

Subject: Finance Committee Meeting
Date: December 8, 2015
From: Bill Graffius
Canon to the Ordinary

To: Finance Committee Members/Investment Team Members

1. Opening Prayer: Bishop Scanlan
2. Guest – Ken Quigley
Investment Team update
 - a. **Transfer of monies to ECF**
 - b. **Update on informational sessions and mailings to parishes**
3. Approval of September 8, 2015 meeting minutes
 - a. **Approved w/o correction**
4. Housing Allowance certifications (completed by Chair prior to meet)
 - a. Bishop
 - b. Diocesan Clergy staff
 - c. Informational material sent to all Priests as we did last year
 - i. IRS explanation
 - ii. Sample Vestry Resolutions
 - iii. Work Sheet
 1. **All approved and signed by Rev. Cn. Casey**
 2. **Copies will be distributed to appropriate staff**
5. Discussion of final 2016 budget
 - a. Will post Convention approved 2016 budget per mandate of COT
 - i. **It is not correct but will adjust as fiscal year plays out**
6. Discussion of process guidelines for 2017 budget
 - a. **Tentatively agreed noting likely changes in dates**
7. Conflict of Interest Statements
 - a. Must be signed by all
 - i. Distributed.
 1. **To be signed and returned by or at next meeting**
8. Missional Project Grants
 - a. **Replaces Project Grants effective October 1, 2015**
9. Formal approval – in minutes – of Fair Share requests
 - a. **Approved**
 - b. **Notices subsequently sent to all parishes**
10. Update on SEK
 - a. **Will retain including payroll**
 - b. **CTO negotiated substantially reduced contract for 2017**
11. Staff wage adjustment
 - a. **Reviewed and approved at 1.7% raise**
12. Brief review of 2016 Committee schedule