



Minutes of Board of Stewards Meeting

Date: March 23, 2025

Location: Parlor

Meeting Type: Board Meeting

Members Present:

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

Members Absent:

Ivo Damman, Jason Fletcher

Staff Present:

Rev. Sam McRae, Brandi Jo Smith, Suzanne Vachon

Call to Order: By Kristine Houtman at 12:34pm with a Quorum (over 50% of Board of Stewards) present

Opening Devotional: Taylor Cox

Opening Prayer: Taylor Cox

Minutes of meeting February 23, 2025:

Copies of the February 23 meeting were sent out by email and provided at the meeting.

Motion to approve the minutes: Mary Gillespie

Second: Kevin Bauman

The motion carried by verbal vote.

Note on the minutes:

Kristine Houtman instructed that the comments made by the Secretary in the minutes did not belong and the vote being taken should consider them removed. The motions for approval passed, and comments were then made regarding the content of the note. Since we are serving in an alternate model of the governance board, we have subgroups as opposed to official committees. All work of the subgroups comes back thru the entire board. With these considerations, Rev. Jim Bass and Kristine Houtman expressed that they do not feel we are out of compliance. Our guidelines state that we are to have at least one member of the board overseeing the function of Staff Parish Relations and we are meeting that guideline.

Finance Committee:

Copies of the February 2025 financial results were sent out by email and provided at the meeting. Suzanne Vachon reported that February was a good month. Additional comments follow.

Income Statement

1. Contribution Income - General Fund contributions totaled \$181k in February, bring year to date giving to \$340k. Giving is tracking very closely with 2023 and 2024 giving.

2. Operating Income - Operating Income for the month totaled \$304k. This includes a significant transfer (\$99k) from the Freedom for the Future fund to cover the portion of the chiller plant due when it was installed in February.



FRIENDSWOOD
METHODIST

Minutes of Board of Stewards Meeting

3. Operating Expenses - Operating expenses totaled \$293k for February This is over budget due to the chiller plant installation payment. When the budget was finalized, the chiller plant was set to be shipped and installed in 2024. As such, it was not included in the 2025 budget. While this makes it appear that we exceeded our expense budget in February, the entire cost of the chiller plant is covered by the Freedom for the Future designated fund. Excluding the chiller plant expense, expenses are running slightly under budget year to date.
4. Operating Surplus - February saw an operating surplus of \$11k, bringing the year-to-date surplus to \$14k.
5. Building Loan Income - Building loan contributions totaled \$8k for the month.
6. Freedom for the Future Income - Freedom for the Future giving totaled \$62k in February. Giving since the beginning of the capital campaign totals over \$1.35m, 65% of pledged giving.

Balance Sheet

1. Operating Cash - We finished the month with a \$409k operating cash balance, up slightly from January. This is a strong cash position for us.
2. Building Debt - In February we made a \$103k payment on our building loan, bringing our balance down to \$302,578.55.

Monthly Financial Trigger Test:

We are starting the year off on track to meet our financial obligations and finish the year in the black.

Motion to approve: David Hergert

Second: Nadine Watson

The motion carried by verbal vote.

Governance Model Task Force:

Jim Mainer, Sr., Kristine Houtman, Kevin Bauman, and Stacey White met to begin discussing bringing the proposed new governance model to the congregation. It was proposed that they will serve as the task force moving forward. The Book of Discipline allows for decision-making via consensus, and Kristine Houtman asked if there was any discussion needed. With none she indicated the task force was approved as discussed by consensus. They will continue to meet and prepare all resources that will be presented to the congregation. Kristine Houtman estimates that it will be May before they have thing prepared for Board review. Town halls will be scheduled for late August/early September prior to the Church Conference that will be held in early October. If the new model is approved, this will give us time to get all new positions filled by the end of the year.

Facilities Committee (Trustees):

Taylor Cox reported for Jason Fletcher.

1. HVAC:

A. Chiller Replacement

- a. All additional electrical and chiller replacement work was completed, and it is fully functional.
- b. Jack Schott 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.



