

First United Church of Arvada
Minutes Council of Directors Meeting DRAFT 2
October 8, 2014

Present were: Pastor, Karin Kilpatric; Director of Ministries, Jean Bareis; Moderator, Tom Garrison; Accountant, Bob Bunting; Treasurer, Bill Martin; Clerk pro-tem, Sandy Simms; Jeannie Garrison, Jan Satriano, Kevin Volzke, Bob Abercrombie, Ralph Datema, and Don Brewer, Guests: Kristine Hall and Patsy Pfaff.

Bob Abercrombie offered the opening prayer. Tom welcomed Kevin Volzke as the new Board of Christian Education Council Representative. Ralph Datema moved to approve the minutes of the September meeting. Motion seconded and passed.

The condolences were offered to Bob Bunting whose mother passed away this day, as well as appreciation for his willingness to attend the council meeting under such circumstances.

Accountant's Financial Report, Bob Bunting:

January through September, ahead of budget, but not necessarily profitable (bearing in mind we started with a deficit budget), and the figures reflect commendable efforts to stay within the established budget.

Income YTD: \$137,602.90 Actual; Budgeted \$133,851.03

Expenses YTD: \$127,118.67 Actual; Budgeted \$131,916.69

Jan Satriano offered to speak with FOC about adding a category for income to the Fellowship Board.

Bob distributed work sheets for representatives to take back to their boards for beginning the budgeting process for 2015, explained the forms, how to proceed and urged boards to be realistic with their budget estimates. **Kevin Volzke moved to hold the 2015 Budget Meeting January 3, Saturday 2015. 9:00 a.m. to 12:00. Motion seconded and passed.**

Kevin Volzke: The Christian Education Board would like a non-load bearing wall (which would provide a sound barrier) to be built between the youth room north of the hall doorway, with an additional doorway to the multi-purpose room. Kevin will work with the Trustees about plans and costs and get back to the council.

Tom Garrison said the Arvada Fire Department asked the church to remove the Russian olive tree, situated on the northwest corner of the lot by the shed, as it is a hazard to the electric wires. Tom reported a bid of \$550 to remove the tree. Tom moved for approval, motion seconded and passed.

Stewardship, Don Brewer: October 19 is the beginning of the financial stewardship campaign, "Blessed to be a Blessing". The Stewardship Board had concerns about asking people to increase their pledges by 1% for the fourth year in a row. He encouraged council members to lead by giving generously. He reiterated the reason for changing the By-Law as it pertains to the Endowment Fund base principal amount.

Mission and Service, Ralph Datema: Ralph is waiting for the figures from the Neighbors in Need Offering, will report when figures are available.

EVENT SHARING

Worship & Arts, Jeannie Garrison: The board has been injecting interesting new aspects into worship: The recent labyrinth on Native American Sunday, Turkish coffee for communion, variety of formats for Joys and Concerns. Future plans are to have the youth involved with a labyrinth with luminarias. Ralph requested having a Sunday in which communion is offered to the seated congregation.

Fellowship, Jan Satriano: Stewardship enlisted the help of Fellowship to provide lunch on Celebration Sunday, November 9. The lunch will be a "Baked Potato Fest" with all the fixings.

Fishers, Bob Abercrombie: Plans are in the works for a Youth Children Art Show/Cookie Walk. Dates discussed: December 6 or December 13. Fishers will meet to discuss the details and logistics.

OLD BUSINESS:

Finalization of By-Laws; Amendments to Endowment Fund; recommendation of the Fishers; Stewardship and Endowment Fund changes: Copies of the proposed changes will be sent by email or hard copy to the congregation prior to the October 26 congregational meeting. Ralph will ask for the proposed By-Law changes to be posted on the website.

Proposed change by the Financial Oversight Committee: Tom moved to approve a Member-at-Large and a Consultant to the FOC. Seconded and passed.

Staff Interview, Kristine Hall: At the request of the council during the September 10 Council Meeting, Mike Maus and Kristine met with Margie Hausburg, Church Secretary, to see if she felt she was able to maintain the web page along with her other duties. Summary of points of Kristine's written report: (Full report attached to the October Council Minutes)

- Margie acknowledged that it is her responsibility and has worked to learn how to update the website.
- Discussed with Margie availability of time to maintain the website, current deficiencies, tools and training to insure content being current, accurate and appealing.
- Kristine volunteered to review the manual and offered to take a day to sit with Margie to learn how the updates are done.
- Follow-up meeting scheduled for November 7
- Recommendation: Continue monitoring the website, review the site and provide a report on deficiencies during follow-up meeting.

Following Kristine's report, Tom asked for a motion to explore hiring an outside person to maintain the website. This would take some work "off Margie's plate," she would continue her other secretarial work. Tom said research showed the typical pay for an outside person would be in the range of \$100 to \$150 per month.

Discussion followed after a question about the change of direction following Kristine's report. Tom indicated the additional responsibilities were causing a great deal of stress for the secretary. Other concerns were about the need for a point person for information going to a "web person".

Kristine strongly advised engaging a "subscription service," vs. an individual.

Bob Abercrombie moved to form a committee, under the domain of the moderator, council and trustees, for the purpose of exploring the option of subscribing to an outside web posting service. Motion seconded and passed.

Tom asked for further thoughts on the recent congregational survey.

The new formats for Joys and Concerns have been well-received.

Sandy expressed concerns about the extended length of some of the services.

