

FUUSE Finance Committee Meeting Notes
January 24, 2010

1. Roll call: Ingeborg Locke, JB Gardner, Russell Tarason, Tish Lewis, Alex McCallum
2. Approval of previous meeting minutes
3. Planning FY2011 Budget – budget version 3.0 – added 3% increase to Minister’s housing allowance per BOT and Personnel Committee

Proposed Budget

Group	Income
Category	(All)
Subcategory	(All)
Pay/Benefit	(All)

Group	Expense
Category	(All)
Subcategory	(All)

Sum of FY11Proposal	
Class	Total
Fund Raising Activities	\$ 10,000
Offertory Plate Contributions	\$ 9,000
Other Income	\$ 4,500
Pledge Income	\$245,250
Transfer from Investments	\$ 7,200
Grand Total	\$275,950

Income	\$275,950
Expense	\$275,965
Deficit/Surplus	\$ (15)

Sum of FY11Proposal		
Pay/Benefit	Class	Total
Pay	Church Operations	\$ -
	Facilities	\$ 5,167
	Ministry	\$ 66,411
	Music	\$ 24,604
	Office Administration	\$ 24,395
	Religious Education	\$ 39,079
Pay Total		\$159,656
Benefit	Ministry	\$ 22,099
	Music	\$ 2,786
	Office Administration	\$ 2,266
	Religious Education	\$ 17,595
Benefit Total		\$ 44,746
non-Pay	Church Operations	\$ 2,900
	Denomination Support	\$ 11,645
	Facilities	\$ 26,850
	Ministry	\$ 1,000
	Music	\$ 1,100
	Office Administration	\$ 14,838
	Program Council	\$ 2,930
	Religious Education	\$ 10,300
non-Pay Total		\$ 71,563
Grand Total		\$275,965

4. Bookkeeper & Reports – Tod
 - a. Establish one new ‘extra-ordinary’ accounts on balance sheet: Mother/Daughter ceremony – they raise their own money and spend their own money on this celebration
 - b. Faith has created a new memorial fund – Nancy Haberstroh Memorial Labyrinth – fund now contains \$1050.00 for the creation of a labyrinth in the FUUSE garden area. This has been a goal of the Children’s RE program so the gift will mesh well with program goals. The Haberstroh family will contribute additional time and labor and have prior experience with building labyrinths. The Minister has indicated she will send a letter to the family thanking them for the gift. A group would have to be drawn up to consider where to place the design.
 - c. Draft Gift Policy – discussion was held about the handling of extra pledges – i.e., pledges that totaled more than the amount indicated on the pledge card for a person/family. One view would be to credit the extra money as a gift. Another

view would be to consider the extra amount as an indication the donor actually increased their pledge. Jim B offered to diagram the process so we understand how the bookkeeping in MemInfo and QuickBooks would be handled.

5. Investment Subcommittee update

- a. Vanguard & Fidelity signature authority – pending
- b. Sale of GE stock – Alex reports the stock has been sold and \$6498.58 been transferred to the Ocean bank account. Inge will check to be sure that credit in MemInfo towards the pledge of the individual has been made.
- c. Minutes of ISC meeting 1/6/2010 (see end of Meeting Notes)
- d. Alex indicated the subcommittee may soon have a recommendation on investing the rather large amount of cash in the Investment Funds.

