

# Administrative Council Meeting Minutes

May 19, 2011

**Attending:** Rich Hill, Melinda Taylor, Sunny Ahn, Bruce Bedingfield, Lisa Dierbach, JoAnne Gregorash, Jim Gurga, John Machonis, Julie Kuhn, Jerry McDaniel, Carolyn Meneely, Doug Meneely, Marshall Nystrom, Alan Theile, Don Wiebel, Jill Wood-Naatz, Mary Zalay.

## Opening Prayer & Introductions

- Rich Hill opened with prayer at 7:25

## Devotions

- Jill Wood-Naatz led a responsive reading about The Day of Pentecost, then read from a devotional on the topic.
- Doug Meneely will lead devotions at the next meeting on June 16th.
- Introductions were made, name and group being represented.

## Administration

- Approval of April minutes: Jill asked about Finance "\$4000 plus" referred to a reduction of the \$25,000 debt. As a result of the re-pledging, only \$21,000 was spent, \$4,000 remains in the operating fund. Staff salaries (and benefits) were \$4,000 over budget. Also includes items such as substitute music people, etc. The exact dollar amounts weren't known when the budget was created. "Additional funds are covered with reserves." If all the separate funds, such as ASP fund, were "cashed in" we would be \$10,000 short, but are covered by CDs. There is money in the capital fund as well as the memorial fund which could potentially be used for a new sound system (could be considered a capital improvement or a memorial expense). There is also a reserve fund that could be tapped into if necessary. Some of the Memorial Fund remains designated. Carolyn moved, Jill seconded, minutes were approved as amended.
- Jerry McDaniel passed out the calendar. Turn in any events or articles now. Newsletter went out later than usual last month because Ad Council was pushed back, and people didn't turn in articles.

## Sharing

- Senior Pastor's Report  
Pastor Sunny reported that she, Rev Elizabeth, and Marianne went to a seminar about doing church in the 21<sup>st</sup> century, which focused on cross-cultural ministry. 75% of seminary students are non-white, and 75% of UMC churches are white majority. They will share more as time goes by. Ron Zemke and Sunny are discussing how to be more creative in worship, asking young & old for ideas.

Currently, our first service is more blended traditional, second more contemporary. Continue discussion over the summer for change to meet everyone's needs. The sound system needs to be improved to not leave anyone out. Would also like to have worship sound go to nursery.

- Education Pastor's Report

Lisa Dierbach gave updates on Safe Sanctuary. All the Sunday School teachers have had background checks. For summer Sunday School teachers, there is often not enough time for the background checks.

- Youth Director's Report

(Marianne sent her report) The car wash made \$700 for ASP, also good for bonding and learning. Thanks for the support. Keep the group in your prayers. \$1569 more than need after the last teller report, and still have bake sale coming. Positive feedback for the graduation celebrations. The last day of the senior high group for this school year is this Sunday, though there will be more events over the summer.

Marshall said that the first ASP family sent a homemade quilt (which he brought) that will be auctioned to raise funds for ASP.

- Committee reports

- Staff Parish

Doug Meneely passed out Personnel Policies outline and Safe Sanctuary guidelines. JoAnne Gregorash asked about benefits - during or not until after the 90 day introductory period? Should say after; will amend. At last meeting, discussed holidays; Veteran's Day is not a CCCC holiday, but is an ORUMC holiday. Overall, worked hard to clean up language. Alan Theile - will the W2 vs. 1099 issue be addressed? Should part-timers be considered employees? He suggested that part-timers be considered independent contractors instead of employees to save on payroll taxes. The question came up after CCCC incident, can church employees file for unemployment? Doug will check into that. Primarily Rev Elizabeth and Education prepared the Safe Sanctuary Policies; Staff Parish approved it. Now presenting to Ad Council for approval.

Volunteers need to sign a Covenant Statement agreeing to these policies. Lisa pointed out that the policy is for the safety of the children and the volunteers. Background checks must be within 3 years. Melinda Taylor asked about summer Sunday School teachers; Lisa explained that the Ed. Comm. will review the list, and approach any volunteers that have not had a check or signed the policy; classrooms need to have 2 teachers; if not, no class will be held that day. Sunny said that we will assume that school teachers have appropriate checks. Melinda suggested that we announce to the congregation that anyone planning to volunteer with children sometime during the year

get a background check. Lisa and Sunny said that an announcement is planned and that they will have forms available for people after the service. Checks are good for only 3 years; they cost \$5 and take several weeks. Has this policy been enforced? Will it be? Yes, immediately (as in background checks must be processed asap). Doug moved that we adopt this policy. Motion carried on a voice vote. Jerry asked that an article be submitted to the newsletter explaining this; Doug will take care of it.

