

Gulf Cove United Methodist Church
Helping Everyone Meet, Know, and Serve Jesus
Administrative Council Meeting
January 27, 2014 – 7:00 PM

Attendees:

Rick Starck (Ad Council Chairman)	Scott Folsom John Furtado	Jo Ann Hopkins Carol McGuire	Jeanne Shrout Linda Starck
Rev. Dr. Bill Fisackerly	Betty Hansell	John McGuire	Bonnie Wollmacher
Vic Costello	Mary Hilton	Joan Priest	Dana Hanson
Alfred Current	Irv Hopkins	Ken Priest	

The Ad Council meeting started immediately after the conclusion of the Pig Pickin' & Cookie Dash WrapUp Meeting.

REPORTS

Corrections To Previous Minutes – The recording secretary was not notified of any necessary corrections to the minutes of the November 25, 2013, meeting.

Crafty Ladies -- Betty Hansell

After expenses, proceeds from the Crafty Ladies sales at the Arts & Crafts Fair totaled \$2,985. Helen has already started making more microwave bowl holders, the biggest-selling item by far.

United Methodist Men – John Furtado

Initially, Rick thanked them for providing space for the Pig Pickin' sampling-booth at the Arts & Crafts Fair. John Furtado reported that the men did well, although their bottom line proceeds is not known. In addition, Art Garafolo was able to obtain a super deal with the Sun newspapers for advertising. John said he believes the inside spots are already sold for next year's Arts & Crafts Fair.

Staff-Parish Relations – Joan Priest

The church and community profiles were updated this year. The SPR Committee will be discussing what additional positions and budgets might be needed. Holly Woods, our Children's Director, is going back to college. SPR is working with her to enable her to continue her job at GCUMC. Scott Folsom, our Youth Director, is doing well with the youth, with a good number of youth attending on a fairly regular basis. Joan believes the upcoming Vision Retreat will lead us to answers regarding needed positions. For example, they believe that the church needs a paid Audio-Visual position, and that the church has outgrown our current staff. Staff-Parish also needs more members on its committee; there are currently too few members for the size of our church; they need additional input from new areas.

Worship – Rev. Dr. Bill Fisackerly

Joyce Furtado has indicated she wishes to step down as the Worship Committee Coordinator over all three services, but she plans to continue to as the 11:00 worship service coordinator. The individual for the Committee Coordinator needs to be mindful of both the traditional and

contemporary services, someone who sees worship as what we offer to God and how we lead our congregation into an atmosphere of worship.

Rev. Dr. Bill is very pleased with the way the congregation has embraced the Dare to Dream series, and the fact that 17 individuals attended the Connect 2 God & Community program in Fort Myers. Lent will start with Ash Wednesday on March 5.

Finance - John Furtado

The Reserve Fund started 2014 at \$5,057, a little over half of where we started 2013; adding to that figure amounts received in January 2014 results in a current balance of just over \$6,800. If you take the proposed 2014 budget of \$443,926 and divide it equally over 12 months, the result is a per-month expense amount of \$37,000. Spendable income received in January 2014 totaled \$35,562. The amount received in January to reduce the mortgage debt is \$1,040.

It is believed that after all expenses are paid, there will be about \$7,800 in net proceeds from the Pig Pickin' & Cookie Dash, and t-shirt sales. *It was agreed that a starter fund should be established for the next Pig Pickin' event in the amount of \$500; most of what is needed for the event will be pulled from advance ticket sales. As of the Ad Council meeting date, the Explorers who handled traffic needed to be paid, as did Alfred Current for his out-of-pocket expenses. After discussion, it was agreed that the remaining net proceeds (after \$500 is placed in the starter fund) should be placed into the Reserve Fund.*

After the Dare to Dream series is concluded, John plans to address the congregation about the church's 2013 financial picture, and then propose a new challenge to pay off the remaining mortgage by June 2014.

2014 Budget: Because the proposed 2014 budget was not reviewed at the November 25 Ad Council meeting, it needs to be addressed this evening. The proposed budget for 2014 totals \$443,926. (The budget for 2013 was \$422,262.) Rev. Dr. Bill advised that he just received an email on January 22 stating that property and casualty insurance would stay the same as last year. The inference was that instead of \$16,500 for "property insurance expense" (506.130), the budget amount could be reduced to \$11,500. Vic questioned whether the appraisal changed; he explained that sometimes the percentage will not change, but the appraisal might, which would affect the actual amount due. Apportionments for 2014 are \$39,365, down from last year's amount of \$41,369. Rick pointed out that, although amounts relating to the 1.7% cost of living raises are included in the proposed budget, no amount is included for the potential 1.5% merit raises; the budget can be adjusted for any raises that are given. John Furtado reminded us that in the past couple of years, the church has never actually incurred expenses which equaled the budget; i.e., we spent less than what was included in the budget. Vic Costello moved, seconded by Irv Hopkins, that the presentation budget dated November 20, 2013, be adopted for the year 2014. All agreed.

