

STEERING COMMITTEE MINUTES

Sunday, January 21, 2024 – 1:30 PM at the FFT Office

All SC members were present.

- I. **Call to Order:** by Julie at 1:30 PM.
- II. **Prayer:** by Mary
- III. **Adopt Agenda:** Motion to adopt agenda. Motion carried.
- IV. **Check in** – Completed.
- V. **Approval/Correction of Minutes**-September 2023. Motion adopted to accept. Motion carried.
- VI. **Financial Reports**-Review/Receive- completed with hard copies for all SC members
 - A. **Treasurer's Report**-December 2023
 - B. **Financial Overview**-completed. Mary reported that she will be giving back \$300/mo this year from her spiritual Director pay beginning in February. In May 2024, the lease agreement for FFT with the NEC will be terminated resulting in the \$800 monthly rent for this space ending. Additionally, \$120 for internet and \$174 monthly payments will be eliminated. Currently there is a projected loss of \$7,843 for the FFT fiscal year. A link will be created to allow FFT members to see copies of the SC meeting minutes and financial statements.
 - C. **Tithing Out**-none
- VII. **New Business**
 - A. **Speaker Agreement Draft**-Draft was distributed to FFT SC with Mary planning to come up with a new and revised form
 - B. **Fellowship Mission Statement Exercise**-will complete at service today as talked about by Richard.
 - C. **Valentine's Day Fundraiser Planning**-date 2/10/24 with alternate date of 2/17/24. Discussed food theme and possible activities.
 - D. **Creating a new Phone Tree**-Mary and Samantha will create a current list of members which will be divided amongst members to call FFT members as deemed necessary.
 - E. **Adopt a Plan to Vacate/Provide Notice to End Lease**-motion was made to end lease with NEC as of 5/1/24 "upon expiration of lease" on this date.
- VIII. **Old Business:**
 - A. **Planning to Vacate Office and Discuss with Members**-planned a membership meeting for this to be discussed on 2/4/24 at membership meeting which will occur after service.

- B.** Further Planning to Address Financial Shortfall-let members know of this and be sure they know what FFT currently has in finances.
- C.** Signed Revised Bylaws Distributed-completed.
- D.** January 27 Workshop with Carol Waterstradt-Mediumship 104
- E.** FFT Property Inventory Committee Report- Barb, Julie and Julia are on a committee to complete an inventory.
- F.** Internal Financial Review- (table pending final approval of Bylaws Revisions)

Adjournment at 2:45 PM

Next Meeting: February 18, 2024

Respectfully submitted by Sue Lyle-Quinn