

Chamblee First United Methodist Church  
 Administrative Board Meeting Minutes  
 October 18, 2022 7:00 PM

**Attendees**

Cheryl Atkins		Jacob Hinckley	P	Scott Pirnie	P
Becky Bennett		Andy Jameson		Dawn Powell	P
Sarah Carter		Emily Jameson		Steve Rubino	
Ron Clyne		Whitney Johnson		Lynda Salley	P
Becky Craven	P	CJ Johnston		Dottie Smith	
Brittany Dunlap		Lynn Johnston (resigned)		Holly Swing	P
Russ Dunlap	P	Mary Ruth Kearney	P	Jennifer Teahan	
Ian Gatland	P	Linda King	P	Brad Van Duser	
Scott Gillispie	P	Rev. Dr. Eric Lee	P	Maggie Victorio	
Sheila Gillispie		Job Lipsky		Chip Zint	P
Leslie Hall	P	Dan Mikesell		Erin Smith	P
Ann Hammond	P	Jean Mims		India Gleason	P
Chad Henderson	P	Grace Nichols		Allen Barbee	P

Others present: Leonard Salley

**Meeting Notes**

**Opening**

- Meeting was called to order at 7:02 PM.
- Minutes of the August 16, 2022 were presented for approval.
  - Motion to approve made by Becky Craven, seconded by Holly Swing – all in favor and approved

**Administrative Reports**

**Endowment/Foundation**

- Below is the report provided by the Endowment Chair prior to the meeting.
  - The Endowment Committee hosted its first educational session, a Wills Clinic, on Sunday, October 2, with Mathew Pinson from the Georgia United Methodist Foundation and Joy Melton, a local estate-planning attorney. Mathew and Joy led the group through an informative discussion about wills, trusts, estate and inheritance law, and important estate planning documents. Each participant received a packet designed to aid in the estate planning process.
  - The Committee is hosting a second educational session on Sunday, October 23, from 5:30 PM to 7:30 PM, with Mathew Pinson and Joy Melton leading a planned giving workshop focused on ways to leave a legacy gift. The session is open to the church and the general public. The Committee also received its first gift, a cash gift to the General Endowment Fund, and approved its first funds request, to support the renovation of the kitchen in the gym.
  - Contact Russell Dunlap for more information about the CFUMC Endowment or if you are interested in serving on the Endowment Committee.

## Trustees

- Below is the report provided by the Trustees Chair prior to the meeting.
  - Key items being worked right now by trustees include:
    - Parsonage: The parsonage has been listed with a rental agent. We are now waiting to get an offer; we are handicapped due to only being able to offer a rental for less than 12 months, expiring at the end of May.
    - Gym kitchen: The renovation is running ahead of schedule, and is in the final stages. It should be completed by the end of October, in plenty of time for the start of basketball season.
    - Steeple: The steeple will be pressure cleaned by drone this month; once that is complete, we will evaluate if it needs to be painted also.
    - Cemetery Committee: Chad Henderson, Dottie Smith and Beth Scarborough have volunteered to reform the Cemetery Committee. They will be meeting later this month for the first time.
    - Security: The security cameras have been largely inoperable this year; we need to identify a new vendor. This will be a top priority for trustees in 2023.
    - Phones: The church phone system is out of date, and has started to become less functional. I have recommended that we consider moving to a VoIP system, which would potentially cost less on a month-to-month basis. Next steps are confirming that WIFI signal is good at all required phone locations.
    - Chamblee Multi-use Trail: Chad Henderson and I have met with the city to evaluate the proposed trail that would run across the Chamblee Methodist property. We will be reviewing this with the Admin Board at the October meeting and looking for questions and feedback that can be discussed at the December meeting.
    - Trustee Walkaround: There is a walkaround of the church to highlight the work we do and the needs of the church during the Sunday School hour on Oct 16. All those interested in volunteering to help with the church building and grounds are invited.
  - Below are additional notes taken during the meeting
    - A lease on the parsonage was signed yesterday (10/17/22). The lease is for 6.5 months at \$3000 per month. The first month's rent will go to the management company.
    - Regarding the multi-use trail, the city is awaiting our agreement. Scott indicated there are several questions that we still need to answer. The city officials are available to attend the next Admin Board meeting. It was suggested that some information sessions be scheduled for church members to hear more and to ask questions. The following questions/concerns were brought up in the meeting.
      - Scott Pirnie – Will there be any legal costs for us?
      - Ann Hammond – Does the plan create any issues with the disc golf course? Chad indicated that there were be some resign for a few holes.
      - Russ Dunlap – Need to consider any liability issues.

