

Chamblee First United Methodist Church  
Administrative Board Meeting  
April 21, 2020

**Opening and Welcome**

**Devotion**

Ann Hammond

**Prayer Concerns and Opening Prayer**

Rev. Rushing

**Approval of Feb 2020 Minutes**

Leslie Hall

- Minutes Approved Motion Whitney Johnson/Second Ian Gatland

**Spiritual Formation/Leadership Development**

Rev. Lee

**Those attending the meeting were:**

George Hall	Sheila Gillispie	Allen Barbee
Debbie Hall	Dan Mikesell	Jacob Hinckley
Scott Pirnie	Cheryl Atkins	Whitney Johnson
Russ Dunlap	Ann Hammond	Jennifer Teahan
Brittany Dunlap	Les Hammond	Emily Jameson
Leslie Hall	Carson Powell	Linda King
Dana Jenkins	Ian Gatland	Lynn Johnston
Susan Montgomery	Brad Van Duser	Chip Zint
Stacey Rushing	Becky Veal	
Eric Lee	Mike Veal	
Scott Gillispie	Ken Owenby	

**Reports**

**Staff Parish Relations**

**Brittany Dunlap**

**Current Staff and Operations Update:**

- The church offices are closed until further notice and we have asked for all staff members to work from home and to focus on their ministry. Everyone is set-up to be able to work from home. Limited people are at the church (Director of Operations - Jacob and Facilities Manager - Greg). Both Jacob and Greg are fully onboarded and doing an outstanding job!
- Eric and Stacey are in constant contact with the staff members and providing guidance and support. This includes their staff meetings going to conference calls on Tuesdays.
- The staff have worked together and created new and creative ways to keep us informed. They have done an EXCELLENT job with the 9:00 and 11:00 services each week, as well as the weekly devotional and the email communications.
- Our staff is working hard to ensure we continue our mission even though the doors might be closed right now. **THANK YOU STAFF!**

### **Staff Compensation:**

- At this time, all staff members are being paid as they are continuing to work and doing an excellent job in these uncertain and new times.
- We also received news from North Georgia Conference, beginning April 1st, the conference will fund the church's portion of health insurance premiums for the next three months (April, May, and June).
- Finance, Trustees, SPR, and Admin Board are working together to apply for the Paycheck Protection Plan (PPP) for our payroll.

### **Communication Director:**

- Morgan Kennedy, our Communications Director, has taken another job at Peachtree Presbyterian in their communications department. She has agreed to stay on our staff tentatively through end of April (as long as we need, given the current environment) to help with all the communications and assist with transition. We have updated the job description and beginning to search for a backfill.

### **Finance**

**Whitney Johnson**

- YTD financial reports through Mar 31, 2020 provided
- Ended \$36k surplus – expenses are down since the middle of March with the closing of the campus, giving is up
- Questions – restricted accounts, \$80k cash acct from sold stock that needs to be deposited in general fund and appropriate accounts, Accounts payable -apportionments booked but not paid, 7000 account pre-paid pledges/pledges awaiting designation – money given but waiting to be designated, camp reserve account -\$3300 book keeping error to be researched, kindergarten account - booking expenses until they transfer monthly obligations, missions account - \$10k cash to take on trip but will be returned since trip postponed
- PPP applied for \$160k+ grant with Methodist Credit Union to fund payroll for church staff and Kindergarten, in underwriting status currently
- Staff salaries – adjustments needed from lump sum to individual salaries
- Reviewed the plan to fund the budget

### **Trustees**

**Dan Mikesell**

The Trustees met last on Mar. 6 with a relatively light agenda due to the Covid-19 impact on budget, occupancy and activity.

1. HVAC schedule is set back to represent no occupancy. Interior doors are locked to increase security.

2. Playgrounds are all closed. Trustees agreed that a large sign and perhaps caution tape should be placed on the gates.
3. Chamblee High School community service project is cancelled.
4. Cleaning contract discussions are on hold.
5. Camera security enhancements are on hold.
6. Water fountain in nursery hallway is not leaking. Water is not cold.
7. Video camera/audio/buzzer at portico entrance is not fully operational. Project is on hold.
8. Handicap ramp project is on-hold.
9. Narthex speakers are now completely functional. Repairs were made to the amplifier connections.
10. Eagle Scout Project is now complete. The walkway on the slope near scout hut is resurfaced and landscaped. Thank you Sam Russell.
11. We are looking to replace loose and worn carpet squares in nursery and fellowship hall.
12. It has been reported that the stairs to the playground are in need of repair. We are investigating.
13. We will proceed with the LED Lighting project. The new proposal provided by the vendor includes the following.
  - 6 month deferred payment (assuming they can install in June then our first payment would not be due until January 1, 2021).
  - approximately the same monthly payment previously considered (\$ \$1,076.48 now vs \$ 1,135.59 for 5 years)
  - no collateral - actually the collateral would be the lights themselves and not the parsonage or the land - not likely to come in and take the lights back out if we have payment difficulties.
  - lower fees
  - no upfront costs
  - no appraisal needed for loan

### **Lantz Trust**

### **Russ Dunlap**

- Open to ideas-contact a committee member to submit, still ~\$70k to distribute (~\$124k in the account, but some earmarked)
- Change to previously approved funding of \$6800 - Rise Against Hunger funding for packing event appropriated for smaller packing event (from 20k meals to 15k) plus donation \$1700 to RAH (proposed packing even rescheduled for Sat August 22, 2020)

### **Pastors Report**

### **Rev. Lee**

- Celebrations – WNS via Zoom – creative way to connect and engage as the church

- VBS – postponed for this summer, may re-schedule this fall
- Graduates – May 17 to celebrate our seniors
- General Conference postponed until 2021
- Annual Conference scheduled for June pushed tentatively to Aug 28-30, 2020
- Redistricting – our new district Superintendent will be Quincy Brown

**New Business**

**Rev. Lee**

- Review of recent votes
- Application for Payroll Protection Program (PPP) submitted
- Simplified Structure Update – meeting every other month
- Next Admin Board meeting June 16, 2020
- Returning to Campus – we will follow the Bishop's recommendation and plan for timing after 5/13/2020

**Closing Prayer/Dismissal**

**Leslie Hall**