

1/8/2023 Minutes of CONGREGATIONAL MEETING FOR THE PURPOSES OF:

- **Review of the 2023 Westtown Church Budget**
- **Update on the Entrance Bridge across Double Branch Creek on our Westtown Campus**

The Session of Westtown Church called the meeting with 45-days-notice of the purpose, time and location. The purposes are stated above.

The meeting was held in the sanctuary of Westtown Church, 13521 Race Track Road, Tampa, FL 33626, on Sunday, January 8, 2023, starting at 10:10 AM, between services. Childcare was provided for infants to pre-K.

Attendance (of voting members): 87. (Quorum currently at 78 with is at least 1/6 of current membership of 468 per BCO.) There was a clear quorum of church members to begin the meeting.

Ruling Elder (RE) Phil Smith, clerk of Session established the quorum and opened the meeting with prayer.

By hand vote, the members elected Teaching Elder (TE) Dwight Dunn (as Stated Supply and Interim Senior Pastor) as Moderator for the meeting and RE Phil Smith as Recording Clerk of the meeting.

RE Rich Caulley reviewed that approved 2023 Church Budget which is included as an Appendix to this meeting. He discussed the work of the Finance Committee to oversee the finances of the church and the desire for transparency in our finances. We also have a treasurer and a bookkeeper in place. He reminded us that the church is solely dependent on giving by our members. It supports staff, missions and general operations. As a member, you committed to giving of your time, talents and treasures to Westtown.

He then reviewed the budget summary. Total Personnel and Operating Budget is \$1,408,000 down from \$1,447,141 from 2022.

Actual giving has gone down since 2020.

Year	Actual Giving	Excess (Shortfall)
2020	\$ 1,189,931	(\$ 27,064)
2021	\$ 1,027,523	(\$ 238,836)
2022	\$ 914,934	(\$ 238,348)

No questions were asked.

RE Eric Reddish, of the Westtown Bridge Committee, provided an update on the entrance bridge across Double Branch Creek of our campus and entertained and answered questions. A summary of his report in included in the Appendix of this meeting. It was emphasized that we are preceding with the process to replace the bridge, which will take months to design, secure contractors and proceed with the replacement. We do not yet know the level of disruption to our ministries and the Westtown Christian Academy, but our intent is to minimize that impact.

Announcements: None

The meeting was adjourned at 10:35 AM by TE Dunn.

TE Dunn closed the meeting in prayer.

Submitted by RE Phil Smith as Clerk of Meeting.

Moderator, TE Dwight Dunn

Clerk of Meeting RE Philip Smith

MINUTES APPROVED, DATE _____, Clerk's initials _____.

Appendix A: 2023 Budget Data – Presented by RE Rich Caulley

2023 Approved Budget

Personnel		Proposed 2023 Budget	2022 Budget
Payroll		575,000	572,111
Employee benefits		\$ 143,800	\$ 214,875
TOTAL		718,800	786,986
Operating		Proposed 2023 Budget	2022 Budget
Contract Services		\$ 125,850	\$ 62,434
Hospitality		\$ 13,150	\$ 6,052
Missions		\$ 75,000	\$ 79,685
Ministry Expense		\$ 30,100	\$ 107,253
Occupancy		\$ 278,650	\$ 299,747
Supplies		\$ 26,850	\$ 17,048
Event Expenses		\$ 114,700	\$ 81,387
Staff Development		\$ 24,900	\$ 6,549
TOTAL		\$ 689,200	\$ 660,155
TOTAL Personnel and Operating		\$ 1,408,000	\$ 1,447,141
WCA Allocation		Proposed 2023 Budget	2022 Budget
TOTAL		\$ (414,000)	\$ (360,000)
Other Income Sources (camp, concerts, etc.)		Proposed 2023 Budget	2022 Budget
TOTAL		\$ (104,000)	\$ (134,928)
Total Budget before other Cash Outlay			
		\$ 890,000	\$ 952,213

Total Budget before other Cash Outlay			
		\$ 890,000	\$ 952,213
Other Cash Outlay		Proposed 2023 Budget	2022 Budget
Mortgage Principal		\$ 204,000	\$ 190,000
Interest Expense on Bridge		\$ 18,750	\$ 11,069
Capital Outlay for Equipment/Legal/Bridge		\$ 118,450	
	TOTAL	\$ 341,200	\$ 201,069
Total Budget			
		\$ 1,231,200	\$ 1,153,282

Giving vs. Budget	2020	2021	2022	2023
Budgeted Giving	\$1,216,995	\$1,311,359	\$1,153,282	\$1,231,200
Actual Giving	\$1,189,931	\$1,027,523	\$914,934	
Under Budget	(\$27,064)	(\$283,836)	(\$238,348)	

*Covid-19 had impact on giving starting in 2020. Giving shortfalls were offset by cashflow from other activities.

Appendix B: Report on Bridge – As presented by RE Eric Reddish

Good Morning,

The Session assembled a small team of church members constituting a “Bridge Committee” with members of the Session, Board of Trustees, and a church member with a Professional Engineer (PE) License.

The Committee would like to give you a quick update on the status of our bridge. It has been determined that due to the condition of the supporting components under the structure, the bridge will need to be replaced as soon as practical. Some design culpabilities were noted pertaining to drainage of rain water around the bridge, proper shoring of the banks supporting the bridge, sufficiency of bridge foundational supports and roadway approaches on both sides of the bridge.

In agreement with the board of trustees of Westtown Corporation and the Session, we have taken a few key steps to initiate the process of replacing the structure in short order.

1. We have hired a [local](#) Engineering firm to design the new structure to meet and be in compliance with all Standard Civil/Environmental/and Governmental codes and Ordances
 - a. To date they have completed their Surveys, site visits, geotechnical sampling and application for environmental permitting.
 - b. We expect to have final bridge design drawings and plans sometime in the spring. Once drawings are in hand the Committee will then have to conduct an RFP (Request for Proposal) process to secure a construction firm to build the replacement bridge. Our plan is to secure at least 3 bids
2. We have concurrently secured representation to assist in pursuing recompence from the insurance companies of the original design and build entities involved with the project to recoup sufficient funds to hopefully compensate for any cash outlays the church will have to do on the front end.
 - a. All but one of the original involved parties have been notified of the claims against them. Unfortunately we expect this to be a very long process to finally settle the claims (potentially 12-18 mos) and have decided to move forward on the project with the pending legal conclusions outstanding.
 - b. We will not know final costs of a new bridge until we have drawings in hand and can conduct the RFP but we are estimating the cost to be significant. The Church will need to secure construction loans to cover the gap until we know what we will be able to recover from litigation.
3. We understand that any disruption of service to our church, Westtown Christian Academy and the many other activities that are conducted on campus could have significant impacts to the ministries we provide. We will work closely with our selected [design](#)/construction firm to take all necessary abatements to make sure our impact is minimized in all areas.

We look forward to updating you again in the months to come.