

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

September 7, 2017

Members Present: Becky Boland, Jomyla Choate, Brenda Kramer King, Linda Gesling, Jane Gilbert, Deb Marzahn, John Mitchem, Keith Peterson, Steve Richards, and Steve Weber.

Members Absent: Tom Biatek and David Parker.

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

CFA Orientation held over lunch. Becky Boland noted they need Dropbox connection. Cindy Gregorson provided an orientation on the Journey Toward Vitality.

I. Opening Matters

John Mitchem called the meeting to order at 12:10 p.m. with prayer and introductions.

Consensus to adopt Agenda, and approve April 20, 2017 CFA minutes and March 2, 2017 HRT. Motion approved.

John Mitchem agreed to be chair for 2017-2018, Steve Weber vice Chair 2017-2018, and Jomyla Choate as Secretary 2017-2018. Becky Boland made a motion to approve the slate of officers. Deb Marzahn 2nd. Motion approved.

Barb Brower gave the report of the Treasurer.

II. New Business.

- **Liaison Roles.** The following individuals agreed to liaison roles:
 - a. **Steve Richards – Budget**
 - b. **Keith Richards – Audit**
 - c. **Becky Boland – IAC**
 - d. **Brenda Kramer King - Foundation**
 - e. **Jane Gilbert - Camping**
- **Audit**–Steve Weber made a motion to approve the 2016 audit report from Baker Tilly. Motion approved.
- **Credit Card Holders** – Barb reviewed the list of current credit card holders and their limits.
- **Employee Handbook** – Barb noted that two changes were made to the employee handbook:
 - a. Add back six weeks of paid maternity leave omitted in error.
 - b. Revise bereavement leave for friend to two days.

Steve made a motion to accept the revised employee handbook. Brenda Second. Motion approved.

- **Line of Credit** – Keith made a motion to approve the Line of Credit for \$250,000 with Wells Fargo at a cost of \$250. Brenda second. Motion approved.

- **2019 Budget** – Barb and Cindy reviewed the 2019 budget process and timeframe especially noting the five-year strategic plan Journey Toward Vitality that will guide our zero-based budget process.

A. III. Closing

CFA/HRT 2017-2018 meeting dates reviewed. Meeting adjourned at 2:00 p.m.

Respectfully submitted,

Barb Brower, Recorder –

Future Meeting Dates – all meetings are at the Minnesota Church Center from noon – 3pm.

- Wednesday December 6, 2017
- Friday, January 12, 2018 Conference call
- Thursday February 22, 2018
- Thursday April 19, 2018
- Annual Conference 2018 May 30-June 1: Meeting if needed