

Session Meeting Agenda – October 27

Excused:

1. Opening prayer – Jack Henderson
2. Approval of Agenda
3. Approval of minutes from September 22 meeting
4. Moderator’s Report – *see accompanying report*
5. Treasurer’s Report
6. Clerk’s Report
7. Committee Reports – *Oral reports should be limited to items for action only.*
 - Personnel – *see accompanying report*
 - Building & History – *met October 23, see accompanying report*
 - Education & Evangelism –
 - Finance – *met October 23, see accompanying report*
 - Hospitality – *met September 23, see accompanying report*
 - Outreach – *next meeting Nov. 5*
 - Saturday Breakfast Coordinators – *did not meet since last session meeting*
 - Worship & Art – *last meeting September 29*
 - Communications task force – *met Oct. 13, see accompanying report*
 - Nominating Committee – *working on at-large nominees for 2020*
8. Facility Manager’s report – *most FM info is in B&H report*
9. Grace on a Plate – *this is just a place holder until we know it’s really dead or alive*
10. Further discussion of Capital Infrastructure Investment plan (*if needed*)
11. Continued Conversation around identity, mission and long-term goals, including New Beginnings material, Mike’s musings, October visioning session, etc.
12. Next Meetings
 - Session November 17 (third Sunday)
 - December 16 (third Sunday)
 - Presbytery: February, TBA
13. Closing Prayer

Session Meeting for Downtown Presbyterian Church **September 22, 2019**

In attendance: Rev Mike Wilson, Moderator; Jeff Koontz, Treasurer; Elders Jack Henderson, Mary Turner, Dave Coleman, David Maddox, Jim Hoobler, Vickie Coffin, Chuck Cardona, Justin Near, and Debra Gentry

Excused: None

Moderator: Rev. Wilson

Clerk: Jack Henderson

1. **Opening prayer:** Vickie Coffin led opening prayer at 12:53pm
2. **Approval of Agenda:** nominating committee agenda changed from “still securing elder nominees” to “Set congregational meeting”. Agenda approved
3. **Approval (or attestation of approval) of minutes from August 18 meeting:** Minutes were not approved ahead of this meeting. Correction was made to the spelling of Leslee Hughes’s name (was misspelled “Leslie”). Minutes with change were approved unanimously.
4. **Moderator’s Report:** see accompanying report. No items for action.
5. **Treasurer’s Report:** See accompanying report. No items for action.
6. **Clerk’s Report:** No reports or action needed.
7. **Committee Reports:** Oral reports should be limited to items for action only.
 - a. **Personnel** – met September 18. Paulino will now be working at DPC on Sunday mornings. Descriptions of his duties and reasons for change are in session packet. Personnel committee had and Session began conversation about the upcoming decision with Rev. Wilson’s tenure as Pastor next year.
 - b. **Building & History** – met September 18, see accompanying report. No Items for action.
 - c. **Education & Evangelism** – Discussion was had around the adult Sunday school series, greeters, and Sunday mornings.
 - d. **Finance** – met September 18, see accompanying report. A corporation draw was requested by the finance committee, pre-approved by the corporation, and was approved by the Session with a unanimous voice vote. See chart below:

		<i>Capitol</i>		
<i>Date</i>	<i>Type</i>	<i>Improvement</i>	<i>Operations</i>	<i>Comment</i>
<i>18-Sep</i>	<i>Request by Finance Committee</i>	<i>10,000</i>	<i>40,000</i>	<i>New lighting</i>

	<i>Pre-approved by Corporation</i>			
22-Sep	<i>Approved by Session</i>	<i>15,000</i>	<i>40,000</i>	<i>Final approval</i>

- e. **Hospitality** – see accompanying report. No items for Session action.
 - f. **Outreach** – met September 19. No Items for Session action
 - g. **Saturday Breakfast Coordinators** – did not meet since last session meeting. Open Table “de-escalation” training has been postponed.
 - h. **Worship & Art** – next meeting September 29. Nothing for Session action
 - i. **Communications task force** – A meeting will be scheduled for late October for before worship.
 - j. **Nominating Committee** – Congregational meeting will be set as there are three members who have accepted their nomination. Motion to set October 6th for a congregational meeting to elect the new Elders was approved unanimously. The nominees are Jake Byl, Holly Kellar, and Erin Bell.
8. **Facility Manager’s report:** Most FM information is in B&H report. The dumpster will be leaving the alley parking lot on September 27th. The Session reached a consensus to begin construction on the upstairs bathrooms in January, 2020.
9. **Participating in an urban ministry study through the Rev. Charlie Curb Center for Faith Leadership at Belmont School of Theology and Religion:** see accompanying report.
10. **Grace on a Plate:** No conversation needed as there are no new movements on this.
11. **John Bell in Nashville September 28; Second PC and DPC as co-sponsors:** we need some DPC volunteers.
12. **Further discussion of Capital Infrastructure Investment plan (if needed):** No Session action needed at this time.
- 13. Next Meetings:**
 Session: October 27 (fourth Sunday) – Jack Henderson will lead prayer
 November 17 (third Sunday)
 December 15 (third Sunday)
 Presbytery: Thursday, October 17, Second Presbyterian Church. Vickie Coffin will attend.
15. **Closing Prayer:** Adjourned with Prayer at 2:57pm

