

Leadership Board Meeting

February 16, 2021

7:00 P.M.

Zoom

Action items:

- 1. Travis to contact Todd about Busy Beaver Internet problems.**
- 2. Everyone should spread the word about openings at Busy Beaver.**
- 3. Patty to send email for vote on mission statement. Also, she will share names with Lorna that were suggested for the card ministry.**

Attending: Pastor Leah Williams, Nancy Shinn, Martha Root, Melissa Morgan, David Deibler-Gorman, Travis Curry, Lorna Curry, Doug Hess, Doug Winner, Kerry Shirk, Ralph Hibbs, Karen Nicholson, Patty Johnston and our Conference mentor Kim Shockley.

Leah opened in prayer. Nancy offered a devotional with quotes from Oswald Chambers dealing with exhaustion in our service to church, and emphasizing that we turn to God for replenishment.

Travis introduced Lorna. She is our new Lay Leader and will be part of our meetings. Lorna thanked Leah for the opportunity to serve and promised to fulfill the position to the best of her ability.

Approval of the January minutes came next. Patty said there were two corrections/additions to the minutes that she would add. David made the motion to pass the minutes with the revisions, Travis seconded and the minutes then passed unanimously.

Nancy reported on Busy Beaver. They now have clear masks. They were anonymously donated. Now staff and children can see each other's expressions and smiles come through wonderfully. Lorna modelled one for us, pointing out that they did not fog and were easy to clean with dish detergent. Nancy said 2 staff members had requested conversations, they were held and the issues seem to be resolved after some changes were made. The infant room is closed for 24 hours due to a positive COVID test. That person will return after a 10-day quarantine. There has been a problem with the Internet connection which Charlene reported to Leah, Michael and Deb. PTD refused to come look because Charlene was not authorized on the account. Travis suggested we ask Todd to evaluate before continuing with PTD as Todd had some ideas. Travis will call him.

Nancy and Karen reported on a Kinderfolk conversation between Jenn, Leah, Karen, Nancy and Patty. Jenn offered a history of the pre-school. She explained the normal class schedule: 3-4-year-olds in a morning class on Mon/Wed/Fri and a pre-kindergarten class Mon. through Friday in the afternoons. She also explained the current schedule during this period of low enrollment due to COVID: mornings only with the 3-4-year-olds coming Tues/Thurs and the pre-k class on Mon/Wed/Fri. Kinderfolk has no Board currently. We agreed one was necessary, probably separate from the Busy Beaver Board (BB). New policies on Kinderfolk paying for cleaning supplies and other established contributions to the church should be discussed. David offered that in the past Kinderfolk had paid for all supplies except toilet

paper and paper towels. Lorna asked about reorganizing classrooms to allow for BB expansion. It was decided that this was not feasible - other than possibly during summer months – because when classes returned to normal those spaces would be needed again for Kinderfolk.

Karen reported on the Personnel Advisory Group. They are working to bring BB employees into a solid team. There are currently three openings on their staff: a group supervisor, a teacher and an aide. Only 3 applications have been received so far and interviews are starting. Charlene will re-post ads on Indeed and with Career Link as well as seeing about the cost of an ad in The Daily Item. The ads will be revised so that a degree is not required. Another teacher will be leaving soon because she is moving. Lorna shared later in the meeting that she will be adding a fourth day at BB. Karen asked that we spread the word about the openings.

Travis reported on Stewardship. We have identified 54 giving units among the congregation. Approximately 35 have pledged, another few are giving anonymously. Some of the reports are incorrect. He is searching for the discrepancies. Leah has asked him to give a “minute for stewardship” twice a month during worship. He may call upon Board members to help with this.

Doug H. reported on Trustee matters. He has installed a drop box for those dropping donations at church. It is outside the external office door. Kerry added a label. Heat has been restored to the Ginny Beck Room. There was a simple wiring problem. He covered the broken attic window with help from Bryan Langdon. The company that was to permanently fix that has not addressed it yet. Nancy asked who was to clean the hymnals and remove the communion cups in the sanctuary. Leah replied this was the responsibility of the ushers for the week. Grant, our sexton, can be asked about this as well.

Rev. Ralph Hibbs was introduced as our Finance Committee chair. Ralph is hoping to introduce a prayer event to ask congregants to thoughtfully consider their contributions to help cover our ongoing deficits each month. He will present the Biblical point of view. Kim reminded us that it starts with giving by the leaders so we have a firm foundation when requesting others to increase giving. She also suggested we emphasize how many good things happen at our church and thus the need to maintain the building and the staff making that possible. Ralph emphasized that for people to give, they must feel they have a voice in church matters. Melissa shared that Fasnacht donuts were such a success in other churches, we should consider making them next year as a fund-raiser.

David reported on our United Youth. Mindy passed along her appreciation for the Valentine’s gift card and ongoing support. Attendance in the group is up. Their trivia quizzes are back with monthly winners who get to choose the form their \$25 prize will be. This past winner was Alana Jacob who answered questions about the Super Bowl and its commercials. Mindy has purchased paint to spruce up their room. Leah asked her if the youth would be interested in a Youth Sunday, specifically the 5th Sundays of the month. They would run the service, even the sermon if someone was comfortable doing that. Mindy will ask the group.

