

Policy Governance Board Minutes

July 29, 2017, 8:58 AM, Trinity United Methodist

Present – Shane Schamper, Paul Hillman, Carol Hillman, Ric Wiltse, Suzy Gill, Warren Richter, Brad Vonderheide, Sue Claire

Absent – Pastor David Nellist, Kip Smalligan, Betsy Weems

Thank you to Suzy Gill and Warren Richter for breakfast and lunch.

***** **BOLD TYPE** = tasks assigned and future agenda items. *****

1. Spiritual Formation – Each member of the board offered a favorite Bible verse and an explanation of why it is significant to the person. It was very revealing and touching and reflected the comfort we have with each other as a team.
2. Previous Minutes – At this point Judi Ryan as a congregant attending an open meeting arrived at approximately 9:45 AM. Some discussion of pages 7 and 8 of the previous minutes were touched upon to check on to determine if assigned activities prior to this meeting had been addressed. **Ric and Warren** have until November to complete the revisions to Ministry Review Form. All other expectations are met or in progress with notes below as needed for clarification.
3. PGB Role Clarification - A discussion commenced prompted by Shawn Schamper's concern of if we are conducting ourselves as this Board is expected to be carried out. Are we micro managing too much? Are we being visionary? Are we meeting often enough, too often, ? etc. At the conclusion of the discussion it was determined that at present we are designing a management style that is causing us to be a bit too involved in the day to day decisions of the committees and staff while we are in turn moving toward getting away from that by creating this system. We anticipated that after this very meeting, the management style will be set, it will communicated to the committees, staff members, and then the church members as a whole by conducting a Town Hall meeting early this fall. **Carol** will revisit the norms of the Policy Governance Board to look for clarity on what we attend to and what we trust committees and staff to handle on their own. As much autonomy as possible is the goal with agenda items coming to the board if guidance and/or resolution to matters is sought for said committees and staff.
4. Committee Reports – Carol brought the board up to speed on the committee report form expected to be filled out from each committee prior to each Policy Governance Board Meeting. This first attempt had some issues arise which brought up a discussion of the form, its delivery to committees, and how often it should be expected. The form was to be emailed out the first of this month. There were issues with the Google Doc. not getting out until mid-July. These were technological issues. Because it went out so late, a reminder email did not go out as it might have been met with frustration, vacation schedules, and confusion on why this is needed just after the main Ministry Review was turned in March. After discussion, this procedure is being modified – **Shane** is going to simplify the form so it is a quick and easy check in by each committee, **Paul** is going to meet with **Betsy** to figure out the technological needs so delays do not occur in the future. **Agenda item for September** will be to revisit how often this is needed.

5. LGBTQ Flag – The flag is being installed by trustees and other worker bees on July 30, 2017 during a work session. This is an example of an item that is not needed for our approval from this point forward. Just informing us of the decision by Trustees would be sufficient. Judi Ryan will be sending the PRIDE Center a thank you for contributing a flag and a picture will be printed in the next monthly newsletter. **Sue** will confirm this is done.
6. Tree Removal – Another lesson in what this board will be asked to handle. This will be re-directed to the exterior committee of the Trustee area to resolve. **Suzy Gill** will forward the request to the exterior committee.
7. Resource Center Update - Ric reported that the library review has been completed and the actions decided upon are reaching completion soon. The goal is for information kept to be reduced to one bookshelf, pushed flush to the wall. Both Nichea and Matt reviewed the items and helped determine what will remain. Most articles remaining are of historical significance. It is noted that Mark Mullinax has done a great deal of the weeding out and organizing over the years. **Ric** will send him a thank you note on our behalf. **Sue** will report to Trustees to remove the other items in that area and determine what is kept and relocated and what will be removed from the church. Judi Ryan left the meeting at this time
8. Hiring of Chancel Choir Director – Ric reported the welcome news that Claire Minnis has been hired for this position. She begins work August 1, 2017.
9. Matt Witkowski Conversation - A. Paul reported on a conversation/meeting he held with Matt. **Matt will be a part of September's agenda** to inform us of a Community Engagement Model he is looking for support for in his work as our Community Ministries Director.

Matt also raised his concerns and constructive thoughts about the draft of the flow chart for Committees at Trinity. His insights helped us solidify the Organization Structure which is the next agenda item.

10. Finalize Organization Structure –

I. A. TUMC Committee Structure - Paul raised the point that some of our committees are headed by paid staff, and some are not. After discussion, it has been determined that a non-staff member should be the leader for all areas for two reasons in particular.

i. Continuity of services and knowledge base of a committee should be in the hands of lay people so when staff does not exist or is in transition, the committee can still be in operation.

ii. With lay people leading the committee meetings, this is one expectation off the shoulders of the hired staff. The Committee head will be expected to be a support system to and advocate for the staff member for the area of hire. **Carol** will send this task to Nominations to secure lay people in three areas of committees to replace those now being led by paid staff – Worship, Family Ministries, and Community Ministries.

