

<b>Facilitator</b>	<b>Tom Shepherd, Chair</b>
<b>Note Taker/Timekeeper</b>	Debbie Guy
<b>Attendees</b>	Don Wenzel, Debbie Guy, Tom Shepherd, Peggy Medlin, David Bruyninckx, Craig Doxey, Cheryl LaPointe,
<b>Absent Members</b>	Anita Plue, Vicki Parker
<b>Exofficio</b>	Rev. Ben Wills, Pastor Cindy Vinson, Church Administrator
<b>Guests</b>	None

**Opening Prayer and Devotion by Debbie Guy (1 Corinthians 12:12-27) “Power in Community”**

**Next month: Cheryl LaPointe**

**Leadership Development** - Ben provided two documents for the team in reference to the “Four Hats” discussed at the April meeting. He asked for feedback; answered a few questions on how areas were assigned for Team Concentrations (attachment 1, 1a, 1b). He provided examples i.e., finance would help set budget and provide oversight in other areas. He also shared the Leadership Covenant from 2019 for our review and recommendations.

**Review of Minutes from April**

**Tom Shepherd**

- **Discussion:** No discussion

<b>Motion</b>	Motion to accept February Minutes with no corrections		
Motion was made by:	Tom Shepherd	2nd	David Bruyninckx
Vote was unanimous			
Corrections to minutes: none			
<b>Action Items</b>	Person Responsible	Deadline	

**Review of Last Month’s Financials**

**Church Treasurer  
Church Administrator**

- **Discussion:** Cindy provided the Financial Work Team (FWT) checklist (attachment 2). She noted that income was greater than expenses in April and available funds increased by \$7890. Submitted two fundraising requests: 1) Wesley Woods Mother’s Day offering was submitted on Realm and approved by a majority. 2) \$100 to Annual Conference Bishop’s Appeal.
- **Discussion:** Question about the \$38,509.43 from Tom – Cindy said that is the Total Funds Available for the month.
- **Discussion:** Ben recommended that the minutes and FWT documents become a consent agenda item (no decision)

**Reports**

Trustees	Briefers: Ben/Tom/Don/ David	
<p><b>Ben</b> – Boy Scouts of America (BSA) discussion: planning a meeting between Ben, Cindy, and the Scouts soon to discuss what type of agreement we will have since we will no longer be chartering the BSA. Discussed facility agreement vs. affiliation agreement. While the legal agreement will change, we would like to continue partnership. <b>David</b> asked for clarification on what affiliation entailed – Ben described affiliation as a legal document that we will provide support, but they would be Chartered by BSA. Discussed putting it on Realm for a quick decision – <b>Craig</b> agreed.</p> <p><b>Tom</b> – Provided an easement map (attachment 3) for construction - \$5060 for 8494sf of easement for construction. They are waiting on paperwork. Cindy is waiting to get who is authorized to sign. According to our incorporation, three positions can sign, GOV Team Chairperson, GOV Team Co-Chair (does not exist) and Financial Secretary of GOV Team (does not exist). There were questions about when this was approved – answer o/a 22 February. It has been addressed that we did not follow our own processes (guiding principles). <b>David</b> – proposed that until our guiding principles are finalized that only one person be able to sign. <b>Tom</b> – that is a discussion for another time. No action was proposed.</p> <p><b>Don</b> – Provided an update to the Hereford &amp; PCS request for easement. It has been 3 weeks and the initial contract had lots of extra items, so it was rewritten for easement use only. He believes they sent the wrong document. No rush so he will continue to follow and update as needed.</p> <p><b>David</b> – Provided an update on the Warehouse Rental Contract. Ben, Vicki, David, and Tom met and a new contract was written and they will meet with TLACOC when Vicki returns. Expects that rent will be between \$1500-\$1800; exterior maintenance will be included as a requirement; requirements for the HVAC settings to conserve energy. He expects about 2 weeks for it to come back through GOV Team prior to signatures. It will be posted on Realm for read ahead/discussion prior to vote at next meeting. <b>Craig</b> complimented that this is how business should be handled.</p> <p><b>David</b> – trustees are researching replacement for the Ice Maker 400lbs a day or 135lbs a day – will come from routine maintenance budget.</p> <p><b>David</b> – Curb Appeal Strategic Initiative Report (attachment 4) addresses 7 of 9 Capital Projects – will be posted for more discussion on Realm. Workday scheduled for May 20 with 19 people signed up. Will begin at 7:30 for breakfast and 8:00 for work.</p> <p><b>Craig</b> – Online Presence Strategic Initiative Report – received 2 estimates, Bob Williams will come next week, Active Audio Visual walked through today and provided an estimate and lots of areas to consider. He will be benchmarking with other churches to see how they run their websites.</p> <p><b>Tom</b> – Family 25-34 Strategic Initiative Report – meeting next week to vote on recommendations. Will post on Real to review videos.</p> <p><b>Ben</b> – Encourages the three groups to have everything in for packaging and prioritization so we can work on the Capital Campaign then work on grant requests. <b>Craig</b> asked about “Capital vs. Lifecycle” and how we work on sustainment.</p>		
Action Items	Person Responsible	Deadline
Post BSA Information Folder to Realm	Cindy	25 May 23
Post TLACOC Contract with changes to Realm for Read Ahead/Discussion	David	12 Jun 23
Post Curb Appeal Capital Projects on Realm	David	25 May 23

