

**Delaware Valley Chapter NACBA
Meeting Minutes
February 1, 2007
Supplee Presbyterian Church, Maple Glen, PA**

Present: Keith Beale, Morton Bell, Lorraine Buchakjian, Deede Cataldi and guest, Jack Felch, Anne Gunn, Bill Kern, Cheryl Kurpiel, Royal Lowthert, Ruth Morrison, Maggie Riggs, Mike Scharff and Dory Speer.

We opened our meeting at 10:20 a.m. with devotions and prayer by the Rev. Donald Hoagland.

1. We began our meeting with round table discussions:
 - a. Capital Campaigns - (Deede) discussed whether churches have done them in-house or used an outside organization. RSI was recommended as a good outside organization by Jack. Suggestions: to be very clear about what the money is being raised for, prioritizing the projects, and possibly including a Mission component in the campaign.
 - b. Food Service Director - (Bill) discussed whether churches had one, which led to discussions about kitchen usage in general, including licensing of churches' kitchens.
 - c. Cost of Website Creation - (Mike)
 - d. Communications Coordinator
2. Mort presented a report about the "Church & Non-Profit Tax & Legal Update Seminar on Thursday, April 19, 2007 from 9 am – 3 pm, which we are co-hosting.
 - a. Separate registration form needs to be filled out for those needing CEU credits
 - b. Labels for the brochure mailing are to be sent to Anne by February 15th
 - c. Lorraine will finalize the copy of the brochure for the chapter
 - d. Royal will print the brochures
 - e. Anne and Deede will coordinate the mailing
3. The Treasurer's report, listing of paid members, minutes of the December 7th meeting, and the meeting schedule for 2007/2008 were distributed. The balance in the Delaware Valley Chapter bank account as of January 31, 2007 was \$2,797.08.

Following lunch, Paula Kem, from the Presbyterian Foundation, presented an excellent program on Planned Giving and Endowments.

Respectfully submitted,
Ruth Morrison
Secretary