

2020 ACTION of the GUIDING BOARD & CONGREGATION
ROUND ROCK CHRISTIAN CHURCH (Disciples of Christ)

Please note: According to Roberts Rules of Order, revised:

- 1) The monthly minutes of the Guiding Board may be approved with Moderator assuming the motion for approval; the minutes are approved as distributed (or revised) and will be filed for record.
- 2) The monthly report of the Treasurer does not require a motion to approve and they are filed for record.

JANUARY 20

ACTION - Motion, Perry Mouser, "Place \$5,000. in special reserves to fund youth director position, in addition 2020 budget Set Aside amount of \$575 per month (annual \$6900) for youth director position, leaving the remaining \$32,078.61 in a Replacement Reserves Fund for anticipated major replacement/maintenance of capital inventory," second, Gary Tucker; motion carried unanimously.

Treasurer, Gary Collier presented the following data:

Annual Calculation of Reserves

| | |
|--|---------------------|
| January 2020 balance, Accumulated Reserve Funds | \$99,252.61 |
| Operational Reserves (3 months operating expenses) | <u>-\$61,265.00</u> |
| Balance on hand | \$37,978.61 |
| Place in Youth Fund (special) | <u>\$-5,000.00</u> |
| Replacement Reserves Fund | \$32,078.61 |

FEBRUARY 17

ACTION - Motion, Gary Tucker, moved on behalf of the Elders, to accept the resignation of Ilene Kiser as Elder and appointment of Judy Jocoy to fill the unexpired term of Ms. Kiser; motion carried unanimously.

ACTION - Motion, Tricia Mouser, moved on behalf of the Permanent Fund Task Force, to accept the change of the Permanent fund from the Brown to the Beasley Fund; motion carried unanimously.

ACTION - Motion, Tricia Mouser, moved on behalf of the Permanent Fund Task Force, to accept the Resolution to update the Certificate of Authority to update signatures to current officers; motion carried unanimously.

ACTION - Motion, Tricia Mouser, moved on behalf of the Permanent Fund Task Force, to accept the revision of OPP 3.8 Permanent Fund; motion carried unanimously.

MARCH 16

ACTION - Motion Tricia Mouser, second, Perry Mouser, moved " For the safety and protection of everyone, all activities at the church will be suspended for the next eight weeks (March 16-April 30), including RRCC, Shalom, Manantial de Vida, Texas Heat Volleyball, Fit4Mom (all groups using our facilities)," Motion carried.

MARCH 19

ACTION - Motion, Kent Toomey, The Personnel Team moves to authorize Pastor Mitch Maxted to reassure staff that wages, and salaries will continue to be paid during the Guiding Board mandated campus shutdown from March 6 through April 30." The chair put the question to an e-vote on March 19, 2020. Motion carried unanimously via e-mail vote. (All nine members of the Board voting)

APRIL 20

ACTION - Motion, Kent Toomey, "In view of recent analysis of our financial resources by the Treasurer, I move that the church continue to extend full compensation to all paid staff through June 30, 2020, with review to consider further extension at that time if indicated." Second, Tasha York; unanimous approval.

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MAY 11

ACTION - Motion, Gary Collier, "Approve expenditures up to \$3,100.00 for one camera with connecting hardware and computer using funds from the Accumulated Reserves account," second, Perry Mouser. Unanimous approval.

(The motion above comes from a proposal to purchase equipment necessary to provide webcasting of worship services via YouTube. The proposal leverages the already significant investment in the sound booth equipment and capabilities and adds one quality video camera and control software for video production with streaming capability.)

JUNE 15

ACTION - Motion by Gary Collier, second Tasha York, "To approve the formation of the Library Renovation Task Force. Members are Mildred Adair, Anna Marie Blair, Amy Tucker, Gary Tucker, Perry Mouser, Pam Knight, and Amy Osteen. Pastor Mitch and Linda Glover, ex-officio. Unanimous approval.

