

## 2/22/18 Minutes -- Strategic Leadership Council

### St. John United Church of Christ, Bellevue KY

Meeting duration: 5:45 pm – 7:45 pm

Attending: Alan Imberg (acting President), Theo Baldwin, Pastor Keith Haithcock, David Hiser, Ginnie Kelley

Absent: Lonnie Fields, Steve Howes

#### Prayer and Preparation

Pastor Keith provided a meditation. All read the St. John Vision and Mission and the SLC Goals statement (from Charter documents):

**Strategic Leadership Council Goals...** *In the spirit of the above Vision and Mission statements and in order to transform St. John United Church of Christ into a vital, fully alive mission outpost - receptive to the Word of God, moved to action by the Holy Spirit and living the commission of our savior Jesus Christ - the **Strategic Leadership Council** (SLC) establishes the following agenda:*

#### Consensus Items Approved

- January 25, 2018 Minutes
- February 22, 2018 Agenda

#### Electronic Timesheet Proposal (Mitch Leigh)

- The current timesheet process is for hourly employees (two administrative staff) to complete a paper form, supervisor (Pastor) approves, then Treasurer receives timesheet to process payroll.
- Mitch presented a no-cost online solution to allow for remote time entry and supervisor approval, as well as online Treasurer access for processing.
- In case of Internet down time, the process would revert back to paper form temporarily.
- MOTION: David moves that we hold a trial of this online time entry system from the March 31 payroll through the June 30 payroll, and that we review the trial at the June SLC meeting. Ginnie second. Motion passes.

#### Pastor's Report

- Illumination Youth Group held their annual meeting on January 19, 2018. There were no representatives present from the three participating congregations, including St. John UCC, Bellevue.
- Amy Arnold has begun as the Kids Connection Coordinator and Teacher.
- Pastor will be on vacation from February 26 through March 5.
- UCC ONA Coalition SONKA Chapter funds update – Pastor Keith and Sue Jelinek have a plan to use these funds to hold an ONA banquet for the local ONA congregations and to promote joint gay pride events. Each congregation will be asked to secure their own booth at Cincinnati Pride. Theo and Dale are asked to oversee the St. John booth at Pride once again this summer. Pastor Keith will handle the preparation and printing of promotional materials. A team from another UCC congregation will handle efforts for a shared Pride march group. Registration and booth fees will be paid through the ONA chapter funds. Pastor Keith needs volunteers to assist with ONA banquet efforts, assistance with promotional materials and preparing T-shirts for Pride activities.
- Sally Sipperley, church member, will complete her Master's of Divinity (M.Div.) course work in December 2018. SLC needs to draft a letter of endorsement in support of her becoming a "Member in Discernment" (MID) to the Southwest Ohio Northern Kentucky Association MID Team. ACTION: Alan will prepare this letter.
- Next covenant membership class will be on May 5<sup>th</sup>. The pastor seeks volunteer(s) to speak on stewardship.
- The planned speaker for Mental Health Sunday has had to cancel.
- Our "everyone else" campaign to contact our external mailing group for fundraising had some success. Total giving was about \$800 (50 respondents, including some businesses). The effort helped to clean up our contact databases. After mailing costs, the net was \$300. Pastor Keith recommends that we do this mailing again this year. SLC affirmed this decision.

#### Financial Reports

- David reviewed the Treasurer's Report for January 2018. Summary follows these minutes.
  - MOTION: Ginnie move to accept the January 2018 Treasurer's Report, Theo second. Motion passes.
- Discussion on the Financial Secretary's report for January 2018.
  - MOTION: David move to accept the January 2018 Financial Secretary's Report, Ginnie second. Motion passes.

#### Gift Acceptance Policy

- Discussion on the final version of the Gift Acceptance Policy. Minor edits applied.
- MOTION: Ginnie moves to approve the Gift Acceptance Policy as edited, David second. Motion passes.
- Full policy follows these minutes.

#### Insurance Board Policy Revisions

- As a follow up from the last SLC meeting, discussion on investigations into recommended changes to insurance policies. SLC agrees to leave the policy as is at this time.

#### AED and CPR Training

- Steve provided information over email on AED options.
- Following discussion, SLC agreed to table the topic until the March SLC meeting.

#### Contracts Review

- Tabled until March meeting, due to President's absence.

