



## FIRST PARISH IN CONCORD FINANCE COMMITTEE

Meeting Minutes, December 2, 2014

The meeting was called to order shortly after 7:00 PM in the Emerson Room.

<b>Present</b>	Tom Wilson, Fifi Ball, Patty Popov, Carol Smith, Gib Metcalf, and Fred Van Deusen
<b>Discussions</b>	<p>We discussed the organization of our committee and specifically focused on our relationships to the Standing Committee, Howard/Fifi and the Trustees. Although we discussed all of these, all still need a bit more clarity which we expect will evolve over time. We are clear that the Standing Committee, Howard &amp; Fifi and the Trustees are the decision makers, and that our role is to provide expertise, analysis, assistance in problem solving, help defining/clarifying financial policies/practices, and in certain cases recommendations. It is not clear when we will get involved with the Trustees, but it is likely to be around issues that affect the Standing Committee and the congregation. We are not quite sure what Howard expects of us and we need to clarify that. Fifi would like help with both little and big issues that come up and need quick resolution, as well as some longer term issues.</p> <p>We also briefly discussed what makes a team really work well and had the following thoughts:</p> <ul style="list-style-type: none"><li>• Accomplishing important tasks together on time and under pressure.</li><li>• Listen to each other and don't cut each other off. Apologize if you do.</li><li>• Have well run meetings with clear blocks of time for agenda items.</li><li>• We will use email to communicate between meetings. If information or a decision is needed by a certain date, we will include that in the email message. In general, if we haven't responded in 3 days, Tom will assume we are not going to respond.</li><li>• Our working assumption is that we will serve on this committee for three years with a potential to renew. Ideally, one person should roll off the committee each year, except for this first year.</li></ul>
<b>Decisions</b>	<ul style="list-style-type: none"><li>• We agreed that Fifi can send us issues via email and we will do our best to respond in a timely fashion. If we are unable to assist her, we should let her know. We also agreed that she can and should add issues to our meeting agendas when she has topics she would like us to discuss.</li><li>• Gib will be in charge of getting our website updated and will work with Stoney and Rachel to make that happen.</li><li>• We agreed on our first pass list of priorities, and we will need to review these with Howard &amp; Fifi, the Standing Committee and the Trustees</li><li>• Future meetings will start at 7:30 rather than 7PM</li></ul>
<b>Actions</b>	<ul style="list-style-type: none"><li>• Tom will invite Howard to meet with us and discuss our priorities</li><li>• Fred will write the meeting minutes and the list of priorities</li><li>• Fifi will send out the audit report and trustee financial information to each of us</li><li>• We will all review the audit report prior to the next meeting</li></ul>
<b>Next Meeting</b>	Tuesday, Jan. 13 at 7:30 PM Patty will do opening reading, Carol will take minutes



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The meeting was adjourned at 9:00 PM

Respectfully submitted,

Fred Van Deusen