

**Christ Congregational Church**  
**Board of Trustees**  
**Revised Minutes from Meeting of November 19, 2007**

**Trustees Present:** Tim White, Tom Gustafson, Toko Ackerman, Bruce Esposito and Larry Hanes.

**Others Present:** Dan Pence, Treasurer, Neville Platt (part of meeting), Nae Pearson, Music Director (part of meeting), Rev. Susan Henderson (part of meeting).

Meeting came to order at 7:55 p.m. Agenda was accepted, with addition of discussing how to invest funds from sale of painting.

**Member Loan Program:** Neville Platt, who has been assisting in administering the Member Loan Program came in to discuss the status of the program, and to discuss future options. He noted that the program started in 2001 with \$580,000 in member loans, and that the loans originally had terms of 2, 5 and 7 years. There are currently 33 outstanding loans with a combined balance of \$328,000. The drop of \$252,000 from the original balance is due to roughly \$60,000 of loan repayments and roughly \$190,000 of loan “forgiveness”. Over the years, the loans with 2 and 5 year terms have been extended so that all of the current loans now mature in 2008. Neville has written to all of the member lenders asking for permission to extend the loans for two additional years. The response has been that all except two of the lenders agreed to extend, for a combined amount of \$298,000. One lender wants to be repaid their \$20,000 in June of 2008; and one lender wants their \$30,000 to be repaid \$10,000 in December 2008, \$10,000 in December 2009, and \$10,000 in December 2010. Neville has also secured offers of additional (new) loans totaling \$25,000 if such funds are needed.

Neville and the trustees discussed issues relating to the member loans. Neville feels that we should try to repay all of the loans within 6 years. It was noted that some type of fundraising outside of the unified budget may be needed, especially if we are unable to sell 9601 Colesville Road. The trustees indicated that the issue would be discussed further at the December Trustees Retreat or soon thereafter, and that the Board would provide feedback to Neville at that time. No motions were made and no specific decisions were made.

**Minutes:** It was noted that September’s minutes had been corrected and distributed. Minutes of the October meeting were not available for review.

**Church Administrator’s Report:** Dianne was not present, but she had already distributed her report to Trustees via e-mail. (The Weekend Custodian issue was discussed later in the meeting.) Larry reported that the waterproofing of the pump room roof had been performed by Henry Lewis Contracting. Although the main leak seems to have been corrected, there is still a small amount of water getting in. Fred Svec of Lewis Contracting will investigate further and take appropriate action. Timing for replacement of the three deteriorating courtyard doors is still uncertain.

**Sale of 9601 Colesville Road:** Tim noted that the deadline for the YMCA to respond to our letter of intent was originally October 31, 2007, and that it had been extended twice – first to November 14, 2007, and then to November 30, 2007. The YMCA has expressed to Tim that they are still interested in the property and hope to respond to our offer by November 26, 2007. Barbara Ott of the YMCA has indicated they are seeking grants to fund the acquisition and renovation. Trustees discussed the potential time-line for the sale.

**Treasurers Report:** Dan distributed the Treasurer's Report. He noted that the Permanent Fund has been renamed the Tate Fellowship Fund and that the Endowment Fund has been renamed the Unrestricted Fund. A new fund named the Music Fund has been set up due to the receipt of a gift which is restricted to Music Ministry. The gift will be invested in the UCF Balanced Fund. Going forward, these three funds will collectively be called the Endowment Fund and will be administered by the Planned Giving Committee.

Dan summarized the way Designated Memorial Funds are now "designated". Dan and Trustees noted that board chairs and the Executive Council should be reminded about the existence of these memorial funds so that appropriate uses for the funds can be identified.

**Music Program:** Nae Pearson, Music Director, came in to discuss aspects of the church music program which will have an impact of building use; and to discuss ground rules for the charging of fees. Issues he raised, and which were discussed by Trustees, included the following:

- For musical performances which are consistent with CCC's "ministry," do we want to charge a fee which would at least cover our janitorial expenses?
- Is it appropriate for the Music Director to assist in the opening and closing of the space, or could others such as choir members or ushers be recruited for that role?
- Is it appropriate for a music group using our space to charge an admission fee? If not, would it be acceptable for them to advertise a "free will offering" such as a collection box at the entrance?

After Nae had left, Trustees further discussed the issues. Tom thinks we should support Nae's plans for increasing the number of music related programs available at the church. No specific motions were made.

**Trustees' Retreat Agenda:** Tim and Tom will cooperate in establishing an agenda for the retreat. Possible topics include: Debt Retirement, Multi-Year Budgeting, Preparing for the New Senior Minister, Preparing for Next Year's Budget and Coordination with Stewardship, Future Meeting Scheduling (i.e., when will we have a joint meeting with the Planned Giving Committee), Review of Goals and Setting Future Priorities, Recruiting of New Trustees for next year, and Recruiting a back-up Treasurer.

**Weekend Custodian:** Earlier in the month, Diane Abraham and Bud Dennie had circulated via e-mail two possible solutions staffing the building on weekends – the first consisted mainly of volunteers while the second was a mix of volunteers and a paid part-time weekend custodian. The consensus was for the second option, which will be implemented on a temporary basis. A task force is being formed to decide on a permanent fix. The task force will be chaired by Bud Dennie and will include Tom Gustafson as the Trustee rep.

**Painting Proceeds:** The issue of whether 10% of the net proceeds of the Vergil Williams painting sale should be re-directed to Mission Giving was discussed. It was noted that Cyndy Johnson had agreed to discuss the idea with the Retreat House Restoration task force, but the trustees present had not yet heard the results of those discussions. It was agreed that the re-direction of the proceeds would require approval at a congregational meeting.

**Investment of Painting Proceeds:** Dan asked for direction on how the proceeds from the painting sale should be invested. He noted that a certificate of deposit would earn more interest than the checking account. It was agreed to keep the funds in the checking account for now until the Trustees, in discussion with the Retreat House Restoration Task Force, has had a chance to determine how soon and how much of the proceeds need to be accessed.

**Schedule:** The December Trustees Retreat will be held at the Pence's on December 8, 2007 at 8:30 AM. The next regular meeting is December 17, 2007.

The meeting adjourned at 10:31 PM.

Respectfully Submitted,

Larry Hanes