

Governing Board Agenda

Date:	February 23, 2022
Time	7:00 pm
Location	North 102/Teams

Time	Agenda Item	Person Reporting	Attachment
7:00 (5 mins.)	Welcome/Call to Order	Alice Finley	
	Devotions	Jason Milligan	
7:05 (10 mins.)	Steps towards a Consent Agenda <ul style="list-style-type: none"> January 26, 2022, GB Meeting Minutes Senior Minister's Report Ex. Director of Operations' Report January 2022 Financial Statements Foundation Board Nominee - C. Klamar 	Alice Finley Glen Miles Paul Anderson Paul Anderson Paul Anderson	 X X X X X
7:15 (20 mins.)	Facilities Team Report	Members of the Facilities Team	X
7:35 (30 mins.)	GB Discussion of Facilities Team Report	All	
8:05 (20 mins.)	Selection of Treasurer – 2022	Alice Finley	X
8:25 (15 mins.)	Discussion of Liaison Roles for 2022	All	X
8:40 (10 mins.)	Spiritual Story/Celebration & recognition of retiring treasurer, Jason Milligan	All	
8:50 (10 mins.)	Building Community First (last)	All	
9:00	Closing Prayer	Glen Miles	

9:03 PM Adjournment

Next Meeting:	
Date:	March 23, 2022
Time	7:00 pm
Location	North Rm. 101/ Teams

**Governing Board
Key Takeaways
February 23, 2022**

1. Alice Finley has assumed the Chair of the Governing Board and Molly Hagkull is now Vice Chair. Deb Humphrey was elected as Treasurer for 2022, following the resignation of Jason Milligan.
2. Due to the new Board members, new liaison to boards, councils, committees, and teams will be assigned.
3. January financial results were presented. Pledges are below budget for the month by \$141,000 which caused a loss for the month of \$112,000. Expenses were below budget by \$31,000. The variance of pledges is due to timing.
4. The Board accepted and endorsed a report by the Facilities Team. That report recommended:
 - First Community maintain the South Campus and make a strong commitment to its health and vitality.
 - The success of maintaining two campuses will require fundamental changes to how we operate and staff the Church and its programs, and how we engage members and the broader community.

The report was then referred to the Senior Minister to determine how best to implement. The full report is in the February Board packet available on the First Community website.

The Governing Board will meet March 23, 2022, in Room 102 at North. Meetings are open to anyone who wishes to attend. Information from the Governing Board meeting is posted under the Resources tab on www.fcchurch.com. The video of the 2022 Annual Member Meeting and the presentation slides are also available there.

**First Community Church
Governing Board Meeting
North Room 102 and via Teams
February 23, 2022**

ATTENDEES: Alice Finley, Chair, Cydney Philbin, Past Chair, Catherine Adams, Ginny Barney, Tricia Baxler, Joe Bull, April Howe, Deb Humphrey, Rose Konrath, Steve Mushrush, Ryan Nicoll, Doug Torrance, Andrew Wildman, Rebecca Wolfe, Dick Wood, Jr.

Ex-officio: Glen Miles, Senior Minister , Paul Anderson, Executive Director of Operations, Jason Milligan, Treasurer

Guests: Scott Glaser

Absent: Molly Hagkull, Vice Chair

OPENING/CALL TO ORDER

Chairperson Alice Finley called the meeting to order at 7: 10 pm following the Leadership Dinner and accompanying worship service. Alice thanked Glen for leading the Leadership worship service.

Jason Milligan then presented a message from a chapter in a book he is reading, *Be Bold* by Rachel Billups. He urged the Board to be bold in their decision making. He then offered an opening prayer.

CONSENT AGENDA

Alice referred to an article in the Board packet regarding the use of a consent agenda. She expressed interest in moving to this in order to have more time for strategic discussion. A discussion and questions followed. Glen was asked to comment on something not in the consent agenda; what is needed from the Board to support him? Glen replied that he would like the Board to:

- Be engaged in the life of First Community beyond Board meetings.
- Pay attention to the issues that matter.
- Move issues forward.

He further commented that we have two significant tasks in progress: implementation of the 2021 Strategic Plan and a successful completion of the New Horizon Capital Campaign. Joe Bull then expressed concern about the financial statements being part of the consent agenda every month. He felt several times a year then financial statements should be specifically discussed. A brief discussion followed, and it was agreed that the financial statements would be highlighted once a quarter. The Board then agreed to utilize the consent agenda going forward.

Ginny Barney made a motion to approve the consent agenda consisting of the following items:

- January 26, 2022, Meeting Minutes
- Senior Minister's Report
- Ex. Director of Operations' Report
- January 2022 Financial Statements
- Approval of Cindi Klamar to the Foundation Board

Steve Mushrush seconded the motion and the motion passed unanimously.

CHAIR'S REMARKS

Alice briefly discussed the proposal from Dan Hotchkiss, a consultant, which was circulated prior to the meeting. The Executive Committee has discussed this contract and she asked for comments from Board members to be sent to her.

