

# Gulf Cove United Methodist Church

*Experience – Embrace – Engage*

## Leadership Board Meeting

December 9, 2019 – 7:00pm

### Attendees:

Chuck Russell (Board Chair), Pastor Mike Weaver, Doreen Alvarez, Alfred Current, Dave Devilbiss, John Furtado, Don Grein, Mary Hilton, Irv Hopkins, Jo Ann Hopkins, Joan Priest, Ken Priest, Jeanne Shrout, Linda Starck, Rick Starck, Pastor Becky Stephenson, Sarah Taylor, Dawn Tesauro, Dana Hanson

The meeting was opened with the lighting of the candle representing Jesus Christ, followed by a prayer by Chuck.

### LEADERSHIP BOARD ITEMS

**L.B. Agenda Items:** To assist in preparing the agenda for each meeting, each Board member is asked to submit an email one week prior to the meeting. The email should include:

- Agenda items you want to discuss.
- Information which should be passed on but does not need to be discussed further. At the meeting, however, questions may be posed regarding those items.
- Whether you will or will not be at the meeting.

**Safety Presentation on Blood Loss:** Chuck indicated he was disappointed in the turnout since it was publicized quite a bit in advance. Only a couple individuals showed up, despite the importance of the topic. Chuck is concerned that in the future, presenters might not want to come if only a few individuals will show up. It was pointed out that the selection of this date conflicted with the Crafty Ladies and Men's Club Barn sales which were already scheduled.

**Corrections to Finance Minutes of 10/21/2019:** Two items need to be corrected:

- 2020 Budget, 1<sup>st</sup> bulleted item: proposed 2020 budget was \$522,253, not \$822,253 (note the total figure changed after the October Finance meeting to \$517,384).
- 2020 Budget, 6<sup>th</sup> bulleted item: Pastor Mike previously declined a salary increase for 3 years, not 2.

### FINANCE

**Current Year 2019:** Alfred presented an overview of our finances as of the end of November. For 2019, we received \$424,381 in income, of which \$24,000 was a transfer from the Reserve Fund. This compares favorably to the end of November 2018 in which a total of \$401,004 was received, \$31,206 of which came from the Reserve Fund. Our expenses are in line with this income.

**Proposed 2020 Budget:** Alfred led the discussion of the proposed budget. As of 11/14/2019, the proposed budget for 2020 totals \$517,384. This represents a \$27,182 increase (5.5% increase) over the 2019 budget. The net increase comes from the following:

- Administration expense decreased \$1,950.
- Apportionments expense decreased \$1,620.

- Pastor expense increased \$4,496. Most of this increase is due to the fact that Pastor Mike accepted an increase in salary for the first time since he moved here. Another \$933 is the result of Conference-mandated payments to help cover the pastor's health insurance premiums; the pastor must purchase his or her own health insurance.
- Overall lay staff salary increased \$8,189 (4.3%).
- The largest increase in the utilities expense (a Trustee category) is for the new resource officer, the amount of \$11,700, identified as security safety. This figure does not include the slight increase starting next year in the hourly charge, a total of about \$130 for the year. The remaining categories of utilities expense result in a decrease of \$300.
- Building & taxes expense increased \$4,372.
- Education & program expense decreased \$710.
- Worship expense decreased \$475.
- Music expense reflects an increase of \$3,880, most of which represents needed repair and maintenance of the organ.
- Outreach expense decreased \$400.

After Alfred's summarization, no one had any questions. All present believed the proposed budget for 2020 should be accepted.

**Bequest:** Jo Ann addressed the group as the representative of the estate of Isabella Williams. She presented Alfred with a check from Bella's estate in the amount \$60,375.09. *Thank you, Bella!* With regard to use of the funds, Bella did tell Jo Ann that she did not want the funds being used for Cuba. Jo Ann said that, knowing Bella as well as she did, she felt that an appropriate use of the funds would be to replace or repair the roof, or to actually start our new building. Jo Ann stated that the funds were not meant as an endowment; they are a bequest to the church. Pastor Mike gave a special Thank You prayer to God for Bella.

