

Yates Baptist Church  
Quarterly Business Meeting  
January 28, 2015  
Minutes

Michael Jessup, Deacon Chair, called the quarterly business meeting of Yates Baptist Church to order on Wednesday, January 28, 2015 at 6:21pm.

Mr. Jessup submitted the minutes of the quarterly business meeting of October 15, 2014 and the annual business meeting of November 23, 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.

Courtney Thornton, Assistant Church Clerk, noted there were no known letters requesting change in membership.

Sean Fenton, Church Treasurer, presented the financial report for the year ending December 31, 2014 (Attachment 1). Mr. Fenton noted that 2015 will be his fifth and final year serving as Treasurer. Mr. Fenton noted that the Child Development Center (CDC) balance sheet now reflects capital reserve and emergency reserve accounts. The CDC spent less than budgeted in 2014 for a net gain of \$27,040.13. Yates Baptist Church's liquid assets totaled \$1,045,680.32, of which \$301,342.32 is set aside in temporarily restricted accounts. The Missions Council worked in 2014 to clarify the Missions Funds as shown in the summary of restricted accounts. Upon advisement from Trinity Concepts, the church's building reserve, which totaled \$215,540.11 at the close of 2014, will henceforth be reflected in the balance sheet as opposed to within the church budget. The building reserve should not be treated as an expense but rather as a savings account. In 2014, the church budgeted for revenues of \$821,076.00, but receipts totaled \$770,050.38. Although receipts were lower than budgeted, the church spent less than the receipts in 2014 resulting in a positive cash flow. Some notable differences between budget and expenditures were for adult minister and pastor salary expenditures.

Warren Jones, member of the Nominating Committee, presented two motions (Attachment 2). First, the Nominating Committee recommended that the Usher Committee be changed to Usher Coordinators. Mr. Jessup called for discussion. There was none, and the motion was passed.

The Nominating Committee recommended acceptance of the Committee Handbook changes as shown (Attachment 3). Mr. Jessup called for discussion. Courtney Thornton and Gayle Davis asked that the motion be amended to address the following:

- Administrative committees will be noted with an asterisk in the Table of Contents;
- Section numbering will be added in front matter
- First sentence under "Guidelines for All Other Nominations," remove "*councils*," as they are not technically nominated by the Nominating Committee;
- First paragraph under "Guidelines for Committee and Council Operations," remove "*or council*" from the next to the last sentence, as term limits do not apply to chairs of councils;
- Under description for Treasurer and Assistant Treasurer, add "and Assistant Treasurer" in first sentence, and remove fifth sentence regarding the financial secretary (now a contract service);

- Under Children’s Ministry Committee, correct the title in the Description to Minister of Children and address typos in Function section;
- Under Extension Committee, function (5), change Deacons to Deacon Care Team Leader;
- Under Kitchen Committee, Staff Liaison, remove “Minister of”;
- Under Music Committee, correct the title in the Description to Minister of Music and Worship;
- Under Worship Away Committee, in the Description, change Tape Ministry to Worship Away Committee;
- Under Usher Coordinators (upon approval by the church), correct typo by adding “to” before “enlist” in first sentence.

The amendment was accepted. Mr. Jessup called for discussion. There was none, and the amended motion was passed.

Debbie Griffin of the Personnel Committee presented six motions (Attachment 4). First, the Personnel Committee recommended approval of the revision in Item 5.1 in Section Five of the Yates Baptist Church Personnel Policies and Procedures Manual, hereinafter referred to as the Personnel Manual (Attachment 5). Mr. Jessup called for discussion. There was none, and the motion was passed.

The Personnel Committee recommended approval of Item 6.1 in Section Six of the Personnel Manual. Mr. Jessup called for discussion. There was none, and the motion was passed.

The Personnel Committee recommended approval of Item 6.2 in Section Six of the Personnel Manual. Mr. Jessup called for discussion. There was none, and the motion was passed.

The Personnel Committee recommended approval of Item 6.3 in Section Six of the Personnel Manual. Mr. Jessup called for discussion. There was none, and the motion was passed.

The Personnel Committee recommended approval of Item 6.4 in Section Six of the Personnel Manual. Mr. Jessup called for discussion. There was none, and the motion was passed.

The Personnel Committee recommended approval of Item 6.5 in Section Six of the Personnel Manual. Mr. Jessup called for discussion. There was none, and the motion was passed.

Susan LeGrand, member of the Missions Council, presented the Missions Council 2015 Leadership report (Attachment 6). The report included affirmation of several mission leaders of the church. Mrs. LeGrand moved to approve the report, and the motion was seconded. Mr. Jessup called for discussion. There was none, and the motion was passed.

Harold Burch, Chair of the Facilities Development Implementation Ad Hoc Committee provided an update (Attachment 7). Mr. Burch reiterated details of the three plans presented by the prior Facilities Planning Team and their ultimate recommendation of Plan 2, which includes sanctuary and parking renovation as well as the “gathering place.” The church previously approved \$200,000 for architectural services; these are being performed by DTW Architect and Planning, Ltd. At this point, the schematic design phase has been completed. Mr. Burch presented a tentative timeline, including the projected completion of the Financial Planning Team’s report to the Deacons next month. Mr. Burch anticipates

one or more family meetings to discuss the project prior to a church vote. The earliest estimated call for a vote would be May 2015. Another critical factor for start of construction is city approval of the site plan, which can take 8-12 months. The construction timeline is estimated at 18-24 months depending on the level of work. Timelines will be refined and communicated along the way. Mr. Burch invited questions and discussion. During discussion, Mr. Burch noted that the permitting process has started, and permitting costs were not included in the \$200,000 previously approved by the church. Walt Pickett noted that a better financial estimate may be available after the detail design phase, which has implications for the timing of a church vote and for fundraising. Following discussion, Mr. Burch asked for the church to continue to pray for the work of the committee.

There was no further business, and Mr. Jessup closed the meeting with prayer. The meeting was adjourned at 7:21pm.

Respectfully submitted,

Courtney Thornton  
Assistant Church Clerk

Attachment 1: Yates Baptist Church December 2014 Budget

Attachment 2: Nominating Committee Motions

Attachment 3: Yates Baptist Church Handbook of Committees, Councils and Elected Leaders (redline)

Attachment 4: Personnel Committee Motions

Attachment 5: Yates Baptist Church Personnel Policies and Procedures Manual (excerpt)

Attachment 6: Missions Council 2015 Leadership Report

Attachment 7: Facility Development Ad Hoc Committee (First Update)