

Executive Director Report to the Board

July 23, 2017

Staffing Update: our Accounting Manager, Curtis Osborne, started with us in December. He has resigned, effective 7/31/17. He has been dealing with home issues that have had a severe impact on his work performance. Carolyn Morrissey has been hired on a temporary basis to get the backlog of accounts payable and receipts under control, we are looking at getting a temp in until we hire his replacement. We are also moving to using the QuickBooks service to process payroll so that we will not get behind on filing employment taxes. **Katie Romano Griffin**, our new Assistant Minister will come on board August 1. We are still negotiating with the candidate for the DLRE position, expected to start early in September. We are in search for the new Coordinator of Youth Ministry. We will also be beginning the search for the new Accounting manager shortly.

FY 2018 Stewardship Update:

As of today we have 434 pledges from 673 people for a total of \$903,357. The average pledge is \$2,081, last year at this time we had 27 more pledges in but for \$22,500 less pledged, with a lower average pledge, \$1,911.

Tree Removal: The extensive planned tree work has begun. The work removing dangerous trees and overhanging branches in the playground has been completed. Work along Cedar Lane found additional trees requiring removal due to previous lightning strikes. The \$30K was budgeted in the Endowment disbursal.

Lower Level Facelift: Volunteers and staff have worked to paint the lower level corridors white with bright accents. This work will continue through the summer.

Chart of Accounts: With Regina Dull's help we have found a company to assist us in revising the chart of accounts as recommended by the accounting consultant we worked with last year. This will be implemented in September.

Move to Eagle Bank: we are in the process of moving from Wells Fargo to Eagle Bank. We have the checking account for the church set up and are waiting for the checks and check reading machine to be delivered. We will also be moving the endowment checking account so those of you who provided signatures for the church checking account will be asked to sign again.

End of year financial reports: we are still in the process of entering accounting information for the 16-17 fiscal year. Once that has been completed we will be in a position to provide accurate reports.

Membership: We certified our membership as of February 1 at **708** members, down from 738 a year ago. We are now at **726** members.

HVAC System upgrade: We can now program the lower level class rooms. We are still waiting to be giving the ability to program air and heat for the upper level. We are holding a last payment of \$5,000 until that has been completed. DOMCO, our contractor is still working with Trane on getting us access to programming the system.

Respectfully submitted, Sara Deshler