Clerk: _____ Date: _____

Moderator _____ Date: _____

Pastor's Report (Mike Wilson)
September 23, 2019 – October 27, 2019

Worship services: 6

Sermons: 6

Visits, including hospital, coffee, breakfasts and lunches: 6
(4 specifically were "Meetups with Mike")

Tuesday Bible Study: 4

Saturday breakfast: 3

Meetings/Events:

- Hospitality Committee
- Bellevue AC meeting
- Bellevue session meeting
- CPM meeting
- John Bell event
- UKIRK dinner
- Finance and B&H meeting
- Presbytery meeting
- DPC Corporation meeting
- DPC new elder training
- Communications Committee (CommComm) meeting

Pastoral expenses – approx. <\$200

Study Leave & Vacation:

- November 7 -10 (Thursday – Sunday) study leave: Awakening Soul Conference, Asheville
November 10 guest preacher TBA
- June 20 – 27, 2020 – PCUSA General Assembly. I'll be a teaching elder commissioner from Middle TN Presbytery. One Sunday out, June 21 but also scheduling a guest preacher for June 28.

Downtown Presbyterian Church Treasurers Report

Date: October 22, 2019
 To: Downtown Presbyterian Church Session
 From: Jeff Koontz, DPC Treasurer
 RE: **Financial Report for September 2019**



Financial Summary:

Bank Balance on	September 1, 2019	\$	43,767.27
Bank Balance ending	September 30, 2019	\$	29,675.75
September	Deposit Totals:	\$	69,200.89
September	Expense Totals:	\$	44,160.10
			No

September saw an increase of \$ 25,040.79 in the bank account

Monthly Summary:

Pledge giving dropped off this month, being \$4,327 below budget for the month, but still \$18,554 above budget for the year. Non pledge are still behind for the year, but overall to date contributions are ahead of budget. Other revenue is is not far off target with Use of Building remaining strong for the year. Note that Waffle Shop revenue will hit in December so it is not truly below budget.

A \$50,000 Corporation draw was made (\$40,000 for operations and \$10,000 for Capital) as noted below. A new column was added this month to indicate the percent of the budget used to date. Our annual donation from the Marguarette Thomas Trust (\$2,887) to the Middle TN's World Mission was made in September. The trust value should be re-evaluated in 2020 to determine an appropriate amount and if any funds remain.

Weekly deposits for the month ranged from \$1373.00 to \$10,071.00 and included a \$50,000 Corporation Draw.

Statistics for the month:

- > Revenue for the month was above budgeted by \$19,277 (due to draws)
- > Expenses for the month were below budgeted by \$721.87.

> The follow committees had expenses this month:

> Parking expenses included: \$ 1,000.00

Building	x
Education	x
Hospitality	
Outreach	x
Worship & Arts	x

- > Utility expenses for the month totaled \$12,116 but included \$8,171 for quarterly bldg insurance

	Budgeted	YTD Draw	Draw this month?	Remaining	% Used
Endowment	\$ 203,400.00	\$ 115,000.00	No	\$ 88,400.00	57%
Building/Capital Draw	\$ 89,500.00	\$ 55,000.00	No	\$ 34,500.00	61%
Marguarette Thomas	\$ 2,887.00	\$ 2,887.00	No	-	100%

Realm Report Attachments:

- > September 1, 2019 Statement of Activities Report
- > September 1, 2019 Bank Reconciliation Report

