

Fountain Street Church Foundation Board Meeting

Minutes of 22 January 2024 meeting

Members Present: Bill Brunner, Todd Fettig, Charlie Gallmeyer, Liz Bullock, Gary Eberle, Patrick Eaman, Chris VanAntwerp (via Zoom), Chip Wall

Members Absent: Bob Chapla

Staff Present: [Rev. Christopher Roe was absent].

Guests Present: George Zuiderveen, Governing Board liaison; Amy Preston, Governing Board chair (via Zoom).

- I. **Call to order and Welcome- Todd Fettig, Co-chair**
 - a. The meeting was called to order at 4:00 pm.

- II. **Approval of Minutes of 18 December 2023 meeting**
 - a. Motion was made by Liz Bullock and seconded by Chip Wall to approve the minutes, with the following changes: Acronym RCR stands for "Reverend Christopher Roe." **Motion passed.**
 - b. Next Meeting Recorder will be: **Chip Wall**

- I. **SCCC report:**
 - a. Timothy Chester and Win Irwin submitted a written report to the FSC Foundation regarding the Second Century Capital Campaign 21 January 2024. [Copy attached to these minutes as appendix.]
 - b. Discussion: the question was raised whether this document and other Foundation documents are/should be available to the public. Foundation members generally felt that the current FSC Google site should have more materials and archives for the Foundation. Record retention is an issue.
 - c. It was suggested that as we move forward on the SCCC, we should coordinate with the Tower Committee on what materials to archive.
 - d. Bill Brunner said he has been giving hard copies of the Foundation minutes to the church office. He does not know if these have been retained.
 - e. A question was raised as to whether Foundation Board materials were lost due to a computer system crash and transition to a new server last spring. It is not clear where that historical data is. The Foundation members said we need staff input on this question.
 - f. It was suggested that the Foundation meetings be attended by a church staff member before Rev. Christopher Roe leaves in May.

II. Staff Report:

- a. [There was no staff report because no staff member was present.]

III. Financial Reports:

- c. End of year trust balances for past three years:
 - i. 31 Dec. 2021: \$4.7M
 - ii. 31 Dec. 2022: \$3.97M
 - iii. 31 Dec. 2023: \$4.36M
- d. The 2024 distribution from the Foundation to the church will be 5% of the above average of these three years. The date of this year's distribution will be determined soon.
- e. The question was raised as to whether and how the 2023 distribution was used. Was it distributed to the Properties Committee account? We should know this before we determine this year's (2024's) distribution.
 - i. Because of church's personnel transition in the financial area, no report has come so far from Tim Creamer. Traditionally, Melissa Hoezee had allocated the Foundation distribution into line items accounts for the special funds and a general property account overseen by staff and the properties committee, but the Properties Committee was dissolved. This creates a Trust Agreement problem which mentions the Properties Committee and it's role with regards to the Foundation and the Foundation distribution.
 - ii. The Foundation Board agrees that there needs to be clarity on this as well as more transparency between the Foundation Board, the church staff and Governing Board. We need a clear accounting of how the church disbursed the 2023 allotment and more clarity around FSC finances generally.
 - iii. Co-chair Todd Fettig said he would reach out to Tim Creamer for information.

IV. Governing Board Report

- a. George Zuiderveen, GB liaison, reported that two companies have provided on-site inspections for asbestos abatement as part of the Tower project. One quote has come in.
- b. Owen Ames Kimble (OAK) has provided a first draft budget for the Tower project.
- c. The company that will be erecting the Tower scaffolding has been on site. Scaffolding will be erected for the Tower project in April.
- d. Amy Preston, GB chair, reported that next Tuesday and Wednesday electrical and mechanical contractors will be here and provide estimates for future work.

V. Committee Reports

- f. Co-chair report—Todd Fettig, Co-chair**
 - i. No report was given pending the announcement of Governing Board positions.

