

ADMINISTRATION COMMITTEE

December 7, 2009

PRESENT: John Griffin, Don Lee, Tom Parsons, Javier Sanchez, Alice Stauffer, George Upton,
staff: Lance Allen, Vanessa Combs, Dick Williams, Danny Jimenez

MEMBERS ABSENT: Bob Butcher, Bob Schneider

FOR SESSION APPROVAL: The Administration Committee recommends the following:

1. That we turn off the lights shining on the Sanctuary windows at nights except on those evenings when we have a service in the Sanctuary.

CALL TO ORDER:

- The meeting was called to order at 7:30 PM in the Conference Room and opened in prayer by John Griffin.

MINUTES: The minutes for the November 2, 2009 meeting were approved.

REPORT/STATUS/CONCERNS

1. **Underground & Boilers** - Tom Parsons - Latches are ready to re-install. The stainless steel covers for the lights on the ramp are almost ready to install. - We are considering making the Underground more kid friendly by using the cabinets to store TV's, games and other items that will make the area more usable for teens.
2. **Sanctuary** - Alice Stauffer - NR
3. **Education Building** - Don Lee - NR
4. **McFarland Hall** - Javier Sanchez - We have a problem in the area on the Main Street side between us and the travel agency. The homeless are using the flower bed area as an outdoor latrine. We suggest that we trim all bushes and trees to make less privacy in this area in hopes of discouraging them.
5. **Gallery, Narthex & Offices** - George Upton - Carpets are still a problem. Suggest we ask the ushers to close the outside doors to keep the cold air out of the narthex area while we are running the furnace to heat this room. During the rain this week we had a leak in the Gallery in the roof above the area by the bulletin board. Jimmy will be asked to check this out and repair if possible.
6. **Personnel** - Lance Allen- Personnel committee is going to recommend that we consider hiring a Youth Director, full time 1/2 time or 1/4 time depending on the candidate we find. A job description will be sent to all Session members.
7. **Finance/Technology** - John Griffin

2010 Budget will be presented to the session at their meeting.

John presented several ideas to be brought before Session to consider in regard to our Budget problems. There was much discussion at the various items suggested. There were suggestions on how we keep track of the staff and their duties and activities. Are they managing their time effectively and putting in the hours we are paying for? Should we change the hours the church office is open? How do we keep track of where the staff is when they are off campus? It was even suggested that we put the 2010 budget on hold and have a planning session to fix the direction the church wants to go. One of the problems is that no one is sure who and how problems are handled Who is in charge? After much discussion it was decided not to present this item to session

- Financial statement through November 2009

YTD Income: Actual - \$416,035.
YTD Expense: Actual - \$486,860

YTD Budget: \$456,450
YTD Budget: \$526,843

Difference: (\$ 70,825)

Difference: (\$70,393)

2010 Stewardship Drive:

Pledges received 81 @ \$ 207,481 (2009 104 received @ \$257,732)
New pledges - 16 @ \$+14,280
Increased - 16 @ \$+ 4,323
Decreased - 13 @ \$ - 9,520
Death 2 @ \$ - 3,400
Not received 34 @ \$ -52,183

FACILITY REPORT - VANESSA

- Vanessa gave us a complete up to date list of all the completed tasks; those in progress.

ADDITIONAL MAINTENANCE NEEDED:

- Elevators - Have been inspected, we have to fix the telephones in both elevators. Vanessa suggested we disable the elevator in McFarland Hall as it is not needed. The cost is \$150. We have to fix the emergency phone in the gallery elevator at a cost of \$450.
The Freon in the walk in refrigerator has to be removed as it is a hazardous material at a cost of \$660. The company will then remove all the other parts of the refrigerator and pay us for the parts. So the cost will be less in the end. We would also like them to take the table and chair holders away.
- The bars on the gate for the underground parking are cracked and sag a little, so are hard to roll. Can improve this by adding rollers on the bottom which will support it and make it roll easier. The cost is \$1050.
- The carpet repair in the Narthex and sanctuary will run around \$2,500. Vanessa was asked to get a bid to replace the carpet.

FINANCE REPORT - DICK WILLIAMS

- The tax bill we received from the Downtown Community Management District of Santa Ana in the amount of \$3,656 for the church and \$810 for the parking lot is set in cement and we must pay..

PASTOR'S REPORT -

Lance Allen • no report

Danny Jimenéz - Wonders if we can turn off the lights in the parking lot that shines on the stained glass windows that no one sees, it can be turned on when we have services in the Sanctuary in the evenings. We voted to turn off the lights.

- The outgoing chairman expressed his gratitude to each member for their diligent attention to their responsibilities.

The meeting was closed in prayer by Pastor Danny.

Session Meeting December 14, 2009 - 7:00 PM

New Administration Committee - NEXT MEETING January 4, 2010 @ 7:00 PM

Scribe: Alice Stauffer