

SECOND PRESBYTERIAN CHURCH
SESSION SPECIAL MEETING
February 29, 2020
MINUTES

The Session of Second Presbyterian Church met for a Special meeting during the Session retreat to Santa Ana Star Casino Hotel, Sierra Blanca meeting room, Bernalillo, NM. The purposes of the meeting were: (1) approve Committee Chairs; (2) approve the adjustment of the 2019 end of year financial report to cover the deficit; and (3) discuss handling finances for the TransAsylee program. The meeting was opened with prayer at 9:22am by Alma McBride, spouse of Elder Abel McBride.

Present: *Pastor*, Rev. Dr. Robert Woodruff, Moderator

Elders: James Bencomo, Allan Holmquist, George Huggins, Kris Johnson, Randall Korver-Glenn, Eli Lopez, Abel McBride, Mickey McHugh, Steve Montoya, Ella Porragas, Anna Torres

Excused: Sandra Duran

Guests: Alma McBride (spouse of Elder Abel McBride), and Deacons Solema Newton, Deckie Herrera-Byrum, Carla Drake, Lorraine Romero, Reme Molo, Bev Molo, Phyllis Nunns.

APPROVE COMMITTEE CHAIRS

Session **VOTED** to approve Mickey McHugh as Co-Chair of the Hospitality Committee and Sandra Duran as Chair of the Nominating Committee.

APPROVE 2019 END OF YEAR FINANCIAL REPORT

The Stewardship and Finance Committee will communicate this recommended action in the next newsletter, and the adjusted 2019 EOY Income and Expenses will be posted on the bulletin board. The adjusted 2019 EOY Income and Expenses is an attachment to these minutes. Session **VOTED** to approved the 2019 end of year financial report, as recommended by the Stewardship and Finance Committee, which covers our deficit from the Operating Reserve account.

TRANSASYLEE FINANCES

After discussion and consideration, Session **VOTED** to postpone further consideration and action to the March 17 Stated meeting; and to appoint Steve Montoya, Randall Korver-Glenn, and Kris Johnson, to confer with the Santa Fe Dreamers Project to determine the best way to support and administer finances for the TransAsylee Project.

ADJOURN WITH PRAYER

We were dismissed with prayer by Elder George Huggins at 9:56am.

Respectfully Submitted,

Clerk of Session, George T Huggins

Attachment:

1. Adjusted 2019 EOY Income and Expenses report



Second Presbyterian Church

INCOME & EXPENSES - REVISED

January - December 2019

	TOTAL
Income	
Bank Interest Earned	3.53
Building use	1,845.00
Candelaria Wing Rent	13,400.00
General Fund	226,162.59
Gifts & Bequeststs, Etcetera	1,591.00
Interest - Endowments	226.17
Loose Offering	5,519.83
Per Capita Income	2,971.36
Special Donation & Miscellaneous	100.00
Sunday School Offering	104.55
Total Income	\$251,924.03
GROSS PROFIT	\$251,924.03
Expenses	
Ask My Accountant	0.00
Board of Deacons	92.98
Building & Property	
Custodial Supplies	903.43
JIC Maintenance	1,204.51
Maintenance	168.52
Repairs & Maintenance	7,107.72
Utilities	
Electricity	4,446.82
Natural Gas	2,286.32
Security System Monitoring Fee	688.42
Trash Collection	1,646.66
Water & Sewer	2,807.95
Total Utilities	11,876.17
Total Building & Property	21,260.35
Committees	
Christian Education	316.19
Adult Education	735.13
General/Miscellaneous	6.48
Upper Room	850.50
Vacation Bible School	14.40
Youth Program and Events	2,316.64
Total Christian Education	4,239.34
Live Wire	
Church Management Info System	600.00
Newsletter Paper/Supplies/Duplication	167.90
Newsletter Postage	575.48
Other	122.92
QuickBooks Software	689.87

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	TOTAL
Website	199.00
Total Live Wire	2,355.17
Mission	
Albuquerque Interfaith	25.00
Cuba Partnership	300.00
Halloween	133.76
Menaul Historical Library	500.00
Menaul School	750.00
PCUSA General Assembly	1,625.00
Presbytery of Santa Fe	10,250.00
Project Share	350.00
Synod of the Southwest	625.00
Theological Education	250.00
Winds of Change (was misc.)	701.80
Young Adult Volunteer	6,363.63
Total Mission	21,874.19
Other Committees	
Evangelism/Membership	297.70
Hospitality Committee	1,061.43
Stewardship and Finance	1,317.44
Total Other Committees	2,676.57
Worship & Music	
Choir Robe Maintenance	248.49
Compensation	
Instrumental Music	2,883.24
Pulpit Supply (Stipend)	1,175.00
Total Compensation	4,058.24
Flowers/Seder/Other	384.58
Liturgical Supplies / Artistic Enhancement	1,321.92
Music Equipment Maintenance/Tuning	1,346.50
Music Materials	746.32
Total Worship & Music	8,106.05
Total Committees	39,251.32
Good Samaritan (deleted)	538.93
Insurance	
Liability/Property Insurance	5,923.75
Total Insurance	5,923.75
Office	
Advertising	440.75
Bank Charges & Fees	24.00
Cell Phone	553.34
Internet	934.99
Office Equipment	45.27
Office Equipment Repair	80.91
Office Supplies	2,898.82
Phone	1,324.42
Postage	226.00
Total Office	6,528.50
Payroll Expenses	

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	TOTAL
Associate Minister Compensation	
Honorarium	0.00
Salary - Parish Associate	2,000.00
Total Associate Minister Compensation	2,000.00
Employer Taxes & Fees	
FICA - Employer	3,801.77
Medicare - Employer	889.12
Workman Compensation Insurance	1,367.00
Total Employer Taxes & Fees	6,057.89
Music & Choir	
Salary - Music Director	13,609.44
Salary - Organist	5,489.66
Total Music & Choir	19,099.10
Staff Salaries	
Salary - Administration Assistant	7,641.96
Salary - Children Choir	4,006.48
Salary - Custodian	16,133.89
Salary - JIC Custodian	3,687.52
Salary - Youth Coordinator	8,926.68
Salary Bookkeeper	750.00
Total Staff Salaries	41,146.53
Terms of Call	
Expenses	
1/2 SECA	4,572.48
Auto	1,051.31
BOP Death and Disability	708.12
BOP Medical	17,702.16
BOP Pension	7,788.96
Continuing Education	904.28
Medical Reimbursable	2,349.61
Pastor Discretionary	443.55
Professional	738.03
Total Expenses	36,258.50
Minister Effective Salary	
403 (b)	6,000.00
Child Care Reimbursable	2,882.23
Housing	32,583.41
Salary - Minister	26,524.87
Total Minister Effective Salary	67,990.51
Total Terms of Call	104,249.01
Total Payroll Expenses	172,552.53
Per Capita Paid	8,540.00
Professional	159.10
Session Expense	1,040.00
Taxes & Licenses	25.00
VOID (deleted)	0.00
Total Expenses	\$255,912.46
NET OPERATING INCOME	\$ -3,988.43

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	TOTAL
Other Income	
Bank Adjustment	81.52
Designated Funds	38,767.66
Inkind Donation	1,274.56
Transfer From Reserve Account	4,094.23
Total Other Income	\$44,217.97
Other Expenses	
Bank Correction	1,430.28
Deacon Expense	31.55
Rounding Error	0.05
Transfer - Designated Funds	38,767.66
Total Other Expenses	\$40,229.54
NET OTHER INCOME	\$3,988.43
NET INCOME	\$0.00