

Finance and Budget Committee Meeting
Wednesday, April 4th, 2018

Present

(In Person)

Charles Hawkins, F&B Committee Chair

Dr. Elaine Crider, Church Administrator

Dr. Sedic Roberts, Finance Director

Wanda Smith, Guest

Barbara Williams, F&B Committee Member

Brian Liburd, F&B Committee Member

Kimberley Driggins, F&B Committee Member

Sallie Birmingham, F&B Committee Member

Latasha Kelly, Assistant Financial Secretary

(By Phone)

Edward Charity, Jr., F&B Committee Member

Pliska Gilliam, Guest

laRufus Mitchell, Financial Secretary

Opening

The Finance and Budget (F&B) committee meeting was called to order at 7:00pm on Wednesday, April 4th, 2018 in the Board Room of Alfred Street Baptist Church (ASBC) by Brother Hawkins.

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

Sister Driggins proposed a revision to the March meeting minutes to correct the spelling of her name. Sister Birmingham proposed a revision to the March meeting minutes to include the distribution and review of the latest Pastor's Weekly Snapshot Report. Sister Williams motioned to amend the previous minutes with the proposed revisions. Sister Birmingham seconded the motion. Proposed revisions to the March meeting minutes was unanimously approved.

Business

- Brother Hawkins communicated that entire committee should become familiar with the four separate entities of the church, which include: ASBC, Sojourn Properties, Olde Towne West and the ASBC Foundation. Brother Hawkins and Brother Roberts provided a brief summary of each entity which included discussion of each entities relationship to the church and each entities management.
- Sister Williams and Brother Hawkins mutually suggested that Sojourner Properties and Olde Towne West (which have historically been managed by ASBC council board, which

no longer exists because trustees no longer act as a board) have their own managing boards to establish independence from the church. The suggestion was driven by the concern for potential legal issues and putting assets of the church at risk. Brother Charles agreed to address this matter with the council.

- Brother Hawkins reminded committee about upcoming ASBC property tour taking place on Saturday, April 7th. The bus departure time from the church is 9:00am and the tour was estimated to last 45 minutes. Those attending the tour include, the F&B committee, council members and property committee members. Brother Hawkins mentioned that there may be another fallback date for the tour in the near future.
- Brother Roberts distributed the latest Pastor's Weekly Snapshot Report to the committee. Brother Roberts facilitated discussion around the details of the report and addressed specific committee member questions about report.
- Brother Hawkins led into the budget process presentation by communicating to the committee that the budget is a big responsibility and everyone on the committee will be responsible for assisting with creating of the budget in some capacity.
- Brother Charity presented the 2019 budget process and timeline to the committee with the use of a PowerPoint presentation, which was made available to the committee members. Key points from the presentation included the following:
 - Budget will be presented for review by the council at their November meeting
 - Budget committee responsible for setting "Budget Mark" (previously handled by trustees)
 - FY19 budget will be structured by "budget areas" (or budget departments) and point of contacts (POCs) will be designated for each budget department. Each budget department, assisted by the POC, will have responsibility to implement, manage and track their department's budget. Goal to create ownership and accountability for each budget department. Brother Charity will get contacts for each budget area.
 - Brother Roberts recommended that each member of the committee be assigned to a budget area so that once budgets are approved, the designated committee member can meet with budget area POCs and walk through details of their approved budget.
 - Brother Roberts suggested that budgets be examined/evaluated weekly to enforce proper accountability and consideration of budgets throughout the year.
 - Dr. Crider and Brother Roberts pointed out the need for detailed accounting/tracking of expenses – isolating each expense for any given initiative/program/event/ to truly understand the drivers of cost for each initiative/program/event. This will allow the church to get a better understanding of where money is going and have an opportunity to identify how to improve spending habits.
 - Each budget department will have its own budget on the church website where it can be viewed.
 - Sister Williams made comment on timeline, expressing concern about having enough time to prepare budget for council approval by November meeting.

Brother Charity communicated that timeline for budget is tentative and can be reconsidered if timing or other restraints hinder progression of the budget process.

- Additional suggestions for budget process should be directed to Brother Charity and Brother Hawkins.
- Brother Charity suggested that future committee minutes be sent out to committee members electronically. Sister Birmingham agreed to backup Sister Kelly with taking meeting minutes.
- Brother Hawkins reminded committee members of the council retreat, taking place on Friday, April 27th and Saturday, April 28th. Committee members invited on Saturday. Location TBD. Brother Hawkins needs someone to sit in for him at the retreat as he will not be present. He suggested Brother Charity to fill in for him.
- Brother Hawkins requested that each member of the committee play an oversight role with monetary collections. He suggested that on a rotational basis, one person be designated to coordinate with the committee on who will collect money for weekday church activities during a given week.
- Brother Hawkins indicated that Brother Gilliam is in the process of drafting the Financial Operating Procedures (FOPs) which are authority for monetary collection and accounting processes of the church. There will be an FOP training in the near future – details will come once FOPs have been finalized. FOP training will be open to committee members, oversight team and auxiliary teams. In the meantime, Brother Hawkins invited committee members to stop by Finance Room on a Sunday in the next several weeks to get exposure to collections and accounting process.
- Brother Hawkins reminded committee that the Treasurer, Assistant Treasurer, Financial Secretary and Assistant Financial Secretary are responsible for collection and processing of tithes/offering and other monetary collections. Brother Gilliam and Sister Smith will also assume collections/accounting oversight roles alongside Sister Mitchell and Sister Kelly.
- Brother Roberts and Dr. Crider discussed status of badges for committee members and plans to have pictures for the badges taken as soon as possible. Brother Roberts and Sister Birmingham agreed that badges are a good internal control practice that would also benefit the audit. Sister Smith suggested that each auxiliary team member have a badge as well for identification with collections on Sundays. Dr. Crider agreed to contact Milton Miller to discuss taking pictures for badges and will work on arranging a time for that.
- Brother Hawkins called for open discussion.
- Dr. Crider reiterated purpose and significance of confidentiality agreement of all committee members of the church. Brother Hawkins discussed the specific topics that should never be discussed outside of F&B meeting (confidential). If anyone has questions about whether something is or is not allowed to be disclosed, please discuss with Dr. Crider for guidance.
- Dr. Crider provided an update on relocation of Finance Room.
- Brother Hawkins stated that F&B committee member binders will be distributed following closing of the meeting.

Closing

Sister Driggins motioned to adjourn meeting. Sister Williams seconded the motion. Motion to close the meeting was unanimously approved. Sister Birmingham closed the meeting prayer.