<b>Motions:</b>	<b>No motions</b>	
Motion was made by:		2nd

<b>Church Administrator</b>	<b>Briefer: Cindy Vinson</b>	
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Membership audit letters will go out in June. Looking to set up a new pathway for visitor follow-up to send an email to Ben – that triggers a note and gift card – and 3<sup>rd</sup> visit triggers coffee with the pastor prior to the service. Shirley Smith is helping to track. Asked about the Church Administrator Report moving to consent agenda item – NO.

<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>

<b>Motions:</b>	<b>No motions</b>	
Motion was made by:		2nd

<b>Pastors Report</b>	<b>Briefer: Rev. Ben Wills</b>	
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New guests are coming. Coffee with the Pastor is used at other churches successfully. It will be like Lewis 101 but only one meeting – first one this summer. Graduates tomorrow (May 16) from Leadership North Georgia.

<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>

<b>Motions:</b>	<b>No motions</b>	
Motion was made by:		2nd

**New Business**

<b>Moved to Executive Session</b>	
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<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>

<b>Motions:</b>	<b>No motions</b>	
Motion was made by:		2nd

<b>Special Notes</b>	Convened Executive Session 7:55 pm
<b>Evaluators</b>	Craig Doxey
<b>Evaluator Notes</b>	<p>Craig - Went over evaluation – started on time (improvement); kudos for agenda items – agenda provided specific durations for each area. While the meeting went beyond finish time, the know durations allowed the meeting to remain on track and improved time over finish from 20 minutes at prior meeting to 5 minutes; Members challenged meeting was headed to “weeds” (problem solving) on 3 occasions.</p> <p>Delta – accountability language (believe, can), indications that meeting preparation (read-ahead) still needs improvement.</p> <p>Recommendation – annotate agenda items requiring decision (e.g., * or (D)) would be an effective aid for chairman to keep meeting on track – distinguishes needed decision vs. info-only presentations/reports</p>
<b>Next Meeting</b>	19 Jun 2023 6:30pm
<b>Closed in Prayer</b>	Rev. Ben Wills

## Lewis Memorial G.O.V. Team Concentrations

### 2023

Tom Shepherd C/SPR

Cheryl LaPointe F

Debbie Guy F

### 2024

Anita Plue T

Vicki Parker LL/MN

Peggy Medlin SPR

### 2025

David Bruyninckx T

Don Wenzel T

Craig Doxey MS

### KEY FOR PRIMARY CONCENTRATIONS

C - Chair

VC- Vice Chair (still needed)

T - Trustee

F - Finance

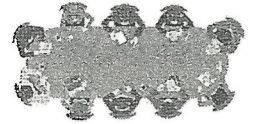
LL - Lay Leader

SPR - Staff Parish Relationships

MN - Ministry (Sharing God's love within our congregation)

MS - Mission (Sharing God's love to those outside our congregation)

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## R-11: Sample Leadership Board Covenant Items

In addition to the list below, you may wish to add other covenantal elements that define the roles and authority of each board member individually and collectively, such as boundaries about making demands upon staff and staff time without consulting the pastor, matters of conflicts of interest, and the limits of personal authority as Leadership Board members.

