

ADMINISTRATIVE COMMITTEE MINUTES
MAY 14, 2019

Members:(attended in bold) **Mary Palmieri, Jennifer Dowler, Barb Newbauer, Parks Williams, Kathie Tiedeman**, Slade Lewis, Bryan Toney.
Staff: **Charlie Lee**

Parks opened the meeting with prayer.

OLD BUSINESS:

- 1) Town Hall & College of Elders - TBA -will schedule when Sessional “discernment” process completed and topics selected for presentation and discussion.
- 2) Volunteer Luncheon -COMPLETED. 30 staff and volunteers attended. Thanks to Slade, Kathie, and Jennifer for their help.
- 3) 2nd Quarter Committee Chair Meeting - COMPLETED - Summary attached -
- 4) Slat Wall -INSTALLED- Some correction needed to fit plastic sleeves to post all Session member photos.

NEW BUSINESS:

1) Budget Analysis & New equipment requests: Kathie presented her findings and committee approved requests for Kathryn’s computer upgrade (\$650) & Bob’s replacement office chair. (\$150).

2)2019 Administrative C. Goals - Discussed how to implement our 2 goals this year.

-Goal #1 Barb to consult staff to determine present and future equipment & computer needs. Our current budget is adequate to cover all equipment & computer needs up to now. Not necessary at this point to establish separate line item. All future 2019 requests will be considered based on remaining funds. Windows 7 program needs to be upgraded.

-Goal #2: Committee beginning to investigate how to become more ecologically aware and how to implement changes. Mary to contact Guilford Park Presbyterian for sample guidelines.

3) Church Security Plan - Multiple areas of concern discussed. Reviewed currently inactive ad hoc committee findings on this topic. Charlie to investigate how to proceed.

Charlie closed the meeting with prayer.

Next Meeting: August 13 - (optional meeting in June & July only if needed)

Attachment: 2nd Quarter Committee Chair Meeting Summary