

Administration Board Meeting

Date: May 17, 2010
 Convener: Nancy Hindman, Chair
 Recorder: Debra Catron
 Members Present: Gail Wolford, Nancy Hindman, Joe Spencer, Clerk-Debra Catron

<u>Subject</u>	<u>Discussion</u>	<u>Action Needed</u>	<u>By Whom</u>	<u>Follow-up Date</u>
<u>Use of Building & Kitchen by outside groups</u>	There is still some confusion as to who should make decisions on building use by outside groups. Also need to establish who will make decisions about waiving fees.	We need a policy for church and outside use – who should decide on building use and waiving fees?	Nancy Hindman will discuss at Church Council meeting	May 17
<u>Expenses</u>	Occasionally there is a question about where to plug in an expense in the budget (line item). Some discussion about the need for a safe deposit box (church currently has one for \$30/year). Tom Manning-Beavin recently paid for box & put in line item #5350 (misc. expense).	-If office staff is unable to decide, they should contact Admin or Property Board. -Find out purpose of safe deposit box.	Joe Spencer	
<u>Organist Search</u>	John Courter wants church to initiate search for new organist. It is Admin Board's responsibility to determine a process. Joe Spencer will serve as Admin Board's liaison with the search committee. Valuable information can be obtained from AGO (American Guild of Organists) on-line. An organist with an AGO certificate is desirable. Several church members were mentioned as good candidates for the search committee – Steve Bolster, Gina Chamberlain, Rev. Kent, Shirley Carlberg.	-Appoint search committee. -Find an interim organist. -Determine how long to keep John on staff. -Determine terms of appointment for new organist (salary, job description, etc.).	Joe Spencer Rev. Kent is contacting AGO Admin Board & Rev. Kent Gail Wolford	
<u>Job Descriptions, Appointment Letter</u>	There is a need for position descriptions for church secretary and Women's Industrial Director.	Prepare position descriptions. Prepare letter for Shirley Carlberg to continue as bell choir director.	Gail Wolford Gail Wolford	