Downtown Presbyterian Church
Statement of Activities

Date Range: Sep 1st 2019 - Sep 30th 2019

Accounts	Actual (This Period)	Budget (This Period)	Budget Remaining (This Period)	Actual (This Year to Date)	Budget (This Year to Date)	Budget Remaining (This Year to Date)
Revenues						
Contributions						
410100 Pledged Offering	13,589.00	17,916.67	4,327.67	179,804.38	161,250.03	(18,554.35)
410200 Non-Pledged Offering	615.00	2,916.67	2,301.67	13,685.00	26,250.03	12,565.03
410300 Plate Offering (Cash & Coin)	758.00	833.33	75.33	7,182.00	7,499.97	317.97
410400 Memorials	0.00	58.33	58.33	1,275.00	524.97	(750.03)
Total Contributions	14,962.00	21,725.00	6,763.00	201,946.38	195,525.00	(6,421.38)
Other Revenue						
420100 Artist Utility	100.00	175.00	75.00	900.00	1,575.00	675.00
420150 Homeless Food Ministry	0.00	625.00	625.00	6,361.00	5,625.00	(736.00)
420200 Use of Building	3,253.00	1,250.00	(2,003.00)	19,005.30	11,250.00	(7,755.30)
420250 Weddings	0.00	166.67	166.67	900.00	1,500.03	600.03
420300 Capital Projects	0.00	0.00	0.00	200.00	0.00	(200.00)
420350 Outreach Revenue	0.00	0.00	0.00	240.00	0.00	(240.00)
420400 Worship & Arts Revenue	0.00	16.67	16.67	15.00	150.03	135.03
420450 Education Revenue	0.00	4.17	4.17	0.00	37.53	37.53
420550 Waffle Shop	0.00	666.67	666.67	100.00	6,000.03	5,900.03
420600 Flowers	0.00	20.83	20.83	370.00	187.47	(182.53)
420750 Clothes Closet	250.00	208.33	(41.67)	2,190.00	1,874.97	(315.03)
420990 Miscellaneous Grants/Income	635.89	416.67	(219.22)	638.48	3,750.03	3,111.55
Total Other Revenue	4,238.89	3,550.01	(688.88)	30,919.78	31,950.09	1,030.31
Endowment						
430100 Endowment Draw - Operating/Gen Fund	40,000.00	16,950.00	(23,050.00)	115,000.00	152,550.00	37,550.00
430200 Endowment Draw - Bldg/Capitol Fund	10,000.00	7,458.33	(2,541.67)	55,000.00	67,124.97	12,124.97
430300 Marguarette Thomas Trust	0.00	240.58	240.58	2,887.00	2,165.22	(721.78)
Total Endowment	50,000.00	24,648.91	(25,351.09)	172,887.00	221,840.19	48,953.19
Total Revenues	\$ 69,200.89	\$ 49,923.92	(\$ 19,276.97)	\$ 405,753.16	\$ 449,315.28	\$ 43,562.12
Expenses						
Personnel						
Pastor						
510100 Pastor Salary	2,102.76	2,102.75	(0.01)	18,924.84	18,924.75	(0.09)
510105 Pastor Housing	2,666.66	2,666.67	0.01	23,999.94	24,000.03	0.09

Accounts	Actual	Budget	Budget	Actual	Budget	Budget
	(This Period)	(This Period)	Remaining (This Period)	(This Year to Date)	(This Year to Date)	Remaining (This Year to Date)
510110 Pastor Social Security/Medicare	364.84	364.83	(0.01)	3,283.56	3,283.47	(0.09)
510120 Pastor Pension/Medical Insurance	1,713.30	1,730.00	16.70	15,419.70	15,570.00	150.30
510135 Pastor Auto Allowance	0.00	50.00	50.00	0.00	450.00	450.00
510140 Pastor Professional Expenses	20.94	83.33	62.39	244.69	749.97	505.28
510170 Pastor Continuing Education	435.00	87.50	(347.50)	987.85	787.50	(200.35)
510180 Pastor Book Allowance	0.00	26.25	26.25	256.67	236.25	(20.42)
Total Pastor	7,303.50	7,111.33	(192.17)	63,117.25	64,001.97	884.72
Office Manager						
510300 Office Manager Salary	3,207.92	3,207.92	0.00	28,871.28	28,871.28	0.00
510310 Office Mgr Social Security/Medicare	245.46	245.42	(0.04)	2,206.57	2,208.78	2.21
510320 Office Manager Pension/Medical Ins.	824.72	773.67	(51.05)	7,422.48	6,963.03	(459.45)
510325 Office Manager Retirement Contrib.	0.00	161.67	161.67	0.00	1,455.03	1,455.03
Total Office Manager	4,278.10	4,388.68	110.58	38,500.33	39,498.12	997.79
Property Manager						
510400 Property Manager Salary	3,656.16	3,656.17	0.01	32,905.53	32,905.53	0.00
510410 Property Mgr Soc. Sec./Medicare	279.66	279.67	0.01	2,519.47	2,517.03	(2.44)
510420 Property Manager Pension/Med. Ins.	2,370.13	2,386.92	16.79	21,331.17	21,482.28	151.11
Total Property Manager	6,305.95	6,322.76	16.81	56,756.17	56,904.84	148.67
Education Director						
510500 Education Director Wages	1,404.76	1,404.75	(0.01)	12,642.84	12,642.75	(0.09)
510510 Education Dir. Soc. Sec./Medicare	107.46	107.50	0.04	967.15	967.50	0.35
510520 Education Director Pension/Med. Ins	947.94	1,641.17	693.23	8,531.46	14,770.53	6,239.07
Total Education Director	2,460.16	3,153.42	693.26	22,141.45	28,380.78	6,239.33
Music Director						
510600 Music Director Wages	2,060.42	2,060.42	0.00	18,543.82	18,543.78	(0.04)
510610 Music Dir. Social Security/Medicare	157.62	157.58	(0.04)	1,418.59	1,418.22	(0.37)
510630 Music Director Continuing Education	0.00	50.00	50.00	550.00	450.00	(100.00)
Total Music Director	2,218.04	2,268.00	49.96	20,512.41	20,412.00	(100.41)
Facilities Manager						
510700 Facilities Manager Wages	1,680.00	1,610.00	(70.00)	14,700.00	14,490.00	(210.00)
Total Facilities Manager	1,680.00	1,610.00	(70.00)	14,700.00	14,490.00	(210.00)
Musicians						
510800 Musicians	840.00	1,386.67	546.67	13,330.92	12,480.03	(850.89)
Total Musicians	840.00	1,386.67	546.67	13,330.92	12,480.03	(850.89)
Nursery Workers						
510900 Nursery Workers' Wages	189.00	333.33	144.33	2,453.00	2,999.97	546.97
Total Nursery Workers	189.00	333.33	144.33	2,453.00	2,999.97	546.97

