

## **Minutes from Facility/Finance Team Meeting on January 9, 2012**

Jim McGregor called the meeting to order at 6:05pm. Tom Nelson opened the meeting with prayer.

In Attendance: Jim Donahue, Jean Harms, Josh Pope, Ginger Ownby, Jim McGregor, Wayne Harms, Frank Sholtes, Alysia Burgman, Tom Nelson, Carl Taylor, and Don Kessling.

Minutes from the November, 2011 meeting were reviewed. Josh Pope made the motion to approve minutes, Carl Taylor seconded the motion, and all approved.

### **Agenda Items discussed:**

The term limits of committee members were discussed and it was determined that Jim Donahue, Jeff Story and Carol Lamb, will serve on the team until the year 2015. Ginger Ownby, Josh Pope and Jean Harms will serve until the year 2014. Frank Sholtes, Carl Taylor and Alysia Burgman will serve until the year 2013. Jim McGregor and Eryl Mokry's term has expired. Don Kesling has replaced Eryl Mokry as the lay leadership representative without vote.

### **Election of new officers:**

Frank Sholtes nominated Josh Pope for Chairman of the committee. Josh Pope accepted nomination. Frank Sholtes made a motion to elect Josh Pope as Chairman. Jim Donahue seconded the motion. All were in favor.

Frank Sholtes nominated Jim Donahue as Vice-Chairman of the committee. Jim Donahue accepted nomination. Frank Sholtes made a motion to elect Jim Donahue as Vice-Chairman. Josh Pope seconded the motion. All were in favor.

Jim Donahue nominated Ginger Ownby as Secretary of the committee. Ginger Ownby accepted nomination. Jim Donahue made a motion to elect Ginger Ownby as Secretary. Alysia Burgman seconded the motion. All were in favor.

At this point Jim McGregor turned the meeting over to Josh Pope as new Chairman. Josh Pope thanked Jim McGregor for his leadership as Chairman over the previous year.

### **Financials:**

No financial reports were available for the month of December due to the holidays and Pam Paramour's vacation leave.

Frank Sholtes asked for the giving figures for December. No figures were available. Jean Harms informed the team of the figures in the bulletin.

November financials were reviewed. Josh Pope stated that the November figures looked good. The figures were the best that the church has had all year. There were no shortfalls.

Mortgage principal payments will be resumed in January 2012. Apportionments were made through December 2011.

In the future Wayne Harms will send financial reports to Josh Pope, and Josh will forward to everyone along with agenda for next meeting.

Jim Donahue made a motion to approve November's financial reports. Carl Taylor seconded the motion. All were in favor.

**Budget:**

A sub-committee met in the beginning of December 2011 to develop a draft church budget for 2012. A preliminary budget was submitted to the team. Several servant group leaders did not submit a budget figure for their team or committee; therefore the budget figures for these team were taken from last year's actual figures. Josh Pope will ask Pam Paramour to obtain figures from the servant leaders who did not submit figures, in order to prepare a more accurate budget. Wayne Harms noted that the Children's Home has terminated the rental agreement of the youth house, which will result in a loss of income of \$5500 per year. The Children's Home will be seeking a location more centrally located with a larger space. Tom Nelson is in the process of pursuing a future renter such as a counselor, children's service, etc., as another income source to replace the income from the Children's Home.

Tom Nelson pointed out that the Children Ministry did not have an allocated budget amount. He suggested that we budget an amount to show our support for this important ministry. Pumpkin patch money was used last year, but with the new leadership, we need to show support for this ministry. Jean Harms suggested moving expenses from the youth group line item to the children's ministry, because the youth group also receives pumpkin patch funds. Tom Nelson noted that he believed that Tony Sorrell had only increased reimbursable funds. Jean Harms asked to see the projected expenditures for the youth budget due to the large amount budgeted and Josh said he would ask Pam for a breakdown of the youth budget.

Jim Donahue recommended including in the proposed budget \$1500.00 for the Children's Ministry. Tom Nelson recommended approving and increasing the bottom line figure, and submitting the budget to the leadership team. The team agreed with the \$1500.00.

The following figures were agreed upon to balance the proposed budget. \$1500.00 will be added to the Children Ministry Expense line item. Regular giving income will be increased by \$1500.00 to compensate for the Children's Ministry Expense and will also be increased by \$5500.00 to compensate for the \$5500.00 reduced on the Misc. Bldg. Use and Interest Income line item, due to the funds lost from the Children's Home. Jim Donahue made a motion to approve the budget proposals. Alysia Burgman seconded the motion. All were in favor. Josh Pope stated that in the future the budget will be addressed in November, in order to be ready for approval in December

Carl Taylor asked what line item the pumpkin patch funds were included in. The funds are under "Designated Funds" allocated for Sonshine Kids and Youth Fund.

## **Electronic Payment Options**

Josh Pope will consult with Pam Paramour on the progress of electronic payment options for the congregation. Pam Paramour was evaluating the electronic payment option with a company called Vanco, as an opportunity to make financial transactions with the church easier for the congregation. Jim Donahue volunteered to help work with Pam Paramour with this project.

## **Guest Parking**

Carl Taylor gave an update on the visitor parking signage for the parking lot. He is currently pricing the signs, preferably vinyl on metal. He asked the team to visualize the images of visitors coming into the parking lot. He asked for a vote on whether the terminology of the signs should say "Visitor" or "Guest". He also asked whether the signs should say "1<sup>st</sup> time visitor" or "2<sup>nd</sup> time Visitor". Jim Donahue suggested calling the conference and asking for recommendation based on what has been successful with other churches. Jim Donahue also suggested asking the City of Port Orange if they have a contract with a sign business who may give us a better price. Although, we will continue discussion at our next meeting, Ginger Ownby, Josh Pope, and Jean Harms preferred the "Visitor" terminology.

Carl Taylor also informed the team that the refocus team is planning on placing directional signs on all buildings. Frank Sholtes suggested that the signs be consistent. Jim Donahue recommended asking the congregation if someone works with wood and would like to make the signs.

## **Remodeling of the Office**

Ginger Ownby inquired about the funding of the remodeling to Tom's Office. Frank Sholtes informed the team that the remodeling was being done by the Jesus for All team, but he did not know where the funding came from. The team would like to be informed in advance of remodeling to facilities in the future.

The team also inquired about the \$25,000 donation. The team was curious as to how the distribution of the donations was determined, and would like to be involved in future decisions regarding distribution of funds, whether designated by the donor or otherwise.

It was decided that the minutes from the facility and finance team be published on the church's website going forward.

Next month's meeting will be held on Monday, February 13th, 2012 at 6:00pm in Room 11.

There being no further business, the meeting adjourned at 7:30 pm.