

**Minutes**  
**North United Methodist Church**  
**BOARD OF DIRECTORS MEETING**  
**July 22, 2020 \* 5:30 p.m.**  
**ZOOM MEETING**

***Members***

Ron Gifford, Chair  
Marie Powell, Vice Chair  
Troy Barker, Secretary  
Jack Leonard, Treasurer  
Jacqueline Blackwell (LL)  
Alan Archibald (LL/MC)

Jeff Bonner (Trustees)  
Peter Chen (At large)  
VACANT (Finance)  
Jeff Eggert (At large)  
Mai Cooper (At large) Absent  
Garland Graves (SPRC) Absent

***Ex Officio***

Darren Cushman Wood  
John Drake, Finance Director

1. Opening Prayer – Lead by Pastor Darren Cushman wood
2. Approval of minutes of May 27, 2020 meeting  
Minutes from the May 27<sup>th</sup> meeting were unanimously approved.
3. Staff Parish update on Pastor Tiffany’s successor (Garland, Darren)  
SPRC has begun the conversation of refining the job description of Pastor Tiffany’s role. SPRC does not want to do an overall of all pastoral staff positions. The current assignment is to submit to Darren input as to what should go into the refined job description. Darren provided a heads up to the board that finding a person with longevity and experience will likely require additional funding.
4. Report on 8:30 a.m. in-person worship services and other services (Darren)  
Darren advised that the 8:30 live serve was being discontinued until further notice. This decision was made based on the current COVID rates and Norths previously agreed upon policies regarding holding live worship services. Darren indicated that the protocols created worked smoothly and the process worked well. Additionally, no significant increase in financial contributions were identified during the live service.

North received a grant from the Center for Congregations. The proceeds are being used to purchase a second camera. The addition of a second camera will also allow recording from the Chapel using the original camera. Staff (Chuck) will work with Jeff Bonner and the trustees to determine the “fixed” location of the second camera in the sanctuary.

The current plan is to continue with the 11:00 via Live Stream through the remainder of the year. Additional consideration is being given to allowing the quartet to begin singing during live streaming in the fall. Darren will consult with physicians from the congregation and advise the board accordingly.

August 2, 2020 - Blessing of the Backpacks  
August 9, 2020 – UMOJA highlight during Worship Service  
Staff is beginning to plan Christmas Eve Services.

Darren provided feedback that the drive-through services have been well received.  
A small but consistent crowd is receiving communion at home.  
Farmers Market is continuing with a large majority of shoppers being North members.

5. Review of North hiring practices (including background checks) (Darren)

The current policy is that all staff process through a criminal background check. Any prospective employee with a conviction is not hired or permitted to work. Darren provided the current copy of the employee policy manual and asked the board to review the policy and provide any needed feedback.

6. Committee/Board/Senior Pastor Reports

- Finance

John presented the Cash Summary highlighting that cash was up approximately \$22,000, and the endowment funds are back up to 7.08 million dollars

**Notes to June 2020 Financial Statements**  
**Prepared by John Drake**

Balance Sheet

Cash: \$801,902 as of June 30th compared to \$780,427 as of May 31<sup>st</sup>. Please note that we receive 20,000 per month via on-line giving. Please review the Cash Summary for June to see cash amounts by account.

Budgeted Income Statement

Income

Budgeted Amounts Explanation: The monthly budget amounts shown for Current Year Pledges and Non-Pledge Contributions have been adjusted to reflect seasonal variations by using the average of actual results over the last three years as a guide. The budget amount shown for each of the other income line items is its annual budget amount divided by 12.

Pledges: \$31,703 over budget for June, and \$ 58,022 over budget YTD. Actual prior YTD pledge income was \$173,000 less than actual current YTD pledge income.

Thirty-four Giving Units have contributed at more than 100% resulting in 85,000 in funds received ahead of schedule. Of the thirty-four, twenty are above 100%.

Non-Pledge Contributions: \$4,454 under budget for June and \$29,651 under budget YTD. Actual current YTD non-pledge income was \$15,000 less to Actual prior YTD.

## Expenses

Budgeted Amounts Explanation: The monthly budget amounts shown for Utilities and other expenses such as Grounds and Upkeep, Audit and Janitorial Supplies have been adjusted to reflect seasonal variations by using the average of actual results over the last three years as a guide. The budget amounts shown for other expense line items are annual budget amounts divided by 12.

Wage and Salaries: We were \$3,234 under budget for the June and \$22,099 under budget YTD. This is the result of a Pastor changing their Housing Allowance to a more favorable tax treatment. Also, three positions are not filled: one custodian, one childcare, and the Pastor of Mission and Outreach. The result on the financial is more Housing Allowance and less to Wages and Salaries.

Housing Allowance: \$1,667 over budget for June and \$10,000 over budget YTD due to the shifting of Wages to Housing Allowance.

Health Insurance: YTD is \$ 1,694 under budget for June. We should be under budget for the balance of the year due to the lower Medicare supplement and Part D premiums we are paying for one employee in lieu of participation in the group plan.

Utilities: Total utilities (electricity, heating fuel, and water/sewer) were \$1,273 under budget for the month. Heating fuel was \$124 over budget for June and \$1,195 under YTD. Electricity was \$1,274 under budget for June and \$2,693 over budget YTD.

Insurance: \$221 under budget for June and \$1,984 over budget YTD due to an adjusted premium for Workers Compensation Insurance for both 2018/2019 and 2019/2020. This reclassification resulted in an increase for the previous year and the current insurance years.

Contracted Services: \$1,764 under budget for June, and \$685 over budget YTD principally due to a needed elevator report that cost \$600.00.

Food/Meals: \$1,399 under budget for June, and \$1,819 under budget YTD. Without food costs for Covenant Bible Study or weekly coffee are in alignment with the budget.

Banking Fees: \$91 over budget for the month of June. Banking Fees are a combination of bank charges and on-line giving fees. In April we received a large donation in response to our Giving letter that resulted in this increase in on-line giving fees.

Ministry Supplies: \$3,156 under budget for June due to the lack of programming and receiving the \$2,252 refund for not holding Worship Without Walls.

Summary:

- Total revenue was \$31,703 over budget for June and \$23,549 over budget YTD, but was \$115,000 more YTD than actual prior YTD revenue.
- Expenses were \$23,958 under budget for June, and \$53,293 under budget YTD. The decrease in expenses for June can be attributed to not paying \$7,000 budgeted for the Audit, the refund for the tent and the decrease in costs for programming. Actual YTD expenses were \$59,000 less actual prior YTD expenses,
- The actual operating deficit through June was \$10,974 compared to \$237,827 operating deficit for the same period last year.
- Overall, the results of operations for the first six months of this year are substantially improved over the same period last year. As the last three months indicate, Staff is reviewing their budget versus actual each month to help control expenses.
- Trustees  
The Trustees did not meet in July.  
Current evaluation/worklist for trustees.
  - Interior masonry concerns.
  - Trustees are evaluating the new camera location with Chuck and John Hauge.
  - Landscaping design.
  - West entry security lock system.
  - Sanctuary sound system.
  - Restroom/Parlor upgrades still under review.
- Staff Parish Relations Committee
- Ministries Council
  - No recent Ministries Council meeting.
  - Fall activities are being considered.
  - Justice and Advocacy have had some action; Darren and Alan have discussed ways to engage others in interracial justice and inclusivity.

**Remaining 2020 Meeting Dates (4<sup>th</sup> Wednesday unless noted otherwise)**

- August 26
- September 23
- October 28
- November 18 (3<sup>rd</sup> Wednesday)
- December 16 (3<sup>rd</sup> Wednesday)

