

ADMINISTRATIVE COUNCIL – MINUTES

May 15, 2019

Ely United Methodist Church

Call To Order: Mark Olson called the meeting to order at 7:00 PM.

Attendees (9): Bonnie Berglund, Craig Haberman, Linda Hane, Dan & Bev Johnson, Carol Linneman, Margie & Mark Olson, Jeanne Tomlinson

Opening: Pastor Craig provided the “Opening Thought” by reading a couple poems by William Stafford and then led us in prayer.

Minutes: The April 17, 2019 Ad Council minutes were approved as printed in the May. Motion by Marge Olson; second by Linda Hane. Motion passed.

Treasurer’s Report: Mark Olson presented the April 2019 Treasurer’s Report. Receipts & disbursements were \$12,436.35 & \$8,595.07, respectively. The receipts included both the March and April pasties sales. End of month balances: Undesignated Funds \$14,805.39; Building Fund \$10,079.45; Memorial Fund \$10,636.82; Parish Health Ministries \$400; R3 Project \$145.25; Gift of Giving Project \$15.16, Landscape Project \$218.78. Motion to accept by Linda Hane, second by Bonnie Berglund. Motion approved.

COMMITTEE REPORTS

- **Board of Trustees:** Margie Olson reported (1) the kitchen & nursery walls were washed down and are ready for painting by Brett Porthan; (2) Butch Diesslin is adding a handle to the front door of the church so that we can use the hook to hold it open; (3) the fire extinguishers were inspected; (4) the insurance guy came and took pictures. Jeanne Tomlinson brought up the need for a parsonage inspection by the pastor, PPR Chair and Trustees Chair. They’ll schedule a time
- **Memorial Fund:** Carol Linneman reported on their meeting the previous week. They went through the kid’s activity bags and then purchased supplies to refill them. Their meetings will now be the 2nd Tuesday of the 2nd month in each quarter since the 1st Tuesday was conflicting with a meeting the pastor needs to attend.
- **Education:** Pastor Craig reported that Confirmation Class, which has 3 participants, just held their last meeting for this school year. They’ll resume in the fall.
- **Finance:** Bev Johnson is planning to ask the committees to discuss possible needs for 2020 as a start for preparing the 2020 budget.
- **Nurture & Membership:** Bonnie Berglund reported having met with Pastor Craig on May 1 to discuss changes and handling membership related activities that Pastor Dana took care of. The emphasis was on welcoming and assimilating new people as well as membership record keeping.
- **Pastor-Parish Relations:** Jeanne Tomlinson reported the May 1 meeting was cancelled since there wasn’t anything specific to meet about. The next meeting will be in September.
- **Worship:** Linda Hane reported we had 82 people attend worship on Mother’s Day /Memorial Service. She reviewed the coverage plans done so far for the June/July Sundays that Pastor Craig will be gone. (June 30: Jay Tomlinson with conference report; July 7-Communion: Dana Thompson; July 21 Al Soderberg). The Worship Committee is still working on lining up people to help with the various parts of the service. They are also working on getting some special music lined up for some Sundays. The bulletin “pre-printed blanks” are running out so steps are

being taken to have new ones printed with the new sketch of the church that Gerald Niskala has done. This was discussed further under New Business.

- **Parish Health Ministry:** Pastor Craig had met with Donna Rusco and reported that she's been doing a lot of visiting and also helps with a grief support group.
- **Visioning:** Pastor Craig went through his Visioning Committee meeting notes and reported
 - They have formalized the committee to make it a **standing committee** (to be chaired by someone selected through the normal nomination process).
 - It's time to do another *Natural Church Development Survey*.
 - The *Prayer Wall* instructions will include a statement indicating that the *Prayer Wall* is prepared on Thursdays for insertion in the Sunday Bulletin on Friday morning.
 - They'll be looking at **movies** for a future "movie time" and when they find one, then they'll work out a schedule for showing it rather than the way it happened this last time.
 - The committee selected a new book *What Should I Believe – Is There Really a God and Does He Care About Me?* by Phil A. Smouse to give out to kids this September as part of "Bring a Kid to Church" month.