NEW BUSINESS

Facilities Team Recommendations – Andrew Wildman presented the recommendations that were part of the Board packet. He gave comments on the background information the Team reviewed and discussed to reach its recommendations. He stressed the long tenure First Community has had at its South location. Scott Glaser, a member of the Facilities Team, added comments about the vibrancy of the Grandview area and that this was an important footprint for First Community to continue to participate in. Discussion then followed. Ginny Barney moved that Board accept the report and endorse the recommendations. Steve Mushrush second the motion and the motion passed unanimously. As with other strategic plan imperatives, the report was referred to the Senior Minister for determination on how best to implement. As a part of the implementation process, the Senior Minister will be giving regular updates to the Board (at least every six months) to share the progress the Program Staff is making towards implementation of the strategic initiatives.

UNFINISHED BUSINESS

Treasurer – Alice briefly discussed the process, as per the Constitution, to elect a candidate for the Treasurer position. She noted appreciation of the Board's input that she solicited by email. One candidate emerged, Deb Humphrey, who has agreed to serve as Treasurer. Deb was excused and a brief discussion was held. After Deb returned, Ginny Barney made a motion to approve Deb Humphrey as Treasurer for 2022. Dick Wood, Jr. seconded the motion and it passed unanimously.

NEW BUSINESS

Liaison Role - Alice briefly discussed the liaison role and referred to the information in the Board packet. A discussion followed regarding Board members serving as liaison to committees, councils, and boards as the governance strategic initiative is implemented which recommended moving to use of teams. Alice asked for additional comments to be emailed to her but will work on new assignments. Board members will be encouraged to serve as a liaison to a ministry they may not be familiar with. Until new assignments are determined, Board members should continue to serve in their existing liaison role.

CELBRATION OF RETIRING TREASURER

Alice acknowledged that this was Jason's last meeting as Treasurer. She stated that Molly Hagkull as chair of the Personnel Committee will be overseeing spiritual stories of staff and volunteers to be presented to the Board. Molly Hagkull hosted a brief video on recognizing Jason and his gifts as Treasurer. A brief reception followed.

BUILDING COMMUNITY FIRST

For the Building Community First, Alice asked each Member to comment on an idea First Community could implement, dreaming big. Each member then commented.

CLOSING

There was a sharing of pastoral concerns. At 9:20 pm, Alice asked Glen to give a closing prayer. She then adjourned the meeting.

Respectively submitted,

Paul R. Anderson
Secretary



What is a Consent Agenda for a Board Meeting?

- Written by [Jeremy Barlow](#)

The terms consent agenda and consent calendar are interchangeable terms. A consent agenda is a board meeting practice that groups routine business and reports into **one agenda item**. The consent agenda can be approved in one action, rather than filing motions on each item separately. Using a consent agenda can save boards anywhere from a few minutes to a half hour. A consent agenda moves routine items along quickly so that the board has time for discussing more important issues.

What Kinds of Items Appear on a Consent Agenda?

The types of **items that appear on a consent agenda** are non-controversial items or routine items that are discussed at every meeting. They can also be items that have been previously discussed at length where there is group consensus. The following items are typically found on a consent agenda:

- The meeting minutes
- The financials
- CEO report
- Program or committee reports
- Staff appointments
- Volunteer appointments
- Committee appointments
- Correspondence that requires no action
- Perfunctory items-formal approval of items that had much past discussion

A consent agenda can be an efficient tool to help boards make productive use of their meeting time when it's used appropriately. There are specific rules for using the consent agenda.



How the Consent Agenda Works

The chair takes the lead role in utilizing a consent agenda. The chair prepares an agenda package that includes all of the items on the consent agenda. The package should be distributed to board members soon enough so that they have time to read through the documents prior to the meeting. This is a part of the overall board materials that are distributed pre-meeting. **Typical steps** for using a consent agenda include:

1. The chair decides which items will be placed on the consent agenda. The consent agenda can appear as part of the normal meeting agenda or it can be attached separately to the meeting agenda.
2. The chair distributes the consent agenda and associated documents in time for board members to read and review.
3. At the beginning of the meeting, the board chair asks members if any of the consent agenda items should be moved to the regular discussion items.
4. If a member requests that an item be moved, it must be moved. Any reason is sufficient to move an item. A member can move an item to discuss the item, to query the item, or to vote against it.
5. Once the item has been moved, the chair may decide to take up the matter immediately or move it to a discussion item.
6. When there are no items to be moved or if all requested items have been moved, the chair or secretary reads out loud the remaining consent items. The chair can move to adopt the consent agenda. Hearing no objections, he can announce that the items on the consent agenda have been adopted. It's not necessary to take a vote on consent agenda items.
7. The secretary should include the full text of the resolutions, reports, and recommendations that were adopted as part of the consent agenda.



