

Administrative Board Meeting Minutes

Date: July 17, 2026

Opening

- Brief discussion regarding Zoom AI Companion automatically activating during meetings.
- General announcements and updates shared before beginning business.

Pastor's Report

- Rev. Angela visited Mike and provided a pastoral care update.
- Announced the **Church Conference**:
 - **Date:** October 24, 2026
 - **Time:** 1:00 p.m.
 - Forms are due **October 1**.
- Reported on attending a Disability Inclusive Worship Conference and upcoming Disability Pride worship.

New Business

Mentorship Program

- The Board **unanimously approved** co-sponsoring a mentorship program with UCC.
- Program serves girls ages **7–13**.
- Meets Friday evenings through the end of August.
- Facility impact expected to be minimal.

OBIC Report

- Sanctuary carpeting project has been completed.
- Lobby flooring improvements remain under discussion.
- Reviewed concerns regarding tax-exempt status, particularly:
 - Rental income unrelated to the church's mission.
 - Defining mission-related facility use.
 - Potential impact of current and future tenants.
- Additional tax guidance documents will be reviewed.

Treasurer's Report

- Endowment and investment funds have shown positive returns.
- Board approved maintaining **8-month Certificates of Deposit at 3.5%**.
- Financial outlook remains ahead of budget projections.
- Endowment tracking and fee structure continue to be reviewed.

Finance Report

- Updated Board on upcoming Finance Meeting, July 27.
- Reported that the endowment has been invested.

Financial Secretary's Report

- Ten of 34 pledges have been paid in full.

- Weekly giving averages approximately **\$1,600**, compared to the **\$1,900** weekly goal.
- Online giving continues to exceed budget expectations.

Council of Ministries Report

- Judy and Mary Jo plan to retire from producing the church newsletter at year-end.
- Several communication options were discussed:
 - Continue weekly email with assistance producing a monthly newsletter.
 - Expand the weekly email into a more comprehensive communication.
 - Quarterly newsletter.
 - Online discussion forum.
 - Weekly email only.
- The Board expressed little support for an online forum because of privacy and moderation concerns.
- Members favored using **Constant Contact** to improve weekly communications while simplifying newsletter production.

Administrative Discussion

The Board discussed creating a more structured process for annual reporting by:

- Developing one master calendar of reporting deadlines.
- Assigning responsibility for annual tax and property filings.
- Recommended reporting hierarchy:
 1. Treasurer
 2. Administrative Board Chair
 3. Finance Chair

Follow-Up Action Items

Action Item	Responsible	Due Date
Update Administrative Board Google Group (add Greg, Don James; update Clara's email; remove Lee; consider Lisa with send-only access)	CUMC Administration	As soon as possible
Provide Fred with endowment account paperwork and instructions to submit to Frank Robert	Natalie	Before July 27 Finance Meeting
Send Finance Committee meeting reminder	Natalie	Before July 27
Provide original endowment balance for tracking purposes	Natalie	Before July 27 Finance Meeting
Clarify endowment fee structure (monthly vs. transaction fees and percentages)	Natalie	Before July 27 Finance Meeting

Obtain Scrip fundraiser profit information from Dee	Rev. Angela	Before July 27 Finance Meeting
Ask HUB if anyone has accounting/audit experience to assist with oversight	Rev. Angela	September HUB Meeting
Share OBIC funding charts and tax categorization notes	Clara	Next Administrative Board Meeting
Distribute document outlining the 11 IRS tax-exemption categories	Clara	Next Administrative Board Meeting

Next Meeting: Thursday, August 20