

Castleton United Methodist Church
Leadership Team Meeting Minutes
January 13, 2015

Meeting was called to order at 6:30 p.m. The meeting opened with prayer by Paul Bickle.

Committee members in attendance: Pastor Frank Beard, Pastor Matt Lipan, Pastor Billy Nickrand, Paul Bickle, David Ayers, Jerry Robinson, Deb McCloud, Rusty Voss. Margo Ward, Tom Schubert, Roy Byerly, Carol Craig, and Dorian Poole. Staff member Wayne Derr was invited, but not in attendance.

Jerry Robinson was selected Secretary for this meeting.

Minutes

The minutes from the December 2014 Leadership Team meeting were distributed by email. Minutes approved.

Sunrise Transition (Pastor Frank Beard and Pastor Matt Lipan)

Pastor Frank reported that the process for incorporation as a new church and legal work for the tax ID is taking place. The next step will be to work with Mark Sausser of Faegre, Baker, Daniels to complete the lease agreement.

Pastor Matt reported that transition plans continue to go well. Prior to the leadership meeting Pastor Matt provided an e-mail with housekeeping items of things to do and time lines. Projects are on schedule with signage and landscaping as items for completion. Copies of the new logo and letterhead were circulated for Gateway Community Church, a United Methodist Fellowship. Worship attendance has increased 20% over the prior year. Attendance approximated 200 on recent worship services. Christmas Eve attendance was 317. Pledges from this campus are \$270,000 for 2015 and giving units have doubled in number from last year. One new administrative staff member for 2015 is Jacqueline Toney Meadows. Mary Griffin, who has been aiding with administration at Sunrise, will return to Castleton. Finances for the Castleton Campus and Gateway Campus are being tracked separately as of January 1 to allow for an easy transition on July 1. The transition will not include a "going dark period" as previously approved. A formal request to change the transition plan will be provided to the Leadership Team. Community outreach and special events will include: Go Wild Weekend (January 24 – 25) and Silly Safari (January 31).

Buchanan Counseling Services - Update (Pastor Frank)

Pastor Frank provided a copy of the proposed covenant agreement dated January 12, 2015, between "At the Well Pastoral Counseling" and Castleton. He stated that Dr. Chandler would like to see clients on-site as of February 1. Buchanan has terminated their contract for counseling services as of January 1. The issue of fair market value for rent was discussed if this is a private company. Fair market accounting is needed for Castleton to maintain its current non-profit tax status. Legal, financial, and insurance risks were discussed. Discussion of the counseling service as part of our vision and mission ensued. By obtaining approval from the Bishop for the counseling service as an approved ministry site with appointment of Pastor Chandler to Castleton was discussed. Pastor Frank will approach the Bishop about this as an extension ministry site. A 90 day probationary period to see how the arrangement is working is needed. Any contract would be handled by Wayne Derr and include a 90 day trial period.

Trustees (Tom Schubert)

Tom reported on the liability and building insurance coverage, which has a renewal date of February 15. As of July 1, 2015, Gateway Community Church will carry its own policies. Capital Insurance and Risk Management Group provided comparison bids from various insurance carriers. Discussion followed on the need to increase coverage in three areas: (1) umbrella liability limits to \$1 million / \$4 million, (2) dishonesty to \$200,000, and (3) signage to \$40,000. Coverage in these three areas of weakness were increased as stated. Upon motion and second, Mennonite Mutual was selected as carrier for a one year period at a cost of \$39,916. This amount is a savings over the previous year with a different carrier.

Report on Family Life Center and the utilization of that space followed. Funds of \$16,300 are available in restricted accounts for initial phase of refurbishment. Installation of an 18 foot acoustic tile drop ceiling would be the first item with a cost of \$11,150. Completion time is four weeks on the 18 foot ceiling. The need for increasing ceiling height by 4 or 5 feet was discussed to accommodate sporting events. Cost would be higher and time for completion would be longer. Tom will contact a church member who is an architect to assess costs of a higher ceiling. Lighting costs of \$15,500 were in the proposal. Tom believes that church members could instal the lighting at a lower cost.

Deferred maintenance and unfunded issues were presented. Ministry Center has four entry door areas that have brick walls out of plumb with some shards of brick coming down. Cost of repair is estimated at \$60,000. Old education wing has six air handler units in need of replacement with one not working. Parking lot along the new walking trail on 71st Street will be disrupted in the Fall of 2015. We have \$25,000 from the sale of easement to repair the parking lot, but total cost is not known. Contractor for the trail will cover 66.66% of parking lot cost and our share is 33.33%. Inventory of all mechanical items and motors should be completed with installation dates and useful life. Painting and cleaning items remain in the IHN area. Campus clean up and mulch delivery as part of the GO WEEKEND in April were discussed.

Generosity (Deb McCloud)

Deb indicated that contributions were up on both campuses during the first week of January as compared to a year earlier. Pledges for Castleton campus total \$1.4 million for 2015. Our revenue goal for 2014 was \$2.1 million. We received 98.2% of that goal.

Still Waters (Deb McCloud)

Deb presented the results of National Financial Analysis survey of adult day care centers with 65 centers in participation. Still Waters has operating ratios that are in the median of the results except that it is in the 75th quartile for the bottom line. Lower cost of rents are the reason for the better bottom line.

FCJ Update (Pastor Frank and Pastor Billy)

Pastor Frank indicated that five prescriptions have been completed. We will continue to assess all aspects of the church in light of our mission, vision, and core values. Frank is aligned with a group of other pastors who are going through the FCJ process. The pastors visit each site to gather ideas. Pastor Billy indicated a continued emphasis on small groups to get church members involved. Carole Craig indicated her desire to serve on an informal task force to provide structure small groups and this was accepted by Pastor Billy. We should be looking for changes to CMC in the Fall of 2015. The six week format may not be followed and different classes and opportunities will be provided.

Communication remains an issue. Some members did not know the date of the Charge Conference in 2014, which was posted on the web site. Pastor Frank indicated that it is his goal that all church business is conducted in a transparent manner. Increased efforts to post items in printed media as well as electronic media will be addressed.

Leadership Team Training Opportunity (Paul Bickle)

Many members of the team are going to classes provided by the conference on January 25 . CMC starts January 28. Financial University starts on February 25. Leadership Team will be servers at CMC on February 25.

2015 Leadership Team Meeting Dates (Paul Bickel)

After discussion, the new meeting date for the Leadership Team will be the third Tuesday of the month.

Being no further business, meeting was adjourned with prayer by Pastor Frank at 8:45 p.m.

Next meeting is Tuesday, February 17th @ 6:30 p.m.

Secretary ProTem: Jerry Robinson