

12/6/15 Minutes -- Strategic Leadership Council

St. John United Church of Christ

Meeting duration: 12:00 pm – 2:00 pm

Attending: Melissa Stephens (chair), Theo Baldwin, Stan Bowling, Louise Hall, Dale Sexton, Pastor Keith Haithcock

Guest: Dean Griffith

Prayer and Preparation

Meeting opened with a prayer by Pastor Keith. All read the St. John Vision and Mission, as well as the following 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: 12/6/15 SLC Agenda, WIT Report on “Venus in Fur” production

Proposals, Presentations, Planning

Chairs

- Discussion of proposed chairs, provided by OMG Ministry, to be paid on Memorial Fund.
- Discussion on also purchasing ten “big and tall” chairs for greater accessibility.
- Replace metal chairs in basement and upper level.
- General agreements: 200 chairs, black vinyl covering, “curvy” back, black frame.
- ACTION: Dale and Theo will contact the vendor to further discuss chairs/racks and costs.

Follow-up on WIT (Women in Theater)

- Melissa and Louise met with Donna Hoffman, WIT Coordinator, regarding involving SLC in the decision-making process.
- Donna seeks grants to cover costs for lighting and other expenses, and will gift these to the church as funds are received.
- Regarding the WIT agreement with St. John UCC (“after bills are paid, 30% of proceeds go to WIT, and 70% to the church” – November 2014 minutes), the 30% of WIT proceeds are divided 70% for “production” costs, and 30% to pay the actors and staff. No financial contract is made with the actors or staff. There is no expectation of producing seed money to fund future productions.
- SLC seeks further discussion with WIT about SLC’s role in decision-making vis-a-vis WIT processes and plans (e.g., physical plant alterations), and WIT committee membership being in line with church bylaws.

- SLC agreed that changes to the physical plant (e.g., painting, upgrades to electricity, stage changes) must be pre-approved by SLC.
- ACTION: SLC members will follow-up about discussed issues, including SLC approval of stage enlargement proposal, and projected budgets for upcoming productions.

Treasurer's Report

- MOTION: Louise moved to receive the Treasurer's report. Theo second. Motion passed.
- Dale distributed report of upcoming finances vs current balances and projected income.
- ACTION: Dale to clarify with Mitch the exact amount of remaining mission funds left to pay.
- MOTION: Theo moves that SLC pre-authorize the Treasurer to transfer to the checking account an amount no greater than \$20,000 from investment funds, to cover upcoming expenses and remaining mission fund payments from 2014 and 2015. Louise second. Motion passed unanimously.

Generative Discussion

Loan and Finance Updates (Dean)

- Dean discussed updates and issues related on the loan based on the Ludwig bequest.
- Bank of Kentucky was purchased by BB&T. Additional paperwork must be completed, which was not completed by the Bank of Kentucky.
- The funds must move from an external investment firm (used by Bank of Kentucky) to BB&T's internal trust department.
- St. John's Investment policy is not valid, according to BB&T, and we must use a particular BB&T form instead.
- There will be no impact on interest rate and payments with this new arrangement, and there is no prepayment penalty.
- Dean will obtain a written statement from the bank regarding fiduciary responsibility, locking in processes and ongoing work.
- Dean will also prepare documentation to assist with future transfer of knowledge. Ongoing responsibilities for work on the loan will lie with the Finance and Stewardship Committee.
- Dean will communicate additional information and documents to SLC for action and vote. Deadline for new paperwork requiring a vote is December 20.
- Dean stated great concerns with degree of work placed on the limited membership of the Finance and Stewardship committee, and expressed a need for more volunteers.
- More broadly, Dean also stated concerns about the church providing clear financial reporting (balance sheets, ledger, financial reporting by category).

Building Maintenance

- Discussion on a contact for building maintenance issues. At present, there is no contact for issues.

- ACTION: Melissa will contact potential volunteers.

Next SLC Meeting: January 28, 2016, 4:30 pm

Adjournment: Motion to adjourn passed.

Minutes recorded by: Theo Baldwin, SLC Secretary

SLC Agenda Items not addressed (reserved for future meeting)

- Strategic Leadership Council Survey results
- Policy assignments and progress.
 - Melissa: Alcohol, Safe Church, Records Retention
 - Dale: Finance, Credit Card
 - Pastor Keith: Personnel
 - Theo & Louise: Emergency Operations

Treasurer's Summary Report: December 2015

Submitted by: Dale Sexton 12/6/2015

SPECIAL NOTE: SLC is holding meeting two weeks earlier than usual. This statement is not typically produced until the 14th of the month

From 5/3 November parcel statement **5/3 Main Checking** (X7605)

11/01/2015	Beginning Balance	\$9,019.15
	27 Checks	\$(13,779.85)
	5 Withdrawals / Debits	\$(1,876.00)
	1 Deposits / Credits	\$145.35
12/14/2015	Ending Balance	\$6,931.73 <i>(not a reconciliation balance)</i>

From 5/3 November Statement **5/3 Memorial Fund** (X8394)

10/31/2015	Last Statement Beginning Date	\$11,210.18
	0 Withdrawals / Debits	\$(00.00)
	1 Deposit	\$20.00
	Interest	\$0.18
	Service Charge	\$(1.15)
11/30/2015	Last Statement Ending Date	\$11,229.21
12/04/2015	Available Balance	\$11,229.21

From United Church Funds Statement **Invested Funds**

11/01/2015	Balance at beginning of period	\$79,757.26
11/30/2015	Change in value during period	\$(397.19)
11/30/2015	Balance end of period	\$79,360.07

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

12/5/2015 \$3,845.78