



CHURCH OF THE TRINITY
METROPOLITAN COMMUNITY CHURCH

Board of Directors

Agenda

January 21, 2020

Preparing to Do Our Work

- Inspiration and Check In/Welcome New Board Members
 - Reading of Agreements
 - Prayer
 - Establish a Quorum
-

Our Role as a Working Board

- Receive and Approve Reports
- Formally Elect New Officers
- Recommendations from the Finance Team

David Daniels

Our Role as a Strategic Body

- Endowment or Other Instrument?
 - Possibilities on our property
 - Extend the office space
 - Up the labyrinth area
 - Signage
-

Our Role as a Governance Body

- Options for board selection and election process
 - Role of the Executive Team of the Board
-

Leaving to Serve

- Any outstanding items
- Review action items, next steps
 - Irrigation System Jack Botelho
 - Crash Bars in Sanctuary Jack Botelho
- Prayer
- Adjourn

Board of Directors Meeting Minutes – 11/19/19

Opening Prayer

Establishment of a Quorum– Members present: Jack Botelho, Lillie Brock, Jesse Clayton, Mary Cumisky, Joe McKenzie, Fuzzy Mintz and Ann Vassilaros. Member absent: Kathy King. Guest present: Wendy LaChaunce, Gerri Poisson, and Susan Mintz.

The following reports (see attached) were submitted for approval: Minutes of the October Board meeting, finance report, pastor's report, building and grounds, and an informational report on MCC Kampala – TLAYF. Jack Botelho made a motion that all reports be accepted, seconded by Joe McKenzie. Motion passed unanimously.

Action Items:

Wendy LaChaunce presented a request for funds to MCC Kampala for the purchase of an eight passenger van. The money will come from the previously approved (September 2019) allocation from the Hansen bequest. Joe McKenzie made a motion that we approve \$7,500.00 to MCC-Kampala for the purchase of an eight passenger van. Ann Vassilaros seconded. Motion passed unanimously.

At the September board meeting one of the organizations approved to receive money from the Hansen request was Mothers Helping Mothers. They currently have someone who will match any funds they receive by the end of 2019. Ann Vassilaros made a motion that we donate \$5,000.00 to Mothers Helping Mothers. Mary Cumisky seconded. Motion passed unanimously.

Meeting adjourned.

Minutes submitted by:
Jesse Clayton

Pastor's Report January 2020

| Item | Comments | Next Steps | Action Items |
|-------------------------|--|--|--|
| Congregational Meetings | There will be a Pastor Chat on January 26 th concerning different ways to do board nominations and elections. | I need to prepare options for the congregation and board to look at. | I will have these ready for our meeting on the 21 st . |
| Pledge Campaign | Amazing results from the Pledge Campaign. Currently, we have received pledges for 102% of our budget. | We sent a letter from me to all who pledged and included the pledge card they filled out so they would have it as a reminder. | Generosity Team has put into motion a rotation of things they will do for the "call to offering" that encourage remembering to be faithful to the pledge you made. |
| Pastoral Care | Lots of Illness, especially a lot of cancer 2 Home Visits 2 Hospital Visits 8 phone calls 12 texts 1 Card 6 one-on-one visits with congregants 1 issue of conflict | The amount of needed pastoral care is pretty overwhelming. I could easily spend 50% of my time doing pastoral care. Thankfully, the deacons do a good job and I think the Meetup Groups are beginning to help. | Tony and Donna are going to pick up some of this . . . especially for folks who want a pastor to come see them. |
| Planning for 2020 | The Board Retreat moved us along around this. The Worship Team had a retreat to plan worship through May. This included taking a look at the whole section of priorities about worship. | Turn priorities into measurable goals that will be part of performance reviews next year Have each staff member prepare a work plan based on the priorities | I am planning to do this with the staff before February. |
| Staff | We seem to be working very well as a group and have streamlined our processes very well. We are blessed to have volunteer staff who work as though they are being paid. | We are out of space for office folks, including Tony, who has no space at all. | The board needs to discuss some options to help with this issue. It's all part of our growth. |

| | | | |
|---------------------------|---|---|--|
| <p>Programming</p> | <p>Things have been going pretty well with this but we are having to move some things around in terms of responsibility as it has become more than Rev. Donna really wants to do.</p> | <p>I need to plan a new structure for programming so that we move Tony's responsibilities around a bit and also utilize volunteers.</p> | |
| <p>Worship</p> | <p>Our biggest challenges are in the music arena. We must up our game in this area if we want to grow so Joffrey and I are working on this. We consecrated the new communion table and it is beautiful.</p> | <p>Invite musical guests more often. Invite a name recognizable person for Easter.</p> | |

Financial Report – January 2020 BoD Meeting

Dear Trinity Family:

Attached you will find the 2019 year-end Treasurer's Report. Bob and I will soon be meeting with David Daniels so he can begin to take responsibility for creating this monthly Board report. David will also assume the position of chairperson of the Finance Team. Both Bob and I are 100% committed to support David as he takes on his new role as Board Treasurer.

