

**Friendswood Methodist Church
Board of Stewards Meeting
May 19, 2024**

Board Members Present: Rev. Jim Bass, Lynn Dodson, Mary Gillespie, Dave Hergert, Kristine Houtman, Peter Hurt, James Mainer, Brian Roark, Nadine Watson, Alan Wilson, Linda Zeller

Board Associates Present: Anita Griffith (Administrative Assistant), Rev. Howard Huhn, Rev. Sam McRae, Suzanne Vachon (Director of Finance)

Call to Order: Kristine Houtman (Chair)

Devotion/Prayer: Peter Hurt

Next Meeting: Kristine addressed the June meeting which will fall on Sunday, June 16 (Father's Day). Due to Father's Day, vacations, and Rev. Bass not being available for much of the month of June it was decided that there would not be a June meeting. The next meeting is scheduled for Sunday, July 21.

Finance: Suzanne Vachon (Director of Finance)

- Contribution Income: April general fund contributions were the strongest average weekly giving of any month this year totaling \$167k. This brings year to date giving to \$684k.
- Operating Expenses: Monthly operating expenses totaled \$209k with year to date operating expenses totaling \$866k. There were no significant unexpected expenses for the month.
- Monthly Financial Trigger Test: We did not hit the first trigger.
- Texas Methodist Foundation will allow us to make interest-only payments on our loans for the duration of our three year capital campaign. To do this we need approval from the Board. A **Motion** was made by David Hergert to request from Texas Methodist Foundation that our loans be moved to interest-only payments for the duration of our three-year Freedom for the Future capital campaign. The campaign starts May 2024 through April 2027. The motion was seconded by Nadine Watson. The motion was unanimously approved by a verbal vote.
- Howard and Suzanne are to shop around to find the best rates on 6-month CDs at the moment starting with Hometown Bank. Information on this will be emailed out to the Board once this information is found.
- A **Motion** was made by Alan Wilson to approve the April financials. It was seconded by Lynn Dodson. The motion was approved by a verbal vote.
- For detailed financials: these can be located in the Board of Stewards notebook in the Administrative Assistant's office.

Minutes from April 21, 2024: Anita Griffith

- The April 2024 minutes were reviewed. A **Motion** was made by Mary Gillespie to approve as presented. A second was made by Linda Zeller. The motion passed by a verbal vote.

SPR/Staffing Updates: Linda Zeller

- Michelle Hernandez has joined the staff as the Director of Student Ministries. Her first day was May 6.
- Brandi Jo Smith will join the staff the first Monday in June as the Director of Communications. Brandi Jo is from Muscle Shoals, AL, is married and has church experience. Caitlin will continue to help out for a few weeks until Brandi Jo can get settled in. Bre will continue helping as needed and with Sunday mornings in the booth.

- Payroll expense and lay leadership will continue to be followed. As staff employees and lay leadership step away programs will be evaluated. There may come a time that we have to step back and not do all we are now doing.
- Pastor evaluations will be done in June and all other staff will be done by the end of September.
- Lee Ann Love is creating a task force to explore restructuring the Family and Children's Ministry area.
- Job descriptions have now been put on the Google drive.
- Austin Haines will receive a \$2,000 bonus thanking him for stepping in during January through May when we did not have a student leader.
- Upward Sports funded a bonus for Lee Ann Love for her work while not having Upward leadership.

Capital Campaign Update: Rev. Jim Bass

- Jim is preparing hand-written thank yous to those participating in the Freedom Campaign.
- After our large debts have been paid there will be a careful selection of what capital improvements will be made.

Safety and Security: Brian Roark

- We missed the grant deadline for financial help with security issues.
- Brian has been in contact with the New Hope Church security head. He was able to collect information to help us set up a security team. There are several members of the church that would be ideal for working on this team.
- A Homeland Security Assessment was done and this should help with any future plans.

Inventory of Church: Rev. Howard Huhn

- Howard will consult with Jack Schott (facilities) and the inventory will be done in June and July.

Meals on Wheels: Rev. Sam McRea

- The Meals on Wheels coordinator from Hope Lutheran Church has retired. They are trying to find a new coordinator and location to work from.
- Meals-on-Wheels is a 501C3 and the coordinator is a paid position.
- Sam is determining if our church can be the central hub for the organization for this area.
- The Board is okay with this if the storage space can be worked out.

Lay Delegate: Rev. Jim Bass

- Anne Lazenby has stepped aside as Lay Delegate to Annual Conference.
- A **Motion** was made by Jim for Linda Zeller to fill the vacant position of 3rd Lay Delegate. The motion was seconded by Kristine Houtman. The motion was approved by a verbal vote.

Hymnal Drive: Rev. Jim Bass

- Jim would like to do a hymnal drive after the first of the year.
- Hymnals would be purchased in honor of or in memory of.
- Old hymnals would go back to the congregation and those left would be given to any church that needs them.

Closing Prayer: Rev. Jim Bass

Meeting Adjourned: Kristine Houtman