- Finance

Alan said that we did great! We were ahead for April. We are 2% ahead YTD in envelope giving (budget was set at 90% of pledges). The line items were okay; no significant problems. Apportionments went down. There was a request that the new membership software be purchased. The re-pledging was basically to cover staff and youth expenses. Doug brought up that there are several issues from the first quarter that still need to be covered for staff, so the extra money saved vs. budget is still to be used. Our organist is leaving, but the salary is still in the budget. Whether or not she will be replaced will be discussed at the Worship meeting, including subs. Alan will work to revise the spreadsheet to make it more user-friendly. The Heritage bank account is going back up after a series of monthly declines. He explained the fund process, that money is set aside in funds to then be spent for the specified purpose, but is not in a separate checking account.

- WTTF

Marshall thinks they will have new figures for a sound system by the next meeting.

- Education: Lisa reported that there was a great luncheon for teacher appreciation. VBS is July 11-14; major spots have been filled. Still need a few more volunteers, and background checks for everyone. All the teachers are coming back next year, but will still need subs.

- Worship

Jill reported that she was able to order new NIV Bibles for the sanctuary today, 16 large-print in different color to be easily identified. These were given in memory of Wayne Blackburn. Bibles will be on carts (like the hymnals used to be) instead of at the seats.

- Music

Carolyn reported that this Sunday is Music Sunday. Music over the summer will be directed by Ron Zemke; let him know if anyone wants to volunteer for special music. Their project this summer is to catalog all music assets, e.g. the organ is estimated at \$130,000. Jim asked that a copy be given to Trustees when they are done.

- Caring Ministries

Bruce Bedingfield turned the report over to Sunny. She said that Nar-Anon and accountability groups are outside groups using our facility. Shared stories with Trustees, and learned that they are our outreach ministries. She researched with other churches to see what fees they are charging. Asked Donna to give list of groups and what (if any) fees they were paying; presented that to Trustees. Two groups out of seven (Nar-Anon and Executive Accountability) were recognized by Pastor Bill as ministries of the church, and as such, would be required to pay no fees. Will now be added under the umbrella of Caring Ministries if approved. Doug moved that they be added as outreach ministries. Carried on a voice vote.

#### - Trustees

Jim Gurga said that we still need to cover expenses; Trustees went through the list of groups. Many members of these groups give money through special donations. Trustees will review the fees to recoup costs, but increases will probably be gradual. They will review forms and waivers for groups. (Like the ASP group does) we will be putting up a group from a Minnesota church that is looking for a place to stay on their way back from Philadelphia; they will be required to fill out waivers. Starting Sept 1, groups will be required to fill out forms for contact info and waivers. The cleaning company had an issue with the IRS; \$742 bill; IRS said to send them the money; we did. Were already looking into another cleaning service, so will continue that. The ASP group was a hard-working bunch; worked on a couple of parsonage projects. They will continue to look at ways to save money. Parsonage is probably in the best shape it's been in 10 years. Continue to do patch jobs on the church roof; getting good at it.

#### - Nominations

Julie Kuhn reported that would meet in June or July. Need to look at rotating members of groups, limiting to 3 years.

#### - UMW

Mary Zalay reported that Rummage Sale is tomorrow and Saturday. On May 25, board will meet to discuss sale and upcoming events. Salad supper is coming up.

#### - UMM

Marshall Nystrom said new Bible study starting next meeting.

#### - Evangelism

Carolyn Meneely reported that Andrew Motisi is a member from 1985, but through a error has not been listed as a church member. Carolyn moved that Andrew Motisi be added as an official member; Doug seconded, passed on a voice vote. Jerry mentioned that others (Jon Montgomery and Jamie Addams) said they were in the same situation. Carolyn moved that Jon and Jamie have their status be changed to members; Doug seconded; passed on voice vote. Had 2 new membership

classes/lunches in May. Expecting 9 members to join on June 5. On Saturday, June 4, there is a leadership potluck for these members, from 6-8. Details to follow; save the date.

- Memorial Committee

Sunny said they met. On June 5, will be a memorial presentation.

- Christian Corner

Don Wiebel reported that July 4-8, CCCC will be closed for cleaning.

**Next regularly scheduled administrative council meeting** - Thursday, June 16th at 7:15 p.m.

**Closing Prayer** - Doug led us in prayer at 8:55.