



Minutes of Board of Stewards Meeting February 2025

Date: Sunday February 23 2025

Location: Parlor

Meeting Type: Board Meeting

Members Present:

Rev. Jim Bass, Kristine Houtman, James Mainer, Ivo Damman, David Hergert, Mary Gillespie, Jason Fletcher, Nadine Watson, Kevin Bauman, Catherine Bost, Amy Brown, Taylor Cox

Members Absent:

Kenny Sanders

Staff Present:

Suzanne Vachon, Brandi Jo Smith, Melanie Arreaga

Church members Present:

Angela Johnson

Call to Order: By Kristine Houtman at 12:32 with a Quorum (over 50% of Board of Stewards) present

Opening Devotional: Catherine Bost

Opening Prayer: Catherine Bost

Minutes of meeting January 12 2025:

Copies of the January 12 meeting were sent out by email and provided at the meeting.

Motion to approve the minutes: Kevin Bauman

Second: Mary Gillespie

The motion carried by verbal vote

On Boarding:

The on-coming Board members turned in the signed Covenants they were handed out at the January 12 meeting. They will be filed onto the BOS Google Drive.

Organization:

The following BOS members were added to the SPR Committee with Chair Kevin Bauman: Nadine Watson, Catherine Bost, Amy Brown. No Motions were made

The other committee members will be assigned during the March meeting, keeping in mind that under our current Single Governing Board structure all BOS members are welcome to attend any committee meeting. No Motions were made.



Minutes of Board of Stewards Meeting February 2025

Finance Committee:

Copies of the January 2025 financial results were sent out by email and provided at the meeting. The January month was closed out in line with expectations. The numbers will be part of the quarterly financial update to the congregation. A motion was made to approve the January financials.

Motion made: Nadine Watson

Second: Amy Brown

The motion carried by verbal vote

Freedom for the Future

Since we are getting closer to paying off the building loan, Rev. Jim Bass will provide a vision and layout for the other capital projects that were mentioned in the Freedom for the Future campaign. The task is to ensure the congregation is well informed of what will be done with the funds that are still being raised and pledged.

A Finance Committee meeting has been set for March

Staff Parish Relations Committee

Linda Zeller has completed her handover with Kevin Bauman. Positions for a Setup Crew Member and Communications Assistant are on-going.

An SPR meeting has been set for March.

Facilities Committee (Trustees):

1. HVAC:

A. Chiller Replacement

- a. Some additional electrical work needed to be completed as part of the replacement. The work consisted of replacing conduit, wire, and breakers. This additional scope was about \$5k.
- b. The Chill Water Pumps look good and will be able to work for the foreseeable future.
- c. Jack is looking at hiring a water diagnostics company to ensure the system is properly operating.

B. Air handler over Wesley Hall

- a. Unit is on its last leg and requires replacement as per January BOS vote. Jason and Jack are both working to receive two additional bids. The bids should be received in the week of 2/24 and will be evaluated.

C. Quarterly Maintenance was completed on 2/21/25 for all 26 units. This maintenance consists of checking filters, belts, and pressure check on lines.

Minutes of Board of Stewards Meeting February 2025

- D. 26 total HVAC units on Campus
 - a. 9 units run off the chiller plant
 - b. 11 units are R-410 and repairable.
 - c. 6 units are R-22 and one will be replaced soon (Wesley Hall Unit). These units cannot be repaired and must be replaced once the units go down.
- 2. Signage update:
 - a. Replacement signs have arrived in Houston shop and are scheduled for install 2/26
 - b. Update as of 2/25/25- There was an issue with the initial fabrication and install has been pushed back into late March. Jason to send more information to staff.
- 3. Current ongoing projects:
 - a) Fencing replacement is ongoing.
 - b) Siding on the Admin building is being replaced.
 - c) Crew is fixing carpets, changing light bulbs, fixing toilets.
 - d) There is a roof Leaks over W104- Wesley Hall. A roofer to coming to patch this leak and no re-roof is required at this time.
- 4. Future issues:
 - a) Roofer to bid replacing SS gutters on North side of Sanctuary-\$3k
 - b) Stucco repairs under the walkway exiting the sanctuary will need to be completed in 2025
 - c) Repainting the sanctuary would be considered in the 2026 budget.
 - d) Wood rotting in Admin building due to earlier water damage – set for 2027
- 5. Misc. Notes
 - a) Jack has someone working 2-3 hours a day to assist, but is trying to get one additional person 4-6 hours.
 - b) The HVAC maintenance contract has two more years with Star Services.
 - c) Future discussion needed on parsonage updates
 - d) Entrance to gym- Look at gutter issue. – Jason and Jack to follow up
 - e) Hole in glass Wesley Hall? – Jason and Jack to follow up
 - f) Assessment of Kid zone check-in situation – Trustees to review with Mellanie

Governing Model Change Proposal

Within this year the BOS will make a proposal to the congregation to change the Single Governing Board Model into the Organizational Structure recommended in the Book of Discipline of the Global Methodist Church. The Chair of the Board indicated Jim Mainer has been requested to assist in preparing the documents to inform the congregation of the impact of this proposal, as well as to write the organizational document for our congregation in line with the BOD. To ensure the congregation understands the impact of the change and the pro's and con's of this proposal, informational leaflets will be prepared and two town halls will be scheduled prior to a Church Conference where approval of this model will be voted on. This Church conference is currently planned for September.

