

Lindenwood Christian Church

General Board of Directors Meeting
Bell Conference Room

Sunday, June 15, 2014 – 12:15-1:45 PM

Minutes

In attendance: Rachel Lyles, Lisa Moore, Susan Archey, Bill Dancer, Wayne Cook, Gary Aulfinger, Herb Hilgeman,

Absent: Ric Potts, Emily Duke

Others: Rev. Dr. Bill McConnell, Sr. Minister; Anna Hough, Chair of Elders; Marena McDonald, Chair of Deacons

I. Call to Order – Rachel Lyles at 12:15pm

II. Opening Prayer

III. Consent Agenda – Lisa Moore (5 min.) Rachel Lyles motioned to accept the consent agenda, Lisa Moore seconded and board unanimously approved

- i. May 18th Meeting Minutes were shared and reviewed
- ii. Ministry reports- all shared and reviewed. It was noted that to maintain the agreed upon number of members to the Sr. search committee that an additional person needed to be added. It was discussed and Niyah Newman was identified as a candidate. Gary Aulfinger motioned to approve, Herb Hilgeman seconded and board approved unanimously. Rachel and chair of the Sr. search committee would then contact Ms. Newman and ask her to accept this nomination.

IV. Sr. Minister Report – Rev. Dr. Bill McConnell (10 min.) Sr. minister report deferred to cover items in old and new business.

V. Old Business (15 min.)

- i. Stewardship Ministry recommendation for weekly church activities – Rachel Lyles (5 min.)

A proposal was made to have any/all church events occur on Monday and Wednesday nights starting in July to save on overhead costs. It was discussed if meeting space is needed that all reservations are to go to Carol Smith. In order to utilize the life center, there was some question on the best person to contact. Rachel Lyles was going to inquire and inform us at next meeting.

- ii. Fork It Over contract – Rachel Lyles (10 min.)

The contract was approved and amendments were suggested as detailed in writing. Susan Archey motioned to approve with written

amendments and Wayne Cook seconded. The motion was approved by board by unanimous vote.

VI. New Business

i. Marketing/Communications Team – Rachel Lyles (10 min.)

After discussion of need for improved internal membership communications Rev. Bill agreed to reach out to members to join a marketing/communications team. It was mentioned that a ministry team fair would be a good idea to do in the fall to inform and motivate people to join a ministry team.

ii. Meeting ADA requirements for Lindenwood property – Rachel Lyles (10 min.)

There was a discussion on the need to insure Lindenwood is meeting ADA requirements. In the coming week Jay and Deanne Gammon, a member and consultant on ADA requirements was scheduled to do a walk through analysis of needs.

iii. Finance Report – Rachel Lyles (35 min.)

After discussion of staff requests for funding of upcoming projects/events, it was determined that until such time that there is adequate funds in the designated fund account launched March 2014, no requests for funding would be approved. Mike Robb would be consulted for legal opinion on this decision. The decision to follow this rule was motioned for approval by Bill Dancer and seconded by Susan Archey. The motion passed by unanimous board vote.

Personnel costs were discussed. Upon budget approval there were funds approved to hire new staff. Based on updated actual financials there is no additional funding to support raises, or bringing new staff onto the payroll. Desired staff adjustments for new job roles and any new positions will be prioritized by the personnel committee based on current actual financial information.

VII. Members - Questions and Comment Time (5 min.)

It was decided that for new business discussion at July meeting would include discussion of policy for staff receiving monetary payment for services rendered at the church during church operation outside of current salary.

VIII. Closing Prayer

IX. Adjournment

Next Board of Directors Meeting – Sunday, July 20, 2014, 12:15 PM

Ministry Reports

Elders' Report – Anna Hough

Instead of our June monthly breakfast meeting, The Elders held a fish fry at the home of Sally and Clay Isom. We had a great turn-out and lots of good food.

We made a memorial for Frank McRae, Paul and Nina Ross's Son-in-law.

We will not have a July meeting, as it falls over the Fourth of July.

We are planning to help with the School Store that will be held in Stauffer Hall for Peabody Elementary School, Lindenwood's adopted school at the end of July.

Elders turned out for the Birthday Party for the Church given by the youth. We were treated to a play portraying Pentecost, written by Kris Walden, with all the youngsters doing the acting.

Our prayer list continues to grow, praying for all on the Church's weekly prayer list and adding prayers for Ken Joplin, Harold Cloud, Jess Ross, Rob Mitchell, Gregg Coats, Grace Crisman, Kathering Eddings, Cynthia Wright, Carol Dever's mother, Kae Crenshaw, Bill McConnell's sister, and Bob and Karen's granddaughter in North Carolina.

