



St. John UMC Leadership Board Meeting

Date & Time:	Tuesday, March 28, 2023, 6:30 p.m.
Location:	St. John UMC room 108
Pastors in attendance:	Rev. Jenny Anderson
Leadership Board:	Charles Dixon (Chair), Rich Bias (Finance Committee Chair), Sawyer Branham (Finance Committee & Young Adult Representative), Tonya Currier by Zoom (Staff Parish Relations & Annual Conference Representative), Jim Garvey (Resident Storyteller), Stephanie Quattlebaum (Mission and Ministries Representative), Warren Spooner (Trustees Chair), Sarah Thomas (Trustees), Georgia Vesely (Finance Committee), Alison Wright (Council Secretary), Marie Young (Staff Parish Relations) Absent: Allen Smith (Staff Parish Relations & Lay Leader)
Church members / staff:	Mark and Debby Barron, Beth Dixon

Agenda Details:

- I. Opening (1 min) – Charles opened the meeting. Alison prayed the opening prayer.
- II. Spiritual Formation (16 mins) – Each Board member shared how s/he had seen God this week.
- III. Leadership Equipping (22 mins) – Charles reminded the Board of the Guiding Principles that were to be worked on for this meeting. Warren reported that he and Rich had extensive conversation about spending limits with the following outcome: \$500/month for members of the maintenance team (for example, Richard, Trustees, grounds team, approved groups); \$5,000/event for Trustees Chair; \$1,000/month for Pastor; purchases over \$10,000 require Leadership Board approval; purchases over \$5,000 require multiple bids with preference to local within 10%. Stephanie suggested the requirement of multiple bids for expenses over \$1,000. Jenny noted the difficulty of getting bids and that the church already knows which vendors are likely to work with us. Discussion ensued. The Board approved the suggested spending limits with the understanding that during the April/May Board meetings there will be a discussion of controls (see top of page 265 of *Mission Possible* by Kay Kotan), with a draft of key financial controls submitted for Board review at its May meeting. Charles reminded the Board which Guiding Principles are to be discussed at the April meeting and that the goal is for all Guiding Principles to be voted on in May.

- IV. Review of New People (1 min) – Jenny reported that Dana and Sally Everhart and their two children will be joining.
- V. Goal Review and Accountability (1 min) – Jenny and Christina have been able to get the Leadership Board Meeting minutes on the church website and get reports from committees/teams.
- VI. Packet and Consent Calendar Items (15 mins) – The packet and consent documents were emailed to the Leadership Board members for review one week prior to the meeting. There was a move and a second to accept the minutes from the February meeting. Rich asked about the procedure of the minutes being posted online prior to their approval. Charles reminded the Board that the meeting agenda is posted as draft minutes and then the minutes are voted on for approval at the next meeting. There was also note made that the minutes need to include the names of Board members who abstain from a vote as well as Board members who are absent from meetings. The Board voted to approve the minutes from the February meeting. Marie abstained as she was not in attendance at the February meeting. Following the vote there was also discussion about needing to continue to fine tune communication between the Board and committees/teams.
- VII. Generative and Strategic Work (35 mins) –
 - a. Trustees (25 mins) –
 - i. Warren reported that the Fellowship Hall door is now secure and will need more work to be done by someone other than the person who recently did the work on it.
 - ii. There was lengthy discussion about paying for repairs to the parking lot with ideas including: St. John covering the full cost without contribution from Wesley Woods; individual parking permits for Wesley Woods for income, and St. John paying the full cost; Trustees and Finance asking for money from the Endowment then looking at charging for parking permits for Wesley Woods usage; waiting on Wesley Woods to respond about helping cover the cost of the parking lot repair. After much discussion Stephanie suggested the topic be tabled. Alison motioned to table the topic. Sarah seconded. The Board agreed to table the topic. The deadline for a response from Wesley Woods about contributing money for the parking lot is the next Board meeting.
 - iii. Warren suggested putting in our own LED lighting rather than continuing to rent utility poles as we currently do. He will explore this.
 - iv. Warren reported that the Mead House flooring is finished. He also reported that the Mead House rear entrance door needs repair, and he expects this to be a large expense.
 - v. Warren reported that the groundskeeping needs attention. Sawyer said the young adults are ready to help. A work day was scheduled for April 22.
 - b. SPRC (1 min) – Tonya announced that Richard Wilson has been hired as the Building and Maintenance Manager.
 - c. Finance (9 mins) – Rich reminded the Board of the financial documents that were emailed to them prior to the meeting. The Board did not ask any questions about the documents. Rich noted that those documents included only one set of payroll, and now that there has been an additional pay roll there is a \$25,000 deficit as of today. Rich asked the Board which types of financial reports would be

most helpful to them, and they did not ask for anything different than what Rich sent for this meeting. Rich reported that no apportionments have been paid which would lead to about \$11,000 more in deficit. He noted the need to have more income or cut expenses and asked for the Board to be prayerful and to be very careful about cash management. Finally, Rich said he is working very closely with Mea and to not ask anything of her without Rich unless it is a routine/repeating matter.

- VIII. Communication (13 mins) – Charles reviewed that the Board Meeting agenda will be posted online for draft minutes of the meeting. The meeting minutes will be voted on for approval in April. The April meeting will be on the 23rd at 12:30 p.m. (bring your own food). Marie asked and Charles confirmed that team leaders know to send in reports. He will need to keep in touch with team leaders about what consent items are needed. Rich let the Board know he can provide better financial information for the upcoming meeting if the packet and consent items can be emailed the Monday before the meeting (one day short of one week prior to the meeting). Sarah asked if someone from the Board would meet with Missions for them to be heard as they were dissatisfied and uninformed about the decision to cut mission funding for 2023. Jenny has met with them. Tonya asked when the Board would get an update on meetings between Jenny and Judith about making up the budget deficit. Jenny said that would come through the Finance report. Jenny reminded the Board that the Resident Storyteller (Jim) needs to be used in Board meeting to answer questions and provide information about events in the church's history that could inform the present.
- IX. Next Meeting (0 mins) – This agenda items was covered in the Communication section (above).
- X. Closing – Jenny prayed, and the meeting adjourned at 8:24 p.m.