

Finance Committee Meeting  
November 28, 2005  
Minutes

Attendees: Gina Coburn, Rob Cotta, Maureen Driscoll, Scott Gorman, William Hines, Sylvan Menezes

**Treasurer's Report**

- The committee received the Treasurer's report. Budget issues include:
  - There was a problem with accounting for Director of Music's salary two years ago. The correction required an extra month of salary to be accounted in the current month.
  - Office supplies are still over budget.
  - Postage is over budget
  - Advertising expenses were incurred related to the open staff positions. The expense will be put into...

**Fair Trade Coffee**

- The Hospitality committee is selling fair trade coffee to the membership. William will talk with Carol Ballantine about how this is priced and the accounting for it.

**Canvass**

- A notice will be placed in the November Chalice about the upcoming campaign.
- The intention is for the campaign to take place in February.

**New Member Orientation**

- The Committee discussed the idea of communicating to new members information about how finances work at FPC
- The thought of an orientation seminar was also discussed.

**Donation Acknowledgement**

- Donations over \$250 need to be acknowledged by an officer of the Church.
- The Treasurer will communicate this procedure to the new Church Administrator.

**Back-up Check Signing Authority**

- Per the by-laws the Parish Chair is the back-up to the Treasurer for signing of checks.
- William will communicate this to the Parish Chair.

Next Meeting, Monday, December 19.