

Pastor's Report (Mike Wilson)
October 26 – November 22

Worship services: 3 (out for study leave on Oct. 8)

Sermons: 3

Saturday breakfast: 3

Meetings/Events:

- Weekly staff meetings – in person
- CPM meeting – Zoom
- DPC Corporation meeting -- Zoom
- Project Thrive pastor group meeting – Zoom
- Communications Committee meeting
- Outreach meeting – Zoom
- Finance and B&H meeting – Zoom
- Awakening Soul conference -- Zoom

Pastoral expenses – approx. <\$100

Study Leave & Vacation:

None scheduled right now

Downtown Presbyterian Church
Joint Building and Finance Committees
Meeting Minutes

Date: November 11, 2020

Location: Zoom

Purpose: Monthly meeting

Attendees: Jake Byl (Finance chair), Jim Hoobler (Building chair), Rachel Hayes (treasurer), Pastor Mike Wilson, Chuck Cardona, Mary Turner, Jimmy Cheshire, Jeff Koontz, David Maddox, Erin Bell, Tom Wills, Stephanie Coleman

1. Approve Minutes from October 21 Meeting (attached) **So approved!**
2. Building projects:
 - a. Bathroom renovations: Hardin Group will begin any day.
 - b. Mold and HVAC: ServPro cleaned vents **Done! The disinfectant is doing its job. The system is so old that this is probably why there was mold. We'll need to look into replacing the entire system sooner, rather than later. Soooo, grants, anyone?**
 - c. Internet service: Contract signed with Comcast, fingers crossed! **Yay! They have our money, so we'll hope the famed Comcast customer service does its work.**
 - d. Plaster ceilings in history room and stairwell: in progress **They are nearly done!**
 - e. Double doors on 5th: Bid coming from Just Plane Wood. **There will be a possible repair or replacement. We are still waiting on one more bid.**
 - f. Electronic marquee **This is on temporary hold as we work through pandemic and wifi issues.**
3. Building use:
 - a. The Contributor is taking occupancy of old nursery. **We are happy that they are getting their operations up and running! And thanks to Mary Turner and Erin Bell for moving massive amounts of stuff to make this happen!**

There will probably be an adjustment to the rent since they are using more space. That new figure is \$650/month, starting December 1st. And we'll revisit this in 6 months. (That is our recommendation to the Session.)

- b. **Progress on consolidating stuff to make other space more useful And so, this process is ongoing. May want to budget for some new furniture for coffee brew room and parlor.**
 - c. **General building access issues Mary Turner brought up the issue that many people have individual codes to the building. Is there a process that we keep track of the codes so that we make sure that the people who truly need a code have one? Pastor Mike will look into process.**
 - d. **General building calendar issues Contributor is in on MWF. Church office staff on Tuesday and Thursday.**
4. **Budget report from Treasurer: There isn't one yet because we are waiting on the statement from SunTrust. Also, the budget process for 2021 is underway. There will be more information coming as the committee chairs submit their parts.**
5. **Budget planning for 2021**
- a. **Jake and Dena will get pledge info (online, then mail, then call)**
 - b. **Jake, Stephanie, and Rachel will get numbers down (let Jake know if you would like to help)**
 - c. **Draft proposed budget circulated prior to next month's Finance Meeting**
 - d. **Discuss at next month's meeting**
 - e. **If all good, present to Session for December meeting**

We are gathering the resources for getting pledges and making it an online submission. By our next meeting, the preliminary budget will be circulated so that we can submit ideas to it. We also want to take a more intentional approach with it; how our priorities will reflect how we spend.

