



Leadership Board Minutes for August 23, 2022
Parker United Methodist Church
11805 S. Pine Drive
Parker, CO 80134

Leadership Board Members:

Kim Bimestefer (Co-Chair)
Lacye Cahill
Susan Gustin
David Haukeness
Keith Johnson
Jack Kear, Lay Member to Annual Conference
Julie Kronbach, Lay Leader
Rick Kucera
Doug McKinney
Dan O'Neill (Co-Chair)
Kelly Pritts, Recording Secretary
Laura Easter Rainwater, Senior Pastor
Jim Schafer
Tricia Wood, Little Blessings Preschool Director
Ron Wyckoff
(Vacant Position Open)

Members joined by Zoom:

Dan O'Neill

Members not in Attendance:

Rick Kucera

Guests in Attendance:

None

Approval of Agenda: The proposed agenda was presented by Dan and Kim

- I. Call To Order: The meeting was called to order at 6:07 pm.
- II. Opening Devotion – Kim “What is a bible verse that you use when times are tough?” The Board members went around the room and shared their favorite verses and other ways they use the Lord to help them when stressed.
- III. Review and approval of July 27, 2022 minutes, Jim made a motion to approve the minutes, Ron seconded the motion, and it was passed.
- IV. Board structure (document paragraph OP 4.6)
 - A. Review and complete Board terms – 1.5, 2.5 and 3.5 years and “classes”
 1. Missions Focus-Keith
 2. Serving through December 2023-Dan O'Neill, Jack Kear, Jim Schafer, Rick Kucera, Julie Kronbach
 3. Serving through December 2024-Keith Johnson, Doug McKinney, Kelly Pritts, Lacye Cahill

4. Serving through December 2025-Kim Bimestefer, Ron Wyckoff, David Haukeness, Susan Gustin
- B. Review and complete voting and non-voting members
- V. Review proposed Covenant (paragraph AP 3.2, Appendix 1 and Covenant Team's submittal)
 - A. Board members signed the Covenant
- VI. Transition reports - what must this Board know – not detailed reports
 - A. Finance Team (Dan, Ron, Jim) – review of currently available weekly and monthly financial reports.
 1. The plan going forward is to do an audit for the 2022 year in June/July 2023. Plan to meet with Paul Smith and Pete Doan financial advisors. Double signers for checks=\$2,000. Should the financial reports be distributed monthly to the Board? Summary report and any outliner of expenses and we need a breakdown of Board of Trustees. We need a spreadsheet to share side by side income and expenses. It is important to see the breakdowns of special funds, mission donations, etc. Work with Pete to track our expenses regarding facilities, supplies, etc. We can see the breakdown of donations to the general budget. David is taking the weekly summary that Sarah sends us and updates the PUMC Offering Summary spreadsheet. We need Pete to give us access to QuickBooks to upload the data and compare years past to present. The finance team will work with David.
 - B. Fall Stewardship Campaign Team (Dan, Keith, Rev. Laura, Debra Hoffer, Emily Schaffer. Team will meet on Thursday, September 1st in the afternoon.
 - C. Safety Team (Lacye, Rick, Doug, Sarah, Laura). No updates currently.
 - D. Listening Team (Lacye, Doug, Tricia, and Julie). How to get information from the congregation, organize it, look at the gaps, and analyze what is missing. How will this team gather information and share it with people? We need a continuous flow of feedback from the congregation.
 - E. Mission Team (Julie, Keith, Kim). They are focusing on transition, but they have a small team for Feed the Starving Children, October 21st and 22nd. The most important task now is to get a “set-up” and “clean-up” team. In the past the Men’s Group has offered help in this area.
 - F. Pastor “Meet and Greet” Team (Kim, Sara Wahls, Cody, Elizabeth Stanley). Laura will add times to her schedule for more availability in the evenings for families that work during the day. If there are any questions about how to reserve a timeslot, please contact Laura. There is a Sign-Up Genius link on the PUMC website for the congregation to sign up.
 - G. Staff Relationships Team (Laura, Jack, David, Doug). It is best to have a HR person on this team. Doug offered to help in this role temporarily.
- VII. Contact other former committees to communicate and update them on our progress? How do we assume/resume those roles and responsibilities? Review list. We redefined the list and discovered that many of the committees fall under church which Laura oversees, such as Building Maintenance, Hospitality, etc. Our role as the Board is to support Laura in her responsibilities. Laura will communicate to the Existing Teams and bring them along. We can work on this list further at the Retreat regarding workflow and where the blanks are. Laura will communicate back to the Board.
- VIII. Communications Team (David, Susan, Jack,) – discuss the ways we can communicate to the congregation about the Leadership Board’s activities, decisions, and progress. What should we be doing?
 - A. Content

1. David offered to help get the Minutes communicated out, but we need Susan to personalize it. We have various spreadsheet data that is currently hidden, but can go live whenever we are ready to share out on the website, under the Leadership Board tab. It is imperative that we communicate to the congregation about what the Leadership Board is doing ASAP!
- B. Medium(s)
1. Church worship service announcements - before (on-screen) and during (verbally)
 2. Mid-week Message
 3. “Forum” Website
 4. Others? (direct e-mail, “snail” mail, specific phone calls & contacts, etc.)
 5. Who writes? Who creates? Who speaks? Etc.
- IX. Pass out and review information from spring’s “Recalculating” conversations. Bring answers to next meeting.
- A. Assignment – Identify common themes, trends and opportunities to be addressed. Please look so we can dive into it later.
 - B. Assignment – Identify 5 values that come out of these summaries. What are our Congregations values?
 1. Complete this by September 9, 2022 to Laura (she will create a Google Document for us to add)
- X. Next meeting is on Tuesday, September 13th to begin development of values, mission, and vision and answers to Section IX. We need Laura to bring the two versions of the mission, so we can develop a new mission statement.
- XI. Our full day retreat – Saturday, Sept. 24, 2022 (9 am – 3 pm)
1. Outside leader – Dr. Amy Gearhart confirmed
- Location? (Room 137 is confirmed if we want to stay at the church). Yes we will meet at the church.

Additions to the Agenda:

Future of the Denomination? Some congregants came to Laura wondering if we are hiding things about the status of the future of PUMC’s denominational status. Laura suggested that we have a listening session with the congregation as soon as possible. Jeff Rainwater has offered to lead and facilitate an after-worship conversation (listening session with questions/answers) around the denominal issues. He is available September 18th or September 25th after the second service. We want to have food in the Narthex to bring congregants from the first service back to the church to participate in this conversational meeting.

Future Meeting(s):

The Board is scheduled to meet at PUMC, Room #137 on September 13, 2022 at 6 pm. Those that cannot attend in person can be Zoomed into the meeting.

The Board Retreat is scheduled to meet at PUMC, Room #137 on Saturday, September 24, 2022 from 9 am – 3 pm.

The meeting adjourned at 8:10 pm.

Review of Minutes:

The meeting minutes of August 23, 2022 were submitted to Dan and Laura for review on August 25, 2022.

Kelly Pritts, Recording Secretary