

ADMINISTRATIVE COMMITTEE MINUTES

January 8, 2019

MEMBERS (Present in BOLD): Jennifer Dowler, Charlie Lee, Barb Newbauer, Mary Palmieri, Bryan Toney, Kathie Tiedeman, Parks Williams

OPENING PRAYER: Slade Lewis

WELCOME: Mary Palmieri welcomed everyone to the first meeting of the Administrative Committee for 2019. She also welcomed Kathie Tiedeman, a new member to the Committee. She then shared a packet of material which she prepared for each member – Agenda, Purpose, Calendar for 2019, Budget for 2019 (\$58.5K), Session for 2019, Committee Chairs and Liaisons, and the December Minutes.

OLD BUSINESS:

Church Historian - Mary Jane Conger will bring a report to the committee in March. A line item of \$50 was added to the proposed budget for 2019.

Annual Financial Review – Barb reported on her meeting with the Finance Committee and also gave a historical perspective of what has been done to date. In addition to the two reviews of the past two years (2016 and 2017), a Risk Assessment was done in 2015 at which time Billie Toney was hired. Barb recommended that nothing be done until after the April tax season.

CONTINUING BUSINESS:

2019 Elder Committee Assignments – Charlie updated the list that was in our packet. The updates includes Richard Porter and Karen Smith to co-chair Fellowship withCarolynn Campbell as vice chair. Worship and Music does not have a chair at present. (see attached).

Session Retreat - The Session Retreat will be held on January 19, 2019 at River Landing from 8:00 a.m. until 4:00 p.m. Ned Bryan is donating lunch and coffee. Steve Royal is leading the retreat, New easels and flip charts ordered.

Session/Staff Fellowship – This year’s fellowship will be held on March 1, 2019, from 6:30 p.m. until 8:30 p.m. at the home of Kathie and Paul Tiedeman. Slade will work with Kathie concerning the caterer.

Exit Interviews - Barb has already initiated this.

Photo Display - Jennifer is working with B&G for consistency.

Recognition of outgoing Elders & Ordination/Installation of class of 2021 – Done

NEW BUSINESS:

First Quarter Committee Chair Meeting – Scheduled for March 3, 2019 following Worship.

Review Church Insurance prior to renewal – Renewal is in March. Slade stated that the 5% that was put in the 2019 budget is consistent with past year. The current carrier of the insurance will be maintained due to their primary coverage of churches.

Annual Congregational Meeting – Scheduled for February 3, 2019 in the sanctuary immediately following worship. Charlie is developing a new condensed version of the Annual Report for the congregation which is more member-friendly (more like the current newsletter with four pages: front page will be the big items of 2018; page 2 will be “how did we make a difference”; page 3 will be a statistical report; and page 4 will include a budget summary.) Copies of the complete Annual Report will be available as well.

Town Hall - **Optional for** Spring 2019 program with possible topic around the new Tax Code and its impact on Charitable Giving.

February Opening Prayer – Barb Newbauer

February Closing Prayer - Jennifer Dowler

Closing Prayer: Parks Williams

NEXT MEETING - February 12, 2019

UPCOMING EVENTS:

January 19 - Session Retreat

February 3 - Annual Congregational Meeting

March 1 - Session/Staff Fellowship

March 3 - Committee Chair Quarterly Meeting

2019 Committee Leadership

| | 2019 | 2020 | 2021 | |
|------------------------------------|--|-------------------------------|--------------|--|
| Administrative | C – Mary. P L – Slade L. L – Barb N. | | | |
| Buildings & Grounds | C – Drake D. VC - | | | |
| Caring Ministries | C – May W. VC – | C – May W. | C – May W. | |
| Congregational Nominating | C – Cuyler M. VC – Joy K. | C – Joy K. | | |
| Endowment | C – Elaine G. VC – Joy K. | C – Joy K. | C – Joy K. | |
| Evangelism & Membership | C – Elaine G. VC – Kevin S. | C – Kevin S. | C – Kevin S. | |
| Faith Formation | C – Susan Porter VC – Ginger W. | C – Ginger W. | | |
| Fellowship | C – Richard Porter & Karen Smith VC –Carolynn C. | | | |
| Finance | C – Jack B. VC - | C – Jack B. | | |
| Mission | C – Cathy I. L – Donna B. | C – Cathy I. VC – Donna B. | C – Donna B. | |
| Personnel | C – Donna B. VC – Slade L. | C – Slade L. | C – Slade L. | |
| Preschool | C – Susan Preston L – Barb N. | | | |
| Stewardship | C – Cuyler M. L – Mary O. | C – Cuyler M. | | |
| Worship & Music | C – VC – | | | |
| Youth | C – Marth B. VC – | C – Martha B. | | |

(Bold/Underline = Active Elder)

President of Corporation –

Vice President –

Clerk of Session/Secretary – **Barb Newbauer**

Assistant Clerk –

Treasurer – **Jack Barry**

