



AGLC Church Council Meeting Minutes August 12, 2019

Present: Alison Viktorin, Kristin Bergstrom, Debbie Kelley, Kelcey Drapp, Shirley Glazier, Don Duval, Tim Draney, Bruce Holte, Tony Seris, Dianna Trang

Absent: Mark Saunders, Tonya Tomlin, Rev. Nick Billardello

Guests: Vanessa Crixell, Gary Knutson

Call to Order by President, Tim Draney: 7:01pm

Opening Prayer: Gary Knutson

Approval of Minutes from Last Meeting (no meetings were held in July):

- Approval of June Minutes from FY 2018-19 Council: Motion to approve the minutes was made by Don and seconded by Bruce. The motion passed.
- Approval of June Minutes from FY 2019-20 Council: Motion to approve the minutes was made by Kelcey and seconded by Tony. The motion passed.

Treasurer's Report given by Shirley

- June Report reflects the last month of the FY 2018-19. Of significance is the variance which is almost identical to the amount put into capital fund to cover interest.
- MIF is requiring a review of our financials. Shirley has reminded MIF of our fiscal year and has committed to providing the data by the end of September. Dustin Viktorin, Finance Chair, is aware of this deadline.
- The July Report will not be available for a few weeks due to vacations. Shirley will tie the report and seek approval at Council meeting in September.
- Motion to approve the June Finance Committee Report was made by Tony and seconded by Don. The motion passed.
- Motion to table the approval of the July report until September was made by Bruce and seconded by Tony. The motion passed.

Comments from President – goals and focus

As we start the new fiscal year, it is important that we focus on new ideas that will have a significant positive difference especially when it comes to communication not only across our church family but in the community. We will have LOTS of activity through December with the Capital Campaign and we want to engage everyone being mindful of inclusion and participation from our new families and youth.

Committee Reports presented by Kristin

Motion to approve the June/July Committee Minutes was made by Bruce and seconded by Don. The motion passed.

Discussion regarding Committees:

- Bruce reminded the Council that Stewardship can be used as a recruiting tool. If committees need additional or new volunteers, Stewardship can assist in soliciting and recommending church members.
- Gary Knutson would like to lead the Youth Committee.
- Gary Knutson confirmed that while he leads youth (ages 3-18) Christian Education, Pastor Nick will lead adult Christian Education. Dianna, Christian Education Council Liaison, will get reports from both Gary and Pastor Nick for monthly Christian Education committee minutes/reports.
- Fundraisers – need to develop a process for committees to request approval for a fundraiser. This will help ensure fundraisers do not overlap and that we are having an appropriate number and frequency throughout each fiscal year. This is especially important as we start our Capital Campaign. Tim asked for volunteers to develop guidelines for such a process. ***ACTION: Dianna and Tony will work together and present a proposal at our next meeting on September 9th.***
- We need to create a document (one-pager) of each Committee that includes its mission, roles & responsibilities, activities and budget. ***ACTION: All Council Liaisons will meet with their assigned committees and submit document to Kristin by our next meeting on September 9th.***
- ***ACTION: Tim to review the By-laws***
- Tim will host a brief required meeting with all Committee Chairs and Council at the end of September. Meeting purpose is to review goals for the upcoming fiscal year, roles and responsibilities of Committee Chairs and Council Liaisons, and guidelines for working together.

Old Business:

Payroll Fraud Letter – Tim

- Ongoing; David Humen is drafting a follow-up letter to negotiate reimbursement of at least 50% of the fraud amount in an attempt to mitigate part of the loss.

Swing Set Status - Tony

- \$6269 raised, \$3338 spent on swing set. Installation is complete. \$2931 remaining funds may be used for the addition of a sliding board. Plans will be finalized upon Pastor Nick's return.

Ability Connections

- We need to invoice for end of May/June and July ~ 50% waste disposal and electricity over and beyond our average bill. ***ACTION: Shirley to send invoice ASAP.***

Smoker Construction and Status

- No update at this time.

