

## **FCC Board Meeting Agenda February 12, 2024**

We, the congregation of First Christian Church (Disciples of Christ), find purpose in our life together as we worship, love, and serve God. Our mission is to be a faithful, growing church that demonstrates true community, deep Christian spirituality, and a passion for justice. We are an Open and Affirming congregation, rooted in Jesus' great commandment to love our neighbors as we do ourselves. We welcome all into the full life and ministry of our church, regardless of sexual orientation, gender identity, race, marital status, physical ability, mental ability, economic status, or faith background.

- 1. Call to Order**
- 2. Opening Prayer**
- 3. Receiving Minutes**
  - a. January 20 Board Retreat notes
  - b. January 28 Annual Congregational Meeting minutes
- 4. Pastor's Report**
- 5. Finance Report**
- 6. Old Business**
  - a. Review/Affirm Board Intentions document created during the January retreat
  - b. Insurance Update
- 7. New Business**
  - a. Update to financial policies - discussion and vote
  - b. FCC Operations Manual
- 8. Board Report Highlights (~2 minutes)**
- 9. Next Steps...**
- 10. Tending to Community Needs** (concerns & celebrations in the Congregation)
- 11. Closing Prayer**
- 12. Adjournment**

### **Next Meeting:**

Monday, March 11, 2024, 6:30 p.m. on Zoom

## Minutes from Board Meeting, February 12, 2024

**In Attendance:** Gayle Dee, Graham Kislingbury, Charlotte Houser, Judy Ross, Kris McLaughlin, Dick Busic, Edie Koenig, BB Bartholomew, Stacey Bartholomew, Mike Mayers, Evan Anable, Paula Moore, Sue Stein, Kathwren Hayes, DeeDee Blais, Chris Norman, Nadine Wood, Allison Ruari, Cam Shuck, Ellen Carlson

**Voting members not in Attendance:** Judy Lindley, Linda Lawrence

### Motions approved February 12, 2024

Motion to approve two new members to personnel committee.

Motion to approve new financial policies.

### 1. Welcome, Opening Prayer and Agenda Additions

Gayle Dee welcomed everyone at 6:31PM on Zoom and lit the Christ candle.

DeeDee Blais offered an opening prayer asking for guidance as we move through the meeting agenda.

Under New Business two agenda items were added:

Approval of two new members on Personnel Committee

Report from Evan Staton regarding our First Aid Station

### Motions approved February 12, 2024

#### 1. Minutes

The January 20<sup>th</sup> Board Retreat notes were received as corrected.

The January 28<sup>th</sup> Annual Congregational Meeting minutes were received as written.

#### 2. Pastors' Report

Highlights: Allison reported that our new church management system, SHELBY, should be installed and successfully running, hopefully, by Easter. Those staff and volunteer members who will be using the software program will be trained by that time. This software will allow us to work more effectively on our website, directory, and volunteer management.

Both Allison and Jared have been able to visit more of the church community during the last month.

Scriptures have been chosen through Pentecost. Pastors will begin thinking about summer programming in the next few weeks.

Lenten themes have been chosen. Ash Wednesday service is February 14<sup>th</sup>.

March 17<sup>th</sup> will be another Taize' service and March 28<sup>th</sup> will be a Maundy Thursday/Good Friday service.

The Pastors are exploring/working on more ways that people in the church can get to know each other better in addition to Sunday services. This is especially a focus because we have many new members/families in the church community.

The two Pastoral Relation Committees met for the first time in January and will continue to meet monthly. Each committee will operate independent of the other.

Gail said that she is impressed with the long-range planning that our pastors are doing.

### **3. Finance Report**

Cam reported that January was financially a good month for the church. The offering was up and we had a surplus for the month. Our mission giving is not much, but we are only into February. There was a report on our investments with the foundation for the fourth quarter earnings and it was a very good quarter. The value in income of our investments was over \$27,000 for the quarter. We received over \$10,000 from the Living Memorial Fund.

Edie asked about the Tents and Tarp fund and the Helping Children and Families Fund. There is still \$1200 in the Helping Children and Families account but nothing in the Tents and Tarps account. It was decided to include those accounts in the Emergency/Star Fish Fund.

Paula said the Mission Grant Fund gave \$2,000 to the church's emergency fund.

Charlotte said that in the past the Helping Children and Families fund was used at the discretion of the Pastors when they saw a need.

Charlotte asked about the Book Fund which is now in a negative status in the budget. Cam suggested that the money needed for books come from the Unbudgeted reserve account which is partly funded by the Living Memorial account.

Allison suggested that the money needed for books come from the Designated Pastoral Fund and said that it could easily be worked out.

Kris suggested that we create and make available a process as to how books needed for church activities/groups can be obtained.

### **4. Old Business**

Gayle presented a draft for the 2024 FCC Albany Board Intentions that was gleaned from the suggestions that the Board gave at the retreat.