Small Groups – Vic Costello

Currently there are 7 small groups within the church congregation. In the near future, two new groups will be forming: one group will be splitting in two, and a new group is forming. The essence of small groups is a group of people who study together, care for each other, fellowship together, and have fun together.

Education – Jo Ann Hopkins

The new office for the Youth and Children's Directors (room 111) has been painted. Jo Ann has 2/3 of a gallon of paint left over, and asked the council for permission to paint the entry-way area next to the office (between the glass double-doors and wooden-double doors). All agreed it should be done.

In addition, she and Holly have come up with ideas to paint the Education Wing walls, the colors for which have been approved by the Trustees. One idea is to obtain old picture frames, paint them and fill them with cork, so the kids' projects can be hung on the walls; other picture frames will be used for short phrases, slogans, Bible verses, and similar things. At this time, there is no intention to paint over the mural of children following Jesus.

The number of children attending Sunday School has increased from 7 to an average of 14. They have handed out most of the Bibles, and there are two Bibles left; more need to be purchased.

Jo Ann would like to have a program on scams, finances, and a watch-dog program for everybody, to be held during the day, possibly a Sunday afternoon. Hopefully a representative from the Sheriff's Department would be able to attend on a Sunday. It should also be advertised to the community. A course on CPR would likely cost about \$25 for each person, but most people expect to pay for this course. She would like to have in-house sessions for individuals who need assistance in learning about technology, including smart phones, computers, Facebook, etc. As for phones, it often requires one-on-one sessions because everybody's phone is different; additional "teachers" would be needed.

Jo Ann plans to hold an Education meeting in February. [The day after the Ad Council meeting, she issued an email that advised the meeting is scheduled for Sunday, February 16, at 12:15pm in 201. The date was later changed to Sunday, February 23, at 12:15pm.] John Furtado advised that LuAnn Zink is now handling child protection training; we are approaching the time for yearly training. John Furtado is stepping down as a children and youth teacher after many years; Jo Ann would like to see more male input, especially with the young boys.

Board of Trustees – Irv Hopkins

The Church Facilities Policy handbook was adopted at the Trustees' December 2013 meeting. Many of those present have already reviewed the handbook. It was generally approved by all, noting that it can be changed as needed. Rick will put this new revision of the handbook on the website, available to the public.

An agreement was reached with Mike Lackney to rent Oaks Cove. The rental agreement was signed by him and Jo Ann Hopkins as the then-chairperson of the Board of Trustees on December 31, 2013. It can be cancelled at any time with 30 days' notice. At the Trustees' request, the rental agreement was reviewed by an attorney. The church will be purchasing a refrigerator for Oaks Cove. Jo Ann advised that Mike has been working very hard making improvements to Oaks Cove. She recommended that the trustees take a tour (and possibly pictures) of Oaks Cove prior to Mike taking possession on February 1st. The council unanimously approved the rental agreement.

A custodial agreement was entered into with Mike Lackney's Limited Liability Company. The contract was signed by Mike and Jo Ann Hopkins as the then-chairperson of the Board of Trustees on December 31, 2013. The contract is very specific. Any work not identified in the contract requires Mike to submit a bid on the additional work to the Trustees. The council unanimously approved the custodial agreement. Those present were reminded that all work orders submitted by a staff person or parishioner should be placed in the Trustees' mail slot, NOT the custodian's mail slot.

Rick suggested that the Trustees be given more leeway when it comes to work that needs to be performed. It is less efficient if they are forced to obtain two or three bids on ALL contracts, regardless of how high or low the expected cost is. Carol explained that in an emergency (such as a refrigerator that goes out, a septic system that develops problems, or a water pipe that bursts) the chairperson usually will quickly resolve the problem, and then email the other Trustees, advising them of the expense; *whether* the money will be spent in an emergency is not the issue – how much and to whom are the issues. If it is not an emergency, they generally email or call each other before making the expenditure. After discussion, it was agreed that the Trustees should have the ability to incur and pay for necessary expenses if the total cost is less than \$1,000. If the total cost is more than \$1,000, bids should be pursued. The dollar limit should be re-considered annually and also when there is a change in board membership.

Because the church is a corporation, it is required by state law to elect officers on a yearly basis. As a result, a Board of Directors meeting was held just before the Board of Trustees held their meeting. Those minutes were distributed on January 20.