- g. Endowment- Chris VanAntwerp**
 - i. Chris asked who was appointed to the Endowment Committee. Answer: Chip Wall.
 - ii. Liz reported that Google Drive has a sheet with our donor information, called "Foundation Donors." Liz gets emails from Laurie Ridders, who is in charge of tracking church financials, showing donation info, and can then use the Google Drive file to track all donations by year, names, dates, amounts, as well as our Liberal Legacy estate, life and annual donors.
 - 1. As of now, that database shows we currently have 44 living estate LLS members, and 23 living life members including two new members, Sue Clay and Jeff Schad. In 2023 we had 47 annual donors for a total of \$21,127.
 - iii. Laurie Ridders from the church office sends donation information to Liz Bullock of the Foundation. Donations go into the Foundation checking account and then to Midwest Capital.
 - iv. Discussion was held on the need for solid information on donations especially as we commence the SCCC and Tower projects. Liz reported that the SCCC receives donations for the Tower and at a certain threshold that money will be put into the foundation account. The SCCC needs to figure out how it will report to the Foundation. Once we start to get info from SCCC, then FSCF will have to figure out how to account for donations and donor information.
 - v. Co-chair Todd Fettig said he would talk to Timothy Chester and Win Irwin about this.
 - vi. Discussion on whether church can really depend on volunteer bookkeepers. The Foundation members strongly feel the church needs professional accounting.

- h. Visibility- Todd Fettig**
 - ii. A Foundation newsletter is coming in March. Todd will work with Gary Eberle on this.
 - iii. Action item: Foundation members, please look at FSC website and report problems with the Foundation pages to Todd.
- i. Bell Tower- Bill Brunner**
 - i. The final drawings are in.

II. Old Business

- a. Bill Brunner gave a secretary's report. When Melissa Hoezee left FSC last spring, Bill pushed for better communication and transparency within the church. The church's Google Drive is a mess. Kayle Clements is the staff person in charge of

the Google site, and he has promised to give lessons on use of the Google Drive. As of now, the drive is difficult to use and Bill keeps much Foundation material on his personal computer. As of now, the Foundation members have "read only" access. The 2024 Foundation Roster is stored on Tab 10 of the Governing Board Guidebook located in the Governing Board Google Drive.

III. New Business-


- a. Motion: Bill Brunner proposed the following motion for a new Foundation Policy amendment and Pat Eaman seconded: *"The Foundation Board receives materials from committees and outside parties for use in Foundation meetings. Important documents will be identified during meetings and permanently attached to the minutes of that meeting."* The motion passed.
- b. By the February meeting, Foundation Board members are asked to draft their priorities and goals for the Foundation. Chris VanAntwerp asked whether we need another committee to function to our maximum capacity, for example, a committee to educate the congregation on what the Foundation is and does.
- c. Next Meeting: 4 p.m., Monday, 19 February, 2024, FSC Room 109 or via Zoom.

IV. Adjournment

- a. A motion was made and seconded to adjourn, and the committee adjourned at 5:15 p.m. Motion passed.

Minutes submitted by: Gary Eberle. 29 January 2024.

Minutes approved at the February 19, 2024 Board of Trustees meeting.


William Brunner, Secretary

FSC Foundation Second Century Capital Campaign
Phase One – Memorial Bell Tower Fundraising Committee
Initial Report 1/21/24

1. Following formal authorization to proceed as a committee of the Foundation with a goal of raising \$800,000, Win Irwin and Tim Chester have met twice to plan a path forward.
2. An invitation to serve has been sent to those congregants who previously agreed to serve on this committee last fall. In addition to Irwin and Chester, they are: Kooistra (who will serve as Gov. Bd. Representative), Fettig, Chapla, De Polo, Preston, B. Johnson, H. Palmer. We're open to suggestions of other potential members!
3. The committee will meet twice monthly after church on the second and fourth Sundays of each month. (after lunch and after the 11 a.m. worship service respectively). The first meeting will be February 11th at 10 a.m. before the worship service. The location will be the Senior Minister's Office.
4. We have reached out to the anonymous congregant who informally pledged \$200,000 of support last year to ensure that this commitment is solid.
5. An outline for a campaign case statement has been drafted and the text is being written for presentation for full committee review in February. The case statement will be the basis for outreach letters, email requests and pledge forms.
6. A list of prospects both internal and external to the church and their contact information is being compiled. Personal outreach to select potential donors has begun. Personal follow through with the pledge inquiry by Willard and Carolyn Larkin has occurred. A \$10,000 gift was received in the plate offering on Sunday January 21.
7. A list of approximately thirty short "Tales from the Tower" subjects/topics has been compiled for use in building up interest in the campaign. Kayle Clements has been consulted for assistance.
8. Research has begun on exploring the potential for municipal, county and state grants and grants from veteran's associations.
9. The first meeting with the Executive Director of a large local foundation will take place at 4:30 on Monday January 22.