

Flagstaff Federated Community Church
Board of Trustees Minutes
August 26, 2008

Lowing Insurance Agency, Business Automobile Policy # 0800106-09-355814
Church Mutual Certificate of Insurance, Umbrella Liability, Lowing Insurance Agency Policy #800001
(Master Policy under, Desert Southwest Conference)
Communion is served on the first Sunday of the month.

CALL TO ORDER – by the President Elect, at 6:00 pm.

TRUSTEES & OTHERS PRESENT – 17 were present.

TRUSTEES ABSENT – 3 were absent, excused

QUORUM PRESENT – A quorum was present.

OPENING PRAYER – was led by the Pastor.

CONGREGATIONAL CONCERNS – A member of the Finance Ministry Team, was present to present the Revised Investment Proposal. A complete report is on file in the church office. He presented four key premises (or changes):

- First: that the churches investment assets be divided into two pools. The first would be a short term portfolio, typically in the range of \$50,000 to \$75,000 which would remain very liquid and provide funding for day to day needs of the church (salaries, maintenance, etc.). The second would be the long term investments, typically referred to as the Huncilman Fund by most church members, but also including a portion of the churches real estate.
- Second: that the Lantern Lane property (the manse) be considered as part of the portfolio; i.e. it generates income, has a market value, and could potentially be sold if cash was needed. The actual church is excluded because it represents the life of the church. The Rock House and Yellow House would be excluded since they likely couldn't be separated and sold from the actual Church.
- Third: the long term portfolio would be managed similar to how an individual might think about his/her retirement portfolio. Determine what would be a reasonable level of risk, given the potential timing of needing the cash and making the assumption that the long term funds wouldn't likely be needed for a minimum of three to five years. Then questions like: 1. how much should be in real estate, 2. how much should be in fixed income (i.e. bonds) including the credit risk and maturity of the bonds, and 3. how much should be in equities, as well as the types (i.e. foreign small cap, mid cap, etc.) The levels would be reviewed with the BOT, the change would be implemented over the next year, and adjusted beyond that to stay within the ranges quarterly; e.g., if there is a stock market run up and the stock level is above the agreed range, the stock would be sold and invested in bonds, if they were below range.
- Fourth: investment alternatives would be simplified. Rather than having several specific companies in the equity portfolio, it would lean toward mutual funds or exchange traded funds (e.g., the Dow, the S&P, NADAQ, etc.)
- A member made the motion that the Investment Proposal, as presented by the Finance Ministry Team member, be accepted as presented. MSP

APPROVAL OF THE AGENDA – The agenda was accepted as written.

APPROVAL OF THE MINUTES

- Regular BOT Meeting – June 24, 2008 –A member made the motion that the minutes be accepted as written. MSP

CLERKS REPORT

- Grand Canyon Presbytery will meet at Federated Church on September 12th and 13th.
- The Big Event – Awake! Explore! Connect! – Practicing our Faith! – Will be held October 25th at Valley Presbyterian Church.
- Primary Election will be held at Federated on: September 2nd and General Election will be held at Federated on: November 4th – Both held in Rees Hall.
- The BOT agreed that the Congregational Meeting will be held Sunday, December 7th.
- The Charge Conference Meeting will be held Sunday, January 11, 2009.

- The PAUMCS Retreat was held in Phoenix on August 15th and 16th. The clerk shared two of the highlights that she found useful.
- The PAUMCS Institute at Chandler School of Theology, Emory University, Atlanta, GA, will be held in July, 2009. The deposit for the institute is \$50.00 and is non-refundable after May 15, 2009. Following discussion, Kent Christensen made the motion that the BOT will authorize the \$50 deposit to be submitted. MSP The remaining associated costs: Dues for the national organization \$50 per year, \$300 cost (may increase) \$30 per night dormitory housing – double room, Airfare to Atlanta, Georgia, and Incidental costs – some meals and other incidentals, will be raised partially by the 2009 budget, scholarship, and fund raiser.
- For 2008 – Per capita apportionment for the Presbyterian Church will be \$30 per person, based on 118 members on the roll in 2006. Per capita apportionment for the Methodist Church will be \$34.97 per person, based on 92 members on the roll in 2006

CORRESPONDENCE RECEIVED AND SENT

- African Team Ministries, INC – Thank you letter – Copy on file in church office.
- Head Start – Letter from Jesse Rodriguez – Copy on file in church office.
- Post card from Oklahoma and a thank you note from Bike & Build - Copy on file in church office.
- Thank you card for overnight stay from unknown group - Copy on file in church office.
- Menaul Historical Library Review – Summer 2008 – Presbyterian Ministry with Native Americans - Copy on file in church office.
- Sunshine Rescue Mission – Thank you for \$250 quarterly donation – Alan Strnad, Executive Director is available for a 3 to 5 minute missionary report to local churches and free tickets are available for the 51st Anniversary Banquet, September 17th - Copy on file in church office.
- Flagstaff Family Food Center – Thank you note for \$250 quarterly donation - Copy on file in church office.
- The Salvation Army – Thank you letter for \$250 quarterly donation - Copy on file in church office.

