

**Agenda for Governing Board Meeting 2023 -08-15, 6:30 PM New Life Methodist Church**

All documents for meeting are placed on: <https://newlifemethodistchurch.org/governing-board/>

**Governing Board Members in Attendance:**

\*Absent members

Church Leaders	Trustees	Finance Committee	Steering Committee
Joey Croft (Pastor)	Robert Godsey (GB/Chair)	Rod Eddleman (Chair/SPRC)	Kathy Giles (Chair)
Milanda Taylor (Lay Leader)	Keith Hamby	Scott Chandler	Sherry Newton
		Apryl Emmons (Sec)	Lana Bruno

**Others in attendance:**

**Opening Prayer**

**GB Business Meeting Agenda**

1. Review, update & approve meeting minutes from: **2023\_07\_18 NLMC GOV BB Minutes & 2023.08.08 GM text message meeting.**
2. Committee Updates
  - a. Steering Committee
  - b. Finance Committee
  - c. Trustees Committee
    - i. Propose security changes for the daycare update.
      1. New daycare door ordered
    - ii. Moving forward on trustee work list
3. Bylaw/ Church conference September 10th
  - a. **Questions from Church Member on bylaws**

Membership recognition does not appear to exit.

**Article 3 Section C**  
(e.g.) Were I automatically terminated, how do the members know?  
There appears to be nothing to stop me from attending service, participating in the lunches, etc. where I would be treated normally.

**Article 3 Section D.8**

    1. Again it appears that only the Board and the Pastor are aware that a person is only an affiliate.
    2. I can see a privacy issue with public disclosure of membership, so is there a plan?
  - b. How do we vote
    - i. Hands
    - ii. Paper Ballot
    - iii. Members Only
  - c. What do we vote on?
    - i. Bylaws
    - ii. GB members
    - iii. ....
  - d. What is covered in the Church conference?

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e. What will be the meeting process?

4. Open Discussion and/or Outstanding Business.

Next GB meeting Tuesday September 19th 2023 @ 6:30 PM

**Closing Prayer**

- iv. Regina shared concerns regarding church adherents “purchasing items for the church” and then asking for reimbursement without ensuring the budget supported the purchase. She stated the Finance Committee will push back on reimbursements that have not been approved by the committee chairs who manage those budgets.
  - c. Trustees Committee
    - i. Pest control: Keith called Wayne’s Pest Control. The spiders that were found were outside spiders. Wayne’s sprayed for them July 18th.
      - 1. The contract requires service to the church monthly. There was some issue with Wayne’s having records of a quarterly service. We’ve amended the contract to include the scout hut in addition to youth center and main church building. Keith will remind the workers to sign the registry each time they service the property since they do not provide a record at time of service.
    - ii. Trustee work list: Update by Robert
      - 1. Trustees will look at the work list to see what can be managed with available resources.
      - 2. Lights were removed/installed in the nursery area.
      - 3. The trustees will work on getting the title for the van; the daycare needs to be reimbursed for the insurance, as soon as possible.
3. Children’s Ministry: Lana
- a. The GB applauded Lana’s VBS leadership.
    - i. GB budgeted \$1500 for VBS, but we had \$900 left in the budget from last year. We spent \$861 this year. Therefore, we effectively did not spend this year’s budgeted \$1500 for VBS. Banners, craft supplies, food for potluck, and decorations were donated.
  - b. Fall Event
    - i. Lana is planning a fall event in September with plans to invite the children in attendance at VBS. Tentative date is Sunday, September 24<sup>th</sup> after church.
  - c. Grant Tinsel Trail Christmas Tree: The children will do the Christmas tree for the Grant Tinsel Trail. Sydney Emmons and Sherry Newton are going to help.
4. Milanda recap on the daycare
- a. Recent hires: Anna Kate Self (FT), Breanna Black (PT), Katie Guffey (FT), Emma Bearden decided to stay on FT.
  - b. Using an Amazon wish list instead of fundraisers. Three church members have donated; 26 daycare parents have donated.
  - c. Accounts are continuously paid on time. The checking balance remains steady: daycare is consistently maintaining at least one month’s operating expenses of ~\$32,000 in the bank. June profit and loss was negative ~\$4,500, as predicted, due to needed salary increases prior to fall tuition increase.

