

Diocese of Pennsylvania Finance Committee Meeting  
February 2020



**Attendees**

James Pope, Chair	Canon Shawn Wamsley	Patricia Smith	The Rev. Tim Safford
Canon Doug Horner	Sean McCauley	The Rev. Frank Allen	Albert Dandridge, Esq
Kirk Muller			

**Minutes**

Reverend Tim Safford opened the meeting in Prayer at 2:10PM

James welcomed everyone to the inaugural meeting of the newly constituted Finance Committee of the Board of Trustees of the Diocese of Pennsylvania.

James Pope asked Kirk Muller to take the notes for the meeting.

**Property Committee**

Patricia Smith discussed the membership of the new Property Committee.

Members are listed below.

Patricia Smith- Chair	The Rev. Michael Rau	Elizabeth Swain
Rev George Master	Sean McCauley	James Pope
Eric Rabe	David Dixon	

Patricia is working to schedule the first meeting.

**Sale of the Wapiti Property**

Sean McCauley then reviewed the proposal for the sale of the Wapiti property in MD. The sale price and terms proposed by the Camp Sandy Hill group is considered the best terms. Rev. Tim Safford asked where in the budget is the Wapiti property recognized. James Pope discussed the prior financial history of the property. Rev. Safford asked whether there were instructions on how to allocate any funds from the potential sale. The committee members have a list of how the funds would be proportionally replaced. Rev. Allen suggested that the committee research whether the older funds purposes are truly aligned with the current ministry goals of the Diocese.

A motion was made by Reverend Frank Allen to recommend to the board of trustees to approve the sale of the Wapiti property to Greg Joseph and Camp Sandy Hill for a sale price of \$4,137,000, with a deposit of \$200,000. This recommendation is contingent on review and approval of the property committee. The motion was seconded by Reverend Tim Safford. The committee voted to approve the recommendation.

**Non-Trustee members of the Finance Committee**

James Pope suggested that Phillip Anspach become a non-trustee member of the Finance Committee. No action was taken. Patricia Smith asked whether anyone in attendance was on

the Church Foundation. James indicated that he was a member and in his final year of his term, likely to be renewed.

### **Budget Committee Proposal**

James Pope asked the committee to consider whether a separate budget committee is necessary and who might be a part of that group. Pat Smith made a case for having a separate committee that addressed the budget as it took inputs from other groups. Rev. Frank Allen asked Pat Smith whether Diocesan Council was involved in the budgeting. Canon Wamsley discussed the work that the committee performed in previous years to solicit input and to discuss the general functions of the Diocese and its budget. Rev. Safford discussed his learning that Revenue drove the expense side. He suggested that we divide the concept of revenue and expense. He suggested that we create two separate committees for expense and revenue and ultimately bring them together with their funding solutions. Pat Smith suggested that a single committee focus would be preferred. James asked whether we should establish a group that would look at all sources of revenue and then convene another group to discern a separate expense solution. James proposed that this process would need to be concluded by June.

Rev Frank Allen and Rev Tim Safford further explored how their experience in budgeting has developed. James summarized that the budget committee as a superset of the Finance Committee would work with the Diocesan Staff to gain insights into the expenses. Albert Dandridge reiterated that the budget committee be a committee of the whole

Rev. Allen moved that the budget committee be a committee of the Finance Committee as a whole. Patricia Smith seconded. The Committee voted unanimously to approve.

### **Agree on future dates of meetings.**

James Pope stated that his suggestion of the second Tuesday of the month at the law offices of Albert Dandridge be the current location. The committee was in agreement.

### **Canon 13.2 and Canon 26- Who is responsible for property assets?**

No action was taken due to the By-laws being reworked by Albert Dandridge and other counsel.

### **Review of the December Financials- Doug Horner**

Canon Horner reviewed the December Financials- Attached.

There was significant discussion as the members of the committee were inquiring about various parts of the current financial statement and how to resolve upcoming endowment withdrawals. Canon Horner proposed that if there are any further questions that they be posed directly or on the Diocese 365 portal.

## **AOB**

Single Assessment- Is it desirable to move toward a single assessment structure. Is a report to the Board of Trustees the next action going forward? No further action or discussion.

Poverty Resolution - How can we fund our Diocesan Commitment to fund poverty according to the Diocesan Convention resolution. James stated that he read the resolution and discussed its content with the proposer, Rev Jarett Kerbel. James suggested that the resolution is written in a way that does not layout a clear instruction, and action towards the goal is unclear. Kirk Muller stated that the committee has an obligation to put in place a plan and establish the process and methodology for complying with the resolution. If the Diocese receives even a \$10 unrestricted donation today we should be placing a percentage of that donation in a fund to alleviate poverty. James suggested that we ask Church Foundation if we have or should update our gift acceptance policy?

Kirk further stated that we need to provide an update and action towards the resolution before the next convention. No further action agreed upon.

The committee wishes to thank Albert Dandridge for the use of his offices and for his hospitality in providing food and beverages for our meeting.

Father Frank Allen closed the meeting in prayer at 4:08 PM

### **Action Items**

James will reach out to the Church Foundation regarding the gift acceptance policy.

Next meeting to be held on March 3<sup>rd</sup>, 2PM at the offices of Albert Dandridge, Esq.