

**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**Wednesday, May 22, 2013**

**Members present**

Ann Mackey, Chair  
Troy Barker (Trustees)  
Jacqueline Blackwell (AL)  
Kathleen Custer, LL  
Eric Galloway (COM /LL)

Mark Grove, Secretary  
James Hamstra (SPRC)  
Linda McClain (LL to AC)  
Angela Ockerman-Jones (AL)

**Members absent**

Ron Gifford, Vice Chair  
Bill Groth (AL)  
Charles Young, Treasurer  
Nick Tumminello (Finance)

**Ex Officio present**

Darren Cushman Wood  
Jim Thieman, CBA

1. Pastor Darren led members in an opening prayer.
2. The minutes of the April 24<sup>th</sup> Board meeting were approved (Custer/Galloway).
3. Financial Report and Attendance Report (Jim)

**Illinois Street Properties and early payment**

- As part of the earlier acquisition of two properties on Illinois Street North is making payments supported by a Certificate of Deposit. As the value of the CD now exceeds the remaining cost of the property acquisition, we may be in a position to complete our payments earlier than scheduled.
  - Following some discussion, the idea was tabled to allow consultation with Nick Tumminello and the Finance Committee.

**Income**

- Due to the timing of one family's contribution for its annual pledge we look better for April than we are. We are roughly \$58,000 under budget in pledged income and \$14,000 under budget in non-pledged gifts.
- We are approximately \$40,000 below budget in expenses.
- Combining income and expenses and we have a \$30,000-35,000 deficit overall. The Finance Committee is continuing to closely monitor the situation and the Board will review it in coming months.
- Given the occasional need for an unanticipated repair, to be on the safe side the budget allocation for building/equipment repair is a little high. So far this year we haven't spent a lot in this area, but that can always change quickly.

**Designated Funds**

- We have taken in \$24,000 in designated funds so far in 2013.
- A meeting of the Endowment Committee is coming up and distributions will occur then.

## Finance Committee

- The auditors met with the Audit Committee and then with the Finance Committee to go over the draft of the audit. No issues were identified regarding expenditure of funds, but a few record-keeping changes were recommended:
    - Need to separate endowment distribution between *restricted by donor* from *restricted by board*.
    - Interest from the endowment should be split the same way. All the money is there; the auditors simply suggest attributing it differently.
    - Following their contacts with firms listed on our vendor list, the auditors suggested that we keep the list more current.
      - As some of the goods and services are needed only infrequently and the vendors contacted as needed, this may not be essential.
  - The Board will be copied on the final version of the audit when it is final.
4. Update on Flower Shop (Ann)
- Because IDEM is delayed in producing the comfort letter, we have to provide an updated environmental report.
  - We need to discuss an access agreement with owner to maximize use of current owner's insurance. This will provide for access by the current owner to the property to take any necessary or appropriate environmental actions after transfer of the property to North.
5. Capital Campaign Update (Darren)
- As of the time of the May Board meeting, we have 158 participants and a total of \$468,637 pledged or paid toward the \$600,000 match. Darren and Jim are confident that we will complete the match soon.
  - As of May 19<sup>th</sup>, all of Board of Directors and all of Ministries Council have pledged or paid, achieving the goal of have 100% participation from North leadership.
  - We will wrap up public portion of the campaign on May 27th with periodic announcements over the rest of the year as additional pledges and one-time gifts come in. This should allow us not to have to continue to push this in the fall when we ramp up for the annual campaign.
6. Illinois Street Update (Darren on behalf of Ron)
- A meeting was held two weeks ago with Midtown, Mapleton-Fall Creek Development Corporation, and the Butler-Tarkington Neighborhood Association. Participants conceptualized three areas of possible development; 38<sup>th</sup> and Illinois. The stretch of Illinois from Double 8 through Dollar Central; and the Martin Luther King Center.
    - There had been some talk of using a portion of the park for development—participants agreed that won't happen.
    - North may have some cooperative use with the MLK center in the future.

7. Report from Darren

- Staff and staffing changes
  - Interviews are underway for two front office positions of Office Coordinator and Communication Coordinator.
  - There will be some time-sharing overlap between the two part-time positions so that there is always someone in the office.
  - Darren and Jim hope to have the search process finished in a couple of weeks
- Interns in for the summer have arrived
  - Andrew Klumpp from Duke
  - Kenya intern
- Mission & Outreach position
  - Darren has permission to hold exploratory discussions at some of the seminaries; this remains an appointed position.
  - Given the timing of the change and the search, the position is likely to be vacant for a few months.
  - The balance of the work of the position is probably 2/3 mission and outreach and 1/3 pastoral
    - Preference for diversity in filling the position
- Darren noted that Anne Moman’s role has been expanded to Minister of Youth and Young Adults
  
- Darren raised the question of what would be a good internship process for us beyond the summer interns? This will likely be considered by the Lay support committee.

Members briefly discussed the next steps required to implement the transparency initiative, including the need to determine the process, timing, and location for documents covered under the initiative including minutes from the Board and the Ministries Council as well as relevant policies and an expanded leadership list.

8. Executive Session

**Future Board Meetings**

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

**Future Topics**

- Paying off remaining debt on Illinois Street property acquisitions
- Mechanics of updating North Website with minutes, policies, etc.
- 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