

St. Mark's United Methodist Church

Guiding Council Meeting Minutes

September 18, 2023—6:30 pm—Zoom Teleconference

Members Present:

Administration: Sarah Vaughan

SPRC: Julie Marshall, Andrew Crisp, David Harmon

Trustees: Rob Heare, Laura Godwin

Finance: Kitty Ambers, Chris Franklin, Teresa Chambers

Lay Leadership: Lynn Kelly, Jon Ryan

Non-voting:

Administration: Rebecca Harmon

Secretary: Dani Corrigan

Staff present: Kelly Chin

CALL TO ORDER (6:31)

Sarah Vaughan called the meeting to order and conducted roll call.

DEVOTION and OPENING PRAYER (6:31) David Harmon

David's devotion was inspired by the recent storms that were dangerous and caused many to lose power. No one likes turbulent times, but we will have them until we reach Heaven. Jesus tells us we will have hard times. Even when times are hard there is still good reason to give thanks. Psalms 103:19: "The Lord has established his throne in Heaven and His kingdom rules over all." God allows storms in our lives to bring us to repentance. Trials encourage us to grow spiritual, to rely on God's strength instead of our own. Turbulent times give us an accurate perspective to God and how He works. When we look back on our trials, we realize how God got us through it. Additional reasons for storms are for God to offer us protection and bring us peace. If we focus on our relationship with God instead of fixing the problem, then we can focus on gratitude instead of difficult circumstances.

PRAISES (6:35)

- David shared that he saw a dog on the side of the road on his way to work this morning. He wasn't sure if he should stop. As he was going to stop, a truck stopped and the dog jumped in. He was grateful the dog was saved.
- Lynn praised 260 volunteers over the last nine months touching over 500 ministries. She also thanked everyone who helped over the last few days.
- Kitty thanked everyone for the cards. She has not had the emotional ability to open them yet, but she is grateful.
- Julie shared praise for a Veteran client who has a wonderful attitude praising God even during a very difficult time.

MINUTES (6:39)

The minutes for August 21, 2023, were reviewed.

Rob Heare motioned to approve the minutes. The motion was seconded by Julie Marshall and was approved unanimously.

FINANCE (6:40): Reports in Google Docs

Kitty Ambers informed:

- August Balance Sheet Highlights
 - Total Assets: \$1,199,929.00 This is a decrease is about the same as total current assets.
 - Mortgage balance: Just over a million
 - Designated Giving funds: About \$36,340.00
 - Total Liabilities: \$1,259,718.00. This decreased due to some pre-paid expenses.
 - Liabilities and Equity match our total assets.
- P&L Budget Summarized Report (Monthly Report)
 - Total income for the month: \$47,946.00. This is about \$9,500.00 below budget. This is from offerings being below about \$8,000.00. Rental income is behind due to cleaning expenses that came out of the income line. August rental income is \$1,489.00 below budget.
 - Total expenses: \$55,271.00. This is over budget by about \$1,300.00. Areas over budget include administration with phone maintenance and general overhead included general liability insurance rate increased.
 - Net ordinary income: \$7,323.00. This is \$10,867.00 below budget for the month.
 - Other income and other expense adjustment, Total Net Income is \$-2,162.00. This is \$10,748.00 below budget for the month.
 - August on its own was not great but looking at the YTD we had a good first part of the year. This makes the lagging summer months not too bad.
- YTD
 - Income YTD: At 99% of budget year to date for income. \$13,529.00 better than same period 2022.
 - Offerings are below budget slightly YTD.
 - Rental income is \$2,000.00 ahead of budget despite everything going on in that area.
 - Total expenses: \$414,667.00. This is under budget by about \$13,000.00 through 8 months of the year. Expenses have been well managed. A couple areas are slightly over but nothing major.
 - Net ordinary income YTD: \$41,769.00 This is \$9,477.00 better than budgeted and slightly behind 2022.
 - YTD net income: \$82,659.00. This is \$10,469.00 better than budget. This is behind 2022 because we were not making the other income, other expenses adjustments. Kelly explained that funds from Capital Campaign were used to pay off the HVAC loans. This was shown on the operating P&L which showed an erroneous positive. That is why there is such a big difference from where we are August 2022 to August 2023. We could subtract \$4,700.00 from last year's total net income which would account for the funds used to pay off the HVAC loans. Another way to look at this is to look at Net income

which is \$82,659.76. We used \$56,000.00 from Capital Campaign funds to pay mortgage. Even without use of the Capital Campaign for the mortgage then would still be in the positive about \$27,000.00. Overall, we are doing well for 2023.

- Capital Funds Activity
 - August Receipts: \$3,241.03
 - August Disbursements: Normal mortgage and for clean-up of room 203.
 - Transferred more money back from Capital Campaign to Reserves for flooring expenses.
 - Capital Campaign total: \$87,055.32
 - 62% of pledged amount has been received of the three-year campaign.
- Reserve Activity:
 - Disbursement for AV position, room clean up, gym floor clean up
 - Receipts include a little interest and repayment from Capital Campaign.
 - Total reserves: This is \$76,971.75 in cash plus \$75,000 in CDs. One CD is coming up for renewal and finance has requested Kelly to reinvest it for the next six months. Kelly said the roll over rate is now .2% higher than when opened. It was at 3.65% not at 3.85%. It is better than just sitting in bank account.
- Kitty opened the floor for questions. There were none.

