

Town Hall Minutes February 26, 2017

Kathy Pruitt opened the meeting.

In attendance: Dick and Betty H, Leeann T, Jo Curtz, Jan R, Nika K, Hilarie H, Corey P, and Penny P.

Kathy introduced the agenda as looking at topics for this Spring at CIC

Minutes from the Annual meeting on Jan. 29th were summarized and approved.

### **Minister Report**

There are a number of ongoing collaborations that I am excited about and will discuss at TH. The first of these is a developing connection with Pizza Klatch. Following my volunteer work at their Gayla I had a conversation with a CIC member about how it might be educational to invite Pizza Klatch to a celebration to dialogue with us about identity and respect. I am in talks with this organization. In addition there are a number of ongoing associations with Interfaith Works and the Temple that are deepening.

On April 9th CIC will host Jamal Rahman from Interfaith Community Sanctuary in Seattle to host a celebration and join us for a potluck wherein we discuss his community and interfaith in general.

There will be a Celebration Planning Committee meeting on 3.1.17 to discuss how this year to date has been going and also to begin looking ahead to next year. We will also discuss how youth might be involved in the ending of celebrations.

Finally, I will give an update on the ongoing CIC Youth curriculum development in terms of gathering resources, finding ways to integrate these into our system, and determining the values that guide us. In addition, there will be reflection on the "why" question of our community. If we value this community and benefit from it is there a way in which we might be inspired to share of our blessing of community for others who might draw from it and contribute to it? The third meeting for this process is scheduled for late March. **Corey Passons**

Corey also reported on the Licensure process which he is pursuing through UCC. Jo Curtz will go with him on April 9th to a meeting with UCC in Seattle. He is hoping to expose more of who we are at CIC, to the UCC through the licensing process.

Corey requested time for summer vacation time between Aug. 10th to 28th. We approved !

### **Budget Report** by Jan R.

(Also See Jan's written report)

We corrected the actual pledged amt. for 2017 to be \$48,586. This is \$557 less than we originally thought. We took that much more (\$557) from the carryover and are still covering the budget for 2017. We have additional carryover to save for a rainy day!

### **Youth and Children's Program Report** by Nika K.

A few more toddlers have been in attendance and they have a great time. Each teacher is very engaged.

### **Connections Committee Report** by Penny P

We interviewed Mandy Ryle for the youth leadership position.

We recommend hiring Mandy and paying her as budgeted. Nika will follow up with the screening and paper work to bring her on board, asap!

We had no interest in new leaders for the elementary job and we recommend keeping Trina! Nika will continue as the YCPC while Connections Committee and Corey work to re-define the position.

### **Call Shepherd Report** by Hilarie H.

Roy and Annie Hankins and Hilarie and Jody Hauptman/Rush will lead Fort Flagler this Spring!

5 people have signed on to be Greeters and a new Welcome Committee is in place to orient and support any new people beyond the greeting at the door.

### **New Donation option:**

Hilarie and Corey reported on a new plan around how people can donate to CIC in memory of someone or to say thank you or in celebration of something, etc.

Leeann volunteered to fill a new call around tracking any donation monies that might come in. We decided to set up a separate account for this money which Leeann will do.

Later we will look at another kind of giving called Legacy Giving which would be assigning money to CIC in our Wills. We have members working on this.

### **Internal Audit report** by Betty H.

REPORT FROM 2016 AUDIT  
26 FEBRUARY 2017

By Pat Starzyk and Betty Hauser

We completed an audit of CIC treasurer Jo Curtz and benevolence treasurer Jan Vleck. At this point the process for an audit is just being formed so this might be called a practice audit. Both treasurers supplied us with printed information about checks and deposits. We also had a printed 2016 budget and online copies of benevolence bank statements. We used the check register or similar information along with receipts, especially from the benevolence treasurer, to cross-reference entries and amounts. We did not use the bank statements this year because it would have involved what to us seemed like too much printing and using the computer was unworkable. While one person can easily use a computer version of a statement, it is not feasible for two people with multiple stacks of papers, calculators, etc.

Positives: Both treasurers are keeping good, up-to-date records of income and expenditures using check copies and check registers as well as keeping proof of expenditures with pertinent notes. Jan keeps all receipts, usually with notations about who they are from and what it was for. Jo also adds notes to the check register to explain each entry.

Difficulties: The biggest difficulty was the lack of paper bank statements. Although it is good not to waste paper, we would request that both treasurers have paper statements mailed to them if for no other reason than to be used for the audit. We also did not have paper copies of all reports made throughout the year, although as I mentioned earlier, we did have a copy of the 2016 budget. We were not entirely sure if it was the final budget though. We were able to print out Jan Vleck's Annual Meeting report and made good use of that. We recommend that throughout the year copies of all reports and the final budget be kept in a folder for the audit, said folder to be kept in the office. The year-end Payroll Spreadsheet would also be helpful.

There was one issue that needs to go to Town Hall. In order to really audit the CIC treasurer, there needs to be some way to assure that all pledges are being deposited in the CIC account. The most direct way would include a breach of confidentiality as to how much each person pledges. We need to decide how closely we want to watch the treasurer. On the one hand the CIC Treasurer does handle a fair amount of money. On the other hand, with our relatively small budget any significant amount of missing money would be noticed. Perhaps we can devise a method of oversight that maintains confidentiality. Or perhaps we are okay with the audit committee knowing how much each of us gives.

Town Hall agreed to go to paper statements on all our accounts to help the auditing process. We recommend that for next year, whoever does the auditing, agree to a confidentiality agreement about individual pledges.

Very successful meeting was adjourned!

Submitted by Penny Purkerson, Town Hall clerk.