



Consolidated Minutes from January 2023 Governing Board Meetings

Minutes from Governing Board Budget Presentation Meeting January 17, 2023 on Zoom

Present: Janet Bolton (GB Chair), Karen Cheung, Chris Dolan, Jeff Groen, Larry Kane, Jackie Riffice, Mike Rogers, Shari Sweeney, Donica Van Voorhees

Absent: Bradley Byrd

Staff Present: Julie Van Til, Jamie Ford, Betsy Hanzelin

The meeting was called to order by Janet Bolton at 7:01 pm. Julie Van Til opened with a prayer.

Budget Presentation

- Chris Dolan provided an update on current pledge numbers. We currently have 114 pledges, for a total of \$490,000, compared to last year's total of 127 pledges totaling \$540,000. The average mean pledge amount is \$4200. Stewardship will be reaching out to "missing pledges" in the near future, as list is getting finalized.
- Jeff Groen said that in consultation with Stewardship, Finance is budgeting \$540,000 pledge revenue for FY2023 based on current pledges and previous trends. Budget presented includes an \$88,000 deficit, but we have \$236,000 cash in bank that can help bridge this gap.

Income

- Expect sharing fees to increase
- Decrease in expected plate offerings
- Decent bump with increased interest rates on our savings accounts.

Expenses

- All expenses, except for Wages and Benefits, are increasing only \$4000.
- Wage & Benefits are increasing \$18,000 (3.4%) due to the following changes:
 - Increase in rate for our Day Porter (only COLA increase for employees).
 - Adjustments made last year to Salary and hours for Exec. Dir of Church Ministries, Pastoral Care Associate (offset by Clark Fund donation), and hiring of Office Administrator (formerly Admin Asst.).
 - Assumption that Children's Ministry Coordinator moves to Director level in second half of 2023.

Jeff helped explain the columns and how to read the spreadsheet, and mentioned that there will be further updates to reflect staff changes and other realignments of accounts.

Questions/Comments

- Jackie asked about Special Offerings amount (\$21,000) as FIA offerings do not total that amount. This account includes the two FIA Special Offerings (typically 12-14,000) and the Christmas Offering, which goes to church.
- Karen asked about Weekday Preschool costs and contributions. Current structure: FCC pays two-thirds of Director Salary, and WPS pays one-third. WPS contribution is a percentage of their income, and this number has dropped due to taking fewer students post-covid. Their contribution helps off-set but does not cover all their expenses (heating, cleaning, etc.). Question was asked if this arrangement was something we should consider reviewing/revising.
- Mike pointed out that overall staff compensation is down this year, compared to last year, due to bonuses paid out last year and inability to give increases in salary.
- Betsy asked if we could include in the budget notes to congregation the requests GB and Finance considered from Personnel (salary increases) and Faith in Action (reinstate % of pledges given to FIA). Jeff and Board agreed this would be helpful for congregation.

- We will have 2022 year-end closed out and spread sheet updated before sent out to congregation.
- Board thanked Jeff for his hard work and clear communication!

The meeting closed at 8:05 pm with a prayer shared by Pastor Julie, praying for discernment and decision-making, helping us be creative as we imagined the future and solutions, and remembering to walk in God's abundance.

Respectfully submitted by
Betsy Hanzelin

Minutes from Governing Board Meeting January 24, 2023

Present: Janet Bolton (GB Chair), Karen Cheung, Chris Dolan, Jeff Groen, Larry Kane, Mike Rogers, Donica Van Voorhees

Joining on phone: Jackie Riffice, Shari Sweeney

Absent: Bradley Byrd

Staff Present: Julie Van Til, Jamie Ford, Betsy Hanzelin

The meeting was called to order by Janet Bolton at 7:00 pm. Julie Van Til opened with a prayer.

Two-Minute Highlight | Hope | Story (Chairs)

Larry/BCC – Spring and Summer dates have been set for events, thanks to Brooke's leadership at last meeting.

Jeff – Hope everyone enjoys the fresh, hot chocolate chip cookies I brought! (we did!)

Pastor's Report (Julie Van Til)

- Mid-year reviews in the next month.
- Staff was "spent" after Christmas and discussed what type of encouragement and support we need going forward, especially in special liturgical seasons.
- An impromptu gathering was held last Saturday at Megan & Travis Adam's home, spurred on by DeBoers, of folks in the 20-35 age group. We celebrate their initiative and the fact that we now have many folks in that category (14 attended!)

Approve Minutes from December Meeting

- Unanimously approved.

Treasurer's Report (Jeff Groen)

- Preliminary year-end statement was sent out with packet, but don't have formal report.

