

# Mission Handbook

Section

Meeting Minutes

Subject

MARCH 2, 2010

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PRESENT	David Sass, Diane Meadows, C.J. Shaw, Bill Lee, Paul George, Alycen Mansell, Rev. Cyndy Garn, Marvin Gifford, Steve Potter
ABSENT	Mark Hadley, Mike Jones, Jerry Knorr
PRIOR MINUTES	<b>February 2, 2010 Minutes:</b> Moved to approve by CJ, Second, Alycen M; Approved unanimously.
ADMINISTRATIVE	<b>Building Tour for New Trustees:</b> David S. noted the desirability to schedule a building tour for the new trustees, to allow them to become more aware of the issues and limitations we face in caring for the facility and grounds. Time and date to be determined.
SPECIAL PRESENTATION	<b>Endowment History - Steve Potter</b> Committee Established in mid-80s as part of Trustee. About 1993, Brinker Corporation hired as outside money managers, and set up four (4) funds. Each fund had separate manager. About 2007, new by-laws said that each fund must maintain its purchasing power. Any extra money would be available to use for life of the church. Money now in mutual funds, currently managed by Larry Boord and Associates. Endowment Committee is its own committee, not a subcommittee of Trustees.
OLD BUSINESS	<b>Heating Unit Leak-Browning Lounge:</b> (David S); repairs almost complete, waiting on bills before contacting insurance adjuster. Paul G. questioned the carpet seam down the middle of the room. Carpet company assures that it will disappear in a month or so. If it does not, he will return and fix it. It was suggested that he not be paid in full until we are sure that it is satisfactory. <b>Insurance Policy Review:</b> (Bill L); Bill and Marvin have spoken with the agent who currently has church policy. Our policy does not have coverage for medical (accidents, etc.) that occur at CPC. However, our umbrella policy could come into play if necessary, but CPC has a different policy that does cover those items. Rev. Garn is satisfied with that coverage. The consensus was that going forward it would be good to look at both policies together. Matt Seabaugh will be the new chair. Once he is in office, both coverage's should be compared. David Sass asked how we get competitive rates, and are we content with our current agent? Bill Lee responded that we have been using insurance agents who represent several companies. Bill and Marvin are comfortable with him. The committee felt that it might be good to hear from other companies. Rev. Garn will supply the contact person for Church Mutual. Bill will ask our current agent if he has access to that company. We may want to contact an additional agent for comparison of costs and offerings.

# Mission Handbook

Section

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---

**Lock & Key Inventory:** (Marvin G); Eddie is on schedule with this task, and should be completed in June.

## NEW BUSINESS

**Announcements:** None

**Energy Audit Update:** presentation by David S & Rev. Garn; Approximately 15 students from Columbus State came. It was a very diverse group in terms of experience and education, with several minorities represented. Wednesday evening is the follow-up. Marvin saw this as a way for us to participate in community outreach. Those who were present felt that we may get a very thorough job. Ohio Interfaith has all sorts of materials on how churches can go green and encourage members to do so. Heather Moyers brought information on this topic when she returned from her conference, last week.

**Downs Gutter Repair:** presentation by David S; The gutters and fascia fell off of the Downs Street Parsonage, due to the ice. AEP came and solved the electrical threat. It will have to be rebuilt as soon as the weather improves. Insurance will cover it after the \$1000 deductible is paid.

**Elevator Maintenance:** presentation by Paul G; The due date on the RFP is April 2, 2010, which is before the next meeting.

## CHURCH FACILITIES (usage and upkeep)

**Application for Use of Church Building:** (Marvin G); CPC asked for permission to use the building for a jewelry party. (unknown beneficiary) They asked that both the room fee and the custodial fee be waived. The Trustees decided to waive the room fee but not the custodial fee. Bill Lee motioned/C.J. Shaw seconded. David Sass voted no. All others yes. David Sass asked Marvin to stress to Sue McQuilken that we would enforce the 30 day notice rule in the future; approved unanimously.

**Creative Play Center Liaison Report:** (C.J. Shaw); CJ reported that the Teddy Bear room to be painted an ivory color. CPC's budget is going to the Finance Committee again. All employees will now be covered under Conference insurance.

**Attic Insulation Preparation:** (Bill L. and Paul G); the inspection of the attic space above the Potter Chapel and 2<sup>nd</sup> floor classrooms revealed the need for: trash removal, closure of gable vents with new wire mesh to prevent bats from entering, preparation required to allow placement of blown-in insulation, and the need for an elevated access walk system to allow service and maintenance of mechanical equipment. There was also noted a need to immediately close and insulate the (4) attic vents which currently open to the hallways below, and are providing no barrier to heat loss.

**Building Inventory:** (Diane M and CJ Shaw); Diane has developed the spreadsheet to catalog the items. All to review and advise if it has appropriate content.

# Mission Handbook

Section

Meeting Minutes

Subject

MARCH 2, 2010

**Council on Bishops Meeting:** (Rev. Garn); Rev. Garn requested that the gathering (beginning April 30) be granted permission to use our vans during their stay, but not on Sundays. Permission granted.

**Pentecost:** (Alycen Mansell); Alycen Mansell requested that the Flowers and Paraments Committee have permission to sell memorial red geraniums in order to decorate the altar for Pentecost. She asked if it was feasible to plant them around the church later. David Sass wanted to be sure they were in accord with a master plan. Diane Meadows pointed out that since they were annuals and we had no master plan yet, they should not interfere with a plan once developed. C. J. Shaw suggested they be planted around the front sign. Cyndy suggested that Bob Chiles be asked to connect with Nick Besser about the master plan and have Bob use the geraniums around the church as he saw fit; approved unanimously.

HOUSKEEPING  
(health & safety,  
cleanliness, etc)

### Inspections this Month:

1. Bi-annual Downs Parsonage drain cleaning by Waterworks.
2. Bi-annual elevator inspection by State of Ohio (done in Feb.)
3. Bi-annual fire inspection by the City of Worthington Fire Dept.
4. Bi-annual kitchen maintenance inspections by Hard Co. (exhaust hood Ansul system, fire extinguishers, fire shutters, etc.

FINANCIAL  
STEWARDSHIP  
(income and expenses)

**Financial Statements Review:** Presented by Marvin Gifford. The \$1000 deductible noted was used on Downs Parsonage for the gutter repair. \$650 received from Cotillion. Suzy Talbott got all the electrical bills for the church consolidated into one bill. Gas bill was \$2000 higher than the estimate, but we are still under budget for utilities. 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); David noted that the results of the visioning meetings will be presented at the next Admin. Council Meeting.

**Review Annual Calendar:** (Mark Hadley) no report, but a reminder to add items to the calendar throughout the year as they occur.

PLANNING  
(current and future  
priorities)

**Downs Parsonage Work Teams:** (David Sass); David reported that the work is continuing.

BEQUESTS and GIFTS  
(endowment and memorial  
funds)

**Memorial Committee Liaison Reports:** (Alycen M); Garbage disposal purchased. There is a need to develop clear channels for memorials along with a policies and needs lists. We need to be sure that all memorials go through the memorial committee and not the area where the

# Mission Handbook

Section

Meeting Minutes  
Subject

---

MARCH 2, 2010

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money is to be spent. Our record keeping needs to be updated and kept, so records of giving are easily accessible and not lost. Policies and procedures need to be developed in writing concerning such things as amounts, recognition etc.

NEXT MEETING

March 2, 2010, **7:30pm** \*\*\* NOTE TIME CHANGE \*\*\*

MEETING ADJOURNED

10:30p; Moved by Diane M, Second Paul G; Approved unanimously.