

Administrative Council Minutes
May 15, 2013

Shane Truitt, chair of the Administrative Council called the meeting to order on May 15, 2013 at 6:00. The meeting opened with prayer. In attendance were: Shane Truitt, Ben Coleman, Rhonda Linsley, Karen Butner, Karen Shearer, Wayne Hackman, Debbie Baker, and Ellen Gehringer.

Draft minutes of the April meeting were reviewed and Ben Coleman moved for acceptance, Karen Shearer seconded, and the minutes were approved.

Old Business: In the absence of Carolyn Ketsenberg, Karen Butner formally requested that MUMC cover the expense for the bus that will be used for the group traveling to the Women of Faith conference in September. The cost will be \$1500 and is something that MUMC has paid for in the past. Karen Butner made the motion that we approve payment of this expense, Karen Shearer seconded and the motion carried.

New Business: None to discuss.

The following reports of various teams, committees, and groups were heard:

Treasurer: The Council reviewed the report. Debbie Baker shared that at this point in time, our income is greater than it was last year at this time and our expenses are less right now than last year at the same time. Karen Butner had a question about an expense reported for Youth and approval of the report will wait until Debbie and Karen have a chance to resolve the concern.

Staff/Pastor Parish Relations: Karen Shearer reported that annual staff evaluations are being scheduled. In addition, she submitted the SPPRC's plan for a related personnel action. Ben Coleman made the motion to accept the plan as proposed by the SPPRC, Wayne Hackman seconded and the motion carried.

Children & Youth Ministries: Rhonda Linsley had nothing to add to her submitted report. She is still seeking volunteers to assist with Vacation Bible School July 29 through August 2, 2013. The Council discussed Safe Sanctuary Certification which is good for 4 years. Karen Butner is the person to see to become certified or re-certified. Rhonda shared that she has 10 children registered for church camp which starts June 2.

Karen Butner had two corrections to her submitted report for Youth Ministries: The rain date for the Fall Family Hayride will be changing to October 5, and Summer Movie Night scheduled for August 19th will also be changed due to a conflict. The new date is undetermined at this time.

Ben Coleman made a motion to approve all submitted reports, Karen Shearer seconded and the motion carried.

Uplifters: No report.

United Methodist Men: No report.

Memorials: No report.

Sharing Team: No report. Ben Coleman shared comments/concerns he'd heard about the lack of bulletins for the Contemporary Service. The Council determined that we didn't have enough information to take any action and tabled the issue for the next meeting.

Serving Team: Karen Shearer shared that the Serving Team will be sponsoring the carry-in meal following the Unity Service.

Camping Team: No report. Karen Butner shared that Camp Jo-Ota will be 60 years old this year. A 60th birthday celebration is scheduled for Saturday, September 28, Noon – 4:00pm.

Finance Committee: Wayne Hackman provided a report from the Finance Team meeting on April 25, 2013. The new mission statement for the Finance Committee is *To ensure that the vision and mission of our church is supported by providing oversight and guidance of all church financial resources.* The Finance Committee discussed Admin Council's request that they make a recommendation on the best way to deal with net ordinary income. The Committee recommends that beginning with the 2012 fiscal year, all proceeds exceeding expenses at year end will be split 40/60, with 40% going to a Reserve Fund and 60% going to a Ministry Fund for use by church committees/teams for outreach activities. In addition to the funding plan, the Committee submitted the following guidelines for accessing these funds:

Requests for use of these funds must be presented in writing to the Finance Committee during their stated quarterly meetings, which will occur at 6pm on the 4th Wednesday of January, April, July and October. Requests must include:

- Requesting committee name
- Date funds are needed
- Contact information
- Overview of need
- Stated expectation of outcome

Karen Shearer made a motion that the Council accept the Finance Committee plan for dealing with excess proceeds and that a Ministry Fund and a Reserve Fund be established. Karen Butner seconded this motion and it carried. The new funds will be established as follows: Reserve Fund - \$18,597, and Ministry Fund - \$27,896. Wayne Hackman and Karen Shearer will work with Pastor Julius to determine how best to provide this information to church membership.

Trustees: Ben Coleman gave an update on our leaking roof. A group of Trustees and Pastor Julius have worked on the various leaks in the church's roof and they believe they may have corrected the problems for the moment. In addition, the Trustees presented requests for the Council's approval as follows:

- MUMC to pay for mowing the lawn at the parsonage through the summer
- Approval to accept Van Sickle's bid to improve landscaping at the parsonage

- Approval to provide regular lawn treatment – seeding, fertilizing, etc. – for the parsonage.

Wayne Hackman made a motion to accept the Trustee's recommendations for improvements at the parsonage, Karen Shearer seconded and the motion carried.

Lay Leader: Karen Shearer informed the Council that she had registered for the Annual Conference that is scheduled for June 7, 8, 9, and 10.

Ben Coleman made a motion that the meeting adjourn, Karen Butner seconded and the meeting concluded at 7:40pm.

The meeting closed with a prayer by Karen Shearer.

Next meeting: June 19, 2013, 6:00pm.

Submitted by Ellen Gehringer.