

February Meeting Minutes

Date: February 22, 2025

Present: Charles Dixon (Leadership Board Chair & Trustees), Mark Barron (Staff Parish Relations), Rich Bias (Finance-Chair), Greg Capers (Trustees-Chair), Tonya Currier (Staff Parish Relations & Annual Conference Representative), Paula Matson (Staff Parish Relations), Mary Ottinger (Finance), Dan Griggs (Finance), Warren Spooner (Trustees), Sawyer Branham (Young Adult Representative)

Absent: Karen Phelps (Council Secretary), Stephanie Quattlebaum (Mission and Ministries Representative)

1. Approval of January Meeting Minutes

- The meeting minutes from January were reviewed.
- **Discussion:** No comments or corrections were made regarding the minutes.
- **Action:** The minutes were approved unanimously.
- **Motion:** All in favor of approving the minutes say aye. Aye.
No opposition noted.
- **Outcome:** Minutes were approved.

2. Financial Review

- The financial review documents were provided and reviewed.
- Rich Bias moved to accept the report on the 2023 Finances at the February meeting and it was approved.

3. Trustees Report

- **Election of Chair and Secretary:** Greg was re-elected as the Chair and the Secretary for the Trustees.
- **Workday Report (February 8):**
 - Focused on improving the gates, which are now functioning better.
 - Appreciation expressed for volunteers who participated and helped improve the gates.
 - **Action:** A thank you to those who showed up and volunteered for the workday.
[List of names to be collected and shared for recognition.]
- **DCCM Cost Sharing and Liability Reduction Discussion:**
 - The cost of utilities for the building amounts to over \$18,000 annually.
 - Most DCCM organizations do not financially contribute as much due to not having a physical building, placing the financial burden on us.
 - **Options Discussed:**

- Requesting DCCM for assistance with utility costs, roughly \$1,500 spread throughout the year.
 - Other options considered: selling the building, DCCM buying it, or relocating some functions.
- A meeting is scheduled for **March 2** with Dennis from DCCM and board members to further negotiate and discuss the options.
- **Time of Meeting:** 4 PM (Trustees only).
- **Up-to-Date Repair Status:**
 - Updates on the repairs, including flooring, paint, and furniture for the youth room upstairs.
 - The plastering work is complete, but the allocated budget has been exhausted, leaving no funds for further repairs, such as flooring or furniture.
 - The goal is to address these repairs as soon as additional funding is available.
- **Sanctuary Lighting:**
 - The topic was discussed but no new updates were shared at this time.

4. Grounds and Gardens Update

- **Grounds Work:** The grounds work went well, with trimming done in key areas:
 - Far side of the building.
 - Around entrances.
- **Volunteers:** The trimming was done swiftly, and the gardens look well-maintained.
- **Volunteer Recognition:** A thank you to volunteers for their work, and a picture of the event was shared on social media to recognize their contributions.
 - **Action:** Request to send the picture to thank and acknowledge those who participated.
- **Groundskeeping Plan for Spring and Summer:**
 - **Discussion:** There was a question about the plan for the upcoming spring and summer seasons, specifically regarding regular grass cutting and maintenance.
 - **Action:** It was noted that grass cutting would need to occur more frequently than quarterly. The trustees will need to plan for regular maintenance or hire a company.
 - **Additional Discussion:** A yearly work plan for grounds maintenance was suggested to better plan for ongoing tasks and responsibilities.
 - **Action:** The committee will review options for outsourcing or creating a staff-based groundskeeping plan.
- **Pressure Washing:**
 - **Question:** Will the groundskeeping plan include power washing for the courtyard?
 - **Response:** The courtyard had been pressure washed about two years ago, but some areas still have debris and leftover materials from previous work.
 - **Action:** It was suggested to include power washing in the spring or summer plans.

5. Roof and Slate Discussion

- **Slate Roof:** There was concern about missing slate tiles on the roof, which may be hurricane damage.
 - **Action:** Tim (and others) will assess the roof and provide an estimate. The insurance company has already noted missing slate tiles.
- **Hurricane Relief Update:**
 - **Discussion:** Two of the trustees are involved in hurricane relief efforts, which is separate from the general trustees' work.
 - **Action:** The committee was reminded that the hurricane relief group should handle related matters, not the general trustees.