Accounts	Actual (This Period)	Budget (This Period)	Budget Remaining (This Period)	Actual (This Year to Date)	Budget (This Year to Date)	Budget Remaining (This Year to Date)
Other Personnel Expense						
510950 Payroll Accounting Expenses	239.70	316.67	76.97	2,368.89	2,850.03	481.14
510960 Workers Comp Insurance	417.75	183.33	(234.42)	1,297.25	1,649.97	352.72
510970 Field Education Student	0.00	166.67	166.67	1,720.00	1,500.03	(219.97)
510980 Temporary Help/Event Services	0.00	125.00	125.00	1,000.00	1,125.00	125.00
510985 Training	0.00	41.67	41.67	0.00	375.03	375.03
Total Other Personnel Expense	657.45	833.34	175.89	6,386.14	7,500.06	1,113.92
Total Personnel	25,932.20	27,407.53	1,475.33	237,897.67	246,667.77	8,770.10
Building & Maintenance						
Utilities & Insurance						
520100 Natural Gas	66.71	1,000.00	933.29	14,294.07	9,000.00	(5,294.07)
520110 Electricity	3,354.13	2,666.67	(687.46)	23,719.17	24,000.03	280.86
520120 Water	0.00	266.67	266.67	2,858.85	2,400.03	(458.82)
520130 Waste Disposal	188.10	100.00	(88.10)	1,700.74	900.00	(800.74)
520140 Telephone Service	121.18	125.00	3.82	1,069.83	1,125.00	55.17
520150 Internet	42.06	50.00	7.94	377.07	450.00	72.93
520160 Alarm	85.00	141.67	56.67	1,475.00	1,275.03	(199.97)
520170 Pest Control Service	88.00	58.33	(29.67)	704.00	524.97	(179.03)
520185 Building Insurance	8,171.75	2,541.67	(5,630.08)	23,293.75	22,875.03	(418.72)
Total Utilities & Insurance	12,116.93	6,950.01	(5,166.92)	69,492.48	62,550.09	(6,942.39)
Maintenance & Grounds						
520200 Building Maintenance & Repairs	486.69	2,500.00	2,013.31	11,944.66	22,500.00	10,555.34
520210 Cleaning Service	0.00	1,000.00	1,000.00	8,637.00	9,000.00	363.00
520220 Capital Projects	4,787.95	6,666.67	1,878.72	44,925.44	60,000.03	15,074.59
520290 Miscellaneous Bldg. & Maintenance	0.00	0.00	0.00	371.61	0.00	(371.61)
Total Maintenance & Grounds	5,274.64	10,166.67	4,892.03	65,878.71	91,500.03	25,621.32
Total Building & Maintenance	17,391.57	17,116.68	(274.89)	135,371.19	154,050.12	18,678.93
Other Expenses						
Outreach						
530105 Foreign Missions	2,887.00	240.58	(2,646.42)	2,887.00	2,165.22	(721.78)
530120 Local Benevolences	269.11	1,166.67	897.56	3,769.11	10,500.03	6,730.92
530130 Community Assistant Fund	400.00	208.33	(191.67)	3,539.11	1,874.97	(1,664.14)
530140 Waffle Shop	0.00	208.33	208.33	148.58	1,874.97	1,726.39
530150 Homeless Ministry - Food	701.94	625.00	(76.94)	9,817.39	5,625.00	(4,192.39)
Total Outreach	4,258.05	2,448.91	(1,809.14)	20,161.19	22,040.19	1,879.00
Administration						
540100 Office Equipment	252.67	291.67	39.00	2,713.35	2,625.03	(88.32)
540110 Office Equipment Maintenance	0.00	20.83	20.83	0.00	187.47	187.47

