

# St. Mark United Methodist Church

## Church Council Meeting Minutes

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**Date:** February 12, 2023    **Time:** 12:30 pm    **Location:** Room 111

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### In attendance:

1. Amber Stewart
2. Pastor Carolyn Stephens
3. Mitch Foster
4. Karen Hannula
5. Pastor Sheila Stephens
6. Mark Wood
7. Joel Black
8. Kathy Fazenbaker
9. Lilly Berrios
10. Lee Edwards
11. Jon Woody
12. Eric Steverson
13. Deana Hilton
14. Jeff Collins-Smythe
15. Noey Barrera
16. Kenny Smallhorn
17. James Jordan (James B. Jordan CPA, LLC)
18. Paula Kress (James B. Jordan CPA, LLC)

- The **February 2023** meeting of the **Church Council** was held in person in Room 111 on February 12, 2023. Amber Stewart, President of the Church Council, Presided.
- The meeting was Called to Order at 12:32 by **Amber Stewart**.
- **Pastor Carolyn Stephens** led the council in prayer.

### MOTION

- **Lily Berrios** moved to approve the December 2022 meeting minutes, Mitch Foster seconded, all in favor, motion passed.

### Congregational Care Update

Pastor Carolyn reported:

- 8 persons joined the church.
- Christian and Christian married.
- Chris Fletcher & Floyd Barnett deaths.

## **REPORTS**

### **Finance**

- Mark Woods introduced the Auditor Report – James Jordan reported (see handouts and detailed report) distributed prior to the February 2023 meeting in the meeting packet.

### **Connectivity/Hospitality**

- No Report – Refer to meeting packet distributed prior to the February 2023 meeting in the meeting packet.

### **Solidarity**

- **No Report**

### **Endurability**

- No Report

### **Wiggins Task Force**

- Karen Hannula - Nothing to update or action from the council. Gracious outpouring of gifts and donations.
- Discussion on welcome baskets, snacks to those that will occupy Wiggins House.
- Residency agreement from Chuck Hall for occupancy and opening.

### **Ministries**

- Refer to meeting packet distributed prior to the February 2023 meeting in the meeting packet.

### **Volunteer Code of Conduct**

- Pastor Carolyn discussed the code of conduct for anyone representing or helping at Saint Mark.
- Proposed Code of Conduct sent to the council prior to the meeting.

### **Treasurer's Report**

#### **MOTION:**

- Mark Wood made the following motion:
  - The church council authorizes the closing of the church's 2022 books once all reconciliations and bookkeeping entries are deemed to be complete, and the transfer an amount equal to the 2022 calendar year-end operating surplus of the church (currently estimated at \$14,914) to designated account 86130 ("Budget Unrestricted Supplement") for use in supplementing the church's calendar year 2023 operating budget.

- **Motion** seconded by Joel Black.
  - Motion passed unanimously.

## MOTION

- Mark Wood made following motion:
  - The church council approves the proposed 2023 operating budget as prepared by the Finance Committee and distributed to the council prior to this meeting.
- Motion seconded by Lee Edwards.
  - Motion passed unanimously.
- Proposed budget for 2023
- Juniper Street sales market account
- Pastor Carolyn suggested that the council members record a series of thank you videos that we can send out via our communication channels.

## Trustees

- Belva White reported about Make Your Mark
  - Mayor Dickens will be on hand.
  - Need more people to sign up.
  - Focused on the courtyard.
  - Finish up doors in the children's wing.
  - Approve usage of trust funds

## MOTION:

- Belva White made the following motion:
  - The Church Council approves the use of the 2023 Saint Mark Endowment Fund spending distributions of \$34,373 as outlined in the attached report. Any funds not utilized during 2023 will be reviewed in December 2023 to determine if the funds should be carried over to 2024 or reinvested back into the endowment.
- Motion seconded by Mitch Foster.
- Motion passed unanimously.

## SPR

- **Job Descriptions**
  - Administrative Assistant Position
  - Communications Manager

MOVED TO EXECUTIVE at 2:12pm