

-FINAL-

ADMIN TEAM MEETING

August 6, 2024

Tuesday 3:00

Attendance.

Linda Sielken (Acting Moderator), Randy Mayer (Sr. Pastor), Ellie Hutchison (Pastor), Margaret Kofron, Amy Dillemoth, Rick Irvin, Kathy Babcock, and Leslie DeGrassi. John Merrill, Richard Himbury and Carrie DiProspero (Secretary) via Zoom. Doug Syme and Dennis St. John were unable to attend.

Called Meeting to Order. Linda Sielken called the meeting to order.

Opening Prayer. Randy provided the opening prayer.

Approval of Minutes. Prior committee minutes of June 11, 2024 were approved without comment.

Mission, Service, and Justice Report. Linda Sielken

- Bags were stuffed for migrants.
- Art supplies were given to Amado Youth Center and we were thanked profusely for them.

Treasurer's Report. Rick Irvin

- Purchased TV monitor that will not be moved around as much.
- No unusual expenses for June or July, \$35K ahead for July
- The undesignated cash position of the church is just under \$200K

Finance Team Report. Richard Himbury

- Volunteer audit team of 4 members will be working on auditing in the next 2-3 mos.
- Scholarship gift of \$500 given to Dominique Hill.
- Approved Samaritans in buying used van for a variety of purposes for \$4500- Samaritans will pay \$3K and \$1500 will come from reserved account
- 4 new tellers were recruited by Linda Sielken

Facilities and Scouts. No report due to Dennis's absence.

Old Business. None to report

New Business.

- John Merrill (representing **The Worship and Music Committee**) recommended these changes to the former (2020) JOB DESCRIPTION of Choir Director:
 1. Change title from Choir Director to Music Director- Traditional Service
 2. Education - DMA instead of PHD. We're not sure why PHD had been used.

3. Eliminated the COVID-19 accommodations
 4. Suggesting the addition of: "Working with the Worship and Music Committee...in two sections; preparing the annual budget and Annual Report and review of major pieces and concerts.
 5. We've added, "and arranges for compensation" to the section, Recruits paid"Staff Singers"
- Recommended changes to last year's CONTRACT are:
 1. Change of job title from Choir Director to Music Director- Traditional Service
 2. Date of update to contract
 3. Mengda was making \$16,680 last year. We're suggesting a 2.5% increase to \$17,100
 4. For purpose of her WORK VISA (a requirement) we've added the sentence, "This is a 20 hour per week, ..."
 - Rick moved to approve changes and it was carried unanimously.
 - Amy recommends any new hire go through the personnel committee.
 - Leslie DeGrassi is reorganizing the homepage of the church's website, and our live-streaming platform. It will soon be on You-Tube, but will be found on the homepage of the website. She is also working on the "Giving" page. Randy would like some mention or symbol of our "Open and Affirming" status on the front page.
 - ellie would like to see closed captioning both on live-streaming and in the sanctuary during services.
 - An electrical event took out the church's router, phone, internet, and sound system. All but the sound system were restored and Larry is working with CPAC (since they have the same system) to determine what was damaged in the sound system. Amy reported a stronger surge protector was installed in hopes of preventing this outage from happening again.
 - Kathy Babcock brought forth the need to coordinate ushers for the second service, and it was suggested that "feelers be put out" to find volunteers.
 - Karen Martin has made cards and would like to sell them during the mission fair.
 - Dennis reports that new flooring in the Redman Room will take place Sept. 14 and 15.

Pastor's Report

- **Margaret Kofron**
 1. Taught our young people about raising money and giving it back to charity. It was very successful.
 2. Her contract is up Oct. 14, but she will stay at least through Oct. 21
- **ellie hutchison**
 1. Visits 3 families/ week (caretaker's group).
 2. Works with Hope and Meaning Institute providing care for those with memory loss.
 3. In Oct. Episcopal Church is having a Pet Blessing Service and ellie would like to make that an ecumenical service.

4. The Environmental Team is scoping out a generator that could provide a cooling station in times of power outages.
 5. A forum on Adult Care will probably be introduced in January.
 6. Working on Welcome Back Fair to reintroduce church members to opportunities to serve, possibly Nov. 7?
 7. Tucson Pride is last weekend in Sept. ellie would like to create a Sr. Pride Prom event perhaps Oct. 13, 2-5 pm?
- **Randy**
 1. Meeting with Damian Figeroa regarding filming of Samaritans.
 2. Temple Shalom's 30th anniversary Nov. 9th. Randy would like to show support by means of a donation between \$500-1000. It was suggested to revisit this at September's meeting in order for Rick to find a source of funding.

Closing Prayer. Randy. Randy provided the closing prayer.

Next meeting: September 10th, Tuesday, 3:00.

Carrie DiProspero, Secretary - Administration Team
Minutes of August 6, 2024 Meeting

- FINAL (9/01/2024)