

St. John's UCC Newport Leadership Team Meeting Minutes  
April 13<sup>th</sup>, 2024

President Kyle Taylor opened the meeting and welcomed everyone beginning at 9:00 a.m. Those in attendance were members Vice President Dave Stamn, Treasurer Vickie Grey Kennedy, Past President Laura Haas, Pastor Marty, and guests Diana Stamn and Michael Sullivan. Those absent were Secretary Pat Goins. President Kyle Taylor asked for volunteers for Secretary Pro Tem and none came forward so President Kyle Taylor presided as Secretary Pro Tem.

Opening Prayer was conducted by Vickie Grey Kennedy.

Minutes from the March 9<sup>th</sup>, 2024 LT meeting were dispersed prior to the meeting and reviewed at this time. Laura Haas made a motion seconded by Dave Stamn to accept the minutes. No further discussion taken. Motion Passes.

### **Treasurers Report**

Treasurers Report prepared by Financial Administrator Chris Baker were distributed at this time. President Kyle Taylor presented the report since he had a conversation earlier in the week with Chris Baker. President Kyle presented that income for the church is down and slowly decreasing over the past few weeks (Easter only brought in ~\$3,000 which is very low for Easter at St. John's), expenses here recently have been a little expensive but, everything we are spending money on are items we need (payroll, heating/air, insurance, and security/fire systems).

The only recommendation President Kyle suggested was to try and decrease expenses by looking at alternatives for The Plant Trolley Group which is the group that waters and trims the plants that are present in the lobby of the church. Treasurer Vickie stated that member Karen Liden may be interested in helping with this. Vickie will reach out to her and will report back to the LT.

President Kyle presented the idea that he and Chris Baker had discussed to try and increase income which is look at designating so much money over a 2 year period and look for an outreach person to increase membership, especially in families and younger individuals. This topic will be discussed later.

The final point of the report was that due to all the expenses, the checking account was extremely low on funds again and Chris was asking to make a move of \$100,000 from the investments to the checking account. This was decided because the previous movement of funds, the church went through rather quickly so to prevent burnout and the need for several transitions, \$100,000 would keep the church covered. Chris Baker would also attend next month's LT meeting to go over the finances and help the church plan for things for the future.

Past President Laura brought up the point that \$100,000 seem like a lot of money to move over and that it was not fixing any of the current issues we have. Vice President Dave Stamn then made a motion seconded by Treasurer Vickie that we adjust the amount to \$40,000 to cover us

for at least a month and wait to do anything else until Chirs can meet with us. No further discussion taken. Motion passes.

### **Pastors Report**

Pastor Marty distributed his monthly report to the LT and presented the paper at this time. Pastor Marty also informed the LT that he will have to miss Sunday Worship on May 19<sup>th</sup> and Rev. Dave Schwab will cover for him that week. Pentecost is also that Sunday but Marty will postpone that until the first Sunday of June so he can preside over that service. Pastor Marty also informed the LT that he will have his appointment with the surgeon this Wednesday and will keep the LT updated as to what comes about from that appointment and any time off that will need to happen because of that appointment.

Treasurer Vickie makes a motion to accept Pastor Marty's Report seconded by Past President Laura. No further discussion at this time. Motion passes.

### **President's Report**

President Kyle presented a verbal report as a recap of the first quarter of the LT's term. President Kyle remarks that this LT is doing an excellent job of looking at expenses to see what is needed, working together and following up on items from previous LT meetings, and working together to create events to build fellowship and member engagement. He then remarked that things to work on and improve are looking at ways to increase funding, working on outreach events to try and get new members, and looking at trying things in worship to try and appeal more to the general public.

### **Old Business**

#### **Ads in the Visitor**

President Kyle presented a draft of a letter that was made to distribute to businesses to try and advertise their services in the Visitor. Rates that were listed were accepted by the LT. It was discussed and decided that this letter could be sent out to businesses in the local area and any members/friends of St. John's that are interested as long as they do not have goods or services that are of vulgar material. A motion to accept this letter and plan for ads in the visitor was made by Vice President Dave and seconded by Past President Laura. No further discussion made at this time. Motion passes.

#### **Good Samaritan Fund**

President Kyle brought the idea that a drawer in Pastor Marty's office needs rekeyed in order for him to have a safe place to put funds for the Good Samaritan Fund since there is no key to the drawer. The decision was made to have the group of Combined lock come in and do the work. Treasurer Vickie stated that she would pay for the work to be completed. A motion was made by Treasurer Vickie seconded by Vice President Dave Stamn to move forward with this work. No further discussion made at this time. Motion passes.

### **Bylaws Committee Update**

Diana Stamn came to present some of her findings after reviewing the bylaws of the church. Diana talked to the leadership team about the current work of any ministries and if any were in place such as Memorial committee, Investment Committee, and all the ministry teams. President Kyle informed that the Memorial Committee is in place, the investment committee is almost in place, and the others are being worked on and discussed today. President Kyle also shared he got a copy of the bylaws of Christ Church UCC Fort Thomas and shared some of the items he liked and maybe wanted to add like 2 year terms for their LT and the process they have for membership list review. Diana appreciated the feedback, requested a copy of the Christ Church bylaws, and will work to form a committee to work on the bylaws.

