

Castleton United Methodist Church
Leadership Team Meeting Minutes
November 13, 2018

Team members present were Mary Carson, Deb McCloud, Ron Miller, Larry Burch, Chris Heylman, and James Hinshaw. Pastor Jen Gibbs was present, as was David Ayers, Treasurer. Kim Paulus-Tauriainen and Mark Unland were absent.

Joys and concerns were shared – including (a) Deb’s sister in law (Mary), Tandy and family regarding mother’s passing, Chris’ mother’s health, David’s aunt’s health, Lauren Hannewalt’s cancer battle, the homeless weathering the bitter cold, James’ mother’s surgery., and (b) Chris’ employment and James’ 7-year NED status.

Larry Burch opened the meeting in prayer at 6:38pm.

On Deb McCloud’s motion, and Ron Miller’s second, the October 16, 2018 meeting minutes were approved unanimously.

Finance – Deb McCloud

- David Ayers talked us through who has signing authority on various banking accounts, and identified the need to have LT Chair Mary Carson added to such. For example, Carson needs to be added to the CUMC checking and money market accounts (along with McCloud and Ayers), the Still Water checking accounts (along with McCloud, Ayers, Derr, and Black), the Loaves and Fishes accounts (along with Derr, McCloud, and Ayers). On Chris Heylman’s motion and Larry Burch’s second, authorization was unanimously approved to add Mary Carson as signator to the identified accounts.
- There was discussion over whether Carson, McCloud, and Ayers should also be added to the CUMNS KIDS accounts (along with Trisha and Bethany).
- There was discussion that the primary reason for having cosigners is to proactively protect the various people handling the finances against accusations of mishandling and/or wrongdoing, not because of or in response to any such concerns.
- There was discussion that none of these groups has or uses CUMC debit cards, only credit cards – all of which have the statements delivered directly to Pam Black.
- David Ayers reported a proposal to restructure \$330,000 in CUMC’s money market account – to allocate such at \$130k remaining as cash in the money market account, \$100k in a 12 month CD, and \$100k in an 18 month CD (with the CD’s each paying over 2%). All are with National Bank of Indianapolis. On Chris Heylman’s motion, and Larry Burch’s second, the motion to approve such was unanimously approved. – although it was noted that such an allocation probably did not actually require LT approval here.

- David Ayers reported on recent communications with Star Bank over the loan restructuring documents clarifying that no interest is to accrue on Promissory Note C.
- Deb McCloud reported on the Giving Report, noting for example (a) that CUMC is averaging \$30,973 in weekly giving (which is only \$413 off of the \$31,386 per week that is budgeted), (b) that CUMC is so far about \$2k over total giving compared to YTD 2017, and (c) that with 8 weeks of giving still left in 2018, CUMC is about \$220k short of total year-end budget (which compares favorably to prior years where CUMNS was about \$273k short of budget in 2015 with only 7 weeks of giving left then, for example).
- Deb McCloud presented a Summary of Restricted Accounts document and talked through the various accounts and figures.
- Pastor Jen led a discussion about the need for a visioned Capital Campaign in light of approximately \$6.7M loan on structures (balloon payment due in 2023), budget cuts, and questions from donors and parents about the church's financial condition. Wayne Derr is tasked with developing this campaign, with input from LT.
- Pastor Jen led discussion over a proposal to authorize engagement of Indiana United Methodist Conference's Heidi Harding to review CUMC financial policies and procedures, and develop and propose a set of policies and procedures (a/k/a "safety policies") for review and consideration by the LT. This would require access to and review of all of CUMC's accounts, including CUMNS KIDS and Still Waters, and would likely be completed by March if approved now. The LT unanimously approved this initiative (although a formal vote was not taken). There was discussion over whether the scope of this review should also include insurance adequacy (e.g., what if CUMC has \$15M in assets but only \$6M in coverage?) and risk management – which we would need to discuss with Ms. Harding, and upon further consultation with Mark Unland, Wayne Derr and Tom Schubert.

Staff Parish – Ron Miller

- Deb McCloud and Ron Miller are looking into the scope/adequacy of medical insurance benefits, and related costs for such.
- As part of the 9-12 month plan, staff are rewriting job descriptions, including success indicators, annual goals, and evaluation factors, and restructuring continues (e.g., removing attendance responsibilities from Cindie Dinwiddie). Goal is to have such ready for review by LT in January.
- Employee Manual was last reviewed in 2013, and Wayne Derr is updating it – including provisions that address social media policies, sexual harassment policies, and branding policies. Goal is to have such ready for review by LT in January.
- Tandy is meeting with the new Associate Director of Family Ministries.
- Jonathan Cruz is developing a Discipleship Plan.

- Pastor Jen is putting together a plan to properly populate and function a Nominations Team. She proposed that the 2 lay leaders would be Paul Halverson and John Dinwiddie, and Daniel Glass to serve as Secretary and as a voice for young people in church leadership. On Larry Burch's motion, and Chris Heylman's second, the leadership slate here was unanimously approved by the LT.
- There was discussion of Pastor Jen's evaluation/assessment, including a comparison of and discussion around Pastor Jen's self-evaluation and observations in response to the LT's evaluation.

Trustee's Report – Mark Unland

- Mark Unland's written report (attached hereto) was previously circulated and reviewed prior to the meeting.
- It was noted that no specific action/approval was requested this month, and that the 2019 Budget here should be essentially the same as it was for 2018.

James Hinshaw closed the meeting in prayer at about 8:00pm.

Respectfully submitted by James Hinshaw, standing in for Secretary Kimberly Paulus-Tauriainen.