Stewardship Ministry – Erika Latham

1. We are continuing to track the budget. We are concerned about the shortage in income. In light of our current income shortage, we recommend encouraging the membership to give to the general budget rather than to designated funds at this time.
2. We are discussing ways to motivate giving. Rory Thomas is meeting with Wilson Clark to develop ideas about encouraging students to give/tithe from their summer earnings, beginning (or continuing) their Christian discipline of stewardship. Financial Peace classes are continuing to be held.
3. An Offering Counting Team has been organized, resulting in more accountability in moving monies from the offering plates to the church's bank account.
4. A subcommittee has been formed. It is researching designated funds with the goal of moving those funds that are not truly designated funds, i.e. bookkeeping funds, into appropriate budget areas/projects and removing obsolete funds.
5. The stewardship team has begun the process of moving toward recommendations to give the Board regarding a marked reduction in the number of designated funds from the current 100+.

Evangelism Team Report – Mike Taylor

Mary Filipiak resigned as co chair of this board last month. We have not found a replacement for her from the 11:00 service side...currently, I'm running what is left of the team myself.

We do have current leaders for all the teams left:

- We have combined the guerilla greeters with the foyer greeter team.
- Other sub teams are just now forming...but they are having problems finding people to help...(as all the teams are)

What we are running up against is, for example...the Greeter team has several people signed up that said they'd love to help, but when an email is sent out to actually sign up for dates, we have no takers. So, the foyer, once again, goes without having people greeting in the foyer. Pat Champers and myself try to get there early weekly to fill in for no one being there, but it's just difficult to get people to commit.

Maintenance Ministry – Ralph Black

5/18/14 Meeting Minutes

Thanks to everyone for being there and for your input. Everyone was engaged in the discussion of setting our priorities straight and moving forward. Thanks to Rachel Lyles for being with us the entire meeting. We all appreciated her taking the time to address the financial challenges we face as a church and how our group can serve, even without the funding we know is needed.

Rachel encouraged us to move forward in developing a meaningful plan of action. We discussed the need to complete a thorough inspection of our facilities. From this, we can begin developing a list of spending priorities. It will provide the kind of nuts and bolts information necessary to present spending requests to the Board for approval.

We also are grateful to Jay for his preparation and expertise. We will be counting on Jay's experience to keep us focused as we move forward. Thanks you, Bill Dancer, for putting emphasis on the need for a roof inspection. This step is critical to any meaningful long-range plan.

We will follow up prior to the next meeting about the inspection. The sooner we can spend our time together actively doing something, we will all feel more engaged in a process, not a conversation.

5/28/14 Meeting Minutes

Last night, we focused on our need to proceed with inspections. We set our date to begin one week from Saturday on June 7th at 9am. Frank volunteered to make some copies of the inspection sheets Jay did for us. We can meet in the grand foyer to get our paperwork and get started. We will do these by dividing the building in sections. By going about it in an orderly manner, the information will be much easier to organize and will not add confusion to the process. We will ask Jay to provide guidance as needed. We mainly need to be sure that we are thorough. Quantity will take care of itself. We cannot do it all in one day. We will only work for a couple of hours, then regroup to collect information. Thanks to Bill McConnell for joining us last night. We appreciate having Bill with us and wish to encourage him to come back. Thanks to everyone for being there and your willingness to serve. May we continue to share a sense of purpose in this ministry. Getting this information recorded will be a major step in the right direction. I have not spoken with Brian about Jolly Roofing. I'm sure we will get it resolved soon.

Recommendations for Lindenwood Maintenance June 8, 2014

Based on the first inspection, as well as other observed deficiencies, the following recommendations are being made.

1. Lighting for rooms has been left to chance. Different color fluorescent tubes have been used all over the building in the same fixture. Cool White (yellow/orange), Natural Light (blue), and what appears to be Bright White (white) are observed in use. The type tube being used needs to be standardized.
2. The use of extension cords have been noted in a number of areas. These can be the cause of a fire hazard. Overhead projectors need to be hard wired to the electrical system. Coffee makers should not be on any extension cord as electrical overheating can occur. In one observed case an extension cord was run from a wall outlet up the wall and across the ceiling, then it was tied to a multi-socket extension and finally that was used by an overhead projector and decorative lights.
3. All staff, child care and Sunday school teachers need to be aware of all hazards in the area that they work in and **THEY MUST IMMEDIATELY REPORT ANY PROBLEM TO THE SENIOR MINISTER.** During the inspection on Saturday, June 7, we found in room 205 two highly dangerous electrical hazards. On the east wall there was a duplex outlet that had the plastic that covered the lower portion of the socket completely broken out, exposing the brass contacts. We

checked and power was on at the outlet. This dangerous outlet was open to the room, and being a young child Sunday school classroom, could easily be touched by a child at play. On the west wall of the same room there was a live outlet with no cover at all. Again a child could touch the live wires. Allan Wells was shown these hazards and he went to get repair parts, this should have been taken care of as of yesterday. Everyone's safety needs to be watched for.

