

**April 20, 2024**

**Meeting Minutes**

**Mission Council Meeting, The St. Augustine Room**

<b>Members Present:</b> Stan Delinger – Jr. Warden John Phillips - Treasurer Lewis Brunson – Clerk Kimberly Norris-Jones	Nicole Harrison Zavier Harrison Barbara Luksik Lee McGay Ken Shealy Father Charles Smith
<b>Guest:</b> None	

**I.) Approval of minutes**

Zavier Harrison made a motion to accept the minutes from the meetings on March 17, 2024 and the revised February 18, 2024 meeting minutes, and Ken Shealy seconded the motion. There was no further discussion. The motion passed unanimously.

**II.) Approval of Financials**

John Phillips presented March 2024 financial statements. Mary Dell Hayes made a motion to accept the financial statements as presented, seconded by Stan Delinger. A general discussion followed. The motion passed unanimously.

**III.) Old Business:**

**1. Report on Feasibility of Health Insurance for ELC Director/Asst. Director**

Nicole Harrison reported that there was no financially feasible way for SMAA to provide health insurance for the ELC Director and Assistant Director. A brief discussion followed, and the suggestion was made that we explore providing Flexible Spending Accounts (FSA) as an alternative.

**2. Proposal to use outreach money to develop communication strategy and brand standards.**

Mary Dell Hayes presented two options from Emily Revolutionary Marketing Company, a company based in Newberry that develops websites, to provide SMAA with a new website and communication consulting services. Option 1 would cost \$4,500 and provide a basic website with four pages. Option 2 would cost \$10,000 and provide more web pages with more complex features, consulting services and professional photos. A discussion followed. Stan Delinger made a motion to approve Option 2 with

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a total cost of \$10,000, seconded by Kimberly Norris-Jones. A general discussion followed. The motion passed unanimously.

### 3. Staff Beach Retreat

Father Charles reported that the annual ELC retreat would be held at SMMA rather than the beach in order to conserve funds extend bonuses an extra quarter.

### 4. Identify and appoint two people to the Endowment Committee

A discussion of potential candidates for the Endowment Committee revealed that Alex Maitland had volunteered at the January meeting. Nicole Harrison volunteered for the second position on the committee.

## IV.) New Business

### Employee Assistance Program

Father Charles presented a proposal for an Employee Assistance Program for SMAA staff and ELC staff at a cost of about \$4 per month per employee (\$1,405 annually). This would provide each employee with access to behavioral health (psychotherapy counseling services), financial counseling and coaching and other benefits. The service could be provided to all staff and all members of SMAA would cost \$3,510 annually. Stan Delinger made a motion to accept the proposal to provide the service to SMAA staff and ELC staff, seconded by Barbara Luksik with a project cost of \$1,405 annually. A general discussion followed. The motion passed unanimously.

Retention Bonuses/Committee – No action taken.

### HVAC Issues

Father Charles reported that the HVAC unit that serves his office, the Whitehead Chapel, and other rooms in that area had stopped working and caught fire. The unit is located on the roof, and the Fire Department had to put out the fire. The cost to repair the unit will be \$1,100, and we will be getting quotes to replace the unit.

Lewis A. Brunson  
Clerk

## **E-mail Votes**

### **New ELC Refrigerator**

**On April 22, 2024 Father Charles forwarded a proposal to the Executive Committee from Joanne Vaughn, the ELC director, for an e-mail vote for approval of the purchase of a new refrigerator in the ELC. The total cost including delivery, installation and removal of the old unit will be \$1,194.98, purchased from The Home Depot. The proposal passed and the e-mails are attached.**

### **New HVAC for the SMAA kitchen**

**On April 30, 2024, Father Charles forward information from Stan Dellinger concerning the repair or replacement of the HVAC unit that services the SMAA kitchen. The cost to repair would be about \$3,000 and the cost to replace would be \$11,416. The existing unit is about 40 years old. Stan Dell. Stan recommended we replace the unit and requested an e-mail vote by the Mission Council to approve the purchase. The proposal to replace the unit was approved and the e-mails are attached.**