

**MINUTES OF THE
ADMINISTRATIVE COMMITTEE
MARCH 12, 2019**

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

Staff: Charlie Lee

Opening Prayer: Bryan Toney

OLD BUSINESS:

- 1) **Church Historian Report** - MaryJane Conger – (See attached)
- 2) **Session/Staff Fellowship Report** - Hosted by Kathie & Paul Tiedeman. Successful, well attended event! - Came in under budget at \$862.54. Next Session/Staff Fellowship will be scheduled for February 7, 2020. Kathie will contact the caterer to confirm that date.
- 3) **1st Quarter Committee Chair Mtg. Summary & Comments** - (see attached summary)
- 4) **Church Insurance** - Has been paid this month.
- 5) **Tax Seminar** - Kathie to contact Fidelity to present program in October.
- 6) **Town Hall & College of Elders** - TBA - fall 2019 - Tabled until next meeting.

NEW BUSINESS:

- 1) **VOLUNTEER APPRECIATION LUNCHEON** - **Scheduled for Tuesday, May 7th** at noon. Mary to handle the invitations. Slade and Kathie will plan the event.
- 2) **Bob Overman request** - **Approved** replacement of inadequate or broken computer parts for \$319. He also requested a new chair pending cost estimate. Charlie brought up that Kathryn needs a new laptop. She needs to submit a proposal with cost estimate.
- 3) **GOALS for 2019** - Each committee member to submit their ideas for administrative goals with specific, measurable steps by next meeting.
- 4) **2nd Quarter Committee Chair Mtg** - **Scheduled for May 5th at 11:15.** Topics: "Sign-up Genius" tutorial with Kathryn and sharing/review of each committee's 2019 goals.
- 5) **Other** - Kevin Shoffner to photograph elders for new slat wall display. _____

Opening & Closing Prayers (April): Slade Lewis – OPEN; Barb Newbauer - CLOSE

Closing Prayer: Parks Williams

Next Meeting: April 9, 2019

Historian Report for 2018

This was the first full year of being the historian, started in June 2017

Received \$1,200.00 from Lillian Steel Fund for 2018 and spent it before Dec. 31st 2018

- Portable recorder, high end for better voice quality
- Archival materials, folders, boxes, archival photo pages and also for DVDs
- External hard drive to store video and audio recordings
- Videos transferred to DVD and MP4 format

With help of Admin Committee developed questions to ask of those I interview for the Starmount Oral History Project

Developed release form for those interviewed so others in the church can have access to recording

Learned how to operate portable recorder to record, play, download files and change to proper MP3 format. Steeper learning curve than I expected

Conducted one interview for Oral History Project, Connie Kronenfeld

Viewed parts of 25 videos to determine which ones to be converted to DVD format. Had 22 videos converted, most of these were filmed in late 80's, early 90s. Includes various services held for 40th anniversary, Camp Cheerio (family retreat), Church in the Park, Youth Musicals

Cathy Ingram has been helping to catalog these so when finished can discover in the online catalog

Continue monthly newsletter column "History Corner" although lack of newsletters and bulletins for 1955-1999 makes it harder to give glimpses into those years.

Goals for 2019, recruit members who joined in the 1950's to let me interview them. Finish sorting through various paper files I have found and organize. Lots of photos to go through, try to date and get help identifying people and places and select best representative photos. Scan and digitize some photos and some floor plans to show how church evolved physically.

Prepared by Mary Jane Conger, March. 12, 2019

1st Quarter Committee Chair Meeting Summary Sunday, March 3, 2019

Members: (Attended in bold) **Elaine Gustafson**, Drake Dowler, **Jack Barry**, **Cuyler McKnight**, **Cathy Ingram**, **Martha Bursey**, **Barb Newbauer**, **Matt Winters**, **Susan Porter**, **Richard Porter**, Karen Smith, Parks Williams, **Susan Preston**, **Ginger Walton**, **Donna Bailey**, **May Williams**, **Mary Palmieri**, **Kathryn Campbell**, **Charlie Lee**, **Jennifer Dowler**

Welcome & Opening Prayer - Mary Palmieri, Administrative Chair.

Summary:

1)**Reminders:** Members were reminded to submit current list of 2019 committee **rosters** with current participants & **planning calendars** to Brenda Triplett. Review, update and send **committee descriptions** to Jennifer Dowler for the 2019 Training information. Lastly, each committee to review, update & submit **goals for 2019** to Charlie prior to next Session meeting.

2)**Handover of information from 2018** - no real issues reported, other than requesting an earlier transfer of knowledge beginning as early as November for those members who will be switching to another committee in the next year.

3)**Budget** - Jack Barry led discussion of budget management including using greater oversight in using funds and tapping endowment monies whenever appropriate, bringing quarterly reports to your committee meetings, and specifying which budget line to use when allocating purchases/expenses.

4)**Goals for 2019 & Beyond** - Charlie discussed what & how he would like each committee to develop goals: Start with 2-3 (ideal) annual goals, detailing what you hope to accomplish, be specific, identify incremental, measurable steps, track progress every month, with annual wrap-up & sharing with other committees later. *NO WORRIES! This is a management & learning tool, NOT a means to punish if unable to meet all goals, & will help with realistic future planning.*

5)**Recruitment** - Charlie led discussion on recruitment using handout(Sustainable Youth Ministry by Mark DeVries) as a reference tool, the following steps were suggested:

- Identify who is returning next year and how many positions remain that need to be filled.
- Start early, at least 6 months before need. Realize that 40-60% "asks" may fail.
- Personal invitation most effective. In person even better than phone call.
- Identify needs & talents within your committee, jobs, skills required, preferences.
- Be strategic in job/task assignments.
- Select draft picks for every position.
- Need list of 3-4 people for every one position to be filled. Time & Talent lists not always the best source of contacts. (*2016 list available).
- Ask Pastors, other church members for referrals.
- Cultivate vs Recruit -Don't expect potential members once asked to call you back - give specific time frame for you to follow-up initial "ask".
- Be proactive. Seek to pair their passion with tasks. Tell them why you picked them and why they would be a good fit with your committee and its goals!
- Limit committee membership period to 1-3 years to avoid burnout.