

Called to Order: 4:00 p.m. by Vice President Nancy Avery. **Note: Resulting action items are highlighted & bolded.**

Board Attendees: Trustees (Position): Tom Mosher (1), Doug Deaton (2), Dick Burkhardt (3), Nancy Avery (4), Quorum Present Luba Johnston (5), Cindy Fine (6), and Justin Bell (7).
Minister: Todd Eklof (ex-officio)

Guest(s): Sue Stiritz, Jean Larson, Lynn & Robert Jinishian, Bette Brattebo

Agenda: Approved with addition of appointing a parliamentary advisor and a \$5000 donation offer.

Minutes: Minutes of the August 2025 BoT meeting were approved as presented.

Next BoT Exec Committee Meeting: October 15, 2025 4:00 p.m. (L Johnston floating Trustee)

Next BoT Meeting: October 22, 2025 4:00 p.m.

Minister’s Report: T Eklof said he had sent proposed Ministerial Agreement changes to the Trustees. He also said the rewritten agreement T Mosher submitted was not authorized by the BoT and should not be discussed.

President’s Report: BoT met for a productive annual retreat.

Operations Team Report: L Johnston’s report is attached.

Secretary Report: L Johnston reported that she forwarded the approved July meeting minutes to Rebecca.

Treasurer’s Report: D Burkhardt reported he expects the July/August/September report in October.

Team Reports: Outside Income Enhancement: N Avery reported the following:

- Tom Brattebo won the honey jar raffle.
- Several “Fun”raising events are planned for October, a Sip and Paint class, and a concert.
- November is the annual auction, which is seeking donations to bid on.

Unfinished Business: N Avery read a sample draft letter being prepared to send families of deceased church members with unfulfilled pledges. She asked for suggestions, and a few offered to work with her on this.

Ministerial Agreement Review: The Trustees took some time to meet with T Eklof and L Jinishian for an Executive Session. Upon returning to the BoT meeting, they reported the BoT met in Executive Session to discuss the Ministerial Agree draft update with one minor wording change and were ready to vote on that.
 D Deaton moved and L Johnston seconded that the BoT adopt the Ministerial Agreement, as they’d just agreed on it. The **motion passed** unanimously.

New Business: Operations Team Membership: C Fine reported that Julieann Morse is currently the only church member appointed to the Operations Team and needs to be 2-4 church members. Ideally they should be people who are familiar with church operations. She is seeking names of people to ask.
Parliamentary Advisor: T Mosher was appointed a Parliamentary Advisor.
Donation Offer: An offered \$5000 donation for aesthetic improvements on church grounds was discussed.

Not to be Forgotten: Income is a top priority
 Ex-officio Trustee/Treasurer

Member Input: None.

Adjournment: 5:50 p.m.

Attachment: Operations Team Report from L Johnston
 Submitted by M Johnson, Recording Secretary from meeting video

September '25 Operation Team meeting

Rebecca's business report included financial and payrolls updates. Transitioning to Quick Books online, she had to research and learn a lot since the book keeper had no idea of the AI pulling 30 years of old information. That's why the final numbers for 2024/25 were delayed. The current numbers are 99.9% correct, by the end of the year they will be 100% correct. For now the book-keeper uses spreadsheet; in January the operations will go back to Quick Books Payrolls. The final 2024/25 numbers are much better, just \$18,000 in the hole. Re-negotiation of contracts allowed the church to save money. The budget shortfall reserve is 20,000; and contingency fund is about 22,000. Reserves have been allocated for different areas of the church maintenance.

Speaking of the Building and Grounds: the aging team can't do much about maintenance. Thanks to Donovan pine needles have been cleaned. Wild fire mitigation with Spokane County Fire encompasses certain requirements, like new trees be planted 5 feet from the building. For non-profit organizations there's a grant for cutting and trimming trees, our church is on the waiting list. In accordance with water-wise program we are expected to have native plants, bark, drip lines and the grass cut to a certain length. There's a need for the parking lot cracks to be sealed; recently vandalized light post will be fixed by Robert Jinishian. He has already fixed the latch after the shed was broken into, but after 4 years of service Robert is resigning.

The other items on the agenda were an updated Fundraising policy, according to which new ideas have to be approved by the Operations team to prevent soliciting from individuals; as well as an updated title/contract for Todd Milne to be named the lead audio-visual technician. Todd M. will draft the procedure how to run the booth, he will arrange one person to be trained as a back up. In the future we'll need better speakers and computers. Rebecca also emphasized the importance of communication with the church staff. She knew the two childcare providers were budgeted for one service only, however, she wasn't informed they were coming for two services, due to Rachae's need of childcare.

The annual budgeting for Building and Grounds is \$12,000. It was clarified the Ops team does the planning based on priorities of what needs to be done, matching the needs with the budget, while following the church policy and rules. Asking the congregation for suggestions may result in 200 different opinions of what to do and how to save money. Somebody, perhaps unintentionally, turned off the sprinkle system while Rebecca was on vacation. If there is a donation for a project, the church will hire a company considering the cost of both the job and the maintenance. In accordance with specific policy governance Tom Mosher's proposal for a landscaping project can't be accepted because it is a controlled donation.