

Lindenwood General Board of Directors Meeting – May 18, 2014

Rachel Lyles called the meeting to order at 12:15 PM.

Present: Susan Archey (Departed 1:10 PM), Gary Aulfinger, Wayne Cook (arrived 12:23 PM), Emily Duke, Herb Hilgeman, Rachel Lyles

Absent: Bill Dancer, Lisa Moore, Ric Potts

Others Present: Rev. Dr. Bill McConnell, Sr. Minister; Lynn Pleasants; Marena McDonald, Chair of Deacons; Anna Hough, Chair of Elders; Katherine Kyle, Chair of Sr. Minister Search Committee

Consent Agenda

- Herb Hilgeman made a motion to approve the 4/13 meeting minutes and the May Ministry reports. Emily Duke seconded. All present Board members approved.

New Business

- Stewardship Ministry recommendation for weekly, nighttime church activities – Rachel Lyles
 - During the 2014 budget build, Stewardship entertained reducing the number of evenings the church is open to 2 in an attempt to drive utility cost savings. Per the church calendar, there is something planned M-F evenings. In recent research, it was revealed that the Weight Room is also open M-F evenings.
 - Stewardship Ministry is recommending isolating weeknight church activities (with the exception of Wed. nights) to the hallway where the Weight Room is located. (The Weight Room is open 6 days/week.) There are 2 available meeting rooms in this area, the Aerobics room and the Children's Choir room.
 - Marena asked if the door that provides access to that area can be unlocked – currently, one has to use a fob to gain entrance. Rachel will research.
 - Susan advised that a process should be developed to contact Small Group leaders and allow them time to make any adjustments related to such a move.
 - The Board is in favor of exploring the option of isolating activities in order to realize utility cost savings.
- Personnel and IT updates – Gary Aulfinger
 - Personnel
 - Alan Wells begins his post as part-time Maintenance Supervisor on June 1. This job will require 20 hrs./week in Maintenance and working hand-in-hand with the Maintenance Ministry team.
 - Personnel Committee (PC) is looking into adding a Video Intern position (start date unknown)
 - The PC is looking to add a Financial Accountant (goal start date Aug. 1). The team is polling churches our size for the cost associated with this hire.
 - The PC team has been reviewing potential cost savings from going to a custodial service vs. employing a custodial staff.
 - The Employee Handbook is with Jeff Weintrub (lawyer) for a legal review to ensure our policies are in line with current law. Gary will email the Board the final product once feedback from Jeff's team has been received and Handbook has been updated.
 - IT

- The church was hit with a virus (generic version of the Cryptolocker virus) but Gary was able to save most everything. All files and Shelby Systems server have been backed up. The virus affected none of the data in Shelby.
 - Rachel requested, and Gary provided her, a Request for Proposal (RFP) for his company, EVS Corp., to provide regular back-up services for the church's data.
 - Elexio will soon be the church's email provider. There have been issues with the current email system, as the "lindenwood.net" domain name is split between the old server (GoDaddy) and the new server (Elexio). Because of this, certain email servers (like Yahoo! and Bellsouth) have been rejecting emails sent from a "lindenwood.net" email address.
 - To use the new email service through Elexio, each staff member will have to set up Microsoft Outlook on his/her computer. Gary and Bill to provide direction to the staff on how to do this.
 - Bill to call Elexio on Monday, 5/19, to determine the official switch date.

- Financial Report – Lynn Pleasants
 - Lynn reviewed the April monthly and YTD numbers with the Board. Two items that affected the numbers in April:
 - The 3 payrolls that were scheduled to take place in May ended up taking place in April, as the first "May" payroll posted on April 30.
 - The Shelby Systems Accounts Payable (AP) module is set to "cash basis" vs. "accrual." This means that outstanding invoices to be paid are not all showing up as liabilities when looking into the system. Lynn recommends changing the AP account settings to "accrual." Susan Archey made a motion to make the settings change. Wayne Cook seconded. The Board voted in favor.
 - Lynn has asked Stewardship to "interview" staff budget owners to understand their spending plans for second half of the year.
 - Bill voiced concern about Designated Fund requests, as there is no review process for these requests. The Board members agreed. After discussion, Wayne Cook made a motion that, effective 5/18, requests from designated funds must be pre-approved 30 days in advance of when the funds are needed. Emily Duke seconded and the Board voted in favor. Lynn advised that she would create a form for these requests. Bill will send the form out to the staff with notification of the new request policy per the Board's vote.

