



First Parish in Concord Finance Committee

Meeting Minutes, November 27, 2018

The meeting started shortly after 8:30 am in the Brooks Room.

Present	Fifi Ball, Dave Elwood, Michelle Fortier, Rudi Scheiber-Kurtz, Sue Wood
Items	<p>A) We approved the October 2018 meeting minutes.</p> <p>B) We discussed upcoming meeting dates. Next meeting is December 11. Michelle will send email with future meeting dates.</p> <p>C) Michelle reviewed the upcoming Congregational Conversation scheduled for December 9 at 11:30 am. This is an opportunity for the congregation to ask questions and provide input to the annual budgeting process. Fifi mentioned one upcoming change will be budgeting for a new Minister of Pastoral Care at full-time to replace Marion (¾ time) upon her retirement in June 2019. We also discussed the gap in our contribution to the UUA's Annual Fund. Fifi will add Michelle to Tina's weekly Share the Plate email update. Michelle will revise the Google doc of the slide show for the Congregational Conversation and seek input virtually from the committee before December 9.</p> <p>D) We discussed at length the draft letter from Scheid & Co. resulting from the Agreed Upon Procedures. Overall the review went smoothly. A number of areas of improvement were mentioned, but none were significant. Fifi has already implemented many with her team. We reviewed three areas of questions where we are going to follow-up with Richard Brown regarding Quickbooks reconciliation, check signing and cash management policy. He is having a conversation with Philip vanderWilden and adding a few additional recommendations which came out of his walk-through, before finalizing the letter. The plan is to distribute the final letter to the Standing Committee (SC) soon, in advance of the December 11 SC Meeting. In our next Finance Committee meeting, we will revisit the few areas of questions. Sue Wood, Dave Elwood, and the SC Governance Committee plan to create a conflict of interest and confidentiality policy. Fifi will create corresponding procedures in compliance with the policies.</p> <p>E) We reviewed a revised Financial Policies document which we plan to present to Standing Committee for approval. The only change is to remove the 7.5% of pledge payments allocation for social action which was ended by a congregation vote in June 2018.</p> <p>F) We started to review the change in sick leave law in Massachusetts and its implications for First Parish. We plan to revisit this during our December</p>

	meeting. Rudi suggested creating a complete leave policy review to understand holistically.
Actions	<ul style="list-style-type: none"> ● Michelle to send email on future finance committee dates. ● Michelle to work with Dave Elwood and Eric Moore to find an additional Finance Committee member. ● Michelle to send draft Congregational Conversations document for Committee comment, and then finalize it. ● Fifi to create a document that summarizes all leave policies. ● Rudi to work with Scheid & Co. on completing their review of FP financial procedures and issue a final letter by December 4. ● Sue will work with Dave, Fifi, and the Standing Committee Governance Committee to create policies and procedures around confidentiality and conflict of interest. ● Michelle to discuss with Scheid & Co what asset protection means, and talk with Patty Popov about entity structure. Michelle will also create a list of potential other policies we may need to discuss at future meeting.
Next meeting	Tuesday, December 11, 2018, 8:30-10:00 am

The meeting was adjourned at 10:20 am.

Respectfully submitted,
Michelle Fortier