

Leadership Team Minutes
March 20, 2018

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

Absent: Kelli Fink and Sue Irwin.

Chair: Jen Rychlik

Vice-Chair: Dick McConnell

The meeting started with the church prayer and a light meal.

Pastor Aaron led the learning portion of the meeting based on Jim Cymbala's video teaching, *Spirit Rising*. We continued with prayer and communion. As we led into the business portion of our meeting, we shared glory sightings.

Jen called the meeting to order and asked for the review of the minutes. Carol made an editorial correction to note that Andy Zweizig, Carrie Bremer, and Sue Irwin form our task team for by-laws, not Carol. Don made a motion to approve the minutes, and Josiah seconded. It was passed.

An updated copy of our Guiding Principles was passed out, and Andy led us in a discussion through them. We discussed the Accountability Principles, which is the final piece for us to consider individually. We will send questions to Andy through the next month, and hope to approve the entirety of the document at our next meeting.

Dave gave us an update on the financial reports:

1. Operating funds balance at 2/28/18 was healthy at \$168,451
2. FMT has a very strong balance of \$337,520
 - a. \$100,000 Clergy Housing Allowance was moved into a CD to earn a higher interest rate
3. A new savings account was set up to hold the undisbursed District and Conference apportionments as directed by the motion passed by the church conference in November
4. The earnings from the Missions Endowment was disbursed in March
 - a. \$900 to the Emergency Assistance Program at the Hope Center
 - b. \$900 to Embark Prison Ministries
 - i. Chris Money has already expressed how appreciative she is of this
5. Kelli and I met with Tom McCarthy to discuss alternatives for what is now invested with Vanguard. We have a follow-up meeting with Tom later this week. For any investments we move to Tom's care, he will only charge us for his costs.
6. We are still monitoring our total cash assets and will spread them over enough institutions to make sure everything is covered by FDIC insurance.
7. Hard to compare income at this point in year because tax law changes prompted many to prepay 2018 pledges.
 - a. Prepayment was \$59,310.
 - b. Usually prepayments are in the \$5,000 to \$10,000 range
8. Income through end of February (8 weeks) was \$216,467.
9. Income through 10 weeks was \$258,660
 - a. \$38,000 ahead of where we need to be, but dropping every week

10. Total operating expenses through 2 months have been \$183,863
 - a. 16.0% of budget
 - b. We are 16.67% through the year
11. \$0.00 of Missions budget spent by 2/28/18
 - a. Got on-track year-to-date in March
 - b. If on track in February, total operating expenses would be at 16.9% of total overall budget
12. When backing out Missions, Ministries team has spent 18.67% of their budget
 - a. Over budget by \$1,470
13. Trustees (FMT) are over budget by \$10,000
14. SPRC is under budget \$8,300
 - a. Timing issues with taxes, expense accounts, etc.
15. Apportionments are under budget \$1,631 due to designated gifts
16. Net positive cash flow through 1st 2 months (including prepayments) was \$32,604

The Mission Endowment earnings have been distributed, and Kelli and Dave are working with Tom McCarthy for the management of our Vanguard endowment funds in the future. After conversation around bank signatures on our accounts, Carrie Bremer made a motion that the vice-chair of the Leadership Team and the chair of the Leadership Team, in addition to the Business Administrator, be signatories for the banks where we hold accounts. For 2018, these individuals would be Jen Rychlik, Dick McConnell, and Kelli Fink. The motion was seconded by Dave Speicher, and passed. The financial reports were approved as presented.

For our nominations agenda, Jen gave an update on the Worship Security Team and will make more progress on forming this team in the next month. Pastor Aaron asked the LT to suggest names of individuals to serve on the Worship Assessment Team. The Leadership Team suggested a process that involves an application, and also asking individuals to apply. Some suggested names to encourage included: Mike Truskoski, Nathan Young, Clay Bauserman, Amanda Williams, Le Herron, Mike and Marilyn Connors, Lacey and Elliott Rogers.

In discussion of the Communications Team, we will discuss names to serve on this team at next month's meeting when Kelli is able to share more about this team.

The personnel agenda included an update on our insurance for lay employees. In addition, it was reported that Ed Rainey has come back on staff as the assistant custodian, replacing Arsenne Pierre. A discussion was held around Pastor Peggy's ordination at Annual Conference this June. The actual service is likely to be held on June 5 at Lakeside. Carrie Bremer volunteered to plan a reception for Pastor Peggy on June 10.

Bill DeLong gave an update on the Facilities Maintenance Team. The painting project has continued, and building security is continuing to be updated. An architect is going to be working with a task team to make suggestions based on the needs of the church in coming months, with a deliverable proposal.

Kathy presented the ministries team report. The mobile ministry project is seeking to build a team before moving forward on the purchase of the vehicle. They will continue to prayerfully pursue the options before them. The MT is also beginning a ministry review process that will involve facilitators

who work with every ministry in the church to ask questions and understand how God is working in their ministry. In addition, the Connect, Equip, and Send Team are now underway, and we hope they are fully operating by the end of the year. A report was shared from the Equip team with updates on new group formation and goals for the year. We will continue to monitor these goals throughout the year.

Pastor Aaron led us through a discussion of the conference breakthrough goals, as seen below:

- Average Weekly Attendance: 425
- Average of those attending at least once a month: 600
- Professions of Faith: 35
- Baptisms: 15
- Average # of small groups weekly: 35
- Average # of attendees in small groups: 300
- Percentage of weekly worship attendees in small groups: 50 (*Based on once a month attendees*)
- Average # of members in mission / outreach each week: 75

Chris made motion to adopt conference breakthrough goals and Carol seconded it. It was passed.

We discussed a number of individuals to bless in the coming months for volunteer appreciation. Jen will send out the cards from February and March, and we will begin to sign cards as a team at the April meeting.

Carrie Bremer moved to adjourn the meeting, and everyone seconded it.

SUMMARY

What:

- Guiding Principles
- Bank Signatures
- Insurance
- Worship Assessment Team
- Worship security
- Pastor Peggy's Ordination

How/Who:

- All will review before our next meeting, with hopes of voting at April meeting
- Kelli will add designated people as bank signatures.
- Kelli will communicate insurance changes to affected staff
- Aaron will create an application, and all will "nudge" people to apply
- Jen will reach out to individuals mentioned to form a task team
- Carrie will work to form a team for Pastor Peggy's ordination celebration

Respectively submitted,

Kelli Fink