

**Leadership Board Meeting Minutes**  
**First United Methodist Church of Los Alamos, NM**  
**March 26, 2024**

**In Attendance:** Don Casperson, Linda Collier, Valerie Collins, Kim Granzow, Lynn Kluegel, Carol Mead, Paromeeta Nag, Rev. John Nash, -Phillip Ortega, Julie Risch, Kathy Siebe, Camille Wescott.

**Absent:** Jason Benkoski

**Opening prayer** was given by Kathy

**A. Spiritual disciplines**

1. Julie worked the March 2024 Women's Walk to Emmaus
  - a. She noted that it was a great weekend with a lot of tears and laughter. God was definitely at work.
  - b. Her own insight was that you can't serve if you're running on empty. She needs to spend more time working on her relationship with God by reading the Bible and praying.
2. Carol set up the Meal Train for the Little Family while Gail and Jim were hospitalized.
  - a. She takes over meals when no one has signed up.
  - b. Since Gail's death the Meal Train will continue as the family gathers for the service.
3. Kathy has worked with Ed Payne as he navigates the care and appointments for treatment for Sharon.
  - a. Sharon was placed on hospice 3/26/24.

**B. Finances**

1. Review of February Financial Report
  - a. Expenditures \$36,910.19
  - b. Income \$26,146.21
  - c. Deficit \$10,763.98
  - d. There were 3 pay periods in February for the Ark.
  - e. There were 3 pay periods in January for the church.
2. Future reports will have the percentage column filled in.
3. IRS
  - a. The problems with the fake EIN go back to 2020.
  - b. The problem with the IRS over whether social security taxes were paid started in 2022.
    - i. In 2005 or 2008 there was a similar problem with the IRS contending that taxes were not being paid when they had been.
    - ii. Other churches are also having difficulties with the IRS over payroll taxes.
  - c. Ruth Tribou, Albuquerque accountant, has received all the information on wages, payroll taxes from 9/2020 forward.
  - d. Paromeeta attended a training course for church finances.
  - e. Either Ruth or Paromeeta will file the tax reports with the IRS.
4. 2 Column Accounting Tutorial by Pastor John.
  - a. The bookkeeping has 2 columns: one for expenses = debit and another for income = credit.
    - i. All income and outgo must be accounted for.
    - ii. When all entries are completed the 2 columns need to balance out to zero.
      1. This is a difference from personal accounting.
  - b. #11 of church goals is to offer classes in life skills; budgeting may be one of them.
    - i. Anyone interested in taking a budgeting class should talk with Phillip.
5. Clarification from question on "pass through" funds from February.
  - a. When there are items that "pass through" the church account, the amount needs to be entered with a date in both the income and expense columns.
  - b. February's question was about mission donations that pass-through

- i. Missions' income is listed as income on line 400005 and expense on line 540300.
- ii. There was income related to Christmas donations on the 1/2024 financial sheet but no indication of it having been sent out as an expense even though Paromeeta notes that it was sent out.
  - 1. Paromeeta will look up the lines on which the outgoing funds are listed

6. Missions Team

- a. Camille submitted the following information and request:

*The missions team voted to put \$10,000 of the Aaron's Kids fund into a CD. WE are asking for the Leadership Board's approval. The goal is to maintain the balance , or offset the decreases in the balance in the account. As of 3/4/24 there was \$20,000.40 in the account. The account recently has been used to stock the food pantry and to match the funds going to El Calvario for asylum seekers. It may also be used for food for those in need at the high school, middle school, and the Ark.*

- i. No motion is needed as the motion was made by The Missions Team. The Leadership Board approved proceeding with the purchase of a \$10,000 six-month CD.
- b. Aaron's Kids Fund
  - i. In 2023 Aaron's Kids fund had \$30,000.
  - ii. As of 3/4/24 the fund has \$20,999.49, a decrease of \$9,000.51.
  - iii. Currently Century Bank has a 6-month CD at 5.06 apy (annually) which is the CD under consideration.
  - iv. Century Bank requires one signer listed on the church account to buy a CD for the church.
    - 1. For most checks FUMC policy is to have 2 signers.
    - 2. The new CD will be listed as Aaron's Kids Fund.
    - 3. A copy of the minutes indicating the names of the signers is also required.
    - 4. Signers on the church bank account include:
      - a. Kim Granzow, Treasurer
      - b. Linda Collier, Leadership Board chairperson
      - c. Lynn Kluegel
      - d. John Nash, Pastor
      - e. Vickie Ricketts
      - f. Camille Wescott
    - 5. Pastor John Nash or one of the other signers will purchase the CD for the Aaron's Kids Fund next week.
  - v. Pastor John spoke with Gail Little in the past about details of Jim Little's work for the Aaron's Kids ministry.
    - 1. He will have a conversation with Jim soon to obtain further information.
- c. Food Storage
  - i. The closet in the Friendship room is used for the food pantry.
  - ii. The Ark after school kids have a separate pantry in another room.
  - iii. There is a food supply in Aaron's Closet (room) for kids at the ARK that don't have enough food.

