



Channing Memorial Church

Governing Board 2006 – 2007

The Year of Decision!



Meeting Agenda
October 10th, 2006, 7 – 9 PM, Channing House

The powers of governing still remaining in the hands of the King, he will have a negative over the whole legislation of this Continent. And as he hath shewn himself such an inveterate enemy to liberty, and discovered such a thirst for arbitrary power; is he or is he not a proper man to say to these Colonies, “You shall make no laws but what I please.” And is there any inhabitant in America so ignorant, as not to know, that according to what is called the present constitution, that this Continent can make no laws but what the King gives leave to; and is there any man so unwise, as not to see, that (considering what has happened) he will suffer no laws to be made here, but such as suit his purpose.

Tom Paine, Common Sense

- | | |
|---|---|
| I. Chalice Lighting and Spiritual Reflection (5 min.) | <i>Tom Beall</i> |
| II. Check-in (15 min.) | |
| III. Appointment of Process Observer (1 min.) | <i>Tom Beall</i> |
| IV. Approval of Minutes (4 min.) | <i>Lissa Fernandez</i> |
| V. Discussion of Current Business | |
| a. Minister’s Report (5 min.) | <i>Rev. Amy Freedman</i> |
| b. Treasurer’s Report (5 min.) | <i>Dave Banister</i> |
| c. Service Auction Update (5 min.) | <i>Marsha Francis</i> |
| d. Channing House Tax Credits – To Whom Do We Sell Them? (10 min.) | <i>Richard Webb</i> |
| e. Other Committee Reports (5 min.) | |
| VI. Urgent Property Repair Projects / Carryover Funds Expenditure (20 min.) | <i>Barbara Russell-Willett</i> <i>Dave Banister</i> |
| VII. Planning Discussion (40 min.) | <i>Board Members</i> |
| a. Update on Vision Development Process | <i>Tom Beall</i> <i>Holly Grosvenor</i> <i>Marsha Francis</i> |
| b. Channing Professional Staff Needs Assessment | <i>Tom Beall</i> <i>Tom Beall</i> <i>Maryellen Doherty</i> |
| VIII. Evaluation of Meeting and Adjournment (5 min.) | <i>Process Observer</i> |

Upcoming Events:

- | | |
|--|----------------------------------|
| I. Vision Process – Leadership Meeting | October 21 st , 2006 |
| II. BCD Fall Conference – “Lifted Up By Justice” | October 28 th , 2006 |
| III. Fall Fundraiser – Service Auction | November 4 th , 2006 |
| IV. Federal, State, and Local Elections | November 6 th , 2006 |
| V. Next Board Meeting | November 13 th , 2006 |

Officer and Committee Inputs

Treasurer's Report

Briefly here is my written report, and attached are Balance Sheet, YTD Profit-Loss statement of cash flows etc, and for discussion, Property Reserve accounting.

- Property repairs for 06-07 have largely been spent relative to the budgeted amount for the full fiscal year. Only about \$2,000 left in the kitty.
- \$20,080 in "Repair Reserves" based on the \$5,000 carryover from 05-06 budget unspent, and the \$15,080 carryover balance as well.
- Rough projected Church surplus-reserves are around \$15,780 (after accounting for restricted cash reserves)
- We officially hired our Church Administrator at \$12 per hour for 15 hours per week. We had to pay a \$973 severance cost to hire her away from AES. However, we were able to hire her a few dollars per hour less than projected at last board meeting, so the severance cost is a wash for the fiscal year.
- A few rental income amounts are temporarily in error due to incorrect coding of the 9/11/06 deposit. The rents were received for September, and will be adjusted later to reflect such.

Respectfully Submitted,

Dave Banister
Treasurer

Religious Education Committee Report

1. Registered children and youth: 72 registered with an average of 5 children/class attending over the last several weeks.
2. COA: all children have been matched with a mentor(9 children). The kick-off event was held at Evelyn's Drive-In on Sept. 23. They have started their Sunday meetings and will have their retreat on Oct. 27-29 at Camp Fuller in Wakefield, RI.
3. Teachers: Most of the teaching teams are set. We could use another teacher in the 2-3 team in the spring and in the 4-7 team. Also, we can always use a "few good men".

