

Yates Baptist Church
Quarterly Business Meeting
April 18, 2012
Minutes

Walt Pickett, Deacon Chair, called the quarterly business meeting of Yates Baptist Church to order on Wednesday, April 18, 2012 at 6:30 p.m.

Nancy Wooters, Church Clerk, presented minutes of the quarterly business meetings on April 27, 2011 and January 18, 2012 and minutes of the called business meetings on January 22, 2012 and February 1, 2012 for approval. Since the minutes were available on the church website and there was no request that they be read, a motion was made and seconded that these minutes be approved. The motion passed. Mr. Pickett recommended that for future business meetings only a few (5-10) copies of the minutes be printed since all minutes are available online well in advance of each meeting.

Nancy Wooters reported the following membership change request:

- Kim Aiken to Aldersgate United Methodist Church, Durham, N.C.

A motion was made and seconded to grant this request. The motion passed.

Sean Fenton, Church Treasurer, presented consolidated financial reports for the Church and the Child Development Center for the quarter ending March 31, 2012 (Attachment 1).

- A new line item (001200) has been added to the church balance sheet for the North Carolina Baptist Foundation. This is an endowment fund that was initially established with the gift from the Charlie Knowles estate and has grown since its inception with additional gifts. The terms of this endowment provide for up to 4.5% of the principal balance (approximately \$500 this year) to be used annually for missions.
- Year-to-date revenue of \$171,282.38 represents 21.57% of the annual budget, which is slightly behind the 25% target for Q1, 2012. Year-to-date expenses of \$183,490.12 exceed revenue and represent 23.11% of the annual budget.
- Trinity Concepts is now responsible for financial record-keeping for the Child Development Center and is working closely with the CDC to complete the transition. Trinity Concepts prepared the financial report for this meeting, which reflects some improvements over previous reports. Trinity Concepts will be able to better respond to audit requests, generate more timely reports and provide more detailed expense information than has been available previously. Sean commented on some of the details of the CDC report, including:
 - Assets include receivables that are owed to the CDC from tax rebates due to their tax-exempt status.

- Liabilities include the Tuition Deposit (202090), which is money that is potentially subject to having to be refunded, and the Fund Principal Account, which is excess cash accumulated over the lifetime of the CDC (202600) and excess cash received this year that has not yet been spent.
- CDC revenue, which is primarily from tuitions, is on target for Q1, 2012. Revenues also include adjustments for reductions in tuition for scholarships and the Director's tuition. Scholarships have replaced vouchers, which were offered by the City of Durham but have been discontinued. These scholarships allow the CDC to continue to maintain economic diversity within the school. Approximately 12 students in the CDC are currently receiving scholarships.

Rachael Cruickshank presented a recommendation from the Personnel Committee that the church increase the hours of the part-time custodian position to 20 hours per week. This motion was based on a request from the House and Grounds Committee for additional custodial help for floor maintenance, annual floor stripping and waxing, assistance in preparing for and cleaning up after special events, and other duties as needed. The current budget funds approximately 11 hours per week. The position has not been filled yet. The motion passed.

Susan Guyton presented a recommendation from the Finance Committee that the church adopt a revised 2012 budget (Attachment 2). The revisions are necessary to correct certain staff expenses and to add funds for the part-time custodian requested by the personnel committee. The overall change in the budget is an increase of \$5,786. The motion passed.

Donna Hudson presented a recommendation from the House and Grounds Committee that the church improve the property of the vacant lots next to the church. This improvement will consist of grading, cleaning and seeding the grounds and trimming the trees at a cost of \$6,500, the lowest of three bids. Ms. Hudson said additional money was already in the 2012 House and Grounds budget to cover the expense of maintaining this property. Mr. Pickett mentioned that the city requires we take erosion control measures if the area being improved is over a certain size (perhaps a half an acre). Ms. Hudson will confirm that we do not fall into this category. The motion passed.

Walt Pickett presented a recommendation from the Deacons that Kyle Bauman be ordained into the gospel ministry and that his ordination service be held at Yates Baptist Church on Sunday, May 13, 2012 at 7:00 pm. Mr. Pickett reported that a team made up of deacons, Don Gordon and the pastor and personnel committee member from Durham Memorial Baptist Church, where Mr. Bauman is employed, had put Mr. Bauman through a lengthy and thorough interview process, and that Durham Memorial Baptist Church members had already voted in support of this ordination. The motion passed.

Walt Pickett presented a recommendation from the Deacons to form a Facilities Planning Team. This short-term team will be comprised of 3 church members nominated by the ministerial staff and 4 church members nominated by the deacons who will develop a facilities improvement/renovation plan which it will submit to the deacon body at the end of 6 months. This team is charged with looking at the existing facilities and parking lots and identifying large capital maintenance and renovation projects. They will also develop

line item budget estimates for each project and timelines, including options to bundle certain projects where more cost savings and efficiency can be achieved. Facilities-related recommendations from last year's church-wide family meeting will also be considered. Sam Haithcock, who presided over last year's meeting, will post a summary of the findings. To date, Andy Cruickshank, Mike English, Linda Mercer, Chuck Riley and Kathy Stickley have agreed to serve. The motion passed.

There was no further business, and the meeting was adjourned at 7:05 p.m.

Respectfully submitted,

Nancy Wooters
Church Clerk

Attachment 1 – March 2012 Financial Report
Attachment 2 – Revised 2012 Budget