New Business

Preparation for Congregational Meeting on February 5 (Janet Bolton)

What is needed from each GB member – No reports needed, primary topics are Annual Meeting of Foundation, Approval of Minutes, Discussion and Vote on Budget, and reports from Pastor and GB Chair.

Membership Report for 2022 (Betsy Hanzelin)

Betsy presented the report, which includes a net increase of 21 members, which is first time in many years!

Governing Board and Elder Needs

- Vice President – GB currently without VP, Janet asked for members to consider this position and let her know if they would be willing to serve.
- Adult Spiritual Formation Elder or team – Julie presented her goals for gathering folks, and asked for GB consideration and discernment about who we might call.
- Nominating/Membership Elder (how we approach Nominating **this spring**) Discussion of nominating process and the guidelines for serving on Nominating (familiar with church structure, know membership, two must be elders). GB asked for names of those rolling off, open positions, who is available to serve. (Betsy will provide). Janet asked for a sub-committee of GB to assist with Nominating task this year, and Janet, Chris, Mike offered to help (with Betsy and Julie)

- Focus Elder – GB asked to consider if we might need a Focus Elder in the next few years, perhaps to coordinate efforts to do things in “differently” (see below).

Old Business

Following the Budget Discussion last week, Mike Rogers shared some summary points to Jeff and Janet, related to the budget, based on what we are being called to do as a Leadership Board. We all have representative parts of the church that we are involved in, and naturally Mike’s is Personnel. The Finance Committee did excellent work in creating the budget. We have some resources ... Foundation, Restricted Accounts, and Cash on Hand. Mike’s view is that “cash on hand” needs to be spent, which goes against the grain of the Finance Committee’s responsibilities.

Mike pointed out Five Good things in budget ...

1. If we came close to same Stewardship levels as last year, that is an improvement from previous years (which went down)
2. Deficit we expected was greater than what the actual deficit was at end of year.
3. Our annual expenditures were less than we budgeted ...staff is one of those reasons!
4. Membership has increased in last year. Attendance at special events has been great. Buzz in community is improved.
5. Despite Covid, with the attendance and perception of the community, we are doing really good as a church. Don’t compare the past (pre-covid) with where we are now.

Personnel had serious issues to tackle in the last year ... replacing a number of staff with quality people! We would like to keep those staff people. The bonus we gave last year was a good thing ... it was a correction – we haven’t increased salaries in a long time, bonus was best we could do to increase compensation.

We still face challenges ... though the bonus helped us level the playing field, it didn’t solve the issue. Our staff deserve better salaries. If we don’t make the amount of last year’s bonus part of salary, the staff that got a bonus are actually receiving less compensation in 2023 ... they face same inflation, same issues we all face.

What can we do? We need to get bonus money back into the salary, and it would be great to provide any increase we could across the board.

The bottom line is if you present a budget to the congregation that is responsible, it is not inspiring to the congregation. We need to be inspiring and hopeful about what is ahead for our congregation. We can do more together working as a group, than we can alone. Inspire, build on positive aspects ... we are taking a chance, can you step up and support it? Please join with us.

Janet’s takeaways from conversations with Mike.

- She is reminded of Proverbs verse from Dawnn this morning ... 3:5-6 *Trust GOD from the bottom of your heart; don’t try to figure out everything on your own. Listen for GOD’s voice in everything you do, everywhere you go; he’s the one who will keep you on track!*
- With the budget we present, are we doing all we can to live into our core values? Holding back funds “Just in case” does not equal faith.
- Covid changed everything ... people can stay home and stream. If they aren’t here, they may not be giving of resources and time, talent. We get something from each other when we are in person.
- We need to do things **differently** ... we need to brainstorm. If we decide to step up with budget, we can’t do the same thing every year. We have about 3 years in reserves (“just in case” bucket). We can’t consider without a blueprint of how we are going to do things differently! It’s not going to get better on it’s own. New members are not the only solutions because they come with a cost ... more taxing on staff, more resources, etc.
- IF we want to continue to make and impact in our community, and our members and visitors, we have to be here!

Jeff presented figures on what the increases Personnel requested amount to:

- Proposal to increase salary which includes regular COLA (4.8%) and the prior bonus (3.9%) amounts - \$40,000. Which would leave us with about a \$130,000 deficit. (Amount at prior bonus amount only = \$16,000, COLA is @\$24,000)
- Available cash reserve = \$235,000, which includes \$75,000 NVL gift (10% went to FIA)

- Jackie Riffice - FIA is limited with financial resources to support our community partners who are feeding, housing, doing the work that needs to happen in our community. The commitment to our community partners has fallen off the radar of our congregation, and we don't have much to work with. Going forward, if we do believe this is one of our core values, we do have to do something different to find funds to help our partners.

