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January 29, 2017 Board of Trustees Meeting

The regularly scheduled January Board of Trustees meeting of the Village Chapel of Bald Head Island met directly after the Annual meeting. Outgoing President, Dick Johnston opened with a brief prayer and called the meeting to order. Also present were, Bob Porter, F. A. McLeod, Robin Prak, Scott Starks, Bob Daffer, Keith Bradley and incoming members Gayle Sanders, Barbara McQuaide and Anne Rex. Dick asked the Nominating Committee Chair, F.A. McLeod to read the new list of officers. They are: Elizabeth Beam, President; Mary Jo Walker, Vice President; Bob Porter, Treasurer; and F.A. McLeod, Secretary. Dick then turned the meeting over to Elizabeth Beam, the incoming President.

Note: with the new officers elected, a change will be made to our B&BT Community Checking Account to show Elizabeth Beam, Robert Porter and Patricia Caban as signatures accepted on the account, with only one signature needed for any transaction.

Elizabeth asked if the October Board meeting minutes had any corrections, and as there were none, the minutes were approved.

Elizabeth passed a copy of the Chapel's Policy and Procedures to each Board member and asked them to review them and make any changes necessary for their committee, and return with them at the next board meeting.

The Policy for the Scatter garden currently states "Use of the scatter garden will be limited to property owners of Bald Head Island and their immediate family. Exceptions to this may be granted by the Trustees for a cause." As a generation has been gone since the procedures were written and many spouses have passed away, wording should be added to accommodate past property owners in the garden. It was agreed that Policy and Procedures will be updated to recognize this.

Keith Bradley, chair of Building and Grounds committee noted that the Chapel will be closed 3 weekdays in February for cleaning and painting of the Chapel ceiling. Keith also submitted an easy to follow grid of the windows and storm panels of the Chapel for future reference when storm panels need to be installed and taken down. Keith has placed a lockbox under the Condo steps to hold an extra key. He briefly reviewed some work that has been done at the Condo.

Suggestions were made to acknowledge Cheryl MacDonald's beautiful work on the Chapel grounds. Her dedication to the Chapel might be mentioned in the bulletin.

Treasurer, Bob Porter discussed the budget for 2017, explaining some categories to our new board members. He noted that some categories of the budget currently remain blank until discussion of future plans for the office and repairs is done. Operating expenses are currently in arrears approximately \$14,000. An increase in wedding numbers would offset this deficiency. Pattie has asked to get an assistant that could be trained to help in the office. Dick asked that an estimated amount for a part time person be included in the budget. Bob agreed that Pattie must be involved in this process and she will get back to the board with a job description. Elizabeth asked that the board to allow some research to find a suitable person, and the consensus was to proceed with whatever means and funds necessary to accomplish this. On another note, funds are not in the current budget for raises or bonuses for the secretary, cleaning person or our Music Director. After some discussion, it was decided that the budget will be reviewed again in October to decide if raises or a bonus will be given to the employees this year. The budget was approved by the board as presented.

Bob Porter started review of the Investment Report by explaining that the large donation received by the Chapel at the end of last year was deposited into the Fidelity checking account where it will be invested and may earn interest. Bob initiated a discussion about the Investment Committee members and duties. Bob Taylor, an original member of the Investment committee has resigned, leaving only Bob Porter and David Jessen left on the committee. Duties include quarterly reviewing the Fidelity accounts for activity and the consideration to move funds from one account to the other or changing the ratio of where the funds are. As David Jessen is willing to remain on the committee, the board recommended that Elizabeth Beam, Gayle Sanders and Dick Johnston to be added to the committee. These people were approved by the board, and the Finance/Investment Committee is now composed of Bob Porter, Chair; Elizabeth Beam, Dick Johnston, Gayle Sanders and David Jessen. Authorized signers to withdraw funds from Fidelity accounts will be Elizabeth Beam, Robert Porter, Patricia Caban and Gayle Sanders. When the new signature cards are completed, two signers will be required for any check issued. Pattie will obtain the necessary forms from Fidelity. Bob will make sure that Pattie is able to log on to the Fidelity website.

Elizabeth asked Bob Daffer to give a list of maintenance items for the organ and the piano to be given to the office, and to include how often these items should be tuned. Bob stated the piano should be tuned at least once or twice a year. The organ maintenance is under consideration. Bob agreed to submit a list to the office. Bob also said that he will submit some receipts and ask Jeff Hobbs to submit his receipts for the expenses occurred by them for getting the new AV equipment in the Chapel working. These items will total approximately \$7000.00. He also said that the monies left in the organ fund be used towards these expenses. Elizabeth asked if our insurance coverage is enough to replace the organ or should we leave the coverage as is and use some of our reserve to self-insure the organ. After some discussion, it was decided to review the Chapel's current insurance coverage and review this again in April.

Scott Starks, Off-Island Outreach Chair, said that he is working on letting Southport Oak Island Interfaith Committee know that we are committed to the work being done in Brunswick County and its various charities. The Village Chapel will sponsor their Lenten Service and Luncheon series.

Elizabeth mentioned that she discussed with Mary Jo Walker the need to do more for the children that come to the Chapel's services. They will come up with some items to distribute at the different services here, with the focus right now being Easter Sunday. They also would like feedback from the Children's Christmas service. Elizabeth also asked the board members include her in any announcements that go into the bulletin that we can use for our Facebook and Pinterest account. Also, for our 30th Anniversary Easter celebration, we will be including an

Easter Cross for the congregation to place a flower on after each service. Elizabeth will talk to Cindy about having special music for Easter. Each committee will review the needs for Easter services - including the AV equipment, the communion process, seating for the overflow crowd at the Association building, and also decorating the Association building with Easter flowers. All committee chairs will be working with their committees to make sure these needs are covered.

Our next Board meeting is scheduled for Easter Sunday, which isn't feasible. After some discussion the board decided to have a retreat meeting instead on Saturday, April 8th. Elizabeth asked everyone to please make our meetings an important item on their schedule and make every effort to attend them.

Elizabeth requested that all board chairs please keep a timeline of their duties that we can put together on a schedule, and include short-term and long-term items.

The meeting was adjourned at 12:00 noon.

Action Items:

- Change the Policy Manual to allow “past and present” property owners allowed in the Chapel’s Memorial Scatter Garden
- Bob Daffer to provide a list of yearly maintenance items with estimated costs for the piano and organ
- Pattie will prepare a job description for an assistant and forward to Bob Porter and Elizabeth
- Gayle Sanders will review the Chapel insurance policies for all coverages, especially contents replacement coverage for organ and piano
- Pattie to ask Cheryl to obtain Easter Lilies for the Altar and the Association building for Easter services
- Elizabeth will talk to Cindy about getting a Brass Quartet to play at the Easter Services. Also work on getting Chapel coloring books for the Children
- Barbara McQuaide will get an extra volunteer to handle Communion for Easter
- Robin will work on getting extra Greeters to help with overflow crowd at Association building for Easter services
- Bob Daffer will make sure the AV equipment is working for Easter, and that Brewse Barnard is trained to use it

NEW BUSINESS: none

A copy of each Trustee’s report will follow these minutes.

Respectfully submitted,

*Patricia Caban
Chapel Administrator*

*Elizabeth Triplett Beam
President*