

**St. Andrew United Methodist Church
Leadership Council Meeting
November 20, 2008**

Attendees: 23 members, 9 guests (see attendance log)

I. Welcome / Devotion

Rebecca O'Neal called the meeting to order. She read Psalm 16:11 and a reading on "God is with us on our Journey".

II. Faces of St. Andrew

Jan Collatie shared an email from Anne Purvis on her experience tutoring at LIFEspot.

III. Force Field Process

Bob Tipton facilitated the continuation of the Force Field Process. The task for this meeting was to make the objectives "SMART", which means

S – specific

M – measurable

A – achievable / attainable

T – time based

Each table worked on objectives set up under the main goals. Groups were instructed to meet again before the next Leadership Council meeting to complete the objectives.

IV. Approval of Minutes

Minutes were approved as read.

Committee Reports

Trustees – Brant Dillon

Brant reported that Trustees are working on an IT Plan defining the methodology of procuring hardware and software.

Trustees have learned that the chairs at the top of the stairs by the Gathering Space are in violation of the fire code and will be moved.

Trustees have approved the website designer. Development of the web site will be a 20-week process and should be completed by the second quarter of 2009.

Trustees are also working on a Procurement Policy to standardize the decision-making procedure for acquiring new equipment.

There have been some requests for keys to the building for events that are scheduled either before or after normal operating hours. Trustees are requesting that groups schedule events during the normal hours, as keys will

not be given it. If keys are issued and not returned, this requires the rekeying of the entire building which is quite costly.

Finance – Josh Van Manen

Josh reported that October contributions were \$5000 over budget; however, we still need \$860,000 in contributions in November and December to balance the 2008 budget. Currently there is \$352,000 in the operating budget and \$805,000 in the building fund.

The audit should be finalized by the 2nd week of December. An RFP for a new auditor is being sent out for the 2008 audit.

Steering and Finance will meet jointly on Dec. 15 and again on Jan. 5. They will hear budget presentations on Dec. 15 and then will make final budget decisions on Jan. 5.

The committee is continuing to work on the Investment Policy.

SPRC – Angela Van Manen

Angela reported that Clif Watkins is currently on leave to work with the Obama transition team.

Jeri Dwyer has resigned as the Clergy Assistant. Applications are currently being taken and interviews will begin in the next couple of weeks.

SPRC is working on the 2009 budget.

Positions filled recently—Lisa Smith is the new Childcare Coordinator, Melinda Howard is the Children's Ministries Program Assistant, and Mary Huey is the new Children's Ministries receptionist. Mary will work 15 hours a week and another person will be hired for the other 15 hours.

Lay Leadership –

Rebecca reported that the committee has been working hard to fill all the leadership positions. There will be a Lay Leadership Orientation on Jan. 10, 8:30 – 11:30. It is hoped this will become a program for leadership development and training.

Melanie Rowilson encouraged attendance at the Church Conference on Dec. 9 where new leadership will be elected.

Executive Director – Chuck Curtis

Chuck reported that the new monitor has been installed upstairs by the main entrance. The computer and software should be hooked up by next week.

Any information that needs to be displayed should be given to Susan Bell.

Clif Watkins is working on developing intra-net for St. Andrew.

Sarah Davis has been hired as the 2nd part time accountant in the Finance Dept.

Stacie Wheelis will do the HR work for now.

Stewardship – Dana Woodbury

Dana reported that Cliff Christopher held a workshop here at St. Andrew on Oct. 24 with 250 leaders from our conference attending.

The Stewardship Committee conducted a calling campaign and placed 150 calls to people who pledged last year but had not yet turned in pledge cards for this year. Many people are struggling this year and are hesitant to pledge. On Dec. 7th, a dinner for all new member orientation groups from this year will be held,

Josh reported that current pledges are just over \$2 million down from last year at this time when pledges were \$2.2 million.

V. **New Business**

OIT Update – Bill Hornaday / Dolores Meader

Bill reported that the Number 1 feedback response concerned authority, decision making, and accountability—there is a need for a more streamlined decision making process.

OIT is considering forming a Program Ministries Team along with an Operational Ministries Team. These groups would report to a Management Team, which would report to the Church Council. This process would push the decision making process down to the ministry level.

Dolores commented that the planning of the church should come from the bottom up and most decision-making should be in the MALT's.

OIT is currently working on job descriptions and accountability in roles and responsibilities. They are also working on a church wide process for developing goals and objectives and improvement in training for various roles.

The next step is meeting with staff, clergy, and ministry leaders. The committee hopes to implement the new plan by April 2009.

Building Committee Update – Brad McNealy / Allen Amis

Allen reminded us as reported last month, the initial construction estimates were well over budget. The committee, working with SlaterPaul has made some changes to bring the cost down to within the budget goal. The building committee has approved the new concept and will request endorsement of the concept from Leadership Council next month. The space, seat count, landscaping and site plan all meet the goals set out for the project.

The committee has looked at the site, sustainability, and parking. The new concept has a lower ceiling height and smaller square footage. Reductions have been made in the amount of steel and drywall needed.

Building Committee has approved SlaterPaul to make the schematic drawings. Once the drawings are finalized, there will be a congregational vote, probably in mid- February. The changes will shorten the construction time by 3 months so we can still anticipate a Fall 2010 completion date.

VI. Joys and Concerns, Closing Prayer

Joys and concerns were shared and Larry Mugler closed the meeting in prayer. The meeting was adjourned at 9:05. The next meeting date is Thursday, December 18.

Respectfully submitted,

Jean McHarge, Secretary