

The October meeting of The Board of Stewards of Crosby United Methodist Church was held October 20, 2020.

Members attending were:

Buddy Brewer, Chairman
Collie Smith
Randy Foster
Rev. Jamie Lea
James Malac
Skip Greenwade
Anne till
Amanda Schriewer
Danny Eppers
Ray Law
Melody Mendez
Boddy Odom, via Zoom
Willie Thompson, joined 7:12, via Zoom
Ray Reese was present in a non-voting capacity to take minutes

The meeting was called to order at 6:30 pm by Chairman Buddy Brewer and a prayer request was made by Randy Foster for HPD and HCSO considering their recent deaths and continued safety. Skip Greenwade offered the prayer.

A quorum was declared, and floor was opened for business.

Minutes of the previous meeting were reviewed. Amanda Schriewer requested her name be reflected as Amanda Schriewer replacing Amanda Janacek. Skip Greenwade made a motion to accept the minutes as amended and Randy Foster second the motion. The motion carried with a unanimous affirmative vote.

Section Reports—

The report of finances was presented by Ray Law. Ray noted that giving has remained constant and reviewed income and expenses noting a \$2,257 net operating income for September, and a \$30,296 NOI for year-to-date.

Ray Reese stated that he had submitted an email to TMF requesting contact information changes which were outlined in a letter signed by Rev. Jamie Lea. In the email he also asked TMF to provide information on investing strategies since the current investments under their care are experiencing a poor return. Sarah Beltran responded that the letter needed to be authorized by Ray Law as he was the only signatory that she had for the account. Anne Till made a motion to add Amanda Schriewer, James Ray Reese, Beverly Pipes, and Rev. Jamie Lea to the TMF accounts. The motion was seconded by Danny Eppers and receive a unanimous affirmative vote. Ray Reese will compose a new letter. Ray Reese will also hold a call with Sarah Beltran of TMF to discuss investment goals and facilitate receiving information on other strategies so that managing parties can make decisions on the future disposition of funds.

The report of Church Trustees was given by Danny Eppers. Danny reported that A/C units were inventoried by Otis A/C and the inventory was provided to the Board. Michael Rose completed the installation of the lighting in the breezeway between the drive and Weekday School entrance. He will add photocells to lighting next week. The ongoing issue with gutters is being addressed by Danny and he will have someone out to look at them. Mark Owen has supplied the report from BEMA Services regarding audio/visual maintenance and care. Due to its complexity, the report will be shared during the November meeting. Final documents were submitted to insurance company for the parsonage bathroom repair and we are awaiting decisions on final payments from the adjustor. The large light which is atop the main sanctuary building and supplies lighting to the playground was replaced by Mike Day and Pastor Jamie. Pastor Jamie discovered the pole that holds this light is in a state of disrepair. The light was secured safely as a part of the repair. The building use forms and pricing were updated on the website for future use by Ray Reese. Flag and rope replaced on front flagpole 10/19/2020 by James Malac and Rev. Jamie Lea.

The report of SPRC was presented by Collie Smith. She reported that Linda Ritcheson was presented with a plaque and GC during the last worship service in September, in appreciation for her years of service as Financial Secretary and Treasurer. Beverly Pipes has completed training and is doing a great job.

The report of the Pastor was presented by Rev. Jamie Lea. Rev. Lea notified the Board of the passing of member Chuck Thompson. His funeral service was planned and will be held on 10/19. All precautions will be followed including limited number of guests (no more than 55), masking, and social distancing. Rev. Lea requested the Board honor their commitment to assist in the set-up and takedown of chairs in the FLC following events. The Board requested an email from the office informing them when this need was imminent. Rev. Lea thanked James Malac for filling in while he was participating in the Black Sheep Ministry meeting. He informed the Board of the upcoming work schedule for the office. Charge Conference is scheduled for 11/11 at 7pm via zoom. All reporting will be completed by Rev. Lea and Ray Reese and submitted. He also advised the Board of the plan to complete EOY reports. The pumpkin patch fundraiser is going well and a re-supply order is expected Saturday, 10/24. Assistance will be needed to unload this truck. The Weekday School held an open house on Monday, 10/19. They did so while observing all required precautions. He commented that our Church is doing very well and continues to provide worship and ministries. Attendance is good and giving has only slightly declined. We are in the top 20-30% of Churches in the District with regard to returning attendance and State of the Church.

