



**First Parish in Concord
Finance Committee**

Meeting Minutes, December 11, 2018

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

Present	Fifi Ball, Michelle Fortier, Rudi Scheiber-Kurtz, Sue Wood
Items	<p>A) We approved the November 2018 meeting minutes.</p> <p>B) Michelle recapped the Congregational Conversation conversation with congregants.</p> <p>C) The Committee reviewed in the detail the 19 recommendations from the Scheid & Co letter. 6 have already been implemented. A few entail policies that will be reviewed in the future with the Finance Committee. A few were operational procedures. The committee had a lengthy discussion about the challenges and benefits of changing a few procedures. There were a couple areas of follow-up questions that the group will discuss with Scheid & Co.</p> <p>D) The Committee decided it was prudent to review cash management policies in March 2019 and do an insurance review in April 2019.</p> <p>E) We discussed a potential new Finance Committee member. Marty Wallace's name was mentioned.</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 January meeting.</p>
Actions	<ul style="list-style-type: none">● Michelle to work with Dave Elwood and Eric Moore to discuss new Finance Committee member.● Fifi to create a document that summarizes all leave policies. We will review Sick Leave at January 2019 meeting.● 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 review what asset protection means with Trustees, and talk with Patty Popov about entity structure.● Committee to review cash management in March 2019.● Committee to review insurance coverage with agent at meeting in April 2019. Fifi to schedule for April 9 8:30am.
Next meeting	Tuesday, January 8, 2019, 8:30-10:00 am

The meeting was adjourned at 10:10 am.

Respectfully submitted,
Michelle Fortier