

KOG 16 August 2016 Administrative Council Meeting Minutes

Present: Bob Bower, Scott Whitney, Carol McDivitt, Leo Salazar, Karen Miller, Len Koch, Tom Alpert, and Pastor Ruth Ann.

Also present were members of the Audit Committee – Nick Balogh, Mark Pemberton, and Roger Seher – and Darell Zimbelman regarding the Annexation Agreement.

Leo opened the meeting with devotions. Len provided refreshments.

The minutes of the June Council meeting were presented. The **minutes were approved as presented.**

Treasurer Report. Carol presented the July financial information. She reported July was a good month and trends are typical.

The **Audit Team** presented their **annual audit. No discrepancies were noted**, expenditures appear appropriate, and the Team concluded the financial operations of the church were in good hands. The report did make some suggestions for improvement. The policy manual needs attention and the voucher filing system could be improved. Certificates of insurance should be required from any non-church organization using the church facilities, or we should obtain an indemnification agreement or a hold harmless agreement from the user. Documentation of satisfaction of this requirement should be kept on file. Any exception should have council approval. Scott offered to work on this recommendation. The Team noted there is a great reliance on the Treasurer, and that teams need to be trained on knowing the accounts to use, use of their respective budgets, and a better knowledge of the parameters of their spending allotments. The Team recommended an outside audit for 2016, which would require budgeting for that expense. **Len moved, Karen seconded to accept the audit report.** Motion passed. Bob and council members expressed their gratitude for the dedication and excellent work of the Audit Team.

Darell gave a presentation on the infrastructure and annexation planning, starting with an historical review. The annexation process has been a continuing event but allowed the columbarium to become a reality and allowed conversion to city power. The existing parking lot is non-compliant with current city standards but it will only have to be replaced when there is a major revision to the property. We are required to implement a partial landscaping program, which will include some sidewalk and trees between the curb and sidewalk. Darell continues to work with TFG on the plan. Darell and Pat are working on the proposal to present to the city on how to proceed. Council will need to address this as the 2017 budget is developed.

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Team Reports. We will not wait for the permanent cap for the **columbarium** to proceed with a dedication. Looking at September 18th between services as a possible **dedication** time and date.

Len reported **Bridge Ministries** had a very successful Church picnic on July 24th with 60 to 70 people in attendance. The team will invite Zion to participate in the development of the fall schedule.

Len reported the **sign fundraiser** successfully raised \$9800 for the new sign. The contract will be signed and he hopes the new sign will be installed within 8 weeks.

Technology/Communications Teams recommends using **Madwire as the new website** contractor. The proposal is \$500 per month for 6 months. Pastor moved and Karen seconded **motion to accept** the Tech Team recommendations and approve entering into the contract with Madwire. Motion **passed**.

Pastor gave her report. **Joe Jedrzejewski** has been working well and has been a big help. His installation will be on Sunday, September 11th at King of Glory.

Pastor hosted a **staff retreat** on August 7th. During the retreat, Karen reviewed policies. The **Worship Visioning Task Force** will be making recommendations to council next month.

Karen presented a **revised Continuing Resolution for the Personnel Committee**. After discussion and suggestions for slight revisions, Scott moved and Carol seconded a motion to adopt the Resolution as revised in the Council session. Motion passed and a revised document will be uploaded.

Worship plans are now set for rest of the church year. **Stewardship campaign** will start at the end of September and finish October 16th. The theme will be "Simply Live" and there will be prepared materials to accompany the campaign.

Scott updated Council on the **nominating committee** status. He posted a spreadsheet he created of the previous Giftedness Survey results, which will provide a data base to help determining people who are interested in helping in different areas. It was the consensus that we need to revise the Survey for this next campaign. Scott reported there are several positions that may need to be filled, which might include team leaders for Tech Team, Communications, Stewardship, RIC, Personnel, Hospitality, and Environment/Curb Appeal.

Faith Formation classes have been formed for the fall. Pastor moved and Tom seconded preparing and giving the budgeted check for the Outreach check to **Sky Ranch**. Motion passed. Carol moved, Scott seconded that this year's **Thanksgiving special offering** be dedicated to **Kid's Pack**. Motion passed.

Bob is planning the details for the next **strategic planning meeting**. The meeting will be on **October 22nd** from 9 to 11 AM.

Council discussed the **end of year budget planning** process and the timeline needed. **The Annual Meeting was set for December 4th**. Goal is to finalize the budget to submit by November 15th. Salary recommendations from personnel will be submitted by the end of September.

There being no further business, the meeting adjourned at 9:25 p.m.

The next meeting will be Tuesday, September 27th.

Refreshments will be provided by Leo.

Devotion to be provided by Bob.