### TRUSTEES

Rick, Dave, and Don advised us of the following:

- We have a new freezer. It cost about \$5,000.
- The new refrigerator was making a noise, and it has been repaired.
- The new ice maker makes about 100 pounds of ice a day and stores about 30 pounds. Our ice chest, however, is full of bags of ice. Dave advised that it was plumbed today so that it drains outside.
- A company has agreed to fix the leaks in the Narthex ceiling. Because of other commitments, they plan to start work in 1 or 2 weeks. Repairing the leaks involves re-installing the two large windows.
- One estimate has been received to remove the entire Education hallway flooring, prep the area, and apply a non-skid polymer surface. The cost to do this project is around \$8,200. (It does not include the small entryway area next to the office door. It also does not include bringing the surface up the wall.) An estimate to do the same to the kitchen is around \$5,100, and the serving room #103 came in at around \$3,300. The total for all three areas is around \$16,600. The company offered a 10% discount on the polymer application (not the demolition cost) IF all three areas are done at the same time. The down time to complete all the work is 4 to 5 days, which presents a challenge to all of the church's activities, and especially the daily use by the Boys & Girls Club. The only

warning they gave about the polymer surface was that straight bleach should *not* be used on it. If done correctly, it is called a “20-year floor.” Trustees are seeking at least two more bids.

**Cleaning Services:** Currently, our custodian (Mike Lackney) pays rent to live in Oak’s Cove, and we pay him for certain cleaning services. Unfortunately, many people have complained about the spotty work. Although he promises to do better and does so for a while, the work always seems to revert to what it was. Part of this is because Mike obtained a full-time job elsewhere after he was hired by us, and it is difficult for him to put in more time cleaning the church.

Several factors are coming together which suggest that a new custodian should be hired. With the Boys & Girls Club (B&GC) using #A on a daily basis (plus several other areas when they are free), the upper floor of Oak’s Cove is needed as a meeting space or for storage. With the B&GC present every day, the bathrooms need to be cleaned thoroughly at least twice a week, if not more often. (It was pointed out that at schools, bathrooms are cleaned daily.) Also because of the presence of the B&GC, several other rooms require cleaning more than once a week. In addition, with the B&GC starting their program of serving meals to the children on Tuesday, Wednesday, & Thursday, it is possible that the Health Department will take a much closer look at the facilities.

Rick mentioned that if we hire an outside company to clean the church, the cost could go up considerably. It was suggested that possibly the B&GC could contribute toward the additional cost since much of the additional cleaning is due to them being here. However, Rick said that part of the \$500 a month that they pay us was meant primarily to cover the additional cleaning and upkeep that would be required. In addition, one of the B&GC employees already cleans the bathrooms once a week.

When Rick asked for guidance with regard to Mike Lackney, Chuck reiterated that more frequent and deeper cleaning is needed, and Mike is unable to provide it. Under our contract with Mike, 3 months’ notice to terminate the contract is required. After further discussion, it was felt that he should be informed that the contract will be terminated effective April 1, 2020 (or earlier if he is able to move out of Oak’s Cove prior to then). The trustees will start searching for a new cleaning company right away.

**Boys & Girls Club:** Rick pointed out that new kitchen ranges were needed in part because of the increased use by both the B&GC and our new Dinner Church ministry. The B&GC agreed to pay \$4,500 to cover the cost of the new ranges, with the understanding that if they ever left our campus, the ranges would stay with us. Our relationship with them is clearly not a one-way partnership.

With regard to our expansion, Rick said that the B&GC could also use more space. He indicated they are willing to consider providing some of the money to construct a new building. A contract would be needed which addresses their use of the new facility for a period of years if they actually contribute to the cost. As with the new ranges, they would have to agree that upon construction and if the B&GC left our campus, full title to the building would remain with GCUMC.

