

Leadership Team Meeting
First Reformed United Church of Christ
January 25, 2010

Leadership Team Meeting Minutes

Date: January 25, 2010

Members Present: Pastor Bill, Judy Ames, Timna Fisher, Toni Tice, Barry Russell,
Dave Romano, Nancy Crawford, Riess Potterveld, Gordie Kraft,
Bonnie Erb

Members Excused: Carol Tracy

Treasurer's Report – See report titled “12 month period ended December 31, 2009”

Ministry Team Reports: (Highlights from Saturday Orientation)

1. Administration Team: No report/Orientation Meeting
2. Congregational Life: No report
3. Outreach: No report
4. Finance: See report dated January 20, 2010

Minister Moments/Pastor Report: See report dated January 4, 2009-January 25, 2009

Motions/persons making and seconding each/result:

- Judy asked if there were corrections, deletions, or additions to the January 4, 2010 minutes. Corrections need to be made to the second paragraph under Motions, the financial report reviewed should read *November*, not October. Also, under “Old Business” the third paragraph should be revised. First sentence should end with a period after *repaired*. Second sentence should read: *Donna Amato reported a decision to stay with Waste Management, as they have reduced their original bid quote and agreed to cap that price for two years.* With those corrections, Riess P. motioned that minutes be accepted as submitted, Timna F. seconded. Motion carried.
- Treasurer's Report was presented and reviewed by Toni Tice. Timna F. motioned to accept, Barry R. seconded.
- Nancy C. motioned to elect Bill Sloyer as Treasurer of Diffenbach Trust, Dave R. seconded. Riess P. motioned to elect Jim Fisher as Treasurer of Trust and Endowment Funds, Toni T. seconded. Both were elected unanimously.
- A request was made to designate \$7,000.00 of Pastor Bill's salary for housing expenses. Riess P. motioned to accept, Barry R. seconded. The motion passed unanimously.
- Approval was requested for Amended Guidelines for Accounts Payable Procedure for General Fund. Judy will have Tiffany make corrections as to number of teams, typos. Motion to accept after corrections was made by Nancy C., Gordie K. seconded. The motion passed unanimously.
- Request was made for a door to be installed in Pastor Sherfy's office. Cost to be approximately \$150.00. Dave R. motioned to accept, Gordie K. seconded. The motion passed unanimously.

- Discussion as to whether we want to be a teaching church. Cost of \$2,300.00 to be split, \$1,150.00 added to Fall 2010-Jan 2011, remaining \$1,150.00 to be added to next year's budget. Motion to accept proposal for seminary student by Nancy C., Barry R. seconded. The motion passed unanimously.

Upon Pastor Bill's request, Timna F. made motion to accept transfer of \$400.00 from Bill's dental plan to fund a full physical exam. Dave R. seconded. The motion passed unanimously.

Pastor Bill requested authorization to accept an invitation to join the Community Homeless Outreach Center Steering Committee. Motion to approve made by Riess P., seconded by Toni T. The motion passed unanimously.

Old Business:

- Gregg Scott met with code inspectors regarding the Education Building. Gregg drew up very rough drawing for conversation with congregation members. Pastor Bill will share those rough drawings with contractor Larry Gerlach, for the purpose of gaining some insight as to the costs for potential remodeling work in the Education Building. Pastor Bill will then share information with the Leadership Team.
- Update on Pastor Parish Team: Timna Fisher gathered six people for the team. Rev. Jim Hanna, the former director of the Samaritan Counseling Center, will meet with them at their first meeting February 16th at 7 p.m., to help organize and plan their work. The purpose of the team is to be a bridge between the Pastor and the congregation.
- ONA Movie Results. Carol Tracy is absent. Judy A. felt that the turnout was very good. There was no time for discussion afterwards, due to the length of the movie. The ONA group will follow up with small group discussions in February. Dave R. suggested smaller groups would be better for discussion, in order to get more honest feedback.
- The first town meeting to review the Annual Report will be held February 21st. The Annual Report will come out the first Sunday in February.

New Business:

- The Leadership Team Orientation Meeting was discussed. Last year a goal setting retreat was held at Gretna Glen. Judy felt that the retreat held last year was not necessarily conducive for goal setting. Last year three goals were decided upon: Recycling, Kitchen, ONA. These goals have been met, or are ongoing. New goals need to be set for the New Year. Leadership Team members should be thinking of ideas.
- Gordie Kraft mentioned that church space users have left the kitchen facilities in disorder. Example, the NA group that meets Thursday evenings. The fact that the supply closet is left unlocked was also discussed.

