

APPROVED Church Council Minutes

April 19, 2022

Present: Pastor Sal Sapienza, Peter Mueller, Beverly Hawkes, Jim Kern. Stacy Honson and Stan Greene attended via Zoom.

Excused: David Geen, Marty Coffin.

Guests: Bud Baty, Jodi Berault, Floyd Fleming, Kelly Wright, Bob Kenny.

1. *Welcome and Introduction* – Pete welcomed guests Bud Baty, Jodi Berault, Floyd Fleming, Kelly Wright and Bob Kenny.
2. *Opening Prayer*- Pastor Sal opened the meeting with prayer at 6:00 pm.
3. *March 2022 Meeting Minutes* – Bev distributed the final draft prior to the meeting.
Motion: from Jim to approve the minutes. Pastor Sal second. Motion approved.
Action: The minutes will be in the E-pistle and posted on the Friendship Hall bulletin board.
4. *Pastor's Report* – Pastor Sal distributed the report prior to the meeting.
In addition: A New Members Class will be held on May 25th; our Music Director/pianist Peter Black will be on vacation during the 2nd and 3rd Sunday services in May. Bob Ruddy will be providing coverage; and, Sunday communion will return to distribution at the altar on Sunday May 1st. Individual communion cups will still be available for congregants wishing to remain in their seats.
Action: The detailed report will be in the E-pistle and posted on the Friendship Hall bulletin board.
5. *Financial Report* – Stacy distributed a financial summary for March, P&L YTD comparison, and Budget vs. Actuals FY 22 prior to the meeting.
 - a) March financials include \$2914 of income and \$316 in expense for the Afghan family. On a YTD basis, \$14,172 in income and \$5613 has been spent.
 - b) General insurance includes \$1800 due to incorrect billing. There is an April correction per Julie. The annual workers compensation bill for \$912 is included.
 - c) Pastor Sal's health insurance was billed incorrectly last fall. A credit was applied in March.
 - d) Almost all other expenses are under budget. YTD, net of the Afghan family activity, income is approximately \$10,000.
Noted: Work continues on FY23 budget. Additional projected expenses will be addressed in the Trustee Report below.
6. *Trustee Report* – Marty/Kelly Wright
 - a) Kelly Wright reviewed and prioritized the May 2021 ABI Facilities Inspection Report and provided projected additional facility expenses for FY23.
 - 1) Primary: The church and Friendship Hall roofs are in poor condition and need replacement and additional ventilation. Estimate for both was between 32-35K.
 - 2) Secondary: Replacement of the Retreat House roof. Estimate was between 12-14K.

Action: Kelly will obtain and submit to Council two additional roofs replacement estimates.

- b) The Spring St. house deck on the north side is fundamentally unsound. The Zoning Administrator for the City of the Village of Douglas would require a total replacement as it is beyond repair.

Options:

- 1) Contractor quote to remove and replace is \$3500.
- 2) Remove the deck, regrade the area, and create a patio area using pavers or concrete with 1-2 steps leading from the house.
- 3) Remove the deck ourselves or contract out with 1-2 steps leading from the house, grade and plant grass.

Noted: Downspout in deck area needs repair as well as lower house wall behind the deck.

Action: Kelly will obtain an estimate for deck removal, installation of 1-2 steps and repair of the lower wall behind the deck. Kelly will repair the downspout.

Motion: from Jim that Kelly Wright, be given the authority to proceed with an estimate for deck removal, repair of the lower wall, and 1-2 steps installation. Bev second. Motion approved.

- c) Trustee position update:

Action: Pete will contact Marty regarding his decision to continue as Trustee and notify Council of same with a request for a motion via “E” vote.

- d) **“E” Vote** dated April 20, 2022.

Motion: from Pastor Sal that effective today through the end of June, Kelly Wright will join Council as acting Trustee and voting member, to be affirmed by congregational vote on June 26th. Marty will leave Council and join Mike White, Kathleen Mueller, and Larry Fuerst as a member of the Trustee Team, assisting with repairs, etc. as needed. Stacy second. Motion approved with 6 aye, 2 absent.

7. *Committee/Group Updates* – Pete

Grant Proposal Committee (GPC) submitted two grant requests for approval.

- a) Sylvia’s Place requested a \$3000 grant on behalf of their work with victims of domestic violence. GPC is however recommending that Council award \$4000 in unrestricted funds to assist with several new program initiatives.

Motion: from Bev to award Sylvia’s Place \$4000 in unrestricted funds. Jim second. Motion approved.