**Use of Room by AV Tech:** Derek Hughes, our AV Tech, is looking for a location out of which he can conduct his business, Hughes Recording Studio, LLC. He talked with Rick about renting a room here, but the question is what room could he use? Rick thought the best room for him would be the Youth Room. The following comments were made during ensuing discussion:

- Does the room need sound proofing?
- Is all the work done digitally?
- Do we rent it at \$25 an hour?
- Rick said Derek would show up with his equipment, do the recording, and take the equipment with him when he leaves.
- We would not want unknown bands coming into the sanctuary; it would be better for them to be in a portable.

**Trustee Financial Discussion:** A list of anticipated financial needs of the trustees were distributed with the agenda. The organ maintenance and speakers are a Music Department item, not trustees, and have been eliminated from the trustee's list. The items and figures in the agenda are updated here:

Facility Upkeep	9,598	Balance 11/30/2019
Trustee Fund	13,888	Balance 11/30/2019
<b>SUGGESTED MINIMUM BALANCE</b>	<b>10,000</b>	
<b>AVAILABLE FUNDS</b>	<b>13,486</b>	
<b>NEEDS</b>		
Chairs for tables (50 at \$50 ea)	2,500	
Projector, hi-res	4,500	
Sub-woofer (2 at \$984)	1,968	
Sub-woofer installation	750	
Hallway flooring	8,200	
Kitchen flooring	5,100	
Room 103 flooring	3,300	
Repair Narthex windows/leaks	1,250	
Chapel paint & furniture	3,000	
<b>TOTAL POSSIBLE EXPENDITURES</b>	<b>30,568</b>	
<b>FUTURE CONCERNS</b>		
Re-roof main building		
Van replacement		
Replace all portable buildings		

The ensuing discussion included the following:

- New chairs for eating at tables would slide in and out easier than those we currently use, are stackable, and can be easily cleaned.
- We currently have about 225 cushioned, green chairs in the sanctuary. Pastor Mike would like to see all the sanctuary chairs changed at the same time. Sanctuary chairs

cost \$40-\$50 each with a shelf underneath. Chairs similar to what we have (22" in width) cost about \$40 each. These would not be as heavy.

- Many chairs manufactured now are more stain-resistant than what we currently have.
- The bulb in our current projector is weakening, but the cost to replace the bulb is not that much less than getting a new projector. The current projector is old technology, and you cannot read any small print. A new hi-res projector would enable a sharp picture regardless of the size of print.
- Joan reported that Derek Hughes and Sean Priest felt that only one sub-woofer was needed for this size of a facility. However, Rick spoke with his son who is in that business at the high-end. He said that using only one sub-woofer requires that it be cranked up and it would blast out whoever is sitting in front of it. Using two sub-woofers means that they can each run at much lower amplitude, and they have a better overall sound in the room.
- A suggestion was raised that pricing quote should be sought for a mated array of 4 - 50" LED screens that would replace the current projector and screen. The replacement projector will cost \$4500. A 50" LED screen sells for less than \$250. A guesstimate for installation would be \$1000-1500 so there appears to be 1- solid cost savings available, 2- better resolution and 3- a technical upgrade to the 21st Century.
- Derek felt that possibly new speakers could also be used by the organ. Rick said when they organ is repaired, that is a question that could be asked of the repairman.
- Repairing the Narthex windows was mentioned earlier. The cost is about \$1,250.
- The chapel can be upgraded on a piecemeal basis, but taking care of everything at once would improve its appearance.
- The roof on the main building is metal, so it should last a long time. It is, however, again in dire need of re-painting.

**Security Cameras:** We have six more cameras on the closed circuit TV, and the system allows access through a smartphone. The question is, who should have access? Rick felt it would be best to have several of our leaders looking at it on a rotating basis.

There are no cameras in the portables. The B&GC are thinking about adding one to #A. Dawn pointed out that the plan was to have a camera in #A some time ago, but wires for monitoring it could not be run from the main building to #A.

**Physical Building Security:** During the meeting, it was mentioned that on numerous occasions, the back doors to portables #A and #B are either not locked or are actually open. Often a slight push is all it takes to open the door.

