

MINUTES
BOARD OF DIRECTORS MEETING
Wednesday, April 24, 2013

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	Angela Ockerman-Jones (AL)
Eric Galloway (COM /LL)	Nick Tumminello (Finance)
Bill Groth (AL)	

Members absent

Ron Gifford, Vice Chair
Charles Young, Treasurer

Ex Officio present

Darren Cushman Wood
Jim Thieman, CBA

1. Pastor Darren led members in an opening prayer
2. The minutes of the March 27th Board meeting were approved (moved by Bill/seconded by Troy)
3. Financial Report and Attendance Report (Jim)
 - Through the end of March we have collected \$234,000 in pledges; down approximately \$41,000 from budget. We are down \$11,000 in non-pledged income. Combined we have received \$289,000 in total income through March 31st compared with \$336,000 in the budget.
 - After the March 31st reporting date we received two large contributions in April, one of which is an annual donation that came in during the first quarter in 2012. Though this was too late to include in the March financials, this gift puts us down an effective amount of \$16,000 in 2013 income.
 - Expenses are \$31,000 below budget through March 31st. Balancing this with the unofficially adjusted income shortfall and we are in reasonably good shape overall.

Dashboard

- Members continued discussion that began at the March meeting about development of a Dashboard for a number of key indicators of the church's "health" such as attendance, collections, and expenses. The intention is to provide North members with some "at-a-glance" summary detail rather than less useful details that without caveats and explanation may be confusing or misleading.
- Though there are some useful software options that would allow pulling certain data from our official records, we first need to finalize those items that should appear on the dashboard and the frequency of their update (some weekly; others not as frequent).
- The Dashboard might make use of graphics, where appropriate, such as the traditional fundraising thermometer for measuring the progress of the capital campaign.

Check-Signing Authority

- North occasionally runs into a situation where a check needs to be written on fairly short notice, sometimes requiring a special trip into the church by an authorized co-signer.
- Following discussion at its most recent meeting, the Finance Committee recommends adding Nancy Fykes as an additional person authorized to co-sign checks.
- It is North's current business practice for any check over \$5,000 to require the additional signature from the Board president or treasurer. The Finance Committee also recommends that the ceiling for such additional approval be raised to \$10,000.

- The motion to add Nancy Fykes as a check signer was approved unanimously (committee report). The Board still believes all checks over \$5,000 should require two signatures and any check over \$10,000 would continue to require the signature of either the Board president or treasurer.
4. Update on Flower Shop (Ann)
- We should have a draft of the comfort letter in the next week.
 - Ann will forward the comfort letter once it arrives and will provide a copy of a past comfort letter for an adjoining property for Board members' information and comparison.
 - Formal action to accept the information and, if deemed satisfactory, close on the acquisition will be required. Depending on the specific details of the comfort letter this may mean a special meeting or, if deemed reasonably straightforward, may be able to be addressed through a vote via e-mail. If agreed to by the board, the escrow would be released.
 - Post-closing items:
 - There will be no conversations with tenant until any items in the comfort letter have been addressed and closing is complete. Assuming closing goes through as expected we would need to begin follow-up steps as to determining the fair-market value for the rent and then meet with the tenant.
5. Steps Advancing Transparency Proposal Follow-Up (Eric)
- Discussion continued on a proposed policy to promote transparency at North. Eric provided a new version of the proposal that reflected discussion and recommendations from the March board meeting.
 - Members discussed related items, such as examining technologies that would provide better tools for staff, including remote access to North's systems, and would also allow easier posting of public information. The importance of providing internal links was noted, such as a link from meeting minutes to [a list of lay leadership](#) so that visitors can easily see a list of committee/council members.
 - The proposal policy was approved unanimously (Mark)
 - See policy below
6. Capital Campaign Update (Darren)
- Darren confirmed that \$600,000 is still needed to be raised in order to complete the match. We had previously paid a portion of the mortgage out of earlier phase of the campaign.
 - Jack Leonard and Michael O'Neill have agreed to co-chair the Capital Campaign Committee, which includes Kathleen Custer, Dick Hamilton and Tom and Nora Hiatt. The committee had its first meeting on April 22nd and developed the following strategy:
 - Finish the goal by May 31 with follow-up as needed.
 - An all-church mailing with a revised brochure and pledge card/envelop will go out the first weekend in May.
 - Every Sunday in May appeals will be made during a moment of stewardship in both services.
 - A revised brochure and pledge card/envelope will be a bulletin insert every Sunday in May. The value and use of campaign gifts to-date and related infrastructure updates will be highlighted. Some, such as the new roof and courtyard are obvious