Accounts	Actual	Budget	Budget	Actual	Budget	Budget
	(This Period)	(This Period)	Remaining (This Period)	(This Year to Date)	(This Year to Date)	Remaining (This Year to Date)
540120 Software/Programs	131.00	166.67	35.67	1,150.00	1,500.03	350.03
540140 Office Supplies	0.00	41.67	41.67	311.35	375.03	63.68
540150 Postage	0.00	20.83	20.83	218.80	187.47	(31.33)
540160 Cell Phone	0.00	58.33	58.33	505.03	524.97	19.94
540175 Parking	1,000.00	833.33	(166.67)	6,008.00	7,499.97	1,491.97
540180 Fees	44.37	41.67	(2.70)	525.69	375.03	(150.66)
540185 Central Treasurer-PCUSA	0.00	412.50	412.50	0.00	3,712.50	3,712.50
540190 Miscellaneous Administration	0.00	16.67	16.67	0.00	150.03	150.03
Total Administration	1,428.04	1,904.17	476.13	11,432.22	17,137.53	5,705.31
Worship & Arts						
550100 Pulpit Supply	0.00	75.00	75.00	300.00	675.00	375.00
550110 Worship Aids	0.00	29.17	29.17	108.30	262.53	154.23
550115 Worship Arts Supplies	0.00	83.33	83.33	75.03	749.97	674.94
550120 Music Supplies	88.48	41.67	(46.81)	264.49	375.03	110.54
550130 Organ & Piano Maintenance	0.00	208.33	208.33	1,848.00	1,874.97	26.97
550140 Organ Supply	0.00	83.33	83.33	500.00	749.97	249.97
550150 Youth Choir	189.44	62.50	(126.94)	357.32	562.50	205.18
550190 Miscellaneous Worship & Arts	0.00	37.50	37.50	0.00	337.50	337.50
550200 Flowers	0.00	20.83	20.83	440.00	187.47	(252.53)
Total Worship & Arts	277.92	641.66	363.74	3,893.14	5,774.94	1,881.80
Education						
560100 Youth Ministries	0.00	16.67	16.67	30.69	150.03	119.34
560110 Jean Prueher Fund	0.00	83.33	83.33	394.00	749.97	355.97
560120 Children's Art Supplies	33.46	83.33	49.87	48.43	749.97	701.54
560130 Guest Speakers	0.00	8.33	8.33	100.00	74.97	(25.03)
560140 Educational Materials	0.00	83.33	83.33	450.00	749.97	299.97
560190 Miscellaneous Education	0.00	16.67	16.67	418.00	150.03	(267.97)
Total Education	33.46	291.66	258.20	1,441.12	2,624.94	1,183.82
Hospitality (CL/W&MD)						
570110 Receptions	0.00	25.00	25.00	55.57	225.00	169.43
570120 Congregational Meals	0.00	41.67	41.67	366.94	375.03	8.09
570130 Bereavement/Funerals	0.00	41.67	41.67	271.04	375.03	103.99
570150 Advertising/Brochures/Public Rel.	0.00	83.33	83.33	597.93	749.97	152.04
570160 New Member Assimilation	0.00	20.83	20.83	0.00	187.47	187.47
570190 Miscellaneous Hospitality (CL/W&MD)	0.00	8.33	8.33	57.67	74.97	17.30
Total Hospitality (CL/W&MD)	0.00	220.83	220.83	1,349.15	1,987.47	638.32
Session Expenses						
590100 Session Development/Retreat	0.00	41.67	41.67	0.00	375.03	375.03
590190 Miscellaneous Session	42.50	12.50	(30.00)	130.81	112.50	(18.31)

Accounts	Actual (This Period)	Budget (This Period)	Budget Remaining (This Period)	Actual (This Year to Date)	Budget (This Year to Date)	Budget Remaining (This Year to Date)
Total Session Expenses	42.50	54.17	11.67	130.81	487.53	356.72
Total Other Expenses	6,039.97	5,561.40	(478.57)	38,407.63	50,052.60	11,644.97
Total Expenses	\$ 49,363.74	\$ 50,085.61	\$ 721.87	\$ 411,676.49	\$ 450,770.49	\$ 39,094.00
Net Total	\$ 19,837.15	(\$ 161.69)	(\$ 19,998.84)	(\$ 5,923.33)	(\$ 1,455.21)	\$ 4,468.12

Downtown Presbyterian Church
Bank Reconciliation Report

Date Range: Sep 3rd 2019 - Sep 30th 2019 | General Checking - General Checking

Bank Balance

Beginning Balance	29,675.75
Cleared Transactions	25,040.79
Ending Balance	\$ 54,716.54

