

MCC of Topeka Board of Directors

April 20, 2010

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

Guests: Rev. Celena D., Cyndi E., 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 6:03 p.m.
2. **Opening Prayer**—Vice Moderator Ginny H. gave the opening prayer.
3. **30-Minute Discussion**—The Board discussion time will take place during the treasurer's report on the church's financial emergency.
4. **Consent Calendar**
 - a. **Approval of March Minutes**—Ginny H. moved, and Jack B. seconded, the approval of the minutes from the March 16 meeting. The motion passed, with a correction of the spelling of Terry C.'s name and the deletion of editorial questions.
 - b. **Approval of E-mail Vote (to refer Performance Review Instrument to Personnel Committee)**—Nancy M. moved, and Linda F. seconded, the approval of the e-mail vote to refer the creation of a Performance Review instrument to the Personnel Committee. The motion passed.
 - c. **Pastor's Report**—Ginny H. moved, and Eric H., seconded the acceptance of Pastor Ty's written report. The motion passed.
 - d. **Lay Delegate's Report**—Linda F. moved, and Ginny H. seconded, the acceptance of Phil G.'s written report. The motion passed.
 - e. **Ministry Council Report**—Linda F. moved, and Eric H. seconded, the acceptance of Phil G.'s written report. The motion passed. For coordination purposes, it was agreed by consensus that Phil G. will be added to the list of persons who receives the minutes of the Fundraising Committee, and Phil G. will share the minutes with the Ministry Council. Phil G. also reported the photos of the Ministry Council Coordinators will be added to the web site in the near future.
 - f. **Update on Church Keys**—Phil G. reported that except for 3 keys, which have been determined to have been lost, all the keys have been retrieved. A new tracking system has been implemented to keep a record of not only who has which key, but the purpose for the key, in order to facilitate the retrieval of keys in the future.
 - g. **Buildings & Grounds Report**—Terry C. reported that the new panic bar had to be ordered from the factory and it will be installed the first week in May.
 - h. **Fundraising Committee Report**—Nancy M. moved, and Jack B. seconded, to accept the minutes of the Fundraising Committee. The motion passed. Linda F.

reported that there will be no church participation in Pride Week this year because there was no volunteer to coordinate the event. The Over The Rainbow Bible Study Group decided not to have an ice cream social in conjunction with Pride Week.

i. Review of Church Calendar:

- i. Board meetings: May 13 (new date), June 15, July 20**
- ii. Nate P. Program: Apr. 24**
- iii. Rev. Elder Nancy W. Preaching: Apr. 25**
- iv. Plant Sale Order Deadline: April 25 (May 2 pick up date)**
- v. Size Summit: Kansas City Spirit of Hope MCC, Apr. 30-May 1**
- vi. First Sunday Brunch: May 2, June 6**
- vii. Feed My Sheep: May 8 (Phil G. & Thor E. coordinating); June 12 (Ginny H. & Rev. Nancy G. coordinating), July 10 (Stephanie M., Eric H. & Marion S. coordinating)**
- viii. Membership Class: May 8, 10 am-2 pm**
- ix. Holy Renovations Committee, May 8 (tentative)**
- x. Church Garage Sale: May 14 & 15 (Wayne G. & Eric H. coordinating)**
- xi. Triple Treat Fundraising Series: May 22, June 12, July 17**
- xii. Pentecost Sunday: May 23**
- xiii. Alzheimer Memory Walk: June 12**

5. Treasurer's Report

- a. Monthly Report**—Ginny H. moved, and Linda F. seconded, the acceptance of the Treasurer's monthly report. The motion passed.
- b. Financial Emergency Report**—Ginny H. moved, and Linda F. seconded the acceptance of the Financial Emergency Report. The motion passed. Jack B.'s report shows that the church expenses are exceeding church income by \$1,500 per month. Pastor Ty requested that, as a cost saving measure, the Board not implement his next pay raise of \$2,000, which was scheduled to be paid every six months in his compensation package (until his annual salary level reached \$50,000).

Ginny H., Vice Moderator, assumed the role of moderator to preside over the remainder of the meeting.

The Board went into Executive Session from 8:25 p.m. to 9:08 p.m.

Stephanie M. moved, and Jack B. seconded, that the Board delay Pastor Ty's salary increase until the church is in a better financial position to fund the increase and, at that time, compensate Pastor Ty for the delay. The motion passed.