- Leadership Board members are encouraged to invest in conversations and decisions with vigor and passion. However, once the Leadership Board has come to a decision, each Leadership Board member will openly and publicly support the decision of the Leadership Board whether the individual member personally agrees with the decision. We are a Leadership Board with a unified voice.
- Leadership Board members are expected to be present at all Leadership Board meetings unless ill or out of town. Members can be tied into meetings via speaker phones or video chat if needed. If members miss more than three meetings per year, the Leadership Board Chair will converse with the Leadership Board member to see if their seat needs to be vacated and filled by someone who can be more active.
- Leadership Board members are expected to attend the annual strategic ministry planning retreat. Members understand this is a foundational piece of the Leadership Board's work and every effort should be made to be fully present for the entire retreat.
- Leadership Board members will review the meeting packet prior to meetings coming fully prepared and ready to participate.
- Leadership Board members are role models for the congregation. Therefore, members will model mature discipleship by being present in worship at least three times per month, tithing or moving toward a tithe, have an active prayer life, serve in mission three times per year, be active in a ministry team, be in a faith development group, and openly share their faith with others in the secular world.
- Leadership Board members will be on time for meetings, silence cell phones, be fully present, and immerse themselves in the meeting without distractions in respect for others' time and commitment.
- Leadership Board members will encourage and support our pastor(s) and fellow board members.
- Leadership Board members will hold ourselves, the pastors, and other Leadership Board members accountable for their leadership roles and responsibilities. This includes allowing others to hold the board members collectively and individually accountable.



## Leadership Covenant for 2019 GOV Team

### Covenant with the Gov Team

As a GOV Team member, I will:

- Read the meeting materials in advance of the meeting time, even if unable to attend a specific meeting.
- Strive to attend at least 75% of the meetings in the year.
- Notify the GOV team chair if unable to attend a specific session. In case of absence, I will provide materials due in advance of the meeting.
- Be on time for meetings.
- Participate in Board discussions using my gifts of perspective and leadership.
- Represent Board decisions in a positive manner to other congregants. This facilitates the Board speaking in one voice.
- Be respectful of others and the note taker by refraining from side conversations when another has the floor.
- Restrict phone calls and emails to only those needed for an emergency and silence all devices during the meeting.
- Be accountable to the Pastor and the Board for on-time completion of assignments.
- Keep personnel matters strictly confidential, including content of conversations and documents.

### Covenant with Lewis Memorial:

- Attend worship 75% of Sundays each year at least during my tenure on the Board. In addition, I will strive to attend Lewis' special services (Ash Wednesday, Maundy Thursday, Good Friday, Longest Night, Christmas Eve, the summer Pray Ground.) [Presence]
- Pray actively for the Pastor, staff, fellow Board members, congregants, and those who make requests during Rush Hour prayer. [Prayer]
- Tithe or move toward tithing and serve or support missions of the Church to the extent I am able. [Gifts]
- Share my faith with others, on the Board, in the congregation, outside the walls of the Church. [Witness]
- Serve those on the Board and the Congregation as well as those beyond the wall. Support or participate in a mission and/or a ministry of the Church. [Service]

### Encourage one another.

- Support other Board members.
- Support the Pastor.
- Support the staff.
- Support members of the congregation.
- Participate in at least one small group Bible study or class, and read Scripture regularly, to intentionally develop my faith and that of others.

## 2023 FWT Narratives

### April 2023 FWT Narrative

- April all numbers should be at 33.3%
- Received 36.59% of the budget
- Received 29.7% of pledges
  - Pledge Fulfillment Status total 46 Pledges
    - 0% 4
    - 1-50% 39
    - 51-99% 2
    - 100% 1
- Our income was more than the expenses
- Our Available funds Increased by \$7,890.46

