

# **Governing Board Meeting Wednesday, August 25, 2021 Grace Hall**

## **Welcome/ Call to Order**

Opening Prayer	Cydney Philbin	7 pm
Building Community First	Pam Shisler	2 min
Sharing of Joys and Pastoral concerns	All	20 min
Approval of June 2021 Meeting Minutes	All	2 min

## **Reports**

Senior Minister	Glen Miles	5 min
Financial/ Operations	Paul Anderson	5 min
Older Adult	Pam Shisler	
Board of Deacons	Dick Wood Jr.	
Personnel Committee	Alice Finley	2 min

## **Chair's Remarks**

Cydney Philbin 2 min

## **Unfinished Business**

A. Capital Campaign	Glen Miles Ginny Barney	20 min
B. Operational Imperative Teams	Cydney Philbin	2 min
1. Governance – Molly Hagkull		
2. Stewardship – Joe Bull		
3. Facilities – Andrew Wildman		
4. Adult Education – Abbey Jo Griffith		

## **New Business**

## **Closing**

Cydney Philbin

## **Closing Prayer**

Glen Miles

## **Adjournment**

Next Meeting: September 22, 2021 - 7pm

**Governing Board  
Key Takeaways  
August 25, 2021**

1. The Church continues to experience solid financial performance. Pledge revenue continues to be above budget while expenses are running below budget. We ask that members try to keep their pledge current during the summer.
2. Akita had a successful and safe summer. Approximately 1500 campers attended. Consider reviewing the Akita Sunday services which is available on the website.
3. The Board formally endorsed the New Horizon Capital Campaign. The goal is to retire the debt left over from the Realize campaign. Ginny Barney will chair the effort.
4. The Board received an update on the various Strategic Planning Operational Initiative Teams. All the teams have started their work. The Board will be receiving regular updates on their progress.
5. As we head into fall, nominations for Governing Board and the Diaconate will be sought by the Nominating Committee. Also, the Governing Board Nominating Committee will be seeking names for nomination for the Nominating Committee. More information will be forthcoming about the process.

The Governing Board will next meet September 22<sup>nd</sup> in Grace Hall at North. Meetings are open to anyone who wishes to attend. Information from the Governing Board meeting is posted under the Resources tab on [www.fcchurch.com](http://www.fcchurch.com)

**First Community Church  
Governing Board Meeting  
Grace Hall  
August 25, 2021**

**ATTENDEES: Cydney Philbin, Chair, Jodi Patton, Past Chair, Tricia Baxley, Molly Hagkull, Deb Humphrey, Ryan Nicoll, Pam Shisler, Andrew Wildman, Joe Bull, Dick Wood, Jr., Stacy McVey  
Ex-officio: Glen Miles, Paul Anderson, Jason Miller, Treasurer  
Guests: Ginny Barney, Chair of New Horizons Capital Campaign  
Absent: Sally Hughes, Molly Hagkull, Doug Torrance, Shah Hasan, Steve Mushrush**

#### **OPENING/CALL TO ORDER**

Chairperson Cydney Philbin called the meeting to order at 7:04 pm. Pam Shisler gave the opening prayer.

There was sharing of joys and pastoral concerns by Board members.

For the Building Community First, Cydney called on each member to tell what committees, councils, and boards they participate in, and whether they meet in person or virtual.

#### **APPROVAL OF JUNE 2021 MINUTES**

Dick Wood, Jr. made a motion to approve the June 25, 2021 meeting minutes. April Howe seconded the motion, and the motion passed unanimously.

#### **REPORTS**

Cydney called on Glen Miles who highlighted a few items in his report, including the Kickoff Sunday and Dedication Sunday. He also updated the Board on new personnel that will be starting in September.

Cydney called on Paul Anderson who mentioned a few items from his report. He reported on the challenges in filling open teaching positions for MECDC and for Akita facilities and kitchen. The lack of adequate staff may cause us to suspend food service for Akita rental groups. Paul also mentioned that we are moving to a mandatory COVID vaccine policy. Currently, there are 3-4 staff that are holdouts, most of whom work with our children. He briefly touched on the financial results for July.

Alice gave a brief update from the Personnel Committee, which was held prior to this meeting. Health insurance has been renewed at no additional cost and short-term disability insurance has been added as a benefit. The cost of the short-term disability insurance will be offset by a reduction in accumulated sick time.

