

ADMINISTRATIVE BOARD MEETING, July 1, 2009

In attendance: Leslie Miller (chairperson), Rev, Karen Oehls, Nancy Knowlton (secretary), Janet Kleckner, Elizabeth Jaszczak, Phil Hines, Becky Geeze, Matt Nelson, Jane Petrie, Lisa Drew, Catherine Vastartis, Lucy Fesler, John Scott, Mary Jane Matts, Les Buttolph, Lynn Spencer, Don Krolikowski, Bob Carson, Bob Lundholm, Sandy Crist, Ruth McDonel, Don Yeats, Jim McBride, Carole Brachna, John Dietrich, Lynn Hobzek, Betsy Wooster, Sally Becker

The meeting was called to order at 7:36 P.M. by Leslie Miller.

Leslie offered an opening prayer.

The minutes were approved with the following corrections: John not JAHN Dietrich, Elizabeth not ELIZABRETH Jaszczak, and Vastartis not Catherine VISTARTIS.

COMMITTEE REPORTS (BY OUTGOING CHAIRPERSON)

Church and Society - Jim McBride (to remain chair next year). The Coffee in the Parlor series with speaker from the Cleveland Clinic Speaker's Bureau was very successful. All events were attended by parishioners from other churches. Next year's emphasis will be on more spiritual matters.

Education - Betsy spoke for Janine Telischak. VBS (Vacation Bible School) was a success. The committee will meet again the second

Evangelism - Becky Gezze, a new member spoke for the committee. This fall there will be a Faith Sharing Workshop which might lead classes on this subject. The committee continues to check on members who have not been seen for recently.

Finance- Mary Jane Matts A handout was provided listing information as of 6/30/2009. The committee is cautiously optimistic about ending the year with a balanced budget. If this does not occur the committee will seek the advice/guidance of Ad Bd. The Trustees and the committee are looking for external resources to finance @\$40,000 worth of renovations to the parsonage. Bob Carson asked several questions which yielded this additional information: the Trustees do check the house annually for any major repairs;

the renovations are needed in the kitchen and bathrooms; the repairs have been put off for many years and the home may not be in saleable condition at this time; Charge Council asks every year if the parsonage is up to standards and at the present time the answer is close to "No."; the bids made were reasonable; repairs cannot be made without a loan; home equity loans were explored; the money will be provided by a note from BUMC which makes this a general obligation of BUMC.

There will be a low-key stewardship campaign in the Fall.

This year one member of Finance sat with Les when he made out the budget report.

Gifts & Memorials - no report

Koinonia -no report

Missions - Catherine Vastartis who will co-chair with Donna Sibits again next year). Dinners with Brooklyn Memorial Church are scheduled for 9/20, a date in November and 2/10. Food Bank dates are 11/26, November and February.

Staff Parish - Elizabeth Jaszczak The committee is looking for a new organist. Joy is handling the appointments, etc.

Trustees - John Dietrich The concerns with the cork flooring will be addressed at the end of the summer. The parking lot is scheduled for paving on 7/11 and 7/12/09. Bill Webb is spearheading the landscaping project. The next step is laying the pea gravel. The parsonage renovation project is down to two bids/contractors. The ice machine has been moved to a new location in the kitchen.

Worship - Lynn Hobzek Attendance numbers have been good so far this summer at both the 8:30 A.M. and 10:00 A.M. services. The usher and greeter schedule will remain the same for the coming year. There will be an usher and greeter training on 8/22/09. The drummer being used this summer has been well-accepted except for some complaints as to volume which were addressed and fixed. Bev Huber honored thirteen acolytes. The Fire Drill went well. Work will be done to fix the step off the nursery as it was found to be too steep as a result of the fire drill.

Communications- Don Krolinkowski Don listed the work he has done this year. It includes: the sanctuary projectors/screens and the training of youth to use them; taping services; e-mails; help with posters; signage; updating the website weekly; talking to secretaries for information; photography; posting minutes. He feels communication between groups within the church could be improved. Please contact Don if you have ideas to improve communications or new communication ideas.

UMW (United Methodist Women) - Ruth McDonel Ruth thanked the congregation for help with the Home Days booth. Slightly over \$4,000 was made. There are some items in the freezer for sale.