6. Meetings with Committee Chairs

- a. Religious Education – Jim B – the last meeting dealt with the discussion of the on-line survey and the open forum. Feedback was solicited about many issues including whether to move towards one Sunday school class because of lack of teachers. The consensus was that two sessions of Child RE on Sunday would remain for the rest of the FY and into 2011.
- b. Pledge Committee – Jim B – announcement of Pledge Challenges for Campaign. The Pledge Committee is challenging the Board of Trustees and the Finance Committee to each increase their pledges by at least 15%. The competition would be announced as part of the Pledge Drive (only total committee giving) and would help to generate enthusiasm for pledging during the campaign. The Pledge Committee also decided to target the higher (dream) goal of \$271K.
- c. Program Council – JB – reports that the bare bones budget may still show incorrect amounts for the Program Council because additional amounts were submitted after our December meeting where the 1st draft of the FY2011 budget was created. He emphasized that the additional “dream” amount of \$5000 being requested for ‘leadership development’ be taken from memorial funds. This may help lower the target of the pledge goal from \$271K.
- d. Ministers – JB – discussions with Kendra and Mary centered on the fact that Mary is being asked to participate/lead in many celebrations and weddings. The understanding was that church members & friends had the right to ask for Mary’s participation without compensating her for her efforts. As a result – Mary’s time has increased greatly for weddings, celebrations, etc. She is asking if there could be compensation for her time. Tish raised the point that Pat Baker keeps a fee schedule for building use. We could add Music Minister services to that fee schedule and the person/party holding the event would pay the Music Minister without having to budget the cost in our operating plan. The FC agreed this would be a good idea.
- e. Facilities – Russell – no new issues. Tish requested that we e-mail Tony the part of the FY2011 budget that was credited to Facilities. Inge pointed out the spotlight outside the Parsonage needs replacing because the icy area needs full illumination at night. Jim B pointed out the malfunctions in lavatories and this may be a planned expense in the FY11 budget.
- f. Board of Trustees – Tish, Miranda and Jim B worked on refining the position description for the Treasurer. Another potential candidate is being sought.
- g. Office - Inge
 - i. MemInfo – Inge has seen examples of MemInfo not correctly reporting the tax deductibility of certain entries – mainly auction. Additional study of the MemInfo manual will have to be done

- ii. QuickBooks -
 - iii. Ocean account & Cash
7. Meeting Close
- a. Discuss task assignments
 - b. Review next meeting date

**First Unitarian Universalist Society of Exeter (FUUSE)
Minutes of Investment Subcommittee (ISC) Meeting – Jan. 6, 2010**

An ISC meeting took place on Jan. 6, 2010, at FUUSE, starting at 6.30pm.

Rich Coleman presented year-end 2009 results for the FUUSE investment portfolio. The total amounted to \$232,657.24, which compared with the year-end 2008 total of \$168,575.00, an increase of 38%. The increase reflected both higher investment values and fresh injections of capital amounting to \$10,000 on 9/4/09 and \$10,000 on 12/21/09 - both from Ocean Bank Account. (The S&P 500 advanced 24.7% in 2009, the Barclays Aggregate Bond Index gained 5.9%).

The meeting briefly discussed future investment strategy, noting that the cash component of the investment portfolio totaled \$51,915.00 and offered opportunities to deploy a significant percentage of this amount aimed at giving better asset allocation balance to the portfolio. As indicated in previous discussions, the portfolio is significantly underweight in fixed-income investments for the 3- to 5-year strategy that the ISC is tasked with developing.

One transaction was reported – the sale of 425 shares of General Electric Co. (GE) which had been deposited in August 2009 into the Operations Account (V) as fulfillment of a FUUSE pledge. As a pledge, the GE stock was required to be converted into cash and deposited in the Ocean Bank account, and this transfer was duly executed in December, with the proceeds amounting to \$6,498.58.

As part of the discussion background, RC pointed out that the FUUSE portfolio continues to have an excellent expense ratio (the amount of money a fund spends on management) of 0.66%.

The meeting also discussed the continued efforts to provide qualified ISC and FC individuals with the correct procedures and passwords for accessing the FUUSE portfolio accounts. More work needs to be done, but this problem, which included dealing with the name change to FUUSE from FUSE, is close to getting completely resolved.

It was decided to meet again on Jan. 11, 2010, in order to share views on potential new investments and produce a recommendation for the Finance Committee to consider. In the meantime, with the year-end numbers now in-hand, Alex McCallum is working on a 6-month report for the Finance Committee, to reflect the half-way mark in FUUSE's fiscal year 2010.

The meeting was adjourned at 7.45pm.

In attendance: Rich Coleman, Alex McCallum, Tom O'Gorman