Stephanie M. moved, and Linda F. seconded, that the Board lay-off the Administrative Assistant and that the Administrative Assistant's duties be covered by volunteers, recruited by Pastor Ty, based on an assessment of the

tasks to be done, in order to match volunteers' skills with the necessary tasks. Pastor Ty will request a list of duties, based on specific days of the week, from the Administrative Assistant, in order to match volunteers to specific days of the week. In addition, Pastor Ty will pick the date when the lay off will begin. The motion passed. Vice-Moderator Ginny H. will make the announcement of the lay-off to the congregation during offering time on a Sunday agreed upon by her and Pastor Ty.

Stephanie M. moved, and Pastor Ty seconded, that the following additional cost cutting measures be taken:

1. Announce a paper/postage shower to obtain copy paper and other office supplies.
2. The cost for printing tickets for Feed My Sheep will come out of the grant funds from Cargill.
3. Suspend the re-payment of the loans to the England bequest that covered the UFMCC late assessment fees and the cost of the EPM installation until such time as there are funds to cover these payments
4. Cancel the church advertisement in the Topeka Capital-Journal
5. Pay for the re-keying of the building from of the England bequest

The motion passed. These cost cutting measures will save \$1,100 per month. It is hoped that the remaining deficit of \$400 per month will be covered by congregants getting caught up with their pledges and increases in giving.

6. Old Business

a. 30th Anniversary Planning

Linda F. and Eric H. continue to work on planning for the anniversary.

b. Status Reports: Holy Renovations Committee; Missional Objectives Implementation Task Force.

Holy Renovations Committee: Pastor Ty reported a tentative date for the first meeting has been set for May 8.

Missional Objectives Implementation Task Force: Pastor Ty reported that no meeting date has been set.

c. Status Report: Board Size Summit Surveys

Pastor Ty reported that all the surveys have been submitted.

d. Reactions to Building Use Documents on the Web Page

Phil G. suggested moving the building use documents from the "contact us" page. Pastor Ty will discuss with Paula K., the church webmaster, creating a designated tab for building and building use information. Pastor Ty also will forward Terry C.'s pictures of the interior and exterior of the building to Paul K. for use on the church website.

7. New Business

a. Personnel Committee Recommendation of Performance Review

Instrument

A motion was made from the Personnel Committee that the Board adopt a performance review instrument to review all paid staff. The motion passed. The Board, as the supervisor of Pastor Ty (i.e. without Pastor Ty), will meet Wednesday, May 28 at 6:30 p.m. to review SMART objectives for Pastor Ty's performance review (back-up date is Wednesday, May 5, 6:30 p.m.). Linda F. handed out a list of SMART objectives based on the Senior Pastor job description, which will be reviewed at this meeting.

b. Care for Congregants with Health Problems

Nancy M. moved, and Stephanie M. seconded, that this item be referred to the Ministry Council. The motion passed.

c. Feed My Sheep—Kansas Food Bank

Terry C. has requested permission to pursue designating the church as having an "On Site Feeding" program, qualifying the church to purchase food from the Kansas Food Bank at a significantly reduced cost. The food would be purchased with the Cargill grant funds. Terry C. suggested that the room being used for the Topeka Center for Peace and Justice file storage be designated for the food storage. Jack B. moved, and Linda F. seconded, that Terry pursue the logistics for obtaining food for On Site Feeding from the Kansas Food Bank. The motion passed. Pastor Ty will contact Bill B., letting him know we need the room for the church and Pastor Ty will coordinate with Terry C. about the availability date for the room.

d. Building Use for American Tribal Belly Dancing Class and Possible Formation of a Liturgical Dance Group (Taken out of order earlier in the meeting to accommodate a guest, Cyndi E.)

Cyndi E. requested using the Phoenix Room on Monday nights to teach a Tribal Belly Dancing Class. The classes would be offered at a reduced rate to church members and the class would have the potential to be a liturgical dance group for the church. Nancy M. moved, and Linda F. seconded, that the fee for renting the Phoenix Room be waived and Cyndi's building use request be granted. The motion passed. The classes are scheduled to begin on Monday, May 3, with the room being in use from 5:45 to 7:15. This item will be added to the church calendar.

8. Board Member on Duty

April 25 - Nancy

May 2 – Eric

May 9 – Ginny

May 16 – Stephanie

May 23 – Eric

May 30 – Ginny

June 6 – Jack
June 13 – Linda
June 20 – Nancy
June 27 – Ginny

9. Other

Stephanie M. announced she had completed all the degree requirements for an A.A. degree through the University of Phoenix. The Board congratulated her on her accomplishment.

10. Closing Prayer and Adjournment—Vice Moderator Ginny H. gave the closing prayer and the meeting adjourned at 10:11 p.m.

Next Regularly Scheduled Meeting (New Date): Thursday, May 13, 6:00 p.m.

Respectfully submitted,

Nancy G. Maxwell, Clerk, Board of Directors