

NBC FINANCE COMMITTEE MINUTES

Date, Time: Tuesday, July 26th, 10:30am, Zoom

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

1) Call to Order – Karin

2) **Review of Previous Minutes** – minutes from June 21st, 2022 accepted as written.

3) Monthly Reviews

- a) General status of previous month's finances
 - i) Pledges at 47% at end June (on track!); 71% of identified givers annual estimate already reached.
 - ii) Total fundraising at end June was \$5748 (Art Auction) and approximately another \$7K was raised during the July Pop-up Rummage Sale. Based on the ratified 2022 Budget, we needed to raise a total of \$23200, which included \$9000 from 2021 Island Directory proceeds. So, it appears we are only \$1452 short of meeting our fund-raising budget! That will clearly be achieved by the October Rummage Sale, allowing the Christmas activity (12/10 - 12/11) to be low-key, low-stress and hopefully just lots of fun!!
 - iii) Any excess income from 2022 will be assessed at the beginning of 2023 and options considered on how it might be spent/allocated/invested.
- b) 6 month giving statements
 - i) Statements went out. Some folks have sent e-mail responses to newbrackettboard@gmail.com and we need to remember to check that Tithe.ly admin account!!

4) New Business

- a) Handicap Ramp Accounting
 - i) See spreadsheet attached to these minutes.
- b) Use of local mission fund for Reproductive Justice, a UUA AIW (Action of Immediate Witness)
 - i) Topic to be brought to Assembly for conversation. It would be the equivalent of the Church publicly supporting any other social justice cause.
- c) Food Pantry as a fiscal program of NBC
 - i) The concern is lack of visibility into the Food Pantry finances, which is the primary role of NBC as its fiscal sponsor. Rev Will and Linda C-N to talk to Susan Hanley.
 - ii) Karin has offered to help the Food Pantry become its own 501(c)3, if that is desired.

5) Unfinished Business

- a) Annual Audit_ 2020

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- i) Files have been passed to Karin along with guidance checklist from the UUA. Karin will let Rob and Karen know if additional supporting docs are needed. Goal is to complete by next Finance Committee meeting and share results.
 - b) Investment fund changes
 - i) Barring reports that sales were completed on July 25th.
 - c) Quickbooks (QB) Online
 - i) Payroll is currently being processed using QB online; Karen and Karin reviewing questions with Butch.
 - ii) Intention is to move other accounting tasks to QB Online by end 2022 for start in 2023.
 - d) UUA contribution – Due by September 10, 2022; will we get an invoice? To be seen!!
 - e) New printers – one for office and one for church
 - i) Current printer can be used into November. Instructions for its return will be sent after last lease payment is received.
 - ii) Tyler has been researching printers and has suggestions. Church printer will likely be HP laser printer, color option and document feeder included.
 - f) Movie projection equipment - Lulu reviewing options with Larry Ducharme. A way to lock up equipment will be determined.
 - g) Laptop for church – Joanne reports that Kim has a laptop that she is willing to donate – thank you!!
 - h) Treasurer-specific e-mail – Lulu researching e-mail addresses that would follow church positions and not individuals.
 - i) Research on local solar grid and solar panels on roof - Rob
 - i) Rob has made an application; could save us 10 to 15% on electricity costs.
 - ii) Solar panels are also of great interest; to be reviewed after Energy Audit
 - j) Tithe.ly App – Karin to share instructions on downloading app. Let's just see how it might be used over time!!
- 6) **Next Meeting – Tuesday, August 23rd at 1:00 pm** (to avoid Fun Camp conflict)
- 7) **Adjournment**

Addendum – Deferred Business

- **Part-time Admin Position** – *defer discussion until September, as part of 2023 budget planning.*

Proposed responsibilities:

- a) 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.
- b) Support website updates
- c) Review mail, ensure bills are collected and transferred to Treasurer
- d) Thank you notes for donations, etc.
- e) Support for financial procedures, like deposits
- f) Management of Building use

- **Church support of scholarships for Pilgrim Lodge 2023**