

SHEPHERD BY THE SEA MISSION COMMITTEE MEETING MINUTES

Saturday 30 June 2018 4:00pm

Call to Order by Bonnie Coffey-Smith

Opening Prayer by Susan Bechtel

Attendance: Pastor Jamie Knutsen, Susan Bechtel, Bonnie Coffey-Smith, Joanne Corey, Linda Kennedy, Pastor Peg Otte (via telephone), Randy Otte

Approval of Saturday 9 June minutes - moved, 2nd and approved

Additions to the Agenda - none

Financial Bookkeeper's Report - moved, 2nd and approved with gratefulness

Randy makes his report, states he recently spent 30 minutes with Chuck, got passwords, made some updates (best practices) added a few categories to make the budget more transparent. Proposing procedures for hard copy and digital copies of offerings, receipts, invoices and shared record of payment that will interact with QuickBooks and WestAmerica Bank accounts. These suggested processes would address continuity and financial controls for SBTS. Randy did also speak with John Nykamp as was approved in last MC meeting. MC recommends for the meantime, Randy take the computer with him when he goes back to Illinois.

ACKNOWLEDGEMENTS

Randy Otte for his commitment to our financial bookkeeping
To all those who have contributed their thoughts to the Treasurer position
To Linda for preparing the memorial/baptism service documents

OLD BUSINESS

Treasurer Position

Internal Use Titles: Financial Bookkeeper (Randy Otte), Financial Secretary (Kathie Anderson)

Interim changes in check distribution procedure

Directory Report - draft copy presented by Joanne & Linda, In Memorium section added as well as Episcopal Diocese and Lutheran Synod addresses and inactive members. SBTS Church Directory is now online: members.InstantChurchDirectory.com There is also a free mobile app available for download.

Memorial/Baptism Services Documents - Linda presents hard copy; suggests a contact person for the family, i.e. Joanne volunteers to be the Hospitality Coordinator (contact person)
Consider additional appropriation to presiding clergy for baptisms

Women's Spring Tea Report - Bonnie presents report, meeting was accomplished on Friday 29 June (April, Mimi, Joanne, Susan, Bonnie) date chosen on Friday 19 October at 2pm at 339 Bluff Reach

Taize Service Report - Bonnie presents report, one planning meeting so far with Jamie, possibly dates of 16th or 18th November, votive candles lit during the service and given out as people leave, discussed rearranging seating in Mary Star Church, possibly 5-6pm time frame, goal of 30 participants, large-type print service bulletins, Jamie will be the service presenter, flyers around the community and the local radio station advert

NEW BUSINESS

Next Meeting Date: Saturday 11 August @ 4:00pm at Joanne's home

Calendar of Dates

September Spaghetti Dinner

Closing Prayer by Christine Ramsay

Gracious Lord, as You call us into Yourself, You call us into companionship with all Your people. Turn our hearts and affections toward one another in charity, and let our prayer answer Your own, that we may all be one. Amen
Saint Augustine's Prayer Book, pg. 311

Respectfully submitted by,

Christine Ramsay
Clerk

/cmr