

Administrative Board Minutes
July 13, 2010
Brecksville United Methodist Church

In attendance: Kay AuWerter, Shelly Meek, Jim Fredrick, Karen Schroedel, Lynn Spencer, Ruth Holmes, Kathy Goebel, Bob Andree, Penny Burns, Judy McCrodden, Carole Brachna, Lynn Hobzek, Matt Nelson, Sue Hastings, Sandy Crist, Lisa Drew, George Diver, Bev Huber, Leslie Miller, Karen Oehl, Joy Fenton

Leslie Miller, outgoing Chairperson of Administrative Board, opened in prayer.

Sue Hastings/Amy Hazelton motion to approve minutes from April as received. Motion passed.

Education. Amy Hazelton gave a review of the activities of COE in the past year. The fourth floor supply room was thoroughly inventoried and organized last summer, and Scott Ford coordinated supplies throughout the year. With his help, committee kept all classrooms supplied. Teachers for all ages were recruited, trained, and coordinated all year. There was a family Advent program, and a family Christmas Eve service with a beautiful baby Jesus and new costumes for the pageant. Third graders received Bibles on January 10, on the day which kicked off a Bible unit created in-house for elementary students. This culminated in Children's Worship on March 7. The Christian Musical Arts Program was very well attended, and led by Joy Fenton and Jenny Gee. Kay Mendlik, member of COE, also helped in leadership all year. The committee arranged receptions after both worship services on Confirmation Sunday. VBS was held during the last week of June, Galactic Blast theme. 47 children, more than 20 volunteers, and this summer a return of the Thursday evening program. 2 ½ hours worked well as the time slot. The remainder of the summer will be used for cleaning and decorating rooms.

Evangelism. Craig Czarnota reported for this committee. As the year began the emphasis was on Faith Sharing, with a workshop offered on a Saturday in the fall and then an adult class using the Contagious Christian materials. There were special outreach efforts at Christmas and Easter. The committee continued to take turns delivering welcome bread to first-time visitors, care cards, and calls to people who have not been seen for a little while. They organized a potluck for new members in the winter, and match new members with faith friends, something new this year. This spring Alpha was successfully completed by 32 people. It is excellent for our own congregation and outreach. A new Alpha course will run in the fall. They are still hoping to schedule a spiritual life retreat with Lisa as a leader.

Missions. Catherine Vastartis shared some of the recent activities plus ongoing plans for the committee. A new chairperson has yet to be named. A group recently visited Cornerstone of Hope and learned about the work that is done there, with an eye to partnering with them for future service. Missions also organized a dinner, held as a picnic, at Ronald McDonald House which went very well and additional ones may be

planned in the future. Trips will continue to the Cleveland Foodbank and Brooklyn Memorial's community meal.

Staff-Parish Relations. Looking back over the year, Lucy Fesler reported that it started with Betsy Wooster's announcement in early August that she was leaving. The committee arranged an exit interview, a farewell event, an interim DCE, and subsequently updated the job description and hired Jenny Gee as a full-time, permanent Director of Christian Education. The SPRC was also involved in the hire of a new organist, new custodial staff, and office manager, including a farewell lunch for Irma Agnew, updating job descriptions, reviewing salaries, interviews, and more. During this time there was also consideration given to sharing a clergy position with Independence UMC. During February through April the committee conducted in-depth reviews with the full-time staff. In the spring they helped consider new membership and encouraged staff to pursue continuing education in the summer.

Worship. Bev Huber was able to give a brief report on the worship committee. The main activity of the year was the creation of a worship survey, and following up on information gathered. Sometimes follow up was done by the committee, and some items went to staff or other committees or boards such as Trustees. New hearing assistance devices were purchased. The usher and greeter program continues to be "tweaked."

Gifts and Memorials. Kay AuWerter will continue as chairperson and gave a report on the upcoming window installation. There is still an opportunity to give in memory or honor of someone, or as a gift in your name to the church. Committees were encouraged to apply to G and M for help with appropriate projects. \$8,000 remains for the year.