### FYI/Notes/Changes

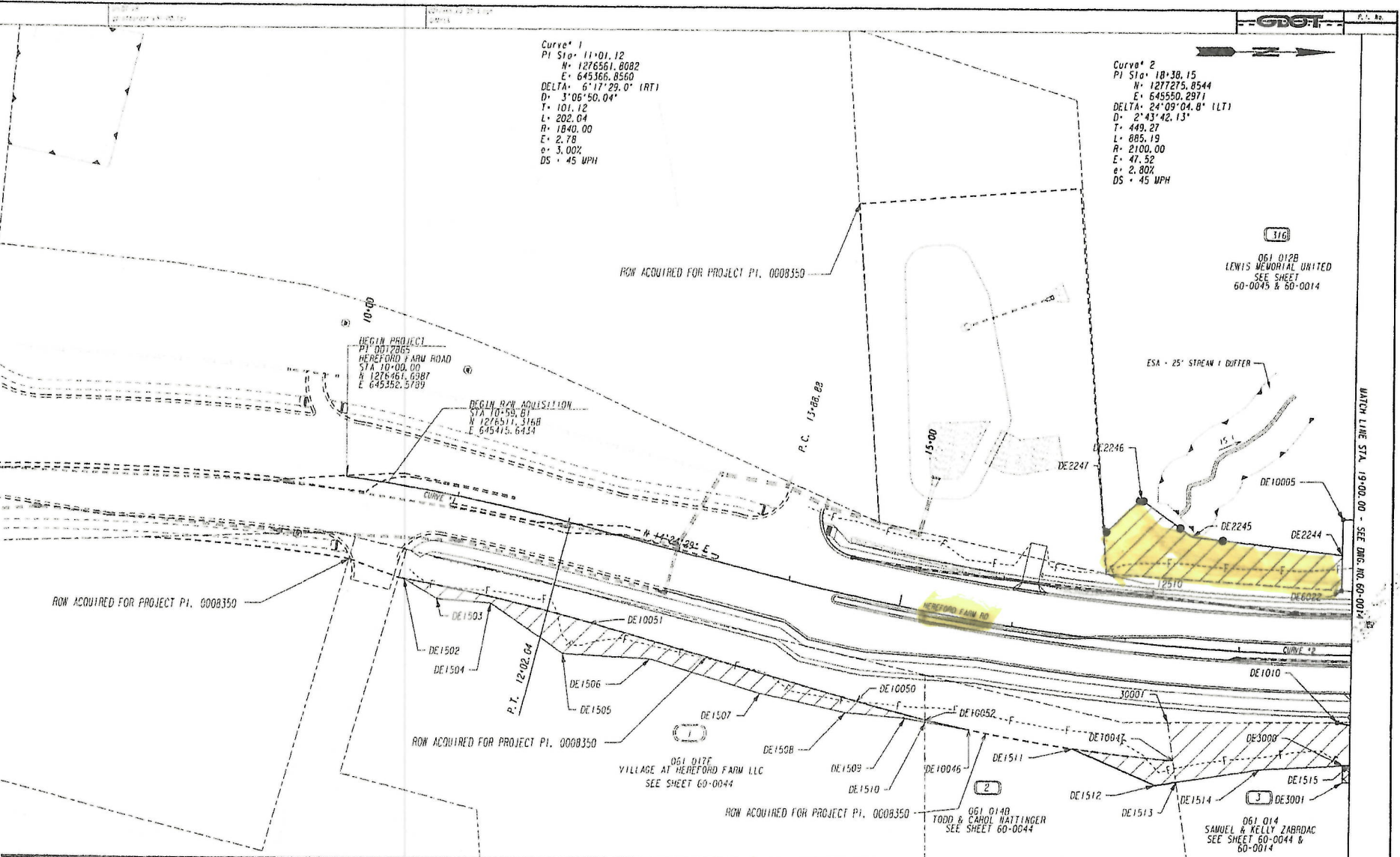
- Fundraising Requests
  - Wesley Woods (Mother's Day offering (submitted on Realm)
  - \$100 to Annual Conference Bishop's Appeal
- General Budget Income Notes
  - April A/R includes \$1250 collected from Marvin for May 2023
- General Budget Expense Notes
  - Pest Control this month includes annual termite for mission house and main campus
  - A & R does not include April's reimbursement report
  - Shirley Mitchell is researching Fire Alarm Charges to make sure only charged \$95 once. Fire Dept had to return after ADS not fixing the problem the first time.
  - Expecting a \$275 credit for Pro Presenter; ordered a single desk version but needed a multi-desk version.
  - It was noted that some of the cost of paper has been added to Office Supplies but should be under printing. Made a note to adjust accordingly during the budget process and moving forward make sure that it is changed to the correct line item.
  - Missing Pastor business expenses for April so there will be 2 in May

Respectfully submitted  
Financial Work Team (FWT)  
Harry Parker; Church Treasurer  
Rev Ben Wills; Pastor  
Cindy Vinson; Church Administrator  
Shirley Mitchell; Financial Secretary



