

UUFVB Finance Committee Meeting Minutes – May 19, 2020

Present (All via Zoom): Chair Woody Sutton, Elizabeth Borne, Rebecca Hornbuckle, Spike Vrusho, Bill Ames, Fred Poston, Patty Walker, Kathy Cossa and Reverend Scott Alexander, *ex officio*

Excused Absence: Rod Baker and Eva Heifetz

Meeting was called to order at 3:30 PM. After check-in, Woody was selected as Secretary pro-tem. The minutes of the April 21, 2020 meeting were approved. The agenda was reviewed and accepted with one item of new business added.

Treasurer's Office Updates:

Elizabeth Borne reviewed the April Profit and Loss Statements as well as the Balance Sheet. The Fellowship continues to be in a strong financial position through the first 10 months of the fiscal year. Notwithstanding the impacts of the pandemic on our two Enterprise Business Units as well as Sunday Service being curtailed to a "virtual" only format, we have continued to thrive. The PPP loan has virtually eliminated any stress on meeting our current and future expenses for the balance of the fiscal year, by essentially allowing us to keep Bridges open and fully staffed. See additional discussion below. However, record keeping of how PPP Loan monies are spent and tracked is essential. Processes are in place and tracked closely by the Treasurer's office to ensure proper documentation. The new giving tab on our website is providing modest additional income averaging \$150/\$200 weekly.

The "Live Streaming Project" continues to move forward, thanks to the hard work of Joe Hardy in evaluating Hardware and Software needs which are nearing being totally defined. It appears that our current level of internet service from Comcast should be sufficient, although a higher level may be needed after initial testing is complete. Scott Alexander reported that we have been given an anonymous \$5000 gift towards the purchase of the equipment. There is still concern if we will be able to muster the necessary number of trained volunteers to operate the system. It appears the gift will cover about 2/3 of the equipment costs. The monthly operating expenses are less clearly defined, not yet knowing if the monthly Comcast service package will require updating or if enough volunteers can be found to offset the need for a paid operator position in the future.

Endowment Committee Report:

In Eva Heifetz's absence Elizabeth made the report. After March 2020's poor results placed the monies available for unrestricted gifts to enter a negative position, a more positive April Market performance restored that gift line to positive territory.

Old Business:

Both joint quarterly Enterprise Business/Finance Committee reviews for the 3rd Quarter have been completed.

Old Business, continued:

Patty Walker reported for the Emerson committee. Account of the pandemic, the last 4 MusicWorks concerts have been postponed to the last quarter of the 2020 calendar year, as has an Art Gallery exhibit. Unfortunately, the abrupt ending to the current year's lineup of events will result in a net income shortfall of \$15,000.

Fortunately, Bridges continues to have excellent financial performance. Fred Poston reports that notwithstanding the pandemic, the monies received in from the PPP loan allowed the school to stay open with its full staff of teachers. To illustrate: the current census of students stands at 75 as of this writing. While below our usual number of 110+/- students, we have been able to stay open uninterrupted to serve the community while other centers have closed. Bridges will also have the resources to operate its summer camp, as was planned. The tri-county Early Learning Coalition has been very complementary of our performance throughout this period. Finally, it appears the need for a new curriculum package mandated by ELC for the next school year has been postponed, saving a \$19,000 expense item in next year's budget.

New Business:

Member Deposit Program: Established by the Board of Trustees in 2008 to raise desperately needed capital to complete renovation of our building, the program was ended several years ago. It has been the stated goal of the Finance Committee to over time reduce this \$90,000 liability from our Balance Sheet. These "CDs" issued in \$5000 increments of two-year duration had three certificates due this year. Two congregants agreed to retire their certificates and either have had or will have their principle returned to them by the end of this fiscal year. The remaining CD, at the holder's request, will be renewed for an additional two years at an interest rate of 1.3%.

Potential Sexton Compensation Issue: The Sexton's compensation is governed and calculated by a service contract originally created in 2005. Compensation is in the form of salary, housing in the Fellowship owned house known as the "Annex," and utility payments for the annex up to a limit of \$4800. COVB electric rates at that time, as well as, the amount of Fellowship linens washed at the annex were the basis for this original calculation. It is now out of date. FPL rates are lower than the previous rates and the lower level of Fellowship and Emerson Center events have dramatically reduced the laundry demands. This year, for the first time in memory, the \$4800 threshold (a portion of the position's compensation) will not be reached. Instead the difference between 12 month's actual utilities and the \$4800 will have to be paid in cash. The contract is now 15 years old and the circumstances have changed over time. The Finance Committee is establishing a three-person contract revision task force to make a future recommendation for later Board review.

The next meeting is scheduled for June 16, 2020 at 3:30 PM. Current meeting adjourned at 5:00 PM.

Respectfully submitted,

Woody Sutton, Secretary pro-tem