

Administrative Council Meeting Minutes

Aug 11, 2011

7:15 p.m.

Attending: Cathy Mottar, Melinda Taylor, JoAnne Gregorash, Doug Meneely, Carolyn Meneely, Marianne Rogenski, Jerry McDaniel, Rob Mottar, Jill Wood-Naatz, Julie Kuhn, Mary Knoppel, Bruce Bedingfield, Steve Miller, John Machonis; Alan Theile came in at 7:50.

Opening Prayer & Introductions

- Cathy led us in prayer at 7:20.
- Introductions were made, name and group represented.

Devotions

- JoAnne led us in devotions using a book on Romans, reminding us to stay focused on the main event (as in a circus) - our Christian faith.
- Jill will lead devotions at the next meeting on Thursday, Sept. 15th.

Administration

- Jerry passed out the calendar; be sure that things that stopped over the summer are added when dates are known. Cathy mentioned that Rally Day / church picnic is on Sept 11th. It will be a potluck this year, with an Olympics theme. The 11th is also the first day for bowling and youth group.
- Approval of June minutes: Doug moved, JoAnne seconded with an amendment to spell Julie Kuhn's last name correctly, passed on a voice vote.

Sharing

- Senior Pastor's Report
Sunny could not be here, but emailed Cathy. Charge Conference will be Saturday, Nov 19 at 2:00. The personnel profile will be mailed out to all members of the church for building a membership data of the church.
- Education Pastor's Report
Marianne passed along info that there are new cabinets (from Memorial Fund; Mary noted that there will also be other new items such as TV stand, new tables, and more). Much cleaning out of cabinets and closets took place over several days. There will be a training session for any youth volunteers on Aug 26/27.
- Youth Director's Report
Marianne presented her report; see below. Discussed that youth will be using the room next to the kitchen, and will decorate it. Hope to have a joint youth service sometime in the future.

Committee reports

- Staff Parish (Doug)

Donna Ehtner is the Staff Member of the Month. SP is working on the personnel files, updating and adding things to the files that need to be there.

- Finance (John)

Meet next week so no news. Jerry ran some data that Ian had requested, comparing pledges vs. actual giving. 69 pledges for \$232,000; through June should have been \$115,000; actual giving approx. \$105,000. Total of envelope giving was running at 96% of expected. Doug noted that the bulletin has been showing spending outpacing income by \$10,000. John said that this was from the beginning of the year, and has carried through to date.

- WTTFF (Steve)

Sue Brown has been organizing new volunteers for the booth. Training has been by shadowing someone running the booth. Steve will hold training in the fall for both creating PowerPoint slideshows and running the booth. Need to know from Finance if we will be borrowing money for a sound system. Mary K said that Memorial Fund has \$7500 that can go for the sound system.

- Worship/Music (Jill)

Worship team has decided that the doors to the sanctuary will be closed right after Sunny goes in, both as a signal that the service is starting and to keep the noise down. Sunny does not want the choir to walk out during the second service. The choir will sing on the 2nd Sunday (both services), and 3rd/4th only the first service. There will also be a praise team, only one, for every service. Ron Zemke, Cathy Scott, and Carol Hollingsworth have been providing the music this summer (at no charge). If they accompany the service starting in the fall, they will be paid. Is SP looking for an organist? Doug said the issue is still going back and forth with Music (job description that includes several roles). Carolyn also brought up that the person would play organ and piano. Mary Illg has volunteered to create new banners (existing ones for the cross have been here at least 15 years; stained from roof leak). Choir will sing from their seats, not from up front. Doug said he would miss the choir singing the 2nd service just because they leave after singing; Marianne said it looked tacky for a whole group to leave the service. Discussion was also about the changing direction toward more contemporary service. No robes for choir at 2nd service. First Sunday will be Sounds of Grace for both services. Steve said that we are not particularly traditional in any case. Carolyn said that we have a letter stating that the value of the organ is \$141,000 for insurance purposes; we should get a separate rider if needed. Mary K noted that there is money that Music should use while the families can still see what there gift purchased.

- Caring Ministries (Bruce)

Nothing new for Micah. Sitting in the worship service, was proud of the service trips our church goes on. Has a book that might be useful in preparing for mission trips Transforming Ventures by Jane Ives.

- Stewardship

Marianne said that Sunny and Ian will be going to a conference seminar on stewardship.

- Trustees (Rob)

Sept 1st is the goal to have the security installed; have already begun some of the hardwiring. Does Ad Board set the policy for its usage? Trustees? Staff parish? Suggestion to have a representative from Trustees, SP, and staff to form a group to create recommendations. Marianne will bring this up at the staff meeting next week. Would be turned off during times of worship, meetings, etc. It is a box with a speaker outside the door and in the office. Day care has a keypad and parents will have the code. Those with keys will have to use the side door by the nursery. Justyna brought up to Jill that potential parents might not know how to get in. Trustees believe that the food pantry

