

FUUSE Finance Committee Agenda

October 18, 2009

1. Roll call of members and Board Liaisons
2. Approval of previous meeting minutes
 - Additional drafts of minutes in preparation
3. Update on efforts to recruit a Treasurer – Tod’s suggested changes to job description discussed
4. Bookkeeper – first Quarter FY10 report produced; meet with Faith to get monthly budget targets into QuickBooks
5. Gift Policy
 - a. JB & Russell – presented several questions/issues for discussion. MemInfo setup for tax deductibility was discussed. Further information from the Office Administrator and Bookkeeper will have to be obtained.
6. Investment Subcommittee update
 - a. Vanguard balances and signature authority – still in progress
 - b. Fidelity balances and signature authority – still in progress
 - c. Note is made that withdrawal of \$10K from Ocean with deposit in Vanguard is confirmed
7. Report to/from BOT
 - a. Building Feasibility Study- contact with Carol Aten; also re-distribute earlier message by Jim B discussing possible steps in a capital campaign. Several possible reasons to do site survey exist – including better assessment of value of our property, better ability to take next steps in capital campaign if asked by BOT, better ability of BOT to act on FUUSE strategic plan; necessary if we are to take steps in FY2011. Other possible resources might be the UUA advisor from the UUA district (?Wayne Clark?)
 - b. BOT chair noted that part of the strategic plan still calls for a new church building
 - c. A site survey was considered as the next step by the Building Feasibility group at the Architectural “Charette” presentation
 - d. Jim B will distribute the draft Reimbursement Policy to all committee chairs and outline the IRS compliance essentials in ‘short script’.
8. Meetings with Committee Chairs
 - a. Religious Education – will request DRE submit childcare timecards in monthly fashion to properly close out each month and help project spending more accurately.
 - b. Minister
 - c. Facilities
 - d. Office –MemInfo and production of regular reports – SOP to be written
9. Meeting Close
 - a. Discuss task assignments
 - b. Review next meeting date – Tod has a preference for 12 noon because of a frequent meeting conflict for choir practice. The committee is seeking a reasonable accommodation to his schedule. It was agreed that the FC could meet occasionally at noon, but that if choir practice was not being held, the preferred time was 10AM. Jim B will seek input from Tod about his schedule in advance and notify the committee of the best meeting time. Nov 1st next meeting