

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

Minutes, September 19, 2017

Present: Stuart Brown, Barry Hancock, Kathy Kelley, Jeff Kilpatrick, Stacey Malcolmson, Grady Schleier (Treasurer), Katie Webb, Chris Wiley

Ex-officio present: Rob Baber (Director of Operations), Eric Conner (Senior Warden), Rev. Chris Girata (Rector), Caroline Marak (Stewardship Manager)

Guests: M'Lou Bancroft (Honduras Thread Coordinator)

Absent: Andy McRoberts, Jim Smith

1. Approval of agenda and minutes

The agenda was approved, and the minutes from the August 22, 2017 meeting were unanimously approved.

2. Review of the Honduras Threads Fund Solicitation Request

Mrs. Bancroft presented the Fund Solicitation Request on behalf of Honduras Threads. The purpose of this mission is to assist women in Honduras in the making of hand-embroidered pillows, placemats, table runners, etc. that are sold here in the states. This request seeks permission to sell these goods in the Parlor on October 28 and 29, 2016 from 8:00am to 1:00pm. The SMAA Bookshop keeps a small selection of these items for sale at all times, but this sale will bring a much wider variety of goods for sale. The finances will be handled by the Honduras Threads non-profit entity. The committee suggested that Mrs. Bancroft work with the manager of the SMAA Bookshop to coordinate the sale. The committee approved the Fund Solicitation Request unanimously.

3. Foundation Grant Request for North Property

Mr. Conner presented the Foundation Grant Request for "pursuit costs" of up to \$100,000 of legal, engineering and other costs that will be associated with the rezoning and development of the north property. The funding will be in two tranches, \$50,000 by September 30th and \$50,000 in the next six months. This has been an ongoing effort of the Campus Planning Committee and \$80,000 in these types of expense have been spent today. To date these expenses were covered by the real estate companies that expressed interest in a partnership. The committee approved the grant request and will recommend the grant request to the Vestry.

4. Review of August 2017 Financials

Mr. Baber reviewed the results of operations for the period ending August 31, 2017. Total net operating revenue was \$3,187,648 versus a budget of \$3,372,510 resulting in a negative variance of \$184,862. Total operating expenses were \$3,485,734 versus a budget of \$3,649,853 resulting in expense savings of \$164,118. This results in a net negative variance of \$20,744. The negative variance in pledge revenue was

discussed. Midyear contribution statements were emailed in July. A revised pledge statement will be produced and emailed at the end of the third quarter. An evaluation will be performed at that time and larger pledge balances will be researched to determine the normal timing of payments. The positive expense variance was discussed noting that more than half of the positive variances by department will decrease by year end due to known expenses to come or timing issues with the budget.

5. New Business

Questions about funds raised for victims of Hurricane Harvey started a conversation regarding restricted funds. Research into existing funds will be started in the near future to determine active funds and the use of inactive funds.

No other discussions of new or old business was needed and no other fund solicitations were presented, the meeting was adjourned.