

ST. JUDE'S MCC BOARD OF DIRECTORS MEETING
November 11, 2024

Board Members Present: Tim Corbett, John Lankford, Carol Leininger, Sandy Maddox, Beth Hultberg,
Absent: Rev. John McLaughlin, Judy Hill.

Members attended: Ardith Taylor, Pete Muenzen, Dallas Midgette

OPENING PRAYER: John Lankford

COMPLIMENTS AND CONCERNS FROM MEMBERS:

Pete Muenzen brought up the need for additional security cameras specifically on the side of the building facing Market Street. Tim Corbett stated that additional security cameras were already under discussion to include on the side and front corners of the building.

Pete M. also asked since there are air exchange vents in the kitchen and pantry, had anyone investigated why there was no air being delivered to these areas. He noted that at times it becomes very uncomfortable to work in these areas. Tim stated he had no idea why air was not being delivered to these areas and said he would ask Judy to follow-up to determine the problem.

RESPONSIBILITIES AND ACTION ITEMS:

AGENDA: The agenda was reviewed. John Lankford made a motion to approve the agenda and Carol Leininger seconded with the motion being passed unanimously.

APPROVAL OF MINUTES: October minutes were approved via email.

PASTOR'S REPORT:

No report was given per Reverend McLaughlin's absence.

FINANCE REPORT:

Tithes for October were just under expected tithes. On a YTD basis, tithes are \$1562 below the forecast. On a positive bases, tithes are above 2023 YTD giving by \$7000. The Oyster Roast and Yard Sale resulted in \$2050 toward income in October. On a YTD basis, the church remains favorable by \$6550 due primarily to below expected expenses.

○ **Expenses:**

Key expense differences from budget (overall expenses are \$8350 below forecast). Below budget expenses are:

- Normal maintenance on the building is \$1400 YTD.
- Audio Visual anticipated spending \$1000 YTD, none spent.
- Office Supplies were \$1167 favorable.
- MCC tithes are \$1675 favorable (less tithes equals less MCC tithes).

Over Budget include:

- Yard maintenance over budget by \$2000.

○ **Special Items:**

- Moved \$2000 given in memory of church member to building expansion income.
- A \$20,000 deposit was paid to the contractor for the new building.
- \$6,100 paid for new well, offset by \$6,000 grant for Garden Club.

o **Special Items Continued:**

A discussion ensued about the need to have a budget meeting to prepare the upcoming 2025 budget so that it could be presented at the congregational meeting in January 2025. It was noted that a date for the meeting would be discussed under new business.

Pete M. questioned if the grant for the feeding ministries had been spent. Beth H. shared she was uncertain of the balance remaining, but if it runs out, there is reserve funding that could be used to complete the year. Pete asked about reapplying for the NHCE grant. Sandy M. replied we would be applying again soon.

Carol Leiningner made a motion to approve the Finance Report and Sandy Maddox seconded with the motion being passed unanimously.

BUILDING & GROUNDS AND RISK MANAGEMENT REPORT:

No report was given per Judy Hill's absence.

- Security Cameras – Tim lead a discussion about the current security camera situation and stated the monitor in the Administrative Assistant's office was not working. He noted Judy was aware and working on getting it fixed along with board member access to cameras.
- Instructions – Tim additionally discussed the need for all Board members to be involved in training and instructions for use of the security cameras. All Board members agreed they would participate in the training. **Tim said he would ask Judy to set up training when she returns.**

An incident was reported to have occurred involving the use of the water hose on the back patio. The suggestion was made by Dallas M. to lock the hose up in the electrical room to avoid similar instances and this was agreed upon by the Board.

ONGOING BUSINESS:

- o An agenda item to discuss the status of the T-shirts was requested by Sandy M. This addition was approved and Pete M. gave an update on the project. Pete noted he had requested input from the Board regarding the St. Jude's MCC logo with the word volunteer underneath. A suggestion was made to use the words "Wilmington, NC" underneath the logo versus volunteer. A discussion ensued and a motion was made by Sandy M. to leave off the word volunteer and replace with Wilmington, NC. John L. seconded with the motion being passed unanimously. Pete said he would bring a t-shirt sample on an upcoming Sunday for review.
- o **Feeding Ministries:**
 - Food Pantry remains a strong outreach into our community. Food distribution occurs every other Tuesday with 60 - 70 families served.
 - Bagged Lunch Program - Weekly delivering 260 bags to those in need.
 - Numbers continue to grow with 120+ plates served during Friday breakfast.
 - Tim C. shared the shower trailer had not been located. He shared the trailer was given to the United Methodist Conference by the Boy Scouts, but no title was transferred. Therefore, there is no VIN/DMV number to track and no insurance on the trailer. He noted that Pastor McBride's church, Hope Recovery, would be putting conducting a fundraiser to acquire a new trailer.
- o **Expansion Update:**
 - Sandy M. shared the contract for the building had been signed and a deposit made to begin the construction process. The pre-engineered metal building has been ordered and is expected to be delivered within 6-7 weeks with construction likely to begin just after Christmas, weather permitting. A preconstruction meeting was held between the builder, Sandy M. and the city and county personnel with a construction release signed.