ACTION - Motion by Tricia Mouser, seconded, Gary Tucker, "To grant Pam Knight, Co-Chair, Christian Education Ministry, the authority to dispose of supplies, materials, and equipment belonging to the KIDDOS." Unanimous approval (Note: Mother's Day Out program. Any monetary gain will be placed in Christian Education budget. KIDDOS was dissolved in 2012.).

ACTION - Motion by Gary Collier, seconded, Tricia Mouser, "To authorize the co-chairs of Christian Education to become the stewards of the Youth Ministry budget. Unanimous approval.

ACTION - Motion by Gary Collier, seconded Gary Tucker: "In view of recent analysis of our financial resources, I move that the church continue to extend full compensation to all paid staff indefinitely, with review monthly." Unanimous approval.

JULY 20

ACTION - Motion by Gary Tucker, seconded Perry Mouser that authorization be approved for up to \$1700 expenses for the library renovation (flooring and plumbing) with funds to come from Replacement Reserves. Unanimous approval.

ACTION - Motion by Gary Collier, seconded Perry Mouser, that we pay Pastor Maxted \$1,252.43, which is his half of the earned interest on the principle of the IRS refund. Unanimous approval.

ACTION – Motion by Gary Collier, seconded by Gary Tucker, that the remaining IRS reimbursement principal and interest of \$21,282.43, be placed in the *Replacement Reserve Fund*; unanimous approval.

ACTION - Motion, Gary Collier, seconded Gary Tucker, to Approve the purchase of microphones with cable and miscellaneous hardware for the choir using the \$220.00 of so designated funds plus \$100 from *Accumulated Reserves*. Unanimous approval.

ACTION - Motion, Perry Mouser, seconded Gary Collier, to approve the purchase of two APCO-X air treatment systems for sanctuary UV light purification of air conditioning units for a cost of up to \$2500 to come from *Replacement Reserve Funds*. unanimous approval.

AUGUST 17

ACTION - Motion by Perry Mouser, seconded Tricia Mouser, to approve the Round Rock Christian Church – *Gathering Guidelines* recommended by the Reopening Task Force. Unanimous approval.

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August continued

ACTION – Motion by Perry Mouser, seconded Tasha York, that the Guiding Board endorse the 2021 Nominating Committee. Unanimous approval.

SEPTEMBER 21

ACTION - Motion by Tasha York, seconded by Tricia Mouser, As a gift of appreciation and to honor Rev. Maxted during Ministers Week, the musicians (Randy Preston and Jimmy Horowitz) we approve to give them the day off and of the use of the Phillips University Seminary complimentary virtual service of worship on October 11. Approved unanimously.

ACTION – Motion, on behalf of the *Reopening Task Force* by Perry Mouser (chair), seconded by Tricia Mouser that the church move to Stage 3 of the Reopening Matrix, using a skeleton crew, which allows the broadcasting of streaming services from the sanctuary when the equipment is in place to do so. Unanimous approval.

ACTION - Motion assumed by the Chair, Linda Glover, seconded by Gary Tucker that, ACTION: the chair entertains the motion for approval of the statement and signature from the moderator and to send the annual Commissioned Ministers' renewals forward. Motion approved unanimously.

ACTION - Motion by Kent Toomey, seconded by Gary Collier that the chair will forward the 2021 Budget Priorities from the Guiding Board to the Finance Team for their deliberations prioritizing the 2021 budget expenses. Motion approved unanimously.

ACTION - Motion Kent Toomey, that the Guiding Board officially approve time off with pay for Pastor Mitch beginning October 11 through October 18, 2020;; second, Gary Tucker. Motion approved unanimously via e-mail vote.

OCTOBER 19

ACTION – Motion, Perry Mouser that the Guiding Board approve the opening of the Fellowship Hall for Texas Heat Volleyball usage beginning the 3rd week of November. Second, Gary Collier. Motion approved unanimously.

