



Minutes of Board of Stewards Meeting January 2025, email addendum 2/6/25

Date: Sunday January 12 2024

Location: Parlor

Meeting Type: Board Meeting

Members Present:

Rev. Jim Bass, Kristine Houtman, James Mainer, Ivo Damman, Kenny Sanders, David Hergert, Nadine Watson, Kevin Bauman, Catherine Bost, Amy Brown, Taylor Cox

Members Absent:

Mary Gilliespie, Jason Fletcher

Exiting members Present:

Brian Rourk, Lynn Dodson, Peter Hurt, Linda Zeller

Exiting members Absent:

Alan Wilson

Staff Present:

Rev. Sam McRae, Suzanne Vachon, Brandi Jo Smith

Call to Order: By Kristine Houtman at 12:41 with a Quorum (over 50% of Board of Stewards) present

Opening Devotional: Kristine Houtman

Opening Prayer: Kristine Houtman

Minutes of meeting November 17:

Copies of the November 17 meeting were sent out by email and provided at the meeting.

Motion to approve the minutes: David Hergert

Second: Nadine Watson

The motion carried by verbal vote

Departing and on-coming Board Members:

Christine Houtman thanks the departing Board members for their time and service and welcomes the on-coming Board members. A round of introductions of the entire BOS was made.

On Boarding:

The on-coming Board members were handed a hard copy of the Operational Guidelines and the Board of Stewards Covenant. The covenant is to be signed and returned at next board meeting. A reminder was made to the BOS that it is prudent to read the new Book of Discipline and make themselves familiar with the Organizational paragraphs. Brandi Jo will test the BOS email address to ensure all members receive their emails. She will also ensure the Board members have access to the Google drive and make new name badges for those who need them.



Minutes of Board of Stewards Meeting January 2025, email addendum 2/6/25

Organization:

In line with section III of the Organization of a Single Governing Board of Stewards document the following persons were voted into position:

Chairperson of the Board:	Kristine Houtman (Lay Leader, as voted by Church Conference)
Secretary of the Board:	Ivo Damman
Chair of Staff-Parish relations:	Kevin Bauman (is a certified Lay leader)
Chair of Finance	James Mainer
Chair of Trustees:	Jason Fletcher
Vice Chair of the Board:	Jason Fletcher

A motion was made to elect these persons in their respective positions:

Motion made: David Hergert

Second: Nadine Watson

The motion carried

NOTE: A motion was made by email regarding the Secretary position (since that was missed during the board meeting) on Monday January 27 2025

Motion made: Kevin Bauman

Second: David Hergert

The motion carried by email vote

Finance Committee:

Copies of the preliminary December 2024 financial results were sent out by email and provided at the meeting.

The December month was closed out above expectations, which has partially been contributed to the call by the Finance Committee at the Church Conference beginning December. December 2024 giving was 1% above the December 2023 month. 64% of the Freedom of the future pledges has been received, which is above expectation. Upon BOS request historic end of year cash balance was provided and we are in a growing trend of cash balance, easing the concern of shortage of funds in case another high impact event would take place that affects our congregation.

- Due to the Board meeting being in the second week instead of the third week of the month not all End of Year results have been compiled yet. The End of Year numbers will be provided to the Board by email, after which an electronic vote approval will be made.

NOTE: The December and end of year financial report was sent to the BOS on Monday January 27 2025. A motion as made to approve the financials as received.

Motion made: Kevin Bauman

Second: David Hergert

The motion carried by email vote



Minutes of Board of Stewards Meeting January 2025, email addendum 2/6/25

SPR Committee:

Linda Zeller made a high level transfer of SPR matters regarding the Pastor and Staff Evaluations, the PPM manual and an HR/ SPR discussion. The latest organizational chart was handed out to the Board members with the verbal correction that Michelle Hernandez title is Director of Student Ministries instead of Student and Young Adult Director.

Anita Griffith will retire mid-February. Tracy Beazely will be taking over most of Anita's tasks, in addition to assisting in Pastoral Care, Shelby Next and her position as assistant to the Adult Ministries. Pastoral Care meetings will switch to Mondays so Jim Bass can take over that ministry.

Some tasks such attendance tracking, memorials, flowers, and benevolence will be moved to Marissa Cazares Sam McRae will take on the Ushers and Greeters.

- Linda Zeller will meet with Kevin Bauman to do a more detailed SPR handover

Facilities Committee (Trustees):

The city of Friendswood has approved the new monument signs. The sign company will revert this coming week with an installation date, which is expected to complete end of January.

Manufacturing of the chiller plant is expected to complete by January 21 2025. It will take two weeks to ship the plant. Once a firmer arrival date is known the work will be scheduled. Installation of the new plan is expected to take one week, and we are hopeful it can be completed between two Sundays.

Endowment Fund:

Ron Henson has informed the Endowment Committee he is no longer able to serve on the Endowment Committee due to work related requirements. The Nomination and Development Committee has requested Jim Mainer will stay on the Endowment Committee for the 2025 year, with approval of the Endowment Committee. A motion was made to approve the extension of the term.

Motion made to approve this extension: Rev. Jim Bass

Second: David Hergert

The motion carried by verbal vote

Pastoral updates:

Rev. Jim Bass has two message series planned. A healing service is scheduled for Palm Sunday. Jim is working to reinstate a monthly healing service.

Both in the Board and Staff meeting it was discussed that we were short of manpower to welcome people who attended the main services during the Holiday Season. Suzanne Bauman has been approached to take over the welcoming committee and will meet with Rod Kanard come up with a plan to better minister to new visitors.

Rev. Sam McRae indicated Joining day is at the end of January and asked for prayers and for Board members to send names of church attendees who have not yet joined.



Minutes of Board of Stewards Meeting January 2025, email addendum 2/6/25

Director of communications:

There has been an 80% growth in google searches that bring up Friendswood Methodist. Most of these are targeted searches. It means our on-line presence is reaching a more targeted audience. Brandi Jo will participate in more of the ministries and bible studies to see how it can be turned into on-line presence.

The website will be updated with the new BOS members.

Sean Villareal has been added under the staff section of the website since as Upward Sports Director he is running a large ministry with outreach in the community. It will make him easier accessible for outside members.

Meeting adjourned:

Rev. Sam McRae closed the meeting in prayer

At 15:05 the meeting was adjourned.

Wesley Hall AC failure:

February 6th 2025 at 12:48 the BOS was informed the AC unit for Wesley Hall failed beyond repair. Jack Schott had sourced a same unit with ADTX that would be a suitable replacement. The cost will be \$35231.67 which can be covered by the A/C designated fund. (This fund is different from the Freedom of the Future used for the Main Sanctuary AC)

There Wesley Hall is the most utilized space on campus and the sourced unit has an earliest installation date of beginning of March, an emailed vote was initiated to approve purchase and installation of this new unit instead of waiting for the next BOS meeting.

Motion made: Nadine Watson

Second: David Hergert

The motion carried by verbal vote



**Minutes of Board of Stewards Meeting
January 2025, email addendum 2/6/25**

Carry Over Action Items

Item	Timeline	PIC
Safety Grant Application	01/01/2025	Brian Rourk / Angela Johnson
Align Safety Team	05/30/2024	Brian Roark / Safety Team Lead
Family Life Center side door (key) assessment	01/01/2025	Safety Team
Potential for Youth on BOS representing Student Ministry	01/01/2025	== On Hold ==
Church Inventory	01/01/2025	Trustees Committee
Connection Team reach out to former members	01/01/2025	Alan Wilson
Monument Sign installment	01/01/2025	Jason Fletcher (install date now 2/25)