

Minutes approved 11/7/2017

WUS Stewardship and Finance Committee Meeting 10-10-2017

In attendance: Don Landing, Steve Milt, Rev. Heather Janules, Judy Murray

Absent: Dave Kronberg, Steve Butterfield, Sue Kiewra

Notes filed by Judy Murray

Meeting began with chalice lighting and reading by Rev. Heather.

Informal check-in followed.

Topics:

WUS office procedures for financial activities:

No current formalized procedures and policies for Treasurer's role and paid staff role

Who are the stakeholders? SteveB (treasurer), Alison (staff), SiouxB (SC chair), SFC members

ACTION: Table this discussion for future meeting with SteveB in attendance

Financial monitoring:

One of SFC responsibilities is partnering with Treasurer and SC to monitor church finances throughout the year

ACTION: Request reports from SteveB for monthly SFC meeting: Balance Sheet, Budget vs. Actuals YTD. Added points for current vs. past year.

Legacy giving:

Draft of gift acceptance policy is now under review by Standing Committee.

RevH is investigating holding a DEATH CAFE with spiritual and earthly topics on wills, burials, lotsa stuff

-- maybe legacy gift discussion is a component

How about another information session (like Mark Shepherd's talk)? On what?

Discussion needed by full SFC on next steps

ACTION: Once approved, request Alison to post on member section of website

Meeting minutes:

Agreed that minutes will be kept as shared multi-tabbed Google spreadsheet (one tab per meeting)

Link to spreadsheet: <https://docs.google.com/spreadsheets/d/1rv6R6BiSoFO3iKKxjt5Ev389P0Roxc54DX0NGHsPnK4/edit?usp=sharing>

Previous meeting minutes will be reviewed/approved at start of each meeting

Approved minutes will be PDF'd and sent to Alison to post in member section of website

ACTION: Add approval step to meeting agenda (SteveM/Don); forward approved minutes to office (Judy)

Tracking YAC money for youth service trips:

RevH indicated Sam Wilson and Hailey Wegner would appreciate assistance tracking fund raising and other money for service trips.

ACTION: Seek input from Treasurer and SC YAC liaison on ideas

Grocery gift cards gone missing from church office

RevH wanted SFC to be aware of the situation which will also be discussed at next SC meeting

ACTION: N/A

Tabled for future meetings (trying not to lose track):

Check-in with SteveB on transitions: his as new treasurer, how it's going with the new Sunday collector, our new church admin; any systems issues

Audit status: now that it's not a bylaw, SFC needs to review when/if/how/why/how big to do the next one, and then communicate recommendation to SC

Balance sheet: can we begin to include Trustees funds with perhaps quarterly updates?

Staffing analysis: not SFC's concern, but can we assist in any financial analysis?

Insurance review

Next meeting: Tuesday, November 7, 2017 at 7 pm, Winsor Room will be requested