

**Discipleship Committee
Minutes – February 25, 2014**

Sharlene Santelli opened the meeting at 7:00 with prayer. In attendance were Lisa Bansen-Harp, Denise Howell, Kevin Melder, Sharlene Santelli, Kevin Spring, Marian Wahl, and Christian Education Director, Sheila Svoboda.

The minutes from the January 28, 2014 meeting and the evening's agenda were approved.

Old Business

Budget

Westminster's procedure for financial reporting requires that all vouchers must go through the committee chair. That has not happened in the past, but we will begin in 2014.

Discussion of 2014 Budget

- Eliminate Middle and High School pass through expense.
- Change name of Contact Ministry to "Student Support Ministry"
- Reduce misc adult expense to \$500
- Clarify monthly numbers on Childcare assistants pay

Dinner Groups

- Denise has set up the registration on Google Docs and contacted former dinner group participants to gauge interest.
- Denise will do a Minute for Mission in March, and send information to Germaine to get registration started.

Youth Activities

- There was discussion of providing involvement opportunities for families that also involve students.
- Coordinate with Mission and Outreach to plan a family and/or youth mission opportunity this summer

Mardi Gras

- All volunteers are in place.
- Participants in Third Sunday Dinners have been invited

VBS

- Sheila is writing the curriculum using the concept of "Caine's Arcade"
- Sheila will start contacting volunteers – everyone from discipleship will send names of volunteers from past years.
- Sheila will pick a date to have an introductory meeting.

Yoga

- Will run Saturdays during Lent: March 8 – April 12 at 9:00 am.

- Will be held in the dance studio.
- A basket will be set out for donations, which will go to the volunteer teachers

New Business

Annual Meeting

- March 30 is a 5th Sunday, and would therefore normally have no Sunday School. However, due to the Annual Meeting on April 6, there WILL be Sunday School March 30, but no Sunday School April 6.
- There will be a pancake breakfast on April 6.
- Possibly need extra childcare for Annual Meeting – Sheila will arrange.

Godly Play

- Discipleship Committee will recommend to Session the addition of a Godly Play Classroom for 1st - 3rd grade.
- This is a Montessori based curriculum.
- We will need \$2500 to train teachers and get materials.
- Lisa made the motion, and it was seconded by Marian.

Eberts Lecture Series

- Matthew Skinner unavailable this year.
- Sheila suggested Beacon Street Performing Arts and Ministry (may appeal to families/multi generational)
- Denise will send Sheila name of Sabbath keeping speaker

New Discipleship Committee members

- This committee needs a few more members.
- Brainstormed a few ideas: Betsy Engels, Ryan Adams
- All committee members should send suggestions to Sharlene.

Closed with the Lord's Prayer at 8:20

No March meeting. Next meeting April 22.

Submitted by Denise Howell

WPC Finance Committee Meeting
7-9 pm, Tuesday, January 21, 2014

Attendees: Larry Hawkins (moderator); Robin Bennett (WPC Finance manager); Marcia Holcomb; Anne Karney; Shelley Koutnik; Charles Silver (WPC Treasurer)

Agenda:

- The meeting opened with prayer led by the moderator
- New committee members were introduced including Anne Karney and Shelley Koutnik; a third new member, Kyle Vuchak, was excused for a previous commitment
- Minutes of the November Finance Committee meeting were reviewed and approved
- The detailed 2013 budget was reviewed to identify open items and define final accounting actions:
 - Total actual income was short by approximately \$38,000 of covering total actual expenses
 - One income item (\$30,000 from the Downing Fund) had not yet been entered; upon its entry the overrun will be reduced to approximately \$8,000; motion made and carried directing Robin to examine budget charges submitted as operating expenses that should have been expensed to designated funds, adjust those entries, and cover the remaining overrun with the Reserve Fund as needed; actions to be completed before the upcoming Session meeting.
 - The Summary of Restricted Funds was reviewed; funds balance currently stands at approximately \$262,400; the Downing Fund transfer discussed in the previous item will reduce that total by \$30,000; the committee recommends a general review of the restricted accounts to clarify their restrictions and requirements for approval and use
- Robin gave the committee an update regarding the pending financial gift that was identified to the church last June; PNC continues to manage the funds until