There was consensus to accept the Board Intentions as our guiding principles for the Board.

Allison reported that changes to our church insurance policy are still in process. She will present those changes as soon as possible which will point out the differences between our present policy and proposed policy. She has put it on the calendar to review our insurance policy every three years.

## 5. New Business

Paula moved and Evan seconded to approve Clay Baxley and Laura Isaac as two new members in the Personnel Committee. The motion passed unanimously.

Update to financial policies:

1. Check signers will include the Treasurer, one Trustee, two Co-chairs and one Staff person, either Office Manager or Head of Staff.
2. Check signers will have a background/credit check.
3. Annual review of check signers and updating will take place as needed.
4. A biennial review of internal processes and a recommendation of best practice updates will take place.
5. Moving from one signature to two signatures on checks and having all checks printed onsite will take place.

Cam noted that the present co-signers of record for the church finances have not been active members for several years.

Evan moved and Kris seconded to approve the updates to the financial policies. The motion passed unanimously.

### Operations Manual

Allison reported that Elysse will begin compiling policies and procedures that need to go into an operations manual.

Graham suggested that the manual be done digitally initially before creating hard copies since the trend has been moving away from “binders” to storing/retrieving information in digital form.

Allison reported that Drop Box, previously used to store church information, is no longer being used by the church.

Kris commented that an operations manual will help us go from the status quo of information everywhere to having it in one accessible place.

Evan reported concerns for First Aid supplies not being up-to-date, lacking numerous items required for dealing with injuries. At one time there was a team that regularly checked and replenished supplies.

Kris reported that the last time supplies were replaced was in 2005.

Evan volunteered to replace and replenish supplies and recommended a team to regularly review supplies on hand. Allison sent a Program Cabinet form for Evan to complete, requesting such a team be created.

Graham reported that on Thursday he and Elysse are going to go through the first aid supplies.

## **6. Board Report Highlights**

Nadine reported that Laundry Love dates for our congregation to provide service are in March, June and December.

Kris reported that trustees have been looking at rental fees and investments. They will be meeting with someone from the Church Foundation.

Dick reported that Care Support Group had a great meeting recently and looks forward to more meetings and adding members to the group.

## **7. Next Steps**

Continue to work on Operations Manual and that it be electronically stored and regularly updated

Evan will create a program cabinet proposal around how we deal with the first aid supplies and the AED (defibrillator)

## **8. Tending to Community Needs**

Edie would like people to know that she spoke recently with the Johnsons and they are doing well, hoping to reunite with their children in June.

Charlotte was very glad to see annual committee reports return. It had been a while since we have done them.

Paula reported that Anne Pelletier is having surgery.

Gary thanked everyone for continuing to support the Creating Housing project.

Graham thanked Charlotte for coordinating the luncheon after Deanna Peterson's memorial service.

Gayle asked for prayers for Angel and Meissia as they are looking for good housing and must be out of their present apartment soon.

Allison reported that Sandy Jenne is now living in Brookdale in Albany.

Charlotte is making bouquets from the flower arrangements at the recent service and taking them to people in our community.

Allison said that she is proud of how many people were serving/helping at Deanna service. It is a testament to how much people care about one another.

After a request from Allison, Kris and Nadine volunteered to do childcare during the service on Wednesday.

## **9. Closing Prayer - Gayle**

God of grace, God of love, God of light. We thank you for the blessing of your presence this evening.....

## **10. Adjournment**

Gayle adjourned the meeting at 7:30.

**11. Next Meeting**

March 11<sup>th</sup> on Zoom at 6:30PM

Ellen Carlson, Board Secretary

## Pastor's Report to Board

February 12th, 2024

### Administration

We are in the process of learning a new church management system. There is a learning curve and it is taking a bit longer to climb that learning curve than we might have liked, but the new system will expand our administrative capacities and make us more efficient once we are switched over.

SHELBY, our new church management system, will allow us to work more effectively on our directory, website, and volunteer management.

Perhaps most importantly, we are looking to revamp our financial policies and procedures to make the duties of our treasurer position more manageable. To that end, leadership will present some proposed changes to our financial policies.

### Programs and Faith Formation

Youth Group continues to meet thanks to Dominic's volunteer efforts as a Youth Sponsor.

A team of faithful and joyful volunteers is leading children's worship on Sunday.

We continue to host two faith formation options at 9AM on Sundays—an informal conversation called FaithTalks along with the more study-based Cornerstone Class, which is taught "by committee."

Affirming LGBTQ+ is looking to restructure its leadership.

We continue to advise our various ministries and study groups.

### Worship and Pastoral Care

We look forward to hosting a meaningful Ash Wednesday service this year on February 14th.

We're in the middle of planning the Lenten season and will soon turn our focus to Holy Week and Easter.

Pastor Jared continues to provide pastoral care to our shut-ins and members who are experiencing acute health situations, and has also been able to start making "just because" visits to build deeper relationships with congregants.



