

Council on Finance and Administration (CFA) Minutes  
Minnesota Annual Conference of the United Methodist Church  
Minnesota Church Center  
122 W Franklin Ave, Minneapolis, MN  
February 22, 2018 Approved Minutes

**Members Present:** Brenda King; Tom Biatek; Becky Boland; Jane Gilbert; John Mitchem; Steve Richards; Jomyla Choate; Deb Marzahn; Dave Parker and Steve Weber.

**Members Absent:** Keith Peterson and Linda Gesling.

**Ex Officio & Services:** Cindy Gregorson – Minnesota Annual Conference (MAC) Director of Ministries; Barb Brower – Minnesota Annual Conference (MAC) Director of Finance & Administration and Treasurer; and Kathleen Keller – Minnesota Annual Conference (MAC) Controller.

### **I. Opening Matters**

John Mitchem called the meeting to order at 12:15p.m. John explained that we would go into Executive Session at 1:00p.m.

The committee approved the agenda.

Jane Gilbert made a motion to approve the January 12, 2018 minutes. Jomyla Choate second the motion. Motion approved.

### **II. New Business.**

**A.** Barb Brower reviewed the audit engagement and communication letters from Baker Tilly. She noted that the audit committee recommends engaging Baker Tilly for the 2017 audit. Becky Boland made a motion to approve Baker Tilly for the 2017 financial statement audit. Steve Weber second the motion. Motion approved.

**B.** John Mitchem reviewed the 2019 special askings for the 2018 Annual Conference. The 2019 special askings are \$1 per member for Hamline University and \$2 per member for camping. There was a consensus to send this to the Annual Conference consent calendar.

### **III. Executive Session**

The committee moved into executive session to discuss an employee matter at 1:00p.m. Kathleen Keller left the meeting. Ex-officio members in attendance were Barbara Brower and Cindy Gregorson. The committee came out of the session at 1:30p.m.

### **III. Unfinished Business**

- B.** Kathleen Keller reviewed the December 31, 2017 preliminary financial statements.
- C.** Barb Brower presented the 2019 proposed budget. Steve Richards made a motion to leave the uncollectible amount at \$725,000. Becky Boland second. Motion approved. Steve Richards made a motion to approve the 2019 budget of \$6,327,706 and to send this budget to the 2018 Annual Conference for final approval. Becky Boland second. Motion approved.
- D.** Barb Brower gave the report from the Investment Action Committee. The current action committee agreed to terminate on February 12, 2018 and form a new committee joined with the Foundation investment committee. Becky Boland made a motion that the conference give 30-days' notice of intent to end our contact with AJ Gallagher and that Kathleen and Barb provide investment reports with benchmarks to the CFA quarterly. Jane Gilbert second. Motion approved.

- E. Barb reviewed the analysis of Minnesota Annual Conference director salaries with those of the North Central Jurisdiction.
- F. Barb reviewed the 2017 apportionment payments and noted an overall collection of 89.91% the best in several years. Barb also compared our Minnesota collection rate to the other conferences and reported that we were one of 29 conferences to pay 100% of our General Church apportionments.
- G. We review the Reach Renew Rejoice receipts.

Being no further business Becky Boland made a motion to adjourn. Steve Weber second.  
Meeting adjourned at 2:20 p.m.

Respectfully submitted,

Barbara Brower