



**Fountain of Life**  
**Board of Administration Minutes**  
**Date: 9/1/2020**  
**Time: 1830**  
**F2F**

TIME	SUBJECT FOR DISCUSSION	PRESENTER																																																																						
	<b>Roll Call:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 20%;">Role:</th> <th style="width: 10%;">Present</th> <th style="width: 10%;">Absent</th> <th style="width: 10%;">Excused</th> </tr> </thead> <tbody> <tr> <td>Brian Andrews</td> <td>Chair</td> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> <tr> <td>Barry Beck</td> <td>Vice Chair</td> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> <tr> <td>Greg Rachuy</td> <td>Pastor</td> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> <tr> <td>Eve Broughton</td> <td>Secretary</td> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> <tr> <td>Paul Buelow</td> <td>Treasurer</td> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> <tr> <td>Roger Young</td> <td>Member at Large</td> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> <tr> <td>David Faulkner</td> <td>Member at Large</td> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> <tr> <td>Vern Hartz</td> <td>Head Elder</td> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> <tr> <td>Sonia Source</td> <td>Accountant</td> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name	Role:	Present	Absent	Excused	Brian Andrews	Chair	X			Barry Beck	Vice Chair	X			Greg Rachuy	Pastor	X			Eve Broughton	Secretary	X			Paul Buelow	Treasurer	X			Roger Young	Member at Large	X			David Faulkner	Member at Large	X			Vern Hartz	Head Elder	X			Sonia Source	Accountant	X																							
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<b>Call to order and Opening Prayer</b>	<b>Call to Order Prayer</b>	Brian Andrews																																																																						
<b>Special Announcement</b>	<b>A large donation was received by the Church from the Hoppe family on behalf Richard Hoppe.</b>	Pastor Rachuy																																																																						
<b>Continuing Business From 8/18/20 meeting</b>	Policies: i. Revenue Policy and Procedure: Policy 2020- 01: error page 2 section 6. See highlight in document. Sonia can best describe the flow error.	Motion: Brian Andrews Seconded: Paul Buelow Unanimously approved																																																																						

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	<p>Discussed possible process to implement, use of head usher, gain a rough count and stamp all checks on Sunday after the service with 2 people, preferably a counter and the Sunday lead usher. Discussion on term bookkeeper.</p> <p><b>Motion:</b> to move forward in refining this policy and tweaking the process. Paul will contact the Head Usher. Will need to come back to the board after it is refined for final approval.</p> <p> FOL (Revenue Policy).pdf</p> <p>ii. Donor Solicitation and Restricted Gifts: Policy 2020-02: Discussion that this is a Stewardship policy, everyone agreed we needed this policy but there is disagreement on how it is written. <b>Motion:</b> To approve policy as written.</p> <p> FOL (Donors and Gifts Policy).pdf</p> <p>iii. Separation of Duties: Policy 2020 -03: Much discussion regarding policy not accurate to the FOL organizational chart, title and responsibilities. This may need to wait for the governance committee to complete the recommendation of a organizational chart, Please see several highlighted concerns. This document refers to positions, section, departments that are not existent. In addition, it refers to requited competencies that are not provided in this document and makes the read wonder if it exists. <b>Motion:</b> Procedure and Documents section needs to be cohesive with the new FOL organizational chart. To be returned to the BOA once this is completed for approval.</p>	<p></p> <p>Motion: Dave Faulkner Seconded: Paul Buelow 5 Aye's, 2 Nay's Passed</p> <p>Motion: Eve Broughton Seconded: Vern Hartz Unanimously approved</p>

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	<div data-bbox="653 235 705 293" data-label="Image"> </div> <p data-bbox="583 300 779 350">FOL (Separation of Duties Policy).pdf</p> <p data-bbox="480 414 1602 607">           iv. Housing allowance for call Staff:            Policy 2020- 04: animated discussion and additional information provided for the discussion, from the Congregational Treasure’s Manual sections 1.300, 330, 340, 350,; 2.300, 310, 320, 321; 2.800, 1 and 2 with samples.            Discussion to change one line as follows: Section 2         </p> <p data-bbox="432 646 1614 824">           2. Designation. The Board of Administration (the “Board”) in setting compensation of qualified individuals annually shall designate an amount of cash compensation to be paid by the Church as “Housing Allowance.” The designation shall be documented in a formal resolution of the Board adopted prior to the commencement of each calendar year. The amount shall be a stated dollar amount rather than a percentage of compensation.         </p> <p data-bbox="432 863 485 894">To:</p> <p data-bbox="432 937 1614 1115">           2. Designation. The Board of Administration (the “Board”) in setting compensation of qualified individuals annually shall designate an amount of cash compensation to be paid by the Church as “Housing Allowance.” The designation shall be documented in a formal resolution of the Board adopted prior to the commencement of each calendar year. The amount shall be a stated percentage of compensation rather than a dollar amount.         </p> <p data-bbox="480 1161 1614 1230"> <b>Motion:</b> to accept policy as written with the one change noted above. This is highlighted within the attached document.         </p> <div data-bbox="558 1281 611 1339" data-label="Image"> </div> <p data-bbox="480 1349 690 1399">FOL (Housing Allowance Policy).pc</p>	<p data-bbox="1648 1149 1955 1292">           Motion: Vern Hartz            Second: Dave Faulkner            6 Yea’s, 1 Nay vote            Approved with change.         </p>

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	v. Procurement Policy 2020-05: Discussion and decision Deferred to meeting on 9/15/2020 .	
<b>Closing Prayer: Vern Hartz</b>		
<b>ADJOURNMENT :</b> <b>Next Regular Meeting 9/15/2020 1830 F2F Church</b>		

Eve Broughton, Secretary