**Minutes for Management Team Meeting**

**Held on 9th December 2019**

Meeting commenced at 7:30pm at the home of Ps Garry & Jane Leech, 19 Silverwood Drive, Mt Barker.

Ps Garry Leech brought a devotion to the team based on Joshua 1:9

**Present:** Ps Garry Leech, Ps Jane Leech, Mr Aaron Coonan, Ps Luke Phelan, Mr. Steve Richardson and Mr. Ryan Honter.

Apologies: Nil

***Previous Minutes***

**Motion by:** Ps Garry Leech that the minutes from the Management meeting held on 14th October 2019 are a true and accurate account of that meeting.

**Seconded by: Ps Luke Phelan** ***“Carried”***

***Business Arising***

1. **Works Program For The Church**

Re suggestion by Mr. Aaron Coonan/Mr. Steven Richardson to generate a “Works Program” for each fiscal year which identifies each project with an anticipated cost and timeline, it is to be noted that Departments have each emailed a detailed list for their Department to be discussed at our next meeting.

**Action:** Email the report to all members of the management team and all members to respond back toMr. Steve Richardson who will then look at this area and report back at the next meeting in February 2020.

1. **6% Savings For Monthly Budget**

Due to low Tithes, the 6% Savings transfer has been suspended pending review at the next Management Meeting.

*Still suspended and to be reviewed again at the next meeting -* **pending**

1. **Process For Departmental Reimbursements**The question was raised about the process for departmental reimbursements where a department member for instance may have made a purchase from personal funds and needs to be reimbursed.

**Action:** Ps Garry Leech to formulate the above document – Ps Garry has asked Mrs. Naomi Coonan for assistance in putting this document together - **pending**

1. **Agm Meeting**

The 2019 AGM was held on after the Sunday service on the 24th of November 2019. All office holders nominated were voted in:

Treasurer - Mr. Aaron Coonan

Secretary – Vacant

Public Officer – Mr. Steve Richardson

Officer – Mrs. Jane Leech

Officer – Ps Luke Phelan

Officer – Mr. Ryan Honter

1. **Venue Hire Fees**

Do we need to re-evaluate the rates we charge for the hire of the church?

See attached insert re current pricing structure.

Motion by Ps Garry Leech that for all new venue hire agreements entered into, that are not for profit organisations will now be charged at 50% of the current rates for applicable fee.

Seconded by Mr Aaron Coonan “***Carried”***

**Action**: Naomi Coonan to update wording in venue hire agreement document. **DONE**

1. **Family Fun & Thank You Day Budget**

The family fun & Thank you day was held on Sunday the 27th of October 2019. It was an outstanding success with many families enjoying the service and the entertainment and connections after the service. Well done everyone.

Cost of the event came in at $573.34

1. **Colour Conference – Jane & Naomi**

At the end of the 2019 Hillsong Colour Conference, Infuse Church purchased 2 registrations for the 2020 Hillsong Colour Conference in the names of Jane Leech & Naomi Coonan.

This conference is a great opportunity to be in an environment of faith and also in building stronger connections with the others who will be attending from Infuse Church. I also see this as an opportunity for both Jane & Naomi to be in and exposed to a bigger leadership world.

Motion by Ps Garry Leech for Infuse Church to pay the airfares & accommodation costs of approximately $1000 for both Mrs. Jane Leech & Mrs. Naomi Coonan.

I welcome any discussion on this topic.

**Action**: As a result of the discussion around the table, it has been decided to defer any decision pending the state of the finances at our next Management Team meeting in December 2019.

**Motion by** Mr. Steve Richardson to reintroduce the senior pastors accommodation & conference allowance to the amount of $1500 per annum.

**Seconded by** Mr Ryan Honter “**CARRIED**”

Action: Mrs. Jane Leech to organise booking of flights & accommodation after Christmas.

1. **Church App**

Reaching people in today’s culture requires a multiplicity of approaches. Currently we have a webpage, Facebook & Instagram pages & word of mouth. These mediums allow us to correspond with those who call Infuse Church home, and to a lesser degree help us to connect with the wider community when we will appear in search pages.

I’d like to explore the benefits & reach of using a church App. I’ve already approached 1 company in Adelaide who have created an App platform for a number of churches in Adelaide. See attached proposal from vertogo group.

I welcome any discussion on this topic.

**Action**: to empower Naomi Coonan to investigate website & church App developers to upgrade / update the current church website, and in addition to a Church App. Request a progress report for the next Management Team Meeting in December 2019

Results of investigations re Church website & Church App.

**Joel Lomman:**

If you just wanted to look at doing a website, then I usually try and do websites for churches and other NFP’s for under $1,200+GST. This includes every part of the design and development process besides imagery, either we can come out and get photos for you which we will quote separately, or you can source them yourself.

