

Administration Board Meeting

Date: July 13, 2010
 Convener: Nancy Hindman, Chair
 Recorder: Debra Catron
 Members Present: Gail Wolford, Nancy Hindman, Joe Spencer, Clerk -Debra Catron
 Guests Present: Marlene Payne, Rev. Kent, Tom Manning-Beavin

<u>Subject</u>	<u>Discussion</u>	<u>Action Needed</u>	<u>By Whom</u>
<u>Organist</u>	Joe is head of committee to find an interim organist. Gail has a copy of John Courter's contract that she will forward to Joe.	-Ask Ryan Shirer to be interim organist. -Forward copy of organist contract to Joe.	Joe Spencer Gail Wolford
<u>Women's Industrial Director</u>	Gail will write a letter of appointment for Hope Hounshell when she receives notice from the Mission Board. Hope has been serving as interim director since June 15. It is the responsibility of the Mission Board to determine the process for replacing Loretta. They will decide 1) length of term, 2) rate of pay, 3) expectations and 4) from where the funds to pay Hope will come. Gail will contact Tom Manning-Beavin when she sends the letter of appointment. Tom will also issue a final check to Loretta.	-Email head of Mission Board-Doug Hindman (and Rev. Kent) to inform Mission Board of process. -Write letter of interim appointment and contact Tom when receive notice from Mission Board. -Issue final check to Loretta (due to 12 month scale for 9 months of work).	Gail Wolford Gail Wolford Tom Manning-Beavin
<u>Intern</u>	Gail & Joan have looked for a position description but could not find one. Gail has a copy of 2 appointment letters sent to Mark Pettis (Sept-Dec 31 and Jan 1-May).	-This is not an immediate concern - Steve is not scheduled to start until September.	
<u>Position Description for Church Secretary</u>	Gail worked with Joan on this. Gail has given the information to Betty Hibler.	-Confer with Kent.	Gail Wolford
<u>Use of Building</u>	There was a discussion of the process for waiving the fee for building use. Present fee is \$100. The fee may be too steep for members. Property board should help with this decision. Kent suggested a \$200 deposit and then let Eric decide what a fair clean up fee would be - the remainder of the deposit would be returned.	-Discussion is ongoing.	

Next meeting is Tuesday, August 10 at 6:30 pm