

## MCC of Topeka Board of Directors

January 19, 2010

**Attendance: BOD Members: Eric H., Ginny H., Jack B., Linda F., Nancy M., Stephanie M., and Pastor Ty S.**

**Guests: Rev. Celena D., Jay R., Phil G., Terry C.**

**1. Call to Order/Confirming a Quorum**—Moderator Pastor Ty S. called the meeting to order and confirmed a quorum at 6:07 p.m.

**2. Opening Prayer**—Linda F. gave the opening prayer.

### **3. Appointments for 2010**

- a. Appointment of Board Officers:** Ginny H. moved, and Linda F. seconded, the appointment of the following Board officers. The motion passed unanimously.
  - i. Vice Moderator**—Ginny H.
  - ii. Treasurer**—Jack B.
  - iii. Clerk**—Nancy M.
- b. Appointment of Ministry Council:** Stephanie S. moved, and Linda F. seconded, the appointment of the following Ministry Council Chair and Coordinators. The motion passed unanimously.
  - i. Chair**—Phil G.
  - ii. Children's Ministry**—Cindy T.
  - iii. Christian Education**—Stacy S.
  - iv. Congregational Care**—Marion S.
  - v. Hospitality**—Doug B.
  - vi. Outreach**—Benedette K.
  - vii. Worship**—Rev. Celena D.
- c. Appointment of Board of Directors' Standing Committees:** (Board members will ask congregants to serve on the committees to which they are appointed)
  - i. Personnel Committee—Board Member Committee Chair and 2 congregants.** Ginny H. moved, and Stephanie M. seconded, the appointment of Jack B.; motion passed.
  - ii. Fundraising Committee—Board Member Committee Co-chairs plus a minimum of 2 congregants (includes Church 30<sup>th</sup> Anniversary Subcommittee).** Ginny H. moved, and Stephanie M. seconded, the appointment of Linda F. and Eric H. as co-chairs; motion passed.
  - iii. Nominating Committee—Board Member Committee Co-chairs plus 2 congregants, to be named by July 1.** Nancy M. moved and Linda F. seconded, the appointment of Stephanie M. and Eric H. as co-chairs; motion passed. Nancy M. offered to assist with the committee work by providing documents from prior

- committees.
- iv. **Budget Committee—Board Treasurer Committee Chair, Ministry Council Chair, Buildings and Grounds Chair, and a minimum of 1 congregant, to be named in February.** Ginny H. moved, and Nancy M. seconded, the appointment of Jack B., Phil G., and Jay R.; motion passed.
  - v. **Policies & Procedures Committee (which up-dates the SOPs)—Board Clerk Committee Chair, Ministry Council Chair, the church Administrative Assistant and 2 congregants.** Ginny H. moved, and Linda F. seconded, the appointment of Nancy M., Phil G., and Gwen K.; motion passed.
  - vi. **Annual Auditor or Audit Committee—Former Board Treasurers.** Nancy M. moved, and Stephanie M. seconded, the appointment of Richard McK; motion passed with Jack B. abstaining. Jack B. will contact Richard McK to ask him if he will serve as annual auditor.
  - vii. **Stewardship Committee—Board Member Committee Co-chairs and 3-5 congregants.** Ginny H. moved, and Linda F. seconded, the appointment of Linda F. and Stephanie M.; motion passed. Nancy M. offered to assist with the committee work by providing documents from prior committees.
  - viii. **Samaritan Fund Advisory Committee—Pastor, Chair, Treasurer, Congregational Care Coordinator, Pastoral Staff.** Linda F., Eric H. seconded, the appointment of Pastor Ty, Jack B., Marion S., and the Pastoral Staff; motion passed.
  - ix. **Buildings & Grounds Committee—Chair.** Jack B. moved, and Stephanie M. seconded, the appointment of Jay R.; motion passed.
  - x. **By-Laws Committee (Appointed the year in which there is a General Conference and new denominational By-Laws are published)—Board Clerk Committee Chair, Lay Delegate, and a minimum of 2 members of the congregation.** Nancy M. moved, and Linda F. seconded, the appointment of Nancy M., and Phil G.; motion passed.
- d. **Appointment of Special Committees—Task Force to Implement Missional Objectives.** Linda F. moved, and Eric H. seconded, the appointment of Ginny H. and Pastor Ty as co-chairs, with Phil G., chair of the Ministry Council, and Nancy M., as additional members. Other members also will be added from the congregation. Jack B. assumed the position of Assistant Vice-Moderator for purposes of calling the vote on the motion. The motion passed.
- e. **Special Offerings Resolution--** Pursuant to the SOPs, Nancy M. made the following resolution for special offerings in 2010: Pastor’s Birthday, Pastor’s anniversary with MCC of Topeka, Pastor’s Christmas gift, two denominational offerings, World’s AIDS Day, and the Samaritan Fund. Stephanie M. seconded the resolution and the resolution passed. According to the SOPs, these offerings will be announced one week in

