

## AUMC Leadership Board Meeting

01/16/25 @ 6:30pm

Zoom Link: <https://us06web.zoom.us/j/89389718704>

**Attendees:** Adrienne Behmer, Carl Carpenter, Carol Chaney, Susan Daniel, Dave Dierzbicki, Wayne Garver, Teresa Lesicko, Cara McGuire, Keith Morgan, Daniel Shanks, Dave Shuey

**Absent:** Kathy Luther, Peter Albrecht, Cindy Carlson, Tope Ogunmola, Gini Folk

### Agenda Outline

|  |               |
|--|---------------|
| <b>Opening &amp; Prayer</b>  | Pastor Daniel |
| <b>Vital Signs</b>   | Pastor Daniel |
| <b>Review previous minutes / business</b>  | Cara McGuire  |
| <ul style="list-style-type: none"> <li>-Building Maintenance topics in section below</li> <li>-Status of Charge Conference forms</li> <li>-Staff gifts distributed</li> </ul>  |               |
| <b>New Business</b>  | Cara McGuire  |
| <ul style="list-style-type: none"> <li>• Pastoral Check-in / Updates</li> <li>• Budget review</li> <li>• Calendar review</li> <li>• Building and maintenance</li> <li>• Staff updates</li> <li>• Action Committee updates</li> </ul> |               |
| <b>Open forum</b>  |               |
| <b>Closing &amp; Prayer</b>  | Pastor Daniel |

### Vital Signs

Notes:

- Staff is doing well overall, morale is high
- Attendance lower in person with the weather, around 100-115 including online consistently over the last 5 months
- Congregational care is positive, more interest in getting involved, new people are visiting and hopefully can be engaged
- Celebration of the \$5K Grant for Meal Prep/Communal Cooking ministry

### Previous Minutes / Business

Details:

- Charge conference forms submitted
- Staff gifts were distributed for the holidays from congregation contributions – thank you!

Notes:

|               |    |                      |
|---------------|----|----------------------|
| Action Items: | NA | Responsible/Deadline |
|---------------|----|----------------------|

| <b>Pastoral Check-In / Updates</b> |   |                        |
|------------------------------------|---|------------------------|
| Details:                           | <ul style="list-style-type: none"> <li>• Weekly Time off and Sabbath</li> <li>• Continuing Education</li> <li>• Spiritual Retreat</li> </ul>  |                        |
| Notes:                             | <ul style="list-style-type: none"> <li>• As part of pastoral care, Leadership Board needs to ensure Daniel has time for self-care and growth. Discussion around areas above confirmed that all is well at this time.</li> </ul> |                        |
| Action Items:                      | <ul style="list-style-type: none"> <li>• Above topics will be added as standing pastoral check-in topics</li> </ul>   | Cara / by next meeting |

| <b>Leadership Board Transition</b> |   |   |
|------------------------------------|---|---|
| Details:                           | <p>Welcome to Adrienne, Dave, and Keith!<br/>Thank you to Gini, Tope, and Peter!</p> <ul style="list-style-type: none"> <li>• Review and update Board Roster if needed</li> <li>• Review recurring meeting day; potential transition to Tuesdays (1st or 3rd of month) + adjustment to 90 minutes</li> <li>• Strategic Planning Meeting <ul style="list-style-type: none"> <li>• Review/Save the Date for Sat 2/22, 9:30am-12pm</li> <li>• Draft agenda in progress, call for topics will be sent once date is set</li> </ul> </li> </ul> | <a href="#">AUMC Board Roster</a>                           |
| Notes:                             | <ul style="list-style-type: none"> <li>• After discussion, 1st Tuesday of the month from 6-7:30pm proposed and agreed</li> <li>• Prefer attendance in person but due to circumstances can provide virtual link</li> <li>• New and existing board members can access MO Conference Resources at <a href="http://moumethodist.org/absorb">moumethodist.org/absorb</a></li> </ul>  | Next Meeting Feb 4, 6pm                                     |
| Action Items:                      | <ul style="list-style-type: none"> <li>• Review Board Roster and provide updates, include action committee roles if applicable</li> <li>• Call for Strategic Planning Topics</li> <li>• Identify recording secretary role within board to support with minutes at meetings</li> </ul>   | ALL / by Feb 4 meeting<br><br>ALL / by Feb 14<br>Sue Daniel |

| <b>Budget Review / Action Committee Report</b> |   |  |
|--|---|--|
| Details:                                       | <p>Committee Meeting on Jan 14 @ 6:30pm<br/>Daniel, Dave, Keith, Kathy and Cara attended meeting</p> <p>Summary of Budget Action Committee Meeting</p> <ul style="list-style-type: none"> <li>• Budget Draft &amp; Statement of Activities reviewed</li> <li>• Discussed contributions and method of determining future budgets (in progress)</li> <li>• Review of accounts and access - balances reviewed/discussion on access and authorized signers (Jim Gaston, Carl Carpenter, Rose Albrecht)</li> </ul> |  |

