

**Finance Ministry
Minutes
Tuesday March 8, 2020 at 5:30 PM**

Representing	Name	Present or Absent
Clergy	Bishop Peter Hickman	Absent
Clergy	Deacon Tony Russo	Present
Clergy	Father Arturo	Present
Church & Community	Katherine Tuma	Present
Community	John Deane	Absent
P. Council	Bob Morano	Present
P. Council	Oscar Andrade	Absent

Meeting Date: Tuesday 3/10/2020 5:30 PM Office Classroom

Next Meeting Date: Tuesday 4/14/2010 5:30 PM Office Classroom

Objectives: Maintain and improve the finances and the financial systems of Saint Matthew's Church in 2020 by finding additional sources of funds and enabling us to pass an audit and apply for grants.

1. Review the finances for the month of February 2020.
 - a. Expenses exceeded Income by \$6,482.10
 - b. For January and February expenses exceeded income by a cumulative \$11,854.12.
 - c. In January our total cash assets from all classifications was \$105,942. We talked about needing those. After February it is down to \$99,650. We are draining our cash assets.
 - d. The mortgage remains in excess of \$222k.
 - e. We have begun discussions of what costs can be cut. Nothing has been decided yet. Deacon Tony will send me his thoughts and we will go from there.

2. Review the tithing for 2020.
 - a. Kathryn is entering the final few tithing amounts and she estimates that we will have a final monthly view shortly. Bob has pledge forms and is going to build a database of the other information present.

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3. The three new alternative sources of funding are:
 - a. A “Go Fund Me” page for Bishop Peter’s health care and continued recovery was created. It was broadcast via the GFM email capability and helped by Matthew Hickman who added it to his and Peter’s Facebook pages. \$2,605 was pledged. We added the connections to take the money and as of today those funds are in a designated fund in the church’s bank account.
 - b. We plan to build two more funding webpages. A “Pay off the Mortgage” and a “continuing operations” page on the <https://saint-matthew.org/> website.
 - c. I have discussed these funding web pages with Justin and he is in the process of building them. As of today, he informs me they are built but in testing. We are close.

4. “Grant Writing” – briefly mentioned and postponed until another meeting. No progress has been made on this project.
 - a. We need to formulate a grant writing team from the community. Preferably people with grant writing experience and knowledge enough to help us select which grants to apply for.
 - i. Scott Emery
 - ii. Martha has some background
 - iii. Katie Henry
 - b. I also discovered some “Free” grant writing classes typically held in Huntington Beach. They are pushing their own software.
 - c. We need to start capturing good statistics on every effort we make so we can demonstrate our worthiness of receiving the grant money. This needs to become a parish wide attitude. This is especially true for the Social Justice Ministry. It is causes like these that will help us get a grant. When ever you host an event, get a head count and if there is money or other things present, get counts on those as well.

5. Prepare the church to replace Kathryn Tuma upon her retirement in June 2020.
 - a. Get a copy of Kathryn’s job description and begin the process of replacement.