I got emotional as I completed the report. I was reflecting on past years when finances were significantly more challenging. We are so blessed.

Here is a summary of highlights for both income and expenses for 2019. Please take time to review these highlights and the attached report. Both Bob and I are available to address any questions you may have after you have had a chance to digest the data.

INCOME

Our total income was \$629,607.54. Let that sink in... God is good, all the time.

This amount includes a bequest under will in the amount of \$356,432.41. It also includes \$22,706.16 in designated/restricted funds (e.g. love offerings).

If we adjust total income by these two amounts, income available to support our operations budget was \$250,468.97 versus an income budget of \$265,000, a negative variance of **-\$14,531.03**. Not bad, given that we only had 50% of our plate offering budget (\$230,000) in pledges. For 2020, we have over 100% of our plate budget in pledges. And we've lowered our plate budget to \$208,000.00, \$4,000/week. This puts us in an excellent position (as long as people honor their pledges).

The largest income gap in 2019 was plate offering, which was under budget by **-\$24,564.26**, or \$472.00/week for 52 weeks.

The exciting news is that fundraising blew it out of the ball park. The budget for fundraising events and raffles was \$11,000. Here's how we actually did:

Fundraising, net of expenses, was \$17,406.68. Raffles were \$1,900. Flea market proceeds were \$3,158.20. This totals \$22,464.88 versus the budget of \$11,000. Thanks to Kathy King for chairing this team and everyone who assisted her throughout the year.

Our Wednesday Night dinner income was under budget in 2019 by **-\$6,534**. However, we were also under budget in expenses related to Wednesday Night dinners by \$5,838.69. So, the impact was roughly \$700.00 on income. Again, not bad.

EXPENSES

We had to borrow twice in 2019 against designated funds to maintain a positive cash flow, for a total of \$7,500. We owed \$5,500 from the previous year, so the total we now owe against designated funds is \$13,000.

Total expenses for 2019 were \$390,046.70. We need to adjust this for unbudgeted payments and those projects funded by contingency funds and building funds. Here is the list of those adjustments:

Replace roof: \$31,370 (building fund)
Carl Abbott Write-Off: \$2,500
Pastoral Search and Visit: \$9,625.30 (CF)
CCB Software conversion: \$2,616.60 (CF)

**Church of the Trinity MCC Treasurer's Report
Income and Expenses v. Budget December 2019**

| Total Sources of Income | December | | Over/(Under) Budget | Year to Date | | Year to Date Budget | YTD Variance |
|---|---------------------|---------------------|------------------------|----------------------|----------------------|------------------------|--------------|
| | Actual | Budget | | Actual | Budget | | |
| Plate Collections | \$ 20,610.90 | \$ 21,154.00 | \$ (543.10) | \$ 200,435.74 | \$ 220,000.00 | \$ (19,564.26) | |
| Above & Beyond | | \$ 837.00 | \$ (837.00) | \$ 5,000.00 | \$ 10,000.00 | \$ (5,000.00) | |
| Service Income | \$ 20,610.90 | \$ 21,991.00 | \$ (1,380.10) | \$ 205,435.74 | \$ 230,000.00 | \$ (24,564.26) | |
| Ministries, Programs, and Events (Raffle, Lenen Books, Music Ministry, Wednesday Dinners) | \$ 1,364.80 | \$ 2,148.00 | \$ (783.20) | \$ 6,104.80 | \$ 15,000.00 | \$ (8,895.20) | |
| Other (Fundraising -net, Advertising/Sponsorship, Facilities Donations, Interest Income) | \$ 1,890.46 | \$ 1,670.00 | \$ 220.46 | \$ 38,928.43 | \$ 20,000.00 | \$ 18,928.43 | |
| Total Undesignated/ Unrestricted | \$ 23,866.16 | \$ 25,809.00 | \$ (1,942.84) | \$ 250,468.97 | \$ 265,000.00 | \$ (14,531.03) | |
| Interest Income -Contingency Fund | | \$ - | \$ - | \$ 2,168.10 | \$ - | \$ 2,168.10 | |
| Love Offerings Collected | \$ 1,573.72 | \$ - | \$ 1,573.72 | \$ 20,392.78 | \$ - | \$ 20,392.78 | |
| Interest Income - Building Fund | | | | | | | |
| Reserve | \$ 1.98 | | \$ 1.98 | \$ 145.28 | \$ - | \$ 145.28 | |
| Designated/Restricted | \$ 1,575.70 | | \$ 1,575.70 | \$ 22,706.16 | | \$ 22,706.16 | |
| Bequest | \$ - | | \$ - | \$ 356,432.41 | | \$ 356,432.41 | |
| Designated/Restricted & Bequest | | \$ - | | \$ 379,138.57 | \$ - | \$ 379,138.57 | |
| Total Sources of Income | \$ 25,441.86 | \$ 25,809.00 | \$ (367.14) | \$ 629,607.54 | \$ 265,000.00 | \$ 364,607.54 | |
| Less Bequest | | | | \$ (356,432.41) | | \$ (356,432.41) | |
| Adjusted Income | \$ 25,441.86 | \$ 25,809.00 | \$ (367.14) | \$ 273,175.13 | \$ 265,000.00 | \$ 8,175.13 | |