Financial highlights for February 2024			
	We finished 2023 with a budget surplus of \$5,74.63. Should that amount be tranfered to the Reserved Funds Contingency Fund, or left as a surplus?		
Pg. 1	Giving good for month.		
Pg. 2	Copier Lease is zero this month after being for two months in January. Technology Fees includes one time expenses. Telephone expense is small Comcast makeup charge & reimbursement from Pres Utilities again below last year. Budget surplus of \$2,373.30 for month.		
Pg. 3	Good sign that the Undesignated portion of Checking Account Balance is less.		
Pg. 4	Missions activity looks better, but is mainly due to World & Local Mission endowme (\$2000 to Community Meal,\$2000 to Emergency Fund & \$1000 to LBGTQ Ministri		
Pg. 5	Living Memorial funds from Foundation were allocated to as per Charitable Gift po to Reserved Funds accounts. (\$3,780.51 to Building Repair Fund, \$3,780.51 to World & Local Missions, \$1,008.14 to Christian Education, \$1,008.14 to Unbudgeted Items, & \$504.05 to Verne Catt McDowell)		
Pg. 7	Net Financial Change for month & YTD are down compared to last year. However, for this time period last year we only had one Interim Minister.		

		<b>Feb 24</b>	<b>Budget</b>	<b>Feb 23</b>	<b>YTD Feb 24</b>	<b>YTD Budget</b>	<b>YTD Feb 23</b>
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
	Regular Giving	27,115.59		26,317.14	62,696.40		54,069.88
	Building Use	1,045.00		770.00	1,875.00		1,650.00
	From Contingency Fund			0.00			0.00
	Needed Income	0.00	27,453.72	0.00	0.00	60,844.94	0.00
	<b>Total Budget Income</b>	<b>28,160.59</b>	<b>27,453.72</b>	<b>27,087.14</b>	<b>64,571.40</b>	<b>60,844.94</b>	<b>55,719.88</b>
<b>Expense</b>							
<b>Administration</b>							
<b>Personnel</b>							
<b>Co-Pastors</b>							
	Salary - A	3,033.33	3,033.33	0.00	6,066.66	6,066.66	0.00
	Salary - J	3,033.33	3,033.33	0.00	6,066.66	6,066.66	0.00
	Housing - A	1,666.67	1,666.67	0.00	3,333.34	3,333.34	0.00
	Housing - J	1,666.67	1,666.67	0.00	3,333.34	3,333.34	0.00
	Pension - A	700.00	700.00	0.00	1,400.00	1,400.00	0.00
	Pension - J	700.00	700.00	0.00	1,400.00	1,400.00	0.00
	Soc. Sec. Offset - A	375.00	375.00	0.00	750.00	750.00	0.00
	Soc. Sec. Offset - J	375.00	375.00	0.00	750.00	750.00	0.00
	TDRA - A	600.00	300.00	0.00	600.00	600.00	0.00
	TDRA - J	600.00	300.00	0.00	600.00	600.00	0.00
	Health Ins - A	283.33	283.33	0.00	566.66	566.66	0.00
	Health Ins - J	283.33	283.33	0.00	566.66	566.66	0.00
	Books & Jrnl - A	0.00	25.00	0.00	0.00	50.00	0.00
	Books & Jrnl - J	0.00	25.00	0.00	0.00	50.00	0.00
	Cont. Educ. - A	0.00	25.00	0.00	0.00	50.00	0.00
	Cont. Educ. - J	0.00	25.00	0.00	0.00	50.00	0.00
	Assemblies - A	0.00	41.67	0.00	0.00	83.34	0.00
	Assemblies - J	0.00	41.67	0.00	0.00	83.34	0.00
	Prof Expense - A	23.00	62.50	0.00	23.00	125.00	0.00
	Prof Expense - J	0.00	62.50	0.00	0.00	125.00	0.00
	Search/Moving Exp	0.00	0.00	0.00	280.00	0.00	1,402.06
	<b>Total Co-Pastors</b>	<b>13,339.66</b>	<b>13,025.00</b>	<b>0.00</b>	<b>25,736.32</b>	<b>26,050.00</b>	<b>1,402.06</b>
<b>Interim Pastor</b>							
	Salary	0.00	0.00	5,002.08	0.00	0.00	10,004.16
	Housing	0.00	0.00	1,000.00	0.00	0.00	2,000.00
	TDRA	0.00	0.00	750.00	0.00	0.00	1,500.00
	<b>Total Interim Pastor</b>	<b>0.00</b>	<b>0.00</b>	<b>6,752.08</b>	<b>0.00</b>	<b>0.00</b>	<b>13,504.16</b>
<b>Office Administrator</b>							
	Salary	4,429.83	4,429.83	4,366.56	8,591.71	8,859.66	8,733.12
	Health Insurance	400.00	400.00	415.00	815.00	800.00	830.00
	Pension	100.00	100.00	100.00	200.00	200.00	200.00
	<b>Total Office Administrator</b>	<b>4,929.83</b>	<b>4,929.83</b>	<b>4,881.56</b>	<b>9,606.71</b>	<b>9,859.66</b>	<b>9,763.12</b>
<b>Music Director</b>							
	Music Director	0.00	500.00	0.00	0.00	1,000.00	0.00
	Musician	1,058.84	1,058.83	1,028.04	2,086.88	2,117.66	2,056.08
	Custodian	1,118.24	960.92	1,109.82	2,026.66	1,921.84	1,983.96
	Sound System Operator	108.71	291.67	205.77	330.01	583.34	430.96
	Youth Coordinator	0.00	333.33	1,200.00	187.50	666.66	1,200.00
	Nursery Care	210.00	333.33	0.00	468.75	666.66	0.00
	Substitute Musician	0.00	62.50	100.00	0.00	125.00	200.00
	Accident Insurance	0.00	66.67	0.00	0.00	133.34	0.00