Finance. Shelly Meek, new chairperson, delivered a report prepared by John Scott, outgoing chair. The first half of the year (through May 31) showed a strong balance, assisted by pledges paid in full at the beginning of the year, careful spending, control of utility bills, and a generous congregation. Revenues were ahead of expenses by more than \$25,000 at that time. New members were welcomed at the June meeting, as the committee worked on internal restructuring to share tasks more effectively. A Planned Giving Seminar is planned for September, led by representatives from the East Ohio United Methodist Foundation. Finance continues to discuss ways to fund capital improvement projects in coming years.

Trustees. Outgoing chair (and chair emeritus) Bob Lundholm summed up the year: parking lot resealed, parsonage remodeling, new foyer furniture, insulation in attics, gutter work (ongoing), hood fire suppression system in the kitchen. They have also done all the organizing of the work for the new windows, and have been receiving bids for exterior painting and major gutter work. They have continuously been looking ahead at capital needs, and have been in discussion about a building fund with Finance.

The total of this capital project of painting and gutter work is \$20,000. There are not funds for this kind of project in the Trustees budget. While there is still ongoing discussion about a possible building fund, at this time the only resource for such a project

is the General Reserve. This is indeed the purpose of our reserve, which stands at \$83,000. Because of other issues, Finance was not prepared to make a recommendation for this funding at the June meeting. They will meet next week, and a recommendation will come electronically to members of the Administrative Board. Only Administrative Board members can vote to release funds from the General Reserve, based on a recommendation by the Finance Committee. Trustees received four bids for this project, and have worked hard to assess the costs and needs. They would like to move ahead quickly, so the painting can be done this year, before Brecksville's bicentennial in 2011. When the Ad Board receives the information, they are encouraged to respond quickly.

United Methodist Women. Sandy Crist expressed thanks to all who helped with the booth for Home Days. It was a tough year for a number of reasons, and the UMW will be assessing the effectiveness of this project, which raises money for missions.

United Methodist Men. The Chili Cook Off continues as a popular annual event, and will be held again next winter, according to Skip Smith.

Music Board. Karen Schroedel will continue as chairperson and gave this report. The 2009 Fine Arts Concert Series was successful, bringing in 3 outside musical groups and including the Community Chorus concert. CMAP had a good year, culminating in 2 children's musicals on May 23. Another exciting achievement was hosting the Chorister's Guild Festival, welcoming a number of church children's choirs and Paul Caldwell as a spectacular clinician and director of the closing concert. Five concerts have already been arranged for 2010-2011, which you will see advertised beginning in the next Good Word. To support this series, there will be a fundraiser on the first Saturday in November. The venue is an artists' studio on the near west side. The evening will include food and entertainment. Watch for details!

Staff reports.

Joy Fenton has been responding to issues and questions raised in the worship surveys through a column in the Good Word. A personal goal of hers has been higher visibility in the community. She is involved with the community chorus, the bicentennial plans (will direct a production of "The Music Man" in June), is a member of the Chorister's Guild, Handbell Guild, Organists' Guild, etc. She is enjoying Chris Toth as a working partner in worship and with the choir.

Jenny Gee described the past year as one big learning curve, as everything was brand new. She mentioned highlights such as the family Advent event, CMAP, and the Holy Picnic. She enjoys collaboration with Lisa and Joy, time with the little ones in Sprouts, and writing the weekly "Meanings behind the Message" in the bulletin.

Karen Oehl expressed appreciation to a wonderful slate of leadership in the past year, and the joy of working with other staff members. A particular pleasure in the past year was the opportunity to teach Disciple IV.

Election of new slate of leadership was completed unanimously. Some positions remain to be filled, and will be approved at future Council on Ministries meetings.

Next Administrative Board meeting: October 12.

Charge Conference: Sunday, September 26. All members of Administrative Board are voting members of our Charge Conference. The business meeting will be held at 10:00 a.m., between worship services.

Respectfully submitted, Karen Oehl