

MCCSF
Board of Directors Meeting Minutes
110 Gough Street
June 26, 2008

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

Meeting Called to Order at 6:30 p.m.

The meeting was opened with prayer by Lea.

May 2008 Board Meeting Minutes

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

Pastor's Report

Lea's report was emailed in advance of the meeting. Highlights include:

Worship – Attendance at Morning and Taize services is strong and consistent. Attendance at 7 p.m. is falling off. Lea and Stephanie are conducting research and will also tape a couple of services to send to Marcia M, a good friend of MCCSF who is a professional worship planner and liturgy expert. When Rev. Jeff B arrives, he will be tasked with making worship leadership trainings a very high priority.

Pastoral Care – Spirit groups continue, but staff is stretched thin while Rev. M was away and we await the arrival of Jeff. Steve C was recognized for the great work he has done designing and leading the recent Bible study series. Membership class was a great success with thirteen attendees – all expressing interest in joining – thanks again to Steve C!

Nearly 100 congregants are involved in one way or another volunteering for Pride.

Administration – This area is progressing very well including office and filing clean-up, revised personnel policies, revitalizing committees, and progress on eTapestry.

Community Outreach – The Marketing Committee is in full swing and trying to get the word out about various Pride activities. Lea stated that she is clear that it is time to be moving out into the community more.

MCF – Paula F is the new President of the Foundation. Karen D will remain on the Board. Great appreciation has been expressed to Karen for seeing the Foundation through an extremely challenging period. The future role of the Foundation needs to be discussed in depth over the coming months.

Other items discussed at the meeting:

Stephanie has been asked to be the Worship and Music Coordinator at this fall's Region I Conference (regional expense).

Board/Staff Retreat will begin at noon on Friday, August 22 and continue all-day on Saturday, August 23. Rev. Elder Lily B will be joining us and lending her support and expertise (denominational expense). Meetings will be held at the Kanbar Center.

Kelly moved and Mendel seconded a motion to accept the Pastor's Report. Approved unanimously.

Treasurer's Report

Detailed reports were emailed in advance. The month of May had a loss of \$2,469. General reserves are \$67,281 and the restricted Building Fund is at \$69,955.

There was a special gift of \$4,000 to be directed towards reducing the mortgage loan at 138-140 Eureka.

Two budget forums held in May were lightly attended, but productive.

Rick moved and Troy seconded a motion to accept the Treasurer's Report. Approved unanimously.

DECISION – Lea moved and Rick seconded a motion to donate the church's organ to MCC in the Valley (North Hollywood) with the understanding that the recipient will be responsible for all expenses associated with dismantling and moving the organ (estimated at \$6,000+). It was noted that major donors to the original organ fundraising campaign were agreeable to this action. Passed unanimously.

DECISION – Lea moved and Lewis seconded a motion to sell the Church's piano for a market rate. Passed unanimously.

DECISION – Kelly moved and Rick seconded a motion to depreciate the pipe organ, piano and computer equipment according to a schedule developed by Steve M and dated June 26, 2008. This action will correct the lack of depreciation updates during the past three years and will have the effect of restating depreciation and financial statements for 2005, 2006, and 2007. Passed unanimously.

Wedding Policies and Procedures

The draft procedures were discussed. There was much discussion of how musicians and clergy who are also paid staff members of the church may be compensated.

ACTION – The music section of the policy will be rewritten and brought back for discussion to the July meeting.

DECISION – Bill moved and Rick seconded a motion that the Wedding Policies and Procedures be adopted with the understanding that statistics will be maintained of the amount of staff time used to process weddings and that the statistics will be brought back to the August Board meeting for a review of the Administrative Fees. Passed unanimously.

Review of 2008 Priorities/Goals

Development – Bill and Lea are meeting twice in July to plan detail for the remainder of the year.

Human Resources – The questionnaire for Lea’s six-month review was sent to approximately 35 individuals. Responses are due July 3rd. The first section of the Personnel Policies is being reviewed at this meeting.

Congregational Life – A Membership Class was held last Sunday for 13 interested individuals.

Governance – The revised Chart of Responsibilities will be reviewed at this meeting.

IT – Mendel and Emily are continuing to explore numerous issues.

Finance - Kelly is working on the Financial Policies and Procedures. There are good models from other churches.

Committee Structure Update

DECISION - Mendel moved and Kelly seconded a motion to adopt the procedures titled “Launching a Committee” and “Committee Oversight”. Passed unanimously.

Chart of Responsibilities Update

Sections updated based on work at the Board Retreat.

DECISION - Kelly moved and Troy seconded a motion to adopt the Chart of Responsibilities dated June 26, 2008. Passed unanimously.

Building Committee Vision

Discussion was held of ways to proceed with next design steps. Ann, Yew Hoe and Mendel presented a schedule of program square footages for existing and two possible future developments.

DECISION – Lea moved and Kelly seconded a motion to empower Mendel to ask our architect to develop two conceptual models (one for just the 150 Eureka lot and one for both the 138-140 and 150 Eureka lots) costing up to \$5,000. Passed unanimously.

Web Site Strategy

Documentation for a proposed Phase I was reviewed. It was noted that, while ecommerce cannot be accommodated in Phase I, we will definitely need some type of on-line pledge system for the fall pledge campaign.

HR Policies

A revised policy for staff for vacations, sick leave, and holidays was reviewed by Karen Dickenson.

DECISION - Rick moved and Troy seconded a motion to adopt the revised vacation, sick leave, and holiday policies. Passed unanimously.

Executive Session

An executive session was held to discuss a confidential staff matter.

The meeting was adjourned at 8:50 p.m.

Minutes prepared by: Bill Lowell, Clerk
MCCSF Board of Directors