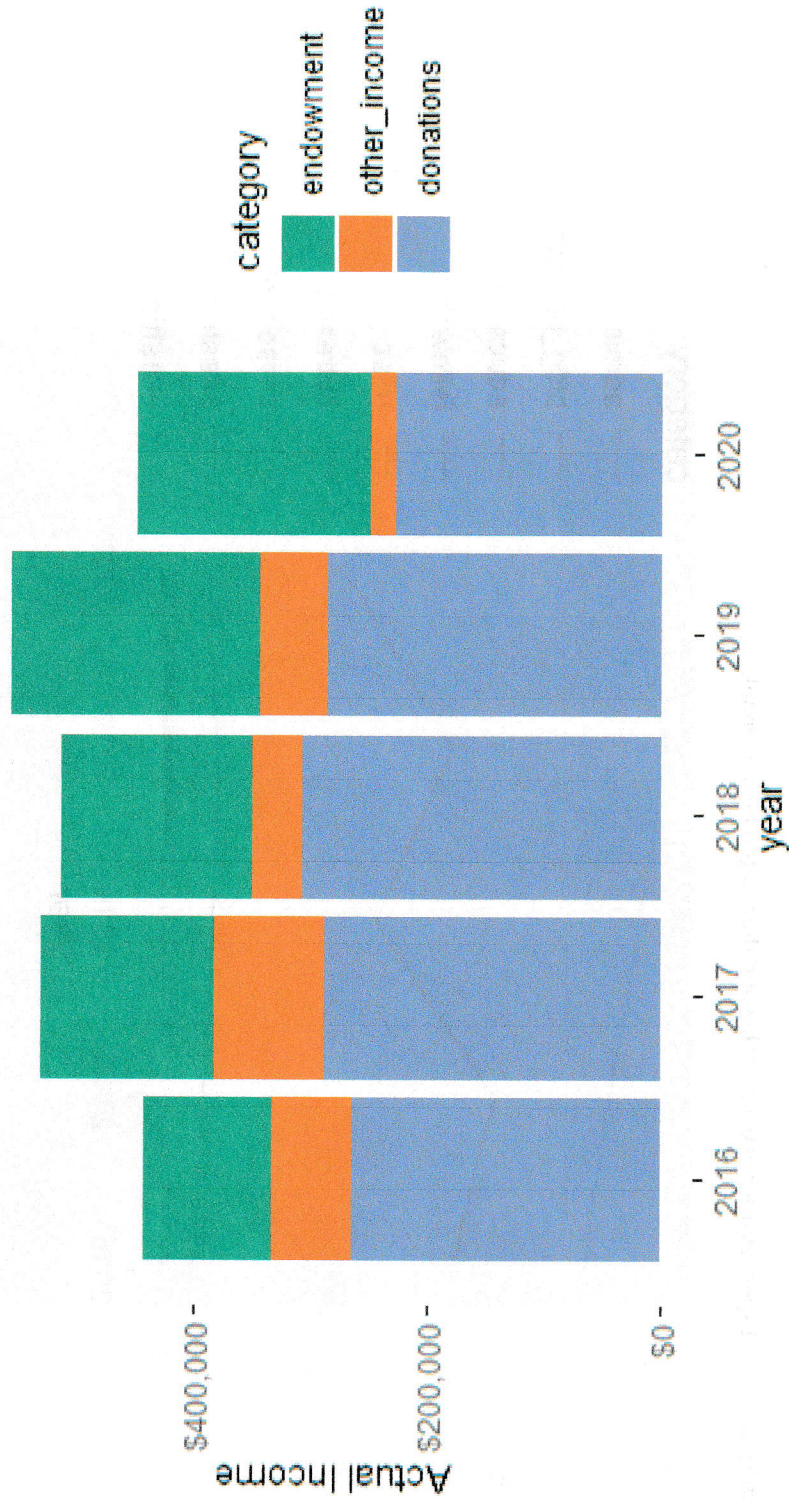
Something to take notice: one day, the physical plant fund (the Pickett Fund) will be depleted and future money will have to come from the general endowment. It might be necessary to create a budget/spend policy that reflects a preservation of assets (to some extent).

Schedule next meeting: December 16 at 7pm

All Revenue

In 2017, DPC apparently received grant income. Pledged donations have decreased from a high of \$267,063 in 2018 to \$218,445 (projected final) in 2020. 2020 other income opportunities have been very limited.

Figure 1.



Expenses

Figure 1. Expenses are relatively stable and dominated by personnel.