It was suggested that the AA trunks be moved to the boiler room, and that the kitchen and pantry be inventoried, and then kept locked.

Pastor Bill will follow up with staff at the meeting to be held tomorrow.

- Barry Russell inquired about other fund raising opportunities, such as quarterly community dinners. It was mentioned that in the past, Spaghetti Dinners were held before Palm Sunday. They were discontinued due to not producing enough income to offset the amount of work involved. It was determined that the Finance Team is presently the team required to address these ideas.
- Temporary winter shelter for 5-20 single, homeless women to begin on March 15th for an indefinite amount of time was discussed. The next step would be for four members to meet with leaders of other organizations to further investigate guidelines, our liabilities, ability to get permits, insurance, etc.

Meeting to be scheduled within next week to week and a half to make decision on whether it is feasible.

- This coming Sunday, January 31st, Pastor Bill will be preaching at St. Andrew UCC at 10:45 a.m., honoring Ed Dickel's installation at his new church. Pastor Sherfy will be preaching at First Reformed Church.

Tasks Assigned:

- Toni Tice will look into cancelling Pastor Bill's dental coverage.
- Toni Tice will look into costs of obtaining liability insurance for possible Women's Shelter.

Meeting Adjourned at 8:58 p.m.

The next meeting is scheduled for February 22, 2010 at 7:00 p.m. in the Educational Building.

Respectfully Submitted,

Bonnie L. Erb, January 27, 2010
Signature of Secretary/Date

First Reformed Church UCC
Congregational Life Team
Meeting Minutes
Friday Feb. 19th, 2010 1:00-3:00PM
<rescheduled from Monday Feb. 8th, 2010>

Members Present: Paulette Holgate, Richard Lawrence, Molly Olmstead, Barry Russell

Members Absent: Ethel Lawrence (excused), Gloria Nixdorf (excused)

- We began the meeting with devotions and a wonderful lunch prepared by Paulette and hosted by Molly

- Old Business
 - CLT Survey - this survey and results, a project of the 2009 CLT, were provided to the current team and will be discussed at our next meeting.

- New Business
 - Fellowship Hour
 - defined duties for FH
 - facilitate list and make sure slots are filled
 - compile "How to Do Fellowship Hour"
 - Supply List/Replenishment Fund

 - Lenten Gatherings
 - CLT will facilitate cooks and volunteers and be available for setup and cleanup
 - Feb. 24th - Paulette/Molly; Mar. 3rd - Nancy/Jackie
 - will make announcement during service and in bulletin for Mar. 10th, 17th and 24th
 - first two have been moved to the Otterbein Room due to the Overflow Shelter being in Harbaugh Hall

 - Palm Sunday/New Member Intro
 - Breakfast gathering at Press Room
 - regular FH unless interest is shown for luncheon

 - Maundy Thursday
 - CLT will provide refreshments if needed

 - Church Picnic
 - CLT has been in communication with Pastor Ed @ St. Andrews to set date

- Life Celebration Reception Group
- discussion will continue next meeting

- "Kitchen" & Pantry
- CLT would like to assist in organizing and taking an inventory of equipment and supplies
- Process for ordering supplies, ie. Plates, napkins, etc.
- CLT designated supply closet to store food items and other supplies that would be used for FH and other activities as the need arises

- "Pizazz" Bazaar
- discussion began regarding FRC having a presence during the City's Memorial Day parade which is scheduled for Saturday May 29th, 2010
- sell new, gently used, vintage, craft items, gift certificates/Silent Auction, grocery cards, FRC items
- Food and Bake Sale<simple easy to prepare fare like hot dogs, sodas, etc>
- items would be donated to FRC with a portion of the proceeds designated for CLT activities
- this event would have aspects of Congregational Life, Outreach and Fundraising

- Next Meeting - Monday March 8th, 7PM, FRC Education Building

Minutes respectfully submitted by Molly Olmstead and Barry Russell
Monday February, 22nd, 2010

Finance Team Minutes
First Reformed Church, UCC
40 East Orange Street, Lancaster, PA 17602
Wednesday, January 20, 2010

Members Present: Art Ezard, Jim Fisher, Curtis Holgate, Bill Sloyer, Vivian Spiese, Toni Tice, Riess Potterveld, and Pastor Bill Worley

The meeting was opened with prayer by Riess Potterveld, chair, who indicated that Judy Ames, Leadership Team Chair, was unable to attend.

