

## ADMINISTRATION COUNCIL REPORT

### Budget and Finance Issues

1. The Council discussed ideas about funding the work of the presbytery. Members were asked to study the documents provided and prepare for further discussion at the next meeting. They were also encouraged to attend the Stewardship Kaleidoscope in Indianapolis in March. The Visioning Council has set aside funds to pay the registration fee for four presbytery members.
2. **Council received the 2009 Financial Report and voted to recommend it to presbytery for its approval with minor corrections.**
3. **Council authorized Mike Orr and Amy Gardner to develop a plan for the investment and management of the presbytery's money with a balance among mission, income and safety. The policy they recommend will be circulated to Council members by email for approval. (See Appendix A)**
4. Payroll processing is now being done by an outside provider. By the end of the first quarter, it will be done by Amy Gardner.
5. The 2010 budget was provided for information.
6. **The Council voted to recommend to presbytery that the unpaid per capita for Synod and GA be paid. There was a suggestion that those making this report be prepared to interpret the impact of unpaid per capita on the work of the presbytery.**
7. Information was provided on the payments received from the Cathedral of Praise in Springfield for the former Fifth Presbyterian Church building.
8. **The Ebersolt Fund disbursement amount for 2010 was recommended to presbytery to be \$13,475.24. These funds are disbursed by the PCUSA congregations in Menard County.**
9. **The Council approved allocating 50% of Gene Campbell's remuneration as the Associate Stated Clerk as housing allowance.**
10. **Council voted to adopt the paper entitled Disaster Relief Funds, Presbytery of Great Rivers. This document is recommended to the presbytery to become a part of the Fiscal Policy of the presbytery. (See Appendix B)**
11. Council discussed a designated fund entitled "Small Church Fund." Council voted to refer the question of the proper use of these funds to the Visioning Council and asked that Council to devise a policy by which churches may apply for these funds.
12. Mike Orr will refer to the Committee on Ministry a policy with regard to Shared Grants.

Correspondence was received from the Illinois Conference of Churches and Sue Krummel returned their pledge card with the budgeted amount of support for this organization. (\$500)

### Organizational Issues

1. **Harry Losey and Drew Nagle will seek three new members to be nominated to serve on the Presbytery Nominating Committee. They need to find one female elder and two ministers. One nominee is Rev. Gene Campbell of First Presbyterian Church in Elmwood; Debbie Howard of Trinity Presbyterian church in Bartonville, and Rev. Randy Schafer of Scotland Trinity Presbyterian Church in Macomb.**

2. The November Presbytery meeting minutes will be distributed to the Council members for their approval before the February presbytery meeting. Council approved these minutes by email.
3. Drew Nagle was elected vice-moderator of the Council and Sue Krummel was appointed to act as clerk.

#### Personnel Issues

1. The Council approved a contract with adjunct staff member Laurie Vial. (Appendix C)
2. Kathy Casey has resigned as adjunct staff member for flood recovery.
3. Annual reports were received from all adjunct staff members. They are available on the presbytery website.
4. Andy Gifford will serve on the Personnel subcommittee of the Council.

#### Property Issues

1. The Hamlet-Perryton manse has been sold and the proceeds are being used for housing allowance for the pastor.
2. The Lewistown manse is being sold.
3. The sale of the house owned by Rock Island Good Shepherd has not gone forward.
4. The Warsaw manse is being sold.

Old Business addressed the Quincy New Church Development. It was reported that they now have their own checking account and are handling their own offerings and bills.

The other meetings for 2010 are scheduled for April 21, June 30 and October 20. All will be held in the presbytery office, beginning at 9:30 a.m.

The meeting was adjourned at noon with prayer by Andy Gifford.

Respectfully submitted,

Sue Krummel, Clerk

## APPENDIX A

### Presbytery of Great Rivers

#### INVESTMENT PROPOSAL

**Administration Council Action:** To approve implementation of an investment strategy to utilize a collection of investment instruments with staggered maturity dates which together achieve a balance between the objectives of mission/social responsibility, income, liquidity and safety. The strategy and its results will be reviewed annually by the Administration Council serving as trustees. The Treasurer is authorized to open, close, redeem or renew instruments as needed to meet the cash flow requirements for the operation of the Presbytery and/or to take advantage of available interest rates.

#### Assumptions/Rationale:

- Our total assets are currently in the range of \$1,000,000.
- Our portfolio is not large or complex enough to justify the expense of 1/4 % for a broker or investment firm.
- Our current investment with New Covenant Funds is producing no income and is not FDIC insured.
- Earnings from all invested funds will be reinvested when feasible.
- For financial institutions to which it applies, no single entity should hold more of our funds than the FDIC insurance limit permits for more than brief periods.
- A schedule of investments will be maintained and made available as part of the papers for each assembly and upon request between meetings. Note: initial proposed schedule is attached.

#### Categories:

Liquidity/Safety - At Heritage Bank, our current bank, we will maintain our checking and commercial savings accounts. As deemed feasible, monies will be transferred between accounts to maintain adequate liquidity while optimizing earnings from savings. Total investments at Heritage Bank will be maintained at or below the FDIC insured limits.

Income/Mission/Social Responsibility - At the Presbyterian Investment and Loan Program (PILP), our current investment level will be increased (to approximately \$300,000) using certificates with staggered maturity dates.