General Ledger Balance

Bank Ending Balance	54,716.54
Uncleared Transactions	(23,575.47)
Calculated Balance	\$ 31,141.07

Cleared Transactions

\$ 25,040.79

Deposits

69,200.89

Date	Ref	Description	Type	Amount
09/04/2019	270	Online Batch 233235039	DEP	140.00
09/09/2019	284	Sunday Morning Giving	DEP	10,071.00
09/10/2019	271	Online Batch 234028364	DEP	50.00
09/19/2019	285	Sunday Morning Giving	DEP	6,881.00
09/23/2019	286	Sunday Morning Giving	DEP	1,373.00
09/24/2019	281	Online Batch 235703524	DEP	50.00
09/25/2019	287	Endowment Draw - Operations & Capital	DEP	50,000.00
09/26/2019	288	Square Test	DEP	0.97
09/30/2019	289	Square - John Bell at 2nd Presbyterian Event	DEP	634.67
09/30/2019	8	Suntrust Bank Interest	BKI	0.25

Withdrawals

44,160.10

Date	Ref	Payee	Description	Type	Amount
08/14/2019	40577	Claire Armbruster	Clean-up Day & Easter Breakfast	CHK	172.81
08/14/2019	40578	JW Pepper	Hymns	CHK	15.00
08/22/2019	40589	Erin Bell	Clothes Closet	CHK	881.47
08/28/2019	40596	Action Security Systems	September	CHK	85.00
08/28/2019	40597	Batteries Plus LLC	LED Lights	CHK	2,728.25
08/28/2019	40595	The Royal Music Guild	Choral Singers	CHK	780.00
08/28/2019	40600	T-Mobile		CHK	55.00
08/28/2019	40599	Ricoh USA, Inc		CHK	256.39
08/28/2019	40598	Janarus - The Good Janitors	September	CHK	933.00
09/09/2019	116	Vanco	Text Giving Fee	DPY	19.37
09/10/2019	40601	McWhirter Edwards Electric Company	Lights Installation	CHK	3,835.49
09/11/2019	40602	Pam Swoner	Habitat for Humanities	CHK	194.55
09/11/2019	40603	Samera Zavaro	Habitat for Humanities	CHK	74.56
09/11/2019	40605	Piedmont Natural Gas	August	CHK	66.71
09/11/2019	40606	Nashville Electric Service	August	CHK	3,354.13
09/11/2019	40608	William Taylor	JuveNile's Fun Day	CHK	159.07
09/11/2019	40604	Presbytery of Middle Tennessee	Presbyterian Mission Work in Guatemala	CHK	2,887.00
09/11/2019	40609	SunTrust Bank	Suntrust CC	CHK	1,094.71
09/11/2019	40607	Lois Fyfe Music	Choir Music	CHK	30.37
09/13/2019	117	PayChex	Paychex Salary	DPY	8,380.53
09/16/2019	118	PayChex	Paychex Fee	DPY	118.35
09/16/2019	119	PayChex	Paychex Payroll Tax	DPY	1,056.33
09/18/2019	40619	Board of Pensions	PIN#20559 / Statement#9808514600	CHK	5,856.09
09/18/2019	40615	Lois Fyfe Music	Stopford/Ave Verum	CHK	37.80
09/25/2019	40620	AT&T U-Verse		CHK	163.24
09/25/2019	40621	Wells Fargo Vendor Financial Services, LLC		CHK	252.67
09/26/2019	40625	SP+ Parking	250 Parking Stickers	CHK	1,000.00
09/27/2019	120	PayChex	Paychex Salary	DPY	8,469.54
09/30/2019	121	PayChex	Paychex Fee	DPY	121.35
09/30/2019	122	PayChex	Paychex Payroll Tax	DPY	1,056.32
09/30/2019	124	SunTrust Bank	Suntrust Maintenance Fee	DPY	25.00

Uncleared Transactions**(\$ 23,575.47)****Deposits****10,000.00**

Date	Ref	Description	Type	Amount
07/07/2019	264	Contribution Batch 1028	DEP	10,000.00

