

**Policy Governance Board**  
**Saturday, April 21, 2018**  
**9:00am- 12:30pm**

**Present:** Randy Hamstra, Betsy Weems, Kip Smalligan, Suzy Gill, Carol Hillman, Paul Hillman, Sue Clare, Shane Schamper, John Czuhajewski

**Coffee, Breakfast, and Lunch-** Thank You Betsy and Suzy!

**Spiritual Formation-** Betsy on Elisabeth Kubler-Ross and book “The Wheel of Life”

**Old Business**

1. **Reviewed January 2018 Minutes-** Next PGB dates include June 23 and Sept. 22. Budget conference call held last December. **Paul** still needs to add to the PGB google doc.
2. **Committee Diagram/Staff Org Chart Review-** PGB liaisons: Discipleship Pathway- Suzy, Trustees- Sue, Music- Randy, CM- Shane, Office Manager- Paul, Parish Nurse- Kip, Finance- John, SPRC- Carol, Worship- Paul, Missions- Kip. Need to edit power point- see July 2017 minutes- **Betsy** unable to edit. **Paul** to help Betsy!
3. **Community Ministries Organizational Model-** **Sue** and **Matt** met and will put all info on poster board. Work is on-going. Not sure yet where it will be displayed.
4. **Community Engagement Model-** are we currently do a good job of embracing groups already utilizing facility? Sue and Matt met and discussed the “engaging with” piece that seems to be missing. Are we in line with our mission statement “to make disciples of Jesus Christ for the transformation of the world?” Are current groups matching with this mission? Matt feels push-back in allowing new groups to utilize TUMC space, however, we need to ensure we have the capacity to host (custodial, staff, space, etc.). CM Board needs to be formed by Nominations. Shane is Matt’s PGB liaison. Nominations meets May 14- will get a Board together by Fall of 2018 with Matt’s help. **Carol** to add to the Nominations agenda.
5. **Committee Diagram-** Staff Organization- keep Facility Manager position under Office Manager, however will not fill at this point due to budget constraints. Justice Choir to be removed under Music Department Coordinator. CM Organizational chart to be added to front desk notebook. Parish Nurse retiring the end of 2018. Will chat with new Pastor at September PBG meeting- should we re-fill? New Parish Nurse possibilities include Penny Murray and Linda Burpee.
6. **PGB Notebook-** notebook put together by Sue and is now on outside office counter. Trustees, Finance, Worship, Missions, CM, Discipleship Pathways responsible for adding content and keeping it updated.

7. **Sound/Video-** Cost estimated at \$2,100. Endowment will cover. Trustees to begin work this summer. Storage closet will also be cleaned out.
8. **Church Safety & Procedures-** Sue Clare to attend training May 3 at Ada Bible Church. Brad Schottke will care for Trustees logistics as far as putting together check-list document. Possible re-keying of building? Policy in progress.
9. **Sanctuary Shades-** On-going. 😊 \$16,000 over in capital campaign improvements, so shades got put off for a bit. Jeff Snyder did research via Bareman Company- \$4,500 for 2 windows. Trustees in charge of capital campaign funds, PGB in charge of budget. Sue to meet with John Boley, Clergy Assistant to the Bishop, to get things clarified as far as who has authority over what. Suzy Gil asked for visual for congregation to see what shades might look like. Also mentioned possibility of outside window tinting as opposed to shades. Sue to look into.
10. **New Pastor-** Steve Manskar- present in worship July 1 assisting with communion. Preaching July 22. Staff Retreat planned for August 6-8 for in-house office staff and Steve.
11. **Budget Review-** will go over at Town Hall Meeting, slated for May 6, 10am. New chair Pros Tumonong (said “yes” as of May 1, 2018). Finance/Stewardship needs to be separated, so we still need a Stewardship chair. Carol mentioned we need folks from both services to understand the roles of each committee. Nancy has binder ready for new Finance Chair- Paul will ask her to share with him. Do we need to create an ad hoc committee out of PGB to discuss these positions? Randy, Nancy and Paul to get info gathered.
12. **Newsletter-** May- Randy, June/July- Shane, August- John.
13. **Names for services-** Casual and Traditional.
14. **Town Hall Meeting-** Sunday, May 6, 10am. Sue to lead, CORE values, binder, Q & A, etc. Betsy to publicize.

## **New Business**

1. **Monthly Meeting Night-** request from Mary Koenen. Move to 3<sup>rd</sup> Tuesday of month as opposed to 4<sup>th</sup> beginning in 2019. This will allow more time to get articles ready for the newsletter for the next month. Betsy to communicate.
2. **PGB Minutes on TUMC website-** Betsy to edit so as not to share potentially sensitive SPRC issues. Website in need of revised videos uploaded to the home page. Need to call a meeting between Matt, Paul, and Michelle. Betsy to orchestrate.
3. **Nominations assistance-** Carol addressed. Survey? When do we ask each committee to share a report with the PGB? Place on the June agenda. Carol to check previous minutes

4. **Art in the Parlor**- we have a new person in charge- Mary Marin. **Carol** will orchestrate start date and other essentials. Should TUMC receive a percentage of the sales? **Carol** will bring that question to Finance for their decision. Art needs to be in line with our mission, vision, and values. Will invite the artist to Sunday morning to meet the congregation- perhaps an “Artist Sunday”?
5. **Cub Scouts**- now open to girls. **John C.** wanted us to be aware.
6. **New Pastor**- Board packet to share with Steve? **Sue** and **Kip** to follow through. Needs to include mission, vision, and values.
7. **Next PGB meeting**- Saturday, June 23, 9am. Spiritual formation- **Paul**, coffee- **Randy**, lunch- **Sue**.

Meeting adjourned at 12:30pm.

Respectfully submitted,  
Betsy Weems  
PGB Scribe