- Orange Conference update, Youth Permission Slip/Transportation Policy – Wilson Clark
 - Wilson was unable to make the meeting. The Board reviewed the Youth Permission Slip and Transportation Policy – all were pleased with the implementation of these two items and felt both were appropriately written.

- Fork It Over contract – Bill McConnell
 - Bill reviewed the Fork It Over contract he and Michelle Campbell agreed upon.
 - Bill advised the contract has not changed much from the original – the current agreement is working well for both parties.
 - In the new contract, an addition was included to state that the church and Michelle will give a 6-month notice to the other party should either want to terminate the relationship.

- Michelle has advised that she will advertise Lindenwood as a wedding location to her client base.
- Susan Archey had questions regarding the paragraph on the insurance. She will bring her revisions to the next Board meeting.
- Michelle, Bill, and Rachel Lyles will sign the final contract when it is completed.
- June 8th Congregational Meeting agenda topics – Rachel Lyles
 - Agenda was set as follows:
 - Financial report (Lynn Pleasants)
 - Orange Conference report (Wilson Clark, David Johnson)
 - Ministry Update: Help Wanted (Bill McConnell)
 - Rachel will send the agenda and any supporting documents to the congregation through Carol Smith.
- Chris Nemec Letter for Commissioning – Rachel Lyles
 - Chris is applying to be commissioned as a licensed minister in the Christian Church (Disciples of Christ) denomination. In order to complete his application, he needs a recommendation letter from the Board.
 - Rachel presented a letter she wrote on behalf of the Board. Herb Hilegman made a motion that the letter be submitted in favor of Chris's commissioning. Gary Aulfinger seconded the motion, and the Board voted in favor.

At 2 PM, Rachel made the motion to move into Executive Session. Emily Duke seconded.

At 3:10 PM, the Board moved out of Executive session. Rachel Lyles closed the meeting in prayer.

Meeting adjourned at 3:15 PM

Minutes submitted by Rachel Lyles

CONSENT AGENDA

Elders Report – Anna Hough

At the May meeting of the Elders, Morgan Parks gave an informative report on the ministry teams and what we can do to help.

Bill McConnell encouraged us to sign up for the "Real Life Discipleship Class"

We brought buckets and cleaning supplies for the tornado victims.

We supported the Orange Conference and the Community Gardens.

We delivered a ham to Essie Allen and made a memorial for Peggy Fullen, Pam Crosno's mother.

We will have a Fish Fry on June 7th instead of at morning breakfast.

We added Betty and Ken Joplin, Harold Cloud and Pam Crosno's family to our pray list.

Evangelism Team Report – Mike Taylor

We are trying to move and shake, hard time getting volunteers especially for the foyer greeting (led by Connie Thiemonge) at the front entrance which has proven to be very effective according to feedback we are receiving thru the Lindenwood website.

Since the elder and deacon mtg, we have the ball rolling on our latest endeavor Follow up Coordination...I believe co-lead by Barbara McConville and Cindy Dando. A team has been contacting members and guests on a weekly basis to let them know we have missed them at church. Feedback has been very positive to this.

Outreach Ministry Team – Carter Beard

Outreach has participated in Teacher Appreciation Week at our adopted school -- we took barbecue, drinks, and home made desserts for all the teachers. Shannon Elementary is closing. We have selected a new adopted school, Peabody Elementary. We will partner with them beginning with a school supply drive and donation day in August.

Outreach has begun a drive for donations of cleanup supplies (recommended by Week of Compassion) for First Christian Church in Tupelo, which was destroyed by an April tornado. We have had an extremely disappointing response to this, even though the Board, the Deacons, and the Elders have all been asked to donate. People appear to think others will step in and it's not their responsibility. It would behoove leaders in the church, as each member of these three groups is, to step up in response to these types of appeals. Those who cannot afford to purchase all items on the list can donate time or purchase partial lists. Others can donate cash -- we have volunteers who will purchase the supplies. Church lay leadership involves work and personal sacrifice, not just leading the occasional prayer.