while others, such as updated wiring and improved drainage, are less apparent but no less important.

- Special emphasis will be given to the campaign on May 19
 - Board members and other leadership are encouraged to make commitments (or gifts) by May 19th with a goal of 100% participation.
- The committee and Darren will be contacting individual major donors beginning now and throughout the summer

7. Endowment Committee Update (Darren)

- Tom Welch has agreed to chair the committee and Vic Childers will serve as the Trustee representative.
- The committee will hold its initial meeting soon and will look at investments as well as distribution from the endowment. The committee also will review the current endowment policy and return to board with any recommendations for changes to the policy as needed.
- The recommended appointments were approved unanimously (Nick)

8. Illinois Street Update (Ann)

- Ann provided an update on development discussions underway at [Midtown Indy](#) regarding the Illinois Street corridor.
- One focus of that group's discussions is looking at the corner of 38th and Illinois as a candidate for improvement/development.
- North's representatives will continue their participation with Midtown and as the larger discussions continue and the situation warrants, will bring information to North's membership for additional review and consultation. As local community members North has an interest in any possible developments in our neighborhood and what we would like to see and *not* see there in terms of types of businesses, etc.

9. Report from Darren

- Darren reported on upcoming staff changes that will be announced soon.
 - One result of these changes will be some redesign of the front office and reassigned responsibilities

10. Executive Session

- Board members convened for an Executive Session at 6:45 p.m.
- The meeting adjourned at 7:00 p.m.

Future Board Meetings

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

Future Topics

- COM Delegation of Authority process *Eric*
- Emergency preparedness plan

- Operational Review *Darren*
- Potential liability issues *Ann*
- Review of Appendix on Disruptive Behavior *Linda on behalf of new task force on special needs*
- Formalize committee and response team



Steps Advancing Transparency (SAT)

At the end of 2012, North United Methodist Church approved a Long-Range Plan to guide and inspire the church in its choices for the next 3-5 years. Included in it are many important goals, including:

Action item 5: Provide support, visibility and gratitude for our leaders

Description: An essential part of developing lay ministry and leadership is tangible signs of support. To this end, one of the essential tasks of the Lay Leadership Committee will be to organize ways to express our thanks to our leaders and volunteers and provide them with the necessary support and visibility in the congregation which will expand our efforts to engage members in ministry.

One of the reasons this goal exists is to promote transparency between the leadership of the church and the congregation. The leadership of NUMC has worked on this process through making the “leaders” more visible, but making the “leading” more visible as well would help.

OBJECTIVE:

1. Make access to the activities of the church leadership readily available.
2. Allow more congregants to feel involved in the workings of the church.
3. Promote transparency.

PROPOSAL:

Create a PDF library or libraries of the minutes of the Board of Directors and the Ministries Council on the northchurchindy.com website and make it readily available to the congregation. In addition, announce upcoming Board meetings in the church’s publications.

SPECIFIC ACTIONS OF THE PROPOSAL:

1. Create a PDF library for both the Board of Directors, the Ministries Council, and the Board of Trustee Minutes and Agendas on the current website or create a separate library for each. This should be something an average computer user can find and use. A minimum of 13 months of minutes will be maintained there,

after which although a copy should be maintained for archiving, it is no longer necessary to keep it on the web site. This does NOT need to be 13 months on the first day the library is created (not retroactive) but should accumulate 13 months of minutes going forward before any are removed.

