

**First Christian Church
Board of Directors Meeting
Electronic Meeting via “Zoom”
January 16, 2022**

Board Members in Attendance – Eliza Drummond, Lori Kievith, Sandra Cole, Linda Bright, Scott Russell, Lisa Landers, John Moore, Jennifer Harris,

Note: Steve Landale (absent because of need to see Heather’s parents) – submitted elder’s report.

Ex-Officio Members: Zane Ridings, April Oristano (absent because of another commitment)

Guest Attendees: John Hazen, Glenn McKerrow

Agenda

- Meeting is Called to Order
- Opening Prayer
- Consent Agenda
- Treasurer’s Report – Linda Bright
 - Vote to Approve Pastors’ housing allowances
 - Budget
- Committee Reports Outstanding
- New Business
 - Conversation about building using World Café Model
 - Viva Lease
- Approve and set date for April Board Meeting
- Adjourn

Meeting is called to order at 2:05 pm.

Zane opened the meeting in prayer.

Zane and Lori co-facilitated the meeting.

Consent Agenda (Pastors’ Reports, CMT Report, Personnel Report, October and September Board Minutes)

Motion to approve the Consent Agenda was made by Linda Bright. Lisa Landers seconded the motion.

The vote was unanimous to approve the consent agenda (7 Yes, 0 No, 0 Abstain).

Treasurer’s Report – Linda Bright

Financial Statements/Balance Statements

Statements were sent out yesterday. Offerings were off by ~\$62,000. We ended up in the red (-\$49,000).

Thankful we had the PPP Loan of \$51,000. We want to start 2022 back in balance (without a deficit).

Discussion of options to be back in balance

Option 1: General Reserve Fund – last year used over \$100,000

Option 2: Have the Investment Committee look at the possibility of getting an additional \$10,000 from CCF to help with this. This money can be used only for building and grounds.

Option 3: Go to congregation and explain the deficit and need for more money

Administration: We do need to look at way of adding back to the General Reserve Fund on a monthly basis.

Option 4: Combination of Options 1 and 2

Linda Bright suggests that we go to the Investment Committee and see how much is a reasonable amount to withdraw from CCF, then use the General Reserve Fund.

Question: Any idea of how much of the deficit is because of COVID and not having in-person worship in the past year? Not sure of the effects of COVID.

Recommended that we discuss the financial situation the church is in at the congregational meeting.

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The board recommended that we follow Linda Bright’s suggestion of going to the Investment Committee and see how much is a reasonable amount to withdraw from CCF, then use the General Reserve Fund. Motion to follow Linda’s suggestion action was made by Lisa Landers. Scott Russell seconded the motion. Motion passed unanimously (8 Yes, 0 No, 0 Abstain).

Budget

The budget has been approved by the Administration Committee. There is a deficit. Cost of Living Allowances (COLA) was included in all staff salaries.

Going over the budget:

Have included money for the youth and for worship – hopefully we will be back in the sanctuary soon. For Ministerial Salaries, the Letters of Call were used in the budget. Overall, salaries decreased by ~\$27,000 because of two, ³/₄ -time vs. 2 full-time.

Administration Personnel Expenses: Bookkeeper – not more than \$4800 (Bookkeeping outsourced to Bookkeeping company). Office Manager – in budget for 11 months this year at \$21/hr for 30/week. Health and Dental Insurance for employees that work more than 20 hours/week.

Office: Held to past year as well as we could. Insurance increased by \$5100 because of increase in Liability coverage. Recommend that each month, an amount is set aside for Insurance. Web maintenance is less than what Dylan was being paid.

Utilities: Pretty much fixed, standard.

Building & Grounds Personnel: we will be hiring a Keeper of the House, this year, it will be in the budget for 9 months (\$21/hr for 30 hours/wk (9 months)).

Question about salaries for Current Building and Grounds Personnel

Ron: \$15/hr for 20 hours/wk

Christa: \$15/hr for 30 hours/wk

Event Attendant (Larry): \$17.006/hr for 15 hours/wk

Building & Grounds

Much of maintenance and repairs (\$10,000) come from designated funds.

This all results in an overall deficit of ~\$61,000.

In development of the budget, we don’t know what the actual offerings will be. The committee tried to be realistic about offerings and made conservative predictions about Identified Offerings.

The Investment Committee has already approved (included in the budget) \$84,000, could possibly ask for more.

Motion to approve the budget made by Lisa Landers. John Moore seconded the motion. Motion passed unanimously (8 Yes, 0 No, 0 Abstain).

Vote to Approve Pastors’ housing allowances

Housing Allowance for April: \$30,000

Housing Allowance for Zane: \$20800

Motion to approve Housing Allowances made by Lisa Landers. Eliza Drummond seconded the motion. Unanimous approval of the motion.

Committee Reports Outstanding

Personnel:

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Working to restructure and office position (3/4 time position). Position has been posted. Hope to have person hired by the end of the month.

Keeper of the House will be hired after the office manager. In the process of redefining the position. Eliza thanked the Personnel committee for their hard work.

Administration: Needs a chair because Mel Menegat resigned. The committee is working to get new members. Eliza will be switching to Admin from Personnel. Sonny Bettelyoun joined the committee and Laura Hammond will be joining in February.

Property: Looking forward to the Keeper of the House. Currently, just 3 members: John Hazen, Matt Coady, and Zane. Members of this committee have been lost because of moving and attrition. The committee is getting bids for roof repairs (\$30,000).

New Business

Conversation about building using World Café Model-Zane

We want to start a conversation among the members of the congregation about the building. Whether to stay or to move. We want to use the World Café Model (<http://www.theworldcafe.com/key-concepts-resources/world-cafe-method/>). This method works to try to make sure everyone is heard. It may lead to some challenging conversations. The method has been discussed with the elders. The leaders do want to lead but they will need your help in making decisions. This would be an opportunity to look at options, think about dreams for the church while considering practicality.

Viva! Lease (Food Cart)

Currently the lease for the church is for the greater of 8% of the gross income or \$300/month. The Food cart uses 4 parking spaces in the parking lot.

Dave, the owner of the Food Cart would like a longer lease: 4-5 years rather than the 2-3 year current lease. He would like to purchase a larger food cart that would still use just 4 parking spaces with a longer lease.

Discussion: Minimum of \$300/month has not changed since he started. However, the % gross income has increased from 6% to 8%.

Question is how would this longer lease be grandfathered in if the church building was sold (i.e., the church was moved. The parking is a separate asset from the building. What is the cost-benefit of having 4 spaces free in the parking lot?

Recommended that we refer the proposal to an attorney (we have an attorney on retainer – see Board minutes from Sept 26, 2021 meeting).

Item was tabled: We need to talk to Dave (Food Cart owner) more. Additionally, take this back to Administration, then bring back to the board.

Approve and set date for April Board Meeting

Proposed by Eliza Drummond that we meet the first Sunday in April, the second Sunday in July and the first Sunday in October. Linda made the motion to follow these proposed dates for the next three board of directors meetings. Lisa Landers seconded the motion. Vote was unanimous (7 Yes, 0 No, 0 Abstain)

The meeting was adjourned and closed in prayer at 3:36 pm by Lori Kievith.

Respectfully submitted,
Sandra Cole, Board Secretary