



**First Parish in Concord
Finance Committee**

Meeting Minutes November 14, 2017

The meeting started shortly after 8:00 am in the Brooks Room.

Present	Fifi Ball, Patty Popov, Michelle Fortier, Rudi Scheiber-Kurtz and Fred Van Deusen
E	<p>A) Fifi updated the Committee on recent financial matters discussed at Standing Committee Meeting: (1) approximately \$18k of bonuses will be paid to staff in December 2017, (2) Howard's planned sabbatical Dec 2018- Feb 2019 will cost approximately \$15k for (a) added hours for Marion and Fifi, and (b) additional guest ministers. The staff is well deserving of the bonuses and the sabbatical cost is less than recently estimated.</p> <p>B) The Committee unanimously approved the minutes from October 10, 2017. Gib M. will post to the site</p> <p>C) We then discussed the financial review/audit for FY 2018:</p> <ul style="list-style-type: none">-Michelle discussed how we don't have any recommended firms from UUA or local churches. A part of the committee has offered to reach out to First Parish Bedford, First Parish Lexington, Tri Con, West Concord Union and Concord Community Chest to get referrals for possible local accounting firms.-Fifi noted it would be great to work with someone who has done prior church reviews since First Parish operates not a full but modified GAAP basis.-Michelle, Fred, and Fifi will meet with local accountant George Tisdale December 13 to get initial thoughts on possible costs and next steps.-Fred offered to meet with Fifi to do an internal review as a "warm-up" to any external review. The UUA guidelines for such a review will be circulated to the committee. Patty and Fifi noted the importance of reviewing how we handle cash etc.-Rudi offered to reach out to local businesses accountants to see if they do church reviews. <p>D) We then discussed the deferred maintenance/Capital improvement plan. In discussing this we reviewed a memo prepared by Gib. It was noted:</p> <ul style="list-style-type: none">-this was a great template to start reviewing these plans-Fifi will work with Doug to get current estimates, prioritization, and timing on the projects. The steeple, skylight repair, and irrigation system in particular were discussed.

	<p>-A discussion ensued about to both allocate money in the annual budget to these projects and to do a one-time fundraise for such projects. It was agreed that a hybrid model sounded like the best approach. First Parish currently allocate/saves approximately \$5k/year for long-term maintenance projects and aspirationally it would be good to get this to \$30k/year depending on the results of each year's pledge campaign.</p> <p>-It was noted some of the expenditures are efforts to make the church more green and may create energy savings.</p> <p>-It was discussed the timing of a capital campaign should not coincide with annual pledge campaign.</p> <p>-The committee discussed how these expenditures could be funded from several areas: (a) current long-term maintenance fund - balance \$37.5k as of September 30,2017 (b) allocating a portion of general cash reserve of \$116k as of September 30, '(c) \$100k line of credit from Trustees, (d) allocating in FY19 budget, and (e) separate fundraising initiative.</p> <p>-Next steps are to refine this template, so to present to Standing Committee.</p> <p>E) The Committee briefly discussed the recent Legacy Giving Forum and how that was well received. We discussed some of the advantages of parishioners using Qualified Charitable Distributions (QCD) for the Required Minimum Distributions (RMD) on their IRAs.</p> <p>F) Fifi mentioned the desire to improve the cash management policy since some banks are offering higher interest rates for money market accounts and/or CDs. Fred noted Capital One has a 1.35% Money Market account now. Patty offered to help Fifi research potential options, which may involve banks outside of Concord. It was noted \$300k at an additional 1%/year will create \$3k in interest income.</p>
Actions	<ul style="list-style-type: none"> ● Michelle, Fred and Fifi to meet with George Tisdale December 13 ● Fred, Michelle, Rudi to contact other churches or accountants to get additional ideas on possible accounting firms. ● Fred and Fifi to discuss internal review. ● Michelle will circulate UUA audit guidelines to committee ● Fifi and Doug to refines estimates, prioritization and timing of capital projects. Michelle and Gib to revise template ● Fifi and Patty to review cash management.
Next Meeting	<ul style="list-style-type: none"> ● Tuesday, December 12 8-9:30am

The meeting was adjourned at 9:15 am.

Respectfully submitted,
Michelle Fortier