



**Board of Directors  
Agenda  
September 20, 2022**

**Preparing to Do Our Work**

- Inspiration and Check In
  - Reading of Agreements
  - Prayer
  - Establish a Quorum
- 

**Our Role as a Working Board**

Receive and Approve Reports: Board Minutes of August 16, 2022; Treasurer's Report for August 2022: B&G Report for August

- Treasurer's Report - Jesse and Rev. Lillie
  - Fundraising Update – Jim
  - Tent Rental - Debby
  - Membership List Update - Jesse
  - Rev. Lillie's Evaluation & Contract Renewal - Becky
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**Our Role as a Strategic Board**

- Update on Security Procedures
  - Recycling Money - Bonnie
  - 
  -
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**Our Role as a Governance Body**

- BNC Update
- Congregational Forum
- Congregational Meeting

### **Leaving to Serve**

- Any outstanding items
  - 1.
  - 2.
  
- Review action items
  1. Accepted and approved reports
  - 2.
  
- Prayer
  
  
- Adjourn:

Church of the Trinity MCC  
September Financials: Notes

**Income:**

- Plate income was strong again in September, and we exceeded budget by \$921. YTD through September, we are above budget by \$3,561.
- Weak investment returns this year continue to drive the Other Income line below budget. This is not expected to turn around this year.
- Program income continues to be strong and has now already met the full year budget amount.

**Contingency Funds:**

- Balance in the liquid Contingency Reserve is \$26,965. These funds will continue to be used to pay music investment proposal expenses.
- Balance in the funds realized from the sale of the Cummings house is \$75,334. Additional funds approved for donations to support Streets of Paradise, Safe Children Coalition, and Manatee Meals on Wheels Plus at \$3,300 each remain earmarked for payment. None of the additional \$30,000 set aside for future cash flow needs has yet been used.

**Investment Funds:**

- Both NY Life and Sarasota Community Foundation investments have lost significant amounts this year and remain below the amount invested. It does not appear likely that we will recover the amount lost before year end.

**Borrowed from Contingency for Operations:**

- The amount to be repaid remains at \$12,400.



**Board of Directors  
Meeting Minutes  
September 20, 2022**

**Preparing to Do Our Work**

The Board meeting was opened at 6:14pm by Becky McDonough. All Board members checked in and shared an inspiration. Each Board Member read one or two of our updated Agreements. Barb led us in a prayer of reflection and generosity.

Marilyn Kane established a Quorum: 7/8 members present were: Alberti, Rev. Brock, , Daniels, Frye, Kane, LaChapelle, McDonough. Guests: Leticia Williams, Barb Crabtree (by phone). Absent: Clayton

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**Our Role as a Working Board**

Received and Approved Minutes for August 16, 2022 Board Meeting; Treasurer's Report for August, 2022; the Pastor's Report for August, 2022; Building & Grounds Report for August, 2022. Motion by LaChapelle, second by Alberti, and approved unanimously.

**Treasurer's Report:** Barb Crabtree reviewed the Treasurer's Report. The income exceeded budget projections by \$1661. She noted the market income continues down, which is driving our shortfall. Program income has begun to increase as well. Expenses continue with building AC, contingency payroll, and Music Proposal expenses. Market drop last week led to putting on hold using Kam's Fund.

**Fundraising:** Jim LaChapelle reported Trivia fundraiser is moving forward especially with need for sponsors for each round, gift cards, silent auction funds, et al. Project Pride has stepped forward to sponsor all 8 rounds and a table. Table Sponsorships now at \$1200. Total in now is \$2800.

Jim also noted that moving the sound booth downstairs has the money set aside to complete this.

Debbie Frye proposed leaving the courtyard tent up for another month, which would cost \$1000.

**Membership update:** Sent out 25 letters, got 4 undeliverable and 2 phones calls. No other contacts. Re-visit in October.

**Rev. Lillie's Evaluation and Contract Renewal:**

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**Our Role as a Strategic Board**

Clayton made a motion to extend rental for one month through September. Second by Jim LaChapelle. Passed unanimously.

**Moving Media Booth:** Jesse met and interviewed 3 vendors for re-locating the Media Booth. Vendor One estimated physical move of booth at \$4500 and additional \$1500 for only bid to do the electrical work including camera and mics. Jesse met with Fire Marshall and he

stated that no permit would be required but it would be inspected. There appear to be no concerns moving forward and the cost is estimated at less than the \$20,000 approved by the Board.

