

6/30/16 Minutes -- Strategic Leadership Council

St. John United Church of Christ

Meeting duration: 5:30 pm – 7:30 pm

Attending: Melissa Stephens (chair), Theo Baldwin, Louise Hall, Dale Sexton

Absent: Stan Bowling, Pastor Keith Haithcock

Prayer and Preparation

Melissa provided a 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: 6/2/16 SLC Minutes, 6/30/16 SLC Agenda, 6/2/16 OMG Minutes, Annual Meeting Minutes

Generative Discussion

Emergency Operations/Procedures/Policies

- Louise discussed recommended actions to increase security and safety of the church facility.
- Assignments in short term:
 - Provide building diagram to Bellevue Police and Fire Departments – Dale Sexton
 - Number/letter exterior doors per police/fire department procedure – Dale Sexton
 - Add phone to church lounge and upper room (choir rehearsal space) – Louise will discuss with Mitch Leigh for cost information and installation (upon SLC approval).
 - Fix lights on exit signs – Dale Sexton
 - Emergency light replacement – Dale Sexton
 - Secure windows in particular vulnerable locations – Dale Sexton
- Contractor work in support of security needs
 - MOTION: Dale moved to hire Rich Wandstrat as a contractor, paid up to \$800 from the general operating budget, for the material costs and repair/painting of the church's wooden exterior doors. Theo second. Motion passed.
- Discussion on the general need to be cautious about unmonitored doors during worship and other church events/meetings.
 - Head usher is responsible for security of entrances and ensuring presence during worship. At other times (church event or non-church rental), a person must be present at any open entrance, to prevent unauthorized people from coming through the building.

- Future items for consideration are addition of doorbell at accessible entrance, and improvements to security cameras.

Building Maintenance Coordinator

- Discussion on proposed updates to the building maintenance coordinator position and responsibilities, and potential individuals to assist with this role.
- Clarification that this position deals with major repair and safety needs, and not custodial and janitorial projects.
- Dale Sexton has agreed to assume the position of Building Maintenance Coordinator through FY 2017.

Building Use Coordinator

- Discussion on potential individuals to fill this position.

Future SLC Meetings

- To be discussed at July meeting, with new SLC membership.

Future meeting dates

- Next meeting has changed to Thursday, July 21 at 5:30pm
- August meeting is at the regular meeting time - Thursday, August 25 at 5:30pm

Reports

Treasurer's Report

- Dale distributed the June Treasurer's report (summary at end of these minutes).
- MOTION: Louise moved to accept the Treasurer's Report. Theo second. Motion passed.

SLC update for Prevues

- Melissa will report on security updates.

Proposals, Presentations, Planning

SLC Retreat

- Discussion on potential dates and format for retreat.

Future Agenda Items

Policies Discussion (*Personnel Policy, Promotion/Social Media Policy, Finance Policies, Alcohol Use Policy, Retention Policy*)

Adjournment: Dale moved to adjourn, Louise second. Motion passed.

Minutes recorded by: Theo Baldwin, SLC Secretary

Next SLC meeting scheduled for **Thursday, July 21 at 5:30 pm**. All are welcome to attend.

Treasurer's Report Summary May 2016

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

Submitted by: *Dale Sexton 6/2/2016*

5/3 Main Checking (X7605)

5/13/2016 Ending Balance **\$30,423.61** (not an *reconciliation balance*)

5/3 Memorial Fund (X8394)

5/15/2016 Available Balance **\$6,933.28**

United Church Funds **Invested Funds**

Market Value

5/31/2016 Balance at end of period **\$54,367.32 +/-**

BB&T Business Loan Account (#58225)

5/15/2016 Balance **0.00** (paid off, zero balance)

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

5/31/2016 New Balance **\$12,282.80**

BB&T Investments (X7024)

Market Value

6/1/2016 Ending Value **\$96,065.28**

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

5/3 Main Checking	30,739.80
5/3 Memorial Fund	6,933.28
UCC Invested Funds	54,367.32 +/-
BB&T Checking (in/out loan)	<u>12,282.80</u>
	104,323.20
BB&T Investments	<u>96,065.28 +/-</u>
	200,388.48

6/8/16 Special Meeting Minutes -- Strategic Leadership Council

St. John United Church of Christ

Meeting duration: 5:30 pm – 6:15 pm

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

Guests: Steve Howes

Discontinuation of Women in Theatre (WIT) Ministry

- Discussion on next steps that will complete the discontinuation of the WIT ministry. Donna Hoffman, former chair of the WIT ministry, was invited to the meeting but declined to attend
- MOTION: Louise moved that SLC pay to Donna Hoffman the \$407 balance of the insurance claim payment for property lost by flooding in the church basement. Theo second. Motion passed.
- ACTION: SLC prepared a letter to Donna Hoffman regarding the next steps for discontinuation of the WIT ministry, include removal off the personally-owned stage lights and light board (text follows).

SLC Letter to Donna Hoffman, June 2016

To: Donna Hoffman

From: Strategic Leadership Council

Dear Donna,

The Strategic Leadership Council of St. John Church wants you to know how much we value you as a covenant member. Thank you for your dedicated service in the two capacities as the Chair of the Women in Theatre (WIT) Ministry and as the Building Use Coordinator. We have accepted your resignations from both roles and honor your decision to do so. Subsequently we have discontinued WIT as a ministry of the Church.

In light of the ending of your participation in these roles please return your church key(s) and key card by Friday, July 1, 2016. You may return these on an upcoming Sunday morning, or you may contact Debbie Cummings, 859-261-2066, to arrange a drop-off time.

SLC needs to clarify matters surrounding the lighting equipment that was acquired for the Avenue Stage. Because the stage lights and light board are personal property, this equipment may only remain in the Fellowship Hall and Avenue Stage until September 30, 2016. At that time, the equipment must either be removed or gifted to the church. Please keep SLC informed of your choice. If the equipment is to be removed, a time to do so must be arranged with SLC so that an SLC member can be

present both to facilitate access to the building and to give approval to the removal process. As personal property of a member of the congregation and not the personal property of the church, St John UCC is not liable if stolen or for any damage to the equipment. Please acknowledge your understanding of these statements by return of a signed copy of this letter by Friday, July 1, 2016.

Enclosed with this letter is a check to you for \$407.08, the balance of the insurance claim payment for property in the Fellowship Hall that was lost due to flooding. This closes any further financial obligations from St. John UCC regarding this claim and all other WIT expenditures.

Melissa Stephens,
on behalf of the Strategic Leadership Council

Donna Hoffman

Date:

Date:

2015-2016 Strategic Leadership Council

Melissa Stephens, chair
Theo Baldwin
Stan Bowling
Louise Hall
Dale Sexton
Keith Haithcock

Adjournment: Louise moved to adjourn. Dale second. Motion passed.