

Minutes
Administration and Finance Committee Meeting
Westminster Presbyterian Church
Wednesday, April 16, 2008

The Administration and Finance Committee of Westminster Presbyterian Church met at 7:00 p.m. on Wednesday, April 16, 2008, in the Westminster Room. In attendance were the following: Don Fowler, Bill Keeth, Jane Stilmar, Diane French, Bill McCulla, Larry Hayward, Nancy Bea and David Hill. The meeting was opened with a prayer.

A&F Meeting Minutes. The minutes from the Wednesday, March 19, 2008, meeting were distributed, reviewed and approved. The draft minutes previously had been submitted to the Session at its March 2008 meeting.

Treasurer's Report.

2008 Year to Date in March

Operating Income	\$362,886 (including budgeted carryover)
<u>Operating Expenses</u>	<u>\$378,910</u>
Net Income	(\$ 16,024)

Net Assets

Operating	\$ 404,824
Foundation	\$1,013,545
<u>Capital Campaign</u>	<u>(\$ 879,405)</u>
Total Assets	\$ 538,964

Nancy Bea reported that pledge income continued to be strong. Total revenue collections in March were \$130,340. Of this total, pledge collections were \$102,174; plate offerings were \$9,487; and other revenues/collections totaled \$18,679. Total collections for the first quarter of 2008 were \$348,826. Adding in the Operating Reserve amount budgeted for the first quarter (\$14,060) results in total revenue collections for 2008 of \$362,886. This is only \$4,911 (0.3%) behind our revenue projections for the first quarter.

Expenses for the first three months of 2008 total \$378,910, which is \$16,024 below budget projections (including the operating reserve). We are \$5,202 below budget on staff salaries expense. It was not clear why this expense item is below budget at this point, and Nancy Bea agreed to investigate. Other church expenses generally appeared to be at normal levels.

The Westminster Foundation continued to experience small decreases in total asset value due to a weak stock market, and due to few if any dividend payments being received.

The Capital Campaign received revenues of \$32,155 in March, and has received \$93,775 so far in 2008. Through March, the Encore Campaign has collected \$1,039,176, which is

45% of the total campaign pledges of \$2,306,895. At the end of March, the Capital Campaign had outstanding loans of \$1,072,816, consisting of: \$868,000 outstanding on the Cardinal Bank loan, and \$204,816 outstanding on the Westminster Foundation loan.

The three Treasurer's reports were approved.

Fifth Sunday Counters. The Committee continued its discussion from the February meeting about the need for new collection counters for fifth Sundays. Nancy Bea reported that some good candidates had been identified and contacts had been made, but no plans had been firmed up yet for these important duties. Work will continue to obtain new volunteers.

Net Appreciation Proposal Update. Bill Keeth reported that the Foundation Board has discussed the net appreciation proposal, as well as the additional proposal discussed at A&F's February meeting relating to making expenditures from Fund G without the need for Session approval. He said that tentatively the Foundation Board was considering the possibility of allowing expenditures under \$1,000 to be made from Fund G upon the approval of the Business Administrator. Bill said that the Board continues to hope to be able to report back to the A&F Committee by its May meeting.

Westminster Wish Lists. The Committee discussed the possibility of asking each Session Committee to develop a "wish list" of items it would like to buy or projects it would like to fund if additional funds were identified and made available. These "wish lists" would not be used for soliciting additional contributions from the congregation, but rather to be available for reference if special contributions were offered to the church, or if a contributor wished to make a special gift to fund purchases/activities in a particular area.

The Committee agreed that it would be desirable for each Session Committee to be asked to formulate a "wish list," and this request will be discussed at the April Session meeting. It is the Committee's desire that the wish lists only include one-time expenditures – for example, a particular new property item to be purchased or particular one-time activity to be funded. The wish lists are not to include new items for which budgeted funds will be needed in future years. The Committee agreed that the Session Committees would be asked to develop and submit their "wish lists" by the time of the September 2008 Session meeting.

Pastoral Care. Larry Hayward discussed with the Committee some ideas he has developed for restructuring the responsibilities of the Westminster pastoral staff, particularly with respect to pastoral care. The possible reorientation of responsibilities would be budget-neutral in 2008. Larry will discuss these ideas at the April Session meeting. The Committee determined that no new approvals from the Committee or from the Session would be needed to implement the potential restructuring of staff duties that was discussed at the meeting.

Committee Fundraising Requests. The Committee discussed the continuing issue of last-minute requests by various committees for Session approval of fundraising, as well as of the receipt by the Session Clerk of motions to approve fundraising requests that apparently had not previously been approved by the A&F Committee. The Committee agreed that any fundraising motion sent to the Session Clerk for presentation to the Session should be accompanied by a representation that it previously has been presented to and approved by the A&F Committee. Otherwise, the motion should not be presented to the Session, except in emergency circumstances (such as in the recent case of the emergency appeal for funds on behalf of ALIVE). The A&F Committee will, along with the Session Clerk, monitor the motions planned to be presented to the Session to ensure that this protocol is followed.

Worship Committee Proposal. The Committee discussed a request by the Worship Committee for approval of the expenditure of certain funds from a Fund G account. Bill Keeth noted that this is a matter for the Foundation Board's review and approval, prior to its presentation to the Session, and that it need not be reviewed or approved by the A&F Committee. As a result, the Committee did not take action on this item, and requested that Nancy Bea ask the Worship Committee to refer its motion to the Foundation Board.

Cellular Lease. The Committee discussed the current status of talks with Sprint, AT&T and T-Mobile concerning possible leases or lease extensions for the placement of cellular antennas in the church steeple. The current 5-year lease with Sprint is up in September 2008, at which time the \$1,200 monthly payment by Sprint to the church is scheduled to automatically increase by 15%. Sprint also has indicated interest in additional space in the steeple. In addition, AT&T and T-Mobile have indicated interest in leases for space in the steeple which could pay the church \$1,600 and \$1,550 per month, respectively. However, there are many issues to address before either lease could go forward. It is too early to tell what the outcome of the negotiations with any of these companies will be, or the timetable for those discussions to be resolved.

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

David R. Hill
Vice Chair