

MCCSF
Board of Directors Meeting Minutes
110 Gough Street
April 24, 2008

MCCSF Board Present: Rev. Lea B, Troy B, Lewis D, Michael C, Kelly M, Steve J, Bill L, Rick R, Mendel B (by phone), Dawnne W (by phone)

Guests: Marshall J

Meeting Called to Order at 6:35 p.m.

The meeting was opened with prayer led by Rick.

March 2008 Board Meeting Minutes

Approval of minutes moved by Kelly; seconded by Rick. Passed unanimously.

Pastor's Report

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

Recent developments include:

Installation fundraising total - \$54,500

Dan L has volunteered to redesign and maintain the church website gratis beginning in May.

Interviewing for admin asst/office manager will take place this coming Saturday.

Lea explained the process for deciding with the Metropolitan Community Foundation Board that the Simply Supper Program will be suspended at the beginning of May due to the severe lack of funding and volunteers and in order to take time to redesign a free food program for people in need. She also reviewed the thorough communications strategy that has been designed to properly communicate to customers, volunteers, partners, media, and the congregation. Lea asked for prayers to help with the upcoming Sunday's sermon dealing, in part, with this topic. Lea is in discussion with St. Gregory's about the possibilities for starting a food bank. Some sort of food program will recommence within a year, perhaps by January. MCF's other programs are continuing.

Lea also distributed an updated version of the six-month leadership plan that she originally shared with the Board during her final week as a candidate. Pressing administrative matters will take longer to resolve than originally thought. Lea hopes to have order mostly restored by the fall.

Monte Toyon Retreat Location

The all-church retreat in the fall at Monte Toyon requires payment by June. It is quite expensive and, as the third retreat of the year, may be overly resource intensive. Pros and cons were weighed. Lea will talk to staff and bring back ideas about possible alternatives, such as a one-day retreat in SF, to the May Board meeting.

Treasurer's Report

Kelly distributed reports for March showing a loss of \$11k for the month – the third monthly loss in a row. A financial report of the first quarter of 2008 will be given to all congregants next Sunday. There was a review of giving and pledging. Most of the Installation Service's special \$54,500 offering has already been received and April should show a healthy surplus.

Insurance at 150 Eureka Street

There was an update of the insurance situation at 150 Eureka St.

Clean-Up of 150 Eureka Street

An ad hoc committee is needed to design and implement a clean-up program for the contents of 150 Eureka St.

ACTION – Lea, Michael, Rick, Steve, Troy, Lynn and Paul S (Lynn and Paul to be invited) will act as an ad hoc committee to undertake this project.

Changing Payroll Dates

Currently, employees are paid on the same day as the end of the payroll period. This necessitates the submission of payroll data to the vendor several days before the end of the payroll period. We will look to the HR Committee to make a recommendation about moving the payday to some date after the end of the payroll period.

eTapestry Contract Renewal

This year's contract renewal cost of \$1,930 will be paid. No motion is required as the obligation was included in the approved budget.

Emily H is drafting a users manual to come back to the Board in May. We are working towards complete implementation as called for by our capital campaign consultants.

Budget Replan

Lea and Kelly met in early April and reviewed in great detail expected revenue and expenses for 2008. Interestingly, only a few, relatively minor changes are deemed necessary. The Board reviewed the revised budget. The budget calls for five full-time staff: the pastor, the music director, associate pastor (as of July), office manager (moving to f/t as of June), bookkeeper (moving to f/t as of June).

DECISION – Rick moved and Lewis seconded adoption of the revised budget. Approved unanimously.

Process for Choosing a New Logo

We want to redesign the church logo. There was discussion about the possibility of holding a design competition among interested congregants.

DECISION – The Marketing Committee was tasked with bringing back guidelines for selecting a new design to the May Board meeting.

Board Member Information on the Web Site

Discussion of the desire to see additional info on the web site about Board members – at a minimum there should be mention of the church activities and committee assignments of each member.

Committee Structure Review

Kelly reviewed the structure that was established several years ago. The outlines were very positively received and agreed that they could serve very well for the reestablishment of our committee structure.

ACTION – Email Kelly with ideas about the committees in time for the Board retreat.

The discussion of the Choral Group Gala budget was deferred to the May meeting.

ACTION – Include this item on the May agenda.

The agenda for the May 3 Board Retreat was favorably reviewed.

The meeting was adjourned at 8:30 p.m.

Minutes prepared by:

Bill Lowell, Clerk
MCCSF Board of Directors