

Monday, August 31, 2009
6:00 PM
GRAND ROOM- CLC

The meeting of the Trustees was held on Monday, August 31, 2009 at 6:00pm with Jim Adams, Trustee Chair, presiding.

In attendance:

TRUSTEES: PRESENT: Jim Adams, Dave Ballard, Paul Bracher, Jay Clingman, Gene Dawson, Sr., Wayne Grant, Les Hollon, Ed Howie, Troy Jessee, Linda Kainz, Cindy Marini, Carl Register, Ken Smith.

NOT PRESENT: Troy Jessee, Ken Smith

GUESTS: Donna McIlveen

Wayne Grant opened the meeting by taking prayer requests and leading in prayer. The minutes of the August 3 and August 10, 2009 meeting were approved as written.

1. Update on the Ministry Plan Process for 2009-10: Dave Ballard reported that the Staff, Finance and Stewardship Teams are making meaningful progress in finalizing next year's plan. They are preparing for the Annual Business Meeting where the congregation will have an opportunity to approve what we are doing and move from a place of "how do we protect what we have" to "how we use our gifts and integrate with progress." Dave said that this speaks to the leadership in place through our Senior Pastor and through the enhanced communication processes.

Les Hollon reported that the Finance Team has embraced what was requested by the congregation at the August 23rd Town Hall meeting to increase our missions giving to a full 10% of Tithes and Offerings received and to budget the same amounts as last year in our Worship and Children's ministries. This results in total projected tithes and offerings for 2009-10 of \$4.3 million, an increase of \$106,000. Les said that he is encouraged by the "spiritual synergy" at work at Trinity. The vision has been laid out, and the congregation is engaged. Now we must take the opportunity to financially fuel this plan. The Pastor advised that there are and will continue to be controls in place to monitor our giving and expenses, that spending will not get ahead of giving, and that there will continue to be regular monitoring and deliberate quarterly reviews and updates as to where we are against the Ministry Plan. Pastor Les summarized by saying that he is grateful for what is happening in the congregation; it is exciting and a joy to be a part of.

Ed Howie said that it is incumbent upon the Trustees to be more deliberate in advising the Church of where we stand with giving and to communicate the needs. Jim Adams reminded the Trustees to continue reminding everyone of "what God can do."

A question was raised concerning the Financial Summary to be presented to the Church as to why the Missions giving is capped at \$3.8 million rather than the newly proposed \$4.3 million. Dave Ballard emphasized that missions giving will be based on 10% of actual tithes and offerings received and will not be capped on any number. Dave will follow-up with Gregory Shaver and the Pastor to see if the missions giving number can be reconciled on the Financial Summary.

2. Report from the Ministry Matching Team: Donna McIlveen, Chair of the Ministry Matching Team was invited to give an update on the work of the Ministry Matching Team in filling next year's teams. She complimented the work of her team this past year. She reported that they are almost finished with their work and that almost all of the team leaders are in place for next year. She also emphasized the effort being made by her team to recruit new team members either through the STARS book or through personal referrals. She and the Team have developed a "snag" list of folks who have been identified by the MMT but may not currently be serving anywhere. She provided the Trustees with a list of next year's proposed team leaders and said it was her estimation that there would be six returning Trustees and three new Trustees. There are also four at-large positions that will be filled by congregation members at the Annual Meeting. Jim Adams thanked Donna and her team for their work this past year.

3. **Grantham Funds Request Process:** In Ken Smith's absence, Cindy Marini presented a revised Grantham Funds Request Process for Trustee discussion and approval. After discussion, the Trustees requested two revisions: (1) obligation of the Finance Team chair to form an ad-hoc committee to study any given proposal; and (2) continuing the established procedure of presenting any approved use of the Grantham Funds to the Deacon Council for its endorsement prior to going to the Church for approval. Subject to these revisions, the Trustees unanimously approved the revised process. Cindy will make the revisions and send the final draft to the Finance Team for their review and further revision or action. It was agreed that after any further revisions from the Finance Team, that this revision should be presented by the Finance Team to the Deacons for endorsement and to the Church for approval.

4. **Request for Year-End Report from Church Teams.** In accordance with the Trustees' Policies and Procedures, Ed Howie presented a proposed email that would go out to all team leaders asking for a year end report on the key goals and priorities that were achieved by their team during the past year, and some of the goals and priorities that were not accomplished and should be considered for future action by next year's teams. Ed said that this would be used as a transition document for next year's team leaders. It will also be useful for our "God at Work" campaign. The survey will be emailed during the first week of September with a one week requested turn around.

