

**Hilltop United Methodist Church  
Administrative Council Meeting Minutes**

**Thursday, June 18, 2015, 7:30 pm**

**Present:** JoAnn Hutchinson, Paulette Adams, Michelle Behsman, Jeff Adams, Rolly Utzinger, Bob Berg, Kerry Rausch, Don Putzier.

The meeting was called to order by Jeff Adams.

**Approval of Minutes:** A motion was made by Rolly to approve the minutes of the May 21, 2015 Ad Council meeting, Jo Ann seconded. Motion carried.

**Trustees Report:** Bob provided an update on the parsonage remodel reporting that \$211.06 remained of the \$5,100.00 budget. Once the work had been completed in the kitchen the team felt that the stove and refrigerator needed to be replaced. Two donations were received to cover the cost of the new appliances.

The landscaping expenses came in approx. \$2000.00 over the \$8000.00 budget. In conversation with JoAnn, finance chair, Bob was given authorization to use funds from the Major Repairs budget to cover the overage. Curb appeal will begin the drain work in approximately a week.

Paulette mentioned that in a walk-thru of the parsonage, she thought the kitchen cabinets could be replaced or refurbished but the trustees stated that it would cost near \$10,000.00 and it cannot fit within the budget this year.

**Finance Report:** In review of the May finance report, JoAnn reported that \$500.00 had been received for ministry candidate support which allowed for scholarship gifts of \$750.00 for both JJ Morgan and Kelly McCuaig. \$500.00 from unforeseen ministry expense was used to cover fees Terri Horn incurred in her licensing process. New counting procedures are being implemented to reduce errors - counting sheets will be exchanged and checked a second time by the other person on the counting team and the team will go through the envelopes a second time to ensure that all checks and cash have been removed. JoAnn also stated that half of the budgeted amounts for Major Repairs (\$4,500.00), Church Roof Fund (\$5,000.00), and Future Maintenance (\$5,000.00) will be transferred from general checking to the Building Fund savings account.

Michelle gave an overview of the Voyager/Anchor Bank transition, stating that all the prearranged payment files have been imported into the new Anchor Bank website. While Anchor Bank will have a different routing number, they now own Voyager's routing number and will continue to process transactions using the Voyager routing number for at least three years. She will change all Voyager routing numbers to the Anchor routing number in the next couple of months. Bob motioned to approve the finance report. Paulette seconded the motion. Motion carried.

**Endowment:** Johns Phelps emailed the following report.

HUMC Endowment Fund for 5/31/14:

Education and Leadership Development Fund

June 2014 - opening balance: \$23,644.57

May 31, 2015 balance: \$25,460.49 + \$196.83 disbursement in 2015 = \$25,657.32

Growth \$2,012.75 or 8.5%

#### Property Fund

June 2014 - opening balance: \$15,000

May 31, 2015 balance: \$16,195.72

Growth \$1,195.72 or 7.9%

**Missions:** Steph Putzier's report was shared by Don. She reports that the missions committee is eagerly anticipating having their ranks replenished soon by the nominating committee. The team will focus on collecting school supplies for local children and the Midwest Mission Distribution Center school kits and food for the Back Pack Food Program during the months of July, August, and September.

**SPRC:** Paulette shared that SPRC requested frozen meals for the McCuaigs and were grateful for the quick response of Hilltop members who supplied over six dinners. SPRC also took care of stocking the parsonage refrigerator with a few starter groceries.

**Technology:** Don reported that Sim Sound checked out the hearing assist devices and repositioned the transmitter to avoid interference. The interference has been eliminated - the devices can now be used in both the sanctuary and narthex. They also checked headset microphones for loose connections. Two speakers were donated to the church and Don suggested they be used in either the narthex or the fellowship hall. Don asked for input from the Ad Council. It was not decided at this time where to install these speakers.

**Next Meeting/Adjournment:** The next meeting will be on Thursday, July 16, 2015 at 7:30 pm. Jeff Adams with prayer. Meeting was adjourned.

Respectfully submitted by Michelle Behsman.