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| Date: | | 07/24/2014 | | Time | 6:30 pm | | Location | | NCC Library | |
| Called by: | | Chair | | | | | Note taker: | | Jeff Amos | |
| Invitees: | | 1) | Mary La Russo | | |  | 10) | Jen Hutchinson - Moderator | |  |
|  | | 2) | Jeff Amos – Chair | | | **X** | 11) | June Budd | |  |
|  | | 3) | BJ Beu – Pastor | | |  | 12) | Connie Licausi | | **X** |
|  | | 4) | Peter Griffith – Vice Chair | | | **X** | 13) |  | |  |
|  | | 5) | Bill Parker – (House) | | |  | 14) |  | |  |
|  | | 6) | Tammy Dunn – Interim Treasurer | | | **X** | 15) |  | |  |
|  | | 7) | Diana Owings | | | **X** | 16) |  | |  |
|  | | 8) | Lynn Kentfield | | | **X** | 17) |  | |  |
|  | | 9) | Roger Sloan (House) | | | **X** | 18) |  | |  |
| Topics:   |  | | --- | | 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. * Status of cleanup   7. Other business?   * Property issue needs to be resolved.   8. Confirm all action items address or reassigned – need to review these with group!  9. Closing prayer | | Next Meeting: August 28, 2014 @ 6:30PM, in the Library | | | | | | | | | | | |
| Attachments for review: | | | | | | | | | | |
| **No.** | Attachments | | | | | | | | | |
| 1. | Financial reports year to date. (unavailable for this month due to illness of bookkeeper) | | | | | | | | | |

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| Notes: | | | | | | | |
| **No.** | |  | | | | | |
| 1. | | Verify Quorum – verified | | | | | |
| 2. | | Opening Prayer – Connie offered opening prayer. | | | | | |
| 3. | | Confirmation of June Meeting Notes – Corrections?: No corrections. Connie Lucasi moved to approve. Tammy Dunn seconded. Motion approved – minutes passed as submitted. | | | | | |
| 4. | | Financial Report – Bookkeeper Scott had a heart attack 2 weeks ago. Recovery will be at least 4 to 6 weeks. Reports not available for this month as a result. 2014 Year to Date Summary – NCC Trust Funds was reviewed with the group. 2.7% overall rate of return for all funds to 6/30/14. Discussion held whether funds in the Edward Jones account should be transferred to the Property Improvement Trust Fund. Decision made to transfer all but $1,000 (current balance $34,892.59) from Edward Jones account to the Property Improvement Fund. The entire Property Improvement Fund will now have a 50% - 50% allocation made up of UCC Moderate & UCC Money Market Funds. For a combined total of $55,340.23. | | | | | |
| 5. | | Policy docs update - Tammy, Jeff & Kristin will meet next Tuesday, 7/29/14 at 11:30am at the church. | | | | | |
| 6. | | House Committee – Peter said that Deepa has asked for a meeting next Wednesday, 7/30/14 – he will attend. Not sure what the topics will be. If the topic of removing the wall comes up, we need Deepa to sign a form indicating that she will return the property to the original state at her expense if requested by church upon move-out. Regarding the Montessori parking signs, Bill & Myles were going to handle that issue. Needs follow-up. The Church agreed to pay for those signs. Tammy Dunn agreed to assist Deepa to get this done. Skateboarders are damaging the planters. We need to use preventative measures. Roger will order starfish from cast aluminum. Cost estimated to be around $250.00. More bids are being solicited for sound system. Bids will be compared. Brackets for flag poles are being ordered. Lights on flags also need to be replaced. Roger, Julie & Susan are still working on what to do with the items in the garage. House Committee is still discussing exactly how to install the lights in Bridge Hall – what type of dimmer switches should be used, where, use remote control, etc.? | | | | | |
| 7. | | Other Business – We didn’t fill out our right form for the property tax. As soon as BJ is back, Jeff & BJ will be meeting to discuss this topic. | | | | | |
| 8. | | Confirm all action items are being addressed or reassigned. | | | | | |
| Issue Items: | | |
| **No.** | | **Issue** | | | | Resolution | |
| 1. | | Property tax assessment was issued incorrectly. | | | | Requires action to contact tax office and learn how to correct. | |
| Action Items: | | | | | | | |
| **No.** | **Assigned to** | | | **Due by** | **Action** | | **Done** |
|  |  | | |  |  | |  |
| 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 | | **Need update** |
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| 5 | Trustees | | | 4-24-14 | Propose Personnel Committee completes a full performance review(s) on all paid Staff positions. | | **In progress** |
| 8 | House Committee | | | 6-1-14 | House committee and rental committee to meet to review capital improvement priorities. | | **Urgent** |
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| 10 | Jeff | | | 06-26-14 | Change BJ’s credit card limit and adjust with Kristen. Need to call Wells Fargo. | | **Done** |
| 11 | Bill | | | 06-26-14 | Meet with Garden committee and review things that need to be done. Perhaps they can come up with a list that guides Angel’s activities. Kristen keep pace with activities like she does for cleaning. | | **Need update** |
| 13 | Jeff | | | 07-24-14 | Jeff will follow-up with Art Committee on plaque | | **Done** |
| Decisions Made: | | | | | | | |
| **No.** |  | | |  | | | |
| 1 | All present | | |  | | | |
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