Daycare Balances as of 6/30/2023	
Checking Balance	\$31,816.74

<b>Savings Balance</b>	<b>\$ 15,036.69</b>
<b>Fundraising Savings Balance</b>	<b>\$ 4,314.02</b>
	<b>\$ 51,167.45</b>

5. Review Stans New Life Security and Safety Team Proposal
  - a. Trustees still reviewing the proposal.
  - b. Robert stated 4 security cameras have been installed with a monitoring screen in the daycare office. Robert distributed login codes to the GB members for accessing the cameras, as well. Video footage is saved for 14 days.
  
6. Bylaw review next steps
  - a. GB agreed to post the bylaws on the church website immediately for review by church adherents. An announcement will be made at church regarding the request for review.
  - b. Kathy made a motion that we hold a vote for approving the bylaws and the members of the board on Sunday, August 20<sup>th</sup> following the church service. Rod seconded. Motion passed unopposed.

Next GB meeting: Tuesday, August 15, 2023 @6:30 PM

**Closing Prayer:** Rod Eddleman

BILL TO		JOB LOCATION	
<b>Company:</b> New Life Methodist Church	<b>Company:</b> New Life Methodist Church	<b>Date:</b> 2023-06-30	
<b>Address:</b> 5256 Main Street Grant, AL 35747	<b>Address:</b> 5256 Main Street Grant, AL 35747	<b>Sales Rep:</b> Blake Davis	
<b>Contact:</b> Robert Godsey	<b>Contact:</b> Robert Godsey	<b>Phone:</b>	
<b>Phone:</b> (771) 601 6814	<b>Phone:</b> (770) 601 6814	<b>Email:</b> blake.davis@gorrieregan.com	

TITLE
Salto Access Control for NLMC
SCOPE OF WORK

Installation of a card reader, maglock, p2exit, PIR on sanctuary door.  
 Installation of 9400 strike & card reader to Daycare door.  
 Customer to provide door hardware (panic bar) for daycare. Pricing may vary depending on hardware selected.  
 Configuring Brivo Software and training customer on how to set schedules.

PART NUMBER	MANUFACTURER	DESCRIPTION	QTY	
AL400ULACM	Altronix	Power Supply 4A @ 12VDC or 3A @ 24VDC	1.00	
B-ACS300-E	Brivo	Brivo ACS300 IP door controller with WiFi & BLE for up to two (2) readers. Requires PoE or 12vdc	1.00	
B-BSPKF-B	BRIVO	TRI-TECHNOLOGY READER WITH KEYPAD	2.00	
9400-630	HES	Electric Rim Strike, 9400 Series, 1/2 Inch Slim-Line	1.00	
M62D		MAGLOCK, MODEL 62	1.00	
EEB2	Securitron	Push To Exit Button, 30 sec	1.00	
DS160	Bosch	PIR Request To Exit- White	1.00	Equipment \$3,740.94
MISC-EXPENSE		Access Control Cable	1.00	
			<b>Installation Services Total:</b>	\$4,620.00
			<b>SUBTOTAL:</b>	\$8,360.94
			<b>COUNTY:</b>	\$74.82
			<b>STATE:</b>	\$149.65
			<b>TOTAL:</b>	\$8,585.41

SERVICE/SUPPORT AGREEMENT	QTY	
B-MP-100	1.00	100 Brivo Mobile Passes for a Single Account, Monthly Subscription \$14.03
B-ACS-RDR-S1	2.00	Monthly Brivo Access Standard Edition - Tier 1 \$33.66
		<b>Service Fees Total:</b> \$47.69

