

St. Mark United Methodist Church

Church Council Meeting Minutes

Date: July 24, 2022 **Time:** 12:37 pm **Location:** Room 111

The **July 2022** meeting of the **Church Council** was held in person in Room 111 on July 24, 2022. Amber Stewart, Council Chair, Presided.

In Attendance

(In Person)

1. Amber Stewart
2. Mitch Foster
3. Eric Steverson
4. Greg Washington
5. Jeff Collins-Smythe
6. Darrell Card Harper
7. Joel Black
8. Deana Hilton
9. Belva White
10. Kathy Fazenbaker
11. Robert Gileo
12. Noey Barrerra
13. Karen Podett
14. Jess Cusick
15. Lily Berrios

In Attendance

(Virtually)

1. Carolyn Stephens
2. Mary Abbott Waite
3. Mark Woods

The meeting was Called to Order at 12:37pm by Amber Stewart.

Pastor Carolyn Stephens led the council in prayer.

Eric Steverson made an amendment to the June 2022 minutes to correct the date.

Belva White moved to approve the meeting minutes, seconded, all in favor, motion passed.

REPORTS

Vision

- Mitch, – update, loving, accepting, serving – all committees are working on that mission.

Connectivity, Endurability, Solidarity

Connectivity

- Pastor Carolyn and Robert to meet in August to talk about:
 - Take Saint Mark to the park
 - Bark in the Park
 - Walk in the Park with Carolyn
 - Looking at a variety of different things to connect with the community outside of Church walls.
 - How do we engage our community?

Solidarity

Jeff Collins Smyth reported that there are no new updates.

Wiggins House Update – Karen Podett reported:

- One sleeping room painted during MYM Day
- Flooring in the room, tile may have asbestos
- Repurpose Carpet Squares
- Parishioners have volunteered donations.
- Commercial painting estimates as well.
- We do not want Wiggins House to sit idle.
- Accommodating 4 residents is more realistic – 5 is not hospitable.
 - William - How quickly does he have to move out?
 - Something to consider, where William will be house comfortably onsite?
 - Jess and Deana have been working on a place for William.
- PAD Update – confident we will receive the requested \$2400 additional to the \$8,000.
- How do we vet the donations?
 - Pastor Carolyn suggested that we provide a list/Registry of the items that we need for Wiggins House.
- Question of a permanent resident? Sexton.
 - Do we need to codify as a council – what does the Book of Discipline say?
- Is there a facilities use document?
 - Does it need to be updated?
 - Is it relevant?
- Thought of moving offices.
 - Depends on how far funds go.
- Darrel Card Harper asked about Georgia Tech students; has anything progressed with that?
 - Need to review rules for occupancy.
 - Needs oversight from GA Tech and lay leaders at Saint Mark.
- Pastor Carolyn suggested to research: any legal liability of having Georgia Tech students on our campus?
 - Insurance and legal
- Need to get the space ready.

- **ACTION Item:** Research if any legal liability of having Georgia Tech students on our campus?

Ministry Staff Update

- Jess Cusick thanked the council for the support of the youth.
- Youth were able to go to missions at Hinton Rural Life Center and Puerto Rico.
- Kathy Fazenbaker asked does ministry have any needs?
 - Jess advised that she does not have enough time to do what she is tasked to do.

Worship

- Thanks for Sheila and Jonathan
- 6 moms and dads for volunteering for being Acolytes and Crucifer
- Volunteer to keep lawn up.
- Notes of thanks for people that are doing things at Saint Mark.
 - bradleyj911@att.net
 - davidboswell1207@att.net
- Living the Mission of the Church – thank you
 - Recognize the unknown/modest Saint

IT Multimedia

- Update from Communications committee
 - From IT Report submitted by Matthew Cesari:
 - *We have budgeted out the cost of our camera/switching upgrades and should be able to offset a great deal of the cost with selling outdated or unused equipment.*
 - *We are listing some unused equipment now to sell first so we can have some money to start with.*
 - *The IT Committee has decided on the Blackmagic ATEM Mini Extreme ISO for our switcher, and are still considering several options for an additional camera.*
 - *Matthew has discussed in passing with Carolyn the idea of having a specific fundraiser or drive for upgrades to the church's A/V equipment. This hasn't solidified yet, but we will resume that conversation when Carolyn is back in office.*
 - *By the end of next week, we are hoping to have decided on a specific "PTZ" camera (Pan, Tilt and Zoom), as well as have listed the unused "MEVO" Camera equipment on eBay. We are not using the MEVO cameras which were purchased at the start of the Pandemic.*
- Upgrades to sound, speakers, microphones.
- Add monitors to the Chancel