**Tent Purchase:** The Social Justice Team would like to purchase a tent. We do have a small 10' by 10' white tent. This size works for individual consultations etc but not for community events to have written materials and more personal contacts – to say nothing of sunshine and rain relief. The Board requested research to clarify how many events and useful activities to justify it. Cost information would be helpful.

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### **Our Role as a Governance Body**

**Safe Sanctuary Policy C-301:** The Board reviewed and revised the document as we have vulnerable adults as well as children and youth.

- Policy section: add children, youth, and adults as well as those who work with all individuals who seek be a part of our community
- Under background checks: add youth
- Unsupervised children: add: not leaving child/youth in room by self
- Training: add youth
- Policy Publication: change to post on the website and copies available in the Office

Becky McDonough made a motion to accept the changes recommended for C-301. Dave Daniels seconded the motion and it passed unanimously.

**Board Nominating Committee:** The members are Laticia Williams (Chair), Susan Gray, and Al Heinemann. The timelines are below:

- Announce Committee: August 21
- Applications Due to Committee: October 02
- BNC Proposed Slate to Board: October 18
- Board Review: October 18
- Members Vote on Slate:

### **General Church Campus Safety: Extended Safety Procedures**

- The Administrator is the contact person 24/7
- Onsite services have a designated contact person, especially Sunday
- Have an active shooter training (set for Wed. 08.24) conducted by an Officer from Manatee Sheriffs Dept.
- Identify medical personnel in the Church members / team?
- Print a formalized set of Safety Protocols
- CPR and FA training for identified Members (Dave Daniels will set up)

### **Learning to Serve**

- Outstanding Items:
  -
- Review Action Items
  - Accepted and approved Reports
  - Extended Courtyard tent rental for one month (Sep)

- Revised Safe Sanctuary PolicybC-301

**Prayer:** Rev. Lillie offered the closing prayer.

**Adjourn:** Motion to adjourn by Clayton, second by McDonough, and unanimously approved at 7:35 pm.

**Respectfully Submitted:** Marilyn A. Kane, Clerk

## Building and Grounds September 2022

1. Drains along side of driveway cleaned out.
2. Ditches out front cleaned out so water from ponds can flow.
3. Courtyard blown off every Sunday before church and big fan set up near tent.
4. Recycles taken in.
5. Recycle bins placed in all buildings for recyclable material.
6. Doggie stations taken care of.
7. Gutters cleaned out.
8. Moss and sticks picked up on campus.
9. All outside lights on buildings to be kept on at all times for safety.
10. Grounds weeded.
11. Lightbulbs replaced as needed in outside lights.
12. Finalized worship flag design for out front.
13. Continue working with TentCraft on pop up tent and 2 flags.
14. Spoke with someone at Nancy's party whom I will contact for an estimate on signs for AID's memorial garden, Columbarium and transgender remembrance garden.

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## Transaction History: Music Investment Proposal