Steps to Take When a Member Needs Clarification on a Consent Agenda Item

Make sure that all members understand the consent agenda process to help expedite the meeting. If a board member needs clarification on a consent agenda item or if he just has a question, he should ask the appropriate member prior to the meeting. It's possible that other members have the same question. This should give the member being asked time to prepare an answer and distribute it to all members prior to the meeting. Consent agenda items shouldn't be pulled from the agenda just to have a question answered.

Steps to Take When a Member Disagrees or Suggests Discussion

If a member disagrees with the consent agenda item or wants to move it to the regular agenda, the member would request that the item be pulled from the consent agenda. The chair would ask if the members are in favor of approving the consent agenda minus the pulled item, pause for objections, and then adopt the consent agenda as noted in step #6, above.

Sample of Consent Agenda

1. Welcome/Introductions
2. Consent Agenda
 1. **Board meeting minutes**
 2. Executive Director report
 3. Marketing committee report
 4. Approve insurance renewal
3. Old Business
4. New Business



Misuse of Consent Agenda

Problems in using a consent agenda occur when members approve consent agendas without first reviewing documents. The result is that consent items can be hastily approved and result in a cover-up. For example, if members are not reviewing financial items, overspending or wrong spending can occur without appropriate oversight. Remember that consent agenda items are routine and non-controversial, but even routine items should be reviewed by the entire board. A diligent, well-rounded board holds each other accountable.

A consent agenda is an effective and efficient tool when used appropriately. It can save precious meeting time so the members can attend to other matters. Transparency and accountability are key parts of using a consent agenda. All board members have a responsibility for making sure that consent agenda items are distributed in enough time to review them prior to the meeting. Each board member also has a responsibility to read and review consent agenda items and address any concerns prior to the meeting.

[Jeremy Barlow](#)

Jeremy is the Director of Digital Marketing at BoardEffect.

**First Community Church
Governing Board Meeting
Grace Hall
January 26, 2022**

ATTENDEES: Cydney Philbin, Chair, Jodi Patton, Past Chair, Alice Finley, Vice Chair, Deb Humphrey, Joe Bull, Dick Wood, Jr., Molly Hagkull, Doug Torrance, Andrew Wildman, Steve Mushrush, Tricia Baxler, Stacy McVey, Pam Shisler, Rose Konrath

Ex-officio: Paul Anderson, Executive Director of Operations, Jason Milligan, Treasurer

Guests: Catherine Adams, Rebecca Wolfe, Ginny Barney, Lynne Ayres, Rev. David Hett

Absent: Sally Hughes, Ryan Nicoll, Glen Miles, Senior Minister

OPENING/CALL TO ORDER

Chairperson Cydney Philbin called the meeting to order at 7:03 pm. Cydney then introduced and welcomed the guests. Andrew Wildman presented a reading about Camp Akita and then offered an opening prayer.

Cydney asked the Governing Board to confirm their attendance at the annual meeting and also to tell what they have enjoyed about being on the Governing Board during the past year.

There was a sharing of joys and concerns.

APPROVAL OF DECEMBER 8, 2021, MINUTES

Jodi Patton made a motion to approve the December 8, 2021, meeting minutes. Dick Wood, Jr. seconded the motion. Motion passed unanimously approving the minutes as amended.

REPORTS

Glen Miles submitted a written report.

Paul Anderson was called to provide comments on his written report. He then updated the Board on the following:

- 2022 One Love, One Church Stewardship Campaign – As of 1/26 – 697 families have pledged \$1,871,718, an increase of almost 8%.
- COVID continues to be a challenge, particularly at MECDC and EC. Right now, there are no rooms closed, but we had a rough start to 2022 at both centers.
- Akita registrations have been strong. 1,402 campers are registered with another four hundred on a wait list. We are working through the campers on the wait list to find a spot for them. The family camp is nearly full.
- The team from Klais arrived January 10th. They have been busy since arriving, usually working 10–12-hour days. I would expect to begin hearing the organ in worship, despite that the installation may not be complete or it fully tuned.

- He reviewed the December financial statements with the Board and highlighted a few line items for further discussion. He mentioned that as a result of the strong year that full time staff will receive a bonus of \$500 after taxes and part time staff \$250.
- Pleased to report that all of the year end processes are now complete. The Business office staff did an excellent job in closing the books for 2021, getting year end statements for both the Church and the Foundation, the 2022 budget loaded and W-2's out.
- Annual meeting packets are out of this afternoon, and we will have one more prep meeting tomorrow for the annual meeting.

Paul asked for a motion on the minister housing allowance for 2022. This is a requirement of the IRS for the Board to approve an amount up to the lesser of \$40,000 or the fair value of their housing, including mortgage, rent, utilities and upkeep. Cydney Philbin made a motion to approve the 2022 ministerial housing allowances. Molly Hagkull seconded the motion. Motion passed unanimously.

Paul then asked for and responded to questions from the Board.

CHAIR'S REMARKS

Cydney expressed her appreciation to the Board for the past year. She gave a brief update on the prior year, and also discuss her optimism for the upcoming year.

