Chamblee First United Methodist Church

Administrative Board Meeting

October 19, 2021 7 pm

**Opening and Welcome Leslie Hall**

**Prayer Concerns and Opening Prayer Rev. Stacey Rushing**

**Celebration and Praises**

**Approval of August 17, 2021 Minutes Leslie Hall**

* Motion Scott Gillispie /Second Ann Hammond

**Those attending the meeting were:**

Russ Dunlap

Brittany Dunlap

Scott Gillispie

Sheila Gillispie

Leslie Hall

George Hall

Debbie Hall

Ann Hammond

Les Hammond

Jacob Hinckley

Whitney Johnson

Rev. Dr. Eric Lee

Susan Montgomery

Scott Pirnie

Joe Lipsky

Dawn Powell

Rev. Stacey Rushing

Leonard Salley

Lynda Salley

Ken Owenby

Brad Van Duser

Polly Van Duser

Lynn Johnston

Erin Wingerson

Jay Smith

Ian Gatland

Dana Christians

Andy Jameson

Chip Zint

Becky Veal

Ruth Fancher

Liesa Nichols

**Reports**

**Nominations & Lay Leadership Rev. Dr. Lee**

* Rev. Lee presented the Lay Leadership Roster for 2022
* A suggestion was made to include a Vice Chair for Administrative Board – this will be taken back to the Nominations team.
* The Lay Leadership Roster for 2022 was approved as provided.

**Staff Parish Relations Polly Van Duser**

Report submitted prior to meeting:

Pastoral Reviews completed and final documentation being submitted this week to feed into the Pastor’s Review Discussions with the District Superintendent.

Staff Appreciation

• Lots being planned to celebrate our staff this month including special treats, lunch and a recognition video Sunday, 17th.

Update on Parsonage

• Pastor Eric will be moving out of the parsonage in January after he gets married in late December

• Trustees discussed keeping the home, we will plan for needed repairs and renovations after Eric moves out and then make a longer-term plan once 2022 appointments are made.

• SPR will need to make a decision related to offering a housing allowance.

***Additional notes in meeting***

Motion presented by Polly on behalf of SPR to approve 2022 pastoral salaries as presented (3% salary increase) for vote at Charge Conference, Whitney Johnson seconded

* Senior Pastor - $72,306 salary + $4k reimbursable expenses
* Associate Pastor - $57938 + housing allowance of $21k + $3k reimbursable expenses

**Finance Whitney Johnson**

September Reports sent with meeting reminder to all attendees. The reports provided were approved at the September Finance Committee meeting.

***Additional notes in meeting***

* As of 9/30, we are up $59k in giving YTD, down for Sept but up YTD
* Lacking miscellaneous income from rental revenue, to be expected with Covid
* Currently carrying $127k deficit, some to be offset by some restricted accounts and PPP relief

**Trustees Scott Gillispie**

Report submitted prior to meeting:

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

● Leak / drainage issues in courtyard & Fellowship Hall flooring: We believe we have

finally resolved the issues with stormwater drainage in the courtyard that have

periodically resulted in flooding in the Fellowship Hall and breezeway. Among other

fixes, we have installed a new drain line and sump pump under the Fellowship Hall,

resulting in the removal of the old carpet tiles. We have chosen to replace the carpet

tiles with vinyl plank flooring and have gotten positive feedback. We will be installing

beadboard to cover new vapor barrier on the courtyard side, and baseboards are yet to

be replaced. Trustees will monitor sound levels to see if any damping panels may be

required in the future; congregation feedback is appreciated.

● Budget: We have had a number of projects this year that were large (flooring) or

non-priorities, but which we received congregation donations to cover. We are working

with Finance to propose a separate line item in the church budget to reflect this type of

spending, so that we could better match up the funding and separate major projects and

improvements from the repair work and maintenance managed by trustees

● Parsonage: Rev Lee will be moving out of the parsonage in January. Trustees is

developing a work list so that we can take the first months of 2022 to make any needed

repairs to the property; based on reappointments, we are looking at the steps needed to

rent the parsonage out while it is not needed, looking at a July - June term. We do not

see selling the parsonage as the right long-term option.

● Outdoor pavilion: The trustees have reviewed and are presenting a proposal for the

Admin board; the board is asked to consider if additional information on the scope of this

request is required before we proceed:

* Begin planning and development for a pavilion to be built on the north (kitchen) side of

the existing building. Planning activities would include but not be limited to defining the

exact location, style, detailed construction drawings, cost estimates, and funding for

construction.

* Final details would be approved by the Trustees and the Administrative Board prior to

being submitted to the city for construction permitting,

* The Finance Committee would establish a restricted (7000) account to manage this

construction. A subcommittee, led by a Trustee, would be established to oversee the

planning.

* $2000 in initial funding for plan development expenses are requested from the Lantz

Trust

***Additional notes in meeting***

RE: Pavilion – Scott shared details as information, no vote or motion presented, will bring additional information to the December Admin Board meeting

**Lantz Trust Russ Dunlap**

Draft resolution sent via email to Admin Board members 10/19

***Additional notes in meeting***

* Draft resolution presented on behalf of the Lantz Trust/Endowment Committee for REVIEW (we will not be voting on the resolution at this time)
* To be presented for vote at Dec Admin Board
* New Endowment committee would begin Jan 1, 2022
* Discussion regarding adding/removing members, guidelines for members, annual audit, fund management
* $135k currently in the Lantz trust account

**Cemetery Les Hammond**

No report submitted

**Foundation Les Hammond**

No report submitted

**Pastors Report Rev. Lee**

* + Simplified Accounting Structure (SAS) – per the District Superintendent’s instructions regarding SAS exploration, it was recommended to the Admin Board for all to read the newest version of Kay Kotan’s book ‘*Mission Possible 3+: A Simple Structure for Missional Effectiveness’* copies available at church or order online [https://www.amazon.com/Mission-Possible-Structure-Missional-Effectiveness/dp/1950899284/ref=sr\_1\_1?dchild=1&keywords=mission+possible&qid=1635366660&s=books&sr=1-1](https://www.amazon.com/Mission-Possible-Structure-Missional-Effectiveness/dp/1950899284/ref%3Dsr_1_1?dchild=1&keywords=mission+possible&qid=1635366660&s=books&sr=1-1)
	+ Stewardship – challenged Admin Board to lead by example, submit pledges for 2022 giving
	+ Celebrations
		- several new members joining CFUMC and baptism to be shared in the coming weeks (by video)
		- Confirmation class of 10 students to be confirmed soon
	+ Staff – challenged each staff member to strengthen connections
	+ Cluster Conference/Church Conference November 1, 2021 via zoom, all are invited to attend

**New Business**

* SAS – no vote tonight, more research and discussion needed, still working trough the questions that have been posed, Leslie offered to make herself available for any questions
* December Meeting one week early - Tuesday 12/14/21 7 pm zoom link to follow

**Closing Prayer/Dismissal**