

# Union Church Trustees Meeting

Date: August 12, 2008  
 Convener: Karl Holland, Co-Chair  
 Minutes: Carol Gilliam, Church Clerk

**Members Present: Joyce Fields, Joyce Mosher, Bill Stolte, Gail Wolford, Clerk-Carol Gilliam, Pastor- Kent Gilbert; Leslie Berger; Mike Panciera; Karl Holland; Moderator – Jean Boyce**

<u>Subject</u>	<u>Discussion</u>	<u>Action Needed</u>	<u>By Whom</u>	<u>Follow-up Date</u>
<b><u>Pervious Minutes</u></b>	Minutes of July 10 meeting were reviewed and approved as written	No action		N/A
<b><u>Mary Nash</u></b>	Mary fell and broke her knee cap, has limited mobility but does not need surgery. Kent reported she has a church wheelchair	Prayers & support	Trustees and congregation	Ongoing
<b><u>Finance Committee</u></b>	Bill Stolte reported investment comm. has consolidated savings accounts at PB&T so the entire balances stay insured and get best market rate for short term investments. Committee in will set up meeting with Hilliard & Lyons, managers of the Lambert Trust Fund <b><u>Voted and approved MOTION</u></b> by Mike P, seconded by Joyce F to accept recommendations 1, 2, 4, 5, and 6 of the report of the Finance comm. (See full report distributed at meeting and attached to minutes)	-Transfer balance ( \$1047) from Community Room Fl. Fund to Trustees Special Projects Fund -Write off ongoing deficits (Total \$607.16) for Fair Trade Coffee and Children’s Moment stools -Reclassify <i>Capital Campaign Expenses</i> fund from “In-Out Fund” to “Designated Fund” -Transfer Dodge Bible Funds to CE designated fund -Keep mileage reimbursement rate at .508 rest of year	All actions by Finance Committee, treasurer and book keeper	All next meeting
<b><u>Properties</u></b>	<u>Air Conditioning</u> –currently functioning, will eventually need a motor costing ~ \$1200 <u>Fence between Union Church and Scaffold Cane Road</u> – Gail Wolford presented pictures simulating a wrought iron fence proposed to be erected by the college to prevent pedestrians from crossing street at a non-authorized crosswalk, emphasizing it is still in early stages	Continue monitoring a/c, motor not urgent Trustees agreed in principle to this safety enhancement and will continue to have input as the plan for a fence develops.	Properties Comm. Properties Committee	All Next

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	<p><u>Electrical repair</u> –has been completed</p> <p><u>Community Room Floor</u> – Balance paid and working to clear record of inappropriate finance charges remaining on statement</p> <p><u>Landscaping</u> – Completed as authorized</p> <p><u>Sump pumps are not working in basement and much water damage, rust and general deterioration under front porch.</u> Major repairs and structural remedies appear to be needed.</p> <p><u>Continued leaking from registers &amp; Pipes</u> - Work was started last year to remedy this by having pipes wrapped, and was not finished.</p> <p><u>Leak under Cowan Chapel Door</u> – Downspouts stopped up.</p>	<p>-Contact Sean Perry for info on resurfacing the front porch</p> <p>-Evaluate stop-gap measures for sump pump.</p> <p>-Potentially include major repairs in Capital Campaign</p> <p>Contact Sean who was coordinating this last year</p> <p>Unstop downspouts</p>	<p>Karl</p> <p>Karl</p> <p>Karl &amp; Erik R.</p>	<p>meeting</p>
<b><u>Stewardship</u></b>	<p>Gail will continue with plans. Since Mary is injured and Kent is having surgery, she and Leslie will be the core committee.</p>	<p>Continue plans</p>	<p>Gail and Stewardship Committee</p>	<p>Sept</p>
<b><u>Personnel</u></b>	<p><u>Pastor's Terms of Call</u> – PRC has e-mailed draft copy to Mike, Finance Committee Chair, with numerical blanks to be filled in for sick leave and other info, and this needs to be finalized by the Personnel Committee.</p> <p><u>Intern Associate Minister</u> –Mark Pettis' contract is incomplete. <b>Voted &amp; Approved MOTION</b> to provide a stipend of \$200 monthly for expenses from the Lambert Fund covering Sept, 08 to May, 09. This is in addition to the \$100 compensation from Deacon's Funds for sermon one Sunday per month.</p> <p><u>Pay for Youth group for custodial work in March</u> – Jennifer D, Youth Director, requests</p>	<p>Complete recommendation for terms of call and bring to next Trustees meeting</p> <p>Complete Contract for interim minister</p> <p>Pay monthly stipend</p> <p>Ask bookkeeper to check, if no</p>	<p>Personnel Committee</p> <p>Book keeper &amp; Treasurer</p> <p>Bill Stolte</p>	<p>Next meeting</p> <p>Ongoing</p> <p>Next</p>

