

Admin Board Meeting Summary – July 17, 2025

ATTENDING: Clara Fitzgerald, Kevin Fitzgerald, Lee Klinkenberg, Phil Lindberg, Fred Mueller, Natalie Swirdovich, Rev. Wells

1. Paint-by-Numbers & Celebrations

- Final envelope collection planned for a celebration Sunday.
- Rev. Angela will email Lisa to confirm final donations.
- Rev. Angela will share positive financial news during “Joys and Concerns.”

2. Church Updates & Upcoming Events

- Rev. Angela is back from vacation and planning the Nov. 1 Church Conference.
- Preparing for Hispanic Heritage Month and stewardship campaign.

3. District Merger & OBIC Challenges

- New Tidal Basin District formed under Dr. Mills.
- OBIC issues:
 - IRS 1023 status revoked due to non-receipt; resubmitted in March.
 - Awaiting decision on retroactive reinstatement/penalties.
 - Grant application for EV charging stations approved for submission.

4. Financial Review

- June giving exceeded \$17,000 – highest since 2013.
- Revenues \$5K above budget; expenses \$5K below.
- Pledged income still under budget.
- Kevin to investigate \$10K Script card inventory.
- Mission share flat; Kevin to confirm with conference.

5. Fundraising, Budget & Giving System

- Online giving pilot in week 3.
- Natalie to update sender name and refine thank-you message in Breeze.
- Comments can designate donations; not all Finance Committee members see them.

6. Piano Tuning

- Scheduled twice yearly; managed by Worship Committee.
- Invoice process needs clarification.

7. Endowment Policy Development

- Natalie leading creation of Gift Acceptance and Endowment Fund policies.
- Drafts to be shared with committee before Charge Conference.
- Council of Ministries to suggest funding ideas.

8. Technology & Zoom Improvements

- Goal: Better remote worship within \$10K and 2-person tech team.
- Current setup includes stationary and phone cameras.
- Considering ceiling projector; issues with design and lighting.
- Observing other churches (e.g., Glen Mar) for ideas.
- Plan to increase tech volunteer training with sessions planned.

9. Digital Strategy & Outreach

- Focus on digital presence to reach new members.
- Stewardship campaign may echo 40th Anniversary themes.

10. Next Steps & Assignments

Task	Person/Group Responsible
Present Endowment & Gift Acceptance policies	Endowment Committee
Share policy drafts with committee	Lee & Natalie
Investigate Script card stock inventory	Kevin
Confirm mission share calculation	Kevin
Confirm paint-by-numbers receipts	Rev. Angela
Announce financial progress on celebration Sunday	Rev. Angela
Update email sender name in Breeze	Natalie/Finance
Refine thank-you message in Breeze	Natalie/Finance
Explore Zoom upgrades	Tech Team/Phil
Conduct tech training	Tech Team
Brainstorm programs for endowment support	Council of Ministries
Develop annual ministry calendar	Church Leadership

Next meeting scheduled for August 21st