

WESTMINSTER PRESBYTERIAN CHURCH
MINUTES OF CALLED MEETING OF SESSION
January 12, 2009

The called meeting of session was called by Pastor Dan Birchfield and the Session and was held in the Westminster Hall at Westminster Presbyterian Church, 755 Bard Road, Port Hueneme, CA. The purpose of the meeting was to discuss the budget. Minutes were taken by Mary Curtis, Clerk to the Session.

A quorum was present. Elders present: Linda Porteous, Jim Bell, Bob Williams, Marilyn Rothwell, Vicki Hanks, Mary Curtis. Elders absent: Carol Norton, Gay Lanzarotta, Dave Neff, Scott Wieser. Guests were Elna Ranson and Karen Burch, bookkeeper (for the 1st 20 minutes).

Pastor Dan called the called meeting to order at 6:30pm and opened with a prayer.

Karen Burch joined the meeting for the 1st 20 minutes to update Session on how she works on the books:

1. Works on checks Tuesday afternoons/evenings.
2. Check requests need to be to the Treasurer (Vicki Hanks) by Monday night so she can approve for Tuesday payment.
3. Categories on the budget need to be broken down under each section (not just a total amount for that section of the budget).
4. Karen can change things around when needed.
5. Session APPROVED the following people to sign checks (2 signatures required):
 - a. Vicki Hanks
 - b. Karen Burch
 - c. Anita Montgomery
 - d. Diane Fresh
 - e. Shelley Southerland will be removed from the signer list since she is now on staff.
6. If you have a monthly bill (Upper Room, electric bill, etc.) you don't need a check requisition. Just approve on the invoice and put in Karen's box.
7. Payroll is every 2 weeks (week of January 11 is a payroll week).

After Karen left the meeting, Session went through each section on the planning budget. The Presbytery's new way of handling per capita was discussed. Vicki Hanks will send in the Presbytery's request. For our budget, we will show the per capita on Line 58 as \$4,800 (160 X \$30.00) so we will have an amount to tell our congregation that they can pay if they want to help offset the per capita expense. Line 82 Presbytery support will be deleted and moved to Missions on line 180 which will be renamed Presbytery Missions at an amount of \$7,000.

After a brief break, Vicki and Pastor Dan reported the budget is \$484,000 and we want to hit \$300,000 so we need to cut \$184,000. We briefly discussed areas we can cut, for instance Children's and Youth Directors probably won't start until March.

Session was tasked to think about for the next and final meeting where we can cut more out of the budget and other ideas such as using the designated funds or special fund raisers for capital improvements.

The meeting was adjourned at 9:00pm with prayer.

Respectfully submitted:

Mary Curtis, Clerk of Session