

## NBC FINANCE COMMITTEE MINUTES

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**Date, Time:** Tuesday, November 15<sup>th</sup>, 1:00pm, Zoom

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

**1) Call to Order – Karin**

**2) Opening Prayer – Rev Will**

**3) Review of Previous Minutes – Sept 20th, 2022 minutes approved as written**

**4) Monthly Reviews**

- a) Pledges - \$54K of \$75K collected at end October. It was noted that many people submit their pledge during Nov/Dec. Rob will send out e-mails or USPS mail to current pledgers with their YTD amounts and a friendly nudge to complete their donations by year end.
- b) Identified Givers were at 144% of yearly estimate; it does not appear that many of these individuals are choosing to formally a pledge an annual amount.
- c) The conversation continues on how to report donations with credit card fees. We must not confound a pledge statement with a bank statement.
  - i) Those that donate \$100, whether they cover cc fees or not, will still get credit for \$100 on their pledge statements.
  - ii) As long as the cc fees are not paid by Brackett, i.e., removed by Tithe.ly prior to the deposit transaction, it is all invisible to the GSB account. Fees are being tracked through Tithe.ly for information only.
  - iii) Direct withdrawal from a checking account is the preferred method of recurring donations, fees are minimized.

**5) New Business**

- a) Lulu would like the team to consider moving some savings money to CDs for higher interest income. Rob will take a look at what Gorham has to offer.
- b) Karin has a love seat and couch to donate to the church, but it needs movers! Will and Rob to come by on November 29<sup>th</sup> to move furniture.

**6) Unfinished Business**

- a) Review of updates to 2023 Budget since Assembly meeting.
  - i) Two separate lines created for Religious Education and OWL Training.
  - ii) Kitchen, coffee, etc. supplies moved under Bridge. A donation box will be put on the coffee cart to encourage more donations to support our Free Trade coffee habit.
- b) Status of 2023 Stewardship Drive
  - i) 19 pledges to date, totaling about \$39K (this will need some adjustment due to 3 donations apparently made under the wrong link).

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- ii) Any 'expected' pledger who has not responded by the Annual meeting with get a formal letter and self-addressed stamped envelope in the mail.
- iii) Will will print some blank pledge cards for Sunday, 11/20.
- c) Quickbooks Online – Karin and Lulu to work on setting up categories starting in December.
- d) Food Pantry Financials – Susan has started a detailed accounting with names of donors – exactly what is needed.
- e) Distribution of Local Mission Funds
  - i) Board has approved \$2000 each to Maine Family Planning and Maine Immigrants' Rights Coalition, and \$2000 in support of Pilgrim Lodge scholarships. This will be approved by the Assembly at the Annual Meeting.
  - ii) It is thought that Bridge should develop the process for evaluating applications for the Pilgrim Lodge scholarships. Karin to notify Linda and Caron. The process needs to be in place by February break.
- f) Annual Audit, 2020 – Some findings/questions:
  - i) Poor documentation of hourly employees + supervisor signatures; this continues.
    - (1) Linda is keeping a notebook of her hours.
    - (2) It was noted that Jan is putting in a lot of extra hours with choir rehearsals. The proposal is to pay her an additional \$500 at the end of the year to compensate her time and in gratitude of her service. This needs to be approved by the Board at Dec 13<sup>th</sup> meeting.
  - ii) There is a need to securely archive copies of pledge letters, steeple contract, insurance policies, employee files, etc.
    - (1) Joanne will research online options.
    - (2) Rev Will and Rob to look at putting a lock on the Church Office door.
    - (3) 7 years of documents are held in boxes or files in Church Office.
- 7) **Next Meeting** – Thursday, December 15<sup>th</sup> at 1:00 pm – *Note special day due to holiday travel!*
- 8) **Adjournment** - 2:30pm