

# Mission Handbook

Section

Meeting Minutes

Subject

JANUARY 5, 2010

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PRESENT	David Sass, Mike Jones, Diane Meadows, Mark Hadley, C.J. Shaw, Jerry Knorr, Bill Lee, Paul George, Alycen Mansell, Rev. Cyndy Garn, Marvin Gifford								
ABSENT	None								
PRIOR MINUTES	Moved to approve by CJ, Second, Mark H; Approved unanimously.								
ADMINISTRATIVE	<p><b>Election of Chairman, Vice-Chairman, and Secretary:</b> review by Marvin Gifford of requirement to elect Board leadership at the first meeting of the year. Chairman: David Sass nominated by Mike J, Second Paul G; Approved unanimously. Vice Chairman: Mark Hadley nominated by David S, Second CJ Shaw; Approved unanimously. Secretary: Mike Jones nominated by CJ Shaw, Second David S; Approved unanimously.</p> <p><b>Liaison Assignments:</b> review by David Sass of committee assignments agreed to and as follows.</p> <table><tr><td>CPC</td><td>CJ Shaw</td></tr><tr><td>Finance</td><td>Bill Lee</td></tr><tr><td>Endowments</td><td>Jerry Knorr</td></tr><tr><td>Memorials</td><td>Alycen Mansell</td></tr></table>	CPC	CJ Shaw	Finance	Bill Lee	Endowments	Jerry Knorr	Memorials	Alycen Mansell
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CHURCH FACILITIES (usage and upkeep)	<p><b>Application for Use of Church Building:</b> None</p> <p><b>New Facilities Usage/Application Report:</b> presentation by Diane Meadows; rewrite of the Rental Agreement &amp; Facilities Use forms have been approved by Administrative Council, and Diane will send a letter describing the changes to all groups using the church on a regular basis. Emergency approval of applications submitted less than the required (45) days in advance of the use will be reviewed and approved on an emergency basis by either the Chairman or Vice-Chairman of the BOT; Motion to approve by Jerry K, Second Paul G; Approved unanimously.</p> <p><b>Creative Play Center Liaison Report:</b> (C.J. Shaw); CJ reported that the first meeting is scheduled for Jan. 28, 2010, which will be after the new CPC President is elected, and is expected to include the 2010 cost-sharing expenses to be included in the new CPC budget. Wendy to set up bi-weekly meetings with custodial and office staff to be able to advise the BOT of issues needing attention. CJ will report results to the BOT at the February meeting.</p>								

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HOUSKEEPING  
(health & safety,  
cleanliness, etc)

**Inspections this Month:** Quarterly elevator inspection, water backflow preventer assembly inspection.

**Outdoor Display-Manger, Nativity & Lights:** review of existing manger and potential problems/dangers of erection and disassembly due to size & weight. Plan is to direct the Saturday Men's Group to disassemble & store within the cooling tower enclosure fence, until a determination is made regarding its future use. Bill Lee to take on the task of organizing volunteer teams to assist with installation of the Christmas lights and other grounds and housekeeping tasks as may be required.

FINANCIAL  
STEWARDSHIP  
(income and expenses)

**Review of Existing BOT Funds & Sources:** review by Marvin Gifford; sources include the 2010 budget, Endowment funds, and Memorial funds.

**Financial Statements Review:** Presented by Marvin Gifford. Moved to approve by Paul G, Second Jerry K; Approved unanimously.

**Finance Committee Liaison Report:** (Bill Lee) no report; did not meet.

BEST PRACTICES  
(policy and process  
improvements)

**Administrative Council Liaison Report:** (David Sass); no report; did not meet.

**Review Annual Calendar:** review by Mark Hadley, with a reminder to add items to the calendar throughout the year as they occur.

**WUMC Board of Trustees (BOT) Handbook:** review by Jerry Knorr, with a discussion of the format & intention to keep a hard copy in a 3-ring binder, and be able to add calendar updates and monthly minutes as they are issued.

PLANNING  
(current and future  
priorities)

**Strategic Plan:** Review and Approve BOT 2010 Action Plan; goals for 2010 were submitted and approved as part of the 2010 Budget, with the understanding that the projects may or may not be funded, and that they will be reviewed again in April. Initial projects are the roof repair and attic insulation. Scope of work & RFP preparation are currently underway.

**Downs Parsonage Work Teams:** (David Sass); David reported that the work is underway, volunteers are in place to assist at various stages, and the required city inspections will take place in 1-2 weeks.

BEQUESTS and GIFTS  
(endowment and memorial  
funds)

**Endowment/Memorial Committee Liaison Reports:** (Jerry K, Alycen M); no report; did not meet.

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## NEW BUSINESS

**Bunn Coffee Maker:** Heating element has malfunctioned, and replacement parts and repairs are in progress.

**Heating Unit Leak-Browning Lounge:** repairs in progress; initial work to include removal and replacement of carpet & pad, drying/de-humidifying the floor and surrounding structure (approx. 1-week), and repair/replacement of damaged piping and valves. The cost to the church will be covered by our insurance, less the \$1000.00 deductible.

**Capital Campaign:** David S. and Rev. Garn noted that expenses and repairs are consuming funding sources which do not increase as quickly as they are being used, and asked everyone to begin thinking about and planning for a Capital Campaign.

## NEXT MEETING

**Announcements:** none.

## MEETING ADJOURNED

February 2, 2010, 7:10pm \*\*\* **NOTE TIME CHANGE** \*\*\*

9:10p; Moved by Jerry K, Second Alycen M; Approved unanimously.