

# **Governing Board Meeting Minutes**

## **17 December 2015**

**When: Thursday, 17 December 2015**

**Time: 4:00 pm EDT**

**Where: Virtual via Adobe Connect**

**Present:** Rev. Dr. Nancy Wilson, Rev. Onetta Brooks, Sarah Jane Ramage, Kareem Murphy, Rev. Dr. Robert Griffin, Jack Hutter, Emily Gaylor-Abernathy, Rev. Clinton Crawshaw, Raquel Benítez-Rojas, Rev. Karen Thompson (newly appointed), Gail Rissler

Meeting was moderated by Moderator Wilson

### **Check In/Prayer:**

Welcome Karen Thompson

Special prayers for MNC and GBNC, Don Eastman, COE, Phil (Nancy's brother-in-law) Durrell

Led in prayer by Nancy

### **Consent Agenda:**

Minutes – Nov 19, 2015

Minutes – Dec 9, 2015 – Special Called Meeting

Financial Report (P&L, Balance October 2015)

Moderator's Workplan Report for December 2015

**Motion to accept the consent agenda items made by Onetta;**

**Motion seconded by Gail;**

**All GB members in attendance voted AYES – MOTION PASSED**

### **Financial Report:**

Gail reported that the Finance Committee finalized the 2016 Budget

Approval of January 2016 expenditures cap

Aged A/R write-off

Housing Allowance

Still having payouts

First payroll of January 2016 will be at payroll run rate

### **First Reading of 2016 Budget:**

One on one conversations with Governing Board members to ask questions will be scheduled in early January

End of January, Finance Committee will have final review of budget

Governing Board votes on budget at January meeting

See Power Point presentation for staffing review and funding source for staffing

Staffing down 43%

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Budget numbers -

- Significantly decreased assessment income

- Deferred major part of gift to 2016

- Net Operating Income in 2016 at zero

2016 Income Budget (See Power Point presentation) shows with and without General Conference 170K deferred from 2015 to 2016

Nancy said we will be submitting another Carpenter Grant application at end of January 2016

2016 Expenses -

- 60 % payroll to income ratio

- 63% if exclude General Conference income

- 55% if included

- Development includes salary, travel, data base, mail, etc.

- People include grant funded expenses

- Growth is in alignment with major gift received

- Healthy Congregation – OCLH staff and programming

- Operations and Administration – staff, supplies, insurance, fees, etc.

- Operating Reserve repayment – to recoup some of draw

- Will also have SLT workplans for January meeting

- Moderator Installation is not funded, cost will need to be raised

Budget will be reviewed by Finance Committee on 26 January

Will go to Governing Board on 28 January for approval

**Motion to approve funding of \$175K for January 2016 was made by Gail;**

**Motion seconded by Onetta;**

**All GB members in attendance voted AYES – MOTION PASSED.**

**Motion to approve A/R Write-off of \$109,660 (not forgiveness) was made by Gail;**

**Motion was seconded by Robert;**

**All GB members in attendance voted AYES – MOTION PASSED**

### **GB Motion for Housing Allowances for 2016**

GOVERNING BOARD MOTION: Motion to approve a housing allowance, pursuant to Section 107 of the U.S. Internal Revenue Code, for Rev. Darlene Garner, Rev. Nancy Wilson, Rev. Mona West, Rev. Kharma Amos, Rev. Tony Freeman, Rev. Lisa Heilig, Rev. Rachelle Brown in the following amounts for calendar year 2016.

Whereas, Section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from

gross income (in computing federal income taxes) a church-designated allowance paid to him or her as part of his or her compensation to the extent used for actual expenses in owning or renting a home; and

Whereas, the following list of personnel are compensated the by the Universal Fellowship of Metropolitan Community Churches exclusively for services as ministers of the gospel and the Universal Fellowship of Metropolitan Community Churches; and

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Whereas, the Universal Fellowship of Metropolitan Community Churches does not provide parsonages to the following ministers; therefore it is hereby

Resolved, that the total compensation paid in 2016 to the following ministers shall include housing allowances as indicated pursuant to section 107 of the Internal Revenue Code; and it is further

Resolved that the designation of the following housing allowances shall apply to the calendar year 2016 and all future years unless otherwise provided.

Rev. Darlene Garner \$24,000.00

Rev. Nancy Wilson \$30,000.00

Rev. Mona West \$40,000.00

Rev. Kharma Amos \$12,000.00

Rev. Tony Freeman \$14,000.00

Rev. Lisa Heilig \$14,000.00

Rev. Rachelle Brown \$14,400.00

**Motion to accept the 2016 Housing Allowance was made by Kareem;**

**Motion was seconded by Robert;**

**All GB members in attendance voted AYES – MOTION PASSED**

### **Development:**

Emily reported that Giving Tuesday was not as successful as expected

Pay Pal is going away

\$1,200 was given

Sent list of clergy not in Moderator's Circle

Sent list of non-clergy to thank for giving

Two end of year emails sent reminding to give

Sent Christmas cards to Moderator's Circle members

Systems are improving

Will be able to see whose credit cards are expiring soon with data base

### **Audit Update:**

Raquel reported that there are no new updates at this time

Will have more updates at January meeting

### **Governance:**

See Power Point presentation for details

Onetta reported that as many translations as possible will be done

Ask to try to use less pages

Will post English first and then others as they become available

Will be doing lay delegates videos

**Motion to approve a Certificate of Appreciation for Service for Rev. Dr. Carol Trissell was made by Onetta;**

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**Motion was seconded by Robert**

**All GB members in attendance voted aye- MOTION PASSED.**

### **Strategic Plan:**

Presentation by Tony was postponed until next meeting

### **Wrap Up:**

Good meeting today

Finance team presented good info on the budget

Welcomed new board member – Karen Thompson

Nancy closed this portion of the meeting with prayer

**Closed Executive Session followed**