

Finance Committee Meeting
October 24, 2005
Minutes

Attendees: Gina Coburn, Rob Cotta, Maureen Driscoll, Scott Gorman, William Hines, Debbie Lewis, Sylvan Menezes, Bill Riquier

Minutes of Prior Meeting

The minutes of the September meeting were approved without modification.

Treasurer's Report

The Treasurer's report was received. Two items were noted:

- 1) We have withdrawn more than a pro-rata share of the budgeted investment earnings. This was done for convenience and we do not expect the full year draw to exceed the approved budget.
- 2) Spending categorized as office supplies has reached the full year budget amount. The Church administrator has been contacted to see if anything has been misclassified.

Parish Council

A report from the October Parish Council meeting was received.

Fundraisers

- Holiday Fair – A report was received from Bill Riquier on preparations for the Fair. No issues were noted.
- Gift Cards – The Committee set a schedule for the rest of the year for taking gift card orders.
- Debbie Lewis brought a fundraising proposal to the committee. Applebee's restaurant is willing to donate a portion of the proceeds for a given evening for all FPC members that patronize the restaurant. The Committee agreed the idea should be presented to Parish Committee and the membership.

Massachusetts Legislative Proposal

A proposal to require audited financial reports to be filed by congregations with the Attorney General's office was discussed.

Subsequent to the meeting a letter was drafted and sent to the sponsor of the legislation.

Financial Audit

The Committee agreed that we should work towards a financial audit over the next couple of years. The first step is to update the financial procedures manual.

Canvass

- The Committee discussed the timing of the campaign, and expressed a preference for conducting group meetings with members.
- Auction – The date of the auction (April 1) was discussed with regards to its proximity to the Canvass campaign. The Committee agreed it would be best to

have a 30 day time gap between the end of the Canvass and the auction. We may need to start the Canvass earlier in order to achieve this gap.

The next Finance Committee meeting will be November 28.