

Governing Board Meeting
Wednesday, April 28, 2021 7-9pm
Grace Hall

Welcome/ Call to Order

	Cydney Philbin	
Opening Prayer	April Howe	2 min
Building Community First	All	
Sharing of Joys and Pastoral concerns	All	2 min
Approval of March 2021 Minutes	All	2 min

Reflections/ Announcements

Cydney Philbin	5 min
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Reports

Senior Minister	Glen Miles	10 min
Financial/ Operations	Paul Anderson	10 min
Personnel Committee	Alice Finley	2 min
Foundation Report	Joe Bull	

Unfinished Business

GB Bylaw vote	Cydney Philbin	5 min
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Strategic Planning

Update	Pam Shisler	5 min
Other Church and Friends visits	Alice Finley	55 min

New Business

Other new business

Closing

Closing prayer

Glen Miles	1 min
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Adjournment

Cydney Philbin

May GB Meeting: May 26 Discussion of Appreciative Inquiry Themes



Governing Board Key Takeaways April 2021

1. Resumption of in-person worship has gone very well with people following all safety protocols. Registration is no longer required. We expect to be adding more services beginning in June.
2. 281 members and friends participated either in the group or individual appreciative inquiry process. The Strategic Planning Team is now evaluating the comments received to develop strategic initiatives. It is expected that the report will be ready for the Governing Board sometime early this summer.
3. Financially, the church has started the year out strong. Revenue is above budget by \$220k for the first quarter. Expenses are \$60k below budget and the net income for the first quarter is \$723k, which is \$280k above budget. It is expected that revenue will slow as we approach summer and be more in line with budget. Expenses will also increase as we are incurring additional expenses as we have more in-person activities, including summer camp.
4. The Foundation has provided \$125k in support to allow completion of the updating of the 2nd floor of South, new HVAC at North, upgrades at Akita and new vehicles for Akita. Additionally, the new cabin, Tail Feather, has received its final occupancy permit and is available for use.

The Governing Board documents can be found on the First Community website by clicking the Resource tab and selecting Governing Board Documents.



**First Community Church
Governing Board Meeting
Grace Hall– 7:00 PM
April 28, 2021**

ATTENDEES: Cydney Philbin, Chair, Jodi Patton, Past, Alice Finley, Vice Chair, Tricia Baxley, Molly Hagkull, April Howe, Deb Humphrey, Steve Mushrush, Ryan Nicoll, Pam Shisler, Doug Torrance, Andrew Wildman, Dick Wood, Jr., Sally Hughes, Shah Hassan, Stacy McVey, Joe Bull

Ex-officio: Glen Miles, Paul Anderson

Absent: Jason Milligan, Treasurer

Guests: Lynne Ayres

OPENING/CALL TO ORDER

Chair Cydney Philbin called the meeting to order at 7:03. She then asked April Howe to give the opening devotions. Cydney then called on each member of the Board to share a meaningful event in their life that occurred in one of First Community's sites. There was then a sharing of joys and pastoral concerns. Glen offered a brief prayer in support of Shah Hassan

APPROVAL OF March 24, 2021 MINUTES

Motion was made to approve the March 24, 2021 minutes by April Howe and seconded by Dick Wood, Jr. Motion passed unanimously.

REFLECTION/ANNOUNCEMENTS

Cydney thanked everyone for attending in person. She talked about how great it is to finally be able to be together. She then thanked Alice Findley for her preparation for tonight's meeting and Jodi Patton for her ongoing efforts related to the strategic planning.

Cydney then reviewed the work of the Strategic Planning Team to date. She also reviewed the schedule going forward for the adoptions of the strategic initiatives.

REPORTS

Cydney called on Glen Miles, Senior Minister who highlighted a few items from his report. The in-person worship schedule has gone well so far, and people are practicing the appropriate social distancing and masking. We will not be requiring reservations going forward. The plan is to add services in June to approach a full worship schedule. Planning for the capital campaign is underway with Ginny Barney as our chair. Glen briefly updated the Board on Susan Langner's transition and that he is in discussion with a clergy candidate for an interim pastoral care position. He then talked about some efforts underway regarding a community justice task force or committee. It is in the preliminary stages of discussion. Lastly, he mentioned that the Program Staff is now meeting in person with great collaborative planning for the summer. Glen then answered a few questions.