#### Charter on Cross-Church Team

- Continuation of last meeting's discussion of a proposal to charter a cross-church team with the broad aim to "Sustain and Maximize our Mission and Vision." Specific goals include growing our community presence, growing worship attendance, growing revenue, and recommend a "right-sizing" of staffing.
- ACTION: Alan will discuss group purpose, membership, and format with Steve.
- This topic will be discussed at the March SLC meeting.

#### Monthly Church Meals

- Discussion on monthly church meal to engage the congregation at large. ACTION: Pastor Keith and David will gather more information on costs for March SLC meeting.

MOTION to adjourn by Ginnie, second by Alan, all approve. Pastor Keith led a closing prayer.

Next meeting date is Thursday, March 22, 2018 at 5:30pm.

# Treasurer's Report January 2018

For SLC Meeting of St. John Church United Church of Christ

Prepared by: *David L. Hiser for 2/22/2018*

	<b>Dec-17</b>		<b>Jan-18</b>	
<b>5/3 Main Checking</b> (XXX5)	<i>12/16/17-1/1/12/18</i>		<i>1/13/18-2/15/18</i>	
Beginning Balance*	12/16/2017	\$32,804.40	1/13/2018	\$39,872.05
Checks ( <i>bank clearing month</i> )		(\$1,658.57)		(\$3,948.68)
Withdrawals / Debits ( <i>bank clearing month</i> )		(\$10,206.88)		(\$12,907.94)
Deposit / Credits ( <i>bank clearing month</i> )		\$18,933.10		\$14,745.29
<b>Ending Balance*</b>	1/12/2018	<b>\$39,872.05</b>	2/15/2018	<b>\$37,760.72</b>
<b>5/3 Memorial Fund</b> (XXX4)				
Beginning Balance	12/1/2017	\$8,840.38	1/1/2018	\$9,505.54
Withdrawals / Debits		\$ -		\$ (0.35)
Deposits / Credits		\$665.51		\$960.13
<b>Ending Balance</b>		<b>\$9,505.54</b>	1/31/2018	<b>\$10,465.32</b>
<b>United Church Funds Investment Fund</b> ( <i>Market Value</i> )				
Balance at Beginning of Period	12/1/2017	\$49,226.72	1/1/2018	\$49,760.61
Order to Sale Units		0		\$ -
Income Reinvested 4 <sup>th</sup> Qtr. 2017		\$127.56		\$0.00
Change in Value during Period		\$406.33		\$1,518.18
Balance end of Period	12/31/2017	<b>\$49,760.61</b>	1/31/2018	<b>\$51,278.79</b>
<b>BB&amp;T Investments</b> (XX24) ( <i>Market Value</i> )				
Previous Value	12/1/2017	\$130,450.29	12/31/2017	\$131,988.27
<i>Net Change</i>				\$6,491.56
Estimated Portfolio Value	12/30/2017	<b>\$131,988.27</b>	1/31/2018	<b>\$138,479.83</b>
<b>Hilliard Lyons</b> ( <i>Stock broker~8095-2916</i> )				
Opening Value			1/1/2018	\$6,097.77
<i>Change in Value</i>				\$464.63
Closing Value			1/31/2018	<b>\$6,562.40</b>
<i>Note: This was liquidated in February 2018 into General Offering</i>				
<b>MOTA Checking</b> (XXX3) <i>Not part of budget/MMAP</i>				
Beginning Balance			1/1/2018	\$ 11,318.27
Checks		\$ -		\$ (423.97)
Withdrawals / Debits		\$ -		\$ -
Deposit / Credits		\$ -		\$ 3,105.00
<b>Ending Balance</b>			1/31/2018	<b>\$ 13,999.30</b>
<i>* includes PDAF \$7,339.01 and other misc. funds (i.e. \$5,000 Music donation from 10/15/17)</i>				

	<u>1/1/18-1/31/2018</u>
Actual Income	\$18,150.55
Actual Expenses	(\$16,464.58)
Est. Cash Flow	<u>\$1,685.97</u>

**Current Running Balance** of financial liquidity from online banking

5/3 Main Checking*	\$37,760.72 +/-	(as of 2/15/2018)
5/3 Memorial Fund	\$10,465.32 +/-	(as of 1/31/2018)
UCC Invested Funds ( <i>Market Value</i> )	<u>\$51,278.79 +/-</u>	(as of 1/31/2018)
	<b>\$99,504.83</b>	