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	payment for the two weeks the group cleaned part of church during March interim between custodians = \$200.	payment has been made, issue check to youth group		meeting
<u>Request to use church</u>	<p><u>College Concerts</u> - Permission from Steve Bolster, Berea College Music Chair, for use of Union Church for Concert performances and rehearsals for the upcoming semester was affirmed.</p> <p><u>Bob Burger</u> has withdrawn request to use church for a painting class for which a fee would be charged.</p>	<p>Reserve times on calendar</p> <p>No action</p>	Joan English	
<u>Church Safe</u>	<p><u>Church Safe</u>: Leslie Berger presented several possibilities for an on-site safe. Criteria include sufficient space to store several files, a “drop slot” so valuables can deposited without combination, but removed only by one who knows the combination. <b>Voted and approved MOTION</b> to spend up to \$1000 for a safe, and authorized Leslie to coordinate procurement.</p>	Find and procure safe that meets criteria set by Trustees and in conjunction with the staff and officers who will be using it most.	Leslie Berger	Next meeting
<u>Procedure for decisions between meetings</u>	Carol asked that Trustees have procedures for adequate documentation of results of decisions made via e-mail between regular meetings, and to assure that a quorum of Trustees had input into the decision. She noted the limitations of e-mail discussion, especially when members reply directly to one another and not everyone is aware of “off line” conversations – or some members never get messages at all. There was general agreement that this needed to be addressed, but no conclusion was reached about method. Tabled to next meeting.	<p>-Trustees to consider how best to handle decisions between meetings</p> <p>-Make this an agenda item for September.</p> <p>-Bring suggestions for procedures that would accomplish communication-decision-making for matters requiring action between meetings.</p>	Trustees	Next meeting
<u>Hearing Assist</u>	Rev. Kent said we need more hearing devices and perhaps a charging station. Funding	Research options and make concrete proposal with costs,	Karl Holland	Next meeting

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<b><u>Devices</u></b>	might come from Memorial funds or Lambert Fund.	consulting with Rev. Kent who has already done some work on it..		
<b><u>Building Security</u></b>	<p>Sunday closing and opening by Trustees is going well, but during the week there are often times the building doors should be closed and locked, but are not.</p> <p>Offering for Sunday, Aug 3, was missing from church office, and has not been located.</p> <p>Joan has expressed need for a “panic button” when she is in the building alone.</p> <p>The doorbell by the ramp door does not work.</p> <p>May need to replace the Ramp Door with one is automatic and that has key-pad lock</p>	<p>-Re-evaluate Trustees responsibility for building security</p> <p>-Explore ways to make the building more secure</p> <p>- Get bids for replacing door, to include options with these features</p>	<p>All Trustees</p> <p>All Trustees</p> <p>Karl</p>	Next meeting
<b><u>Wireless Speaker</u></b>	Request has been received from CE Board to purchase a wireless speaker for a room to be used for mothers/caretakers of young children who want to tend to children in another room, but hear the services.	Research cost and feasibility of options for this, perhaps to be included in quotes for hearing assist devices.	Karl	Next meeting
<b><u>Work Days</u></b>	Karl wants to schedule work groups for projects around the church on August 23 and September 27. He will have lists of tasks and have designated team leaders for the groups.	<p>-Announce work days in bulletin and Consider</p> <p>-Make task list with group leader assignments</p>	Karl	September
<b><u>Next Meeting - Adjourn</u></b>	. Meeting was adjourned at 8:46 pm	Next meeting August 12	Trustees & officers	August 08