

MCC of Topeka Board of Directors

December 15, 2009

Attendance: BOD Members: Annette B., Ginny H., Jack B., Linda F., Nancy M., Richard D. and Pastor Ty S.

Guests: Rev. Celena D., Deb B., Eric H., Stephanie M.

- 1. Call to Order/Confirming a Quorum**—Vice-Moderator Ginny H. called the meeting to order and confirmed a quorum at 6:00 p.m. The Board thanked Annette B. for bringing cookies and Richard D. for providing cheese and crackers.
- 2. Opening Prayer**—Annette B gave the opening prayer.
- 3. Consent Calendar**
 - a. Approval of November Minutes**—Pastor Ty. moved, and Linda F seconded, the approval of the minutes from the meeting on November 17. The motion passed.
 - b. Pastor’s Report**—Pastor Ty submitted a written report, which was accepted by consensus.
 - c. Pastor’s Action Item**—Pastor Ty requested the Board approve the purchase of iWorship Praise and Worship DVDs, including the Christmas DVDs, which are being offered for a time-limited special price of approximately \$350. Richard D. suggested there be a request to the congregation seeking donors to cover this cost. Ginny G. moved, and Annette seconded, the purchase of these iWorship DVDs, with a PowerPoint slide made and an announcement put in the bulletin requesting donors to cover the cost of the DVDs. The motion passed. Pastor Ty will ask Gwen to make the PowerPoint slides and have the announcement in the bulletin.
 - d. Lay Delegate’s Report**—Because of Phil G.’s surgery, there was no report.
 - e. Ministry Council Report**—Because of Phil G.’s surgery, there was no report. The Board will be in prayer for Phil and Thor as they undergo the kidney transplant surgery tomorrow morning.
 - f. Review of Church Calendar:**
 - i. Christmas Eve Service: December 24, 9:00 pm**
 - ii. Adult Education: Jan. 17; Feb. 21**
 - iii. Sunday Brunches: Jan. 3, Feb.?**
 - iv. Board Meetings: Jan. 19; Feb. 16**
 - v. Worship Team, Jan. 12; Mar. 9**
 - vi. Movie Night: Jan. 8; Feb. 12**
 - vii. Over the Rainbow (OTR) Jan. 7; Jan. 21; Feb. 4; Feb. 18**
 - viii. Chili Cook-off Fundraiser: Jan. 30**
 - ix. Ash Wednesday, evening service: Feb. 17**
 - x. Church’s 29th Anniversary Dinner: Feb. 27**
 - xi. Nate P. Program: Apr. 25**

- xii. **Rev. Elder Nancy W. preaching: Apr. 25**
- xiii. **Size Summit, Kansas City Spirit of Hope MCC: Apr. 30-May 1—
Board members and Ministry Council Coordinators are encouraged
to register on the UFMCC website as soon as possible. The Summit is
free of charge.**

g. **Buildings & Grounds Report**—Deb B., member of the Buildings and Grounds Committee, gave the following report:

- i. **EPM**—EPM has installed the computerized heating and cooling control system and the system appears to be working well. Pastor Ty agreed to be the person responsible for making the necessary changes on-line to the heating/cooling program when there are unexpected or non-weekly meetings in the building. He will check with Gwen on a regular basis to review the building use calendar in order to make the necessary changes.
- ii. **Locks re-keyed**—Pastor Ty recommended the north parking lot entrance door and the narthex door be re-keyed and have “plugs” put in the other exterior doors. (The exterior door to the church office, however, will not be re-keyed because it has its own key and it will not be plugged because it is needed as an emergency exit and does not have a crash bar.) The locks on the crash bars will not be re-configured because of the expense involved. Pastor Ty will issue new keys, with new key agreements, to all the groups and church leaders. When church leadership changes, the old leaders will be responsible for passing on their building key to the new leader who replaces him or her. Phil G. will assist with handing out new keys and key agreements to the groups that use the building.
- iii. **Window Caulking**—Terry C. is meeting with another company for an additional bid on caulking the windows.
- iv. **Basement Bathrooms**—Dec. 16 Unique Design will complete all tile and baseboard work. Dec. 17 Greg Cooper will reset ‘differently-abled friendly’ toilet and add to basement bathrooms supply lines, traps, lever faucets, and also add lever faucets in the upstairs ‘differently-abled friendly’ bathroom.
- v. **Floors in Social Hall and Kitchen**—Jay R. cleaned and waxed the floors in the Social Hall and the kitchen. David E. said paid companies don’t do a job as well as Jay has done. The Board thanks Jay for his hard work in cleaning the floors. Jay plans to clean the floor in front of the kitchen, the downstairs bathrooms and the floor by the pop once the Social Hall and downstairs bathrooms are finished.
- vi. **Kitchen Painting and the Wall between the Pastor’s Study and Parlor**—David E. will begin work on these projects after the first of the year.

