

## **ADMINISTRATIVE COUNCIL – MINUTES**

**October 17, 2018**

**Ely United Methodist Church**

**Call To Order:** Chair Jay Tomlinson called the meeting to order at 7:00 PM.

**Attendees (9):** Bonnie Berglund, Butch & Lucy Diesslin, Craig Haberman, Linda Hane, Mark Olson, Bryan Rusco, Jay & Jeanne Tomlinson

**Opening:** Pastor Craig provided the “Opening Thought” from a memoir by Frederick Buechner on being aware of God’s continued presence in every aspect of our life, however mundane.

**Minutes:** The September 19, 2018 Ad Council minutes as printed in the October were approved printed. Motion to approve by Butch Diesslin, second by Bonnie Berglund.

**Treasurer’s Report:** Mark Olson presented the September 2018 treasurer’s reports. Receipts & disbursements were \$7,913.40 & \$9,100.13, respectively. End of month balances: Building Fund \$9,191.180; Memorial Fund \$10,990.80; Parish Health Ministries \$400, R3 Project 2018 \$167.25, Gift of Giving \$782, Landscape Project \$10, available General Fund \$13,210.20. Motion to accept Bonnie Berglund, second by Lucy Diesslin. Motion approved.

### **COMMITTEE REPORTS**

- **Board of Trustees:** Bryan Rusco reported that the next Trustees meeting will be Monday, October 29 at 7 PM. They will be forming a committee to evaluate solutions for the periodic interior flooding when we get heavy rains as well as an assessment of other work that needs to be done. He asked that he be notified about any issues that we might notice that need to be addressed.
- **Memorial Fund Task Force:** Carol Linneman had sent Jay a note that the next meeting will be on Tuesday, November 6 at 9 AM.
- **Finance:** Butch Diesslin reported the committee will be meeting in mid to late November to prepare the 2019 Budget once the apportionments and salary figures have been determined.
- **Pastor-Parish Relations:** Jeanne Tomlinson reported the committee had just met earlier and voted to give Pastor Craig a 2% raise. The exact budget impact will not be known until we get the most current information about the health insurance from the conference but it is estimated to be approximately a \$1,000 increase in the Ministerial Support category. The next meeting was set for Monday, Nov 12 at 5:30 PM although that may need to change. The DS, Mark Miller, is scheduled to meet with the PPR on Saturday, November 10 at 10 AM.
- **Outreach:** Toni Floyd had relayed that the Hearts Two Hands are continuing to work on quilts and will be meeting again on October 30 and November 6.
- **Worship:** Linda Hane has been working with Pastor Craig on some special Christmas worship service possibilities. It has been suggested that we change the Christmas Eve service time from 7 PM to 5 PM. We’ll need to find out if our organist, Sue Germek, would be able to accommodate such a change, and if so, then ask the congregation for feedback before making the change.
- **Visioning:** Jay Tomlinson reported from the Visioning Committee Initiatives the following:
  - **Gift of Giving:** \$1,149 has been collected which exceeded the goal. The committee will be working on contacting Carefree Living and the Boundary Waters Care Center to work

on details. The committee would welcome a lot more participation from the congregation in purchasing, wrapping and delivering the gifts to make it a more church-wide project. Perhaps the kids could make the gift cards.

- **Winter Bible Study:** A possible Bible Study program on “The Vine & the Branches” starting on Sunday, February 3 has been proposed. Keith and Sheri Rue volunteered to be the facilitators if there is sufficient interest.
- **Kid’s Club:** This is going well so far even with the change from Wednesday to Thursday. Nancy Markwardt has volunteered to assist with this activity.
- **Advent Study:** Pastor Craig will conduct a 4 week Advent Study beginning on November 25<sup>th</sup> and continue on the following 3 Sundays in December. Each session might also be held on the Monday evening for folks unable to take part in Sunday sessions, if interest is sufficient.

