

NBC FINANCE COMMITTEE MEETING MINUTES

Date, Time: Tuesday, March 15, 1:00pm, Zoom

Attendees: Rob Bunton, Rev Will Green, Karin Elofson (scribe), Karen (Lulu) Friedman

1) Call to Order – Karin

2) Opening Prayer – Rev Will

3) Review of Previous Minutes – NA, first official meeting.

4) Unfinished Business

- a) NA, first official meeting.

5) New Business

- a) CPA – Joannie Glenn could not attend; will call into April meeting.
- b) Additional Finance Team members – Joanne would like to join, Nancy Arnold to be asked.
- c) Possible Part-time Admin Position, responsibilities:
 - i) Office management – e.g., organize files, ensure all new employees complete necessary paperwork, ensure CA&P student files are complete and copies of emergency forms made accessible to CA&P staff.
 - ii) Support website updates
 - iii) Review mail, ensure bills are collected and transferred to Treasurer
 - iv) Thank you notes for donations, etc.
 - v) Support for financial procedures, like deposits
- d) If serious about getting an admin, then must plan for it in 2023 budget.
- e) Tithe.ly or Tithe.ly replacement – may be able to use Tithe.ly just for online giving and event registration.
 - i) Rob to run giving statements at end of Q1 to see if it works as intended. Congregation will be asked to provide feedback. Did they get a statement? Was it accurate?
 - ii) Lulu to review what Google Docs can do as an accounting tool.
- f) Accounting/Payroll programs – Will to talk to A²U² and First Parish about what they use.
- g) Karin to purchase several clear donation boxes for the Church.
- h) Rob to put envelopes in the back of church pews.
- i) Holistic 5-year plan – may have many facets – where to start?
- j) Finance Policy Review – team walked through updates; Karin to make updates and send out for review. Intent is still to ratify at April 10th Assembly meeting.

6) Next Meeting – Tuesday, April 19th at 1:00 pm.

7) Adjournment - 2:30pm