

Leadership Team Minutes
January 16, 2018

Attendance: Sue Irwin, Carol Chandler, Dave Speicher, Jen Rychlik, Chris Runyan, Bill DeLong, Josiah Robinson, Carrie Bremer, Andy Zweizig, Ellen Traucht, Don Bailey, Dick McConnell, Kathy Rohrs, and Kelli Fink. Absent: Pastor Aaron Brown.

The meeting started with introductions and the welcoming of new members from the Class of 2020 along with glory sightings shared by all.

Kathy suggested that the team review their covenant. Several members of the team read it aloud. Comments and suggestions were made on improvements and modifications. Kathy will incorporate the suggestions made and will introduce a modified covenant at the next meeting in February.

Jen Rychlik, 2018 LT Chair, called the meeting to order. Jen reinforced the communication portion of the agenda to emphasize the team's goal of better communication to the congregation on the actions taken by the leadership team.

Three sets of minutes were presented for approval. The December minutes were reviewed and Josiah made a motion to accept as written. Don seconded, all approved. Jen made a note to follow-up with Pastor Aaron regarding the last paragraph of the minutes, asking for clarification from District Superintendent Linda Middleburg about the authority of the LT and the motion passed at church conference. Dave also made a suggestion to put the annual meeting of the ministries team, leadership team, and staff on the calendar for the first Saturday in January so members asked to participate are given plenty of notice to attend. The January 6th minutes were reviewed. Sue asked to remove the word "bylaws" in the 4th paragraph. Sue made a motion to approve as amended, Chris seconded. Motion passed. The team asked that the discussion of annual breakthrough goals begin sooner in the year in order to submit to the conference prior to the end of the year. The January 7th minutes were presented for approval. Several changes were recommended. Sue made a motion to accept the minutes as amended, Carrie seconded. Motion passed by all. The team took a moment to discuss the detail of Matt's move to Marysville and the help provided by members of the congregation.

The December financial report was presented by Dave with additional comments on the 2017 year-end results. Dave gave an overview of the presentation of apportionments placed in escrow as approved by the motion made at church conference. Chris made a motion to approve the financial report and Josiah seconded. Approval was unanimous. Kathy asked that advance communication of budget spending be given to teams around the end of the third quarter (September). Kelli commented that at any time during the year teams can request spending statuses to help monitor expenditures against the budget.

The nominations agenda was presented. Kelli explained the need for one leadership team member to be a part of the UMM/WIM Scholarship committee. Ellen graciously volunteered for the position. Dave asked about the ministry student scholarship that exists and the criteria for requesting funds. Andy, as a member of Ad Council back when the scholarship was established, offered information as to its' history. It was decided that a small task team should be formed by members of the current LT to review and revisit all current funds related to both scholarships and endowments to gain a better understanding of the criteria for each. This will be placed on the agenda for the February meeting. Kathy then asked the team to bring to the next meeting recommendations of 2 or 3 members of the church to represent

FUMC at the annual conference the first week of June, 2018. Kathy volunteered to place a notice calling for volunteers in the bulletin and Messenger and also suggested a church-wide email be sent. She will write and submit for posting.

Jen then presented the personnel agenda and the assigned selection team's recommendation to hire Lisa Hughes as the new Children's Ministry Coordinator. Josiah, as a member of the selection committee, offered information related to her interview and her experience. He then made a motion to hire Lisa as the new Children's Ministry Coordinator at an annual salary of \$15,000 per year starting on January 21, 2018. Carol seconded the motion. Kelli offered that since Lisa is coming with a current position as a teacher at Trinity that she will start on an hourly basis at \$19.23 per hour initially until late May when her position at Trinity ends. She will then be placed on an annual salary at the required 15 hours a week starting May 20, 2018. During her time as an hourly employee she will complete and submit timesheets to her supervisor, Peggy, who will approve and submit for processing with the regular semi-annual payroll cycle. There was no further discussion, motion passed unanimously. Jen then presented Mark Confer as the candidate recommended for the Website/Social Media Coordinator. The job description was reviewed with emphasis that he would be a member of the communications team when established. Carrie made a motion to hire Mark as the Website/Social Media Coordinator position at 5 hours per week with an annual salary of \$7,000 plus an \$850 per year reimbursement account retroactive to January 1, 2018. Don seconded the motion, motion passed. Jen then mentioned that the team take their time to review all office staff job descriptions as emailed to each to become familiar with them for future staff discussions.

The 2018 budget was then presented by Dave for review and comments. A few line item questions were asked. It was also suggested to make sure the job titles in the SPRC budget matched the job descriptions. Kelli will update. Chris made a motion to approve the 2018 operating budget of \$1,148,527. Andy seconded the motion, motion was unanimously approved. A question was then raised regarding the overall support for the mobile ministry. Kathy offered that the West Ohio Conference rescinded their \$15,000 grant award for the mobile ministry project based on the church conference decision to withhold the payment of apportionments. After further discussions, there was general agreement among the LT that the Ministries Team should continue to investigate the feasibility of this ministry and to pursue alternate financing. Kathy will make a note to contact Trudy Wilkerson, lead member of the mobile ministries team, to make her aware of the withdrawn grant. Chris will draft a memo to be sent as a church-wide email communicating the details and the LT's support moving forward.

Jen then asked Bill DeLong to give an update on the building management team's agenda. Bill discussed the FMT's decision to place church security in the hands of the LT. Bill reminded that the LT, during the January 6 meeting, placed a priority of both building and worship security as a 2018 goal. Kelli offered that the FMT voted to proceed with changing the outside perimeter locks and to secure the kitchen. The LT asked the FMT to postpone changing the perimeter locks until they had an opportunity to revisit the FMT's security options presented at a previous meeting. The FMT will proceed with securing the kitchen area. Kelli was asked to communicate the locking of the BFLC and kitchen to the congregation.

Kathy discussed the ministries team report that was presented at the January 6 leadership retreat and will send their 2018 goals by email to each LT member.

The members of the governance policy task team asked for each LT member to review the documents given to them and prepare to discuss them as a first item on the agenda for the February meeting. Carrie asked the team to focus on the accountability principals as this was a first draft and needed to be discussed.

Jen then emphasized the importance of the four 2018 goals established at the January leadership retreat (complete governance policy, form both a worship assessment and communications team, and make decisions on building security). Church breakthrough goals were also mentioned and the team decided it would be best to wait for Pastor Aaron's return to discuss. The meeting ended with a review of what, how, and who will communicate agenda items to the church family.

SUMMARY

What:

- Annual conference members
- Hiring of Lisa Hughes – Children's Ministry Coordinator
- Hiring of Website/Social Media Coordinator
- Mobile ministry grant and on-going support
- Locking of the kitchen and BFLC when not in use
- 2018 budget approval & summary of escrowed apportionments; budget available upon request

How/Who:

- Kathy to submit for bulletin and messenger
- Kelli will contact Peggy as Lisa's supervisor and ask how she would her hiring communicated
- Kelli will let Mark know position was approved and will communicate through bulletin and Messenger
- Kathy will contact Trudy about the withdraw of the grant and Chris will write a church wide email communicating the LT's support of the ministry moving forward
- Kelli will place a message in the bulletin and the messenger about the locking of the kitchen and BFLC
- The approved 2018 budget will be posted in the bulletin and Messenger with a note about escrowed apportionments and that copies are available upon request to Kelli

Respectively submitted,
Kelli Fink