

ADMINISTRATIVE COUNCIL MEETING MINUTES (On Zoom + in person)
February 21, 2024

Members present: **Phil Garwood (chairman), Pastor Angela Rotherham, Pastor Mauren Juliao, Joan Anastasio, Pat McKee, Jaye Trimm, Connie Greenleaf, Kay Gregory, Pat McKee, Vicki Record, Kitty Cogley and Patsy Tessier,**

Joys and Concerns were shared.

Opening prayer.

The Secretary's report from October 5, 2023 was read. The report was approved unanimously.

Ministry Reports:

Trustees: Pastor Angela reported. She and Rusty had spoken about Functional Replacement Insurance. This is insurance that covers part of a building, rather than the entire building, making it less costly. They feel this type of insurance may not work for us. Currently, the church building is fully insured for three million dollars.

Sunday School/Bible Study: No report

Community Suppers: UMW will be providing the meal in March. The menu will be chop suey, biscuits, coleslaw, brownies, and ice cream.

Lay Leader: Patsy thanked Vicki for the explanations of all Cooperative Parish committees in the recent newsletter.

Pastor's Report: Pastor Angela reported that a nomination committee would be needed to create a three person SPRC committee at HAUMC. Pam Mitchel will chair with Cindy and Wendy. Both pastors and Patsy will also be members.

** Pastor Angela, as the chair of the Nomination Committee, made a motion that Pam, Wendy, and Cindy be appointed to the SPRC committee for a one year term. This was seconded and approved.

Pastor Angela announced she is now a signer on the Benevolence account.

Pastor Mauren announced there are two more weeks of Bible study left. The pastors have prepared a devotional for Lent and it has been distributed to all the churches.

Pastor Mauren will be at retreat from 3/8 to 3/10, and then will be on vacation from 3/11 to 3/26.
Pastor Angela will be on vacation from 4/15 to 4/28.

SPRC: No report

Worship Committee: Connie reported that the church schedule has been set through June 30th. She thanked everyone involved in getting this done. There was a discussion of music. Some parishioners felt there were too many verses being sung. And some felt we were singing too many new songs where the melody is not known. Many parishioners like the older hymns.

Pastor Angela gives the church musicians a choice of four hymns and Pastor Mauren doesn't recommend any hymns. It was suggested that the congregations be allowed to choose one each Sunday.

UM Men: Phil reported the next meeting will be held 3/23.

UM Women/ United Women in Faith: Kay and Sandy are stepping down as president and vice-president of this organization. No one had volunteered to take over for them. The next meeting will be 3/20 at 6:30pm. Some of the things that the UMW does for the church: they pay for the Upper Room, greet every Sunday, they cook for the Community Suppers every March, April, and November, and help with the funeral receptions. Pastor Angela has been in touch with the President of the Conference UMW regarding how to be made inactive. The Discipline requires that if there is no leader the group becomes "inactive" and there are rules that go along with that which involves handing over the last four years of financial records. Pastor Angela will get more information regarding this before the 3/20 meeting.

Caring Team: Sandy asked Kay to report to the committee. There was \$445 donated to the GAHS Food Pantry. The Chicken Pie Mission is still going on. Member Paula Moore needs to be removed from the committee and Becky Hicks needs to be added.

** There was a motion made to remove Paula Moore from the Caring Committee and add Becky Hicks. This was seconded and approved.

Stewardship & Finance:

The committee met 1/24/24. There was a discussion regarding the annual audit – Lisa Wilson and Kim Backus were asked to do the 2023 audit and they've agreed. Also discussed was Benevolence. It was thought there may be "frequent flyers," or people that may be coming back often for assistance. It was suggested that first names be collected to help track people. The committee has outlined Fundraisers and dates through the rest of the year. The Financial Policy revision will be discussed at the next meeting.

Financial Reports

Financial Treasurer: Pat reported that she is now closing out the books at the end of each month. There is currently \$7,654.83 in the checking account and all the bills have been paid for this month. Workers compensation has been paid for the year. Many of the church bills have increased this year: the water bill has gone up 30%, Spectrum is up \$15.

The Verizon call tower is going in this Spring. The lease was signed last fall. Payments should be made on a monthly basis. Some modifications need to be made to the steeple. Phil, as Administrative Committee chairperson, needs to be added to the Finance Committee

Financial Secretary: Kitty shared the Funds Received Summary from January 1 to February 18.

Benevolence: No report.

Old Business:

- 1. Removal of Front Pew:** The Trustees are not in favor of doing this without getting more information. Perhaps giving them a better description of the reasons why this needs to be done. This would be done to help accommodate people with disabilities. This issue came up in an accessibility audit.
- 2. Communication:** There needs to be transparency. Vicki did send out information about the various Cooperative Parish committees in the last newsletter. The Vision Team has plans to put a bulletin board at the back of the church with information about the parish. People should feel free to ask members of the Visioning Team questions.

- 3. Building Use and Calendar:** All groups should be filling out forms for use of the church facilities. TOPS (meets Thursdays) and AA (meets Sunday) need to fill them out. Phil will check with them. He requests that everyone put meetings on the calendar to avoid conflicts. Please send information to Vicki to add to the calendar on the web site.

New Business:

- 1. Emergency Planning items:** Phil would like to coordinate a training session by Gardiner Police Department on “Run, Hide, Fight” strategy for emergencies. Self-inspection is part of this planning process – some of it doesn’t apply, but some does apply.

** Motion made and approved to move forward with this training program.

Also, ground faults are needed in the kitchen. And a large first aid kit is needed to replace the current smaller ones. The circuits are labeled in the circuit box. Do we want an AED (automatic electric defibrillator)? Very expensive, but it may be a good idea.

- 2. CLI:** Church video license. This allows the church to show videos, but this is probably not necessary as we don’t show videos.
- 3. Pulpit Supplies:** A group of folks from HAUMC/Randolph UMC to decide who will preach next week. Vicki is asking permission to combine services. Some pastors prefer to do just one church on Sunday rather than two. If so, services are combined. Vicki is asking a committee be formed to help with these decisions with three members from Randolph and three from HAUMC. Ralph would be a member from both churches and Vicki and Patsy would be members for Highland Avenue.

** Motion made and approved to have “Pulpit Supply Committee” decide on coverage for our churches.

- 4. Children’s Easter Party:** The Coordinating Team discussed having an Easter Hunt and Party for the parish churches. The first one will be held at HAUMC with other churches helping. The date is March 30th.

** Motion made to have an Easter party for kids March 30th.

Phil will organize a breakfast following the Easter Sunrise Service.

Next meeting scheduled for April 10, 2024, at 6:30 pm in the sanctuary