advance.

The Board took a recess to eat dinner and thanked Eric H. for providing a delicious meal for the Board members and guests.

#### 4. Consent Calendar

- a. **Approval of December Minutes**—Ginny H. moved, and Linda F seconded, the approval of the minutes from the meeting on December 15. The motion passed.
- b. **Pastor’s Report**—Jack B. moved, and Stephanie M., seconded the acceptance of Pastor Ty’s written report. The motion passed.
- c. **Seminarian Report**—Jack B. moved, and Linda F. seconded, the acceptance of Joy S. written report. The motion passed. The Board thanked Joy S. for providing the report and being a voice for LGBT people at her divinity school.
- d. **Lay Delegate’s Report**—Phil G. reported he will be traveling to and from the General Conference out of Atlanta and will be sharing a room at the Conference, thereby reducing the costs for his attendance at the General Conference.
- e. **Ministry Council Report**—
  - i. **Filling Ministry Council Positions**—Phil G. reported Children’s Ministry Coordinator, Cindy T., announced she will remain in her position for only one more year and Benedette K. agreed to fill the Outreach Ministry Coordinator vacancy.
  - ii. **Worship Ministry**—The Worship Ministry Team recommended the Board Member on Duty announce the events for the upcoming week and encourage congregants take the bulletin home with them because it has the week’s events printed on the back. Also, the announcements will be 5 to 7 minutes before services start at 10:00 am.
  - iii. **Status Update**
    1. **Children’s Programs Bulletin Insert**—Pastor Ty reported Cindy T., Children’s Ministry Coordinator, has met with Gwen K., Administrative Assistant, to make changes to a bulletin insert that lets parents know about the church’s children’s ministry programs. It is anticipated that the insert will be finished Thursday or Friday.
    2. **Older Children Sunday School Curriculum Review**—Rev. Celena reviewed the curriculum. Not all the lessons are based on the lectionary, but if a three year cycle of lessons was obtained, then there would be sufficient lessons to follow the lectionary. There also were good teacher guides with the curriculum.
    3. **Second Service Review**—Phil G. reported the Ministry Council was not sure who would be the target for the second service and it would be hard to recruit people to commit to doing the service until the target group was identified. On the other hand, if there is a target group identified, there may not be the appropriate persons to commit to provide the service. The Board agreed that there needs to be more conversation and prayer about the second service before any decisions can be made.

