

ADMINISTRATIVE BOARD MEETING  
February 24, 2008

The following members were present:

Joyce Perkins	Joe Perkins	David Rhoades
Carl Tatum	Gayle Tatum	Virgil Todd
Bob Unruh	Enna Wilbur	Gene Hunt
Harold Alexander	Betty Jo Luttrell	Keith Phelps
Paul Specht	Carolyn Specht	Bruce Brotherton

Bruce Brotherton began the meeting with the announcement that Tom Miller, chair of the Administrative Board was ill with the flu. So the first order of business was to elect a vice-chair of the Adm. Board who would then serve as chair for the meeting. Virgil Todd nominated Joe Perkins to serve in this position. Bob Unruh seconded. David Rhoades moved that the nominations cease. Carl Tatum moved that Joe be elected by acclamation. Motion passed.

The next order was to elect a secretary for the Adm. Board. Necia Miller was nominated by Joe Perkins. Joyce Perkins moved that Necia be elected by acclamation. Motion carried. Joyce agreed to fill in as acting secretary in Necia's absence.

Joe called for reports from the following committees:

A. TRUSTEES

Carl Tatum, newly elected chair of this committee, provided the following information:

The Trustees Committee has again divided up the responsibilities among the members, so that no one person will be overtaxed with responsibilities. The SANCTUARY AND NARTHEX responsibilities will be handled by Phillip Downey (Class of 2010). The EDUCATIONAL BUILDING will be handled by Betty Jo Luttrell (2008), Karren Brown (2009), and Marlene Welch (2010). The GROUNDS AND PARKING LOT will be handled by David Rhoades (2009) and Bill Case (2008). The PARSONAGE will be handled by Jim Scott (2008). VEHICLES will be handled by Carl Tatum (2010) and Louise Brents (2009).

Carl also reported that the new multimedia equipment is up and running fairly smoothly and the amount of money raised for the project had come out very close to the amount needed. The batteries that had come with the package had proven to not be quite adequate, so some replacements had been needed.

The "use of facilities" form (which must be completed whenever someone wants to use the church for a meeting, etc.) is under revision by the trustees to provide clearer guidelines for payment for services provided by the custodian. It will increase his fee from \$6.00 an hour to \$10.00 an hour, covering both setup and cleanup service. Details will be available when these revisions are complete.

A question was asked regarding the status of the roof and the ongoing leaks in the metal roofing. Carl said that they are clarifying what has been done by the trustees in the past and is being followed up by contacting the roofing company via a certified letter. Additionally, there was some damage from the ice storm to the Wesley Hall roof which will be appraised by an insurance adjuster.

## B. FINANCE

No report was available.

## C. STAFF-PARISH RELATIONS COMMITTEE

Joe Perkins, vice-chair of SPRC, reported the following;

1. They have approved the hiring of a new Children's Division Coordinator. This position was formerly filled by volunteer, Susie Dealy. Beginning on March 1, 2008, she will become a paid part time staff member. This position and job performance will be reviewed in one year to see if this change has proven to be an effective approach and an asset to the Children's Division.
2. Annual interviews with all other staff members will be conducted on two evenings in March, which give both the staff members and the SPRC to review how things are going and if there are any issues that need to be addressed.

## D. LAY LEADERSHIP COMMITTEE

Bruce Brotherton, chair, reported that this committee meets monthly. Two items of business which were addressed at the last meeting were to find:

1. An alternate couple to share in the duties of communion stewards. The search had been successful.
2. An additional person to serve on the Welcome team as a Sunday caller. This search has not yet been successful.

## E. LAY LEADER

Virgil Todd summarized reports that had been given that afternoon by members of the ACTION MINISTRIES TEAM. He will type up a report and add that to this document.

## NEW BUSINESS

Carolyn Specht brought up a concern about such a small number of people in attendance. Notification is routinely given in the newsletter and Sunday bulletin inserts, but it may be inadequate. Carl Tatum made a motion to send postcards to all members who should be attending this meeting. They will be sent for each of the remaining 3 meetings scheduled for 2008. Virgil seconded the motion. The motion passed.

The next Administrative Board meeting is scheduled for May 4, 2008 at 6:00 PM.

Bruce closed the meeting with a prayer.

Joyce Perkins  
Acting secretary