

# Charlotte Church of Christ Administrative Meeting Minutes – Monday December 9, 2024

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Members Present		Members Absent
Shawn Hubbard, Minister	Mike Hicks, Deacon	Cindy Grant
Jeff Frank, Deacon	Will Wade, Chair	Amanda Grecni
Amy Radabaugh, Treasurer	Allan Fisher, Secretary	
Mike Tanner, Deacon	Dave Walton, Elder	

- Meeting was called to order at 7:00 PM with devotional led by Elder Dave Walton
- The Church finances were presented by Amy Radabaugh.
  - Checking account balance - \$15,185.70
  - Savings account Balance - \$28,073.16
  - Building Improvement Balance - \$23,549.61
  - Net Income vs Expense YTD (\$10,582.47)

### New Business

- Kids Wing SOP
  - Still do not have a complete SOP for this.
  - Committee which includes Lori Walton, Will Wade, Tia Hicks, and Rick needs to meet again to work on this.
  - Need to get PDF from IDES or file that Amanda Grecni
- Mike Hicks informed team that he will be starting a new job in January 2025, Praise God!

### Old Business

- Luke Carnahan – Role after graduation in Spring 2026
  - Do we continue with other new interns when he completes?
    - Roles could be Associate Minister, Outreach Minister, Youth Pastor
    - Need to resolve by early next year to allow Luke to pursue other jobs while finishing school next year.
  - Financial impact of interns and a position for Luke.
    - Need to talk to a tax person about our reimbursement for Luke to see if this is income for him, and resolve how to pay him since he does not need tuition reimbursement.
    - \$7963 is the total for his tuition, and the church agreed to provide half of this. Potential to give this as a “Housing Allowance”

- Amy to research “Housing Allowance” tax implications based on her past experience at a church in Portland.
    - Need to provide Amy with the final way to pay him, and she will then write the check.
  - Small team was created, Will Wade, Dave Walton, Shawn Hubbard, Amanda Grecni to formulate a church job description (Associate Minister) for Luke Carnahan to present to him by the end of this year.
  - Team has not met yet. Will to setup a zoom meeting in the near future for this.
- Church insurance
  - The 90 day grace period for fixing the church building issues has started so the outside issues need to be fixed by February 11, 2025.
  - Need plan for fixing these items (who and when)
  - Need to take a picture of the fixes to provide to insurance company.
  - Jeff Frank to complete the furnace filter replacement with Dave Walton present to learn process.
  - One issue is fascia in the A/C unit area
- Snow removal Contract
  - Staying with current provider (Eric Rodgers) for 2024-2025 Winter season.
  - There is nothing in the contract, however that triggers the salting of the parking lot. Indicated that the church building usage is almost every day now, so need to clarify this with provider.
  - The administration team needs to revisit the 2025-2026 Winter season contract again in July/August 2025. Secretary to provide reminder at this time.
  - We can go with a company that is not licensed/insured to save significant costs
- Greeter Policy
  - Policy is completed
  - Cindy Grant to do the training Need to determine when this is scheduled.
  - Shawn will provide the SOP for the greeters to the Administration Team via email. (COMPLETED)

Meeting was closed at 8:05 PM with closing prayer from Mike Hicks.