- f. **Core Team Lead Report**—Terry C., Core Team and Cluster Church Lead, reported she had a Core Team Lead conference call in December and the Core Team Leads were informed the new structure proposal will be given to the Core Team the end of January. There has been very positive feed-back on the Size Summits being held across the denomination, with the Topeka church’s Summit being held in Kansas City on April 30 and May 1. There are 12 registrants from MCC of Topeka and Terry encouraged getting the word out to the congregation that the Summit is opened to everyone and there is no registration fee. It was suggested there be a PowerPoint slide, an announcement in the bulletin and an e-mail blast to let the congregation know about the Size Summit.
- g. **Board Member on Duty**—It was decided by consensus the Board Member on Duty will become a welcoming role, with a few more announcements of the up-coming events for that week.
- h. **Buildings & Grounds Report**
  - i. **Re-keying Exterior Doors**—Jay R. discussed the issue of re-keying the exterior doors. Linda F. moved, and Jack B. seconded, to table the re-keying of the doors and pursue key retrieval instead. The motion passed.
  - ii. **Crash Bar Lock on North Door**—Terry C. volunteered to investigate switching out the south door in the Narthex, with the north door to the parking lot, in order to have an easier locking system on the crash bar for the north door.
  - iii. **Heating and Cooling in the Parlor**—Jack moved and Linda F. seconded, Jay obtain a bid on having duct work installed through the Pastor’s study into the parlor, before work is done to sound-proof the Pastor’s study wall that is a common wall with the parlor.
  - iv. **EPM non-weekly scheduling**—After discussion, it was agreed by consensus that once a week Pastor Ty will check the church calendar and remove from the computer program any non-weekly events from the prior week, and add to the program any non-weekly events for the upcoming week. In addition, it was agreed the church office calendar and the calendar on the church web-site will be the publisher/pdf format calendar that is generated from the annual church calendar meeting, in order to have consistency between all the calendars.
- i. **Fundraising Committee Report**
  - i. **29<sup>th</sup> Anniversary Planning**—After discussion, Nancy M. moved, and Jack B. seconded, rescinding the Board’s decision to ask the congregation to join the Board in having name plates engraved to honor the church founders for the 29<sup>th</sup> Anniversary. The motion to rescind the decision passed. Linda F. moved, and Stephanie M. seconded, asking the congregation to join the Board in having name plates engraved to honor the church founders for the 30<sup>th</sup> Anniversary. The motion passed. Linda F. handed out tickets for

the Board members to sell for the 29<sup>th</sup> Anniversary Dinner and Concert. Nancy M. reported that the planning for the anniversary is progressing well and she will ask for more volunteers to help with the anniversary event as the event drew near, using the Flow Chart provided by Linda F., chair of the Fundraising Committee.

- ii. **Future Fundraising Events Planning**—Linda F. reported the Fundraising Committee is now meeting monthly. The committee members go over the details for the current month's fundraiser and also look ahead to the next month to determine what needs to be done for that fundraiser. The planning for this month's fundraiser, the Chili Cook-off and Auction, is going well. Next month's fundraiser is the Anniversary Dinner and Concert.

**j. Review of Church Calendar:**

- i. **January Fundraiser: Chili Cook Off, Jan. 30**
- ii. **Install Ministry Council Chair and Coordinators, Jan. 31**
- iii. **Sunday Brunches: Mar. 7, Apr. 4 (Easter Sunday-Brunch between Sunrise and 10:00 am services)**
- iv. **Board meetings: Feb. 16, Mar. 16, Apr. 20**
- v. **Adult Education: Feb. 21**
- vi. **Movie Night: Feb. 12**
- vii. **OTR: Jan. 21; Feb. 4; Feb. 18**
- viii. **Ministry Council Fair, Feb. 14**
- ix. **Ash Wednesday: Feb. 17, 6:00 p.m.**
- x. **February Fundraiser: 29<sup>th</sup> Anniversary, Feb.27**
- xi. **Worship Team: Mar. 9**
- xii. **March Fundraiser: (?)**
- xiii. **Palm Sunday: Mar. 28, Offering for Pastor Ty's Anniversary, Blessing of the Palms, First Christian Church**
- xiv. **Holy Week: Mar. 28-Apr. 4**
- xv. **Easter Sunday: Apr. 4, Denominational Offering**
- xvi. **Special Offering for Pastor Ty's Birthday, April 11**
- xvii. **April Fundraiser: (?)**
- xviii. **Nate P. Program: Apr. 24**
- xix. **Rev. Elder Nancy W. Preaching: Apr. 25**
- xx. **Size Summit: Kansas City Spirit of Hope MCC, Apr. 30-May 1**

**5. Treasurer's Report (Jack B.)**

- a. **Monthly Report**—Nancy M. moved, and Stephanie M. seconded, acceptance of the Treasurer's Report for December. The motion passed
- b. **Signature Authorization for Check Signing**—Item postponed until the bank sends the forms.
- c. **Annual Pledges Status Report**—Item postponed until recent pledges that have been received can be added to the previous information on pledges.
- d. **Discussion of Giving**—After discussion, the Board agreed by consensus to hold a special meeting following the January 31 services to discuss giving.