| Date  | Description   | BOD Approved        | Disbursed          | Balance             |
|-------|---|---------------------|--------------------|---------------------|
| ##### | Music Proposal BOD approved                               | \$175,000.00        |                    | \$175,000.00        |
| ##### | Drum set (transaction # 307)                              |                     | \$683.99           | \$174,316.01        |
| ##### | SouthWest Airlines  |                     | \$1,078.96         | \$173,237.05        |
| ##### | Amazon Banner Buzz  |                     | \$207.21           | \$173,029.84        |
| ##### | Reimbursement to C Floyd                                  |                     | \$227.79           | \$172,802.05        |
| ##### | Media Equipment Setup                                     |                     | \$300.00           | \$172,502.05        |
| ##### | Feb CC Amazon (512.04+5.18)                               |                     | \$517.22           | \$171,984.83        |
| ##### | Feb CC (150+30)   |                     | \$180.00           | \$171,804.83        |
| ##### | Feb CC: Michaels  |                     | \$1,000.00         | \$170,804.83        |
| ##### | Reimbursement to J Clayton                                |                     | \$348.66           | \$170,456.17        |
| ##### | Reimbursement to J Clayton                                |                     | \$132.99           | \$170,323.18        |
| ##### | Oak & Stone Bradenton                                     |                     | \$47.64            | \$170,275.54        |
| ##### | First Watch Bradenton                                     |                     | \$69.00            | \$170,206.54        |
| ##### | CC (Detwiler's Farm Market - 83.07 +<br>Sam's Club 70.01) |                     | \$153.08           | \$170,053.46        |
| ##### | CC Sam's Club (Desks)                                     |                     | \$599.96           | \$169,453.50        |
| ##### | Arrival Welcome   |                     | \$74.48            | \$169,379.02        |
| ##### | CC -Multiple  |                     | \$1,269.46         | \$168,109.56        |
| ##### | CC - Sam's Club <b>returns</b>                            |                     | <b>(\$599.96)</b>  | \$168,709.52        |
| ##### | CC - Amazon Lectern Stands                                |                     | \$496.56           | \$168,212.96        |
| ##### | Payroll+taxes   |                     | \$576.92           | \$167,636.04        |
| ##### | Payroll+taxes   |                     | \$2,692.00         | \$164,944.04        |
| ##### | J Syftestad Moving Expenses                               |                     | \$3,030.34         | \$161,913.70        |
| ##### | Payroll+taxes   |                     | \$2,070.19         | \$159,843.51        |
| ##### | Payroll+taxes+insurance                                   |                     | \$2,695.19         | \$157,148.32        |
| ##### | CC - Multiple   |                     | \$736.38           | \$156,411.94        |
| ##### | Reimbursement L Bennett                                   |                     | \$181.98           | \$156,229.96        |
| ##### | Payroll+taxes   |                     | \$2,070.19         | \$154,159.77        |
| ##### | Expenses  |                     | \$119.95           | \$154,039.82        |
| ##### | Payroll+taxes   |                     | \$2,695.19         | \$151,344.63        |
| ##### | Payroll+taxes+insurance                                   |                     | \$2,695.19         | \$148,649.44        |
| ##### | Sound Tech (2 weeks)                                      |                     | \$100.00           | \$148,549.44        |
| ##### | Expenses (AS Credit Card)                                 |                     | \$1,576.72         | \$146,972.72        |
| ##### | Expenses (LB Credit Card)                                 |                     | \$278.35           | \$146,694.37        |
| ##### | Payroll+taxes   |                     | \$2,070.19         | \$144,624.18        |
|       |   |                     |                    |                     |
|       |   |                     |                    |                     |
|       | <b>October 10 Balance</b>                                 | <b>\$175,000.00</b> | <b>\$30,375.82</b> | <b>\$144,624.18</b> |
|       |   |                     |                    |                     |
|       |   |                     |                    |                     |
|       | <b>Committed</b>  |                     |                    |                     |
|       | Payroll, Taxes, Insurance:Remaining 2022                  |                     | \$15,788.69        |                     |

|  |  |  |             |              |
|--|--|--|-------------|--------------|
|  | Payroll, Taxes, Insurance: 2023        |  | \$67,000.00 |              |
|  | Payroll, Taxes, Insurance: Q124 - Q224 |  | \$33,500.00 |              |
|  | Other?                                 |  | \$0.00      |              |
|  | Subtotal Committed                     |  |             | \$116,288.69 |
|  |  |  |             |              |
|  | <b>Proposal Balance Remaining</b>      |  |             | \$28,335.49  |

**Church of the Trinity MCC Treasurer's Report  
Income and Expenses v. Budget September 2022**

| Total Sources of Income   | Sept Actual         | Sept Budget         | Over/(Under) Budget | Year to Date Actual | Year to Date Budget  | YTD Variance        |
|---|---------------------|---------------------|---------------------|---------------------|----------------------|---------------------|
| Plate Collections   | \$ 17,458.87        | \$ 16,538.00        | \$920.87            | \$164,808.03        | \$ 161,247.00        | \$3,561.03          |
| Subtotal Income   | \$ 17,458.87        | \$ 16,538.00        | \$920.87            | \$164,808.03        | \$ 161,247.00        | \$3,561.03          |
| Ministries, Programs, and Events (Raffle, Lenen Books, Music Ministry, Wednesday Dinners) | \$ 749.00           | \$ 450.00           | \$299.00            | \$5,183.00          | \$ 4,650.00          | \$533.00            |
| Other   |                     |                     |                     |                     |                      |                     |
| Bequest   | \$ 1,870.00         | \$ 2,000.00         | (\$130.00)          | \$16,830.00         | \$ 18,000.00         | (\$1,170.00)        |
| Columbarium: Niche Income, Fundraising-net, Facilities                                    |                     |                     |                     |                     |                      |                     |
| Donations, Interest Income, Investment Income   | \$ 2,927.15         | \$ 2,812.00         | \$115.15            | \$4,924.74          | \$ 25,308.00         | (\$20,383.26)       |
| Total Other   | \$ 4,797.15         | \$ 4,812.00         | (\$14.85)           | \$21,754.74         | \$ 43,308.00         | (\$21,553.26)       |
| Total Undesignated/Unrestricted   | \$ 23,005.02        | \$ 21,800.00        | \$1,205.02          | \$191,745.77        | \$ 209,205.00        | (\$17,459.23)       |
| Designated Bequest  |                     |                     |                     | \$150,000.00        |                      | \$150,000.00        |
| Interest Income - CDs   |                     |                     |                     |                     |                      |                     |
| Love Offerings  | \$ 1,989.20         |                     | \$1,989.20          | \$11,067.11         |                      | \$11,067.11         |
| Interest Income - Building Fund Reserve   | \$ 0.12             |                     | \$0.12              | \$6.14              |                      | \$6.14              |
| Designated/Restricted & Bequest   | \$ 1,989.32         |                     | \$1,989.32          | \$161,073.25        |                      | \$161,073.25        |
| Adj for Designated Bequest  |                     |                     |                     | (\$150,000.00)      |                      | (\$150,000.00)      |
| <b>Total Income</b>   | <b>\$ 24,994.34</b> | <b>\$ 21,800.00</b> | <b>\$3,194.34</b>   | <b>\$202,819.02</b> | <b>\$ 209,205.00</b> | <b>(\$6,385.98)</b> |

