

**FirstCoast Metropolitan Community Church**  
**BOARD MEETING MINUTES – Monday, December 20, 2021 (recorded)**  
**Current Board: Jackie Gascho, Julie Russell, Sandy Speck, Mari Gilman**

**BOARD PRESENT:** Jackie Gascho, Interim Lay Pastor, Julie Russell, Vice Moderator, Mari Gilman, Treasurer, Sandy Speck, Clerk

**BOARD ABSENT:** none

**OTHERS PRESENT:** Hazel S, Lydia W, Carol N & Shirley V

**Active Members: 47**

**TASK ITEMS**

- The meeting began at 6:00 PM
- Pastor Jackie opened with prayer.

**Review of the agenda.**

Three items were added, two as new business and one correction to a new business item:

**MOTION to Accept Agenda with the additions/change Sandy/Julie, Motion Passed**

**CONSENT AGENDA REPORTS**

**CLERK'S REPORT**

- Minutes from November 15, 2021, BOD meeting. (Sandy)

**Addition to minutes: budget proposal discussed.**

**MOTION to accept the November minutes with the addition Sandy/Mari, Motion Passed**

**TREASURER'S/FINANCIAL REPORT (Mari)**

- Reviewed weekly attendance numbers
  - November weekly average \$579
  - \$758 weekly YTD average (\$769 weekly Budget)
- Reviewed the Income & Expenses for November 2021
- November Taxes were paid to the IRS on 12/13 via online.
- November Assessment Report was completed and mailed to MCC on 12/09 with the check.

**MOTION to accept the Treasurer's reports Mari/Julie, Motion Passed**

## **MINISTRY REPORTS AS NEEDED:**

**Service Ministry:** Lydia provided the 45 bags for Dining With Dignity which Mari delivered. Water needed for the bags.

Sandy provided information that the Rainbow POD adopted a family through the Betty Griffith House for Christmas. Gifts were provided for two boys and the mother. The POD also donated \$150 to the center for food.

Mari & Jackie and Carol & Shirley also adopted families for Christmas.

We all are now on their mailing list.

**Received as Information.**

## **CONTINUING BUSINESS**

### **INTERIM LAY PASTOR REPORT:**

- Continues to prepare and present sermons for all but one Sunday per month (tries to take a week off).
- Prepares the Midweek bulletin adding the Financials from Mari.
- Meets with mentor Danny Spears.
- Has phone calls with congregants.
- Leads a Bible study.
- Leads a book study.
- Tries to keep Rebecca and Rev Cathy informed.

Julie sent letter to Rebecca and Rev Cathy that we want to extend Jackie's contract.

We meet with them via Zoom in November and they mentioned the possibility of proposing a Gap Pastor.

We will schedule another meeting in January.

**Received as Information.**

### **Meeting in Person & Copvid-19 Update**

We have a signed contract with the Marriott for the 9<sup>th</sup> (with 15 registered) and the 23<sup>rd</sup> (with 14 registered).

**Received as information.**

### **CARRY OVER ITEMS:**

1. Letter to Inactive Members Regarding the Status of their Membership  
Letter read with one change suggested.
2. Proposed FC MCC Byelaw Changes  
None
3. Virtual Membership Class (Jackie)  
On hold

## **NEW BUSINESS**

1. Membership Changes: 0
2. December BOD Meeting via zoom: The next meeting will be January 30, 2022, after the congregational meeting.
3. Monthly Outreach: all paid out through the end of the year.
4. 2019-2020 Financial Audit Findings

### **Maureen Kelly did a catch-up. Attached**

5. Congregational Meeting Agenda – will send; decision made to do a voting training/test during the forum to ensure everyone knows how to vote online.

The meeting ended at 6:40 PM after closing in prayer by Jackie.

Meeting Minutes submitted by Sandy Speck, Clerk

Jacksonville, FL 32207  
(904) 343-7566

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# Maureen S. Kelly

October 22, 2021

FirstCoast MCC of St Augustine

I was asked to conduct an independent review of the church's financial records for the 24 month period of January 1, 2019 through December 31, 2020.

This was a period of significant change for the Church which included the sale of the church property located at 2915 County Rd 214, St Augustine, Florida on April 30, 2020.

I was provided with a series of excel spreadsheets for calendar years 2019 and

2020 which showed year to date transactions for the Operating Account, Savings Account and Building Fund Account. The excel files also included copies of the monthly financial reports to the Board which report church operating income and expenses by account category with year to date budget comparisons. In addition, I was given payroll detail worksheets, Designated Fund Report Summaries and calendar year end Balance Sheets for each year respectively.

I was also provided access to, or copies of:

- Property Sale Settlement Statement, other closing documents and notes
- monthly bank statements credit card statements
- deposit records

## Testing/Validation of Expenditures

In the course of my review, I compared the excel spreadsheet records against the monthly bank statements, reviewed credit card statements, mortgage statements and closing loan documents and compared transactions on these statements to those recorded in the check registers, spot checking transaction amounts.

October 22, 2021  
Page 2

I also validated the both the December 2019 and the December 2020 YTD Income and Expense reports against their respective check register entries. For every single account code, I attempted to reconstruct and add up the individual transactions in the Operating Account, Savings Account and Building Fund and tally them back the respective year end totals.

Finally, I reviewed the transaction records again with particular emphasis on following the changes in the various designated funds.

#### Summary

After completing all of the above analysis, it is my opinion that the attached Income and Expense, Balance Sheet, and Designated Fund Reports prepared by FCMCC offer a fair representation of the financial activities/financial position of the church for the periods audited.

If you have any questions, please contact me at 904-343-7566.



Maureen S. Kelly

- Enc: FCMCC Income and Expense Sheet as of Dec 31, 2019
- FCMCC Balance Sheet as of December 31, 2019
- FCMCC Designated Funds (Recap) as of December 31, 2019
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