UNFINISHED BUSINESS

None

NEW BUSINESS

Adult Education Team Recommendations – Jodi Patton and Rose Konrath presented the Adult Education Team report. Rose thanked the team; Tricia Baxley, Audrey Connor, David Hett, Jason Milligan, Doug Torance, and Glen Miles for their participation. Abbey Jo Griffith and Shah Hasan also participated in the work of the team. She also provided some overall comments. Jodie Patton then reviewed the programming aspects of the report with the Board. Rose then reviewed the financial and funding implication of the report and also the partnership opportunities that exist. Alice Finley made a motion to affirm the report. April Howe seconded the motion. Discussion followed. Motion passed unanimously.

Treasurer - Cydney then called on Jason Milligan. Jason then announced his resignation. He plans is for his resignation to be effective with the Board meeting, February 23, 2022. Alice Finley was called on to explain the process for election of a new treasurer, as per the 2021 Constitution.

Foundation Board - Paul directed the Board to the Board packet section with the bios of Tim Glaser, Leslie Junk and Clare Long advanced by the Foundation Board for Foundation Board terms beginning

February 2022 and ending January 2025. Pam Shisler made a motion to approve the Foundation Board members. Dick Wood, Jr. second the motion. Motion passed unanimously

Stewardship Team Recommendations – Joe Bull presented the Stewardship Team report. He first thanked the team; Larry Anderson, Paul Anderson, Alice Finley, Stacy McVey, Glen Miles, Steve Mushrush, Katie Ocasio, Cydney Philbin, Sue Ralph, Chris Stanley who collaborated with him on the report. Joe provided background information about stewardship at First Community. He then reviewed the recommendation in the report. Doug made the motion that the Governing Board accept this report, with the understanding the Senior Minister will create a staff/volunteer group to implement the recommendations in the most prudent way possible. Stacy McVey seconded the motion. Discussion followed by the Board. Motion passed unanimously.

EXECUTIVE SESSION

Cydney Philbin made the motion to move to executive session. Jodi Patton seconded the motion. Motion passed unanimously. Paul Anderson and all guests were excused. Jason Milligan was asked to remain.

Pastor-Parish Relations Committee

Jodi gave a brief update to the Board on the Pastor Parish Committee.

Dick Wood, Jr. made a motion to move out of executive session. Deb Humphrey seconded the motion. Motion passed unanimously.

CELBRATION OF RETIRING BOARD MEMBERS

Cydney then recognized the retiring board members for their services. She provided gifts to each. Recognition by the Board followed.

CLOSING

At 9:20 pm, Cydney asked if there was any other business for the Board. Hearing none, she asked for a motion to adjourn. The motion was made, seconded, and it unanimously passed. Cydney Philbin then gave a closing prayer.

Respectively submitted,

Paul R. Anderson
Secretary



Financial Dashboard
January 31, 2022

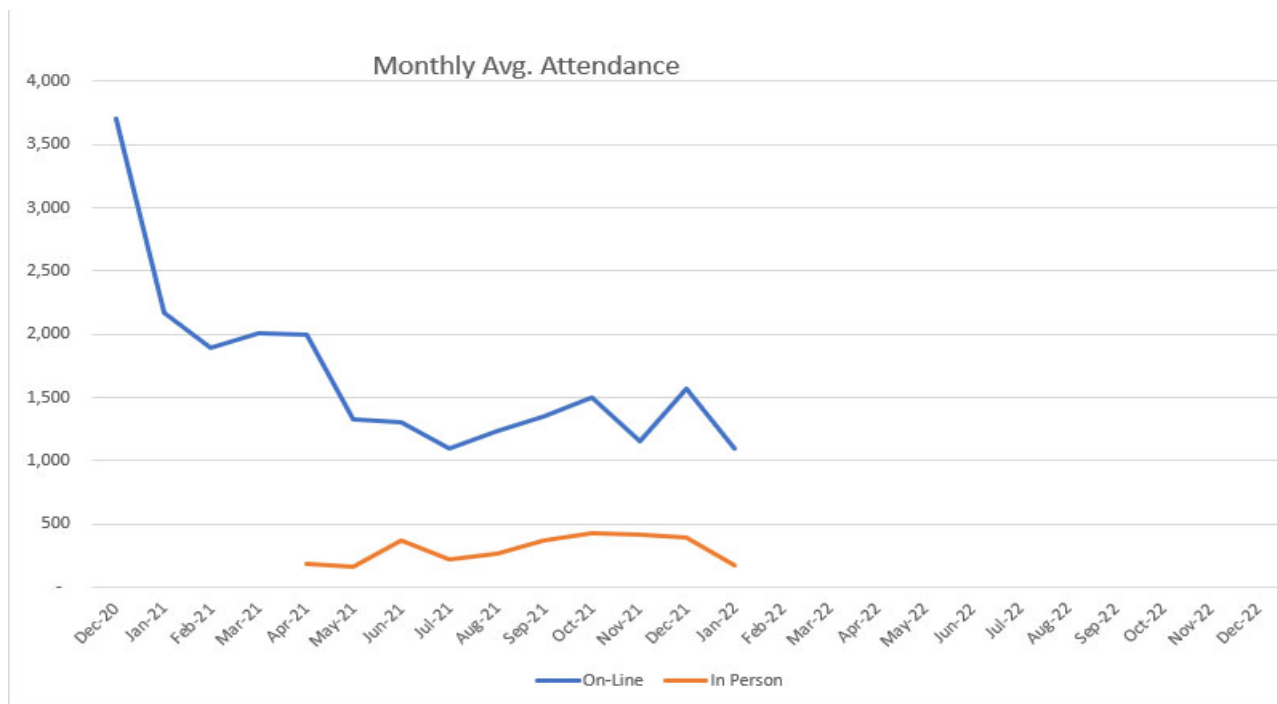
	Actual for This Month	Budget YTD	Actual YTD	Variance YTD	2021 YTD
Pledge Revenue	490,523	631,445	490,523	(140,923)	588,685
Sanctuary Offering	1,704	2,000	1,704	(296)	0
Fee Supported	106,792	126,402	106,792	(19,610)	110,499
Program and Facilities	45,518	40,335	45,518	5,183	4,845
Gifts and other Support	33,682	22,250	33,682	11,432	136,236
Total Revenue	678,219	822,432	678,219	(144,213)	840,265
Fee Supported	112,557	138,671	112,557	26,114	115,344
Ministries and Programs	45,207	51,898	45,207	6,691	25,680
Facilities and Administration	93,847	90,293	93,847	(3,554)	68,143
Salaries and Benefits	110,748	113,231	110,748	2,483	104,754
Total Expenses	362,359	394,093	362,359	31,734	313,921
Net Change	315,860	428,339	315,860	(112,479)	526,344

