

**- FINAL -**

**ADMIN TEAM MEETING**

**December 10, 2024 - Tuesday 3:00 pm MST**

**Attendance:** Doug Syme (moderator), Kathy Babcock, Amy Dillemath, Dennis St. John, Leslie Di Grassi, Richard Himbury, and Rick Irvin- Guests: Hathaway Cornelius and Penny Pestle, and ellie via Zoom

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

**Reports:**

**SFB-CRC: Penny Pestle**

- Donations in Spring and Summer are down, and it's preferable that donations be made at that time because so many donations already come in around the holidays
- Health fair was not well-attended, probably too close to the holidays, but there were 30 providers present
- In need of another board member, preferably from the Admin. Team
- Proposal for tour by congregation of SFB-CRC was approved but will take place later in the year

**Stewardship and Nominations: Hathaway Cornelius**

- Connie Aglione and Hathaway Cornelius met with Randy and vetted some possible nominees for Stewardship within the next month
- This year's Stewardship campaign theme will be the national UCC theme, "Imagine Together" - kick-off Sunday will be Jan. 12th. Celebration Sun. will be Jan. 26th
- Randy will prepare the campaign appeal letter and notes will be prepared for the church website

**Approval of Minutes:** The minutes from November 12th meeting were approved

### **Treasurer's Report: Rick Irvin**

- Total income for Nov. was \$25,016 and Total Expenses were \$31,463 for Net of (\$6,447)
- YTD totals are slightly below last year's but we are tracking well to our Budget because December is historically a strong month

### **Finance Team Report: Richard Himbury**

- Workman's Comp. and insurance on vehicles was renewed
- Insurance on building is due soon and there have been no claims
- A request from Scouts to provide a one-time financial assistance for camping equipment for \$1775 for the 3 troops was passed
- The report on TGS's financial review was accepted unanimously. An implementation team will be appointed by the Finance Chair to address the recommendations and updates cited in the report.

### **Facilities Report: Dennis St. John**

- The Studio's kiln is nearly complete and Judy Nesavich will test it in January
- Carpet cleaning is scheduled for Dec. 20th
- Storage area of the Redman Room will be cleaned out Sat. , Dec. 21st

### **Scouting Report: Dennis St. John**

- Troop 301's farewell celebration is scheduled for Dec. 28th (4-6 pm) - Doug Syme will represent the church in Randy's absence
- At least 4 Eagle Scout projects are progressing through the council approval process
- G-Troop 24/7 will have a bake sale Dec. 15th during Coffee Hour and a fundraiser at Mod Pizza Dec. 10th

### **Old Business: Kathy Babcock**

- Treasure Lawrence has resigned due to health issues - Randy is looking at other prospective candidates for the position
- A motion to approve Christmas gifts for the staff was passed unanimously

### **Staff Reports: Amy Dillemath**

- Busy time in her office, but services are prepped out as far as Jan. 5th
- Focus HR will be managing payroll in the coming year- probably beginning in mid- Feb.
- Amy will handle 1099s and W-2s for 2024

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

- Two deaths in past two weeks: Hank Busey and Tom Correll
- Lots of prep for physical church, swag (ellie) and ornaments high up on tree (Randy)
- A Waldensian might be interested in volunteering for the faith formation position
- The Common Ground on the Border currently has 157 registrants - church groups are coming from all over the U.S. - a press conference will be held

### **-ellie hutchison**

- Setting up visits with the care team
- Will be working on Common Ground on the Border
- Planning a class on Care for the Caregiver in Jan or Feb
- A new book study will start up in Feb or March on, Parable of the Sower by Ottavio Butler
- Dec. 29th and Jan. 5th there will just be one service at 10:00 at which ellie will preside as Randy is away Dec. 26th- Jan. 7th

**Next Administrative Meeting:** January 14, 2025 at 3pm, MST

**Closing Prayer** was offered by ellie