### **OLD BUSINESS**

- **Source of Payment for Starkman asphalt crack sealing proposal:** There was some confusion about where the funds should come from for the parking lot work (crack sealing and line painting). It was paid out of the General Fund because the original approval for the expenditure did not designate a specific fund, but it was felt that it should have been from the Building Fund. Bryan Rusco moved that we take the monies from the Building Fund; second by Butch Diesslin. Motion passed.
- **Church Equipment Use Form:** Jay Tomlinson distributed a copy of a Building Use form which had been developed in 2012, that included a line about Equipment removal from the church, but had never been actually used. The discussion focused on the logistics of how this form would be handled and who would be in charge of enforcing its use. It was felt that the key problem the form should address was items being borrowed from the garage and not being returned. Bryan Rusco offered to be a point person for anyone needing to borrow items. Jay will work on creating a form for Equipment borrowing and another for Building use. The former would be stored in the area where the garage key resides with instructions on completing the form and contacting Bryan Rusco when taking items and when returning. The latter will be in the church office and primarily handled by Pastor Craig.
- **Interim Head Usher:** Jay Tomlinson reported that no one had stepped forward to serve as Interim Head Usher and he had not had time over the past month to do any active recruiting. Since the Nominating Committee will soon be approaching people for the 2019 positions we will not be pursuing this actively although we are still in need of ushers for some of the December services.
- **Planned Giving Seminar at Ely UMC:** Per a request from Pastor Craig, this subject has been tabled to the November meeting.
- **Confirmation Class:** Pastor Craig has been contacting the families of the youth who are eligible and is confident he’ll be having classes if a suitable meeting time can be arranged.

### **NEW BUSINESS**

1. **Pasty “Food Cop”:** Butch Diesslin had sent a letter to Jay Tomlinson that was shared with the group about the importance of having someone taking responsibility for making sure pasty workers

are informed about proper food handling practices and that those are followed. It was suggested that we mostly just need reminders and having posters in strategic locations detailing the proper practices would probably work best. Butch turned over poster samples he had down-loaded that we'll look through and select some for laminating and posting in the pasty-making area. It was also suggested with do a half-sheet bulletin insert for the Sunday just before pasties as a general reminder to anyone who might work. The insert could also include some of the benefits of pasty-making for the church and the workers to help encourage other people to come.

2. **Pastor's Guest at Parsonage:** Pastor Craig asked if it would be an issue if his father came to stay with him for a couple of months as his father transitions to a different living situation. We agreed this was not a problem and thanked Pastor Craig for letting us know.
3. **Fellowship Hall Door Lock problem:** Jeanne Tomlinson brought up that the back door lock has stopped functioning and appears to be something beyond the need for new batteries. The door knob assembly itself is also having problems – pasty customers regularly struggle with the door trying to get it open when arriving and departing. Butch Diesslin offered to take a look at it. Bryan Rusco moved that Butch Diesslin assess the condition of the lock and door knob and initiate whatever steps are needed to repair or replace the unit(s). Second by Mark Olson. Motion passed.
4. **Church Use for a Book Signing:** Linda Hane had passed on a request from Jack Williams, Barry Williams' brother, to use the church for a book signing. It was felt that by having such an event at the church it was essentially endorsing the book with no one having read it, and that, even though there would probably not be any problem with the book itself, there are other venues in town that would be more appropriate for such an event.

**Correspondence** - None

**Items of Information.**

1. **October 2018 Pasty Report:** 777 made; gross income \$4,534 + \$156 to be collected for a total of \$4,690; cost \$1,522.84. Net Income \$3,167.16. Last October we made 823 pasties and had a net income of \$3,397.21.
2. **Change of date for Ad Council Meeting:** Because the 3<sup>rd</sup> Wednesday in November is the day before Thanksgiving, it was recommended we change the date for our next Ad Council meeting to the following week. Butch Diesslin moved we meet on Wednesday, November 28 at 7 PM. Second by Jeanne Tomlinson. Motion passed.

The meeting adjourned at 8:18 PM with a unison reciting of *The Lord's Prayer*.

Respectfully submitted,  
Jeanne Tomlinson, Ad Council Secretary