

Monday, August 3, 2009
6:00 PM
TriPoint – Meeting Room #1

The meeting of the Trustees was held on Monday, August 3, 2009 at 6:00pm with Jim Adams, Trustee Chair, presiding.

In attendance:

TRUSTEES: Jim Adams, Dave Ballard, Paul Bracher, Jay Clingman, Gene Dawson, Sr., Wayne Grant, Troy Jessee, Linda Kainz, Cindy Marini, Carl Register.

ABSENT: Les Hollon (attending Pre-Teen Camp), Ed Howie, Ken Smith

GUESTS: Joe Brake, John Park, Jr.

OBSERVERS: None

Cindy Marini opened the meeting with a devotion from Proverbs 27:1. She took prayer requests and led in prayer. The minutes of July 6, 2009 meeting were approved.

1. **Update on the Ministry Plan Process for 2009-10.** In the Pastor's absence, Dave Ballard reported that the Ministry Plan is in the final stages and the staff is looking forward to the second presentation of the Plan on August 10th. The Staff and teams are working with the Finance and Stewardship Teams to refine the budgeting process. He said that the emphasis going forward will be making the connection that "our giving of tithes and offerings results in ministry that makes a difference in people's lives." He reviewed a handout entitled "Our Challenge is our Opportunity" which outlines the challenges in next year's budget. It is a "doable challenge that will require growing and giving together." Dave also reported that Pastor Les Hollon will be the liaison with the Finance and Stewardship teams and will provide leadership to the staff and congregation in this area. Jim Adams also reminded the Trustees of their role in the process: to ensure that the overall Ministry Plan meets the direction as set out in the priorities and objectives that were approved by the Church.
2. **Approval of Revisions to Policies and Procedures Documents:** Cindy Marini requested that the Trustees approve several revisions to Policies and Procedures documents which had been approved by the Governance Team and previously forwarded to the Trustees for review. They were as follows:
 - a. **Deacon Council:** Upon motion made by Cindy Marini and seconded by Jay Clingman, the Trustees unanimously approved the Deacon Council's proposed revision to their Policies and Procedures to move the election of the Deacon Nominating Committee from the Annual Business Meeting in September to the first Business meeting of the calendar year. Because this revision also affects the Bylaws, a Special Meeting to Amend the Bylaws will be held immediately preceding the Annual Meeting on September 27, 2009 to amend the bylaws to reflect this change.
 - b. **Music and Worship Team:** Upon motion made by Linda Kainz and seconded by Dave Ballard, the Trustees unanimously approved the Music and Worship Team's proposed revision to their Policies and Procedures to add the Chorale president and the Mainstream president as ex-officio members of the Music and Worship Team.
 - c. **Ministry Matching Team:** Upon motion made and seconded, the Trustees unanimously approved the Ministry Matching Team's proposed insertion in bold below to their Policies and Procedures as follows:

FUNCTIONS:

The duties of the Team shall include the following:

*2. Accept nominations for Trustee At-Large positions from any Church member, make additional nominations as the Team shall determine appropriate, and evaluate the qualifications of all candidates, **as established in the Bylaws**, to stand for election and serve as a Trustee*

These changes will be presented to the congregation for approval at the Annual Business Meeting.

In addition, Troy Jessee will meet with the Missions Team to finalize their Policies and Procedures revisions and submit them to the Governance Team for approval. Once this has been done, Cindy Marini will distribute these proposed changes to the Trustees for review and approval prior to the next Trustee meeting.

3. **Trustee Policies and Procedures:** Having previously forwarded the revised document to all of the Trustees, Cindy Marini reviewed the proposed revisions to its Policies and Procedures as follows: (1) a proposed change by the Governance Team to move closely align the Personnel and Trustee P&P documents; (2) specifically naming the Trustee Secretary as being responsible for the posting of notices of Church meetings; and (3) additions to the Trustee Calendar to reflect the Ministry Plan process timing. Cindy also anticipates there will be change to the document that reflects a revision requested by the Missions Team allowing Trustees to more timely approve distribution from the Capital Missions Fund rather than waiting for the Church quarterly business meetings. As soon as this change has been submitted by the Missions Team, Cindy will make the change in the Trustee P&P and send to the Trustees for review. Cindy will also ask for an email approval of the draft so that it can be sent to the Governance Team for review prior to the next Trustee meeting.

