

St. John UMC Leadership Board Meeting



Date & Time:	Sunday, February 26, 2023, 12:30 p.m.
Location:	St. John UMC Fellowship Hall

Agenda Details:

- I. Opening (5 mins) – Charles opened the meeting with prayer. He then provided an overview of the meeting agenda, and handouts were distributed. He noted that in the future the handouts would be sent by email to the Leadership Board one week prior to meetings.
- II. Spiritual Formation (7 mins) – Each Board member shared how they had seen God this week.
- III. Leadership Equipping (27 mins) – Board members read through the Guiding Principles from Kay Kotan’s book *Mission: Possible*. The Board began work to determine its own Guiding Principles. Jenny tasked the Board, as well as work teams, with specific principles to work on. There are due dates in March, April, and May for this work.
- IV. Review of New People (3 mins) – Jenny
- V. Goal Review and Accountability (2 mins) – The Worship Committee recently met, and Michael Young agreed to be Chair. No official minutes were taken. Sawyer said they can take care of minutes going forward.
- VI. Packet and Consent Calendar Items (8 mins) – The Board was reminded that going forward these items will be emailed to them by Christina one week prior to meetings. Board members are to review all information prior to meeting. The Board decided that the meeting agenda will be posted to the church website as draft minutes until the finalized minutes are ready, and Christina will be responsible for this. The minutes from the January training are to be reviewed by Board members within 24 hours of today (2/26/23), and any questions are to be emailed to Alison. No email from a Board member shows their acceptance of the minutes.

- VII. Generative and Strategic Work (54 Mins) –
- a. Trustees (25 mins) – Warren reported that there will be an insurance review next week; there will be a parking lot meeting in mid-March with a representative from Wesley Woods; carpeting in the Mead House needs to be addressed; the Facilities Manager gave her notice, and her last day was Friday. Warren has met with Lee about programming the HVAC system. Warren asked for an estimated amount of available money for flooring in the hallways. Discussion and clarification ensued about available money for Trustees. Finance and Trustees see a possible need for a work session on budgeted money, but much of that information was talked through today.
 - b. Finance (22 mins) – Rich distributed the Income/Expense Report for January through February 24. He noted there is a considerable deficit primarily due to expenses in Trustees and SPRC. Rich plans to provide an Income/Expense Report monthly. He also distributed the Financial Comparison 2022 Actual v 2023 Proposed. He shared that the Finance Team is proposing a budget with a \$40,000 deficit saying that the only other option is staff reduction. Stephanie made a motion to approve the budget with the deficit. Sarah seconded the motion. The Board approved the budget with four Board members abstaining. Jenny and Judith are meeting about how to make up the deficit. Tonya asked how the budget will be communicated to the congregation, and Jenny said information can go in the newsletter that the budget was approved and details can be provided through the church office.
 - c. SPRC (7 mins) – Tonya provided a printed committee report from SPRC meetings on February 18 and 25. The report included: 90-day staff check-up meetings will soon be conducted with St. John's Office Manager and Financial Director; there will be a reduction of weekly hours. The Facilities Manager handed in a letter of resignation, and her last day was 2/23/23. Tonya reported that SPRC will be working on a revised Personnel Policies and Procedures Manual with hopes of finishing it by May. Finally, Tonya reported that the church staff is working well together which is a great joy!
- VIII. Communication (1 min) – Charles reviewed some outcomes of today's meeting which included approval of a budget, work on Guiding Principles with homework to teams and due dates ranging from March to May, and solidification of the process for communicating minutes from Leadership Board meetings.
- IX. Next Meeting (2 mins) – The next meeting of the Leadership Board will be on Tuesday, March 28 at 6:30 p.m.
- X. Closing – Jenny closed the group in prayer, and the meeting was adjourned at 2:26 p.m.