**IF YOU WISH TO ACCEPT THIS PROPOSAL AND RELATED STATEMENT OF WORK, PLEASE SIGN AND RETURN**

BUYER: \_\_\_\_\_ (Print Name)      SIGNATURE: \_\_\_\_\_      DATE: \_\_\_\_\_

**Payment Terms**

NET 30  
50/40/10

Annual Support Coverage Period: \_\_\_ - \_\_\_

This Parts and Labor Annual Support Agreement entered into on the dates specified above between Gorrie Regan & Associates, In c., an Alabama corporation, with offices in Birmingham, AL, Mobile, AL and Huntsville, AL ("Provider") and \_\_\_\_\_ ("Client"), with service address of \_\_\_\_\_

**1. Covered Software and Equipment**

1. The attached items are covered under this agreement, for the full term specified, unless otherwise modified by upgrade or removal of the item, at which time this agreement will be subject to modification and written approval by both parties.

Total Initial Annual Contract price: \_\_\_\_\_

**2. Customer's Computer System Infrastructure and Use of Provided Software**

1. Provider cannot troubleshoot, make changes, and is not responsible for the client's computer system infrastructure
2. Provider cannot load software to any computer or operating system that is no longer supported by its manufacturer.
3. Client is responsible for maintaining daily, sequential, off-site, redundant, backups. If the client system crashes without a backup, provider will have no choice but to quote a brand new install and all history will be lost.
4. Client is responsible for maintaining Cyber security for all data stored or transmitted in conjunction with the use of provider software.
5. Provider is not responsible for the way in which the client uses software.
6. Provider cannot setup software in any way that is known to violate government regulations.

**3. Remote Software Support**

Provider shall provide unlimited Remote Support, during normal business hours, for the purpose of supporting hardware and software covered under this agreement. Software support will only be covered to operators trained by Provider, and to designated IT professionals to assist with troubleshooting of hardware and/or software operation. Support services relating to the operation of software that is provided to operators not directly trained by Provider shall not be covered under this agreement and shall be billable at normally established rates. Provider offers Remote Support solely through various Remote Support software applications and Remote support availability is subject to the requirements of that software.

**4. Onsite Software Support**

Provider will provide onsite service for issues that cannot be reasonably addressed through remote support when remote support is available, during normal business hours.

**5. Software Updates and Additions**

1. Provider will provide software, without cost, for software updates, revisions and corrections as available from software manufacturer, when required to maintain original functionality of the system. The labor to load the upgrades will be billed at normal hourly rates.
2. Any changes to the client's software will be quoted by the provider's sales staff and will include prorated support charges.

**6. Hardware Support**

1. Hardware Repair or Replacement Labor - This agreement covers labor to repair or replace any hardware item as long as the item was not damaged due to acts of God, lightening, power surges, willful misuse, or damage by the public.
2. Hardware Replacement Charges - This agreement covers the parts cost to repair or replace any hardware item as long as the item was not damaged due to acts of God, lightening, power surges, willful misuse, or damage by the public.

**7. Relocation of existing software and hardware** Relocation of software or hardware under this agreement shall not be covered and shall be billable at normally established rates.

**8. Changes to Software Configuration or System Parameters**, from original setup and configuration of software and hardware under this agreement shall not be covered and shall be billable at normally established rates.

**9. Creation of New Reports or Changes to Existing Reports**, from original configuration of software and hardware under this agreement shall not be covered and shall be billable at normally established rates.

**10. Third Parties** Any work, travel time, and labor made necessary by the actions of a third-party service provider, or third-party software, even when such actions or access was known in advance to Provider, shall not be covered under this agreement and may or may not be subject to discounts available according to the terms of this agreement. Any assistance rendered by provider to any party for the purpose of directly reading data within database structures of any software covered under this agreement shall not be covered under this agreement and shall be billable at normally established rates.

**2. Hours of Services**

1. Normal Business Hours Provider offers support services Monday through Friday from 8:00am to 5:00pm CST, excluding Holidays.

