

## **Tuesday, February 23, 2020 - Leadership Circle Meeting Agenda**

Zoom Meeting: <https://zoom.us/j/99796306043?pwd=aEkyQzdqUC9KcndrbUNBbVFCY0pQdz09>

Meeting ID: 997 9630 6043; Password: 809957; 646 876 9923 US (New York)

**Attendance:** (Bold in attendance): **Joanna, Liz, Branwen, Erin, Joy, WMO**

### **1. Monthly Business**

- a. Already Voted to Accept Minutes via email; [2020.01.19 LC Meeting Meeting Minutes](#) posted on the website and in the weekly newsletter
- b. [2021.2.23 Treasurer's Report - Budget versus Actual Report](#)
  - i. No update.
- c. FYI: Parsonage maintenance - Extra Furnace Repair, Paint purchased and Aaron painted, Broken Front Door (in process)
  - i. The front door is a custom size, and the bid is \$750 just for the door. It will be about \$300 for the installation. The total for the repair will be around \$1,200 - \$1,500 total.
- d. Next LC Meeting Scheduled: 3rd Tues, March 16 (6 - 7:30pm)
  - i. Wendy will not be here for this meeting.

### **2. Staffing/Leadership**

- a. Thanks for the computers!! Huge relief for all
- b. WMO vacation (as per email notification)
- c. Student Minister - John Sinclair - update and feedback
  - i. John is participating in worship each Sunday. He'll preach twice this semester, assist with Tuesday meditations and the 2-minute words. John helped with preparing for the Ash Wednesday service. He's done great with making himself a part of the community. The internship committee meets monthly with him.
- d. Finance Admin - suggestion to add online functionality for staff to improve her effectiveness and reduce Treasurer's load; maintaining oversight through account reconciliations
  - i. Erin provided an update. Erin now pays all the checks online due to the challenges with Covid. Charmaine didn't have access to the Citizens Bank account. We are considering adding Charmaine as a superuser on the bank account to take some of the burdens off of Erin. With this access, she will be able to issue electronic checks, pull the statements, and transfer the payroll amount from the operating account to the payroll account. Currently, there are checks and balances on the payroll amounts so that Erin, Wendy, Charlene, and Charmaine review together. There is also a reconciliation process in Quickbooks against the bank statement that happens each month by Erin reviewing every transaction made. Erin recommended that anything over \$2,000 will be issued via paper check in order to maintain checks and balances with higher value transactions. Joanna requested that a checks and balance process is written up and

formalized as some sort of policy so that we are ensuring caution. Wendy and Erin will work on this together.

ii. **Joanna made a motion that Charmaine take on more responsibility as outlined here:**

1. Charmaine issues the electronic checks and CC Bill Payment therefore maintains QB documentation immediately;
2. Charmaine can retrieve statements and do the QB/Bank Statement reconciliation of MobileCause and double-check her work with the electronic payments, deposits, and mobilecasue/cardconnect;
3. Charmaine can issue the payroll transfer (or it could be set up as a recurring transfer - since it is almost always the same amount except when there is a project-based addition like last week, in which case we can get you involved);
4. Erin checking on things, watching for anomalies - confirming the amounts for payroll - through the email that gets sent to paychex; and at the end of each month in your review/reconciliation each month.

Branwen seconded. All in favor.

e. **TABLED FOR FEBRUARY** - Transition on Trustees - New Member ASAP

- i. Discussion about possible members to invite to serve. Joanna will reach out to Carvina first, and if she declines, she'll reach out to Ben Jacques.

3. **Congregational Matters** (any business from the congregation, meetings, etc)

a. Discernment Process - Update

- i. We had a successful visioning meeting earlier this month. Everybody was on board for a slower process moving forward. The next steps for the process are to check in with the discernment team to see if members will be able to continue. The team will go back to Larry and let him know the congregation is rethinking the process and possibly offer some small group leaders training. Larry would bring some capacity where many folks are out of capacity due to the strain of the pandemic. It will also help to hold us accountable for our commitments/plans.
- ii. The next steps will be for Joanna to check in with the team to see who's continuing as a member. Also, ask Larry to send us a proposal for developing a plan with a timeline in addition to training.

b. **TABLED TILL FEBRUARY** - Develop Plan for LC review of Membership Status - before 2021.06.30

- i. [The Directory](#) is not 2020.11.17 Membership List; review differences
- ii. The list will be brought to the March Meeting

c. **Discussion about triangulation and boundaries issues between an LC member and a congregational member; We will follow up with a closed executive session the last 30 minutes of the next LC meeting**

4. **Ministry Matters & Updates**

a. Lent

- i. The bonding of our congregations and “success” of the Devotional
  - ii. Wednesday ARTCircles
    - 1. Tied to Lent this year
  - iii. Palm Sunday, Holy Week, Easter?
    - 1. Video and art for Palm Sunday. Art for Holy Week. Wendy plans to buy palms and figure out a way to hand them out.
    - 2. Discussion about a sunrise service.
- b. Formation
  - i. 2nd Sun Suppers - Black History/ Movement for Black Lives Film Series
  - ii. 4th Sun Suppers - stories and poetry from Black Voices - kids and adults
  - iii. Micropantry and Bread of Life Missions - Update
    - 1. These ministries are still building and growing. 3 new micropantries will go in as soon as the ground thaws. New support systems will be in place soon thanks to Bailey.
    - 2. Julie and Charlene lead a monthly Bread of Life ministry. They are hoping for some sort of merge with the micropantry ministry.
- c. MHM/MC: Resilience, Racial Reckoning, Restoration
  - i. The 10th and 13th of March.
- d. Reopening - when and what and how? Do we need a team to consider
  - i. Consider beginning conversations with Hillside about reopening and how our two congregations can remain partnered in ways. Joanna suggested she, as Moderator, Wendy, Tom, and Hillside’s moderator begin this conversation.

## 5. News, Needed Changes, Voting (if needed)

### **Schedule for Administering LC Meetings and Minutes**

- **Meeting Agenda/Minutes Schedule (Bailey to initiate based on Third Tuesday LC Meeting)**
- **Second Tuesday:** Email LC Members with next month’s draft agenda and link to google form, asking for any additional agenda items they want to include
- **Second Friday:** Finalize agenda to send out on Monday
- **Third Monday:** Send out revised agenda before evening meeting to LC
- **Third**

- **Sunday:** (Presuming LC votes to accept minutes) Post accepted minutes on CCWM site and in Mission and Ministry newsletter; along with highlighted actions in the article