Reports:

- ✓ Draft FY2009 End of Year Report was presented by Toni Tice who went through the report thoroughly, highlighting those items that were either over budget or under budget and explaining why. It was noted that while some lines went over budget, the overall report indicated that the total expenditures were under budget for the year. She also distributed copies of the 2010 budget as passed by the congregation.
- ✓ Jim Fisher distributed copies of the T&E Funds and reported that because of the receipt of the Herrold Estate and the earnings of the funds in general, the T&E Funds totals have surpassed last year's despite the fact that money was used to support the operating budget of the church.
- ✓ Bill Sloyer distributed a report of the Diffenbach Trust Fund. He announced that bonds have been called, resulting in a flow of cash that will need to be re-invested. He has discussed recommendations with the bank representative for re-investing some of that cash. He assured the Team that Diffenbach money is invested in government securities and government backed bonds...no "risk" funds.

Discussions/Outcomes:

- ✓ During the lengthy discussion of the yearend report and budget for 2010, some highlights noted were that while giving was close to target last year, it was down from the previous year; and some money to support the Tuesday night dinners and Saturday morning breakfasts may be available from the Diffenbach Fund. There was also a reminder that the money to pay for visiting preachers and for training laity will be separate budget items in 2010 rather than part of Adult Education.
- ✓ Riess distributed copies of the scripts that he developed for designated callers to contact those members who have not pledged as yet. Toni distributed lists of members who pledged last year, but not this year, and members who have never pledged or who do not pledge but do contribute. A number of tasks were assigned as a result of this discussion. Callers are to report any reasons for members who are unable to pledge or those who make a pledge. Information regarding lack of attendance or interest in First Reformed is also to be reported. When calls are completed, the Team will have to discuss whether projected income figure in the budget is accurate or needs revision.
- ✓ There was a brief discussion regarding whether it is known if any of the investments in either T&E or Diffenbach are in companies that violate the core values of the Christian church, such as unfavorable to the environment, violate the human rights of workers, negatively impact health of people, etc. Since this was not on the agenda and time was running out, it was deferred for future investigation.

- ✓ A number of new members are serving on the Teams this year as a direct result of their signing commitment cards during the Stewardship Campaign in the fall. The Team agreed that an effort should be made to follow through with the commitments that people made on the various cards, bringing to the attention of the congregation people who have continued to respond as stewards. It was agreed that the bulletin boards in Harbaugh Hall is one place to address this information. The Team will also consider the idea of selecting Stewards of the month to be recognized for achieving some of their goals. How and who will make the choices for Stewards to be honored will be decided after some thought on the part of the Team members.
- ✓ There was a discussion regarding the acquisition of a credit card by the church for use when buying large ticket items from a supplier that refuses checks or expects the money up front. There was ambiguity regarding who would be authorized to use it, track the expenditures made with it, and whether there is a real need for it. More information will be sought regarding what banks might recommend for situations such as ours.

Motion:

The following motion was made by Art Ezard and seconded by Jim Fisher.

“The Finance Team will approach the Diffenbach Board to request a donation of \$2,800 to be placed in a ‘reserve fund’ to be used for Tuesday night dinners and Saturday morning breakfasts served by First Reformed Church.”

The motion was passed unanimously.

Tasks to be done:

- ✓ Toni Tice – 1) Develop lists for callers eliminating the names of persons the Leadership Team will contact, 2) Contact the Fulton Bank to look into options for getting/using a credit card for occasional church purchase
- ✓ Riess Potterveld – 1) Make some of the calls to seek additional pledges
- ✓ Vivian Spiese – 1) Make calls, 2) Create Stewardship bulletin boards, 3) Send formal request of motion to Diffenbach Board
- ✓ Bill Sloyer – 1) Follow through with reinvestment of cash
- ✓ Judy Ames – 1) Make calls

Items to be included in next meeting will be:

Results of calls and revisit the 2010 budget

Additional credit card information

Decision on selecting persons to be recognized as good stewards

Note, the next meeting of the Team will be held at 7:30 a.m. on Monday, March 1, in the Otterbein Room.

Vivian K. Spiese
Secretary