Withdrawals**33,575.47**

Date	Ref	Payee	Description	Type	Amount
07/14/2017	5152017016		DPC EE Direct Deposit Payroll Payment	JRE	6,038.34
07/14/2017	5152017015		DPC ER/EE Payroll Taxes Payment	JRE	262.59
07/17/2017	5152017017	PayChex	Payroll Service Invoice No.2017071301	DPY	750.00
07/21/2017	5152017018	SunTrust Bank	Account Analysis Fee Direct Payment	DPY	145.90
07/31/2017	5152017019		DPC EE Direct Deposit Payroll Payment	JRE	247.84
07/31/2017	5152017018		DPC ER/EE Payroll Taxes Payment	JRE	83.00
01/08/2018	41540	Lambscroft The Cookery	Saturday BF Expenses December 2017 Correction	CHK	40.36
01/08/2018	41543	Sysco	Invoice#160535096 Correction	CHK	758.61
01/08/2018	41547	SunTrust Bank	Account No. 0187 Correction	CHK	1,118.79
01/10/2018	41549	Premier Parking of TN	Account#13707/Invoice#590463 Correction	CHK	340.00
01/10/2018	41550	Premier Parking of TN	Account#13707/Invoice#580348 Correction	CHK	1,360.00
02/13/2018	41583	Lambscroft The Cookery	Saturday BF Expenses January 18 Correction	CHK	67.93
04/24/2018	41644	Lambscroft The Cookery	Saturday BF Expenses April 18 Correction	CHK	102.54
06/27/2018	41702	Lambscroft The Cookery	Saturday BF Expenses June 18 Correction	CHK	35.92
09/21/2018	41773	Sysco	Invoice#160872097	CHK	1,113.09
07/07/2019	28		Void Gift	JRE	10,000.00
09/18/2019	40613	Brotherhood Mutual Insurance Company	Quarterly Payment	CHK	8,171.75
09/18/2019	40610	Brotherhood Mutual Insurance Company	Quarterly Payment	CHK	417.75
09/18/2019	40611	Sysco		CHK	712.32
09/18/2019	40616	Sorci & Swords Design, Inc.	Renovation Designs and Planning	CHK	921.00
09/18/2019	40612	Action Security Systems	October	CHK	85.00
09/18/2019	40614	Ortex System, Inc.	Monthly Pest Control	CHK	88.00
09/18/2019	40617	Teach A Child	Children's Art Supplies	CHK	33.46
09/18/2019	40618	Presbytery of Middle Tennessee	2020 Calendars	CHK	42.50
09/25/2019	40623	Cliff Hill Music	Choral Music	CHK	50.68
09/25/2019	40622	Waste Management		CHK	188.10
09/26/2019	40626	Erin Bell	Clothes Closet	CHK	400.00

Joint Meeting of the Finance
and Building and History Committees
October 23, 2019 at the Downtown Presbyterian Church

- I. Building and History
- a. Wall repair under spiral staircase...\$3000 **A contract has been issued with Ron Heinz. He has done earlier work for the church with The Wills Company. Hopefully, he'll be able to work on the Fellowship Hall wall and then under the stairwell wall.**
 - b. Wall repair between Fellowship Hall and kitchen, \$3000 **See above.**
 - c. Preventative maintenance on other Sanctuary air-handler quote **Our recommendation is to do this so it doesn't break down during our busiest season of church, which is all the time. \$4,000-ish. This committee approved the expense. And the money is there for the maintenance.**
 - d. Trane Company complete update/upgrade of HVAC control system. **It's time to move our HVAC to the 21st century. The parts are rare, the workers with the experience to handle and repair our system are few and far between. Very roughly, this will cost \$350-500K. This will be a special capital expenditure. Discussions about this shall have to proceed in 2020. Vendors are still being scouted.**
 - e. Re-distribution of wooden benches **It's not just for Waffle Shop anymore. 3 benches need serious repair because they are in a high-use area. Mike K. has worked out a plan for the Fellowship Hall to use the old pews from the Chapel in place of the benches because they can take a lot of wear and tear. And our beloved benches can be repaired/restored and placed strategically around the church.**
 - f. Port-a-potty moved! **Everything construction wise has been moved from the parking lot. The parking lot is ours. Unfortunately, the cherry-picker, potty, etc. are in the alley causing alley constipation. We are relying on Metro to use the city diuretic methods of unblocking the alley.**
 - g. Final phase of LED lighting conversion will be completed 10/24/19 **Well, it was supposed to be done by that date, but we are now waiting on the bulbs to come in. So, this will be done soon.**
 - h. Chapel for silent auction at Waffle Shop? Lighting? **It might possibly be there. This is still in the decision-making phase. If so, then the lighting will need to be appropriately bright for our bidders to see what they are doing. Of course, it is during the daytime, so it might not be that big of a deal.**
 - i. Open the conversation about a Facility Management Contract, SFM **This is a company that has been around since 1998. They serve schools, churches and non-profits in helping to manage buildings. What do they do? Custodial and maintenance jobs, and you pick from a list of services that an organization might require. We could save money by wrapping up all of our building needs into one service provider. This will be a discussion to be undertaken next year.**
 - j. 2nd floor bathroom presentation, 11/17/19 (Session)? **This will be the presentation from the architect. The numbers will be able to come in soon after that. Our start date will be held off until January to get through the Christmas season.**