#### **UNFINISHED BUSINESS**

Cydney then called on Glen who introduced Ginny Barney. Ginny has agreed to chair the New Horizons capital campaign. Glen then offered some introductory comments about the history of previous capital

campaigns, the status of First Community and the need now for the capital campaign. Ginny then reviewed the process and timeline for the New Horizons campaign. She also introduced Bruce Pontious who will serve as campaign consultant.

Ginny then made an ask of the Governing Board to consider a personal pledge to the campaign. She emphasized the need for 100% participation by the Board. Pledge cards were then distributed to the Board. She then answered a few questions from the Board.

Motion made by Joe Bull and seconded by Deb Humphrey to move that the Governing Board endorses the New Horizons capital campaign and approve the following individuals to serve on the steering committee:

Ginny Barney, Chair  
Diane Albrecht  
Joe Bull  
Jack Burtch  
Alice Finley  
Loretta Heigle  
Mary Ann Krauss  
Bill Mead  
Nancy Rummel  
Michael Schoedinger  
Mike Zook  
Glen Miles, ex-officio  
Paul Anderson, ex-officio  
Bruce Pontious, Campaign consultant

The motion was unanimously approved.

Cydney then updated the Board on the start by the Operational Imperative Teams. She thanked each Chair of teams for agreeing to serve. She told the Board that they will receive regular updates on the work of each Operational Imperative Teams as they progress.

#### **CHAIR'S REMARKS**

Cydney reminded the Board of the Nominating Committee process to select the Governing Board and Diaconate. She also reviewed the process for determining candidates for the Nominating Committee, which are nominated by the Governing Board. Jodi Patton, as past chair, will chair the Governing Board Nominating Committee.

#### **NEW BUSINESS**

Cydney called on Jodi Patton. Jodi provided some additional information on the process followed by the Governing Board Nominating Committee. She encouraged the Board to be thinking of four names to nominate. A few questions were asked, and a discussion followed.

**CLOSING**

Glen Miles gave the closing prayer. Cydney Philbin adjourned the meeting at 8:19 pm.



**First Community Church  
Governing Board Meeting  
Grace Hall  
June 23, 2021**

**ATTENDEES:** Cydney Philbin, Chair, Jodi Patton, Past Chair, Tricia Baxley, Molly Hagkull, Deb Humphrey, Steve Mushrush, Ryan Nicoll, Pam Shisler, Doug Torrance, Andrew Wildman, Joe Bull, Shah Hasan, Dick Wood, Jr., Stacy McVey

**Ex-officio:** Glen Miles, Paul Anderson, Jason Miller, Treasurer

**Guests:** Ralph Griffith, Chair of the First Community Foundation

**Absent:** April Howe, Alice Finley, Sally Hughes

**OPENING/CALL TO ORDER**

Chair, Cydney Philbin called the meeting to order at 7:03. Shah Hassan gave the opening devotions.

Cydney then called on Ralph Griffith, Chair of the First Community Foundation. The Governing Board applauded the work of the Foundation. Ralph reviewed the 2020 Annual Report (attached) with the Board. The Foundation has been blessed by the generosity of many families.

Cydney called on each member to answer the following question: What is your favorite worship service?

There was sharing of joys and pastoral concerns.

**APPROVAL OF May 2021 MINUTES**

Dick Wood, Jr. made a motion to approve the May 26, 2021 minutes. Doug Torrance seconded the motion, and the motion passed unanimously.

**REPORTS**

Cydney called on Glen Miles who highlighted a few items from his written report. Glen mentioned that we will have one service at South at 10:00 on July 4<sup>th</sup>. The North Sanctuary will be dedicated on September 26<sup>th</sup> with services at 9:00 and 11:00.

Cydney called on Paul Anderson who updated the Board on a few items in addition to his written report; we are waiting on the US Government to open the borders to foreign travelers to allow the Klais workers to finish their work on the North organ. The permit for the Weist Room has been approved. Construction will start this Friday and will take 2-3 weeks. We have also been hit with a series of repairs to HVAC and water systems.

In Alice's absence, Cydney gave a brief update from the Personnel Committee, which was held prior to this meeting.