ACTION – Motion, Gary Collier, that because the payroll date for December 13-16, 2020, is January 1, 2021 (a holiday) and 2021 has 27 biweekly pay periods (rather than the usual 26) , I move that this January 1, 2021, pay date be moved to December 31, 2020, and thus recognized in the 2020 accounting system. This is possible because a projected end of year excess of approximately \$6000 will be available the end of December 2020, making funds available to meet the final pay period from the 2020 budget. Seconded, Tricia Mouser; motion carried unanimously.

ACTION - Motion, presented by the moderator Linda Glover on behalf of the *ad hoc* Nominating Committee, "Request for a waiver to the Bylaws for the 2021 Guiding Board position of Financial Secretary to allow Irene Jenkins to serve in this capacity for a third consecutive year." Motion from committee, second not required); motion carried unanimously.

ACTION – Motion presented by the moderator, Linda Glover, "Recommendation that the 2021 Leadership Slate be approved by the Board and presented to the Congregation for vote at the annual meeting on November 15, 2020." Motion from committee, second not required. Motion carried unanimously.

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October continued

ACTION - Motion, presented by Gary Collier on behalf of the *ad hoc* Budget Review Team, "2021 Budget be approved by the Board and presented to the Congregation for vote at the annual congregation meeting, November 15, 2020." No second required. Motion carried unanimously.

ACTION – Motion, by Tricia Mouser on behalf of the *ad hoc* Insurance Committee, "Approve the bid proposed by Church Mutual Insurance Company to carry the 2021 RRCC Property and Liability Insurance." No second required; motion carried unanimously.

ACTION - Motion, presented by the moderator, Linda Glover on behalf of the *ad hoc* Bylaws Review Committee, " To accept revision of the Bylaws as presented to Board members on October 5, 2020; revising *Section IV Guiding Board, A. Purpose, 12* - To prepare for unique circumstances when meeting in person to conduct official business is considered unsafe, a) virtual meetings may conduct official business and, b) may conduct email voting; and *B. Structure, 2.*, delete "Constitution" to align with wording in Bylaws. No second required. Motion carried unanimously.

ACTION - Motion by Kent Toomey, seconded by Gary Tucker, " To allow the Property Chair, Perry Mouser, to negotiate regarding rates with utility companies the remainder of 2020." Motion carried unanimously.

NOVEMBER 15 [Congregational Meeting]

ACTION - Election of the 2021 leadership: Susan Kessler, Chair of Nominating on behalf of the Nominating Committee (Mildred Adair, Diane Breeding, Susan Kessler, Kent Toomey and *ex-officios* Rev. Mitch Maxted, Sr. Minister and Linda Glover, Moderator) , motion to "Accept the slate of officers, members of the Guiding Board, elders and deacons by acclamation." Vote by show of hands; motion carried.

ACTION - Approval of proposed 2021 budget: Gary Collier, Treasurer on behalf of the *ad hoc* Budget Review Committee (Lisa Breeding, Gary Collier, Darlia Hunt, Irene Jenkins, , Kent Toomey, Gary Tucker, and *ex-officios* Rev. Mitch Maxted, Sr. Minister, and Linda Glover, Moderator), motion to "Accept the proposed 2021 budget as presented." Vote by show of hands; motion carried.

NOVEMBER 16

ACTION - Motion, by Patricia Mouser, seconded, Gary Tucker, to approve the revision of *OPP 2.4 Roles and Responsibilities* of the Trustees; motion carried unanimously.

DECEMBER 14

ACTION – Motion, Patricia Mouser, on behalf of the Insurance Team, moved to purchase Worker's Compensation Insurance for 2021 (beginning January 1, 2021) from ADP/EIG Company for coverage of \$500,000 per accident, with an estimated annual premium of \$373. Motion carried.

ACTION - Motion, Dan Knight, seconded Tricia Mouser, "Aa non-Board member be compensated to take minutes of all meetings of the congregation and board, at a rate of twenty-five dollars per meeting," Motion carried.

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