

Eastridge Presbyterian Church
Board of Trustees Minutes

5:00 PM – Thursday, October 20, 2011 – Huxtable Lounge

Attendance:

Name	Present	Name	Present
Jeff Bassford	x	Richard Perry	x
Keith Thomson		Marge Reeve	x
Rick Koelsch	x	Nadine Wiley	x
Brad Devall	x	Steve Anderson	x
Bob Mitchell		Dave Marx	
Peter Frazier-Koontz	x		
Sue Coller	x		

To Do List:

- Jeff will check with office staff on plaque for recognizing donor of Narthex stained glass window and about preferred wording.
- Marge will send a short note of thanks to Ratigan-Schottler.
- Second bid for pews agreed by trustees but no one identified to pursue bid.
- Peter agreed to obtain information about a loop antennae system that can be installed with flooring to improve hearing for those with hearing aids.
- Keith reported effort to approach Floors Inc. on kitchen epoxy floor repair and also ask company for a bid on sanctuary flooring.
- Jeff will visit with roofing contractor about leaks in the Welcome Center's roof.
- Trustees decided to initiate involvement of independent accounting firm to resolve variances between monthly bank reconciliations and financial statements. Steve will carry recommendation of Trustees to Session tonight. Also, trustees agree to the need to develop system for better accountability. Steve will get a estimate from Grafton and share with Trustees by email.

Calling of meeting to order – Brad called the meeting to order at 5 PM and led the Trustees in prayer.

Approval of Minutes. Nadine moved to approve the September, 2011 minutes. The motion was seconded by Jeff and was passed by voice vote.

Presentation, Review and Approval of the Monthly Expenditures and Monthly/Year-to-Date Annual Financial Status Report

- Steve shared the September 2011 financial summaries. We are doing well on timely payment of pledges but non-pledge receipts are lagging amount budgeted. Expenses are running lower than budgeted. Income is also running higher than budgeted due in part to income such as scrip deposits and phase II building campaign funds that are not part of the budget plan and will be removed before the end of year.
- Jeff moved and Rick seconded to approve report. The motion was passed by voice vote.

Committee and Liaison Reports

A. Session Liaison–

- Steve reported that hiring of business manager is likely in near future. Session personnel representatives are meeting with preferred candidate and expecting to have an announcement soon.
- Steve reported that air conditioning planning expenditures was approved by session. No knowledge of how the planning is proceeding.
- Steve introduced Sue Coller as our interim pastor starting in mid-October.

B. Trustee Inside Committee --

1. Narthex Stained Glass Window project.
 - Nadine reported that window is finished.
 - Brad asked if we need a plaque to recognize the donor. Jeff will check with Michelle as to preferred wording.
2. Pew project
 - Jeff agreed to get flooring bids for project on both carpet and one recommended alternative from flooring company.
 - Trustees asked if Marge would send a short note of thanks to Ratigan-Schottler.
 - Brad asked about the need for second bid for pews. Trustees agreed.
 - Peter shared information about a loop antennae system that can be installed with flooring to improve hearing for those with hearing aids. Peter agreed to get additional information
 - Keith reported effort to approach Floors Inc. on kitchen epoxy floor repair and also ask company for a bid on sanctuary flooring.
3. Water leaks & ceiling repairs
 - Brad shared that leaks continue to be a problem in east stairwell during last rain.
 - Jeff reported that we continue to have a leak in the welcome center. He has a lead on a contractor that specializes on roofs similar to our own. Jeff observed during this last rain that a separation in the rubber coating at a rough joint may be the cause. Jeff will pursue contractor for advice.
4. Air Conditioning issues – Education wing & Sanctuary:
 - Session has approved planning money for professional advice to Facilities committee on air conditioning and renovation. No information was available on progress. Additional information on this agreement can be found in September minutes.
5. Kitchen floor bubbling
 - Keith reported that one bid has been received and request for second bid was not successful.
6. Moving the fountain in the Narthex.
 - Keith has moved fountain.
 - Jeff reported that fountain was being winterized by staff.

C. Trustee Outside Committee --

1. Playground

- Jeff reported that preparations were underway and that work day was being delayed one week. Volunteers will be needed for installation.

2. Lawn Care. – No concerns were observed with lawn care over the summer.

3. Draining of sprinklers. Susan Taylor believes that Michelle has made arrangements. Jeff checked on progress and reported that Judson has been approached about winterizing sprinklers.

D. Facilities Task Force Liaison

- No report

E. Nominating Committee Liaison

- Nadine reported group has not met. All positions are filled.

F. Budget & Stewardship Liaison (Sharon Tubach, Steve Anderson, Dave Marx):

- Steve reported that Stewardship campaign has started with Stewardship Sunday set for November 13.

- Steve shared Independent Accountant's Report. Problems identified were the same as observed in the previous year. Some notable discussion topics included:

- ✓ Reconciliation of variances between monthly bank reconciliations and financial statements - \$36,615 as of December 31, 2010.
- ✓ Independent review and approval of bank reconciliations for all bank accounts.
- ✓ Utilizing one bank account for all deposits and use general ledger net asset accounting to account multiple individual funds.
- ✓ Tracking of all Church bank accounts and operations (i.e. Food Pantry and Youth SCRIP accounts) as part of monthly financial statements.
- ✓ Elimination of fun accounting.
- ✓ Trustees decided to initiate involvement of independent accounting firm to resolve variances between monthly bank reconciliations and financial statements. Steve will carry recommendation of Trustees to Session tonight. Also, trustees agree to the need to develop system for better accountability. Steve will get a estimate from Grafton and share with Trustees by email.

G. Travel expenditure. Two staff requests for travel reimbursement were discussed where travel to meetings was more expensive than travel by plane. Personnel policy is being reviewed by personnel committee.

Other Business

- No additional business

Adjournment

The next Board of Trustees meeting is scheduled for Thursday, November 17, 2011 at 5 pm. Jeff moved and motion was seconded. The October meeting adjourned at 6:20 PM

Submitted by Rick Koelsch, Secretary