

**Delaware Valley Chapter NACBA  
Meeting Minutes  
October 4, 2007  
Grace Church, Wilmington, DE**

Present: Mort Bell, Dorothy Boersma, Lorraine Buchakjian, Pat Canavan, Keith Dawson, Bessie Evans, Jack Felch, Anne Gunn, John Hank, Charlie Huntington, Bill Kern, Fred Kirschman, Cheryl Kurpiel, Royal Lowthert, Ruth Morrison, Mike Scharff, Dory Speer and Roy Timmer

We opened our meeting at 10:30 a.m. with devotions and prayer by Rev. Robert Mongold.

We watched the NACBA promotional DVD for next summer's conference in Nashville, TN from July 12-16, 2008. Brochures were available. Keith reported on the July conference in Texas.

1. We continued with round table discussions:
  - a. Audits vs. Reviews
  - b. Discussed fired employees and the implications of not keeping good personnel records
  - c. Performance reviews – have employee write own action plan
  - d. Medical Benefits survey
  - e. Pastor Discretionary Funds – recommended to be reimbursable with receipts
  - f. Background Check companies and frequency
  - g. Child Safe policies – check out [www.aldersgate.org](http://www.aldersgate.org) for Child Safe procedures
  - h. Radio Ads – Aldersgate received a “Igniting Congregations” program grant for ads
  - i. Bulletins on website – cannot use copyrighted music or words
  - j. Prayer requests from congregation via email – use Blind Copy
  - k. Security for children vs. locking out church membership
  - l. Fred will send a Treasurer's Manual to be posted on chapter website.
  - m. [www.onelicense.net](http://www.onelicense.net) – for music copyright
2. The Treasurer's report was distributed. The balance in the Delaware Valley Chapter bank account as of October 4, 2007 was \$3,119.61. Anne moved to keep annual dues at \$25; vote- 17 yea, 1 nay. Need to explain how money is used throughout the year.
3. Minutes for June 7 general meeting and August 3 officers' meeting were distributed.
4. Mort presented the program topics for the 2007/2008 year. We will have a joint seminar with the Susquehanna Chapter on April 3, 2008. Eric Spacek from Guide One will present a program on Risk Management. The seminar will be from 10:00 a.m. – 2:00 p.m. with lunch at Hopewell UMC in Downingtown.
5. Our chapter received a Superior rating at the NACBA Conference.
6. CEU certificates for last April's seminar were mailed to each attendee.
7. We need a membership co-chair for Delaware.
8. For our June program on Personnel Policy Manuals/Handbooks, questions that you would like answered should be emailed to Ruth ahead of time. [rmorrison@suppleepc.org](mailto:rmorrison@suppleepc.org).
9. The Hosting Packet is being finalized.
10. A nominating committee must be formed with three past officers.
11. Bill reminded everyone that there is a chapter scholarship of \$500 available for the 2008 NACBA conference.

Following a tour of the church and lunch, Cynthia de Leon, a Human Resources professional and president of her own consulting practice, Cynthia de Leon LLC, presented our program “The Basics of Human Resources and Personnel Management....Key Issues You Should Know”. Topics included Employee Handbook, Compensation & Benefits, Performance Reviews, Job Descriptions, and Corrective Action Guidelines.

Respectfully submitted,  
Ruth Morrison  
Secretary