



St. John UMC Leadership Board Meeting

Date & Time:	Sunday, January 19, 2025, 12:15 p.m.
Location:	St. John UMC room 108
Pastors in attendance:	Rev. Jenny Anderson
Leadership Board in attendance:	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), Stephanie Quattlebaum (Mission and Ministries Representative), Warren Spooner (Trustees), Sawyer Branham (Young Adult Representative)
Church members/staff:	Absent: Karen Phelps (Council Secretary)

Call to Order 12:18pm

The meeting was called to order by Charles Dixon (Leadership Board Chair & Trustee)

- The retreat would be February 20 - 21 in the Fellowship Hall. This will serve as the February Meeting.

Opening Prayer

Led by Stephanie Quattlebaum (Mission and Ministries Representative),

Leadership Equipping

Led by Rich Bias (Finance—Chair), asks the question—how helpful are our announcements? Pop Quiz and discussion leads to continuation of how best to reach congregants. **Decision:** Add a QR code to the bulletin that directly links to the announcements for the week.

New Members

Rev. Jenny Anderson reports that Leslie Duncanson is close to joining and that we have two young men who visit regularly.

Hurricane Update

Roof over sanctuary is complete. Kirkland’s will do floors, and the board awaits final bids for painting. FEMA is coming to see and assess damage.

8th Street Property Discussion

- **Motion:** The discussion regarding the sale of the 8th Street property was tabled until the November 2025 meeting due to members being involved in hurricane recovery efforts. Motion by Sawyer Branham and seconded by Mark Barron.
- **Vote:** All in favor; motion passed.

Energy Discussion

- **Energy Audit and Facility Maintenance**

The Board discussed the potential for conducting an energy audit for the church building. It was suggested that the trustees contact Georgia Power to inquire about the availability of energy audit services. The discussion included the church's ventilation system, noting that doors inside the building are generally left open unless in use. However, stairwell doors must remain open due to humidity issues, and the sanctuary and upstairs areas are closed off for ventilation purposes, particularly to protect the organ.

- **Motion:** Stephanie Quattlebaum moved; Dan Griggs seconded to task the trustees with pursuing an energy audit through Georgia Power.

Decision: The motion was unanimously approved.

Setting of Pledge Sunday for 2025

- **Discussion:** The board confirmed the date for Pledge Sunday in 2025 as October 5th, 2025. This date will allow sufficient time to contact parishioners regarding pledges and finalize the budget by November.
- **Action:** Pledge Sunday confirmed for October 5th, 2025.

Review of Stewardship and Fundraising Plans

- **Discussion:** The board agreed to revisit and refresh the stewardship and fundraising plans for 2025, based on past successful strategies. The goal is to ensure effective fundraising efforts in light of post-hurricane recovery.

SPRC Report- Tonya Currier

- **Discussion on Technology and Staff Backup**

A concern was raised regarding a potential "single point of failure" (SPF) in the church's technical operations. Currently, Donald is the primary person responsible for managing the live-streaming and sound systems, and there were concerns about the impact if he were unavailable. While Donald has not missed a Sunday since assuming the role, it was acknowledged that there may be occasions when he needs to take a break. A suggestion was made for Nichole Kuehl to serve as a backup for some responsibilities, though concerns were expressed about her availability due to choir commitments. The discussion broadened to address the need for additional volunteers to be trained in technical tasks, particularly with the growing complexity of managing live-streaming and sound systems. While some tasks, like live streaming, could potentially be temporarily paused, the group emphasized that sound checks and other technical roles require trained individuals. The issue of outdated training materials was also raised, and it was suggested that a more user-friendly, updated manual should be created to help new volunteers step into technical roles.

- **Action Items and Next Steps**

The group identified the next steps and action items for addressing the issues discussed. It was agreed that reaching out to individuals with technical expertise, such as Jeff Huff and Nick Bull, should be a priority. Sawyer Branham was tasked with following up on these conversations. Vic Johnson will be contacted by Warren Spooner. There was also a focus on updating the training manual for technical tasks. Christina was assigned to test the existing manual and provide feedback. It was noted that while Donald's role falls under the SPR (Staff Parish Relations) team, the responsibility for equipment maintenance lies with the Trustees. The Board agreed that the responsibility for finalizing and implementing the necessary updates would be shared among several individuals, who will coordinate their efforts to ensure that training and technical role coverage are addressed.

Finance Report- Rich Bias

- **Apportionments:** Rich acknowledged that the church had successfully paid all apportionments in the previous year, which was a significant accomplishment.
- **Audit Update:** The internal audit was completed, and the board will review the audit report during the February 2025 meeting. The audit report will be sent out by February 10th, 2025, for review before the meeting.

Approval of Reports

- **Motion:** The board approved the reports from the Trustees, SPR, and Finance without the need for a formal motion.
- **Vote:** All in favor; motion passed.

Meeting Decisions Dates

- **Stewardship Planning Timeframe** was approved.
- **DCCM Cost Sharing** process formalized; updates will be provided by March 2025.
- **Potluck Town Hall** scheduled for June 29th, 2025.
- **Energy Audit** for the church approved.
- **Pledge Sunday** set for October 5th, 2025.
- **Audit Report** review scheduled for February 2025.
- **2025 Grounds Clean Up** Feb 8, May 10, Aug 9, Nov 8 from 9-11am

Other Business

- The board discussed creating a sign-in sheet for DCCM roles. Follow-up (by Trustees) will occur with Dennis Sodomka to ensure all details are covered.
- Board must finalize Building Use Agreement for Meade House
- Safe Sanctuary trainings will be led by Pam Light (coordinated by Beth Dixon)

Closing Prayer

The meeting concluded with a closing prayer, led by Rev. Jenny Anderson

Adjournment 2:09pm

Minutes submitted by Sawyer Branham

01/22/2025