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| Date: | | 5/20/2014 | | Time | 6:30 pm | | Location | | NCC Library | |
| Called by: | | Chair | | | | | Note taker: | | Tammy Dunn | |
| 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) |  | |  |
|  | | 5) | Bill Parker – (House) | | |  | 14) |  | |  |
|  | | 6) | Tammy Dunn | | | **X** | 15) |  | |  |
|  | | 7) | Diana Owings | | |  | 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 * Review of meeting w Deepa over parking * Review contract issues with Realtors * Sound System renovation and overhaul. Review of modifications to plan.   7. Church Visioning meeting – Any lessons or action items for Trustees?  8. Other business?   * Moving of Madonna to Garden   9. Confirm all action items address or reassigned  10. Closing prayer | | Next Meeting: June 26, 2014 @ 6:30PM, in the Library | | | | | | | | | | | |
| Attachments for review: | | | | | | | | | | |
| **No.** | Attachments | | | | | | | | | |
| 1. |  | | | | | | | | | |

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| Notes: | |
| **No.** |  |
| 1. | Verify Quorum – quorum established. |
| 2. | Opening Prayer – Connie offered opening. |
| 3. | Confirmation of April meeting notes. Lynn moved to approve notes. Tammy seconded. Motion approved to accept minutes as written. |
| 4. | Financial Report – Jeff handed out prepared financial statements. Noted in specific: JOY Ministry spending report…..This is a good report that is an example of what each Ministry could report on a monthly basis. Back to Assets (Statement of Financial Position-page 1); review of current bank accounts. Review of Statement of Financial Income & Expense (April 2004); general review of income and expense categories. Discussed Grounds Maintenance and the need for Angel to have a more detailed job description done (Roger and Bill will work to obtain this list from Maud). Review of Statement of Financial Income & Expense YTD (January 1 through May 15, 2014); for the YTD we are looking good. The new program in QB is a great step in the right direction in order for the Trustees to be able to review our financials on a monthly basis in our meeting. |
| 5. | Policy docs update – Review of the updated Financial section of the Policies & Procedures handbook provided by Tammy. Tammy will email this to all Trustees members for their review, edits, and approval. The goal is to have our finalized section completed by the end of next meeting so that we can submit our section to Council. |
| 6. | House Committee  Initial update on issues since last meeting  1) Parking issues in morning for Montessori and conflicting with Hotel parking. Issues raised: does Montessori get more spaces since they are larger than the original lease, how does Montessori use its 11 spaces (12 actually) today? Kristen helped us set up meeting with Peter, Kristen, Miles, Deepa and Jeff. Conclusion was a) immediately order new signs, b) enforce existing parking plan. We asked Deepa to consider having teachers park in neighborhood during the ‘crunch’ months mid March to June. Only really major parking days with issues are Wednesday and Friday. The rest of the year, there are no parking issues. Next step is to see how the signage and enforcement is working. Can Kristen assist in getting the signs done?  2) Deal with Real Estate group had major mistake. We thought they were offering $350 per week, they were offering $350 per month. This is lower than AA groups. We need to present a new deal. The whole rental may go away. |
| 8. | Other Business –   1. Ask Art Committee to consider updates of Moderator plaques, gift plaques, Madonna plaque, etc. 2. Scan history to put on web site. 3. BJ request that his debit card limit be reduced to allow Kristen’s card to be increased 4. BJ suggests giving Deepa a fourth flag post spot for her school 5. House Committee needs to re-enforce the flag posts 6. A flag committee needs to be established – Garden committee? 7. Put Montessori on the web site, in bulletin, any other place that can help her increase her business. 8. BJ gives a 2-minute sound update. We need to do speakers at the same time. There are conflicting bids and now no clear direction. Team will continue work. |
| 9. | Confirm all action items are being addressed or reassigned. |
| 10. | Closing Prayer |

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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. | |  |
| 12 | Bill (House) | | | 08-28-14 | House committee repairs/replaces brackets on flags so they can withstand some more wind. | |  |
| Decisions Made: | | | | | | | |
| **No.** |  | | |  | | | |
| 1 | All present | | |  | | | |
| 2 |  | | |  | | | |
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