Bob Abercrombie said the Fisher Board is looking for strength in numbers by exploring the idea of combining with the Fellowship Board.

NEW BUSINESS:

Tom asked board representatives to bring a list to the November council meeting of who on their boards will continue.

Pertaining to the recent book discussion of, "Hot Dogs and Hamburgers: Unlocking Life's Potential by Inspiring Literacy at Any Age," Patsy Pfaff gave thought to the question: "What are we as a congregation going to do about that?" Patsy called Campbell Elementary School at 65th and Oak Street in Arvada. She and Jean Bareis spoke with the principal about assisting with reading and, together, they came up with the following guidelines:

Volunteers would go into the classroom under the guidance of the teacher and will either: 1) read to 2) be read to, or 3) read with the student 4) There will be no proselytizing. 5) will probably work with 1st or 2nd graders 6) need to pick a time slot (Wednesday or Thursday). Patsy sees the need to start small and be successful. Unanimous support was shown by the Council for this opportunity to volunteer.

Bill Martin, Treasurer, has agreed to continue serving in his position through October. He was asked by Tom to describe his responsibilities. Briefly, the treasurer signs and distributes all checks, as well as bill payments in a timely manner, communicates with board chairs, maintains the Restricted Funds checking account, attends Council, FOC and Trustee meetings. The treasurer needs to have a computer and printer at home. Tom suggested going to our boards to check for likely prospects.

Minister's Report, Karin Kilpatric:

- Reported a big emphasis on worship and pastoral care.
- 108 people were in attendance for the Jubilate Singers service.
- New members who joined the church in October: Terese Felker, Christopher and Patty Painter-Wakefield, and Char Pasco
- Jean Bareis will deliver the sermon October 12.
- Those receiving pastoral calls from Karin: Sharon Jacobsen, Joan Raczka, Char Pasco, Jim and Betty Johnson. Claude and Joyce Temmer are getting settled in their new home.
- Karin will participate in the Crop Walk, met with the Metro Denver Association, and is involved with planning for Peace Jam.

Director of Ministries Report, Jean Bareis:

Jean is excited to be working with Sue Wedaa and Suzanne Volzke to start a youth gathering on Sunday mornings. This is a work in progress to determine interests and work within the available space. The youth group is interested in being responsible for a worship service during Advent.

Godly Play focuses on younger age level. Jean is trying to incorporate new stories for the older end of the spectrum of the young kids. Mary Ann and Burt Fraser will help this Sunday while Jean is in the pulpit.

Jean is preparing for the Social Justice Workshop with Robbie Martin, and Jean Bacheldor. Upcoming Class or Discussion Offerings: October 19, "To Gray or Dye: Conversations on Aging," November 16, "War and Peace, What is Happening to the World".

REPORT FROM KRISTINE HALL Excerpt from Minutes of September Council Meeting:

4. Fishers Board Proposal related to the Church Web Site: (Handout 5) Bob Abercrombie passed out a document relating to FUCA's web site. He read it. Bob moved that five hours a month be taken away from Margie, and use the monies to hire someone (perhaps an Iliff student) to keep the web-site schedule up to date. Discussion centered on what is most important – the web site gets people in the door, but is it what we offer that keeps folks returning? Karin stated that she and Margie have talked about the proposal. Karin is concerned with taking time and money away from the secretary who has a full plate now. Margie has been learning how to update the website. Byron found 19 deficiencies in the web site last week. Kristine Hall and Mike agreed to meet with Margie soon and talk with her about her job and the web site. Any changes in her job description and salary has to go through the Trustees and be approved by Council. **MARALEE MOVED TO TABLE BOB'S MOTION. SECONDED. PASSED, WITH ONE OPPOSED.**

Meeting held – September 19, 2014, 10:00 @ Church

Per the request of the Council during the September 10 Council Meeting, the objective for Mike Maus

(member of Trustees) and I was to talk with Margie to see if she felt that she would be able to maintain

the web page along with her other duties.

The conversation with Margie went very well. Margie found that after receiving the confirmation and the conclusion that it was her responsibility to make the updates and maintain the web page – that she

has done just that. She has acknowledged that it is her responsibility and has worked to learn how to take care of it.

The discussion focused on the availability of time to take care of the Website, having the tools and training, and ensure that it is current, accurate and appealing. Without having the noted deficiencies, there was no discussion of them or how to address the required corrective action.

Kristine Hall has volunteered to read the manual that Margie provided – and perhaps take a day and sit

with Margie and learn how the updates are done. This would provide a much better sense of what capacity and bandwidth is necessary to maintain the Website, as well as other duties.

It was suggested that another meeting with Mike, Kristine and Margie should be scheduled to check on

status and progress. The meeting has been scheduled for November 7.

Recommendations: Continued monitoring of the website by the Webmaster to ensure that timely and accurate information is maintained. Prior to subsequent meeting scheduled for November 7, a report on deficiencies be provided for discussion.

10/14/14: Email Vote per Tom Garrison

“Majority voted to approve the spending of \$25 more for bells for Gloria Knutson to spend. It also approved that any further monies coming into Dick's Memorial Fund be spent for bells.”

10/14/14 10:58 p.m.: Email Vote per Tom Garrison on Revisions as emailed to Council on October 14, 2014

“Majority voted to approve the bylaw changes for Fishers, Stewardship and The Endowment Fund.”

Sandy Simms, Secretary pro-tem