**Board Meeting minutes for March 10, 2024**

Board Member attendees: Chris Simonson, Reverend Jim Buckman, Leigh Ouimet, Scott Leazer, Pat Stanley, Sue Morris, Don Trawick, Lenna Applebee

Church Member attendee-Lindsay Mattingly

**Spiritual Formation**-Discussed book ‘Autopsy of a Deceased Church’ - we will address again at the next meeting and add to agenda for the retreat to discuss ideas.

**Business/Admin:**

* Major Purchase approval process-A rough outline of the process was discussed as follows:
  + Board needs to approve purchase outside line item on budget.
  + We need to establish a percentage that exceeds the budget.
  + Something unusual comes up that requires a vote.
  + Not to hinder performance of staff
* We will continue to work through this outline with edits; Goal is to have this process approved and added to the guiding principles by charge date of 10/2024
* Facility Use Policy Review
  + Motion to edit was raised by Chris Simonson and second by Lenna Applebee; vote was unanimous to edit.
  + Remove Trustee language and replace with Board; several other edits made and noted.
  + Rates will be reviewed.
  + Roy will review for overall continuity.
  + Effective date of policy will be updated.

**From the Pastor and Staff:**

* Accountability report – Jim
  + $200,000 moved to the CD leaving $311,000 in general checking.
* Quick review of 2024 YTD
  + Financially we are doing great.
  + up $23,000 from last year
* Employee Retention Credit update
  + No update given.
* Update on Security Policy Task Force and Policy Review
  + Need to revise best practices, update to board will be given next meeting.
* Vision/Mission
  + How to reach community; Jim and staff have met with the Buford Housing Authority; Community Cookout probably in the Summer

**Previous meeting open items:**

Church Building Fellowship Hall -Jim and Engineers have looked at it; some repairs have been done over the years, but nothing has worked. It continues to leak, and dryers are used when heavy rain comes and causes the flood.

* Concern around the damage it continues to cause; Humidity issue needs to be addressed.
* Possibly look at drain system options
* Hank expressed to Lenna that he was concerned for the pipes of the organ.
* It was decided that a structural engineer would be best to come evaluate. Lyndsey Mattingly’s BIL is a structural engineer, and she will reach out to him to see if he has time to come look at it and give recommendations.

Reserve Study – added to April meeting for further discussions.

* Do not have any further quotes, only have 1 that we are reviewing with Assoc Reserves out of Fla.
* Some concerns shared were quoted cost may turn into additional costs based on per diem charges for travel and time etc.
* What are they expecting us to provide and what if we don’t have it?
* Don suggested that we review the past 10 years of repairs from budget in QuickBooks, Jim will ask DeeAnna for this information.

Open Discussion – Don had asked for update on roof leak issue. -this is still ongoing with no real solution yet. Roofer to come back out and possibly seal condensation from AC. We need roof warranty information and Jim will investigate that as well as get a more detailed report on exactly what needs to be done.

**Executive Session**:

* Pastor Jim has asked for money for facility staff; we need to potentially hire a host and custodial position.
* Money from rental of CLC can offsite cost
* Brad Thomas is currently assisting with host responsibility however this is a temporary solution.
* Concern for group here by themselves
* Section 19 of the Facility use Policy requires a staff person to be on site.

Closing Prayer: Pastor Jim: