

MINUTES
North United Methodist Church
BOARD OF DIRECTORS MEETING
Wednesday, April 22, 2015
5:30 p.m.

Members

Todd Daniels-Howell, Chair John Drake, Treasurer
Shannon Priddy, Vice Chair Eric Galloway (MC/LL)
Jim McDonald (SPRC) Bill Groth (AL)
Mark Grove, Secretary Sara Moore (AL)
Linda McClain (LL to AC)

Guests

Danyelle Ditmer
Jeff Bonner
Peter Howe

Ex Officio

Darren Cushman Wood

Absent

Lee Tumminello (Trustees)
Nick Tumminello (Finance)
Kathleen Custer, (LL)
Margaret Mayo (AL)

1. Pastor Darren opened the meeting by leading the group in prayer
2. The minutes of the February 25th, 2015 meeting were approved (there was no March meeting) (Drake/McClain).
3. [Child and Youth Protection Policy](#) (Danyelle Ditmer)
Pastor Danyelle presented a proposed revision to the *Child and Youth Protection Policy* (draft dated 3-4-15). This was recommended for adoption through the Ministries Council.
 - The policy is intended to cover employees and volunteers working with children and youth ranging from infant through 18. The document includes the basic policy on pp. 1-9 as well as appendices, forms, procedures, and guidelines.
 - The policy has undergone study and revision for the past year and the latest version is believed to have has tighter guidelines for staffing than previously existed. These include:
 - Staff and volunteers have to be over 18, though youth can assist in specific situations.
 - Staff and volunteers have to be 21 and over to work with *youth (6th grade through age 18)*.
 - All volunteers working with children and youth are required to complete the background check.
 - *See Screening Workers, section 2.*

Suggestions/concerns raised by Board members included:

- While the policy does a nice job of defining terms for the “official” volunteers, as there is no terminology for younger helpers it looks like there is no place for them.

- Perhaps we might add a clause for “helper” or “shepherd” as a new category under the definition of terms that would show that youth can help in some settings with appropriate staffing but that they can’t be the primary person.
- There are adult helpers who can be present as long as there are at least two in the room who are *official* volunteers (who have been vetted through the background check).
 - According to North’s Protection Policy there don’t have to be a minimum of two. Ratios drive the number of volunteers.
- Who is responsible for implementation and monitoring the overall policy? The Ministers for *Children & Family* and *Youth*?
- 1.7: Exceptions to policy are allowed—does this include authority to allow exceptions for the background check? Should this have been stripped out or edited for clarification?
 - We must run own background check to meet insurance requirements. The language here needs to be tightened.
- 2.6—Is this the right group to review the results of the check for someone we may want to have? Perhaps we should include the option of escalating to the chair of SPRC.
- 2.8 references a *five year* background check; the standard for safe sanctuary is every *two years*.
 - The consensus of the Board was to recommend every *three* years.
- 3.0. There are lots of informal ways where parents watch more than their own child, such as at a meal in Fellowship Hall when the child’s parent is occupied elsewhere. Does the church assume responsibility with such informal arrangements?
 - By extension, does the policy cover **all** instances of a church-sanctioned event/activity (including off-site) *as well as* activities that are being held at the church but for which no child care/youth activities are being offered (such as a meal)?
 - Section 3 only refers to employees and volunteers. This should not be interpreted as addressing informal caregiving arrangements such as the meal described above. Clarification may be needed.
 - When outside groups use North’s facilities can such language be included in the waiver to cover situations where the outside group may be providing childcare independently (such as for parents attending a meeting)?
- As noted above, the document has a variety of materials, forms, and guidelines beyond the policy itself. We should ensure that the policy drives procedure.
- In general, the more *duty* we assume, the more *liability* we assume. Should our insurer be involved/review the draft?

With Pastor Danyelle’s pending departure, Todd and Sara offered to help those involved with drafting the policy group to address the concerns and suggestions raised by the Board. A revised version of the document will be brought back to the Board at a future meeting.

- In passing detailed comments onto the group, Todd reminded them it was still a draft (5/5/15).

As she was not able to attend the meeting, Kathleen had sent a number of issues regarding the document. These included:

- The titles of *Minister of Children and Families* and *Minister of Youth & Young Adults* and whether those will cover any new title that may be given to the next person in that capacity.
- Flexibility of when childcare would be available, including providing it more evenings to serve multiple committee meetings
 - On behalf of the Ministries Council, Eric will look at this issue.
- A larger recommendation that *Chair* be used rather than *Chairperson* in North materials.
 - As such a recommended editorial standard, this seems appropriate for referral to the Communications Committee. Mark has forwarded the suggestion to Laura Halt.

4. Task Force on Strategic Direction update (Shannon)

- The group has had its initial meeting and will meet next in May.

5. Contract Signing Authority (John)

- In absence of an official business administrator John raised a question regarding who is authorized to sign contracts on behalf of church.
 - Joel O'Neil handles most day-to-day contracts related to the building and works on behalf of the trustees. Non-physical plant items (copiers, etc.) are managed out of the office on a routine basis.
- In order to grant appropriate authority and allow for efficient operations, the board unanimously approved a motion that in the absence of a Business Administrator/Finance Director:
 - The Building Manager is authorized to represent the church and Trustees and sign for contracts below \$5,000 in the areas of buildings, work, and related matters of the church's physical plant;
 - That in consultation with the Treasurer, the Assistant to the Senior Pastor is authorized to represent the church and sign for contacts below \$5,000 in those areas not managed by the Building Manager; and
 - That the Treasurer is authorized to represent the church and sign for all contracts of \$5,000 and above.

