



<h2 style="margin: 0;">St. John UMC Leadership Board Meeting</h2>

Date & Time:	Sunday, March 17, 2024, 12:15 p.m.
Location:	St. John UMC room 108
Pastors in attendance:	Rev. Jenny Anderson
Leadership Board in attendance:	<p>Mark Barron (Finance), Rich Bias (Finance—Chair), Greg Capers (Trustees—Chair), Tonya Currier (Staff Parish Relations & Annual Conference Representative), Karen Phelps (New Member), Stephanie Quattlebaum (Mission and Ministries Representative), Allen Smith (Staff Parish Relations & Lay Leader), Denise St. Clair (Staff Parish Relations), Georgia Vesely (Finance Committee), Alison Wright (Council Secretary)</p> <p>Absent: Charles Dixon (Leadership Board Chair & Trustees), Sarah Thomas (Trustees—Secretary)</p>
Church members/staff:	None

Agenda Details:

- I. Opening (1 min) – The meeting was opened and prayed over.
- II. Spiritual Formation (14 mins) – A song was shared, then each Board member shared in response to the question “How is it with your soul?” A personal reflection was shared along with Psalm 23:3.
- III. Leadership Equipping (18 mins) – A summary was shared from the Foreword, Introduction, and Attendance sections of *Rethink Communication: A Playbook to Clarify and Communicate Everything in Your Church* by Phil Bowdle. The Board engaged with discussion questions from the book.
- IV. Review of New People (5 mins) – It was shared that the high rate of visitors since Christmas has continued. Visitors are filling out visitor cards and using the QR code to provide contact information. It was also shared about specific visitors, and about people in the choir.
- V. Goal Review and Accountability (5 mins) – Information related to the current goals was shared.

- a. Accessibility - A company to do an accessibility audit has been found. Information will be sent to the trustees this week.
 - b. Communication - MailChimp is used for the weekly e-newsletter. Our number of subscribers now exceeds the limit for the free version, so we will move to a paid version which will allow for more features. We will be moving toward more frequent communication with less information in each rather than our current model which provides a lot of information at once.
 - c. Staffing – Our new Financial Manager is doing well and plugging in. She and her family attended the recent Concert With a Cause. She is a self-starter, is ahead of schedule, and is updating the procedure manual for her position.
- VI. Packet and Consent Calendar Items (2 mins) –The Packet and Consent items were introduced. The Board voted and passed these unanimously.
- VII. Generative and Strategic Work (63 mins)
- a. Trustees (18 mins) – Greg went through the Trustees Report.
 - i. The District 1 Commissioner will be contacted about the tree limbs that are scratching the paint on the 8th Street side of the Mead House. The Board was reminded that the needed tree trimming had been entered in the city’s online system and marked complete though it was not complete.
 - ii. The man who had been camping outside of the 8th Street entrance to the Mead House has reportedly moved on and is no longer there.
 - iii. The need for another iPad for the sound in the Sanctuary was brought up. This need was realized at the recent Concert With a Cause. The details, specs, and reason should be provided to Finance and Trustees. There should also be a recommendation from Bob Williams.
 - iv. Information was provided about the church insurance. The quarterly payment is due in early April, and the current quote is much higher than the previous amount. Finance will reach out to our insurance broker this week. Church insurance is tough right now.
 - b. SPR (22 mins) – Information was shared from the SPR Report.
 - i. Nursery workers are being changed to W2 employees.
 - ii. Employee folders with needed information are updated.
 - iii. The need for a Program Director has been identified. A meeting has been held to inquire about assistance from the District or Conference, and there is none currently available. This position will be kept in mind for the future.
 - iv. The SPR Manual draft should be ready by September.
 - v. There is a need to have a point person for groups renting from St. John. In the Board’s discussion, everyone was reminded that the rental form requires a member sponsor. The Board realized there may need to be clarification on the responsibilities of a member sponsor. The follow-up will be for a discussion with the staff about issues and needs to see how to move forward.
 - vi. The church alarm has been going off frequently. The Board discussed ways to clear the building when an alarm is reported. The alarm company will be coming to check the sensors since some of the recent alarms could be due to faulty sensors. A note was made about this issue for Trustees.
 - c. Finance (23 mins) – The opportunity for questions was given.
 - i. It was noted that the amount for the plaster work is \$24,900 rather than \$24,500.

- ii. It was noted that we are further behind in cash flow than we were at this time last year. However, we are okay, and there is money we can tap into.
- iii. The Board was reminded of the email about donating toward the deficit from the plaster repair. Donations should have a memo of “plaster repair/Bless This House.” Board members are asked to donate by Friday, March 22.

VIII. Communication (5 mins) – It was announced that there will be a Work Day at the lake on May 4. The business that took place at today’s meeting was reviewed. The follow-ups are:

- a. Our Commissioner about the tree limbs scraping the Mead House to be contacted.
- b. Our insurance broker to be contacted .
- c. Staff to be met with about needs and issues related to a point person for rental groups.
- d. Information related to the needed iPad to be gathered.
- e. Discussion to begin about creating a worksheet for each rental event.

IX. Next Meeting (<1 min) – The next Board meeting will be on Sunday, April 21 at 12:15 p.m.

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