

**BOARD OF TRUSTEES**  
**CENTRAL BAPTIST CHURCH OF QUINCY, ILLINOIS**

***SPECIAL CALLED TRUSTEE MEETING***

***Minutes – February 22, 2010 meeting – Lounge Room***

<input checked="" type="checkbox"/> Shirley Rhodes, Chair	<input checked="" type="checkbox"/> Chet Coonrod, Secretary	<input checked="" type="checkbox"/> Joan Drummond
<input checked="" type="checkbox"/> Jim Fox, Vice Chair	<input checked="" type="checkbox"/> Chuck Grace	<input checked="" type="checkbox"/> Barb Hutchens-Bugh
<input checked="" type="checkbox"/> Andy Miller	<input checked="" type="checkbox"/> Kenneth Phillips	<input checked="" type="checkbox"/> Joanne Sigler
<input checked="" type="checkbox"/> Diana Smith	<input type="checkbox"/> Richard Sparks	<input checked="" type="checkbox"/> Rex Thomas, Sr.
<input checked="" type="checkbox"/> Rev. Ivan E. Greuter	<input checked="" type="checkbox"/> Elizabeth Arrowsmith, Fin. Sec.	<input type="checkbox"/> Bill Gibson, Emeritus

**Guests: None.**

**Shirley called the meeting to order at 7:00 p.m. and established a quorum. The Pastor opened the meeting with prayer.**

**ACTION ITEMS:**

**Accounting Firm Quote** – Elizabeth Arrowsmith, Financial Secretary, resigned effective March 5, 2010. P.J. Patterson Accounting Firm in Decatur, Illinois submitted a quote of \$450.00 per month (see attached quote). She will stand by her 2007 quote price. **Diana moved, Rex seconded, that Central Baptist retain P.J. Patterson to provide accounting services as outlined in attached bid to start March 1, 2010. Motion carried unanimously.**

**Church Review** – Jim moved, Andy seconded, that the Board retrain P.J. Patterson Accounting Firm to perform a church review at \$750-1,000.00. **Motion carried unanimously.**

**Receptionist** – Ivan spoke with Carolyn Brown, Executive Secretary, about office administration and ideas for addressing part of Elizabeth’s receptionist responsibilities: answering phone, answering door, distributing mail, maintaining CHUPPERS list, signing for UPS packages, etc. Ivan secured a quote from Snelling about a “temp” as a Receptionist for 20 hours/week. Receptionist would get \$9.50 per hour and we would pay Snelling \$14.50 [hourly rate x 1.5 modifier = bill rate]. **Chet moved, Chuck seconded, that Ivan draft job description for volunteers and then to secure the same to work in the office. Motion carried unanimously.**

**Adjournment** - Having addressed all business for the special called meeting, Pastor adjourned the meeting with prayer at 8:00 p.m.

Respectfully submitted,  
**Chet Coonrod**  
*Board Secretary*