

Minutes of Governing Board Meeting Northwood Alliance Church January 22, 2020

Members present: Sergio Borja, Andy Stampley Carr, Charles Gibson, JoAn Newby, Bonnie Onyon, Phil Rivas, and Jim Rutherford. Church Treasurer Patricia Alesse was present. Board members Mike Eagle and Brendan Walter were absent due to work and family childcare responsibilities. Guest Glenn Tuski was welcomed.

Opening Prayer: The meeting started at 6:35 PM with prayer needs of church members. Praise was given that Keith has learned that his lungs are cancer-free.

Guest Presentation: Glenn was present to present a proposal created by himself and Keith Sanborn, both of the transition committee. They propose tech updates to the sound and video system in the sanctuary which would include wireless microphones, a podium microphone and a different projector mount. Also recommended is a Smart TV, available for \$125, to be mounted on the wall in the foyer as a revolving bulletin board. The total plan will cost about \$1,100.

MOTION: Jim moved to approve the plan to purchase the recommended equipment. Bonnie seconded. Motion passed.

Approval of Minutes: The minutes of December were reviewed. One correction noted: it was Brendan, not Sergio, who was elected to serve on the nominating committee from the board.

MOTION: Bonnie moved to accept the minutes as corrected, and Phil seconded. Motion carried.

Treasurer's Financial Report:

Summary Report for 2019: Patricia distributed the summary report as of December 31 and through January 14, 2020, and the profit and loss budget performance for December and through 2019.

Beginning balance on December 1	\$1,503.88
Ending balance on December 31	\$3,035.13
Total income for December	\$15,505.36
Total expenses for December	\$13,879.48

Credit card adjustment was \$94.63 for December. Savings account funds in WECU for December totaled \$26,992.75, with \$17,673.00 in the 5% savings account. The remaining \$9,319.75 in the savings account is held in other designated funds.

Update on Bookkeeping Assistance:

Tammy has done previous audits for our church and is scheduled soon to do the 2018 audit for Northwood. Recently Patricia asked her to help find monthly discrepancies in her accounting. Tammy quickly determined that the cause was credit card activity. She has worked independently in the past but now has taken a job with a Lynden accounting firm. She will check to see if she can do further work for Northwood while in this new position. If possible, the board would like her advice on organizing our accounts work into better categories which she has experience doing for other churches. Her hourly rate is \$65.00.

Patricia also has also checked with a less experienced bookkeeper at the C Shop who charges \$25 per hour. Patricia will continue to work on ways the duties of church treasure could be realigned to provide her with some relief in her work.

Proposed Budget for 2020:

The 2020 budget has been printed in the annual report packet and made available to church members for Sunday, January 27th annual meeting. The board reviewed the budget again and questions were answered. Patricia also asked for approval to purchase the new QuickBooks software program from Costco for about \$190.

MOTION: Jim moved to accept the December financial report and the 2020 proposed budget, and also to authorize the purchase of QuickBooks. Phil seconded the motion and it was carried by vote of the board.

Carpet Replacement and Painting Upstairs:

Phil showed color and type samples of available carpeting similar to what has been installed in the sanctuary. He stated that the installers can reduce some of the cost by placing the new carpeting on top of the old in the stairways. This would also reduce the noise generated on the stairs, especially during the worship services. All agreed to ask Chris to select the carpet color along with one or two other women in the church.

Before installation of the carpet, the plan is for the deacons to paint the large classroom and to replace the lights. Also, damage on one wall will be repaired and a chair rail installed to protect the walls from chairs stacked along that wall. New LED lighting is also needed in the pastor's office.

MOTION: Jim moved to approve the purchase of the carpet with hard back carpet squares and to include any incidental costs such as paint, lights, and painting gear as needed for the project. Bonnie seconded the motion and it passed. The board agreed to ask the congregation to assist with donations to help pay half the cost of the project, or about \$2,500.

Ministry Report:

Service Plans through January: This coming Sunday will be last Sunday that Charles serves as our pastor. He plans to briefly review this year and to share reflections on the past 25 years of his time at Northwood with an emphasis on friendship in his message.

Update from the Transition Committee: Jim reported that he had met with Ken Crandall on January 20, and the agreement, with him as Interim Pastor. It was signed to begin January 26th.

Ken will guide the transition committee in preparations and the search for a new pastor. He asked for the purchase of a prayer guide at \$8 each for the transition committee members. One early goal from the committee is to encourage advanced planned for church services up to three weeks out. He will also be working with Chris on possible changes to the weekly bulletin. After discussion with information from Charles, it decided the transition committee meetings and board meetings with Ken will be held on Sunday afternoons while Ken is in town. A light lunch would be provided.

MOTION: Phil moved that the above requests and recommendations be accepted; Andy seconded and the motion passed.

Practical Transition Concerns: Charles reported that Chris has prepared a handout for this week to ask for volunteers to help with work that repeatedly comes up for church services. This should reduce the time it takes her every week. Opportunities to serve include serving as greeters, arranging of flowers for the altar, and the occasional rotation of banners.

Benevolent Assistance: Charles mentioned that there are some needs within our church for benevolent care that should be addressed. He described one in particular needing care now. The board will keep this in mind in months to come.

Review of Annual Meeting Agenda: The agenda was reviewed and is ready for Sunday's meeting.

Review of events since last meeting:

Living Nativity: was held on Friday, December 20th. Our volunteers responded well and except for rain during the event, it all was successfully completed. An estimated two to three hundred people came from the community.

Family Christmas Program: Sunday, Dec. 22nd (originally scheduled for December 15th). Moving the date to one week later made it possible for more of our kids to participate, but it meant three major events in five days, which was very difficult.

Christmas Eve Communion Service: Tuesday, December 24th. This annual gathering was attended by about half the church.

Jon Mutchler and Fred Eldred: were guest speakers in January 5th and January 19th. Jon and his wife, Diane, were members of Northwood about thirty years ago before they planted the Ferndale Alliance Church. Fred, who is legally blind, gave good insights from his lengthy study of the book of Job. He was assisted in delivery by Charles.

Upcoming Events:

Pastors' Fellowship will meet Thursday, January 23rd. for their winter gathering. Charles has been leading this group since the Peace Arch Ministerial Association disbanded several years ago and handed all assets and 501C3 status to the Community Assistance Program. Charles will be asking that another pastor take over leadership.

Annual Congregational Meeting: Sunday, Jan. 26th. Ken Crandall will be installed as interim pastor at the close of the morning worship service. He will be installed by Dennis Pust, Acting Field Director for Alliance Northwest.

Farewell Event: A farewell event for Charles and Margaret is planned for early March. The date will be confirmed soon.

Other Concerns for the Board:

Leak in hallway and nursery floor: This has not yet been repaired; it requires removal of sheet rock near a hall fountain.

Problems on one interior and four exterior doors: Deacons are asked to repair and improve these doors in the near future.

Request for Older Chairs: This request was formerly approved but has not been completed. Home Connection was asked how many of the old chairs they needed. They indicated all but 20. Northwood will donate these to the Blaine CTK if still needed.

Request to attend Field Forum: Due to illness, the Gibsons were unable to attend the Pastors' Retreat at Cannon Beach in early January. By general consensus of the board, they will attend the Field Forum in March instead.

Spiritual Direction Retreat at Cedar Springs: Charles will attend this required event at the end of January as approved.

Next Meeting is planned for Sunday, February 16th after our service. A light lunch is planned for the board and Ken.

Andy closed the meeting in prayer.

Submitted by: Andy Stampley, Secretary

Approved by Governing Board on Februar 16, 2020