



**January 12, 2017**  
**Tapestry Board of Trustees**  
**Meeting Minutes**

The Board Meeting was called to order at 7:03pm

**Attendees:** Lynn Cowan, Carol Semelroth, Connie Pursell, Julia Rampone, Dave Weber and Kara Corbin-Lickfett

**Absent:** Kent Doss, Eddie Moler and Brett Jones

**Guest(s):** none

Lynn Cowan provided opening words

**Agenda and Approval of Minutes**

1. Minutes of the December 8th, 2017 Board meetings were approved as amended on 01/12/17- M/S/P
2. The agenda was approved as submitted – M/S/P

**Consent agenda:** n/a

**Business Themes:**

**Finance:**

**Report of the VP Finance:**

Financial Review: Financial compilation is in progress and there are some questions about functional expense reports specifically. The accounting firm's questions will be dealt with by Eddie, Dave and Julia.

Office Report: Theresa had been contacted by another company about the Copier lease – Lynn will work with Theresa to make sure that we stay in budget and if we can possibly save money. She also was contacted by Cox business solutions about upgrading out internet in anticipation of streaming services.

Stewardship Planning: Eddie reported by email that he is going to schedule a meeting in January to consider themes and planning for the campaign. He is also working on end of the year thank you notes that will go out with tax statements.

Budget Adjustments: The need to start paying for Theresa's benefits prompted Kent to draft a benefits policy with Brett's input. It was proposed to have Kent, Brett, Eddie and Dave and possibly Gary Glass meet to go over this policy and figure out the budget impact and potential legal issues that may come up.

Report of the Treasury: Dave provided a very comprehensive budget report explaining the December 2016 budget. Pledges were \$5400 over budget for December which brought our YTD pledges \$12,700 ahead of budget. Since we are doing well on pledges we have only used \$10,000 of the budgeted \$31,000 from the Spirit grant, which is a \$4100 deficit. Leadership expenses were over budget due to extra pay period in December. YTD expenses are doing well and we are only \$3100 over budget.

**Space:**

Comprehensive planning committee:

**Update on Letters of Intent:** The seller met with Lynn and Keith Black this month to see if some issues could be worked out in person. Lynn's email detailed the amount we have pledged from Tapestry investors which now totals \$875,000. The seller is interested in financing the rest at possibly 7% interest. Next step is to put in the earnest money and due diligence begins. It was also discussed to see if they are more interested in financing some of our building. Timeline is purchase agreement, escrow for 45 days, bring in Architect and Paul Sneddon for due diligence and get plans to go to the city for our permit.

**Minister:** Reverend Kent Doss

**RECY Director:** Katelynn Riva **Office Administrator:** Theresa De Los Santos

**Minister Emeritus:** Reverend Robert Jordan Ross

**President:** Lynn Cowan **VP Finance:** Eddie Moler **VP Operations:** Carol Semelroth

**Treasurer:** Dave Weber **Secretary:** Kara Lickfett **Trustees:** Brett Jones, Julia Rampone, Connie Pursell

## **Infrastructure**

Report of the Minister: Kent has been working with COSM. They have been updating the conflict resolution policy. The Board was asked to read the policies and then be prepared to discuss at the February meeting. The dealing with difficult behavior policy was also revised. Kent's ministry agreement was reviewed (See report). He will bring an update to the February meeting to address office hours per suggestions.

VP Operations: Coordinating Council will meet January 15<sup>th</sup>. The nominating committee has started to find out what committees need and started reaching out to possible people to fill openings. Linda is having trouble filling snack slots.

UUFLB: They are in the middle of their annual campaign and they are going to keep their minister quarter time. The streaming infrastructure is in the planning stages but is moving very slowly and may not be ready until March. There may be a joint kick-off event by Membership committee in February.

Focus Groups: Topic will be small group ministry but also could include how much do you care about snacks. Lynn will work with Keith to get these started.

Tapestry Facebook: The only administrators now are Kent and Theresa. Kara agreed to be another administrator to monitor posts and add content.

Annual Meeting: Sunday, June 11<sup>th</sup>, 2017.

Closing Words: Lynn Cowan

## **Next Board Meetings**

February 9<sup>th</sup>, 2017

March 9<sup>th</sup>, 2017

April 13th, 2017

May 11th, 2017

June 8th, 2017

Annual Meeting: June 11<sup>th</sup>, 2017

Meeting adjourned at 8:53pm