BB&T Investments	\$138,479.83 +/-	(as of 1/31/2018)
	<u>\$237,984.66*</u>	

*\*includes PDAF \$7,339.01 and other misc. funds (i.e. \$5,000 Music donation from 10/15/17)*

St. John United Church of Christ  
520 Fairfield Ave.  
Bellevue, KY 41073

**St. John United Church of Christ  
Gift Acceptance Policy**

APPROVED by Strategic Leadership Council  
February 22, 2018

**Introduction:**

St. John United Church of Christ (Church) continues to be blessed with a generous membership whose gifts of time, talent, treasure and other assets reflect an understanding of stewardship as the responsible gratitude and relationship of trust for all of God's many blessings. In response the Church commits itself to responsible administration of all prospective gifts and wishes to honor the intent of the donor whenever possible.

**Purpose and Administration:**

The purpose of the Gift Acceptance Policy is to govern the acceptance of gifts and to provide guidance to donors and their professional advisors. The acceptance or non-acceptance of each donor non-cash or restricted gift will be the responsibility of the Strategic Leadership Council (SLC) in consultation with the appropriate committee/s.

**Guidelines:**

- A disciplined consistent approach will be used to determine the acceptance of a gift, timing, and disposition.
- The SLC will not allow the acceptance of gifts that are inconsistent with the stated vision, mission and purpose of the Church or that could result in a negative impact on the Church.
- All gifts received and accepted by the SLC shall be made public unless the donor requests anonymity.
- All gifts to the Church will comply with IRS requirements.

**Legal:**

The SLC may seek the advice of legal counsel in matters relating to gift acceptance when appropriate. Utilization of legal counsel should not be construed as gift acceptance but as a means of investigation of the appropriateness of the gift. All prospective donors are encouraged to seek the assistance of personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences.

**Gift Types:**

**Cash:** Cash is acceptable in any form. Checks should be payable to St. John United Church of Christ. The check memo line should define how the money is to be designated:

- general funds
- specific designated collections (e.g. youth trip)
- Memorial fund
- current fund established by the SLC
- restricted gift to fund not yet identified by SLC (see note below)

**Non-Cash:** All non-cash gifts shall be examined using the following criteria:

- Is the gift marketable?
- Are there any undue restrictions on the gift?
- Are there any undue restrictions that would prevent the Church from readily converting the gift to cash?

- Will owning or selling the asset expose the Church to liability?
- Are there any costs involved?
- Is the gift useful for the purposes of the Church?

***Unrestricted Gifts:***

The SLC will accept unrestricted gifts provided that such gifts are consistent with the Church's stated vision, mission and purpose.

Any gifts not specifically identified by the donor will be considered unrestricted. The SLC will determine how the gifts are to be used or directed.

***Restricted Gifts:***

The SLC cannot accept gifts that are unduly restrictive in purpose, difficult to administer or gifts subject to donor control. Small designated cash gifts may be designated as restricted by the donor, for specific programs and purposes, if the gift can easily be administered as a one-time distribution. The SLC, with guidance from the appropriate committee/s or legal counsel, will determine if the value of the gift merits any associated restrictions.

The Treasurer will keep a record of the expenditures and current balance of all restricted gifts, with the stated restrictions. If the program or purpose of the designated funds has been achieved or concluded, the SLC will determine how any remaining funds will be used or directed.

***Liquidation of Non-Cash Gifts:***

Non-cash gifts that are accepted may be liquidated upon receipt. The SLC may at its discretion not immediately liquidate some non-cash gifts, such as real estate, to provide for future needs.

***Real Estate:***

All gifts of real estate must be given with an appropriate title search, environmental evaluation, survey and appraisal. The SLC will determine if the costs of transferring will be accepted by the Church or must be responsibility of the donor. Gifts of real estate must also be unencumbered of liens, litigation, or any other potential liability for the Church.

***Valuation of Gifts:***

Donated securities will be recorded at the fair market value on the date of the transfer to the Church. The donor has the sole responsibility for identifying the value of any non-cash gift(s) for tax purposes.

***Acknowledgement of Donor Gift:***

The donor of a restricted gift, will receive a written letter within a month, acknowledging our appreciation of the gift. If needed, the letter will inform the donor that the SLC is reviewing our policy to insure the restrictions of the donor can be met and the confirmation will be sent as soon as the review is complete.