Carol advised that Barry Lawrence has an interest in doing the construction to expand the sound booth. He will be meeting with Sean Priest to obtain details, and if he feels he can properly perform the work, he will provide a bid. Ken advised that he and Sean have been discussing the project, and if the church can make do with a sound booth that is not a "beautiful" piece of cabinetry, they believe the sound booth could be expanded (with all requirements such as security) with sheet rock and oak railing trim for about \$3,000.

Irv advised that a Portable Work Day has been scheduled for Saturday, February 22.

Ministry Fair – Linda Starck

There are 21 or 22 tables which will be set up for committees, organizations, and ministries within the church. The fair enables individuals who are not members to find out what a particular group does. Each table should have information such as on what that group does, what they have to offer, how to contact them, and if they are seeking volunteers. Hopefully, each table will be manned between the services. The main activities will occur from noon to 1pm, and it is suggested that tailgate-type snacks not be available until then. The youth will be providing popcorn. A traveling craft will be available for children; they have to go to different tables to obtain all the parts of the craft. Adults will have to seek out the correct tables to obtain a card-punch to qualify for door prizes. Individuals are encouraged to wear the shirt or colors of their favorite team – not necessarily a football team. Groups which requested them will have no-commitment tickets available to hand out.

OTHER MATTERS

Donation Boxes: Jeanne Shroul reminded the group that the large wooden boxes (usually used for donations) are available for the asking. They can be decorated to suit your purposes, and they remain locked.

Cuban Pastors: Rev. Dr. Bill advised the group that under the Methodists United in Prayer program (formerly known as the Cuba/Florida Covenant), we could sponsor a Methodist pastor in Cuba for \$25 a month, or \$300 a year. This amount of \$300 equals the pastor's total salary for a year. Betty Hansell advised that a couple years ago there were eight churches which need financial support, and they also would like to have letters with emotional support. They stand under umbrellas and trees or in homes for worship. Donations are given to the United Methodist Volunteers in Mission (<http://umvim.org>) for forwarding to Cuba. Rev. Dr. Bill advised that he would rather the Ad Council not include a budget item for the project. Instead, we should consider having a speaker address the congregation and allow them to donate as they are moved. See <http://flumc-missions.org/muip-covenant.html>.

Distribution of Minutes: Two questions were raised regarding distribution of minutes. When are individuals removed from the email distribution of minutes? Should minutes be distributed solely to current committee members?

Rick initially opined that to further open communication, distribution to anyone who would like to see the minutes should be encouraged. As a result, you would not want to cut off that avenue.

Regarding whose name is on the distribution list, Dana's (my) explanation is expanded here. Currently, I maintain two distribution lists:

- The Ad-Council-Only list includes only members actually on the Ad Council. It is comprised of individuals identified on the top of the annual Leadership Roster (including those identified in Ad Council At Large) plus the chairmen of the Trustees, SPR, Lay

Nominations, and Finance Committees. I add or delete names in this list whenever I am informed of a change in position, and at the end of the year, after the next year's Leadership Roster is issued.

- The Ad-Council-Plus list is comprised of everyone on the Ad-Council-Only list, plus all others identified on the Leadership Roster, plus anyone else in the church who contacts me and asks for copies of the minutes. I add a name to this list whenever I am informed that a new person joined a committee. Generally, once a name is added, I do not delete it. However, I do delete names from the list when an individual informs me they no longer wish to receive minutes (if they are not currently on a committee), and when I am made aware that an individual has actually left the church (as opposed to simply not attended for a while).

At a suggestion, I agreed to send future emails using only the blind-cc address line (not the "to" line). This will stop an individual's email address from being distributed further, and will eliminate half-a-page of names if the email is printed.

The group was advised that initially, the various committee minutes were forwarded to those who might attend an upcoming Ad Council meeting with the intention that they would read the minutes and obviate the need to discuss at the Ad Council meeting much of what was contained in the minutes. The only topics which required mention or discussion were those indicated in the red, yellow, and green categories.

- ✓ [While preparing these minutes, Dana remembered that in addition, all minutes are posted on the website. Perhaps email re-distribution by the Recording Secretary could cease completely. The Recording Secretary could be notified after a committee finalizes its minutes, converts it to a PDF file, and posts it on the website. She could email the Ad-Council-Only list that the minutes are available and should be reviewed prior to the next Ad Council meeting. In addition, once the minutes are posted, simply identify in the midweek email which minutes have been finalized and are now available for reading on the church's website; the midweek email reaches more individuals than the Ad-Council-Plus distribution list. This possible handling of the minutes was not discussed at the Ad Council meeting.]

Welcome Wagon: January will be the last month of this contract. We need to delve into identifying other forms of advertising. Rick suggested we consider social media.

