

Gather Houston Board Meeting Minutes  
January 28, 2021  
8:00 pm  
Zoom Online Meeting

Voting Members in Attendance: Josh Hilburn, Graham Perry, Sarah Perry, Rachel Dubose, Lauren Hazard

Non-voting Members in Attendance: Udoro Gatewood, Andy Pechacek

Start time: 8:01 pm

Josh opened the meeting in prayer.

- General Updates:
  - Due to the high number of COVID-19 cases in Harris County and cold weather, we will continue to have worship exclusively online through the month of February. There will be an event planned in place of in-person worship every Sunday in February.

Agenda:

- Member's Meeting:
  - Josh reported that on February 7<sup>th</sup> we will host a member's meeting via Zoom. Member's will be asked to approve new Board members and the 2021 budget. Josh will also give a ministry update for the year.
  - The content, including Board member's video introductions, will be pre-recorded for member's to watch before the Zoom meeting. A link will be emailed to member's by mid-next week. This link will include the video, financial information, and an option to submit anonymous questions. These questions and any others will be answered in the Zoom meeting. Rachel recommended sharing the financial slide during the Zoom meeting for anyone who is unable to preview ahead of time.
  - Josh gave a short re-cap of what the ministry update given at the meeting will include. He will clarify Gather's culture as one of safety and healing, introduce the Spiritual Formation content that Andre has been working on, and talk about our plan to focus on homeless outreach in our neighborhood and community. We will also continue to connect people in the church with each other in order to create a community that extends beyond Josh.

- Building Update:
  - We have re-signed the lease at our current location through December 2021. The goal is to revisit the building topic at the end of Q1 to evaluate what is best for our community in terms of space and location. Expanding and updating the children's ministry continues to be a priority.
  - Andy discussed the opportunity for potential commercial spaces becoming available due to many companies making the decision to remain remote.
  
- Financial Update:
  - Sarah gave a brief financial update and informed of one revision to the approved budget. The Giving to Other Ministries line will increase from 5 percent to 7 percent.

End Time: 9:08 pm

Next Meeting: via Zoom February 18, 2021 @ 8pm

Gather Houston Board Meeting Minutes March 4, 2021

8:00 pm

Zoom Online Meeting

Voting Members in Attendance: Graham Perry, Sarah Perry, Rachel Dubose, Udoro Gatewood, Andy Pechacek

Non-voting Members in Attendance: Lauren Hazard Start time: 8:02 pm

Rachel opened the meeting in prayer.

Agenda:

- Gather Board Background & Role
  - Rachel welcomed Andy and Udoro to the Board, introduced the founding members and gave a brief background of the Board.
  - Graham explained that early on the Board's role was to be involved every decision along with Josh. Gather has grown to a point that every decision does not need to be brought to the Board as we have a staff that can make daily decisions alongside Josh. Rachel explained that moving forward it is important to create clarity around the decisions made by the Board and decisions made by the staff.
  
- Performance Management & Compensation
  - Rachel reported that a goal for the Board this year is to clarify the expectations

and evaluation process for Josh. These same expectations and processes will also

apply to the staff including check-ins throughout the year and goal setting.

- A second priority for the Board is to set a compensation plan for Josh and the

rest of the staff including a bonus structure. A discussion ensued on how this should be determined and everyone agrees that raises and bonuses should be separate from performance.

- At the last member's meeting, concerns were raised about staff salaries remaining flat this year. The Board discussed revisiting staff salaries since the budget was met last year. It was agreed that the entire staff should receive raises effective immediately instead of waiting until the end of the year. Andy proposed providing health insurance and additional benefits for the staff. He also proposed holding an additional meeting in two weeks to make decisions about compensation and benefits. Before the next meeting, Lauren will look into 401k and health insurance options, email current job descriptions and salaries for the Board to review.

- Policy Review

- Prior to this meeting, all members reviewed the Employee Handbook. It was

determined that the policies or wording in the handbook does not need revision

at this time.

- There was discussion of creating an organizational chart and/or revising current

the organizational structure. This will be discussed further at a future meeting.

