

Chamblee First United Methodist Church
Administrative Board Meeting
August 17, 2021 7 pm

Opening and Welcome
Prayer Concerns and Opening Prayer
Celebration and Praises

Leslie Hall
Rev. Stacey Rushing

Approval of June 15, 2021 Minutes

Leslie Hall

- Motion Dawn Powell /Second Whitney Johnson

Spiritual Formation/Leadership Development

Rev. Lee

Those attending the meeting were:

Warren Calvert
Russ Dunlap
Scott Gillispie
Sheila Gillispie
Leslie Hall
George Hall
Debbie Hall
Ann Hammond
Les Hammond
Jacob Hinckley
Whitney Johnson
Eric Lee
Susan Montgomery

Scott Pirnie
Carson Powell
Dawn Powell
Stacey Rushing
Leonard Salley
Lynda Salley
Jennifer Teahan
Brad Van Duser
Polly Van Duser
Lynn Johnston
Erin Wingerson
Jay Smith
Ian Gatland

Dana Jenkins
Chip Zint
Bobby Wilmath
Dan Mikesell
Gene Lawson
Steve Rubino
Holly Swing
Becky Veal
Mike Veal
Chad Henderson
Alexis Rodriguez

Reports

Staff Parish Relations

Polly Van Duser

Report submitted prior to meeting:

- Trustees, SPR, Staff, CMK met to work out a more comprehensive plan for Facilities and Cleaning to address gaps and concerns.
- Erin presented proposal to SPR for increase to pay for nursery workers as CFUMC was significantly under market. No negative impact to budget for 2021. The budget request will reflect the increased for 2022.
- Staff appreciation targeted for October.

Finance

Whitney Johnson

Report submitted prior to meeting:

- YTD Rev/Income \$434,384 (YTD Budgeted \$401,915) \$32,469
- PPP Income \$118,021
- Total \$552,405
- YTD Expenses \$500,343 (YTD Budgeted \$567,069)
- Balance \$52,062
- Secondary round of PPP ~\$167,8000 (~\$50k Kindergarten)
- Unbudgeted maintenance items under review
- Scott Pirnie inquired about \$180k in donations to church, designated for non-operations items, currently awaiting designation

Trustees

Scott Gillispie

Report submitted prior to meeting:

The primary issue for the Admin Board to be aware of is that Trustees work is significantly over budget this year; with a project budget of \$10,000, so far we have spent over \$11,000 on HVAC repair, as well as \$10,000 on resolving the drainage issues, over \$20,000 on flooring, as well as projects we believe are supportive of the use of the church and grounds (such as the new water fountains. I am working with the Finance Committee to both make sure we are able to cover the

costs for necessary repairs, as well as identify funding sources for upcoming priorities from undesignated giving. In addition to covering these current costs, we will also need to look at updates to the budget amount for future years, as well as identifying specific needs that can be called out as part of the stewardship campaign.

The following key activities are currently being worked on by the Trustees:

- Leak / drainage issues in courtyard - Aquaguard was working in the Fellowship Hall during the week of August 9; a new sump pump was installed, and new drainage installed in the concrete floor. In addition to work that Jacob has managed in getting storm drains cleared; we believe we have taken the initial set of steps required to remedy the ongoing drainage and flooding issues. There are a number of follow on issues, including cleanup, paneling to cover the new vapor barrier on the walls, and replacements for water damaged baseboards.
- Fellowship Hall Flooring - The Trustees are focused on installing a vinyl plank or tile floor to replace the worn-out carpet tiles in the Fellowship Hall. The initial estimate is \$18,500 installed, although there will be additional requirements to finish the room (such as baseboards, as noted above).
- Georgia Power tree trimming - Georgia Power has completed their work, several limbs remain behind the Scout Hut sign.
- Water fountains - Water fountains with bottle fillers have been installed on the nursery hall downstairs and the classroom hall upstairs. Upgrading the remaining water fountains will be identified as a target for future action, as new budget dollars are available.
- Outdoor pavilion - Russ Dunlap and the Men's Committee have completed their initial shelter installation. If we decide to install a larger shelter in the future, this 12' by 20' shelter can be relocated on the property.
- Front desk team - we need to re-establish the coverage, with two volunteers each Sunday morning for early / late services. Organizing this is pending action by Trustees.
- Bridge inspection - We have asked Finance to allocate funding for a formal inspection of the entry bridges this year, so we have an estimate on work required and cost.
- Give for the grounds funding - The Finance Committee has notified us that \$4500 has been collected based on the Give for the Grounds signs on the property, with the bulk of that coming from non-congregation members. Beyond coverage of the ongoing grounds maintenance, these funds can be drawn on to cover the costs of bringing goats on the property for clearance of kudzu and brush, as well as installing two dog waste stations.