- k. **The Contributor Sign** **The Contributor would like to place a sign in the garden area behind the church. This would announce their presence in the city as pedestrians and drivers happen by. They would also like it complement the surrounding environs of the church. This sign will follow Metro codes in design and placement. Thanks to Tom Wills for his kind presentation and wanting to work the gardeners to move this forward. An ad hoc committee will be formed to bring this to this committee next month.**

- II. Finance
 - a. Finance update: **current balance as of 10/23/2019: \$40,927.93**
 - b. Treasurer's Report: **We are still solvent! The last month's pledges were down a little bit for the month, but we are ahead for the year.**
 - c. Stewardship Campaign: **Chuck would like for this to start on November 3 and continue on Sundays to December 8th (not during Lessons and Carols). What are the committee's suggestions for people to speak to the church? Chuck will speak to them and getting it going.**
 - i. **A Cardona family member**
 - ii. **The Bell Family**
 - iii. **Rachel Hayes**
 - iv. **Brenda Hutchins**
 - v. **Holly Kellar**
 - vi. **Denny Harris**
 - vii. **Jim Hoobler**
 - viii. **Tom Wills**
 - ix. **Dixie Williamson**
 - d. Grant Writing Committee: **David Maddox is really doing a good job gathering the people that he needs for this committee. And David is a very busy man, so thanks for your work, kind sir!**
 - e. Church Audit: **And Vickie Coffin has kindly agreed to take a look at our books! She and Jeff will get together soon and take care of this! Thanks!**
 - f. Budgeting meetings: **Once the committees turn over their budgets (like at October's Session meeting...), this committee will meet to get the final draft for Session approval.**
 - g. Miscellaneous: **nothing to see here!**

- III. Next meeting? November 13, 2019 at maybe the Cookery.

In attendance: Chuck Cardona, Mike Korak, Brenda Hutchins, Pastor Mike, Jimmy Cheshire, Tom Wills, Denny Harris, and Rachel Hayes.

**Personnel Committee
October 2019**

Personnel Committee met on Oct 9, 2019 to finalize the benefits plan for the staff at DPC. Debra Gentry met with the staff on October 17, 2019 to discuss the changes made to the benefits plans and answer any questions.

The changes are to offer the EPO medical plan and not the PPO medical plan due to increase cost of the PPO plan. DPC will pay 100% of the medical plan as we have in the past.

Minutes from Hospitality Meeting 9/23/19

Attendees: Rev. Mike; Dave Coleman, Erin & Eliza Bell; Denny Harris, Rachel Hayes, Mary Turner

1. We're sending "thinking of you" postcards to:
 - a. Scott McGinnis: 123 Colemont Court, Antioch 37013
 - b. Heid Hall: Alive Hospice 1718 Patterson St Room 162, Nashville, TN 37203
 - c. Eric Near: Dave can you provide an address?
2. Updating DPC's "post card":
 - a. Dave needs to send Mary his draft on file
 - b. Mary will then follow-up with proposed changes and send around for comments
3. New DPC "cards"
 - a. Reverend Mike will redraft the card and include DPC's address on the back.
 - b. Dave will take the file from Mike and get prices from Midtown Printing for a few hundred!
4. Rearrange Narthex – Rev Mike, Dave, and Mary will meet this Wednesday, 25 Sep, at high noon!
5. Picnic 29 September 2019
 - a. Steph and Dave Coleman will bring 1) the permit and 2) pack up goodies to take to the park.
 - b. Denny will help transport.
 - c. Everyone will help with cleanup that is around.
 - d. Mary will email Michael Arwood that we need chicken for about 45 folks. Will copy Dave on the email – done.
 - e. Mary will print out map for folks.
6. Chris & Dawn Leonard Baby Shower
 - a. Dave will contact Chris to see if a) October 13th is a good date and b) what about donations to an organization to assist babies (Safe Haven for example).
7. October 20th Chili Cook Off:
 - a. Dave & Steph out of town but Mary, Denny and others will handle.
 - b. Let's just vote on top 3 tastiest.
 - c. Mary will pick up prizes for winners.
 - d. Let's remind Paulino to make tea, etc. and that his day will be a bit longer.
8. PS If you can make John Bell's gig at 2nd Pres this Saturday the 28th. Two sessions 10-12 and 1-3. Come before dodgeball!

Communications Report October 2019

- Holly Kellar to spearhead communications oversight and strategy beginning 2020 with help of congregational “experts” as we move forward
- Possible training sessions for anyone who could benefit from shared files, collaboration, and knowledge of free and easy-to-use tools - ex. Google Drive, Canva, Google Photos, etc
- Mary T. meeting with Cary about Twitter
- Matt A. spearheading improvements to our email campaigns by segmenting into our unique areas (church, art, homeless, etc)