- Fiscal Year Discussion

- Rachel proposed changing our current fiscal year. This will be discussed further at the next meeting.

- 2021 Board Goals

- Rachel led a discussion on the Board's goals for this year. They include but are

not limited to:

- - Finalizing a long-term building plan/church location.
- - Providing guidance and structure for how Gather is as an employer through evaluations, benefits, and compensation.
- - Forming a building committee made up of church members as needed.

- - Holding Josh responsible both spiritually and financially.
- - Providing support for Josh throughout the year.

End Time: 9:42 pm

Next Meeting: via Zoom March 18, 2021 @ 8 pm

## Gather Houston Board Meeting Minutes

April 22, 2021

8:00 pm

Zoom Online Meeting

Voting Members in Attendance: Josh Hilburn, Graham Perry, Sarah Perry, Rachel Dubose, Andy Pechacek

Non-voting Members in Attendance: Lauren Hazard

Start time: 8:06 pm

Josh opened the meeting in prayer.

### Agenda:

- Sunday Morning Plan:
  - Josh reported that we plan to continue meeting for worship outside at least through the end of May. Next week a survey will be sent to the members requesting feedback on meeting indoors for worship beginning in June.
- Performance Review Process:
  - Rachel led the discussion on the performance review process for Josh and the rest of the staff which was discussed at the last meeting. After a short discussion, it was decided that the review cycle will be August-July. Staff goal setting will take place in July with goals reported to the Board at the August meeting, and mid-year reviews will occur in January.
  - It was also decided that the budget for next year will include an allocated fund for bonuses.
- Building/Kid's Space Plan:
  - Josh articulated his 5-year vision for Gather and how it connects to the building plan. Gather's goal is not to grow into a mega church, but instead to obtain sustainability. Part of the vision is that Gather would become a family of semi-autonomous churches. Once we have grown to the desired size of about 200

people, then we would help start a new church with its own set of leaders. Josh spoke on Gather's values which include: being a small church, having an affordable space, and existing in a missional neighborhood.

- Josh presented a proposal for our building which includes signing a 2 year lease at our current space. The orientation of the worship area would shift so the stage faces the backdoor and you could see the stage while standing at the coffee bar.
- He proposed that the Kid's Space be split into three separate spaces for different age groups with separate entrance doors. Each space/age group will be staffed by its own children's coordinator. There will also be a family worship area at the back of the worship space for parents to sit with their children who do not want to check into the Kid's Space.
- The proposal received positive feedback and it was determined that staffing will be the biggest challenge.
- Josh has received bids for the work which would total approximately \$15,000. Sarah noted that we are currently \$16,000 above our budget - \$12,000 over in offering and \$4000 under in expenses.
- Josh will create a pitch deck to email to the Board for approval.

End Time: 9:15 pm

Gather Houston Board Meeting Minutes

June 10, 2021

8:00 pm

Zoom Online Meeting

Voting Members in Attendance: Josh Hilburn, Graham Perry, Sarah Perry, Rachel Dubose, Andy Pechacek, Udoro Gatewood

Non-voting Members in Attendance: Lauren Hazard

Start time: 8:10 pm

Agenda:

- Building Improvement Summary:
  - Josh reported that all of the building improvements have been completed except for the AV system. There was a delivery delay on the equipment, so the new system and screen will be installed in a couple of weeks.
  - The improvements exceeded the original budget by \$1000. Currently, \$6800 has been contributed to the building fund.
- In-Person Worship Plan:

- Josh reported that registration for this Sunday is almost at capacity. Once capacity has been reached, we will be closing registration. When registration closes for this week, next week's registration will immediately go up on the website. We will be checking registrants at the door and masks will be required. If registration is consistently reaching capacity early in the week, then we will reassess our options for July. The options include to add a second service or to increase capacity.
- There was a discussion on what other churches are doing as far as capacity and COVID-19 precautions. Josh said that many churches have lifted most precautions. Some are offering a mask service and a no mask service.
- Financial Update:
  - Sarah gave a brief financial update. She will email an updated financial for May because the books are not officially closed the month yet.
  - In April, we projected a loss of \$1200, but we only had a \$200 loss. We are also \$2000 over what we projected to receive in tithes. Sarah raised the point that year to date we should have given away \$7500 to outside ministries and we have given \$0. Josh reported that he has been working on partnering with the non-profit Lord of the Streets. They are starting a ministry for homeless folks by providing them with a mailing address and wants Gather to help fund this project.
- Staffing Update:
  - We posted two Kid's Coordinator positions and have received interest in each position. The candidates were discussed at length and Josh received approval to offer the job to a candidate for the Infant/Toddler Coordinator position.
- Reminder: Staff Goal Setting
  - Rachel gave a reminder that August will start the new review cycle. In July, the staff will set individual goals to be reported to the Board at the August meeting. The Board will meet with Josh about his goals at that meeting as well.

End Time: 9:07 pm

Gather Houston Board Meeting Minutes

August 3, 2021

8:00 pm

Zoom Online Meeting

Voting Members in Attendance: Josh Hilburn, Graham Perry, Sarah Perry, Rachel Dubose, Andy Pechacek, Udoro Gatewood

Non-voting Members in Attendance: Lauren Hazard

Start time: 8:08 pm

Agenda:

- Elementary Curriculum Update:
  - Josh reported that he and Andre have decided on a curriculum for the Pre-K kids. It will be based on the book *What is God Like?* by Matthew Paul Turner. There will be a monthly theme with a Bible story, craft, and Bible verse to go along with it. Teri will be speaking those same themes in the Infant and Toddler room.
  - A curriculum called Storymakers will be used with the Elementary kids. It is narrative based and includes a magazine, crafts, games and an optional video.
  - Parents will be asked to volunteer with the Elementary kids until someone is hired to fill that role.
  
- Management & Organizational Structure:
  - Josh shared an organizational chart that he created. The goal of the new structure is to create clarity and sustainability for himself and the staff. The new structure adds some additional responsibilities to the Formation category which is led by Andre. Josh proposed bringing Andre on as a full-time employee to fulfill these additional needs. The Board was very receptive to this transition. Josh will email a proposed job description and salary to be voted on and approved by the Board.
  - Rachel noted that this is the start of a new review structure constructed by the Board earlier this year. Josh included his goals and the staff's goals for the next year in a document to be reviewed by the Board. The goals will create a framework for yearly reviews. Josh met individually with the staff to set these goals and update their job descriptions.
  - Rachel proposed that the Board meet a minimum of twice per year without Josh preferably in January then again mid-year.
  
- Financial Update:
  - Sarah presented the budget vs actuals for June and July. She explained Gather's policy that anything over \$1000 is capitalized, which included some of the building construction.
  - Year to date, we are \$48,000 over budget in offering. There was a projected loss of \$11,000, but we are currently ahead by \$37,000.

- Missions & Outreach:
  - A donation of \$3000 was made to Lord of the Streets and we plan to continue to partner with them.
  - Josh reported that we are currently meeting every need that comes our way, such as providing money to a single mom for school supplies and providing a washer and dryer to a halfway house. We will continue to meet needs as they come up.
  
- COVID-19 Precautions:
  - It was discussed at length whether or not the safety protocols that we currently have in place should change. It was decided that the staff and volunteers will be required to wear masks and we will communicate that we agree with the CDC guidelines and strongly encourage everyone to wear a mask indoors.
  - We will continue to require registration and limit capacity to 50%.

End Time: 9:30 pm

#### Gather Houston Board Meeting Minutes

October 7, 2021

8:00 pm

Zoom Online Meeting

Voting Members in Attendance: Josh Hilburn, Graham Perry, Sarah Perry, Andy Pechacek, Udoro Gatewood

Non-voting Members in Attendance: Lauren Hazard

Start time: 8:04 pm

#### Agenda:

- Building Lease:
  - Josh reported that we are still in negotiations with the landlord about renewing our lease which ends in December. Currently on the table is a 3-year renewal averaging \$4100 per month.
  - There was some concern about the length of the lease since we do not have an “out clause.” The final lease will be approved by email.
  
