

ADMINISTRATIVE COUNCIL – MINUTES

September 18, 2019

Ely United Methodist Church

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

Attendees (10): Bonnie Berglund, Craig Haberman, Dan & Bev Johnson, Margie & Mark Olson, Keith Rue, Donna Rusco, Jay & Jeanne Tomlinson

Opening: Pastor Craig provided the “Opening Thought” by sharing some thoughts from a pamphlet about *The Sense of the Meeting* and then opened with a prayer.

Minutes: The May 15, 2019 Ad Council minutes were approved as printed in the Summer *FISH*. Motion by Bonnie Berglund; second by Keith Rue. Motion passed.

Treasurer’s Report: Mark Olson presented the May, June, July and August 2019 Treasurer’s Reports. Receipts & disbursements for May were \$8,284 & \$8,997.52, respectively; for June \$7,041 & \$8,277.98; for July \$9,722.20 & \$8,217.27 and for August \$7,271.45 & \$8,742.63. End of August balances: Undesignated Funds \$12,007.42; Building Fund \$3,485.73; Memorial Fund \$10,301.74; Parish Health Ministries \$400; R3 Project \$145.25; Gift of Giving Project \$1115.16. Motion to accept all four reports by Jeanne Tomlinson, second by Keith Rue. Motion approved.

COMMITTEE REPORTS

- **Board of Trustees:** Margie Olson reported (1) Brett Porthan painted the nursery, but the kitchen and two basement windows in the parsonage are not done yet; (2) the handicapped sign for the 3rd handicapped parking spot has been put on the wall of the church; (3) work has been done to resolve the flooding in the kitchen/fellowship hall but still needs a little more work since the Tuesday deluge resulted in a small amount of flooding under the oven; (4) the basement outside door is rusting – Brett Porthan was going to evaluate it; (5) Phil Hegfors made a sleeve for the railing at the top section of the stairs going down to the lower parking lot so it can be removed during the winter so it won’t be in the way of the snow plowing; (6) the upstairs bathroom has been thoroughly cleaned and a cupboard installed; (7) Margie Olson, Pastor Craig & Jeanne Tomlinson did an official parsonage inspection and determined everything is fine but work will be required if the need for handicapped accessibility arises; (8) the downstairs piano has been replaced with a donation of an electric piano from Susan Germek; (9) the parsonage drier required a replacement of the sensors again – apparently the venting design causes some backdraft that overheats them.
- **Memorial Fund:** Carol Linneman had sent in a report that memorial funds have been allocated to pay for supplies for the Kid’s Activity bags and the cabinet for the upstairs bathroom. Their next meeting will be November 12 at 9 AM. It was mentioned that some funds will probably be allocated for the landscape expenses and for more choir music.
- **Finance:** Bev Johnson had some questions about the church finances and the budgeting process. She scheduled the Finance Committee meeting for Wednesday, November 13 at 3 PM to work on the 2020 budget.
- **Outreach:** Jay Tomlinson reported that the *Gift of Giving* completed its collection goal of \$1,100 with just two free will offerings and that the project will now proceed through the next

steps of coordinating with the Boundary Waters Care Center and Carefree Living to determine gifts to purchase and then the purchase, packing and December deliveries.

- **Pastor-Parish Relations:** Jeanne Tomlinson reported the committee met on Wednesday, September 4 to begin the annual pastor evaluation process which has changed a bit this year. Pastor Craig shared his current plans for his time away through June 2020. The next meeting will be Wednesday, October 2 at 5:30 PM to complete the evaluation process and discuss the pastor's 2020 salary.
- **Worship:** Bev Johnson reported that the committee had just met on September 17 to discuss various worship plans and prepare the information for the Church Responsibilities Handbook.
- **Parish Health Ministry:** Donna Rusco reported that Joyce Mattila will be moving to assisted living in Ely once there is an opening and that Wally Fendt and Marcki Murdock have been placed into hospice.
- **Visioning:** Jay Tomlinson reported that the committee will be meeting the next day, Thursday, September 19, primarily to discuss the results of the most recent Natural Church Development Survey. This is the third time we have done this survey (originally in 2010 and again in 2014). Only 24 of the 30 surveys were returned.

