

**New Town United Methodist Church
Williamsburg, Virginia
Leadership Board Meeting Minutes (Approved)
December 9, 2014**

Attendees

Members present:

Todd Freneaux, Chairperson
Pastor Mike Derflinger
Terry Bossieux
Tom Hassler
Pam Dumont
Carole Martin
Ellyn Hassell
Mark Matney
Carl Timmer
Pam Klepec
Stephanie Turner
Ian Roberts
Jeff Koob

Guests present:

Karen Goins
Gretchen Tisone
Donna Grannan
John Lohr
Tiffany Dormire
Gary Allen

Welcome, Devotion, and Prayer

The New Town United Methodist Church Leadership Board (LB) held its monthly meeting on December 9, 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 Todd Freneaux.

Pastor Mike led a devotional. Updated prayer points were reviewed and Pastor Mike led the group in prayer. Following prayer, Karen Goins shared her testimony.

Old Business

Approval of November 18th minutes:

Tom Hassler made a motion to accept the minutes as presented. Carl Timmer seconded the motion. The motion carried unanimously.

Finance/Treasurer's Report (Jeff Koob/Terry Bossieux):

Referencing the November financials, the following comments were made:

- Operating: Actual monthly income is \$71,506.77 and Actual monthly expenses are \$49,676.42. YTD actual operating income is \$624,041.36 and YTD actual operating expenses are \$679,950.07, with a variance of \$55,908.71.
- Total: Including the mortgage payment of \$13,933.09, the YTD total deficit is \$103,923.70.
- Reserves: Operating \$58,235.72; Building Fund \$111,280.37.
- Preschool: YTD income \$187,962.26; YTD expenses \$189,562.56.

New Business

Amendment to Slate of Trustees for 2017 (Tom Hassler):

Tom made the following motion:

*Nominations team requests that James Anderson replace Pat Martin for the class of 2015.
We request that Dianne Cunningham be added to the class of 2017.*

Terry Bossieux seconded the motion. The motion carried unanimously.

Community of Faith Mission at NTUMC – Emergency Homeless Shelter (Stephanie Turner):

Stephanie distributed a report of NT's week of service, and highlighted some of the total numbers and experiences throughout the week.

2015 Budget Discussion/Vote (Jeff Koob/Terry Bossieux):

Distributing a revised draft of the "MLT Budget Brief to the LB" document, Jeff Koob reviewed a timeline of budget iterations in addition to the proposed budget. The following points are highlights from the document and discussion:

- The approved 2014 budget is \$978K
- The MLT was asked to substantially reduce the 2015 budget at the October LB meeting
- The starting point for cuts from the October LB meeting was \$956K
- The MLT proposed a 2015 budget of \$929K at the November LB meeting
- The MLT is proposing a 2015 budget of \$887K at the December LB meeting
- **\$978K to \$956K to \$929K to \$887K = \$91K reduction**
- In the December proposal, no positions are removed

MLT Summary of Proposed Changes (not all-inclusive)				
	Category	Nov LB Budget Proposal	Dec LB Budget Proposal	\$ Reduction
5000	Payroll/Salaries	362,939	339,573	23,366
5630	Health Insurance	37,925	39,869	-1,944
5770	Custodial	26,400	16,440	9,960
5775	Office Supplies	0	2,000	-2,000
5785	Ground Maintenance	12,000	6,000	6,000
5850	Parsonage Maintenance	5,374	874	4,500
5970	Staff Ministry Education	8,000	7,000	1,000
6030	Alpha	5,370	2,685	2,685
6140	Local Ministry in Action	2,550	1,275	1,275
6190	Churchwide Ministries	2,000	1,000	1,000
6030	Alpha	5,370	2,685	2,685
6270	Church Tithe	34,675	30,862	3,813
	Totals	\$502,603	\$450,263	\$52,340

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- We are still looking at around \$13,000 of weekly income with roughly \$17,000 worth of weekly expenses. We still need to make additional cuts.
- Todd commented that the church should meet the expenses of the local church first, pay our staff, and utilities. We could cut our apportionments, which would initially reduce our budget by \$100,000. This would reduce our expenses to roughly \$15,000 per week. If we don't consider cutting apportionments, we would need to cut staff and health benefits and we don't want to do this.
- Todd also commented that it is certainly not ideal to cut our apportionments, but we need to get our income and expenses more in line with each other.

Todd Freneau made the following motion:

LB approves the 2015 proposed budget as presented with the understanding that we will suspend all but \$500 per month of our apportionment payments beginning January 1, 2015, until such a time that LB determines that we are able to increase partial payments or reinstate full apportionment payments.

Carl Timmer seconded the motion. Discussion ensued.

- Karen expressed concern that it might seem hypocritical, as a Board, to cut apportionments when we continually expect the church body to step up and tithe.
- Todd commented that this is not ideal, but we are at a desperate place. It is not preferable to do this. The spirit of the motion is that our goal would be to reinstate partial or full apportionments as soon as possible.

The motion for approving the budget carried - 8 yes and 1 no.

**See Jeff for a full copy of the proposed budget.*

Apportionment Payments for the Remainder of 2014 (Jeff):

We still owe apportionments for November and December. November's would need to be paid in mid-December and December's would need to be paid by January 15th. Jeff and Ian are monitoring this and will let LB know if there are any red flags that would prevent the church from paying these.

Suggested Change to the LB Charter (Todd):

When the Charter was adopted, it was understood that changes could be expected as we began to live out the charter. The following motion seeks to clarify responsibilities and avoid confusion where leadership roles are concerned.

Referring to page 3 of the LB Charter, Under "Responsibilities," paragraph 4 states:

The LB delegates the leadership and organization of the church in its daily life to the Ministry Leadership Team (MLT) operating within this Charter, their specific job descriptions, and guidelines from the *Book of Discipline*. The LB has the prime responsibility to hold MLT accountable for its responsibilities and decisions.

Todd Freneaux made the following motion:

Add a clarification statement to paragraph 4 under "Responsibilities" in the LB Charter. The paragraph will now read as follows:

The LB delegates the leadership and organization of the church in its daily life to the Ministry Leadership Team (MLT) operating within this charter, their specific job descriptions, and guidelines from the Book of Discipline. The LB has the prime responsibility to hold MLT accountable for its responsibilities and decisions. Any change to the upper tier of the organizational structure (which is the MLT and Executive Director as approved by the Leadership Board in April 2014) requires approval from the Leadership Board.

Pam Dumont seconded the motion. The motion carried unanimously.

Future Action Items and Upcoming Dates

- MLT needs to complete the Simple Church process. The process was left off at the alignment stage.
- Consecration of Executive Director Jeff Koob and Worship Director Steve Weber is planned for Sunday, January 11, 2015. This will take place in both church services and will also include the presentation of new LB members, Trustees, and any other new officers (for example, a prayer coordinator).
- Pastor Mike will hold a Town Hall meeting on January 18, 2015. Everyone at NTUMC is invited including children 6th grade and above. Childcare for younger children will be provided. Pastor Mike will present results from the listening tour, and share his vision and ministry for the church.
- Day of Conversation will be held in early 2015 with DS Rev. Kim. A date is TBD.

Adjournment

Todd adjourned the LB portion of the meeting at 9:15 p.m. The next LB meeting will be held January 20th, 2014 7:00 p.m., NTUMC Youth room.

Respectfully submitted by Elyn Hassell, Leadership Board Secretary