

Administrative Board Meeting — August 20, 2026

Pastor's Report & Church Updates

- Fall activities: Rev. Angela reviewed upcoming events, including the October 24 church conference, a 10-week series on joy, and community outreach activities.
- Intern: Emily Murphy Lyons will serve as a fall intern, with opportunities to preach and participate in committee work.
- Staffing: Kelly's schedule will change following her recent work promotion, which may affect Rev. Angela's days off.
- Rev. Angela also shared that she is celebrating her 10-year ordination anniversary.

Safe Sanctuaries & Congregational Updates

- Safe Sanctuaries work is continuing:
 - Notifications are being sent for expiring classifications.
 - Sexual misconduct forms are being processed.
 - Kevin still needs to connect with Regina, who is in Alabama until September.
- The updated Congregational Profile for Church Council has been completed.

OBIC / Facility Update

- Building improvements include new carpeting and chairs.
- Ongoing concerns were raised regarding weekend activities:
 - Lobby cleaning
 - Proper event setup and cleanup
- Kevin S. has raised these concerns with the appropriate staff, will discuss with Kevin Buker if needed.
- Clara will circulate OBIC funding charts and IRS tax-categorization information.

Treasurer's & Financial Report

- Overall finances remain stable:
 - Revenues are above expectations.
 - Expenses are below budget.
 - The church is slightly ahead for the year.
 - July pledges totaled approximately \$7,600.

- The endowment and investment accounts decreased slightly in value from the prior month.
- CD #11 matured and automatically transferred to the credit union's primary savings account.
- The Board agreed that maturing CDs should be reinvested to maintain better interest rates and that the credit union's maturity/renewal procedures should be clarified.
- The Board also discussed the need for better tracking of Community Ministries donations.
- The Board agreed to create a dedicated "Benevolence Fund" online giving category.
 - Implementation is targeted for the new budget year in January.
 - The Finance Committee will work out the mechanics before year-end.
 - The Board will also consider increasing the current \$200 annual budget for benevolence requests.

Community Ministries

- A new "Community Ministries" in-and-out budget category will be added to improve tracking of donations and expenses.
- Donations should be clearly identified on checks and noted during counting.
- The change was approved by the Board.

ADMIN Board Tickler System

- The Board agreed to establish a system for tracking mandatory reports, deadlines, and responsible individuals.
- All attendees will contribute information to the master list.
- A simplified version will be included with meeting agendas so we stay on track.
- Sensitive information, such as passwords, will not be included, but will be maintained in a master list by the Admin Board chair.

Other Business

- Previous action items were reviewed.
- The next ADMIN Board meeting is scheduled for September 24, 2026 due to scheduling conflict.
- The meeting concluded with prayer.

Follow-Up Actions

Follow-up / Action Needed	Due	Responsible
Obtain script fundraiser profit information from Dee	Before next meeting	Rev. Angela
Ask the Hub whether anyone has accounting/audit experience to assist with oversight	September meeting	Rev. Angela
Email OBIC funding charts and IRS tax-categorization notes to the Board	Before next meeting	Clara
Renew CD #2300 for 8 months at approximately 3.5%; ensure funds do not transfer to primary savings	At maturity / immediately as appropriate	Kevin Fitzgerald
Clarify credit-union CD maturity/renewal procedures and obtain written policies	Before next meeting	Kevin Fitzgerald
Provide Fred with endowment account paperwork and instructions for submission to Frank Robert	September	Natalie
Complete the mandatory-reporting/deadline table and send it to: gswirdovich@verizon.net	Before September 24 meeting	All attendees
Add "Community Ministries" to the in-and-out budget tracking	Before/with next budget update	Finance Committee
Develop and implement online "Benevolence Fund" giving category	By January budget year	Finance Committee
Consider increasing the Benevolence Fund budget above \$200	TBD, possibly with January budget	All attendees