

**New Town United Methodist Church
Williamsburg, Virginia
Leadership Board Meeting Minutes
May 20, 2014**

Attendees

Members present:

Stephanie Turner
Terry Bossieux
Tom Hassler
Carole Martin
Ellyn Hassell
Pam Dumont
Mark Matney
Carl Timmer
Pam Klepec

Members absent:

Pastor David Ford
Todd Freneaux
Ian Roberts

Welcome, Devotion, and Prayer

The New Town United Methodist Church Leadership Board (LB) held its monthly meeting on May 20, 2014 at 7:00 p.m. The meeting took place in the youth room at NTUMC, 5209 Monticello Avenue and was called to order by Tom Hassler.

Tom Hassler led a devotional. He then reviewed the updated prayer points and the attendees broke into small groups for prayer.

Old Business

Approval of April 15th minutes:

**Corrections*

1. *Stephanie was not present at the April 15th meeting.*
2. *Terry will assess our mortgage rate/yearly rate/refinance information, and seek out details around King of Glory's construction project. For NTUMC, it may be financially wiser to consider construction in lieu of the prayer room rental. We currently pay \$650/month for the prayer room (Agape pays \$250/month). Terry will report his findings to LB.*

Pam Klepec made a motion to accept the minutes as corrected. Ellyn Hassell seconded the motion. The motion carried unanimously.

Efficiently Communicate LB Minutes to Staff/Congregation:

LB agreed to the following process changes regarding communicating LB meeting minutes to Trustees, staff, and the congregation:

- LB meeting minutes will be marked “unapproved” until approved at the next LB meeting. At that time, any corrections will be made and submitted to Donna for final archiving.
- Edits to meeting minutes will continue to be indicated under “Approval of minutes” (this has always been LB’s process).
- To communicate LB business to all stakeholders in a timely manner, meeting minutes will be submitted to Donna no more than two weeks after and LB meeting.
- MLT will determine how best to communicate minutes to Trustees, staff, and the congregation (i.e., church web site, newsletter, hard copy?).
- At times, it is requested that certain meeting discussions be captured in a more detailed manner than other discussions. This will continue to be LB’s process regarding the minutes.

Finance/Treasurer’s Report (Terry Bossieux):

Referencing the April financials, Terry made the following comments:

- Operating: Actual monthly income is \$53,605.12 and Actual monthly expenses are \$41,583.00. YTD actual operating income is \$232,260.57 and YTD actual operating expenses are \$253,591.71, with a variance of \$21,331.14.
- The mortgage is missing in the Operating budgeted monthly income column. Instead of \$67,558.33, the correct number should be \$81,491.42
- Total: Including the mortgage payment of \$13,933.09, the YTD total deficit is \$55,767.50.
- Reserves: Operating \$59,708.62; Building Fund \$199,421.61.
- Preschool: YTD income \$98,178.76; YTD expenses \$66,571.33.
- KCC has less than one month left to run with a balance remaining of \$101,616.85. The KCC shortfall currently stands at \$101,312.34.
- For April, mistakes were made for line items for 5750 (water/sewer) and 5730 (prayer room). These will be corrected immediately.
- There was an increase in our web fee expenses for April.
- Financial details regarding the Ford family’s catered reception will be available in May’s financial report.

Document from Pastor David (Tom Hassler):

In Pastor David’s absence, Tom circulated a document from Pastor David outlining several reminders, action items, and final points of discussion.

New Business

Discussion – Meeting Mortgage Obligations Following KCC (Terry Bossieux):

- New Town’s interest rate is 4.5% (fixed) on a 30-yr mortgage.
- Bank rep suggested we submit paperwork to potentially secure a lower rate.
- Currently, we owe \$2,300,893.41.
- Most recent campaign at King of Glory – \$3.2 million goal, \$2.7 million raised (see Terry for additional details).
- We must pray about our mortgage/financial concerns.
- Potential solutions –
 - Another capital campaign

- Debt reduction campaign
- Prayer
- Fundraising
- Tithing challenge
- All favored a tithing challenge with ongoing prayer. If we choose this, we must model this from the top down – LB, small group leaders, teachers, children’s ministry, etc.

Review of LB Calendar (Tom Hassler):

Tom currently maintains the calendar and reviewed the most recent and upcoming deadlines. A few highlights –

- Covenants, policies, and forms currently exist (hard copy and electronic format) in anticipation of the pastoral transition. Stephanie will determine how best to package the information and circulate it for review by LB.
- Carl Timmer, Marie Allen, Tom Hassler, and Wayne Hunley will attend the Annual Conference in June.

Executive Director Search Committee (Pam Dumont):

The committee includes: David Nice, Jim Reece, Krista Carpenter, and Pam Klepec. Debbie Ritchie is replacing Pam Dumont and Chairperson (the committee has met once).

Welcome new Pastor/Family (Tom Hassler):

A letter was sent to all small group leaders requesting assistance in welcoming Pastor Mike, Sherri, and their family. In addition, Lois Demerich and Melanie Felbinger are organizing a luncheon for Sherri and all women in the church will be invited.

On Pastor Mike’s first Sunday, cake will be provided in between services to welcome him.

Future Action Items (continued)

- LB bulletin board (Needs clarification from MLT)
- Orientation for new members
- Comment box submissions
- Development of new website (Jonathan is leading this effort)
- Vision Statement for Worship (TBD)
- Briefings for Pastor Mike (Pam Dumont to ask Pastor Mike how he would like to receive briefings from each level of leadership in the church i.e., LB/MLT/staff)
- How can we more effectively communicate LB business to the congregation - i.e., agenda, approved minutes, include LB meeting on the church-wide event calendar, include LB meeting in the bulletin the week prior, etc.?
- To what degree is the preschool a ministry of the church? Where do we categorize this ministry? How does the preschool ministry relate to the church?
- Since the preschool is a ministry of NTUMC, is the money spent for this ministry reflected in our operational expenses report for the Annual Conference?

Adjournment

Tom adjourned the LB portion of the meeting at 9:10 p.m. The next LB meeting will be held June 17th, 2014 7:00 p.m., NTUMC Youth room.

Respectfully submitted by Ellyn Hassell, Leadership Board Secretary