

Leadership Board Meeting Minutes
First United Methodist Church of Los Alamos, NM
February 28, 2023

In Attendance: Don Casperson, Valerie Collins, Kim Granzow, Lynn Kluegel, Carol Mead, Julie Risch, Kathy Siebe, Camille Wescott,

Absent: Linda Collier, Nathaniel Morgan, Rev. John Nash, Phillip Ortega, Amy Worcester.

Opening Prayer was given by Camille Wescott.

1. Spiritual Formation

- a. Defined as things that we do to grow in our relationship with God to be better leaders of the church.
 - i. We are currently using the spiritual disciplines for spiritual life reflection, similar to choosing something special to celebrate lent.
 - 1. Members mentioned what they were doing to make Lent a special time.
 - ii. In the future we may work through a book as a group.
- b. Cards were handed out with the following spiritual disciplines:
 - i. Weekly worship
 - ii. Daily prayer
 - iii. Fasting or Abstinence
 - iv. Family prayer
 - v. Daily bible reading
 - vi. Service to others
 - vii. Tithing/Giving
 - viii. Frequency of communion
 - ix. Other – activity that individual would like to work on
- c. Action plan
 - i. Choose one item from the list to target and note on card.
 - ii. Keep track if the daily goal was met.
 - iii. Discuss goal of board members and results next month.

2. Equipping Leadership – refining our leadership skills

- a. A leadership covenant is to be crafted by the Leadership Board members each year to serve as a pledge to support other board members and hold each other accountable.
 - i. Draft 2 of the leadership covenant was presented by Camille.
 - ii. There was minimal discussion tonight as it had been discussed last month.
 - iii. Everyone present signed a copy of the leadership covenant and added it to their notebook.
 - iv. A copy of the leadership covenant will be shared with the congregation.
- b. Review of the leadership structure, meeting format, etc.
 - i. The reference book currently being used for leadership meetings is *Mission Possible 3+*.
 - 1. It complies with the *UMC Book of Discipline*.
 - ii. We were each given a notebook in which to keep information related to the structure and operation of the Leadership Board.
 - iii. Julie made copies of pages in the book to keep in our notebooks as a reference as we become acquainted with this structure for the operation of the Leadership Board - see handouts in your notebook.
 - 1. Page 164 – gives an example of the recommended format for meetings.
 - 2. There is a page on terminology.

- iv. Participation by all Leadership Board members in different sections of the meetings is recommended.
- v. Each month Lynn will ask members to RSVP for each meeting and for suggestions for agenda items.
 - 1. Lynn and Pastor John will meet to finalize the agenda.
- vi. The Leadership Board serves as the Church Council, Staff and Pastoral Relations Committee (SPRC), Trustees and Finance Committee for voting on decisions in these areas.
- vii. Various teams in the church work on the details of church activities.
 - 1. Building Maintenance Team – page 66
 - a. Volunteers who make repairs to the church property and parsonage, see that equipment is operating appropriately, etc.
 - b. They plan and complete projects under \$5000.
 - c. These volunteers are welcome to attend Leadership Board meetings (except during SPRC business) but not required to as are all the board members.
- c. Retreat Date
 - i. The retreat will tentatively be Saturday 4/22/23 for half the day.
 - 1. This allows for Lent and Easter activities to be completed
 - 2. The recommendations provided by the congregation which are part of the Lent activities will be available.
 - ii. The retreat will take the place of an April Leadership Board meeting.
- d. The new name for One Board is Leadership Board.
 - i. Several names had been discussed in January for use in changing the name of the board.
 - ii. **Motion:** Julie moved and Don seconded that we call this group the Leadership Board. Passed.

3. Engagement

- a. This is a review of interactions with/among the congregation, visitors and potential new members and participation in activities.
 - i. 20 plus church members attended the light opera “Matilda” Friday, 2/10/23.
 - 1. Attendees were there in part to support church members who were in the cast.
 - 2. Many sat as a group and were joined by members who have not attended church recently, that had come on their own, but joined the church group for fellowship.
- b. It may include:
 - i. The number of visitors and which activities they attend.
 - 1. A man saw the notice about Program Night at Mesa library then attended 2/12/23.
 - ii. Worship attendance.
 - iii. The reaction of participants to activities.
 - iv. Observations from Phillip regarding interactions and activities may be solicited.
- c. The goal is to see what is working well and where there are gaps.