4. Amy and Halcyon will be attending a workshop for new Minister-DRE pairs called "Working Together" on Oct. 17th.
5. Halcyon has been attending BCD RE monthly meetings and is gathering resources for a worship service on Conflict Resolution. She is on a team that is presenting a sample RE service for churches to use and will have it ready for the Fall BCD conference in Barnstable.
6. Service Auction: children will be worked on projects for the service auction Sunday in class. Some of the items they made were floor mats and chalices.
7. Children's Fellowship: There has been no response despite a request for parents to help supply the snacks for children's fellowship. Should the program be continued?

Respectfully Submitted,

Rachel Balaban

Finance Committee

From: Richard Webb [mailto:rwebb30@cox.net]
Sent: Friday, October 06, 2006 5:05 PM
To: Beall, Thomas R. CAPT NAVWARCOL
Cc: Holly Grosvenor
Subject: RE: Call for Agenda Items - Channing Governing Board Meeting, 10 October 2006

The only Finance Committee agenda item I have is that we now have received the audited certification of their Channing House renovation costs. The amount of the credit is projected at \$47,599. Holly will send a copy to the Rhode Island Historical Preservation Society. It will take a month or more to receive the Tax Credit itself.

The credit will have the most value to individuals with large anticipated state taxes in the current year, even though the life of the credits I am told extends for nine years. I understand the market "discount" on the credits is around 15% if we sell them to one or more unaffiliated individuals

If, on the other hand, we sell them to members of the congregation, we may be able to do so at a smaller discount. In that case, we would probably have to use a "one-shot" opportunity to break the credit into smaller pieces. In either case, we will realize sufficient monies to repay the Endowment and Margit Baum Funds (\$36,000 plus accrued interest) and have a few dollars left over. Or we can use the money for the Capital Budget and/or the Operating Budget.

The decisions which need to be made are "To whom do we sell the credits, and at what discount".

Richard

Urgent Property Repair Projects / Carryover Funds Expenditure

Date: 10/9/2006 10:46:24 AM Eastern Daylight Time
From: dbanister@cox.net
To: rwd89@cox.net, TandLBeall@aol.com
CC: cbgdag@verizon.net, rwebb30@cox.net
Subj: Repair Reserve balance and accounting thereof

\$15,080 in Repair Reserve. Accounting attached.

I didn't add in the 3500-5000 arguably left over from total budget in 05-06... so If I add in 5000.... we have \$20,080 in repair reserve.

We have largely gone through the entire 2006-07 repair budget, \$18,358 vs \$20,700 projected for the entire fiscal year.

Dave

-----Original Message-----

From: Russell Willett Design [mailto:rwd89@cox.net]
Sent: Sunday, October 08, 2006 9:22 PM
To: DAVID Banister; Tom and Linda 'Beall
Cc: dennis/connie greene
Subject: Use of Property Reserve Funds

As requested, I will share an overview of the Property budget relative to the list of needed property repairs at the board meeting on Tuesday. I will be reporting that we will need to use money out Property reserves to be able to move forward on many needed projects, I would like to make sure that there is no vote required to do this. I don't think there is but if a vote is required then I guess we need to get this on the agenda.

Thanks,

Barbara

Channing Memorial Church Minutes of the Governing Board Meeting September 12, 2006

Attendance - Marsha Francis, Mary Ellen Doherty, Kelly Bailey, Dave Banister, Tom Beall, Holly Grosvenor, Dennis Greene, Lissa Fernandez, John Burnham, Rev. Amy Bowden Freedman, Richard Webb

Approval of the August Minutes – John moved that the minutes be approved. Marsha seconded the motion which passed.