2. Agendas will be made available no less than 1 week before the groups scheduled meeting, but may be adjusted closer to meeting time as needed.
3. When the PDF store is up and running, promote its availability in the publications of the church, including but not limited to Happenings, the e-newsletter, and Northnet. This will include the availability of those minutes on the web and at the front desk.
4. Weekend receptionists will be taught how to get a copy of the minutes and print them out in case there is a request.
5. During the first month of availability, a sign will be placed on the Hospitality Desk no less than on Sunday stating that minutes of the most recent BoD and MC meetings can be printed upon request. The receptionist at the Hospitality Desk should encourage people to download them on their own, but will offer to make a printed copy if necessary. To this end, it might be wise to print small pieces of paper telling people how to get them on their own to assist the weekend receptionist in encouraging this behavior.
6. A reminder of the availability of these PDFs will be repeated in the church's publications no less than every six (6) months.
7. Previous to each upcoming Board of Directors meeting starting from the date of approval of this proposal, a statement announcing the upcoming meeting will appear in the publications of the church, including but not limited to Happenings, the e-newsletter, and Northnet. This statement will also include contact information for anyone interested in finding out more. A suggestion is that this contact information could be for the BoD recorder although it could be for the chair or another designated member of the board. For Example:

“The Board of Directors will meet on March 27, 2013 in the Parlor of North Church. Any questions in advance of the meeting should be directed to Mark Grove, (317) 291-8759 or mgrove@iupui.edu.”
8. Jim Thieman (or the current Church Business Administrator) would be responsible for overseeing the process of getting these tasks done and reporting to the Board of Directors the progress on the above tasks.

HOW DOES IT FIT WITH UNITED METHODIST TRADITION?

¶ 722. Restrictions on Closed Meetings—In the spirit of openness and accountability, all meetings of councils, boards, agencies, commissions, and committees of the Church at all levels of the church, including subunit meetings and teleconferences, shall be open. Regardless of local laws or customs, all participants shall be notified at the beginning of any meeting, including telephone or video conference calls, if the meeting is being recorded electronically and of the intended use of such recording. Portions of a meeting may be closed for consideration of specific subjects if such a closed session is authorized by an affirmative public vote of at least three-fourths of the voting members present. The vote shall be taken in public session and recorded in the minutes. Documents distributed in open meetings shall be considered public

Great restraint should be used in closing meetings; closed sessions should be used as seldom as possible. Subjects that may be considered in closed session are limited to real estate matters; negotiations, when general knowledge could be harmful to the negotiation process; personnel matters; issues related to the accreditation or approval of institutions; discussions relating to pending or potential litigation or collective bargaining; communications with attorneys or accountants; deployment of security personnel or devices and negotiations involving confidential third-party information. Meetings of the committee on pastor-parish or staff-parish relations are to be closed meetings pursuant to ¶ 258.2e. While it is expected that the General Conference, the Judicial Council, and the Council of Bishops will live by the spirit of this paragraph, each of these constitutional bodies is governed by its own rules of procedure. A report on the results of a closed session shall be made immediately upon its conclusion or as soon thereafter as is practicable.

Source: The Book of Discipline, 2012

WHEN:

Implementation of this project would commence in the week after its approval by the Board of Directors.

BUDGETARY REQUIREMENTS:

Some office staff time would be used updating the web site, but after the initial creation, the on-going maintenance should be insignificant.

Some printing cost could be created if several members of the congregation asked at the desk for printed copies but this would be discouraged by reminding them they can download their own copies and providing them written instructions to do such. However, this part of the proposal remains important to keep those without electronic means connected to the church.

BENEFITS

1. Raise Visibility of the actions of the church leadership.
2. Give people a chance to get involved, not feeling decisions are made in secret..

CLOSING

In that it is publicly stated that all Board meetings are “open” unless otherwise stated, the information from those meetings should be open too. The easiest way to make this happen is to take the already existing minutes of the meetings and provide easy access to them for the membership of the church. As this is consistent with statements in the Discipline, the guidebook to the United Methodist Church, it should be an easy step for increasing the transparency experienced by congregants at North United Methodist Church.