



Leadership Board Meeting Minutes
November 20, 2023
7-9pm

Location: DSM Room

Board Members Present: Brittaney Lucas, Lori Sedlak, Veronica Runyan, Jill Easterling, Susan Boddy, Dale Gold, Ben Murray, Garrick Barnett, and Kristy Harrison.

Board Members Absent: None

Others Present: Ramesh Subramaniam

Pastors Present: Tom Parkinson

Call to Order and Approval of Minutes:

Brittaney Lucas called the meeting to order, and Tom Parkinson offered a prayer. Meeting minutes from September 18, 2023, and from the October 28, 2023, Charge Conference were approved. Motion made by Lori Sedlak and seconded by Dale Gold. Motion carried, with unanimous consent.

Report of the Senior Pastor:

Pastor Tom gave the ministry highlights from September 19, 2023 – November 20, 2023.

- The annual Fall Feasts were held on Wednesdays in September and October. About 70 people attended each week for a fellowship meal followed by adult bible study, DSM, and a children's bible study.
- A new Tuesday night small group format was launched, including groups for women, parents of teens, parents of young children, and grief care. Childcare is provided during the group meetings.
- The 2023-2024 confirmation class, comprised of 12 students, has started its nine-month program. In addition to Sunday classes, confirmands have experienced a special luncheon, bonfire, and have started serving with their mentors in various capacities in the church.
- On September 25, the entire staff (inclusive of the preschool) gathered at the UM Center in Cranberry for a day-long retreat. The focus of the retreat was building trust among the team and integrating new staff members. The staff developed a revised staff covenant, which every member of the staff has signed.

- Dutilh Preschool continues its monthly faith formation focus, with children learning Bible stories, singing songs of faith, worshipping at as chapel service in the sanctuary, and participating in church mission projects.
- Graceful & Grateful launched their fall ministry including bi-weekly gatherings, a service day cleaning up the memorial garden, and a trip to the Sight and Sound Theater.
- On October 4 and 8, we hosted a group of leaders from the UMC in Zimbabwe, including Rev. Alan Gurupira, who preached at Sunday services.
- Celebrate Dutilh was hosted on October 8 with 44 church members in attendance.
- On October 15, 17 adults became members of the church.
- Lori Sedlak and Maureen Konopka arranged a talent show that was hosted on October 20. Eleven variety acts performed, with Dee Hamerly and Sue Woods winning the fan vote for best act of the night.
- On November 5 Dutilh Church co-hosted the annual Ryan Gloyer 5k through the Seneca Valley Foundation.
- On November 10, DSM hosted Comedy Night, an all-night event full of food, fun, and games. More than 30 students attended, including 5 students from a sister church in Westview.
- On November 12, the Children's ministry led worship as part of the annual Children's Sabbath. As part of the service, 18 third graders received bibles.
- On November 19, the annual fall food drive packed boxes of groceries for 25 local families.

Worship Attendance:

- Attendance in January-October 2023 has continued to trend toward a return to pre-pandemic levels.
- 12% of weekly attendance is online worship.

A Look at 2024

2024 will be the year of the bible. Our congregation will focus on equipping as many people in the congregation as possible to read and know the bible. Components of the year will include:

- An 11-month preaching series through the entirety of the Gospel of Mark The series will be broken into six parts and will break for holidays, special events, etc.
- An online devotional series that empowers people to read the entire bible in one year. Participants will receive a weekly email containing daily bible readings, a video with tips for the readings, and devotional materials.
- For the Lenten Dinner Series, Pastor Tom will teach a five-part series on how to read the bible.
- We will create a video-based curriculum for small groups that teaches strategies for reading the bible.

Area Reports:

Financial Update:

- Garrick shared the offering income report. September and October were strong months, financially due to the offering.
- The Make Room loan principal balance is now \$868,897 with 99% pledge fulfillment.
- CDs and Money Market accounts are being used to grow our operating reserves.
- We continue to carry the Employee Retention Credit funds as a line item within the Restricted Funds. We are holding the ERC of \$39,371 for now.

