

**Brecksville United Methodist Church
Finance Committee
Meeting Minutes from February 15, 2010**

In attendance: Kristi Eberhardt, Mary Jane Matts, Pastor Karen Oehl, Shelly Meek, Les Butholph, Eric Louttit, John Scott, Jack Drescher, Elizabeth Jaszczak and Jeff Hastings.

Pastor Karen opened in prayer.

Review of BUMC's Sunday Collection Counting Procedures

Jeff Hastings provided the committee with an overview of the church's Sunday morning money counting procedures. Several years ago the finance committee was responsible for creating the church's first official money handling procedures. This led to the creation of four teams of 2 – 3 people that rotate each Sunday. All of the teams are required to use the same exact counting procedures to ensure consistent results. The offering is counted and immediately deposited each Sunday.

Jeff is currently the counting coordinator, but he is interested in finding a replacement for his position. The finance committee will work with Jeff to identify his replacement. He will continue in his current capacity until his replacement is determined. Jeff explained that the role of the counting coordinator is to recruit and train the counting team members and to communicate with Pat Gordon regarding any counting or bank deposit issues that arise.

The finance committee plans to request an annual update from the counting coordinator going forward.

Treasurer's Report

Les led us through a review of the financial statements as of January 31, 2010. YTD through January 31, 2010, BUMC had received total revenues of \$70,153 and total expenses were \$30,402 resulting in a \$39,402 surplus. This surplus was primarily driven by above average prepaid giving and lower staff salary expenses because the church had yet to hire a fully time Christian Education Director. The general reserve balance remained healthy at \$92,077.

Giving was tracking ahead of prior years in January, but this trend has been reversed over the past couple of weeks. The offering totaled \$71,896 through the sixth Sunday of the 2010 vs \$76,982 for the same period in 2009.

The committee thanked Les for all of his hard work in December and January with the year-end financial reporting and the creation of the 2010 budget.

Old Business

Gifts and Memorials notified the finance committee of their willingness to retire the balance of the capital campaign loan. Gifts and Memorials will retire \$5,000 of the loan, plus the interest, each year until the capital campaign debt is retired (roughly eight years). Any additional money pledged to the capital campaign will be used to reduce the amount that Gifts and Memorials is required to retire. This effectively ends discussion of the capital campaign and the Gifts and Memorials loan.

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New Business

The finance committee discussed the idea of creating a more formal structure that would include a Chair, Vice Chair, and Secretary. We also discussed the idea of creating sub-committees to allow members of the committee to more actively participate in the various functions of the committee (ie. Stewardship, Budgeting and Financial Reporting, Communications, etc.). We will discuss this further at our next meeting.

Karen provided the committee with information on an upcoming stewardship workshop that is being offered by the East Ohio Conference. Members of the finance committee were encouraged to attend.

Elizabeth Jaszczak updated the committee on her participation in last month's Staff Parish meeting. The Staff Parish committee asked her a number of questions about the differences in the budget amount they requested and the budget number that was ultimately presented to the Administrative Board. The primary difference between the two numbers related to the handling of the Christian Education Director position. The finance committee had assumed a part-time position through June with a full-time director in place beginning in July. The original Staff Parish budget assumed that the full-time director started on January 1, 2010. Subsequent to the Staff Parish meeting, Les met with members of the Staff Parish committee to walk them through his budget assumptions. Jenny Gee has been officially hired as the permanent Christian Education Director and the structure of her comp package should allow Staff Parish to meet its budget.

The meeting adjourned at 9:30 PM.