All Funds - Actual	Current Month				Year to Date			
	Operating	Donor	Capital	Total	Operating	Donor	Capital	Total
Total Revenue	678,219	37,269	1,584	717,071	678,219	37,269	1,584	717,071
Total Expenses	362,359	380,612	7,413	750,383	362,359	380,612	7,413	750,383
Net Change	315,860	(343,344)	(5,829)	(33,312)	315,860	(343,344)	(5,829)	(33,312)
Cash Balance	587,784	558,799	554,107	1,700,690				
Change from prior month	414,377	(191,749)	(5,828)	216,800				
Line of Credit			5,711,626					

2022 Stewardship

2022 Stewardship Summary as of 2/11/22					
	\$	#	Change	%	Avg. \$
Pledges with increase	744,616	188	118,330	18.89%	3,960.73
Pledges with decrease	137,835	71	(59,736)	-30.24%	1,941.34
New pledges	137,110	83	137,110		1,651.93
No Change	892,814	370			2,413.01
Total	1,912,375	712	195,704	8.75%	2,685.92
2021 - as of 2/11/21	1,904,155	754			2,525.40
Difference - 2022-2021	8,220	(42)			
2021 totals	1,966,416	777	156,951	5.083%	2,510.23
Change since last report	29,597	10			2,959.70
Members who pledged in 2021, not received for 2022	175,046	83			
Possible goal	2,087,421	795			
Possible goal if increase holds	2,270,019				
Pledges in 2021 over \$2,000 not received in 2022	121,091	20	6,055		

Attendance



Akita

Session name	Male	Female	Total	Waitlisted
1,2,3...Akita!	45	34	80	35
Family Camp	(21 families, 89 campers)			
Backcountry B1 (6th-8th)	6	0	6	2
Backcountry B2 (9th-2022 Grad)	5	5	10	8
Backcountry B3 (6th-9th, Girls only)	0	5	5	0
Backcountry B4 (6th-8th)	5	5	10	1
Backcountry B5 (9th Only)	0	2	2	0
Backcountry B6 (9th-2022 Grads)	2	3	5	0
Backcountry B7 (6th-8th)	6	0	6	2
<i>Backcountry Subtotal:</i>	24	20	44	13
LIFE Guard A (2022 Grads, only)	4	0	4	0
LIFE Guard B	5	11	16	3
LIFE Guard C	4	12	16	6
LIFE Guard D	4	12	16	5
LIFE Guard E	7	9	16	13
LIFE Guard F	4	6	10	0
<i>LIFE Guard Subtotal:</i>	28	50	78	27
Session 1 (7th & 8th)	17	35	52	0
Session 2 (9th - 2022 Grads)	25	63	88	0
Session 3 (7th & 8th)	54	81	135	31
Session 4 (5th & 6th)	45	81	126	71
Session 5 (3rd & 4th)	45	73	118	2
Session 6 (5th & 6th)	41	81	122	14
Session 7 (9th - 2022 Grads)	29	43	72	0
Session 8 (7th & 8th)	45	80	125	19
Session 9 (5th & 6th)	45	81	126	28
Session 10 (7th-8th)	45	81	126	32
Session 11 (5th & 6th)	45	81	126	88
Session 12 (3rd & 4th)	45	81	126	45
<i>Summer Camp Subtotal:</i>	481	861	1342	330
Total Enrollment (minus Family Camp:	578	965	1544	405
Camps w/openings				



FACILITIES TASK FORCE

February 2022 Recommendations to Governing Board

BACKGROUND

We have operated as a multi-campus church since First Community North opened in 1991. In the 30 years since, both our church and the communities served have evolved significantly. We've made material capital investments in each location, but development at North Campus has been most significant, allowing us to expand programs, fulfilling the congregation's preference of sacred space, augment worship options, and attract new members in more rapidly growing areas of the city.

