

Administrative Committee Minutes
September 11, 2018

Members: **Bryan Toney, Parks Williams, Slade Lewis, Jennifer Dowler, Barb Newbauer, Mary Palmieri, Charlie Lee (Present in BOLD)**

Opening Prayer: Charlie Lee

Old Business:

- **Church historian** – Review email requesting funding approval for VHS conversion from the existing Lillian Steele grant for the historian. APPROVED.
- **Annual Financial Audit** – Requested funding for 2018 Review.
- **Review budget** – Jennifer stated that she has not received a recent budget for the Administrative Committee, but the previous report showed that we are within budget.

Continuing Business:

- **Quarterly meeting for committee chairs** – Conversation with Charlie Lee about 2019 Committee Leadership. He would like to do a couple of things: 1) promote the idea to the membership to use their talents by serving on a committee, and 2) begin planning for committee leadership rotation. This Quarterly Committee Chairperson meeting will be held after church on October 7 in Room 321.
- **Elder Training** – October 7, 14, 21, 28, November 4 – Planning for this is underway by Charlie Lee and Jennifer. Charlie suggested that instead of the training classes to be held after church, that we hold them from 4:00-6:00 p.m. on the original dates planned.
- **College of Elders** – to be held on Saturday, November 17.
- **Town Hall Meeting** – Date to be determined at beginning of 2019
- **Winter Retreat(s)** – Date, location in January/February 2019 with focus on team building and goal setting

New Business:

- Schedule elder examination – At November Session meeting on November 18.
- Additional committee members? A discussion was held on how we can promote committee connection to get more of the congregation to serve.
- Photo display of Session members – Jennifer to pursue

Closing Prayer: Parks Williams

Next month: Opening Prayer:
Closing Prayer:

Next meeting: Tuesday, October 9, 2018

ACTION ITEM:

UPCOMING EVENTS:

October 7	11:15 am	Committee Chair meeting, Room 321
November 17	9:30-11:00 am	College of Elders
November 18	7 pm	New elder examination during Session meeting