should have hours, when more than one person would be here. Rob moved that the food pantry have set hours when at least two people will be here. Marianne said that in previous discussions it was decided that set hours are not needed; people get 2 bags from Donna to fill. Donna is passionate about it, and should be part of the decision. Perhaps we could wait to see how the security system works before making changes. Motion dropped. Note: Jeff Oster has spent several days installing the system so far; thanks to him. Form has been created for using the church; every group needs to fill it out, but can use one form for regular ongoing meetings. There was a conflict last week with 2 groups planning to use a room at the same time. Trustees will maintain a book and calendar, forwarding the calendar info to Jerry. Packet was created for outside groups, including info about the group, insurance, hold harmless, and building usage fees (which Sunny researched with other churches). If the group falls under Caring Ministries, the fees are waived. There is a Facility User Agreement that the group and the Trustees will sign. Read the packet, and let Trustees know by their meeting on Tuesday if there are any issues or comments. Returning groups in the fall will be given a month to get the forms in. Forms will be good for a year for recurring meetings. Will have to come up with new names for rooms. Marianne suggested (from Elizabeth) that rooms be called by their colors; also that a sign be posted outside each room listing the meetings scheduled. Alan talked about the Certificates of Insurance page; not appropriate for church usage groups. Rob will discuss with Trustees. Bruce asked, Rob clarified, that the Caring Ministries groups were actually any that were started by church members. Julie asked about irregularly scheduled meetings; yes, you need to have a separate form for each meeting, or you can list all the dates on one sheet. Steve said that the Boy Scouts should be considered an outreach of the Methodist church.

- Nominations (Julie)

Met last week, will meet again in 3 weeks. Many of you have been contacted by someone in the committee. Trying to get all the committees into 3 year classes, and to have co-chairpersons for all of the committees. About halfway through.

- UMW

Cathy said that there was an awesome bike ride. 13 people are signed up for the fall retreat. There is a potluck meeting scheduled for Sept 6.

- UMM (Steve)

Meet this Saturday. Looking at potential pizza sale again this fall. Fall retreat coming up. Volunteered to set up for Sandy Rathje's service. JoAnne said that some might be done tomorrow because there are so many people expected.

- Evangelism

No update.

- Memorial Committee (Mary)

Thanks to Nominations for actually getting her a committee. Ellen Kobelyski is looking into discrepancies in numbers.

- Christian Corner

No update.

- Lay Leader (JoAnne)

Julie Gorvett will begin learning from JoAnne about being Lay Leader. Julie complemented JoAnne on her talk last week.

-Finance (Alan)

Passed out budgets to representatives for each group. Don't have the July results; doesn't expect it to be good. Checkbook was down in June, but not significantly (cash outlays included ASP). There is money in the money market fund (\$74,000) that could be used for the sound system; was discussed at the June meeting. Finance was comfortable with it going down to no less than \$50,000. Alan said that by September people are back from summer, and we would have a better handle on the finances. Steve will come back to Ad Board in September for a final decision. The loose wiring has been fixed, so it's not as critical. The speakers would be upgraded – big difference in sound. The board would have more channels added for the bands, and the sound blend would be better (now everyone has their own amp).

Next regularly scheduled administrative council meeting - Thursday, Sept 15 at 7:15 p.m.

Closing Prayer – Steve Miller led us in prayer at 8:40.

**Respectfully,
Melinda Taylor, Secretary**

Reports emailed:

- Education – Marianne Rogenski

ASP was a wonderful week—good experience for all, especially the newcomers.

Elizabeth and several others have been working hard to clean rooms and closets out getting ready for the new year. Now that I am back from vacation I am going to do my part and finally get some of the stuff out of our office and organized in a closet! Also, Sunny let me know in June that the sr. high youth group can now meet in the youth room which is by the kitchen (the jr. high will probably use this space sometimes as well). This offers more space and allows us to have the foosball and air hockey tables in there and able to be used. As part of that we will be decorating the walls a bit. We were going to paint, but we have now decided instead to use removable wall clings so that we can change it up and move things as we see fit. It will not be anything crazy, just youth friendly.

Youth group for sr. high will begin on September 11, 7-8:30pm. We plan on meeting weekly at church, once a month we will do a service project, and once per quarter we will take them out to a restaurant.

Rev. Elizabeth is organizing a training for all education and youth leaders that will be on August 26 and 27. Youth council is helping with this also.

The next youth council meeting is August 15 and we will plan our calendar for the year.

Thanks,
Marianne

One more thing I will report...the youth worship service that had been planned for August 28 is now cancelled.

- Family Ministries – Gwyn Greenwalt

I wish I could be there to give everybody a picnic update, but I have a prior PTA commitment that prevents me from attending. The picnic committee met tonight, and we have many of the details in place for the picnic. Please spread the word...this year's picnic is a potluck/cookout. We will not be selling tickets this year, and it's really important that we let people know about the change. We will have a signup poster in the Narthex (so as not to duplicate too many items, and make sure that we're not overrun with desserts and short on main dishes and side dishes). Rob Mottar has offered to be Master Griller at the picnic, so we invite individuals to bring items for the grill such as hot dogs and hamburgers, or they can contribute to a "grill fund" and we will purchase the meat for the grill.

We'll also be coordinating lots of games...sort of our own ORUMC mini-olympics, so start training now and get ready to earn bragging rights!

Two questions for anyone on the email list...with all the closet cleaning, does anyone know where the volleyball net has been moved to? Also, is it possible to have some type of speaker system outside for games? Cathy will be our "master of ceremonies" and I know her voice carries, but a microphone still might be helpful.

Hopefully Cathy can answer questions if there are any. Otherwise let me know and I'll get back to you asap. Jerry, I'll have an article for you tomorrow afternoon!

Gwyn