ACTION Item: Look into improving the sound in the Chancel

Finance

- Trustees account section, one for the North Georgia Foundation and one for the Morgan Stanley Investment account, haven't yet been updated to reflect the end of June balances.
- Combined values of those accounts have dropped by about \$200,000 in the second quarter for about a 14% drop
- Liabilities item labeled Excess Cash Receipt with a negative amount of \$88,290 that represents the year-to-date deficit that the church has generated. It's only gone up by \$2000 in the month of June

- Still need to make a schedule, a second quarter withdrawal from the trust funds of \$39,000 to help cover our operating deficit. And so, when that happens in July, it will cut the deficit by almost in half.
- Giving income - just over \$398,000 on a year to date basis.
- \$28,000 higher than the same point last year or 8%
- Total revenues for the month came in at \$90,367, and that does include approximately \$11,000 transfer to revenues from Youth Minister Discretionary Fund.
 - And that has occurred as we move contributions to date toward the Youth mission trips into a budget revenue fund to cover the actual expenses for those trips that had gone through budget expense accounts.
- Annual budget used this year, should be now around 50% since we're six months into the year or halfway through the year
- Staff salary - Senior Minister Education and Travel has had quite a bit higher expenses than expected on a year-to-date basis
- We'll propose to add another \$1200 to the budget for that account to give Carolyn a \$1,500 budget for her expenses in the second half of the year.
- Carolyn has requested \$3,000 per year, so we'll give her half of that for the second half of 2022.
- Georgia Quality Evening for a quality event that was held in June.
 - Josh had bought a table for that out of those budgeted funds
- \$2,000 expense for our annual fire system inspection by a company called AFA
- Painting and carpeting the administrative offices. Expenses are going to be around \$12,000 in total.
- Church expenses shown at the bottom of that page came in at \$92,569 for the month.
- Year to date basis, we spent a little bit more than \$51,000 more than at the same point last year or 9% more.
- Update on the audit for the church's books for year in 2021.
 - After the council last month approved the appointment of James Jordan as the CPA to conduct that audit, we signed the engagement letter with them and sent that off.
 - Have access to ACS accounting software and have been running reports from that to obtain audit materials. Expected wrap up the audit around the end of August.

Make Your Mark Day Postmortem

- Recap from Belva White
 - ***complete commentary available via transcript and recording.***
- Talking about paint color is important – doesn't need to be responsibility of the Church Council.
- Mathew Cesari – branding package, branding color palette.

ACTION Item: Belva White to work with Darrel Card Harper to define process for paint color selection.

ACTION Item: Belva White to look at the Emory Conference Center for furniture.

Trustees

- Use of \$3,559 from the chapel pew sale monies that we got from when we sold the pews. And then there was one \$1,292 in a parlor renovation fund. And then there was a spendable account for the Walters Chapel of \$14,113, for a total of \$18,964.

Mitch Foster made following **MOTION**: Request for funding for Winship-Walters Chapel interior renovation from Chapel Pew Sale, Parlor Renovation, Walters, Spendable.

All in favor, motion passed

Staff Parish Relations

- Health & Wellness – filters in Wade Hall
- Annual Conference – Change of Bishop in January. Annual Conference Planning Meeting on Tuesday.
- Programming Young Adults
 - Considering making a new quarter time staff position for Megan Williams due to the possibility of more young adults.
- 10 hours a week, \$1000 or \$1500 a month for 1 year.
- Funding through Lilly Endowment.
- Deadline for making decisions is when?

ACTION Item: Council would like to review the following:

- Description of what the position is.
- Goals of the position.
- Measures of success

Review of Action Items:

- **ACTION Item:** Research if any legal liability of having Georgia Tech students on our campus.
- **ACTION Item:** Look into improving the sound in the Chancel
- **ACTION Item:** Belva White to work with Darrel Card Harper to define process for paint color selection.
- **ACTION Item:** Belva White to look at the Emory Conference Center for furniture.
 - **COMPLETE**; no furniture left.
- **ACTION Item:** New quarter time staff position; Young Adults Coordinator. Council would like to receive the following to consider making it a full-time position.
 - Description of what the position is.
 - Goals of the position.
 - Measures of success.

Moved to Executive Session at 2:10pm.

Respectfully submitted by Eric Steverson, Church Council Secretary