Caldwell Methodist Church

Board of Stewards Meeting Minutes

Monday, August 14, 2023

**BoS Attendees:** Pastor Kevin McMachen Mark Telg – Chair Tommy Griffin

Monica Odenbach Bridget Ingram Becky Aldridge Brad Blaha

Stu Chapman Ron Olive

**Call To Order:**  Mark Telg – Chair - called the meeting to order @ 6:03pm.

**Opening Prayer:** Pastor Kevin McMachen

**Opening Comments:** Mary Ann Baron submitted her resignation as BoS Secretary effective immediately. Kevin states Mary Ann also submitted a replacement recommendation and will share that information with the Nominations Committee for consideration.

**SPRC:**  Pastor Kevin reports Jan working on 1 MDO staff replacement and 1 Nursery staff replacement. Pastor Kevin reports 2 issues to address. SPRC to meet with Pastor Kevin and discuss resolutions. Stu Chapman to be replaced on SPRC as a result of further research on the stipulations listed in the Transitional Book of Doctrine and Discipline pertaining to staff and BoS members.

**Trustees:**

1. Wheelchair Ramp - Mark reached out to Gessner Engineering for estimates/information. States many variables for installing approx. 84’ of ramp. $9000 estimate from Gessner for planning stage costs, not including architect or construction costs. Pastor Kevin made the motion to table project until January 2024 due to projected costs, Stu Chapman seconded, passed unanimously.
2. Update on campus-wide internet access - Pastor Kevin reports receiving a quote of approximately $6000 installation from Tim. States he will work on other avenues of installation at this time and provide BoS with an alternate estimate.
3. Responsibilities/coordination of church rental events – Bridget, Phillip and Pastor Kevin are currently updating the church Wedding Policy and will present information to the BoS for consideration at the next meeting. Bridget proposed developing a “team” of Event Coordinators along with a set fee for the services of a coordinator, sound person, and custodian to be established.
4. Update on Tax Exempt Status – project completed. Item needs to be removed from agenda.
5. Security Team- Becky to serve as BoS liaison for security team and will report back.
6. Signs - Tommy reports receiving a $10,700 bid from GT sign company requiring a $6400 deposit to start project. This will replace references to UMC on the front of the building and the awning. Motion made by Mark to accept bid from GT, seconded by Tommy, and passed unanimously. Pastor Kevin requests to be notified when project begins so Rebecca Chapman can document from a historical perspective.
7. K L Landscape – Mark to call KL concerning recent invoice and to request an itemized invoice. Brad to work with Michael Bennett to research alternative companies.
8. Update By-laws – Tommy Griffin, Pastor Kevin and Bridget working on updated By-laws to present to the BoS at September meeting with goal of having updated set ready for next Church Conference vote.
9. Outside group event contact – see agenda item #10.
10. Hosting outside groups – Becky reports after hosting UM Army event, a second crew had to be called in to clean for Sunday services due to the way the facilities were left after event. Pastor Kevin reports group had leadership difficulties this year and will notify them of our concerns and additional cleaning costs.
11. Church Van – Church bus has been sold for $11,000. New church van has already been ordered with an expected delivery date of 6-9 months. Bud Cross notified Tommy there were no more 2023 vans available and the 2024 models will be slightly more expensive. Bud Cross to notify Tommy of new van cost. Suggestion was made to research other possible options. Brad to talk with Brad Bowers and Pastor Kevin to research other options and report back.
12. AC Units for Office and Gym – Tommy reports he thinks the gym unit is sufficient for the remainder of the season. Estimate for replacement costs received from Barker A/C rejected at this time. Brad to contact Mize A/C to review status of gym units and office A/C issues.

**Finance Report:**

1. Monthly financial report – Summer tithing slump is improving. Edward Jones accts up slightly. Becky to review agreements with payroll provider which are expiring soon.
2. Draw downs with Edward Jones to be done once name change is complete. IRS name change letter to be given to Edward Jones to complete name change.
3. Monica needs to pick up key to office to complete account reconciliations.
4. Monica to finish preparing form for staff to sign in order to receive new church credit cards with Capital One. Monica to email form to BoS for approval. Pastor Kevin will present to staff once procedure is in place. Once forms are completed by staff, Monica will set up request for new cards. Card limits to be established by the BoS prior to ordering cards.
5. No MDO report received.

**Old Business**: none

**New Business**:

1. Accounts that need to have name changed. (Sent list to Mark & Becky) - Becky to work with Laura on a few other church accounts needing name change.

2. Tommy to work on getting church blueprints digitalized.

3. Pastor Kevin reports on July Annual Conference events and recommends everyone watch the online recording of the Friday night worship event. Recommends having church conference by mid-November.

**Closing Prayer**:  Brad Blaha

Meeting adjourned by Mark Telg @ 08:45pm. Next monthly BoS meeting scheduled for **September 11th, 2023 at 6pm.**