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| Members: | Alan Stepanek, Ann Loth, Connie Williams, Bobbie Nichols, Karla Wysocki, Katie Imming, Gail Flanders, and Pastor Elizabeth Macaulay, Diane Ilstrup, Kathy Lombardo |
| Absences: | Dick Estry, |
| Guests: |  |
| Minute Taker: | Ann Loth |

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| **Agenda Items** | **Discussion Leader** | **Time Allotted** | **Discussion / Action** | **Assigned to** |
| Centering | Elizabeth | 5:30-5:55 | Elizabeth read Zechariah – when he was struck dumb and his subsequent messages upon his ability to speak again. Group shared their thoughts on topic. Elizabeth shared a gift has been given to the church which will help with the THRIVE project. |  |
| Horizons Stewardship | Elizabeth | 5:55-6:15 | Capital Campaign process was reviewed by Elizabeth. Dates are set for interviews with John Laster. Karla will facilitate highlighting the Master Facility Team’s recommendations. The capital campaign will support bricks/mortar as well as the THRIVE program along with scholarships for THRIVE.  Master Facility team update was shared by Karla. Using a project manager to assist with determining specific needs of various parts of the building was presented. The Master Facility Team will assist in prioritizing the various areas needed for improvement. The Trustees shared AB Systems has worked with churches in the past.  A motion was made by Karla to work with AB Systems to obtain project management services in support of our capital campaign initiatives to cost no more than $35,200, file # 2017-028a. Gail seconded the motion. The motion passed. This will be funded by the restricted Capital Campaign fund. | Karla will be in contact for follow up with AB Systems. |
| THRIVE! | Diane | 6:15-6:40 | Diane led the discussion on presentation at last LB meeting and process for final approval. Gail, Diane, Kathy and Bobbi and Thrive members developed work groups:  1. Work with attorney, Matt Johnson, in developing 501c3 status for THRIVE,  2. Job description for the director of THRIVE  Diane recommends a LB member is named on the 501c3 and a president, secretary and treasure needs to be identified. Judy Plank would like to be on the THRIVE Board and Gail is interested as well.  LB reviewed the THRIVE presentation and future processes to enhance future meetings with other groups reporting to LB.  LB agrees it may be necessary for debriefing meetings following future presentations. Process will to contact the chair to request a meeting. Any team member may make this request. | A workgroup, consisting of LB and THRIVE members, will meet with Matt Johnson to further explore.  Katie and Diane will work on guidelines for future meetings with presentations. |
| Approval of minutes  11/3/16, 11/17/16 and 12/1/16 | Diane | 6:40-6:45 | Kathy moved the 11/3/16 meeting minutes be approved as amended and Gail seconded the motion. The motion passed.  Karla moved the 11/17/16 meetings be approved as amended and Alan seconded the motion. The motion passed. | Ann will place the corrected 11/3 and 11/17 minutes in Dropbox. The 12/1/2016 meeting minutes will be reviewed at the next meeting. |
| Financial | Kathy | 6:45-6:55 | We are $40,000 in the black through November. We are below budget by $84,000. Alan shared the bathroom repair might be completed by the end of the year. Kathy noted restroom may be budgeted for 2017 for the bathroom repairs.  The biggest unknowns of course are what pledges and regular giving will be for in Dec.  Elizabeth noted there is a 3% increase in giving for pledges for 2017 at this point in time. |  |
| Closing with prayer | Katie | 6:55 | Katie led the group in closing in prayer. |  |
| Adjourn |  |  |  |  |
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Respectfully submitted by Ann Loth

Date of Next Meeting: Jan 5 at 5:30-7 p.m.

Future agenda items:

Meeting Minutes 12/1/16 review and endorsement.

Church Conference meeting minute’s endorsement to forward to Superintendent Rev Williams.