

Lehigh Presbytery Board of Trustees
Minutes
September 18, 2007

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

Ex Officio: Dave Boltz, Treasurer; Dick Luse, Attorney, Bob Nickels, Stated Clerk, Al Stone, Administrative Team (Presbytery Council)

Visitor: Dennis Heller, Campbell, Rappold & Yurasits, LLP

1. The meeting was opened with a Scripture reading from Romans 1 and a prayer by Bob MacIntyre. The agenda was amended to include a presentation from Al Stone from Presbytery Council and approved.

2. Saucon Valley

a. Dick Luse reported that there is no change in the sale at this time. He noted that payments were not received in August or September, but a call to DeLuca quickly resolved the oversight.

b. The board reviewed the terms of the sale agreement.

c. The board discussed the possibility of spending some of the money received in the sale. The restriction not to spend money was sanctioned by council and they have the power to rescind their action. It was suggested that spending the money ought to be done in a way that is fiscally prudent given the present circumstances of the sale and the need for programming funds related to New Church Development.

3. **Council Administration:** Al Stone noted the desire of the Presbytery Council to meet with members of the Board to discuss on-going issues. The key issue at this time revolved around the proposed policy on investment, particularly as regards to use of principal. To further the discussion, members of the Trustees and Council will meet on October 9 at 6:30 pm in the Presbytery Office for conversation in particular about the use of principal of investment funds. All members of Council and the Board are encouraged to review *Investment Objectives and Policy guidelines for Lehigh Presbytery, rev. April 17, 2007* produced by the Finance Committee prior to the meeting.

4. **Auditor's Report:** Dennis Heller reviewed the Auditor's Report produced by his company on the Presbytery finances. While the books were basically good, he recommended the Board take actions to further clarify bookkeeping. Dave Boltz reported that he is working with the bookkeeper on these issues and will continue to do so in a way that meets the goals of the auditor and enhances the Board's ability to manage funds. It was noted that the Barn's books were not audited although the Barn was prepared for the audit as the Board requested. The treasurer and bookkeeper are tasked to make sure that such an oversight does not occur next year and if possible the books for this year as well as last year will be audited next year. **The Board moved and seconded to receive and approve The Auditors Report.**

5. **Minutes:** The minutes of July 2007 were approved as written.

6. Treasurers Report

- a. Dave Boltz discussed a report that will present quarterly review of the funds of the Presbytery and their use in that quarter. It was noted that this report will meet one of the suggestions of the auditor to better monitor our fund expenditures.
- b. The balance sheet was reviewed.
- c. Dave Boltz reported that the Presbytery received a check in the amount of \$121,868.95 from Lackawanna Presbytery from the sale of land that had been purchased to support the NCD in Mt. Pocono. Per agreement each Presbytery received half of the sale price less expenses. At present the money is placed in Income account 1161 (NCD) pending further instructions. It was suggested that the Council might want to redistribute the money to help other missions of the Presbytery and were especially encouraged to forward some of the money to assist the Brainerd Presbyterian Center.
- d. The Treasurer's Reports were approved.
- e. **The Board moved and seconded a resolution related to the Presbytery's Wachovia brokerage Account**, specifically to add the Vice President of the Board and the Teaching Presbytery as signers for the account. The wording of the resolution, because of its size, will be kept as an attachment to these minutes and will be filed with these minutes in the Presbytery office if needed for review.
- f. Dave Boltz reported on the Heitzman Fund. At present the fund is used to support Good Shepherd Home. The funds are sent through the Presbytery to forestall rules of the Presbyterian Foundation that were in place at the time of the funds origination. All the rules requiring this have been dropped but it is not fiscally prudent to amend the conditions of the fund to take the Presbytery out of the equation. However it is likely that the funds from the account can go directly to the Good Shepherd Home eliminating the need of the Presbytery to cut a check although the fund will remain on the Presbytery books.

7. Per Captia/Mission Report: The reports were noted.

8. Budget

- a. **Camp Brainerd:** The board reviewed the Brainerd budget. Bob MacIntyre reported that Janet Mishkin had presented him a detailed analysis of the receipt of funds through camper's fees that attest to the estimated receipts for 2008. Other issues related to the budget were discussed including a lack of supporting data from previous expenditures and receipts to reflect the projected numbers. **Moved and Seconded that the Brainerd Budget for 2008 be approved with the proviso that previous total receipts and expenses be made part of the report to the Presbytery prior to their vote.** Bob MacIntyre noted that he and Dave Boltz will meet with Janet Mishkin to access the budget structure and modify accounts to enable a more accurate accounting of Brainerd receipts and expenditures.

- b. **Presbytery Budget:** The board reviewed the Administrative Budget for 2008. The previously approved budget was amended slightly to account for an increase in minimum salary participation for Health benefits. **Moved and Seconded that the Administrative Budget for 2008 be adopted and presented to the Presbytery for their approval at the September Presbytery meeting.** The board reviewed the proposed Power Point presentation of the budget.
- c. **Mission Budget:** Tillie Chase presented the Mission Budget for 2008. The council has taken a conservative approach in projecting fund receipts for next year. In addition the council suggested that we no longer take unpaid Per Captia from Mission funds but instead use funds from unused Per Captia. It was suggested that such a change might involve amending the By Laws of the presbytery and regardless would need Presbytery approval. **Moved and Seconded that the Mission Budget for 2008 be adopted and presented to the Presbytery for their approval at the September Presbytery meeting.** It may be necessary to delay approval by the Presbytery should a change of the By Laws be required. Tillie Chase will investigate the matter prior to the Presbytery meeting.
9. **Finance Committee:** No report. The committee will meet at 11:00 a.m. on October 16, 2007.
10. **Council:** No report
11. **Office and Equipment:** The carpet has been installed.
12. **NCD Committee:** Bob MacIntyre reported that the Barn ministry is doing quite well and they anticipate no change in the previously approved budget for next year. However the Barn is actively looking for a larger space for worship and such a change, should it occur, may need action from the Presbytery if significant new expenditures are required.
13. **Brainerd Presbyterian Center:** The report from Janet Mishkin was reviewed. The Board believes it prudent that the Presbytery begin to find money to assist Brainerd in their important ministry before a financial crisis evolves. Some ideas of funding were suggested and areas where the Presbytery might be able to help were discussed.
14. **Other Business:** The Presbytery received a request for a new resolution for the approval of First Presbyterian Church Easton's loan from **Presbyterian Church (U.S.A.) Investment & Loan Program.** Bob MacIntyre will make a motion to approve the resolution at the September Presbytery Meeting.
15. There being no further business the Board adjourned with prayer at 3:02 pm.
16. The next meeting of the Board of Trustees will be on Tuesday, October 16, 2007 at 12:30 p.m. in the Presbytery Conference Room.

Respectfully submitted,

Bob MacIntyre, President