

Agenda
Administrative Council Meeting
March 17, 2011

Opening Prayer & Introductions – Cathy opened at 7:15 with prayer. Each person introduced themselves and their church positions. Those present: Cathy Mottar, Rev Elizabeth Bowes, Mary Zalay, Rev Sunny Ahn, JoAnne Gregorash, Jerry McDaniel, Doug Meneely, Carolyn Meneely, Bruce Bedingfield, Jon Montgomery, Jill Wood-Naatz, Marshall Nystrom, Marianne Rogenski, Rob Mottar, Julie Kuhn, Steve Miller, Don Wiebel, Melinda Taylor.

Devotions – Rob Mottar read a passage from a daily devotions book, written by the father of one of the students who died at the NIU tragedy, ending with a prayer. Bruce will give the devotion at the next meeting, April 28th.

Administration

Calendar & News letter Reminder; Jerry M noted that he has already received some input from others. Look particularly at April to make sure that it is correct. Any all-church events, through the summer, should be added as soon as dates are known. Camping dates will be added in the newsletter.

Bruce B moved to approve the January 2011 minutes as written, Carolyn M seconded. Approved on voice vote.

Sharing –

Pastor's Report –

Sunny reviewed her handout packet. Included the Ministry Organization; she moved to adopt this visioning statement, Marianne seconded, all approved. It will now be included in future church publications. The four year ministry plan was reviewed; 2011 is most detailed. There will be an annual visioning retreat. Elizabeth moved, and Mary Z seconded; approved on voice vote.

Presented a Personal Report form (created by Membership team) to be completed by members to gather information and desired areas of service. Marianne R brought up a concern that a database should be easily accessible by anyone serving in the church. Jerry said that our software is obsolete (on 3rd company owning our program; we are on version 5, current is version 12; can't print certain reports as of this year). Jerry M proposes that we buy the current version so that we can convert the data we already have; we should guard our info, since it includes such things as financial giving. Steve M suggested that we take a step back and review current and other software; some may have ability to limit access but still give appropriate data out. Things to add to form: do family members belong to the church? Include "place of work/school" and grade. Confidential? Is assumed that by filling out the form, it's okay to share info. With modifications, Sunny moved that the form be passed out, Melinda seconded, and it was approved on voice vote.

Reviewed the pledge card, which includes prayer, presence, service, and \$ gift. Discussion included clarification of wording, add drama under worship, write out abbreviations. A mailing will go out with a cover letter that states our financial situation, including the personal info form and new pledge cards. It will be made clear that this new pledge would replace the original pledge, or you can just keep your original pledge. Doug pointed out that approximately 25 giving units did not pledge, so this might catch up with them. (Budgeting included assumed amounts for giving at the same level as last year from them). Revisions were suggested for the wording on the back of the giving form. Sunny moved that the forms (as corrected) be approved; Carolyn seconded; approved on voice vote.

Sunny presented the new bulletin format. This will eliminate inserts unless needed (such as forms to be filled out and turned in). Discussion about whether we need inserts, or can the event be announced and the forms be available in the narthex. Bulletin would be black and white on plain paper (will save \$). Can have kids' pictures or possibly photos as background pics on the cover. News and announcements are not meant to give complete info; more info can be found on the website or can call church. Jerry pointed out that the words on the cover are hard to read with the picture in the background. Discussion: reducing the intensity, or choice of picture, might be needed. Larger print bulletins will be available. Sunny moved, Doug seconded, that the new format of the bulletin be adopted; approved. Sunny said that we can return the unused bulletin paper. We will begin using it April 3rd.

