

BOARD OF DIRECTORS MEETING
Wednesday, March 27, 2013
Minutes

Members present

Ann Mackey, Chair	Mark Grove, Secretary
Troy Barker (Trustees)	James Hamstra (SPRC)
Jacqueline Blackwell (AL)	Linda McClain (LL to AC)
Kathleen Custer, LL	Nick Tumminello (Finance)
Eric Galloway (COM /LL)	Charles Young, Treasurer
Bill Groth (AL)	

Members absent

Ron Gifford, Vice Chair
Angela Ockerman-Jones (AL)

Ex Officio present

Darren Cushman Wood
Jim Thieman, CBA

1. Darren opened the meeting with a prayer.
2. The minutes of the February 27, 2013 Board meeting were approved (Custer).
3. Financial Report (Jim)
 - Copies of financial report materials will be sent out electronically each month to Board members.
 - Auditors have been in and should be done with their work soon. They have not found anything surprising.
 - We have approximately \$590,000 in cash in both capital and general fund.
 - The endowment is \$4.5 million. We have not yet made a distribution from the endowment fund this year and Jim anticipates this will occur in June
 - We have received additional designated funds to repair the organ.

Income statement

- We are down about \$50,000 in income, though also are \$30,000 under budget in our spending. As a result as of this point we are down about \$20,000 overall.
- In comparing actual to budgeted income, Jim took an average of past income over each quarter and put that in as estimate. We are short a bit, though it isn't easy to know this early in the year as some donors historically have paid each year's pledge up-front.
- Non-pledge contributions are down a little bit.
- A letter with an income summary will go out with first quarter statements.
- Following a request from members, Jim agreed to work on restating budgeted income evenly over the year. This will simplify explanations and reduce the need for caveats in letters to North members.
- We have included \$5,800 in the budget for legal expenses tied to environmental issues and our property. We have sent the bills to the three insurance companies involved; one has paid so far. The more of the bills they cover, the less North will need to pay.
 - We have received an additional contribution to help with legal bills with acquisition of the flower shop.
- Our payment of the Conference apportionment is up from 46% in 2012 to 61% this year.

4. Update on Flower Shop (Ann)
 - The current owners of the Flower Shop and North have now signed all of the documents related to transfer of the Flower Shop property to North Church and the documents are being placed into escrow.
 - The Comfort Letter application has been pending at IDEM since early January. When filed, we were told it would take about 120 days to process it and understand that it is almost done. The letter will come with conditions, but we hope they are comparable to those on our other lots.
 - If we are satisfied with the letter the real estate transaction will close upon NUMC's notice to the escrow agent that North is satisfied with the Phase II report of the property as well as with the Comfort Letter issued by IDEM. The Phase II report has been issued by the Church's environmental consultant, Alt & Witzig, and it will be provided to IDEM today.
 - We will want to determine how best to thank the donor.

5. COM and Delegation of Authority Statement (Eric)
 - Members reviewed an expanded draft of the Delegation of Authority statement that would give the Ministries Council the authority to approve individuals to speak on specific issues in the community on behalf of North. This was previously discussed at the February meeting.
 - Members suggested the policy include more about the process that will be employed by the Ministries Council. Eric will draft this and share it with the Board at a future meeting.
 - The policy was approved unanimously (Grove)
 - *Document attached below*

6. Transparency Proposal (Eric)
 - Members reviewed Eric's proposal that North adopt a guiding principle to make a variety of documents both available and easy to obtain by interested North members.
 - At a minimum, members agreed that the agenda and minutes of the meetings of the Board, Ministries Council, and Trustees be made available.
 - Recommendations on the format for such publically-available documents should be developed and provided to each group, including when certain meeting discussions or action may be considered confidential.
 - While posting information to the North website is seen as an appropriate location, in the spirit of transparency North members should be informed when new information is available. This could be done through brief announcements in Happenings, the weekly e-newsletter, etc. Members who don't have access to the web could also request printed copies of material as needed.
 - Members agreed that specific financial information also be available, but rather than provide the detailed statements that often can be confusing, that North adopt an approach that would provide a summary of information on the website in a Dashboard format that may include the number of North members, monthly contribution amounts, etc. Here is an example of a dashboard from the Indianapolis Museum of Art <http://dashboard.imamuseum.org>.
 - Eric will revise the proposal and return it to the Board at the April meeting for further review.