Separate Funds for Designated Programs, Accounts for Tracking

- Dustin Viktorin, Finance Chair, has set up accounts so it is possible to track money coming in and money dispersed but it is important to note that they have not been set up to designate funds.

Performance Reviews for Staff

- All staff members have performance reviews. Tony conducts Pastor Nick's review and Tim conducts all other reviews. Raises are effective September 1. All changes need to be submitted to Finance by September 1 so benefits are updated appropriately and in a timely manner.

New Business:

Signatory changes with bank – Tim

- Need to change signatories for checking accounts and saving account at First Financial Bank in Southlake.
- The following motion was made by Shirley and seconded by Don. The motion passed.
 - Motion to change the signatories for checking accounts (Capital Fund – 90110031797, Operating Fund – 90110025773) and savings account (90120013470) at First National Bank in Southlake from Anthony Seris, Tim Draney, Lisa Harrington, Laura Hopkins, and John Nelson to Anthony Seris, Tim Draney, Alison Viktorin, Kristin Bergstrom and John Nelson. The net change is to drop Lisa Harrington and Laura Hopkins and add Alison Viktorin and Kristin Bergstrom. John Nelson remains and will be responsible for on-line transfer activity between accounts at the direction of the Treasurer.

New Audit Committee

- New Audit Committee has been established and nominating committee is finalizing 1 of the 2 replacements per by-laws.

Canvas Prints for Meeting Room – Tony

- Kristen Etheredge developed the criteria for choosing appropriate pictures.

Mission Freedom Campaign

- *Status:* At the June 23, 2019 Congregational Meeting, the congregation approved to move forward with the Council's recommendation to contract with Abundant Congregations, LLC to conduct a three year Mission Freedom Campaign from Sept. – Dec. 2019. Worship Kickoff is set for Sun., September 15th.
- *Goal:* to reduce the mortgage so that it can be refinanced in 2022 and have mortgage payments included in the Operating Budget.
- *Leadership Roles:* Ray Canole and Ray Morrell will serve as the Co-Chairs of Campaign. Along with the Co-Chairs, Tim Draney and Tony Seris are currently building the leadership team. Meetings and trainings for the committee(s) will take place Sept. 12-14th and be led by Consultant Don Haven.
- *Council Involvement:* Council will be asked to be on committees and lead this effort.
- Consultant Don Haven will be present at our next Council meeting on Sept. 9th.

Building Usage Review

- ***ACTION: Tim to ask Tonya to have the Property Committee review guidelines and process for approval of using AGLC buildings, parking lots, and/or property.***

Credit Card Usage and Business Account for AGLC

- Instead of each staff member having a separate credit card account, we have switched to a Business Credit Card account for the church. By doing this, we can have up to 10 cards with a business name, not the employee name, which will make cancelling and opening new accounts easier and quicker. It also allows for the church to receive one bill with itemized charges per card. Current card holders: Tim Draney, Pastor Nick, Vanessa Crixell, and Gary Knutson.

Use of Sanctuary for National Charity League on 11/18 from 5pm – 9pm, 150 people

- Group is approved to use the space. Vanessa Crixell will verify the price to charge. Vanessa will ask that the group allow us to post their link on our website.

General Discussion

- Kelsey suggested that when companies work with AGLC, we require them to provide a link to their company that we can post on our website. This simple action will boost our visibility on the Internet.
- Alison was asked by Greer Dermatology (business next door) if they could use our parking lot for potential overflow for an event on October 10 from 4:00-7:00pm. Council agreed this is ok.
- Thank you to Alison Viktorin for designing and purchasing new t-shirts for the Council. We will wear them on Rally Day, September 8th.
- OktoberFest – is it possible to accept credit cards? If so, can the convenience fee be paid for by the buyer, not AGLC? Vanessa Crixell will research and meet with the Finance Committee.

Meeting adjourned: 8:53pm

****Reminders****

- 1) *Committee Minutes/Reports due Wed., September 4th.***
- 2) *Next Council Meeting: Mon., September 9th***