

**Administrative Department Meeting**  
**Monday, January 25, 2010**

**Present:** Owen Cayton, Teresa Hopkins, Bill Defee, Ron Beer, John Leonard, Ann Dugger, Judy Hutchison, Peter Moretti, Mary Alice Foster, Leola Thiemann and Hugh Brown

**Excused:** Rick Hendricks-on vacation

Teresa Hopkins called the meeting to order at 4:30 PM. Owen Cayton opened the meeting with prayer.

**Minutes:** A motion was made by Mary Alice Foster and seconded by Judy Hutchison to approve the November '09 minutes. The motion passed.

**Treasurer's report:** Neither Treasurer Kay Smith nor Assistant Treasurer Bill Brown were present, but the printed report was distributed.

**Property report:** Ron Beer reported that we have received two estimates on the roof. We have also received an estimate of \$52,000 for replacing the cooling tower which has been sent to the Trustees. The coordinators have received comments about replacing the hallway carpets, but don't see it in the budget right now. Ron also praised Hugh for saving money through ordering supplies in bulk.

**Public Relations and Communications:** Peter reported that he has begun work on the new website under the church's new domain name, [fcc-stillwater.org](http://fcc-stillwater.org). He encouraged department members to look things up on the website and stated that links to the website could be sent with reminders.

**Data and History:** Mary Alice reported that this year is the centennial of the Council on Church Unity.

**Stewardship Report:** Ann Dugger reported that the committee is getting ready to gear up for 2010 with a committee meeting scheduled for January 26<sup>th</sup>. She stated that the committee is discussing a venue for updating the congregational information.

**Ministerial Staff: Owen** reported that he felt the Advent Season went well with both services having distinct forms of worship. The ministerial staff continues to have daily prayer time in which they also talk about the church. The previous week, he attended Ministers' Week at Phillips with the theme "Eat, Drink and Be Spiritual." Rick was also able to attend for one day before leaving on his vacation. Next week Owen will attend a Senior Minister's Conference in Indianapolis. He also reported that Sondra is busy planning summer activities which includes Mission Camp 2010 where groups from other churches will be coming to Stillwater. He stated that Sondra might need some help with this.