

**Finance and Budget Committee Meeting**  
**Wednesday, March 14, 2018**

In Attendance :

Charles Hawkins, Chair  
Dr. Elaine A. Crider, Church Administer  
Wanda A. Smith, Guest  
Barbara Williams  
Kimberley Driggins  
Latasha Kelly  
Brian Liburd  
Sallie Birmingham  
Dr. Sedric Roberts, Finance Director

Via Phone:

Pliska Gilliam, Guest  
La Rufus Mitchell  
Edward Charity

1. The meeting began with an opening prayer by Dr. Roberts.
2. All members /attendees present and via telephone introduced themselves.
3. Mr. Hawkins provided the “Mission” of the Finance and Budget Committee. Being involved in all financial obligations of the church, Mr. Hawkins stated that he felt we needed to make debt reduction a top priority and get a better handle on purchasing. He outlined the role of the financial secretary and stated that the auxiliary teams would be handling and recording collections. There will be eight (8) services for Easter week and we are pushing to get adequate coverage by the Auxiliary Team and those formerly called Trustees. He went on to state that there are approximately 6 people on the Finance and Budget Committee and hopefully this will allow unanimous votes on most issues presented. If we don’t have a unanimous vote the approvals will be by majority vote.
4. Dr. Roberts spoke about the confidentiality nature and obligation of this committee and its members and staff. All present signed the confidentiality agreement and provided them to Dr. Crider. Dr. Roberts continued with a review of the budget including a comparison of the actual vs projected budget mark. He also provided an overview of some of the below listed handouts:

Handouts:

ASBC Management Letter, December 31, 2016  
ASBC Communications to Those Charged with Governance, December 31, 2016  
ASBC Consolidated Financial Statement, December 31, 2016 and 2015  
Memorandum to Dr. Roberts from Dr. Crider re: Finance Snapshot as of January 31, 2018  
Budget Committee information by Sidney Evans, Chair  
ASBC Building Committee Analysis, February 28, 2018  
ASBC Pastor's Weekly Snapshot Report, March 4, 2018

5. Discussions continued regarding the new campus expansion; on-line giving; how to acquire additional funds; maintaining the old church; monthly meetings with the Council; the need to provide a report to the Council; the goal of one meeting per month for the Finance and Budget committee; the need for volunteers to serve as vice chair, secretary, treasurer (will be appointed by the Council).

Additionally, Mr. Hawkins stated that the key item for the Finance and Budget Committee is debt reduction. A financial report will need to be presented and defended at the December church meeting as well as the Budget Mark.

6. Dr. Crider stated that the staff and Council need specific lines of operation between them - functions vs oversight. She also stated the need to be copied on emails sent to the staff.

7. Mr. Hawkins stated the need to have better oversight for the development of procurement policy.

8. Ms. Williams questioned if it should go through legal first and stated that there is a process in place but people have been able to circumvent the process.

9. Dr. Crider stated that controls are being put in place.

10. Mr. Hawkins stated that the check signing ability needs to change. Also, the investment strategy needs someone to look at how we are doing this.

11. Other items discussed:

\*Pulling money out for meals and programs and move them to finance

\*Dedicated website for Finance Committee Members members

\*Potential meeting "day" - 3rd Wednesday??

Need for a Secretary, and Vice Chair

Retreat is scheduled for 27-28 Apr; Committee Members will be present on 28th

12. Closing prayer.