

Minutes of the General Board Meeting

Monday, July 17th, 2017

6:30 p.m.

In attendance: Amy Jones, Melanie Kelley, Art Littlepage, Chris Fultz, Cort Davisson, Jenn Rhorer, Matt Fultz, Darren Nguyen, Diana Bennett, Eric Eads, Katrina Clingerman, and Shannon Martin. Guests: Jerry Henderson, Shannon Sedgwick, Doug Lofton, and Kevin Martin

Welcome & Question

In his new role as Chair, Matt opened the meeting at 6:40 p.m. He started with a welcome and introductions around the table. This year, he will start each meeting with a question. This month's question: If you are here in a leadership position, why did you agree to serve?

- Matt – Chair -- Joined because Jason was incoming chair. He originally thought we would be closing the doors during his term but is excited to be a part of what is happening now.
- Katrina – Chair of Personnel – She feels it is a good fit for her experience and is excited to take part.
- Darren – Elder. This is his second time as an Elder. He was honored to be asked both times, and enjoys the connection it gives him to the church.
- Kevin – Chair of Horizon Team. He isn't sure if he agreed to be Chair or was tricked, but he is beyond thrilled with what God's doing at SCC. He is excited to be a part of whatever is to come.
- Eric – Chair of Elders. Kevin roped Eric into being an elder. At his first meeting, they talked about him being vice chair. Never being one to shy away from things, Eric saw this as another way to serve and move us forward.
- Shannon M. – At-Large Member – Nina asked her, and she couldn't say no.
- Doug – Non-voting member of the Board. Doug says he was brought on 11 years ago to move the church. He is excited to see that journey fulfilling itself now.
- Chris – Treasurer. Chris is starting his 2nd year of a one year term. He is glad to be back into board membership. With his degree in finance, Chris feels that he can give guidance and direction on putting budgets together as we move forward over the next few years.

- Melanie – Secretary. Serving her second year in this role, Melanie is committed to creating an accurate and thorough record of church business. Finds it an exciting time to be involved in documenting SCC’s activity while in transition.
- Amy -- Chair of Oversight. Oversight was created in the 2008/2009 restructuring of the Board when it went from 45 to 15 members. The administrative programs were divided into different committees. Amy feels strongly about oversight and its role in managing the ministry teams of the church.
- Shannon – Non-voting member of the staff.
- Jenn – At-Large Member. Nina also asked Jenn. She enjoys serving in this way and learning how the church works.
- Diana – Chair of the Diaconate.
- Art Littlepage – At-Large Member. Art is a new member, and this is his first position with the church. He says he’s still trying to figure out what that means.
- Cort – At-Large Member. He agreed to be on the Board because the last few years have been difficult in their household. The one constant has been the church.
- Jerry – At-large member. Jerry just rolled off of three years on Stewardship & Finance. He says his boss, a.k.a. “his wife”, told him “they need you”. So, here he is!

After introductions, Matt led the Board in a prayer to continue the meeting. Each meeting usually begins with an opening reflection. Jason Kixmiller, Administrative Coordinator, was scheduled to give the reflection, but he was called out of town on business so was not able to attend this meeting. Randy Johnson is our new Vice Chair. He was also unable to attend the meeting.

The first order of business each month is to review the Minutes of the last meeting. This month, there are four sets of Minutes as outlined below. Minutes of the May meeting were not approved in June due to lack of a quorum.

1. Minutes of May 15, 2017 Meeting – No changes to be made.
2. Minutes of June 19, 2017 Meeting – No changes to be made.
3. Minutes of Congregational Meeting, June 25, 2017 – No changes to be made.
4. Minutes of Executive Committee Meeting, June 28, 2017 – No changes to be made.

At times, issues will arise that require discussion between the regularly scheduled Board meetings. The by-laws allow for an Executive Committee to meet if calling a full board meeting is not possible. The Executive Committee consists of the Board Chair, Vice Chair, Secretary, Treasurer and Chair of the Elders. It does not happen often, but the full Board approved this session at the June Board meeting. There were two new volunteer positions to be approved which are outlined in the Minutes.