Cathy suggested that it be announced that it ties to our need to reduce expenses. Sunny moved that the cover letter that includes financial info go out. Discussion: Carolyn stated that before it goes out, Ad Board should

have financial information (no finance person here, no finance report). Jon stated that usually there is a finance person here, and we know that we are short; would more detailed info make a difference? It was agreed that congregation needs to know our financial condition. Finance committee should be part of the creation of the letter, and letter and report could go out to Ad Council first explaining how the shortfall is now \$55,000? Sunny explained that the letter would be generalized. However, leadership needs to be prepared to answer any questions that come up. Sunny modified the original motion, and moved that Sunny, Jerry, and AlanT (from Finance) draft a letter to be circulated by email. Discussion: need the financial info before Ad Council can approve the letter. As the letter brings up questions, they can be asked via email; this would start the conversation. If answers are too hard, we will need a special meeting. Doug stated that our giving units are down, so we are worse off than where we thought we were last October even though expenses have remained steady. Do we need a special meeting just for finances? Elizabeth seconded the motion to draft and circulate a letter to Ad Council; approved by voice vote.

Steve M moved that we have a special meeting of Ad Council to discuss finances, seconded by Jill. Discussion – would we have a letter before then? Probably. Date? Sunday, March 20th after church at 11:45 if Alan is available (Cathy will call him); if not, try for the 27th. Third choice is Friday, April 1st. Approved on voice vote. If we can't be there, email questions to Cathy. **(Note: Cathy called Alan T and he is available for a meeting this Sunday, March 20 after church at 11:45).**

Reverend Elizabeth's Report

Is there a way to add rooms to the items on the calendar? Sometimes there are conflicts between meetings. Discussion: Trustee issue? There is a meeting form that goes to Trustees; Rob said that info/decisions don't always make it to Trustees. There doesn't appear to be a book or consolidated place of this info. To be welcoming, we should have designated places for groups that is communicated to all groups. Rob will take this issue to the Trustees for resolution. Could forms go online? Specify that usage forms have start and end date; new forms have to be filled out each year/season. Whiteboard/bulletin board with room usage for the week? Rob mentioned that our usage fees are outdated; Sunny agreed that fees should cover costs, and asked Trustees to review.

Elizabeth has asked Education committee to run all receipts through her before submitting them to Donna (including donations, so that real costs of ministries are known).

Rainbow room is unsafe for young kids; would be good for 18+ year olds. Also could be used for meetings. Rob said Trustees had talked about it already; fine with them to change. Younger children could go to day care space. ASP team may paint. This would also add a break-out room for groups.

Confirmation class will be confirmed on Pentecost, June 12 (then go on ASP!).

Youth Director's Report – Marianne R

Famine was amazing...28 youth, raised \$3275 for Haiti, really good feel this year, amazing adults to support and help made it possible...thanks for all of the support!

Graduate recognition and lunch has been moved to May 15--we will do this with the education committee's teacher appreciation lunch.

ASP--we still have spots available so contact me if you are interested or know someone who might be! Also, thanks so much for supporting our fundraisers at restaurants...they are great so far and more are to come! March 28 at Fuddrucker's is next.

Saturday, April 30--sr. high wants to host a bags tournament at church from 1-5pm. There will be a minimal registration fee for teams of two and others can come and cheer them on and sponsor them at the same time...all proceeds going to the sponsor/or teams' choices of charities (we will limit the choice to 4--World Vision, ASP, Katrina Relief, To Write Love On Her Arms). Would like others outside the church to participate. There will be a small entrance fee to be sure teams show up.

Summer camp--we are going to have info in the bulletin this Sunday along with an announcement and a video. I am putting something in the newsletter for April also. This is a wonderful ministry, but they are struggling and I

feel that we need to do what we can as a congregation to support it. Elizabeth brought up that it would help for people to share their own summer camp stories.

Committee reports

- Staff Parish: Doug M said that they recently updated staff job descriptions.

- WTTFF: Steve M said we've gotten quotes for new audio system (\$26,000); he will let vendors know that we cannot move forward now due to cost. Sunny asked if the church service could be fed to nursery; will look into.

- Worship: Jill would like feedback on the Ash Wednesday service. Come to Good Friday and Maundy Thursday services.