## Staff/Parish Relations Committee (SPR)

- Below is the report provided by the SPR Chair prior to the meeting.
  - Staff Changes/Updates
    - Senior Pastor - The SPR Committee met on 9/26 to discuss and present Senior Pastor Eric Lee's Annual Review. The members had a lengthy discussion and then met with Eric to share the results. Most review marks done by Eric in his

self-review were in the same mid-high range as determined by the SPR Committee members. Holly Swing approved the required North Conference review forms.

- Associate Pastor – Open Effective 9/1/22, Pastor Rushing accepted another position working directly with the North Georgia Conference as Director of the Housing & Homeless Council. With the support of Dr. Byron Thomas, Central South District Superintendent, Chamblee First will operate without an Associate Pastor for the balance of 2022. Additional lay support is in place to support Senior Pastor Eric Lee with major initiatives and key support areas of our mission.
- Communications Director – Deanna Hamilton Deanna Hamilton is our new Communications Director after a referral by Whitney Johnson and an interview with Eric Lee, Holly Swing, and Cortney Stafford. Deanna worked with Ben to come up to speed on software and key communication processes already established. Everything is going very well at this time.
- Modern Worship Service Director - Samantha Crews (Interim) Samantha Crews is continuing as our interim Modern Worship Service Director and all is going well. A potential offer of employment may be extended at a meeting on October 15.
- Chairs Meeting - The Chairs Meetings are continuing with a focus on finances and staff planning. The next meeting is set for October 17.
- Employee Handbook Update/Review - It was agreed that this review/update would begin in 2023.

## Finance

- The Finance Chair provided the following report.
  - The preliminary September financials sent to the Board members were approved by the Finance team last night (10/17).
  - 2022 has not been an easy year – there have been a lot of serious issues to address. The urgency to address these issues is high.
  - The financials for the month of September reflects some of the efforts to improve the situation. Giving moved from \$40,000 below the YTD budget to \$10,000 above. Some of this did come from extra-mile giving.
  - Approximately \$15,000 has been pledged to extra-mile giving so far.
  - The staff has been diligent about reducing spending.
  - Progress has been made around the cleanup of the restricted accounts.
  - Dr. Rev. Lee had had conversation with members who given undesignated fund to get approval to move those funds into the budget.
  - Focus is being given to our cash – we are not as liquid as we used to be.
  - We will continue to emphasize the extra-mile giving campaign as we move into stewardship.
  - We have signed an engagement letter to apply for another federal program (Employee Retention Credit). It will be 8-10 months before we will receive the money.
  - Consideration is being given to rebuilding our reserves. The fastest path is a home equity line of credit or a loan through Methodist foundation, etc. The Finance team is giving consideration to options.

## **Pastor's Report**

- Rev. Dr. Lee provided the following report.
  - Celebrations
    - Ten folks attended Coffee with the Pastor
    - Five people attended Chamblee 101
    - Baptism of Hunter Smith
    - Burkhardt family joined the church
    - Faith & Blue event
  - With Stacey's departure, laity is being asked to step up to fill the gap
  - We are holding funds for the Chamblee Police that is given to provide assistance. We receive the money and the police request disbursement of funds.
  - Stewardship will start next week – an opportunity to pledge money and talents.
  - Disaffiliations
    - There is a process and deadline
    - If there is an interest/need for a meeting to discuss, Eric is willing to host
    - Conference websites with good, factual information
      - <https://www.ngumc.org/disaffiliation-process-and-information> (process)
      - <https://www.ngumc.org/beumc> (thorough Q&A)
  - 2022 Jurisdictional Conference
    - Lake Junaluska the week of November 1<sup>st</sup>
    - Eric is a delegate and will be in attendance
  - 2022 Charge Conference – November 8<sup>th</sup>, 7 PM via Zoom with approximately 25 other churches in our area (link forthcoming)

## **Ministry Team Updates**

### **Recreation**

- Chad reported that the gym kitchen remodel is a little over budget, but they have received additional funds.
- Basketball registration is complete and 120 children have signed up. They are in need of coaches!

### **New Business**

- Dr. Rev. Lee provided the 2023 Leadership Roster for review.
- The roster will be sent out for additional review – any issues should be sent to Dr. Rev. Lee.
- After a period of review, the final roster will be sent out for an email vote prior to the Charge Conference.

Meeting adjourned at 8:40 PM

**Upcoming Meetings:** December 13, 2022  
February 21, 2023