

Minutes of the Administrative Board of Due West United Methodist Church:

Meeting date: November 2, 2020. Time: 7:00 p.m., EDT. The meeting was held in person and by video conference.

Attending:

- (1) Bush, Chip
- (2) Campbell, David (Senior Pastor)
- (3) Cantrell, Tracie
- (4) Casteel, Kerri
- (5) Coffeen, Bill
- (6) Davalos, Michelle
- (7) Deen, Sandy
- (8) Denhart, Carol
- (9) Drinkard, Marianna
- (10) Fletcher, Eddie (Chairman)
- (11) Frost, Darren
- (12) Glass, Adam
- (13) Henderson, Ruth
- (14) Iles, Alicia
- (15) Luders, Denise
- (16) McMillan, Austin
- (17) Parker-Gaylor, Lora
- (18) Sago, Larry
- (19) Salazar, Christine
- (20) Scrivner, Brent
- (21) Sligh, Allison
- (22) Taylor, Barry
- (23) Via, Gordon
- (24) Zerkle, Aaron

- I. The meeting was called to order by Eddie Fletcher as Chairman of the Board. The board meeting was held through an audio and video internet computer connection due in part to ongoing concerns arising from the Covid-19 pandemic.
- II. The meeting was opened with prayer by Dr. David Campbell.
- III. The minutes from the meeting held on October 5, 2020 were approved.
- IV. Committee reports were presented as follows:
 - (a) Trustees report was given by Adam Glass. The office areas within administrative buildings I and II have been repainted by volunteers; estimates are being sought for roof repairs; a heating coil has been replaced in the south sanctuary and another heating coil is being ordered for the youth area.
 - (b) Finance report was given by Darren Frost: The church maintains a positive cash flow as seen from year to date income being \$479,000 and year to date expenses being \$456,000; the church will seek forgiveness of the Federal Covid loan; some of the Covid loan has been held in reserve; the Covid loan is not considered as income within the church budget.

- (c) Children's ministries report was given by Alicia Iles: Sunday School has opened for nursery, preschool and elementary students. Trunk and Treat had a successful turn out of participants. On November 11, 2020, youth and children's ministries held a friends giving event in the family life center. November 29, 2020 is scheduled for Advent; December 5, 2020 is scheduled for breakfast with Santa; December 6, 2020 is scheduled for a DW Kids party; and January 15th and 16th of 2021 is scheduled for created by God.
- (d) Preschool ministries report given by Michelle Davalos: The preschool has 201 enrolled students which is 4 from being full. The Trunk and Treat event was successful. A \$10,000 loan from the church was paid back in less than a year due in part to the tuition received from a near full enrollment within the preschool along with PPP funds. The Holiday Markey event was held outside and had 40 participating vendors. A family within the preschool experienced a tragedy when the father / husband passed, and the church paid the remainder of the preschool tuition for the student.
- (e) Youth ministries report given by Lora Parker-Gaylor: The pumpkin patch experienced historical success with \$58,000 in sales which results in 40% of the money being retained by the youth program. The youth have a ski trip planned for February along with the middle school planning a spring break trip to Dolly Wood. The next confirmation class is scheduled to begin in February of 2021.
- (f) College Ministries report given by Tracie Cantrell: The college care ministry has 28 college students registered; one student graduates this semester and will be provided a gift; the first mailing has been completed and the second mailing with an enclosed \$10 gift card will be mailed during the week of November 9th. A get together for the college ministry students is being planned for the Christmas holiday.
- (g) Adult Education report given by Marianna Drinkyard: The Noah's Ark and Seekers classes are not meeting however they keep in touch through phone calls and emails. The Agape and Stepping into the Bible classes meet through Zoom and other social media; Agape meets virtually each Sunday after the 10 am service; Stepping into the Bible meets virtually before the 10 am service. Alpha Omega (Sunday), Harvesters (Sunday), John Wesley (Sunday) and Naomi –Ruth (Tuesday night) classes are meeting on campus weekly in various rooms. Four Seasons meets at the pavilion every other Saturday, and plans to start meeting inside the church building beginning November 15, 2020. It is uncertain whether any new members have joined any of the classes since March of 2020.
- (h) Women's ministries report by Keri Casteel: A speaker event with Cathy Lee Phillips was held on October 23, 2020 with 36 advance tickets sold and 7 tickets sold at the door to community members who are not current members of the church. A Christmas Brunch is scheduled for December 12, 2020 and the speaker is Sally Kilpatrick. The Cookies with Santa event will be held virtually with 11 families and 29 children expected to participate.
- (i) Methodist Men report given by Larry Sago: An on-line fundraiser for Murphy Harpst is planned for November 23 through 29; donations will be matched up to \$15,000 and presented to Murphy Harpst on December 1, 2020. The Men's group has been working with Austin and Christine to expand the sound booth in the North Campus Sanctuary.

- (j) Music ministries report given by Christine Salazar: The drive in worship continues to do well; major audio upgrades have been installed in the North campus sanctuary; the West Cobb Christmas will be cancelled due to Covid limitations; an outdoor Christmas Eve production is being planned; volunteers are needed for the Christmas Eve services; the choirs are participating virtually and in-person options to records are being offered; in person choir rehearsal is being held once a month; the Center for the Arts productions of High School Musical and Winnie the Pooh were both successful.
 - (k) Missions report given by Kerri Casteel: Amber Wilson is coordinating the adopt a school program where baskets of snacks are delivered to a different school in the area each month. The back pack ministry is being expanded to cover an apartment complex twice each month which benefits approximately 60 children; also 100 bags are being provided to families within the school system. Rob and Debbie Schmidt have been helpful in packing additional bags. The reading program continues with Wednesday reading sessions with kids at an In Town Suites motel; and a pumpkin decorating and games event was held with the kids in October. Tricia Wright also coordinated a pumpkin carving and decorating event with residents at Shady Grove Manor through the Life Care Ministry. During Thanksgiving break the church will send its first mission trip since the beginning of the pandemic which will be to Morning Star in Brunswick where teenagers with special needs are housed.
 - (l) Media report given by Austin McMillan: Video and audio upgrades have been installed in the north campus; efforts are being made to improve the quality of live stream virtual productions of the church services; the Methodist Men have helped with building improvements to the sound both.
 - (m) Evangelism: no report was made.
 - (n) Staff parish relations report given by Aaron Zerkle: Staff love offering letters will be mailed later this month (November). Allison Sligh is coordinating volunteers to record video messages thanking the staff members for their work and service to the church.
 - (o) Stewardship report given by Bill Coffeen: A letter has been sent by Bill and Dr. Campbell to church members to consider making a financial pledge for gratitude and thanksgiving. A planned giving seminar was held with a small group, and another planned giving seminar is expected to be held next year.
 - (p) Congregational care: Bill Floyd: no report.
 - (q) Church opening status report given by Latham Postell: The next major step in the church reopening will be Sunday service at 10 a.m., in the North Campus; sign up for attendance will continue along with wearing masks and conducting temperature checks.
 - (r) Pastor report given by David Campbell: Thank you to everyone assisting with the safe opening of the church facilities.
 - (s) Other concerns: none noted.
 - (t) Next meeting: February 1, 2021 at 7:00 p.m.
 - (u) Closing prayer by Eddie Fletcher.
- VI. Adjourn – The meeting was adjourned by Eddie Fletcher as Chairman. Next meeting: February 1, 2021, at 7:00 p.m.