That way, if the proposal is accepted, the Nominations Committee has the time to select the members required to fill all the positions into the new structure before the Annual Church Conference in December. As suggested by one of the members during the December 2024 Church conference, the Chair has asked the BOS for any members who wish to be part of the task group as well as names out of the congregation who could be part of this group. The Task Group will be affirmed by motion in the March BOS meeting.



Minutes of Board of Stewards Meeting February 2025

Safety Team Update

Angela Johnson provided an update to the Board Members with regards to the safety team. Although some progress is being made, further action is required.

- Two Protective Security Advisors from the Department of Homeland Security made a site assessment of our church campus (report available on request)
- Brian Roark and David Hergert have worked with others to start to find members of a safety team
- David Hergert completed the Sheepdog Safety Training
- Brian Roark is working on updating the policies and procedures and has also priced out the cost of recommendations from DHS to create our grant budget.
- Suzanne Vachon has been very helpful in providing me with information I need to prep the grant as well as completing some financial information required.
- Some church members were approached about their concerns, gathered advice and guidance from other local churches and met as a team regularly to prepare to implement safety measures in a nonobtrusive, thoughtful and effective manner
- Stop the bleed kits were added to the defibrillator locations on campus

The FEMA non-profit security grant application must be submitted by March 13. The maximum application amount is \$200,000 per building with a maximum of three buildings. The Family Life Education Building, the Administration Building and the Sanctuary have been named. FEMA considers FMC to be in a High Risk Urban area. Which provides FMC special consideration for the grant. Funds from the grant will be used to fund the required building improvements as recommended by DHS, training for campus staff and security teams as well as police on campus during services.

In order to complete the application, a resolution was made by the Board to appoint members into the grant application. The following persons are to be named as contact persons within the grant:

Finance:	Suzanne Vachon
Project Manager:	Brian Roark
Grant Application:	Angela Johnson
Authorized official:	Kristine Houtman

A motion was made to accept the resolution, which will be sent by Angela Johnson to the Board for signatures.

Motion made: Mary Gillespie

Second: David Hergert

The motion carried by verbal vote



Minutes of Board of Stewards Meeting February 2025

Kid Zone

Melanie Arreaga came before the Board to address some concerns in the kid zone. Overstimulation is a more common issue amongst preteens and requires an area where overstimulated children can retreat to. Making such a place available would prevent them from running off out of the kid zone.

There are security concerns because of lack of overview on who is checked in, who belongs and who doesn't. There are not enough volunteers in the kid zone to be able to man check-in station, welcome the children at the door and supervise them prior to start. A drawing was supplied for an idea to move the check in station closer to the kid zone. Concerns about a resulting traffic flow were discussed.

- Check-in station is too far away from kid zone. The computers are frequently acting up and it takes a leader out of the kid zone to deal with the issue. This leaves the kid zone understaffed.
- For safety of the children as well as the adults cameras, should be placed in the hallway as well as the kid zone.
- The ministry Safe Policy needs to be updated

Dean Amberton has agreed to volunteer as IT person on campus. He will be asked to check the computer check-in system and inform the board if updates are required

Jason Fletcher will get with Jack, Mellanie Arreaga and Amy Brown to review the drawing and come up with a proposal.

Meeting adjourned:

Rev. Jim Bass closed the meeting in prayer

At 14:29 the meeting was adjourned.

Carry Over Action Items

Item	Timeline	PIC
Safety Grant Application	03/01/2025	Brian Roark / Angela Johnson
Align Safety Team	05/30/2025	Continues awaiting grant
Family Life Center side door (key) assessment	03/01/2025	Safety Team
Potential for Youth on BOS representing Student Ministry	01/01/2025	== On Hold ==
Church Inventory	01/01/2025	Trustees Committee
Review Kid zone check-in Computers	03/30/2025	Dean Amberton
Monument Sign installment	03/30/2025	Jason Fletcher (manufacturer issue)
Ministry Safe Policy Update	03/30/2025	SPR – Kevin Bauman
Cameras in Kid zone and upstairs hallway	03/30/2025	Jack Schott