

MINUTES
BOARD OF DIRECTORS MEETING
Wednesday, February 26, 2014

Members

Todd Daniels-Howell, Chair	Charles Young, Treasurer
James Hamstra (SPRC)	Eric Galloway (COM /LL)
Nick Tumminello (Finance)	Margaret Mayo (AL)
Linda McClain (LL to AC)	Angela Ockerman-Jones (AL)
Mark Grove, Secretary	Bill Groth (AL)
	Kathleen Custer, LL

Ex Officio

Darren Cushman Wood
Jim Thieman, CBA

Absent

Ann Mackey, Vice Chair

1. Darren led the group with an ancient Celtic [Caim](#) prayer (*encircle us*).
2. Minutes of the January 22, 2014 meeting were approved.
3. Financial Report and Attendance Report (Jim)
 - Attendance report
 - The report for January was distributed.
 - Jim noted that nursery's attendance will be added to the ushers' count.
 - Total assets in the General Operations balance sheet were incompletely converted last fall. This is being corrected.
 - Income statement
 - Through January, we collected \$53,600 in pledged income. This was well below budgeted pledged income of \$87,500 for this period, but Jim reminded the group we lost one January Sunday due to a weather-related closure. Non-pledged income similarly was down.
 - With total January income of \$68,333, we were \$37,900 below budgeted income for the month/year-to-date.
 - Recognizing that unlike budgeted income, actual income is unevenly distributed over the course of the year, members discussed other possible approaches to track income and help us to see whether we are on pace. One approach is to compare each month with the matching month from the previous year. Jim will put together a draft with a month-to-matching month for previous two years.
 - The Finance Committee will review whether to use seasonally adjusted income vs. a twelve month average.
 - Expenses
 - At \$103,454, expenses for January were \$13,500 below budget.
 - Though many expenses, such as personnel, are fairly consistent month-to-month, others are treated differently. One example is when we actually pay for audit (allocated annually, but billed in April).
 - Health insurance costs for non-ministerial staff is above budget as the increase in the cost of the insurance was greater than anticipated. Four staff members will be moving from the current carrier to the conference plan which will result in reduced costs.

- Anticipating the time needed to fill Brian's position, we budgeted salary and related expenses for this position for only half of 2014.
- Combining the bottom-lines for income and expenses, through January North is \$24,400 below balancing.
- Designated funds
 - Due to an error in posting, several designated funds reflect incorrect negative balances. These will be corrected and eliminate the negative balances.

4. Committee/Board Reports

- Finance Committee (Nick)
 - Led by Mark Hays and Bob Sachs, the committee is nearly finished working on five-year forecast to project expenses as well as pledges with a focus on the general fund and identifying any changes anticipated in giving patterns. This includes looking at pledges that come in by age groups, with the example of an elderly donor not being as likely to continue to give long-term. Nick noted that the forecast will help identify the stewardship challenges that will be a result of the changing demographics of our membership, both for and against us. This forecast probably will be ready in April.
 - The committee has not gone into specific expenses, such as the life of a boiler, though this may be a good step to take. It may start with reviewing some of the more expensive items as identified by the Trustees. The Endowment fund would be used to help cover such expenses.
 - Board members discussed having a follow-up to the [Covenant Conversation](#) from October to show how North finished 2013 and where we are now for 2014. The timing of such a report is important, and we might have one before summer and another in the fall. It was recommended that church members be given six weeks notice of the presentations. Nick and Darren will confer.
- Lay Leadership Committee (Kathleen)
 - A master calendar is being prepared in conjunction with the Ministries Council.
 - Lay Leadership sponsored a leadership training event which will be provided annually.
 - The committee sponsored a Ministries Fair in the fall, designed to acquaint North Members with different opportunities.
 - Lay Leadership is discussing nominations for the various committees with an eye toward who is rotating off, considering candidates for the next chair, and identifying possible new members for each committee.
 - In developing more comprehensive succession plans, attention is being paid to tasks that should be the responsibility of the committee chairs versus those the responsibility of members of the staff. Succession planning will include identifying best practices for continuity in committee leadership with a current committee member being groomed for future leadership responsibilities.
 - One activity under consideration would be to survey recent members and/or conduct focus group and see where people plugged in, what is their retention rate.
 - Lay Leadership hopes to receive additional help in this effort from the computer system.
 - David Sheffield is the new chair of the Trustees, which means he (or his designee) will be asked to join the board.
- Staff-Parish Relations Committee (SPRC) (James)
 - As noted in Jim's report, the health plan for non-clergy will be changing.

