

ENDOWMENT MEETING MINUTES 7/19/21

Call to Order @ 6:35

In Attendance: Lisa Higginbotham (CHAIR), Rick Gardner, Brian Fisher (council rep), Jim Prosser

Not in Attendance: Jan Gerck, Tracy Blois

Guests: Pastor Julie, Joe Zimmerly

To do:

- Lisa to research current account signers
- Change Account Signers (Brian to send .pdf, Lisa to submit to ELCA)
- Coordinate a withdrawal (Brian to send .pdf, Lisa to submit to ELCA)
- Discussion ensued about the mechanics of how to fund each of the awards
- Checks to be cut to Travis, Scholarship Recipients and LRCC Bench. All others will be transfers
- Send letters to award recipients, Brian to provide draft from last year, Lisa to provide verbiage on acknowledgement regarding expenses.

Pastor and Joe's Feedback on the June open meeting

- Pastor requested clarity on what should go into the request.
- Discussed possible improvements including grant request form and limits on conversation
- Agreed to work on this in future meetings
- Joe had questions on timing of checks. Hope to make it sooner in the future. Joe to research matching funds with CLU Financial Aid Office

New Business

- Start Grapevine inserts on ELCA Endowment best practices and Investigate best practices on next steps w Lisa

Next meeting scheduled for October 12th, 6:30

Closing Prayer: Pastor Julie

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Meeting Concluded: 8:00

Respectfully Submitted

Brian Fisher

May 24, 2021 Endowment Committee Meeting Minutes

6:30pm via zoom

In Attendance

- Lisa Higginbotham (chair)
- James Prosser
- Rick Gardener
- Brian Fisher (church council liaison)
- Tracy Blois
- Jan Gerke

AGENDA ITEMS, NOTES, AND ACTIONS

1. Debrief May 16 Meeting with Endowment Request presentations
 - a. Discussed 3 learnings / follow ups for next year's process
 - i. Need to implement a more formal process
 1. Limit presentations to allotted 3 minutes
 2. Next year will utilize a scholarship application form and grant application form (simplified version of what Lisa has sent previously)
 3. Implement a grants tracking and grant tracking modification process (Lisa will make a simple grant modification form)
 - ii. Integrate Pastor Julie into the committee and meet with Pastor Julie in advance to discuss request
2. Finalize recommended distribution of the 2021 funds
 - a. Brian will send final spreadsheet to committee with following notes:
 - i. #3: \$400 in support of Mt Cross Lending Library to be operated and monitored by Peace and Justice Committee
 - ii. #5: \$2500 stipend for continuation of Cecilia's diaconal work to develop a senior adult ministry rooted at Mt Cross
 - iii. #7: will need to be funded out of operating budget beyond this fiscal year
 - b. Final amount totals the \$21,328 amount to be dispersed
 - c. Includes \$222 to pastor discretionary fund for additional balance
3. Next steps:

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- a. Brian will send final spreadsheet to committee and present at June 22 church council
- b. Lisa will send notification letters to recipients of endowment funds, including a statement about tracking grants and grant modification form (Brian will send last year's letter as starting point)
4. Approval of minutes
 - a. Brian will make one revision to May 16 meeting minutes and circulate for approval via email
5. Next meeting
 - a. July 22 at 6:30pm
 - i. Lisa will invite Pastor Julie
 - ii. Topics to discuss: grant application form, grant modification form, next year's process and check-in on audit committee recommendation next steps
6. Adjourned at 7:45pm

ENDOWMENT MEETING MINUTES 5/16/2021

Call to Order @ 12:30

In Attendance: Lisa Higginbotham (CHAIR), Jan Gerk, Rick Gardner, Jim Prosser, Brian Fisher (council rep)

Guests: Pastor Julie, Cecilia Jackson, Susan Prosser

Open w/ Prayer: Pastor Julie

Approved minutes from last meeting

Open Session Presentations

- Cecilia Jackson: Diaconal Ministry Adult \$5000 requested
- Pastor Julie on behalf of Travis Davis \$4000 requested
- Pastor Julie on behalf of Tech Intern Program \$3000 requested
- Susan Prosser Volunteer Coordinator Position \$1800 requested

Submitted by video

- Camp improvements for LRCC \$980 requested

Submitted in writing for Consideration

- Camp Scholarships Joe Zimmerly \$1500 requested
- Bill Stoll: Peace and Justice Library \$400