**UNFINISHED BUSINESS**

Cydney introduced the discussion that will occur tonight. She asked for volunteers to work on the strategic initiatives which should start by August 1<sup>st</sup>. Jodi Patton then offered the prayer created by the Strategic Planning Team. Pam Shisler then introduced the Strategic Planning Team and gave a brief overview of the process.

Pam Shisler made a motion to move that the Governing Board agrees to adopt and focus on the 2021 First Community Church Strategic Planning Mission Imperatives and Operational Imperatives for the next 18-36 months with an annual review and evaluation. The motion was seconded by Jodi Patton. The Governing Board then broke into five small groups for discussion with members of the Strategic Planning Team. The Board then reconvened and held a brief discussion about the initiatives, logistics and timeline. The motion passed unanimously.

**NEW BUSINESS**

Review of donor restricted accounting

**CLOSING**

Glen Miles gave the closing prayer. Cydney Philbin adjourned the meeting at 8:57 pm.



	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	93,750	97,735	3,985	1,140,000	1,330,021	190,021	1,367,170
Sanctuary Offering	35,000	1,727	1,137	(590)	20,723	3,327	(17,396)	9,833
Fee Supported	1,893,783	66,075	150,654	84,579	1,316,317	1,487,975	171,658	401,840
Program and Facilities	176,495	9,369	13,204	3,835	96,134	228,022	131,888	78,803
Gifts and other Support	503,237	16,984	21,525	4,541	336,198	409,044	72,846	385,690
<b>Total Revenue</b>	<b>4,523,515</b>	<b>187,905</b>	<b>284,255</b>	<b>96,350</b>	<b>2,909,372</b>	<b>3,458,390</b>	<b>549,018</b>	<b>2,243,336</b>
Fee Supported	1,784,094	233,958	238,694	(4,736)	1,047,069	1,171,866	(124,797)	733,834
Ministries and Programs	419,791	31,485	37,537	(6,052)	220,524	223,790	(3,266)	253,262
Facilities and Administration	1,027,251	84,565	89,106	(4,541)	603,389	514,946	88,443	544,281
Salaries and Benefits	1,292,379	107,372	104,230	3,142	755,823	753,434	2,389	877,877
<b>Total Expenses</b>	<b>4,523,515</b>	<b>457,380</b>	<b>469,566</b>	<b>(12,186)</b>	<b>2,626,805</b>	<b>2,664,036</b>	<b>(37,230)</b>	<b>2,409,254</b>
<b>Net Change</b>	<b>0</b>	<b>(269,475)</b>	<b>(185,311)</b>	<b>84,164</b>	<b>282,567</b>	<b>794,355</b>	<b>511,788</b>	<b>(165,918)</b>

  

All Funds - Actual	Current Month				Year to Date			
	Operating	Donor	Capital	Total	Operating	Donor	Capital	Total
Total Revenue	284,255	21,136	48,675	354,066	3,458,390	161,664	97,123	3,717,178
Total Expenses	469,566	24,137	48,029	541,732	2,664,036	306,813	293,098	3,263,947
<b>Net Change</b>	<b>(185,311)</b>	<b>(3,001)</b>	<b>646</b>	<b>(187,666)</b>	<b>794,355</b>	<b>(145,149)</b>	<b>(195,975)</b>	<b>453,231</b>

  

Cash Balance	414,367	1,020,980	437,962	1,873,309
Change from prior month	(255,113)	(2,781)	9,502	(248,392)
Line of Credit			5,711,626	





Financial Dashboard  
July 31, 2021

<b>Use of Pledge Dollars YTD</b>	<b>Revenue</b>	<b>Expense</b>	<b>Effect to Pledge \$</b>
Pledge Revenue	1,330,021		1,330,021
Sanctuary Offering	3,327		3,327
Fee Supported	1,487,975	(1,171,866)	316,109
Program and Facilities	228,022		228,022
Gifts and other Support	409,044		409,044
Ministries and Programs		(223,790)	(223,790)
Facilities and Administration		(514,946)	(514,946)
Salaries and Benefits		(753,434)	(753,434)
	<u>3,458,390</u>	<u>(2,664,036)</u>	<u>794,355</u>



