

Subject: Finance/Investment Committee Meeting: 13 September 2016
Agenda and Minutes
From: Bill
Date: 13 August 2016

Agenda for Investment Team

Meeting of the Investment Team at 2:00 p.m. and adjourn at 3:00 p.m.

2:00 p.m. conference call with State Street Global

Agreed, based on interview with State Street Reps. to continue our investment strategy of Equities and Fixed Income. The portfolio has slightly underperformed 2nd Qtr of 2016 but overall returns in 2016 have been excellent (up 12.72% through August, 31, 2016. Market may experience volatility with continued issues with the EU and suggestions of rate hikes by the Feds.. Our strategy does allow a quick response to these vagaries in the market.

Act 141 Resolution recommendation to Finance Committee

Remain at 4% ACT 141 draw for endowment funds

***No motion to change retro-review date from 30 June of each year to end of each FY
ECF will continue to use the 30 June date for calculations***

Finance Committee meeting at 3: 00 p.m. and adjourn by 5:00 p.m.

Agenda for Finance Committee

Note: 2:00 p.m. conference call with State Street Global

1. Opening Prayer – Fr. Sprouse
2. Approval of last meeting minutes
 - a. ***Approved without correction***
3. 2015 Audit
 - a. Conducted by Deb Kelly of Greenawalt. Overall excellent audit with results published on ***Diocesan web. Copy of response sent to Deb (oversight not previously sent)***
4. Approvals of loans, grants and withdrawals from State Street Global
 - a. ***Change process allowing Cn. for Finance and Operations to determine.***
 - i. ***Threshold for Cn. Ops/Fin. to approve withdrawals remains at \$10,000.00***
 - ii. ***All approvals for Grants and loans will remain with Cn. Ops/Fin.. recommendation and Finance Committee approval***
 - iii. ***Withdrawal from State St. accounts will be processed through Cn. Ops/Fin.***
 1. ***Cn. Ops/Fin. will coordinate withdrawals with Parochial Reports to ensure “drawdowns do not compromise financial stability of parish. It was generally agreed all funds invested by the Parish belong to the Parish***

5. Convocation presentations
 - a. **David Poch and Fr. Herb Sprouse will represent Finance Committee on budget at Convocations meetings the week of 19 September**
6. Approval of Act 141 resolution for 2017
 - a. **Percent of draw remains at 4%. No change in analysis dates discussed or approved. Will remain, until further action by Committee, as of three years back from June 30 of each year.**
7. Wage/hour issues (consultant p/Rob Jones)
 - a. **Met on 25 August with consultant. Agreed to move forward with salary and position description analysis. Carolyn Patterson will be in-charge.**
8. **2017 budget**
 - a. Convention presentation
 - i. **Canon Casey will present using budget approved by COT**
9. Trust letters
 - a. **Presented to Committee regarding Cn. Ops/Fin. questioning administration of the Trusts and recommending we get out of the Trust business wherever possible. Letters of concern prepared in consult with State Street advisors and Ken Quigley from ECF**
10. Balance of 2016 and 2017 schedule
 - a. **One date change made per request of Finance Committee and posted on Diocesan web**
11. St. John's, Lancaster
 - a. **Canon Casey made presentation as to status of their request to have Standing Committee "back" construction loan. Issue "tabled" until more information submitted by Parish.**
12. Additions to agenda per Audrey
 - a. Sharing of staff salaries for consideration at Convention
 - i. **No decision made as to whether or not to post staff salaries on Diocesan web.**
 - b. "Filling the gap" of Cn. for Finance/Operations on interim and permanent basis
 - i. **Decision remains to replace Cn. Ops/Fin. with full-time, not part-time, Canon for Operations and Finance. Cn. Ops/Fin. Bill Graffius will be retiring but will remain available as requested by Bishop.**
13. Next meeting
 - a. **Special meeting on Budget: October 18, 2016 at 2:00 p.m. at Diocesan House**
 - b. **Regular Investment/Finance Committee meeting at Diocesan House beginning at 2:00 p.m. (Investment) and 3:00 p.m. (Finance) on December 6, 2016.**
14. Closing Prayer – Fr. Casey