



Administrative Team Meeting Minutes

Monday, December 13, 2021

| Present | Members | |
|---------------------------|---------------------------|---------------------------|
| | Present | Absent |
| Jeff Frank, <i>Deacon</i> | Cindy Wade | John Bailey, <i>Elder</i> |
| Shawn Hubbard | Will Wade, Chair | Marty Fox |
| Amy Radabaugh | Dave Walton, <i>Elder</i> | Rick Todd |

1. Shawn opened meeting with prayer at 7:01.
2. Retirement Party. Pauline Borgman has called a caterer for the January 30's retirement party open for the congregation. 75 people at 10:25 per person. There will be a different event that will be open to the public. No information on this. Motion by Dave to cover the cost and seconded by Shawn. Approved.
3. Discussed increased budget to \$71,000 for Minister salary. A potential candidate has indicated his loaded package has to be \$71,000. Discussion if this can be done. The 2022 approved budget is \$65,000. It was mentioned that we set aside money for future youth or other minister in the 2022 Budget and some of that could be moved for the increased salary (\$20,000). This would only be \$9,000 above what is in the 2021 budget. Review of the printed budget however didn't include anywhere the \$20,000 that was to be set aside. Amy wasn't able to find anything either. The 2022 Budgeted Salary was \$65,000. Amy indicated that income and expenses are on track. Reviewed of the past income and expenses and it was determined that we could afford that \$20,000 that should have been shown but split this amount to \$71,000 salary and \$14,000 to be set aside (\$65,000 + 6,000 = \$71,000 and balance \$14,000 to be set aside) Amy indicated that when the Budget was reviewed and approved no one noticed this omission and will have it corrected. Dave motioned and Will seconded to change Salary to \$71,000 and current salary in 2022 to be paid \$65,000 and correct the 2022 budget for \$14,000 to set aside. Approved.
4. Travel and Moving Expenses. It was discussed that it was time to talk about the finances and authorization of the Moving and travel Expenses. It was determined that this should be discussed at next meeting that should be in person. Will volunteered to check into this.
5. Piano – in the last room. Don't need piano any longer. Cindy volunteered to check with Kim Siedelberg to see if she wants or knows of anybody and to let the congregation know before it is thrown away.
6. Next Congregational Meeting – No date to be set yet.
7. Parking Lot Lights status. No progress was reported. It was discussed that there is a safety issue and in discussion was agreed to get motion sensor solar lights. Dave offered to get and install.
8. Jeff mentioned that Bryan Wade had a friend and asked if he had time to ask him yet. Cindy mentioned that he had not been authorized to proceed. Was approved to have

Bryan proceed. (*Update – No cost to estimate and Proposal to repair came in at: Option 1 - \$769 to install the one light or Option 2 - \$1,390 to replace all three lights with LED heads. Estimated annual operating savings if lights are changed to LED - \$283. Estimated Consumers Energy rebate \$187.00 Approved by email to proceed with Option 2. Order was made and will be installed as soon as parts are in. Amy provided the contractor with the information for them to submit the paperwork for the Consumers Power Rebate*)

9. Check to determine if the February Meeting needs to be rescheduled - Valentine's Day. No conflicts.

10. OLD BUSINESS:

- Parking Lot repair
- Sound and Video Update
- Sanctuary Beautification

Zoom Meeting Adjured 8:29

11. Calendar:

Jan 10 – Administrative Meeting

Feb 14 – Administrative Meeting

Mar 14 – Administrative Meeting

Cindy Wade, Secretary

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