

**Administrative Department Meeting**  
**Monday, February 22, 2010**

**Present:** Owen Cayton, Rick Hendricks, Teresa Hopkins, Bill Defee, Ron Beer, Ann Dugger, Peter Moretti, Bill Brown, Leola Thiemann and Hugh Brown

**Excused:** Mary Alice Foster, Leanita Shelby

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

**Minutes:** A motion was made by Peter Moretti and seconded by Bill Brown to approve the January '10 minutes. The motion passed.

**Treasurer's report:** Assistant Treasurer Bill Brown reviewed the report and said over-all we are under the 8.33% projected for this time of the year. It was noted that Termite Control is at 90% but that is a one time charge, payable in January.

**Property report:** Ron Beer reported that the ice machine was broken over the weekend. Hugh has done a temporary repair and will do a permanent repair later. 8 new leaks have been found in the sanctuary. We have been waiting to receive a second bid. However, it has not been turned in, so Ron was going to check with the insurance company and see if they will accept only one estimate which is \$69,000 for replacing the sanctuary roof and repairing the roof over the Administration/Fellowship Hall wing. Ron also reported that the contract with B & L to replace the cooling tower has been signed and the work will be done before summer. He praised Hugh for looking for ways to save money.

**Public Relations and Communications:** Peter reported that he has been working on the website. He said we will again place ads on the Payne County map with funding included in the budget.

**Data and History:** No report as Mary Alice was providing childcare for her grandchildren while her daughter-in-law was having surgery.

**Stewardship Report:** Ann Dugger reported that the committee is sending handwritten "thank you's" to the 2010 pledgers.

**Ministerial Staff:** Owen stated that he is excited about the coming year. He said that congregation now knows that "he's not Bill" and he knows that "we aren't FCC, South Bend." This weekend is the Board Leadership Training Event in Williams Hall. Rick, Ron and Owen agreed to lead tours of the storage facilities at the training event.

Ron asked Owen about upgrades to AVL. Owen said we have only been able to get one bid. Although there had been discussion of including AVL in the upcoming capital campaign, it looks like only retiring the debt will be included in this campaign.

Some discussion ensued about the agreements with the LIFE Center and the PreSchool. Teresa suggested tabling the discussion until the next meeting and asked Leola to have copies of these documents available for the next meeting.

**Rick** had no report.

**Clerical Staff:** Leola stated that the financial giving statements are finished with lots fewer requests for them before they were mailed and so far, very few requests to reprint misplaced ones. She has also been working on a number of special projects for various ministries. Owen interjected that the Senior Minister's Conference that he recently attended was on the theme, "Creating a Culture of Generosity." One way to do that is by using stories about what a church's money is doing-the way it impacts people. He stated that will be the format of future cover letters to accompany financial giving reports and asked the committee to relay to him such stories.

**Custodial Staff:** Hugh stated that we continue to have a problem with unlocked doors. In addition to locking the building at 5:00pm, he is now returning at 9:00pm and is usually finding one or two doors unlocked at that time. The locking mechanism on the kitchen door will be changed but it will be keyed to the existing kitchen door key.

**Old Business:** None that hadn't been discussed under other headings.

**New Business:** Owen shared the proposed agenda for the Leadership Training Event. Bill Defee suggested pushing the website on Sunday School announcements and in the bulletin.

**Announcements:** Teresa announced that the next meeting would be the 4<sup>th</sup> Monday of March, the 22<sup>nd</sup>.

Rick closed the meeting with prayer.

**Respectfully Submitted,**  
Leola Thiemann, Acting Secretary