Council on Ministry - Janet Kleckner The COM reminds us to continue to keep the strategies and Mission of the Church alive and active in our hearts and minds. The United Methodist Church recommended, but did not mandate, a change from COM and Ad Bd to one governing body. COM had been discussing this idea, but no decision has been made at this time.

Annual Conference Report - Janet Kleckner The Treasurer of Annual Conference reported that only 89% of projected income was received, but that all obligations/appropriations were paid at 100%; that this is the fifth year with a static budget. The Church as a whole is experiencing a shrinking membership. The Church has a new program called "Rethink Church" to help grow membership.

STAFF REPORTS

Education - Betsy Wooster She will focus on recruiting teachers in July and August. She hopes to have a complete docket of Adult classes by September. She is reviewing curriculum for some grade levels. The Fifth Grade will have a Sacrament class in the late fall and receive recognition for this milestone accomplishment on the first Sunday in Advent. Carole Brachna, a certified librarian, is helping revamp the library. September 13 is the first day for Sunday School even though the Worship schedule changes on 9/6.

Youth - Lisa Drew Quest was well received this past year. Ten youth went to Youth Annual Conference at Lakeside. Twenty-seven adults and youth are leaving on the YSP trip on 7/12. Summer Sunday School for teens averaged 3

to 4 participants week but Lisa felt it was worthwhile. As new program called Y.O.U. (Youth Of Ohio United) replaces Youth Jam this fall. The Sr. High group, EPIC, will add a second monthly meeting this year called EPIC Unwound.

Music -no report

Pastor Karen Please sign up for a photograph for the new church directory.

Leslie Miller reviewed the Ad Bd highlights of the year. They included:

- meeting the budget and having \$9,000 extra
- Leadership Academy in February
- \$5,000 from the General Fund to seal the parking lot
- review of the Strategic Plan in April which led to a decision to market BUMC
- loan approval for renovations (see finance report)

INTRODUCTION OF NEW CHAIRPERSONS AND MEMBERS AT LARGE

John Scott - Finance

Becky Geeze - co-chairperson of Evangelism with Craig Czarnota

- there will be an Ice Cream Sundae Social on 7/12

Lucy Fesler - Staff-Parish

Lynn Spencer - Lay Leader and chairperson of COM

Bob Lundholm - Trustee

Carole Brachna - Member at Large

Sandy Crist - Member at Large

Jane Petrie - co-chairperson of Worship with Bev Huber

Matt Nelson - Member at Large

Karen announced there will be a training session for the chairpersons on 8/18.

The roster was accepted with vacancies filled between today and the next Ad Bd meeting to be approved by COM.

ANNOUNCEMENTS

Charge Conference will be at BUMC on 11/10 with North Royalton's help.

Orlando Chaffee, the new District Superintendent, will be in attendance.

COM and AD Bd meetings are changing from the first Monday of the month

to the second Monday, This change has been made to accommodate the holidays, etc that fall on the first Monday of the month.

Ad Bd dates: 10/12/09, 1/11/10, 4,12/10, 7/12/10.

COM dates: other first Mondays

REPORT FROM THE MEDIA TASK FORCE

Members include Pastor Karen, Joy Fenton, Sally Becker, Stacy Parker, Leslie Miller.

This Task Force was formed as a result of the discussion at the April Ad Bd meeting in regards to marketing BUMC.

The Task Force has been working with Gayle Wilson, a friend of Sue and Jeff Hastings. She is offering her services gratis.

Suggestions from the April Ad Bd meeting were discussed with Gayle. ** Her advice was to focus on media buying on local cable channels. This would allow for specific audience targeting (female, 25 to 45 years old) in 2 to 3 week blitzes.

**The cost for production of a 30 second reusable spot done by professionals, media time buyer and air time chosen for the target audience will cost \$10,000.

The Task Force would like to begin work on this concept now, as air time is less expensive in the summer.

Bob Lundholm moved to accept this recommendation. (**).

John Dietrich seconded the motion.

The motion passed.

Pastor Karen offered a closing prayer.

Leslie adjourned the meeting at 9:25 P.M.

Respectfully submitted,

Nancy Knowlton

Secretary Administrative Board and Council on Ministry