



## First Parish in Concord Finance Committee

Meeting Minutes October 18, 2018

The meeting started shortly after 8:00 am in the Brooks Room.

Present	Fifi Ball, Michelle Fortier, Rudi Scheiber-Kurtz, Val Vallancourt
Items	<p>A) We discussed a regular meeting date and time for the Finance Committee - ideally the same Tuesday morning as the Standing Committee evening meetings (held on the second Tuesday of each month); ideally 8:30-10:00 am. Michelle offered to check with Doug Baker on meeting times and reserving space.</p> <p>B) We discussed having a Congregational Conversation after church in December to solicit input and feedback on the 2019-2020 budget. Michelle to work with Doug on booking a room after church on Sunday, December 9, ideally.</p> <p>C) Rudi and Fifi updated us on the status of the “review” of financial procedures with Scheid &amp; Co. We are expecting a draft letter/report sometime during the week of October 22. Scheid &amp; Co. is planning to be present for the November 13 Standing Committee meeting to answer any questions.</p> <p>D) We discussed at length the various paid leave policies at First Parish. Fifi did a thorough overview of the seven different standard paid leave policies: vacation, sick time, personal time, comp time, holidays, study leave, and sabbatical. We discussed making the policies more streamlined in order to track more easily. A discussion was had around “unlimited” leave to let employees track on their own, but it was decided this might be vulnerable to abuse. Questions came up around First Parish’s sick leave policy and short term-disability. Fifi will investigate. A discussion was also had on holiday policy and how far after accruing a holiday could a paid day off be taken. It was suggested to Fifi, and she agreed, that paid holidays should be used by August 31 each year or forfeited. For this year, all holidays accrued to date are to be used by August 31, 2019. Fifi will inform the staff of this new policy, and add it to FP’s <i>HR Policy Manual</i>.</p> <p>E) Rudi offered to draft an update to FP’s Financial Policies to accommodate the change to the SAC 7.5% per the congregational vote taken at Annual Meeting in June 2018. This change to FP’s Financial Policies will be presented to the Standing Committee for their approval.</p> <p>F) We had a brief discussion around materials related to communicating how money is spent at First Parish. Michelle showed two brochures from First Parish Belmont and Tri Con as examples. The group decided it was best to review</p>

	<p>these after the upcoming Auction (10/27/18). Michelle will also meet with Annual Pledge Committee (APC) and see if this is something of interest.</p> <p>G) We had a brief discussion on the steeple repair. Val noted there will be a Raise-the-Paddle portion of the Auction to raise funds for this project. Thank you Val! Fifi noted that current estimates to repair the steeple range from \$90 to \$150k. Fifi and Doug are working on refining the proposals.</p>
<b>Actions</b>	<ul style="list-style-type: none"> <li>● Michelle to reserve rooms for future Finance Committee meetings.</li> <li>● Michelle to work with Dave Elwood and Eric Moore on finding an additional Finance Committee member.</li> <li>● Michelle to reserve a room for a December 9 Congregational Conversation (11:30 am-12:30 pm).</li> <li>● Rudi to draft a revision to FP Financial Policies.</li> <li>● Fifi to communicate new policy on use of paid holidays to FP staff and modify FP's <i>HR Policy Manual</i> accordingly.</li> <li>● Fifi to work with Amy and Dawn on streamlining job description re: comp time</li> <li>● Fifi to investigate short term disability and sick leave policy and share info with committee.</li> <li>● Rudi to work with Scheid &amp; Co. on completing their review of FP financial procedures.</li> <li>● Fifi will work with Doug to clarify and report steeple estimates and particulars.</li> <li>● Val offered to help think about drafting a FP finances brochure post-Auction.</li> </ul>
<b>Next Meeting</b>	Tuesday, November 13, 2018, 8:30-10:00 am

The meeting was adjourned at 9:30 am.

Respectfully submitted,  
Michelle Fortier