

MINUTES
BOARD OF DIRECTORS MEETING
Wednesday, April 23, 2014

Members

Todd Daniels-Howell, Chair	Charles Young, Treasurer
Ann Mackey, Vice Chair	Eric Galloway (COM /LL)
James Hamstra (SPRC)	Margaret Mayo (AL)
Nick Tumminello (Finance)	Angela Ockerman-Jones (AL)
	Bill Groth (AL)
Mark Grove, Secretary	Kathleen Custer, LL
	Vic Childers (Trustees)

Ex Officio

Darren Cushman Wood
Jim Thieman, CBA

Absent

Linda McClain (LL to AC)

1. *Opening Prayer and discussion of A Spirituality of Fundraising* (Darren)
 - Darren led the group in a discussion of the first portion of the booklet.
 - We will finish the review at the May meeting.

2. Approval of Minutes of March 26, 2014 Meeting
 - Approved (Groth/Custer)

3. Financial Report and Attendance Report (Jim)
 - Attendance report
 - Members agreed that the newly added notes to explain fluctuations in attendance are very useful.
 - The balance sheet is now complete and in-balance
 - Auditors anticipate meeting with the finance and audit committees and should have the audit report completed next month.
 - Income statement
 - We had a good month in March with receiving one major annual donation (this typically is paid in the first quarter).
 - Through March our YTD pledged income is \$5,710 over budget and total income is in a similar position.
 - With expenses running below budget, North's YTD actual income for the quarter is \$14,475 over expenses and \$35,753 YTD budgeted. A portion of this is due to the timing of payments of health insurance premiums.
 - The version of the income summary that was prepared at Kathleen's request will help show the timing of major gifts from year-to-year.
 - We continued to have some late pledge payments come in that apply toward 2013. In response to a question, Jim noted that attribution to 2013 would continue throughout 2014 for any gift so identified by the donor and be recorded in the 2014 financials in line 41010 *Prior Year Pledges*.

- We pay the interest on our line of credit and have not yet distributed the endowment. A meeting regarding distribution is forthcoming.
4. Liability and Property Insurance Update and Coverage (Jim)
- The anniversary date for our policy is April 15th. We are asking the insurance company to make our anniversary date September 30th to allow for better budgeting.
 - The cost of our policy with our current vendor is roughly \$40,000.
 - Jim noted the policy is for *functional replacement cost* and not *full/actual replacement cost*. After a consultation North and the insurance company agreed that for \$12 million we could build and furnish a 50,000 square foot building, though this would not be the same building we now have with stained glass or a slate roof.
 - We have not had stained glass windows covered in the past. Our new policy has a raised premium by \$2,700 higher premium but which includes window coverage and replacement cost of \$2.25 million for the windows.
 - The policy covers property and liability. Jim noted that we could save a couple of thousand dollars by raising our deductible above the current \$5,000.
 - After some discussion, members agreed that given the likelihood of having to collect for damage in the “lower” range of the policy argued against saving a relatively minor amount and that we should keep the deductible at \$5,000.
 - Our insurer has advised adding terrorist insurance that would help cover us in case of events such as a shooter or what occurred at the Boston Marathon. This would require a separate rider of \$538 for a year and would include property, liability, and defense costs, among others. Jim subsequently mailed information on the policy to Board members and this will be considered at the May meeting.
 - We don’t yet know what effect, if any, the Lenten Try 10 tithing campaign had.
 - Following up on suggestions from members for additional year-to-year comparisons, Jim distributed three views. Nick will take these to the Finance Committee for review and consider these and any other methods that may be of use to keep the Board informed as to our financial situation and to provide any possible advance warning of any problems in income shortfall or expenses.
 - The goal is to provide informative but ideally simplified views for members of the Board, with income and expense lines clustered to reduce the number that need the Board’s attention.
 - Among variances in income throughout the year, it was noted that the 1st quarter is large on pledged income and the 4th quarter big on non-pledged gifts. Summer is a slower period for both.
5. Long-Range Plan review (Darren, Todd)
- Materials were distributed. While progress in meeting the goals of the plan are reviewed periodically in staff meetings, the Board will review progress once a quarter.