Paul Anderson, Executive Director of Operations reviewed the March 2021 financial statements and his operations report. Paul mentioned that there is remodeling and updating going on at South and Akita, mostly due to support from the Foundation. He also updated the Board on the new Covid guidance and how the staff is implementing. He then answered a few questions.



A motion was made and seconded to approve the revisions to the Statement of Values of the Financial Structure Review Task Force that were requested by the Foundation Governance Committee. The motion passed unanimously.

Alice Finley then gave a brief report on the Personnel Committee, which was held on prior to this meeting.

UNFINISHED BUSINESS

Governing Board Bylaws - A motion was made by Stacy McVey and seconded by Pam Shisler to approve the Bylaws that were presented last month. A brief conversation was held regarding a few minor grammatical corrections. The motion passed unanimously.

STRATEGIC PLANNING

Pam Shisler gave a brief update on the results on the appreciative inquiry process. She reviewed the charts that were in the Board packet. She then talked about the immediate steps the Strategic Planning Team is undertaking.

Alice Finley then provided instructions to the process for other churches and friends visit discussion. The Board then broke of into small groups to discuss the information provided in the packet. The full Board then re-convened and each group shared key points from their discussions.

NEW BUSINESS

There was no new business.

SHARING OF PERSONAL JOYS, PASTORAL CONCERNS

Several spoke up asking for prayers for their family or friends.

CLOSING

Glen Miles offered a closing prayer. At 9:22 pm. Cydney then adjourned the meeting.

Respectfully submitted,

Paul R. Anderson, Secretary



**First Community Church
Governing Board Meeting
Video Conference Call – 7:00 PM
March 24, 2021**

ATTENDEES: Cydney Philbin, Chair, Jodi Patton, Past, Alice Finley, Vice Chair, Tricia Baxley, Molly Hagkull, April Howe, Deb Humphrey, Steve Mushrush, Ryan Nicoll, Pam Shisler, Doug Torrance, Andrew Wildman, Dick Wood, Jr., Sally Hughes, Joe Bull, Shah Hassan,

Ex-officio: Glen Miles, Paul Anderson, Jason Milligan, Treasurer.

Absent: Stacy McVey

Guests: None

OPENING/CALL TO ORDER

Chair Cydney Philbin called the meeting to order at 7:03. She then asked Doug Torrance to give the opening devotions.

APPROVAL OF FEBRUARY 24, 2021 MINUTES

A correction was offered as follows:

Executive Session

A personnel matter was presented and discussed. A motion to approve the personnel matter was offered by Jodi Patton and seconded by Stacy McVey. This motion passed unanimously. A motion to exit Executive Session was made by Cydney Philbin and seconded by Doug Torrance, after which the meeting ended.

Motion was made to approve the February 24, 2021 minutes as amended by Dick Wood, Jr and seconded by April Howe. Motion passed unanimously.

STRATEGIC PLANNING – APPRECIATIVE INQUIRY - Cydney offered a brief prayer to open the appreciative inquiry process. She then asked Jodi Patton and Pam Shisler to explain more about the appreciative inquiry process. The Governing Board was then split into three groups, led by Cydney, Pam, and Jodie to consider five appreciative inquiry questions.

CHURCH AND FRIENDS PROJECT – Alice Finley was called on by Cydney to review with the Board the work to review other churches. Each Board member is assigned a church to attend a service virtually and review that church's social media. There is a form for each Governing Board to complete after completing the two tasks. Each Board member is also asked to invite a friend or family member to attend a service of First Community. There is a form that they should complete after attending the service.

REFLECTION/ANNOUNCEMENTS - Cydney reviewed with the Board the meeting packet. She focused on the Governing Board Bylaws that the Board will act on. The Bylaws have been reviewed by the Governance Review Committee, especially the new Section 2.3. She also discussed the Nominating Committee Bylaws in the packet, especially the qualifications for the Governing Board member. She



announced that next month the Board will meet in person unless the trends are negative. She briefly reviewed the Strategic Planning groups and assignments. Lastly, she reviewed the upcoming calendar.

REPORTS

Cydney called on Glen Miles, Senior Minister who highlighted a few items. He talked about a task force on race relations that he is forming. He answered a few questions.

Paul Anderson, Executive Director of Operations reviewed the February 2021 financial statements and his operations report. He answered a few questions. Paul then asked Jason to comment on the 2019 audited financial statements. Jason briefly reviewed the audit reports with the Board.

Alice Finley then gave a brief report on the Personnel Committee, which was held on prior to this meeting.