In addition, quite often after a group leaves a room, the doors to the room are left open and lights are not turned off. Because all interior doors in the church are fire doors, it is imperative that they be closed whenever a room is not in use. It was felt that appropriate instructions or reminders should be given to all users of the rooms.

It was also pointed out that the contract with Mike Lackney requires him to walk around the church every night to ensure that all doors are locked. Unfortunately, that action is not done. Jeanne said that sometimes she comes in on Monday mornings to find an entry door unlocked, lights on, and doors open throughout the building.

### **EXPERIENCE, EMBRACE, ENGAGE**

**Combined Service:** Jo Ann reported that on Thanksgiving, several individuals were talking about having another combined worship service and potluck meal outside. They felt that doing it this time of year would be more comfortable and allow for more people to attend, and the mosquitoes would not be as bad. It was mentioned that the Pastor Becky & Jack's Fellowship Dinner on the third Sundays comes very close to the potluck portion of the proposed event. With regard to the actual worship service, Pastor Mike said that past experience reflects that attendance drops considerably at those combined services. He said that it is common to have a single worship service when Christmas, Christmas Eve, or New Year's falls on Sunday, but even on those days, attendance drops drastically. [After the meeting, our online calendar was reviewed. At a minimum, the church held combined services on the following Sundays: 2/21/2010 for our 25<sup>th</sup> anniversary, 12/25/2011, 1/1/2012, 9/17/2017 post-Irma, and 12/24/17.]

**Projected Youth/Senior Involvement:** Sarah Taylor discussed ways in which we could encourage our youth to attend the 9:30 service. Suggestions included:

- Partnering with an adult to help serve communion at 9:30.
- Reading scripture. Charlotte Halbert has already spoken with some of them about doing this.
- Handing out pew pads and collecting them at the end of the service.
- Having them make a weekly announcement as to what the youth group is doing.
- Working with an adult to greet members at the door before and after service.
- Assisting in the sound booth.
- Giving them a regular presence on the chancel once a month to lead singing.
- Getting adults more involved with youth activities, such as attending the two school band concerts which will be held this week, watching a sporting event, or participating in a youth group meeting at church.
- Creating a rotating schedule to provide rides for students who can't get to church on their own. Jo Ann added that providing rides for seniors who no longer drive is also needed.
- Pairing each student up with an adult in the church -- encourage monthly get-togethers (lunch, afternoon coffee, etc.) to build relationships. Catering to these relationships tends to encourage students to come to church.

**Boys & Girls Club:** Pastor Mike says that our relationship is strong. The children have already started eating on Wednesday evenings with the Food for the Soul group. Rick said about a dozen people have agreed to assist the B&GC when they start serving dinners on Tuesdays and Thursdays. He would like enough people to sign up so that everyone would have to work only one evening a month. The B&GC will provide the food and the most that would be done by us is heating it up and clean-up afterwards. Since they anticipate no real "cooking," no chefs are needed. Clean-up should be easy since they will be using paper plates & cups and plastic utensils. The B&GC staff would clean up the sanctuary. They currently plan to start the dinners on Thursday, January 2. Pastor Mike advised that this counts as a Fresh Expression for GCUMC.

Alfred said he has learned that Beau Charbonneau is experienced in the use of 3D printers. Beau was a significant, major player in the recent presentation made at L.A. Ainger Middle School to the current Leadership Englewood class. Alfred was especially interested in Beau's knowledge since last year's Leadership Englewood class helped to fund two of the 3D printers in #A for the B&GC. Alfred questioned Jessica Anderson (head of the B&GC), and she responded that she is the only person who is trained to use the 3D printer. Alfred said he would love to see Beau take part in instructing others on their use.

**All Pro Dad:** Pastor Mike advised that Officer Richardson is Myakka River Elementary School's resource officer and has four children attending Myakka. He asked Mike if he would assist him with the All Pro Dad program which meets at Myakka once a month. The group is small right now, but with donuts offered for breakfast, they hope it will grow!

