



St. John UMC Leadership Board Meeting

Date & Time:	Tuesday, February 20, 2024, 6:30 p.m.
Location:	St. John UMC room 108
Pastors in attendance:	Rev. Jenny Anderson
Leadership Board in attendance:	<p>Charles (Leadership Board Chair & Trustees), Mark (Finance), Rich (Finance—Chair), Greg (Trustees—Chair), Tonya (Staff Parish Relations & Annual Conference Representative), Stephanie (Mission and Ministries Representative), Allen (Staff Parish Relations & Lay Leader), Denise (Staff Parish Relations), Sarah (Trustees—Secretary), Alison (Council Secretary)</p> <p>Absent: Karen (New Member), Georgia (Finance Committee)</p>
Church members/staff:	none

Agenda Details:

- I. Opening (1 min) – The meeting was at 6:33 p.m., with a prayer.
- II. Spiritual Formation (11 mins) – Hebrews 10:22 was read and John Wesley’s Class Meetings were discussed. Each Board member shared in response to the question, “How is it with your soul?” A prayer was said.
- III. Leadership Equipping (3 mins) – A book was shared that will be used for Leadership Equipping this year. *Rethink Communication: A Playbook to Clarify and Communicate Everything in Your Church* by Phil Bowdle was introduced. The Board will start on the book next month with different Board members leading different sections.
- IV. Review of New People (4 mins) – It was shared that Meredith Gregory joined this past Sunday. Other visiting families were mentioned. Additionally, there are visitors from the Aiken area as a result of St. John’s UMC Aiken disaffiliating.
- V. Goal Review and Accountability (2 mins) – It was pointed out the Mission, Vision, and Core Values on the agenda. It was reviewed the notes from the recent Leadership Board Retreat.

- VI. Packet and Consent Calendar Items (3 min) – The Packet and Consent items were introduced. There was a motion for approval of the January meeting minutes, the Guiding Principle on Meeting Scheduling, and the inclusion of the Leadership Board Retreat minutes in the 2024 Leadership Board notebook for the record. It was noted that the January meeting minutes need a change to the page numbering to ensure that it is sequential. The Board voted and unanimously approved the motion.
- VII. Generative and Strategic Work (59 mins)
- a. Trustees (19 mins) –
- i. It was reported that trustees are working through the transition to a new Trustees Chair. The chair has talked with the facilities manager almost daily. It was shared that the plaster work was completed on February 6 and all that has been seen looks good. Painting was begun in the Narthex.
 - ii. The Trustees Report was shared including possible projects for 2024. In the discussion about gardens and landscape needs, it was mentioned that the County Extension Agent might advise at no cost.
 - iii. Some current needs were shared: lights under the breezeway, Fellowship Hall emergency door to the breezeway, a gate/barrier in front of the Clothes Closet/Mead House, and communication with the landlord of the property at our alleyway.
 - iv. There is a bid for repair of the flashing and slate roof about the Sanctuary door.
 - v. It was noted that the date in the Trustees report for the SE District Training should be January 28 rather than January 25.
- b. SPR (15 mins) –
- i. The Board went into Executive Session at 7:16 p.m. to discuss personnel matters. The Board moved out of Executive Session at 7:20 p.m.
 - ii. The board reviewed recommended changes to bullets 7 and 8 of the Guiding Principles as printed in the SPR Report. Discussion ensued resulting in the suggestion to add, “The Pastor will consult with the Chair of SPR or their designee to be sure policies are followed.” Additionally, it was noted that in the sentence beginning “The pastor has the responsibility to supervise...” the word “employee’s” should be replaced with “employees’.” The Board voted on these, and they were approved unanimously.
- c. Finance (25 mins) –
- i. The Finance Team Report from the February 8 meeting was reviewed. It has been determined that we are not ready for an audit. The recommendation of the Finance Team is to use the UMC “Local Church Audit Guide” (LCAG) as a framework for an internal, less formal review. The Finance Team also recommends a complete physical inventory to be done by someone outside the Finance Team but supported by the Finance Team. The Finance Team also recommends that apportionments shall be budgeted and payments made and expensed based on the Annual and Monthly Totals as required by the Conference. Stephanie motioned to accept the recommendations. The Board voted, and the recommendations were approved unanimously.
 - ii. A motion was made that suggested names for people to conduct the LCAG and inventory should be given to leadership who will approach the people

on behalf of the Board. The Board voted on this, and it was approved unanimously.

- iii. It was reported that the bill for the Computer/Wifi Network Upgrade should be coming soon. The sound system upgrade cost is anticipated to be paid by a donor.
- iv. As follow-up to the Board Retreat, edits were recommended to the Guiding Principles so that they include Financial Controls and Endowment Policies as recorded in the Finance Team Report along with Attachments A and B. The board voted on this, and it was approved unanimously.
- v. The document “Stewardship Report to the Congregation” with financial data and a list of completed facility projects was distributed.
- vi. Tonya asked about the money that was given for the 225 Anniversary. The money can be used for the budget.

VIII. Communication (11 mins) –

- a. The board reviewed the business that took place at tonight’s meeting. A question was asked about any needs related to the Columbia County Honors Chorus using St. John facilities in March and Augusta Players in June.
- b. A board member will speak in church this Sunday (February 25) to provide communication to the Congregation. Communication will also be included in the News From the Pews.
- c. The Leadership Board was reminded that they will be hosting the March 28 Maundy Thursday dinner.
- d. There was discussion to consider a fifth Sunday informational event in June to communicate the work of the Board and the church.
- e. The Board was reminded that the Monday before meetings at 9 a.m. is the due date for Consent Packet items.
- f. The Board was presented with the Leadership Board Covenant for all members to sign. Absent members will sign at a later date.

IX. Next Meeting (<1 mins) – The next meeting will be Sunday, March 17 at 12:15 p.m.

X. Closing (<1 min) – A closing prayer was said, and the meeting was adjourned.