5. **Trustee Year-End Self-Evaluation.** Ed Howie presented a short, online survey that can be completed by Church members anonymously to evaluate Trustee performance over the past year. It will be offered on the website, in print, and through email. Subject to several suggested revisions, the form was approved by the Trustees. Ed will follow-up in getting this distributed to the congregation during the second week of September.

The Trustees then discussed their own performance during the past year. Items for progress are:

- Spending more time on team reports and key issues facing the Church
- Being more deliberate in inviting the Personnel and Finance Teams to attend Trustee meetings
- Coordinating with the Senior Pastor to invite pastoral staff members to attend meetings and offer updates

Other suggestions for enhanced communication between the Church and Trustees included:

- Being more proactive in our SS classes to inform them of what the Trustees are doing
- Making semi-annual phone calls to all team leaders to voice support of what their team is doing and offer any assistance
- Regular articles in the Trumpet giving a summary of what's happening at Trinity: "Trustee Emphasis"
- Inviting a Trustee to give a 2-3 minute report to the Deacons in their monthly meetings

The Pastor affirmed the tenor of this conversation and especially encouraged updates and connections with the Sunday School classes.

6. **Update on Intellectual Property Agreement.** Jim Adams reported on a meeting that he had attended earlier in the day with Les Hollon, Gregory Shaver and an IP attorney specializing in non-profit organizations. Jim stated that the intellectual property issue is fairly simple from the Church's perspective, but is a very complex from a tax perspective. He said "the only protection for all parties is that all intellectual property belongs to the Church." Since there is still the desire on the part of Trinity for there to be an intellectual property agreement in place that may benefit a pastor, Jim requested, absent the finding of another vehicle, Trustee endorsement to prepare a policy that says that all intellectual property prepared by a pastor belongs to the Church with a side letter stating the Church's desire to not receive any revenue for royalties. The Trustees also endorsed Jim working with the Pastor to draft a letter to this effect, and to have it reviewed by the Personnel Team and the Trustees. Wayne Grant suggested that we contact other churches where full-time pastors are publishing their work and see what their policies are. Les Hollon reiterated his commitment to do what is legally and morally right in this matter.

7. **Review of Trustee Officer Considerations.** In Ken Smith's absence, Wayne Grant presented a motion to the Trustees as follows: "Motion is made that the election of Trustee officers shall be held at the first meeting of each Church year. To better equip individual Trustees to determine their choice for the various

offices or their willingness to accept nomination for any such office, the qualifications are attached to an addendum of the Trustee Policies and Procedures.” Upon motion made and seconded, the proposed motion was unanimously approved. Cindy Marini will forward the proposed amendment to the Governance Team and to the Business Office for inclusion in the Trustee records.

8. Approval of Revisions to Team Policies and Procedures: Cindy Marini reviewed the requested revisions to the Women’s Team, Missions Team and Welcome/Hospitality Team policies and procedures which had been previously forwarded to the Trustees for review. Upon motion made and seconded, all three team manuals were approved as revised and will be presented at the Annual Meeting for approval by the Church.

It was noted that policies and procedures documents are still outstanding for the Finance Team, Facilities Team and Prayer Team. Jim Adams will follow up with these team leaders to see if this can be accomplished as soon as possible. A question was raised as to the status of the TriPoint policies and procedures documents—which includes three different P&P documents (1) the original TriPoint guiding document which was developed by the TriPoint Team during the construction and pre-opening phase—which likely needs updating; (2) the document for the new Relational Team that is currently working with the lay ministry team to establish its charter policies and procedures as a new Church team; and (3) a TriPoint operations guide which includes day-to-day operating procedures for the TriPoint Chaplain and staff. Pastor Les will follow up with David Robbins, the new TriPoint Chaplain on getting these revised documents in place and with Ken Smith who has volunteered to assist in developing a charter for the Relational Team.

9. Approval of the Senior Pastor Job Description and Review Process: Paul Bracher presented a proposed “Senior Pastor Covenant and Ministry Job Description” which had been previously forwarded to the Trustees for review. This document had been prepared by the Senior Pastor. He included a number of items that were in the Pastor profile developed earlier by the Pastor Search Team. Paul made a motion that this document be accepted as the job description for the Senior Pastor. Carl Register reported that the draft document had been reviewed by the Personnel Team and that it is consistent with Trinity’s personnel procedures. Upon motion made and seconded, the document was approved as submitted.