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- Melissa Henry: School kit shipping \$500
- Quilters Committee: shipping \$200
- Scholarship Applications: Ben Fisher, Landon Stouch, Andrew Johnson, Maddie Laskey

Questions & Follow Up

- Rick to follow up on what is in the camp scholarship fund?
- Rick to follow up w/ treasurer are there any other unspent balances from LY?
- How do we support the peace and justice library so that it is open for all perspectives?
 - OK to support the Peace and Justice committee for outreach
- Is the expectation that endowment funds staff?
 - Volunteer Coordinator?
 - Tech Intern Stipend?
- Need to develop college scholarship application to formalize process? Rick to provide template
- Will Travis qualify for ELCA Federal Chaplaincy Scholarship?
- Jim to follow up w/ Pastor Julie on Bill Dawson stipend and Tech committee request

Next meeting Monday May 24th, 6:30

Meeting Concluded 3:20

Respectfully Submitted

Brian Fisher

March 22, 2021 Endowment Committee Meeting Minutes

In Attendance

- Lisa Higginbotham
- James Prosser
- Rick Gardener
- Brian Fisher
- Tracy Blois
- ~~Jan Gerik~~

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AGENDA ITEMS, NOTES, AND ACTIONS

1. Thank you to those currently serving and returning to the Endowment Committee. Welcome back Rick Gardner.
2. Elections 2021
 - a. Lisa was elected to be the 2021 Chair - thank you, Lisa!
 - b. Tracy will be the recording secretary (will capture action items each meeting and send out via Google docs if that's okay).
3. Changes to authorized signatories need to be made.
 - a. Jim will stay as a signatory
 - b. Rick will be added as 2nd signatory to replace Nils
 - c. Tracy will be added as a back-up signatory
4. Brian Fisher: Grant and scholarship requests will be in by the 19th. We will send them out prior to our next meeting for deliberation. Proposed meeting day in May.
 - a. Brian will send the details to Carol for inclusion in church communications (bulletin, newsletter, emails)
5. Jim Prosser- Audit recommendations. As Jim audits the endowment , he finds some gap in process.
 - a. *Notice to the EC of contributions received for the Endowment Fund (EF);*
 - b. *Ensure that gifts in excess of \$250 to the EF are acknowledged in writing and, if appropriate, "Thank You" cards are sent (by Pastor);*
 - c. *All contributions to the EF are timely deposited into the "in process" account;*
 - d. *Monthly balance of the "in process" account provided to EC;*
 - e. *Notice to the EC of all amounts sent to ELCA for deposit into EF;*
 - f. *Regarding the annual EC grants of the income of the EF, the Treasurer should work with his staff to provide for tracking of the use of grant dollars and advise the EC at the end of the calendar year the amount of any unspent grant (so that the EC can determine whether or not to have the remaining balance remitted to EC control or remain available to the grantee). For instance, the Technology Committee received a grant of \$5000 to purchase certain equipment. Did the Tech Committee spend all of the grant money for that purpose? Is there any remaining funds from the grant?*
 1. Committee agrees with the recommendation
 2. EC agrees with the recommendation to review a report of how the EC grants were used at the end of the calendar year with the objective to discuss and re-guide unused funds
 3. Some congregations use an accountability form
 - a. Action: Lisa will share an example

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- b. Will discuss at next meeting about using an accountability form for non-scholarship recipients
6. Encouraging Endowment Gifts document sent by Lisa. How do we wish to use the rest of the year?
 - a. Actions to go do (can map out specifics in next 1-2 meetings)
 - In annual report to congregation include what has been received as well as what has been given
 - Add a legacy corner to the newsletter - Lisa has all of this content so it will be easy to include
 - Temple Talk (will schedule this year) about legacy giving that will tee up the next action
 - Legacy Giving presentation by Lisa
 - In all communications (e.g. request for endowment committee requests), include a description of EC
7. Meeting virtually vs. in person
 - a. Will switch to hybrid meetings
 - b. Group will meet in person at church, but will also join via computer for a virtual option
8. Next meeting
 - a. May 16 at 12:30pm
 - b. Lisa will invite all applicants to present a brief (3 minute) pitch of their request and answer any/all questions
9. Any other business
 - a. Pastor's discretionary funds - Jim confirmed that all funds spent fit with the expectations
10. Adjourned at 7:48pm