6. Committee/Board/Senior Pastor Reports

- Trustees (Lee)
 - The Board of Trustees did not meet last month as we had more research to do about funds available for capital projects. We have identified several capital projects that need to be completed. We are working on determining the costs to complete those projects. Once we have this information we will vote on which

projects we believe should be completed first. Once we have the project(s) identified and costs nailed down, we will bring that information forward to the Board for review and approval.

- Todd will follow-up with Lee to let her know that the Board does not need to approve the expenditures authorized by the Trustees.
- Last month Lee sent a message to the Board of Trustees asking that the following be worked on prior to our next meeting (May 13th) so that we can move forward with our work:
 - **Albie** will continue to research what monies might be available for us to do HVAC repair/replacement, kitchen remodel, bridal room work or other capital projects
 - **Joel** will continue to do research and try to get figures on the HVAC/boiler repair (with help from Peter Schilling).
 - **Lee** will follow up with the insurance company to get the information that Marty Dezelen promised about policies around use of the church vans and rental vehicles.
 - **Jim** will continue all the good thinking he has been doing about the kitchen project and let us know his ideas for less expensive ways to do the remodel (Jim and I exchanged messages about this).
 - **All of us** will think of creative ideas for how we find money to do the critical repair/improvement projects we need to get done (crowd funding; partnering with the community to help fund repair for the “soup kitchen”, (Community room)grants etc.). Additional discussion to look at the Endowment funds that may help with such funding.
- SPRC (Jim)
 - On behalf of SPRC, Jim and Todd met with Darren with results of the senior pastor evaluation that was underway for the last few months. All agreed it was a good meeting.
 - SPRC is planning Danyelle’s farewell reception for May 17th
 - The committee will be looking into HR, insurance, and liability issues, especially regarding the unexpected increase in cost.
 - Children and Family Minister search (Darren).
 - The working model had been to hire someone fulltime, but with a one-quarter time assignment East 10th Methodist church with eye toward programming related to the outcome of the property development initiative.
 - The Children’s Council had some reservations about a shared position during the transition and maintaining appropriate continuity.
 - As a result, the decision was made not to share a position at this point. It will be just at North and it will be re-posted as a three-quarter time position. It is still budgeted as fulltime, but we will have the option to increase to fulltime in the future if needed and appropriate.
 - We also are interested in the possibility of filling this with a seminary intern or an interim basis.
 - The position description will be retooled, reposted. We are not likely to have someone in place before fall.

- Ministries Council (Eric)
 - The Ministries Council reviewed the Childcare policy discussed earlier in the meeting.
 - The MC discussed RFRA legislation and the welcoming statement on North's doors. Central to this discussion was why we were weeks into this issue and nothing had happened at North.
 - Members of the MC realized that we were overly reliant on staff to take action rather than considering this appropriate for a lay-driven action. It was for just such an issue that the [Delegation of Authority](#) statement and process were created.
 - IN an increasingly lay-led congregation, we need a change in expectations on how things can get started without waiting for staff action.
- Lay Leadership (Kathleen)
 - The Lay Leadership Committee did not meet in April. In March, we selected the names of members for the Task Force which were then endorsed by the board through an e-mail vote.
- Finance (Nick/Darren)
 - Operating Surplus - \$57,000 YTD – due in part (~50%) to a large pledge payment in March
 - Revenue is going well – pledge income is above plan. Non-pledged is a bit below last year but is still tracking above plan
 - Updated forecast – Probable Pledged Revenue - \$948,000 vs. \$900,400 in budget. Probable Non-Pledge Revenue - \$187,000 vs \$180,000 in budget
 - Expense – overall being managed well
 - Compensation/benefits – over plan – Albie Marco will investigate to better understand if this is a temporary issue or a problem for the year. Compensation and Benefits may be \$10-11k short, apparently related to an error in budget construction as to what was actually needed.
 - Insurance YTD is larger than expected – again, Albie will investigate
 - Stewardship
 - Finance approved the Stewardship Committee recommendation to move forward with Vanco Payment Systems to establish online pledge payment as well as for other activities such as meals and ASP.
 - We also will be able to use point-of-sale (card swipe) devices. We expect to be operational by the end of May.
 - A concern had been raised at the February 2015 Board meeting regarding North's non-profit status with the state and whether we had filed the required *Articles of Incorporation*. We subsequently had found the necessary paperwork had been filed.
 - As a follow-up item, we have confirmed that North is considered tax exempt under the IRS number of the district as "mother church."

7. Executive Session *as required*

- See [January 2015 minutes](#), page 6, item 7
- No session was held

Upcoming Meeting Dates

May 27

- Communications report on targeted advertising

June 24

July 22

August 26

September 23

October 28

November 18 (3rd Wednesday)

December 16 (3rd Wednesday)

Future Topics

- Flower shop
- Updated photo membership directory
- Innovation Fund
- Emergency preparedness plan
 - Operational Review *Darren and staff*