1. **Opening**
   1. Steve opened with prayer
2. **Treasurer's Report**
   1. November reports not yet in, same report as last meeting
   2. Barbara will investigate the three funds: General, Berven, Helping Hand. Idea: those monies were the money transferred to RCF. We should still have some accounting of those funds separately though.
3. **Other Business**
   1. New Board Member(s)
      1. Steve Pfeiffer - unable to attend due to illness
      2. Eileen Barootian - Feb?
   2. Labyrinth Disbursement - waiting on receipts to be submitted and amount from Council/Jay Weiss
4. **Ministry Planning:**
   1. ***Kickoff date with Pastor Larry Westﬁeld: Sunday February 12, 2016 - 8:00 Service, 9:00 Adult Forum, 10:00 Service***
      1. He will be delivering the sermons, leading the Adult Forum ~~and Luncheon~~
   2. Using the ELCA strategy template as a guide, we will add more speciﬁcs to the plan

- ***Month 1 will be January 2017***

* 1. **2016 Items** 
     1. ~~set kickoff/luncheon date -~~
        1. ~~Done (feb11&12, 2017~~
     2. Finalize fund documents:
        1. ~~By-Laws~~
        2. Investment & Spending Policy
     3. Prep Communications items
        1. ~~'Save the Date' item~~ - Not needed no luncheon
        2. questionnaires - initial knowledge, for adult forum, future luncheon
        3. Bulletin Inserts - referring to kickoff sunday
        4. 'The Cross' article(s) -
        5. Web items? - what, why, probably not
     4. ~~Dates onto Church calendar(s) Complete~~
  2. **~~Month -2 (Nov 2016~~**~~)~~ **~~-- Plan luncheon~~**Not needed
     1. ~~cater, make nice~~
     2. ~~can use membership committee if planning help needed~~
     3. ~~suggest asking Jeff Wakeﬁeld for food/planning~~ 
        1. *9/12 - ~~Steve contacted Jeff who agreed to work on it~~ Complete*
  3. **Month -1 (Dec 11, 2016)**
     1. Initial Announcement/Teaser - Steve
     2. Initial 4 Questions insert (based on P. Larry) - Steve
  4. **Month 1 -- Communication**
     1. Temple Talk - Steve
     2. Annual Report endowment committee report (due to office first week of Jan 2017)
     3. Cross article(s) re: initial
     4. distribute 'save the date' comm for ~~luncheon~~/adult forum/talk - usher tables
     5. Bulletin and newsletter articles - weekly
     6. ~~newsletter lay interview Jerry/Steve (jtapp@racinechurch.org, a.m. Only)~~
        1. ~~9/12 - Steve contacted Jerry. yet to set initial meeting, but he is aware of the project~~
     7. Annual Meeting discussion?
  5. **Month 2 -- Kickoff/Luncheon February 12 (& Sat 11)**
     1. Temple Talk (someone else - Board member or congregational member)
     2. Services with Pastor Larry message
     3. Adult forum with Pastor Larry
     4. ~~Luncheon with Pastor Larry~~
     5. Endowment committee debrief/plan with Pastor Larry