

OPERATIONS TEAM REPORT – 2016

The Operations Team met six times in 2016 to review and receive key administrative reports from the treasurer and staff financial team, budget committee, personnel committee, Baptist Fund of Rhode Island, investment committee, and properties committee. Necessary actions were submitted to the Board of Ministries for approval.

Reports of significant actions include:

Property Committee reports-

- Preparations for sale of West Greenwich Property (located at 260 Victory Highway) to Faith Fellowship Assembly of God for \$150,000. Sale completed in 2017.
- Capital improvements to Canonicus
 - Completed Heating system upgrades at Meadowwood and Pierce begun in 2015
 - Painting exteriors and roof repairs at Meadowwood and Teft Chapel

Personnel Committee reports-

- Hiring of Deborah Guilmain as Interim Director of Camping Ministries, later amended to Director of Camping Ministries
- Hiring of Rev. Kathryn Palen as Associate Executive Minister for Elder Care Ministries
- Hiring of Matt Black as Facilities Manager
- Hiring of Ellie Phipps as Hospitality Coordinator

Financial Team reports-

- Quarterly financial reports
- Contracted for 2014, 2015, and 2016 audits. 2014 and 2015 audits completed with reviews scheduled for early 2017
- 2017 Budget Proposal

Respectfully submitted in behalf of,
Mark Sjoberg, Esq.
Chair of Operations Team