Outreach has also committed to a week of service at SOS Camp, July 20 - 26, in Orange Mound. We will be cleaning the dorms on Sunday, serving and cleaning up from dinner each night, serving a picnic, providing and delivering popsicles, and possibly providing a staff luncheon that week. There will be a call for volunteers as well as donations. We will need ten or so people Sunday afternoon and each night at dinner, as well as for the other functions requested.

Outreach will be requesting food donations in the month of June -- handy and easily eaten foods for anyone stopping by the church; bags for those in need; and meat for Calvary Rescue Mission. We will be committing to the donation of approximately 100 pounds of meat and we will be asking for donations toward this.

Maintenance Ministry – Ralph Black

4/16/14 Meeting Minutes

We were blessed to have both Dr. Bill McConnell and Susan Archey with us last night for the full meeting. We wish to thank them both for their time and leadership.

We started with some questions about the authority under which our group is founded. Jay had expressed legitimate concerns about the need for us to have specific recognition from the Board. His concerns were put forward to Bill and Susan and we're discussed openly.

Bill agreed that we will be making recommendations to the Board, but added we should also forward our recommendations for specific funding to the Stewardship committee. This would put

those who must authorize spending, the Board, together with those who have been tasked with locating funds as needed for items not in the budget

Brian and Scott got up on the roof to clean a drain that has been causing a leak. Brian reported we had a lot of debris that needed removed from the roof. In particular, he said we need all our drains cleaned out and suggested we have a work day set to do it ourselves along with volunteers.

Brian also said there is "a ton of debris" on the roof over the sanctuary that was left by the people who did the work on our steeple. It was also noted that the gutter around the roof where the steeple is located was damaged by the same workers. Bill Eddings suggested contacting the company that did the work. He said a reputable company would honor our agreement for the work, even if it is beyond the warranty period stated in our agreement. This is based on his years of experience with Chris Woods Construction.

Jay brought up the need to inspect the brick and concrete caps around the building, noting that some separation has occurred due to lack of proper maintenance. Upon inspection, it was noted that some past repairs were not done properly. Our first step needs to be a thorough inspection of the outside of the building to identify problems. The brick separating from the building could be dangerous if not addressed properly.

One item noted that is an obvious violation of code is the light operating off an extension cord on the southwest corner of the building. It has been there for at least a year and needs to be fixed. Having something like this in a high traffic area is not the image we wish to convey, aside from the potential hazard it poses.

As to record keeping, Dr. Bill said we should act on the assumption that there are no records. We will have to establish a proper record keeping system and ensure it is followed. Jay will take the lead on this. His career in managing building maintenance for Conwood gives him the needed experience to perform this task. He noted that it will take time, given the absence of any maintenance history.

There will be more information from last night's meeting. I wanted to get an initial email out to everyone. Please feel free to follow up and express your thoughts or concerns. This group will function at its best if everyone is given a voice. We are blessed to have a strong group of men involved. And just in case it's not already obvious, we will need the active participation of everyone for this to work.

4/30/14 Meeting Minutes

We covered several important points this evening and areas of concern. We discussed the roof inspection. I mistakenly told everyone that the funds had been found to cover this. Since there have been a number of emails concerning this, I cannot explain why I misunderstood. We would all like to see this done soon, since it is fundamental to church maintenance. Also, there are repairs needed, in the chapel for example, that badly need to be done. However, until the leak is addressed, it would be foolish to repair the inside first.

We also discussed the water tower for our cooling system that is leaking profusely. I had the chance to see it first hand last week. Bill said we had received an estimate for replacing that unit. The sum was substantial.

Bill Eddings recommended that before we spend a major amount replacing the unit, we first get two or three estimates from reputable companies. Having others access the problem first might provide options and a better perspective. Sage advice. In an email from Brian after the meeting, he informed me he will be working on this.

We also discussed an idea suggested by Jay Buck. He proposed we have a church Inspection day open to all members who wish to participate. We agreed this would be a good idea. We propose having everyone who wants to be involved meet at the church. After a brief meeting with the group for instructions, we would divide up into groups of two or three. Each group would be given some of the simple inspection sheets Jay has put together and would be assigned an area of the building to inspect, taking notes on their observations.