

# Executive Director Report to the Board

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November 9, 2017

**Staffing Update:** Jen Morley, our new Accounting/Office manager started on Monday and has begun the orientation and training process. Carolyn Morrissey has been assisting with her training. We have hired a Nursery Attendant, Irene Ravitz. She will start this coming Sunday working 4 hours each Sunday. We will be interviewing a Youth Coordinator candidate this weekend.

**FY 2018 Stewardship Update:** As of today we have 447 pledges from 689 people for a total of \$906,712. The average pledge is \$2,033, last year at this time we had 22 more pledges in but for \$22,028 less pledged, with a lower average pledge, \$1,886. This will change as we have several new people who have donated with their checks marked 'pledge' who do not have a pledge of record on file. We are hoping the Stewardship team will be successful in getting those converted to pledges.

**Account Statements:** We sent out statements for the first time since June as we had concerns that had to be addressed over the way that payments had been applied. There were some communications of questions about the statements but the work to clean them up ahead of time paid off. We will be sending out an invitation by email to invite pledgers to view their statements in ACS this month, then paper statements again early in December.

**Chart of Accounts change:** We have been working on adapting the budget and other reports to the new chart of accounts structure, an ongoing process. The bottom line remains the same, just what goes where in the budget has been reworked. We now can get more detail from our reports, but we have to design each one anew. There were several accounts from the balance sheet that were lumped together as part of the transfer to the new chart of accounts, a subcommittee from the Financial Policy Committee is meeting to resolve how they should be handled.

**Membership:** We certified our membership as of February 1 at **708** members, down from 738 a year ago. We are now at **743** members. We had 3 new folks join, Bonny Cochran, Ana Lucia Malta, and Allison Moses. One member emeritus passed, Marjorie Melton, and one friend to the church, Jan Eisner. A former member also passed, Ann Bechill. We have

started the membership scrub process in readiness to certify our membership in the new year.

**Member Memorials:** We had memorial services for Dot Koltnow and Bill Wallenmeyer. Upcoming services are planned for Cal Baldwin, Jan Eisner, and Ann Bechill.

**Memorial Service Coordinators:** We are in the process of transferring responsibility for coordination of memorial services to Lyn Peters and Vicky Strella. The initial contact with families will stay with me, I will determine our availability then turn it over to them.

**Security Planning Team:** The team of church members will meet next week to work on the security plan that will include our emergency response to disasters, fire, active shooters, large events, etc. The team has been set up as a steering group that will be reaching out to staff and members with responsibilities in each affected area to help draft those parts of the plan. They will also be working on implementing the changes to our physical security funded with the matching grant from the County.

**Financial Audit:** We are planning on this for the spring. We are bringing together a team to develop the scope of work for the audit, as well as a work plan to prepare for it.

**Successful Auction:** Once again, Kathie Bryant and her amazing team pulled off another successful auction. With the Sunday auction on the 12<sup>th</sup> we expect to make the budgeted amount. Click here to see photos from the night. <http://bit.ly/2hqBeMs>.

**Composting:** We had been offered the opportunity to host a community composting system but were unable to come up with agreement between the grounds committee and the group offering the composting system so this has fallen through.

**Church Mutual:** Members of the Financial Policy Committee, Tom Nixon (who serves as our Internal Auditor) and I met with our insurance agent from Church Mutual. We wanted to be sure that we have adequate insurance as it has been many years since we reviewed our policies. Once we get back the updated quotes from him we will plan to utilize the information to allow us to comparison shop to be sure we are getting the best coverage for the best price. Tom Nixon has a background in the insurance industry which has proved useful in this process.

**Sanctuary:** The downstairs of the Chalice House has been transformed in readiness to provide asylum. The 'Good Wall' has been built by Terry Sloan, Ernie Carlson and William Spenser to create a studio apartment. Dianne

Seiffert and a team worked to clean and paint, bringing in furniture so the place has been set up in readiness.

**Respectfully submitted, Sara Deshler**