

NBC FINANCE COMMITTEE MINUTES

Date, Time: Tuesday, September 20th, 1:00pm, Zoom

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

1) Call to Order – Karin

2) Opening Prayer – Rev Will

3) Review of Previous Minutes – Aug 23rd, 2022 minutes approved as distributed

4) Monthly Reviews

a) Overall finances

- i) Lulu has paid the UUA \$3200 for FY2023, was due Sept 10th.
- ii) Team decided to pay UCC \$500 for each of four special collections and \$1200 as our OCWM (Our Church's Wider Mission). UCC fiscal year likely runs July thru June, so first special collection is Neighbors in Need, first Sunday in October.
- iii) Invoice for UCC Cumberland Association fees received; \$492.44 paid.

5) New Business

a) 2023 Budget Planning

- i) Part-time Admin Position – team discussed and the feeling is that volunteers are currently covering or could be asked to cover proposed role responsibilities.
- ii) Social Security COLA adjustment being published October 13th; general thought is to align next year's pay rates accordingly.
- iii) Pilgrim Lodge Scholarships and OWL training to be included in 2023 budget discussion.
- iv) Karin to prepare worksheets for budget analyses and conversations, by October 10th.

b) 2023 Positions

- i) Karin cannot be Treasurer in 2023 as the Bylaws say the Board Chair cannot be a Church officer for at least one year; Karin *can* be a member of the Board as Finance Chair.
- ii) Rob has offered to stay on as head Collector; it is proposed that all those that help with the counting do not need to be ratified by the Assembly, but are selected at the discretion of the Collector. This will be included in next Bylaw updates (along with separating Board Chair-elect and Secretary).

6) Unfinished Business

- a) Plan for 2022 Stewardship Drive – Rob to set up pledge drive in Tithe.ly. Will to start pledge requests from the pulpit in October.
- b) Distribution of Local Mission Funds – A request was made to the Assembly for project proposals that could be supported by the Local Mission Fund; no requests to date. This will be discussed during Budget conversations.
 - i) Annual Audit (2020) – Karin and Lulu to get back on this after October 15th!

NBC FINANCE COMMITTEE MINUTES

- c) Quickbooks Online –
 - i) Plan to complete transition to Quickbooks online over Q4 and then go live January 2023.
 - ii) Order placed through sales person, but no word back yet. Karin to call on 9/28 if no response by e-mail.
 - d) What to do about the Food Pantry
 - i) Will and Karin to talk to Susan Hanley on Thursday, September 29th.
 - e) New office printer
 - i) No notice yet received for returning Office Printer. If no word by October 15th, Lulu will call.
 - ii) Various options for a replacement printer being reviewed.
 - f) E-mails for Church Functions
 - i) Karin to contact Squarespace to see how one gets an e-mail like 'Pastor@newbrackettchurch.org' or 'Treasurer@newbrackettchurch.org'.
- 7) Next Meeting – Friday, October 21st at 10am** in person at the Church; primarily budget conversation.
- 8) Adjournment - 2:45pm**