

Lindenwood Christian Church
General Board of Directors Meeting
Bell Conference Room
Sunday, Jan. 19, 2014 – 12:15 -1:45 p.m.

MINUTES

In Attendance- Susan Archey, Lisa Moore, Rachel Lyles, Wayne Cook, Gary Aulfinger, Bill Dancer, Ric Potts, Herb Hilgeman, Emily Duke

Others in Attendance: Sr. Minister Dr. Rev. Bill McConnell; Chair of the Search Committee, Katherine Kyle; Chair of the Elders, Anna Hough; Stewardship Ministry team members Erika and Tommye Latham; Nancy McConnell

I. Susan Archey called the meeting to order at 12:15 PM.

II. Opening Prayer – Gary Aulfinger

III. Sr. Minister Report – Dr. Rev. Bill McConnell

Bill gave a report on the staff/administration realignment necessary based on the budget philosophy of being a mission church vs. a service church with a 10% mission, 10% outreach and 80% administration goal. Key changes include:

Will not fill Associate Pastor position vacated by Sarah Taylor Peck; Will not fill Associate Pastor position when vacated by Andrew Taylor Peck; will not fill position vacated by Eddie Smith (IT, part-time maintenance); will not fill position vacated by Alan Dunn (Business Administrator). Duties assigned to all are being reallocated to remaining staff and lay leadership in the congregation.

Job descriptions of remaining staff are being developed as follows:

- Pastoral Care Assistant- (Carol Smith) to provide support to the pastors and ministry teams leadership
- Office Manager- (Mickie Dunn) to oversee office functions and maintenance
- Finance Manager- (Cindy Franklin) will oversee the financial accounting and payroll functions
- Director of Youth Ministry- a part-time position to oversee youth group ministry
- Coordinator of Children and Youth Ministry - a part-time position to oversee children's ministry
- Director of Children's Ministry - (David Johnson proposed) to ensure there is a continuity of service and a comprehensive plan for the nurturing of the spiritual development of children birth to high school graduation.
- Video/Website Manager- a part-time position to keep the website vibrant and current utilizing video effectively to tell the Lindenwood story
- Maintenance- hire a part-time person to do basic items such as replace light bulbs, etc.

Bill reports that, to date, the response to the changes and necessity of downsizing has been positive and congregants are stepping up to be helpful. The key is to maintain this energy over time. Emily suggested that the congregation be provided a list of functions that folks can volunteer to fill with the necessary requirements. She also shared that it may be a good idea to have a screening process to identify the best volunteer(s) for the tasks to insure quality outcomes. It was discussed that we should sooner than later form a building/property committee of people really willing to work, not just develop a list of building needs to be accomplished. Board members are asked to submit names to Bill of individuals that would be well suited for this committee.

IV. Consent Agenda – Approve Dec. 15, 2013 Meeting Minutes

Page one correction: in the last paragraph, it was not Susan that said the person that committed the theft several years ago was using personal checks vs. credit cards - it was Alan who said it in response to Susan's question.

Page two correction: in first paragraph of Budget Discussion section, the name "Kyle" should be replaced with "Karl."

Page three correction: in second paragraph, Susan wants it noted that, in response to Ric's comment, she stated that principal repayments on the line of credit has been built into the 2014 budget.

Page four correction: in the last paragraph, the sentence should read, " For those who had not seen the new plans for renovating the Child Care Center rooms..."

Once corrections made, Herb motioned to accept, Gary seconded and the minutes were approved by unanimous vote.

V. Old Business

- i. Update on implementation of internal control processes and church ministry discretionary designated funds – Rachel Lyles

Rachel shared that Brundige/Paine, the accounting firm that performed the Review of Agreed Upon Procedures in the fall of 2013, developed a list of suggested processes for effective management and accounting of church funds as a part of their audit. The Stewardship Ministry team is customizing the recommendations for Lindenwood and will be bringing their recommendations to the February Board meeting for our review and discussion.

VI. New Business

- i. Election of 2014 Board officers

Herb nominated Rachel as Chair; Ric nominated Lisa as Secretary; Bill Dancer nominated Herb as Vice Chair. All nominees agreed to their respective nominations and were elected by unanimous vote.

- ii. Appointments of open committee seats

With Steve Herrington rolling off the Personnel committee, the board appointed Danny Mincey, a HR professional to the committee, and he has been a welcomed addition to the committee.

- iii. Resolution to update bank contacts

There are two accounts with Commercial Bank and Trust: a checking account and the Foundation high yield savings account. Currently there is a need to identify up to three individuals per account to have signature approval and online banking access. The following was determined:

For church checking account:

Signature approval: Bill McConnell; Rachel Lyles; Chris Nemec
Online access: Bill McConnell; Cindy Franklin; Tommye Latham

For Foundation account:

Signature approval: Clay Isom; Herb Hilgeman

A motion to approve was given by Wayne and Ric seconded. The motion was approved by unanimous vote by the board.

iv. Dates for church calendar (Board retreat, congregational meetings, etc.)

