

Union Church Trustees Meeting

Date: January 12, 2010
 Convener: Leslie Berger, Chair
 Minutes: Carol Gilliam, Church Clerk

Members Present: Leslie Berger, Steve Boyce, Howard Carlberg, , Clerk-Carol Gilliam, Joyce Mosher, Joe Spencer, Bill Stolte, Gail Wolford,
Members Absent: Moderator-Jean Boyce, Pastor-Rev. Kent Gilbert, Marvin Jenkins, Treasurer- Tom Manning-Beavin, John Payne

<u>Subject</u>	<u>Discussion</u>	<u>Action Needed</u>	<u>By Whom</u>	<u>Follow-up Date</u>
<u>Devotional</u>	The meeting was opened by a devotional led by Leslie Berger	N/A		
<u>Lock up/ Devotional</u>	Leslie Berger gave keys to Steve Boyce who is Trustee doing lock-up for January-February cycle.	Open and Lock up Union Church each Sunday until next Trustees meeting	Steve Boyce	February
<u>Minutes</u>	Minutes of the December meeting were approved as recorded.	N/A		N/A
<u>Finance Committee Report</u>	<ul style="list-style-type: none"> • Bill Stolte reported there would be a surplus from 2009 of roughly \$14,000. By policy, 10% of this will go to the Mission Board and the Finance Committee will prepare a recommendation of how to distribute the rest by the February Trustees Meeting. 	<ul style="list-style-type: none"> • Recommend distribution • Decide on how to distribute surplus from 2009 	Finance Committee Trustees	February
<u>Personnel Committee</u>	<ul style="list-style-type: none"> • Appointment letters have been written for all positions: <ul style="list-style-type: none"> ○ Two positions have job descriptions under development by March 1: Church Secretary and Director of Woman's Industrial ○ Shirley Carlberg has interim appointment as director of Bell choir- Jan 1 until end of May; a continuing job description will be developed. ○ The Church Secretary's letter was changed to include duties of website maintenance and producing a church directory. • There are inconsistencies in the way benefits and leave are structured for various positions. Discussed goal of writing consistent personnel policies. • Erik R., will be away the first two weeks in March. 	<ul style="list-style-type: none"> • Write Job description for Church Secretary • Write Job description for Director of Woman's Industrial • Write continuing appointment conditions for Bell choir director • Write Consistent Personnel Policies • Enlist volunteers to cover 	<ul style="list-style-type: none"> • Rev. Kent and Personnel Comm. • Mission Board and Personnel Comm. • Deacons and Personnel Comm. • Personnel Committee • Properties comm 	Feb, 2010

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<p><u>Properties</u></p>	<ul style="list-style-type: none"> • Bill is continuing to meet with engineer to make a plan for support of front porch steps and to improve the supports for the choir loft – states they will need a builder to oversee the work when a plan is completed. • Steve Boyce reported that HVAC research and consultation for the Cowan Chapel unit is underway. He will have a recommendation for a more energy efficient unit and insulation by the Feb 9 meeting – anticipates cost of \$10,000 +/- \$3,000 • Snow removal from church steps and sidewalks needs to be addressed. It was decided that the Trustee who has lock up duty for the month when it snows will see that the sidewalks & steps are cleared. It was suggested that the youth group might want to do it as a fundraiser. • Northwest entrance stairwell needs refinish steps and painted. 	<ul style="list-style-type: none"> • Finalize the plans for major structural support project • Find builder to oversee the project • Finalize recommendation about the HVAC for Cowan Chapel • Add snow oversight duty to Trustee “Lock-Up” list <ul style="list-style-type: none"> • Talk to Deborah about youth group involvement in snow removal • Get estimate on refinishing & recruit volunteers 	<ul style="list-style-type: none"> • Bill work with engineer • Bill & Steve will inquire of local builder(s) • Steve Boyce with Josh Bills & HVAC suppliers • Steve Boyce • Leslie Berger • Properties Committee 	<p>Feb, 2010</p>
<p><u>Building Security</u></p>	<ul style="list-style-type: none"> • Leslie has building security companies coming to look at security options. Merlin Kindel has donated 4 cameras. <ul style="list-style-type: none"> ○ Rekey entrances?? ○ Place security cameras?? ○ Plan for monitoring cameras if installed?? • Fire extinguishers have been checked – awaiting report, may need to replace some fire extinguishers. 	<ul style="list-style-type: none"> • Make Recommendation for enhancing building security • Arrange to Replace fire extinguishers as indicated. 	<ul style="list-style-type: none"> • Leslie Berger - all 	<p>February</p>
<p><u>Building Use</u></p>	<ul style="list-style-type: none"> • SaraCare event has been scheduled for April 17 – Gina C will continue to be the liaison. 	<ul style="list-style-type: none"> • Welcome this event to the church 	<ul style="list-style-type: none"> • Gina Chamberlain & Church Family 	<p>April 2010</p>
<p><u>Pastor’s Report</u></p>	<ul style="list-style-type: none"> • Rev. Kent reported buying a computer for Joan, plus network storage. Will hire Kathleen Nell to help expand Joan’s her skills. This raised several questions. 	<ul style="list-style-type: none"> • Get more detail from Rev Kent - & share w/Trustees 	<ul style="list-style-type: none"> • Leslie Berger 	<p>February</p>
<p><u>Other Business</u></p>	<ul style="list-style-type: none"> • Small Work capital campaign groups. Materials from BGW (Building God’s Way) are being reviewed • Leslie expressed concern that the church is going into another budget year without a balanced budget. 	<ul style="list-style-type: none"> • Continue to support progress toward capital campaign • Further discussion about faith, finances, generosity, 	<ul style="list-style-type: none"> • Trustees, pastor, church family 	<p>Ongoing February</p>
<p><u>Adjourn</u></p>	<p>Meeting was adjourned</p>	<p>Next meeting February 9, 2010</p>	<p>Trustees & officers</p>	<p>February</p>