

Park United Methodist Church
Church Council Minutes
December 21, 2017

Members Present: Twila Ehrich-Belton, Sandy Beyer, Carol Tower, Roxi Grimsley, Bob Weston, Tom Yeager, Joseph Sparks, Kathi Hefti, Scott Gutierrez, Jon Weston, Kerry Beebe, Brock Reynolds, Jamie Lee, and Pastor Justin Halbersma

Members Absent: n/a

Guests: n/a

Agenda: Stood as presented.

Meeting to Order: 7:00 p.m. Twila called the Council to order.

Pastor began the meeting with prayer. Twila noted the agenda was cleared with the exception of the discussion of the 2018 budget. She noted, time permitting, other items may be brought before the Council.

Budget – Jon presented two versions of the 2018 budget. Kerry had a question on restricted funds. Jon shared these are special designations or donations and are outside the general budget.

Jon and Sandy provided detailed information on several line items included in the budget. It was noted there was very little discretionary spending reflected in the budget. Version 1 included no wage increase for any staff; Version 2 included staff increases for some staff members, but not for Pastor. The apportionment calculation and financial impact were discussed.

There was a clarification in that the purchase of the electronic table for Josh was possibly incorrectly charged to the administration expense when it should have been charged to the technology expense. It was noted that utilities are higher than budgeted.

Jon said that unless giving increases, we will not be able to set aside funds for the New Light property maintenance. Tom said this is a concern should be there be an issue at the property that the PUMC may be unable to afford to repair.

It was suggested that for next year, budget work begin in June/July timeframe to allow for time for better financial planning.

A motion was made by Tom, seconded by Roxi, to accept Version 2 of the budget, noting the correction to the apportionment dollar figure. Motion carried unanimously.

The Council spent a considerable amount of time discussing how to share the need for increased giving. A letter will be going out to those individuals who are currently giving electronically, as there is going to

be a change in the company that provides this service. The new service provider will be able to provide electronic enrollment, not only for members, but for those individuals that visit our website.

The policy for Employee Reimbursement of Church Expenses was distributed and discussed. A motion was made by Sandy, seconded by Bob, to approve this policy and have it included in the Employee Manual. Motion carried.

The policy Regarding Use of Company-Issue Credit Cards was also distributed and discussed. The spending limit for each card, and who would be issued cards was discussed. A motion was made by Roxi, seconded by Twila, that Sandy Beyer has the authority to open a credit account, with a limit of \$10,000. Cards will be issued to: Pastor -- \$2,500; Financial Secretary -- \$2,000; Director of Discipleship and Mission -- \$2,000; Maintenance -- \$500. Motion carried.

Trustees Update

- Four new windows were installed in the Sanctuary.
- The estimate from the electrician to change the outlets as suggested by the insurance inspection is \$700.
- The cost for an overall, comprehensive electrical inspection is \$275.
- Brainerd Police Department offers a service where a lockbox can be installed on the building. We would provide the Police with the code to open the lock box, which would contain the key to open the door. They could then reset the alarm and do a walkthrough of the building. The Council approved moving forward with installing the lockbox and utilizing the Brainerd Police Department's service.
- The electrical outlets at the Parsonage will be addressed/fixed.
- The information was on the signage that gathered by the HCI Hospitality Committee has been located. They will give the information to Bob.
- Internal directional signage, as suggested by the inspection, is being completed by staff.

General Update

Pastor noted that on Christmas Eve the Children's Service will be at 9:30 a.m.; the Candlelight Service will be at 7:00 p.m.

Pastor shared that going forward with our website design, there will only be the one website. It will have separate tabs for new members, current members, and others that visit the site. Joelle Anderson is the website designer.

Justin closed the meeting with prayer at 8:25 p.m.

Respectfully submitted, Carol Tower, Recording Secretary.