Income/Safety - At one or more local financial institutions, the Presbytery will purchase FDIC insured certificates of deposit which, overtime, will result in a portfolio of certificates; one of which will renew or be surrendered each 6 months as required to meet liquidity needs or take advantage of changing interest rates.

**Presbytery of Great Rivers  
Investment Proposal February 2010**

<u>Name</u>	<u>Deposited With</u>	<u>Account Number</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Market Balance</u>
<b>CASH &amp; CASH EQUIVALENTS</b>					
Checking Account	Heritage Bank	143235	0.20%	n/a	\$50,000.00
Savings Account	Heritage Bank	1039329	0.95%	n/a	\$200,000.00
Staggered Certificates of Deposit <i><b>New Investment</b></i>	Local Institution #1		Current Rate		\$230,000.00
Staggered Certificates of Deposit <i><b>New Investment</b></i>	Local Institution #2		Current Rate		\$230,000.00
Petty Cash	PGR Office	n/a	n/a	n/a \$	100.00
<b>Total Cash and Cash Equivalents</b>					<b>\$710,100.00</b>
<b>INVESTMENTS</b>					
Treasury Money Market Fund <i><b>To be closed</b></i>	New Covenant Fun	108631	n/a	n/a	\$
Investment & Loan Program, Inc 36 Mo DAR	PCUSA (PILP)	4308	3.92%	3/31/2011	\$159,079.61
Investment & Loan Program, Inc -24 Mo <i><b>New Investment</b></i>	DAR PCUSA (PILP)		1.93%	3/1/2012	\$150,000.00
Total Investments					\$309,079.61
<b>Total Cash and Investments</b>					<b>\$1,019,179.61</b>

APPENDIX B

**DISASTER RELIEF FUNDS, PRESBYTERY OF GREAT RIVERS**

From time to time, a natural or other disaster may occur within the bounds of the Presbytery of Great Rivers. When this happens, people within our presbytery and beyond its bounds may be moved to make monetary donations to help offset the impact of the disaster for those who have been affected. These funds may come as direct contributions to the presbytery or may come through a request from the presbytery to Presbyterian Disaster Assistance. The following parameters are to be used in the distribution of such funds.

The Administration Council may appoint a Disaster Response Team to advise the Council in the use of funds.

There will be a limit of \$1,000 total per household for the use of the funds. The presbytery funds will be expended only after recipients have exhausted all other avenues of remuneration including, but not limited to, FEMA funds and personal insurance.

These funds will be distributed in the form of gift cards to the recipients. Recipients will be asked to submit receipts for the use of the gift cards to the presbytery's financial secretary for accounting purposes. The distribution of any funds received from PDA will be subject to the rules of that organization.

Funds may also be used by work groups in the course of recovery work. In this case, a manager will be appointed by the Administration Council to oversee this work and to request the use of money donated for disaster relief or received from Presbyterian Disaster Assistance. This manager will be a Presbyterian who lives close to the affected site but who has not personally been a victim of the disaster. The Administration Council will decide whether or not the manager will be remunerated for the work done.

APPENDIX C

**CONTRACT WITH ADJUNCT STAFF**

This contract is between Laurie B. Vial and the Presbytery of Great Rivers. Laurie B. Vial is adjunct staff and, as such, is not entitled to other rights and benefits provided to the employees of the Presbytery.

**BEGINNING AND ENDING DATES:** This contract begins January 20, 2010 and ends January 19, 2011.

**COMPENSATION:** Laurie B. Vial will be paid at the rate of \$20.00 per hour for up to 30 hours per month. Payment will be made monthly based on request for payment submitted to the General Presbyter. The request for payment is to include documentation of hours worked.

**REIMBURSEMENT OF EXPENSES:** Expenses will be reimbursed monthly based on request for reimbursement which include documentation of expenses. Allowable expenses are mileage (at the IRS allowable rate), tolls and parking fees, and meals incurred while fulfilling contract responsibilities. Other expenses, such as hotel costs, are allowable with prior approval of the General Presbyter.

**DESCRIPTION OF RESPONSIBILITIES:** The adjunct staff person will provide services as follows:

- Research available rebates, low-cost loans and other options used by energy companies and governmental agencies to encourage energy conservation by congregations in our presbytery.
- Research alternative forms of energy that might be especially applicable for church buildings, i.e. solar panels, windmills, etc.
- Research other sources of income for churches in the energy and utility field, i.e. the use of church steeples for cell phone towers. *recycling.*
- Prepare materials for the presbytery website and in print to distribute to the congregations within the presbytery. A target date for this material will be the July 27, 2010, presbytery meeting.
- Be available to visit with church sessions, building committees, etc., about their particular interests in energy savings and use of alternative energy.

**CONTRACT REVISIONS AND EXTENSIONS:** Minor adjustments to the terms of this contract may be negotiated and will be confirmed in writing by the General Presbyter. If more than minor adjustments to one section of this contract are to be considered, a new contract will be executed with the approval of the Personnel Section.

**TERMINATION OF CONTRACT:** It is expected that either party will provide 60 days notice of intent to vacate the contract.

**COORDINATION OF INTERNAL PRESBYTERY STAFF:** The General Presbyter is the person authorized by the Presbytery to execute contracts and is the person with whom adjunct staff communicate regarding implementation of contracts.

Laurie B. Vial 12-10-09  
Adjunct Staff                      Date                      General Presbyter                      Date