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| Date: | | 06/26/2014 | | Time | 6:30 pm | | Location | | NCC Library | |
| Called by: | | Chair | | | | | Note taker: | | Diana Owings | |
| Invitees: | | 1) | Mary La Russo – Treasurer | | |  | 10) | Jen Hutchinson - Moderator | |  |
|  | | 2) | Jeff Amos – Chair | | | **x** | 11) | June Budd | |  |
|  | | 3) | BJ Beu – Pastor | | | **x** | 12) | Connie Licausi | |  |
|  | | 4) | Peter Griffith – Vice Chair | | | **x** | 13) |  | |  |
|  | | 5) | Bill Parker – (House) | | |  | 14) |  | |  |
|  | | 6) | Tammy Dunn | | | **x** | 15) |  | |  |
|  | | 7) | Diana Owings | | | **x** | 16) |  | |  |
|  | | 8) | Lynn Kentfield | | | **x** | 17) |  | |  |
|  | | 9) | Roger Sloan (House) | | |  | 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. * Clearing out of garage and bin for Julie team to work in July.   7. Review of council discussion to move to pastor centered church  8. Other business?   * Moving of Madonna to Garden circulated   9. Confirm all action items address or reassigned – need to review these with group!  10. Closing prayer | | Next Meeting: July 24, 2014 @ 6:30PM, in the Library | | | | | | | | | | | |
| Attachments for review: | | | | | | | | | | |
| **No.** | Attachments | | | | | | | | | |
| 1. | Financial reports year to date. | | | | | | | | | |

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| Notes: | |
| **No.** |  |
| 1. | Verify Quorum – Quorum present |
| 2. | Opening Prayer – BJ gave the opening prayer |
| 3. | Confirmation of May Meeting Notes – Change meeting note taker to Tammy Dunn – May Meeting Notes accepted w/ note taker change, action item for House Committee on flag poles and brackets Lynn moved, Tammy seconded |
| 4. | Financial Report – Need year to date financial statements prepared for Trustee Meeting. We need a transaction detail for the ministry reports to provide to each ministry team leaders. We need to determine which expenses are attributable to what ministry – reallocate more categories with Scott the bookkeeper. Each ministry team needs to have a yearly budget line item allocated to it. Designate “discretionary” funds for each ministry. Funds were transferred from savings to checking to pay large quarterly payments. |
| 5. | Policy docs update – Tammy will get caught up on policy procedures and report back. |
| 6. | House Committee  – No current Montessori issues.  --Julie wanted Jeff to make the point that the garage needs to be cleared out. Trustees suggest that Roger Sloan, Susan Brown and Julie Phillips need to meet to decide what to do with the items in the garage. Jeff will email Jen with this suggestion. Bill and Maud met to discuss the activities that Angel is doing. Kristin will now be overseeing Angel’s activities. Garden Committee will set up a schedule to do weeding, etc. including activities for Angel.  --We need training on getting the web site updated with church activities and comments from congregation members. We need web site training for the Church Council or anyone else interested in creating a profile and entering comments on the web site. Consider making a computer available during coffee hour to encourage congregation participation.  -Sound system update – BJ received professional advice that the whole system that should be completed at once instead of in phases. Still reviewing sound choices.  -Some beautiful lights proposed for Bridge Hall have been identified. Information about the lights will be distributed to the congregation. Trustees present liked the sample pictures. |
| 8. | Other Business –   1. Discussed Role of the Treasurer. Since our current treasurer has missed six trustee meetings, Lynn made a motion to appointment Tammy Dunn as interim treasurer until the position is filled at the next Annual Meeting. Diana seconded the motion. Motion carried. 2. Trustees are asking for confirmation that Pam Wicks received her retroactive raise increase. Jeff will follow-up on this. 3. Trustees want the OCWM and per capita dues for last year’s and this year’s dues to be paid by the next pay cycle. Jeff will follow up on this. |
| 9. | Confirm all action items are being addressed or reassigned. |
| 10. | Closing Prayer – Closing prayer given by Jeff |

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| Issue Items: | | |
| **No.** | | **Issue** | | | | Resolution | |
| 1. | |  | | | |  | |
| 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 | 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. | |  |
| 10 | Jeff | | | 06-26-14 | Change BJ’s credit card limit and adjust with Kristen. Need to call Wells Fargo. | |  |
| 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. | |  |
| 13 | Jeff | | | 07-24-14 | Jeff will follow-up with Art Committee on plaque | |  |
| Decisions Made: | | | | | | | |
| **No.** |  | | |  | | | |
| 1 | All present | | |  | | | |
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