

**Bethlehem United Church of Christ
Leadership Council
Minutes**

January 24, 2016

Attendance: Kurt Schmerberg, Michelle Loukotka, Shannon O'Reilly, Fritz Port, Karen Samford, Cresson Sloten and Pastor John Kennedy.

Excused Absence: Dennis Huibregtse.

Guests: Jeff Wortman, Jane Conlen, Linda Young, Steve Darr and Sue Buday.

Call to Order: Kurt called the meeting to order at 11:35 AM. The purpose of this special meeting with the Finance Ministry team and the Chair of the Facilities Ministry was to discuss the Budget for 2016 in preparation for the Governing Board (Congregational Meeting on 1/31/2016).

1. Approval of January 12 LC Meeting Minutes: There was no discussion or request for change. A motion to approve the minutes as presented was seconded and approved.
2. Audit Report: The final report from the auditor (Cole, Newton & Duran) was rated as "clean". Recommendations provided dealt mostly with inventory records and definitions and recording issues. None of them being viewed as serious concerns, however there will be some changes in the way financial records will be recorded. A motion was made and seconded to approve the Audit Report as presented by the Finance Ministry team. Motion passed. It is planned to circulate the Audit Report to attendees or by email to members.
3. Proposed 2016 Budget: Jeff presented 2015 highlights and historical trends as a foundation for the 2016 budget. The forecasted revenue for 2016 is similar to 2015 (\$2.1k lower). The proposed budget does project a \$53.1k deficit for 2016 with expenditures of \$ 517.6k. Great details were provided to compare proposed 2016 versus actual 2015 expenditures by line item. Anticipated 2016 capital requirements were discussed but cost estimates had not yet been verified by actual bids or proposals. A note was made that the 2015 costs for the bell tower repairs were below the estimate and were almost completely funded by special donations. A motion was made and seconded for the Leadership Council to confirm this budget and present it to the congregation at the upcoming annual congregational meeting. The discussion considered our vision and was overall optimistic. The motion passed. Steve discussed further a 2016 capital requirement for urgent consideration: The sanctuary lighting

panel requires replacement as repairs are no longer possible. The cost estimate for time & materials is not to exceed \$16k. A motion was made and seconded to ask for congregational approval at the annual meeting in one week. The motion passed. The distribution of the Finance Ministry group report was discussed. It was concluded that the 21 slides of the presentation, which include the audit, be circulated as soon as possible to the ministry chairs and to the congregation by email with the option of a paper copy available at the office.

4. Adjournment: The meeting was adjourned with the Lord's Prayer at 1:00 PM.

Respectfully submitted

Fritz Port, Secretary