Treasurer Doug reviewed some parts of the financial reports he had sent. He has changed a few reports for easier understanding, those for some of the restricted funds. The ones for BB and Kinderfolk also show up on the balance sheet and amounts are rolled into the general fund. He noted that both programs pay for their own specific supplies and payroll. * (See note below) Our balances have increased because we are paying salaries from the PPP grants we received, the second of which was for just over \$69,000.00. Giving for unrestricted funds are down due to our low weekly offerings totals. We

are still confident that PPP funds will carry us through the first quarter of 2022, but we need a plan for after that. There are very few places we could reduce the budget. The spending for PPP funds must be carefully documented to get forgiveness of those loans, but last year we sent that documentation very early and received documentation of forgiveness for the first round of PPP, so we expect the same will apply this time. These funds must be used within 24 weeks. We will use a second amount of \$12,000 for payroll at the end of Feb.

Our main focus should be increasing cash flow. Though we now have a balance of \$50,300 in our capital campaign loan (thanks to donations totaling \$3,900 in Jan. and Feb.), it would be better to have more cash to meet monthly bills than work to eliminate that debt. Restricted funds for missions have also fallen severely. Kinderfolk and BB are currently operating in the red due to the pandemic, and they have been significant contributors to our general funds for several years. Martha noted that mission funds are also down. We have supported 6 local charities and 3 that are farther afield recently. We collect funds over the year and at the end send out donations from that balance. Other churches Doug has attended have a line item in the budget for missions.

Kerry added comments regarding the financials. As is typical for Jan. and Feb., giving has been down. With no in-person worship, it is probable people forget to send in pledges and donations. This past week showed an improvement. Travis asked about how giving is posted. For example, he gives monthly, so would that be posted when received or distributed over the weeks of the month. Kerry replied it is posted when received. Kerry needs volunteers for counters as well as one more person to serve as reporter. Only he and Chuck Root are serving in those capacities now because some counters do not attend in person due to COVID.

Leah made some announcements. She said Patty would be sending an email for a final vote on the new mission statement. Tomorrow is Ash Wednesday, and ashes would be given using a drive-thru in the municipal parking lot behind St. Paul's. (A shared event.) She has several times during the day when she will administer them. Also, she has submitted the end-of-the-year reporting. She thanked Doug for his excellent financial reporting which made the job much easier. She shared, humorously, that our ethnic diversity numbers went up 700% thanks to her family adding 7 people to the total!!

Lorna announced she would be resurrecting our monthly newsletter. She asked for people to share announcements and articles that they wished to have included.

Patty asked if progress had been made on securing someone for the card ministry. Lorna said that in her calls to the congregation that she and Nonie Martin have shared, Lori Barth said she may be interested in helping with it. (They have been making calls based on a recent directory that Deb gave her.) Patty will share some names she and Martha had suggested.

We shared some information about our own lives at this time.

Travis ended our meeting with prayer at about 8:40 p.m.

Respectfully submitted,

Patty Johnston

NEXT MEETING 3/16, 7:00 P.M.

***Note from Doug W. I did not get all of his report correct, so we decided it would be best to attach the explanatory email he sent the following day:**

I wanted to follow up on an item that arose last night and correct a comment I made. During the meeting last night a comment was made that Busy Beaver (BB) pays for their supplies but Kinderfolk (KF) does not. I stated that each group pays for their own supplies. My reference was to teaching and cleaning supplies used uniquely by each operation, but the comment apparently was meant to be directed to bathroom supplies (toilet paper, paper towels, and trash can liners), which I thought was being handled in a different manner.

I had a lengthy discussion this morning regarding this topic and will share the history (some of which I knew about, some I did not).

When the former sexton, Jenn Smith, was employed, she purchased the bathroom supplies (as well as other "sexton" items) and those were charged to the general church budget. After Jenn resigned and there was a period without a sexton, there was no one replenishing those supplies so Charlene started acquiring them, as needed. She and I discussed this and I asked her to code those bathroom supplies so I could charge them to the general church budget, which has a budgeted line item for those expenses.

It is the responsibility of the person making the purchase to code the item to the appropriate expense account. I rely on that to enter the payment into the financial reporting system. At some point after we started this process, there was an email that instructed Charlene to charge these bathroom supplies to BB. Since BB does purchase more supplies due to their need for daily cleaning and sanitation, I didn't notice the change and wasn't aware of the change of how the bathroom supplies were being coded.

KF apparently doesn't purchase bathroom supplies, but I don't know where those items come from for the bathroom that they use.

I'm sending this to set the record straight so everyone understands what is occurring. I'm not offering my opinion since I just record the payments based on the coding. I am troubled by the apparent division and defensiveness between BB and KF and the feeling that they are not treated equally. The space allocation debate likely exacerbates negative feelings.

I hope there can be a satisfactory compromising resolution to bring everyone together.

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Doug Winner, Treasurer