	<b>Unemployment Expense</b>	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Payroll Tax Expense</b>	516.98	550.00	611.05	1,020.84	1,100.00	1,095.52
	<b>Total Personnel</b>	21,282.26	22,112.08	15,888.32	41,463.67	44,224.16	31,635.86
	<b>Travel</b>						
	<b>Auto Allowance Staff</b>	0.00	62.50	0.00	0.00	125.00	0.00
	<b>General Assembly</b>	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total Travel</b>	0.00	62.50	0.00	0.00	125.00	0.00
	<b>Office Expenses</b>						
	<b>Copier Lease &amp; Equipment</b>	0.00	291.67	281.21	555.57	583.34	569.15
	<b>Givelify Expense</b>	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Miscellaneous Administrative</b>	50.00	41.67	247.12	50.00	83.34	247.12
	<b>Office Supplies</b>	119.35	208.33	45.24	372.98	416.66	385.23
	<b>Postage</b>	0.00	62.50	0.00	0.00	125.00	0.00
	<b>Technology Equip. &amp; Supplies</b>	0.00	20.83	0.00	0.00	41.66	0.00
	<b>Technology Fees &amp; Software</b>	701.14	208.33	442.98	2,610.63	416.66	740.45
	<b>Telephone</b>	-6.43	312.50	361.61	715.55	625.00	723.21
	<b>Total Office Expenses</b>	864.06	1,145.83	1,378.16	4,304.73	2,291.66	2,665.16
	<b>Property</b>						
	<b>Building Maintenance</b>	305.64	666.67	492.69	1,784.98	1,333.34	1,951.93
	<b>Elevator Maintenance</b>	264.86	270.83	252.37	529.72	541.66	504.74
	<b>Garbage</b>	168.44	166.67	166.79	335.23	333.34	321.10
	<b>Insurance</b>	0.00	0.00	0.00	5,938.75	5,937.50	5,398.75
	<b>Janitorial Supplies</b>	55.43	83.33	75.97	148.59	166.66	375.96
	<b>Utilities</b>	2,153.16	1,583.33	2,453.66	4,379.35	3,166.66	4,925.26
	<b>Total Property</b>	2,947.53	2,770.83	3,441.48	13,116.62	11,479.16	13,477.74
	<b>Total Administration</b>	25,093.85	26,091.24	20,707.96	58,885.02	58,119.98	47,778.76
	<b>Education (Funded by Reserved Accounts)</b>						
	<b>Children's Resources</b>	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Nursery Resources</b>	0.00	25.00	0.00	0.00	50.00	0.00
	<b>Youth Resources</b>	35.42	37.50	0.00	105.84	75.00	0.00
	<b>Adult Education Resources</b>	0.00	20.83	0.00	0.00	41.66	0.00
	<b>Camp/Conf. Scholarships</b>	0.00	208.33	0.00	0.00	416.66	0.00
	<b>Total Education</b>	35.42	291.66	0.00	105.84	583.32	0.00
	<b>Worship</b>						
	<b>Music &amp; Musicians</b>	0.00	33.33	0.00	0.00	66.66	0.00
	<b>Worship Resrc(Includes Greens)</b>	40.26	83.33	89.86	64.96	166.66	201.20
	<b>Total Worship</b>	40.26	116.66	89.86	64.96	233.32	201.20
	<b>Congregational Life</b>						
	<b>Congregational Activities</b>	2.26	250.00	78.94	-17.35	500.00	127.38
	<b>Public Relations</b>	40.50	83.33	40.50	72.90	166.66	72.90
	<b>Pastor's Ministry Fund</b>	0.00	33.33	0.00	0.00	66.66	0.00
	<b>Reiki Ministry</b>	0.00	4.17	0.00	0.00	8.34	0.00
	<b>Stewardship Campaign</b>	0.00	8.33	0.00	0.00	16.66	0.00
	<b>Total Congregational Life</b>	42.76	379.16	119.44	55.55	758.32	200.28
	<b>Budgetted Outreach</b>						
	<b>Disciples Mission Fund(DMF)</b>	525.00	525.00	525.00	1,050.00	1,050.00	1,050.00
	<b>Ecumenical Ministries of Oregon</b>	50.00	50.00	50.00	100.00	100.00	100.00
	<b>Total Budgetted Outreach</b>	575.00	575.00	575.00	1,150.00	1,150.00	1,150.00
	<b>Total Expense</b>	25,787.29	27,453.72	21,492.26	60,261.37	60,844.94	49,330.24
	<b>Net Ordinary Income</b>	2,373.30	0.00	5,594.88	4,310.03	0.00	6,389.64

