GOV Team Meeting 27 February 2023 6:30-8:04

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**Facilitator:** Chair, Tom Shepherd Note taker: Debbie Guy

**Attendees:** GOV Team: Tom Shepherd, Vicki Parker, Anita Plue, Craig Doxey, Don

Wenzel, Debbie Guy, Cheryl LaPointe, David Bruyninckx, Peggy Medlin

**Ex Officio**

**in attendance**: Rev. Ben Wills, Cindy Vinson (Admin), Harry Parker (Finance), Madison

Chesser (Intern)

**Members not**

**in attendance:**

**Visitors:** Rev.Dana Everhart

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Agenda, January Minutes, and Plat/Right of Way provided to Attendees

**Call to Order:** Tom Shepherd

**Devotion** Craig Doxey – prior to starting the devotion he made a point of order for one person to talk at a time – no talking over each other and also discussed the “Parking Lot” for items that need discussion outside of the meeting.

Next month (March): Craig Doxey

**Welcome New Members:** Tom welcomed the Peggy as a new GOV team member and thanked her for agreeing to be a part of the team.

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**Agenda Item:** Approval of January Minutes – update for AV quote will be 2 March by Bob Williams.

**Motion:** Craig **Second:** Vicki

Approved unanimously.

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**Agenda Item:** Financial Reports **Presenter:** Harry Parker, Treasurer

**Discussion:**

- no financial report provided to team members

- Harry covered page 5 on his report letting us know that the report shows a $3K increase from last month and that each month has been getting better and better

- major expenditures $12K for HVAC and $2K for foreign missions

- assessment is that we are in good shape

- $24K tithes

- Tom asked about the checking account balance est. $171K and restricted $25K above allocated

- Cindy and Pam worked on the in/out duplication and will present at March meeting

- Cindy proposed a summary for Stewardship Newsletter due to recommendation from training (Allison, the Conference CFO recommends quarterly vs. monthly)

**Motion:** David made the motion to change to quarterly vs. monthly with the report in the Stewardship Newsletter

**Second:** Anita **Vote:**  Unanimously approved

* Cindy discussed the finance and the responsibilities (i.e. bank reconcile/signature authority) listed in the policy manual requires that the 3 actions must be different people.
* Cindy let us know that for a procedural audit for under $500K a volunteer can complete – over $500K must be a formal audit
* Craig said we must have the financial reports and asked will they be made available – Cindy will fix before March meeting.

**Action Item:** To make finance reports available to GOV team ahead of scheduled meetings.

**Responsible Person:** Cincy **Due:** prior to 20 Mar 23

- Harry departed.

\*\*Actions in Blue are from previous month(s) but have not reached due date

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| **Action Items** | **Person Responsible** | **Due Date** |
| Look at ways to inform congregation of financial health & spending | Financial Team | Jan 31, 2023 |
| Review Financial Health Status (red, orange, green) for other options | Financial Team | TBD |
| Make financial report available to the GOV team prior to meetings | Cindy | Mar 20, 2023 |

**Welcome to Visitor:** Tom introduced Rev. Dana Everhart, the Mission Specialist. Stated that he is available to help the church reach our goals/dreams, as a Simplified Accounting System (SAS) coach for the district, he will sit in a few of our meetings and provide reports.

* Pastor Ben added that Dana will offer ways to make us more efficient.

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**Agenda Item:**  Task Team Updates **Presenter:**  GOV Team Members

**Task Team – Buildings & Grounds Presenter:** Anita Plue

**Discussion:**

* Pipes were probably a surge from the County System – saved $675.
* Fire systems check – all completed except warehouse – Allrich will loan their scissor lift for us to use when they can.
* David and Jeff handled the electrical and lights – Anita will send Thank You.
* David stated that they added some exit lights, took out some that didn’t make sense; patched and repaired where they were removed; checked and labeled all switches.
* There will be monthly fire extinguisher checks.
* Fire alarm issue – one zone is malfunctioning.
* June fire extinguisher inspection by fire department
* Range Hood requirement is 2x a year vs. one.
* Ice maker repair person will come Wednesday to fix
* Thanks to the Boy Scouts – straightened junk and trimmed bushes as an Eagle Scout project.
* The junk still needs to be taken out.
* Tom mentioned the trees/limbs.
* Craig asked about keys again – is it possible for a master key box to be placed?

**Action Item:** To make keys more readily available/possible master key box.

**Responsible Person:** Bldgs & Grounds Team **Due:** 20 Mar 23, Gov Team Meeting

**Task Team – Curb Appeal Presenter:** Anita Plue

* Anita shared improvement proposal (in no set order); discussed that team was being assembled; some items on the list will be high $ value and others will be low cost; working to get workdays started again to take care of maintenance items; then finances can be looked at for the future.
* Pastor Ben suggested looking at Maintenance/Deferred Maintenance getting quotes then prioritizing and fundraising to capture the matching grant.

