



Board of Trustees Meeting Minutes  
Tuesday, 16 January 2024  
via Zoom

**Approved**

**Attendees:**

Board of Trustees / BoT: Jean Polmateer, Arlene Joy Christiansen, Shelley Lish, Rev. Charles Perry, Dorothy Bosteder, Paul Roof, Sharon Wolf

Staff observing: Monica McDowell Elvig

Guests observing: Cathy Lane, Lisa Singer, Linda Hillesheim

**Meeting called to order:** 5:33 pm PST by Jean.

**Consent Agenda and Minutes:** Jean moved, Joy seconded, to approve Consent Agenda and BoT 2023 December Meeting Minutes – passed.

**Reports: Full reports with meeting attachments provided for review prior to board meeting**

Financial Review per Treasurer Dorothy:

- As of December, we have achieved the goal of ending the fiscal year in the black with YTD Net Income of \$20,584!!! This is thanks in large part to Love Offerings exceeding budget by \$22,088 in Q4, a combination of EOY gifts and a generous match of those gifts!
- YTD Income is lower than budgeted by \$23,422, comprised primarily of love offerings (\$6,106), education (\$9,697) and fundraising (\$5,673).
- YTD Rental income exceeds expectations by \$15,232, which partially offsets the lack of income identified in the budget as Grace/Potentiality (\$18,199).
- YTD Expense is lower than budgeted by \$56,927.
- YTD November vs YTD December numbers are: Gross Profit/Income \$266,930/\$305,697 Total Expenses: \$262,277/285,113 **Net Income: \$4,654/\$20,584**
- As of December, we had \$49,194 in Operating account (netting out accounts payable), \$30,615 in Capital funds and \$16,536 in Prudent Reserve.
- Operating and Prudent Reserve funds total \$65,730, almost three month's expense (\$22,837 in Dec), a significant improvement over recent months and close to the goal of three month's operating expenses in liquid accounts!
- In December, balances in the following funds were moved to the Operating Account and are no longer listed on the Balance Sheet: \$1,75242 Music Fund; \$1,458.69 New Minister (includes balance of \$2,000 gift not used for transitional salaries)

Dorothy and Monica work together to hire financial person to conduct the Annual Financial Review.

Rev Charles moved, Dorothy seconded: use Capital Expense funds to pay \$1500 emergency kitchen ceiling pipes bursting plumbing bill plus additional cost of repair, replace and / or remediation of the plumbing and insulation; also submit insurance claims pertaining to entire pipes bursting accident; if insurance monies are paid then reimburse the Capital Expense fund from the claim submission payment – passed.



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Ministry Operations Review:

Since employer matching funds (for non-religious purposes) not continue in 2024, Rev Charles said community shredding event still continue with the \$750 cost come from General Fund.

Committees:

Jean moved, Dorothy seconded: By-Law changes done by Governance Committee and reviewed by BoT then agreed upon, including the amended Section 4.02 to “. . . as specified per minister contract . . . “ be approved – passed.

Sacred Service Handbook review and discussion deferred to February BoT meeting.

New Items:

2024 Annual Meeting confirmed as hybrid plus Jean and Rev Charles work on different format and approach.

**Regular Board Meeting adjourned at 6:20 pm PST.**

**Closed Board Meeting started 6:21 pm PST.**

Decision from closed meeting:

Sharon, Nomination Committee BoT representative, presented Cathy Lane and Lisa Singer, the 2 candidates for the 2024 BoT open positions. BoT will forward both candidates at the 2024 February Annual Meeting.

Jean moved, Joy seconded, to approve Tony Serzo as Rev Charles’ UoB part-time employee Music Director, with start date of 26 January 2024 – passed.

**Closed Board Meeting adjourned at 7:04 pm PST.**

Next Board Meeting on Tuesday, 20 February 2024 at 5:30 pm PST.

Submitted by: *Arlene Joy Christiansen*  
Board Secretary