

## **ADMINISTRATIVE COUNCIL – MINUTES**

**Wednesday, January 15, 2025 at Ely United Methodist Church**

*Growing in faith and sharing Christ's love with others.*

**Call To Order:** Chair Sheri Rue called the meeting to order at 6:06 PM.

**Attendees (12):** Marge Forsberg, Linda Hane, Dan Johnson, Steve Nelson, Mark & Margie Olson, Sheri Rue, Bryan & Patty Rusco, Jay & Jeanne Tomlinson, Pam Turnbull.

**Opening:** Linda Hane shared a short devotion and prayer.

**Minutes:** The December 18, 2024 Ad Council minutes and the December 19 Church Charge Conference minutes had been distributed previously to the Ad Council members. Pam Turnbull moved that we approve the Ad Council minutes as distributed; second by Margie Olson. Motion passed. Margie Olson moved that we approve the Church Charge Conference minutes; second by Jay Tomlinson. Motion passed.

**Treasurer's Report:** Mark Olson presented the December 2024 Treasurer's report. Account balances are \$72,401.12 in the General Fund, \$23,927.33 in the Building Fund and \$20,462.64 in the Memorial Fund. Motion to accept the report by Jay Tomlinson; second by Linda Hane. Motion passed.

### **COMMITTEE REPORTS**

- Pastor-Parish Relations:** Steve Nelson reported that Pastor Kay and her family were scheduled to arrive about 9 PM. He had made motel reservations for them but they wanted to stay in the parsonage even though their furniture wouldn't be arriving until Friday. Their arrival was later than planned because both her husband, Ian, and son, Corwin, had not been feeling well. The PPR Committee had composed a press release and a letter introducing Pastor Kay to our full mailing list. Steve distributed copies of the drafts of these two items to the Ad Council members. Steve submitted a PPR Committee proposal for \$1500 to cover the costs of the special mailing, the welcome reception to be held on January 26 and a gift card to help offset immediate move-in needs and any winter clothing needed after going through the various clothing donations from the congregation. Bryan Rusco moved that we approve the proposal as submitted; second by Jeanne Tomlinson. Motion passed. We requested that Steve get Kay's email and pass that on to the Ad Council members.
- Trustees:** Bryan Rusco reported the following work on the parsonage has been completed: (1) downstairs bathroom renovation; (2) new lighting installed; (3) new smoke detectors and LED bulbs installed in all the lights; (4) installation of a new 80-gallon water heater and (5) garage removal of some shelving units and cleanup. The only outstanding parsonage work to be done is the installation of the two fireplace inserts which is scheduled for January 29. For the church building, the pump for the heating unit went out and had to be replaced. The Trustees had met on January 8 and discussed snow removal. The Hegfors have been taking care of plowing the parking lots but not enough people have been signing up to do the walkway shoveling so Mark Olson & Jerry Niskala have been taking care of it but need some relief. They are looking into arranging for a contracted worker to come in and cover shoveling, if needed, on Fridays and Sundays. Pam Turnbull reported on the Overflow Room Project: the flooring has been installed and Jacob will be doing the baseboards as well as finishing up the work on the doors/bulletin boards on the back wall shelving. The Trustees

also finished an update to the *Building Use Policy* and *Facility Use Application* and distributed copies of these for review and requested approval. The Ad Council voted to approve these as distributed.

3. **Worship:** Dan Johnson reported that a lot of work had been done by a number of people during these past 7 months to keep our church going without a pastor. He especially thanked Cathy Aldrich, Sheri Rue and Patty Rusco for all their work in helping procure speakers, and serving as Worship Leaders, and for Jay Tomlinson & Dana Thompson and our DS, Laurie Kantonen, for also helping “fill the pulpit”. The committee will be meeting on Friday, January 17 at 11 AM for initial planning of the January 26 service and are hoping that Pastor Kay will be able to join them.
4. **Connections:** Jay Tomlinson reported on their meeting on January 2 when they
  - Finalized plans for the January 5 All-Church Potluck and Ely Food Shelf donation basket. The donations came to \$202 and the check has been sent to the Food Shelf.
  - Established delivery times for VCC Food Shelf items that coincide with the start of the semesters.
  - Renamed the “Round-Robin Groups” to “Small Group Gatherings” and finalized plans to restart this initiative for March, April and May with the thought of another session so our summer folks could also participate in June, July and August.
  - Outlined their presentation for the January 19 Worship Service.
  - Considered some new initiatives for future discussions.Jay asked if we could allocate some space at the church for the VCC Food Shelf item donations to be stored until the scheduled delivery times. This generated some discussion about the scheduling of the deliveries possibly being done more often to lessen the amount of space needed to store the items.
5. **Memorial:** Marge Forsberg reported that their next scheduled meeting is on February 11, 2025 at 9 AM.
6. **UMW:** Margie Olson reported that UMW members and a number of additional helpers worked on Friday, January 10, to do a good cleaning of the parsonage. At their January 15 meeting they had voted to cover the cost of hiring a contract snow shoveler for Fridays and Sundays, as needed with max cost of \$25 per time. They will be having another Carefree Living Coffee time on February 13 at 1:30 PM.

## **OLD BUSINESS**

1. **Audio System:** Curt Laine will be contacting his rep to facilitate getting our new audio system ordered.
2. **Building Use and Project Internal Processes:** Sheri Rue distributed copies of a *Building Use–Internal Process* and *Project/Event Proposal–Internal Process* & a *Project/Event Proposal Form* describing procedures to be followed for anyone wanting to use the church facilities and/or for any project/event that a church member or church committee would like to initiate. These will be stored in a notebook documenting our internal processes. Bryan Rusco moved that we adopt these internal processes; second by Pam Turnbull. Motion Passed.
3. **Admin position:** Sheri Rue commented that this will go on the backburner for now but she still wants to document what tasks various committees feel would be good to have handled by an official Church Administrator. She would like this information by the February 19 meeting.

4. **Cloud storage for church records, pasties, audit information etc:** Sheri Rue will be discussing this with Pastor Kay.
5. **Church Handbook 2025** – Tabled
6. **Church Vision and Values** – Tabled
7. **Church Goals for 2025** - Tabled

**NEW BUSINESS** –

1. **2025 Budget:** Mark Olson brought up a change that would be needed to our budget because of a slight difference between what we had calculated for the new pastor's salary & benefits and what our DS Laurie Kantonen had prepared and presented to Pastor Kay at the initial PPR meeting and that had been accepted. The result is about \$1400 less than we had budgeted. Mark Olson moved that we adjust our 2025 Budget accordingly and approve the result; second by Jay Tomlinson. Motion passed.

**Correspondence** - None

**Items of Information**

1. **Next Ad Council meeting:** Wednesday, February 19 at 6:00 PM. Sheri Rue will do the Opening devotion. Jeanne & Jay Tomlinson will be out of town for this meeting so a substitute Secretary will be needed.

The meeting adjourned at 7:45 PM with a group recitation of *The Lord's Prayer*.

Respectfully submitted,  
Jeanne Tomlinson, Ad Council Secretary