OLD BUSINESS

1. **Direct Deposit Offering:** Tabled to future date
2. **Jumpin' Jehosaphats:** Pastor Craig reported the date has been changed to Wednesday, July 31 and that has been taken care of with the city. Linda Hane asked if the group had any posters they could share that could be used in promoting the event. Pastor Craig will check with them. We agreed that we would not do any food.
3. **Progress on Ad Hoc Committee for Church Handbook:** Jeanne Tomlinson distributed an updated organizational chart and an outline of the plans for the rework of the handbook. After some discussion it was agreed that the existing committees and leadership roles currently documented in the handbook would be retained and no new ones added other than the Visioning Committee. It was recommended that any notable activity/responsibility that is not documented specifically in the handbook (such as "Bulletins", "Newsletter", "Congregational Records", etc.) should be included in the Organizational Chart as a matter of completeness.
4. **Lenten Supper Fund Distribution (\$228):** Linda Hane moved that we split the amount between the Ely Community Health Center and the Northern Lights Clubhouse. Second by Marge Olson. Motion passed.

NEW BUSINESS

1. **Request for Visioning Committee survey funding (\$300):** After a short discussion, Jeanne Tomlinson moved that we approve \$300 for another survey. Second by Linda Hane. Motion passed. It was mentioned that this is part of the Nurture & Membership budget.
2. **Request Funding for Books for Bring a Kid to Church Month in Sept (\$200):** Marge Olson moved we approve \$200 for the books; second by Carol Linneman. Motion passed. This is part of the Education budget.
3. **Revisions to the Church History page on the Church Bulletin:** Pastor Craig suggested we might want to add something that would indicate current/future focus in addition to the significant historical events. Marge Olson indicated we should include some of the other significant church

improvements that have occurred since this was last updated. It was decided that we should just leave the back as it is for now and take more time to work on changes since we need to get the bulletin “blanks” printed soon. We’ll just have a year’s worth printed.

4. **Landscape concerns and funding:** Dan Johnson reported that he has ordered a tree for the front landscaping at an approximate cost of \$450 and two bushes to be planted on the sides of the sign at a cost of about \$200. The committee will also be working on landscaping the area under the sign at the lower parking lot. There was already \$300 allocated in the Memorial Fund for some of this and there is currently \$218 designated for landscaping, but this will not be enough. Carol Linneman and Marge Olson felt that the Memorial Fund would probably be able to allocate enough funds to cover what is needed but they won’t be meeting next until August. It was decided that Dan would once again make an announcement in church about the need for donations that are specifically designated for landscaping. Since there have never been funds budgeted for this, the committee will also be tracking the costs for any annual plants & maintenance costs so that it can become part of the budget.

Correspondence – None

Items of Information.

1. **Newsletter:** Jeanne reported there will be just one summer issue (June/July/August) as we used to do prior to last summer. Key dates for the summer will be listed but there won’t be a printed calendar for each month. Having an on-line calendar for each month is a possibility that will be discussed with Jay. Jay has been looking into possibly adding some color to the newsletter. He’d learned that having 2 pages (1 side of 8.5”X11”) of color would be an extra \$15. It was mentioned we might look more into electronic distribution of the newsletter for those willing to forego the printed copy in order to save on costs. Jeanne pointed out that the current on-line version of the newsletter can be printed but it won’t come out like the printed booklet-form newsletter; in addition, none of the pictures are currently included.
2. **Summer Ad-Council Meetings:** Linda Hane asked about whether Ad Council should meet in the summer. It was pointed out that if the need arises, the Ad Council Chair can always call for one.

The meeting adjourned at 8:42 PM with a unison reciting of *The Lord’s Prayer*.

Respectfully submitted,
Jeanne Tomlinson, Ad Council Secretary