

KOG 7 January 2016 Administrative Council Meeting Minutes

Present: Bob Bower, Scott Whitney, Carol McDivitt, Leo Salazar, Ted Schmidt, Karen Miller, Tom Alpert, Len Koch (via GoToMeeting) and Pastor Ruth Ann.

Bob Bower began the meeting with an introduction to the new members. Pastor Ruth Ann opened the meeting with prayer.

In addition to being a regular monthly meeting, the evening was also an orientation for new members. Bob explained Drop Box and how communication and information sharing is conducted through its use. Bob encouraged all to review the constitution and Bylaws as well as the continuing resolutions in the Drop Box.

After discussion, it was decided **Executive Team will meet the second Thursday of each month and Council will meet the third Tuesday of each month.**

The Drop Box folders need to be streamlined with adoption of a uniform naming convention. Leo agreed to review and attempt to organize the Drop Box folders.

Pastor Ruth Ann's annual review was next discussed. Surveys have been distributed and received. Bob discussed the next steps needed in the process, where we not only review goals that were set but determine goals for the upcoming year. Leo will compile the surveys into a report to the Executive Team with a goal of reporting to the entire Council next month, and a report to the Congregation the next Sunday after Council reviews it.

Personnel documents. Karen presented a package of documents including job descriptions, letters of employment for staff, and a resolution authorizing new pay change effective dates. **Carol moved to amend** the letter of employment for Diana to read in part "as interim employee, this position will be paid at an hourly rate." **Ted seconded. Motion to amend passed.** After discussion, **Carol moved to accept the package. Scott seconded. Motion passed.** Pastor will meet with staff to sign new letters of employment.

Ministry Team review was next discussed. Bob asked Leo to develop a comprehensive list of Ministry Teams, Council liaison, and team leader, together with contact information. Council next discussed whether other teams active in the congregation needed to be classified as a Team with a continuing resolution approval. The Christmas Bazaar, the Community Garden and World Hunger were mentioned. Pastor volunteered to take the first step at determining how to proceed on this issue.

Council Liaison members will be selected for each Team. Bob reviewed that each team needs to report to Council and for those teams with a budget line item, they need to monitor their budget throughout the year. Council members volunteered for assignments: Karen for Personnel and Outreach, Scott for Nominating, Bob for Columbarium and Infrastructure, Len for Communications and Bridge, Carol for Worship and Ted for Property.

The January 30th Retreat was next discussed. Bob explained the purpose of the retreat was to develop and review long term strategic planning initiatives for the congregation. Bob will plan the agenda and make assignments. The Retreat will include ministry team representatives and key congregation members. Suggestions were given as to individuals to invite. Scott offered to coordinate the pot luck.

The Conversation with Zion was next discussed. We will meet with representatives on Thursday, January 21. A Faith Formation Director and joint venture will be discussed.

Treasurer Report. Carol reported 2015 had income of about \$1000 more than 2014. Carol asked for permission to remove the 2006 to 2008 records from the financial cupboard. **Carol moved, Ted seconded to allow removal of the 2006 to 2008 records from the financial cupboard. Motion passed.**

Carol next discussed the five **Mission Investment Fund** certificates of deposit that will mature in April. After discussion, Carol and Pastor agreed to review the matter and report back to Council.

Carol raised other issues facing her as she assesses the Treasurer position. These included use of credit card, proper signatory authority for use, and guidelines for use, as well as review of the payroll dates for employees. Carol will review these matters and report to Council or propose action items as appropriate.

Len advised the **current pending Sign Permit** with the city will not be accepted. Our sign is not compliant with current code. Len suggested the permit application should be withdrawn and the concept reviewed.

Scott advised **current insurance policies** need to be reviewed. The current insurance company we use is Church Mutual. Scott will form a team to conduct the review and will report back to Council.

We need to appoint **MIF Online Administrators** to access necessary monthly statements and interest payments in a timely manner. **Upon motion by Pastor Ruth Ann, seconded by Ted,** the following motion was adopted: **"Carol McDivitt and Kathy Gustad are hereby authorized to act as MIF Online Administrators and have access to MIF Online Services."**

The Council next discussed the **Property Team Chair** position and how we might address Joe's departure. Increasing custodial time and use of outsourcing was suggested. Bob encouraged Council members to assist in coming up with someone who might serve as co-chair of the team.

The next meeting will be Tuesday, February 16th.

Refreshments will be provided by Scott.

Devotion to be provided by Ted.

There being no further business, the meeting was adjourned.