Record Management: Rick feels we do a good job of backing up the computer network, but there are a lot of paper documents that are not replaceable should a disaster strike. Currently these items are stored in six or eight 4-drawer filing cabinets in various locations. The documents should be scanned into an electronic form and stored. Rick has asked Dawn to find out if there is a per-scan charge if we use the church copiers, like there currently is a per-copy charge. Scanning the documents will be a time-consuming task. The types of records that should be scanned covers the full time the church has been in existence, and includes things such

as membership records and baptism records that are not in a computer system. Conference has identified items which should be retained as well as the period for their retention. Many items should be kept for 7 years, while others should be kept permanently. To avoid reinventing the wheel, Rick suggested we contact the District to see which other churches have already performed this task.

Business Directory: Rick recently spoke with an individual who advised he would be interested in advertising on our website. It was suggested that initially, such advertising be limited to our church congregation. Since many seniors are not computer savvy, consideration should also be given to a printed business directory. Rick advised that he will pursue this avenue unless the Ad Council objects. (No one did.)

In answer to a question about The Joy FM, it was explained that an in-kind relationship exists. In order for a church to place event advertising on The Joy FM's website, they ask that the church put a link to The Joy FM's website on the church's homepage.

John Furtado advised that he has a sample of a placemat that contains advertising that is used by Englewood UMC. Perhaps we could consider our own placement at our next dinner or Pig Pickin'.

DNA: Rick advised that there are two Skype meetings and one in-person meeting left under the contract. The next DNA meeting will be held on February 24 with the Rev. Dr. Don Nations in attendance via Skype. Rev. Dr. Nations has already been advised that we will not be renewing the contract at this time, but we would like to leave the door open should we feel the need to ever contact him and ask for more coaching.

Amphitheater: The idea of building an amphitheater was presented to Rick twice on the same day. The first time was by Irv during Sunday School. Irv had been approached by Colton

McVety, who volunteered his dad (*Thank you, Blair* ) to build an amphitheater in the far back of the church property, away from 776. Colton talked about a stage with a backdrop, and concession stands on the sides. (As it turns out, Colton had also spoken with Scott and Rev. Dr. Bill about his amphitheater.) In the afternoon, Linda told Rick of her vision which involved an open-air area with rooms that could serve for counseling or a chapel. Rev. Dr. Bill has also recently been having visions of "something" between the church and the river (toward the El Jobean bridge) on property the church does not own. He sees an open-air, pavilion-type area where adults and children are learning about both nature and God. Things that could be done with the property include concerts, picnic areas, walkways and trails, labyrinths. Carol and Jo Ann each explained their vision which involves the current sanctuary and building a new education wing toward the east.

With these ideas being voiced, Rick said he felt it appropriate to put a planning team together to bring ideas to the Ad Council. Carol mentioned that it took her previous church five years of

planning before they were in a position to have drawings made. Once the type of building is determined, the Discipline has specific guidelines which must be followed during the planning and implementation stages. [See the Book of Discipline ¶ 2544 (2012), *Planning and Financing Requirements for Local Church Buildings*.] Rev. Dr. Bill suggested an Ad Hoc Dream Team of individuals who are interested in helping develop the ideas.

John Furtado reminded us that the only sinking fund we have is for air conditioners. In addition to the portables, there are many aspects of the sanctuary building that also require future consideration. John McGuire suggested that, after the current mortgage is paid off, we put aside each month an amount equal to the mortgage payment in order to build up the down-payment (if not the full amount) toward any future building.

Vision Retreat 2014: Rev. Dr. Bill advised that this year's retreat will be held on Saturday, February 15, from 9:00 to 2:30, at Placida Harbour Club, 11000 Placida Road. He said a key leadership group (Rick, John, Vic, and Ken) is working with him to make it the best, most productive retreat yet. There will be a prayerful start and a brain-storming session. The ultimate goal of the retreat is that we as a church can say we want to accomplish one or two specific things. Because of the limited parking, it was suggested that those attending try to carpool.

Rick and Rev. Dr. Bill asked all of us to bring our dreams – be it an education wing, a sanctuary, an amphitheater, etc. – in the form of an anonymous half-page write-up to the Vision Retreat on February 15th.

Recycling and Psalms 25 Programs: Irv asked if these two programs could be explained again to the congregation, as several individuals have indicated they do not know what the purpose of these programs is or what they entail.

ADJOURNING

The meeting was adjourned at 9:15pm with communion and a prayer by Rev. Dr. Bill. The next meeting will be a DNA meeting, on Monday, February 24, 2014, at 7:00pm, in the sanctuary. The Rev. Dr. Don Nations will attend via Skype.

Respectfully submitted,
Dana Hanson