Members: Shelly Ainsworth, Pastor Casey Banks, Cynthia Dickman, Patsy Ethridge-Neal, Grayson Holmes, Marty Howell, Ji-Young Kim, Pastor Kristin Joyner, Ron Kreizenbeck, Candace Larson, Mary Morral, Bill Price, Monette Racho, Gary Wagar

Excused: Aaron Keating, Joe Kim, Sue Porter, Eric Trott
Guest: Pastor Dave Orendorff

Grayson called the meeting to order at 7:05 pm when a quorum was present in the chapel. Mary led the devotion and prayer.

Grayson distributed the Governing Board Decision Making Process. He asked members to sign up for taking minutes, bringing refreshments and leading devotions to share the load.

Each person introduced him/herself and gave her/his position.
The minutes of November 29, December 9 and 11 were discerned

**Pastor Reports**

**Pastor Kristin’s Report:**

Guardians of the Earth
- Meeting with Coffee servers Feb. 10
- Planning on 2 church-wide events – one on-site and one off-site
- Receiving Greening Banner on Feb. 17th

Community Assistance Plan
- Goal towards making this broadly known to our congregation
- Want all people to feel encouraged to talk with people, offer assistance, keep us to our CAP and keep our neighbors happy.
- Will meet with team to assess how to go outside the parameters – currently only gas and groceries, and if we need a form for people to fill out.
- Grateful for the $4000 from Christmas Eve

Bothell Area Concerns
- Learning from NSD HSC, Bothell Conversations, NUHSA Events, City Council conversations, PIHC in Everett, state of the City and state of the Bothell Kenmore Chamber. GB Members are welcome to attend with me.
- GB should be thinking about how we are Christ in the community – how are we meeting the needs of our community?
- Are we using our resources, staff, building and land in the best way to support our community’s needs.
Bothell United Methodist Church

- Are we bringing in partners into our space and working with them to transform people, relationships and conditions? Staff and ministry teams could work on this more if it’s guided by our vision, but likely feel more dedicated to working with our “own” ministries. My fear is we stick with trying to appease who is already here and neglect those who are not yet here.

Book Project
- Jamaa Letu book for education scholarships to be released with video, in advance of Annual Conference in June. Nono will be here in June!
- “Filling the Void – Voices from the None Zone”, coming out soon via Cokesbury and Amazon.

Pastor Casey’s report:

“The Witness” Purpose—The purpose of this all-church publication is to answer:
- How is BUMC meeting its goals of transformed people, relationships, and conditions?
- What vital ministries have been happening here?
- What opportunities do I have to grow my faith and serve others?
- What are the values/culture of this church?
- Is this a place where I should invest my time and money?

Why a format change?
- New branding, opportunity to incorporate a fresh look
- All communication strategies, not just The Witness, are being evaluated to increase effectiveness
  o Frequency and timing of release
  o Target audiences
  o Type of content
- Can create parallel, but different, print vs. digital experiences

New Witness Format
- Bi-monthly (6 publications a year)
- Full color (new branding palette), thicker paper
- Story-driven
- Roughly 80/20 ratio of reporting ministry stories that already happened verses advertising what is yet to come
- Content will be supervised by an editor/editing process. Some stories will be solicited. Anyone can submit stories for consideration. Some content may be directed to a different communication method, rather than published in The Witness.
- A writing-guide will be made available in the near future so contributors know how to prep their content.
- Folks who have been regularly contributing content to The Witness should schedule time with Pastor Casey in February to discuss their ministry area’s news for the new format.
Bothell United Methodist Church

Regular Components (in every publication)
- 2-3 Feature stories
- Message from a leader: pastor, lay leader, GB chair, etc.
- Finance—½ page celebration or teaching about church finances
- Save the Dates—¼ to ½ page for events occurring more than 2 months out
- Calendar Highlights—½ to 1 page for events occurring within the next 2 months (2 months of the publication)
- Serve opportunities
- Church Identity—every issue, include the basic synopsis of our branding (mission, goals), but highlight a different aspect in more depth in each issue (including our practices, inclusivity values, paths of discipleship, membership expectations, etc.)

Occasional Components (2-3 times per year, or as submissions are available)
- Yearbook style question-and-short-answers from 3-5 members
- Stories from the Archive Divers
- Poetry, short-stories, artwork etc. from members
- Media Center—book reviews by members, resources available that correspond to broader church happenings (worship series, Guardians of Earth, guest speaker presentations, etc.)
- Study group/Small group testimonies, schedules, and sign-ups
- Annual Conference summaries

Digital Witness?
- Can we imbed videos in a digital version somehow?
- Active hyperlinks to sign-ups, giving, & social media
- Analytics. Ability to forward to others.

