



FIRST PARISH IN CONCORD FINANCE COMMITTEE

Meeting Minutes, January 22, 2015

The meeting was called to order shortly after 7:30 PM in the Brooks Room.

Present	Tom Wilson, Fifi Ball, Patty Popov, and Gib Metcalf; Absent were Fred Van Deusen and Carol Smith
Discussions	<p>We covered several items in this agenda:</p> <ol style="list-style-type: none">1. A review and discussion of the church analysis of the “procedures” by Alexander, Aronson Finning, report submitted June 30, 2014.2. Discussion of the summary and recommended actions developed by Gib Metcalf.3. Review and discussion of the Finance Committee role on the upcoming annual pledge campaign.4. Discussed the webpage for the FinCom and what to present and how to make the financial information easier to understand by the parishioners. <p>We discussed the “audit” review and concluded the following:</p> <ul style="list-style-type: none">• The financial affairs and procedures have place First Parish in a strong position and there were no significant issues regarding how the church’s financials are currently managed.• Fifi reported that a number of the items highlighted in their report have been resolved – Personnel File, Separation of Payroll Duties, Accounting for Capital Campaign, Investing Surplus Cash.• The only primary area where the FC wants to assist Fifi is to examine how to handle the cash receipt duties between the Sunday Ushers, Peg Gallo, Tina and the Bank. We will discuss the specific actions at the next meeting.• We also want to take a look at the long term cash needs of the church as we think about our available cash, process for handling balances, and the pledge campaigns. This will be a future project for the Committee, to do some benchmarking research and analysis.• We agreed that the Financial Statements of the Trustees is outside our charter. <p>Tom also discussed the annual pledge campaign. The conclusion is that the Committee will not play a particular role in the campaign, but individual members are encouraged to get involved at Stewards or other roles in which they are interested. The commitment to be involved in the campaign was not part of the Committee’s charter or included in the description during the time of recruitment. The Kick-Off meeting for the Pledge Campaign is Tuesday, February 3rd. 7:00 at FP.</p> <p>Gib presented and discussed ideas for the FinCom webpage and how we can provide financial information to the congregation in a more accessible format.</p>
Decisions	<ul style="list-style-type: none">• We will work on the cash handling process with Fifi. The process to be discussed and decided at our next meeting.• Gib is going to work with Fifi, Stoney and Rachel on ways to improve the Fin Com webpage.



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Actions	<ul style="list-style-type: none">• Tom needs to confirm whether Howard will meet with the Committee in the March meeting (hopefully).• Gib is working on the webpage for FinCom and will get us sample language and layout for discussion.• Gib and Carol are going to develop a primer for how to read the financial statements.
Next Meeting	Tuesday, Feb. 10 at 7:30 PM Patty will do opening reading, Carol will take minutes (OK? – we didn't decide this)

The meeting was adjourned at 9:20 PM

Respectfully submitted,
Tom Wilson