

Hilltop United Methodist Church
Administrative Council Meeting Minutes
Thursday, December 21, 2017, 6:30 pm

Present: Jeff Adams, Ashley Swoboda, Allison Bass, Jean Jackson, Adela Scherer, Barb Keith, Michelle Behsman, Kerry Rausch, Art Keith, Don Putzier, Kelly McCuaig, Don Bohn, Bill Scherer, Bob Berg, Paulette Booker, Stacy Vanderwerf, Paulette Adams, Herb Fast, Karen Frydendall.

The meeting was called to order by Jeff Adams with a note about the church conference business of electing 2018 leadership. Kelly explained that the churches attending the district-wide church conference were given authority by District Superintendent, Fred Vanderwerf, to approve leadership nominations by their administrative council. Jeff called attention to the leadership roster; which had two changes on the administrative council, Allison Bass as administrative council chairperson and Bob Berg as trustee chair. Chairpersons on all other committees remained the same with additions to some of the teams. There were three vacancies to be filled on the administrative council: vice chairperson, lay delegate to annual conference, and youth representative. Jeff called for a motion to approve the nominations. Bob made the motion with a second from Allison. Jeff called for discussion. Jean Jackson expressed concern for the number of vacancies. Allison responded that council would like to fill the vacancies with the best fit for the role, rather than out of desperation. Jeff stated that efforts have been made to fill the spots and Don Putzier suggested a time and talent survey. Pastor Kelly stated that leadership development was taking place through the Connect Academy and Walk to Emmaus and additions to the leadership roster would be published in the newsletter as the positions are filled. Jeff tasked Allison to prioritize remaining nominations and asked that any potential names be given to the nominations committee (Paulette Adams, Don Putzier, Stacy Vanderwerf, or Kelly McCuaig). After a call for further discussion, a vote to approve the nominations as presented was taken. The motion passed.

Kerry Rausch presented the 2018 budget of 358,007.45, which is 1 % (\$2717.77) increase over the 2017 budget and called for discussion. Jean asked who was included in the staff line item. Kerry responded that it included all staff other than clergy (worship leader, child care coordination, janitor, organist, office administrator, and administrative assistant). Stacy asked for a definition of unforeseen ministry to which Kelly responded that it was for an event that is not planned but an opportunity for outreach. Paulette Booker asked about home mission and there was discussion that followed about the use of this fund. Kelly said that we do not have a policy in place for home missions. Karen stated that it was to be used for members of Hilltop in need. Herb mentioned the recent email asking for funds for a family in need and he said that Hilltop used to budget funds for the Salvation Army and/or CADA house. He said that people in need would be directed to these organizations for assistance. Jean asked what was included in administrative supplies and Michelle that it was all office supplies and software subscriptions and fees. There was discussion about the tech initiative and Kerry explained that \$10,000 had been pledged to the tech fund and this amount was not listed in the budget but will be set aside for tech. Paulette Booker thanked the finance committee for their diligence and hard work on the 208 budget. Jeff called for a motion to approve the 2018 budget. Paulette made the motion with a second from Stacy. The motion passed.

Approval of minutes: Minutes from the November 16, 2017 meeting were available for review. A motion was made by Paulette Adams to approve the minutes as presented. Bob Berg seconded. The motion passed.

Pastor's Report: Pastor Kelly brought attention to a meeting that is planned for Tuesday, Jan. 23rd at 7:00 pm at Hilltop. He said that he will present the same information that was presented by Bishop Ough at Belgrade Avenue Oct. 24th concerning the UMC's discussion on human sexuality. Kelly believes that the Conversation on a Way Forward that is taking place on the Council of Bishops is vitally important to the future of the UMC. Kelly said that when first learning of Hilltop's invitation to the Missional Church Consultation Initiative (MCCI) process, he was hesitant because of the uncertainty surrounding the future of the UMC, but having attended the first MCCI workshop he believes that the process will unify Hilltop which will be most beneficial as the UMC faces potential changes once the Council of Bishops makes a recommendation at a called session of the General Conference in February 2019. Kelly asked that all pray for the unity of Hilltop as we enter the 12-18 month MCCI process.