- The first-round of 2024 commitment cards were collected on November 19. So far, the pledges look good with over 50% of the pledges increasing over 2023.
- The draft 2024 church budget is fully balanced. The following actions were taken to do so:
 - a) For budgeting purposes, assumed a 1% increase in giving for 2024.
 - b) Staff will receive a 3% cost-of-living increase.
 - c) Accounted for increasing utility costs.
 - d) Some unused medical stipends were removed from the budget.
 - e) Our apportionment payment is being kept flat.
- A motion to adopt the proposed 2024 budget was made by Garrick Barnett and seconded by Jill Easterling. Motion carried with unanimous consent.

SPRC:

- Dale shared that she has been working to obtain the results of a study of local market pay rates for preschool teachers conducted by a local church. In addition, Dale has been researching the pay rates for other preschool staff as well.
- The proposed preschool budget was discussed with the board deciding to table approval until additional information is available regarding local pay schedules.
- A motion to increase preschool tuition by \$10 per month for the 2024 school year was made by Brittaney Lucas and seconded by Veronica Runyan. Motion carried with unanimous consent.

Trustee Report:

- Jill Easterling presented the trustee report. As of this date, building maintenance is 5% over-budget. Overage due primarily to elevator fees which were not accounted for in the 2023 budget.
- The Trustee capital reserve fund currently contains \$39k, though upcoming projects will draw from the fund.
- The following projects are underway or have been completed since the Board's last meeting:
 - a) A new sliding door was installed at the parsonage.
 - b) The bell has been sold for \$800.
 - c) The DSM corridor is in the process of being repainted.
 - d) Beth is working to determine whether peeling EFIS paint on the exterior walls is under warranty.
 - e) Beth is working to resolve the bubbling of flooring in fellowship hall and the parlor.
- The following projects are scheduled for completion:
 - a) Bids for window replacement are being received. Bids range from \$60k to \$130k. Currently, the preferred bid is \$63k. Work is scheduled for 2024 barring unforeseen events.
 - b) The kitchen stove will be replaced in early 2024. Discussion with the manufacturer regarding possible compensation for existing oven has delayed replacement.
 - c) Installation of Fellowship Hall wall design scheduled for December 2023.
 - d) Acoustical ceiling tile installation in the greeting area and FH corridor scheduled for December 2023.
 - e) Jill and Beth plan to start a landscaping volunteer team in the Spring.
 - f) Roadside signage is being re-evaluated.

Strategic Plan Implementation

Community Outreach

Pastor Tom presented the plan to achieve our community outreach objectives through development of quarterly “come and see” events. These events will provide the community with reasons to come have positive experiences at Dutilh. Several potential events were identified as well as several existing events that already present opportunities for community involvement.

Master Plan

Beth Freiss will engage an architect to update the facility master plan by December 31, 2024. A master Plan Task Force will be created; comprised of Beth Freiss, Jill Easterling, and 2 to 3 congregants identified by the Board in January. The task force will

- a) Conduct a review of the existing master plan and identify facility needs. Results will be presented to the Board in May.
- b) Conduct an RFP process to engage an architect and bring results to the Board in July.
- c) Present a revised master plan to the Board.

Organizing the 2024 Leadership Board

Proposed Officers

- Lori Sedlak, Chair
- Ramesh Subramaniam, Vice-chair/Lay Leader
- Susan Boddy, Secretary
- Ben Murray, Treasurer

Board Roles

- Jill Easterling, Trustees Lead
- Dale Gold, SPRC Lead
- Garrick Barnett, Finance Lead
- Veronica Runyan, At-large member
- Kristy Harrison, At-large member (SPRC representative)

Authorized Check Signers

- Lori Sedlak, proposed Chair
- Ramesh Subramaniam, proposed Vice-chair
- Marv Mensch, former Chair and weekly check signer
- Brittaney Lucas, former Chair

2024 Meeting Dates

- January 15, 2024
- March 18, 2024
- May 20, 2024
- July 15, 2024
- September 16, 2024
- November 18, 2024

Closing and Adjournment:

Brittaney offered a closing blessing. There being no further business, the meeting was adjourned.

The next meeting is scheduled for January 15, 2024, at 7pm.

Respectfully submitted,
Susan Boddy
Board Secretary