- **Bathroom Update:**
 - Sandy M. shared the following information with regard to the Bathroom Renovation Project. Bids were received and a bid of \$50,000 by Steelcraft Builders had been approved by the Board. A congregational meeting was held on October 27th calling for congregational consideration of the proposed bid and project. That approval was given unanimously. Therefore, conversation was initiated with the builder. He expressed he would like to create a timeline to work on both projects simultaneously. This was agreed upon and he indicated he would try to work on the bathrooms in such a way to have one bathroom facility available for congregational use throughout the project.

- **Sanctuary Ceiling:**
 - No report on sanctuary ceilings since Judy was not present. Tim C. shared he had spoken with Judy H. about getting the floors buffed prior to Thanksgiving. Tim shared that Judy had contacted 2 potential vendors about buffing floors, but she had not received any replies or quotes as of the time of the Board meeting.

- **Elizabeth Dunn Memorial Garden Dedication:**
 - Tim C. brought up the Elizabeth Dunn Memorial Garden Dedication and shared Jerry Marshall was going to handle the landscaping around the memorial wall etc. and would work to have it completed in time for the dedication. The discussion ensued about the dedication date of December 15th with a ceremony and reception following Sunday church service, beginning at 11:30am. Carol L. was asked to contact the family about the suitability of that date and time. It was decided there needed to be some appetizers and drinks provided for the reception and John Lankford offered to handle preparing for the reception for the event.

- **SOPs – Final Approval:**
 - Tim shared 14 SOPs had been sent to the Board for their review and comment. Board members were notified that 10 of the 14 SOPs were to be reviewed and approved during this Board meeting. No Board members provided feedback on any of the 10 under final approval and all were unanimously passed. The 10 SOPs approved were:
 - SOP Altar Flower Fund Sign-up and Receipt of Payment
 - SOP Memorial Gift Receipt and Acknowledgement
 - SOP Transfer of Stock Notification, Receipt and Transfer
 - SOP Collection, Handling, Counting and Deposit of Church Offerings
 - SOP Church Greeter Guidelines and Procedures
 - SOP for St. Jude's MCC Board of Directors Meetings
 - SOP Resignation of St. Jude's MCC Church Membership
 - SOP St. Jude's MCC Church NEW Membership Process
 - SOP Transfer of Existing MCC Church Membership to St. Jude's MCC
 - SOP for Active Church Members

 - Board members were reminded that 4 additional SOPs were sent to them and would need final approval at the December 9th Board Meeting. These are:
 - SOP First-Time Visitor Follow-up at St. Jude's MCC
 - SOP Fundraising Activities at St. Jude's MCC
 - SOP for Security at St. Jude's MCC Church Building and Grounds
 - SOP for St. Jude's MCC Board of Directors

NEW BUSINESS:

- **Security Team:**
 - Tim shared we had completed the SOP for security and had not received any changes/concerns from the board with regard to the SOP. He stated he would like to proceed with initial implementation of one of the actions prescribed in the SOP. He asked for Board support to move forward with investigation of the development of a Security team and recommended that Rick Cobb be approached about taking the Security Coordinator lead position. The Board gave him the approval to move forward with this action.

- **Outside Security:**
 - Tim C. brought up the parking lot lights on the side of the building facing Market Street and the fact they were not working. He noted that he would be getting with Judy about these and about the cameras earlier discussed. He additionally noted he would talk with Jerry Marshall about lighting for the memorial wall and labyrinth area. Sandy M. mentioned we could probably pull a low voltage light off of the well to the memorial wall area if needed.
- **Security Camera and Monitor:**
 - Tim C. stated the camera and monitor installer was to stop by tomorrow (11/12) to look at security system. T said he would follow-up with Judy on additional cameras and training of board members.
- **Budget Planning Meeting:**
 - A date of November 20, 2024 at 12pm was decided upon for the Board to meet to develop the 2025 budget.

CLOSING PRAYER

Meeting adjourned at 6:30 PM.