TRUSTEES (6:52)- Report in Google Docs

Rob Heare informed:

- There is a large dead pine tree on the left when you pull in church. They have received an estimate and will get this taken care of before a big storm could blow it cover.
- Racoon mitigation appears to be complete.
- They will be getting updated quotes for the doors. Rob and John from security were talking about if need half glass or full glass panel depending on cost. There will need to be a plan of how we will pay for it, when we will pay for it and a timeframe.
- One estimate for signs around church is \$2,500 for signs. This is a lot of money; they will get another estimate.
- Crepe myrtle disease first treatment has been completed. The second has been scheduled.
- Rob and Hannah met with representative from Walker's and manufactures representative regarding the CLC flooring regarding the indentations. Walker's assured the floor is what was ordered and is in good condition. The difference from current floor and last floor is this one has more padding. When Hannah gets back, Rob will work with her to put together a guideline for gym floor. It is a new floor and we have already had to do some cleaning. They recommend no sharp objects such as pinpoints or stiletto heels. Please email Rob if you have any questions, thoughts of recommendation regarding flooring guidelines.
- Rob has a draft of the new use of CLC rental guidelines. He sent this to his friend who is an attorney. He will send this out to the Council once he receives it back.
 - Teresa asked if they are decreasing time for rental. Rob said they changed the time to 10:30 from 11:00. She wanted to make sure Rob was aware of the email she sent regarding inexpensive security options including free police control. Rob thanked her. He is concerned with wanting to be a church that must have a police presence. He is hopeful that having guidelines will limit need for police. Teresa said it is a valuable service from the county police and we can use this before things get out of hand. David added that we don't want people who don't want to be there with police presence. Teresa

- added if we do not have official security the church can be added to the police list for a ride by at a certain time to ensure when people are supposed to leave property. Rob agrees that if we do not enforce guidelines then we are condoning the activities.
- Rob opened the floor for questions.
 - Kelly asked if she should pay the balance of the invoice for Walker's. He asked for Kelly to email it to him, and he will check with the Trustees. He was comfortable with the two representatives from Walkers that they met with. It's like having renovated your house and being very careful with a new room. Laura voted to pay them. Rob said to pay it since two thirds of the trustees are represented. Kelly will send the email to Rob to have documentation.

Kelly Chin left the meeting.

VISION COUNCIL (7:00) Report in Google Docs

Rebecca Harmon informed:

- July and August were slow, but things are picking up as we prepare for October.
- The report includes one thing each team is excited about.
- There was a good conversation about the ministry fair had a good turnout. They plan to have that again in about three years.
- Sarah opened the floor for questions for Rebecca.
 - Sarah mention there are lots of dates for upcoming events.
 - Rebecca added there is a link to sign up to volunteer for Midlothian Village Days. The Outwits will have a table there. It is October 21st at Midlothian Middle School.
 - Teresa asked if there was an increase in volunteer sign up at the ministry fair? Rebecca said they had no expectations. It allowed for another opportunity to fellowship and meet new people.
 - Teresa added to make sure everyone signs up online for Rise Against Hunger on October 1.
 - Sarah was sad that no one asked how to sign up for Guiding Council at the ministry fair. David added that Chad Currie was interested in SPR but Justin has filled all the spots. Rebecca said there is always another year.

SPR (7:04)- reports in Google Docs

Julie Marshall informed:

- Charge Conference is October 18 which is right after our next Guiding Council meeting. Julie, David, Andrew and Pastor Justin met. SPR is making recommendations for salaries for pastoral now and other staff later on.
- Staff appreciation luncheon on Dec 13, 2023. Erbie Godwin has agreed to help with this.
- Sarah opened the floor for questions for Julie. There were no questions.

Sarah reported on housekeeping items.

- Charge Conference is October 18 at 7:00 at New Life United Methodist Church. Sarah will be writing the address but is unable to attend so Betty will be delivering.

- Andrew is doing October meeting devotion.
- There is potential to not having November meeting as it is the week of Thanksgiving. Sarah will be out of town. There will be a December meeting two weeks later. Justin feels there will not be need to meet unless there is something emergent.
 - David added that with no meeting in November then SPR will need to talk to present staff salaries in October with voting in December.
 - Chris added that last year it took a few months to discuss the budget. Conversation started in October and it was not until December that we approved the budget. The finance committee can get information out but he does not want to be in a position in December the budget is not yet approved. Kitty has asked Kelly about timeline of the budget with salary raises impacting other areas.
 - Sarah said just the pastor's salaries must be approved before Charge conference. We will meet the Monday before the Charge conference. Staff salaries are just up to the church and do not have to be presented to Charge conference.
- She opened the floor for questions or additions. There were no questions.

CLOSING PRAYER AND ADJOURNMENT

Julie closed with a prayer. Julie adjourned the meeting at 7:29 PM.

Next Meeting: October 16, 2023, at 6:30 PM on Zoom.