

NBC FINANCE COMMITTEE MINUTES

Date, Time: Tuesday, May 24, 1:00pm, Zoom

Team: Rob Bunton, Rev Will Green, Karin Elofson (scribe), Karen (Lulu) Friedman, Joanne Sterling

1) Call to Order – Karin

2) Opening Prayer – Rev Will

3) Review of Previous Minutes – 4/26 minutes approved as distributed

4) Monthly Reviews

- a) General status of previous month's finances (Lulu, Rob)
 - i) Pledges are behind, but overall, finances are still okay. Lulu will know more at end H1.

5) New Business

- a) Licensing Agreement fully signed and sent to Brenda Buchanan to be filed. Team agreed that a Harry and David gift basket should be sent; Karin to arrange.
- b) Andrea is suggesting the Church support scholarships for Pilgrim Lodge
 - i) There is support for scholarships but a concern that the opportunity be opened to all students associated with the Church and not select individuals.
 - ii) Parents will be asked what portion they can support; **responsibility for discernment and distribution of funds is moved to the BRIDGE Committee.**
 - iii) It is actually late in the year to register for PL camps, so openings may not be available.
 - iv) For this year, funds will come from the Pastor's Discretionary fund.
- c) Recording Equipment – do we move forward? Estimate ~\$1800 based on Josh Riddle's recommendations.
 - i) The hesitancy is not so much in the dollar value as having the right person to edit files with iMovie and then upload to You Tube.
 - ii) There is a suggestion to open it up to the congregation for a volunteer prior to ordering any equipment.

6) Unfinished Business

- a) Analysis of Utilities Usage
 - i) Rob provided analyses of oil and electricity usage comparing June 2020 to May 2021 vs June 2021 to May 2022.
 - ii) There are obvious increases in 21-22 but how much did COVID depress 20-21 numbers? Rob to include numbers from June 2019 to May 2020.
- b) Status of 2022 PI Fund Grant Application (Rob)
 - i) Rob has quotes; no help needed at this time.
 - ii) Joanne encourages the team to ask for amount of full replacement windows rather than partial pane replacements. PI Fund wants to give us money!!

- c) Tithe.ly
 - i) Tithe.ly APP status – Karin is in contact with Joey at Tithe.ly who will help with set-up. Will and Linda have offered to meet with Karin and design content (after Art Auction).
 - ii) Drop down menu for fund options in GIVE – ‘Pass through funds’ to be renamed for three fiscal scholarship programs; GIVE categories that are confusing will be hidden to the general user.
 - iii) Update to research into options for accounting SW – Lulu to discuss Quickbooks with Butch; Lulu to provide costs for Quickbooks desktop software vs Quickbooks online.
- d) UUA contribution – Rev Will to check with UUA on whether we can expect an annual bill for \$1200 in the coming years, or will it be more?
- e) Holistic 5-year plan, 2022 – 2027
 - i) Finance Committee agreed to look at financial planning aspect to start things off.
 - ii) Karin volunteered to create a framework for the discussions.

7) Deferred Business

- a) Part-time Admin Position – *defer discussion until September, as part of 2023 budget planning.*
 - i) Proposed responsibilities:
 - (1) 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.
 - (2) Support website updates
 - (3) Review mail, ensure bills are collected and transferred to Treasurer
 - (4) Thank you notes for donations, etc.
 - (5) Support for financial procedures, like deposits
 - (6) Management of Building use

8) Next Meeting – Tuesday, June 21st at 1:00 pm.

9) Adjournment - 2:35pm