OLD BUSINESS

1. **Jumpin' Jehosaphats:** Jay Tomlinson reported that the July 31 event was a success. We had a good turnout of over 120 people and collected \$687 for Young Life. The event was advertised ahead of time and an article was run afterwards reporting on the donation which was good publicity for our church.
2. **Progress on Ad Hoc Committee for Church Handbook:** Jeanne Tomlinson distributed an updated Organizational Chart and outline for the handbook and indicated she still had some questions about how to proceed in handling discrepancies between the old handbook, positions we vote on in our annual church conference and our current mode of operation/organization. It was decided that Pastor Craig and Jeanne will meet to try to work out all the discrepancies to come back with proposed revisions to be presented at the next Ad Council.
3. **Revisions to the Church History on the back of the Church Bulletin:** Pastor Craig indicated no work had been done yet since he wasn't sure what changes we should make. It was decided to remove this item from the agenda until some further discussion could happen among interested parties and it would be brought back to the Ad Council at that time.

NEW BUSINESS

1. **Jumpin' Jehosaphats:** Jay Tomlinson requested that we formally rescind a motion that was made at the March Ad Council meeting about the allocation of funds for the July 31 event and then formalize the motion that had been made on a Sunday prior to the event when it was learned that the band would not be willing to accept any offering funds. Bev Johnson moved that we rescind the March 20, 2019 motion to sponsor the Jumpin' Jehosaphats for \$200 and take a free will offering to cover the costs and give the balance to the band. Margie Olson seconded the motion. Motion to rescind was approved. Margie Olson then moved that we retroactively sponsor the Jumpin' Jehosaphats for \$200 and take a free will offering at the event for the Ely Young Life ministry. Bev Johnson seconded the motion. Motion approved.

2. **Programmable Thermostats:** Margie Olson reported that she had received an email proposal from Butch & Lucy Diesslin offering to pay for, install & program programmable thermostats for the church sanctuary and the basement, replacing the existing ones. The proposal included providing detailed programming instructions as well as simple override instructions. Margie brought a motion from the Trustees to accept this proposal. Bonnie Berglund seconded the motion. Discussion included questions about who would be responsible for programming them should the need arise and the thought that we should probably add lockable covers for the new thermostats to keep unauthorized folks from changing them. The vote was taken with no change to the motion. Motion approved.
3. **Landscape funding:** Dan Johnson asked if the council could set a date for him to make a plea for additional landscaping funds since what was spent has exceeded what has been collected. Margie Olson suggested the Memorial Committee would probably be able to allocate some funds to cover the deficit. It was suggested that for next year we include regular funds in our budget to cover expected annual costs. It was agreed that we change the “Building Maintenance” budget line item to be “Building & Grounds Maintenance” and then plan to increase that item’s budget amount accordingly.
4. **“Welcome Visitor” Pew Pamphlet revisions:** Jeanne Tomlinson reported that she’d been working on updates to the trifold pamphlet we have in the pew pockets that outline various church activities that may be of interest to visitors. She asked to have folks review the changes before she proceeds with getting it printed to replace the current stock of those pamphlets. She’ll email a copy to Ad Council members for review.

Correspondence – None

Items of Information

1. **Hanging of the Greens & Potluck:** During the Worship Committee meeting on September 17, the question was raised as to who is responsible for coordinating the Hanging of the Greens and subsequent potluck dinner. It was felt that there should be some group assigned to take responsibility for this in order to eliminate the randomness of getting replacement decorations when needed as well as making sure the event is a bit more organized. No decision was made although it was suggested the Worship Committee think about forming a sub-committee to take this on.
2. **Small Group Meetings:** Jay Tomlinson reported that he was meeting with Lucy Diesslin to discuss the possibilities of forming small discussion groups after church potlucks similar to what was done at the Minnesota Annual Conference.
3. **Project Bulbs:** Jay Tomlinson brought up that the projector bulb burned out during his conference report in June and still needs to be replaced. He recommended we buy two and asked Mark Olson if he could see if he could order those from Quill. Mark will need the projector information in order to do that.
4. **Front Porch Sensor:** Dan & Bev Johnson reported that the motion sensor for the front porch lights may need some adjusting since the lights didn’t come on until they were part way down the steps the previous night.

The meeting adjourned at 9:01 PM with a unison reciting of *The Lord’s Prayer*.

Respectfully submitted,

Jeanne Tomlinson, Ad Council Secretary