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|               | <ul style="list-style-type: none"> <li>• Next budget action committee meeting to be set in Feb</li> </ul>   |   |
| Notes:        | <ul style="list-style-type: none"> <li>• Board review/approval of draft budget <ul style="list-style-type: none"> <li>○ Pastor Daniel reviewed budget line items for board review</li> <li>○ Carol Chaney made a motion to approve Draft Arlington 2025 budget; Adrienne Behmer seconded; Discussion followed</li> <li>○ Carol Chaney amended to approve the Draft Arlington 2024 budget as a working budget and share details with congregation after further Action Committee and Board work, Adrienne Behmer seconded the amended motion</li> </ul> </li> <li>• Dave Shuey submitted as Finance Chair in Charge Conference documentation, further discussion to confirm his role at next action committee meeting</li> </ul> |   |
| Action Items: | <ul style="list-style-type: none"> <li>• Set next Budget Action Committee Meeting</li> <li>• Action Committee to continue cleanup to map departments/areas and budget lines to accounting system (Realm)</li> <li>• Designate Treasurer on current Board roster to lead activities and be point person for staff and congregants</li> </ul>   | <p>Cara / mid-Feb TBD</p> <p>Action Committee / Feb</p> |

### Calendar Review

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|---------------|---|----------------------|
| Details:      | <ul style="list-style-type: none"> <li>• Charge Conference January 21 - Daniel, Cara, Gini will attend via Zoom</li> <li>• January Save the Dates</li> <li>• Lent upcoming - Ash Wednesday March 5</li> </ul> |                      |
| Notes:        | NA  |                      |
| Action Items: | NA  | Responsible/Deadline |

### Building & Maintenance

|          |   |  |
|----------|---|--|
| Details: | <ul style="list-style-type: none"> <li>• Roof repair needs</li> <li>• HVAC replacement needs</li> <li>• Fellowship Hall drinking fountain drain bid needed</li> <li>• Alarm system bid update</li> <li>• Youth in Need Door bid</li> <li>• Transition from PDO/Nursery to Sunday School &amp; Youth room</li> <li>• Media Booth update – Feb target</li> <li>• Other maintenance?</li> </ul>  |  |
| Notes:   | <ul style="list-style-type: none"> <li>• Building Maintenance and Security Audit notes shared by Dave Shuey and reviewed by board</li> <li>• Confirmed that Building Action Committee members are Dave, Wayne, Teresa, Daniel</li> <li>• Ferguson roof scheduled to review issues as weather allows</li> <li>• Youth in Need and front door lock/repairs to be completed soon, waiting on the company to schedule. Cost around \$4000.</li> </ul> |  |

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|               | <ul style="list-style-type: none"> <li>• Drinking fountain resolution on hold</li> <li>• Youth room transition planned to be completed in Feb.</li> </ul>  |  |
| Action Items: | <ul style="list-style-type: none"> <li>• Action committee to meet and review bids on priority items (Fire/security alarm, emergency exit signs/lights, gutter, roof, and doors)</li> <li>• Parsonage Inspection scheduled and completed</li> </ul> | Building AC / Feb 4<br><br>Wayne / by Mar 1<br><a href="#">2025 Parsonage Inspection Form_AUMC.pdf</a> |

|                      |   |                          |
|----------------------|---|--------------------------|
| <b>Staff Updates</b> |   |                          |
| Details:             | New Digital Newsletter - shout out to Liz!  |                          |
| Notes:               | -Staff Gift Policy review<br><a href="#">AUMC Policy and Procedure_ Staff Gifts</a> | Deferred to next meeting |
| Action Items:        | NA  | Responsible/Deadline     |

|                      |   |                           |
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| <b>Youth in Need</b> |   |                           |
| Details:             | <ul style="list-style-type: none"> <li>• Transition to rental space update</li> </ul>   |                           |
| Notes:               | <ul style="list-style-type: none"> <li>• Bathroom toilet and shower head needs replacing, Pastor Dan will purchase parts</li> <li>• No other updates</li> </ul> |                           |
| Action Items:        | <ul style="list-style-type: none"> <li>• Repair as noted above</li> </ul>   | Building Action Committee |

Meeting adjourned at 8:10pm with a prayer.  
 Minutes taken by Sue Daniel/compiled by Cara McGuire