An additional note for long term planning: The Recreation Committee has approached Trustees about expanding the disc golf course, in addition they have approached the city of Chamblee to expand the course on lots in the Gainsborough neighborhood condemned several years ago as part of flood plain changes. This resulted in an initial meeting last week between Trustees, Rec Committee, and City staff. The focus of the conversation from the city side is that their master plan includes extending a multi-use trail across the church property, from Chamblee Dunwoody Rd, along the creek line, and onto city property along the creek behind Savoy Dr. The city is secondarily focused on preserving existing greenspace such as the woods on the church property, either through purchase or a conservation easement. Part of the priority of completing a bridge inspection is to support ongoing conversations with the city. In addition to physical changes to the property, impact on security due to this additional access will be a key topic in ongoing discussions with the city.

- Following Scott Gillispie's review of highlights, Scott Pirnie inquired about the \$22k in designated funds

Lantz Trust

Report submitted prior to meeting:

- Pursuant to the previous approval of the Administrative Board, the Lantz Trust Committee has been restructured, with several resignations and new additions. We are now restructured and are currently in training with the Georgia United Methodist Foundation on how to set up an

Russ Dunlap

endowment for our church, with the goal to have the endowment approved by the Church Conference in November and to begin operations on January 1, 2022. We have already finished the orientation and Sessions 1 and 2, and will be completing Sessions 3, 4, and 5 (of 12) within the next month. Here are the new members of the committee:

Jennifer Teahan
Les Hammond
Denise Berry
Renee Mikesell
Ray Dunahoo
Ray Manus
Emily Jameson
George Hall
Russ Dunlap
Eric Lee

This committee will also continue to fulfill the original purpose of the Lantz Trust Committee, to review and approve of requests for use of funds for church projects, until the new endowment is up and running, so if you have any requests for funds, please send them to me with the amount and purpose of the request and a timeline for its use.

Cemetery

No report submitted

Les Hammond

Foundation

No report submitted

Les Hammond

Pastors Report

Rev. Lee

- Staff back in the office (Office Hours typically 8:30 am – 4 pm M-Th, 8:30 am – 12 pm F)
 - Masked in the building unless working alone in own office
 - Front desk volunteers started again, ramping back up
 - Security buzzer at main back door for building access
- Preschool to require masks as they restart
- Reminder of the district re-drawing and new District Superintendent – We are part of the Central South district under Dr. Thomas
- Charge Conference scheduled for 11/1/21 via ZOOM with 9 other churches
 - Reminder that any reports needed for the Charge Conference such as nominations and pastor salaries would need to be approved by the Oct Admin Board
- Celebrations
 - Eric's engagement to Kristin Heiden
 - Recent baptism of Palmer Kirkley
 - Men's Group from Metro-Atlanta Recovery program
 - Eric completed Chaplain training with the Chamblee Police Department

New Business

- Finance – 2021 Budget with deficit to be put forward at the Oct Admin Board meeting
- Worship – AV issues
 - Projector Screen
 - Splitter
 - Various AV/sound issues throughout the church
- Single Accountable Structure (SAS) presentation by George Hall – Why?

- Acknowledged the questions that were submitted and thanked those who sent them, committed to answering each question
- SAS Exploratory committee meeting weekly to provide answers to submitted questions
- Date to communicate answers and have additional dialogue forthcoming

Roll Call

Closing Prayer/Dismissal

Whitney Johnson