### **Ministry Teams**

President Kyle presented the tentative plan for ministry teams and a suggestion for which LT members will help jumpstart the ministry teams and get people to run each team. It was decided that Pastor Marty would oversee Worship, Treasurer Vickie would do finance, and President Kyle would do Buildings and grounds. Past President Laura was not interested in helping/running the education portion of the ministry teams. After some discussion, the decision was made to combine the Enrichment, Education, and Mission Ministry Teams into one Ministry Team entitled Church Life. Everyone was in agreement that this would help make people more interested in serving with this. Recruitment for these teams will be worked on by the LT over the next couple of months.

### **Rental Agreement**

President Kyle presented the rental agreement that was drafted for the church. Fees for use of the facility were discussed. It was decided that all current weekly groups would not need to pay the fees of the new rental agreement since they are established. Next it was decided that all groups/individuals would need to be a \$100 refundable security deposit to book the room which would be returned if there are no damages, and the room is returned as it was presented to them including all cleaning being completed. Further, member and non-profit groups would get to use the facility for free but non-members and for-profit groups would have to pay \$300 to use the facility.

A list of tasks to be completed will be given to the individual the day of the event for all the tasks that need to be completed in order to get their security deposit back. All tasks listed on this form was agreed by the LT.

Finally, it was decided that Kelli Taylor Office Administrator would be in charge of booking the room and collecting the payment from the individual or group. It would then be up to a member of LT and/or buildings and groups to let the individual or group into the building and to look over the building once the event is complete.

A motion was made by Treasurer Vickie seconded by Past President Laura to accept the Rental Agreement as presented with the minor adjustments that were made. No further discussion taken at this time. Motion passes.

**New Business**

**Worship** – None

**Enrichment** – None

**Education** – None

**Buildings and Grounds****Tasty Tea Building Use**

President Kyle presented that a member of the East Row contacted him to see if she could use our kitchen in Fellowship Hall to package tea for her company (she would not be making it here). President Kyle talked to our insurance person Jim Gardner to see if by doing this if it would affect anything with our insurance. Jim stated that this could be risky for us in that it could increase our insurance rates and open us to potential legal problems if there are any problems any individuals face with the company. President Kyle made the motion seconded by Past President Laura that the church do not allow this individual to use the church for this reason. Motion passes.

**Donnie Payment**

President Kyle informed the LT that he made the decision to pay Donnie an additional \$200 for the work he did of cleaning up the flooding in Fellowship Hall a week ago for flooding due to all the rain. This took some work and involved cleaning some feces as well, so the LT is appreciative of the work Donnie did. No concerns were brought up over this.

**Garden Club Update**

President Kyle informed the LT of the plan the Garden Club had for the church's gardens this year. All the funding and manpower will come from the Garden Club as a thank you for the church letting them use our facility for their meetings. The church is grateful for the work of the Garden Club.

**Building Clean Up Weekends**

President Kyle stated that starting this summer he would like to explore doing church clean up weekends where members and friends come together to clean the church such as painting walls. President Kyle will pick a day here soon and will work with the LT to promote the event.

**Sanctuary Windows**

President Kyle mentioned that the LT needs to work on coming up with recommendations for people to give a quote on window work in the church. Please report back if there are any suggestions.

**Finance****Buildings and Grounds Campaign**

President Kyle presented the final plan for the buildings and grounds campaign. The campaign will kick off on May 19<sup>th</sup> with a goal of \$25,000. Members and friends will give to this campaign

on top of their weekly giving and once the goal is achieved, some sort of celebration will take place. A fundraising meter will be placed in the Sanctuary so members and friends can keep track of the progress. Members of the LT will do a mission moment on the campaign and a schedule will be sent out in the coming days. No further discussion or items needed on this project.

#### **Funding for Music Program**

President Kyle presented the financial information to Michael Sullivan Director of Music Ministries and discussed how income is down, expenses are up, the music fund is starting to get low, and that we needed to come up with ways to try and help funding so that things do not keep emptying all the funds. President Kyle also stated he does not want to cut the music ministry as it is one of the greatest parts of the church and that he just wanted to bring everyone together after agreement from the LT to brainstorm ideas to prevent a decline in funding without cutting items.

Discussion was made about using money from the investments to keep things going to keep this service going for our members. It was decided that this was the best solution and that the finance team would come together and try to come up with a better solution.

#### **Funding for Flower Fund**

Past President Laura stated that she checked with her siblings, and they do not have the resources to keep the flower fund going for weekly flowers in the sanctuary. Laura also stated that she could not live with fake flower arrangements in the church. Laura will brainstorm some ideas for potential solutions such as a type of shrub or something that could be placed in the church.

#### **Miscellaneous**

Evaluation of Pastor Marty was completed in Executive Session

**Adjournment – 12:30 p.m.**

Next Meeting Saturday, May 11, 2024