



## FIRST PARISH IN CONCORD FINANCE COMMITTEE

Meeting Minutes, November 2, 2015

The meeting started at 7:30 pm in the Brooks Room.

<b>Present</b>	Tom Wilson, Fifi Ball, Patty Popov, Gib Metcalf and Fred Van Deusen
<b>Discussions</b>	<p>We approved the October minutes.</p> <p>As of the meeting we had two responses to the benchmarking survey of the 34 we sent out. A couple more arrived on Nov. 3. Gib suggested we see how many come in over the next week or so, and then follow-up with people as needed to increase the number of responses.</p> <p>Tom brought us up-to-date on an effort initiated by Mel Bernstein and led by John Boynton to develop a strategic plan for future use of the Wright Tavern. There are a number of people from First Parish and several from outside of First Parish who will participate in this effort. The goal is to make it a showpiece in the center of Concord. We agreed that the plans should be revenue neutral or positive to First Parish.</p> <p>We discussed the upcoming Finance Committee congregational meetings and agreed that there should be a short overview presentation of the last 3 years of financials followed by discussion. It's our job to better understand what the congregation would like to see or change in the budget. Discussion questions will include areas to invest, areas to cut, feedback on the spring stewardship campaign, and thoughts on other revenue sources. In addition to the congregation, we agreed to invite the following people to attend the meetings: committee heads/staff from RE, Music, SAC, Denominational Affairs, Pastoral Care, Member Services, Operations, and any other group that we know is seeking budget money.</p>
<b>Decisions</b>	<ol style="list-style-type: none"> <li>a. We agreed to conduct the congregational meetings as described above.</li> <li>b. Tom, Fifi and Patty agreed to have a meeting to work on the policy change project.</li> <li>c. We decided to put regular updates on our work in the Meetinghouse News and in FP Announce.</li> <li>d. We agreed that our meetings are open to guests who wish to attend.</li> </ol>
<b>Actions</b>	<ul style="list-style-type: none"> <li>• <b>Gib</b> will create a draft of the congregational meetings presentation by Wednesday, Nov. 4.</li> <li>• <b>Tom</b> (with review by Patty) will put a notice in FP Announce and in the Sunday News regarding the congregational meetings.</li> <li>• <b>Fifi</b> will arrange for screen and flipchart at the congregational meetings.</li> <li>• <b>Gib</b> will organize any needed benchmarking survey follow-up.</li> <li>• <b>Fred</b> will create a spreadsheet for collecting the survey data.</li> <li>• <b>Patty</b> will draft a write-up for the next Meetinghouse News and FP Announce using minutes from our recent meetings.</li> </ul>
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>• December 1, 2015, 7:30 – 9:00 am.</li> <li>• Meeting schedule Sept 2015 – June 2016: First Tuesday of the month 7:30 – 9:00 am.</li> </ul>



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As a reminder, I have attached the schedule we developed for our activities this church year on the last page of these minutes.

The meeting was adjourned shortly after 8:30 pm.

Respectfully submitted,  
Fred Van Deusen



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	<b>Policies</b>	<b>Milldam</b>	<b>Benchmarking</b>	<b>Budget</b>
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