

**COUNCIL OF MINISTRIES
MINUTES
JANUARY 20, 2010**

Deliverables appear in bold.

Moderator Elect, Susan Wirt, called the meeting to order at 7:00 p.m.

Agenda: Susan Wirt announced that the order of the agenda would be changed so that Corry Doty and Walter Rowell could present the Renovation Financial Report and Renovation Campaign Update before Bruce Whitaker and Rhonda Magee present the financial report.

Pastor Brian Henderson shared the concerns of the congregation. Tina Yarrington gave the devotion and led in prayer.

Minutes: of the December 16, 2009 Council meeting were approved by consent.

Additional Agenda Item: On January 9, 2010 a motion was made via email by Tim Michel as follows:

I move that the Council approve the attached 2010 CBC Leadership Ballot to be presented at the annual meeting.

Council members voted by email 15 “yes” votes, and no “no” votes as reported by Kevin Jonell via email.

Renovation Financial Report and Campaign Update: Corry Doty – as history, \$850,000 was the estimated total of the renovation as approved by the congregation in September 2009. It was always the plan to not commit any more to the project than what was pledged during the Campaign. Although the Campaign continues, to date, \$763,000 has been pledged and that is the limit of what will be committed until more funds are available. As the project evolved, these areas suggested by the congregation were added to the cost:

- East courtyard needs a complete overhaul including work on the drain, and handicap accessibility;
- More professional support was required than at first anticipated including engineering, consulting, and architect;
- New CAD (computer-aided design) drawings were needed because original drawings were out of date due to other building projects completed within the past 44 years and not documented in the existing paper building plans; and
- Connecting the project to achieve unification of the distinct areas included in the original renovation plans.

All of these types of changes added just over \$75,000 to the interior project and fees. Based on the results of the Campaign, and the additional items, the Aesthetics Committee determined to defer the outside work including landscaping plans and the parking lot. This places the highest priority on completing the interior.

The current breakout of the project costs as they are being committed are:

- \$101,000 which includes \$19,000 fund raising fees, printing, consulting (1.3% of total project); and \$82,000 professional fees including engineering, consulting, architect, and design;
- \$566,000 Construction contracts (Fransen Pitman, interior; Doug Hunt, courtyard); and
- \$96,000 furniture and furnishings.

These three items total \$763,000, the same amount as cash donations and pledges received to date.

The following items are still needed, and are not covered in the above breakout, nor are they at this time covered under contract:

- \$28,000 – Hallway carpet
- \$20,000 – Finishing the furniture and accessories
- \$ 8,000 – Construction contingency

To date more than one-third of the pledged total has been paid.

Walter Rowell made the following motion:

I move that unrestricted cash from the General Fund, not to exceed \$58,000, be used to pay the costs of securing the loan and the interest portion of payments on the construction loan related to the renovation project. The principle portion of those loan payments will come from money pledged and contributed for the project.

Tina Yarrington seconded the motion. Discussion followed. Corry gave the following estimate for the funds as follows:

- \$2,800 – appraisal
- \$2,100 – loan origination and closing costs
- \$53,000 – interest

If pledges are increased and/or come in quicker than the two-year period, interest could be reduced. The loan has been negotiated for five years at 4.95 percent, and there is no penalty for early retirement of the debt.

The motion passed.

Financial Report: Bruce Whitaker, Church Administrator – presented the summary of income and expenses for December 2009 and end-of-year. The year's revenue exceeded expenses by \$17,000; expenses were less than budgeted for the year by \$25,000, and there was an unaudited surplus of \$45,000 that will be added back to the General Fund. Rhonda Magee presented the balance sheet.

Bruce presented the 2010 proposed budget (attached) for \$906,250. One line item for other gifts and partial 2009 surplus includes \$22,000 to be withdrawn from the General Fund in order to balance the proposed budget. Rhonda Magee made the following motion:

I move that Council approve for recommendation to the congregation the attached 2010 Budget proposal including an income line item comprised of a transfer to 2010 Operations from General Reserves in the amount of \$22,000. The Budget therefore reflects total Revenue of \$906,250 and total Expenses of \$905,916.

Jessica Evans-Tameron seconded the motion.

The motion passed.

Brian expressed his thanks to Bruce Whitaker, Rhonda Magee, and Bill Loftis for their valuable work with the finances of the church during 2009.

Care and Congregational Life (CCL): Anne Jernberg, Pastor – A planning meeting was held to determine the ministry's goals and resources through 2010. The general plan for the entire year was made. Visitor and new member recruitment is the main focus. Two positions are still open: co-chair for Membership, and Seniors Ministry.

Celebration in Worship (CW): Nanci Campbell, Director – The ministry has not met since Christmas. The Song of Christmas was beautiful. The un-hanging of the greens was held after church on January 3, and went well and the decorations were stored. There were issues with the webcast, and Kevin Padworski

reported that the past two Sunday's services were lost. It was a combination of user and technical error. There is money in the budget for a sound technician, and Kevin is looking. It will be a challenge to find the right skill set for the price, and Kevin asked for patience from the congregation.

Communication for Outreach: Jim Roos, Associate Director – A Sudanese congregation has been located in Omaha, and plans are to assist this group through Global Missions.

Cultivation through Education (CE): Shannon Goodrich, Associate Director – There will be some curriculum changes. The Christmas workshop was successful.

Resource Management: Walter Rowell, Director – The building maintenance budget is small and it was exceeded for 2009. The ministry is looking for ways to interface with the Renovation project. Doors in the west wing must be replaced. The construction contractor will be working in the building Monday through Friday and has scheduled Friday afternoons for clean-up. There is \$23,000 in memorials, Earlene Ramay is the chair. These funds are available for small projects. Sharon Murphy heads the risk management area; they are backfilling needed background checks for staff.

Marketing: Jackie Howard, Director – **Ten more writers are needed for the Lenten Devotional.** The deadline for submissions is Monday, January 25. Following are important dates:

- January 27, Annual meeting
- February 2, the last Messenger deadline prior to Lent
- February 4, last date to sign up to receive hard copy Lenten Devotional
- February 14, only date to pick up Lenten Devotional

The annual report will be a live document on the web with indexing. **Jackie asked CCL for assistance with distributing the Lenten Devotional to at-homers.** Some websites need a little more zing. Jackie suggested a kids/youth web representative from Cultivation.

Nominating Committee: Susan Wirt, Moderator Elect, reported that the ballot is as voted on by email.

New Business: Susan read a letter from Kevin Jonell, Moderator, who was unable to attend the meeting, thanking Council members whose terms are expiring: Lori Grohskopf, Jessica Evans-Tameron, Carolyn Weese, Tim Michel, and Mike Boggess. Kevin thanked the Council for all their work, and said he was pleased to have served as Moderator and quoted Brian Henderson, "We can do far more together than any one of us can do alone."

Ushers are needed for the Congregational meeting. Jim Roos and Jackie Howard volunteered.

The church office needs handouts for the Annual Meeting by Monday, January 25; Jackie said the annual report will not be ready before Wednesday morning. She will deliver it to the church office.

Susan Wirt will poll current and new members by email to determine if the meeting day can be changed to Monday or Tuesday.

The retreat is scheduled for March 6, at Kentucky Circle Village for 8:30 a.m. to approximately 2:00 p.m.

It was moved and seconded to adjourn. Susan Wirt adjourned the meeting at 8:30 p.m.

The next Council meeting will be held on Wednesday, February 17, 2010 at 7:00 p.m.

Respectfully submitted,

Council Minutes, January 20, 2010
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Carolyn Weese
Church Secretary