

**Finance Committee of the Vestry
Saint Michael and All Angels Church**

Minutes, November 13, 2018

Present: Stuart Brown, Janice Bywaters, Kathy Kelley (Treasurer), Jeff Kilpatrick, Stacey Malcolmson, Grady Schleier, Jim Smith, Chris Wiley

Ex-officio present: Rob Baber (Director of Finance), Warren Houser (Warden at Large), Caroline Marak (Stewardship Manager), Keith Quarterman (Executive Director of Operations), Sally Schupp (Junior Warden), Margaret Spellings (Senior Warden)

Absent: Barry Hancock, Andy McRoberts

Guests: Fr. Greg Pickens (Associate for Pastoral Care)

1. Approval of agenda and minutes

The agenda for the meeting was approved. The minutes from the October 16, 2018 meeting were approved.

2. Fund solicitation: Honduras Threads

Mr. Baber presented the Honduras Threads Funds Solicitation request in the absence of M'Lou Bancroft. This request is for a second date for the sale of the hand embroidered pillows and products made by women in Honduras. The initial solicitation request was approved the first sale date of October 28th. This was also the date of the Annual Meeting in addition to several other groups either advertising or collecting donations. The additional date proposed is December 9th which works better for traffic flow and reaching more parishioners. The committee approved the fund solicitation.

3. Foundation Grant Request: Divorce Recovery Ministry

Fr. Pickens walked the committee through the Foundation Grant Request to fund a new ministry that would fall under the Pastoral Care area. This ministry would serve parishioners and others in the neighborhood. It is believed members of other churches might be referred here for the program, thus gaining exposure to Saint Michael. The complete program would be two eight week programs, one held in the Spring and one in the Fall. We anticipate approximately eight participants per program. Participants would pay \$150 for each program. A counselor would be paid for six of the sessions each program at approximately \$300 per session. Total cost with a small contingency is \$3,380 per session. Fr. Pickens has requested funding for 3 sessions for a total of \$10,140. This grant would be requested from the Pastoral Care Fund held by the Foundation that has a distributable funds balance of \$31,554.26 as of June 30, 2018. The finance committee voted to approve and recommend this Foundation Grant to the Vestry.

4. Review of October 2018 financials

Mr. Baber reviewed the results of operations for the period ending October 31, 2018. Total net operating revenue was \$4,306,640 versus a budget of \$4,067,884 resulting in a positive variance of \$238,756. Total

operating expenses were \$4,228,063 versus a budget of \$4,392,101 resulting in expense savings of \$164,038. This results in a net positive variance of \$402,794. Mr. Baber reminded the committee that we do not accrue miscellaneous expenses at the end of each month. These expenses are approximately \$30,000 to \$40,000 on average. This variance report included a year-end forecast of an overall positive variance of approximately \$134,000 given the strength of pledge payments and the expense savings as of the end of October.

The finance committee discussed the possible uses of the net positive variance at year-end. Several different funds held by the Foundation could be utilized including the School Transition Fund, Maintenance Reserve Fund, etc.

5. Stewardship Update

Ms. Marak recapped the stewardship report through November 12, 2018. We have received 465 pledges totaling \$2,884,875.00 to date compared to 603 pledges in the amount of \$3,337,453 this time last year. A very different approach was taken this year. The 2019 campaign began with a softer approach on Stewardship Sunday followed with a nice brochure mailed to all parishioners. The Stewardship Committee is more robust this year and have a more active season planned. The average pledge is over \$650 higher than this time last year. Leadership and the committee are very positive regarding the stewardship campaign year to date.

No other discussions of new or old business was needed and the meeting was adjourned.