

Date: 02/21/07	Parish Council

Facilitator	Rev. Sylvia Howe	Scribe	Jon Rousset
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Attendees

	Name	Role		Name	Role
		Adult Ed & Spirituality	X	Scott Gorman	Personnel
	Terrance Sturm	Building		Kathy Sturm/Sue Hacker	Religious Education
X	Elizabeth Grassin	Diaconate		Ballantyne/Constantino	Social Action
	Will Hines	Finance		Will Hines	Stewardship
	Nanda Scott	Flower	X	Paul Willenbrock	Capital Campaign
	Eric Hacker	Green	X	Gina Coburn	Treasurer
	Charlie Wainwright	Historical	X	Debra Sweet	Director of RE
	Will Hines	Investment			Staff
X	Jon Rousset	Membership			Board
X	Sylvan Menezes	Ministry	X	Jay Coburn	Guests
	Beth Williams	Music & Worship	X	Ron Sweet	
	Debbi Lewis	Nominating	X	Martha Brennan	Auction
	Joleen Wilson	Pastoral			

Meeting Agenda

7:00	Chalice Lighting	
7:05	Personal Check in	
7:15	Housekeeping <ul style="list-style-type: none"> • Volunteer to take minutes • Minutes • Committee Reports 	Jon Agreed to take minutes
7:30	Information Sharing	
8:00	Conversation	
8:20	Information to Board	
8:25	Personal Check out	
8:30	Closing Words	
	Next Meeting	
	Welcoming Words	
	SOMETHING TO THINK ABOUT	

Minutes for Meeting

- I. Sylvia reviewed procedures for sending reports and minutes to her and Paula. She reminded the attendees that she and Paula are unable to copy and paste embedded text in emails. She asked all reports and minutes to be sent as MS Word attachments.
- II. The Parish administrators report was discussed. Calendaring and the unannounced rescheduling and scheduling of committee and other meetings were identified as ongoing problems. Sylvia said Paula needs to know when space will be used by paid groups. Jay suggested making an announcement about this during the Sunday worship announcements. He also suggested using an erasable white board, which could be updated daily to announce events, meetings and locations.

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- III. The use of classroom space and Hale Hall were discussed in terms scheduling, crowding and cleaning up after use. It was agreed that all users would clean a space after use
- IV. Security issues were reviewed. Sylvia reminded the council that the front doors have been found unlocked after several Sunday worship services. It was stated that the last person out would check all the doors to make sure they were properly secured and locked.
- V. The stewardship campaign, which began on February 11, was discussed.. It was reported that approximately \$18,000 had been pledged as February 21.
- VI. Gina, Jay and Paul spoke about the historical difficulties in staffing the finance and stewardship committees and how this has affected pledge collections. Gina said determining and finalizing the budget process becomes complicated when pledges are slow or actuals to projected are off target.
- VII. The use and allocation of the auction proceeds was discussed. Jay spoke about the risks of relying too much on the auction to provide funding for the operating budget. The attendees agreed that continuing to allocate at least 10% off the top to Beverly bootstraps should be continued.
- VIII. Martha gave an update on the planning and preparations for the auction. She summarized some of the big ticket donations so far and reviewed the logistics and scheduling. Sylvia confirmed the liqueur license from the City of Beverly was received. Martha said more donations need to be requested.
- IX. Paul gave a Capital Campaign Update Report. He said a feasibility study to estimate a target for giving was being conducted. He also said twenty-five members and friends were being interviewed as part of the assessment and planning phase. The interviewees would be asked fourteen questions. Paul said Georgina will write and distribute a summary of the interview findings. He said there will soon be a need to clearly communicate and differentiate between regular pledges and capital campaign pledges.
- X. Paul then summarized the current status of the building task force, headed by James Mitchell. He also said there will end up being a series of seven meetings open to members and friends, to facilitate the process. Jon asked about fiscal and managerial oversight and who was managing and approving invoices from the architects. Gina said it was already a problem because she received one large invoice that took a few days to pay. She said she wants clear instructions about how to receive and pay invoices related to the architects and construction. Paul said right now James is involved with oversight and coordination of the activities with the architects.
- XI. Ron and Jay discussed the ad hoc task force on the church infrastructure, leadership development and volunteer development. Jay said the old model of filling a slate at the end of the church year was no longer viable. he and Ron said the Parish Board and task force are concerned about the health of the committees. Critical committees such as finance, membership and RE are understaffed. Others, such as stewardship do not exist.
- XII. Jay and Ron discussed the need for better support for committee chairs, a "from the ground up" process of better integrating guests and new members into congregational life and how succession planning, leadership development and growth can be improved. They said the nominating committee concept was no longer effective and it is transitioning to volunteer development. They also explained members of the committee will visit with the core operating and program committees to help them.
- XIII. The core committees needing more staffing, leadership assistance and support were identified as: finance, stewardship, membership, visitor coordinator, building and grounds and RE. It was agreed that better approaches to finding and nurturing new talent and training future leaders are needed Jay said the committee has tried to be more intentional about and better at outreach, but they cannot and should not be expected to do it by themselves. Ron and Jay spoke about a shared process involving all church leadership.
- XIV. Jay said volunteer and leadership planning sessions will be scheduled with the committees to: identify who will remain, identify needs for additional staffing, who will chair or co-chair and other issues.
- XV. The structure and operational of the Parish board and governance were discussed in light of the goal of becoming a program church. The problems associated with being Board Chair for only one year were reviewed.

Action Items - Open					
#	Description	Assigned	Due	Status	Owner
1	Erasable white board for events	Paula and Jay		Open	Council
2	Increase pledge collections	Will	04/07 ?	Open	Council & Board

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3	Construction Process Oversight	James	02/07	Open	James, Council, Gina, Doug Board
4	Invoicing Procedures and Payment	Gina, James, Board	03/07	Open	Council, Board
5	Volunteer Development Review and Campaign	Ron, Jay, Mickey	06/07	Open	Council, Board, Sylvia, Deb
6	No dedicated stewardship committee or chair	Council Board	06/07	Open	Council Board
7	Allocation of auction proceeds to operating budget	Will, Gina, Council Board	06/07	Open	Council Board

Action Items - Closed					
#	Description	Assigned	Closed	Status	Owner
1	Building security and doors	Greeters, hospitality, council	02/07	Closed	Greeters, hospitality, council
2	Document formatting and attachments in emails	All	02/07	Closed	All
3					