

MINUTES
BOARD OF DIRECTORS MEETING
Wednesday, May 28, 2014

Members

Todd Daniels-Howell, Chair	Charles Young, Treasurer
James Hamstra (SPRC)	Eric Galloway (COM /LL)
Vic Childers (Trustees)	Margaret Mayo (AL)
Linda McClain (LL to AC)	Bill Groth (AL)
Mark Grove, Secretary	Kathleen Custer, LL

Ex Officio

Darren Cushman Wood

Absent

Ann Mackey, Vice Chair
Angela Ockerman-Jones (AL)
Nick Tumminello (Finance)

Guests

Sara Bayles
Mark Kays
Bob Sachs

1. Sara Bayles offered the opening prayer.
2. *A Spirituality of Fundraising* (Darren)
 - Darren led the group in a discussion of the concluding portion of the book.
3. April 23rd minutes were approved as distributed (Kathleen/Margaret).
4. Finance Committee Report on Pledge Demographics (Mark Kays and Bob Sachs)
 - The Finance Committee was interested in learning more about North's donor population. Mark and Bob used available North data supplemented with lifespan projections from Census Bureau records to prepare their quantitative analysis entitled *Giving Unit Demographics: Analysis of Pledge Levels and Age Groups*.
 - Key steps in preparing the analysis included:
 - Going back five years to look at the history of North's donor contributions.
 - Examining the demographics of church members, especially regarding age.
 - Using the above data to attempt to project donations five years into the future.
 - The Finance Committee will incorporate the findings from this study in preparing a *qualitative* analysis which is of equal importance. The Finance Committee will then bring their findings to the board. An updated analysis will be done in July to see where we stand for 2014.
 - Budget preparation and tracking are different based on *actual* income flow (more in first quarter and last quarter). The board welcomes different views of tracking (rather than 1/12th at a time) from the Finance Committee.
 - Board members expressed their appreciation for Mark's and Bob's work on this analysis.

5. Audit Report
 - Charles reported the audit went well. Items identified last year have been satisfactorily addressed.

6. Vote on release of 12/31/2012 endowment distribution
 - In his final communication with the Board, Jim Thieman recommended that *“the endowment distribution for 2012 payable in 2013 should be approved for distribution.”*
 - Members revisited a 2013 discussion that involved when and how a distribution from the endowment should occur, especially when there may not be an immediate plan for how to spend the funds.
 - We had learned last year that we could distribute the funds from the endowment, but leave them invested with the foundation with a hope for better investment returns until such time as they were needed.
 - Each year private foundations are required to expend at least 5% of the value of their endowment *“in furtherance of their charitable purpose.”*
 - Board members felt that some clarification on the recommended distribution was needed and tabled the motion until additional information could be provided.

7. Terrorism Insurance
 - Following 9/11, coverage for property and liability claims that come as a result of an act of terrorism was clarified by creation of a terrorism insurance fund. Insurance agreements show this optional charge and the insured must accept or reject the coverage.
 - If an act of violence is determined to be Terrorism, property damage and liability claims are only covered **if** this coverage has been accepted.
 - As a result of this change, North’s insurance agency recommended that North add this additional coverage. The quote for the next year is \$538.
 - The board concurred with that recommendation to add terrorism insurance to our coverage.

8. Committee/Board/Senior Pastor Reports
 - Trustees (Vic)
 - Joel made a facilities report; it appears North continues to be looked after appropriately
 - We are moving forward on plans for remodeling of the kitchen in the community room
 - The trustees also are reviewing future potential projects, including windows and the boiler.
 - SPRC (James)
 - Eric Steele, the new Pastor for Ministry and Outreach, starts July 1.
 - SPRC has begun receiving applications for the Finance Director’s position.

- Senior Pastor (Darren)
 - With changes in administrative support functions, we continue to tweak specific responsibilities in the front office.
 - Laura Halt’s maternity leave starts soon; Marcus Harvey will serve in the Communications Coordinator role on an interim basis this summer.
 - Sara Bayles is working with the Kaleidoscope program that is being housed here this summer.
 - With the concurrence of the Mission and Outreach team, we have decided to suspend the Farmer’s Market this year as we can’t find someone to take it on. In addition, the number of vendors continued to decline. Whether to consider trying to address this need in some form in the future will be part of Eric’s agenda. In the meantime Sara is doing some initial research.
- Lay Leadership (Kathleen)
 - Lay Leadership is meeting next week and continues its planning for the Ministries Fair in the fall
 - Lay Leadership is still thinking about new chairs for committees as others rotate off; recommendations are always welcomed.
- Ministries Council (Eric)
 - The council has made good work on establishing the formal process and procedure to support the [Delegation of Authority statement](#).
- Chair (Todd)
 - Flower Shop update
 - Ground radar shows there is at least one fuel tank below ground. Any required remediation steps are still under review
 - Emergency Preparedness Plan
 - North staff will take another look at the latest version of the plan. We will hold off on Board final approval until we hear back from them.

9. Executive Session

Upcoming Meeting Dates

June 25

October 22

July 23

November 19 (not 26th)

August 27

December 17 (not 24th)

September 24

Future Topics

- Flower shop
- Dashboard
- Updated membership directory
 - An updated version with addresses is now available in both print and electronic form.

- Innovation Fund
- Ministries Council Delegation of Authority process *Eric*
 - As noted above, this is under review by the MC and once complete will be brought back to the Board as an information item.
- Emergency preparedness plan
 - Operational Review *Darren*
 - The Disruptive Behavior appendix has been pulled from the plan and can be considered as a separate policy.
 - This also will benefit from a focused review by Linda on behalf of the 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?