

**MCFA Board Workshop**  
**June 27, 2022 1 pm**  
**St. Joseph the Worker, Parish Hall**

**Attending:** Bob Korts, Cheryl Ulmer, Marni Sorrick, Jim Barrett, Glenn Edwards, Tom Smith, Bill Kelley and Deborah Smith. Teresa Underwood was absent. Two guests attended: Carol Gramarossa, financial volunteer and Sarah Moscript from Warren Jackson Accounting.

**Meeting called to order at 1:00p.**

**Minutes** from 6/6/22 approved. Marni S initiated and Jim B seconded. All agreed.

**Financials:**

End May report showed MCFA at 42% of expected total year income/budget and 36% of Net Operating Budget.

Kefauver property now officially booked on our financials at estimated value of \$326K, approximately \$100K per acre. This is included in the Long Term Contingent Liabilities total of \$426,800 on the Income Statement of May 31, 2022.

Jim Barrett shared we have received a verbal offer on the property in the Industrial Park in Madisonville for \$70K. We will wait until after the appraisal is received to take any next steps to sell or not. East Tennessee Foundation has released the contingency on this property so we are free to sell it.

May financials were approved, Deborah S initiated and Tom Smith seconded. All agreed.

**Management Letter** from Warren Jackson, CPA's whom we hired to do our annual audit. Sarah Moscript lead this discussion and walked us all through the management letter she presented in draft form. No changes were suggested, so she will send the official letter to BOD shortly.

Main audit recommendations: 1) Hire a bookkeeper to help us cover the basic financials, keep our records in a more timely fashion. 2) Keep the credit card fees we pay with 'SQUARE' separate for reporting taxes. 3) Two people need to be involved to make sure monies collected from our donation 'boxes' are properly signed for just as we have two sign-offs (Carol G and Glenn E) on our financials. 4) Noted KINDFUL and QUICKBOOKS cannot be reconciled one to the other. QUCIKBOOKS entries must keep sales tax separate.

KINDFUL may be used for Year End donation totals. We all agreed to discuss these points further at a future BOD meeting.

Another point Sarah made was MCFA needs to have a policy on Conflict of Interest.

She also covered the Charity Navigator which is an accepted norm as a rating system for charity organizations. MCFA is not yet rated as we have to have 3 years of electronically-filed IRS Form 990 data. We only have two. In 2023 we will get our official rating.

**New Shelter:** Bob requested approval to authorize phase 2 of the design contract with Main Street Architects and Shelter Planners of America. Phase 2 of the contract is for \$28,000 and includes more details than the conceptual drawings provided in Phase 1. Bob ask for approval, Deborah Initiated and Marni seconded, all agreed to move forward. Bob said he hoped the Board would be able to approve the Phase 1 drawings at our next board meeting.

Agenda items not covered due to lack of time: Campaign Committee update, Non disclosure Agreement, Old and New Business.

**Meeting adjourned at 2:15** to prep for the OPEN MEMBERSHIP MEETING starting at 2:30 at the same location.

Deborah Smith  
BOD Secretary