4. ALL rooms need to be on the Grand Master key. In case of an emergency the Fire Department may need access to an area that is locked and having a single key available is very helpful.
5. Air Handler units should be kept empty. It is against Fire Code to store anything in an air handler, with special note of flammable material or chemicals. That is Code. Several air handler units have been seen full of flammable material.
6. All Exit lights must be working, again that is Fire Code. In two areas the exit lights are missing altogether, one case (basement of the sanctuary near the choir room) there is an empty hole with wires hanging down where the exit light fixture has been removed. On the 2nd floor of the classroom wing one fixture has a screw-in outlet installed and no "Exit" globe at all.
7. Building drawings need to be made showing the facility as it really is. There are drawings for the original structure and the Stauffer Hall additions. I have not found complete drawings for the Sanctuary addition. One purpose for these new drawings is to enable everyone to literally be on the same page when discussing areas of the church. The second reason is Fire Code related; there must be wall mounted drawings of the building for emergency evacuations showing what exits are nearest for use by persons needing to evacuate an area.
8. Stairwells are for emergency evacuations, not for storage. The east stairwell of the child care and classroom wing has a set of shelves with paper storage. There are also several broken chairs stored there. Broken chairs and other broken furniture should be immediately disposed of and not stored. This use of the stairwell for storage is against the Fire Code.
9. All equipment rooms, janitor closets, electrical rooms and air handlers should be kept locked. Some are locked but most are not.
10. All staff needs to recognize that our facility, except in Stauffer Hall and part of the Sanctuary, does not meet ADA codes. It must be documented by management, in this case the Board and Senior minister, that they have taken action to mitigate ADA deficiencies, what action has been taken and what is not possible due to cost. This is a Federal requirement.
11. The roofing of all the facilities is at, or past, the roofing material life expectancy. Repairs can be made that might cure a problem or symptom but it is only a band-aid repair. Replacement of all the roofs must be considered to be done within the next five (5) years. Ceiling repairs, tile replacement or painting in the most seen public areas cannot be done while the roof is leaking.
12. Fire doors must be working. In the basement under the sanctuary the exterior doors at the west end hallway have one door with no push bar. Does the door lock at all? We were told that sometimes a chain is used to secure that entrance. Again this is not Fire Code.
13. The HVAC chiller room and the boiler room needs more and better lighting. Without a flashlight you are unable to find cut-off switches, pumps, or other equipment in those areas.
14. In room 210 there is a small refrigerator and what appears to be a water dispensing unit that are both turned on and using power. The refrigerator has a full bottle of milk dated October 20, but an unknown year. The water dispenser has no bottle attached. Why are they on if not being in constant use? Also this room has a very dirty popcorn maker. It is covered in butter, old popcorn and is generally filthy. If it is to be used it must be kept clean. After every use it must be cleaned completely. There is also a rolling bar hotdog warmer that may be unclean. These are Health Code violations.
15. A good, usable, system for maintenance repairs needs to be instituted. No work should be done without a written work order. A two part form should be available from an office supply or

printing firm. The person needing maintenance in their area fills out the form, designating EXACTLY what and where the problem is. The original form is then given to the maintenance person, at this point being Allen Wells, who then proceeds to perform the needed work, or he calls the required outside vendor to do the work. The copy of the form is kept by the person requesting the work for any follow up, if required. Allen writes on the original form what has been done to complete the work order, what materials were used, and if any outside vendors were called in, then the completed form is given to Cindy for her records. This gives her backup for any billings received from an outside vendor. All maintenance work must be done, or coordinated, by Allen Wells. Individuals, and/or staff, do not call any outside vendor for maintenance issues.

16. The original HVAC cooling tower on the roof of the classroom wing is in dire need of replacement. I understand that estimates have been made for the work. This cooling tower is necessary for the air conditioning in the classroom wing to work properly.

6/11/14 Meeting Minutes

Thanks to everyone who was able to be with us last night. We covered what we needed to in about half the time, but discussed all that was important. We agreed that inspections on every other Saturday is where our focus should be right now. We will continue to meet once a month for discussion, but getting the inspections done is our priority.

We are all grateful to Jay his ability and willingness to take the information gathered and put it into an email with spreadsheet attachments. This will help immensely with communication. His email about our first day of inspections was not only professional in its format, but provided several recommendations based on our observations.

Jay's experience in this field and his ability to communicate the essentials has already proven valuable. It will continue to be as we seek to keep others properly informed and compile the information in a usable format to organize a long -range plan. There is a desire for immediate gratification, but we need to remain focused.

We discussed the pressing need for a roof inspection. As Jay said, the lifespan of our roof is nearing its end. We need a plan for addressing it properly over a period of time. Jay gave Alan Wells a book of work orders in three-part form. Alan will maintain a record of all work orders.

Our next day of inspections will be a week from this coming Saturday. It worked out well meeting at 9, inspecting for a couple of hours and then coming together to discuss our findings. In all, two and a half to three hours is enough time. This task will require several Saturdays to complete. We will get it done over time, but this approach will allow us to do it right and have time to compile the results.