2. Off Hours Emergency Support Outside of normal business hours, Emergency support can be provided, by request, at established hourly rates through Provider's emergency support extension, as specified in Section 4.3, below.
3. **Support Contact and Response**
  1. Provider Software Support Services can be contacted by phone at 800-239-2920, or by email at [service@gorrieregan.com](mailto:service@gorrieregan.com).
  2. Provider will make every effort to respond to support requests made via methods specified above (4.1) that are directed to technical support with the following goals:
    1. Emergency / Critical Support: Support requests that are received with a clear indication of an emergency priority, having a critical business impact, should be responded to within one business hour.
    2. Non-Critical Support: Support requests that are received without an indication of an emergency priority should be responded to within four business hours.All support requests will be documented and emailed to the requestor when email address is provided. Complete service and support history records are available electronically by request.
  3. Outside of normal business hours, Emergency Service can be contacted at 800-239-2920 and Emergency Support can be contacted at 888-861-9600. Calls outside of normal business hours will be returned as soon as possible.
4. **Renewal or Re-instatement of Agreement after Initial Term**
  1. You will be notified of approaching expiration by invoice for renewal. The renewal invoice will reflect current rates and will be mailed to your regular billing address. Your remittance will advise of your renewal authorization.
  2. If payment is not received for the renewal invoice prior to expiration of the current agreement, a re-instatement charge equal to \$500.00, plus any fees required by the vendor of the equipment to re-instate the support agreement, will be added to the renewal invoice prior to continuing services under this agreement. The period of this agreement will remain the same as stated on the renewal invoice. The entire amount is due before services may be rendered under this agreement. Services may be provided on a time and materials basis at any time, outside of this agreement.
5. **Termination or Suspension of Agreement**
  1. Nothing in this agreement shall be deemed to limit Client's ability to obtain maintenance or support services from a third party. Neither the cost of this agreement paid by Client, nor the cost of any services provided by Provider to Client, are refundable for any reason.
  2. If at any time Client becomes more than 30 days in arrears with Provider for any payment arrangements or invoices for this agreement, any other agreement between Client and Provider, or any services rendered by Provider to Client, Provider may suspend this agreement until such time as all payments due Provider by Client are received by Provider. Provider will notify Client at the time of the current support call of any suspension of this agreement by informing the Client that services will be rendered on a time and materials basis during the time of suspension, and no period of suspension shall alter, in any way, the period of this agreement.
6. **Warranty and Liability**
  1. Limited Warranty Provider warrants that all services provided will be performed in a workmanlike manner with the ordinary degree of skill prevalent in the industry. Client's sole and exclusive remedy, and Provider's entire liability, for Provider's breach of this agreement is for Provider to perform the services in a manner consistent with this agreement. Except as specifically set forth herein, all services are provided "as is" without warranties of any kind. Without limiting the foregoing, Provider disclaims any and all warranties and representations of any kind, whether express, implied, or statutory, including without limitation the implied warranties of merchantability, fitness for a particular purpose, title, and non-infringement. Both parties acknowledge that they have not entered into this agreement in reliance upon any warranty or representation other than those set forth above.
  2. Limitation of Liability In no event will either party be liable for lost profits or special, incidental, or consequential damages arising out of or related to this agreement (whether from breach of contract, breach of warranty, or from negligence, strict liability, or any other form of action), or any services provided to Client by Provider (such as loss of use, data or profits), even if it has been advised of the possibility of such damages, this limitation of liability shall apply notwithstanding the failure of essential purpose of any limited remedy herein.
  3. Force Majeure If performance of this agreement, or any obligation hereunder (other than the obligation to pay) is prevented, restricted, or interfered with by any act or condition whatsoever beyond the reasonable control of the affected party, the party so affected, upon giving prompt notice to the non-affected party, will be excused from such performance to the extent of such prevention, restriction, or interference.





**Included with Coverage**

- Remote Software Support ✓
- On-site software support ✓
- On-site Parts and Labor ✓
- Free Software Upgrades (excluding labor) ✓

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gorrie Regan and Associates, Inc. Signature

\_\_\_\_\_  
Date

**This Is Not an Invoice**