

03/25/09

### **FUUSE Board Minutes for Wednesday, March 25th**

Present: Dave Szarmach, Jennifer Morriss, Tish Lewis, Bob Moore, Kendra Ford, Joy Bicknell, Karen Straub-Wiernicki, Ray Zolton, Jim Breeling

Those not attending: Kimberly Wooton

### **Meeting began at 7:00 PM**

### **Finance Committee and the 2009-2010 FUUSE Budget**

Jim Breeling attended the March 25<sup>th</sup> meeting. He was there to explain the projected FUUSE budget for FY 2009-2010. The preliminary budget was estimated according to three different scenarios. As explained by Jim, the scenarios depended on income received by pledging members. The three budget scenarios were presented to the Board in a document entitled "Preliminary FY2010 Budget Formulation, Outline of Assumptions and Scenarios". **Please see attachment for a copy of this document.**

In terms of strategies for FUUSE financial planning, Jim had some suggestions that would be preventive in nature. Some of these suggestions for the coming year(s) included:

- 1) To set aside money each year for a capital reserve fund (up to 5% of FUUSE capital assets) that would be used to replace equipment as the life of the equipment reaches the end of a life cycle.
- 2) To recruit an Investment Committee to watch FUUSE Investment funds and to make recommendations if and when the committee deems that decisions should be made to buy, sell or redirect Investment funds.
- 3) Set a budgetary ceiling for the 8 committees currently incurring expenses during the year. Require the committees to work within the ceiling set by the Finance Committee.
- 4) Take an inventory of capital assets on the church grounds. Determine the replacement costs for each item, especially those that will need to be replaced in the coming years.
- 5) Set aside funds each year for a Ministerial Sabbatical fund.
- 6) Codify office operations so that a volunteer or other worker can take over work in the office in a smooth transition.
- 7) Identify clear-cut jobs, responsibilities for a bookkeeper. Identify job details and/or write a job description for the Office Administrator.
- 8) A preventive maintenance program should be initiated to maintain equipment rather than react to equipment when it breaks down. Jim's thought is that a routine preventive maintenance program will save the Congregation dollars.

As of March 25, Wednesday meeting, it was understood that 134 households had pledged for FY 2009-2010. At the meeting, there was a good feeling that the goal of reaching the 2009-2010 pledge income (needed for the FY2010 FUUSE budget) by the April 8<sup>th</sup> meeting would be met.

Other notes:

Currently the FY 2009-2010 budget has \$1000 cleaning expenses and \$5000 set aside for hiring a Sexton for 10 hours/week.

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A discussion continued after Jim left regarding a question about an understanding of whether it was necessary to take the Pathways to Membership course to become a member at FUUSE. Currently, the Board has acknowledged that the course is a recommendation to become a member, rather than a requirement.

The definition of Member, and Friend, is a little vague. The Board agreed that a policy should be adopted in the by-laws to clarify what it means to be a FUUSE Member, and a FUUSE Friend, and a Visitor. Kendra mentioned that it is understood that if you want to become a Member at FUUSE, you need to sign the membership book.

The Board agreed that a policy should be adopted to acknowledge the steps that are necessary to become a Member, and to clarify what the other categories of Friend and Visitor mean.

The next Board meeting is scheduled for Wednesday, April 8<sup>th</sup>.

The meeting adjourned at 9:15 PM.

Respectfully submitted,

Bob Moore