Recently, attendance and engagement at First Community South has waned. And despite a regular cadence of capital investments and recent facilities improvements, the South Campus is still burdened by deferred maintenance needs while its aged footprint is poorly suited to support future ministries and space priorities.

The Facilities Task Force (FTF) was formed to address the Strategic Plan Imperative as stated: "Determine next steps for our physical facilities with a special focus on First Community South." At the initial meeting the group was asked: "Looking 10, 20, 30 years down the road, what is this ministry going to look like and how are the facilities going to cultivate that ministry?" The FTF quickly concluded that the long-term strategy for ministries needed to be defined through a collaboration of clergy, staff, and lay leaders, after which specific space and facilities needs would become clearer. Having said that, the FTF engaged in rich discussions on the future of our facilities, considering multiple options: (1) consolidation into a single location at First Community North; or (2) commitment to the existing two-campus model and the revitalization of First Community South.

SUMMARY OF RECOMMENDATIONS

Recommendation 1:

Given both financial and mission/ministry considerations, we recommend that First Community **maintain the South Campus and make a strong commitment to its health and vitality** as part of a multi-campus church model that best positions us to maximize the reach of our message and ministries. With the infusion of new housing and the number of young families moving into the area, the FTF concluded that the time is right for growth at FC South. While much more detailed planning is needed, the FTF believes significant changes are needed at South Campus to support likely future program priorities and make the facility more functional, flexible, and more inviting in appearance. Specifically, we recommend considering:

- Removal of the Annex and Lincoln Road Chapel (upon securing alternative space better suited for the important Trading Post and Heart to Heart ministries);
- Creation of an outdoor green space/patio space that will include areas for recreation, outdoor events, and worship;
- Completion of deferred maintenance items (see attached) that are required for the longer-term viability of the main building;
- Make the outside aesthetic (landscaping, signage, etc.) more inviting, reflecting our commitment to be a vibrant and inviting church.
- Redevelopment of the main building's footprint outside the sanctuary, including Burkhart Chapel) to be more versatile in support of classroom, meeting, activity, recital, lecture, and other future uses.
- Dedicate some specific clergy/staff to each campus to support not only ministry and program priorities but elevate our ability to successfully engage in and attract members from the individual communities served by each location.

Recommendation 2:

We recognize that the success of this model will require fundamental changes to how we operate and staff the church and its programs as well as how we engage members and the broader community. We also know that as our ministries evolve, so do our needs for space that supports those ministries. So, we further recommend that program staff create a plan for ministry, programming, missions and needed staffing to provide opportunities for growth at First Community South (and the continued evolution of First Community North).

Once the program staff has developed this plan, a team of program staff and lay leaders will be formed to consider the space needs at FCS and to propose any recommendations for renovation.

This planning process will take time, during which the Horizons campaign, intended to retire debt from the Realize Capital Campaign, will be in process. After the completion of this campaign, additional capital investments may be proposed to improve our facilities.

Throughout these strategic processes, the program staff will, as is stated in the Strategic Plan, present progress updates to the Governing Board every six months.

RATIONALE - MISSION

- While weekly worship attendance at First Community South has been low recently, the South Campus houses many important ministries (Heart to Heart, Trading Post, First Community Preschool, etc.) and is also home to numerous small group programs as well as many staff offices.
- We believe that the lack of worship attendance and engagement at South Campus is largely “self-inflicted.” We haven’t sufficiently evolved our programs to meet changing interests, and we have not effectively marketed our church and message nor cultivated a consistent and relevant community presence. Grandview/Marble Cliff is a dynamic neighborhood that has changed significantly in recent years. It is a culturally progressive, inclusive, and highly-engaged community with needs for facilities that support educational, spiritual and social justice programs that we are ideally suited to provide. We believe that the right commitment to innovative and relevant programs with supporting staff and spaces at South Campus, along with new marketing and membership development strategies and a consistent community presence, can restore a healthy and vibrant energy to First Community South.
- Our history – and the spiritual roots of many of our members – are attached to First Community South. It is vital that this history of inclusive theology and innovative ministry continue to inform and inspire our church’s future.