Discussion of Current Business

a. Minister's Report – Amy distributed Board handbooks to new Board members and handbook updates to returning Board members. The Channing calendar is a draft. Board members should note that the calendar is maintained and undated through the church office. The Board retreat at the Cedar Hill Retreat Center will take place this coming weekend. A historic preservation lecture will take place in the Sanctuary on Friday afternoon. It will be facilitated by James Yarnell as part of Salve Regina University's cultural preservation conference. Amy distributed an updated job description for the position of Director of Religious Education.

b. Vice President's Report - Holly reported that headway is being made for obtaining the historic tax credit for work done on Channing House and in obtaining a plan for the needed fire alarm system for the Sanctuary and the Parish Hall.

c. Treasurer's Report – Dave reported that Peter Schoenbacher paid Channing Church the remainder of the money that was owed for expenses and legal fees in order to settle our civil suit against him. In total the Church received approximately \$9,100. An additional \$2,000 in expenses was incurred after the agreement was reached and this money was not recouped.

d. Property Committee Report – Repairs to the Parish Hall – After the August meeting, concerns were raised by members of the Board, the Sexton, and members of the Property Committee regarding the wisdom in hiring a property manager at this point in time. There is a 30 days notice cancellation clause in the contract which helped to allay concerns and the hiring will proceed. The property manager's performance will be monitored by the Property Committee. Serious maintenance situations arose in the Parish Hall since our last meeting. Extensive water damage occurred because of improper gutters and drainage. Ants infested the rotted area. A lead paint situation required abatement so that Sea Rangers could pass inspection and open for the school year. Pat Padillia deserves our thanks and appreciation for handling all of these unexpected problems. Russ Milham was also of help. He painted the Channing House Porch and coated the porch floor. A plan for fire code compliance must be submitted to the Fire Marshal as soon as possible. Holly has asked two contractors to submit proposals for this project. She hopes to have a

proposal by the end of the month. Proposals requesting funding for Sanctuary repairs have been submitted to the Prince, Champlin, McBean, and VanBuren foundations. The people from Champlin will be coming in the near future for a site visit. A fall work day has been scheduled for October 1, 2006. Tom requested that the Property Committee present the Board with an update at the October meeting of where the budget stands in relation to property repairs.

e. Hiring of Church Office Administrator - Marsha Francis moved that we, "follow the recommendation of the COA committee and exercise option 3 which reads –

3. Hire an Office Administrator for 15 hours per week / 46 weeks per year and 10 hours per week during July at \$14 per hour, at an estimated annual wage of \$10,220. with a view toward increasing the number of hours to 20 per week / 46 weeks per year (10 per week in July) when the budget will support it. This option has the benefit of:

a. Attracting a quality employee because of the competitive hourly wage. We would need to prioritize the tasks in the job description, most likely, by temporarily cutting those performed now by the Financial Secretary, to account for the reduction in work hours. A skilled employee, however, should be able to accomplish all other tasks in the job description in 15 hours per week.

b. Setting the stage for increasing the hours and responsibilities of the Office Administrator in the near future while remaining within our budget at the present time. At the very least, we would need to budget for the increased wages next year and raise these funds during the canvass.

Recommendation: Exercise option 3 and

1. Allocate additional funds when available to increase the Office Administrator's hours to 20 hours per week, 46 weeks per year and 10 hours per week in July. This arrangement would commence no later than 01 July 2007.

2. Budget (and raise) sufficient funds next year and in subsequent years to provide for an Office Administrator paid at the rate of \$14 per hour and employed 20 hours per week, 46 weeks per year and 10 hours per week in July.

Dennis seconded the motion and it passed.

f. Other Committee Reports –

Finance Committee – Richard reports that he sent the CPA the last requested piece of information regarding our application for historic tax credit. There have been no glitches so far.

RE Committee - The teacher orientation went well. RE will hold their ingathering service this Sunday in the Parish Hall. Eight youth are participating in Coming of Age.

Fellowship and Membership had no formal reports.
Planning Discussion

Channing Mission and Vision Development Process

Many big questions need to be asked and answered at the Board and congregational levels.

- Who are we and where do we want to go?
- Why are we investing so much of our resources in our buildings?
- How big should we become?
- How do community demographics impact our ability to grow?
- What is our shared vision as we contemplate the best path to pursue?

Board Retreat

-One central question to address is what does the Governing Board want to do this year to lead the congregation as it moves forward in grappling with these issues?

The meeting adjourned at 9:50.

Respectfully submitted:

Lissa Fernandez