

**Meeting Notes**  
**Finance and Administration Standing Committee of MMSUCC**  
**20 August 2013**

Attendees:

Rev. Dr. Davida Crabtree, Acting Conference Minister  
Dannie Burk, Finance/Administration Committee Co-Chairman  
Rev. Ken Ulmer, Conference Treasurer and Finance/Administration Committee Co-Chairman  
Wes Hurt Conference Council Moderator and Finance/Administration member  
Les Kemp, Finance/Administration member

Attendee by phone

Rev. Andy Mockridge Finance/Administration member

The meeting began at 2:10 PM in the Conference Office conference room.

Rev Davida Crabtree gave the opening prayer.

The Committee addressed the following agenda items in the following order during the meeting:

**Agenda Item 2.** Written notes of the 3 April Committee meeting were accepted.

**Agenda Item 3. Review of Financials.** Rev Ken Ulmer presented the June financial report including the MTD and YTD summary sheet. The expected deficit from the approved budget for June was \$30K but the actual June deficit is \$17K, continuing the lower deficit trend, when compared to 2012 and 2011. The year-to-date figures reflect a conference deficit of \$90K while Mo-Val has income of \$59K in excess of expenditures and a Shannondale surplus of \$14K. In addition to good management, a portion of the positive camp balances are due to June food bills not yet paid for Mo-Val and an extra \$7K from the Shannondale timber harvest.

Ken provided explanations for several rows in the Conference Balance Sheet Analysis and the Conf. General Operating Budget-2013 Detail sheets:

- Row 20, Unrestricted Funds (\$198K), consists of available funds (\$60K) and assigned funds, not available to spend (\$138K). The naming of this account will be changed to Unrestricted and Restricted to delineate for the reader how many funds are available for cash flow support.
- Row 130, Sabbatical Payable-Marc Wessels goes back into the general fund (\$3.8K).
- Row 145, a \$10 difference is being resolved with Lorraine Brooks.
- Row 164, MVO-Western Hills Support is incorrectly posted.
- Row 213, MVO-Food Costs, just \$6500 spent vs \$45K budgeted. The July report will likely have 45 days of food costs.

- Rows 274 and 312, SCC Food Service Fees (income) and Food Costs (expense) appear low. Ken to confer with Jeff Fulk.

Ken also provided a narrative of the year's unanticipated and additional expenses:

- Acting Conference Minister - \$43,800, including Jeff Whitman's sabbatical (\$7K)
- Death benefit for Marc Wessels family - \$9,088, to be paid in the next check cycle
- Conference legal fees - \$13,000 exceeds the \$7500 budgeted. This does include carbon credit legal fees. Ken will contact Mike McKee, Conference Attorney, to arrange paying legal fees over a 4-5 month period.
- Additional duties for Renee Cordes as a result of Julie Simmons resignation resulted in a \$4K salary increase.
- A \$1,000 merit award was given to Renee Cordes.
- Cost of Living 2% lump sum payments were made to Jeff Fulk, Jeremy Force and Dale Parson.
- An 18 hour per week staff position (Office Services Clerk) will be established in order to free Renee for new responsibilities.
- The negotiated salary for Jan Aerie, Minister of Strategic Innovation, is \$60,000.

**Agenda Item 6. a. Bank Account Authorized Signatures.** It was agreed by consensus to add Wes Hurt as an authorized Conference check signer until a replacement CM is available

**Agenda Item 6. b. Gift Acceptance Policy.** The policy document has been edited by Mike McKee, Conference Attorney. Appendix (I), *Model Standards of Practice for the Charitable Gift Planner*, was questioned as to its currency (April 1999). A web search during the meeting showed this to be the latest version. Ken will verify this. In paragraphs 10 and 11 of the policy, the term 'trustee' is used. Ken will consult with Mike McKee on the significance of the Conference not being a 'trustee' for charitable remainder and charitable lead trusts.

**Agenda Item 6. c. MMSC Investment Policy.** It was noted the footer date needs to be changed to the current date rather than March 26, 2012. The change will be made and Ken will send the updated policies to Conference Council members prior to the 24 August meeting.

**Agenda Item 5. a. Income Distribution from Carbon Credits and Greater True Vine Miracle Temple of Jesus Christ.**

- Two separate documents will be used to define proposed distribution of income from these two sources.
- A discussion of control of the income was held. A concern raised is that special uses will arise that would siphon off this income during future CAGs. A possible solution is to modify the MMSC Reserve Fund Policy to require two or more readings at two or more CAGs to prevent a precipitous change in how the funds are disbursed.

- It was felt Ken Ulmer's suggestion of 10% for National OCWM sets a desirable precedent for Conference churches.
- Ken will revise the strawman distribution documents to reflect discussion.

**Agenda Item 5. b. Disposition/Use of Moneys from Conference Multi-Year Fund Accounts.** Minor verbiage changes to paragraphs 1 and 3 of the document were agreed. 'Anonymity' changed to 'confidentiality' in para 1. Para 3 revised from "...will require approval at a MMSC Council meeting" to "... will require prior approval by the MMSC Council. A simple majority will be required at meetings." Additionally, a 'date-adopted' footer will be added to the document.

**Agenda Item 6. d. Review Policy for Introducing New Business at CAG.** Davida provided a document, *Rules of Procedure for the Annual Gathering*. Les Kemp provided an initial short summary comparing it with the recently adopted Policy for Introducing New Business at the Conference Annual Gathering. Les was asked to more fully review Davida's document and provide a recommendation at the next F&A meeting with the potentiality of adopting parts or the entire document at the October CC meeting.

**Agenda Item 3. d. Review Bank Charges at US Bank.** Banking fees last year were about \$2,500. In the hope of saving money and in light of an adopted GS resolution for Conferences and churches to use local banks, Ken asked for names of local banking facilities. Two credit unions and a local bank were offered. Ken will make inquiries and report findings.

**Agenda Item 6. f. Audit Procedures for Outdoor Ministry Program.** Currently there are no guidelines for audits or accounting processes prescribed for the Conference Outdoor Ministry program. Ken will check with other Conference camps to determine what procedures or protocols they have in place.

**Agenda Item 6. h. Listening Sessions with Top Contributing Churches.** Discussion centered on the perception these sessions nearly always end up as an opportunity for the Conference to ask for additional money. More discussion of this topic will occur at future meetings.

**Agenda Item 6. j. Completeness Review 2012.** Committee members were asked to forward names of church people who may have audit/bookkeeping expertise to help with the first Completeness Review. This will replace the hired audit, saving approximately \$12,000 annually. A full audit will be accomplished again in two or three years. Davida offered the opinion a newly selected Conference Minister may ask the Conference to have a baseline audit performed prior to assuming office to ensure there are no hidden financial problems to be dealt with upon assuming office.

### **Miscellaneous Items**

- The Church of the Open Door has a buyer for its building, but the property title is not clean. The title reverts to the Missionary Federation, which no longer exists. If the Conference were to indemnify the title, the Conference would need to

receive assets from the sale. Davida requested Ken and Dannie to accompany her to a meeting with the Church of the Open Door to work out a procedure to receive assets as well as potential liability.

- Davida provided committee members a document she drafted, entitled, *A Possible Distribution of Assets of a Local Church at the Conclusion of its Ministry*.
- Davida stated she could/would obtain personnel policies from other Conferences. (Agenda item 5. d.)
- Davida stated she is working on a Conflict of Interest policy paper.

The next F&A meeting is scheduled for 24 September, at 1:00PM in the Conference Office conference room.

The meeting closed at 4:40PM with the Lord's Prayer.

Les Kemp  
Note taker