# FWT Checklist

FWT Checklist		March	April	
	Information Found...			
Bank Statement	1st page bank statement	Previous Bank Statement	\$170,675.54	\$150,194.23
	1st page bank statement	Deposits and other credits	\$31,817.04	\$32,823.19
	1st page bank statement	checks and other debits	\$52,298.35	\$29,969.81
	1st page bank statement	EOM Bank Statement	\$150,194.23	\$153,047.61
Bank Reconciliation	Work down in ACS to find outstanding Checks or deposits	Outstanding checks	\$684.60	\$267.26
		Outstanding Deposits	\$0.00	\$4,191.00
		Reconciled Checking Account	\$149,509.63	\$156,971.35
<b>Reconciled Bank Account should be equal to 101100 Queensborough Checking on Balance Sheet</b>				
	Found top line of balance sheet	Bal Sheet checking account	\$149,509.63	\$156,971.35
Funds Available	Restricted Account (Monthly Report)	Restricted Expenses		\$1,495.24
	A/R Report Page 1 Total GENERAL BUDGE	General Budget Collected	\$30,081.82	\$33,726.19
	A/R Report Page 2 Total NOW Team Income	NOW Team Income	\$1,735.22	\$3,288.00
		Total funds available for Month	\$31,817.04	\$38,509.43
Funds Spent	A/R Report 3 Total Administrative Expenses	Administrative Expenses	\$18,234.50	\$17,288.70
	A/R Report 4 Total Operating Expenses	Operating Expenses	\$11,181.76	\$9,090.18
	A/R Report 5 Total NOW Team Expenses	Mission and Ministry Expenses	\$20,199.22	\$1,429.09
		Total Expenses for the Month	\$49,615.48	\$27,807.97
Balance Sheet Reconciliation		Bank Account	\$149,509.63	\$156,971.35
		Restricted Accounts	\$121,995.63	\$123,311.39
		Current Liabilites	\$3,187.84	\$1,443.34
		Available Funds	\$24,326.16	\$32,216.62
		Change to Available Funds		\$7,890.46
Budget Check up		Budget needed 2023	\$360,773.19	\$360,773.19
	A/R Report 2 total Income Year to Date	Budget collected to date	\$94,984.78	\$ 131,998.97
		Percentage of Budget funded	26.33%	36.59%
		Should be...	25.00%	33.00%



Curve 1  
 PI Sta 11+01.12  
 N= 1276561.8082  
 E= 645366.8560  
 DELTA= 6°17'29.0" (RT)  
 D= 3'06"50.04"  
 T= 101.12  
 L= 202.04  
 R= 1840.00  
 E= 2.78  
 e= 3.00%  
 DS = 45 MPH

Curve 2  
 PI Sta 18+38.15  
 N= 1277275.8544  
 E= 645550.2971  
 DELTA= 24°09'04.8" (LT)  
 D= 2'43"42.13"  
 T= 449.27  
 L= 885.19  
 R= 2100.00  
 E= 47.52  
 e= 2.80%  
 DS = 45 MPH

316  
 061 0128  
 LEWIS MEMORIAL UNITED  
 SEE SHEET  
 60-0045 & 60-0014

BEGIN PROJECT  
 PI 0012865  
 HEREFORD FARM ROAD  
 STA 10+00.00  
 N 1276461.6987  
 E 645352.5789

BEGIN ROW ACQUISITION  
 STA 10+50.00  
 N 1276511.3168  
 E 645415.6434

ROW ACQUIRED FOR PROJECT PI. 0008350

ESA - 25' STREAM 1' BUFFER

WATCH LINE STA. 19+00.00 - SEE DRG. NO. 60-0014

061 0177  
 VILLAGE AT HEREFORD FARM LLC  
 SEE SHEET 60-0044

061 0140  
 TODD & CAROL NATTINGER  
 SEE SHEET 60-0044

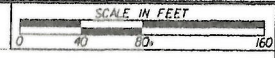
061 014  
 SAMUEL & KELLY ZABRAC  
 SEE SHEET 60-0044 &  
 60-0014

PROPERTY AND EXISTING R/W LINE	---
REQUIRED R/W LINE	---
CONSTRUCTION LIMITS	---
ELEMENT FOR CONSTH	---
MAINTENANCE OF SLOPES	---
ELEMENT FOR CONSTH OF SLOPES	---
ELEMENT FOR CONSTH OF DRIVES	---

BEGIN LIMIT OF ACCESS	.....	BLA
END LIMIT OF ACCESS	.....	EIA
EXISTING LIMIT OF ACCESS	.....	
REQ'D LIMIT OF ACCESS	.....	
EXISTING LIMIT OF ACCESS & R/W	.....	
REQ'D LIMIT OF ACCESS & R/W	.....	
ORANGE BARRIER FENCE	.....	
ESA - ENV. SENSITIVE AREA	.....	