- The only item that was specific to the first quarter was the communications plan. Darren noted this is being worked on with names for an advisory body suggested from Lay Leadership. Initial plans include looking for best practices, the purposes of northnet, and some other policy questions
- In the second quarter, Lay Leadership is planning to follow-up on new church members and how they have gotten plugged in.
 - Daphne Chen is the new chair of HEM.

6. Committee/Board/Senior Pastor Reports

- Trustees (Vic)
 - While the group didn't have a quorum at its most recent meeting, they did have a facilities report from Joel.
 - In anticipation of a renovation to the kitchen area in the Community Room, Jim McQuiston attended Bread n' Bowl to see how kitchen was working.
- SPRC (James)
 - The group is making some progress on candidates for the Pastor of Mission and Outreach position and is finding there are some good candidates available. They have had a first interview with one candidate and a second candidate will be interviewed shortly. SPRC hopes the position can be filled by July 1.
 - In terms of developing a routine calendar of activities, SPRC is identifying key tasks, including staff evaluations, staff appreciation, and their scheduling.
- Lay Leadership (Kathleen)
 - Lay Leadership is in the beginning stages of planning this fall's Ministries Fair.
 - The group is refining the survey for new members and any areas they may be involved with.
 - LL is interested in how such information may plug into North's data base. Mark Holwager may be consulted on this.
- Ministries Council (Eric)
 - The council is clarifying what constitutes speaking on behalf of the church and what doesn't.
 - Working as well on developing the group's calendar and timing of usual activities.
 - Reporting on behalf of the Green Team, Mabel and David and their families really appreciated their recent recognition event.
- Finance (Nick)
 - On April 27th, Nick will present another *Covenant Conversation* with a financial quarterly update. Topics will include
 - How we did in 2013 with a recap of income and expenses
 - Results of the 2013 Stewardship campaign
 - 2014 Budget
 - Income and expenses through the first quarter of the year
 - Managing the rest of 2014
 - An analysis of pledges
 - Copies of the slides used at the presentation are available by visiting [this link](#).

- Nick provided some highlights of the committee's work including stewardship and analysis of pledging by units, demographics, pledged vs. pledged and paid.
 - 75% of pledgers pay what was pledged; 2% overpay; 22% underpay. In 2013 we had a shortfall of actual paid to total pledged of \$87,000. We plan to continue budgeting for income of 91% of pledged amount.
 - Information from the study is being used to project income and expenses on a longer range, such as five years.
 - Will lay good groundwork for continued discussion in third quarter in anticipation of stewardship campaign.
- The Board has requested a presentation by Bob Sachs and Mark Kays of the study at the May meeting. We will plan on 45 minutes the presentation and questions.
- Nick was also asked to work with the Finance Committee to identify data appropriate for the Dashboard. As discussed above, this likely would provide collapsed categories within both income and expenses that can easily be updated on the website monthly.
- Senior Pastor (Darren)
 - As Bob Cole has had to step down from chairing the Stewardship Committee, Troy Barker will assume that role
 - Darren met with five students at seminaries in Ohio regarding the Pastor of Mission and Outreach position and has spoken with 15 prospects with several candidates for interview being identified. Peter Chen has put together an interview team. We should be able to find someone that will fit well within the budget.
 - We have received good feedback on worship services and on Lenten series
 - Attendance for Easter was about 80-90 above previous year.
 - Still a year or two away from good advertising, especially for Good Friday.
- Chair (Todd)
 - Flower Shop (Ann)
 - A year ago the owners of the flower shop signed papers to donate the shop and that pending donation was put into escrow.
 - We continue working on environmental issues and the current owners are working on tenant issues.
 - Emergency preparedness
 - Following Ann's careful review of the draft, Mark, Jim, and Todd recently went through the document for some final edits. The revised version will be sent out to the Board and staff for last comments. The Board will have an initial review at the May meeting and final consideration is scheduled for June

7. Executive Session

Upcoming Meeting Dates

May 28

- Complete review of *Spirituality of Fundraising*
- Budget Study *Bob Sachs and Mark Kays*

June 25

- Emergency Preparedness Plan

July 23

August 27

September 24

October 22

November 19 (not 26th)

December 17 (not 24th)

Future Topics

- Dashboard
- Updated membership directory
- Innovation Fund
- Ministries Council Delegation of Authority process *Eric*
- Emergency preparedness plan
 - 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?