Upward: Paulette Booker thanked all those who contributed in preparing for Christmas Eve worship: Bob, Don, the artistic illustration team, Bill, Mark Oachs, Dan Rivers, the choir, musicians, worship band and the pastoral staff.

Inward (Nominations/Leadership): Stacy reported that the first semester of the Connect Academy was hugely successful and that we are definitely meeting a need as there have been over 30 people faithfully attending each Wednesday night. She feels that we are building a great discipleship plan. Registration for Year B will open in the fall and there are new Connect Groups that will begin in February.

Trustees: Bob Berg reported that the radon remediation in the parsonage was finished and now a re-test of the radon levels will be done. An automatic LED light has been installed by the front entrance and it is controlled by a switch in the entryway. The switch under the banner should always remain in the up/on position. Bob also reported that a dripping sound had been detected in the storage area and the trustees would be investigating the source.

Finance Report: Kerry Rausch reported that November expenses were \$31,220.58 and income was \$25,979.15 with an ending checking balance of \$60,283.19. Less \$48,390.50 in designated funds, we have a working general fund balance of \$11,892.69. Approximately \$26,000 of the designated funds is set aside for the increase fund. At the close of year, finance will use a large portion of this for staffing expense and it will be moved into the general fund which will bring our working balance above \$30,000. Allison Bass made a motion to approve the finance report with a second by Paulette Booker. The motion passed.

Youth & Campus: Pastor Ashley was very excited to report that the campus ministry had received its first major donation, \$25,000 to be used for a property purchase or other needs. The donor said that it can be used as a matching gift to inspire other donations. She intends to visit other district UMC's in January to share with them the vision of the campus ministry and seek additional donations. She also shared that she and members from the campus ministry board inspected a property very near campus and while it was not a perfect fit, she was excited to see forward momentum. The Higher Education Action Team of the MN Annual Conference will review our campus ministry proposal mid-February and approval as an official Wesley Foundation could happen at the Annual Conference session at the end of May.

Pastoral Care: Paulette Adams said that Terry Berg should now be the voice on pastoral care, but she did share that Terry had sent Christmas cards to homebound members and she organized a brunch prior to the town hall meeting on Dec. 17th.

Endowment fund: John Phelps emailed a report for the newsletter which Michelle shared. The Education Fund opened with a balance of \$25,202.52 on Jan. 1, 2017. There was a deposit of \$5,276.50, which was the cash value of the Prinsen certificate of deposit. The balance on November 30, 2017 was \$33,204.74, with a gain of \$2,752.72. The Property Fund balance on Jan. 1, 2017 was \$16,189.70 and it gained \$1,783.68 in interest through Nov. 30, 2017, with a closing balance of \$17,973.38. There was a brief discussion asking for clarification on how these funds were to be used.

Technology: Don Putzier reported that the Tech team was in the process of learning how to operate the new mixer and sound system.

New Business: Karen Frydendall asked if children were being included in the attendance count and Paulette Booker responded that they were. Karen also asked if there had been any discussion about security in lieu of the recent church shooting in Texas. Bob Berg said the probability of such an event occurring at Hilltop was very unlikely and that he and Kelly had discussed the issue after the shooting had been reported in the news. Karen closed by saying that she appreciated the work of the council and it was the end of her term as an at-large member. She asked that they consider a third reminder, in addition to the UMC mission to make disciples and to take care of the rising generation, to respect the thoughts and feelings of those who built the church. Jeff thanked Karen for her service.

Adjournment/Next Meeting: Jeff closed the meeting in prayer. Administrative Council will meet next on Thursday, January 18, 2018.

Respectfully Submitted,

Michelle Behsman