<b>Outreach/Missions</b>						
<b>Offerings</b>						
<b>Designated Mission Offerings</b>						
Christmas	0.00	0.00	0.00	0.00	0.00	
Easter	0.00	0.00	0.00	0.00	0.00	
Pentecost	0.00	0.00	0.00	0.00	0.00	
Reconciliation	0.00	0.00	0.00	0.00	0.00	
Thanksgiving	0.00	0.00	0.00	0.00	0.00	
Week of Compassion	813.36	2,785.42	814.61	2,885.42	2,885.42	
<b>Total Designated Mission Offerings</b>	<b>813.36</b>	<b>2,785.42</b>	<b>814.61</b>	<b>2,885.42</b>	<b>2,885.42</b>	
<b>Non-Budget Mission Income</b>						
Disciples Mission Fund	0.00	0.00	0.00	0.00	0.00	
Jackson St. Youth Shelter	0.00	0.00	0.00	0.00	0.00	
<b>Total Non-Budget Mission Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Offerings</b>	<b>813.36</b>	<b>2,785.42</b>	<b>814.61</b>	<b>2,885.42</b>	<b>2,885.42</b>	
<b>Expenses</b>						
<b>Mission Special Goals</b>						
Christmas (DMF)	0.00	0.00	0.00	0.00	0.00	
Easter	0.00	0.00	0.00	0.00	0.00	
Pentecost	0.00	0.00	0.00	0.00	0.00	
Reconciliation	0.00	0.00	0.00	0.00	0.00	
Thanksgiving	0.00	0.00	0.00	0.00	0.00	
Week of Compassion	813.36	2,785.42	814.61	2,885.42	2,885.42	
<b>Total Mission Special Goals</b>	<b>813.36</b>	<b>2,785.42</b>	<b>814.61</b>	<b>2,885.42</b>	<b>2,885.42</b>	
<b>Mission Expense</b>						
Disciples Mission Fund	0.00	0.00	0.00	0.00	0.00	
Jackson St. Youth Shelter	0.00	0.00	0.00	0.00	0.00	
<b>Total Mission Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Expenses</b>	<b>813.36</b>	<b>2,785.42</b>	<b>814.61</b>	<b>2,885.42</b>	<b>2,885.42</b>	
<b>Total Outreach Missions</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Checking Account Balance</b>						
Undesignated Funds			-9,816.44	-18,318.00		
Reserved Funds			143,910.27	156,488.65		
<b>Balance</b>			<b><u>134,093.83</u></b>	<b><u>138,170.65</u></b>		

	Feb 2024		Year To Date 2024		Yr. Rec.
	Receipts	Expenses	Receipts	Expenses	2023
	<b>Outreach/Missions</b>				
<b>Designated Mission Offerings</b>					
Christmas	0.00	0.00	0.00	0.00	520.00
Easter	0.00	0.00	0.00	0.00	610.00
Pentecost	0.00	0.00	0.00	0.00	0.00
Reconciliation	0.00	0.00	0.00	0.00	2,010.00
Thanksgiving	0.00	0.00	0.00	0.00	341.60
Week of Compassion	813.36	-813.36	814.61	-814.61	3,831.72
<b>Total Designated Mission Offerings</b>	813.36	-813.36	814.61	-814.61	7,313.32
<b>Non-Budget Mission Income</b>					
Disciples Mission Fund	0.00	0.00	0.00	0.00	120.00
<b>Total Non-Budget Mission Income</b>	0.00	0.00	0.00	0.00	120.00
<b>Missions in Reserved Funds</b>					
Anti-Racism	0.00	0.00	0.00	0.00	75.00
Care Cupboard (Ooddles of Comfort)	80.00	-294.02	320.00	-509.49	5,195.00
Children & Youth	0.00	0.00	0.00	0.00	747.13
Christian Education	1,008.14	0.00	1,008.14	0.00	1,506.81
Community Meal	2,356.78	-825.76	2,940.09	-1,995.33	7,417.47
Health Care Oregon	0.00	0.00	0.00	0.00	270.00
Helping Children & Families Aid Fund	0.00	0.00	0.00	0.00	0.00
Jackson St. Youth Shelter	0.00	0.00	0.00	0.00	102.00
In & Out - Creating Housing Coalition	10.00	0.00	10.00	0.00	1,125.00
In & Out - FISH Youth	0.00	0.00	0.00	0.00	0.00
In & Out - Refugee and Immigration Ministries	0.00	0.00	0.00	0.00	0.00
Laundry Love	145.00	-40.00	320.00	-80.00	2,755.00
LGBTQ Ministries	1,000.00	0.00	1,000.00	0.00	0.00
Pre-Primary	40.00	0.00	40.00	0.00	3,875.00
Emergency Fund (Starfish)	2,110.00	-374.21	2,570.00	-787.83	5,727.00
Starfish II	0.00	0.00	0.00	0.00	2,000.00
Tents and Tarps	0.00	0.00	0.00	0.00	1,000.00
World & Local Missions	3,780.51	-5,000.00	3,780.51	-5,000.00	3,898.80
<b>Total Missions in Reserved Funds</b>	10,530.43	-6,533.99	11,988.74	-8,372.65	35,694.21
<b>Total Outreach/Missions</b>	11,343.79	-7,347.35	12,803.35	-9,187.26	43,127.53

