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| Date: | | | 3/27/2014 | | | Time | 6:30 pm | | | Location | | | NCC Library | | |
| Called by: | | | Chair | | | | | | | Note taker: | | | Jen Hutchinson | | |
| 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 | | |  |
|  | | | 4) | Peter Griffith – Vice Chair | | | | | **X** | 13) | |  | | |  |
|  | | | 5) | Bill Parker – (House) | | | | | **X** | 14) | |  | | |  |
|  | | | 6) | Tammy Dunn | | | | | **X** | 15) | |  | | |  |
|  | | | 7) | Diana Owings | | | | |  | 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. Selection of officer roles for Trustees for 2014.  5. Year to date financial report.  6. Financial task force report policy document  7. Policy task force status report  8. House committee report   * Montessori Committee task list * House Committee task list * Sound System renovation and overhaul. Steve Baker Reports.   9. 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?   * Pam renewed contract discussion and vote * Web site launch update   12. Confirm all action items address or reassigned  13. Closing prayer | | Next Meeting: April 24, 2014 @ 6:30PM, in the Library | | | | | | | | | | | | | | | | |
| Attachments for review: | | | | | | | | | | | | | | | |
| **No.** | | Attachments | | | | | | | | | | | | | |
| 1. | | Trinity Sound Company Proposal(s) for NCC Sanctuary Sound System renovation | | | | | | | | | | | | | |
| Notes: | | | | | | | | | | | | | | | |
| **No.** | |  | | | | | | | | | | | | | |
| 1. | | Verify Quorum – quorum confirmed. | | | | | | | | | | | | | |
| 2. | | Opening Prayer – offered by Bill Parker. | | | | | | | | | | | | | |
| 3. | | Confirmation of February meeting notes - Pastor B.J. moved to accept the Minutes as written; Bill P. 2nd’d; Minutes as written accepted. | | | | | | | | | | | | | |
| 4. | | Selection of officer roles for Trustees for 2014 – Bill P. moved to nominate the following slate of Trustee Officers for 2013: Chair, Jeff Amos; Treasurer, Mary La Russo; Financial Secretary; Sally Baron. Tammy Dunn 2nd’d; Slate passed. B.J. suggested further delegation of non-officer Trustee liaisons: Peter Griffith will continue to liaise with Deepa, for Montessori issues. Lynn Kentfield will liaise between those directing and completing campus labor and the bookkeeper/office to ensure proper coding of jobs and expense monies, for NCC QuickBooks (QB) accounting purposes. | | | | | | | | | | | | | |
| 5. | | Financial Report – Jeff A. reported the following: CBB accounts are closed, $ moved to new Wells Fargo accounts; credit cards were issued to House committee members; House committee must designate projects for bookkeeping/expense purposes going forward; B.J.’s accounting related salary/pension in arrears issue(s) have been corrected/resolved; Council will begin to receive monthly Ministry income/expense information from QB; re: QB: all invoices will now be paid via auto-bill pay, Kristen Purll and Scott (PT Bookkeeper) are working together. | | | | | | | | | | | | | |
| 6. | | Financial Task Force Report – Bill P. reported on the potential LT Realtor Group rental of Bridge Hall (BH) for $375/month; new chairs and tables are a contingency per the group; a $4,000 restricted donation exists for table/chair purchase; additionally reported that Pacific Edge has indicated interest in LT rental of BH as a conference space if certain improvements are made (sound system, projector/screen); BH sound system and other improvements discussion ensued re: allocating Realtor LT rental for BH investment vs. putting into operating budget. Further discussion tabled (See Action Item below). | | | | | | | | | | | | | |
| 7. | | Policy Task Force – Jen Hutchinson (Moderator) reported that the final *working* draft is completed, minus the complete Ministry sections. Jen H. will circulate a uniform format for the Ministry Chairs to complete their sections. B.J. reported the document is available for review in Drop Box. Trustee Members Jeff A., Tammy D. and Bill P. to form a Task Force to complete the Trustee’s Policy section. | | | | | | | | | | | | | |
