

# Administrative Board Meeting Summary

Attending tonight: Don James, Clara Fitzgerald, Kevin Fitzgerald, Phil Lindberg, Greg Swirdovich

Absent: Reverend Angela, Fred Mueller, Kevin Swanson

## Christ United Methodist Church February 2026

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### 1. Quick Highlights

- Reviewed OBIC report and community partnerships.
  - Noted transition plans for current building tenants:
    - **Muslim Family Center** planning relocation.
    - **Cradle Rock Children's Center** moving to Gateway Center.
  - Approved rollover of maturing CD:
    - 8-month term at 3.25% (credit union).
  - Reviewed Breeze collections and associated fees.
  - Discussed improved tracking of Breeze processing fees for budgeting accuracy.
  - Continued discussion of dedicated church space for programs (no immediate action taken).
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### 2. Interfaith Outreach & Facility Use

- Muslim Family Center did not attend reserved time in Sanctuary C.
  - Kevin Buker continuing outreach to identify new organizations (including smaller daycare providers) for downstairs space.
  - OBIC retreat scheduled for late February (mission and vision focus).
  - Discussed prior interfaith dialogue (Jewish, Muslim, Christian communities).
  - Consideration of childcare ministry opportunity in downstairs space.
  - OBIC requested input on the Vision/Mission Statement that included inputs from owning congregations on recommendations for future building use:
    - Received inputs for securing a dedicated space for CUMC functions.
    - Phil advised caution about reserving space without a defined program.
    - Clara noted need for flexible room sizes for various functions.
    - Greg reiterated the desire for a dedicated space was future looking anticipating CUMC growth.
    - The Board agreed to keep on the radar but no action needed now.
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### 3. 2026 Budget & Financial Review

- Treasurer's Report (Kevin):
    - Investment account showing growth.
    - Maturing CD approved for rollover:
      - 8-month term at 3.25% (unanimous approval).
  - 2026 statistical statement and church demographics completed (for mission shares).
  - January giving slightly behind (post-holiday timing), expected to normalize.
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### 4. Breeze Collections & Reporting

- Reviewed Breeze deposit tracking and processing fees.
  - Need identified for clearer budgeting line item for Breeze fees.
  - Ongoing issues:
    - Spouse payment allocation corrections.
    - Non-pledge checks and cash handling process.
  - Annual giving statements in progress.
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### 5. Administrative & Operational Items

- Continued transition to updated office key distribution.
- Old keys being collected; new keys distributed.
- Meeting minutes process reaffirmed:
  - Phil drafts
  - Angela edits
  - Greg final review and submission to Judy

Next Admin Board Meeting: March 19, 2026; 7:00pm

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### Follow-Up Action Items

<b>Task</b>	<b>Responsible</b>	<b>Deadline</b>	<b>Notes</b>
Roll over maturing CD into 8-month CD at 3.25%	Kevin (Treasurer)	Before CD maturity date	Board approved
Continue outreach for downstairs space tenants	Buker	Ongoing	Focus on daycare & community orgs
Resolve Breeze spouse payment issues	Fred	Next meeting update	In discussion

<b>Task</b>	<b>Responsible</b>	<b>Deadline</b>	<b>Notes</b>
Continue discussions on non-pledge checks & cash handling (Breeze)	Fred (with Howard Len)	Next meeting update	Process clarification needed
Collect old office keys and distribute new keys (incl. Brandy's)	Lisa / Phil	Ongoing	Ensure full transfer
Draft and distribute meeting minutes	Phil	Within standard posting timeframe	Initial draft
Edit and finalize meeting minutes	Angela / Greg	After draft circulation	Final copy to Judy
Track and report Breeze processing fees more clearly	Finance Committee	Before next budget review	Improve budget accuracy
Evaluate dedicated program space proposal	Administrative Board	TBD	