



Administrative Board Meeting Summary – October 16, 2025

1. Pastoral Evaluation & Holiday Giving

- SPRC completed the pastoral evaluation; data entry pending by Clara.
- Phil to submit the final version to Arena by Nov 15.
- Holiday gift collections coordinated by SPRC to avoid overloading the congregation.

2. Copier Billing & Emergency Access

- Billing issue with the copier: no records for the past month.
- Potential unauthorized home printing being investigated.
- Emergency vehicle access concerns arose during a Muslim service; OBIC staff praised for handling the incident well.
- Kevin Booker to follow up on access issues and copier usage.

3. Muslim Congregation & Space Use

- Muslim congregation exploring new building construction; awaiting grant approvals.
- Children's Group relocation delayed from November.
- Hispanic congregation requests ice watch coverage on Friday evenings; concerns raised about added responsibilities.

4. Financial Updates

- Investment account surpassed \$90,000.
- November CD renewal approved; expected interest rate ~3.9%.
- Collections slightly below target but expected to improve.
- Paint-by-numbers sales contributing to revenue.

5. Breeze Fee Reporting

- Current method maintained through year-end.
- 2026 will include a new \$350 budget line for Breeze fees.
- Breeze fees to be tracked as both income and expense; full donation amount (including fees) shown as income.

6. Piano & Safe Updates

- Another piano tuning needed; previously tuned recently.

- Received piano rental payment; future rentals to be monitored.
- Safe installed; keys and combination access limited to key personnel.

7. Access & Counting Procedures

- Counters to make deposits on the 2nd and last Sundays of each month.
- Instructions for safe use and deposit procedures to be created and distributed.
- Safe to be clearly labeled for counters.



Follow-Up Action Table

Action Item	Due Date	Responsible Party
Submit finalized pastoral evaluation to Arena	Nov 1, 2025	Phil
Investigate copier usage and billing with Lisa	ASAP	Kevin F
Ensure emergency vehicle access procedures are in place	TBD	Kevin Booker
Arrange piano tuning with Becky	ASAP	Phil
Create written safe counting procedures and send to Natalie	ASAP	Phil
Add safe procedures to volunteer book and distribute to counters	Once received	Natalie (to give to Phyllis)
Distribute safe keys	ASAP	Phil (to Natalie & Lisa)
Share safe combination	ASAP	Phil (to Kevin F & Fred)