4. **Update from Joe Brake:** Jim Adams then recognized Joe Brake, Team Leader of the Governance Team. Joe thanked the Trustees for their diligent work in facilitating Churchwide communication over the past year. He noted one area where the Trustees could improve—specifically, in providing timely and proper notice for upcoming Church business meetings. He also reminded the Trustees of the August 31st cut-off date for all team leaders to review their Policies and Procedures and submit any changes to the Governance Team. It was agreed that another notice will be sent to all team leaders reminding them of this and asking for a positive notice to be returned to the Governance team stating that there are no changes. Joe will work with Cheryl Meurin on this. Joe updated the Trustees on the following teams who are still working on their policies and procedures: Baptism, Facilities, and Finance Team. In addition a Churchwide Document Retention Policy is being prepared. Jim Adams thanked Joe and the Governance Team for all of their efforts over the past year.

5. **Revision of Grantham Funds Request Process:** In Ken Smith's absence, Cindy Marini reported that the subteam (Ken, Cindy and Gene Dawson) has been making progress on this, and will hopefully have a draft for the Trustees to review prior to the next meeting. Cindy will send this revision via email as soon as the subteam has completed its work. Jim Adams asked the Trustees to consider in developing that process how future specific bequests such as Grantham Funds should be handled as to authorization for use. He also suggested that the Trustees discuss the appropriate steps on the Grantham funds repayment. The Trustees and the TriPoint Team told the church that capital would be raised to repay the fund for half of what was used for TriPoint capital needs. Jim asked the Trustees to consider whether that approach is still appropriate given the naming of the Grantham Gathering Center as well as national economic crisis. Jim suggested that this subject be discussed in a future Trustee meeting, including proper communication/authorization with the Church.

6. **Senior Pastor Job Description and Evaluation:** Paul Bracher reported that he and Les Hollon have had several conversations and that the job description will be completed by the end of the Church year. It is anticipated to be a two-page document. Paul stated that he, Ken Smith and Wayne Grant are working on the evaluation form and will present it for discussion at the next meeting. It was agreed that it would be desirable for a subteam of the current Trustees to provide an evaluation of the Senior Pastor this year in order to set the process going forward for future Trustee teams.

7. **Intellectual Property Agreement:** Jim Adams reported that he, Les Hollon and Gregory Shaver are aware that an agreement needs to be finalized for use by all staff members. Because of other priorities it has not been completed yet, but Jim will try to get this accomplished prior to the end of the Church year. Jim stated that the working agreement with the Pastor is that any Intellectual Property prepared by him would belong to the church unless it was agreed to otherwise in advance.

8. **Trustee Self-Evaluation:** Jim Adams suggested that the Trustees spend time at the next meeting talking about what we have well over the past year and what we could improve upon. It was also suggested that the Trustees solicit some external feedback from the Church.

9. **Update from John Park Jr.:** Jim Adams recognized John Park Jr., who updated the Trustees on some changes that are anticipated to the Wednesday Night programming. John reported that the staff would like to make Wednesday night more of a family opportunity. This will mean adjusting the timeline for student and children's programming to more closely align. We will also serve food in one location (rather than three) so that everyone can eat together in the dining room. Menus will be altered to reflect these changes. These changes will begin on September 13. Jay Clingman asked if there was a plan in place to communicate these changes to the Church family. Jim Adams thanked John for his work and guidance over the past three years and reminded him that the staff is always welcome to attend Trustee meetings.

10. **Sub-Team Reports:**

- a. **Missions:** Troy Jessee reported that the KidsHeart trip went well. He said that Habitat is starting for the new year and that Trinity is partnering with Coker Methodist. The missions team is also very excited about resuming international missions trips again.
- b. **Discipleship and Education:** Wayne Grant reported that with the conclusion of pre-teen camp that summer events are over, and this team and the staff will be looking to the fall.
- c. **Music and Worship:** Linda Kainz reported that the team is working with the staff of fall worship themes. She also said that the search team is meeting regularly and is progressing in its work.
- d. **Deacons:** Cindy Marini reported that the Deacon Council officers are working on a ministry plan for next year using the feedback gained at the brainstorming session last month.

11. **New Business:** None

At 7:55pm Jim Adams called the meeting into an Executive Session.

There being no further business, the meeting was adjourned at 8:10 pm. Carl Register closed with prayer.
Signed by: Cindy Marini, Secretary