The report of the Membership team was given by Collie Smith. She reported that they are experiencing difficulties in locating members who joined between 1960-1980 but have not attended in the last 5 years. They are searching obituary websites and other platforms to try to contact members.

The report of the Generosity team was given by Ray Reese. He stated that the team is looking at alternatives for how to move forward with Consecration Sunday. It was recommended that it be moved to early Spring.

The report of the Nominations committee was given. Rev. Jamie stated that he felt that there should be three at-large members added to the Board so that they could evaluate the processes and determine what area of specialty best fits their skills sets. The Board felt this was a good idea. Nomination committee recommendations will be confirmed at Charge Conference. If a vote is required to add the at-large members, it will be done via email.

The report of Kids Hope was given by Danny Eppers. Due to COVID, face to face mentoring is still not allowed. The school continues to explore how volunteers would be of best use to their mentees. They are currently looking at the logistics of zoom meetings. 4 mentees reached out to their mentors to let them know that they missed them. This program is making an impact!

The worship committee report was given by Skip Greenwade. Ray Reese stated that poinsettias would be ready for pick-up on 11/25. A group will be put together to go to Brookhaven and enjoy lunch before picking up the poinsettias. A flyer will go out in November for purchase of the poinsettias. They will be \$15.

A trunk-or-treat will be made part of the pumpkin patch on the evening of 10/31. It will be from 4pm to 7pm. We will invite members of the congregation to set up tables throughout the patch, decorate them, and hand out candy. Flyers will be made and handed out from the patch as well as posted on Facebook and Instagram.

The annual brisket and dessert cookoff will happen on 10/31. Cutting boards will be given as prizes for 1-3 places in both categories. The brisket and desserts will be then be used to supply product for plates that will be presold for \$10. Congregants will pick up these plates between 11-1 on 10/31.

New Business

A proposal was submitted to the Board for review to transition Pastor Jamie and Kandace out of the parsonage and to a living stipend. This proposal was prepared by a committee consisting of Willie Thompson, Danny Eppers, Anne Till, Ray Reese, and James Malac. The proposal contains three recommendations:

- 1) Make no change to the current situation consider \$50K in remodeling costs to bring Parsonage up to a livable standard.
- 2) Transition Pastor to stipend and determine best means of repurposing property including
 - (a) Sale Property
 - (b) Transform existing Parsonage to open market rental which would require remodeling with an estimated expense of \$15-20K
 - (c) Do not maintain Parsonage as habitable with recommendation of liquidating any property value and preparing to repurpose.
- 3) Initiate Pastor Housing Stipend January 2021 of \$2350 per month and repurpose Parsonage to staff rental
 - (a) Ray Reese would be considered as tenant with rent of ~\$1000 per month for 1-year lease. Timing and applicability will be evaluated as the property is closer to becoming vacant.

The Board engaged in a lengthy debate regarding this subject focusing mainly on affordability of the \$2350 stipend. The difference in the \$15-20K construction costs vs. \$50K costs. Ray Reese added that he did not wish to be considered as a determinant factor for the decision. Anne Till made the motion to approve the migration to a \$2350 living stipend. Skip Greenwade second the motion. A vote was taken resulting in 9 for and 4 against. The motion carried. It was determined that the stipend will begin being moved to a designated account on 1/1/2021. It will begin to be paid to Rev. Lea at the time of his move. At that time, a determination will be made as to the repurpose of the property and related expenses will be evaluated. The Finance committee will put together a plan as to how the \$2350 will be funded.

A letter was received by the Cub Scouts requesting permission to resume meeting on campus. The requests include meeting dates of every Monday, every other Thursday, and one Tuesday per month for a Pack Meeting. Discussion on this requested involved the need for this group to follow State Guidelines as issued by Gov. Greg Abbott, the need to adjust the cleaning schedule to insure that a deep cleaning is done before the congregation meets for worship, the need to hold these meetings in the FLC since the Weekday School has specific guidelines as designated by the state for visitors and cleaning, and the need for the group to provide their own cleaning supplies and clean after their meetings.

A cleaning schedule will be produced so that the groups understand cleaning expectations, and this must be confirmed by an adult's signature.

