

Monday, November 9, 2009
6:00 PM
CLC – Grand Room

The meeting of the Trustees was held on Monday, November 9, 2009 at 6:00pm with Ed Howie, Trustee Chair, presiding.

In attendance:

TRUSTEES: Jim Adams, Dave Ballard, Paul Bracher, Ed Braswell, Jay Clingman, Dianna Crocker, Joe Gaydos, Wayne Grant, Les Hollon, Ed Howie, Paige Kyle, Cindy Marini, Carl Register.

GUESTS: Mel Pankey

Paige Kyle opened the meeting with a devotional from 1 John 4:11-12 on “perfect love casting out fear.” After taking prayer requests, she led in prayer. The minutes of the October 5, 2009 meeting had been previously approved as written by a majority of the Trustees through a Trustee website poll on Oct. 21, 2009.

1. Financial Update: Mel Pankey, interim business administrator updated the Trustees on the current financial situation with regard to TriPoint and Grace Coffee Café (“GCC”). He said that while we are not yet in a break even position, the trends are up, business is better, and expenses are significantly decreased. Mel reiterated that David Robbins and John Park are overseeing operations and facilities in this interim period. Mel said that the TriPoint board has been supplemented with an attorney and a member of the Finance Team. Mel stated that currently \$175,000 has been drawn on the line of credit and that he anticipates needing an additional \$50,000 more to cover upcoming expenses for GCC. In addition, GCC owes Trinity \$55,000 from last year and \$40,000 in anticipated advertising costs. The Trustees expressed their continued enthusiasm and optimism for TriPoint and GCC and its mission. It was suggested that David Robbins be invited to a future Trustee meeting to give an update.

2. Trustee Effectiveness Survey: Ed Howie said it is important that the Trustees respond to the results of the survey. He asked Joe Gaydos, Dianna Crocker and Ed Braswell to form a sub-team to coordinate the feedback and the method of communication back to the Church on this survey. There was discussion of specifics learned from the survey and the proper method of communication to the Church. Ed asked the Trustees to provide their feedback on the surveys to Cindy Marini for forwarding to the sub-team as soon as possible in the following areas:

- What three things are most affirming to our process?
- What three areas are surprises – “ah-ha’s”?
- What does this say that we as a Church need to “fix”?
- What are three actions we should take based on this feedback?

The sub-team will provide their report at the next Trustee meeting as well as a recommendation as to the best way to respond back to the Church.

3. Senior Pastor Assessment Team: Ed Howie reminded the Trustees of the process established last year for three Trustees and the Pastor to form a Senior Pastor Assessment sub-team for the purpose of defining objectives, providing feedback, and conducting the Pastor’s year-end review. Ed stated that in addition to the Pastor and himself this year’s sub-team will be comprised of Jay Clingman and Paige Kyle. Ed asked Jay Clingman to lead the sub-team, and requested that Jay schedule a meeting of the new team as soon as possible so that the Pastor’s Objectives Document for 2009-10 can be finalized. Ed also requested that the members of last year’s assessment team, Paul Bracher, Wayne Grant, Jim Adams and Cindy Marini be invited to the first meeting in order to ensure a smooth transition and to maintain continuity with the process. Pastor Les Hollon stated that he was pleased with the process that had been developed from last year and that it encourages him to be at his best.

4. **Future Business Meeting Dates:** Ed Howie stated that the day and timing of Church business meetings continues to be an open item as to how to get the largest and most diverse members of the congregation to participate. After a time of discussion, it was agreed that Les Hollon and Ed Howie will meet and determine the best day of the week (Sunday afternoon vs. Wednesday evening) to calendar future business meetings. It was also suggested that the Kingdom Builder's Sunday School class (as the largest class in the targeted age/involvement group) be polled as to their opinion. The Trustee officers will follow-up on this item.

5. **Trustee Team Assignments:** Cindy Marini distributed Trustee team assignments linking each Trustee to at least two Church teams. Trustees were asked to contact their team leaders through email or phone to offer Trustee availability and assistance throughout the upcoming year. It was clarified that Trustees are not expected to attend team meetings or otherwise participate with the team, unless requested by the team leader. Trustees who are liaisons to Standing Teams were asked to remind those team leaders to submit their goals and objectives for the upcoming year to the Trustees.

6. **Update on Policies and Procedures Manuals:** Ed Howie stated that the two most important outstanding P&P documents are the Finance Team and the Facilities Team. Ed asked Paul Bracher to coordinate with Mark Outlaw, Finance Team Chair, to coordinate getting the Finance Team's document submitted to the Governance Team. There was discussion of whether the Audit Team, which had been merged into the Finance Team, should be a separate team. Regarding the Facilities Team document, Jim Adams will work with Ken Smith, Governance Team chair, to facilitate getting this document completed.

