

FUUSE Finance Committee Meeting Notes
July 18, 2009

1. Roll call of members and Board Liaisons
 - Jim Breeling
 - JB Gardner
 - Frank Heffron
 - Russell Tarason
 - Tod Rodger
 - Inge Locke
 - Mary Ann Hardy
2. Bookkeeper – BOT met last month and set up a Treasurer Search subcommittee (Frank H, Karen Straub, Mary Ann Hardy)> agreed to put advertisement on Craig’s list. They got 18 responses in 1 week. A matrix assessment for each candidate was used; Faith Walsh was the clear stand out candidate for Bookkeeper. She lives in Exeter and already works part time at the Congregational Church. Rate = \$15/hr and plans to work ~\$4/week on Monday. Will be a contract position paid using 1099 form. Budget was for \$3800/year. Quarterly payments of \$900 = \$3600/annually with a \$200 buffer. Faith will keep record of hours and bill using invoice. BOT made a motion to accept the Personnel subcommittee recommendation for Faith Walsh and accepted the candidate pending a background investigation.
3. Bookkeeper Space – Tish was meeting with Tony Tufts/Paul Robinson and Mary Ann H to determine space for bookkeeper’s office. Requirements were a separate room, new PC, backup plans, latest version of all software.
4. Bookkeeper mentoring and transition plan – Tod will meet with Faith on the Balance sheet, Inge will meet with Faith about the cash & check handling processes
5. Frank H. is working to get Ocean, Vanguard and Fidelity signature authority corrected
6. Frank H. moved that the Investment Subcommittee charter & membership be accepted – approved
7. Tod discussed the end of year fiscal report for FY2009. He and Mary Ann did a variance report. One problem was the noted drop in Pledge income (almost \$11K less than expected). Childcare was overspent because 1 extra child care provider was engaged in Nov 2008 for an additional 4 hours of pay + SSI every Sunday. FC had several questions including a) who was responsible? b) What process was followed for the overcharge? c) What budget for childcare should be used for FY2010? Other actions based on discussion of FY2009 final report:
 - a. FC needs to pay more attention to income from pledges – receive regular reports from MemInfo
 - b. Childcare needs to be discussed with RE committee and DRE
 - c. Meaningful quarterly budgets need to be targeted in QuickBooks and the accountable managers held responsible
 - d. UUA dues WILL be paid this year
 - e. FC needs to publish the final report and make available to FC and FUUSE in general.
8. Next meeting August 18, 2009