

Present: Deborah Alt, Bill Bittenbender, Anita DuBois, Bob Fuchs, Don Halbert, Canon Jim Hanisian, Paul Miller, Ruth Smith, Bob Stenhouse.

Absent: Jim Belvin

Following an opening Prayer, the following items were discussed and decided:

- Minutes from the previous meeting were accepted as written by unanimous vote.
- Given the changes in Organizational structure, a new Job Description and Board Responsibilities Document for the F&F Board will be drafted by Canon Jim, Bob Stenhouse and Don Halbert. This document will be based on the existing FAC Job Description and Vestry and Clergy guidance, and the first draft will be discussed at the next F&F Board Meeting.
- Revised Mission Fund Guidance and Oversight (By-Laws and Declarations) Documents will be drafted in conjunction with the F&F Board and the Mission Fund Committee. After legal review, Vestry and Parish acceptance of these new documents will be obtained in 2018. In the meantime, the existing documents will continue to govern the Mission Fund.
- It was agreed that Deborah Alt would represent the Mission Fund Committee on the board until additional members are added and they confirm or change their assigned participant.
- It was agreed that the Memorial Garden group would be a sub-group of Facilities and would be represented on the F&F Board by the Facilities committee representative.
- The Board reviewed the 2017 Year to Date Budget and Actuals with the Treasurer. Of note, YTD pledges are currently \$25,981 (8.8%) behind YTD Budget. Third quarter pledge statements have been sent out.
- The Board reviewed the 2018 budget progress. All spending requests have been submitted, and the Stewardship Committee has communicated their Pledge Income goals. Of note:
  - It was agreed that the 2018 Budget will reflect 4<sup>th</sup> quarter salary and benefits for a new Rector, in the event that the Search process is completed and a call is accepted by the 4th quarter of 2018. We realize this is unlikely, but the F&F Board agreed that we should plan for this contingency.
  - It was agreed that the “Unbudgeted Revenue” and “Unbudgeted Expense” lines in the 2018 budget will be eliminated and the monies allocated under the appropriate existing line items.
- Bill Bittenbender reported that a Building Committee and a Capital Campaign Committee have been formed and have begun meeting, with the objective of raising Capital to build a new Parish Hall and make necessary repairs and improvements to existing structures.

- The next meeting of the F&F Board will be held on November 14<sup>th</sup> at 11AM in the Parish Hall.
- The Meeting was closed with a prayer.