UNFINISHED BUSINESS

Nominating Committee Bylaws

Jodi briefly introduced the Nominating Committee Bylaws. Her understanding was that this was the first Bylaws ever for the Nominating Committee. She thanked Rose Konrath for her work on the Bylaws. Jodi made a motion to approve the Bylaws. It was seconded by Doug Torrance. The motion passed unanimously.

Affirmation of Financial Structure Review Task Force

Glen was called upon to talk about the next steps is to review the Statement of Financial Values. The document will be reviewed by the Program Staff and will also be the guiding document for our financial operations going forward. Steve Mushrush made the motion to affirm the Statement of Financial Values and Dick Wood, Jr. second. The motion passed unanimously.

Other Old Business

No other old business.

NEW BUSINESS

There was no new business.

SHARING OF PERSONAL JOYS, PASTORAL CONCERNS

Several spoke up asking for prayers for their family.

CLOSING

Glen Miles offered a closing prayer. At 8:58 pm. Cydney then adjourned the meeting.

Respectfully submitted,

Paul R. Anderson, Secretary



Financial Dashboard
March 31, 2021

	Budget Annual	Budget for This Month	Actual for This Month	Variance for This Month	Budget YTD	Actual YTD	Variance YTD	2020 YTD
Pledge Revenue	1,915,000	191,250	121,911	(69,339)	708,750	864,705	155,955	742,618
Sanctuary Offering	35,000	3,454	0	(3,454)	12,779	0	(12,779)	9,817
Fee Supported	1,893,783	149,016	159,211	10,195	571,143	515,022	(56,121)	529,297
Program and Facilities	176,495	21,695	16,696	(4,999)	40,417	26,456	(13,961)	51,540
Gifts and other Support	503,237	47,967	131,282	83,315	134,323	281,375	147,052	179,500
Total Revenue	4,523,515	413,382	429,101	15,719	1,467,412	1,687,559	220,147	1,512,772
Fee Supported	1,741,124	117,167	105,637	11,530	342,288	331,877	10,411	337,701
Ministries and Programs	419,791	28,057	37,779	(9,722)	84,237	83,815	422	155,038
Facilities and Administration	1,070,221	97,249	80,500	16,749	273,939	224,981	48,958	269,720
Salaries and Benefits	1,292,379	107,875	111,527	(3,651)	324,032	323,658	374	382,673
Total Expenses	4,523,515	350,348	335,443	14,905	1,024,496	964,331	60,165	1,145,133
Net Change	0	63,034	93,658	30,624	442,916	723,227	280,311	367,639

All Funds - Actual	Current Month				Year to Date			
	Operating	Donor	Capital	Total	Operating	Donor	Capital	Total
Total Revenue	429,101	35,983	7,573	472,657	1,687,559	89,420	27,384	1,804,363
Total Expenses	335,443	30,476	27,364	393,283	964,331	71,714	141,654	1,177,700
Net Change	93,658	5,507	(19,790)	79,375	723,227	17,706	(114,270)	626,663

Cash Balance	682,368	1,055,618	477,409	2,215,395
Change from prior month	80,654	618,658	(19,791)	679,521
Line of Credit			5,711,626	

Use of Pledge Dollars YTD	Revenue	Expense	Effect to Pledge \$
Pledge Revenue	864,705		864,705
Sanctuary Offering	0		0
Fee Supported	515,022	(331,877)	183,145
Program and Facilities	26,456		26,456
Gifts and other Support	281,375		281,375
Ministries and Programs		(83,815)	(83,815)
Facilities and Administration		(224,981)	(224,981)
Salaries and Benefits		(323,658)	(323,658)
	<u>1,687,559</u>	<u>(964,331)</u>	<u>723,227</u>

Date	9:00 AM	11am	Streaming 9	Streaming 11	Special Service	Weekly Total	Average	
1/3/2021	817	842	187	367		2213	2213	
1/10/2021	937	711	213	328		2189	2201	
1/17/2021	1000	649	163	309		2121	2174	
1/24/2021	912	516	370	257		2055	2145	
1/31/2021	1100	691	177	276		2244	2164	
2/7/2021	919	725	165	306		2115	2156	
2/14/2021	891	502	157	215		1765	2100	
2/21/2021	758	538	174	258		1728	2053	
2/28/2021	829	568	183	298	75	1953	2042	Lenten Evening Service
3/7/2021	676	536	215	206		1633	2001	
3/14/2021	635	508	133	242		1518	1957	
3/21/2021	669	559	130	148		1506	1920	
3/28/2021	867	586	209	176	784, 747	3369	2031	Mandy Thursday day / Good Friday
4/4/2021	1500	873	452	324		3149	2111	

