

MCC-SF Board of Directors Special Meeting
Monday, January 13, 2014, 6:30 PM
Chapel – 150 Eureka
MINUTES

CALL TO ORDER

The special meeting of the Board of Directors called to order at 6:38 p.m. by Robert.

Board members present: Rev. Robert Shively (Moderator), biff wilson (Treasurer), Maureen Bogues (Lay Co-Leader), Dennis Creagh (Clerk), Emily Hoyer, Jan Corlett

Board members absent: Brian Stevens, Farlie Ham, Lisa Stein

Additional attendees: Michael Leslie

SPECIAL BUSINESS

The Board met to review and complete the Risk Management Audit Report. The denomination office requests this report to be filed by January 31, 2014.

Everyone present reviewed the report and adjusted the responses on the 2014 Risk Management Audit Report. The completed copy of this report is on file in the office as well as available by request to the Board Clerk.

The following action items and tasks were identified as part of the review process. The Board will discuss prioritization, ownership, and a process for completing the tasks.

<i>Task List</i>	<i>Task Name</i>
Buildings and Grounds	Fix walkway ramp lighting
Buildings and Grounds	Develop a schedule of maintenance tasks
	Create a list of major building items, their age, maintenance schedules, and replacement schedule
Buildings and Grounds	
Buildings and Grounds	Develop process for responding to building issues for 138 and 150
Finance	Create a Finance Team charter
Finance	How many bank accounts does the church have?
Finance	Revise process to review bank statements on a monthly basis
Finance	Review and revise cash management procedures
Risk Management	Update the Risk Management Audit Report and send to Vickey Gibbs
Risk Management	Adopt a records retention policy
Risk Management	Develop a Disaster Preparedness Plan
Risk Management	Set revision cycle for policies
Risk Management	Update current policies to remove the counseling from the language
Risk Management	Get copy of 138 insurance policy and distribute to the Board
Risk Management	Get copy of 150 Eureka insurance policy and distribute to the Board
Risk Management	Does the insurance policy include sexual misconduct
	Document the reporting process for reporting a loss to the insurance company
Risk Management	
Risk Management	Add test smoke detectors to calendar
Risk Management	Post the OSHA employment poster in the office

Risk Management	How well are communion cups and bowls cleaned (with soap)?
Risk Management	Develop a safety/security plan
Risk Management	Develop and distribute a transient engagement policy
Risk Management	Develop a schedule for reviewing all contracts and rates
Risk Management	Send electronic copy of deeds to Clerk
Risk Management	Revise conflicts of interest policy statements for Board members
	Adopt a resolution clarifying that pastor's annual compensation package is for ministerial duties.
Risk Management	Adopt/revise policy for signing legal documents
Risk Management	Adopt policy stating we do not make loans to Board members
Risk Management	Research legal duty regarding elder abuse and domestic violence
	Add bylaw stating we follow Robert's Rules of Order for parliamentary procedure
Risk Management	Adopt/enforce policy regarding access to minors (Read aloud program)
Risk Management	Adopt a fire prevention plan
Risk Management	Train staff and volunteers on how to use fire extinguishers
Risk Management	Check and restock first aid kits
Risk Management	Remind staff and volunteers to keep exits and passageways clear
Risk Management	Adopt/revise copyright ownership policy
Risk Management	Create a building use form that includes a release from liability
Risk Management	Review what activities our insurance policy covers
Risk Management	Adopt a communicable disease policy
Risk Management	Review Cal/OSHA requirements