- SPRC has had some discussions on filling Brian's position and possible interim steps if an appropriate clergy member is not available. See also the Pastor's report below.
- SPRC sponsored a near-Valentine's day staff luncheon which Jim noted was much appreciated by the staff.
- Ministries Council (Eric)
 - [Mardi Gras](#) will be held March 4th.
 - The Ministries Council is evaluating its work against goals identified in North's long range plan. The Council has concluded that it is on track with items listed in the plan, consistently hitting bullet points.
 - The Green Team and HEM (*hospitality+evangelism+membership*) are joining to plan an event to honor David Hyde & Mabel Hohlt as progenitors of the Green Team at North. This is also a way to recognize some long time contributors, something that has been a topic of discussion recently on northnet.
- Long Range Plan
 - Following Eric's report, the board expressed interest in a broader follow-up/progress report on implementation of the Long Range Plan. This could include a report from each committee and other North bodies. As Eric noted in his report, there were some 2014 deadlines to gauge.
 - Darren told members that he reviews the plan periodically and discusses progress toward meeting its goals with staff. He also includes it as part of the staff evaluation process.
- Chair's report
 - Ann has reviewed the Emergency Preparedness Plan and Jim, Todd, and Mark will go over it for any final tweaks and then bring it back to the board.
 - Todd and Ann had conversation with the attorney about IDEM and the flower shop. Some concerns remain about long-term liability with the property. The current comfort letter from IDEM is a concern as it states that no residential construction is possible on the site without significant remediation. Our attorney will work with IDEM for additional clarification. We may need to hire an environmental firm to identify possible remediation approaches.
 - A major sticking point remains In-ground pollution. A question remains as to whether a gas tank from the property's time as a service station remains underground. We have tried sonar twice with one report inconclusive and the other said no. This needs to be settled along with whether North would be responsible for pulling any tank. Until we get clarity, we don't want to move to take ownership.
 - Though acquiring the property is still a priority, we also need to be mindful of additional legal and environmental consulting fees.
 - Todd will ask Ann for an update on the status of payment by the insurance company and legal fees.

5. Pastor's report

- Given the challenges in indentifying a current member of the clergy for the Staff/Parish-mission and outreach position, this is also being advertised as a year-round intern as a back-up for someone in seminary right now. Darren recently visited Christian Theological Seminary regarding the position.
- *A Spirituality of Fundraising*
 - Darren distributed copies of the book to the board and to the stewardship committee

- The board will discuss the book at the March and April meetings
 - Members were asked to read through page 41 for the March meeting
- Stewardship
 - North has implemented *Try 10*—tithing for the Lenten season. This is being promoted in the newsletter and on North's [website](#)
 - The Stewardship committee would like to hear from anyone who does tithe and why.
 - The board discussed if we should continue to advertise the success of the effort to increase individual pledge amounts for 2014. Some members are seeing this as an extra request, especially in light of *Try 10*. We know some North members have already gone an extra mile in upping their pledges for this year. Darren will tinker with this reporting.
 - North members now have the opportunity to pledge on-line through the website's [Generosity](#) tab. One goal was to have it up in time for the end of the Spring new members' class. It is up now and ready to go for the important fall campaign.
- Thirteen individuals have completed the new members' class and will be joining North this spring. They are being introduced at the March 9th service which will be followed by a new members' luncheon that day. Board members were encouraged to attend.
- The new members are being encouraged to consider committee service and making additional connections at north through the [Lenten groups](#)
- The grant proposal that North jointly submitted in December for funding to support the Illinois Street Corridor Development was not successful, but it did result in good conversation with Mid-Town.

6. Executive Session

Upcoming Meeting Dates

March 26

April 23

May 28

June 25

July 23

August 27

September 24

October 22

November 19 (not 26th)

December 17 (not 24th)

Future Topics

- *A Spirituality of Fundraising*
- Flower shop *Ann*
- Dashboard
- Board photographs/updated membership directory
- Innovation Fund
- Ministries Council Delegation of Authority process *Eric*
- Long Range Plan follow-up
- Emergency preparedness plan
 - Review of Ann's suggested edits *Jim, Todd, and Mark*
 - Operational review *Darren*
 - Review of Appendix on Disruptive Behavior *Linda on behalf of new task force on special needs*
 - Formalize committee and response team
- Possible additions for North website
 - Staff organizational chart

- A new chart displaying relationships of committees, councils, etc. to supplement the expanded Leadership Roster
- Long Range Planning Final Report
- Under an *Inclusiveness* page
 - Resolution Supporting Full and Equal Status
 - Resolution Adopting Two Welcoming Statements
 - The Inclusiveness page might offer some brief introductory text and additional links and/or descriptions of our various groups addressing inclusiveness, including the Affirming Group, IHN, Prison Ministries, Disabilities Awareness, etc., pulling text from or linking to
 - <http://www.northchurchindy.com/ministries/adults/adult-groups/> (that has information about our support from RMN and a link I've asked Laura to correct)
 - <http://www.northchurchindy.com/ministries/adults/sunday-school-adults/> for the description of the Affirming Group
 - <http://www.northchurchindy.com/outreach/local/>
- Other policy documents?