

**CHURCH OF THE COVENANT - MINUTES OF THE ADMINISTRATION
COMMITTEE MEETING - SATURDAY, MAY 14, 2016**

IN ATTENDANCE: Rev. Dr. Stuart Broberg, Charles Bowers, Pat Boyer, Dan Halulko, Jonathan Pachter, and Sara Smith

Dr. Stuart Broberg opened the meeting with a prayer at Panera's in Washington at 10:37 a.m. He then reviewed the two purposes of this meeting: 1) To plan for convening a meeting where all Session Committees meet with the Finance and Stewardship Committees to discuss the current and projected financial needs for the Church; and, 2) To convene a group of people to review and update our Church's bylaws. This would be done in conjunction with a parliamentarian. The bylaws updates would be provided to the Session in time to present to the congregation at the next congregational meeting.

Regarding the first item, Dr. Broberg reviewed several different items that he felt needed to be considered for funding in the short term. These included a gift for Pine Springs Camp (under Mission), repairs to the parking lot (Building and Grounds), new Lexan stained glass window covers as well as repairs to those windows (Building and Grounds), and the two new Christian Education positions. He also noted that the Session needs to determine what to do with the undesignated funds remaining in the Light the Fire Campaign - he thinks there is a bit more than \$40,000 remaining as undesignated in that fund.

He also suggested that the Stewardship Committee needs to find ways to encourage the congregation to fulfill its pledges for the \$550,000 it pledged in late 2015. That would help greatly alleviate any budget issues. The whole Session needs to meet to discuss the funding issues we face. He asked the Administration Committee to convene that financial consultation which would involve all Session committees. That meeting has been tentatively scheduled for Wednesday, May 25, 2016, starting at 7:00 p.m., in the Dining Room of the Church.

Regarding the second item, Dr. Broberg said we need to get Charlesetta McKinney, parliamentarian, to help us examine and re-write our Bylaws as needed. She had noted in fall 2015 that there were issues when she was involved in looking at our Bylaws regarding the nominating process. Those issues need to be examined again and the bylaws revised as needed. Dr. Broberg recommended that we provide her with an honorarium for helping us through the re-examination/re-write process. The group agreed to authorize a \$100 honorarium. Dr. Broberg will contact her and we will try to meet with her in the Highland Park section of Pittsburgh on Saturday, July 9, 2016.

Dr. Broberg offered a prayer, and the meeting ended at approximately 8:45 p.m.

Respectfully submitted,

Jonathan

Jonathan M. Pachter, Chairperson - Administration Committee