- vii. **Use of Newly Redone Rooms**—After discussion, the Board agreed that groups and congregants using the building should be reminded to clean up areas being used. When new keys are issued, all persons using the building will sign new key agreements and be given the Building Use Policies, which require groups to leave the premises in a clean condition or pay a cleaning fee. The Building Use Policy will be changed to state only push pins (and no tape) may be used on the ceiling in the Social Hall, and in all other places only painters’ tape may be used. The Board requested the B & G committee purchase a supply of painters’ tape and put rolls in easily assessable places for persons to use in hanging posters, etc.
- viii. **Illumination Plaques**—Nancy M. volunteered to contact Jay R. to inform him the Board has authorized a Platinum Level plaque on Illumination in his honor and another plaque recognizing John England’s estate, to recognize their major donations towards the work being done on the church building. Richard D. suggested contacting John E. sister-in-law for approval of what is written on the plaque recognizing John E.’s estate. Richard D. also requested a blessing/dedication service when the work on the building is completed, with the song “This Old House” being used in the blessing/dedication service.

The Board thanked Deb B. for her report and accepted the report by consensus.

4. Treasurer’s Report

- a. **Monthly Report**—Jack B., treasurer, submitted a written monthly treasurer’s report. He noted the church needs \$8,000 to meet the annual budget and \$5,000 to meet December expenses. Richard D. moved, and Linda F. seconded, the acceptance of the Treasurer’s report. The motion passed.
- b. **Music Fundraisers**—Nancy M. requested funds raised by music fundraisers have an accounting, similar to the other fundraisers. Jack B. agreed to provide the details for these fundraisers.
- c. **Music Fund**—It was agreed by consensus the music fund will become a part of the general fund budget in 2010 and all regularly-scheduled and one-time musicians will be issued written contracts. Richard D. will provide Pastor Ty with the information from the Personnel Committee on written contracts and Pastor Ty will meet with David P., Director of Music Ministry, to discuss the changes in the Music Fund and written contracts for musicians.
- d. **Discussion at Future Board Meetings about Giving**—Jack B. and Pastor Ty have been looking at several resources about giving and will be presenting material for the Board to discuss at future Board meetings concerning new ways to think about giving.

5. Old Business

- a. **Justin Ryan Concert**—Nancy M. reported she is waiting for Justin Ryan to send her a written contract. This item is referred to the Fundraising Committee (see 5.c. below).
- b. **Stewardship Campaign Follow-Up**—Annette B. circulated a draft of a follow-up letter to those persons who have pledged in the past but have not yet pledged this year. Several suggested changes were made to the draft and Annette will circulate another draft by e-mail for final feedback. Jack B. will give Annette an up-dated list of recipients of the letter.
- c. **Brenner-Beckstead Concert**—After discussion, it was determined guest musicians would be good opportunity for fundraising events for the community. Consequently this request was referred to the Fundraising Committee. Linda F., chairperson of the Fundraising Committee, will contact Linda B-B. and Susie B-B. to inform them the church will be scheduling them within the next three months. Pastor Ty will send Linda contact information for Susie and Linda.
- d. **Up-date on other old business items**
 - i. **Children’s Program Insert**—Pastor Ty will check with Gwen to see if the insert is near completion.
 - ii. **Up-dating Children’s Photos on AV**—Pastor Ty will check with Terry C. about where the photos are downloaded.
 - iii. **Photos of Ministry Council Coordinators and New Board Members**—Pastor Ty will contact Joe C., the church webmaster, to have new pictures taken and posted on the church webpage.
 - iv. **Building Use Documents on Webpage**—Nancy M. will contact Joe C., the church webmaster, to have a pull-down tab for the Building Use documents.
 - v. **Review of the Second Service**—Pastor Ty is having the Worship Team and the Ministry Council involved in this review.
 - vi. **Volunteers for Children’s Ministry**—Individuals have been contacted to assist with the Children’s Ministry and announcements (through PowerPoint slides and a notice in the bulletin) were made seeking teachers. Deb B. reported there currently are not enough volunteers if the older children have a separate Sunday School class. Deb B. has obtained an all-congregation, age-appropriate curriculum from Concordia Press, which is being reviewed by the Rev. Celena, Pastor Ty, and Cindy T, coordinator of Children’s Ministry. If they approve of the curriculum, then an appeal (by PowerPoint and on the back of the bulletin) will be made for teachers for the older children.
 - vii. **Off-Site Electronic Data Storage**—Nancy M. moved, and Richard D. seconded, that Pastor Ty and Jack B. select an off-site electronic data storage company for under \$100. The motion passed. Once the storage

contract has been signed, Pastor Ty and Gwen will start storing important data with the selected company.

