

Minutes from Coordinating Meeting
February 1, 2024

Deacon	Attend	Deacon	Attend
Ellison, Russ	P	Wiersma, Dave	P
Lancaster, Mark	P	Wilson, Ron	P
Moberg, Steve	P		
Ex Officio:		Guests:	
Morefield, Michael	A	Eckerley, Tim	P

V is Virtual/Zoom

- Opening Prayer at 7:00 pm by Dave.

Administrative:

- Designation of Clerk — Steve Moberg appointed by Dave
- Meeting dates — the team will continue to meet on the first Thursday of each month at 6:30 PM

Old Business

- Member Tim Eckerley attended the meeting to discuss changes in the Facility Use policy which impact the Heart of America Aquarium Society, of which he is the president. He feels the changes singled-out the Aquarium Society by charging the group the non-member rate rather than the free rate for members of GEPC. Tim responded to several questions from the team regarding issues which have been reported to Coordinating regarding past usage of church facilities by the Aquarium Society.
 - Regarding the issue of the society not regularly submitting the required deposit for using the space, Tim agreed to submit a deposit which will be left with the office and not returned after each meeting.
 - Regarding issues with facilities not being properly cleaned up after meetings and the society over-staying the hours they had requested, Tim said he has been mindful of cleaning up after the group and will remain diligent in that regard, as well as sticking to the allotted hours of use.
 - Regarding issues Kathy has reported with making contact with Tim when their are scheduling conflicts or other issues which need to be discussed, Mark clarified with Tim the proper phone number and email address to reach him.

- The team did not commit to making any changes, but agreed to discuss Tim's concerns in more detail at our March 7 meeting and notify him of our decision. We also agreed to not enforce the non-member rate until July at the earliest.

New Business:

- Dave brought up an issue with credit card usage and review. The team decided to ask Finance to develop a policy in this regard, and for them to submit that to Coordinating for our review.
- Dave also brought up a concern regarding tracking of the usage of vacation time by staff members. The team will develop a policy and tracking mechanism.

Personnel Matters:

- Dave reported that he and Steve had met with two members of the staff to discuss issues of concern to them.
- Caleb Mason has requested a response to his earlier email regarding taking a sabbatical this summer. Coordinating had discussed amending the sabbatical policy last year (it was originally only available to ordained pastors). It is unclear whether that change was ever submitted to/approved by the Session.
 - Mark had suggested this language last year: "Sabbatical is also available to full-time staff during their seventh year, with the duration of the sabbatical not to exceed 6 weeks. As much as practicable, the full-time staff candidate should attempt to arrange volunteer coverage for aspects of their position which can be fulfilled by non-staff members."
 - There was also discussion that the original policy said sabbaticals for pastors "may be approved for a minimum of three (3) to no more than six (6) months". Steve suggested a clarification that pastoral sabbaticals would typically be for three months, but under certain circumstances could be longer, but never more than six months. This would be so as to not set an expectation that 6-month sabbaticals could be typical.
 - Mark moved that we update the original policy to include these changes and then submit that to the Session for approval. Second by Russ. Approved.

Adjournment:

- Motion by Ron, seconded by Russ to adjourn. Approved. Meeting adjourned at 8:13 pm.

Next meeting:

- March 7, 2024 @6:30 pm

Respectfully submitted,

Steve Moberg
Clerk