

**Minutes
Administration and Finance Committee Meeting
Wednesday, July 16, 2008**

The Administration and Finance Committee of Westminster Presbyterian Church met at 7:00 p.m. on Wednesday, July 16 in the Westminster Room. In attendance were: Pastor Larry Hayward, Church Administrator Nancy Bea, Chair Lanny Griffith, Vice Chair David Hill, Bill Keeth, Bill McCulla, Don Fowler, Brad Buchanan, Dwayne Brown, and Diane French.

The meeting was opened at 7:10 p.m. with prayer. Everyone introduced themselves to new committee members Brad Buchanan and Dwayne Brown.

June 2008 Meeting Minutes: The minutes from the last A & F meeting on June 18 were distributed, reviewed, and approved.

June 2008 Treasurer's Reports: In the absence of treasurer Terry Grindstaff, Nancy Bea distributed the June 2008 treasurer's reports for the Operating Budget, Capital Campaign and Foundation. For the Operating Budget she reported that the YTD pledge income is ahead of last year's levels. Nancy was not concerned at this point in the year with our revenue levels. Traditionally November and December are very strong giving months. The balance in the Burke & Herbert checking account is lower than usual due to a large disbursement to the Kenya orphanage, but this should not be a problem. Plate offerings and interest income are running under budget. However, utilities contributions are running over budget. For expenses, staff salaries are running under budget primarily because of some leave without pay and an adjusted start date for the facilities manager. Utility costs are under budget, but electrical rates are due to go up 18% as of July 1. The maintenance agreement account is over budget due to more copier printing in color. YTD office expenses are also over budget. Net total income versus expenses as of June 31 is (\$68,301).

The Foundation report revealed over \$1 million in assets. The Fidelity and Vanguard Wellington investments are holding up well. No checks were written from the Foundation account this month.

As for the Capital Campaign, Nancy reported that we are trying to pay off the bank loan as soon as possible. On July 3, \$70,000 was sent from the Cardinal Bank checking account to pay down the loan. A final \$14,000 payment is still due on the organ refurbishment and a final payment is due to Harry Braswell Inc. on completion of the punch list. With the first year of the three year Encore Campaign completed, we have received 50.8% of the pledges. This has resulted in a substantial savings in loan and interest payments.

The treasurer's reports were approved.

New Members: Besides the two new committee members in attendance, two other new committee members are Kristin Stone and Rob Winn. Lanny also reported that Laurie Blackburn agreed to be a fifth Sunday counter.

Cedar Rapids First Presbyterian Church: Bill Keeth reported that the Foundation approved sending Cedar Rapids \$1,700 out of Fund E (Unrestricted Benevolence Emergency) for flood relief. Already \$5065 in contributions has been forwarded to the church with more than \$825 still to be sent. Larry said that the church planned to use the funds for community flood relief.

Pascagoula Partners: The National/International Mission Committee asked the A & F Committee to sign off on a national mission trip to Pascagoula with funds to be solicited August to October for members to be "Pascagoula Partners in Mission". The congregation will be presented with several ways to support the trip including prayer, participation, and dollars. The hope is that participation in the trip will increase if the cost is lessened. Karen Blomberg is working with the mission committee to raise interest among the church members. A discussion about mission trips followed, with questions about the cost, purpose, and effectiveness of the trips especially in light

of a recent Washington Post article. A motion was passed to approve the Pascagoula trip with the amendment that if the mission trip does not happen, that donated funds for the trip will be placed in a restricted account for missions.

Columbarium Urns: Nancy reported that currently Westminster is charging \$150 for single columbarium urns and \$250 for double urns to cover the cost to the church. The cost to the church for the urns has risen to \$193 for single urns and \$294 for double urns. A motion was passed to increase the price charged to members effective immediately: \$200 for a single urn and \$300 for a double urn.

Cellular Contracts: Bill McCulla reported that engineers from the two new interested cellular companies, A.T. & T. and T-Mobile, were recently at the church to look at the space available for their equipment. The engineers will work on designs for the equipment. We already have Sprint equipment in the steeple and their base equipment in the closet off of Fellowship Hall. There is a proposal to put the base equipment for A.T. & T. and T-Mobile outside near the rose garden behind a wall that is 12' from the sanctuary's south exterior wall. The wall would be perhaps 8' high. The rose garden would have to be moved. It was felt that we should ask the cellular companies to pay for 100% of the cost of moving the rose garden and designing and landscaping a new garden space.

Hershowitz Estate Payment: In the past the Foundation Charter has required that undesignated funds given to the church be put 80% into Fund D (Capital Improvements) and 20% in Fund E. Since the Capital Campaign started, undesignated funds have gone 90% to the Capital Campaign and 10% to Fund E. The final Hershowitz Estate payment of \$6795 has been received by the church. It was decided by the A & F Committee to direct the Gifts and Bequests Committee to go back to the 80% Fund D and 20% Fund E allocation for the Hershowitz gift and future undesignated gifts.

Wish List: David Hill has asked all the Session committees to submit to A & F by September wish lists for one time expenditures. These lists will be helpful to the clergy when members ask for donation ideas.

Committee Schedule: An updated 2008 A & F Committee meeting schedule was distributed. A & F and Session will not be meeting in August.

Accounting Procedures/Financial Review Team: The Financial Review team will meet on Sunday, July 27 to do the financial review of the preschool books for the last time. The team has reviewed the church's financial records and the preschool's financial records for five years. The review team consists of Barbara Studenmund, Molly North, Molly Roden, and Diane French. Lanny asked Dwayne to sit in on the review this time to give the A & F Committee feedback about the process.

Lanny distributed several policies/guidelines to committee members: "Westminster Presbyterian Church Accounting Procedures" (updated May 2008), "Westminster Policy on Gifts and Fundraising Activities" (updated October 17, 2007), and "Administration & Finance Committee Guidelines Financial Roles and Responsibilities" (updated May 21, 2008). Committee members also received a copy of Terry's Encore Campaign thank you/update letter to campaign contributors.

New Business: Bill McCulla asked for permission to buy a locking gas cap for the church van. The consensus was to approve the purchase if Jim Buchanan thinks it is appropriate after he prices it out.

The meeting was adjourned at 9:35 p.m. The next A & F meeting will be on Wednesday, September 17 at 7:00 p.m. in the Westminster Room.

Respectfully submitted,
Diane French