2021 Stewardship**Summary as of 4/12/21**

	\$	#	Change	%	Avg. \$
Pledges with increase	795,082	206	150,875	23.42%	3,859.62
Pledges with decrease	210,648	116	(87,422)	-29.33%	1,815.93
New pledges	71,889	64	71,889		1,123.27
No Change	846,402	379			2,233.25
Total	1,924,021	765	135,342	5.11%	2,515.06
2020 - as of 4/4/20	1,951,997	846			
Difference - 2021-2020	(27,976)	(81)			
2020 totals	1,976,192	869	30,059.94	1.548%	2,274.10
Members who pledged in 2020, not received for 2021	198,215	148			

Akita Registration

Session name	Male	Female	Total	Returner %	Capacity	Waitlisted
1,2,3...Akita AM	30	34	64	8	64	25
1,2,3...Akita PM	7	10	17	0	64	0
1,2,3...Akita Subtotal:	37	44	81			25
Family Camp	(23 families)		94		100	
Backcountry B1 (6th-9th)	6	4	10	100	10	3
Backcountry B2 (9th-2021 Grad)	5	5	10	100	10	3
Backcountry B3 (6th-9th, Boys only)	7	0	7	57	10	0
Backcountry B4 (6th-9th)	6	3	9	78	10	1
Backcountry B5 (9th-2021 Grad)	6	4	10	70	10	0
Backcountry B6 (6th-9th, Girls only)	0	7	7	43	10	0
Backcountry B7 (6th-9th)	0	2	2	50	10	0
BC Subtotal:	30	25	55			7
LIFE Guard A (2021 Grads, only)	6	10	16	100	16	4
LIFE Guard B	5	10	15	100	16	13
LIFE Guard C	4	10	14	100	16	3
LIFE Guard D	4	8	12	100	16	1
LIFE Guard E	9	6	15	87	16	0
LIFE Guard F	0	6	6	100	16	0
LG Subtotal:	28	50	78			21
Session 1 (9th-2021 Grad)	16	48	64	89	40 (B) / 72 (G)	0
Session 2 (7th & 8th)	26	57	83	60	40 (B) / 72 (G)	0
Session 3 (5th & 6th)	41	68	109	40	40 (B) / 72 (G)	3
Session 4 (7th & 8th)	30	65	95	52	40 (B) / 72 (G)	2
Session 5 (5th & 6th)	40	44	84	26	40 (B) / 72 (G)	5
Session 6 (3rd & 4th)	33	44	77	19	40 (B) / 72 (G)	0
Session 7 (9th - 2021 Grads)	26	41	67	78	40 (B) / 72 (G)	0
Session 8 (7th & 8th)	40	47	87	53	40 (B) / 72 (G)	2
Session 9 (5th & 6th)	40	72	112	44	40 (B) / 72 (G)	23
Session 10 (7th-8th)	28	59	87	67	40 (B) / 72 (G)	0
Session 11 (5th & 6th)	39	72	111	51	40 (B) / 72 (G)	64
Session 12 (3rd & 4th)	39	72	111	21	40 (B) / 72 (G)	9
SC Subtotal:	398	689	1087			108
Total: All, except Family Camp	493	808	1301			161



STATEMENT OF FINANCIAL VALUES

Finance Structure Review Task Force (FSRTF)

BACKGROUND

At First Community, our faith is rooted in inclusion, acceptance, and the availability of God's love to all people. We recognize that this open and welcoming theology embraces a wide range of approaches to the practice of our faith, including how we participate financially in the life of the church. In addition, generational changes are impacting tithing behavior and philanthropic giving while we endure the most significant public health and economic crises in decades. Taken together, these circumstances compel us to find new ways to engage members in understanding and financially supporting the ministries of our church.

It is therefore with open-mindedness and a bias toward planful change that the FSRTF has undertaken its review of First Community's financial reporting and budgeting structure. Some of our past practices and frameworks may not support a healthy and sustainable financial future for our church amidst the new realities outlined above. At the same time, we believe that there are certain core principles which should guide our financial activities. These principles, or value statements, represent a "true north" that should govern our processes and shape any recommendations for structural changes in how we operate.

