

**Channing Memorial Church
Board of Trustees Meeting
Tuesday, July 7, 2008**

IMPORTANT DATES TO REMEMBER

August 12th – August Board Meeting (6:00 – 8:00 p.m) at the Yalanis home. 83 Windstone Drive, Portsmouth. Please RSVP to 293-0448. Families are welcome. Please bring a side dish or dessert to share.

August 16th - Board Retreat (8:00 a.m to 2:00 p.m.) at Susan VanDerhoof's home at 460 Bramans Lane, Portsmouth. It is a breakfast and lunch potluck.

September 28th – Sanctuary Dedication

Present: Chris Yalanis, Susan VanDerhoof, Chris Laudon, Kelly Bailey, Ruth Jernigan, Sarah Mermin, Coles Mallory, John Burnham, Bill Hawkins, Sheri Lussier, Bill Peresta.

Process Observer: Chris Laudon

Approval of Minutes: The minutes for the previous meeting were unavailable and will be voted on at the August meeting.

Action Item: Susan will contact Barbara Nowicki to get last month's minutes and post them for the board to read and approve.

Current Business: As the new board President, Chris Yalanis, reviewed the "Monthly Board Meeting Process." The highlights include:

- The Board meetings will take place on the 2nd Tuesday of the month, 7:00 to 8:30 p.m.
- Agenda items can be submitted to Chris prior to the 1st Tuesday of the month.
- Committee Chairs should bring before the Board only those items that need discussion and/or Board approval.
- Committee Chairs should post any issues needing discussion on the Channing web site or Google.com. Please see directions below.
- Board members are asked to read all pertinent documents prior to the meeting, including the minutes from the previous month's meeting.
- The final agenda will be available on the website by the 1st Tuesday of the month.
 - For items requiring input (on docs. Google website):
 - Board members review and comment on other committee submissions.
 - All comments should be addressed in advance of the meeting

- Further discussion at board meeting should be conducted only as necessary.
- Roberts Rules of Order will be casually followed...rule of “reasonable-ness” will be in place
- Minimize committee oral reports—only talk about the things the board must decide upon or must know related to policy matters.

Primary objective of the board meeting is to take action as required.

WEBSITE USE GUIDELINES & INSTRUCTIONS

CHANNING WEBSITE – www.channingchurch.org

Committee members should be familiar with our website at www.channingchurch.org. Access to the password protected Board member area is granted by clicking on the picture of the church in the upper left part of the website. This will enable a pop-up that asks for the password – which is ‘board’. The Channing website is used mainly for storage of documents, such as past minutes, bylaws, etc. Note - Bill Peresta can be contacted via email at: wperesta@cox.net Commenting on documents at the Google site is simple. Be certain to identify yourself before comments so others know who made the comments. Remember, emotions aren’t well communicated via email – so stick to the point. When finished, save the changes.

GOOGLE SITE – <http://docs.google.com>

The Google site is our working site where board members can make comments on pending items for discussion and for posting current documents such as minutes and agendas, etc.

Suggestion – when sending items to Board members, please put Board @Channing in subject line so everyone will know it pertains to Board business.

Chris also reviewed expectations for Board members. We are dependent on everyone to keep things going. For any questions, please contact Chris or another board member.

Action Item: Chris asked Bill Peresta to follow-up on posting yearly calendar to web site.

Overview of Upcoming Goals

Capital Campaign – There has already been behind-the-scenes work going on. The capital campaign committee has met 4 times. A summary of their work is provided by John Burnham later in the meeting and is summarized in a separate document.

Canvass – We should start right now on the next canvass. Make it a year ‘round process. The canvass needs to work in conjunction with the capital campaign.

Membership – We should develop a single list including demographics data on each member. Committee members should see the Membership Committee if they need any information. The photo directory just went to the printers.

Action Item: Chris asked that Ruth please update the board on how the membership list is coming. Let us know if there is more information needed.

