

Matthews United Methodist Church  
 Administrative Council Meeting February 27<sup>th</sup>, 2023, 7:00 PM, Room 94

Attendance Noted

Pastor Chuck Wilson	Amy Devore	Fred Devore
Pastor Paul Craig	Jenny Savage	Greg Klein
Pastor Corey Millet	Sam Hatcher	John Millen
Susie Verrill	Lee Goldstein	Beth Merchant
Tyleta Morgan	Suzanne Pugh	Nancy Harris
Amanda McGarth	Greg Mangum	Becky Yates
Ben Freeman	Hugh Clark	Kaitlin Klotz
Margaret Todd		

- I. Consideration of the Minutes from January 28<sup>th</sup>, 2023
- II. Gathering Time
  - a. Leadership Covenant-Pastor Paul Craig
  - b. Opening Prayer-Suzanne Pugh
  - c. Check-in-Suzanne Pugh
- III. Committees' Facts, Figures, Perspectives and Guidance
  - a. Building and Trustees-John Millen
    - i. The Building Committee has agreed on a final set of plans for the renovations of the sanctuary and welcome center.
    - ii. A walk-through with contractors occurred on 02/27/2023
    - iii. Early renderings from the contractor will be shared with the Administrative Council electronically.
    - iv. Questions:
      1. Will the contractor drawings be shared with the Administrative Council?
        - a. Yes-they will be shared electronically.
  - b. Endowment-Sam Hatcher
    - i. Decreases in the market led to less growth of the endowment in 2022.
      1. However, the Kenneth Connelly Fund (funds for facilities) had a positive gain in 2022 despite market decreases.
    - ii. The recommended distribution was decreased by \$715.00 in an effort to avoid accessing the corpus funds.
    - iii. A proposal to distribute \$5,202.00 to the facilities group was presented to Administrative Council for approval to be presented before the Trustees.
      1. Motioned by Greg Klein
      2. Seconded by Tyleta Morgan
        - a. Affirmative: 17
        - b. Negative: 0
        - c. Abstain: 0
        - d. Motion passes

- c. Finance-Greg Klein
  - i. In January of each year, expenses are a little bit lower than throughout the rest of the year
    - 1. Generally, this is equilibrated by additional expenses in December of each year for salaries that must be paid.
  - ii. For the month of January 2023, revenue matched the budgeted projection.
  - iii. Expenses were \$73,000.00 under budget.
  - iv. The bottom line was \$42,000.00.
    - 1. This was against a budget of -\$32,000.00.
  - v. We have enough cash on hand to cover expenses for 3.7 months (roughly \$118,000.00).
  - vi. So far, we are in decent financial shape for 2023, but we will continue to steward funds appropriately for adjustments that will be made in December 2023.
- IV. Dream Team (Staff) Updates, Intel, and Enlightenment
  - a. Sound System for the Gym-Pastor Paul Craig and Greg Klein
    - i. The gym is one of the most reserved spaces at MUMC.
    - ii. When 801 South services began, the gym was outfitted with sound and lighting equipment.
      - 1. The current lighting and sound equipment are nearly 10 years old and cannot be raised or lowered for repairs and maintenance.
      - 2. Over its service life, the lighting and sound system has had numerous repairs from a variety of different vendors and none of the repairs have been consistent.
      - 3. There has been a lack of availability from local vendors over the last 18 months who could completely fix the system, so total replacement is the proposed option.
    - iii. CO-DA is a local, faith-based company who does both sound and lighting
      - 1. CO-DA is also under consideration for lighting and sound upgrades in the sanctuary renovation.
    - iv. The console, which operates the light and sound system, must also be replaced.
    - v. Suggested upgrades to the lighting and sound system would support livestreaming abilities in the gym for services and special events.
    - vi. The proposed timeline for installation of the new lighting and sound system is full functionality by Easter.
      - 1. However, no equipment has been ordered at this time and not much is known by MUMC regarding availability and delivery timeframes for ordered parts.
    - vii. Questions:
      - 1. Does the company offer a flat fee maintenance contract to fix parts of the lighting and sound system as they need repair?

- a. The parts will be under warranty from the manufacturer and CO-DA provides warranty on labor they provide for the lighting and sound system.
    - 2. What is the warranty period on the parts?
      - a. There is a 1-year warranty on installation and labor and the equipment warranties are administered through the manufacturer.
    - 3. Have we checked into light and sound engineering students at local universities who need internships?
      - a. The short answer is yes-however, the market is currently highly competitive for these professionals.
    - 4. Does CO-DA have the resources to respond to maintenance calls?
      - a. CO-DA can respond to maintenance calls, but we do not know the timeframe between maintenance request and resolution.
      - b. A suggestion was made to include a timeframe on repairs and maintenance responses.
    - 5. Will the new lighting and sound equipment be able to undergo upgrades over time? Yes-as technology improves, the new lighting and sound equipment can be updated.
    - 6. What is the estimated cost for the new equipment and installation?
      - a. \$110,000.00
      - b. Over the weekend of 02/24/2023-02/26/2023 a request was put before the finance committee to cover the entire cost from the Retained Earnings or Unencumbered Cash fund.
      - c. The request was approved by the Finance Committee
      - d. Additionally, the Trustees unanimously approved the request.
  - viii. Motion to approve the request for installation of new lighting and sound equipment made by Sam Hatcher
    - 1. Seconded by Becky Yates
      - a. Affirmative: 17
      - b. Negative: 0
      - c. Abstain: 0
      - d. Motion passes
- V. What Else is Our Portion-Pastor Chuck Wilson
- a. A suggestion to have members of the Welcome Center hospitality team meet with the architects designing the Sanctuary and Welcome Center renovations.
  - b. The Micah Connection: There is a significant amount of activity surrounding refugees.
    - i. The best thing that MUMC can do is show up to events that support the community.

- ii. It is the job of leadership to find ways to make it easier for everyone to show up.
  - c. Age Level Ministries has seen an influx of new families in Children's and Youth Ministries.
    - i. With this new influx of families, we need an increase in volunteers to support the ministries that provide community to new families.
    - ii. A suggestion was made to hold a problem-solving session to address the need for volunteers and volunteer recruitment ideas.
    - iii. Summer activities are currently in the logistics and planning stages.
      - 1. Buses are in dire need of repairs to enhance safety and comfort for the drivers and passengers.
        - a. The Trustees have funding for the bus repairs.
  - d. Over the last few years, the MUMC staff has expanded and the new staff members have been such a blessing to the church and congregation.
  - e. It is time to dig deep into spiritual life. There are some new activities for spiritual growth offered at MUMC:
    - i. Parishioners can participate in the congregation-wide "The Lord's Prayer" Lenten study.
      - 1. There is an additional opportunity participate in further Wednesday night study (for both adults and children) with an optional meal.
        - a. There is a virtual option offered on Tuesday nights via Zoom.

VI. Other Considerations

- a. None reported

VII. Vamoose

- a. "Grace be with all who love our Lord Jesus Christ with love incorruptible."  
Ephesians 6:24
- b. Closing Prayer-Pastor Chuck Wilson
- c. Adjournment