

Admin Team Minutes, August 10, 2023, 3:00 p.m.

Attendance: All members were present: Kathy Babcock, Dennis St. John, Rick Irvin, Richard Himbury, Doug Syme, SuEllen Shaw, Randy Mayer, Rebecca McElfresh

1. Rebecca McElfresh offered the opening prayer.
2. Mike Nagle gave a report of the activities of the Mission, Service and Justice Team. Members are Rhea Scott, Patti and Tom Ballowe, Jean Ferguson, Linda Sielken, David and Jane Grondin, Pam Irvin, Mary Olney-Loyd, Sue Palfrey, Patricia and John Stocker, Mike and Margie Nagle. Activities this past year included special offerings, a sock and shoe drive for LaCasa, a visit to LaCasa, preparation of 450 food packets for the Samaritans and Café Justo. The Team has many other activities for the coming year planned and invites the congregation to get involved. Rick and Pam Irvin, who handle Café Justo coffee sales recently forwarded a check for \$1500 to the Café Justo growers, excess proceeds from the coffee sales of recent years. The Admin Team thanked Mike and the Mission Team for their dedication and service.
3. Rebecca made the announcement of her pending retirement the end of December. Team members expressed their sympathy, regret, and thanks to her for her inspirational service and care the last five years.
4. Richard Himbury and Dennis St. John moved and seconded that the minutes of the June meeting be approved. The motion passed.
5. Rick Irvin gave the Treasurer's Report: Total Income for July was \$38,297 and Total Expenses were \$27,387 for Net of \$10,909. YTD Total Income was \$307,563 and Total Expenses were \$252,943 for Net Income of \$54,620. The undesignated cash position of the Church as of July 31, 2023 was \$232,981. This total of \$239,025 includes \$24,322 in Undesignated Memorials and \$67,489 reserved

for Long Term Maintenance. Our undesignated cash at July 31, 2022 was \$185,845. We have approved projects for the sound system and new furniture for \$33,000 that will be happening soon.

6. Finance Team's Report: Richard Himbury thanked the volunteer tellers for the church services, saying they were doing a good job. The Team is reviewing recent improvements in the church facility at our insurance company's request to make sure value and premiums are assessed correctly. The Team, via Rick Irvin, is also reviewing other bank alternatives, comparing interest rates, charges, etc.
7. Facilities Report: Dennis St. John noted preparation for the United Way renting Classrooms 1 & 2 involves baby changing tables, lock changes, a concrete sidewalk addition and sorting and cleaning. He said tests for HVAC systems, and backflow preventers were conducted. Most light bulbs are now LED thanks to John Kerfoot and Rahn Kenebrew. The new sound system is installed; the team is awaiting a camera and some additional light fixtures for the sanctuary.
8. Old Business:
 - A. Kathy Babcock gave updates on Taize coordination, the rotation of program team reports, and Tihan support. Clare Renoux has accepted the leadership of Taize for one year. It will meet on Thursday rather than Wednesday evenings with the okay of Mengda Jiang, who will be the cantor. The schedule for various church program team reports to the Admin Team is in place, complying with our Bylaws. To continue with our support of Tihan, we need volunteers to attend the meeting and go to the Poz Café, Oct. 19.
 - B. Admin Team reviewed the draft of the Building Use Policy, Guidelines, and Fee Structure. Randy moved that a fee for people staying in the building overnight be added, including

individual and group rates. Rick Irvin moved to approve the addendum and Doug Syme seconded the motion. The motion passed with thanks to the EW Team for drafting the policy.

- C. Amy Dillemoth and Leslie DeGrassi will jointly handle the newsletter, website and pictorial directory.
- D. The Personnel Committee is refining the Youth Director and Faith Formation position.
- E. Signing of the MOU for the SFB-CRC/United Way building use was tabled for more information.
- F. There was a review of the safety protocols in place during church services and other events, with an emphasis on continuing and improving adherence to those protocols.

9. New Business:

A. Dennis presented the draft of a job description for a Community Engagement Coordinator. He moved “To establish a temporary position of Community Engagement Coordinator commencing in the fall of 2023 at the suggested salary of \$20 per hour for an estimated 16 hours per week. Final salary and duration to be determined at the discretion of the Senior Pastor and the Personnel Co. Permanent approval of the position is required at the annual 2024 congregational meeting.” After some discussion and modification of the job description, the motion passed.

B. Admin Team discussed the current fund-raising project for L. Maldonado , establishing that such future projects must be approved by the Ad Team. The Team also noted that a mentorship will be established for her in her adjustment to college. A trustee will disperse the funds raised, preferably paying bills directly to the University.

10. Pastor’s Reports:

- A. Randy Mayer enjoyed his vacation in Montana. He will pick up the new Samaritan vehicle August 11. He has been invited to a Waldensian Conference in Italy Sept. 22-Oct. 4. The Waldensians will pay his way. He asked for approval from the team to use his sabbatical funds to take Norma to the conference as well. (Approval was granted.) The coffee house schedule is shaping up. He also noted the sound system completion is nearly done, including hearing impaired improvements. However, the storm August 9 fried the modum and phone system in his office.
- B. Rebecca reported that there is one more meeting of the grief group's study of Molly Baskette's book. Outcomes of the session have been very positive in terms of people's support of one another. Rebecca has continued her communication with and support of the local LGBTQ group.

The meeting adjourned at 5:00 p.m.

The next meeting will be Sept. 13, 2023 at 3:00 p.m.

Randy offered the closing prayer

Respectfully submitted,

SuEllen Shaw, Secretary

G. Old Business:

Taize update

Rotation of Program teams. See revised handout.

TIHAN update

Boy Scouts update

Newsletter/Website/Pictorial Directory

Personnel Meeting: Youth Director Position

SFB-CRC/United Way building use

H. New Business

SOAR Update: Community Engagement Coordinator

Fundraising process and precedent set

Church lot development

I. Pastors' reports

Randy Mayer:

Rebecca McElfresh:

J. Next meeting: Sept. 13, 2023, 3:00 p.m.

K. Closing Prayer