FRIENDSWOOD
METHODIST

Minutes of Board of Stewards Meeting

- 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. The next maintenance check will be May 2026.
- D. 26 total HVAC units on Campus
 - a. 9 units run off the chiller plant
 - b. 12 units are R-410 and repairable. This is a correction from last month's report of 11 units.
 - c. 5 units are R-22, and one will be replaced soon (Wesley Hall Unit). These units cannot be repaired. This is a correction from last month's report that there were 6 of the R-22 units. A budget amendment needs to be made for 2026 to cover the potential replacement of one of the units upon failure.
2. Signage update:
 - a. Installation has been further pushed back to 4/18.
 - b. Jason Fletcher is having a weekly call with them to remain updated on the status.
3. Current ongoing projects:
 - a) Fencing replacement continues. There is about 400' remaining to be replaced.
 - b) Siding on the Admin building has been replaced.
 - c) Weekend Warriors are going to repaint the garage building and the new siding.
 - d) Crew replaced over 200 light bulbs this month, including in the gym.
 - e) There is a roof Leaks over W104- Wesley Hall. A roofer was scheduled to be onsite on 3/24.
 - f) Damage was done while using a lift in the Sanctuary. George Arnold and Mike Schmidt were to repair the damage and stain the new wood.
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 will 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) Items for repair have been identified in the parsonage. Priorities need to be set so that work can be scheduled.
 - 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 kidZONE check-in situation – An updated version of Melanie Arreaga's proposed changes has been received. Jason Fletcher and Jack Schott are working to get bids.
 - g) Need a commercial door installed between Wesley Hall and the youth wing. Jack Schott is getting estimates.
 - h) Details are being worked thru to establish an official entry point into the youth wing. Per code W106 needs a secondary exit. It has been previously proposed to make the external corridor an enclosed interior corridor. There are also security implications in having fewer exterior doors to be monitored. Kenny Sanders will assist Michelle Hernandez in taking the lead on these changes.



FRIENDSWOOD
METHODIST

Minutes of Board of Stewards Meeting

- i) Moisture and drywall deterioration has been discovered on the FLC walls that adjoin the concrete gym walls. It has been determined that there was no insulation installed. No mold was noted. The extent of this problem has not yet been determined. A note was made to follow up with Jason Fletcher on this.

Staff Parish Relations Committee:

1. Although we have many policies and practices in place, we have no official Ministry Safe Policy. The Global Methodist Church entered into an agreement with Ministry Safe which offers many resources for training and tracking, in addition to the ability to a range of background checks. We are working to create a single document for the policies for all our ministries. We will also be transitioning to using all these tools. We are refreshing all background checks, and all ministry leaders are reviewing their lists to confirm that all who serve are trained.

2. Rev. Sam McRae had previously expressed interest in the sabbatical opportunity that is offer for pastors who have served more than six years. He and Kevin Bauman will be working out the details for coverage and presenting the formal request to the Board. He is tentatively aiming for January – March of 2026 as that is his least busy time for Missions.

3. We have hired Ryan Zamora as our new sound person. Taden Laman and James Roberts are jointly supporting his salary from their budgets. We need to look at how to budget this in the future.

Communications:

Brandi Jo Smith reported on various programs that are in work.

1. The mission wall is setup. The goal is to raise \$18k during Lent for our missionaries. The QR code is confirmed to be working, but a drop down needs to be added to the regular giving site.

2. We are dispersing information through all our traditional formats – the bulletin, website, E-messenger, social media. Brandi Jo is looking at adding something that will be distributed every 8 weeks to further highlight ministry and group activities. It will be distributed in multiple formats so that it will be reach all demographics.

3. Multiple programs are needing additional members to serve. She is trying to find a way to organically build enthusiasm and increase recruitment. James Mainer pointed out that in the past these types of requests have come from the pulpit.

Meeting adjourned:

Rev. Jim Bass closed the meeting in prayer
At 1:55pm the meeting was adjourned.



Carry Over Action Items

Item	Timeline	PIC
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 Emberton
Monument Sign installment	04/18/2025	Jason Fletcher (manufacturer issue)
Ministry Safe Policy Update	05/31/2025	SPR – Kevin Bauman
Cameras in Kid zone and upstairs hallway	03/30/2025	Jack Schott
Youth Room Reconfiguration		Michelle Hernandez / Kenny Sanders
Secure access to Google Docs for Ivo Damman		Brandi Jo Smith
Set priorities for Freedom for the Future Projects		Rev. Jim Bass / Kristine Houtman