

**St Matthew United Methodist Church
Administrative Board Meeting
February 18, 2007**

MINUTES

Members and Guests present:

Virgil Todd	Tom Miller	Bob Dimski
Bruce Brotherton	Tracy Brotherton	Gayle Tatum
Jim Heath	Carolyn Specht	Brett Ruston
Jocile Heath	Harold Alexander	Theresa Todd
Joe Perkins	Nancy Walker	Jerry Williams
David Hughes	Al Willoughby	Carl Tatum
Marlene Welch	Joyce Perkins	Diana Hughes
Necia Miller	Paul Specht	

The meeting was called to order by Tom Miller, Chairman at 6:00 p.m. Rev. Brotherton opened the meeting with a prayer.

Review of Minutes

The minutes of the October 29, 2006 board meeting were unanimously approved as submitted. The motion to approve the minutes was made by Joe Perkins and seconded by Theresa Todd.

Committee Reports

Finance Committee

Chairman Bob Dimski reported that 2006 apportionments were paid in full and we started the new year with a surplus of \$10,000. The 2007 apportionments are being paid monthly. Bob recommended that the Board commend Steve Wilson for his outstanding work as Finance Committee chair for the past three years. The Board was in unanimous agreement with this recommendation.

Trustees

In the absence of Chairman David Heath, committee member Brett Ruston reported that 10% of the receipts from the cellular tower are being paid into a "rainy day" fund. The new computers purchased for the church offices are in place and operating. Retiling has been completed for the parsonage master bathroom and shower. The French drain project in the pumpkin patch area is a continuing project and is being overseen by Chris Baker. A workday is scheduled for March 24. The event will begin with breakfast, followed by work on both the inside and outside of the church.

Staff/Parish Relations Committee.

Acting Chairman Jerry Williams reported that the committee has completed all annual job performance interviews with full and part-time employees. The St. Matthew Personnel Policy Manual has been amended to include pay schedules for part-time employees. A copy of the manual has been provided to each employee.

Lay Leadership Development Committee and Lay Leader

Committee chair Bruce Brotherton reported that the committee would meet for the first time this year on February 20. Lay Leader Virgil Todd reported that the Action Ministry Team met on January 20. Several teams (Fun and Fellowship, Communications, Missions and Outreach and Adult Ministry) have added new at-large members. The new members will facilitate discussion/brainstorming sessions to develop new concepts and ideas for the teams to use to better reach and serve the congregation and the community in their respective areas. Action Ministry teams will be meeting individually on a quarterly basis and a combined meeting will be held at the end of each quarter. Bruce and Virgil also reported that a Holy Conference (Town Meeting) will be held on March 25. All members of St Matthew are invited to attend. This meeting is in response to the Bishop's request that each church in the conference make an introspective evaluation of where the church should be in terms of the basics of discipleship and how we might best get to where we want to be.

Other Business

The United Methodist Discipline requires all fundraising activities to be approved by the Administrative Board. A motion to delegate authority for approval and coordination of fund raising projects to the Finance Committee was made by Jerry Williams, seconded by Virgil Todd and passed unanimously. It is more practical for this function to be handled by the Finance Committee, which meets frequently, rather than by the Administrative Board, which meets only quarterly.

A lengthy discussion was held regarding the proposed audio-visual system (to include permanent screens, high powered projectors and a computer). We currently have approximately \$10,500 for the project and the bid we are interested in is approximately \$25,600. A motion was made that the Trustees proceed with this project, to include necessary fund-raising. The motion was made by Bob Dimski, seconded by Necia Miller and passed unanimously.

Necia Miller reported briefly on the church website. The calendar is an important and valuable resource. A good deal of effort is being made to keep it current. Dates and events should be sent to the webmaster, Necia Miller. Her e-mail address will be added to the newsletter in the church staff information. Carolyn Specht made a motion, which was passed unanimously to thank Necia for the many hours she has spent to provide us with a very professional website.

Gayle Tatum reported that sign-up for the new church directory was going well.

The new welcome center in the narthex is up and operating between the end of the early service and beginning of the late service.

After Reverend Brotherton's closing prayer, the meeting was adjourned at 7:10.