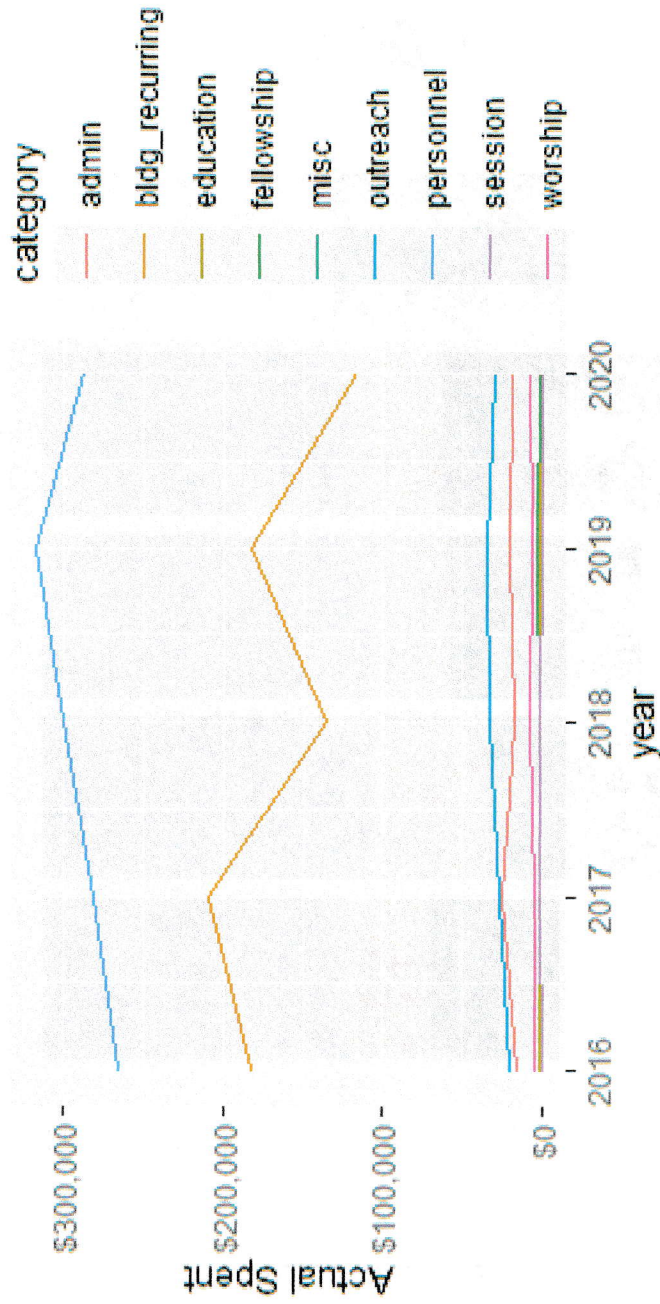
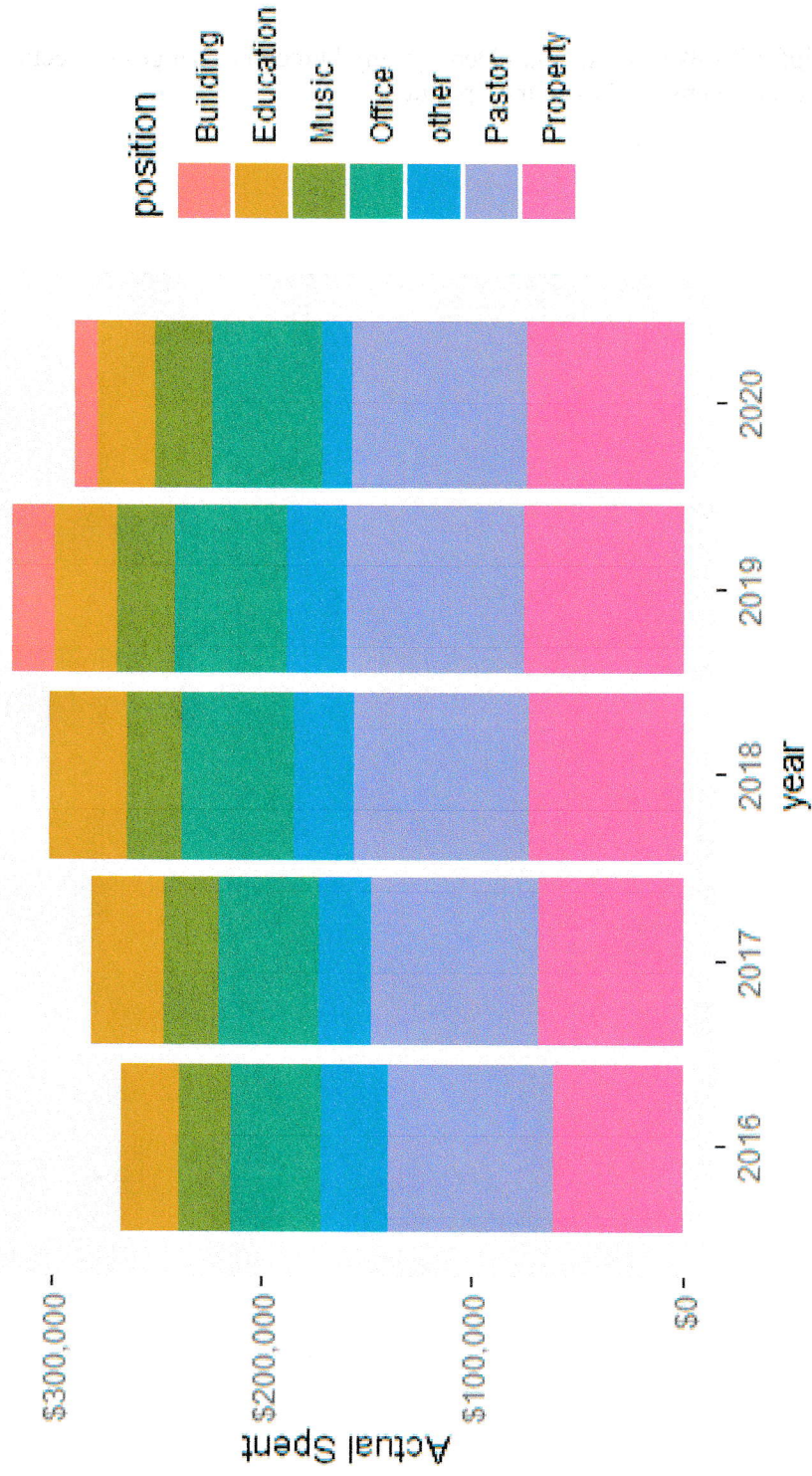


Figure 2. Personnel Expenses



Communications Committee – November 2020

All Committee reports for annual report due by Monday, January 18th, MLK day but WELCOMED earlier for the 2020 Annual report.

It would be helpful if folks would email Dena @ any Directory changes/corrections AND copy Erin & me so we ensure they're incorporated.