- probate is scheduled and completed; PNC gave no indication when probate will be scheduled
- The new committee members were familiarized with the Agreed Upon Procedures process and the cost estimates for those services in 2014 provided by Hiliary Beatrez, CPA; Marsha and Shelley will plan to meet with Hiliary and coordinate the schedule for his AUP services in 2014
 - The 2014 draft budget was reviewed; the 143 member pledges received for 2014 are about \$60,000 short of covering expected 2014 expenses; the committee feels that unpledged contributions will make up the gap during the year; that adjustment will be made to balance the budget and a final draft will be presented to Session at their next meeting
 - Tentative date for the next Finance Committee meeting set for Tuesday, March 18, 2014, at 6:00 PM at the church; Germaine will be asked to schedule a meeting room, preferably Room 106.
 - The meeting was adjourned

Minutes prepared by Larry Hawkins

WPC Finance Committee Meeting

6-8 PM, Tuesday, March 18, 2014

Attendees: Larry Hawkins (moderator); Robin Bennett (WPC Finance manager); Marcia Holcomb; Anne Karney; Shelley Koutnik; Charles Silver (WPC Treasurer); Kyle Vuchak

Agenda:

- The meeting opened with prayer led by the moderator
- Minutes of the January Finance Committee meeting were reviewed and approved
- The summary view of the final 2013 budget was reviewed/approved for the Annual Report
- The summary view of the approved 2014 budget was reviewed/approved for the Annual Report

- The YTD Treasurers report (through January 2014) was reviewed [the February report was not yet completed]; the January report reflected under runs of both income (\$12,957) and expenses (\$13,897) with a net budget under run of just under \$1,000. The budget is on track at this early stage.
- The Funds Summary (Restricted, Designated, and Endowments) shows a current balance of \$187,591.
- Robin gave the committee an update regarding the pending Rowley financial gift that was identified to the church last June; PNC indicates the probate process is now complete and expects to transfer the gift to WPC in the form of cash sometime after April 1st; the total amount is in question and our Treasurer will review the PNC documentation to identify any unreasonable reduction of the funds.
 - Pastor Z and the Treasurer have submitted suggestions to the committee for use of the gift
 - The committee agreed that final recommendations must be carefully weighed and thought out before being sent up to Session (e.g. a key input is the “WPC vision” statement being prepared by the PNC; such inputs are not immediately available)
- Shelley updated the committee regarding the ongoing Agreed Upon Procedures process; Robin is still providing requested information to Hiliary Beatrez, CPA; we’re looking for a wrap up by the end of April; so far, the AUP has gone smoothly thanks to the efforts of Shelley, Marsha and Robin
- Pastor Z has requested that the Finance committee take the lead in setting up a review of WPC funds; the committee should develop an agenda of topics to be reviewed and a process for review; the review should include the Endowment Trustees; no timeframe is set but it was suggested the project take place by June or July
- For the remainder of the year, the Finance Committee meeting schedule will switch back to “committee night” (4th Tuesday ahead of the abbreviated 8 PM Session meetings); start time for those meetings is set for 6:00 PM at the church; Germaine will be asked to schedule meeting rooms, preferably Room 106.

- The meeting was adjourned

Minutes prepared by Larry Hawkins

Outreach Committee Meeting Minutes

Sunday, January 26, 2014

Attendees: Cathy Melver (Moderator), Kelley Pozza-Adams (Secretary and Elder), Kate Husinga (Elder), Cindy Weiss, Jim Shriner, Lee Davies, Jon and Ellen Daugherty, Pastor Z

- Meeting opened with prayer led by Cindy
- Kelley volunteered to take notes
- Discussed the need to choose a future moderator. Cathy agreed to fill in through the summer but does not wish to continue to moderate much longer than that. No one has been identified to continue as moderator at this point.
- Discussed Christmas projects
 - Giving tree delivery has been made to ACCESS by Jim Shriner
 - Costs were met for the Christmas baskets. Maybe in the future consider ordering less than 12 dozen donuts, as there were extra.
- Reviewed the 2014 calendar (Cathy has a copy of this)
 - Our relationship with Rebuilding has ended. This means that Bowl to Rebuild and National Rebuilding Day will not be happening.
 - Consider engaging with Habitat for Humanity.
 - Cathy and Jim Shriner will be spear heading the Hunger Walk, which we hope to get bigger involvement in since Rebuilding not happening
- Discussed Outreach survey results
- Discussed budget
 - MOTION PASSED:** Remove \$1500 line item for Rebuilding Together expense. Add a line item for 3rd Sunday dinners and transfer the \$1500 to this line.
 - Also, it was noted that there were several line items from 2013 with a \$0 under the expense. We need to get an updated report from Finance to make sure these things have been paid.
- Discussed Structure
 - This needs to be fleshed out a little more at next meeting.
- An extended meeting was set for Saturday April 12 from 1-4 pm, at Kelley's house (1738 Highbridge Rd)
- Next meeting tentatively set for 7 pm Tues Feb 25, unless Session will be meeting at 7 pm

