

Lindenwood Christian Church

General Board of Directors Meeting
Bell Conference Room
Sunday, March.16, 2014 – 12:15 -1:45 p.m.

MINUTES

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

Absent- Ric Potts

Others in Attendance: Sr. Minister Rev. Dr. Bill McConnell; Lynn Pleasants, Marena McDonald, Anna Hough

I. Rachel Lyles called the meeting to order at 12:16 PM

II. Opening Prayer – Rachel Lyles

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

Mickie Dunn announced her resignation. Karen Cannon has met with staff to learn key responsibilities and make recommendations for structure.

Wilson Clark is on board and is working on a curriculum and volunteer plan to lead classes.

Maintenance structure is still evolving and is now under the direction of Bill McConnell with Personnel committee to develop job description. For now all requests for maintenance reports go to Rev. Dr. Bill. He requested to the board that the board establish a policy and procedure for determining approvals to cover major expenses such as heat/air repairs.

Rev. Dr. Bill has established a plan to meet with team leaders from ministry teams on a monthly basis and ministerial staff weekly.

Thanks were given to all that have stepped up to help in this transition phase.

Questions asked of Bill:

When will Nancy move? Answer, when we can cover the cost of insurance which is now roughly \$1,200 per month.

What is the status of the Fork It Over Contract? Copy of contract needs to be provided to the board for review as the board approves all contracts. It was discussed how there needs to be an established policy/procedure for contract renewal.

How do we determine inclement weather plans? Currently it follows the Shelby County Schools. This has proven faulty this season. It was recommended and supported that LCC follow the closure of a college/university close by such as CBU or U of M. Rev. Dr. Bill will bring a policy to the board for a vote.

IV. Consent Agenda – Lisa Moore

Susan motioned to approve Consent Agenda and Rachel seconded- Motion passed

- i. February 16th Meeting Minutes
- ii. 3/2/14 e-Vote Minutes – By Laws

- iii. Committee reports – Sr. Minister Search Committee, Stewardship Ministry

V. Old Business

- i. Separate checking for designated funds:

There are currently 140 line items in the designated funds. It was discussed that we should approve a motion to open a separate checking account for the accounting, housing of designated funds. The stewardship committee is working diligently to identify active designated fund accounts and eliminate those inactive. Discussion included that the new account would accept all new donations to the designated funds. Discussion clarified who has signature rights to both the church checking account as well as the new proposed designated funds checking account as follows:

Church Checking signatures- Rev. Dr. Bill McConnell, Chris Nemecek, and Rachel Lyles

Designated Funds Checking signatures- Board Treasurer-Lynn Pleasants,
Stewardship Chair-Erika Latham, Board Chair-Rachel Lyles

The board suggested that all checks require two signatures to provide an additional layer of protection and accountability for those with signing rights.

Wayne Cook motioned to approve the action to open the account for designated funds, with the above mentioned signatures, requiring two signatures for all check written. Motion was seconded by Bill Dancer. Motion was approved

VI. New Business

- i. Board Communication (Contact List, Response Agreement, Minutes to Congregation/in Library, Agenda and report distribution)- Rachel Lyles

Rachel requested that all board members agree to reply to correspondences within 48 hours. Rachel will send group text if there is a time-sensitive email to review.

Plan to have board meeting materials provided to all members by 5pm on the Thursday prior to the board meeting.

It was agreed upon that Board Minutes would be made available on our website (get PDF file of minutes to Rev. Dr. Bill) and in the library (get PDF file of minutes to Carol in office)

- ii. Congregational Meeting- Rachel Lyles

Agenda was set with responsible presenters identified:

Constitution/ByLaws revisions- Rachel Lyles

Finance Update- Lynn Pleasants

Senior Minister Report- Rev. Dr. Bill McConnell

Carol to make 50 copies of documents to have available

Gary to have the agenda and data for review available on the big screen

Board members to sit together if at all possible and be available to assist with sharing materials

iii. CORE Ministry/Committee Updates – Susan Archey shared the following:

Susan urged all Board members to fully review the weekly Wednesday E-announcements to ensure we all know what is going on, when and where and to enable us to help promote events, ministry opportunities, etc.