6. **Old Business**

- a. **Cottage Meeting Planning**—After discussion, it was determined the cottage meetings could be used in conjunction with the Stewardship Campaign, incorporating the discussion on giving to be held at the special meeting on Jan. 31, as well as planning for the 30<sup>th</sup> Anniversary celebration in 2011. It was agreed by consensus to postpone this item until the February meeting.
- b. **Creating a Life That Matters Training**—Pastor Ty reported he could not find any training scheduled on the denomination's website. He also reported that material on discipleship is being sent from Jesus MCC.
- c. **Funding Sources for Gender Re-Assignment Surgery**—Stephanie M. reported she could not find any funding sources for gender re-assignment surgery. She did find some leads on scholarship funds for trans-gendered individuals through the International Foundation for Gender Education and some information from Praxis, through the Flint Hill's PFLAG. Terry C. requested information that Stephanie discovers be added to the links on the church website. Stephanie M. will let Joe C., the church webmaster, know of any information she obtains.

d. **Status Updates:**

- i. **Cluster Churches Feedback on Financial Support for Cluster Team Lead Travel Expenses**—The Board held a lengthy discussion about the e-mail requesting ideas to fund Core Team Leads, followed by prayer.

**The Board went in recess for several minutes. At Pastor Ty's request, Ginny H. replaced Pastor Ty in presiding over the remainder of the meeting.**

- ii. **Annual Review of Paid Staff, New Contracts**—Pastor Ty reported the review of Gwen K., Administrative Assistant was completed and David P., the Director of Music Ministry, will have his review tomorrow. Nancy M. moved, and Linda F. seconded, the Board approve annual contracts for the following paid musicians, with pay increases as approved by the Board in the 2010 budget: Rick B. for Sunday morning services, section leaders for the choir, and contracts for occasional or one-time performers. The motion passed. Jack B. has given written contracts to David for Rick B. and the section leaders. Also, it was noted annual contracts are needed for the monthly praise band members. The Personnel Committee will review the contract for the occasional or one-time musicians and the annual contracts for the praise band members. Jack B., chair of the Personnel Committee, will provide the Board clerk with all paid staff contracts once they have been signed.
- iii. **Children's Photos on AV**—The photos have been updated and look great. The Board thanked Terry C. for taking the pictures and Gwen H. for posting them on a slide for the AV computer.

- iv. **Ministry Council and New Board Member Photos on Website**—The Board members photos are now updated and pictures are in the process of being taken of the Ministry Council Chair and Coordinators.
- v. **Building Use Documents on Website**—Nancy M. reported the webmaster, Joe C., is in the process of moving these documents to a pull-down tab so that they are more easily accessible.
- vi. **Off-Site Electronic Storage**—Pastor Ty reported that soon the church’s Internet and phone provider, Cox, will be offering a 2 gigabyte off-site storage without charge to business customers. When the option is offered, the church will use this free storage rather than paying a fee for off-site electronic storage.

**7. New Business**

- a. **Pastor Ty’s sick leave policy**—Jack B. moved, and Linda F. seconded, Pastor Ty receive one month paid sick leave per year with no carry-over or buy out option and this provision be added to Pastor Ty’s existing contract. The motion passed unanimously with Pastor Ty abstaining.
- b. **Recipient of Haiti special offering**—After discussion, the Board decided, by consensus, to determine the charity to receive the Haiti relief funds at its special meeting on January 31.
- c. **Request for donations for an Illumination name plate**—The Board authorized, by consensus, for Ginny H. to solicit donations for an Illumination name plate.

**8. Other**

- a. **Ministry Council Ministries Annual Treasurer’s Report**—Jack B., treasurer, provided Board members with copies of the annual treasurer’s report to the Ministry Council Chair and Coordinators.
- b. **TCT Premier Showing of “Twilight of the Golds”, Feb. 18, for TAP**—Phil G. announced the Topeka Civic Theatre will have a premier showing of the “Twilight of the Golds” for TAP on February 18. Tickets can be purchased through the TCT box office.

**9. Closing Prayer and Adjournment**—Vice-Moderator Ginny H. gave the closing prayer and the meeting adjourned at 10:17 p.m.

**Next Meetings: Special Meeting, Sunday, Jan. 31, 11:15 a.m.; Regular Board Meeting—Tuesday, February 16, 6 p.m.**

Respectfully submitted,

Nancy G. Maxwell, Clerk, Board of Directors