

**Harvest Ridge Covenant Church  
Leadership Team Meeting Minutes  
August 18, 2011**

Present: Ken Schroeder, Bill Taylor, Ted Richmond, Heather Lennard, Pastor Jed Hollenbach, Jan Brownson, and Cindy Myers. Youth Pastor Mark Peterson was unable to attend the meeting as he was on vacation. Scott Fenton also joined us for a portion of the meeting.

Due to our meeting on August 16<sup>th</sup> to discuss the book “Sticky Teams”, we opted to meet later and forego dinner and the devotional. Ken opened the meeting in prayer

**Minutes** of the July meeting were approved.

**Unisource (Printer/Copier) Update**

Scott Fenton presented the proposal by UDP/Unisource for leasing a color copier to Harvest Ridge. A small group of individuals from the church office met earlier this week at Unisource’s office to view various machines. Unisource currently has some “gently used” color copy/printer machines available. Scott showed us samples of copies produced by one of the machines.

The office currently has two machines, a Riso and a Panasonic. These machines have been in use since 2003. A new machine would make both obsolete. Unisource would dispose of the Panasonic, and we could sell the Riso on Craig’s List. Currently our maintenance costs for the old machines are \$225.09 per month or \$2,711.88 per year. A 60 month FMV Lease on the Konica Minolta Bizhub C452 would cost \$160 per month, with maintenance costs of \$102.16 per month. The total annual cost of the machine would be \$3,145.92. HRCC would have the option to buy the machine at Fair Market Value at the end of the 60 month lease. The maintenance agreement provides for 5,750 black and 750 color copies per month. (The color function can only be used with a pre-assigned code.)

The LT approved allowing the Administrative Team discretion in the lease of one of these copiers. The LT also moved to allow the costs for the remainder of 2010 to come from the Capital Campaign funds. The 2011 costs will be built into the budget.

**Update** – The Riso was sold in early September for \$850. The use for these proceeds has yet to be determined.

**Facilities Team Update**

Ken presented a proposal from Paul Griesemer to have the carpets in three of the children’s classrooms and the nursery professionally cleaned. The cost of the cleaning would be \$594.30. In addition, this same company would also fix the carpet seams in the narthex area for \$325. The LT approved the use of \$920 from the Capital Campaign funds for this expenditure.

Ken also presented a proposal from Paul related to parking lot repair. Chris Bruntz does this type of work for a living. He has indicated that with a group of volunteers from church, we could fix all the cracks larger than one inch for the cost of materials. It is estimated that the materials and the machinery rental would be approximately \$2,900. Phase II of the parking lot repair would need to be done professionally. Paul is working on bids for this second phase. The Leadership Team approved the \$2,900 cost of Phase I to be spent from the Capital Campaign funds.

## **Financial Management Team**

There were no financials to review this month.

### **Follow up Items:**

- Ken will add an item to the September agenda to discuss designated and undesignated memorial fund gifts.

## **“Sticky Teams” Book Discussion**

The team will meet on Tuesday, August 16<sup>th</sup> at Cindy’s house to discuss the book “Sticky Teams”. The first three chapters were discussed. The team briefly recapped the discussion and possible changes at Harvest Ridge.

The team will meet to discuss chapters 4-6 on Tuesday, September 6<sup>th</sup> at Cindy’s house.

### **Follow up Items:**

- The team will meet on Tuesday September 6<sup>th</sup> at Cindy’s house at 7pm to discuss chapters 4-6 of Sticky Teams. Ted will lead discussion on chapter 4, Heather will lead chapter 5, and Jed will lead chapter 6.

## **Nominating Committee Effectiveness**

The “Sticky Teams” book discussion, led to a discussion about the nominating committee and its’ crucial role in determining the leadership of the church. Jed would like to have a small group meet with the nominating committee to discuss portions of “Sticky Teams” and to plan for the November elections. The By-laws require a member of the LT and the pastor to be involved with the nominating process. Jed, Ted Richmond, Bill Taylor and Cindy Myers will meet to discuss this process.

### **Follow up Items:**

- Jed will schedule a meeting regarding the nominating process. Attendees from the LT include Jed, Ted, Bill and Cindy.

## **Town Hall Agenda**

The next Town Hall meeting is scheduled for Sunday, August 28<sup>th</sup> from 5:30 to 8:00 pm. The youth will be sponsoring a fundraiser nacho dinner. The team discussed the agenda and assigned responsibility for each of the sections of the meeting.

## **Pastoral Comments**

Jed has been very encouraged at the activity level at Harvest Ridge. He updated the team on activities in the office. He also mentioned that he is planning to borrow a portable baptismal from Westside for use sometime this Fall. He is also very thankful for all the help in the moving process.

Jed indicated that he plans to have staff evaluation every six months. The LT discussed the need to have a Pastoral Relations Committee meeting with both Jed and Mark, now that Jed has been at HRCC for almost six months. The team will meet for both PRC meetings on Thursday, September 29<sup>th</sup> at Ted Richmond's home.

## **Ministry Team Effectiveness**

### *Charter and Status Report Follow-up*

Ken reminded the group that each LT member needs to meet with their Ministry Team liaison to follow up with the charter revisions and the new status update form. We would like to have the final charter and status updates for review prior to the next Ministry Team Leader meeting on October 11<sup>th</sup>.

### *Follow up Items*

- Each LT member should set up a meeting with their ministry team liaison to discuss the changes to their charter and the proposed status report. **In process**

## **Other Items**

Cindy briefly discussed the upcoming mission trip to Oaxaca. She is in the process of determining if there is any interest from either Community Covenant or Hillcrest in joining us on this trip.

### *Follow up Items*

- Ted to work on a policy related to ensuring FSA rules are met. (ie auditing the disbursements.) **In process**
- Jed and Ken to work with Kathie Glenn on organizing policies and procedures related to insurance policies, Salary documentation, FSA, etc. **Completed – Moved to staff list.**

The meeting was closed with prayer. The next meeting will be Thursday, September 15th, 2011 at 7:00pm at the church.

Respectfully submitted,

Cindy Myers