

BMUMC Leadership Board Meeting

January 21st, 2020 / 7:00 PM

Board Attendees

Present: Rachel Smith (Chair), Kerry Shirk, Travis Curry, JT Young, Grace Mahon, Melissa Morgan, Oceanna Brubaker, Barb Allison, Bryan Langdon, Mark Hausmann (secretary)

Guests - Doug Winner (treasurer), Charlene Reigle, Kathy McKibben

Agenda

I. Secretary Report (Mark)

- A. Ministry Teams - have assigned liaisons from the Board
- B. Minutes - Mark will send these out to get approval shortly after a board meeting
 - 1. JT will announce that copies are in the back
 - 2. JT will also put them on the website

II. December minutes

- A. Becky made a motion to approve the December minutes, Grace seconded, the board passed the approval of the December minutes
 - 1. Travis asked if we would discuss action items from the December meeting, and this will be done later in the meeting

III. Treasurer report - Doug Winner - major points of discussion

- A. Discussion of DIEP fund - this is a fund that was established by Chuck Root to help community members
- B. Shares of Ministry (SOM)
 - 1. ~\$17,000 owed for SOM from 2019
 - a) We paid \$12,000, and the last payment was in the end of November
 - 2. SOM savings account - we are taking 10% out of the total unified budget to pay toward SOM so that we can make this obligation
 - 3. We now have envelopes where people could designate
- C. End of Year Budget
 - 1. This year we are budgeting \$213,000 for the year
 - a) We are currently behind what we need, but January tends to be a slow month, and we are only \$40 off of where we were last year. Last year we remained within budget.
- D. The budget that is shown in the bulletin has changed so that SOM are no longer shown.
- E. Capital Campaign - \$109,000 left to pay
 - 1. We would like to have this paid by the end of 2020

IV. Ministry Team Updates

A. Busy Beaver - Charlene Reigle

1. Liaison - Melissa Morgan
2. How are payments done - monthly and weekly.
 - a) Weekly payments
 - (1) For weekly payments we need to decide when the payment will be due, and when late penalties occur
 - (a) Payment will be due on Monday
 - (b) Late penalty of \$5
 - (2) Rachel brought up the possibility of direct deposit (Automated Clearing House, ACH)
 - b) Monthly payments are due the 1st of every month, and a late penalty is assessed on the 5th
 - (1) The board's hope is that people will pay monthly
3. Early Learning Resource Center (ELRC) children (subsidized)
 - a) We currently have 7 children which is a \$1235 loss compared to those paying the full amount
 - b) It was briefly discussed that we could ask the parents to pay the difference, but the board felt that we couldn't ask parents who are struggling financially to do this.
 - c) Discussion of how many of these children could be taken. We are currently at 38 out of 45 spaces, and we would hope to strive for a 90% fill rate (currently at 84%)
 - (1) There was some discussion if we should cap the number of ELRC students we can take and agreed that there wasn't always a clear answer.
 - (2) We decided that if we had space we would always take them. If we are already filled to capacity, then we can't add more.
 - (3) Rachel suggested that going forward Charlene could report to us how many kids we have each month and which age category.
 - (a) Number of slots available
 - (b) Number filled
 - (c) Number waitlisted
 - (d) Number that are ELRC
 - (e) We could also list number of late payments
4. Charlene said we have had issues with CPR-first-aid certification for all of the staff.
 - a) We suggested that we should pay the \$75 offsite fee to get everyone certified.
5. Eight years of records in the office. Charlene has asked that we put these somewhere safe. Possibly a wooden cabinet downstairs.
 - a) Discussed that we should change the locks on the office
6. Charlene needs to make purchases more easily. We need a new credit card.
 - a) We will ask Hood to get a BB credit card
7. There is concern among parents and staff on where the money for the tuition increase is going.
 - a) We need to meet with Charlene to discuss what needs to be done in the BB rooms.
 - (1) New carpet in some areas, and other areas that are not carpeted.

- b) We need to make progress on the playground. We had started to make some progress on this, but things have stalled.
 - (a) We will regroup with Barb Lebauer
- 8. Staff raises were briefly discussed. Rachel said that we are working on a process for how to communicate this.
 - a) Official letters will be sent
- B. Beacon Ministries - Caitlin Brocious
 - 1. Board Member - Barb Allison will be the liaison for Beacon Ministries
 - 2. We need volunteers to sign-up
 - 3. We need to sustain the items in the shop
 - a) We don't have a sustainability plan for this at the time
 - b) Some discussion of donations from stores
 - 4. We may start off as once per month
 - 5. It is possible that the Mission Ministry can help to fund this
- C. Building Ministry - Bryan Langdon and Mark Haussmann
 - 1. Liaisons - Bryan Langdon and Mark Haussmann
 - 2. Another active leak in the Parker Building - Grace will reach out to TRoss
 - 3. HVAC - we discussed the possibility of working with CVC
 - 4. Snow Removal - we will use Keystone landscaping
- D. Financial Secretary Ministry - Kathy McKibben
 - 1. Liaison - Grace Mahon
- E. Hospitality Ministry - Emily Haussmann
 - 1. Liaison - Mark Haussmann
 - 2. Do we need to provide food for funerals. Deferred to discuss at another time.
- F. Missions Ministry - Eustacia Muir
 - 1. Liaison - Travis Curry
 - 2. Will we have Hungry for Change this year?
- G. Worship Ministry - Retta Lincicome
 - 1. Liaison - Kerry Shirk
- H. Youth Ministry - Mindy Moore
 - 1. Liaison - Becky Rice
- I. Music Ministry
 - 1. Liaison - Travis Curry
- J. Christian Education - Corrine
 - 1. Liaison - Oceanna Brubaker
 - 2. Discussion of having the adult Sunday school class host an after-church meet-and-greet on the Sunday at the end of month.

Action items

- 1. Minutes - JT should announce from the pulpit that these are available (JT)
- 2. Shares of Ministry - announce in church what this is and how we collect for it and pay it
- 3. Add Charlene to Ministry Coordinator Reports (Mark)
- 4. Move the files in the BB office, and also change the locks on the BB director door (Mark, Bryan)
- 5. Hood should get a credit card for Charlene (Rachel)

6. Need to ask Barb Lebauer about the playground. Based on this we need to get someone to reach out to Charlene and make progress. (Becky)
7. Meet with Charlene about BB building needs (Mark, Bryan)
8. Get roof leak information (Bryan)
9. Reach out TRoss about roof leak (Grace)
10. Reach out to Nancy Nickles about December Action Item - To investigate cost of shelf replacement of refrigerator.