**Dinner Church:** Pastor Mike plans to start this ministry in the middle of January on Monday evenings at 6:30pm. Informational meetings will occur after Christmas. The Dinner Church will be held in the Myakka cafeteria, but the food will be prepared elsewhere (since we cannot use their kitchen) and taken there. Since there will be no massive advertising, it is anticipated that the first few meals will have low attendance. Growth of the program has proven to be through word of mouth. Expenses will be reimbursed by Conference for the first six months. Attendance at this ministry program will count as worship attendance.

**Myakka STEAM Night:** Alfred said he has been contacted by the school, asking for our assistance with providing a dinner at their next STEAM night on Friday, March 13, 2020, from around 4:30 to 7pm. Doreen reminded us that STEAM stands for science, technology, engineering, arts, & math.

**Reading Buddy Program:** This program is run by the Big Brothers Big Sisters organization and involves an individual being a reading mentor to a child at Vineland or Myakka Elementary. By us engaging in these reading programs, families are able to experience who we are and to see Christ in their community.

**Chamber of Commerce Directory:** GCUMC has been a member of the Englewood Chamber for the past year or so. The Chamber is preparing a membership directory. Every member gets a free listing, but larger spaces are available for purchase. They also have a program they call Two Minute Tuesday (TMT). Any member can submit a max-75-word blurb for inclusion in an email which is sent out every Tuesday. For us, the blurb can promote special events and activities which we have -- Thanksgiving, Christmas programs, Closet of Hope, Wednesday evening meals, Boy Scout fundraisers, etc. Alfred felt that with our ongoing contribution to TMT, it is not necessary for us to pay for extra space in their directory.

**Thanksgiving Dinner:** Don Teague informed the congregation that the total meals served at our free community Thanksgiving Dinner was around 750. This figure includes 206 take-out meals and 61 deliveries. It was a resounding success, especially when you consider that at least 10 other area churches were also offering free dinners.

### **OTHER BUSINESS**

***Blue Sky Planning for the Future:*** Chuck explained that this brainstorming session would be held to discuss primarily what we want to do and need to do for the future. Until we have those answers, we cannot really convey any ideas to an architect.

Pastor Mike has talked with Mike Standifer and Mike Hanna. Mike Standifer is Conference's Director of Camps and Retreats Ministries. Mike Hanna is the Lay Leader of Community UMC in Fruitland Park, and is also the primary contact at Matthews Hanna Construction, Inc., in Leesburg. Their discussions reflect the following. We all know the portables need to be replaced, but what else should we consider? More rooms for education and meetings? Multipurpose room? Central meeting place? Should they be connected or scattered over the campus? Community center or fellowship hall? Once we have an idea of what we need and want, then the architect draws up multiple options of what it could look like. Pastor Mike feels we actually might be ready to hire an architect.

Neither Mike Hanna nor Mike Standifer knew of any architects in our area that do church projects, but will check around. It was pointed out that right now, what we need are ideas, that we are not building a whole new campus.

The question was asked whether the current Building Task Force will continue. Pastor Mike felt that continuing with that task force may accelerate the whole process. They could go over the small details with the architect and present the larger picture (when appropriate) to the Leadership Board and the congregation.

***The Cross:*** The question was asked whether the cross which recently appeared in the lawn outside Pastor Mike's window will remain. The concern was that its location interferes with both overflow parking and the arts & crafts spots which are rented. Chuck said it was used in an event that Pastor Becky did with the youth, it is not permanent, and it can be moved when needed. Pastor Mike said he actually likes it where it is.

### **ADJOURNING**

Pastor Mike ended the meeting by commenting on how impressed he was with our first Leadership Board meeting.

The meeting was adjourned at 8:45pm with a prayer by Pastor Mike. After discussion, it was decided that the next Leadership Board meeting will be held on Tuesday, January 21, 2020, at 7:00pm. The meeting after that will be held on Tuesday, February 18, 2020, at 7:00pm. (The third Mondays in each of those months is a holiday.)

Respectfully submitted,  
Dana Hanson  
Recording Secretary