Church of the Trinity MCC Treasurer's Report
Income and Expenses v. Budget December 2019

| Total Expenses by Category | December Actual | December Budget | Over/(Under) Budget | Year to Date Actual | Year to Date Budget | YTD Variance |
|---|---------------------|---------------------|---------------------|----------------------|----------------------|----------------------|
| Preparing for and Conducting | | | | | | |
| Worship | \$ 4,709.35 | \$ 5,013.00 | \$ (303.65) | \$ 59,586.55 | \$ 57,650.00 | \$ 1,936.55 |
| Reaching Out to Serve Our Community | \$ 310.36 | \$ 924.00 | \$ (613.64) | \$ 3,319.00 | \$ 8,770.00 | \$ (5,451.00) |
| Staying Connected/Caring for Our Church Family | \$ 13,753.66 | \$ 11,432.00 | \$ 2,321.66 | \$ 143,851.24 | \$ 125,845.00 | \$ 18,006.24 |
| Adjustment for Love Offerings Paid | | | | \$ (20,975.59) | | \$ (20,975.59) |
| Spiritual Education and Growth | \$ - | \$ 41.00 | \$ (41.00) | \$ - | \$ 500.00 | \$ (500.00) |
| Equipping & Maintaining Buildings and Grounds | \$ 5,619.19 | \$ 5,580.00 | \$ 39.19 | \$ 81,503.45 | \$ 40,950.00 | \$ 40,553.45 |
| Adjustment for Roof Replacement paid from Contingency | | | | \$ (31,370.00) | | \$ (31,370.00) |
| Carl Abbott Write-Off | | | | \$ (2,500.00) | | \$ (2,500.00) |
| Supporting the Wider Mission | | | | | | |
| UFMCC | \$ 5,464.26 | \$ 2,761.00 | \$ 2,703.26 | \$ 33,540.51 | \$ 28,885.00 | \$ 4,655.51 |
| General Conference | | \$ 200.00 | \$ (200.00) | \$ 3,124.36 | \$ 2,400.00 | \$ 724.36 |
| Total Paid from Operations Budget | \$ 29,856.82 | \$ 25,951.00 | \$ 3,905.82 | \$ 270,079.52 | \$ 265,000.00 | \$ 5,079.52 |
| Pastoral Search & Visit Exp | \$ - | \$ - | \$ - | \$ 9,625.30 | \$ - | \$ 9,625.30 |
| Church Community Builder | \$ 318.60 | \$ - | \$ 318.60 | \$ 2,616.60 | \$ - | \$ 2,616.60 |
| Clergy Recognition | \$ - | \$ - | \$ - | \$ 5,000.00 | \$ - | \$ 5,000.00 |
| Accrued PTO Payout | \$ 5,602.69 | \$ - | \$ 5,602.69 | \$ 5,602.69 | \$ - | \$ 5,602.69 |
| Media | \$ 1,077.00 | \$ - | \$ 1,077.00 | \$ 1,077.00 | \$ - | \$ 1,077.00 |
| Contingency (Tithes) - Kampala, MHM, ALSO | \$ - | \$ - | \$ - | \$ 17,500.00 | \$ - | \$ 17,500.00 |
| Paving | \$ - | \$ - | \$ - | \$ 23,700.00 | \$ - | \$ 23,700.00 |
| Total Paid from Contingency Fund | \$ 6,998.29 | \$ - | \$ 6,998.29 | \$ 65,121.59 | \$ - | \$ 65,121.59 |
| Total Expenses | \$ 36,855.11 | \$ 25,951.00 | \$ 10,904.11 | \$ 335,201.11 | \$ 265,000.00 | \$ 70,201.11 |
| Adjustments for Roof Replacement, Love Offerings, and Carl Abbott Write-Off | | | | \$ 54,845.59 | | \$ 54,845.59 |
| Reconciled Total Expenses | | | | \$ 390,046.70 | \$ 265,000.00 | \$ 125,046.70 |

Church of the Trinity Action Item Form

All Action Items need to be given to the Clerk at least one week before the next board meeting.

Date submitted: *January 8, 2020*

Date of Next Board Meeting:

Action Item: *Installation of "crash bars" in sanctuary*

Description/Explanation of Action Item: *Crash bars installed on rear French doors - North & South - one side only, permitting egress but not exit re-entrance.*

Monetary Impact: *\$700-900*

Proposed Action: *Money approved - Vote*

Submitted by: *Jack Batelha*

Church of the Trinity Action Item Form

All Action Items need to be given to the Clerk at least one week before the next board meeting.

Date submitted: *January 8, 2020*

Date of Next Board Meeting:

Action Item: *Irrigation*

Description/Explanation of Action Item: *Connection from our well to Memorial Garden and to border of Lockwood Ridge. Provides ready to proceed.*

Monetary Impact: *\$1,000 - \$1,900*

Proposed Action: *Money approved - Vote*

Submitted by: *Jack Botelho*