This proposal opened questions for the resumption of internal small groups such as UMW, Youth, and Sunday School classes. Following a lengthy discussion concerning the logistics of this request, Melody Mendez made a motion to allow the resuming of small groups such that: applicable guidelines as followed, the groups are self-cleaning and follow the approved checklist, the groups understand that this approval is conditional on government and church leadership decisions regarding ongoing safety of participants and the congregation, building use forms must be filled out to include 6 months of meeting dates for internal groups and 1 month of meeting dates for external groups. The motion was seconded by Anne Till and an affirmative vote was taken with Rev. Jamie Lea abstaining for voting.

At 10:33, Rev. Jamie Lea moved that all pending items and additional agenda items be tabled until Tuesday, October 27th at 6:30. The motion was second by Collie Smith. It was unanimously approved. Jamie advised that the remaining items had to do with compensation and budget approvals and asked that all Board members review the provided materials before the next meeting so that it can be conducted expeditiously.

Skip Greenwade made the motion to adjourn at **10:37**.

The continuation of the October Board of Stewards meeting for Crosby United Methodist Church was held on October 27, 2020. The meeting was called to order at 6:30.

Members in attendance were:

Buddy Brewer, Chairman
Collie Smith
Anne Till
Bobby Odom
Danny Eppers
Amanda Schriewer
Rev. Jamie Lea
James Malac
Melody Mendez
Cheryl Doss
Ray Reese, non-voting capacity

Collie Smith opened the meeting in prayer.
A quorum was declared.

An addendum to the meeting was requested to discuss the planned audit of church records. Amanda Schriewer secured the services of an auditor. She will perform the service at no charge. It was decided that the audit will go back 3 years. P&L statements, balance sheets and bank statements for this period. It was requested that this audit take place after the 15th of November to give support staff time to prepare necessary documents.

Danny Eppers made the motion to move forward with the audit and James Malac second the motion. A unanimous affirmative vote approved the motion.

The motion to allow for the return of Scout groups to campus was revisited. It was decided that the follow guidelines must be followed by the Scouts:

- a) Adhere to Tx HHS guidelines of 10/14/2020
- b) Allow meetings on Monday and Thursday 6-8
- c) Pack meetings one Tuesday per month
- d) Building use form completed for each month
- e) Cleaning checklist used and verified by adult.
- f) Scouts provide own cleaning supplies
- g) Scouts will return meeting spaces to the condition it was in at arrival.

The motion to accept these guidelines was made by Skip Greenwade and Anne Till Second the motion. This motion received a contingent approval (unanimous vote) pending approval of cleaning schedule changes by Hilda.

Staff Compensation

Three recommendations were presented by SPRC regarding staff compensation. They are:

- a) Freeze Salary now and evaluate in six months
- b) Increase 3% & 5% end of year bonus
- c) Only Year End Bonus of 5%

It was discussed and approved that all church staff employed on January 1, 2020 will receive a bonus of 6% Total 2020 salary in December 2020. While each BOS member recognized that our church staff has went above and beyond their duties this year but again not knowing what the future holds still due to COVID-19 the 6% bonus was in everyone's best interest since the funds are available at this present time. Anne Till made the first motion, Skip Greenwade made the second motion to approve with nobody being opposed.

For the 2021 staff compensation budget it was also voted on and approved that there would be no pay increase for 2021 only a 5% bonus at the end of year for those employed on January 1, 2021. This was based simply upon COVID-19 and the unknown. Skip and Anne made the first and second motion with no opposition.

The budget for 2021 will be presented in draft form at the November meeting of Board of Stewards. Amanda has received a couple of budget requests and needs the expenses from the office. Ray Reese will provide the actual Capital Improvements spend for 2019 and 2020.

Discussion regarding a plan for expense reimbursement from the Weekday School (WDS) has been ongoing. The approximate expense for the WDS is \$1240 per month. A discussion will be held with Lisa

Walker to advise her of the expenses and gain insight as to availability of funds to cover expenses. This feedback will be used in a later meeting to make final motions regarding the reimbursement plan. Reimbursement amount currently includes 10% of utilities, portion of internet, directly related phone expenses, 75% of cleaning expenses, and directly related insurance and workman's comp expenses.

There being no further business, a motion to adjourn was made by Anne Till at 9:14.