ADMINISTRATIVE COUNCIL MEETING MINUTES (On Zoom + in person)
January 22, 2025

Members present**: Phil Garwood (chairman), Mauren Julião, Patsy Tessier, Pat McKee, Jaye Trimm, Kay Gregory, Vicki Record, Kitty Cogley, Rusty Greenleaf, Pam Mitchel, Judy Meserve, Connie Greenleaf, Kathy Patrick, and Cheryl Ramsay**

Joys and Concerns were shared.

Opening prayer.

The Secretary's report from October 23, 2024 was reviewed and a motion made to approve the minutes with one correction. The motion was seconded and approved.

Ministry Reports:

Trustees: Rusty extended an invitation to former Randolph UMC members to join the Trustee Committee. Pastor Mauren mentioned that once the Merger is approved the former Randolph members can formally join. Until that time, they are invited to attend meetings. At the March Trustee meeting a representative from Raymond Jones will be there to discuss the Church's portfolio. Rusty also reported that the emergency lights are being fixed.

Community Suppers: The dinner for February will be Mac and Cheese, broccoli and cake.

Pastors Report: The Merger Agreement needs to be approved. It has already been approved by the District Superintendent. We'll discuss this later in the meeting.
Forms for the Annual Church Conference are all set, but a representative is needed. On February 23rd at 6:30pm a Special Charge Conference will be held via Zoom to approve our representative to Church Conference. At that time, we will also approve the Merger Agreement (if approved tonight).
Regarding the Statistics Form: please fill them out as soon as possible.
If anyone would like to "share" during worship, Pastor Mauren could help – she'll be doing a workshop soon.

Staff Parish Report: Pam has finished the Safe Sanctuary Policy for our church and it has been sent to Pastors Mauren and Angela for their approval. All churches in the Parish will have this policy in place and the District Superintendent has requested the Trustees help implement it. To help with this, there will be a central document kept in the Parish listing all volunteers. Trustees can refer to this list to ensure volunteers have prior approval. Certain groups of volunteers, those with a signed covenant, will be listed on this form. For example, the policy wouldn't affect volunteers for a public supper, but it would affect those teaching Sunday School or volunteering for the Easter Party. Once signed, the Policy is good for seven years. Rusty, as Trustee chair, will have access to the centralized sheet with one person from the church filling out the form. The Safe Sanctuary Policy will go to those who use the church for private meetings as well as it contains information regarding emergency services.
The church is in the process of hiring a new custodian. She is a local woman by the name of Heather Leplant. The committee is very happy with her work. She would be under contract.
** A motion was made for the conditional approval of her hiring based on a background check with no issues and positive references. Both parties would need to approve the contents of the contract. The motion was seconded and approved.

Pastor Mauren announced that Patsy volunteered to attend the Annual Conference this year.

** A motion was made to approve Patsy to attend the Annual Conference. This motion was seconded and approved.

Lay Leader: Welcome to all former Randolph UMC members – we're glad you're here.
Pat McKee is now the Co-Lay Leader.

UM Men: The next Men's breakfast is scheduled for 2/15. Phil has been speaking to others in the Parish and asking them to join the meetings.

United Women in Faith: A notification was sent that the UWF is looking for a new chairperson. The next meeting is 2/26 at 4pm to see if there are any volunteers. If not, a vote will be taken to decide how to disperse any funds. Then a vote will be taken to dissolve the committee.

Worship Committee: The committee met earlier in the day. Connie distributed a list of those people leading worship at HAUMC through June.
Ralph is looking for any people willing to sing occasionally – not necessarily joining the choir.
Randolph's Worship Committee had the suggestion to do a special services or gestures honoring holidays such as Mother's/Father's Day which the committee is considering.
The Lord's Prayer has been moved in worship to "Prayer Time" rather than by itself. People seem to like this better.
There has been many wonderful items donated by Randolph UMC: a cross on the alter table, crown of thorns, large wooden cross, a cabinet, banners, floral arrangements, file cabinet, and the stove and refrigerator. We are thankful for all the items and people coming to HAUMC.
Regarding the sound problems: Ralph is proposing a different set up to project sound forward. There was the suggestion of hiring a sound expert to assess the set up, but they decided to wait until speakers from Randolph are set up in back of the church. The Littlefield's have offered to assess the sound problem (they initially set up the system). It was decided to let them do their assessment before hiring a professional.