Ongoing costs include: $25+gst per month for domain name and hosting and as part of this, we keep an eye on the security of your site.

We build websites on WordPress. Once they are complete, we can either manage them ongoing for you for a fee, or we can train you to do it yourself.

**Elvanto:**

$145 set up cost, then an ongoing $149 per month fee.

This covers Elvanto Church management software & Church App.

Elvanto have just released a church website platform, however the costs of setup & ongoing running of the website are not known.

**Verto Group:**

Church App – $89 per month – see attached

Church App & Website - $159 per month – see attached.

**Motion By** Ps Garry Leech to engage Verto Group to create our website and church app at a cost of $990 to set up, with a monthly cost of $159.

**Seconded By** Mrs Jane Leech “**CARRIED**”

**Action:** Ps Garry Leech to contact the company to start the ball rolling.

1. **Church Info Signage Budget**

At the State Conference at LifePoint Church I saw the way the church has made it easy to clearly see where the various areas & departments of the church are located. This made it easy as a visitor to know where things were. I felt I could easily navigate my way around the church and not feel like an “**outsider**”, I felt included.

Infuse Church does not provide clarity about where different areas of the church are located. As just a single example of our lack of signage, having 3 entrances on the carpark side of the church makes it confusing to know where to actually enter the church.

There are also areas inside the church where we could provide clarity about where things are located.

I would like to start the process of costing various signage options that will help provide clarity to new guests to the church, groups who hire the facility and regular users of the facility.

I welcome any discussion on this topic.

Ryan Honter talked about a client (Art Craft) that may be able to provide a comparison for any signage that we may require.

**Action**: Ps Garry to gauge the size & wording of the signs required for the various areas. What type of sign do we require inside & outside? **PENDING**

1. **Church Vision Signage Budget**

There is currently nothing on any of the walls or open spaces within the church that identify our vision & mission. There’s no signage that helps people identify with what we believe or hope to achieve as a church.

I would like to start the process of costing various signage options that will help provide clarity to new guests to the church, groups who hire the facility and regular users of the facility.

I welcome any discussion on this topic.

**Action**: Ps Garry to include in the annual budget an initial allowance of $1000 for the use of signs / posters to promote vision / purpose. **PENDING**

1. **Children’s Play Equipment in Fenced Area**

One of our greatest potential growth areas and key points of contact with the community has historically been through the playgroup & children’s ministry. Having a fun play area for our kids ministries is absolutely vital.

The state of the play equipment in the fenced off outdoor area is a poor reflection of how much we say we value our kids ministries. This has to change.

I would like to set up a team to investigate this area for us as a church. We have some funds set aside in the playgroup accounting line that can help get the ball rolling on this, however I will be making this one of the major areas for giving at our next Heart For The House Offering in August of 2020.

I welcome any discussion on this topic – who do we approach to look into this area?

**Action**: Ask - Liz Ewers; Julie Schultz; Beck Coonan; Rachel Davies;

Ask for suggestions about what type of equipment we could best use, given the constraints of the area to be used. Ask for a report to be given to our next meeting in December 2019.

All of the above have been approached and are now considering their response to this.

**ALSO CONSIDER LOOKING AT FACEBOOK MARKET TO SEE BARGAINS THAT NEED TO BE DISMANTLED & TRANSPORTED -** **PENDING**

1. **Gingerbread House Making**

Mrs Jane Leech to talk us through her heart for this event. Discussion was had around a budget for the event. It is not expected that the event will cost more than $500.

**Action:** Mrs. Jane Leech to get final costs for the event & to be confirmed by next meeting in February 2020.

# ***Financial Reports***

Mr Aaron Coonan gave an explanation of the current budget for Infuse Church.

Financial reports for 1st of September 2019 to the 30th November 2019 were received for Infuse Church Inc.

**Motion by:** Ps Garry Leech to accept the financial statements to the 1st of September 2019 to the 30th November 2019 as an accurate account of the state of the finances for Infuse Church Inc.

**Seconded by:** Mr. Steve Richardson **“*Carried*”**

**New Business**

1. **Payments Issued**

The following is official recognition of accounts paid for budgeted bills and other amounts for which approval was required by members of the Management Team to 30th November 2019. See attached page.

1. **MEMBERSHIP APPLICATIONS**

Copy of email sent on 27th October 2019 to all members of the management team.

Hi everyone,

Just a quick one to let you know that the following people have submitted Membership Applications:

* Ryan & Tammy Honter

Ryan & Tammy have expressed a heartfelt desire to have some input into the future of Infuse Church and supporting such intentions as we have.

