

Meeting Summary

May 21, 2020

Excelsior United Methodist Church Leadership Team



Attendees: Kurt J., Kaitlin H., Pastor Brooke, Glenna C., Kristie L., John P., Jason F., Sarah B., Lynn H.

We missed: Jim Lee, Chuck W.

Here is a summary of our fourth, virtual ZOOM meeting of the new EUMC Leadership Team:

Opening - 6:30 pm, Pastor Brooke opened with prayer; followed with brief check in by all attendees.

Meeting Agenda - Kurt J. started with a review of the agenda and asked for any additions.

Meeting Summary – April's summary was not completed. John P. to complete.

Document archives - We continue to explore the best way to archive documents outside of Asana.

Roles & responsibilities - Tom Judd is reviewing the Leadership Team titles for non-profit compliance.

Volunteer binder – working on creating a Volunteer Binder to organize the church activities & teams.

Ministry Teams

Kids Summer Program – plan to use the church building again. Hours are 10am-4pm on Tues, Wed & Thurs for 6 weeks. Starts at the end of June (23/29) to the 1st full week of August. Good detailed discussion on room space, COVID-19 compliance, sanitization, impact on other events in the building (office visitors, practices, meetings, if any) and compliance with government rules on gatherings, etc.

Decision: Sarah B. motion, Kristie L. second, passed unanimously to move forward with plans to continue Kids Summer Program and use of building.

Ministry Team leader meeting – took place 1 week ago, on Tuesday and very good attendance with brainstorming of needs and ideas for small groups. General plan is to organize groups of 10 or less; talk to existing teams and collect feedback.

We discussed the use of EUMC website to promote the various small groups and best way to form groups. Next step is to have conversations with potential leaders, discuss methods of getting together and form a small subteam to handle task of small groups. The goal is to expand the options for people to connect. An opportunity for people joining groups outside of people they already know well.

Congregational Care – discussed activities like the phone calls and how long to continue. If we do continue, should we rotate letter responsibilities. Suggested a ZOOM call with current Alphabet callers and get their feedback.

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Rummage – we are actively distributing donations stored in the Annex to people in need.

Social media – COVID has expanded the use of tools like Facebook for livestreaming, sharing of prayer concerns, celebrating joys, etc. The church has a formal social media policy created and approved about 1 year ago. Our policy handles most situations that relate to both our public page and private group. Given the increased usage of social media, the we need to review and update the policy.

Decision: Kaitlin motioned, and Glenna seconded to update our social media policy and employee manual out of respect for the privacy of current and past members. Motion passed unanimously.

Worship – Pastor Brook asked for feedback on Livestreaming worship and the idea of some type of virtual connection cards. Need to encourage people to like, love or comment during the livestream so we can count and submit attendance numbers to the Annual Conference. A big thanks to Kurt and Steve for all their time in supporting livestreaming.

Worship – we discussed the recent announcements by other denominations with regards to social distancing and returning to in-person worship. In general, we need a policy in place before resuming any type of in-person worship and plan to communicate 3-4 weeks ahead of when we resume.

Trustees

Solar project – is continuing to move forward. A team is working on details and been involved in several meetings. The current plant calls for a \$5,000 loan from the EUMC building improvement fund to be paid back from a project loan. There will be a detailed engineering review of the construction plans. The first six (6) years the panels will be owned by Solar; then ownership transfers to the church. The panels are covered by a 25-year warranty. Timing is 2020 for the project to take advantage of a 26% tax savings. Sub team recommends proceeding forward with the project.

Decision: moved by Lynn H., seconded Glenna C. to proceed with the solar project. Motion passed unanimously.

Doors – new painted doors are up and completed; able to flip over to display the open message when the time comes. Thank you to Connie Kurtz, Joycelyn H. and Lynn H. And, YES! The word ‘Canceled’ is spelled correctly; look it up people! The doors look awesome! Well done!

SBA PPP loan – we have the loan for \$44,400. A big thanks to Chuck W. and others who helped out with the application and diligent follow up. We will be managing & tracking eligible expenses that apply.

SPRC

New Office Administrator – final training is being completed including new employee manual; website updates (we use a website service called “Weebly”); accounting; paying bills; Annual conference reports, Servant Keeper-membership/attendance. Transition continues to go very well.

Children’s Ministry position – Melanie continued to support for 10-15 hours/week; we discussed the need to advertise our posting of an open position; we are uncertain of Fall activities due to COVID at this

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point. Annual conference has recommended no Vacation Bible School (VBS) this year. We need to communicate to families. Decision: position on hold until decisions on in-person worship.

Treasurer tasks – have decided to expand responsibilities of current staff to include Treasurer tasks, starting June 1.

Decision: for Chuck W. working with Emerson to implement ability for additional software access.

Bank signers update – detailed discussion and final decisions on bank account access and check signing.

Finance

The April finance detail reports were posted on 20 May 2020 and summary is being prepared. We continue to be on track versus 2020 plan for income due in large part to many church members giving earlier in the year. Spending also looks very good year to date. No real concerns at present.

The SBA-PPP loan will be deposited into Misc Restricted account which allow us to track details on spending as part of the loan that will be forgiven.

Kurt offered a closing prayer and we adjourned at 8:15pm.

Respectfully,

John Peichel
Leader Team, Communications
Excelsior UMC

Next Meeting: June 18, 2020