After describing the process, Matt asked for a Motion to approve all four sets of Minutes. A motion to approve was made by Katrina. Chris seconded, and all Minutes were approved.

Review of Finances

1. Chris reported that income is below budget and below our plan. Spending is also below so we are able to pay the bills. We need to look at the budget and understand where we are underspending. Are we underspending on what we planned, or are we overestimating on the front end?
2. On Sunday, July 23, Chris will present a brief financial review to the congregation. The purpose will be to inform that we are falling behind on pledges and to stress the need to continue giving.

Stewardship & Finance

1. The Stewardship Campaign will be starting in late August/September. This year is a bit earlier to allow time to meet deadlines for getting a budget into place before the holidays. Once the various teams submit their numbers, Stewardship & Finance has to create and approve a budget. Two weeks after that, there is a congregational meeting to vote on it. This year's process also needs to consider the plans being made by the Horizon Team. We must present a united message about the future to the congregation.
2. Cort reported that we still need to fill both the General Fund Campaign Chair and Vice Chair. Any suggestions on possible candidates are welcome. We want both positions to be part of the decisions made on the process and the message to the congregation
3. Chris is leader of the Future Budget Team operating within the Horizon team. This team will be looking at a 5 year budget to take us from 2018 through 2023. It is important to have a long-range, consistent plan to keep from duplicating work and to keep the church on track.
4. A team called Special Funds has been created and consists of Curtis Clingerman, Angie Opsahl, Sarah Nguyen and Chris Fultz. There are several restricted and special funds in the budget. There are rules under which they can be used. This team will identify the goal and vision behind each fund and determine which ones are available to help start new ministries or programs and to purchase new equipment. If the funds are not used during this transition, we may never be able to use them. We want to make sure we honor these gifts.

DMF Contribution

Stewardship & Finance approached the Board with a proposal to transfer money from the Legacy Fund draw into other accounts. Specifically, S&F is asking for the following:

1. Move the DMF allocation from the Legacy Fund funds to DMF
2. Move the Board Discretionary from Legacy Fund to General Fund receipts
3. Move the Capital & Debt allocation from Legacy Fund to cell tower receipt fund

These moves are designed to assist in paying bills in those months when Elaine has to hold checks until money is available, and to begin repaying ourselves as planned when the 6-month pre-payment of the DMF contribution was made in February.

Chris made the motion that the Board approves the plan as outlined by Stewardship & Finance. Cort seconded. Hearing no further discussion, the vote was taken and the AYES have it. Motion approved.

Fundraiser

The 2017 budget added Line Item 4021.01 to revenue. This was added after facing a \$5,000 shortfall in 2016. Several churches in the area hold an annual fish fry very successfully. Jason explored options for doing the same, and it became clear that those events take a lot of planning, preparation and people to be profitable. We need to move forward and try to get this item underway. Can we identify someone who will own this project? Issues related to this item:

- Jenn Rhorer reported that Bruce Fudge originally proposed the Strawberry Festival to Food, Fellowship & Fun as a fundraiser. Proceeds would go to all church. This event ended up handled solely an FFF project. When money was counted, FFF paid the bills and Dean Phelps which left about \$300 remaining. Matt will check with Elaine to find out to what account she deposited that money.
- It was recognized that Oversight needs to be involved in any fundraising events in the future. This will ensure that other groups become involved. Amy stated that Oversight is overwhelmingly in favor of helping to support or be a part of any fundraising efforts.

Personnel

The Personnel Committee approved two new positions in June. They are now before the Board for review.

- Minister of Visitation & Worship: Kyrmen Rea-Hedrick
- Parish Nurse: Marcia McKinney

Neither position is compensated. Katrina reported that Personnel were very much in favor of putting these into place. Since Personnel's approval, a slight change was made to one of the job descriptions to identify what types of expenses are eligible for reimbursement.