STATEMENT OF FINANCIAL VALUES

We covenant to these fiscal and operational values in support of our church's financial health and vitality:

- **ONE CHURCH, ONE BUDGET** – We are ONE church with many ministries. Our operating budgets and financial strategies and reporting are all-inclusive, capturing the totality of the church's activities (revenues & expenses) in support of maximum transparency and effective prioritization and decision making.
- **UNIQUENESS OF LARGE CHURCH INSTITUTIONS** – We are a faith-based non-profit, not a for-profit business. We take our fiduciary responsibility seriously and practice sound accounting and financial reporting processes. While we strive to understand and implement best practices across our various ministries, we are careful not to apply a private-sector lens (i.e., retaining only individually "profitable" ministries) in ways that impede fulfillment of our mission and purpose.

- **DONOR INTENT** – We honor donor intent in everything we do. Our systems accurately track donor restrictions and our spending fully reflects the intent of our donors.
- **VALUING CREATIVITY AND INNOVATION** – We build budgets and long-term financial plans that encourage and support/fund new ministries which align to the church’s mission, vision, and strategic plan. Planning for new ministries includes revenue-generating strategies to support their long-term viability. And we continuously evaluate our current ministries for alignment with evolving strategic and financial plans.
- **FOUNDATION ROLE** – Our Foundation has a critical role to play in supporting both ongoing operations as well as funding specific or newly-developing ministries as directed by donor intent. We strive to cultivate our members’ financial support of the church and its Foundation in a balanced way across both important areas.
- **FINANCIAL RESPONSIBILITY** – We build budgets (operating and capital) that are funded by realistic revenue plans and strive generally to minimize debt. If our circumstances change, we make thoughtful adjustments to our spending, operations, and future plans. While we’re committed to living within our means and are responsible stewards of the church’s resources, we also aspire to and plan for growth and greater service to our congregation and the community.

Completed January 2021

Affirmed by the Governing Board March 24, 2021 with amendments April 28, 2021

Finance Structure Review Task Force

Glen Miles, Senior Minister

Paul Anderson, Executive Director of Operations

Jason Milligan, Treasurer

Jodi Patton, Governing Board Chair

Larry Anderson, Member

Scott Glaser, Member

Personnel Committee

24 March 2021 / 6:00 - 6:45 PM / Online

ATTENDEES

Alice Finley (Committee Chair), Cydney Philbin (Board Chair), Dr. Glen Miles, Paul Anderson, Stacy McVey, Doug Torrance, Molly Hagkull

AGENDA

Org Chart

The current organizational chart was sent before the meeting. There was a short discussion about how things are working and evolving.

Updates from Glen & Paul

- 15 - 17 program staff members have at least one COVID-19 Vaccination shot
- On April 19th the program staff will begin meeting in person again.

NEXT MEETING

Wednesday, April 28th, 6:30 - 6:55 PM

First Community Foundation

Annual Report to First Community Church Governing Board

Prepared by Joe Bull

April 25, 2021

Foundation Overview

The First Community Foundation was established in 1954 to honor the 20th anniversary of First Community Church's Senior Minister Dr. Roy A. Burkhart. In 1961, the Foundation became a separate non-profit organization with a board of trustees, appointed by the First Community Church Governing Board. The Foundation is recognized under Section 501(c)(3) of the Internal Revenue Code.

Since 1964, the Foundation's assets have grown from \$136,663 to \$9,598,660 as of April 15, 2021. A portfolio of more than 100 funds is invested and professionally managed by Johnson Investment Counsel. Approximately 45% of Foundation assets are restricted to specific uses that are designated by the donor, and 55% of Foundation assets are unrestricted to be granted by the Foundation Board to support the ministries of First Community.

Foundation Grants

The Foundation has supported all program areas within the Church, as well as tuition and expenses for seminary education. It has assisted mission projects domestically and internationally, early childhood and youth ministries, Akita camper scholarships, media ministry and music programs.

In the past decade, the Foundation has made grants totaling more than \$1 million.

The following is a sample of recent grants approved by the Foundation that both fulfill the needs of First Community ministries and align with the intent of Foundation donors.

