**Minutes of the Special Meeting of Session (draft)**

**For the purpose of receiving the report of the finance and stewardship team**

**regarding the 2018 stewardship campaign**

**and approving the proposed 2018/19 budget**

Valley Presbyterian Church, Brookfield, CT

Sunday, March 4, 2018

**Elders Present**: Mike Garcia, Meg Gill, Sandy Zuvanich, Cheryl Freeston, Lori Peck, Lynn Ecsedy, Colin Harrison, Rev. Adele Crawford

**Elders Absent and Excused:** Bud Adams

**Also Present:** Jon Birdsall

Rev. Crawford opened the meeting with prayer at 11:55 AM.

Jon provided an update on results of the stewardship campaign (see report). At the time of this meeting, 44 pledges had been received totaling $163,000. There were 8 pledges that were not yet received. Overall, pledge income has increased approximately 5% annually. Jon reviewed historical income and spending. Jon reported that he had heard from 2 members of the congregation with concerns about our finances and a deficit budget. It was noted that if concerns like this are expressed, individuals can be encouraged to speak with a member of Session or attend a Session meeting.

It was **moved, seconded, voted and approved** to appoint Cheryl as moderator pro-tem. Rev. Crawford left the meeting at this time. On behalf of the Staff Relations Team, Cheryl presented proposed salary increases for the staff for 2018. Proposed increases included: a 2% COLA increase for all staff and a 2% merit increase for Rev. Crawford. It was noted that Valley will also be paying one half of the health insurance costs for Max in accordance with the benefits policy recently adopted by Session. The cost for this will be $3540 and will need to be incorporated into the budget. Following some discussion, it was agreed that 2% merit increases for Terri and Megan would be included in the proposal. It was **moved, seconded, voted and approved** to accept the proposed increases in staff compensation effective January 1, 2018. Rev. Crawford returned to the meeting and expressed her appreciation.

Additional budget line items were discussed. Jon reviewed the breakdown of anticipated additional expenses along with the staff compensation increases. Overall, the net impact on the operating budget is a deficit of $12,200. Potential items to be included as investments were discussed at length (ex. A/C repair, marketing, youth director). These possible investments will total approximately $18,000. As such, the net operating impact plus investments would be a total of -$30,000. It will be important to look at alternatives for the investments (ex. repair of AC vs. purchasing a new unit). It was noted that putting money into the budget does not mean that we will actually spend it. We will also need to investigate other options for financial support (ex. a grant from PSNE for youth ministry). It was moved, seconded and voted to approve the proposed 2018 budget including a net operating impact of $12,200 and an investment fund of $18,000 to be set aside and managed by Session for future projects. As Jon will be away next weekend, it was agreed that Colin would present the proposed budget at the Congregational Meeting scheduled for March 11. Cheryl will present the proposed Terms of Call for the pastor.

There being no further discussion, it was **moved, seconded and voted** to adjourn. We adjourned with prayer by Rev. Crawford at 1:30 PM.

Respectfully submitted,

Cheryl Freeston

Clerk of Session