

First Presbyterian Church Stated Session Meeting Minutes

Somerset, KY

April 18, 2024

Moderator: Rev. Brad Napier

Clerk of Session: Laura Kamperman

Elders Present: Jo Salmon, John Wright, Sharon Mandt, Laura Wright, Perry Waller, Zack Vaught & Laura Kamperman. Charlie Leveridge (joined at 5:30.

Guests: Sue Guffey, Kirby Stephens, and Rev. Tim Noel

Gathering in God's Name:

The Session of First Presbyterian Church met in the Library at 5:00 p.m. on Thurs., April 18, 2024 for its stated meeting. Rev. Brad Napier called the meeting to order and opened with prayer. A quorum was present.

Guest Presentation: Kirby Stephens brought samples of a design for a new church brochure for membership recruitment. He needs input from Session and church members for written content and photos. Kirby is donating his service. The cost to the church will be printing. The final copy can be uploaded to the website. Since it is designed in electronic format, it can be modified any time, so the new pastor information can be added in the future. All content should be emailed to Kirby or put in the Fellowship mailbox the first week of May.

Agenda: Jo Salmon made a **Motion** to approve the agenda. Laura Wright seconded, and the **Motion passed.**

Consent Agenda:

1. Motion: Approve the March 14th Stated Session Meeting.
2. Motion: Receive committee reports as information.
3. Motion: Approve March financial reports.

A **Motion** to approve the Consent Agenda was made by Jo Salmon and seconded by Laura Wright and the **Motion passed.**

Clerk:

1. Elder of the month for April is Charlie Leveredge, May is Perry Waller
2. Nominating Committee: no report
3. Membership roll report: Jo Salmon reported 160 members have participated in the last two years and another 20 have participated who are not members. Another 45 individuals who are members and live locally are not participating. Fifty-one people live out of the area and have not been involved (have not attended or contributed) and several of those are adult children of current members. Jo has spoken to all of the parents of those adults

with out-of-state children to let them know about the membership roll process so that they will be informed when their children are contacted. The next step will be to send a letter to the people who live out-of-state and have not participated, asking if they would like to or plan to participate.

Pastor's Report: Written report submitted.

PNC Report: There are currently two prospects in the pipeline. Following Zoom interviews, the PNC will watch the candidate's sermons on Zoom and then invite them to visit Somerset. The PNC has already completed the process once, but the candidate chose another church.

Moderator's Report:

1. Rev. Brad Napier handed out a poem, "Why I Still Go."
2. Resumed a prior discussion regarding our church offering to host a Presbytery meeting. Presbytery has already scheduled the fall meeting so Laura Kamperman will compose a letter to Presbytery offering a future Saturday in 2025 at FPC (not the fourth Saturday of the month to avoid Somernites Cruise) for a Presbytery meeting. She will send it to Rev. Napier who will forward it to Presbytery.

New Business:

Request to use FPC as a wedding venue by Brianna Pickett is still pending. Tim Noel will follow up to get more information.

Committee Reports:

1. **Administration:** Charlie Leveridge reported that the church has two certificates of deposit valued at approximately \$295,000 will mature soon. The committee recommends opening a Schwab investment account to convert the investment into a money market account. This would also make it possible for church members to donate securities directly to the account. **Motion:** To open a Schwab investment account with Charlie Leveridge designated as signatory on the account. Seconded by John Wright. **Motion passed.**

The stained glass windows were recently appraised at a value of \$170,000. They are currently insured for \$25,000. The committee increased the coverage to \$200,000 at an additional cost of \$242 annually. Three of the lower window sashes on the south side (where the names are displayed) need repair. An estimate for \$5,940 has been received to make the repairs. **Motion:** To hire Zegler to repair the three windows. Seconded by Sharon Mandt. **Motion passed.**

Charlie Leveridge also reported that removing the third phone line could save the church \$850 annually. One line is the main line, the second line is required for the elevator. **Motion:** To eliminate the third phone line. Jo Salmon seconded. **Motion passed.**

2. **Congregational Care:** Jo Salmon reported that the Lenten Luncheon had 115 attendees. There were 52 people who attended the taco fellowship meal on April 17.

3. **Mission:** Perry Waller reported that we have received official certification as an Earth Care Congregation and showed the framed certificate which will be hung permanently.
4. **Spiritual Formation:** Materials for confirmation class have been received. Zack Vaught has talked with families of five children who may be interested in participating.

Other Business:

Sue Guffey reported that a review of the financial records from May to December 2023 were completed by Sherry Brown and Christie Adams. They made several recommendations (see attachment at the end of the minutes), many of which have already been implemented. The rest will be discussed with Julia Basil, office administrator. One of the recommendations was to require two signatures on all checks. **Motion:** Jo Salmon made a motion requiring two signatures on all checks. Those approved to sign checks will be Charlie Leveridge, Sherry Brown, Terry Randall and Hannah Vaught. Perry Waller seconded. **Motion passed.**

Next Stated Session Meeting: Thursday, May 16, 2024 at 5:00 p.m. in the Library.

Laura Wright made a **Motion** to adjourn. John Wright seconded the motion and the **Motion passed.**

Time of Prayer: The meeting was closed with prayer by Rev. Brad Napier.

First Presbyterian Church
Financial Review
2023

Sherry Brown and Christie Adams reviewed months May through December 2023 transactions. For each month they each randomly chose deposits and disbursements to review and match against bank statements, invoices and receipts. Any questions were answered to their satisfaction by Sue Guffey. We found no discrepancies to cause concern with specific transactions.

We do have a few procedural recommendations which are listed as follows:

1. Anyone using the credit card signs it out and in. There should be a form that shows date/store/amount/line item and description with the receipt.
2. There should be 2 signatures on checks - choose 4 possible signers (not related)
3. Review financials every 6 months - have 2-3 members to review at least two deposits and three withdrawals from each month. Transactions chosen randomly.
4. Copy receipts for the amounts that are reimbursed from the designated fund and staple them to the statements for both accounts.
5. Staple bank receipts to the statements
6. All checks received go in safe and are counted by the designated counters.
7. All bills that are paid automatically from the bank account should have a copy of the invoice.