

UUFVB Finance Committee

Meeting Minutes – October 13, 2016

Present: (by teleconference): Bill Ames, Kathy Cossa, Rod Baker, and (in person): Amy Gallo, Spike Vrusho, Rebecca Hornbuckle, Suzy Bromwell, and Chair Woody Sutton

After check-in, Rod began the meeting with the **Treasurer's Report**. Cash is holding up well, primarily driven by strong pledge receipts. Bridges ELC income is also on plan. Emerson Center income and expenses (as is the norm this time of year) are small. However, that scenario will begin to accelerate as the performance season is upon us. We may well need to use the line of credit by the end of November.

Quick Books Review: Rebecca has been working with the bookkeeper to correct some of the Balance Statement accounts (Assets, Accounts Receivable etc.). Quick Books software at times seems to have a "mind of its own" on how entries are accounted for and/or displayed. This effort to simplify and correct balance sheet entries will continue. Woody offered a summary review of performance in Funds One through Four. Budget performance is essentially on plan for the first quarter of the fiscal year with solid income and excellent expense management.

Bridges ELC: Suzy reported that the school has had a strong 1st quarter. There are currently 120 students enrolled, 7 more than our stated capacity of 113. Tuition has been raised modestly, with no loss in enrollment. The previously announced \$39K+ grant check has arrived. Director Brenda Neely has action plans in place to utilize the monies in the areas where the grant directs it to be used. A bookkeeping process is in place for managing these expenses.

Emerson Center: Amy Gallo reported that the 2016/2017 season is finalized with 4 CSpeak shows, 6 Florida Humanities shows, and 10 Music Works shows. Music Works has been retitled "Live from Vero Beach." They are now strictly a rental situation with each show expected to generate approximately \$4500 in revenue. The key to a successful financial season will be almost exclusively driven by strong single ticket sales for the Speaker Series. The program book for that series is being outsourced this year to a publisher who will sell ads, solicit sponsorships, and provide the necessary programs. This approach is expected to cost less than our previous in-house method. A 2018 CSpeak season is under development under the leadership of Dick Haight, to be announced in late February. A 5th speaker may be added for the Fall of 2017. In summary, Emerson Center income is perhaps still problematic, but it should be in positive territory.

Virginia Pree Gift: The gift is currently in a stand-alone Money Market Fund earning 0.4% interest, which is slightly over \$100 per month. It is the recommendation of this committee that these monies be established as a "Reserve Fund" to be managed by the Board. The Reserve Fund should be used solely for the future betterment of our Facility. It should never be used for the purpose of balancing the annual operating budget or as an internal line of credit.

It is further recommended that this money be prudently invested as follows: \$50,000 to remain in the Money Market account, with the balance to be invested singly or collectively in either (or both) a US Treasury Index Bond Mutual Fund or an Intermediate Term Corporate Index Mutual Bond Fund. This approach should provide needed liquidity to access the monies quickly and enhance the earning potential from 0.4% to the 2.5% to 2.75% range with minimum risk to principle. Finally, it will require Board approval for the monies to be withdrawn for any purpose.

October 30th Financial Town Hall: Woody will prepare the “strawman” presentation for the committee’s initial review. It is intended for the tone of the material to be “cautiously optimistic.” While we may now have some “financial breathing room,” UUFVB is by no means on a “rock solid financial footing.” We need to remind the congregation that we are still operating in an unbalanced budget situation; we still have a large mortgage on a high cost, high maintenance facility which may exceed our needs and capabilities to retain, but that we have strategies in place to manage the environment in the short term.

Potential Solar Power Project: Woody briefed the committee that the Board is going to review a proposal from a congregant to install solar power in our facility during its October meeting. We question the wisdom of a solar project at this time given the size of the investment and the uncertainty of staying in our current building. In any case, a thorough financial analysis must be undertaken before any decision is made.

Next meeting is scheduled for November 10th at 3:30 PM in the Library.

Respectfully submitted,

Woody Sutton