

# Meeting Summary

February 27, 2020

## Excelsior United Methodist Church Leadership Team



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

Here is a summary of our first meeting of the new EUMC Leadership Team:

### Team Logistics

Shared a meal prepared by Kurt J. and Prayer by Sarah B.

Each member introduced themselves including their experience with church; past and current roles & responsibilities.

Asana Training by Kurt J. – Asana is a tool for keeping track of Tasks, Projects and Activities for a group of people participating on a common project. The meeting Agenda items, specific Tasks and important notes were captured during the meeting. We plan to continue evolving as our primary method of communication and project management.

Decision: to prepare a Meeting Summary of significant discussions, decisions, issues, etc. that can be posted to EUMC website for members of the congregation to read. Responsibility: John P. Due: 1Mar20

Decision: to develop a system for archiving documents and maintaining confidentiality where applicable.

### SPRC

We discussed the open staff positions, position criteria, position responsibilities, status of various postings, applications, qualification criteria and interview status as well as office coverage during transition. Church building and office hours Mon thru Thu; 9am-2:30 pm. We have reposted the Children's Ministry position which is on the EUMC website. Everyone is encouraged to look for qualified individuals looking for 10-15 hours per week. We are receiving applications for Office Administrator, which are being reviewed by Pastor Brooke and Kaitlin. We also expect to post for a 2nd paid Nursery position.

### Trustees

Decision: to proceed with 1 of 2 external landscaping proposals using a gift of dedicated money already received over 1 year ago. Landscaping will not be affected by any internal future remodeling plans.

Our church has been approached with a proposal for parking lot use from May 15 to Sep 15. Decision was to pursue additional details on insurance, liability and logistics.

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We submitted a proposal for a solar project on the north facing roof. We expect an answer by April. Would be 100% externally funded and result in a discount on our electric bill.

The church building and site has recently been evaluated for accessibility. Received a passing grade. Several options to improve have been identified and could be part of future remodel projects.

A brief update was provided for all on the current status of the building remodel. No current commitments. Plan to revisit schedule after the General Conference in May 2020. In the meantime, gathering additional cost estimates and fundraising options to be reviewed and discussed.

### **Ministry Teams**

The creation of Volunteer Binders for both Adult and Children was explained. Still in draft form and will be reaching out to various teams for volunteer needs and activity descriptions to organize in the binders.

### **Finance**

Recently, paperwork for both workers compensation and the mortgage were completed. Our mortgage requires renewal every 5 years. Last time went very smoothly and expect the same this year.

Treasurer's report has been completed and emailed to Team members.

The goal is to conduct another dedicated church planning and strategy meeting. No date set.

Everyone agreed we covered a lot of information for a first meeting and plan to look for ways to improve future meetings as we go forward.

Brooke offered a closing prayer and we adjourned at 8:35pm.

Respectfully,

John Peichel  
Leader Team, Communications  
Excelsior UMC

**Next Meetings: March 19, 2020 and April 23, 2020**