from both new cellular companies, the same installation company will do the work.

Cedar Rapids First Presbyterian Church: Lanny had sent out an email earlier in the week to A & F Committee members about a request from Spencer Dickerson to approve an appeal for support for Cedar Rapids First Presbyterian Church which has recently suffered substantial damage due to flooding. **At the A & F meeting Terry made a motion, which was passed, to approve a church-wide solicitation for funds for emergency assistance for Cedar Rapids First Presbyterian Church. He also made a motion to recommend that the National/International Missions Committee approach the Foundation to use Fund E (Unrestricted Benevolence Emergency) funds, not to exceed \$1800, for emergency assistance for Cedar Rapids First Presbyterian Church. This motion also was approved.**

Stewardship Campaign Goal: The committee discussed what pledge goal the Stewardship Committee should aim for during the stewardship campaign this fall. Campaign brochures and other publicity materials for the campaign usually get printed in August. We need to know what the assumptions are. We do not have a good handle on personnel costs for next year at this time. Approximately 62% of the operating budget is personnel costs. The boiler loan will be paid off next June. Low interest rates and inflation should be considered with regard to giving levels. The envisioning report, which will give guidance as to the direction of the church programs, will not come out until perhaps November. We would need

a 9.1% increase in pledges just to maintain current programs, cover mandated increases in personnel costs, and replace the structural deficit resulting from this year using a large amount of surplus from previous years. It was suggested that perhaps an 8% increase in pledge giving might be the right target. Most members of the church are giving and/or pledging. An important key to increasing the pledge total is to increase membership.

Congregational Life Dinner: Priscilla Goodwin came into the A & F meeting after her own Local Mission Committee meeting to tell us about a pot luck dinner in Fellowship Hall on September 27 to raise funds on behalf of a local mission involving a children's ministry. The Congregational Life Committee will be organizing this church-wide dinner. Dave Werner, formerly of the Capitol Steps, will provide the entertainment. Free will offerings will be accepted at the dinner for the children's ministry. The Local Mission Committee has not yet decided which group will receive the funds. **A motion was passed to approve this fund raising event.**

Foundation: Bill Keeth reported that Foundation members are still working on revisions to the Foundation charter. No other news at this time.

Fifth Sunday Counters: Lanny is still looking for a group to count the offering collection on the fifth Sundays during the year. There are fifth Sundays this month, in August, and in November. Anyone with an idea for counting volunteers is asked to contact him. Diane French has agreed to train the counters.

Committee Schedule: An updated 2008 A & F Committee meeting schedule was distributed.

A & F and Session will not be meeting in August. Lanny will ask committee chairs to turn in their draft 2009 operating budgets in September so that the budgets can go to Session by the end of October.

Automated Giving: Dave Gunter from the Stewardship Committee has researched/reviewed the possibility of online payments to the church. It is possible to set up our web site so that members can pay for their pledges or other expenses with their credit cards. There are fees of 2-3% associated with online credit card payments. The Stewardship Committee felt that we do not need this feature at this time and A & F concurred. We would be paying a processing fee to facilitate giving, but we already have a 99% pledge payment rate. As a side note, some church members donate to Westminster now by way of an automatically scheduled paper check sent to Westminster from the donor's bank account.

The meeting was adjourned at 9:25 p.m. The next A & F meeting will be on Wednesday, July 16, at 7:00 p.m. in the Westminster Room.

Respectfully submitted,

Diane French