

# Lay Board Meeting Minutes

October 18, 2016

Cribari Center Patio Room

Lay Board members present: Barbara Knight, Connie Jamrock, Dwight French, Ginny Johnson, Jim Day, Judy Heiker, Ken Utne, Mike Falarski, Stan Funkhouser

Staff present: Bill Hayden

Others present: Dean Pearson, Martha Baker, Gary Hill

- Meeting called to order at 7:02 p.m.; Pastor Bill offered opening prayer after reading 1 John 3:16-18.
- The minutes of the September board meeting were **approved as written**.
- There was no correspondence to be handled.
- Treasurer's Report: Stan reported that Lucinda sent out the budget versus actual reports for both August and September to all board members; Stan handed out a three page summary of those reports, and after going through it he said that we are very close to the budget, though the budget had anticipated a \$9,000 deficit. There was a short discussion, but the subject of budget deficit was on the agenda for later so the Treasurer's Report ended.
- Committee Reports
  - Missions: Jim Day reported that he had additional thank-you notes from several of the missionaries we're supporting. Pastor Bill mentioned that a leader of the local Gideon's will be coming in November, perhaps on the 20<sup>th</sup>. Jim asked about the Samaritan's Purse Christmas shoeboxes – Bob Johnson is still working with them and the shoeboxes will be coming out in the very near future. Mike asked about the Kenya Mission since one of the missionaries recently died, and asked Jim to check on whether we should continue to give to them.
  - Worship: No report.
  - Music: Gary Hill reported in Dee's place that Dee Willey is the chairperson for the Christmas Dinner on December 11<sup>th</sup>. The Christmas Cantata will be on December 18<sup>th</sup>. Gary mentioned that for Christmas 2017 the Cantata will likely be on December 24<sup>th</sup>.
  - Pastoral: Judy Heiker reported that the prayer team had a very successful coffee/fellowship time at Foothill recently. Visitation Committee's next meeting will be at Larry McNary's home on November 8<sup>th</sup> at 2:00 p.m. Judy did not have an update on Stephen Ministers; Pastor Bill mentioned that his sermon for the last Sunday of the month would be centered on the Stephen Ministers, entitled, "Helping People Help People".
  - Membership: Ginny reported a new member 2 weeks ago, member recognition during Chapel service remains to be scheduled.
  - Flowers: Barbara said the flowers are going well; the first Sunday in December the only week left to be spoken for.
  - Communion: Connie reported that they are all set to go. Instead of having supplies at someone's house, they have supplies at the Chapel and also at the Chapel Office. There are three groups doing communion, so they will each do one every three months.

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- Nominating Committee: Dwight presented the names of the 7 nominees from the nominating committee: Martha Baker, Jeanette Campa, Norma Gwinn, Carolyn Hill, Dean Pearson, Janet Stevenson, and Bill Travis. Mike asked Dean to have Peter (Unruh, worship leader for October 23<sup>rd</sup>) announce these nominations and also to alert the nominees that their names would be announced.
  
- Old Business:
  - Outreach Committee Update: Mike reported that the Outreach Committee will continue to develop letterhead and business cards and a format for an ad in the Villager. A suggestion was made to put some of the brochures at the VMA office. Mike encouraged the board to share these materials with those around us. Martha Baker asked if it would be okay to put an ad in the Villager regarding the various Bible classes offered by the Chapel, and the answer was a definite yes.
  
- New Business:
  - Nomination Process and Milestones: Mike compiled parts of the Chapel Bylaws that dealt with the nomination and election of board members and included that compilation in the handout packet he gave to the board to study at home. In the brief ensuing discussion it was asked if the size of the board might be reduced. Mike said that would be a change to the Bylaws and he thought maybe next year's board could look at making changes to the Bylaws, but not at this time.
  - Special Holiday Giving: Mike mentioned that we have two upcoming special holiday offerings –Thanksgiving and Christmas – and the board should decide on where the money should go. Discussion continued; **a motion was made, seconded, and passed to give the Thanksgiving special offering to San Jose Rescue Mission and the Christmas special offering to World Relief.**
  - Souper Bowl Sunday: Mike said that Emil and Judy are going to be on Holiday during that time and we need to find someone to take that responsibility. Mike said he'd tell Emil that we'll figure it out and for him not to worry about it.
  - 2017 Budget Process: Mike brought the board's attention to the 2017 draft budget that was in the packet he handed out. Quick bottom line: as it stands, the 2017 budget will fall nearly \$8,000 short. As it stands, the missions budget is still at 25% of the expected offering income. The board needs to accept the 2017 budget at the November meeting, since the current board hands the 2017 budget to the next year's board at the December board meeting. In the packet was another version of the budget format, simplified somewhat and rearranged to better group expenses. This will be the new format from this point forward. Mike then began talking about budget management, explaining the process used previously to balance the budget, which was to add some amount from the Chapel reserves to cover shortfalls. The Chapel has been running at a deficit for a while, and will likely continue to run at a deficit. Mike said there were basically two choices: raise income or reduce

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expenses. Rather than building \$9,000 (from savings) into the budget at the beginning of the year to force it, Mike is proposing to budget the missions for the amount of money that fixes the deficit. The board would make a conscious decision about the amount to spend on missions as the year progresses, adjusting up or down or taking from savings as deemed appropriate. Considerable discussion ensued; Stan made the point that we already aren't really giving 25% of the income to missions because we're taking \$9,000 out of savings to say we're giving 25%. Mike ended the discussion by saying that the board has the packet with the proposed budget and other information and we should look it over and get back to him or Stan with any thoughts or questions before next month's board meeting.

- Pastor's Report: Pastor Bill mentioned that he checked in on Fred Oliveri; he has been transferred to a rehab center and is on a slow road to recovery. Bill also said that Ed Loeswick should be coming back from a rehab facility. Bill said that for Christmas he would have the Christmas story and fold in with that our Communion service. Pastor Bill exhorted the board members to encourage Chapel attendees and pray with them on the spot if they voice concerns, especially regarding the upcoming presidential election and the state of the nation. He reported that the Fall Festival was well served by those members who signed up, the Chapel was presented in a positive image, and people walked away with nice-looking brochures in their hand.
- Next meeting is Tuesday, November 15<sup>th</sup> in the Patio Room at 7:00 p.m.
- Meeting was adjourned at 8:47 p.m. and Pastor Bill closed in prayer.

Respectfully submitted,

Dwight French, Secretary