Part of the new Board Chair's first duties is to appoint new people to Personnel. These appointments require Board approval. Matt has made the following appointments:

- Rick Reisinger (one year, ending 6/30/18)
- Bill Baron (one year, ending 6/30/18)
- Heather Dickerson (three years, ending 6/30/20)
- Angie Opsahl (three years, ending 6/30/20)

The current Committee members include:

- Katrina Clingerman (Chair, 2019)
- Brenda Rohl (At-large, 2019)
- Cort Davisson (Chair of S&F) – S&F Chair is always the 7th member.

Shannon Martin asked for clarification on what the different years mean. Matt explained that Committee members serve staggered terms to maintain continuity. It is difficult to have all leaders roll off of the Committee at the same time.

A Motion was made by Eric to approve the two new positions and the appointments to Personnel. Chris seconded. Hearing no further discussion, a vote was taken, and the AYES have it. Motion Approved.

Horizon Team /Property Voting Procedures

Kevin Martin joined the Board to discuss procedures for the purchase of new property. The relocation process is underway, and, soon, there will be many decisions to be made. Some of them will need to be made quickly. The Horizon Team believes that the process should be in place before there are locations under consideration. Kevin assured the Board that Horizon strives to not overstep their role by making decisions that are not within their power. Clear guidance and rules are needed as we move forward.

To start the discussion, Doug reported that the by-laws do not address our current situation. However, on May 2, 2016, an Addendum to the by-laws was adopted which addresses the handling of events or circumstances deemed to be extraordinary or singular. An "Extraordinary Event" requires 2/3rd vote of the Members of the Congregation. This was the standard set for the sale of the property. After a lengthy discussion, the Board made the following decisions:

1. How many prospective properties does the Board want Property & Acquisition to present for review?
 - a. Horizon should bring 3 well-vetted properties to the Board and include a recommendation for the number 1 choice. It is important that the Board fully understand the criteria used in vetting each property and fully agree with the selection of the top choice.
 - b. The purchase of an existing building for renovation has not been completely ruled out, but everything considered so far has had major obstacles in the way.

2. How many properties should be taken to the congregation for voting?
 - a. The number 1 choice as selected by the Horizon Team and approved by the Board should be taken before the congregation for a vote. It is important that members fully understand the selection process, and how the preferred property meets that process, but only one location should be presented for approval.
 - b. The Horizon Team was put into place to lead our transition. We charged them with bringing properties for consideration. We need to have faith that they will carefully select properties for our future home.

3. What are the rules for voting on a new property?
 - a. The Board felt that purchase of new property should be held to the same high standard required for the sale of the property which called for a 2/3rd vote and the following criteria:
 - i. The person voting is a member in good standing.
 - ii. The person voting has either attended worship one (1) or contributed monetarily one (1) time since January 1, 2016.

4. What other decisions in this process will require approval by the congregation? Will subsequent decisions require the same high standard for voting purposes?
 - a. The Identity Team has already asked about the process for selecting a new name. The Board felt that this was a major decision which would require congregational approval and should be held to the same standard.
 - b. By-laws already call for congregational vote for going into debt or approving a budget so that process is in place.
 - c. The Board questioned whether decisions like selection of the architect, building plans, programming and other things need to go before the congregation.

- d. Eric pointed out that some decisions need to happen quickly. For instance, the selection of the architect has to be completed by the last day of August in order to meet our moving deadline.
- e. Doug suggested that the Board needs to be willing and able to take the leadership on several items. The congregation has trusted this body to lead and do a job. We have to be prepared to make a decision and then figure out how to present it to the membership.
- f. Art Littlepage offered that, in the public arena, agencies will put together proposals and then hold a public comment period with hearings where presentations are made to the public. He sees this as a possible process for some future decisions. This process could be appropriate for decisions the property team reviews and decides. Present the decision in detail to the congregation as a decision that has been made. Give members a time frame in which to speak up and express questions or concerns.
- g. Throughout the entire process, it is important to keep it as transparent as possible. This has been the standard since we first started discussing the sale of the building. It needs to continue to be our highest standard.
- h. The Board felt that, as important as it was to make the decision to sell, we need at least the same restriction on the purchase of property and for each item going forward. If 2/3rd vote was required before, it should be the same standard for anything that goes before the congregation.