RATIONALE – FINANCIAL / OPERATIONAL

- While there are some obvious benefits of consolidation (convenience/operational simplicity and nominal expense savings), the loss of space at South Campus would require the addition of space at North Campus (office, meeting, classroom, etc.). The capital outlay for this additional space is projected to match (or likely exceed) the investments required to address remaining maintenance needs and redevelop South Campus to meet forward ministry priorities.
- Abandoning First Community South would likely result in a drop in church attendance/membership and a reduction in pledging units/dollars that is greater than the operating expense savings created by consolidation.
- Viewed through a long-term lens, the financial benefit of selling the Cambridge Blvd. property (either to another church or for residential rezoning) is relatively low and very short-lived.

CONCLUSION

First Community has a long history of growth and success. We must continue to celebrate that history, but we must be bold in shaping the future of our church in rapidly changing times. Having programs and ministries – and supporting spaces - that appeal to all generations, especially younger families in the surrounding community, are key to revitalizing First Community South.

Respectfully Submitted: December 2021

Facilities Task Force Members

Paul Anderson
Nancy Donaldson
Alice Finley
Scott Glaser
Sally Hughes
Connie Johnston
Mary Ann Krauss
Glen Miles
Cydney Philbin
Pam Shisler
Ralph Talmage
Andrew Wildman
Dick Wood

APPENDIX

We discussed MANY things during our deliberations on the future of South Campus. Below are captured very high-level notes regarding potential facility improvements at First Community South to support future church ministries.

In recommending the removal of the Annex and Lincoln Road Chapel from the property we discussed:

- Exploring possible relocation of the Trading Post and Heart to Heart ministries to a more appropriate location in a commercial district accessible to clients by public transportation.
- Developing an outdoor green space/patio space in a park-like setting available for recreation, fellowship, outdoor worship, concerts, etc. (and open to the community).

Develop a plan to address remaining “deferred maintenance” investments needed at First Community South such as:

- HVAC system replacement / upgrade
- Window repair / replacement and double-paning as needed
- Remedy remaining issues related moisture
- Tuck pointing

Develop a strategy for:

- Worship and youth programming at each campus that are developed and marketed to the specific targeted audiences.
- Considering rebranding First Community’s youth program to leverage the energy and brand equity of Camp Akita (i.e., “Akita at Home” or just “Akita”).
- Staffing FCS by at least some dedicated clergy and program staff who can be entirely focused on developing a vibrant church culture and community presence in that location.
- A South Campus facility that marries up to the future ministry and outreach priorities. Potential examples:
 - Renovate Burkhardt Chapel to be a small, multi-purpose lecture and recital space (available for use by the church and the community).
 - “Gut” and redevelop sections of the 1320 building in order to leverage its footprint for more versatile classroom, meeting, and activity spaces.
 - Consider aesthetic investments in the sanctuary that balance its existing beauty/history and the desire for brighter and more energizing spiritual space.
 - Welcome Center Coffee Shop open to members and local residents.

Please read the document below that explains the process we will use to elect the 2022 Treasurer at the February 23rd meeting. If you have any questions, please contact Alice prior to the meeting.

First Community Treasurer 2022

GB Process

Input from GB

All Governing Board members were asked (via email) to share the following information:

- *Considering the duties and commitments of the First Community (FC) Governing Board (GB) Treasurer position provided by Alice Finley, FC GB Chair:*
 - *I would like to be considered for the FC GB treasurer position*
 - *I would be willing to serve as the FC GB treasurer if the GB members feel I am the best person for this position.*
 - *I do not have the ability/time or qualifications to fulfill the roles and responsibilities of the treasurer position*
 - *Other*
- *Please answer: I nominate/recommend the following FB GB member(s) to be considered for the 2022 treasurer position. Share your reasons for this/these nomination(s).*

Follow Up

Alice Finley, FC GB Chair had conversations with GB members who

- ➔ Indicated interest in being considered
- ➔ Wanted to learn more about the position
- ➔ Or were nominated by others AND had NOT marked “*I do not have the ability/time or qualifications to fulfill the roles and responsibilities of the treasurer position.*”

GB members who were interested in being considered were asked to provide a brief summary of their qualifications. These will be shared with the GB before the meeting.

GB Meeting Process

During the GB meeting, additional nominations will be requested from the floor. The interested nominees will be asked to leave the meeting, allowing for discussion by the remaining board members.

Nominees will then return to the meeting.

A vote (on paper) will be taken by all GB members to rank their top 3 (or less) choices. Paul Anderson, Ex. Director of Operations and Cydney Philbim, Past Chair will leave the meeting to count votes. They will then announce the 2022 FC GB Treasurer.

Selection of the Treasurer (from Constitution)

Article VII

CHURCH TREASURER

Section 2: Nomination; Election; Term of Office

A member of the Governing Board, shall be elected by a majority of the Governing Board to serve as Treasurer. The Treasurer shall be a voting member of the Governing Board. The Treasurer shall consult with the Governing Board, the Senior Minister, the Executive Director of Operations, or its equivalent, and others employed in the business office on matters of fiscal policy of the Church.