WPC Outreach Meeting Minutes

Tuesday, Feb 25, 2014

7-8pm

Attendance: Cathy (moderator), Pat Santelli, Cindy Weiss, Kelley Pozza-Adams (elder), Kate Husinga (elder), John Dougherty, Ellen Dougherty

-Discussed committee meeting organization. Many members thought it would be helpful to go back to a committee night format. Regardless, a regular meeting time needs to be established for building use and childcare purposes. Plan to bring up meeting issues with session.

-Pat discussed the Norton home makeover project. A Thank You email from the homeowner's son was read. There was an email vote prior to this meeting to approve \$350 from Rebuilding Together to go towards this project.

-Discussed Hunger Walk. Money goes to Akron Canton Regional Food Bank. May 4.

-Next meeting will be Saturday April 12, 1-4 PM at Kelley's house (1738 Highbridge Road, Cuyahoga Falls). Bring a finger food to share. Plan to brainstorm future activities and discuss structure of committee.

WPC Properties Committee Meeting

February 18th, 2014

7:00 pm Opening Prayer – Dave Stobbs

Approval of minutes from the January 21st meeting

Approval of agenda – One item added by Ginny

Financial Update – We discussed Temperature Control's dealings with two pipe leaks.

How are we being charged? Does the itemized bill justify cost?

An invoice from Miller's was also discussed. Brad verified charge for repairs.

Top Ten

1. Crash bars/doors – Crisp quoted \$9000 for two sets of doors and \$900 for six closers. Brad is getting additional quotes from Akron Door and from Kurt Walters. Those will be in this week.
2. Sanctuary carpet – We currently have a quote of \$1700 to carpet the area in front of the sanctuary. The carpet will be a contrasting color. Members of Property and Worship will work together to determine an appropriate contrasting color.
3. Dan moved and Brad seconded that we spend up to \$2000 to rectify our carpet problem when the front pew is removed and the modesty rail is reinstalled. We will ask the Worship Committee to help cover the cost of the new carpet. Motion passes.
4. Pew modifications – Pat will look into disconnecting the outside half of the pews to be modified, and replace that section with shorter “choir pews”, currently housed in the chapel. This action will be taken to accommodate the handicapped.
5. Mailbox – After checking with staff, it was decided that a new locking mailbox would be installed in the same location as the current mailbox. Dave checked with the post office. They said that it would not be a problem for the carrier. Dave has priced a large rectangular locking mailbox, made of 12-gauge steel, for \$97. Brad moved to make the purchase, Pat seconded. Motion passed. Dave will pick it up and install it.

6. Handrails – Dave took photographs of our sanctuary to Orchid Forge in Navarre. The owner said that he could build handrails and install them for around \$1000. Dave will invite him to the church so that he can design rails to match our decor and submit drawings. Dan moved and Frank seconded to spend up to \$1500 for appropriate railings for our chancel steps. Motion carried. Conley recommended we use money from Memorial Funds for the project.
7. Video system /Wifi/Internet cabling – Brad received a quote from Shoreworks Communications, inc.. IP Cameras - \$2800. Cabling (cat5 cable)- \$2400. The company will submit a quote for cat6 cable in the near future. Wifi for youth center, room 106, and the pastor’s study - \$4600.
Robin will be asked to get quote from Time Werner for upgrading to their high speed internet service so that we can move from our current ATT dsl. Brad will receive another quote from
8. Carillon system – Brad has our carillon working well. One component of our system has been broken for several years. It is the device that plays music through the carillon system. First Presbyterian, Akron has a system, similar to ours, that they would consider selling. It includes a functional music “recorder” component that may replace our own. Brad will look into purchasing their system to see if all components are compatible with ours. He will email his findings, and the price that First Pres. is asking.
9.

