

San Ramon Valley United Methodist Church  
Administrative Board Minutes  
January 19, 2016

**Attendance:** Debra Carter, Ron Dunn, Don Field, Linda Green, Lea Hickman, Paul Kuelz, Jim McKnight, Mark Miller, Dave McWilliams, Dean McWilliams, Terry Sherman, Maggie Stienstra. Laurie Stocking, Brad Tolstedt

**Absent:** Sunny Ahn, David Coombs, Peggy Crawford, Luke Ham, Stephanie Ham, Coreen James, Carole Johnson, Bonnie Roberts, Winnie Stribling, JoAnn Van Bezey

**Guests:** Lyn Arscott, Bob Baker, Jim Burk, Anne Burk, Warren McGuffin, Ginger McGuffin

**CALL TO ORDER**

Chair Terry Sherman called the meeting to order at 7:02pm in the Great Hall, Wesley Center.

**OPENING PRAYER**

Pastor Ron Dunn offered a prayer to open the meeting.

**APPROVAL OF MINUTES**

MOTION

It was moved that the Ad Board November 17, 2015 minutes be approved as written.

Moved: Brad Tolstedt; 2<sup>nd</sup>: Dave McWilliams; Motion passed: unanimous

**WELCOMING OF NEW APPOINTMENTS**

Chair Terry Sherman welcomed new Ad Board members Debra Carter (Lay Leader), Lea Hickman (Lay Leader), Mark Miller (Board of Trustees) and Jim McKnight in new position as Ad Board Vice Chair.

**ARC UPDATE**

Chair Lyn Arscott reviewed the highlights of the Building Committee's report on the status of plans to construct the ARC. He thanked all the committee members for their work and endurance over the last 3½ years from the planning and appeals to the approval process resulting in the County approving a permit for construction.

In summary, the donor has agreed in principle to fund the project up to a maximum of \$4.1 million, which includes a contingency fund of \$269,000 for change orders and possible contingencies that may arise. It is the opinion of the Building Committee that the ARC can be constructed within the limit of the donation. The Building Committee is currently negotiating final contract terms with the donor and building contractor and expects to break ground in February.

Discussion followed on various issues including parking contingencies and solutions during construction, which is anticipated to be a 12-month process.

**FINANCE AND STEWARDSHIP UPDATE**

Chair Brad Tolstedt gave a verbal update of the 2015 year-end financial picture, which was favorable to plan in both income and expenses. This will be followed by a written report.

Brad Tolstedt updated the Ad Board on the status of the 2016 Stewardship campaign and budget. He referenced the letter that was recently sent out to the congregation informing them of the current status of the Stewardship campaign in support of our financial requirements for 2016. Since that letter was sent 6 additional pledges have been received totaling \$9,400. The Stewardship committee will continue to follow up on those 2015 Pledgers who have yet to reply.

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Once this is complete we will have a better idea of the anticipated giving for 2016 and will be able to complete a budget for 2016, which will be presented to the Ad Board in early February. Discussion followed on what “we can do better” in regards of the annual stewardship outreach.

Brad Tolstedt also presented updates to various documents regarding expense reimbursement and credit card policies. He noted that this was mainly to clean up some of the language with a couple of pertinent changes.

**MOTION**

It was moved to accept the modifications as presented to revise the Accountable Reimbursement and Credit Card Policies.

Moved: Brad Tolstedt; 2<sup>nd</sup>; Don Field; Motion passed: unanimous

**RESTRUCTURING OF AD BOARD TO CHURCH COUNCIL**

Chair Terry Sherman reminded the Ad Board that the motion passed at the November Ad Board meeting to restructure the Ad Board to the newly configured Church Council will be effective March 1<sup>st</sup>.

**PASTORS' MOMENTS**

Pastor Ron Dunn reported that the Lenten Series will be centered on the Gospel of John and 7 stories within. The title of the study will be “Close Encounters of the Best Kind” and will be based on the changes that were a result of these encounters. The series will be kicked off on Ash Wednesday with a dinner including the participants of Winter Nights.

Pastor Dunn recounted the MLK presentation at our church on 1/18 and following walk through Danville. The MLK presentation and walk through Danville reinforced the theme of the presentation by the Interfaith Community – the Syrian Refugee Crisis. Ron Dun challenged the Ad Board with “how do we respond?” Discussion followed with various responses already in place with our local and church communities, now and in the past, with the watchword that is important “not to be silent.”

**COMMITTEE REPORTS**

Board of Trustees Chair Mark Miller reported that the trees in the courtyard have come down and that sail shade structures (donated) will replace the trees in a new landscaping plan.

**NEXT MEETING:** Tuesday, Feb. 9, 7pm.

**CLOSE AND ADJOURNMENT**

Chair Terry Sherman adjourned the meeting at 8:04pm.

Respectfully submitted,

Maggie Stienstra  
Ad Board Secretary