

8/25/16 DRAFT Minutes -- Strategic Leadership Council

St. John United Church of Christ

Meeting duration: 5:30 pm – 8:00 pm

Attending: Louise Hall (chair), Theo Baldwin, Lonnie Fields, Steve Howes, Dale Sexton, Melissa Stephens, Pastor Keith Haithcock

Guests: Ginnie Kelley, Mitch Leigh, Tim Smith

Prayer and Preparation

Theo provided a meditation and prayer. All read the St. John Vision and Mission, as well as the SLC Goals statement (from Charter documents).

Strategic Leadership Council Goals... *In the spirit of the above Vision and Mission statements and in order to transform St. John United Church of Christ into a vital, fully alive mission outpost - receptive to the Word of God, moved to action by the Holy Spirit and living the commission of our savior Jesus Christ - the Strategic Leadership Council (SLC) establishes...*

Consensus Items approved: 7/21/16 SLC Minutes, 8/25/16 SLC Agenda, 8/7/16 Stewardship Committee minutes.

Media Center Update (Mitch Leigh)

- The Ludwig bequest funded the creation of a Media Center (approved by a prior SLC) to communicate internally and externally, convey information about St. John church and who we are, and to demonstrate to the congregation how their time and resources how contribute to the broader vision and mission.
- Future work includes inviting outside groups to record information about how our gifts are impacting them. Also, the creation of welcome DVDs with church information and testimonials for visitors.
- A welcome video featuring Pastor Keith is already available online. Mitch's current project is a testimony video featuring a number of members. Mitch demoed the video, which received much praise from SLC. Plans are to play the video during worship and to post it on the website and on social media.
- On a related matter, Mitch discussed a proposal to install technology supporting presentations in the sanctuary.
- MOTION: Lonnie moved for Mitch to prepare a proposal for installation of presentation technology in the sanctuary, for discussion at a future SLC meeting. Melissa second. Motion passed.

St. John UCC Investment Team Update (Tim Smith)

- Tim presented a draft project charter and timeline/plan for the Investment Team.

- The team is currently in an analysis phase, and seeks clarifications from SLC on the larger vision and goals for the funds.
- The Team asks SLC to covenant with them and provide the following:
 - Historical performance and draw activity for the UCC & Jeanette Ludwig funds
 - Details as to whom has access to funds on line, who has access to transfer funds, and who is the recognized agent/person(s) associated with the fund
 - And on an ongoing basis,
 - Regular monthly Financial Secretary and Treasurer reports
 - Produce and deliver a regular quarterly balance sheet showing current income, expenses, assets, and liabilities by the 15th of month following the close of each quarter
 - Project any shortfall between income and expenses for the fiscal year by the 15th of the month following the close of each quarter
 - Pray for the Investment Team on a regular basis
- ACTION: SLC will review the project plan and charter as part of broader financial picture later in this meeting.

Emergency Procedures

- Louise provided updates on external door updates. Rich Wandstrat completed repairs and repainting of the doors as well as maintenance of the door locks. Cost for work is \$570.

Building Events (Use) Coordinator

- Article will appear in the next Prevues regarding a need for a volunteer.

Treasurer's Report

- Dale discussed the July 2016 report. Details follow these minutes.
- SLC agreed that check requests can be submitted by email when there is an expedited need. The email must be solely about the request and must include readable documentation.
- MOTION: Lonnie moved to accept the Treasurer's Report. Steve second. Motion passed.

Financial Secretary's Report

- Discussion on July 2016 report submitted by Mary Ann Reilly.

Contract for Section Leader

- Discussion on new contract developed for choir section leaders.
- MOTION: Lonnie moved to approve the contract, pending minor edits. Steve second. Motion passed.

Christmas Eve & Christmas Day options

- Pastor Keith discussed options for Christmas Eve (Saturday) and Christmas Day (Sunday), since Christmas Day falls on a Sunday, creating two adjacent services.
- Following discussion, SLC agreed to the option to have both Christmas Eve and Christmas Day (Sunday) services: 9:00p Standard Christmas Eve service + 10:30a Christmas Day (Sunday) scaled down in content with communion and limited special music.
- MOTION: Lonnie moved to accept this option, Melissa second. Motion passed.

Organ repair proposal

- SLC discussed a proposal from Steve Milloy regarding repairs on the organ, including the services of an organ technician. This is an additional one-time expense beyond the budgeted expenses covering organ and piano tunings.
- MOTION: Melissa moved that SLC approve expenses of up to \$750, paid from the Memorial Fund, for repair of the organ. Lonnie second. Motion passed.
- ACTION: SLC will ask Steve for clarification on piano and organ tuning costs, and any other needs beyond the \$1,000 budget in the 2017 MMAP.

New Member Welcome

- Scheduled for Tuesday, November 8 at 7pm at the Pastor's home. SLC members will provide the refreshments.

Future SLC meeting dates

- September SLC meeting is moved from September 22 to **Wednesday, September 28 at 5:30** in the church lounge.
- Reminder: November & December meetings will be held one week earlier. New meeting dates are November 17 and December 15.

SLC Retreat

- Scheduled for Friday, August 26 (6:30pm dinner) and Saturday, August 27 (Louise's home).
- One focus will be the overall financial picture of the church. Ideas will also be discussed from the *Real Good Church* book. Other priorities will be the emergency procedures and development of policies.

Adjournment: Melissa moved to adjourn, Lonnie second. Motion passed.

Minutes recorded by: Theo Baldwin, SLC Secretary

Next SLC meeting scheduled for **Wednesday, September 28 at 5:30 pm** (change in date). Meditation: Steve. All are welcome to attend.

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Treasurer's Report Summary July 2016

For Strategic Leadership Council of St. John Church United Church of Christ

Submitted by: Dale Sexton 8/25/2016

5/3 Main Checking (X7605)

8/15/2016 Ending Balance **\$30,398.33** (not an *reconciliation balance*)

5/3 Memorial Fund (X8394)

7/31/2016 Available Balance **\$6,906.51**

United Church Funds Invested Funds

7/31/2016 Balance at end of period *Market Value*
\$81,673.30 +/-

BB&T Checking (X1147) (*OLD in/out for loan*)

7/29/31/2016 **\$12,247.80**

BB&T Investments (X7024)

8/25/2016 Ending Value *Market Value*
\$99,730.86+/-

Current Running Balance from Quicken (including checks written but not posted in main account)

5/3 Main Checking	29,303.46
5/3 Memorial Fund	6,906.51
UCC Invested Funds	81,673.30 +/-
BB&T Checking (in/out loan)	<u>12,247.80</u>
	130,131.07

BB&T Investments	<u>99,730.86 +/-</u>
	229,861.93