

## \*UNOFFICIAL\*

Trustees Meeting-January 18, 2026

Attendees- Steve Ferdette, Joan Brown, Matt Pratt, Lynn Stack, Celia Sneider, Ann Ellis, Jack Helm, Kate Hill, Eileen Hurlburt

1. The meeting was called to order at 11:19 pm.
2. Approval of the minutes from December 2025- Joan made a motion to approve the minutes. Lynn seconded the motion. There was no discussion. The motion was approved unanimously.
3. Old Business-
  - a. Honoring Dave Mallory- Being worked on.
  - b. Time and Date to meet with Edward Jones-as many of the Trustees cannot make the date, will work on a time in March or later.
  - c. Time and date to meet with Silver Lake- January 26 at 6:00 pm.
  - d. Job Descriptions- will scrap that except the following employees which we will work on: administrative assistant, assistant treasurer (unpaid), custodian, organist, pastor
  - e. Review Endowment Policy-look over and bring questions to the next meeting
4. New Business-
  - a. Certificate of Deposit with Heritage Credit Union-Lynn made the motion to roll over the CD with Heritage. Celia seconded the motion. After much discussion, Lynn amended the motion to allow Kate to find the best interest rate for the CD and renew it using that best rate. Celia seconded the motion. There was no discussion. The motion passed unanimously.
  - b. Purchase Orders- Kate is creating new purchase orders to be used for all purchases for the church other than the regular monthly bills. Checks for these orders will be cut at the end of the third week each month. Purchase orders will need an authorizing signature in order to be processed.
  - c. New Software-Church Trac-Church Windows was just renewed. Church Trac is newer and more user friendly. Issue tabled until Pastor Jane is back.
  - d. & e. Discussion of Communication/Building Security-Discussion of the situation with Eddie and the guns: People expressed appreciation to Jack for meeting with the police and securing the building, discussion of notifying Steve and Matt, Celia was concerned about communication with the Trustees. Lynn felt that all the Trustees needed to know, Eileen expressed that she didn't need to know details but would like to be warned of safety issues, as she is often in the building alone after dark. Lynn said the by-laws say that anything that comes into the church is run by the Trustees, Ann felt the police put us in a difficult situation with their Facebook post- Jack will discuss this with the police chief. Joan mentioned that we all learned from this situation.
  - e. Building Security-Jack discussed planning with Chief Humphreys. Plan was for face level mounted barrel bolts of both side doors. The only way in will be through the front door. A camera will be mounted inside the front door to monitor

anyone who comes in the building at a cost of \$5 a month. Jack will put together a purchase order for approximately \$781, which will also include weather stripping. Lynn made a motion to move forward with locks and cameras to better secure the building. Celia seconded the motion. The motion was approved unanimously.

- f. Steve was asked how the Pastor Relation Committee was coming together - no progress - still being worked on and there will be a meeting soon
- g. By-law change - Steve reports the council will make changes including an Emergency Contingency Plan.
- h. Use of Building - Eileen got a request to use Reed Chapel for a baby shower on Sunday February 8th. Eileen will contact Angela Goodwin and let them know they can use the church from 1 - 5 pm for \$100.
- i. Yesterday, Eileen emailed and said they will be using the Chapel from 12-4 pm on February 8th for \$100.
- j. Treasurer's Report - Eileen shared the \$1.02 adjustment was moved but then became a problem on the other side of the balance sheet. Celia made a motion to move the \$1.02 out of the General Fund and into the CD fund in order for everything to balance. Matt seconded no discussion and motion carried.
- k. Joan wondered why the Endowment Fund Balance didn't match the Endowment Fund Asset. Eileen pointed out the \$22.00 Endowment Fund Income asset line item. Joan suggested it be moved into the Investment - Endowment Fund so that Assets and Balances will match.
- l. Organ update - General maintenance needs to be done according to the organ company - Foam on the walls where the organ is placed and a humidifier attached to the organ for the dry, cold winter seasons moving forward.
- m. Matt made a motion to give Carrie, the grant writer, a \$250 LL Bean gift card as a thank you for her help. Joan seconded. Jack pointed out that he can buy that at a cost of \$200 as he gets a discount. Motion Carried.
- n. Joan made a motion to adjourn Celia seconded, no discussion motion carried at 12:57 pm