- viii. **Anniversary Committee**—Nancy M. reported this committee will be a subcommittee under the Fundraising Committee. She has become the chair of the subcommittee, as the Board liaison on the subcommittee. Also on the subcommittee are Linda F., Wayne G., as members of the Fundraising Committee. Pastor Ty is contacting the Music Department for a member to be added on the subcommittee. Terry C. (decorating) and Phil G. and Doug B. (dinner) are also on the subcommittee. Richard D. suggested using the Anniversary celebration as an opportunity to recognize and acknowledge the history of the church with plaques donated on Illumination.

6. New Business:

- a. **Fundraising for Cluster Team Lead Travel Expenses**—After discussion, Linda F. moved and Annette B. seconded that Pastor Ty, in consultation with Ginny H., send an e-mail to the pastors, moderators or vice-moderators of the Board of Directors, and the cluster team member of each of the other 4 churches in this cluster (Kansas City, Wichita, Joplin, St. Louis), with a cc: to Elder Brock, to ask them for recommendations on how to provide funding for travel expenses for the cluster team leader. The motion passed with Nancy M. abstaining. Ginny H. requested an accounting of Terry C.'s expenses to date. Nancy M. will inform Terry C. of Ginny's request and have her provide an accounting.
- b. **Portraits of Founders**—After discussion, the Board agreed by consensus to have Illumination plaques used to recognize the church's founding members. Pastor Ty will contact Brandon B., thanking him with for the idea of recognizing the church's founding members and inform him of plaques on Illumination being used for that purpose. The plaque engraving and dedication will be a part of the 29th Church Anniversary celebration, with donations being solicited from the congregation.
- c. **Praise Music Video DVD**—Handled earlier in the meeting as a pastor's action item.
- d. **Jason and deMarco Concert**—Referred to the Fundraising Committee
- e. **Annual Review of Paid Staff**—There will be an annual review of paid staff and new contracts issued, to be approved at the January Board meeting. Pastor Ty will review Gwen K., administrative assistant, and David P., Director of Music Ministry, and David P. will review the music staff. Richard D. will provide the Personnel Committee information on annual reviews to Pastor Ty.
- f. **Weekly Offering Information**—New Board members, Eric H. and Stephanie M., along with the returning Board members, Ginny H., Linda F., and Nancy M.,

requested receiving the weekly treasurer's e-mail of offering and attendance information.

- g. Samaritan Fund Advisory Committee**—The Board was reminded that last December it approved a standing committee, the Samaritan Fund Advisory Committee, made up of the Treasurer of the Board of Directors and the Coordinator of Congregational Care, for the pastor to consult and seek advice from (in addition to the pastoral staff), when practical, for the use of the Samaritan Fund, (not limited to only the Christmas gifts). The Advisory Committee usually meets to determine Christmas gifts to the children and any congregants perceived to be in financial need, which are handed out at the Christmas Eve service. In addition, Pastor Ty will have Gwen make a PowerPoint slide, and have on the back of the bulletin for the December 27 service, announcing a second offering to replenish the Samaritan Fund on December 27.

7. Other

- a. RESOLUTION: WHEREAS Annette B. and Richard D. have given devoted and selfless service to the Board of Directors for the past two years, BE IT RESOLVED they are duly recognized and thanked for their faithful dedication and commitment to MCC of Topeka and will be honored at a reception following the January service in which they are replaced on the Board.**

b. Liberty Press

- i.** Stephanie M. reported if the church pays a year in advance for Liberty Press advertising, there will be a 10% discount for the cost of the ad. The 2010 cost for the church's ad is \$100—the reduction would bring the cost to \$90, and because MCC of Topeka distributes the paper in Topeka, the church receives another \$50 reduction, making the monthly cost \$40. This would be a total cost of \$480, with an annual savings of \$120. The Board approved, by consensus, paying the advertising in advance.
- ii.** Stephanie M. identifies her column with Liberty Press through her association with MCC of Topeka. Starting in the January issue, she will be identified in her by-line as a member of the Board of Directors of MCC of Topeka.

- 8. Adjournment and Closing Prayer**—Vice-Moderator Ginny H. gave the closing prayer and the meeting adjourned at 8:45 p.m.

- 9. Next meeting**—Next meeting is Tuesday, January 19, 6:00 p.m.

Respectfully submitted,

Nancy G. Maxwell, Clerk, Board of Directors