Other Communications Methods
- Trifold Brochures—niche ministries with static content, update 1-2x per year
- Constant Contact email groups—for targeted audiences
- E-news—important information for next 1-2 weeks
- Worship bulletin—brief announcements
- Facebook—events with invitations
- Collaborating Conversations—possibly once a month or bi-monthly. Presentations by ministry leaders about upcoming events. Opportunity to collaborate at an all-church scale.

Building use by outside groups - Bill will respond to Barb about getting information from the conference about renting to non-profits that want to use the space for fund raising.
- GB members will share hospitality story of renting to the Muslim church at each service the second Sunday in February. The Muslim church will be renting the space starting in February for a year.
Bothell United Methodist Church

- Rental Contracts need to be developed by Trustees for the staff to use

**Facilities**
Ron reported for Aaron that the roof was fixed thanks to funds from the Endowment Fund and it isn’t leaking in that area now. Plans are in place to add access doors for the front entrance. Gary reported that the sign is coming.

**Generosity**
Bill presented the 2018 December financial statement pointing out the cash on hand was used in the proposed 2019 Projected Income. Bill pointed out that the fund balance was more than the ____________ and that hopefully it would be come even within two years.

After discussion the proposed 2019 budget was discerned. The approved budget summary is below. Budget details are available upon request. It was pointed out that all church activities don’t need to be funded through the budget. There are alternate resources: i.e., the endowment fund, personal donations and other fund accounts.

<table>
<thead>
<tr>
<th>Projected Income</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Projected 2019 Income</td>
<td>716,054</td>
</tr>
<tr>
<td>2018 Cash Reserve Balance</td>
<td>28,928</td>
</tr>
<tr>
<td>Pastor Controlled Funds</td>
<td>62,895</td>
</tr>
<tr>
<td>Adjusted for % of budget not expended</td>
<td>92.96%</td>
</tr>
<tr>
<td>2019 Projected Income</td>
<td>869,091</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses by Category</th>
<th>2019 Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>4100 - Executive Committee</td>
<td>13,100</td>
</tr>
<tr>
<td>4200 - Children</td>
<td>7,510</td>
</tr>
<tr>
<td>4300 - Youth</td>
<td>4,450</td>
</tr>
<tr>
<td>4400 - Adult</td>
<td>6,500</td>
</tr>
<tr>
<td>4600 - Nurt Trans</td>
<td>6,200</td>
</tr>
<tr>
<td>4630 - Wonderfully Made</td>
<td>900</td>
</tr>
<tr>
<td>4640 - Music</td>
<td>9,950</td>
</tr>
<tr>
<td>4700 - Ministering Outward</td>
<td>7,475</td>
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<tr>
<td>4800 - Staff</td>
<td>577,230</td>
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<tr>
<td>5000 - Trustees</td>
<td>110,772</td>
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<tr>
<td>5200 - Finance</td>
<td>5,280</td>
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<tr>
<td>5300 - Apportionments</td>
<td>115,524</td>
</tr>
<tr>
<td>5400 - Facility Use</td>
<td>4,200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>869,091</strong></td>
</tr>
</tbody>
</table>

**Notes:**
1. Pastor Joe is prioritizing Community Engagement, Children, Youth and Music
a. Staff includes $10,000 increase in salary for the Associate Pastor of Community Engagement
b. the Children's Program and Community Engagement/Ministering Outward are only $50/100 less than requested
c. The Youth Budget is significantly increased over 2018 actual expenses anticipating more youth activity

2. To ensure funds necessary to present a balanced budget Pastor Joe authorizes
   a. the use of Pastor Controlled Funds up to $62,895 for 2019
   b. to be transferred to the checking when requested by the treasurer
   c. in amounts that will keep the month end cash balance at $15,000
      which is a two-month average deficit.

3. The Endowment Committee has authorized the Trustees use of $11,758 for Roof Repairs bringing the total fund to $17,758.

Pastor Dave asked for comments about the budget process as it was new this year. Projected Income was based on a five-year average. In the future one-time large donations may be recorded in a different manor. Comments included making it less time consuming for the GB.

The bank requires minutes indicating the change of the Generosity Chairs for signature purpose. It was discerned to add William Price to the bank account signature card and remove Ji-Young Kim.

Grayson reported that the Executive Committee met to plan the Feb 16 retreat which will likely be at Edmonds UMC thanks to Eric’s contacts. Grayson is looking for a facilitator. He asked for suggestions. He will talk to Pastor Joe when he returns. The retreat will be from 8:30 am to about 3 pm.

He will be sending the GB member job descriptions out for review and input so that the job descriptions can be discerned and added to the GB Handbook.

He requested photos be sent to him or Patsy so the bulletin board in the narthex can be updated. He is going to ask members for short bio to help introduce the Board to the congregation.

The meeting was closed for Personnel

Grayson led the closing devotion

Meeting adjourned at 8:35

Respectfully submitted
Patsy Ethridge-Neal