



FIRST PARISH IN CONCORD FINANCE COMMITTEE

Meeting Minutes, October 6, 2015

The meeting started shortly after 7:30 am in the Brooks Room.

Present	Tom Wilson, Mark Russell Prior, Fifi Ball, Patty Popov, Fred Van Deusen, Gib Metcalf and Carol Smith
Discussions	<p>We discussed three projects that we will do.</p> <ol style="list-style-type: none">1. Gib presented the work that has been done to create the church financial benchmarking survey and letter. We agreed to add a contact name (Fifi) and phone number in case the recipients have any questions. We also agreed to add some additional churches to the list of churches that will receive the survey.2. We discussed some of the issues with the current financial policies and talked about how best to approach making changes. We agreed that it would make sense to have a small group of us take this on in the next few months, beginning with the issues that Fifi sees with the current policies, then looking to simplify them and remove items that should instead be in a set of procedures. We will talk to a Trustees representative (Tim Jacoby) to identify his concerns (if any), and talk with Suzanne Lowe as needed for historical context.3. Howard has stated that the budget is a social justice document, and we as a congregation need to decide where it should be increased or decreased. To that end it is important that we hold meetings this fall to understand any budget concerns that congregants have, and to inform the Standing Committee about things to consider as we go forward. Mark Russell Prior wants this to become a consistent annual process where we hold listening sessions in the fall and budget review sessions in the spring.
Decisions	<ol style="list-style-type: none">a. We agreed to proceed with sending out the benchmarking survey.b. We decided to schedule two budget listening sessions in November. We will encourage participation by the various committees and groups that receive budget money.c. We decided that Gib (lead) and Fred will focus on the benchmarking project, and that Tom (lead), Carol, Fifi and Patty will focus on the finance policy review project.
Actions	<ul style="list-style-type: none">• Fred will provide church membership data to Gib as well as a list of large churches to consider for the benchmarking project. Fred will also create a spreadsheet to collect and organize the survey data as it comes in.• Tom will provide a signature for the benchmarking letter.• Patty will provide Gib with the address for Kerem Shalom.• Gib will update the benchmarking letter/survey as we discussed, and provide Fifi with the letter, survey and church address spreadsheet.• Fifi will send out the benchmarking survey to the churches on the list.• Fifi will get rooms for two budget meetings, one on Sunday, Nov. 8 and another on Sunday, Nov. 15.• Gib will modify the budget presentation we made earlier this year to be used as an introduction in the November budget meetings.



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Next Meeting	<ul style="list-style-type: none">• November 3, 2015, 7:30 – 9:00 am.• Meeting schedule Sept 2015 – June 2016: First Tuesday of the month 7:30 – 9:00 am.
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The meeting was adjourned shortly after 9 AM.

Respectfully submitted,
Fred Van Deusen



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	Policies	Milldam	Benchmarking	Budget
Sep	Read policies		Draft plan	
Oct	Review policies and decide on approach to take		Review plan, begin benchmarkin, send out survey.	
Nov		Begin Milldam work		
Dec		Complete Milldam work		
Jan			Complete benchmarking analysis and prepare presentation of results (<i>stretch goal we may not be able to meet</i>)	Pledge campaign planning, line up stewards
Feb			Presentations to SC and congregation	Draft rough budget and early targets. Identify needs
Mar				Begin pledge campaign
Apr				
May				End pledge campaign. Budget presentations to congregation
Jun				Finalize budget