B. Blossoming out of the discussion was an “Adopt an Area” for each Policy Governance Board member to be assigned as the Board’s need to be ever present and in touch with the happenings of the church. Assignments are: Sue Claire – Trustees, Warren – Finance, Carol –SPRC, Ric – Worship, Suzy – Family Ministries, Shane – Community Ministries, Kip – Missions. These members will attend their assigned areas meetings.

C. **Paul** will be restructuring the “look” of this Organizational Structure in to a “molecular” looking graph away from the traditional corporate hierarchy model. This will take away the issue of it looking like the said areas are under the helm of other areas as it implies at this point. Instead, this new look will be representing each area as its own decision making entity and the area they are included in will only be there as a “check in on you” type expectation as well as determining that they are accountable for their area. There is no sense in needing to be anything but a support and a source of communicating their actions to other like-minded areas of the church. Library will be removed from this graph. Church and Society will combine with COSROW. The Music Support Team will be comprised of people from both services.

D. There are still activities that occur at Trinity that are somewhat autonomous and need to be addressed at the **September** meeting. I.e. Rummage Sale, Dinner for Eight, etc.

II. TUMC Personnel Organizational Chart - This will remain a hierarchal chart.

A. Adopted Areas - **Ric** – Music Department, **Brad** – Office Area, **Suzy** – Discipleship Pathways, **Shane** – Community Ministries, **Kip** – Parish Nurse Area.

B. **Paul** will change the look of the chart slightly with the bells and Children’s choirs flow directly from the Music Department Coordinator. Musikgarten will fall under Discipleship Pathways Director.

III. **Paul** will be attending a future staff meeting to explain both charts. It will then be explained to committee heads on a Tuesday night during dinner and then to those who attend the Town Hall Meeting this fall.

11. TUMC Fiscal Status –

A. Nancy Manett, Finance Committee Chair, arrived at the meeting to discuss the financial state of the church. We are at about an 11% deficit in this year’s budget. A deficit of 7% was expected due to the expenses of VCI. An attempt to at least address the 4% difference will be conducted this fall with a “Thankful for our Church Sunday” appeal in September. Nancy then left the meeting.

B. Discussion on this item continued. **Carol** will communicate with Nancy that Jenn Schottke, Paul Hillman, Warren Richter, and Sue Claire might be good people to participate in this effort in September. Upon analyzing some data she arrived with from EZRA, our new members are not giving as hoped at the present time. The Church Summary Report document was very useful to the committee and is attached. **Carol** will approach Betsy to see if this kind of document can be added to our Google Docs. for future reference as a valuable informational tool. **Warren** will be researching the membership classes to see if they address the needed revenue expectation as part of becoming a member of Trinity. **Suzy** will have a discussion with Nichea on the spike and then decline of Faith Formation attendance indicated by the chart.

C. Paul asked each of us to start reflecting on the future of programming at Trinity if this deficit is not adjusted in a positive direction this fall. More discussion will arise in the fall, but two actions were decided upon.

1. **Suzy** is also going to confirm that SPRC is assisting Nichea in getting the support she has requested and report back to us as an agenda item in September.
2. **Brad** is going to explore the role of our Facility Manager and how effective it has been thus far. Does it need to be redefined? He will be checking in with SPRC, Betsy, Latoya and perhaps other staff and weekly volunteers to review this area. He will come to us in **September** with any progress, changes, that are underway. It is clear that the Policy Governance Board would like to see the role be one that
 - a) handles the facility use by coordinating an effective calendar and room assignments for the building
 - b) oversees the custodian, orders supplies,
 - c) identifies any repairs and develops solutions along-side Trustees **Brad** will oversee if these tasks are what the job description has at present and if not, start moving toward those goals.

12. Membership Levels - Shane addressed the need to start measuring this more closely. The chart Nancy provided was also helpful for this discussion. Paul suggested that if the Eulogy Service remains at low levels, it may be time to contact our worship consultant from the 2016 and get insight on its future. When we revisit the budget later in the fall, these will need to be discussion items on the agenda in **November**.

13. Logistics - Policy Governance Board Town Hall Meeting –

A. **Paul** will talk with Nichea and Betsy to determine if September 24 or October 1 will be a good Sunday to hold this meeting. This needs to be determined soon for the newsletter deadlines.

B. **Kip** will write the PGB update article for the September newsletter. Please promote the Town Hall Meeting. **Sue** will write the update for October's newsletter. **Ric** will write the one for November.

C. Future PGB meetings are September 23, 2017 and November 11, 2017 at 9 a.m. **Paul** will get these on the church calendar.

D. **Sue** will supply breakfast items and the **Hillmans** will provide lunch for the September meeting

14. Other - **Shane** is going to look in to inviting a neighborhood church, St. Iglesias, whose building is in disrepair to see how our building might be of us to them if needed. He will report.