

Lehigh Presbytery Board of Trustees  
Minutes  
July 17, 2007

Members Present: Tillie Chase, Jack Gardner, Pat Hoffman, Bob MacIntyre, Bill Rusling,  
H. Wilson Scott, Keith Schnell, and Charles Waterbury

Ex Officio: Dave Boltz, Treasurer, Bob Nickels, Stated Clerk, Al Stone, Administrative Team  
(Presbytery Council) and Steve Shussett, Teaching Presbyter

1. The meeting was opened with prayer by Bob MacIntyre. The agenda was approved.
2. **Minutes:** The minutes of June 2007 were amended (Item 2 was deleted). The minutes were approved as amended.
3. **Treasurers Report**
  - a. Dave Boltz reported that he added information to the Profit and Loss Budget Performance report to reflect on where we stand as far as income goes in comparison to the last three years. Income account 0310 (Per Capita) reflects that our present income is in line with previous years (\$185,474 received to date versus \$188,783 received over the same period the last three years). Income account 0400 (Mission Receipts) also reflects that present income is in line with previous years expectations (\$116,197 received year to date versus \$108,923 received in the same time period over the last three years).
  - b. Dave Boltz shared information he has gathered concerning the Saucon Valley property sale concerning the funds received and the Sales Agreement and Addenda to date.
  - c. Bob MacIntyre reported that an extension has been granted to DeLuca until June 30, 2008 with the following conditions unless closing occurs prior to June 2008. A payment of \$2,500 will be received monthly from July 2007 through December 2007. Beginning in January 2008 through March 2008 monthly payments of \$15,000 will be received. From April 2008 through June 2008 monthly payments of \$25,000 will be received. All money received is non-refundable and will be credited toward the final purchase price. In addition \$5,000 will be paid to offset some of the legal costs associated with the sale. This sum will not be credited toward the final purchase price. Dave Boltz reported that the \$5,000 to offset legal fees and the first monthly payment of \$2,500 has been received.
  - d. Dave Boltz noted concerns with the Presbytery Policy on Reserve Funds. The Finance Committee has been reviewing this policy with plans to change it. Dave will share his ideas with the committee.
  - e. There was some question as to how funds were spent by Brainerd to purchase new mattresses. Because of the way funds are invested the allocation of the money proved to be difficult. Questions were raised as to whether the fund in which the account is kept should be transferred totally to the Brainerd books. No decision or action was taken on this suggestion.
4. **Per Captia/Mission Report:** The board reviewed the new Mission allocation report prepared by the Office Manager. The report appeared to meet the needs of the Board and will be used to share the status of Mission funds with Council.
5. **Budget**
  - a. **Camp Brainerd:** The Board reviewed the proposed budget for the Brainerd Presbyterian Center for 2008. The Board requested that actual spending and receipt figures be used to develop the budget to ensure that the numbers received are reflective of the actual expenses and receipts. The Board did not think it prudent to approve the budget without a more thorough look at the numbers based on actual expenses and receipts. Questions concerning the salary changes from 2005 into 2006 were discussed. The Board would like some way of

keeping track of funds received for camperships to indicate how much of that money is received during the course of the year. Bob MacIntyre will follow through with Janet Mishkin about the Board's concerns.

- b. **Presbytery Budget:** The board reviewed the Administrative Budget for 2008. The only issues of concern were over the final salary figures that must be made by council and any change to dues and/or minimum participation basis for 2008. **Moved and Seconded that the Administrative Budget be adopted and forwarded to Council with the recommendation that Council adopt the budget and present it before the Presbytery for their approval at the September Presbytery meeting.**
- c. **Mission Budget:** Bob MacIntyre noted that the Mission budget development is the responsibility of the Council. It is assumed that the budget will be made available before the next Presbytery meeting.

**6. Finance Committee:**

- a. H. Wilson Scott reflected on the meeting he and others from the committee had with the council in June concerning Investment Policy. Bob Nickels is planning a list of questions to guide further discussions on Investment Policy in a more focused way. It is hoped that as some future date (sooner rather than later) the Board and the Council will meet at a time other than regularly scheduled meetings to discern what policy the Presbytery might follow as to investment of funds. It was suggested that such a meeting might be held at least once a year to assist the Council and the Board in becoming more collegial in their efforts.
  - b. Bob MacIntyre reported that Steve Shussett, Doug Cronce and he met with a representative from the Presbyterian Foundation to discuss broad investment ideas. The meeting was very helpful in explaining some of the questions that arise with investing funds.
- 7. Council:** Tillie Chase also reflected on the discussions held between the Finance Committee and Council and indicated that further meetings between the Board and Council will certainly aid in the ability of both bodies to work together.
- 8. Office and Equipment:** Installation of the office carpet will take place in mid August. It was noted that assistance may be needed to move files and equipment out of the offices before the installation occurs.
- 9. NCD Committee:** Bob MacIntyre reported that the property for the Mt. Pocono church has been sold and the Presbytery can expect a check for one half of the money received after expenses from the Lackawanna Presbytery in the near future.
- 10. Brainerd Presbyterian Center:** The report from Janet Mishkin was reviewed. It was noted that campers were down for this year and it is expected that the camp will need additional funds to pay for expenses later this year.
- 11. Other Business:** The Board noted that the ministry of the Barn seems to be doing quite well. Bob MacIntyre will contact them to ascertain if there is any expected change in the budget for 2008. It was noted that the Presbytery approved a five year budget two years ago and unless changes are expected there will be no need for further approval or review by Presbytery.
- 12.** There being no further business the Board adjourned with prayer at 2:15 pm.

Respectfully submitted,

Bob MacIntyre, president