

To the newer members of the Board of Trustees:

October 11, 1999

This manual was prepared to assist the members of the Board by detailing some of the functions and activities which have been conducted in the past and to help newer members become familiar with things that may need their attention during their time on the Board.

The letter on the following page is self-explanatory. The manual is now being circulated to the people below. Please familiarize yourself with its contents to the extent you find it of interest; then cross out your name and pass it on to the next on the list. When it has gone the rounds, please be sure that it ends up on the counter across from Nancy's desk in the office.

~~Frank Elias~~ 12/5
Sally Hicks ✓
Cindy Lawry
Joan Seville
Richard Tatum
~~Jack VanWoerkom~~ e

Thanks for your participation.

Bill Burt

To the Board of Trustees:

February 16, 1997

This booklet is a start at trying to collect information in the form of a manual with a continuing life which should be kept up-to-date and be passed on from one Board to the next. My starting point has been a number of lists and file such as the list of contractors which I inherited from Norma. Many of these items would require future Boards to "re-invent the wheel" if not apprised of what had gone on before they came on the scene. It might also be of considerable interest to our new minister to see how we have been doing thing in the past.

As you will see, much of what I have collected so far deals with electrical matters for obvious reasons. I am sure that there are numerous other items you can think of which should be included. As an example, much of the detailed work done by Harry Jones and Wally relative to trust funds should probably be written up by someone. *Done by WRS 2/12/97*

Please read these sections as closely as you choose and make notes on the pages wherever you see omissions or need for corrections, additions or improved clarity. Then, please write on the pages in the back any new subjects which you think should be included in this manual and note whether you would consider writing up the initial draft for me. Please put yourself in the position of one about to leave the church with knowledge about this or that which you think your successor might like to have.

After you have given it a shot, please delete your name and give it to the next on the list, hopefully within a week of when you received it:

Steve Melius
~~Shep Johnson~~ *SPB*
Sally Barnes
~~Sally Barnes~~ *WRS*
Adrian Glynn *AG*
Ed Heller *WRS*
John Kassabian *JK*
Max Pelsue *MP*
Wally Stevens *WRS*
Teit Teittinen *WRS*
~~Bill Burt~~

Many thanks for your help!

Bill