New Business

1. WYDACA has asked to meet with Property Committee member(s), and Conley to discuss their using more space in our building. They would like to use our nursery and upstairs classrooms for an after school tutoring program. Conley will meet with WYDAKA to open communications.
This may open the possibility for discussion of a written agreement/contract between WYDAKA and WPC, as nobody seems to know that such a document exists at this time.
2. Dan mentioned that the carpets downstairs (basement) are in terrible condition. Discussion led to the possibility of discussing splitting the cost of replacement with WYDAKA
3. Brad recommends putting three steel posts at the corner of the barn so that nobody will accidentally alter its current condition. The discussion is tabled until the piles of snow in the parking places melts.
4. Fascia and soffits are leaking above WYDAKA stairs, causing icicles to form. Kolowski’s explained that the outled is not working. Dannemiller was called. They claimed that they cannot get to the outlets. More communication will take place...soon. There needs to be someone to do a 360 around the building on a regular basis, in order to keep ahead of problems like this.

Our next meeting is scheduled for Tuesday, March 18, at 7:00 in the library

Minutes
Deacon's Meeting
February 9, 2014 11:45 room 106
(Minutes recorded by Brad Hall)

Present-

Sharlene Santelli (visitor from Discipleship), Pat Santelli, Andi Jopperi, Bob Pulling, Lisa Bansen-Harp, Neal Enrick, Pastor Z, Louis Curlee, Shelley Koutnik, Raphael Peoples, Brad Hall

Absent-

Marian Wahl, Nancy Keogh, Earl Pierson, Anne Marie Wilton

Agenda

1. Opening Prayer- Brad
2. Brad apologized for no written agenda as sidewalk shoveling took longer than expected today
3. Sharlene Santelli from Discipleship invited to discuss and coordinate Mardi Gras event. Feedback from last year's Mardi Gras...there seemed to be shortage of servers and clean-up. Discussion as follows:
 - a. Prep- noon, covered by Deacons Neal and Brad, plus Tim? (Raphael's friend), and Raphael
 - b. Decorations- can be done from noon on, Anne Marie (?)Lewis and family, Sheila Svoboda. Lewis and Sheila to coordinate plans. Long tables vs. round preferred
 - c. Servers- Lewis and family, Pat and Sharlene Santelli, Neal and Becky Enrick, others?
 - d. Clean-up...Don't remember who other than Earl. Santelli's? (please help fill in the blanks here)
 - e. Sharlene will arrange for flyers for 3rd Sunday dinner attendees (can this also be added to Sunday worship program a week or two prior to event?)
 - f. Brad and Sharlene to coordinate the two teams (Discipleship and Deacons)
4. Brad discussed questions from the band...answers are:
 - a. Set-up- any time after noon
 - b. Serving- begins at 5:30-6:30, band can start at around 6ish after they eat
 - c. First set- 6ish to 7ish
 - d. Break- 7:00ish
 - e. Second set- 7:30ish to end
5. Brad thanked Shelley for volunteering to purchase communion supplies and organize "preppers" for 2014. Shelley discussed communion prep, and serving:
 - a. Shelley circulated sign-up sheet for entire year
 - b. Only a few blanks left...suggest that Shelley contact absent deacons to complete the list

- c. The two Deacons who prep are also being asked to serve communion that same day
 - d. Pat Santelli suggested that communion servers be entered in a web based Google Calendar as a reminder to all. Brad will discuss the calendaring function with Kevin Melver and provide access instructions to all Deacons
6. Pastor Z-
- a. Two Deacons are needed to serve on nominating committee. This important committee creates a list of candidates, nominates, and contacts members to serve as Deacon and Session representatives. Activities include an informational meeting in the spring of this year, with most work taking place in the fall/early winter of 2014 preceding the new year prior to when nominees begin their service in January 2015.
 - i. Louis Curlee volunteered however we need one additional Deacon to serve alongside Louis (he is a fun guy!)
 - ii. *To those who were absent from today's meeting, please contact Brad with your interest in serving as the second Deacon on the nominating committee.*
 - b. Pastor Z- suggested that Deacons hold a "retreat" within the next 60 days to discuss our services and roles in the church. The duration of the meeting would last 2-3 hours and those present today unanimously agreed that Saturday's would be the preferred day of the week. Brad will organize a Doodle Poll calendar with suggested Saturday's beginning after the Mardi Gras. Deacons need only to "check" those days when they are available. A separate e-mail will follow (and contact Bob Pulling via phone) outlining the Doodle Poll instructions and subsequent date selected for this retreat.
7. Closing prayer- Pastor Z
8. Adjourned