

## **UUFVB Finance Committee Meeting Minutes – August 18, 2020**

**Present (All via Zoom): Chair Woody Sutton, Elizabeth Borne, Rebecca Hornbuckle, Spike Vrusho, Patty Walker, Kathy Cossa, and Rod Baker**

**Excused Absences: Eva Heifetz and Bill Ames**

Meeting was called to order at 3:30 PM. After check-in, Woody was selected as Secretary pro-tem. The minutes of the July 21, 2020 meeting were approved. The agenda was reviewed and accepted. President Kathy Cossa and Vice President Woody Sutton shared some highlights from the previous day's Board of Trustees meeting.

### **Treasurer's Office Updates:**

Accountant Elizabeth Borne reviewed the completed 2019/2020 Fiscal Year End financial statements. The Fellowship had an outstanding year with income exceeding expectations which was coupled with excellent expense management performance. We enter the new fiscal year in a very sound financial condition.

All the Federal PPP loan monies have been properly recorded and spent per the agreement. However, it is still unknown when we will be able to make application for loan forgiveness. Our lender of record, Marine Bank and Trust, indicates it could be as late as October 2020. The accompanying \$10,000 EIDL loan will likely have to be repaid. The "allocation proposal for excess cash" developed at the previous meeting has been approved by the Board and the monies distributed per the plan.

### **Endowment Committee Report:**

No formal report was available.

### **Old Business:**

Elizabeth had developed a proposed revision of the 2020/2021 Fellowship budget to reflect the impacts of our more accurately just finished fiscal year and either the expected or potential impacts of the pandemic on Fellowship activities. Thorough discussion ensued with many adjustments made. This new budget will be forwarded to the Board with our recommendation for approval.

Woody proposed that our internal 2019/2020 Fiscal Year End review be conducted during the 4<sup>th</sup> quarter of 2020, as opposed to the 1<sup>st</sup> quarter of 2021, which has been past practice. All agreed. Rod Baker volunteered to lead the effort again.

Joe Hardy's current Streaming Project Board Report was shared with the Committee. It was noted the Board had approved an additional \$1200 in expense to allow for the purchase of a third camera.

**New Business:**

Woody advised the Committee that Bob and Patti Schmidt have made a bequest of \$100,000 to the Fellowship. It was directed that \$50,000 was to be used for mortgage reduction and \$50,000 to be used at the Board's discretion. The Board in its August meeting discussed options for the best use of the monies. Their thinking is to use all the \$100,000 gift for immediate mortgage reduction. By using it now, coupled with an anticipated \$11,700 from the Endowment Fund, the remaining monies needed to totally retire the debt would be approximately \$41,000 by the end of September. Those funds are available. The Board is asking for the Finance Committee to review this proposal for soundness and report back to them.

After thorough discussion, analysis, and evaluation of slightly different timing scenarios, the Finance Committee concurs with the Board's proposal. Rebecca Hornbuckle offered the following motion, seconded by Kathy Cossa: "The Finance Committee recommends to the Board that all \$100,000 of the Schmidt bequest be allocated to the mortgage reduction plan. Doing so accelerates the principle payoff amount to \$41,000 by September 2020. Existing funds are currently available to retire that remaining balance without jeopardizing the Fellowship's sound financial position." The motion passed unanimously. Rebecca will present our motion at the next Board meeting for their consideration.

Woody proposed that a "Reserve Review" process be initiated. The purpose of such an undertaking is to establish that reserve accounts for our future capital needs are properly defined, remaining asset life in those accounts be determined, and then adequately funded during the annual budget development cycle. He is glad to lead such an effort and will report progress at the September meeting.

**Fund Raising:**

Per Spike Vrusho, nothing to report.

Next scheduled meeting will be Tuesday, September 15, 2020 at 3:30 PM via Zoom.

Meeting adjourned at 5:20 PM.

Respectfully submitted,

Woody Sutton, Secretary, pro-tem