**Attendance**

**In Person**

Date	9:00 AM	10:00 AM	11:00 AM	Special	Weekly Total	Average	Notes
4/11/2021		177			177	177	First In-Person Worship Service 10 am North
4/18/2021		143			143	160	
4/25/2021		146		80	146	155	Third Grade Bibles
5/2/2021		120		70	190	164	BOW Sunday
5/9/2021		118			118	155	
5/16/2021		124		110	124	150	Fourth Grade Communion
5/23/2021		121			121	146	
5/30/2021		118			118	142	
6/6/2020	91	69	145	240	305	160	
6/13/2021	83	81	112		276	172	
6/20/2021	72	68	190	10	340	187	Labrynth Walk
6/27/2021	73	59	171		303	197	
7/4/2021	X	78	X		78	188	No 9 or 11 am Services
7/11/2021	49	51	84		184	187	
7/18/2021	84	74	153		311	196	
7/25/2021	81	60	150		291	202	
8/1/2021	88	106	107		301	207	
8/8/2021	93	51	104		248	210	

**On-Line**

Date	Facebook 9:00 AM	Facebook 10:00 AM	Facebook 11:00 AM	Streaming 9	Streaming 10	Streaming 11	Special Ser	Weekly Total	Average	
1/3/2021	817		842	187		367		2213	2,213	
1/10/2021	937		711	213		328		2189	2,201	
1/17/2021	1000		649	163		309		2121	2,174	
1/24/2021	912		516	370		257		2055	2,145	
1/31/2021	1100		691	177		276		2244	2,164	
2/7/2021	919		725	165		306		2115	2,156	
2/14/2021	891		502	157		215		1765	2,100	
2/21/2021	758		538	174		258		1728	2,054	
2/28/2021	829		568	183		298	75	1953	2,043	Lenten Evening Service
3/7/2021	676		536	215		206		1633	2,002	
3/14/2021	635		508	133		242		1518	1,958	
3/21/2021	669		559	130		148		1506	1,920	
3/28/2021	867		586	209		176	784, 747	3369	2,031	Mandy Thursday / Good Friday
4/4/2021	1500		873	452		411		3236	2,118	
4/11/2021	842		421	191		97		1551	2,080	
4/18/2021	639		453	136		86		1314	2,032	
4/25/2021	678	277	357	121	68	106	260	1867	2,022	3rd Grade Bibles
5/2/2021	486	210	249	84	48	95	210	1382	1,987	Block of Wood
5/9/2021	451	296	379	86	86	136		1434	1,958	
5/16/2021	455	221	198	76	45	67	291	1353	1,927	4th Grade Communion
5/23/2021	483	207	269	83	35	54		1131	1,889	
5/30/2021	395	234	481	120	31	88		1349	1,865	
6/6/2021	507	496	130	83	63	144		1423	1,846	
6/13/2021	541	258	462	74	58	103		1496	1,831	
6/20/2021	307	252	243	51	59	89		1001	1,798	
6/27/2021	568	186	396	50	46	46		1292	1,778	
7/4/2021	258	416	0	37	34	0		745	1,740	
7/11/2021	376	264	244	57	49	80		1070	1,716	
7/18/2021	409	295	420	56	36	59		1275	1,701	
7/25/2021	371	367	391	52	47	85		1313	1,688	
8/1/2021	455	317	0	50	168	0		990	1,666	

Dear Members and Friends:

I hope that you are enjoying the summer, a return to gatherings with friends and family, and are attending First Community activities. Below is a brief update on our financial and operational performance. You can access our financial dashboard and other Governing Board documents by clicking [here](#).

Through June, we continue to perform well. A few highlights for you:

- We are grateful for all who have prepaid their pledge or are staying current. Through June, our pledge revenue is \$187k above budget. We think this is a timing variance and expect pledges to track closer to budget as we go into year-end.
- Fee-supported revenue is also above budget, primarily as a result of Mary Evans Child Development and the Early Childhood programs receiving state assistance for COVID-related expenses. Tuition revenue from both programs, as well as Akita camper fees, are above budget for the year.
- Gifts and other support consist of several grants and bequests. The First Community Foundation has provided \$330k of grants to the Church in 2021 thus far. These grants have provided Camp Akita with a tent, several vehicles, and reimbursed pandemic-related expenses necessary to operate safely. Grants have also allowed new painting, flooring, and carpeting on the second floor of South, the new wall in the Weist Room, a piano for South, and the replacement of HVAC units.
- Our expenses are running close to budget. There are some budget overages in Akita, but most of these are the frontloading of expenses in preparation for summer camp. We have incurred a string of emergency repairs to HVAC systems, roof leaks, and major renovation of the North cooler, which have also caused some variances in facility costs. The staff continues to do a good job of controlling their spending, which is challenging as we begin more in-person programming and meetings.
- Our cash position remains very good, although we expect it to decline as we go through summer. Historically, September is when our cash position will be at the lowest.
- Our debt related to the new construction remains unchanged at \$5.7m. The collection of the remaining pledges should reduce this to below \$4.5m, and a committee has been formed to look at how to eliminate the debt.

