

**- FINAL -**

**ADMIN TEAM MEETING**

**November 12, 2024 - Tues. 3:00 MST**

**Attendance:** Doug Syme (moderator), Linda Sielken(moderator elect), Kathy Babcock, Amy Dillemoth, Dennis St. John, Leslie Di Grassi, and Richard Himbury, and Rick Irvin via Zoom Guest: Judy Bischoff

**Called meeting to Order:** Doug Syme called the meeting to order

**Opening Prayer:** Randy led us in an opening prayer

**Reports: EWI- Judy Bischoff**

- New visitor brochure created with help from Margaret will be at kiosk
- Barb Hunsinger will email Sunday visitors who have signed up at the kiosk, and send note to new members welcoming them to Good Shepherd Family
- Carrie Scheufler will continue to recruit ushers and worship leaders for first service and Janet Carter will do same for second service
- Sign-up sheets for coffee hour and the above duties will continue to be posted on the wall in the entry hall
- Hope to have meeting the first week of December - the committee will need new members when nominations come up

**MSJ- Linda Sielken**

- The previously named, “Alternative Gift Fair” will now be called, “The Mission Fair” and is scheduled for Sun. Nov. 24th between the two services - the three organizations that will be seeking our support are: Probigua, Casa Misericordia, and the Amado Youth Center - signs will be posted as reminders.
- Pam Irvin will be the website representative on this committee

**Approval of Minutes:** Approved as distributed

**Treasurer's Report: Rick Irvin**

- Total Income for Oct. was \$25,001 and Total Expenses were \$34,833 for Net of (\$9,832). YTD we are tracking well to our Budget
- The Undesignated Cash was \$148,912 as of Oct. 31, 2024 which includes \$26,003 in Undesignated Memorials and \$73,533 reserved for Long Term Maintenance.
- Based on historical patterns, we are hopeful for a strong final 2 months

**Finance Team Report: Richard Himbury**

- Income is close to even with last year
- A CD matures 12/4 at Cornerstone, and the finance team authorized the treasurer to reinvest \$50K to another 12 mos. CD at 3.75%, with the balance to be put in a savings account at Cornerstone or into a 5 mos. CD at 4% which was approved by the finance team

**Facilities Report: Dennis St. John**

- Doug Syme chatted with Republic (garbage) to have two lockable trash and recycling containers delivered to replace our old units
- A fire department inspection mid-Sept. Suggested the installation of a new "Emergency Lock Box"; installed on Oct. 17
- Scouts are in need of add'l storage space. Various solutions were discussed, but no decisions were finalized
- The FRC requested to have carpets cleaned and Amy suggested considering cleaning all the church carpets as it has been over a year since it's been done

**Scouting Report: Dennis St. John**

- G-Troop 24/7 and 365 jointly cleaned La Canada Rd. on Oct. 12th
- Troop 24/7 will prepare and serve the Dec. 15th Coffee Hour
- Cub Pack 300 sends thanks to church for supporting the very successful popcorn sale between services on Oct. 27
- Troop 301 is moving ahead with plans for its farewell celebration on Sat., Dec. 28th. Randy was asked to lead in prayer but he will be away.

- Troop 365 would like to repair/replace the basketball net and add lines to the parking lot, which was approved by the Admin. Team

### **Personal Report: Kathy Babcock**

- Finished all but one of the performance evaluations by the end of Oct.
- Treasure Lawrence was hired as the Director of Faith Formation
- The anti-harassment policy was approved by the Admin. Team

### **Old Business/Website - Leslie DiGrassi**

- After much discussion about how content on the website should be overseen, Rick Irvin, Amy Dillemath, Linda Sielken, Randy Mayer, Kathy Babcock and Leslie DiGrassi volunteered to meet on a regular basis to oversee the content and format of the website
- Leslie is still encouraging everyone to get her current info. in a timely manner

### **Other Old Business-**

- The Shalom community appreciated Good Shepherd's presence at their anniversary celebration and were recognized for their sponsorship

### **Staff Reports - Amy Dillemath**

- The financial review is nearing completion
- We survived the election, however one key is missing

### **Pastor's' Reports - Randy Meyer**

- Lots of media attention prior to election
- 50 people registered for The Common Ground on the Border
- Clergy retreat for one day
- Doing boundaries training and taking Spanish classes
- Doing staff evaluations
- Pastoral care work
- Will have the Taize service on Facebook
- Going to Probigua in late march

**-ellie hutchison**

- Will submit info about UCC Safety Seminar to website
- Will submit pictures of Pride Prom to website in cooperation with Margaret
- Thinking about group for “What happens next?” (after election)
- Doing pastoral care
- Planning group to meet on how to care for the caregiver
- Book study going really well- considering “Liberation Theology”, one of Gustavo’s books, Out of the Depths as next book, or possibly Ottavio Butlev’s, Parable of the Sower
- Considering a ministry fair involving the women in prison, perhaps card/crochet exchange with migrants
- Climate action group in Tucson would love to meet with our environmental team

**Next Administrative Meeting: Tues., Dec. 10, 2024 - 3:00 MST**

**Closing Prayer - ellie led us in the closing prayer**