DATE	REVISIONS
07/25/22	ADDED SCALE
11/14/22	UPDATED PARCEL 316 EASEMENT AND REQ'D

DATE	REVISIONS



STATE OF GEORGIA  
 DEPARTMENT OF TRANSPORTATION  
**RIGHT OF WAY MAP**

PROJECT NO: 0012865  
 COUNTY: COLUMBIA  
 LAND LOT NO:  
 LAND DISTRICT: 13  
 GMD 126  
 DATE: 02/25/22 SH 13 OF 90

60-0013

## Capital Project Financial Summary

May 15, 2023

This is a summary page for Building and Grounds Capital Projects for potential installation in 2023. A detailed survey was conducted so that a more definitive cost can be obtained for each of the capital projects identified by the Building and Grounds committee. The following is a listing of each project for potential implementation in 2023 and a summary of its associated estimated cost. Since many of these activities include installing live shrubbery, it must be understood that none of the projects requiring water cannot be accomplished unless there is a commitment by the Gov Team to run sprinkler systems on these shrubs in order to accomplish our goal of increasing the beautification of the campus. That means that we must first check out and repair as needed, all existing sprinkler systems as well as installing new sprinkler systems to support these capital improvements. Costs provided are for materials only and assuming church personnel would perform the labor. Prices shown are retail prices but we have negotiated a wholesale account with B&B Plant farm for the LUMC which provides approximately a 30 percent cost reduction of the plants. If the listed projects are contracted out, the cost of each project would double or triple. Determination of which shrubbery to use utilized factors such as low maintenance, appearance, and length of greenery during the year.

### Capital Project #1:

- Install sprinklers throughout the campus where existing shrubs do not have water sprinklers and where new shrubs will be installed.
  - **TOTAL ESTIMATED COST FOR THIS SEGMENT: \$ 385**
- Install new sprinkler system to existing shrub bed on east side of the Chapel, a new shrub bed to be installed next to the east property line next to the chapel, and to an existing shrub bed on the east side of Building "B". Also, extend the sprinkler pressurized line to the future location of the new Church sign to be installed at a future date.
  - **TOTAL ESTIMATED COST FOR THIS SEGMENT: \$644**
- Numerous sprinkler heads are not located properly in order to serve the needs of existing plants throughout the campus and will need to be relocated and/or extended to assure proper coverage of shrubs that are not presently getting water. Some of the areas including these activities are: Outside east wall of room G401, outside east wall of room G201, in main transformer area feeding building "G", outside west wall of building "G", outside building "F" on the south west corner, and potential areas around building "F", the Sanctuary, and building "E", the Fellowship hall, in general.
  - **TOTAL ESTIMATED COST OF THIS SEGMENT: \$ 407**
- **TOTAL ESTIMATED COST OF PROJECT #1: \$ 1436**

**Capital Project #2:** Install low growing shrubs and pine straw on west side of the education building. This is an existing shrub bed but the existing shrubs are in very poor condition. Several shrubs should be removed and new shrubs planted.

- **TOTAL ESTIMATED COST OF PROJECT #2: \$461**

**Capital Project #3:** Install low growing shrubs and pine straw on the east side of the chapel next to the block wall. Shrubs to be installed will be the "Lilly of the Nile"

- **TOTAL ESTIMATED COST OF PROJECT #3: \$358**

**Capital Project #4:** Install fencing at both ends of the area between the Warehouse and Youth building with a gate for storage.

- **TOTAL ESTIMATED COST OF PROJECT #4: \$ 568**

**Capital Project #6:** Install new "Electronic" sign on the corner of our property on the southeast corner at the intersections of Columbia road, Hereford Farm road, and Lewiston roads.

- **TOTAL ESTIMATED COST OF PROJECT # 6: \$30,850**

**Capital Project #8:** Install four (4) planters, two in front of Sanctuary and two in front of Portico that will be used to plant seasonal colorful items.

- **TOTAL ESTIMATED COST OF PROJECT #8: \$ 950**

**Capital Project #9:** Remove old shrubs on the east side of the chapel and replace with new shrubs

- **TOTAL ESTIMATED COST OF PROJECT #9: \$486**

**TOTAL CAPITAL PROJECTS PROPOSAL: \$ 35,109**