

Yates Baptist Church
Quarterly Business Meeting
August 27, 2014
Minutes

Linda Mercer, Deacon Chair, called the quarterly business meeting of Yates Baptist Church to order on Wednesday, August 27, 2014 at 6:15 p.m. Mrs. Mercer called on Nancy Wooters, the Church Clerk, to identify any proxy votes. Mrs. Wooters stated that J Muckenfuss had designated Brian Nunnally to serve as his proxy for tonight's meeting (Attachment 1).

Mrs. Mercer submitted the minutes of the quarterly business meeting on April 23, 2014 and the special called meeting on August 24, 2014 for approval. Since the minutes have been published on the church website, a motion was made and seconded to waive the reading of the minutes. A motion was then made and seconded to approve the minutes as written. The motion passed.

Sean Fenton, Church Treasurer, gave a brief financial report for the period ending July 2014 (Attachment 2). Mr. Fenton stated that there is a great deal of information in the financial reports, and that he, the Finance Committee Chair Dave Odom, and Trinity Concepts staff are available at any time to answer questions. Year to date, receipts are trailing budget, but increased revenues are anticipated in quarter 4, as has been the trend in past years. Our balance sheet is exceptionally strong, and there are ample reserves to meet our budget expenses, if required, without requiring changes to the budget. Mr. Fenton reported that the CDC financial report shows a strong and thriving business, with cash on hand significantly greater than cash flow needs. Mr. Fenton noted that Yates has recently approved the expenditure of up to \$200,000 to complete the design, permit and bid phases of the facilities renovation project, and that this expenditure will have no negative impact on the budget.

Dave Odom, Chair of the Finance Committee, reported on changes that were made to some of the restricted funds in July 2014 (Attachment 3). Some were renamed to better reflect their purpose, and others were consolidated with other funds and will be eliminated. As part of this process, the committee contacted donors and did historical research on the funds in question.

Mr. Odom presented the following motion from the Finance Committee:

The Finance Committee recommends that the Church approve a budget amendment to increase Software Support (005635) by \$1,650 to a new total of \$5,197 to pay for upgrades to the ACS data management system.

The motion did not require a second. The motion passed.

Courtney Thornton, chair of the Nominating Committee, made a motion to approve updates to the Description, Meetings and Functions sections of the Finance Committee Handbook (Attachment 4). The motion did not require a second. The motion passed.

Mrs. Thornton presented the slate of nominees for 2014-15 Sunday School teachers and other leaders (Attachment 5) and made a motion that they be approved. Requests were made to amend

the slate to remove Evan Bassler and Bethany Bassler from the Middle School list and to remove Evan Bassler from the Young Adult 1 list. The motion to accept the amended slate passed.

Brian Nunnally, Chair of the Personnel Committee, made the following motion;

The Personnel Committee recommends that Yates Baptist Church support a ministry intern from the Duke Divinity School Baptist House of Studies Program during the 2014-2015 academic year at an expense of \$4,000 per semester.

Mr. Nunnally stated that this person has not been selected yet, that the expense has been included in the 2014 budget and the draft 2015 budget, and that the motion is limited to a Duke intern. The motion did not require a second. The motion passed.

Mr. Nunnally presented a series of motions (Attachment 6) from the Personnel Committee requesting approval of specific sections of the new Personnel Policies and Procedures Manual (Attachment 7). Mrs. Mercer stated that no second was required for any of these motions. The section or item covered by each motion and the result of each vote are as follows:

- 1) Section 1 (Our Church and its Government). The motion passed.
- 2) Section 2.1-2.6 and 2.8-2.11 (Employment excluding Employment Limitations). Following discussion, the motion passed.
- 3) Section 3 (Compensation). Following discussion, the motion passed.
- 4) Section 4 (Benefits). Following discussion, the motion passed.
- 5) Section 5.1-5.10 and 5.12 (Leave and Time Off, excluding Sabbatical Leave). Following discussion, a motion was made to change the wording of item 5.1.4 (Vacation) to read "The search committee will be given authority to negotiate the amount of vacation provided to the minister as part of the overall financial package offered". This motion was seconded and passed. Following further discussion, the amended motion passed.
- 6) Section 6 (Office Standards and Procedures). A motion was made to remove item 6.6 (Children in the Office). This motion was seconded and passed. Following discussion, a motion was made to remove item 6.1 (Office Hours). This motion was seconded and passed. Following further discussion, a motion was made to remove item 6.15 (Work Made for Hire). This motion was seconded and passed. Following further discussion, Mr. Nunnally withdrew the amended motion. No vote was taken.
- 7) Section 7 (Health and Safety). Following discussion, a motion was made to remove item 7.4 (Parking). This motion was seconded and passed. Following further discussion, the amended motion passed.
- 8) Section 8 (Computer Policy). Following discussion, a motion was made to amend item 8.5 (Home Computer Use) to remove the first sentence. This motion was seconded and passed. The amended motion passed.
- 9) Section 9 (Employee Assessments). The motion passed.
- 10) Section 10 (Termination of Employment). The motion passed.
- 11) Item 2.7 in Section 2 (Employment Limitations). Following discussion, the motion passed.
- 12) Item 5.11 in Section 5 (Sabbatical Leave). Mr. Nunnally noted that this is a revision to an existing policy. Following discussion, a motion was made and seconded to amend the wording of the 2nd sentence in paragraph 5 to read "The minister is required to continue their ministry at Yates Baptist Church for at least one year following the sabbatical or reimburse the church for the salary and benefits paid during the sabbatical, unless

otherwise approved by the church". Following further discussion, the motion to amend passed. Following further discussion, the amended motion failed.

Walt Pickett, Chair of the House and Grounds Committee, made a motion to approve the House and Grounds Policy and Procedures / Outline of Responsibilities document (Attachment 8). No second was required. The motion passed.

Warren Jones presented the following motion from the Ordination Council:

The Ordination Council, with the support of the Deacons, recommends that Yates Baptist Church ordain Danny Steis into the Gospel Ministry and that his ordination service be held at Yates Baptist Church on Sunday, September 28, 2014. An Ordination Council consisting of Felicia Cothran, Rich Goodier, Christopher Ingram, Warren Jones, Kevin Shinn and Jewel Tharrington has interviewed Mr. Steis. Director of Missions of the Yates Baptist Association, Dr. John Saunders, was also present at the examination and questioning. We consider Danny Steis to be worthy of ordination and recommend that he be ordained by Yates Baptist Church.

The motion was seconded. According to church by-laws, this motion required a 2/3 majority vote. The motion passed unanimously.

There was no further business, and Mrs. Mercer closed the meeting with prayer. The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Nancy Wooters
Church Clerk

Attachment 1: Notice of Proxy

Attachment 2: July 2014 Church and CDC Financial Reports

Attachment 3: Finance Committee Changes to Restricted Funds

Attachment 4: Changes to Finance Committee Handbook

Attachment 5: 2014-15 Sunday School Teachers and Other Leaders

Attachment 6: Personnel Committee Motions

Attachment 7: Personnel Policies and Procedures Manual (Draft)

Attachment 8: House and Grounds Policy and Procedures - Outline of Responsibilities