- b) The Saugatuck/Douglas Rotary requested a grant of \$2500 for Household Hazardous Waste Day (HHWD). Awarding this funding was not a unanimous decision by GPC. The reservations centered around the fact that funding should be provided by surrounding communities that are served, however, it does align with our Creation Justice Mission.

Motion: from Pastor Sal to award \$2500 towards HHWD. Bev second. Motion not approved. 2 aye, 4 nay.

Action: Pete will notify Karen Clark (GPC) of Council’s decisions.

8. *Ongoing Business*

- a) **“E” Vote** dated March 31, 2022.

Motion: from Pastor Sal to approve \$500 in addition to the \$1000 (approved at March Council meeting) towards the Douglas/Saugatuck Community Pride Event this June. Stan second. Motion approved. 5 aye, 3 absent.

- b) Church's 140th anniversary celebration on June 5th
- 1) The City of the Village of Douglas has approved blocking off the street in front of the church. Affected neighbors have been notified.
 - 2) Finding live musical entertainment has been unsuccessful therefore, outdoor speakers will be utilized.
- c) Facility Plan B – Bud, Jodi, Floyd.
- 1) Sanctuary:
 - i. Wallcovering sample was shared with Council. Color is a nice backdrop for the stained-glass windows as well as durable and washable. Cost estimate: \$3560.
 - Option 1: Commercial installation including removal of existing wallcovering, repair and prime plaster as necessary, and install new owner supplied wallcovering. Cost estimate: \$10,155
 - Option 2: Remove existing wallcovering, skim coat walls to provide a surface suitable for paint and prime and paint wall. Cost estimate: \$14,340.
 - ii. Wainscoting: touch up stain and polyurethane. Cost estimate: \$1660.
 - iii. Pews: touch up stain and polyurethane. Cost estimate: \$17,000.
Action: Jodi will check on timeline for current bid, obtain 2 additional bids and report back to Council.
 - 2) Church front doors: Doors are made of pine and with continual outside exposure refinishing is not practical. Door suppliers recommend mahogany but replacement of doors requires additional considerations required by building codes.
Action: Bud will continue exploring door refinishing options, obtain bids and report back to Council.
- d) Afghan family updates – Bob
- 1) Family needs a contact person from the Trustee Committee for Spring St. house maintenance needs.
Action: Kelly will ask Mike White from the Trustee Committee if he is willing to fill this role.
 - 2) Spring St. house lead exposure inspection was requested via a letter from the Michigan Department of Health and Human Services (DHHS) due to the elevated blood lead level in Afghan family member. After an application is processed with the necessary information, DHHS will perform lead tests in the home. The cost, if any, is unknown at this time.
Action: Bob and Pete will follow up with filing the application after completing the necessary information and signature(s).
 - 3) Vehicle donation from Mark Johnson includes valuation, repairs, and auto transport. Transfer to Afghan family can occur after driver passes road test, driver licensing and purchase of auto insurance.

- 4) Afghan family financial updates include lessons on budgeting and the necessity of establishing credit. The charging of rent and/or utilities to the family and the subsequent tax consequences to the church were discussed. Encouragement continues for the family to step up and take on more responsibility for their affairs as they move forward.

Action: Stacy will speak with a tax accountant and establish the best way for the family to establish credit without creating detrimental tax consequences for the church.

9. *New Business*

- a) Ukraine relief suggestions: Financial support for “Ukraine Relief” can be sent to the National United Church of Christ. Thus far, more than 1 million dollars have been donated. Instructions on how to give is in the E-pistle and at the United Church of Christ website.
- b) A Dark Sky proposal has been submitted by our Creation Justice Team (CJT) in the amount of \$1987.10. This funding request is for the replacement of the outdoor lighting fixtures on all the church campus buildings (three buildings, seven light fixtures), in order to be compliant with the International Dark Sky Association Exterior Lighting Standards. This initiative is part of CJT ongoing program to educate others and raise awareness of environmental issues such as the alarming damage that light pollution has done and continues to do to our health, our environment, and our spiritual connection to the cosmos.

Motion: from Jim to approve the requested amount of \$1987.10 for the purchase of, and labor to install the CJT recommended Cascadia Delano Exterior Light Fixture, Model #T0259 by Vaxcel Lighting and LED light bulbs. Pastor Sal second. Motion approved.

10. *Next Meeting Dates* – May 17 @6pm.

Annual Congregational Meeting – June 26.

11. *Adjournment* – 8:15pm.

Motion: from Jim. Pastor Sal second. Motion approved.