We utilize a forecast that is reviewed monthly with the Finance Committee. We believe our assumptions are conservative and reflect that we should be able to achieve our 2021 budgeted operating results. We also will have some necessary capital expenditures this fall, such as replacing the Grace Hall HVAC and improvements to the security of the Early Childhood space. Funding for these has not been identified.

Paul Anderson, our Executive Director of Operations, has taken on other reviews with the oversight of the Finance Committee. A third party has looked at our insurance coverages, and we have implemented banking tools to reduce external fraud. Currently in-process are changes to donor restricted accounting to align with best practices and ensure that donor intent is always followed. We also continue to assess any potential hacking threats to our IT systems.



We are pleased with the results so far in 2021, despite the handicaps of the pandemic. We are thankful for the generosity of our members. Please reach out to Paul Anderson ([Paul's email](#)) or me ([Jason's email](#)) if you have questions or concerns. You can also call the Church to reach us.

Sincerely,

Jason Mulligan, Treasurer

## Older Adult Council Liaison Report 8/25/21

The Older Adult Council is a dedicated group of our older FC members, who gather for fellowship, education and to organize outreach to the FC Older adult membership. They meet once a month (except in the summer) with Robin Hood and Jim Long as their staff liaisons. With Jim's retirement horizon, he seems to be phasing out of this role and Robin is doing a nice job of filling that role. This group has a chair person(s) and currently 13 members, each of whom has committed to a three-year term.

The Older Adult Council recently defined their purpose statement as the following:

It shall be our purpose to:

1. Search for innovative forms of ministry that focus on older adults.
2. Provide opportunities for learning and spiritual growth.
3. Provide an environment for social interaction.
4. Serve as an agent for communication, outreach, and advocacy.

With this purpose in mind, this group is true to their calling. They try to include an element of education with guest speakers at their meetings and recently explored an education series titled "Elements of Engagement". They look for ways to engage and provide outreach to our older adults. This year they have planned an older adult fall trip to Akita, and wrote welcome notes to new members.

More importantly, these council meetings provide social interaction and an opportunity for small group ministry. This council spends time sharing updates on friends and members who may be going through health issues. The pandemic made traditional in person meetings hard for this group, so they have adapted to a new Zoom meeting style, and are working on some new computer skills!

As we look forward at the evolution of our Governance structure, this Council seems to function more as a small group education/ministry forum rather than an activity-focused group. The members are interested in furthering their older adult experiences within the church, but also just seem to enjoy the opportunity to gather in their small group. Robin Hood does a great job facilitating their meetings and providing staff support. They typically have about 8-9 members at every meeting and spend a good portion of their meeting time "catching up". This group is always very interested in the Governing Board report as it sparks debate and discussion.

## Summer 2021 Deacon's Report.

The June 15th 2021, Deacon's meeting was the Annual Deacon's Picnic, held this year at the Jim Long residence. With almost a 100 percent attendance: fun, dinner, and an instructional communion serving session was included, as well as a message from Dr. Miles.

We now have two deacon's classes that have had little interaction with the church members in terms of communion services, baptism, new members classes or condolence interaction with members. These areas will be addressed this fall as we hopefully begin to open up to more direct contact with FCC members. Additionally, we will look forward to a long-honored tradition of Deacon's contacting long term members over the holiday period with notes and personal visits as part of the FCC relationship with our members. Regular monthly meetings will resume in September, and the process of making the Communion services in the new sanctuary a significant and workable part of worship, will be on the agenda.

Submitted,  
Ron Johnson  
Chairman, Board of Deacons  
8/18/2021