On the recommendation of the Senior Leadership Team I would like to make the following motion:

**Motion by:**  Ps Garry Leech that Ryan & Tammy Honter be accepted into membership of Infuse Church.

Naturally, I welcome any discussion.  If you are in agreement, I will require a seconder.

It is also my intention to invite Ryan to join the Management Team of Infuse Church at our AGM in November.

Again, I welcome any discussion around this.

**Discussion was had in relation to this motion, with the following result:**

Seconded by Ps Luke Phelan “**CARRIED**”

All parties were welcomed into membership at the AGM held on Sunday the 24th of November 2019.

1. **MEMBERSHIP APPLICATIONS**

Copy of email sent on 19th November 2019 to all members of the management team.

Hi everyone,

Just a quick one to let you know that the following people have submitted Membership Applications:

* Damien & Jewels Kent
* Dean & Lisa O’Keefe

Both couples have expressed a heartfelt desire to have some input into the future of Infuse Church and supporting such intentions as we have.

On the recommendation of the Senior Leadership Team I would like to make the following motion:

**Motion by:**  Ps Garry Leech that Damien & Jewels Kent, and Dean & Lisa O’Keefe be accepted into membership of Infuse Church.

Naturally, I welcome any discussion. If you are in agreement, I will require a seconder.

Again, I welcome any discussion around this.

**Discussion was had in relation to this motion, with the following result:**

Seconded by Mrs. Jane Leech “**CARRIED**”

All parties were welcomed into membership at the AGM held on Sunday the 24th of November 2019.

1. **Youth 2020 Program**

Copy of email sent on 27th November 2019 to all members of the management team.

Hi everyone,

I’ve had a talk with Dean O’Keefe about the youth for 2020.  Dean & Lisa are happy to continue with running our youth program for 2020 (Praise God).

To help them, they’ve identified a program for the entire year that they’d like to use for the youth – xp3mscurriculum.  The program covers videos & resources to be used with the program. Having access to the videos and resources reduces the preparation time for both Dean & Lisa – they are both involved in multiple areas of church life, not just youth.

The cost of this program is approximately $950 for a 6-month time frame but is designed for a weekly program.  Dean & Lisa will be running on a fortnightly basis, not weekly.  This then enables the program to be used for the entire year.

Dean & Lisa have looked at other programs, however this program provides some very good resources, whereas others are not to the same standard and that is perhaps reflected in the cost of those programs.

I want to do all I can to make life easier for Dean & Lisa in running the youth & also being able to maintain a good life balance.  (As I would for any departmental leader).

We have enough in surplus funds to make this payment.

I welcome any discussion on this topic.

If you are happy to move forward with this, I make the following motion:

**Motion by** Pastor Garry Leech to purchase the xp3mscurriculum youth program at a cost of approximately $950.

If you agree with this motion, I will require a seconder please.

**Discussion was had in relation to this motion, with the following result:**

Seconded by Mr. Ryan Honter “**CARRIED**”

**ACTION:** Ps Dean O’Keefe will investigate payment method and communicate with Mrs Naomi Coonan for payment to be made.

1. **Info Hub**

I’ve had it on my heart for a while to have a “one stop shop” in the foyer of the church that serves every area of church life. It’s the “go to” place for God Chasers sign in, information about connect groups, updating Elvanto details, “Thank You” bags for new guests, signing up for Carols or Christmas wrapping or working bees, gingerbread house making – absolutely everything happens at the “Info Hub”.

To make this happen will require us to purchase a suitable portable platform, a dedicated laptop.

**Discuss:**

We discussed the various resources required to make this happen.

**Action:** Mr. Aaron Coonan will look into a suitable laptop and also a portable stand to facilitate this initiative.

1. **MISSIONS GIVING**

As a result of the AGM on the 24th of November 2019, it was communicated by some of the members about the desire to have a focus on missions as a church.

Part of this was that the church gave a portion of the tithes & offerings received to support missions.

**Discuss:**

We talked about a number of aspects dealing with this. Ownership of missions giving by the people, what missions to support to name a couple of things.

**Action:** Mr. Aaron Coonan to investigate what the church did give towards missions during the 2018 / 2019 financial year, so that Ps Garry Leech can report back to the church what we have given towards missions.

**Action:** Ps Garry Leech is meeting with Mr. John Ewers to talk through the missions team for Infuse Church.

1. **WHISTLEBLOWER POLICY**

**Action:** Ps Luke Phelan to investigate this policy as per National ACC guidelines and report back at the next meeting in February 2020.

The meeting concluded at 9:35pm.

The next Management Team Meeting is set for **Monday the 17th of February 2020** at 19 Silverwood Drive, Mount Barker.