7. Approval of Disaster Emergency Preparedness Plan (Jim and Mark)
 - The importance of training and regular review of the plan was emphasized
 - Following discussion, the following steps will be taken before the plan would formally be adopted
 - The plan will receive an operational review by staff after Easter. This will include a walk-through in April as a beta test and to determine if North is prepared to commit to the frequency of review, training, and updates can be done as currently stated.
 - The section on disruptive behavior needs a review by the new task force for people with special needs.
 - Members of the preparedness committee and response team need to be finalized
 - Ann will review the plan to identify any content that perhaps needs to be modified or deleted due to potential liability issues.

- 8 Report from Darren
 - Capital campaign update
 - Jim and consultant have prepared an analysis and giving capacity for major donors. They will go over the numbers one last time, including confirming the needed amount is \$600,000.
 - We are still seeking a campaign chair and two more committee members.
 - Pentecost Sunday (May 19th) has been selected as launch Sunday. We will then continue to gather pledges throughout the rest of the year.
 - It is important for the campaign, and especially in approaching potential major donors, to be able to demonstrate we have the strong personal commitment from church lay leadership such as the Board and Trustees. Our goal is 100% participation from members of these groups.
 - The donor has agreed to a one-year extension for pledges in order to reach the match. Donors can pay through 2015. If we don't reach the target we'd have to pay the difference back.
 - Board members were given pledge cards and asked to return them to Jim (ideally with generous pledges) by Mother's Day.
 - Darren summarized upcoming Holy Week activities
 - To help with an orientation of members new to the Board, copies of 2012 Board minutes and the church bylaws will be sent to Board members.
 - New members agreed that an orientation session would be helpful and discussed meeting some Sunday after second service. Nancy will send out possible dates.

9. Executive Session

Future Board Meetings

April 24, 2013	September 25, 2013
May 22, 2013	October 23, 2013
June 26, 2013	November 20 (not 27), 2013
July 24, 2013	December 18 (not 25), 2013
August 28, 2013	

Delegation of Authority Statement

Date Requested by Board of Directors: 2/27/2013

Date Submitted to Ministries Council: 3/6/2013

Date Considered by Board of Directors: 3/27/2013

Policy Statement: The North United Methodist Church Board of Directors hereby delegates its authority to authorize individuals and groups to speak on behalf of the entire organization, North United Methodist Church, to the Ministries Council, with the restrictions outlined below.

Policy Exposition: When an individual or group wishes to represent themselves as making a statement on behalf of the church, such individual or group will need to seek authorization from the Ministries Council. In order for such representation to be granted, the Ministries Council will require:

- At least two thirds (2/3) of the current membership of the Ministries Council be counted in the vote
- A near unanimous (only one dissension allowed to still pass) vote be obtained.
- If needed, this vote can be accomplished by e-mail or phone.

This does NOT include the Appointed Clergy of North United Methodist Church. They are designated to speak on behalf of North Church by the Bishop through appointment as Clergy. If it is anticipated that these statements made by Clergy could be controversial or have on-going repercussions, the Appointed Clergy will notify the leader of the Ministries Council, who will relay said statements to the Council's membership.

If authorization to take a stance on behalf of the entire Church is granted for an event or activity, and that reflects a repetitious event (annual, monthly, etc.), authorization will NOT have to be re-obtained for future instances of the same event or activity. This authorization will continue until such time as the Ministries Council is petitioned to reexamine the authorization, the Board asks the Council to reexamine the authorization, or the Ministries Council itself chooses to reexamine the authorization. Organizers of said event or activity can act with confidence that they carry that authorization forward and the Board/Council will attempt to act as not to cause hardship to the group in question (e.g. by removing authorization with short notice for a long-planned event).

Effective Date: This delegation shall be effective immediately upon the vote of the Board of Directors of NUMC authorizing it.