Candidates for Treasurer shall be selected from members of the Governing Board. The Treasurer shall be elected by a majority of the members of the Governing Board present at the first meeting of the Governing Board after the annual meeting of the Church.

The term of office of the Treasurer shall be one year, commencing immediately after election. The Treasurer shall not serve more than three successive terms. 16 Section 3: Vacancy In the event the position of Treasurer should become vacant during a term of office, the Governing Board shall elect a new Treasurer, in accordance with Article VII, Section 2 of this Constitution.

From my previous email

Section 1: Authority and Duties

The Church Treasurer shall represent the members of the Church in all fiscal matters of the Church. The financial accounts and financial accounting of the Church shall be overseen by the Finance Committee, which is defined in the By-Laws of the Governing Board. The Treasurer or their delegate shall report on income and expenditures of the Church at each meeting of the Governing Board and shall perform such other duties as are normally incumbent upon a treasurer or designated by the Governing Board. The Treasurer shall be the Chairperson of the Finance Committee.

Treasurer's job description

1. Meetings
 - a. Chair the Finance Committee (FC) 1x/month
 - b. Member of the Executive Committee (EC) 1x/month
 - c. Member of the Pastor Parish Relations Committee (PPRC) 2x/year (plus prep)
 - d. Governing Board Meetings 1x/month

2. Communication with congregation & GB
 - a. Work with Paul on a quarterly letter to the congregation 4x/year
 - b. Answer questions from members (emails, phone calls, in-person/after services)
 - c. Report at the Annual Meeting 1x/year
 - d. Report (as needed) during GB meetings
3. Oversee Glen and Paul's expense reports (can be done online)
4. Back up check signer (if needed)
5. Audit process - be available as needed 1x/year
6. Budgeting Process - review and provide oversight, questions, comments

Time commitment

- Approximately 12-15 hours per month, 20+ hours during budgeting, annual meeting months, and strategic planning years
- The term of office is one year. Treasurer may not serve more than three successive terms

The treasurer should be

- financially astute, but does not need to be an accountant
- a good communicator, including with technical matters
- able to keep confidences with sensitive information

We will be discussing the roles of Liaisons at our February meeting. Please review the information below.

FIRST COMMUNITY GOVERNING BOARD New Member Orientation

Liaison Role Guidelines to Councils & Standing Committees

LLIAISON: The origin Latin word "ligare" means "to bind."

*The Old French word **liaison** refers to a relationship or link between people or groups who aids communication. A liaison works in cooperation, which facilitates a close working relationship between people or organizations.*

- **BE PRESENT.** Attend all meetings unless absence is unavoidable. If you cannot be present, notify the Council Chair in advance. Avoid signing up for liaison roles that conflict with your set schedule.
- **BE SUPPORTIVE.** Support the Council's work and efforts. Attend Council-sponsored events. Show appreciation for the time and resources that Council Members are devoting.
- **COMMUNICATE** Governing Board activities. Present a concise report of the most recent Governing Board meeting using the "Talking Points" received from Secretary of the GB. Please do not add editorial comments or personal opinions. Stand behind board decisions, even if you personally voted against them or disagree. Avoid presenting a personal agenda apart from Board consensus.
- **ANSWER** Board-level questions. When asked about Board activities or Board-level issues/decisions, answer questions as best you can or promise to get clarification and follow-up at the next meeting.
- **DEFER** operational-level questions. When asked about operational issues, defer to the Council's staff representative for answers, or, if the question deals with issues outside of the staff representative's area, refer the question to the Senior Minister or the Executive Director of Operations. You may also offer to follow-up at the next meeting after you have found the correct answer, if you feel that approach is best in the situation. Avoid attempting to answer operational-level questions, as it is very likely that as a Board Member you do not have all the necessary information to fully and accurately answer.
- **GIVE VOICE** to Councils. Promptly prepared liaison reports pursuant to the Governing Board reporting schedule. Let the Board Chair, Senior Minister or Executive Director of Operations know of issues or feedback, positive or negative, that in your judgment, you believe to be necessary/helpful. Let Council Members know that you are communicating their feedback/concerns to the appropriate persons/through the appropriate channels, and that their opinions are valued.
- **DEMONSTRATE VALUABLE LIAISON SKILLS.** Listen. Cooperate with others. Collaborate and work as a team. Communicate clearly. Exchange information accurately. Foster relationships and encourage others. Report accurate, clear information in a timely manner. Act as a positive representative of the Governing Board.

Revised: J Patton 2/3/20

Bylaws - Section 5.8.6 - Reporting Procedures The Board can appoint from its members liaisons to each of the Councils, Boards, or Committees, which liaisons shall submit to the Board periodic reports. These reports shall be submitted to the Secretary of the Board at least one week in advance of the date of the regular meeting of the Board for that month.

Recognition of Jason Milligan as Treasurer

Molly Hagkull

<https://1drv.ms/p/s!Anjplrcz1PsTcKG0bgEfEPGg2Tk>