		Feb 2024		Year To Date	
		Receipts	Expenses	Receipts	Expenses
<b>Special Funds</b>					
<b>Activity &amp; Balances</b>					
<b>Designated Funds in Foundation</b>					
	Desig - Children's Library Fund	457.17	0.00	457.17	0.00
	Desig - Children & Youth Fund	1,013.94	-449.66	1,013.94	-449.66
	Desig - Living Memorial Fund	22,733.83	-10,081.35	22,733.83	-10,081.35
	Desig - Pastor's Prof. Fund	2,447.54	0.00	2,447.54	0.00
	Desig - Property Endow. Fund	1,033.96	0.00	1,033.96	0.00
	<b>Total Designated Funds in Foundation</b>	<b>27,686.44</b>	<b>-10,531.01</b>	<b>27,686.44</b>	<b>-10,531.01</b>
<b>Reserved Funds Balance on Hand</b>					
	Anti-Racism	0.00	0.00	0.00	0.00
	Audit Fund	0.00	0.00	0.00	0.00
	Bequest	0.00	0.00	0.00	0.00
	Books	0.00	0.00	0.00	0.00
	Building Maintenance Fund	0.00	0.00	0.00	0.00
	Building Repair Fund	3,780.51	0.00	3,780.51	0.00
	Camp Registrations	0.00	0.00	0.00	0.00
	Care Cupboard (Oodles)	80.00	-294.02	320.00	-509.49
	Children & Youth	0.00	0.00	0.00	0.00
	Children's Library	0.00	0.00	449.66	0.00
	Christian Education Program	1,008.14	0.00	1,008.14	0.00
	Community Meal Fund	2,356.78	-825.76	2,940.09	-1,995.33
	Contingency Fund	0.00	0.00	0.00	0.00
	Day Camp (Adventure Week)	0.00	0.00	0.00	0.00
	Disciples on Wheels	0.00	0.00	0.00	0.00
	Emergency Fund (Starfish)	2,110.00	-374.21	2,570.00	-787.83
	Enlighten FCC	0.00	0.00	0.00	0.00
	Family Camp	0.00	0.00	0.00	0.00
	Health Care Oregon	0.00	0.00	0.00	0.00
	Helping Children & Families Aid Fund	0.00	0.00	0.00	0.00
	Jackson St. Youth Shelter	0.00	0.00	0.00	0.00
	Kingdom Fund	0.00	0.00	0.00	0.00
	Laundry Love	145.00	-40.00	320.00	-80.00
	LGBTQ Ministries	1,000.00	0.00	1,000.00	0.00
	Living Memorial	0.00	-10,081.35	10,081.35	-10,081.35
	Nursery Project	0.00	0.00	0.00	0.00
	Parish Nurse	0.00	0.00	0.00	0.00
	Prayer Shawl Ministry	0.00	0.00	0.00	0.00
	Pre-Primary	40.00	0.00	40.00	0.00
	Reiki Sponsorship	0.00	0.00	0.00	0.00
	Sanctuary Improvement	0.00	0.00	0.00	0.00
	Staff Gifts	0.00	-92.00	0.00	-721.60
	Starfish II	0.00	0.00	0.00	0.00
	Tents and Tarps	0.00	0.00	0.00	0.00
	Transportation Fund	0.00	0.00	0.00	0.00
	Unbudgeted Items	1,008.14	0.00	1,008.14	0.00
	Verne Catt McDowell	504.05	-504.05	504.05	-504.05
	World & Local Missions	3,780.51	-5,000.00	3,780.51	-5,000.00
	Youth Mission Trip	0.00	0.00	0.00	0.00
	<b>Total Reserved Funds Balance on Hand</b>	<b>15,813.13</b>	<b>-17,211.39</b>	<b>27,802.45</b>	<b>-19,679.65</b>
<b>In and Out</b>					



