

**Vestry Minutes**  
**The Unitarian Church in Charleston**  
**October 17, 2017**

**Present:** Sue Weller, Chair, Zack Conover, Erica Hattings, Tommy Hughston, John Hyatt, Debby Kirby, Barbara Kirby, Jonathan Lamb, Mark Madden, Diane Narkunas, Nolan Prestwood, Danny Reed, Gail Schiffer, Sandra Selvitelli.

The meeting was called to order at 5:30 PM. John led us in an opening reading for our chalice lighting.

Check in was waived due to presentation (5:30 – 6:10 PM) by three guests, UUC-CHS Bookkeeper, Debby Kirby, Asst. Bookkeeper, Barbara Kirby, & Treasurer, Nolan Prestwood.

- **Two main topics of discussion were:**
  - Suggestions to make church's monthly financial reports more efficient and easy to interpret.
  - Recommendation to move budget reporting system to January 1 – December 31 calendar year, rather than the current reporting for church year, July 1 – June 30.
- Debby and Nolan went over the Level 4 report. It was suggested that we want the current month budget, but not budget difference. Also, a power church systems report was suggested.
- Zach requested a budget overview report each month.\*
- Debby brought up the Table 1 – Status of all Church Funds report for review. Zach requested a monthly income & expense statement, balance sheet and cash flow statement for better understanding of the status of church funds.\*
- Debby made a case for moving our church reporting system to calendar year.
- It was suggested that the Vestry should request a recommendation from the Stewardship and Finance Committees regarding both topics of discussion.

**Action:**

- **Zach made a motion that the Vestry table this issue until the next meeting. Erica seconded and the motion passed.**

### **Minutes:**

- **Gail moved that the minutes of the September 21, 2017 meeting be approved. Sue seconded and the motion passed.**
  - Zach noted that the time of executive session was not recorded in the minutes. It was determined the time was 7:00 PM. The minutes were edited and sent to Sandra.

### **Reports:**

- **Gail moved that the reports be approved. Erica seconded, and the motion passed.**

### **Minutes for Executive Session: Should there be a recorded, if so, how should these be handled.**

- **Discussion centered around how much detail should be recorded, how minutes would be stored and who and when would there be access to these minutes.**
  - The consensus was these minutes could be recorded with limitations.
- **Gail moved that the executive session minutes be limited to notes on topic and name of presenter(s). Also, access to minutes would be limited to Vestry Chair and secretary, who would store minutes. Minutes would be shared with Vestry, as needed in executive session and passed on to Vestry Chairs for a period of seven (7) years. Zach seconded and the motion passed.**

### **Closing Words – John Hyatt**

**Motion made by Erica to adjourn meeting at 6:45 PM, Zach seconded and the motion passed.**

**Executive Session commenced at 6:47 PM**

### **Followup:**

- \*Zach requested that Debby provide a budget overview each month.
- \* Zach requested a monthly Income & expense statement, balance sheet and cash flow statement for better understanding of the status of church funds.

*Respectfully submitted by Diane Narkunas, Vestry Secretary*