- Micah Ministries: Jill W passed out Lenten Prayers for Hungry People pamphlets from Bread for the World. Jon M said that the Kids at Risk event (23 in attendance) was for awareness. Micah will be reading Exodus from Hunger; all are invited to read it. The Youth are going to the Greater Chicago Food Depository May 7th. June 5th will be a Sharing Letters service.

- Caring Ministries: Bruce B stated that all are welcome to be part of this group, for any caring ministry interests. Talked about safety regarding food bank visitors; will now give out info about other food banks in the area. Betty Miller is organizing an Operation Airlift collection around Memorial Day.

- Finance (none)

- Trustees: Rob updated everyone that we have 6 large trees infested with the emerald ash borer; treated last year, will treat again this year. Maintenance items to be addressed, ASP groups can help – landscape timbers by front door, painting, retaining wall, parsonage work on outside – powerwash siding, paint garage door, deck. Darrell will get engineer from Schaumburg look at drainage problem. He reported that someone brought up that Trustees should open up church before anyone gets here; is it a Trustee issue or Staff Parish? Who should do it? (Unlocking, shoveling, salting) Bill used to do it. Discussion: Ushers will do it when they arrive. Over 1 inch the contractor will clear walks. Doesn't really fall under anyone's responsibilities. Too much to ask ushers or trustees to get here early (except to prepare for regular Sunday church service). If it's less than an inch, walk through it and deal with it. Bill used to designate someone to take his place to open up if he wasn't going to be here. Conclusion: not a big deal.

Roof leaks/repair: over a dozen leaks. To repair these leaks, \$2500. Asked contractor to give guidance, and trustees will go up to patch the roof. The deck is going to rust, which creates major expense.

Church security – a few months ago, a church was stolen from the narthex. Staff is all female, including day care. Ssecurity system is needed. Keypad will be installed on north door which would be used by day care staff and parents (in addition to interior keypad). Those with keys would enter by nursery doors. Others would use an intercom, Donna will buzz in if she knows them (or check out). Marshall N can install it; material costs about \$600. Rob moved that system be installed, JoAnne seconded. Discussion – this would be active during business hours; key operated at other times. Need to be careful that our attitude is still "open door". Motion carried on voice vote.

- Nominations: Julie K said they worked hard to get positions filled when Sunny came. Moved to add Fred Utne for class of 2011 and Harry Schlinker for class of 2012 to the Finance Committee. Seconded by Elizabeth.

Discussion: 3 year term. We are in rebuilding mode, so not as strict. Trustees can be on forever, others limited to 3 years. Carried on voice vote.

- UMW: Mary Z said there will be a big group (over 30) at Sunny and Sung's house; will need to get an email out to ask that women bring some dishes, appetizers and desserts. Sunny mentioned that it could go up to 50, a good sign. UMW is excited that Rummage Sale is on for May.

- UMM: Steve M said that Lenten breakfast is this Saturday. UMM will make a concerted effort to have men there to help with the Rummage Sale.

- Evangelism: Carolyn M said that at the last meeting, they planned New Member meetings for May 1 and 15 after church. On June 4 there will be a leadership meeting from 6-8, an opportunity for new members to meet the leaders of the church. Next meeting on Monday to discuss what they will do for Easter. Will make announcements in church.

- Education (none)

- Lay Leader: JoAnne G said Easter flowers are coming up. The prayer chain is very active. Looking for volunteers to lead community prayer during church service once a month. Rev. Elizabeth will be liturgist now on 1st and 3rd Sundays, and will do the community prayer.

- Christian Corner: Don W said that Christian Corner is at full capacity with a waiting list; means they have been able to give some extra \$ to the church. Reminded us that CCCC is a ministry of the church. He talked to Nominations for suggestions for board members (short on members).

Jerry M announced Family camping program meeting on Sunday at 4:00 with sloppy joes, a potluck.

Next regular meeting - Thursday, Apr 28th at 7:15 p.m.

Closing Prayer at 9:25.

**Respectfully,
Melinda Taylor
Secretary**