<b>Balance</b>		
5,674.28		
12,504.28		
280,369.94		
30,375.69		
12,833.97		
<b>341,758.16</b>		
1,933.97		
3,527.05		
11,558.69		
-636.53		
8,601.62		
22,428.09		
0.00		
4,303.78		
280.00		
312.27		
1,008.14		
4,222.21		
17,208.20		
255.40		
169.47		
8,688.89		
2,305.00		
270.37		
1,155.00		
1,256.74		
0.00		
47.39		
3,989.02		
1,000.00		
0.00		
47.10		
50.80		
96.02		
140.00		
414.99		
390.74		
154.21		
972.90		
0.00		
2,146.62		
3,086.80		
0.00		
4,297.19		
1,304.23		
<b>106,986.37</b>		





## **2024 FCC Albany Board Intentions**

We treat each other as children of God. Therefore...

We each engage in group conversation from a place of good intention and transparency. We assume the same on the part of others as we do this work together.

We practice active and generous listening. We listen first and honor everyone's ideas and beliefs as valid. We accept that everyone here can teach us.

When speaking, we use "I" statements and speak from our own experience. We speak concisely while consciously holding space for the speaking of others. We acknowledge the gifts and needs of all in the group.

We keep showing up by attending and participating with hope and faith that we will come to the best results possible.

We rely on our constitution and bylaws to guide us in doing the business of our church. We grant that these are living, changing documents and commit to keep them current.

We remember that our work is for the glory of God and the furthering of the mission of our church. We trust and know that there will be a blessing in the end.

The following financial policies are recommended to the board for adoption:

1. The authorization of the following roles to become check signers (in addition to the treasurer):
  - One Trustee
  - Two Co-chairs
  - One Staff person (either office manager or head of staff)
2. Requiring check signers to have a background/credit check
3. An annual review of check signers and updating as needed
4. A biennial review of internal processes and a recommendation of best practice updates (either through audit/independent financial review or an active finance committee)
5. An update to our check signing policy, moving from one signature to two signatures and have all checks be printed onsite.

Background: In the process of switching financial management systems, it was discovered that our authorized signers have not been updated in several years. Of the three names on the church's account, two are deceased, making Cam the only authorized signer. Having more than one signer gives Cam flexibility to tend to other things in his life and can keep church business moving when he's away. Having two signatures on a check is a basic internal control for many non-profits, as is requesting a background check. Allison is unsure when the last time someone looked into financial best practices or reviewed who is authorized to sign checks. The roles named are folks who tend to be around during the week (staff; co-chairs for executive team meetings) or have legal obligations (trustees).

These policies were discussed with and recommended by the co-chairs (Graham Kislingbury and Gayle Dee), treasurer (Cam Shuck), assistant treasurers (Kerry McQuillin and Jen Rouse), and pastors (Jared and Allison Ruari).

# Board Report February 2024

## Executive Team

The Executive Team's progress and current focus includes:

- Setting agenda for February 12 board meeting
- Setting the agenda for and conducting the Annual Congregational meeting on January 28. Chose Dick Busic as 2023 Honored Member.
- Conducting the Board retreat for new and continuing board members on January 20
- Continuing to review cost and coverage options for insurance through the Insurance Board or Church Mutual
- Discussing the creation of a process and form for board, committee, and congregation members to submit proposals to the Board for new or changes in church policy.

-Gayle Dee

## Program Cabinet

When it meets Feb. 19 on Zoom, the Program Cabinet will review notes from the icy and freezing days of Monday, Jan. 15, and Tuesday, Jan. 16, when Albany FCC served as a warming center, at the request of the city of Albany.

The Executive Team gave the OK to the city's request on Thursday, Jan. 11, and within 24 we had eight volunteers signed up to staff four shifts between 8 a.m. and 5 p.m. for Monday. The same volunteers agreed to help again Tuesday when the city and Chance had no open downtown-area warming centers for that day.

We welcomed five unhoused guests Monday and 10 on Tuesday. We offered food, games, jigsaw puzzles and movies. When we closed each day, people were shuttled to an overnight shelter at Calvary Baptist Church, and on Tuesday morning people were shuttled back to First Christian. Nobody who sought shelter was left out in the cold.

The Program Cabinet on Feb. 19 will also consider three proposals it has received, the most recent related to the warming center experience:

- Make Albany First Christian Church an official Albany temporary warming/cooling center as needs arise. (*Proposal submitted by Graham Kislingbury, FCC Board co-chair and Program Cabinet chair*)
- Hosting Monica Myers Greenberg from the Christian Church Foundation (CCF) on Feb. 25 to give an introductory "seminar" on all that CCF does and offers. She would preach during the Feb. 25 worship service and offer a workshop afterward (*Proposal submitted by Co-Pastor Allison Ruari*)
- "I have a library of used books I am trying to slowly sell. My program idea is to have them set up in the church, or to simply use a space to store/display them so I can sell them online," *FCC attendee Logan Isaac* writes in his proposal. "Currently I have about 4,000 boxed books in storage, which doesn't allow me to sell them on Amazon while I find a bulk buyer. If I could unbox and store them at FCC, that might create a kind of boutique book store on Sundays, which could work on the honor system."

