



St. John UMC Leadership Board Meeting

Date & Time:	Monday, May 22, 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 (Staff Parish Relations & Annual Conference Representative), Jim Garvey (Resident Storyteller), Stephanie Quattlebaum (Mission and Ministries Representative), Allen Smith (Staff Parish Relations & Lay Leader), Warren Spooner (Trustees Chair), Sarah Thomas (Trustees), Alison Wright (Council Secretary), Absent: Georgia Vesely (Finance Committee), Marie Young (Staff Parish Relations)
Church members/staff:	Beth Dixon

Agenda Details:

- I. Opening (1 min) – Charles opened the meeting. Jenny prayed the opening prayer.
- II. Spiritual Formation (15 mins) – Each Board member shared how they had seen God this week.
- III. Leadership Equipping (45 mins) –
 - a. Charles read the “Guiding Principle for Approval of Guiding Principles” that was sent in the consent packet and invited questions and discussion. Rich made a motion to approve the Guiding Principle. Sawyer seconded. The Board voted and passed this unanimously.
 - b. Building Usage Policy – Warren made a motion to accept the Building Usage Policy. Jim seconded. Discussion ensued resulting in:
 - i. An addition needs to be made to the policy showing a four-hour minimum for the security guard. This addition needs to be in two places: page 2 of the policy and the application for use.
 - ii. The dishwasher needs to be added on page 1 of 2 under “Rules for Facility Use” in the “Notes” section so that it reads, “The oven/stove and dishwasher in the St. John kitchen...”
 - iii. Trustees will work on an amendment to the policy that will allow St. John to reserve the right to adjust fees, rooms, etc. in the policy as needed.
 - iv. The Board voted and approved the Building Usage Policy unanimously.

- c. Key Policy – Through discussion the Board determined a needed change in section 10 “Lake Property Keys.” Letter “b” should change to “All members of the church may request gate keys...” instead of “All members of the church may sign out gate keys...” The Board voted and passed the Key Policy unanimously with this change.
 - d. Financial Controls – Rich, on behalf of the Finance Team, asked the Board for approval of the recommended Financial Controls and associated actions as outlined in “statements” and “Closing Comments” contained in the document “St. John UMC Finance Team Recommendations for Financial Controls.” Rich explained that the Financial Controls document will be sent to the District Office. The Board voted and approved the Financial Controls document unanimously.
 - e. Employee Handbook – Tonya, on behalf of SPRC, asked for acceptance of the final revision of the Employee Handbook. Rich asked about sick pay. The Board discussed combining sick days and vacation days into “Paid Time Off” (PTO). Rich made an amendment to the motion from SPRC for acceptance of the Employee Handbook with the understanding that SPRC will look at sick pay with the possibility of combining sick days and vacation days into PTO. Sawyer seconded this. The Board voted and passed the Employee Handbook with the amendment unanimously.
 - f. Guiding Principles – Stephanie motioned to approve the Guiding Principles. Jim seconded. The Board voted and passed the Guiding Principles unanimously.
- IV. Review of New People (4 mins) – Jenny reported that there have not been many new people. Yet, St. John will welcome new people on July 30 at a service of healing for those who do not want to disaffiliate from The United Methodist Church. She reported that 35 out of 80 churches in the SE District will disaffiliate. There will be a called Annual Conference on November 18 to vote on disaffiliation.
- V. Goal Review and Accountability (5 mins) – Jenny reported work on the Mid-Term Goal of actively engaging with the All Saints Collective (ASC). Mark DeYmaz was in Augusta last weekend. There are plans for the fall to invite children from ASC to be part of St. John choirs. ASC will also be invited into the work of DCCM. Jenny noted that there is still work and fleshing out of the relationships between the four entities (St. John, St. Luke, Woodlawn, Wesley Foundation) as they are all unique.
- VI. Packet and Consent Calendar Items (1 min) – The Board considered the remainder of the Consent Packet items (Lake Report and Minutes from April meeting). Stephanie motioned to approve these. Sawyer seconded. The Board voted and passed this unanimously.
- VII. Generative and Strategic Work (21 mins) – This topic was introduced.
- a. Trustees (8 mins) – The Board discussed the “St. John United Methodist Church Parking Lot - Counter Offer draft.” Warren brought a motion from the Trustees committee to continue negotiations with St. John Towers per the Counter Offer document. The Board voted and passed this unanimously.
 - b. SPRC (3 mins) – Tonya spoke with focus on the “Parish” portion of SPRC as she has heard questions about what is going on in the church. She suggested ways to communicate to the church about the Leadership Board and its work. Charles delayed this to the “Communication” section later in the meeting.
 - c. Finance (9 mins) – Rich reported that he and Warren had worked on an Endowment request, and that request was made in the amount of \$88,750. The

remaining funds for this year are \$43,053 from Endowment and \$10,000 from Parsonage. Rich reported that this is the first month of having excess income over expenses, but three months of apportionments have not been paid. A \$50,000 anonymous donation was made to cover the budget deficit, and Rich wants to set up a reserve account. Tonya reminded the Board that the deficit covers a cut budget, and the financial concerns are not over. Jenny has talked with Judith about an updated plan for communicating with the congregation about financial needs.

VIII. Communication (12 mins) –

- a. Charles returned to Tonya's focus on communicating with the church noting that plans are underway with Jenny and Judith's work. Tonya pointed out that there is still a need to communicate about Leadership Board members and work. Jenny said the June News from the Pews will have more information on Board meetings and can also include information on how to find Board information on the St. John website. Rich suggested also including the Board members' names and titles.
- b. Tonya pointed out that the sound equalizer needs replacing.
- c. The next Board meeting will be on June 25 at 12:30 p.m.
- d. Charles reviewed work done at tonight's meeting: Guiding Principles and four policies were approved. Consideration was also given to communicating challenges to give more money to the church and to communicate information from Board meetings.
- e. Charles notified the Board that consent packet items for the June meeting will be due to Christina by 9 a.m. on June 19.

IX. Next Meeting (0 mins) – This topic was covered in the "Communication" section.

X. Closing (1 min) – Warren prayed, and the meeting was adjourned at 8:20 p.m.