| 8. | | House Committee   * Montessori Committee – Peter Griffith reported on (a) Deepa’s request for a ‘break’ on the Montessori lease, if her summer business is ‘slow,’ (b) request to Demo wall between back BDRM(s) and remove carpet in the House at Deepa’s expense (c) Deepa continues to be in arrears with rent payment by the first of the month (See Action Item below). * House Committee – Discussion ensued re: renting parking lot bin(s) space to church members as long as third-party type contracts were used; and potential rental of one bin by members. (See Action Item(s) below). * Sound System renovation and overhaul – Steve Baker presented and walked the Members through two proposals by Trinity Sound Company (See Item(s) attached) in the amounts of $6,811.62 representing roughly two phases of a proposed renovation, and $11,284.18, for roughly three phases of a proposed renovation of the aging Sound System in the Sanctuary. Steve B. independently confirmed market prices of proposed EQ., and labor; Steve reported that the renovation would include high quality (but not highest quality EQ.), and offered ease of use for non-professional operators, esp. as proposal(s) include moving the A/V controls to the back next to the sound board. Discussion ensued regarding the now critical nature of this fiscal outlay as issues arise with every use, affecting the quality of Worship; arguments for completing various phases and financing options were put forth; B.J. offered again a ~$2,000- 2,200.00 donation from he and Mary to be given preferably, if the Congregation (or other parties) matched the gift; Jeff A. reported that ~$7,000.00 of the $20,000 2014 CAPx Budget had been allotted to the sound system renovation – and proposed that the Trustees move forward with the renovation funded by: the $7,000 that has been allotted in the House budget + B.J./Mary Gift. Trustees will make this announcement to the Congregation. Bill P. moved to proceed with the renovation with Trustee’s further approving making up the difference for the &11,284.81 Proposal if not matched by Congregation (or other parties); Jeff Amos 2nd’d; renovation proposal of 11,284.81 passed. | | | | | | | | | | | | | |
| 9. | | Church Visioning Meeting – Trustees agreed to fund a catered lunch (Subway, etc.) for the April Mtg. | | | | | | | | | | | | | |
| 11. | | Other Business   * Pam renewed contract discussion and vote – Discussion ensued re: (a) Personnel’s submitted recommendation of a raise; (b) the precedent of giving raises mid-year; (c) offering the 3% ‘cost-of-living’ increase that was overlooked for FY 2013. Bill Parker moved to give a 3% increase on 2013 salary to correct the 2013 cost-of-living increase that was overlooked, and to recommend to Personnel Committee to complete a full performance review in order to consider a non-cost-of-living raise at the completion of FY 2013. Peter G. 2nd’d; motion passed. * Web site launch update – Jeff Amos reported that the SSL certification was moved to NCC ownership; a 2 YR commitment to Pantheon as Host was made; cc’s are usable on the site; Trustees will take on financial over site of the website; Bill Parker suggested Council should take on content and all other site element administration. No such motion was entertained. | | | | | | | | | | | | | |
| 12. | | Confirm all action items address or reassigned. | | | | | | | | | | | | | |
| 13. | | Closing Prayer – offered by B.J. | | | | | | | | | | | | | |
| 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 | | | Asses if wall to be demo’d in Montessori house rental is load bearing; ok to demo | | | | | |  | |
| 3 | House Committee | | | | 4-24-14 | | | Assign past/pre QB expenses to categories | | | | | |  | |
| 4 | Trustees | | | | TBD | | | 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. | | | | | |  | |
| 6 | Office/Kristen P. | | | |  | | | Order sample table and chairs for bulk purchase | | | | | |  | |
| 7 | Jeff A. | | | | 03-27-14 | | | Jeff get the house committee prospective numbers to Scott and then back to Peter and Lynn. Labor and material. Bridge hall, sanctuary, etc. find my account breakdown list. | | | | | |  | |
| 8 | Bill P. | | | | 11-26-13 | | | Bill will review and update the priority list with Jeff. Lynn. | | | | | |  | |
| 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 | Trustees | | | | 12-31-13 | | | We need to start to develop a Long Term Strategic Plan next year. Step 1 – Define a Saturday workshop day after annual meeting. Feb 1? | | | | | |  | |  |
| 11 | Vicky W. | | | | 12-31-13 | | | Coordinate with personnel to conduct reviews for 2013. Consider implementation of a time tracking exercise so that we can know we have allocated people correctly. | | | | | |  | |
| Decisions Made: | | | | | | | | | | | | | | | |
| **No.** |  | | | |  | | | | | | | | | | |
| 1 | All present | | | | Approval of February minutes. | | | | | | | | | | |
| 2 | Jeff A., Tammy D., Bill P | | | | To Form a Task Force to complete the Trustee’s Policy Manual section. | | | | | | | | | | |
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