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| Date:  | 4/24/2014 | Time | 6:30 pm | Location | NCC Library |
| Called by:  | Chair | Note taker:  | Diana Owings |
| Invitees: | 1) | Mary La Russo – Treasurer |  | 10) | Jen Hutchinson - Moderator |  **X** |
|  | 2) | Jeff Amos – Chair | **X** | 11) | June Budd |  |
|  | 3) | BJ Beu – Pastor | **X** | 12) | Connie Licausi | **X** |
|  | 4) | Peter Griffith – Vice Chair  | **X** | 13) | Visiting: Julie Phillips | **X** |
|  | 5) | Bill Parker – (House) | **X** | 14) |  |  |
|  | 6) | Tammy Dunn | **X** | 15) |  |  |
|  | 7) | Diana Owings  | **X** | 16) |  |  |
|  | 8) | Lynn Kentfield  | **X** | 17) |  |  |
|  | 9) | Roger Sloan (House) |  | 18) |   |  |
| Topics:

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| 1. Verify quorum.2. Opening prayer.3. Confirmation of last month’s notes.4. Year to date financial report. 5. Policy task force status report 6. House committee report* Montessori Committee task list
* House Committee task list
* Sound System renovation and overhaul. Review of modifications to plan.
* Final selection of chairs and tables.

7. Church Visioning meeting – 2 upcoming meetings. April 26 Sunday immediately after church. Lunch provided. May 17. Saturday. 10 to 3. Lunch included.11. Other business? * Moving of Madonna to Garden

12. Confirm all action items address or reassigned 13. Closing prayer |
| Next Meeting: May 22, 2014 @ 6:30PM, in the Library |

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| Attachments for review:  |
| **No.** | Attachments |
| 1. | Beautification committee report |

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| Notes: |
| **No.** |  |
| 1. | Verify Quorum – quorum confirmed. |
| 2. | Opening Prayer – Tammy offers opening prayer. |
| 3. | Confirmation of March meeting notes – Item 11 – $ amount intentionally erased. Action Item 2 – should be Assess instead of Asses. Item 9 – Visioning Meeting April 27th instead of 26th. March Meeting Notes approved as corrected.  |
| 4. | Financial Report – Financial Statements through March 31, 2013 reviewed by Jeff. One of the big expense items is the sound equipment. In the short term, we need to borrow from savings to pay for this equipment. These funds will be repaid as May & June funds come in. Funds budgeted primarily from House Committee Account – is a capital improvement. Lynn noted that $1400 per month Church Cleaning should be a separate line item instead of under a Church Maintenance Category. Book keeper hours will be decreased as Kristin becomes more familiar with system. Is Anne Woods still the head of the Memorial Fund? Yes. Some funds from the Memorial Fund will be used for new painting which will replace the Madonna & Child piece in Bridge Hall.  |
| 5. | Policy docs update – Subcommittee formed, meeting to follow |
| 6. | House Committee * Montessori Committee – Sign out front advertising the Montessori School with a temporary permit is being suggested. Jeff will invite Deepa to have a space and/or link on the new website that discusses the Montessori School. Also consider putting information on the Montessori School in the Sunday bulletin. Need to ask for payment on a timely basis.
* House Committee – Sound System renovation and overhaul – The sound system project has spilled over to Bridge Hall. Steve Baker doesn’t have time to do that component. BJ had the proposal reviewed by Neal (BJ’s contact) to get his opinion. We’re still using Steve and the contractors he recommended for the sanctuary. Bill Parker spoke to the Realtor Group today. They are potentially starting a new rental contract with NCC. They need 2 wireless mikes. We need better sound reproduction for speaking voices which can also be used by other groups. 1st date that the Realtors want is June 4th. They also need 2 or 3 coffee urns and 26 parking spaces. We may be able to use the sanctuary equipment for Bridge Hall. This activity would be in addition to the $13K approved by the trustees in the last meeting. Connie made a motion that we consider using the Edward Jones money to make improvements to Bridge Hall to make it more rentable beginning with the sound system. BJ seconded the motion. After further discussion, motion was carried. The idea is that the new rentals would first be used to repay that initial investment. House Committee and old Rental Committee will convene to create a priority list with capital improvements.
* Tables and Chairs for Bridge Hall – We need to determine how many tables and chairs will fit in Bridge Hall. We’re not sure what tables we’re ordering. Measurements were taken. Jeff made a motion to order 12 – 6 foot diameter tables and 4 - 5 foot diameter tables. We should also order 200 chairs. Tammy seconded. Motion passed unanimously.
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| 8. | Other Business – Discussed the possibility of providing transportation for members that need assistance getting to church. Tammy will research cost and options. Beautification Committee Report: - Julie Phillips discussed the clean out of the bins. With the exception of some recycling and items belonging to others, the remainder of the items in the bins is junk. One bin with roof damage has been repaired by Roger. Next step is to get to the garage. House Committee and Arts Committee to work together to go through the garage. Julie believes the church will most likely need one bin and the garage. However, trustees would like to keep all 3 bins available for rent instead of retaining one. House Committee would like to complete their assessment and report back. Julie hopes to be done by the end of the summer. The need for a bin may be temporary just to move stuff around while creating specific homes for things. We hope that many of the paper financial documents can be scanned and gotten rid of to decrease the amount of storage needed. Reference distributed – Church Beautification Committee February 2014. Should be added to meeting notes.  |
| 9. | Confirm all action items address or reassigned – action tabled TBD. |
| 10. | Closing Prayer – offered by B.J. |
| Issue Items: |
| **No.** | **Issue** | Resolution |
| 1. | Moving the Madonna | Needs more discussion. An after church meeting was proposed for next Sunday. Connie couldn’t attend. Move info meeting to after church on 5/18.  |
| Action Items: |
| **No.** | **Assigned to** | **Due by** | **Action** | **Done** |
| 1 | Jeff A. | 4-24-14 | Send letter to Deepa denying concession for Summer lease ‘break’ and formally request rent to be paid by the 5th of e. month. |  |
| 2 | House Committee/Roger | 4-24-14 | Assess if wall to be demo’d in Montessori house rental is load bearing; If not, then ok to demo |  |
| 4 | Trustees | 5-17-14 | Trustees will announce proposed funding of Sanctuary sound renovation with prospective Congregation match. |  |
| 5 | Trustees | 4-24-14 | Propose Personnel Committee completes a full performance review(s) on all paid Staff positions. |  |
| 8 | House Committee | 6-1-14 | House committee and rental committee to meet to review capital improvement priorities. |  |
| 9 | Tammy | 5-22-14 | Research how much a shuttle would cost to bring in members. |  |
| 10 | Office / Ushers / Membership | 11-26-13 | We need pledge cards in the pews. Please make copies of pledge cards so that we can place them in the back of pews. |  |
| Decisions Made: |
| **No.** |  |  |
| 1 | All present | Jeff made a motion to order 12 – 6 foot diameter tables and 4 - 5 foot diameter tables. We should also order 200 chairs. Tammy seconded. Motion passed unanimously. The pricing details are with Kristen. Total is on order of ~$7400. |
| 2 | All present | Connie made a motion that we consider using the Edward Jones money to make improvements to Bridge Hall to make it more rentable beginning with the sound system. BJ seconded the motion. After further discussion, motion was carried. More definitions and amounts needs to be defined before taking capital. |