

**MCCSF**  
**Board of Directors Meeting Minutes**  
**110 Gough Street**  
**March 11, 2008**

**In attendance:**

MCCSF Board: Rev. Lea B, Troy B, Lewis D, Michael C, Kelly M, Steve J, Bill L, Mendel B, Rick R

Absent: Dawnne W (tried to connect by phone, but the technology was uncooperative)

Guests: Marshall J

A quorum was present.

**Meeting Called to Order at 6:40 p.m.**

The meeting opened with prayer and a special welcome to new Board members. Bill distributed the minutes of the past six Board meetings and the current version of the MCCSF by-laws.

**January 2008 Board Meeting Minutes**

Approval of minutes moved by Bill – seconded by Steve. Passed unanimously.

**Pastor's Reports**

Lea distributed a report of the many meetings that she has held with staff, volunteers, students, congregants and others.

Recent developments include:

Joshua L will begin interning in May. He is a student at Episcopal Divinity School in Boston and his schedule will reflect his required times in Boston. No church expense is involved with this internship.

Lea's Installation is planned for April 20. It will include a major fundraiser – primarily through a special offering. A committee has been formed to plan the event.

Elizabeth M is now carrying out the pastoral care duties that were done by Terry E in January and February.

The recruitment for the administrative assistant position will be posted around March 11.

Lea will attend both the Women's and Men's (partially) Retreats.

Amidst everything else, Lea is focusing in the beginning of her pastorate on

strengthening the church's administrative functions. Plans are also underway for Holy Week which comes very early this year. There will be a special 20<sup>th</sup> Anniversary of the 7:00 pm Worship and Praise Service on March 30. We hope to have former music director, Bob C, former music leader Jack H and former pastor, Jim M join the celebration.

### **Treasurer's Report**

Kelly reported that the January and February numbers are not yet final, but that on a preliminary basis, the church lost \$28,813 during the two months. This amount included about \$6,300 in prepayments for the upcoming retreats and some relocation expenses which were budgeted.

Approval of the Treasurer's Report moved by Troy – seconded by Rick. Passed unanimously.

### **Election of New Officers**

Following discussion of the ways that the various Board members would like to serve on the Board in 2008, an easily arrived at consensus emerged that Rick and Kelly would serve as Co-Lay Leaders, Bill as Clerk, and Kelly as Treasurer.

Moved by Lewis and seconded by Bill. Passed unanimously.

### **Authorized Check Signers for 2008**

Barbara B will be removed as a check signer as she is no longer a Board member. Authorized signers for 2008 will be Kelly, Steve, Troy and Michael. Our policy calls for two signers on all checks exceeding \$2,000 and for checks of any amount having UFMCC as payee (a UFMCC requirement).

### **Board Meetings for 2008**

We will have Board meetings on the fourth Thursday at 6:30 for the next three months and then on the fourth Sunday at 1:15 pm for the remainder of the year. The specific dates and times are:

|                    |                         |
|--------------------|-------------------------|
| April 24 – 6:30 pm | August 24 at 1:15 pm    |
| May 22 – 6:30 pm   | September 28 at 1:15 pm |
| June 26 – 6:30 pm  | October 26 at 1:15 pm   |
| July 27 – 1:15 pm  | November 23 at 1:15 pm  |

### **Community Outreach**

Michael led a discussion about the importance of a church presence at various community events and meetings. MCCSF is a member of GGBA and it would be great for some Board members to attend the monthly mixers as representatives of MCCSF (there is a meeting next Tuesday night). The church is also a member of MUMC – Michael and Lea will attend their next meeting. We need to think

about more ways to be visible and involved, especially in the Upper Market area.

### **Handling of Offerings**

Discussion of the need for two Board members to count offerings and complete offering reports at each service.

ACTION – Troy will coordinate a process for assigning Board members for every service on a monthly basis and will distribute a procedure for counting and reporting to all Board members.

Moved by Lewis and seconded by Kelly that a safe be purchased (approximately \$300) for 44 Page St. Passed unanimously.

### **Office Copier**

Discussion of possible misdirecting of a refund check related to the change in copier vendors several months ago.

ACTION – Steve will resolve how much is owed to Ikon and arrange necessary adjustments to current bills.

### **Reserved Parking Space**

Kelly moved and Rick seconded a motion to obtain a reserved parking space for Lea not to exceed \$250/month. Passed unanimously.

### **Funds for Intern Career Testing**

UFMCC requires its student clergy to undergo some specific psychological testing designed for aspiring clergy persons; the cost is approximately \$1,500.

Bill moved and Michael seconded a motion that the church pay \$500 each for the testing required for ordination for Jacob and Brian. Passed unanimously.

### **Choir Gala Trip Budget**

ACTION – Kelly and Lea will discuss in detail the trip budget and funding requirements at their April 4th budget replanning meeting. It is desired that the Board and staff obtain a comprehensive outlook for the event's financial requirements.

### **Planning and Committees**

There was a discussion of the need to resuscitate the church's committees. This will be discussed again at the next Board meeting and the upcoming Board

retreat on May 3<sup>rd</sup>.

**Executive Session** was held after the regular Board meeting to discuss a personnel issue.

**Meeting adjourned at 9:00.**

Minutes prepared by:

Bill Lowell, Clerk

MCCSF Board of Directors