For Camp Akita

- A new roof for the dining hall
- Completion of high-speed internet infrastructure
- Purchase of a new tractor and attachments

For First Community South

- Improvement to the Memorial Garden area including new doors
- Media screens for the sanctuary
- Annex and Trading Post improvements including new fire door and HVAC units
- Chairs for the South Campus Library
- Coffee brewers for both North and South Campuses
- Sealcoating and striping of parking lot

For First Community North

- HVAC computer and web control software
- Sealcoating and striping of parking lot

For First Community Ministries

- Young Adult Ministry
- Heart to Heart
- Mexico Mission Trip
- In partnership with the Mission Council, Foundation funds provided emergency support for families affected by financial stress due to COVID-19.

Foundation Donors

Generally, donations to the Foundation are designated for future use and create a family legacy. Many gifts to the Foundation come from a donor's estate and establish their permanent support of the ministries of First Community.

Current gifts are recognized in two giving societies:

1. **The Legacy Society** honors those who have remembered the Foundation through planned estate giving. Examples are gifts from a will, trust, beneficiary designations, charitable gift annuities, charitable remainder trusts, retained life estates, and the like.
2. **The Heritage Society**
 - Sustaining Members give \$2,500 or more annually to the Foundation.
 - Lifetime Members are those who have given \$25,000 or more in accumulated gifts.

The Foundation recently opened a new website and is working on a robust communications strategy to attract new donors.

Foundation Leadership

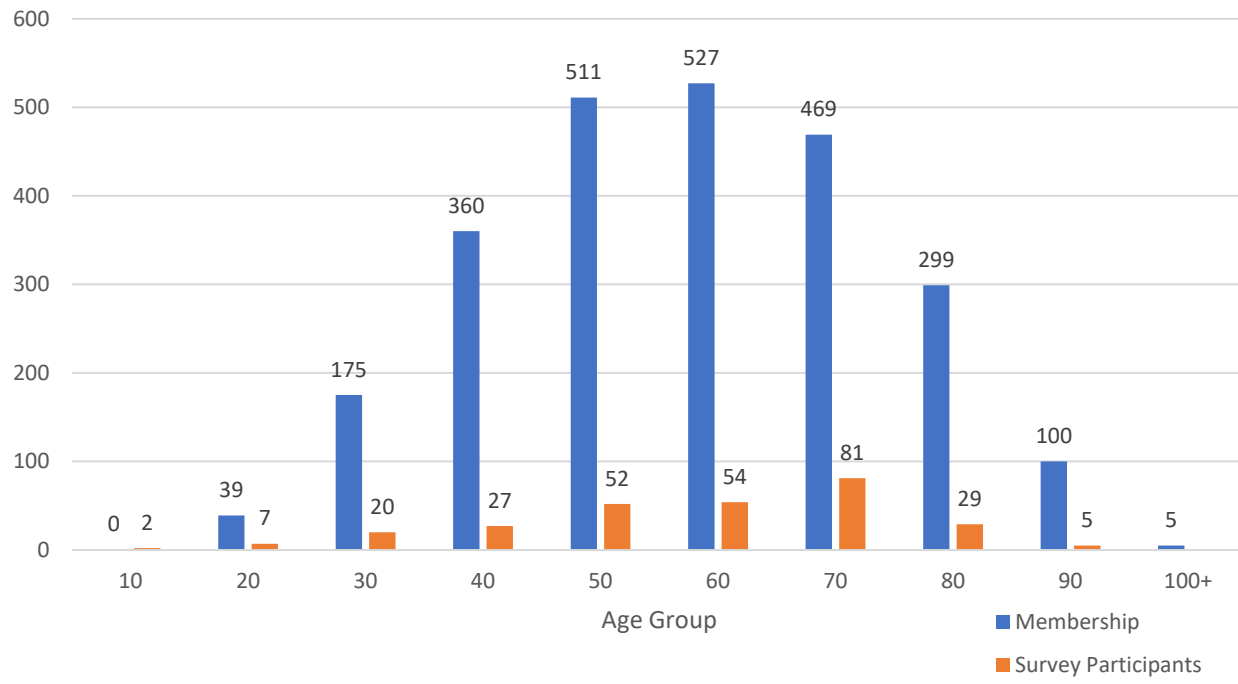
The Foundation is governed by a 15-member Board of Directors. Board members are appointed by the Governing Board.

Ralph Griffith is the current Board Chair and Karl Klamar is the past chair.

Paul Anderson, CPA,CAP, is the Foundation's Executive Director.

First Community Church

Survey Participants Compared to Membership



First Community Church Survey Participants by Age

