# Administrative Board Meeting Summary

October 15, 2026

Attendance:

Kevin Fitzgerald
Clara Fitzgerald
Don James
Toni Klinkenberg
Phil Lindberg
Fred Mueller
Greg Swirdovich
Natalie Swirdovich
Rev. Angela Wells

## 1. Worship, Church Activities, and Events

- Charge Conference: Preparations are underway.
- Advent and Christmas: Planning continues for the upcoming seasons.
- All Saints Day: Rev. Rev. Angela is collecting names and photographs for the *Cloud of Witnesses* display. Congregants may submit them by text or email.
- Nursery volunteers: Additional volunteers are urgently needed.
- Pride Festival: The event has been rescheduled for November 1.
- Hymn Sing: Preparations are underway for Sunday's service, including hymn stories and musical coordination with Pam, Phil, and a special guest from the Mosaic Chorus.
- Joy and Play Sunday/Apple Autumn Fun: Upcoming activities were noted in the Council of Ministries report.
- Immigrant Rights Collective: The Board unanimously approved sponsoring space at OBIC for an inter-regional meeting.
- Pastoral absence: Rev. Angela will be away Sunday to attend a conference in Austin, Texas.

## 2. Staff Relations and Employee Requirements

- Pastor evaluation: SPRC has completed Rev. Angela's evaluation. Toni needs to submit it into ARENA.
- FAMLI registration: The church must register under the new Family and Medical Leave Act requirements by November 15, 2026.
    - Kevin, serving as Treasurer, was assigned to handle registration.
    - Employees who worked 680 hours during the previous four quarters qualify for benefits and a payroll deduction will be required
    - The discussion noted that the church has fewer than 15 employees and does not need to contribute as an employer, but Rev. Angela must contribute 0.45% per payroll. These requirements will be confirmed during registration.

## 3. OBIC Facilities, Property, and Grant Updates

- Cradlerock Children's Center (CCC): CCC is moving out, and the downstairs space is being refurbished. The departure creates potential cash-flow concerns if the space remains vacant for an extended time.
- Prospective tenants: Kevin Buker is exploring higher-rate rental opportunities, including potential daycare organizations or other tenants that align with OBIC's missions. Final arrangements depend on confirmed availability dates; no tenant prospects have been announced.
- Erosion remediation grant: The group discussed issues involving the erosion remediation grant. The affected property was reported to be owned by Howard County Parks and Recreation rather than the church.
- County coordination: Further coordination with Howard County Parks and Recreation is needed to clarify property responsibilities and the grant issue.
- OBIC follow-up: A written summary of the meeting concerning the grant and property issues is to be circulated.

## 4. Stewardship and Giving

- Stewardship packages: Don reported that the packages have been assembled. Distribution is planned for Sunday, October 18th, with remaining packages to be mailed early the following week.
- Stewardship Sunday: Scheduled for the end of October.
- Pledge giving: Fred reported that in-person offerings have been low in recent weeks, but Breeze online giving remains strong. Prepaid pledges have also supported collections.
- Breeze reporting: Fred will meet with Lisa to resolve problems generating Excel reports from Breeze.
- Congregational communication: Fred plans to send a letter about pledge giving, ideally before the end of the third quarter.

## 5. Finance and Endowment

- Overall financial health: Kevin F. presented the treasurer's report and described the church's finances as generally healthy.
- Breeze giving: Online giving has exceeded budgeted amounts, reaching nearly $15,500, according to the meeting summary.
- Endowment balance: Fred reported contributions of $1,298.25, bringing the endowment principal to $72,884.85.
- Endowment communications: Natalie will continue raising awareness through newsletters and educational programs about legacy giving. No additional congregational donation appeals are planned for this year.
- Transfer of funds: The endowment funds are to be transferred from PNC to the endowment account using the final figure of $1,298.25.
- Certificates of deposit (CDs): The Board will discuss and decide how to handle the CD maturing in December at its next meeting.

- Finance meeting: Natalie will send a notice for the finance meeting scheduled for October 26.

## 6. Council of Ministries and Closing

- Phil summarized Council of Ministries activities and upcoming events, including Apple Autumn Fun.
- The meeting concluded with a closing prayer led by Rev. Angela.

## 7. Follow-Up Action Items

The table below consolidates the outstanding tasks, deadlines, and responsible individuals identified in the meeting notes. Where no firm deadline was recorded, the timing is marked accordingly.

| Follow-up action | Deadline | Person responsible |
|---|---|---|
| Continue recruiting a volunteer for the weekly email newsletter. | ASAP | Rev. Angela |
| Collect names and photographs for the All Saints Day *Cloud of Witnesses* display. | Before November 1, 2026 | Rev. Angela |
| Prepare for the rescheduled Pride Festival. | November 1, 2026 | Rev. Angela |
| Prepare hymn stories and coordinate musical arrangements with Pam for the hymn sing. | Before Sunday, October 18, 2026 | Phil |
| Distribute stewardship packages at church. | Sunday, October 18, 2026 | Don |
| Mail any remaining stewardship packages. | Week of October 19, 2026 | Don |
| Meet with Lisa to resolve the issue generating Excel reports from Breeze. | ASAP | Fred |
| Send a congregation-wide letter regarding pledge giving. | Not specified | Fred |
| Send notice of the finance meeting scheduled for October 26. | By October 20th | Natalie |
| Circulate a summary of the OBIC meeting on the erosion remediation grant and property issues. | Not specified | Clara |

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| Register the church for FAMLI and confirm applicable requirements. | November 15, 2026 | Kevin F. |
| Transfer $1,298.25 from PNC to the endowment account | ASAP | Kevin F. |
| Discuss and decide how to handle the CD maturing in December. | Next Board meeting; Nov 19, 2026 | Administrative Board / Treasurer |
| Submit Rev. Angela's completed evaluation into the appropriate system. | ASAP | Toni |

Next Administrative Board meeting November 19, 2026