

APRIL 15, 2024 BOARD MEETING MINUTES

In attendance

Board – Sharon Cramer, Beth Pape, Diane DeWitt, Michele Bernhardt, Maureen Linneman, Sage Seeley, Chas Jansen, Jeff Peisner

Staff – Susie Davis

Check-in

Sharon opened the meeting because Louise was not able to attend.

Meditation

Michele did a short meditation to help everyone ground, center and become more present.

Action Items to be completed by May meeting

- Susie to focus on working with Breeze right after Spring Fling
- Sharon and Ray to finalize list of A/V equipment that is Bobs/ours, as well as a list of A/V equipment that we need target September. Fiber Optics will be installed at Rainbow, per Susie F, July 1, 2024. Terms to be coordinated with Rainbow for monthly payment for Jubilee, if applicable.
- Chas to continue to work with Noah on gardening project
- Sharon and Susie to continue work together on revised budget/plan for Community Life, Singers and Care & Compassion team. Susie to research choir director hours and cost to reduce the 2024 plan to be within the approved budget.
- Sharon to check with Louise and Stephanie to determine what financial reports to share and in what format to share them with team leaders and Jubilee Community
- Susie to speak with Jay about need for more prayer partners/communion givers, including possibility of reaching out to Prayer Chain for volunteers before making general announcement
- Michele to create press kit and finalize timing of media roll-out to introduce Stephanie to greater Asheville public
- Beth to update media list
- Michele to contact Guy Sayles for forming plan for Stephanie's installation/reception, and organize planning meetings as needed with MSTF, Jubilee! ministers, team leads who have requested involvement, Stephanie, Louise and Sharon.

General Discussions before Moving to Agenda Items

- **Sharing reports with team leaders** – Susie asked if we can share reports with all team leaders. Michele noted that some of the financial reports have confidential pay information in them, but said she thought it was a good idea to share the less detailed financial reports and other team reports. Sharon said she thought Louise was in favor of this. To be decided once Stephanie is on board in mid-May.
- **Prayer partners/communion givers** – Diane brought up the need for more volunteers to serve as prayer partners and communion givers. Suggestion was made to ask Prayer Chain participants if they are interested in doing this, but since Jay is in charge of this part of the Sunday Celebration, Susie will ask Jay's opinion, and if agreed, he can speak to the Prayer Chain's new leader, Mindy Bellar, about this and/or make JIA announcement.

Finance Update

- Sharon discussed [March financial report](#) and Q1 numbers
- In March, we were in the black for the first time due to a generous donation of \$14,000 and \$4,000 savings in expenses
- Finance had projected \$44,000 loss in Q1 2024, but it was only \$18,000 due to the large donation in March and many line items coming in under budget throughout the quarter.
- Currently have \$25,000 in Bank of America account right now, so don't expect to have to use any of our CFWNC funds for 1-2 months
- Jubilee! debit card amounts increased to \$1,000 for Michele and Susie due to various projects they are working on

Community Life

- Susie said she sees her job as planting seeds, with the real goal of community members taking over various activities
- She said that Community Life will have table at Rainbow Spring Fling on Saturday, May 4, to sell coffee and share information about Jubilee! Volunteers will be wearing Jubilee! t-shirts.
- Susie has ordered t-shirts, hats and cloth shopping bags with Jubilee! logo. Not sure what final cost for each item will be because cost is based on volume of orders. Will begin taking orders at April 24th Sunday Celebration with each item priced at \$20. Right now selling for cash and check only, but will probably create products on Square so they can be paid for by credit card.
- Susie committed to begin work on Breeze right after Spring Fling. She will teach Jubilants how to input their own profiles with the intent of creating a secure Community directory on Breeze

Care & Compassion Team

- Sage noted that the Care & Compassion Team now has 31 members
- She said that 10 people signed up to be part of C&C at the team's table during yesterday's coffee hour, expanding their services to include acupuncture, electrical work and other capabilities.

Earth Team

- Maureen noted that Susie Fahrer has given us permission to do a "Reunion with Nature" on Rainbow property
- Diane talked about "Common Ground" documentary that the Earth Team is co-sponsoring with Creation Care Alliance at West Asheville Library on April 24. She noted that she will need to borrow the new projector in order to show the film.
- Chas arrived at Board meeting late, but shared additional information later in the meeting that Earth Team is working on content for a web page that Michele will create on the Jubilee! website.
- Chas has been in contact with Noah (teacher that is heading up Rainbow's gardening activities). There is now a Rainbow Earth Team with one teacher from every grade that will be participating in a meeting on the 15th to plan activities. Chas expects to know after that how Jubilee! and Rainbow can work together on gardening.
- We will have milkweed starts to give away in June

Communications

- Michele gave a quick verbal update on Q1 communications results with details in the quarterly report that had already been submitted to the board

- She reviewed the PR plan to introduce Stephanie to the greater Asheville community, noting that the timeline for its rollout will be based on the date that the formal installation/reception takes place.
- Beth said she would be happy to help with developing PR kit, but Michele said that wasn't needed, and asked if she could update media list instead. Beth said yes, and Michele will send her existing media list as a starting point.
- Michele said she would be happy to take lead on organizing Stephanie's installation/reception activities and was given the okay to get in touch with Guy Sayles to get his input on how it should flow and whether he would like to be "emcee." Planning will include Jubilee! ministers, MSTF and others who want to be involved.
- Design/production of a Jubilee! brochure is postponed until after Stephanie begins her work as our new minister so she can give input on content. Michele also hopes to have some good images to use by then, and will be asking for Jubilants to take photos that she can use.
- For immediate use at upcoming events, Michele designed less expensive rack cards, which are expected to be delivered before Earth Team's film screening and at Spring Fling

Update on Stephanie's contract and move to Asheville

- Sharon said that Stephanie has signed the contract and that the cumulative amount of all expenses is within the range that was previously approved by the Board, but allows Stephanie some latitude in how the money is used for the various line items.
- With the help of her friends in Flat Rock, Stephanie has signed a lease on a house that meets her needs
- Stephanie is moving herself and does not need any help from us...it is very important to her to maintain healthy boundaries between her personal and work life
- She has given notice at her job and her last day there will be May 3
- Her first Jubilee! Sunday Celebration will be May 19.
- Michele noted that Stephanie told her she will participate in the May 14 staff meeting on Zoom in preparation for her first Sunday and that she is working with her to set up her Jubilee! email address and Google drive access.

Parking Lot

- Guidelines for managing 10% of outreach funds allotted for discretionary Board spending
- Review and decide if/how to change the membership section in bylaws
- Dashboard