**Task Team – Digital Presence Presenter:** Craig Doxey

* Was given Jessica Beckwell’s name as a contact for assistance.
* Team is a work in progress; lots of AV and music people but it needs to be broader.
* Looking at 3 churches – Warren, Stevens Creek, and one other.
* Notes posted on Realm.
* Wants more collaborative program to use (other than Realm) as it is difficult and things get lost.

**Task Team – Family 25-34 Presenter:** Debbie Guy

* Currently 8 members.
* First meeting 28 Feb 23 at 6:30.
* Rev. Dana has supplied names of two people who can help with outreach programs.
* Notes posted on Realm.
* We will also be evaluating our facilities for usefulness.

**Discussion:**

* Pastor Ben asked about next steps. Last month was to form teams.
* Craig stated that dates are in his notes on Realm.
* Tom said Family was looking at 3 groups – summer programs/facilities/evangelism and outreach.
* David and Anita stated putting the team together now, David is looking at things around that can be done and starting maintenance.
* Pastor Ben thanked everyone for their hard work.
* Tom shared that Shannon Cooper (new member) is joining the Curb Appeal Team.
* Craig asked when do we share with the congregation?
* Pastor Ben – I want to be intentional – working with Vicki on newsletter and how we share is important (nothing specific yet).
* Craig will get with Pastor Ben.
* Tom asked about a Capital Campaign?
* Pastor Ben would like to look at priorities – but probably not before Easter.
* Vicki asked if we have to raise all or portions to be eligible for the grants?
* Rev. Dana replied that incremental and they will keep up with it but we need to raise the full $65K.
* We will look at what we can do within limits – the 3 groups should bring everything to the table and GOV team will prioritize.
* Pastor Ben recommends “Good work later than bad work fast”.
* Pastor Ben shared that we have been selected to host the new Bishop on Friday March 24th. We do not know all the details but will share when he gets the information.

**Agenda Item:** Church Administrator's Report **Presenter:** Cindy Vinson

**Discussion:**

* Working on membership audit beginning 13 March at 9am; planning phone calls for Holy Week invitations – then follow up with letter.
* David asked if this will be a personal visit for the ones who don’t attend anymore?
* Pastor Ben said we will follow the Discipline. Would like group to talk to people face to face.
* Newsletter example will be available in April.
* Tom asked if we had decided how to get the minutes to the congregation? Link in newsletter? Website?
* Craig asked if we have looked at other churches – Rev Dana recommended looking at his home church for a sanitized version (St. Mark UMC in Atlanta)

**Action Item:** To come up with a way to get our minutes published. (discussion to be on Realm)

**Responsible Person:** Craig Doxey **Due:** 20 Mar 23, Gov Team Meeting

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**Agenda Item:** Pastor's Report **Presenter:** Rev. Ben Wills

**Discussion:**

* Lenten opportunity – set up for 14 and 25 showed – blessed.
* Well Root – all items taken from the tree.
* Easter Eggstravaganza – all eggs taken.
* Need help on the 25th – sign up sheets in back.
* Lewis Day of Service this weekend
  + What are our next steps?
    - Craig said we need to prioritize and rank the areas
    - Tom asked did we need a separate meeting to prepare for the first, second, and third things to tackle.
    - Tom would like to see us doing several things at the same time.
* Ben discussed the district hinting at the $65K matching grant that is available and that we need to come up with a plan then communicate that goal.
* David recommended we look closer at some of the areas and get some costs.
* Discussion about task teams/committees to work these.
* Craig wants to pick the team for Online Presence and be the champion for that vision.
* There will be three separate teams; Family, Online Presence, and Curb Appeal.
* Discussion about who we provide feedback to the congregation – task teams report back to GOV Team – then GOV Team communicates to the congregation.
* Craig encouraged GOV Team to talk it up.
* Tom asked for a champion for the Family task team.
* The three team leads will get direction from the champion then come back to GOV Team with plans.
* When are we envisioning this – we need to come up with milestones or timeline for various decision points.
* \*\*During the December meeting we approved getting a quote for the AV – Emily has reached out the Bob Williams for a quote for the sanctuary.

\*\*The Youth Director Housing was a carry over from December that we did not discuss\*\*

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| **Action Items** | **Person Responsible** | **Due Date** |
| AV Quote | ?Emily? – we need a GOV Team Rep | NEED |
| Form Task Team for three Vision areas | Craig – Online Presence  Anita – Curb Appeal  Tom – Family | Feb 27, 2023 |
| Youth Director Housing | Cindy | Jan 31, 2023 |

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# Pastor Ben closed in prayer.

**Next meeting: February 27, 2023 6:30pm**