



St. John UMC Leadership Board Meeting

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| Date & Time: | Sunday, April 23, 2023, 12:30 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), Allen Smith (Staff Parish Relations & Lay Leader), Warren Spooner (Trustees Chair), Sarah Thomas (Trustees), Georgia Vesely (Finance Committee), Alison Wright (Council Secretary), Marie Young (Staff Parish Relations) Absent: Stephanie Quattlebaum (Mission and Ministries Representative) |
| Church members/staff: | none |

Agenda Details:

- I. Opening (1 min) – The meeting was opened and prayed over.
- II. Spiritual Formation (24 mins) – Each Board member shared how they had seen God this week.
- III. Leadership Equipping (19 mins) – The Guiding Principles to be addressed in the meeting were highlighted.
 - a. Trustees presented a Guiding Principle of a \$500 purchase limit without need to consult the Finance Chair for cash flow verification. After discussion, there was a movement to accept the Guiding Principle as presented by Trustees. It was seconded, and the Board voted and passed this unanimously.
 - b. Building Usage and Key Policy – It was reported that this and plans to have it for the Board next month are being worked on. It was suggested that the Fellowship Hall Usage Policy be used as the Building Usage Policy. The policy will be forwarded to the board for review.
 - c. Financial Controls – Clarification was provided that this was to be discussed at the April/May Board meetings as opposed to the “next” (April) meeting as stated in the March meeting minutes. Members of the board will meet and bring suggested policy controls to the May meeting.
 - d. Personnel Policies – The Board was reminded that a revised draft of the Personnel Policies document was emailed this morning.
 - e. The Board was reminded that we will revisit these topics at the next meeting.

- IV. Review of New People (2 mins) – It was reported that people returned to church today with babies for New Life Sunday. There was also mention of a new member in the choir.
- V. Goal Review and Accountability (4 mins) –
 - a. The Board was reminded of the one-year goal: “Reevaluate and prioritize the ministry and mission opportunities while reaching out to those who are absent from the family.” We need to know who has been noticed as missing and will send an email reminder to the Board soliciting names. We will also talk with others beyond the Board to get names of those who are missing.
 - b. Mission emphasis – It was reported there will be fun experiences for kids on Mondays when school is out during the 2023-2024 school year.
 - c. Clothes Closet – The pastor has met with the leadership of the Clothes Closet to understand the financial needs.
 - d. It was reported that Easter and Holy Week attendance was good considering that it was Masters Week.
- VI. Packet and Consent Calendar Items (13 mins) – Items were reviewed that were emailed in the Consent Packet and noted that the Missions Report and the minutes from the March meeting need to be voted on. Two changes to the March minutes were needed in Section III Leadership Equipping: 1.) add an omitted zero to the \$10,000 amount, and 2.) note that financial controls are to be a discussion topic at the April/May Board meetings rather than the April meeting. The Missions Report used the name “United Methodist Women” which is now “United Women in Faith.” There was a movement to accept the Missions Report and the March meeting minutes with the noted changes which was seconded. The Board voted and passed this unanimously.
- VII. Generative and Strategic Work (73 mins) –
 - a. Trustees (25 mins) –
 - i. Parking lot – It was reported that a counter will be made to the offer from Wesley Woods for parking lot repair. On behalf of the Trustees, the board was asked for permission to move forward with the parking lot repair-- getting financing and completing the lot. This is based on a cost of \$30,00, and a commitment of \$15,000 from Wesley Woods. There was a movement to grant the permission which was seconded. Discussion ensued. There was a question about a warranty on the work. It is thought that it is 15 years, but that estimate will be double checked. It was noted that if \$15,000 comes from Wesley Woods then \$15,000 is to go back to the Endowment and not be banked for Trustees. It was shared that treed areas were intentionally included in hopes of making a parking lot more appealing (less hideous). It was confirmed that the tree areas will remain but noted that the trees need attention. It was said a contract is needed with Wesley Woods, and that any agreement with the Towers related to leasing parking spots, etc. will be brought to the Board. The Board voted on granting permission to Trustees to move forward with the parking lot repair, and the vote passed unanimously.
 - ii. Flooring – It was reported that some carpet cleaning has taken place. The flooring that was put in the Parlor will not work in the hallways. The Trustees have a bid for glue-down flooring in the hallways for around

\$20,000. They asked the Board for a maximum allowed amount and ability to move forward on the hallway flooring (from the Fellowship Hall to the Chapel and from the back entry door on Telfair side to the Sanctuary). There was a movement for the Trustees to get bids and move forward with the flooring at a cost not to exceed \$22,000, which was seconded. The Board voted and passed this unanimously. The Board took a five-minute break.

- b. SPRC (7 mins) – It was announced that Jenny will return as St. John’s Pastor for the coming year. An announcement to the congregation is forthcoming. The Board was reminded of the personnel policies that had been emailed, and it was shared that the name going forward will be the “Employee Handbook.” Discussion on the handbook was tabled until the next meeting.
 - c. Finance (41 mins) –
 - i. The three motions for Board consideration emailed in the consent pack before the meeting were brought before the Board: 1.) Approval for position of Finance Manager (staff) to serve as the “Financial Secretary.” 2.) Approval of the four signatories on accounts with SouthState Bank 3.) Approval to combine the roles of Finance chair and Treasurer. The Board discussed. There was a motion to accept, which was seconded. The Board voted and passed the motions unanimously.
 - ii. It was noted the financial numbers show a \$42,000 deficit at the time of the report. The deficit is around \$30,000 at the end of April due to additional money that was added from prepaid pledges.
 - iii. It was shared that contribution reports were mailed, and they will allow people to see what they have given/pledged. It was expressed the need to either increase income or cut expenses. It was pointed out the need for the congregation to understand the financial situation. Discussion ensued. The outcome is that a meeting will be held about communicating St. John’s financial need and then email the Board to seek the Board’s approval on a direction to move forward.
 - iv. The possibility of earning interest from putting money into investments was brought up. This will not happen currently but possibly in the future.
 - v. There was an offer to set up some conversations about ways to raise funds as part of the United Women of Faith’s work in supporting missions and will move forward with doing so.
- VIII. Communication (4 mins) – The Board was reminded that the agenda for today’s meeting will be posted as draft minutes until the minutes are approved. It also noted that consent items for the next meeting are due by 9 a.m. on Monday, May 15. The Board was informed that we need a delegate for Annual Conference in June. And a suggestion was made. There was a motion to accept the suggestion, which was seconded. The Board voted and passed this unanimously.
- IX. Next Meeting (0 mins) – This was covered in the Communication section of the agenda. The next meeting will be on Monday, May 22 at 6:30 p.m.
- X. Closing – A closing prayer was said, and the meeting adjourned at 2:58 p.m.