

PPMCC Board of Directors Meeting Minutes
January 22, 2006
1:00 pm

In attendance: Frank, Matt, Kathleen, Karen S., Karen R., Mark, Cindy, Rebekah, Angela, Curly

Call to Order - Frank

Opening Prayer – Karen R.

Moment of Reflection – Matthew

Reports

Clerk's Report (Robin) – Robin was not in attendance, so no minutes from previous meeting

Treasurer's Report (Kathleen) – Moved by Matt/seconded by Frank. It was a small report since she cannot access the programs to do a complete report

The mortgage is paid for January

Tithes are caught up through October 2005. We still owe November, December, and January

Credit card bills are past due

Barb's card has been turned in, Nori's has not

Cindy noted that there are some additional monies that the tech team has raised via Ebay that have been put aside for another projector. This money is not indicated in the report.

We tend to use money that is in the checking account whether it is designated or not.

There was a discussion about how we need to stop doing that.

Business

Board Officers

There was a discussion about communicating better between Board members and that every position on the Board should have a "back-up" person who knows what is going on as well.

Treasurer:

Kathleen communicated that she will be taking the next month off and will not be taking care of the books any longer. At this point, W-2s need to be taken care of as well as 1099s, signers on bank accounts, changing credit card names, an audit (report) of payroll for the year. There was a discussion about asking within the congregation about someone to take care of the books, and if that is unsuccessful, looking outside of the congregation for a CPA. Deciding on a treasurer will be on hold for 1 month. There will be a letter to go out this Friday in the OCC looking for a bookkeeper. Matt will write it with input from other members. Someone will ask Robin if she can help with the 1099s, and Cindy and Angela will help with them also.

Vice Moderator:

Matt/Kathleen nominated Frank. Unanimous.

Secretary:

Frank/Matt nominated Robin. Unanimous

New BOD member

Frank/Kathleen nominated Angela to be appointed to the Board. She accepted.
Unanimous.

Restructuring of Responsibilities

The treasurer will liaison with the bookkeeper. There was a discussion about keeping priorities clear about which payments need to go out when, who will be paying the bills in February. The Board will dual sign some checks and Matt, Karen S., Frank and Angela will get together Tuesday to deal with the current bills. Angela will be the “point person” for the treasurer position for the next 30 days.

Bylaws and SOPs

Our lay delegate is the chair, alternates serve on the committee. We MUST have a committee set up soon. Robin has expressed an interest in it. Brian will be the chair, Karen R, Karen S, Kathleen, Angela are all interested. The Bylaws need updating and this process needs to be started soon. Cindy has a Word document of the Bylaws and SOPs. She will send it to the right folks who will get it up on the office desktop, on the website, etc.

Building Maintenance Liaison

After February, Matt and Kathleen will tag team.

Keys – Dan wants locks and security code changed. Frank/Kathleen motion to table the keys and lock discussion. Unanimous.

Date for BOD meetings

Kathleen/Angela motioned that Board meetings will be the 3rd Sunday of each month at 1:00 pm Unanimous

ppmcc.org email accounts

We can have 200 accounts with the ending @ppmcc.org such as frank@ppmcc.org All Board members should have one as well as ministry heads. For the webpage, Board members and ministry heads should contribute information about themselves or their ministry to Frank for the webpage

Marcus Young concert

Information was given to Karen R. to investigate

LAT Healthy Church Workshop

Bylaws require that all Board members complete this training. The Healthy Church workshop is 6 hours. Cindy will bring 3 dates up for decision at the next Board meeting

Board and Leadership Retreat

Kathleen will continue to gather information. Could it happen the first part of March?

Community Center

PPGLC Pride Center would possibly like to rent space for some of its groups. The GIL Foundation is providing them office space, but they’ll need a place for groups. It could be a way to add to our income. Angela will contact Diane Marcy from the Center

Fundraisers

Karen R. will make a proposal/checklist form for fundraisers.

Closed Session

Adjournment/Closing Prayer

TO DO List

WHO: **Matt** will write article regarding bookkeeping for the OCC with input from other Board members

WHEN: By Friday January 27

WHO: **Cindy, Angela** and **Robin** will work on the 1099s

WHO: **Matt, Karen S., Frank** and **Angela** will pay the current bills

WHEN: Tuesday January 24 at Frank's home

WHO: **Brian** will set up a Bylaws committee

WHEN: soon

WHO: **Cindy** will send the Word document of the Bylaws to Frank, etc.

WHEN: ASAP

WHO: **Matt** and **Kathleen** will tag team as Building Maintenance Liaison

WHEN: After February

WHO: **Ministry Heads** and **BOD members** will submit information to Frank for the webpage

WHO: **Karen R** will investigate the Marcus Young concert info

WHO: **Cindy** will come up with 3 dates for Healthy Church workshop

WHEN: by next Board meeting

WHO: **Kathleen** will get more info about a Retreat

WHO: **Angela** will contact Diane at the PPGLC

WHO: **Karen R** will make a proposal checklist for fundraisers