- Member’s Brunch:



- We are hosting a member's meeting and brunch on October 17<sup>th</sup> right after church. Rachel will give a financial update through Q3. Currently, there are not any major financial needs.
  - Sarah asked about our plan for giving to other ministries. Josh said that our next ministry focus will be "becoming a peacemaker." After dedication Sunday, he will begin a six-week sermon series on peacemaking. Josh created a rubric for evaluating giving to a ministry. There should be a plan by the end of the end of the year for which ministries we will give money to, starting with nonprofits that our church members are involved in.
  - Next year's budget can be built so that 90% of the money is donated to designated organizations and 10% is designated for emergencies or needs that come up.
- Dedication Sunday:
    - Dedication Sunday will be celebrated on October 24<sup>th</sup>. Josh reported that the content given at the member's meeting will be given in sermon form.
    - Josh proposed stopping registrations after Dedication Sunday. The capacity limit has never been exceeded and we have been able to allow every person to participate without turning anyone away.
  - Board Composition:
    - Sarah announced she is rolling off of the Board at the end of the year, so someone will need to replace her as Treasurer. This person must have an accounting background, and preferably experience with nonprofits. Graham also announced he will be rolling off at the end of the year, so another replacement is needed.

End time: 9:10 pm

Gather Houston Board Meeting Minutes

November 11, 2021

8:00 pm

Zoom Online Meeting

Voting Members in Attendance: Rachel Dubose, Graham Perry, Sarah Perry, Andy Pechacek, Udoro Gatewood

Non-voting Members in Attendance: Lauren Hazard

Start time: 8:05 pm

Prior to the meeting a vote occurred via email. Josh presented a proposed lease renewal and made a motion to renew the lease at our current space for a 3-year term. The motion was approved with 6 in favor and 0 opposed.

Agenda:

- Year-End Bonuses
  - Rachel led a short discussion on the year-end bonuses. Pay increases due to inflation were also discussed for all of the staff. Rachel made a motion for a year-end bonus equivalent to 2-weeks pay for all staff effective December 15<sup>th</sup> payday. She also motioned for a 5% pay increase for all staff and a 7% pay increase for Josh effective Jan 1<sup>st</sup>. Both motions were approved with 5 in favor and 0 opposed.
- Board Roles & Responsibilities
  - Rachel reported that beginning next year, each Board member will be assigned to oversee and report on a particular area of the church. These roles and potential new members will be up for discussion at the next meeting.

End Time: 8:46 pm

Gather Houston Board Meeting Minutes December 6, 2021

8:00 pm

Zoom Online Meeting

Voting Members in Attendance: Rachel Dubose, Graham Perry, Sarah Perry, Andy Pechacek, Udoro Gatewood

Non-voting Members in Attendance: Lauren Hazard Start time: 8:02pm

Agenda:

- COVID-19 Exposure
  - Following the COVID-19 exposure on Sunday, everyone who was there has been contacted. After a long discussion about whether or not to cancel church this Sunday, Rachel moved to have church on Sunday as long as all staff members have a negative PCR test (Thursday) and a negative rapid test (Sunday morning). The motion passed with 6 in favor and 0 opposed.
- Board Roles
  - Josh reported that beginning in 2022, each member of the Board will oversee a certain area of the church and report back at the meetings. Rachel will remain

Chairperson, Andy will replace Sarah as Treasurer, and Udoro will oversee Outreach. We are looking to fill two additional roles: Formation & Community Care/Events.

- New Board Members

- Josh and Rachel will meet with a few individuals about their interest and

availability. We are still in need of 2-3 new Board member for 2022.

- 2022 Budget

- Sarah presented the 2022 Budget and gave a line by line breakdown. Giving is projected to increase by 23% from the 2021 Budget. The projected expenses were calculated based on our current expenses and will remain about the same.

- Our goal is to maintain 3-4 months of expenses in the bank. The current cash balance is a little low.

- Sarah will email the final budget for review and approval. Next Member's Meeting: February

Next Board Meeting: January with new members End Time: 9:14 pm