-Graham Kislingbury

## **Young Adult Group**

The Young Adult Group met on Tuesday, February 6 at the Isaac's house. We had 13 in attendance including kids and nursery attendants.

-Elysse Delgado

## **Covenant Group**

Covenant Group continues to meet, 2nd and 4th Tuesdays of each month. Current study is on Women of the New Testament.

-Chet Houser

## **Care Support Group**

Will give a verbal report.

-Dick Busic

## **Community Meal**

Many guests go through the meal line more than once. Total donations between the donation box at the meal and church members or other donations for January was \$ .

Charlotte Smith makes cakes for the first, second, and third Thursday of each month plus keeps the freezer full of cookies for those weeks we need extra. A big thank you for all her help.

Big Town Hero Sandwich Shop at 327 2nd Ave SW in Albany donates their leftover sandwich bread for the Community Meal. If you ever want to eat out or grab a sandwich, please give them your business as a thank you.

The Community Meal would not be a success without the donations from both church members and people who believe in the success of this outreach to others.

-Dulca Bailey

## **Care Cupboard**

-Alice Newbould

## **Affirming LGBTQ+**

I have been struggling for a while now with my mental and physical health; because of this I unfortunately feel I am not able to give the Affirming LGBTQ+ Team Chair position what it needs right now. I am willing to coach and guide the new chair and I would still be part of the committee I just need someone else to take the lead. I also feel it can revitalize the team as well. If you are interested please contact Jared or Allison or myself.

-Shanna Penny

## **Health Care Justice**

- Discussed HCAO's legislative priorities, which include additional funding for the Governing Board and strengthening a law that is designed to prevent corporations from making decisions about health care.
- Went over the Governor's appointees to the Governing Board. A very impressive slate of people who we are confident can do the job.

-Rick Staggenborg

## **Israel-Palestine Class**

- We are continuing to have a better turnout, averaging 6-8 people. Lots of discussion about how the history of Israel-Palestine has led up to the humanitarian disaster in Gaza other recent developments.
- Discussed the possibility of hosting a local Palestinian speaker to share their perspective.

-Rick Staggenborg

## **Anti-Racism/Pro-Reconciliation**

- No meeting last month. Should conclude our book study this month. We will then have a meeting about what actions we want to take from here
- We are encouraging folks to attend the weekly Gaza ceasefire rallies. Board members are also welcome to attend.

-Rick Staggenborg

## **Elders**

We have welcomed three new members as elders. They are Chet Houser, Rick Staggenborg, and Tony Wilson. We had a nice soup supper and meeting on January 22nd. Jared briefly went over best practices in visiting those church folks who can't be in church for one reason or another. I briefly shared the common procedures for Offertory and Communion when at the table during services. The gathering was time well spent.

-DeeDee Blais

## **Personnel**

The committee met in January and reviewed upcoming changes in personnel. Dominic Lathos will continue as a volunteer for Children's Worship and also with the Youth Group. Money is still in the budget for a Children and Youth Coordinator if needed in the future. Rather than hiring a technology staff member, the responsibilities will be shared by a group of trained volunteers. Technology workers will hold a training work party on Feb. 17. The committee reviewed our goals and responsibilities and discussed how and when to acknowledge staff during the year. We are expecting two new members to be added to our committee before we meet next month. r.

-Paula Moore

## **Financial Secretaries**

Year-end church financial statements were handed or mailed out. If you have any questions concerning your statement, please contact one of the financial secretaries.

We are in the process of changing church financial software. Hopefully, with the new Shelby software, we will be able to offer online giving and automatic deposits. Stay tuned!

-Charlotte Houser

## **Prayer Shawl**

The Prayer Shawl Ministry continues to meet on the first and third Mondays in the Cornerstone Room from 10 AM until noon. We are a small but dedicated group of ladies who continue to knit, crochet, or sew prayer shawls to be distributed to those suffering illness or loss of family members. We also create shawls for graduating seniors if we are made aware of them. We recently welcomed a new member to our group and am glad to have Karen join us. We will be glad to welcome any others who have an interest in learning how to knit or crochet. We have plenty of yarn and supplies to get you started. Please consider dropping in some Monday and see what we have to offer.

-Jan Hagemeister

## **Preschool**

Preschool Enrollment 44 students

In January we had to close for three days due to the ice storm. We will make up one of those days on Presidents' Day.

We currently have a committee that is working on updating our Preschool bylaws.

The Preschool Board will be meeting on February 20th to discuss tuition fees and classes for the 2024-2025 school year.

-Beth Morse

## **Technology Team**

Nothing new to report.

-Gayle Dee