Caring Team: The Caring Team continues to meet every month after which they go to the Alzheimer Unit in Gardiner to sing. In November 422 pounds of food and $50 was donated to Chrysalis Place. The December Christmas gift donations were designated to a local family. In January the GAHS Food Pantry has been receiving donations. February will concentrate on UMCOR and California fire victims, and in March the whole parish will participate in Bags for the Homeless.
Chicken pies continue to be distributed to those in need as well as phone calls and cards.

Benevolence: There is $1,311 currently in the Benevolence Fund.

Parish Representative: There is a meeting next week.

Parish Coordinating team: The Bags for the Homeless were discussed and the information forwarded to the Caring Team. Also discussed was the Easter Party, but no decisions were made. The Lunch and Sharing Program will be held April – June.
The Parish is looking for people to do a Parish Devotional for Lent. Pat will be doing one as can anyone.

Stewardship & Finance: The Committee met last night and set Fundraisers for the year: Soup to Go 2/9, Ham Supper 3/29, May Baskets 4/27, Turkey Supper 10/18, Poinsettias in November, and the Parish Co-op Fair in Nov.

There is currently $32,320.51 in the General Fund.

Old Business:

1. **Moving Randolph Pews to HAUMC:** Randolph has offered their pews to our church. Rusty stated that if all current pews were replaced, we would lose approximately 106 seats. It is possible to replace the first eight pews at Highland Ave with eight of Randolph's. Vicki did a chart to help visualize this. Their pews are larger and our cushions would not fit. A carpenter (Mike Madore) could be hired to install these. These options were discussed – pros and cons- and the consensus was that it would look better to keep our own pews.

****** A motion was made to graciously decline the pews from Randolph, make modifications to our pews to comply with ADA (Americans with Disabilities Act) regulations, and to make the modifications aesthetically pleasing. The motion was seconded and approved.
The next item to be decided is which pews to modify and how much to cut from them. It was decided that there would be a short meeting after worship on Sunday to review the layout and decide which pews to cut.

2. Update on Emergency Planning: Phil and Angela will be meeting to discuss.

3. **Snow Emergencys:** There will be a Decisions Committee including Pastor Angela, the Lay Leaders, Vicki and the Admin Chair to decide if worship would be cancelled due to the weather.

New Business:

1. **United Methodist Clothes Closet:** This will be transitioning to HAUMC. Our tax ID is needed.
2. **Materials and Issues from Randolph UMC closing:** Looking to complete a list of items to be brought over from Randolph. Pastor Mauren will send pictures of items to be moved to Rusty and Phil. Items will be moved Monday night 1/27
3. **Gas Stove Update:** The stove has been making a popping sound**.** Its been discovered the pilot light jet is clogged. This has been cleaned and it now is working properly. Phil was hoping to change out the starter mechanism at the bottom to ease in lighting the stove, but this is not possible due to the stoves age.
4. **Robinson Fund:** There was a discussion regarding the Robinson Fund. This money comes to the church every year and typically is placed in the Memorial Fund. It was suggested to put this money in the Benevolence Fund instead.

** A motion was made that the Robinson Fund check be deposited in the Benevolence Fund this year and going forward. The motion was seconded and approved.

5. **Merger Resolution:** The Merger Resolution was reviewed and edited with changes made to the current document with all members of the committee participating.

** A motion was made stating that, with great joy, the Merger Resolution be passed as amended. This was seconded and approved.

AMENDMENT TO MINUTES #1

There was a discussion after worship on Sunday January 26th regarding the modification of pews. After some discussion it was decided pew numbers 25 and 39 would be cut from the aisle to the first support.

** A motion was made to cut pews 25 and 39 from the aisle end to the first support with the hope of reattaching the decorative end on the aisle side. This was seconded and approved.

AMENDMENT TO MINUTES #2

There was a special session of the Administrative Council held via email. Our Financial Treasurer proposed moving $10,000 from the Memorial Fund to a 6 month Certificate of Deposit (CD) at Camden National Bank as well as moving $15,000 from the General Fund into a separate 6 month CD at Camden National.

** A motion was made and seconded to move $10,000 from the Memorial Fund to purchase a 6 month CD and to move $15,000 from the General Fund to purchase a second 6 month CD. Via email, the motion passed unanimously.