PASTOR'S REPORT – The Pastor

- The Pastor explained and led the BOT in the beginning phases of the Strategic Plan. The plan is based on the book entitled *Holy Conversations: Strategic Planning as a Spiritual Practice*. He led the BOT in a discussion of 5 Assumptions:
 1. **Board Ownership:** The BOT should have ownership of the group but not BE the group.
 2. **Naming the Group:** The BOT felt they could not name the group until they understand the purpose and direction of the group.
 3. **The Size of the Group:** The BOT agreed that it should consist of 6 people, plus the pastor, 7 in total.
 4. **The Role of the Senior Pastor and Staff:** It was agreed that the Senior Pastor should be the one in the group. The Assistant Pastor was in agreement that her contribution would be as a resource person.
 5. **Functional is Better than Representational:** In looking for members, look for particular skills and training and NOT representation.
In Step One & TWO: The skills, attributes and attitudes were listed of what was needed in a perspective member.
In Step Three: Each BOT member was charged with bringing three names to the next BOT meeting for consideration.
Everyone enjoyed participating in the process.
- A Town Hall Meeting was discussed. The tentative date is Sunday, November 9th. The suggested subject will be the Strategic Task Force.

PROGRAM DIRECTOR'S REPORT – The Program Director – a written report is on file in the church office.

- The Program Director reported that the Pumpkins will be delivered on Monday, October 13th. She encouraged everyone to sign up and participate in this project that has been so much a part of Federated Church for so many years.

MINISTRY TEAM PLANS, GOALS & ACTION REPORTS

Youth Directors Report – The Youth Director reported on the youth trip to San Francisco. Everyone had a wonderful time. All the youth will be returning this year as nobody will graduate until next year. The youth finished painting the fence this past weekend.

Buildings & Grounds – written report by the chairman is on file in the church office.

Fellowship – written report by the chairman is on file in the church office.

Finance & Treasurer – written report by the chairman is on file in the church office.

- Treasurer, shared with the BOT that Loose Plate contributions are down but that they have always been based on a “guess-ta-mation” and it is impossible to come up with an accurate figure. She shared a line from a local newspaper article, “Tourists stayed home and locals tightened their belts”. She feels this describes where our members and visitors are at this point in time.
- The Treasurer led a discussion on Designated Accounts. One suggestion was that a policy should be in place to cover monetary gifts with strings. Following further discussion, a member made the motion that a phone call, made by a member, followed up with a letter, written by the Treasurer, will be sent to members that donated. The letter will be a request that their \$2,000 designated donation, in the name of Purpose Driven Life, be placed in the Organ Fund as a memorial gift to their mother. MSP
- A member reported that funds are running short. The Rental Funds are already being used to offset expenses and there will be nothing remaining to cover a short fall.

Stewardship – The Pastor reported that Stewardship will meet on Thursday, August 28, 2008. The Kick-Off date is Sunday, October 19th. The Chairman will meet with the BOT at the September meeting so that early pledge cards can be given to the BOT. It is planned that BOT pledges will be returned prior to the Kick-Off.

- Budget requests for 2009, from Ministry Teams, are due on Sunday, September 14th.

Personnel – The Chairman reported that no formal meeting was held this month. However, an interview was held for the Choir Director’s position. Two Chancel Choir members, the Pastor and Chairman of Personnel were in attendance. Everyone was favorably impressed and they hope that he will start within 3 weeks time. He is a student at NAU, seeking degrees in music and secondary education. He currently directs the Men’s Choral at NAU. He expressed an interest in “growing” the choirs and encouraging youth to participate. His salary will remain the same as the former Choir Director for the remainder of 2008. It is hoped that the 2009 budget will reflect an increase since he will be directing the Chancel Choir as well as the Celebration Singers.

Care

Worship & Music

Church Promotion – written report by the Chairman is on file in the church office.

- She reported on the Invite a Friend Sunday that will be held on September 21st and encouraged BOT members to bring a friend. Building & Grounds has a work day planned for the day before.
- She shared a copy of the new church brochure that the team has produced. It will be available for that day.

Outreach & Social Action – written report by the Chairman is attached

Membership – The Chairman made the motion that the following list of members be placed on the inactive roll as indicated. MSP

- **Membership Audit, summer 2008**

Letters with return post cards were mailed to the following members on June 25, 2008

People that returned post cards with a request to be placed on the Inactive Roll:

1. – Community Roll #433 since 10-19-1999 – moved
2. – Community Roll #434 since 10-19-1999 – moved
3. – Community Roll #346 since 11-20-1991 – moved
4. – Community Roll #410 since 12-22-1996
5. – Community Roll #359 since 5-00-1992 - moved
6. – Methodist Roll #937 since 9-23-2001 - moved
7. – Methodist Roll #826 since 9-12-1990 – moved

8. – Presbyterian Roll #785 since 9-23-2001 – non-attendance

People that did not return post cards:

1. – Community Roll #373 since 7-00-1993 – non-attendance
2. – Presbyterian Roll #822 since 9-26-2004 - moved
3. – Presbyterian Roll #823 since 9-26-2004 - moved

Foundation Team – did not meet.

Discipleship – did not meet.

Boy Scout Troop 31- The representative reported that activities are beginning for the year. There are between 45 to 50 boys involved this year.

OLD BUSINESS

- Organ Fund Update – attached is a copy of the Organ Fund balances as of August 14, 2008.
- UU Fellowship proposal –A member of Finance reported that the Finance Team needed more detailed information before a final decision could be made. The Pastor will follow up with the Pastor for further information.
- Task Force Report – note under Pastor’s Report.

NEW BUSINESS – A member reported that a member of Shared Earth has been nominated to represent Shared Earth Network at a national conference. She, along with 149 other faith leaders from across the nation, will attend a workshop this October led by Al Gore. The conference will be held in Nashville, Tennessee. This is a real honor for her and for Shared Earth Network.

PRESIDENT’S REMARKS - None

ADJOURNMENT

CLOSING PRAYER – was led by the Pastor.

Respectfully submitted,

Clerk