Janet asked those around the table what their thoughts were about including Personnel and FIA requests in budget we present. While all appreciated the aspirations and hope this would inspire, there were a variety of opinions related to amounts. Jeff will work up some different scenarios with varying amounts of increases (with guidance from Janet) and supply that to GB members for review and discernment. The group agreed to meet on Zoom at 5 pm Tuesday, January 31.

Closing Prayer (Chris Dolan)

Meeting adjourned at 9:05 pm.

Respectfully submitted,
Betsy Hanzelin

Minutes from Special Meeting of Governing Board (GB) Tuesday, January 31, 2023 (via Zoom)

In attendance: Janet Bolton, Bradley Byrd, Donica Van Voorhees, Mike Rogers, Larry Kane, Chris Dolan, Jackie Riffice, Jeff Groen, Karen Cheung, Shari Sweeney, Lois Glasgow

Staff: Julie Van Til, Jamie Ford, Betsy Hanzelin

Janet Bolton (Governing Board Chair) started the meeting at 5:02 pm. Janet started with a prayer and stated that the purpose of this special meeting was to vote on the budget for fiscal year 2023.

There were 3 draft budgets for the 2023 fiscal year that were circulated and considered by the Governing Board. The draft budgets were based on the 3 following scenarios:

1. The scenario 1 budget was the original budget proposed to the GB by the Finance Committee at the January 17, 2023, GB meeting and assumed no salary or cost of living (COLA) increases and no increases to Faith in Action contributions and resulted in an \$88K deficit for the 2023 fiscal year.
2. The scenario 2 budget included increases to salaries and staff compensation and Faith in Action support that would increase the projected operating deficit to approximately \$145,000 for the 2023 fiscal year. The specific contemplated increases from the original budget are reflected below:
 - a 3.9% salary equalizer increase (~\$16K)
 - a 4.8% Cost of Living Adjustment (~\$24K)
 - a 3% contribution increase to Faith in Action (~\$15K)
3. The scenario 3 budget is a "compromise" or "scaled back" version of the scenario 2 budget including the following increases which resulted in an approximate 2023 fiscal year deficit of \$118,000:
 - a 3.9% salary equalizer increase (\$16K)
 - a 1.6% COLA adjustment (~\$8K)
 - a 1% contribution increase to Faith in Action (\$5400)

In the scenario 3 budget, the COLA increase and FIA increase represent 1/3 of the original increases requested; with the intention to continue those increases in each of the next 2 years, effectively spreading those requested increases over 3 years.

Jackie Riffice (Faith in Action Chair) felt that the compromise budget addressed some of her concerns around the need to fund Faith in Action.

During the last meeting, Mike Rogers (Personnel Committee Chair) indicated that the budget compromise was inspirational and at the same time challenging as it speaks to our need to increase funding levels at the church.

However, Mike felt that scenario 3 budget represented an acknowledgment that our staff needed to be rewarded for their work over the years and that the budget reflected “who we are” as a church.

Lois Glasgow (FCCF President) asked if the GB had additional discussions related to how the budget would be funded in future years. Janet Bolton indicated that while no specific solutions were discussed during the last GB meeting, the GB acknowledged the need to focus on fundraising. Some initial thoughts included engaging a consultant, applying for grants, and continued focus on stewardship and membership growth. Janet reiterated her support of some salary increases for staff because to the extent we are successfully growing membership, there would be a continued need to expand support staff and infrastructure.

Lois stated that the FCCF will continue to fund its obligations to the church and would want to work with the church in finding additional funding solutions.

Pastor Julie commented that we could have 14 new members in the new member class which is positive and hopefully encourages us as we move forward in our stewardship. She also mentioned that she had a conversation with the Interim President of Trinity Christian College regarding potential grant/funding opportunities.

Donica Van Voorhees (Worship and Arts Chair) indicated that she felt the scenario 3 budget was a good compromise as it reduced the operating deficit that the Governing Board and staff would have to navigate at the end of the 2023 calendar year.

Janet thanked the Finance Committee for their work as it related to developing the “compromise” budget after the GB discussion on January 24, 2023.

Janet called for a vote of the 3 budget options and the 3rd scenario “compromise” budget was approved unanimously by the GB and will be presented to the congregation at the annual meeting on February 5, 2023.

Chris Dolan (Stewardship Chair) asked if the Finance Committee had considered how a balanced budget would be achieved if asked at the congregational meeting. Jeff Groen indicated that the Finance Committee had not considered a balanced budget option. After discussion, the GB concluded that given the importance of church staff in facilitating church operations, it would not want to jeopardize the church’s momentum and ministry solely for the purpose of achieving a non-deficit budget.

The meeting was adjourned at 5:26 pm.

Respectfully Submitted,
Bradley Byrd, Secretary