

ADMIN TEAM MEETING 9/24

Sept. 10, 2024 - Tuesday 3:00 MST

Attendance: Doug Syme(moderator), Linda Sielken, Margaret Kofron, Kathy Babcock, Dennis St. John, Carrie DiProspero(secretary), and ellie hutchison and Richard Himbury via Zoom. Sr. Pastor Randy Mayer and Amy Diilemuth were unable to attend

Reports:

SFB-CRC Report- emailed from Penny Pestle

- Food bank visitors are up 11% over last year
- IT Support Certificate program produced two successes
- Welding program has three students in pilot program
- FRC has delivered over 200 activities/classes since last October and has served over 200 families with children aged 0-5
- Awarded two grants: one from Tohono O'odham Nation for a welding trailer and a second from United Health Care of \$90K over two years for food deliveries, and prescription food boxes
- Marana is doing well- plan to purchase the buildings at a modest cost, and our Marana partners are gearing up tp raise that money

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

Opening Prayer: Margaret led us in the opening prayer

Approval of Minutes: Last month's minutes of Aug. 6 were approved without comment

Treasurer's Report: Rick Irvin

- Total income for August was \$22,014. YTD we track well compared to our budget
- Undesignated cash position as of 8/31/2024 was \$174,604, down from last year, but still very strong
- Refinishing the floor of the Redman Room was completed, and at this time no major capital expenditures are planned
- Total cost for lightning strike has been just over \$4K and was charged to repairs and maintenance

Finance Team Report: Richard Himbury

- Two new vehicles were purchased with insurance

Facilities Report: Dennis St. John

- Mostly routine maintenance
- Minor maintenance for irrigation leaks and 2 malfunctioning HVAC units needed minor repairs on August 27th.
- Two lock repairs (made emergency keys for Classrooms 1 and 2
- Time clocks need to be reset for lights
- Pressure to get kiln fired up - need to have plug by bathroom
- Pros and cons of surge protectors and lightning rods were discussed
- 'Facilities' files were reorganized and a new contact sheet was inserted for future reference

Scouting Report: Dennis St. John

- Our trailers were well-used throughout the summer on a variety of camping trips
- Cub pack 300 would like to put out a collection bucket for soda pop tabs to support Ronald McDonald House as a service project and that was approved- they had a recruiting meeting in August at which 14 new families signed up
- Girl troop 24/7 added two new girls to their roster
- Troop 301's final ceremony will be Sat., Dec. 28th - all 50 'boys' receiving their eagle badge over the last 20 years will be invited to attend
- Troop 24/7 will have a bake sale in the Redman Room Dec. 15th
- Troop 365 will hold a car wash in the parking lot Nov. 23rd

- Troop 24/7 and 365 will jointly clean up La Canada Rd Oct. 12th
- The library will be used occasionally on Saturdays for bible study
- Scout Sunday scheduled for Feb. 9, 2025

Old Business

- No report from Leslie DeGrassi about website
- Discussion about where the info. should be coming from and who will get it to the website

New Business

- **Tihan Liaison** - could the person who fills Margaret's position take on this responsibility as it falls under the job description of "Community Engagement"
- A lively discussion took place regarding invoicing Thomas Dillemath's time for his AV work during special scouting gatherings. It was ultimately decided that Dennis would provide the Admin. Team with the contract that has been executed with the scouts and we will proceed from there

Personnel Committee Report: Kathy Babcock

- Five job descriptions have been updated
- Jill Bachman was added to their team
- A revised self-evaluation will be distributed to staff by the end of Sept.
- Staff evaluation will be completed by the end of Oct.
- Each staff has an advocate/buddy from the personnel committee
- Began editing the employee handbook
- Margaret and ellie each had evaluations
- Working on a protocol for AV (sound system) worker (at this time, Thomas)

Staff Reports

Amy Dillemath: (emailed report)

- Maintained usual level of productivity while finishing up tasks resulting from the July 31st lightning strike (ordering supplies for Larry, meeting with Mike from PC Solutions to ensure campus wide internet)
- Meeting with Kathy Babcock, her personnel team buddy, and expressed appreciation for this new role, and for how well Kathy implements it

- Ordered candles and for Advent Wreath
- Planned for her vacation and Margaret filling in for some of the days

Margaret Kofron

- Helping organize and prep Common Ground on the Hill with Randy
- Organizing and planning Pride Prom with ellie
- Taking groceries to La Casa de la Misericordia
- Helping EWI team with New Member's Brochure
- Attended MSJ meeting
- Preparing year's reflection letter for Personnel Team
- Taking on Amy's responsibilities while she was on vacation
- Preparing sermon for Sept. 15
- Working on a partnership with Patrons of Arts/Hilltop Gallery

Pastor's' Reports

- Randy Meyer

1. Finally purchased 2024 Toyota 4Runner for the Samaritans
2. Have good Planning Committee working on Common Ground on the Border- written up and ready to put on Website
3. Working on Javarita Coffeehouse Schedule and write up
4. Have all Worship Themes planned out through Jan. so Altar and Music teams can make their plans
5. Appreciated being given an award although unable to be there in person to receive it
6. Been working with media folks. Taking a Canadian group out Sept. 19th - on Oct. 9, CBS Sunday Morning News-National
7. Working with Personnel Committee on upcoming evaluations, and interviewing a potential candidate to fill Margaret's position
8. Visiting and calling on folks in congregation as needed

- ellie hutchison (via Zoom, she was in DC to represent the National Setting in the Apache Stronghold demonstration at SCOTUS)

1. Working on Pride Prom- reached out to Senior Pride Tucson and Tucson's Gay Chamber of Commerce for collaboration or

sponsorship-will be held Oct. 13th from 2-4 pm in courtyard of our church- hoping to “dedicate” a new Open and Affirming flag that day too- need light refreshments, decorations, and DJ

2. Taize will continue- Ted Virts met with Clare and he will be the new contact person for Taize
3. Met with Liz and they will be offering a Meaning & Hope (caring for the caregiver) hybrid 10-wk series starting Mon., Jan. 13, 2025 from 3-4:30pm
4. Averaging 2-3 calls/emails or visits per week to congregation members and offering a listening ear, joining them for a meal or delivering communion
5. Went to border twice with Randy to learn more about this work
6. Attended The Fellowship of Affirming Ministries (TFAM) Leadership Conference and learned about mental health amongst Queer communities, communities of color, and faith leaders/practitioners in addition to building a community in a post Project 2025 world
7. Concluded the series on Revelation earlier than planned, but thankful for the opportunity- perhaps next summer a series on The Book of Acts

Next Administrative Meeting: Tuesday, Oct. 8th, 2025 3:00 MST

Closing Prayer: Margaret offered the closing prayer