

Present: Deborah Alt (by phone), Jim Belvin, Bill Bittenbender, Bob Fuchs, Don Halbert, Canon Jim Hanisian, Ruth Smith, Bob Stenhouse, Doug Stone

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

- Minutes from the previous meeting were modified and accepted by unanimous vote.
- It was agreed that the Chairperson of each Ministry under the F&F Ministry Board will ensure that a very brief description of their respective Ministries is written and provided directly to Lorraine Beamer no later than December 31st.
- It was agreed that a link to the St. Philips Investment Policy would be made available from the drop down menu for the F&F Ministry on the Church website.
- The F&F Ministry Board Areas of Responsibility Document was discussed and approved by unanimous vote.
- The St. Philip's Policy for Acceptance of Gifts was modified, discussed (and approved by unanimous vote). The new policy is attached to these meeting minutes as Appendix A. This Appendix will be discussed again at the next F&F Meeting to ensure that all necessary issues are addressed.
- It was agreed that the Job Description of each of the Ministry Boards with budgetary responsibilities should include a statement of fiscal responsibility and regular fiscal review of any budgets that Board is responsible for. Don Halbert will ensure that each Communicator is aware and has the appropriate language to include this statement.
- The 2017 Operating Budget was discussed. It was noted that current paid pledges YTD are approximately \$22,000 short of the amount pledged and that Expenses to date are approximately \$16,400 under budget. No significant expense concerns were noted.
- Each Ministry on the F&F Board gave an update/report.
 - The Mission Fund Ministry (Deborah Alt) added new members Mike Beardon and Barbara Edwards.
 - Facilities and Grounds added chairperson Doug Stone.
- It was decided by vote to sell all shares in the 3 energy stocks we are currently holding.
- It was decided by vote to amend the St. Philips Investment Policy to read "Individual stocks should not be included in the portfolio, *except by majority vote of the Finance and Facilities Ministry Board*" Italics indicate added modifier.
- It was agreed that meetings of the F&F Board would be held on the second Tuesday of each month, beginning at 11AM. The next meeting of the F&F Board will be held on January 9th in the Parish Hall.
- The Meeting was closed with a prayer.

Appendix A: Policy for Accepting Gifts

The rector is encouraged and empowered to accept all cash gifts on behalf of St. Philips. All checks must be made payable to the Church and shall in no event be made payable to an employee, agent or volunteer to, or for, the credit of the Church.

All non-cash gifts are subject to the review and approval of the Finance and Facilities Ministry Board.