

**Eastridge Presbyterian Church**  
**Board of Trustees Minutes**

5:00 PM – Thursday, November 17, 2011 – Huxtable Lounge

**Attendance:**

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

**To Do List:**

- Marge will pursue an Illinois company for second bid on pews.
- Jeff is pursuing contact in Omaha for bid on roof repairs.
- Sue will set up joint Trustees and Session meeting after January 1 to discuss proposal for renovation of sanctuary.
- Keith has met with contractor who will provide second bid on kitchen floor and will share this bid at December meeting.
- Brenda will pursue second quote for office furniture and share two quotes and her recommendations with Trustees by email.
- Brenda was given permission to select the consulting service and commit up to \$2500 for purpose of recommending changes to our accounting system to be implemented in 2012. Brenda will report progress at December Trustee meeting..

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

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

Brad introduced Brenda Davis as our new Office Manager.

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

- Brenda shared the October financial report. Currently, receipts are about 79% of annual budgeted income and 76% of annual budgeted expenses.
- Several concerns were shared with our current accounting system including:
  - ✓ Poor past practices have resulted in multiple receipts and expenditures not being recorded in our accounting package. At this time, there does not appear to be any improper use of church funds.
  - ✓ Concern about large deposits of receipts into equity accounts that are not part of our standard accounting report. Financial receipts and expenditures for Food Pantry and Youth Script program are examples of programs operating outside of the review of Trustees.

- ✓ Multiple memorial accounts tied to individual gifts are creating a significant challenge for accounting and management. Jeff suggested that we consider tracking memorial donations by purpose as opposed to individual donor.
- ✓ Multiple checking accounts are used for managing deposits and expenditures.
- Jeff moved to approve the financial report and Rick seconded. Trustees passed motion by voice vote.

## **Committee and Liaison Reports**

### **A. Session Liaison–**

- It was shared that Brenda is working with representatives from Westminster Presbyterian Church to gain an understanding of our accounting problems and direction for future. Forensic copies of records were made at the time of termination of previous office manager as a means of limiting risk of inappropriate fund use. Member of church is assisting Brenda in monthly reconciliation of accounts.

### **B. Trustee Inside Committee --**

#### **1. Pew project**

- A. Marge will pursue Illinois company for second bid on pews.

#### **2. Water leaks & ceiling repairs**

- Jeff reported that leaks are still present. He is pursuing contact in Omaha for bid on roof repairs.

#### **3. Air Conditioning issues – Education wing & Sanctuary:**

- Jeff reported that discussions are on hold for air conditioning system. Sue reported that estimate has been completed for renovations to Education Wing for two options, air conditioning repairs only and complete renovation of education wing. It will be presented to Session tonight. Session and Trustee meeting is proposed after January 1 to discuss proposal and determine next steps.

#### **4. Kitchen floor bubbling**

- Keith has met with contractor who will provide second bid on kitchen floor and will share this bid at December meeting.

#### **5. Other**

- Lehman has provided estimate for testing of heating system. Rick moved Jeff seconded to have the proposed work completed at a cost of \$500 to \$700. Trustees approved by voice vote.
- Brenda presented a proposal for new desk and chair for accounting position. Current desk does not accommodate keyboard and creates multiple height workspace. Jeff moved we approve proposal. The motion was not seconded. Trustees requested a second estimate and for both estimates to be shared by email. It is anticipated that trustees' approval will occur by email.

### **C. Trustee Outside Committee --**

- 1. No update

### **D. Facilities Task Force Liaison**

- No report

E. Nominating Committee Liaison

- No report

F. Budget & Stewardship Liaison

- Michelle Bassford is entering all of new pledges for annual stewardship drive and is reporting results to Steve Anderson. Early indications are that 2012 pledge will remain equal or above 2011 pledges.

**Other Business**

A. Report from Grafton.

- The Independent Accounts report from Grafton and Associates was discussed at different points in the meeting relative to challenges of church for maintaining adequate financial records.
- Jeff moved Rick seconded to approve the report. Trustees approved the report by voice vote.

B. Proposed new contract with Grafton

- Brenda suggest that we use funds differently that the Grafton proposal. Suggest we invest resources in looking forward – recommendations for design of accounting systems to be implemented for 2012. Considerable discussion followed with general consensus on 1) need for redesign of our accounting systems to reduce complexity, reduce number of independent accounts, and reduce number of church accounts that fall outside of our current accounting package.
- Rick proposed \$2500 for contracting for services to recommend better tracking procedures of income and expenses of the church. Jeff seconded. Grafton would be considered because of past working knowledge of our system. Other independent consultants would be considered based upon their experience with church accounting systems and familiarity with our accounting package. Brenda would be given permission to select the consulting service. The motion passed by voice vote. Jeff will serve as a point of contact.

**Long standing concerns (pending funding, etc):**

- A. Carpet for Sanctuary. Jeff will be setting up appointments for 3 bids for flooring

**Adjournment**

The next Board of Trustees meeting is scheduled for Thursday, December 15, 2011 at 5 pm.  
The November meeting adjourned at 6:05 PM

Submitted by Rick Koelsch, Secretary

Note: Add Brenda Davis <bdavis@eastridge.org> to Wiggin