4. Approval of minutes

- a. The following minutes are presented for approval:
 - i. 2022 November Leadership Board meeting minutes
 - ii. 2022 November Leadership Board Retreat minutes
 - iii. 2022 December Leadership Board meeting minutes
 - iv. 2023 January Leadership Board meeting minutes

- v. **Motion:** Camille moved and Carol seconded that this group of minutes be approved.
Passed.
 - b. Kathy, will send an initial draft of tonight’s minutes to all Leadership Board members to review so that corrections may be made prior to final approval at the next Leadership Board meeting.
- 5. Elect Chair of Finance**
- a. The Finance Chair/Designee is the person who signs forms and brings information to the Leadership Board.
 - b. Election of a Chair of Finance will be tabled for rules clarification.
 - c. Pastor John, Lynn, Kim and Vickie Ricketts will meet to discuss who should be the Finance designee/Chair of Finance.
 - i. Kim is the church treasurer and wants to be a Leadership Board member so may be a possibility as the Finance Designee.
- 6. Finances**
- a. The January 2023 Financial report was reviewed.
 - i. January 2023 income: \$48,475.29
 - ii. January 2023 expenses: \$36,270.52
 - 1. \$729.95 more spent January 2023 compared to January 2022
 - b. Missions and local outreach are combined on monthly reports but listed separately on the budget.
 - c. 2023 Budget
 - i. The 2023 Budget was reviewed in detail. There were numerous questions and suggestions for changes.
 - ii. A reference sheet is needed to define what each line item covers.
 - 1. Amy may already have this information.
 - iii. Kim noted the questions and what needs more discussion.
 - iv. A separate Leadership Board meeting will be scheduled to clarify questions about the budget.
- 7. Goal Review and Accountability Conversation**
- a. Attendance at Leadership Board meetings.
 - i. In order for the Leadership Board to function efficiently with only 9 board members and to adequately represent the congregation, board members need to be present at the meetings on a regular basis.
 - ii. The question is, how many Leadership Board meetings can a person miss or how many meetings in a row, before he/she is removed?
 - iii. “Excused absences” must be defined separately from “no shows”.
 - iv. Does Lynn need to talk with those that don’t RSVP for meetings?
 - v. If someone misses 2 meetings in a row, there needs to be a conversation with the individual to ask “Is this job realistic for you at this time?”
 - 1. Pastor John or Lynn will talk with the person.
 - b. Kim Granzow has not received the emails regarding the meetings or the packet of information for them.
 - i. Julie will check the Constant Contact list of Leadership Board members to insure everyone that needs to be on it is listed and add Kim to the list.
 - c. Reports were not specifically listed on the agenda, but an agenda item will be added next month to ensure we ask if there are any comments or items in the reports that need to be addressed.
 - i. Topics from the reports that needs to be addressed by the Leadership Board and not just the appropriate team will be discussion.

- ii. Each report won't be verbally reviewed as everyone is expected to have already read them.
 - iii. There was no discussion required from any of the February reports.
- 8. **Future topics for Spiritual Formation and Equipping Leadership**
 - a. 15 minutes each is recommended for Spiritual Formation and Equipping Leadership.
 - i. The aim is to develop Leadership Board members spiritually and as better leaders.
 - b. The spiritual disciplines are being used for this currently.
 - c. Other ideas for future study are appreciated.
 - i. Lynn suggested the book *When Christians Get It Wrong* by Adam Hamilton which evaluates reasons why people are walking away from Christianity.
- 9. **Communications to Congregation – Page 168, Communications**
 - a. What the Leadership Board is doing and discussing is to be shared with the congregation.
 - i. Don notes we are communicating very well with the congregation through the Midweek News and the Bulletin.
 - ii. Julie can check the number of people reading the Midweek News – currently 40%.
 - b. Information to be shared from this meeting:
 - i. Leadership Covenant
 - ii. The name change from One Board to Leadership Board.
 - 1. Camille will work with Julie on an article about the Leadership Covenant and name change.
 - iii. An additional means of communication would be having the minutes on the church web page
 - 1. Until that is possible Julie will set up links to the approved minutes.
 - c. Information to be shared in the future:
 - i. The probability of a reduced budget due to decreased giving; after the next budget meeting.
 - ii. Names of Leadership Board members; once all the positions are filled.
 - d. Nominations
 - i. Pastor John has been working on filling team and board positions and has one more person to ask to be on the board.
 - ii. Geniece Courtright, Crystal Dale and Pastor John will meet the 2nd week in March and to fill the positions.

Closing Prayer was given by Don Casperson.

The next meeting will be March 28, 2023 at 6:00 pm.

Reports will be due March 23, 2023.

Respectfully submitted by Kathy Siebe