



**FIRST PARISH IN CONCORD
FINANCE COMMITTEE**

Meeting Minutes

September 23, 2014

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

Present	Tom Wilson, Mark Russell Prior, Fifi Ball, Carol Smith, Gib Metcalf, and Fred Van Deusen
Discussions	<p>As an approach for getting to know each other, Tom asked each of us to describe how we would spend a perfect Saturday. There were a lot of common thoughts including time on or near water, kayaking, hiking, relaxing, and some good food. Only one person mentioned running errands.</p> <p>Marc provided some history as to how this committee came about and listed our purpose as: Perform as a sub-committee of the Standing Committee and assist Tom & Fifi with their work. We serve as facilitators to help identify congregation priorities and as experts to help resolve financial issues. We do not have the power to make financial decisions, only to provide advice. We are a collaborative resource for Howard, Fifi and the Standing Committee.</p> <p>Fifi reviewed the various budget reports and financial statements and explained a bit about them. The monthly statements are usually completed by the middle of the following month, and available on the FP website. Some of the issues raised during the discussions included:</p> <ul style="list-style-type: none">• The need to better understand how much cash is available and how much is projected to be available at the end of the fiscal year• How will the repayment of the capital campaign loan balance of \$65,000 be handled?• The 7.5% social action budget commitment continues to be a source of comments and concerns from the congregation• We don't have a good plan for long term capital expenses such as repairing the church steeple• Are we comfortable taking \$55,000 from retained earnings to balance the budget this year? <p>Tom reviewed a list of financial issues he has been compiling that contained the above issues and many more. He suggested that we would solicit inputs from the congregation, the Standing Committee and from Howard, Fifi and the staff in order to prioritize the work we will do.</p>
Decisions	<p>Our first task will be to support the upcoming congregational meetings that will review the financial status of First Parish and collect ideas for priorities and needs for the 2016 budget. We decided that these meetings will take place on Sunday, October 26, 11:30 AM - 1:00 PM, and Tuesday, October 28, 7:00 PM - 8:30 PM.</p> <p>We agreed to rotate the task of taking meeting minutes among the meeting attendees, at least until someone agrees to do it more permanently.</p>



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Actions	<ul style="list-style-type: none">• Tom will draft a proposed plan for the congregational meetings with 3 key questions for the congregation to answer.• Gib and Carol will send Fifi (and us) suggestions and guidance on how we should present the financial information so it will be most meaningful to the congregation.
Next Meeting	Thursday, October 16 at 7:00 PM

The meeting was adjourned at 10:00 PM

Respectfully submitted,

Fred Van Deusen



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Additional Notes

All present except Alec

We walked through the list of updates on the Agenda
We discussed and finalized the job description
Wondered whether August or July start
Title likely to be "minister" but it will be decided by SC

Discussed Numerical ratings on CR and revised
323242432233342
JB insert financial numbers

Toby shared the video produced by David
"A first look at First Parish"
MW will write a thank you note
Small suggestion - music to overlay traffic, mention people will come next

Minutes: 10/30 meeting is at MW's, not CM's
Minutes were approved

Reviewed open items for CP
Add Elaine's OSRT recommendations
John will post content to our site by Keith meeting
Toby offered to reimburse any costs John might incur

Terry suggested SC might indicate a willingness to add an assistant minister in the near term
Include observations and recommendations
Leave out the timeline
Caroline will ask Jack to add a paragraph explaining recent org changes and willingness to hire an assistant

Toby will communicate about confidentiality
Why we are being close lipped
Request of others to be quiet should they hear something

We will not make provisions for a third year. Assume a successful search.

Discussion of interview process
We will come up with a list of priority questions
Toby will circulate list of questions and we will review at next meeting 11/11
We should also review UUA recommended question in Settlement Handbook
Consider the intro to the call - keep it comfortable
Subgroup will meet once before 11/11 to review questions
Terry will prepare draft list for that meeting



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Terry discussed his concerns that we don't know why we have been losing members and pledges

We will recommend SC to create a team to do this research; Sean could lead