Publicity – There is no one really in charge of publicity, but it will be a crucial part of the upcoming capital campaign. Chris Laudon reported that she and several other board members met recently with Benna Wilde from the Princes Charitable Foundation and several things regarding publicity came out of that meeting.

Because of the historic nature of the building, we need to have public accessibility. We need to be more proactive. There are several things we can do right away.

- Set up specific times when the church would be open to the public and have docents (church members) available for tours and information. A notebook would be provided to docents that would have all pertinent historic information.
- Set up a web link from the major tourist sites.
- Put a rack card down at the Gateway Center for Newport visitors

There are also a couple of things we can do for the long term as well.

- Become part of the walking tour of Newport.
- Seek out events to take place here. Publicize them and keep records of what takes place.

***NOTE:** We should develop a list of individuals who should be invited and informed about our events. Chris Laudon thought Dennis was already working on this.*

Property Insurance - Coles said the finance committee recommends keeping our policy the same with \$2,800,000 in property damage coverage. There was one concern of the committee which was the danger posed by the Christmas Eve candlelight service. This issue will be put on the agenda for the September meeting.

Action Item: Coles will make a report on his “fire” experiment at the September meeting

Ballou District – We are not currently fully participating members. The requested rate of participation is \$19/per member and we are close, but not there. It is, right now, a question of finances.

Website - Chris would love to see each committee have their own website. They would create it with Bill Peresta and then possibly maintain it themselves. Everyone is

encouraged to take photos and post them on the Channing web site. Board members are also encouraged to visit other church sites to find out things we might want to include in ours. Suggestions included posting our calendar, that weddings are open to non-members and advertise our upcoming events.

Board Orientation – Chris asked each board member read the documents related to board operation, such as the by-laws, personnel policy, policy & procedures and the strategic plan. If any modifications are needed to documents it would be good to get them on the agenda for the fall vote by the congregation.

Amazon Link – Channing could have a link on the Amazon.com website so that when people purchase things, Channing would receive a percentage of the sale.

Action Item: This discussion will be placed on the agenda for the September meeting

Canvass Update – Bill reported that we are still short about \$1,200 dollars from our 08/09 fiscal year budget based on \$170,000 total pledges with a couple more pledges still hoped for or additional new pledges during the year. Last year (07/08) pledge total received as of the end of the fiscal year is about \$15,000 below the 95% budgeted amount of \$160,500. Bill will be mailing pledge status statements and contacting people who are still outstanding in their pledges.

Finance Committee – Chris Y. would like to create a fiscal calendar that would bring together the canvass, capital campaign and other facets of finance for the church. It would outline when committees need to submit requests, an explanation of the fiscal year and include a guide to contributions. There was discussion about having an audit done and how that might be accomplished without having to spend the estimated \$25,000 to do it. This will be discussed more at future meetings.

Apartment House Rental – Chris L. reported that the tenant will be leaving the Channing apartment. Many things were discussed. We would need to make the apartment lead safe by putting metal panels over sashes and window edges. The question was raised whether we want to renovate the apartment over the winter if a tenant isn't found or we could consider making another apartment. Coles stated that there should be structural analysis done as part of that process. Ruth cautioned that we should have a master plan before we set out to renovate or redo the apartment. This concern was echoed by Bill as well. In the end Sarah encouraged everyone to do what we can to get the apartment rented right away.

Capital Campaign – John Burnham arrived later to provide a summary of what the Pre-Capital Campaign Committee has been up to. His summary is available as a separate summary on the google site. After the update, Coles expressed concern that there needs to be a process to hear the congregation's questions and concerns about this. Also, how will this impact the canvass. John and Chris said there has been much discussion about this question and we should expect a flat canvass for the next several years. There will be more information provided in the future on this issue and others. The congregation will vote in the fall to set the capital campaign into motion.

The meeting was adjourned right at the appointed end time of 9:30.