Paul Bracher then presented a draft “Trustee Plan for Accountability Review for the Senior Pastor”, which had also been previously forwarded to the Trustees for their review. There was discussion and suggested revisions to include (1) that the Senior Pastor may report quarterly on his progress against his Objectives Document; (2) that a sub-team consisting of the Chair of the Trustees and two other Trustees appointed by the Chair will meet with the Pastor to review his year end Objectives Document; and (3) that the sub-team will report back to the Trustees in an Executive Session meeting. Subject to these revisions, the document was approved. Cindy Marini will revise the document and forward a copy to the Governance and Personnel Teams. It will also be attached as an addendum to the Trustees’ Policies and Procedures. This document will go into effect immediately and will be the basis for current year accountability review adjusted for the lack of an Objectives Document for this first 2009 Church year review.

There was discussion of the need for 360 feedback from the staff and congregation in the final review process. Jim Adams suggested that it was incumbent on the Trustees to take the pulse of the congregation and staff during this process.

Jim Adams also brought up a concern voiced by one of the Trustees that the entire Trustee body should be involved in the Pastor’s annual review rather than a small sub-team. There was strong consensus that the review should be done by a small sub-group (the Chair and two trustees appointed by the Chair), with the subgroup reporting back to the entire Trustee body. Jim then asked the Pastor to excuse himself briefly while the Trustees had private discussion on this matter. Les joined the group again after this discussion.

Paul Bracher summarized the process for this year as follows: The previously appointed sub-team consisting of Paul Bracher, Jim Adams, Ken Smith, Wayne Grant and Cindy Marini will meet with the Pastor on Tuesday, September 1 to discuss the Pastor’s accomplishments from February 16 to August 31, 2009. They will also discuss any needs or desires for the coming year. This discussion will be founded on a document prepared by the Pastor and given to the sub-team outlining his accomplishments as well as areas for needed development. After that review, the entire Trustee body will meet in Executive Session on Wednesday, September 9 for a read-out of the discussion and any other matters of accountability the broader group may raise.

There was also discussion of what the Trustees have done to support of the Senior Pastor and what they could do better. This will also be discussed at the September 9 meeting. Jim Adams also asked that if anyone had additional thoughts or suggestions that they be given to the sub-team prior to the September 1 meeting.

10. **Trustee Upcoming Calendar Items:** Cindy Marini reviewed with the Trustee the upcoming special and annual meeting dates. It was also determined that the next regular meeting of the Trustees would be Monday, October 5, 2009, which will include the new slate of Trustees. Cindy will make sure this date is posted accordingly.

11. **Team Reports:**

- a. Discipleship and Education: Wayne Grant reported that his team is working with the Staff on exciting programming for the fall;
- b. Deacons: Cindy Marini reported that the Deacon Officers are working on the ministry plan for next year;
- c. Worship: Linda Kainz reported that the search team has been working diligently and will begin telephone and personal interviews with candidates;
- d. Personnel: Carl Register reported that the Personnel Team had been busy meeting with the TriPoint Chaplain during the past month and is not meeting in September;
- e. Communications: Ed Howie reported that his team has been working with Kyle Focht on the 2009-10 Ministry Plan video. He was also pleased that the Sunday AM worship service is now available on the website through live streaming.

12. **New Business:**

- a. Jay Clingman brought up the outstanding action item of settling with the congregation whether there is still a desire to repay the Grantham funds for the TriPoint construction. He reminded the Trustees that it was communicated to the Church by the Trustees that 50% of the funds used for construction would be paid back to the Grantham Fund through some type of capital campaign. Jay would like to see closure with the Church on this issue. Jim Adams will discuss with the Finance Team their thoughts on how this should be presented to the Church. Jim will report back to the Trustees.
- b. Jay also expressed the need for the Facilities team to follow-up with a recommendation to the Church for the use of the Rock House.

There being no further business, the meeting was adjourned at 8:30 pm. Jim Adams closed with prayer.

Outstanding Action Items:

- Finalize Grantham Funds Request Process and send to Finance Team – Cindy Marini
- Send request for Year End Report to all Team Leaders – Ed Howie & staff
- Send request for Trustee Year-End Evaluation to congregation – Ed Howie & staff
- Follow-up on internal Trustee self-evaluation suggestions - Trustees
- Senior Pastor Intellectual Property letter agreement- Jim Adams
- Policies and Procedures for Finance Team, Facilities Team & Prayer Team – Jim Adams & Governance
- Policies and Procedures for three TriPoint teams – Les Hollon & Ken Smith
- Repayment of the Grantham Funds used for TriPoint construction- Jim Adams & Finance Team
- Report from Facilities Team on the proposal for the Rock House – Les Hollon

Submitted by: Cindy Marini, Trustee Secretary