

MINUTES
CHAIRES UMC – CHURCH COUNCIL MEETING

April 24, 2017

[Agenda was provided to all attendees. Copy attached.]

[Attendance chart is provided at end of minutes.]

1. OPENING DEVOTION AND PRAYER

Marty Holland opened the meeting in prayer at 6:30 pm.

Chairperson Comments

AV monitor will be purchased tomorrow and Best Buy will install. Someone volunteered to purchase a new computer for the monitor with Windows 10.

COMMITTEE REPORTS

Nurture – Maggie Hall – Maggie gave a verbal report and submitted a written report.

Outreach – Evelyn Brown – Rev. Douty has received requests for driving/rides to help with running errands and rides to church.

Witness - NA

Staff-Parish Relations – Susan Grantham – Susan reported a new secretary (Melissa Phillips) has been hired and will be working 5-7 hours on Friday of each week. Melissa also currently provides administrative support at John Wesley UM. A background will be done and a training schedule has been set with Paula Winters. Compensation has been set at \$300 per month for three months, with a change to \$350 thereafter.

Trustees – Rick Davies –

- Fire inspection was performed with a few areas that need to be addressed.
 - Carbon monoxide detector was needed and has been installed.
 - Exit lights in treehouse and bathroom are working now.
 - Fire extinguishers need to be checked.
 - Fire suppression system in the kitchen
- Pest control spraying was completed for both churches.
- Parsonage inspection was completed with items that need to be addressed, including some peeling paint, flapper in the bathroom, and the particle board counter top that may need to be replaced. A new fire extinguisher was also installed.
- Some florescent lights in the sanctuary are out. Rick will contact electrician to fix and request info on possibly converting to LED lighting fixture.
- Recessed lighting has been replaced with LED lights.

Fencing & Ramp - Gordon presented a draft schematic of the ramp for the old sanctuary with a cost estimate without labor costs. Trustee Committee should proceed in securing bids for the fencing and the construction of the ramp from a general contractor. The recommendation to do the full survey for the church property was discussed and it was decided that Rick and Gordon would contact the surveyor that did the survey for the Watson property (Poole Engineering) about installing permanent stakes based on their survey. Potential cost of full survey could run \$2,000 or more.

Finance –Ashley Leggett – March financials were distributed. March tithes and expenses are close to break even for the month.

Lay Leader – Dale Thompson – No items.

PASTORS COMMENTS –

- Bank and Payment Solutions – on-line giving program that is available with no start up or monthly fees. Program is intended to provide giving opportunities to those that do not have a checking account and primarily use cards for financial transactions. Transactional fees will be paid by church at \$.45 per transaction and 2.7% of the amount when system is utilized. Motion was made by Gordon to implement for a period of one year. Seconded by Rick Davies. Motion was passed.
- Request has been received to fund a \$10.00 per month payment for L. Phillips. Motion was made by Marty Holland to fund the monthly payment for a period of one year. Seconded by Susan Grantham. Motion was passed.
- Computer for the administrative office needs to be replaced. Cost will run around \$500 plus software. Approximately \$320 have been donated toward the cost. Motion was made by Gordon Lightfoot to spend up to \$600 for the purchase of the new computer and Microsoft Office (Home Suite). Seconded by Rick Davies. Motion was passed.
- Financial software program – CUMC does not have a financial accounting software program and has been utilizing a series of excel spreadsheets to produce reporting and financial data. Giving and attendance records have been done similarly. Recommendation was made to move to a church management software program. Realm Software is the recommended program which will cost around \$1500 (\$300 for setup and \$100 per month). Program includes financial reporting, giving and attendance modules. Program can be accessed by multiple users, with customized access and permissions to the different modules. Program is user friendly. A couple of other options were also discussed.

The motion to purchase is table for now and Rev. Douty and Ashley will review the program and provide additional feedback at the next meeting.

ADDITIONAL CONCERNS/ITEMS –

- Homecoming is May 21 and JD will be preaching. Paula asked if invitations should be sent. It was noted that little response has been noticed to past invites. It was decided that it is OK not to send invitations.
- Gordon expressed an interest in setting up a 30-60 minute presentation to the congregation on the cemetery benefits available through the National VA.

CLOSING PRAYER

Rev. Douty closed the meeting in prayer at 8:25 pm.

NEXT MEETING: Monday, May 15, 2017 6:30 pm.

Respectfully Submitted,
Lucia Lightfoot