Congregational meetings to be held in the months of: March, June, September and December. Decision was made to hold the meetings on Sundays at 12:15. Mickie Dunn will be asked what dates are available and best. Specific dates will be provided at the February board meeting

Nomination Committee will follow a calendar of action to insure the process is thorough and all parties have enough time to vet nominees. The overall calendar will be as:

- August – congregation provides nominees to the Nom. Committee
- September- nomination committee to compile list of nominees
- October- nomination committee provides slate of nominees to Board at monthly Board meeting
- November- congregation is made aware of the slate of nominees
- December- nominees are voted upon at the congregational meeting

Board Retreat is scheduled for Saturday February 8, 2014, from 9am – 12noon at Lindenwood. Specific location to be determined. Lisa will work with Rachel to establish an agenda and facilitation plan. Focus of the day is to clarify the role and functions of the board and set priorities for 2014.

v. Finance Report

Rachel reported that as of December 31, 2013, there was \$14,435 in the church checking account. As of January 17, 2014, there was \$68,883 in the account but over \$60K in outstanding checks yet to clear. It was noted that last year we had over \$3,600 in overdraft fees. A discussion followed that we need to identify the real reasons behind this fact so that policy and procedures can be put into place to end overdraft fees.

The Stewardship Ministry is in the process of doing an internal audit to reconcile the books for 2013 and identify areas of improvement. There was discussion for the need to establish a quality monthly report for the board to review so that we have the information needed for effective oversight. Board members are asked to identify the items each feel is important to have in the monthly report. The system the church uses is complex and with Alan's departure others are getting up to speed as quickly as possible to manage and oversee the financial accounting process.

Rachel advised that the Line of Credit with the bank matures today (1/19/14). Ric motioned and Emily seconded for Rachel to proceed with the paperwork to get renewal of the line of credit and to follow the payback plan as outlined in the approved budget.

vi. 2013 Year-end

2013 has not been closed out as December has not been reconciled yet. The Stewardship Ministry (Tommye Latham) is working on this.

vii. Removal of excess earthquake insurance

Susan presented information on our current earthquake insurance. In our normal coverage we have 2 million in earthquake coverage. Currently we have additional

earthquake insurance in the amount of 8 million or total of 10 million. Our facility is valued at 15.2 million. The approved budget called for the cancellation of the additional earthquake insurance to save the budget \$6,000. After discussion, Bill Dancer moved we accept the congregation vote and proceed with the cancellation of the additional coverage. Gary seconded and the board approved with unanimous vote.

viii. Personnel Committee report – Gary Aulfinger

Gary provided a written report (see attached) that outlined the activities that the committee has undertaken in this transition period. Gary's and the committee's work was commended by the board!

ix. Sr. Minister Search Committee report – Katherine Kyle

Officers of this committee have been established:

Katherine Kyles - Chair
Amy Vanderford - Vice Chair
Carter Beard - Secretary

Katherine reported that the committee met with our regional support person and was provided useful direction and process for the Sr. Minister search. This included a 10-point process which has been posted around the church. As points are accomplished the box is "X"ed out to show progress along the way. At the congregational meeting in December, all members were given an opportunity to complete an assessment form to establish what we are interested in looking for with a new Sr. Minister. The committee also completed the questionnaire. After analysis, it was found that the congregation and the committee were in alignment with focus and direction. It was discussed that the work of the committee would be good to share with the congregation.

The committee felt the need to identify "What are we looking for?" "What sort of church are we?" After analysis using tools from the denomination office, it was determined we are an "urban church." An urban church is identified as being diverse, on the cutting edge, more socially involved and have a growing young professional population. The committee feels this is important to align the next candidate with a desire to grow Lindenwood as an Urban Church. Katherine sought alignment with the board to proceed with this framework. The board agreed.

Gary shared how the Personnel and the Sr. Minister Search Committees are working together closely to establish the framework and complete the necessary processes with our denomination to identify potential candidates.

At 2:09 Herb Hilgeman had to excuse himself to leave for another commitment.

VII. Members - Questions and Comment Time.

Rachel opened the floor for questions from members:

Q- since Lindenwood does not have unemployment insurance, how do we deal with this?

A- it is not currently in the budget but will be explored in the budget process this year.

Q- Does the Board feel it would be appropriate to hold a reception for Alan Dunn for his years of service?

A- after discussion it was decided that at the March Congregational meeting a board proclamation would be given to Alan.

VIII. Closing Prayer – Emily Duke

IX. Adjournment – 2:27 PM

Board Retreat- Saturday, February 8th from 9 am – 12noon

Next Board of Directors Meeting – Sunday, February 16th

Minutes submitted by Lisa Moore and Rachel Lyles.