6. Hurricane Relief Communication

- **Minutes Sharing:**
 - **Discussion:** Should the hurricane relief minutes be shared with the leadership board after each meeting?
 - **Response:** The hurricane committee's minutes will not be shared publicly on the website due to sensitive information regarding bids and contracts. Instead, updates will be sent through emails, as the minutes contain proprietary information.
 - **Action:** Continue to share hurricane meeting details via email instead of posting them publicly.
- **Notebook for Financial Records:**
 - **Action:** The trustee keeping a detailed notebook with all estimates, invoices, and minutes related to hurricane relief efforts will make it available to those interested for transparency.
- **Website Minutes Posting:**
 - **Discussion:** There was a question about posting the hurricane committee minutes on the website.
 - **Response:** The preference is to send hurricane-related minutes through email rather than posting them on the website for confidentiality reasons.
- **Website Update:**
 - **Action:** January minutes need to be posted on the website to stay current with the regular posting schedule. December minutes (budget review) were not posted as they were not full minutes, but the January minutes should now be added.

7. Holy Thursday Dinner and Volunteer Participation

- **Event Participation:**
 - **Action:** Leadership Committee will be hosting the Holy Thursday supper on April 17. A sign-up sheet will be circulated, and members are encouraged to participate. If there are scheduling conflicts, names can be swapped out.

- **Mission Trip Dinner:**
 - **Discussion:** The group of 15 individuals from Michigan coming for a mission trip will join the church for dinner on Ash Wednesday (March 5). This will be a great opportunity for members to interact with the guests.
 - **Action:** Volunteers for the dinner are encouraged to join and engage with the mission trip participants.
- **Shrove Tuesday and Ash Wednesday Schedule:**
 - **Action:** The mission trip group's last full workday is Shrove Tuesday, March 4. They will leave by Thursday, March 6.
 - **Clarification:** The mission trip group will be arriving on Monday or Tuesday, but their last workday is Tuesday. The confusion was cleared up.
- **Soup Night:**
 - **Clarification:** On Ash Wednesday, soup will be provided by volunteers bring soup.

8. Hurricane Fund Update

- **Financial Update:**
 - **Total Income:** \$418,000
 - \$70,000 of contributions.
 - **Expenses:** \$134,000
 - **Balance:** \$283,619 (remaining hurricane-related funds).
 - **Investment:** The hurricane funds have been moved to a Schwab account, where they will earn 4.5% interest until they are needed in July.
 - **Action:** The finance team recommends moving the remaining funds into a money-market account at South State Bank to earn a higher interest rate (currently 2.4%).
- **Annual Meeting with Consultant (Brian Adams):**
 - Brian Adams, an accountant who has volunteered with the church, has conducted informal audits in the past.
 - The last formal audit was not found in the records, but Brian Adams conducted an informal audit in 2017.
 - The annual meeting with Brian Adams helps adjust and ensure proper financial adjustments.

9. Internal Review of Finances

- **Internal Review Report:**
 - **Presentation by Dan:** Dan was asked to present the internal review conducted for the church's finances. (See attached document)
 - **Process Overview:**
 - The finance team was not involved in setting the budgets for the year, and Dan, with the assistance of Chrissy and Rich, led the review process.

- The review was based on the **local church audit guide** to evaluate the church's financial records, as the church is required to have an audit every two to three years.
- After shopping for a formal audit, which would cost at least \$10,000, it was decided to use the local church audit guide for a more affordable, self-administered internal review.
- The review covered **2023 financial records** and evaluated transactions such as tithes, offerings, significant donations, and credit card statements.
- The review aimed to ensure that records were accurate and aligned with the church's stated financial controls.
- **Key Findings:**
 - The financial records for **2023** were found to be in good order, with no significant discrepancies.
 - The process took 10-11 months, and there were some challenges because this was the first time the church used the audit guide.
 - The review did not identify any major issues or areas needing correction.
- **Request for Approval:**
 - **Motion:** The board was asked to accept the internal review report for **2023** as representing a clean slate for the church's financial records.
 - **Action:** The finance team and leadership board were encouraged to review the full document and approve the findings.
 - **Outcome:** The report will be submitted for formal approval in the next meeting.

10. Questions/Additional Comments

- **Meeting Participation:** A reminder was made that some members are speaking too quietly during meetings. It was emphasized that clear speaking helps ensure important points are captured in the minutes.
 - **Request:** Attendees are asked to speak clearly and avoid mumbling for better clarity.

11. Next Meeting

- The next meeting (March 23) will continue with discussions regarding financial reviews and any updates from DCCM discussions.