

Leadership Board Meeting Notes – February 20, 2025

Attendees: Dana Kauffman, Pastor Melissa, Patricia O'Donnell, Dr. Charles Dankwah, Peggy Owusu-Ansah, Leila Hamilton, Joana Arthur, Matt Dodd, Dan Dickinson (on behalf of Sandy Ross), Virginia Newman (*via Zoom*), Jess Posey (Building Management Team Lead), Sarah Chambers (Director of Youth and Young Adults).

Regrets: Sandy Ross (out of town)

1. Opening Prayer/Spiritual Formation

Joana Arthur led Spiritual Formation based on Psalm 136, modified to reflect the many ways Franconia UMC is thankful for God's steadfast love which endures forever.

2. Review of Information reports – (approved as a packet)

- January 2025 Leadership Board Minutes

Motion to Approve the January 2025 LB Minutes: Patricia O'Donnell. Seconded: Peggy Owusu-Ansah

Motion was unanimously approved.

- Treasurer's report-End of Month January 2025

In Sandy's absence, Dan provided a summary of the January Treasurer's report.

Motion to Approve the January Treasurer's Report: Patricia O'Donell. Seconded: Matt Dodd

Motion was unanimously approved.

3. Pastor's Report

Pastor provided some highlights from her previously submitted report.

4. Building Management Team Update

Jess Posey provided an update on Building Management. He reviewed the team and highlighted their work amid a limited budget.

5. Overview Presentation of Draft BMT Policies

Jess presented the draft policy. There were some proposed amendments including:

- Including an index page, section numbers, a link to the shared drive for location of exhibits; a summary table of what happens each season
- Implementation Guidance for seasonal activities
- Snow removal guidance – a flowchart could be helpful
- List of properties overseen
- Adjustment of facility use approval process when an external organization is involved

6. Mission Engagement/Strategic Planning

- Year-long Stewardship

Dana discussed the proposed re-ignition of a Stewardship Team and made a call for volunteers to join the effort.

- Review Lenten/Easter Plans and Expectations

Pastor provided a preview of the Lenten/Easter season, including:

- Ashes to go with Kingstowne Communion on Ash Wednesday at Coffee In
- Chapel Time with AGC
- Sermon series: Words that Changed the World
- Church at the park on April 6, followed by the Easter Eggscavaganza with Kingstowne Communion; April is Child Abuse Prevention Month – offerings will include kits for Alexandria Fund for the Child during the Eggscavaganza, and monetary donations for furnishings for New Hope Housing during Lent. All these will be part of the Collaboration with Kingstowne Communion
- Palm Sunday Cantata – Everlasting Story, based on American folk songs
- Living Last Supper – Maundy Thursday. As a result of this event, the next LB meeting needs to be rescheduled to another date.
- Good Friday – help will be needed to decorate the church after the service
- Easter Services – there will be a breakfast fundraiser for Rise Against Hunger

- Review Statistical Submissions for 2024 and Trends

Pastor expects that we will see a decrease in the number of members next year as the 3-year cycle ends, and the rolls are cleared. Attendance is up 70% since COVID. Online attendance is also up significantly.

Action Items

- a. Sign Leadership Board Covenant – a copy of the Covenant was passed around for signature.
- b. Sign January 2025 Minutes – As required for Trusteeship filing, our January 2025 minutes will be signed by Dana, notarized and submitted to Fairfax County. This has happened.
- c. Annual Staff Appraisals – Patricia reviewed the sign-up sheet, requiring each member, except for the Youth Rep, to participate in the upcoming staff appraisal. This was completed during the meeting.
- d. Grant Status Update: Pastor provided a progress update on the collaboration with Kingstowne Communion. The planning committee has selected a unique name, “Neighborkind”, and a logo. Grant funds are ready for disbursement, and will be deposited in a separate account at an external treasurer used by Kingstowne Communion. Dan will have access to the account. Guidelines on account access, budget approvals, and other logistical details are being worked

out. Funds have been spent on the logo and copyright expenses. Event planning is underway.

- e. Work Group Updates for Policy Development
 - i. Finance Policy – Approved
 - ii. Building Use/Trustee and Building Management Policy – Pending further discussion
 - iii. Revised Staff Handbook – needs update to reflect amended Exhibit in Finance policy
 - iv. Administrative Policies, Leadership 101 Document – under development

- 7. Youth Ministry Collaboration

Sarah Chambers and Pastor provided an update on the Youth Ministry Collaboration with Kingstowne Communion, formally known as Youth Co, along with a new logo.

- 8. Communications

April meeting date to be rescheduled.

- 9. Closed Session

There was no closed session.

Dana led the Board in the Breakthrough Prayer to conclude the meeting.