7. **Reports from Standing Teams:**

- Missions: Joe Gaydos reported that there is lots of excitement over upcoming missions plans—trips to Costa Rica, Ghana, Kids Heart, and the emphasis on getting more of the Church to participate in missions. He stated that Ben Freeman has been working with the team on how they can educate the Church more broadly on missions.
- Lay Ministry: Paige Kyle reported that her team will be meeting in the coming week and that John Park is the team liaison.
- Deacons: Ed Braswell reported on the well attended kick-off activities for the Deacon Council.
- Music and Worship Arts: Cindy Marini reported on the Worship Team's involvement in assisting the Chorale with the upcoming Christmas program on December 13th.
- Discipleship and Education: Wayne Grant reported that George Young's retirement will create a need for additional support in the CLC during the interim period. He said that the D&E Team is working with the Pastor and Ministry Matching Team to define the position job description going forward. Wayne also said that the parsonage is under consideration to become a retreat center for individuals and couples to use for a few days for meditation, prayer and/or other spiritual needs.
- Stewardship – David Ballard reminded the Trustees of the good giving trend so far for the year and asked them to continue to pray about the challenge of this year's budget and for giving hearts of our members.

8. **New Business:**

Carl Register stated that in keeping with the arms-length separation of for-profit and non-profit entities under the TBC umbrella, a sub-team consisting of the TriPoint Team, the GCC Board, Dick Peacock, Mel Pankey, Les Hollon and Carl Register, is in the process of finalizing two documents--a lease agreement and a management agreement between the Church and GCC. It is contemplated that these documents will be ready for execution in the near future. After discussion, the following motion was made by Jim Adams and seconded by Dianna Crocker, that "the above sub-team is authorized to proceed with finalizing a lease agreement and a management agreement between Trinity Baptist Church and Grace Coffee Café for execution by the Trustee Chair. Prior to execution of the documents, the Trustees will be provided with an executive summary of both documents for their review." The motion was unanimously approved. Carl Register will follow-up with the sub-team.

9. **Update from Senior Pastor:** Senior Pastor Les Hollon reported on the following items:

- Upcoming ministry themes:
 - Beginning 11/29 thru 12/20 will be four weeks of Advent (Hope, Peace, Joy, Love)

- 12/13 – Chorale will present Christmas Program (two performances)
- 12/16 – Forever Loved service
- 12/24 – Christmas Eve service
- 1/5/10 – Pastor will begin a 6-week emphasis on God’s Promises for Family Life which will deal with the subjects of TV and the family (Eph. 4-5); Blended Family (Ruth & Boaz); Friends as Family (Mary, Martha & Lazarus); Parenting Enrichment, including the role of grandparents as well as traditional family; and Marriage enrichment
- February thru April – Trinity family will be challenged to listen to the entire New Testament (28 minutes per day) during the weeks from Lent up to Easter using recorded dramatic readings that will be made available to the entire congregation. In coordination with that effort, Pastor Les will preach a sermon series entitled “God’s Promises from the New Testament” which will relate to the scripture listening sessions for that week.
- Easter Week – Chorale will present an Easter Program; the Saturday before Palm Sunday will be the “Eggstravaganza” sponsored by the Children’s Ministry; we will observe a Maundy Thursday service to re-experience the last supper; a Good Friday service to re-experience the crucifixion (congregation will be challenged to fast from something (i.e., food, media) and create a time of “emotional space”; Sunrise service; Easter Service and Bright Sunday on the Sunday following Easter
- Acoustical consultant is currently reviewing the sanctuary’s sound system and personnel and will be making a recommendation soon on the best way to go forward.
- MM&WA search team is down to a very short list. They expect to bring a recommendation in December with a January arrival of this candidate.
- Minister of Administration will need to be filled by an individual who is talented at finance and has a heart for ministry. This person will facilitate the resources by which we do ministry and mobilization.
- Minister of D&E: Les stated that he is not planning to immediately replace George’s position, and that it will likely be incorporated into the Minister of D&E position. Until then, he is suggesting a part-time interim to work in the CLC and assess the needs. He has a candidate in mind and will report back to the Trustees.

At 7:50 pm an Executive Session was called until 8:20pm. After which, there being no further business, the meeting was adjourned and David Ballard closed with prayer.

Submitted by: Cindy Marini, Trustee Secretary