- Spring Fling is Sat., April 12th - organized by the Fellowship Team - this is a Church-wide - all ages event. Please encourage other members to attend and bring a friend. We are also advertising this to the community and the Evangelism team is making a concerted effort to invite church visitors

-Attended the 3/9/14 Evangelism team meeting. Summary:

- Rick Maxwell - Foyer Greeter leader - responsible for organizing and signing up members

- Connie Thiemonge - Gorilla Greeter leader "

- Bill Dancer - Parking Lot Greeter leader "

- Sally Isom - Callers leader - meeting on Monday nights to get the visitor list and assign names to team members. They take cookies and info. to the visitors on Monday night or Tuesday and report back to the front office whom they made contact with.

- Teresa Thompson - Welcome Desk Team leader - visitors fill out form which is then placed in Cindy Franklin's box. The form then goes to Bill & Morgan. If the visitors have children, it also goes to David & Phil.

- Chris Miller - Evangelistic Opportunities (i.e outside of LCC - like 5K runs, booths at festivals, etc.).

-Barbara McConville - Follow up coordination leader (for visitors and missing members)

- March 30th is Bring a Friend Sunday. 2 index cards - commitment last Sunday. Groups a specifically praying over these commitment index cards.

- Called on Anna Hough, Chair of Elders, and Marena McDonald, Chair of Deacons for a brief up-date from their respective groups.

Anna reported that the Elders are meeting weekly and reinstating the card and note writing ministry. They are also acting as "grief group" to support the community members in time of loss with hams or memorials. A retreat was held with all members and it was well received. On April 5th there is a joint meeting with the Deacons to focus on partnering.

Marena reported that the Deacons were sent their responsibilities and they are acting to get everyone plugged into a ministry to serve. They are working on the plans to count the offerings each Sunday and Erika Latham will provide the training on that process.

- Proposed idea: Susan suggested for the Board to spotlight once a month a "ministry moment" at each service. This would serve 2 purposes: 1. Honor / recognize those who are contributing and 2. Demonstrate to others opportunities to get involved and that they too can contribute even in small ways. Susan and Emily will talk to firm up details and then run by the board and ministers before finalizing.

iv. Personnel Report- Gary Aulfinger

Mickie Dunn turned in her resignation and her last day was Friday March 14, 2014. Karen Cannon did an audit of staff responsibilities and is developing a plan for the distribution of Mickie's responsibilities to other staff.

The biggest concern is that no current staff has accounting expertise and congregants are doing the heavy lifting on finances currently. And with Sarah and Andrew both departing as a unit, and Alan and Mickie leaving as a unit... it raises a question to consider for hiring multiples from one family.

Andrew Taylor Peck's last day is today Sunday March 16, 2014. Wilson Clark will take on role on a part time basis and has added additional part time hours with Phil in the Child Care/Life Center program.

Custodian services- a contract was signed with a firm to outsource custodial services for the life center. It was revealed when a custodian ended his employment with LCC that a loan had been made to him that was not repaid. It was determined that this would be an unrecoverable liability and that going forward no loans would be made to employees.

IT concerns- with Eddie gone, Gary has taken a look into the IT system and found lots of problems and security risks. There does not appear to be any real security of back up in place. He recommends we form a group to analyze the IT architecture and methodology to reduce vulnerability. It was discussed that Gary is wearing many important hats and that few have IT skills so maybe he should focus his energy there and reassign other duties such as personnel. Gary agreed to think about it and report to us.

v. Foundation and Finance Report – Lynn Pleasants

- i. Finance reports were reviewed. (attached separately) Board reviewed and asked questions. Lynn was thanked for the outstanding job she and others have done to get the books in shape and in a report format that is informative to the board! Lynn shared that she is working to develop a cash flow projection chart for our review in future meetings. To date the financials look solid for current operating, but when we take our liabilities into account, it is still very challenging.
- ii. Foundation financials were reviewed and discussed.
- iii. the lack of internal capacity at the staff level to manage the input, accounting and reporting of finances is a concern. It was discussed that we may need to contract with an accountant consultant temporarily to get our systems in place and determine what our long term needs are.

VII. Members - Questions and Comment Time.

VIII. Closing Prayer – Susan Archey

IX. Adjournment: Adjournment occurred at 3:20 pm

Next Board of Directors Meeting – Sunday, April 13, 2014

Minutes submitted by Lisa Moore