5. What are the actual mechanics of the voting process?

- a. In the building sale, each ballot had a name and number on it. Matt would leave the name off of the ballot this time.
- b. If we are limiting the membership of who is allowed to vote, do we need a paper vote?
- c. Will vote and counting be done in front of congregation? It was handled that way for transparency in the building sale.

Based on this discussion, Matt outlined the three activities which will need congregational approval:

- 1. Purchase of property or structure
- 2. Name change
- 3. Capital campaign

Chris made a motion to go forward with this process as outlined. Diana seconded. The vote was taken, and the AYES have it. Motion approved.

DMF Pre-Payment

This agenda item was moved to the August 21 meeting. In February of this year, we made an estimated 5% pre-payment into DMF to cover a 6 month contribution. At that time, we decided to let the 2017-2018 Board decide how to handle any future contributions for 2017. Please be thinking and praying on what our next step should be for DMF.

New Business

Amy Jones reported that, due to Board of Health requirements, Southport will no longer be able to participate in the Ronald McDonald House meals program. RMH has approached Oversight to see what other opportunities might exist for SCC to assist them. Those conversations are ongoing.

As a result of this situation, Oversight asked for approval to keep the \$652 currently in account 6105.01 for use in funding new ministries and activities that come to the committee. If the Board agrees with this request, where should the funds be kept going forward?

1. Move the funds in 6105.01 into the Oversight Discretionary Fund at 8378.01.
2. Re-designate the RMH fund, and 6105.01 would go away at the end of the year.

Cort stated that it is important to deal with this money now because of the way operational and restricted funds are handled. Operational funds disappear at the end of the year. Restricted funds remain until they are spent. In that case, Cort asked if we are setting precedent by moving operational funds into a restricted account. Doug reported that, while it is rarely done, it is not forbidden.

Chris made the motion to move the funds in 6105.01 into the Oversight Discretionary Fund at 8378.01. Jerry seconded, and the vote was taken. The AYES have it. Motion approved.

PROPERTY PURCHASE PROPOSAL:

In May, Chris Fultz approached the Board about purchasing sound equipment and amplifiers stored in a closet in Fellowship Hall. This equipment is no longer used by the church. Chris uses it a few times a year for PMHS robotics team functions. In researching the value of these items, he found that the amplifier is an antique which is no longer available. Chris proposed buying all equipment for \$250.

Amy made a motion to approve Chris' request to purchase the sound equipment. Jenn seconded, and the vote was taken. The AYES have it. Motion approved.

New Business

Doug reported that we are having issues with damage being done to items that will be moving with us to our new location. As a result, the Faith Move Team, headed by Jane Kixmiller, is doing an inventory of all property and belongings. The Team will assess the value and set pricing for items that will be sold. Doug made it clear that the large sculpture in the Gathering Space will be staying with the building. Jane's team has created spreadsheets to cover all items.

Ministry Reports

Elders: Eric reported that we are still in search of a vice chair. The goal is to have someone in place in August.

Diaconate: Diana reported that she is trying to get bread loaves for Communion into the freezer. There wasn't any bread for a couple of weeks in July.

Oversight: Amy reported that the first Oversight meet was 2-1/2 hours. There is a lot of positive work happening with Kevin's team.

Senior Minister: Doug reported that the Disciples of Christ annual yearbook came in which gives the state of the church. Indiana still has 140 DOC congregations. While it seems like SCC is working very hard to survive, we are the 3rd most active congregation in the region.

Children: Shannon reported that Oversight approved sending \$500 to family that our youth worked for on the mission trip. Also, Nick Rhorer attended General Assembly with Shannon this month. The reflection that Nick gave was awesome.

Property: Eric indicated there was nothing new to report

Having no other business, Matt announced that the next meeting will be August 21st at 6:30 p.m. We now have 16 voting members with 10 required to be present for a quorum. Chris volunteered to give the opening reflection. Cort offered a closing prayer, and Matt adjourned the meeting at 8:45 p.m.

Respectfully submitted,

Melanie A. Kelley, Secretary to the Board