C. **Approval of minutes:**

- 1. Section C. 2. The minutes were corrected to say "the Endowment administration team consists of 3 members of the church who serve 3-year terms and 3 ex officio members including: the pastor, church treasurer, and chairperson of the Leadership Board".
- 2. **Motion:** Camile moved, Lynn second that the minutes be approved as corrected. **Motion passed.**

D. **Parsonage insurance update**

- 1. The State Farm Insurance Policy arrived 3/25/24 and is available in the office if anyone wants to read it.

2. Other churches are also losing insurance coverage on their parsonages.
3. Julie and John considered having an appraisal of the parsonage done.
  - a. Julie will check with a real estate agent to see if they do appraisals for free.

#### **E. Pastor's update**

1. Streaming worship services
  - a. Sunday 3/24/24 all streaming ability was lost for the whole time of the worship service.
  - b. The recording that is usually available later, became corrupted such that the sound was 5 minutes behind the picture.
  - c. There are numerous problems including: with the cameras, 4-year-old desk top computer, 2 laptops that run the slides which are 4 -5 years old so out of date, insufficient bandwidth, programs including EasyWorship which is used for streaming. Phillip and Pastor John have been discussing the situation.
    - i. They don't know if the main problem is the computer, software, or drop box.
    - ii. They are considering purchasing a new computer that will be hardwired.
    - iii. Preferably only one person would be needed to operate the slides.
  - d. Programs: It was found that Windows isn't stable which is the reason for many of things not working.
  - e. A new network card was replaced in one computer.
  - f. The CPU from the one computer is being used to operate EasyWorship.
    - i. One computer is only required to run this one program.
  - g. FUMC should be able to stream 3/28/24, Maundy Thursday service and the Sunday, 3/31/24 Easter worship.
  - h. Heather, the IT, has been advising on what to change and they will check on the cost.
  - i. Lynn suggested writing up a list of equipment upgrade options then making it available to the congregation to see if people would be willing to contribute toward the upgrade costs.
2. Pastor John is continuing to chair the Conference Council on Finance and Administration (CF&A).
  - a. 40% of the conference funding was lost due to the 2023 disaffiliations.
  - b. Consequently the finance and investments require major changes.
  - c. \$500,000 - \$600,000 will be cut from the budget.
  - d. This process requires a significant amount of time.
3. The painting project has not been scheduled yet as 24 hours are required between painting and time children are allowed in the area.

#### **F. Reports for Leadership Board meetings**

1. Reports are to be turned in by Friday at noon for them to be sent out Friday or Saturday.
2. Planning for the 4/23/24 Leadership board meeting
  - a. The opening prayer will be given by Lynn
  - b. The closing prayer will be given by Camille.

#### **G. Church facility update**

1. There currently isn't a group of people who look at needed improvements to the church.
2. Lynn presented the idea of updating the 2 restrooms between the sanctuary and Friendship room.
  - a. These bathrooms are the oldest in the church.
  - b. They are the ones worshipers are informed of so it would be good if they looked nice.
3. Requirements to consider include:
  - a. ADA compliance would be necessary.
  - b. Family friendly for those with small children.
  - c. Contain a changing station in one or both.
  - d. What to do with the door between the women's restroom and the chapel.
  - e. The door is present as a convenience when women are getting ready for weddings.
  - f. Taking LGBTQ restroom issues into consideration.

- g. These restrooms could become single use and uni-sex.
- 4. A remodel may need to be done in stages.
- 5. Lynn spoke with John Courtright regarding the floor.
  - a. New flooring would have to go on top of the current floor due to asbestos in the current floor covering.
  - b. Vinyl laminate may be the less expensive and could be put in by church members
- 6. Lynn volunteered to help plan this project.
- 7. A floor layout drawing would be helpful.
- 8. **Motion:** Julie moved, Lynn second, Research will be done the on the idea of making the 2 restrooms near the sanctuary into 2 unisex, family friendly restrooms. Motion passed.
- 9. Pastor John, Phillip, and Lynn will explore the possibilities.
- 10. Leadership Board members are asked to provide ideas.

**H. Contact List**

- 1. Julie has made up a new contact list for the 2024 Leadership Board.
- 2. Everyone is to check the accuracy of their own information.

**I. Communications to congregation**

- 1. Endowment Fund recently invested in a CD which has higher interest than a savings account.
- 2. Aarons Kids Fund will be investing \$10,000 in a CD which is about half of the current funds.
- 3. Julie and John will work on the wording.

**J. Holy Week activities:**

- 1. Maundy Thursday, 6 pm. Foot washing and communion.
- 2. Good Friday, 6 pm Stations of the cross.
- 3. Easter Sunday 3/31/24
  - a. 6:30 am - Sunrise service at Ashley pond.
  - b. 9 am - Easter egg hunt and crafts at FUMC.
  - c. 10 am - worship with baptism at FUMC.

**K. Linda gave a special thank you**

- 1. To Carol for all the work she has done for the Littles.
- 2. To the board members for their work.

**L. Expected absences at the 4/23/24 meeting:**

- 1. Pastor John will be at a B52 concert.
- 2. Kim will be on travel.

**Closing prayer** was given by Julie.

**Next Leadership Board meeting: 4/23/23 at 6:00 p.m.**

**Reports are due by Friday, 4/19/24 at noon.**

Respectfully submitted by Kathy Siebe