**Church of the Trinity MCC Treasurer's Report  
Income and Expenses v. Budget September 2022**

| Total Expenses by Category                       | Sept Actual         | Sept Budget         | Over/(Under) Budget | Year to Date Actual | Year to Date Budget  | YTD Variance        |
|--|---------------------|---------------------|---------------------|---------------------|----------------------|---------------------|
| Preparing for and Conducting Worship             | \$ 4,437.19         | \$ 4,594.00         | (\$156.81)          | \$46,047.92         | \$ 44,332.00         | \$1,715.92          |
| Reaching Out to Serve Our Community              | \$ 225.02           | \$ 77.00            | \$148.02            | \$1,638.06          | \$ 993.00            | \$645.06            |
| Staying Connected/Caring for Our Church Family   | \$ 12,088.77        | \$ 11,571.00        | \$517.77            | \$129,499.76        | \$ 112,494.00        | \$17,005.76         |
| Spiritual Education and Growth                   | \$ 1,164.03         | \$ 75.00            | \$1,089.03          | \$4,711.82          | \$ 675.00            | \$4,036.82          |
| Equipping & Maintaining Buildings and Grounds    | \$ 1,926.43         | \$ 2,431.00         | (\$504.57)          | \$47,551.95         | \$ 28,239.00         | \$19,312.95         |
| Supporting the Wider Mission                     | \$ 2,285.56         | \$ 2,447.00         | (\$161.44)          | \$19,655.36         | \$ 22,023.00         | (\$2,367.64)        |
| UFMCC  | \$ -                | \$ 334.00           | (\$334.00)          | \$2,051.50          | \$ 3,000.00          | (\$948.50)          |
| CF Tithes  | \$ -                | \$ -                | \$0.00              | \$3,300.00          | \$ -                 | \$3,300.00          |
| General Conference                               | \$ -                | \$ -                | \$0.00              | \$2,051.50          | \$ 3,000.00          | (\$948.50)          |
| <b>Total Expenses by Category</b>                | <b>\$ 22,127.00</b> | <b>\$ 21,529.00</b> | <b>\$598.00</b>     | <b>\$254,456.37</b> | <b>\$ 211,756.00</b> | <b>\$42,700.37</b>  |
| Music Investment Proposal                        | \$ 6,139.22         |                     | \$6,139.22          | \$26,196.71         |                      | \$26,196.71         |
| Salaries Funded by Cummings House Sale           | \$ 3,084.86         |                     | \$3,084.86          | \$6,169.72          |                      | \$6,169.72          |
| Building Improvement Special Gift                | \$ -                |                     | \$0.00              | \$8,806.50          |                      | \$8,806.50          |
| Subtotal Expenses                                | \$ 31,351.08        | \$ 21,529.00        | \$9,822.08          | \$295,629.30        | \$ 211,756.00        | \$83,873.30         |
| Contingency to Building Fund Transfer (Electric) |                     |                     | \$0.00              | \$32,637.00         |                      | \$32,637.00         |
| <b>Total Adjusted Expenses</b>                   | <b>\$ 31,351.08</b> | <b>\$ 21,529.00</b> | <b>\$9,822.08</b>   | <b>\$328,266.30</b> | <b>\$ 211,756.00</b> | <b>\$116,510.30</b> |