



**November 10<sup>th</sup>, 2016**  
**Tapestry Board of Trustees**  
**Meeting Minutes**

The Board Meeting was called to order at 7:01pm

**Attendees:** Lynn Cowan, Eddie Moler Julia Rampone, Carol Semelroth, Dave Weber, Connie Pursell, Brett Jones, Kent Doss and Kara Corbin-Lickfett

**Absent:** none

**Guest(s):** Rebecca Lindelof and Jon Eckhardt

Lynn Cowan provided opening words

**Agenda and Approval of Minutes**

1. Minutes of the October 13th, 2016 Board meetings were approved - M/S/P
2. The agenda was approved as submitted – M/S/P

**Consent agenda:** n/a

**Business Themes:**

**Finance:**

**Report of the VP Finance:**

Financial Review: The finance committee met and found three firms to research for providing financial audit services. The first was Moss Adams – but Tapestry is not big enough for them to audit us. The second was Red Fern – they have some experience with church entities and it cost \$4500-5000 for a financial review. The third firm is Ron Blue – they deal with churches and were referred to us by a minister. Their fees are reasonable (\$3500-4000 for a review) and also offer a compilation (\$2000-2500) instead of a full financial review. Compilation could be used by mortgage if we get their input ahead of time.

- Voted to authorize up to \$4000 for a financial review/compilation by a firm recommended by the Finance Committee for Tapestry finances- - **M/S/P.**

Finance Committee: Julia, Rebecca, Penny, Dave, Theresa and Eddie: Focused on getting an audit firm and talked about streamlining the accounting procedures. They are researching other software to do our accounting since PowerChurch is cumbersome and expensive. No changes will happen until fiscal year end (July 1, 2017). They also discussed grants that Tapestry could apply for.

Bequests and end of year giving: Eddie will put together a reminder letter to solicit end of year giving to congregants.

Report of the Treasurer: October income was \$28,833 and on track for the year to date. Capital campaign added \$34,936 with an additional \$2,820 for the move in fund. Expenses for October were \$20,778 which puts us at only \$945 over budget for the year to date.

Update on Rentals: Rental income for October was \$1250 and November is expected to be \$950.

**Space:**

**Comprehensive planning committee:**

Update on Letters of Intent: The Birtcher seller is still in correspondence with us. They wanted proof that we have pre-approval for a mortgage and they are going to their accountant so look into seller financing (500K total with specifics to be worked out). The seller is considering our offer of \$1.5 million. Lynn wants to go back to Spirit Grant and see if they are more inclined to give us a grant based on these

**Minister:** Reverend Kent Doss

**RECY Director:** Katelynn Riva **Office Administrator:** Theresa De Los Santos

**Minister Emeritus:** Reverend Robert Jordan Ross

**President:** Lynn Cowan **VP Finance:** Eddie Moler **VP Operations:** Carol Semelroth

**Treasurer:** Dave Weber **Secretary:** Kara Lickfett **Trustees:** Brett Jones, Julia Rampone, Connie Pursell

terms. Jon reported that the idea of an investor pool is something to consider. He would like to simplify the structure to have quarterly payments and maybe have a CPA keep track of it. Lynn will put together a letter to large donors to the capital campaign to see what the interest is in investing in Tapestry this way. Julia will investigate what a CPA would charge to take in the investment funds and then make quarterly payments.

Update on church in a box: Julia made many phone calls and found a source that rents out schools in Saddleback district. It is easy to get MPRs but getting classrooms is harder.

Update on lease: Frank from Dolphin is willing to let us do a 1 year lease but at \$1.95/ft<sup>2</sup> and additional \$2350 security deposit to make it \$10,000 and release the letter of credit (\$25,000).

- Voted on a motion to sign the lease for Madero for 1 year at \$1.95/ft and increase the security deposit to \$10,000 total – **M/S/P**.

### **Infrastructure**

Report of the Minister: COSM is now full – they are setting up their next meeting soon. Extra hours due to UUFLB collaboration will ensure Theresa qualifies for benefits (health, disability, etc.) and Kent asked for help organizing this. Brett will investigate what we are responsible to offer Theresa.

VP Operations: Volunteer Fair had a nice turn out. Some new greeters and ushers were recruited. Nov 20<sup>th</sup> is the next coordinating council.

UUFLB Collaboration: Still working out the organization of the streaming of services with the goal of starting this in January. Dec 3<sup>rd</sup> will be a joint lunch with Tapestry. UUFLB has secured the funding for the technology needed to stream the service.

Staff Holiday Recognition: Kara will get holiday cards for each staff member and communicate that they can pick \$100 each to get Scrip cards totaling that amount by Dec 11<sup>th</sup>.

Thank you: Rebecca Lindelof (work on audits), Linda Haghi (moderating the retreat)

### **Next Board Meetings**

December 8<sup>th</sup>, 2016

January 12<sup>th</sup>, 2017

February 9<sup>th</sup>

March 9<sup>th</sup>

April 13th

May 11th

June 8th

Closing Words: Lynn Cowan

Meeting adjourned at 9:00 pm