ADMINISTRATIVE COUNCIL MEETING MINUTES (On Zoom + in person)
April 23, 2025

Members present**: Phil Garwood (chairman), Angela Rotherham, Patsy Tessier, Pat McKee, Jaye Trimm, Kay Gregory, Kitty Cogley, Rusty Greenleaf, Pam Mitchel, Connie Greenleaf, Diann Bailey, and Cheryl Ramsay**

Joys and Concerns were shared.

Opening prayer.

The Secretary's report from the January 22, 2024 meeting was reviewed and a motion made to approve the minutes with two corrections. The motion was seconded and approved.

Ministry Reports:

Trustees: Rusty reported the emergency lights have been updated and/or repaired as needed. The committee met with the representative from Raymond James and things are going well. As of 2/28 the portfolio was worth $841,156.32 and 3/31 was worth $821,614.72.
The pews have been shortened and the accompanying cushions shorted by Naomi. Both look great.

Community Suppers: The Admin Committee has the responsibility of providing the dinner for the June 1st Community Supper. The agreed upon menu is: American chop suey, coleslaw, rolls, and brownies. The suppers have been feeding approximately 16 people.

Pastors Report: Pastor Angela will be doing a presentation on her trips to Ireland and England on May 4th at 4:00pm.

Staff Parish Report: Pam reported there is a proposed new member of the custodial staff – Heather LaPlante has been working conditionally up until now. She's been doing a good job. A non-conditional contract needs to be signed now. In the interim, a background check has been done.

** A motion was made to approve the hiring of Heather LaPlante on an annual contract basis. The motion was seconded and approved.

Lay Leader: Patsy is all set to attend the Annual Conference. There is a pre-conference briefing 6/7 via Zoom. The Parish is sending four people. The Parish is working on getting a credit card (rather than using a debit card) for better money management. Perhaps this is something we should think about.
On 5/18 there will be a New Members Welcome during regular worship service including former Randolph UMC members.

UM Men: Phil has been speaking to others in the Parish and asking them to join the meetings.

United Women in Faith: Heather Brown, President of UWF, has been in touch with Lucille Webber, (Many Waters District UWF coordinator) concerning the inactivation of the HAUMC United Women in Faith. As had been directed, Heather sent a list of members and the results of a vote taken asking members to vote yes or no to disband the unit. The votes count was 26 yes votes to disband, 1 vote no. The date of disbandment was April 14th. Of the funds left in the treasury, $50 was sent to the District UWF and $951.24 was offered to be given to the General Fund of HAUMC for funeral expenses.

Worship Committee: The committee met March 12 to discuss plans for Holy Week. They discussed the Children's Time – working to be sure it is age appropriate. The committee is being mindful of no longer referring to

"Randolph people". We are all Highland Avenue people now. They also discussed having special greeters on holidays. Their next meeting is May 7th at 10:00am.

Caring Team: The Caring Team has several visits coming up: following their next meeting they'll visit Bea Hicks, on the 2nd Sunday of the month they'll visit Woodlands in Hallowell, and on May 12th they go to the Pierce House to celebrate Joan's birthday.

April's collection was for Camp Mechuwana to help redo a cabin that was destroyed. For May they'll be collecting pasta and sauce for Chrysalis Place "Macaroni May". For March, there was $790 collected for the Homeless Bags. Of that, $300 was spent on items for the bags and the rest of the funds going to Bridging the Gap. The bags, 160 of them, were put together on Maundy Thursday. Items left over from the bags were sent to the Richmond Food Bank.

Mechuwana has recently posted they had $9,000 of Federal funds cut from their budget. They used this money to provide noon meals for children during the summer. They hope to continue this program.

Benevolence: There is $2,945.13 currently in the Benevolence Fund. There is a new Parish form being developed for use for Benevolence. This is to help track people receiving services across the Parish. The Parish is also trying to better coordinate people in their proper communities.

Parish Representative: The Parish Council representatives are Pat and Kitty. The committee has a new chairperson: Bob Moody and the recording secretary is Ardyce Robbin (Green Street). At the last meeting, two groups were formed: one to develop a loan application and process to borrow money from the Capital Improvement Fund created by the sale of Randolph UMC. It was noted that if the Parish was to be dissolved, the funds would come to Highland Ave. UMC for capital improvements. The second group was created to improve parish-wide communication.

Each Parish committee has their own chairperson and secretary now. Our representatives on the Parish Coordinating Committee are Vicki and Sharon. Our representative on SPRC are Pam and Patsy with Anne Carter as chairperson.

Parish Coordinating team: No report

Stewardship & Finance: Pat reported that Randolph UMC donated $3914.06 to HAUMC. This will partially be used to cover the increase in the mission share owed. The increase is due to Randolph closing and the loss of the mission shares they were paying. Our increase is approximately $700 per year. Some funds will also be used to pay for the new sound system upgrade.

There is currently $4798.50 in the Memorial Fund which includes the $500 donation from Lynn for the sound system. There will be increase in our payments to the Parish for pastor costs – the new payment will be $2812.50 starting July 1st. (We pay $2500 now).

There is currently $16,014.98 in the General Fund.

Jaye reported that the Finance Committee will be meeting quarterly now – one month before the Administrative Council meeting. There have been 51 May Baskets sold so far, a little less than past years. And no flowers were donated this year, so the small flowers were purchased.

Old Business:

1. **Safe Sanctuary Policy:** The new policy needs to be reviewed by Pastor Angela. This will be done and then an email for approval/disapproval will be sent.
2. **Emergency Planning Issues:** Phil and Pastors Angela and Mauren have met. They will be incorporating new material. One problem area is the front door of the church which cannot be locked from the inside and has no windows. Questions were raised: do we need locks? A camera? Ring device? The door currently doesn't fit right and needs some work. There were different ideas to fix the door.

New Business:

1. **Paid Leave for HAUMC Employees:** The subject of paid leave was brought up. This would mainly concern Vicki and Ralph. Maine has instituted the Paid Family Leave Act and all employees must be registered with the state. The cost to the church is $20.63 per quarter. There was some discussion of this and no one was opposed. The suggestion was to draft a document to make Ralph and Vicki aware they are eligible for two weeks paid vacation.

**There was a motion made that the church pay the $20.63 quarterly fee for the Paid Family Leave Act. The motion was seconded and approved.

Pam informed the committee that SPRC had an agenda item to create contracts and position descriptions for the Parish.

2. **Accepting money from the United Women of Faith:**

** There was a motion to accept the $951.24 from the United Women of Faith. The motion was seconded and approved.

3. **Sound System:** The funds paying for the updating of the church sound system will come from Lynn Gerard's contribution of $500 and the use of Memorial Funds.

** A motion was made to accept Lynn's donation and use Memorial funds for upgrading the sound system.

After the vote there was a discussion on the sound system and the necessity of upgrading it. Some felt adding equipment and more costs was unnecessary and not cost effective. There was a reluctance to add future updates to the equipment.

OTHER:

1. Our former mower, Ralph Thomas, has retired. Our new mower and weeder is Mike Madore.
2. Suggestion for a future fundraising is having a Pie/Dessert Auction

FUTURE ADMINISTRAVE COUNCIL MEETING DATES: 8/28/25, 11/20/25, 2/26/26, 5/28/26 at 6:00PM

Stewardship and Finance Meeting dates: 11/19/25, 10/21/25, 1/20/26, 4/21/25 at 6:00PM